

# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331  
(928) 634-7943 FAX (928) 634-0715

## REGULAR MEETING OF THE TOWN OF JEROME DESIGN REVIEW BOARD

DATE: Tuesday, October 15, 2019 TIME: 7:00 pm

PLACE: JEROME CIVIC CENTER

600 Clark St., JEROME, ARIZONA 86331

## AGENDA

Pursuant to A.R.S. 38-431.02, notice is hereby given to the members of the Design Review Board and to the general public that the Design Review Board will hold the above meeting in Council Chambers at Jerome Town Hall. Members of the Design Review Board will attend either in person or by telephone, video or internet conferencing. The Design Review Board may recess the public meeting and convene in Executive Session for the purpose of discussion or consultation for legal advice with the Town Attorney, who may participate telephonically, regarding any item listed on this agenda pursuant to A.R.S. § 38-431.03 (A)(3).

### ITEM 1: CALL TO ORDER/ROLL CALL

### ITEM 2: APPROVAL OF MINUTES: Minutes of Sept. 9, 2019 Discussion/Possible Action/ Possible Direction to Staff

**ITEM 3: PETITIONS FROM THE PUBLIC** – Pursuant to A.R.S. § 38-431.01(H), public comment is permitted on matters not listed on the agenda, but the subject matter must be within the jurisdiction of the Commission. All comments are subject to reasonable time, place and manner restrictions. All petitioners must fill out a request form with their name and subject matter. When recognized by the chair, please step to the podium, state your name and please observe the three (3) minute time limit. No petitioners will be recognized without a request. The Commission's response to public comments is limited to asking staff to review a matter commented upon, asking that a matter be put on a future agenda, or responding to criticism.

### ITEM 4: REPORT/SUMMARY OF RECENT P&Z ACTIVITIES HENRY VINCENT, P&Z LIASION

- Jerome Winery Relocation
- Building Height Discussion
- Misc. Informational Items

Discussion/Possible Direction to Staff

### ITEM 5: Preliminary and Final Site Plan Review for Deck on Ex. Home (Continued from 9/9/2019)

APPLICANT: Karen Tomlinson

ADDRESS: 750 Verde Ave.

ZONE: AR

OWNER OF RECORD: Karen Tomlinson

APN: 401-07-167C

Applicant is seeking approval to replace an existing at grade deck, add a 2<sup>nd</sup> story deck and add overhead trellis.

Discussion/Possible Action

### ITEM 6: Design Review for "Small Project" to Construct 6' Wood Fence

APPLICANT: Mary Chinander

ADDRESS: 860 Hampshire Ave.

ZONE: R1-5

OWNER OF RECORD: Mary and Andy Chinander

APN: 401-07-133

Applicant is seeking approval to remove ex. Fence and replace with 6' wood fence

Discussion/Possible Action

### ITEM 7: Design Review for "Small Project" to partially rebuild existing garage

APPLICANT: Debi Foli

ADDRESS: 665 Verde Ave.

ZONE: R1-5

OWNER OF RECORD: Debi Foli

APN: 401-07-037

Applicant seeks approval to add a roll up garage door and rebuild garage roof

Discussion/Possible Action

# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331  
(928) 634-7943 FAX (928) 634-0715

## ITEM 8: Design Review to Change Ex. Windows on Hotel Jerome (Artists Co-op)

APPLICANT: Town of Jerome

ADDRESS: 502 Main St.

OWNER OF RECORD: Town of Jerome

ZONE: C-1

APN: 401-06-079

Applicant seeks approval to install new windows

### Discussion/Possible Action

## ITEM 9: 804 Hampshire – Possible Demolition

APPLICANT: Carol Anne Teague

ADDRESS: 804 Hampshire

OWNER OF RECORD: Jay Misany

ZONE: R1-5

APN: 401-07-128A

Applicant seeks input of possible demolition of existing home

### Discussion

## ITEM 10: Future Agenda Items

- Update on Items from Oct. 8<sup>th</sup> Council Meeting
- Next Meeting – **Wednesday, November 13<sup>th</sup> at 7pm** – Note date change due to **Veteran's Day Holiday** - No items currently scheduled
- Joint Council/P&Z Work Program/Goal Setting Session – Monday, Nov. 18<sup>th</sup> at 5pm

### Discussion/Possible Direction to Staff

## ITEM 11: ADJOURN

### Discussion/Possible Action

The undersigned hereby certifies that this notice and agenda was posted at the following locations on or before 7:00 p.m. on \_\_\_\_\_.

970 Gulch Road, side of Gulch Fire station, exterior posting case

600 Clark Street, Jerome Town Hall, exterior posting case

120 Main Street, Jerome Post Office, interior posting case

---

*Joni Savage, Deputy Clerk, Attest*

*Persons with a disability may request a reasonable accommodation such as a sign language interpreter by contacting the Deputy Town Clerk Joni Savage at (928) 637-7943. Requests should be made as early as possible to allow sufficient time to make arrangements. Anyone needing clarification on a DRB agenda item may call Jerome Town Hall at (928) 634-7943 and ask to speak with John Knight, Zoning Administrator.*



# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331  
(928) 634-7943 FAX (928) 634-0715

## REGULAR MEETING OF THE TOWN OF JEROME DESIGN REVIEW BOARD

DATE: Monday, September 9, 2019 TIME: 7:00 pm

PLACE: JEROME CIVIC CENTER  
600 Clark St., JEROME, ARIZONA 86331

## MINUTES

### ITEM 1: CALL TO ORDER/ROLL CALL

Chair Brice Wood called the meeting to order at 7:00 p.m.

Joni Savage called roll. Present were Chair Brice Wood, Vice Chair Danny Smith, Henry Vincent, Tyler Christensen and John McDonald.

Additional staff present John Knight, Zoning Administrator.

### 7:00 (00:40) ITEM 2: APPROVAL OF MINUTES: Minutes of August 12, 2019

#### Motion to Approve the Meeting Minutes of August 12, 2019

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD		X	X			
SMITH						X
CHRISTENSEN	X		X			
MCDONALD			X			
VINCENT			X			

### 7:01 ITEM 3: PETITIONS FROM THE PUBLIC - There were no petitions from the public.

### 7:01 (01:57) ITEM 4: REPORT/SUMMARY OF RECENT P&Z ACTIVITIES HENRY VINCENT, P&Z LIASION

Mr. Vincent gave his update from the Planning and Zoning meeting in September.

### 7:19 (19:02) ITEM 5: Preliminary and Final Site Plan Review for Deck on Ex. Home

APPLICANT: Karen Tomlinson

ADDRESS: 750 Verde Ave.

ZONE: AR

OWNER OF RECORD: Karen Tomlinson

APN: 401-07-167C

Applicant is seeking approval to replace an existing at grade deck, add a 2<sup>nd</sup> story deck and add overhead trellis.

Mr. Knight added that originally, he had thought the top deck would be open, however, since the Planning and Zoning meeting he has been informed that there will be a metal covering.

7:20 (20:02) Karen Tomlinson, the homeowner, noted it would match the metal roof already on the house.

Chair Wood said he didn't see it in the drawing. He would have liked to see elevations and floor plans.

7:21 (21:15) Mrs. Tomlinson spoke again about the design.

Chair Wood said he wanted to table this until he had a more complete application including material examples and elevations.

#### Motion to Table This Until We Have Complete Plans, Elevations and a Completed Application

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD	X		X			
SMITH			X			
CHRISTENSEN			X			
MCDONALD		X	X			
VINCENT			X			

### 7:24 (24:58) ITEM 6: Review to Replace Metal Roof and Paint on Existing Commercial Building

APPLICANT: Roberto Rabago

ADDRESS: 509 Main St.

ZONE: C-1

OWNER OF RECORD: Rabago, Roberto & Ann

APN: 401-06-089

Applicant is seeking approval to replace/repair an existing metal roof as well as paint the building.

# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331  
(928) 634-7943 FAX (928) 634-0715

7:25 (25:41) Mr. Rabago answered questions from the Board and approached the dais to further explain.

## Motion to Approve as Submitted

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD	X		X			
SMITH			X			
CHRISTENSEN		X	X			
MCDONALD			X			
VINCENT			X			

## 7:29 (29:35) ITEM 7: Review to Replace Awning on Existing Commercial Building

APPLICANT: Brett Jurisin

ADDRESS: 208 Main St. (Firefly)

OWNER OF RECORD: R & D Northern Arizona Properties LLC

ZONE: C-1

APN: 401-06-011

Applicant seeks approval to replace a green/white striped awning with a black awning.

## Motion to Approve as Submitted

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD			X			
SMITH		X	X			
CHRISTENSEN			X			
MCDONALD			X			
VINCENT	X		X			

## 7:31 (31:35) ITEM 8: Review to Change Signage on Existing Commercial Building

APPLICANT: Kelly Harter/Jason Domanico

ADDRESS: 301 Main St. (Passion Cellars)

OWNWER OF RECORD: Town of Jerome

ZONE: C-1

APN: 401-06-149

Applicant seeks approval to remove existing "Wine Tasting" sign and replace with "Winery".

Mr. Knight explained the application.

## Motion to Approve as Submitted

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD			X			
SMITH	X		X			
CHRISTENSEN		X	X			
MCDONALD			X			
VINCENT			X			

## 7:37 (37:55) ITEM 9: Review to Replace Asphalt Shingle with a Metal Roof on Existing Home

APPLICANT: Candias Rivera, Versatile Roofing

ADDRESS: 640 Main St.

OWNWER OF RECORD: Spirit of Jerome LLC

ZONE: R1-5

APN: 401-07-088

Applicant seeks approval to replace existing shingles with copper colored standing seam roofing.

## Motion to Approve as Submitted

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD		X	X			
SMITH	X		X			
CHRISTENSEN			X			
MCDONALD			X			
VINCENT			X			

## 7:39 (39:48) ITEM 10: Small Projects Definition/Discussion

Information/Discussion on definition and policy on how to address "small projects". Discussed with P&Z on Sept. 4, 2019. Items to consider might include repainting, sign replacement, color/material changes, small accessory structures, decks, etc.

The Board and Zoning Administrator discussed ideas.

## 7:55 (55:22) ITEM 11: Future Agenda Items & Discussion

Small projects were discussed again.

John McDonald said it is important we remember the purpose of the boards and not shove too much off on the Zoning Administrator.

# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331  
(928) 634-7943 FAX (928) 634-0715

## ITEM 12: ADJOURN

### Motion to Adjourn at 7:58

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD		X	X			
SMITH	X					
CHRISTENSEN			X			
MCDONALD			X			
VINCENT			X			

*Approval on next page.*

DRAFT

# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331  
(928) 634-7943 FAX (928) 634-0715

## REGULAR MEETING OF THE TOWN OF JEROME

### DESIGN REVIEW BOARD

DATE: Monday, September 9, 2019 TIME: 7:00 pm

PLACE: JEROME CIVIC CENTER

600 Clark St., JEROME, ARIZONA 86331

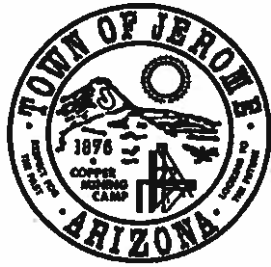
### MINUTES

*Respectfully submitted by Joni Savage on October 15, 2019.*

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Design Review Board Chair

Attest: \_\_\_\_\_ Date: \_\_\_\_\_  
Design Review Board Vice Chair

DRAFT



# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

OFFICE (928) 634-7943 FAX (928) 634-0715

## ZONING ADMINISTRATOR ANALYSIS DESIGN REVIEW BOARD

October 15, 2019

**ITEM 5:** Preliminary/Final Site Plan Review for Deck on Ex. Home (Cont. Item)  
**Location:** 750 Verde Ave.  
**Applicant:** Karen Tomlinson  
**ZONE:** AR  
**APN:** 401-07-167C  
**Recommendation:** Approve  
**Prepared by:** John Knight, Zoning Administrator

**Background and Summary:** Applicant requests Preliminary and Final Site Plan Approval to replace an existing deck, add a second story deck and an overhead trellis structure above the decks. This item was previously reviewed by the Planning & Zoning Commission and was continued from the September DRB meeting. The DRB requested additional information on elevations and materials. The applicant has since submitted cross sections and pictures. The pictures include an example of a similar trellis structure built by the same contractor.

The decks are approximately 8' x 21' and parallel with the rear of the home – in the same location as the existing deck. Black steel railings will be provided for safety. Corrugated metal roofing will be added over the 2<sup>nd</sup> story deck for weather protection (see color/material info. in packet). The decks are setback approximately 24' from the rear property line. The decks are proposed to be constructed of Douglas fir. The applicant has chosen a stain color identified as "Russet ST-117".

**Ordinance Compliance:** The Design Review Board shall review the applicant's proposal for compliance with the Code Section noted below.

### Section 304.F.2. Review Procedures and Criteria:

2. *The Design Review Board shall review a submitted application for Design Approval of Alterations, Additions, or Renovations to Existing Buildings or Structures, and shall have the power to approve, conditionally approve, or disapprove all such requests, basing its decision on the following criteria:*
  - a. *ARCHITECTURAL FEATURES AND DETAILS – Original porches, decks, balconies, canopies, doors, windows, walls, fences, stairways, eaves, cornices, and other architectural features and details shall be preserved and retained where feasible. Necessary replacement of these features should be as near as possible to the original feature in design and material.*
  - b. *ROOFS – Original roof shape, design, and material shall be preserved and retained where feasible. Where contemporary roofing material is used, it should be as near as possible to the appearance of the original roofing material.*

- c. COLOR – Exterior colors should be as near as possible to the original colors appropriate to the years during which the particular building or structure was built.*
- d. MATERIALS AND TEXTURE – The original exterior materials and texture shall be preserved and retained where feasible. Where contemporary materials are used, they should be as, near as possible to the original material and texture.*

**Action Required:** The Design Review Board shall make a motion to approve, conditionally approve or disapprove the applicant's request. Note that the ZA is recommending approval. Should the DRB recommend approval of the Plan, the Zoning Administrator suggests that the Board include a statement in the motion that the action includes both Preliminary and Final Site Plan Review.





Founded 1876  
Incorporated 1899

## TOWN OF JEROME, ARIZONA

Jerome Town Hall and Civic Center  
600 Clark Street  
P.O. Box 335, Jerome, AZ 86331  
(928) 634-7943 FAX (928) 634-0715

John Knight  
j.knight@jerome.az.gov

### APPLICATION FOR DESIGN REVIEW

PLEASE PRINT LEGIBLY SO THAT PROCESSING WON'T BE DELAYED.

APPLICANT'S NAME:

Karen Tomlinson

MAILING ADDRESS:

PO Box 968 Jerome

TELEPHONE:

928-821-1668

EMAIL:

Ktomlinson100@gmail.com

PROJECT ADDRESS:

750 Verde Ave.

PARCEL NUMBER:

40107167C

ZONE DISTRICT:

R1-5

APPLICATION FOR (Please describe the project):

Replacing bottom deck & porch  
cover. "Adding one level of upper decking."

- I hereby apply for consideration and conditional approval by the Design Review Board.
- I understand that any approval is not valid until application fees are received by the Town.
- I have obtained and reviewed information on the criteria used in evaluation by these bodies and/or reviewed the application provisions in the Town Zoning Ordinance.
- I understand that this application will not be scheduled for consideration until all required materials have been submitted and reviewed.

APPLICANT'S SIGNATURE:

K Tomlinson

DATE:

8-14-19

#### TOWN USE BELOW

RECEIVED FROM:

DATE:

Received the sum of \$ 50.00 as: ☒ Check No. 2423 ☐ Cash ☐ Credit Card

Per Fee schedule - Ordinance 332

BY:

John Knight

FOR:



**DESIGN REVIEW** – Please review ZONING ORDINANCE, ALL OF SECTION §304

All applications for Design Review Board approval shall include the following:

Procedures and Criteria should include the following from the Zoning Ordinance, Section §304.F, where applicable.  
Please submit eight (8) copies of each:

- 1. Plot plan or site layout, including all improvements drawn to scale.
- 2. Legible photographs showing all sides of existing structures.
- 3. Legible photographs showing adjoining properties, buildings, and structures.
- 4. Exterior elevations drawn to scale.
- 5. Materials and color samples.
- 6. Signs, where applicable.
- 7. Buildings, structures, etc., to be demolished or removed.

Items reviewed by the Design Review Board include but are not limited to:

- ☐ PROPORTION
- ☐ OPENINGS
- ☐ PATTERN
- ☐ SPACING
- ☐ ENTRANCES
- ☒ PORCHES / DECKS / PROJECTIONS
- ☐ MATERIALS / TEXTURE / COLOR
- ☐ ROOFS
- ☐ ARCHITECTURAL DETAILS
- ☐ ACCESSORY FEATURES
- ☐ LANDSCAPING
- ☐ SCREENING
- ☐ VISUAL COMPATIBILITY
- ☐ LIGHTING

JOB ORDER  
512-226-3094

Proposal

1  
N/A

Aug 09, 2019

KAREN Tomlinson  
750 VERDE AVE  
JEROME AZ 86331  
928 821 1668

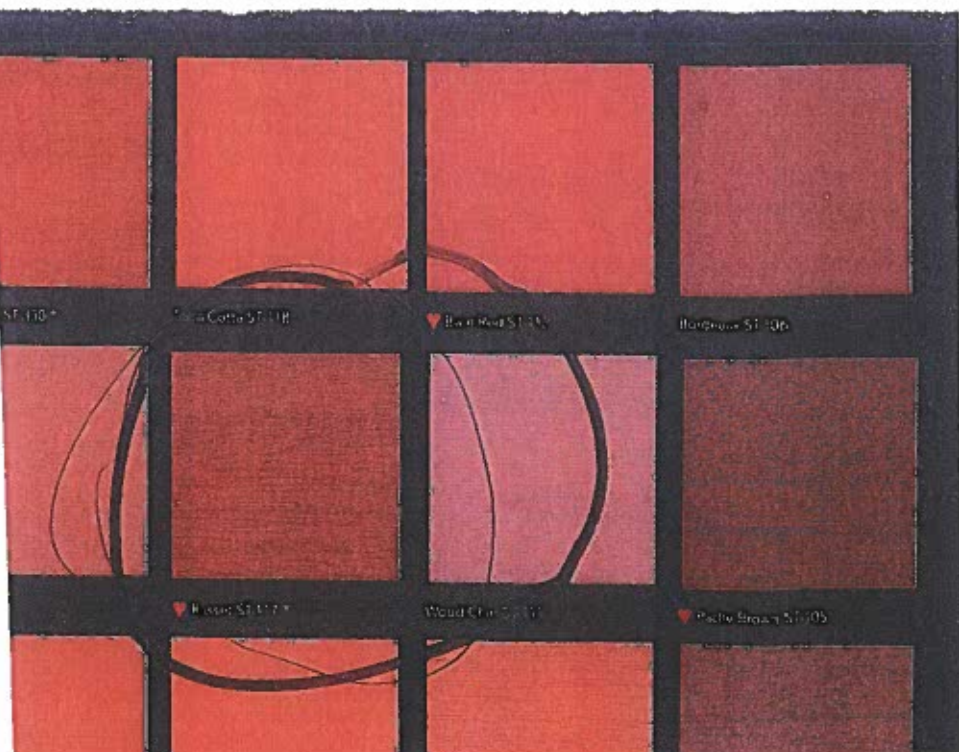
SAMPLE

Aug 09, 2019

Patio / ROOF STRUCTURE  
Replacement

Framing per plans (KT1 Aug 09, 2019) #2 & BETTER PRIME  
DOUG FIR LUMBER  
Associated FASTENERS AND HARDWARE  
CONCRETE SUPPORTS AS NEEDED  
32" BLACK STEEL RAILING  
26 ga STEEL ROOFING "R" PANEL SYSTEM  
BEHR PREMIUM STAIN ON ALL EXPOSED WOOD SURFACE

Stain  
Color  
Russet  
ST-117

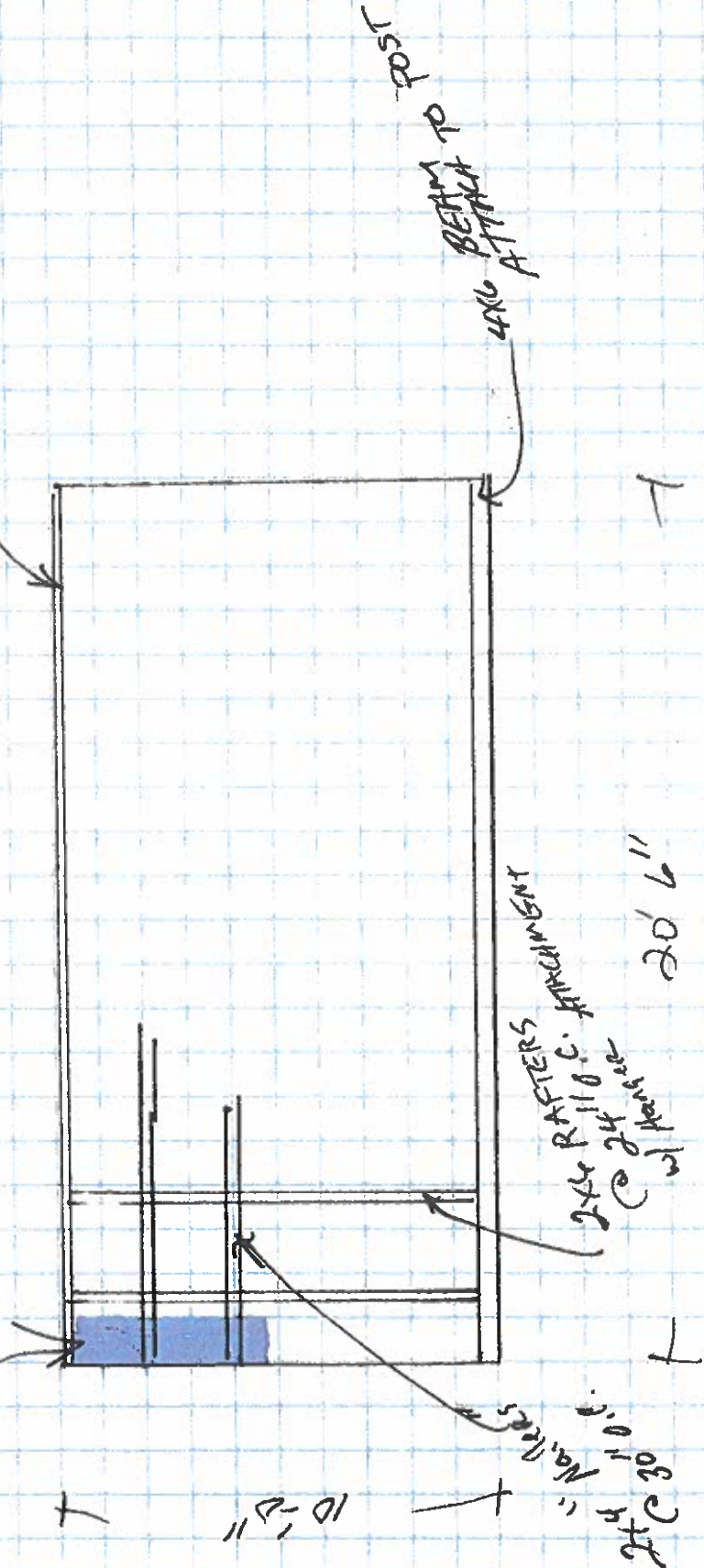




2x8 Joists with  
PLANES  
w/ Flashing as needed

Existing  
Structure

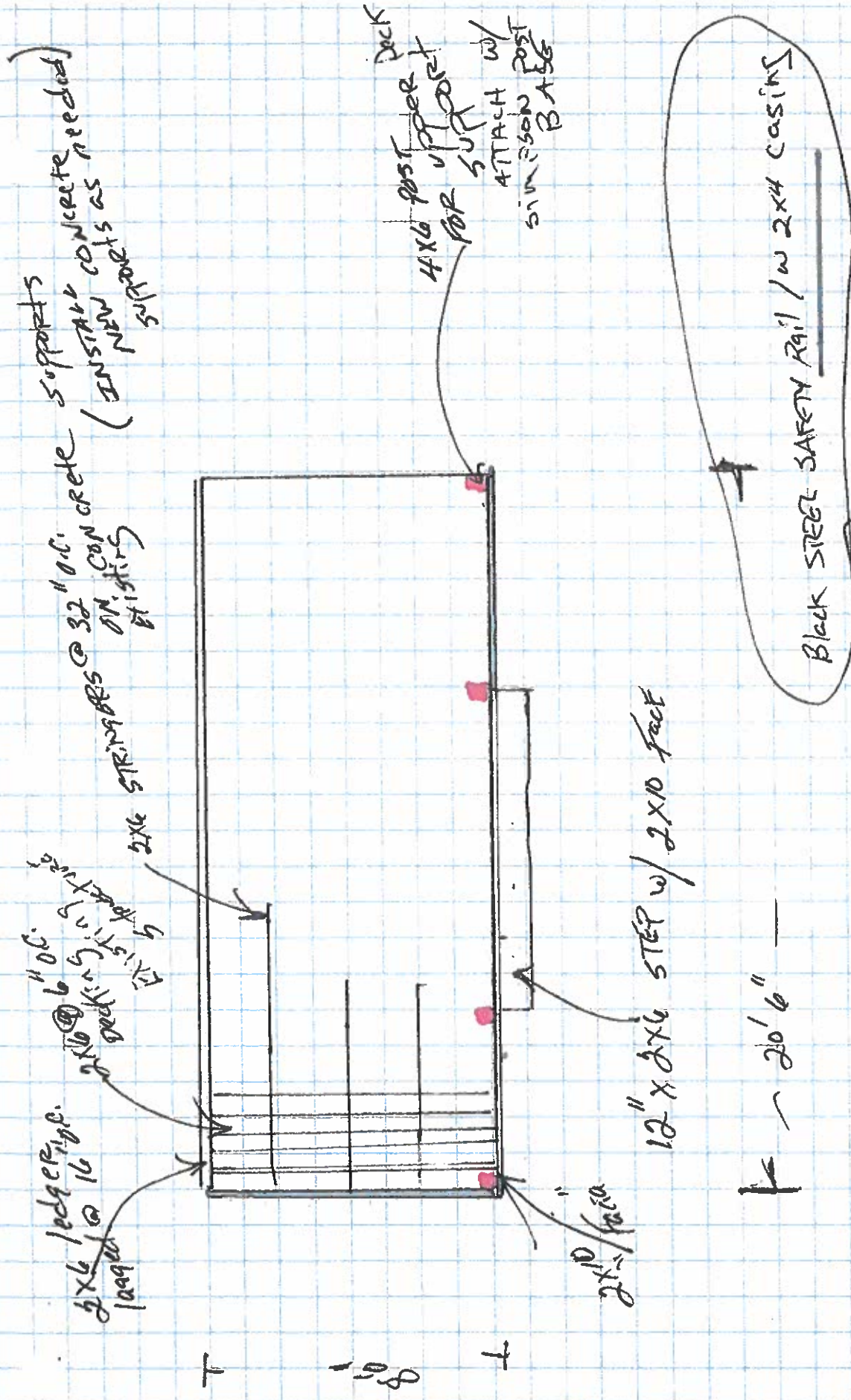
2x8 Joists @ 16" o.c.  
lapped



"TRELLIS" ROOF COVER

Aug 03, 2015  
Diana H. K-T 1

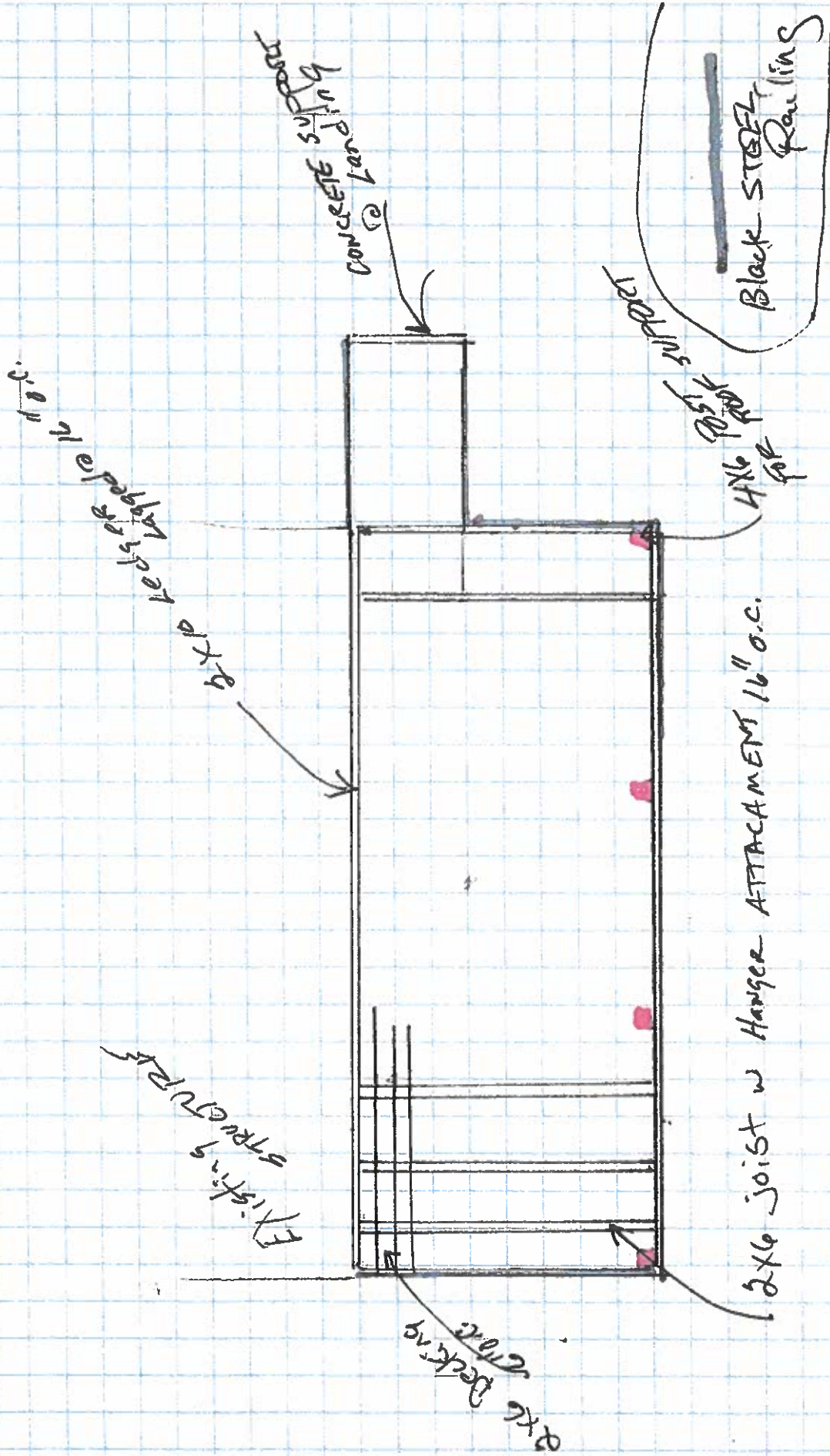




Replacement Deck • Lower Level

Aug 08, 2019  
 PLAN 4 KT 1

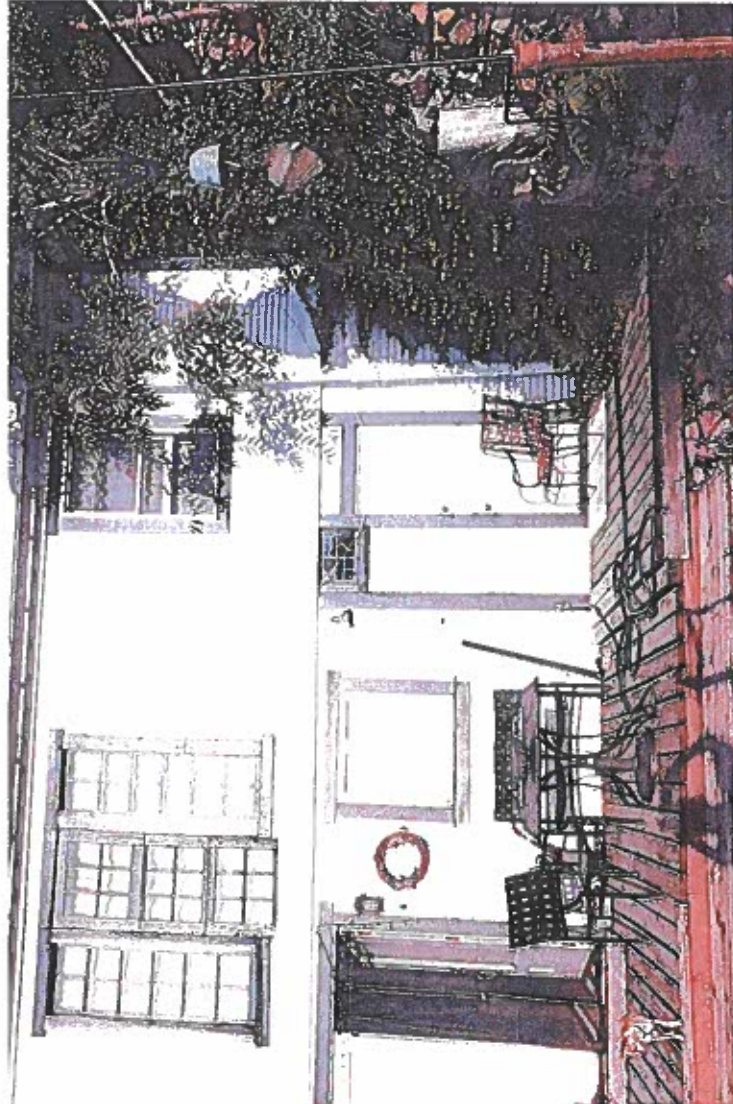
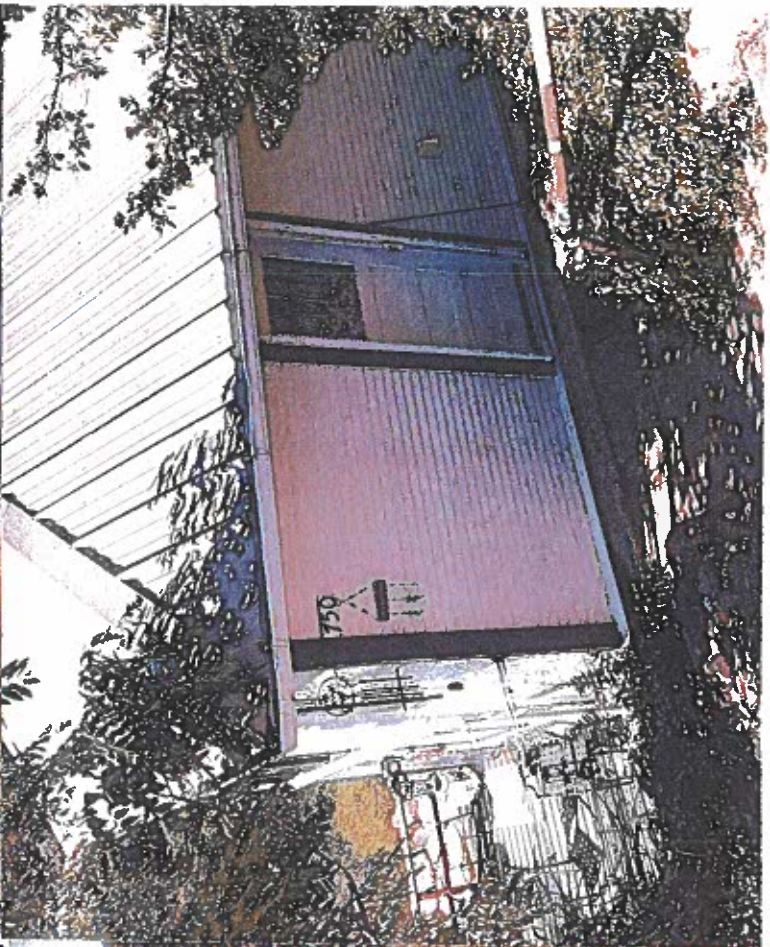




UPPER DECK

Aug 09, 2019  
PLAN # 1/1



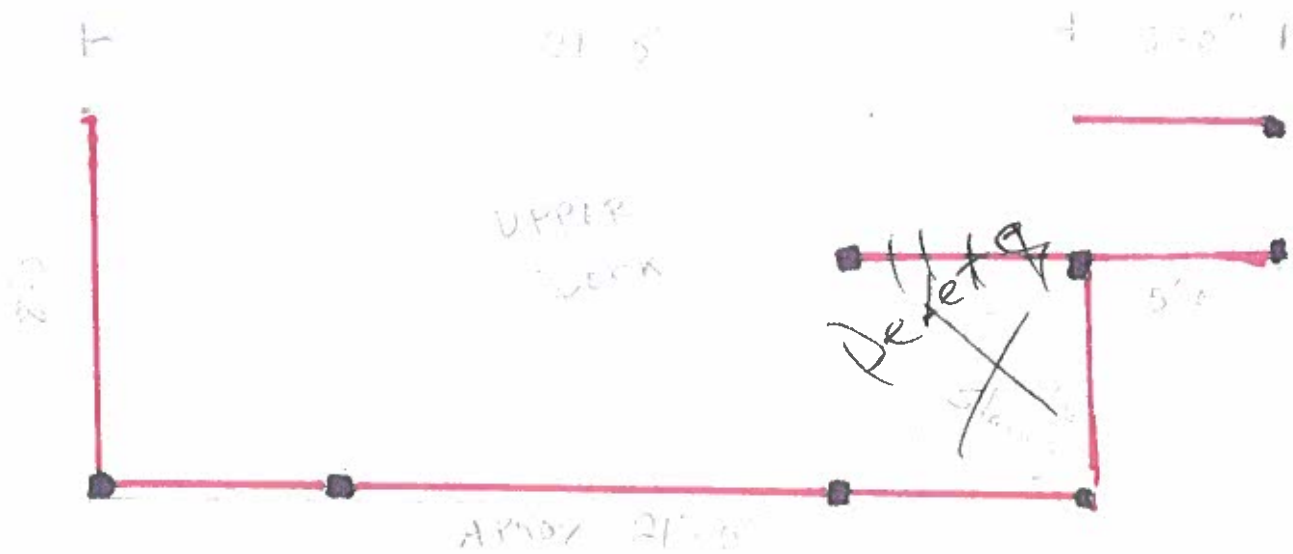




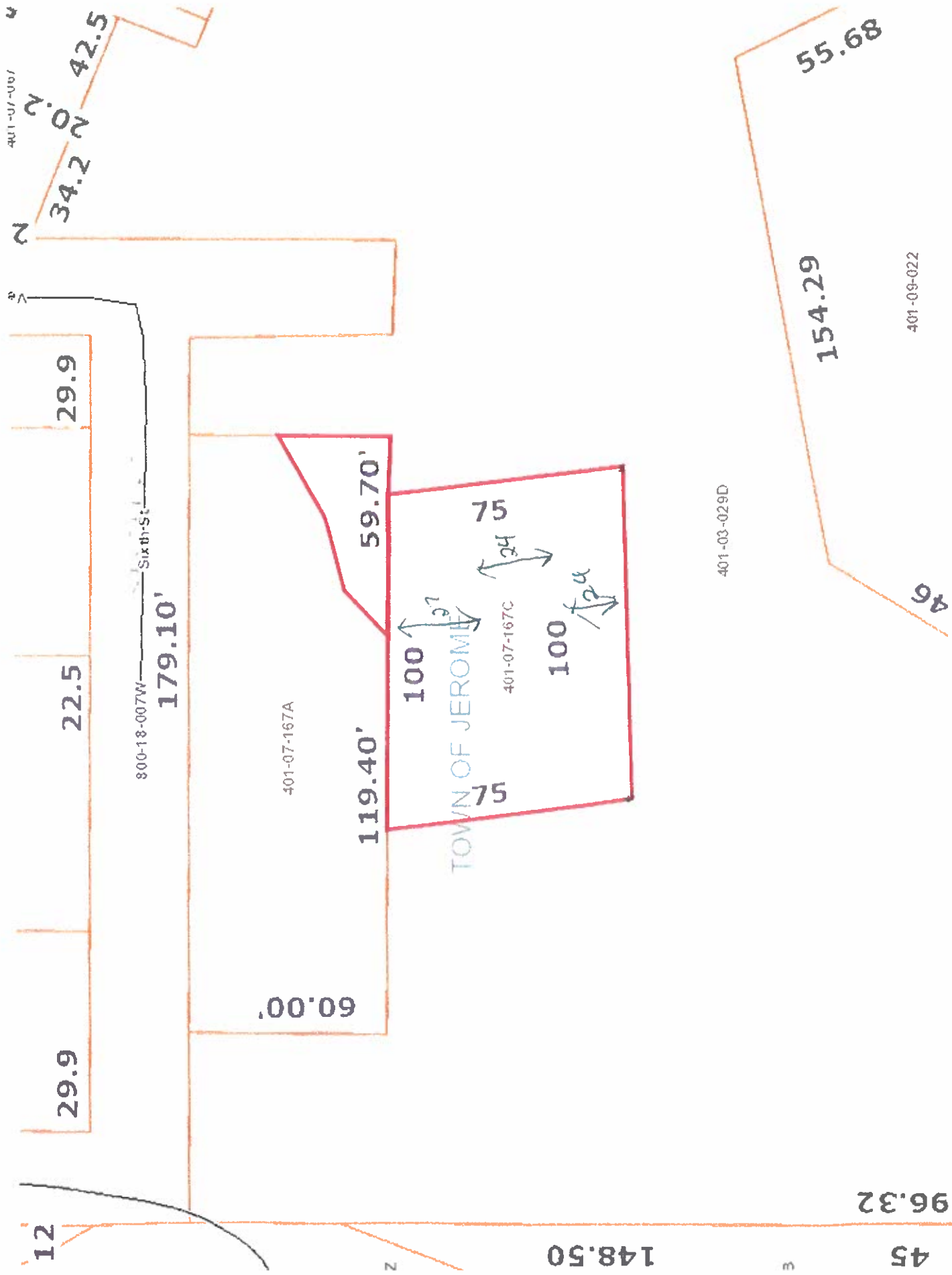
Aug 03 2017

TRAIL'S  
STYLE  
ROOF  
WITH R-THIN METAL

APPROX 21'-0"

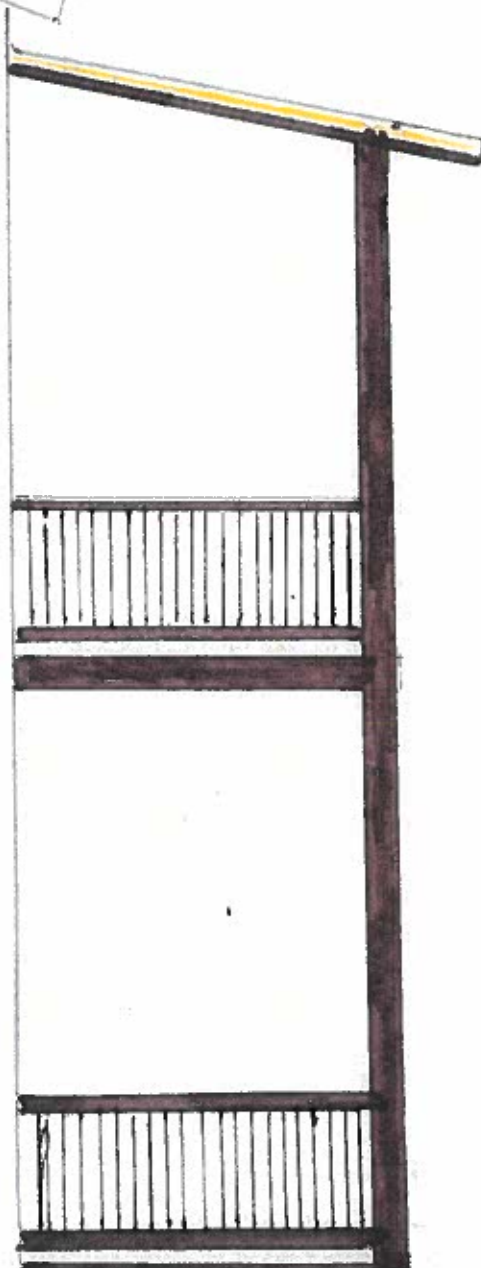






aesthetic value only  
NOT TO SCALE

Existing  
HOME



ALL.  
PLAN #K.T. I  
19/11/2019

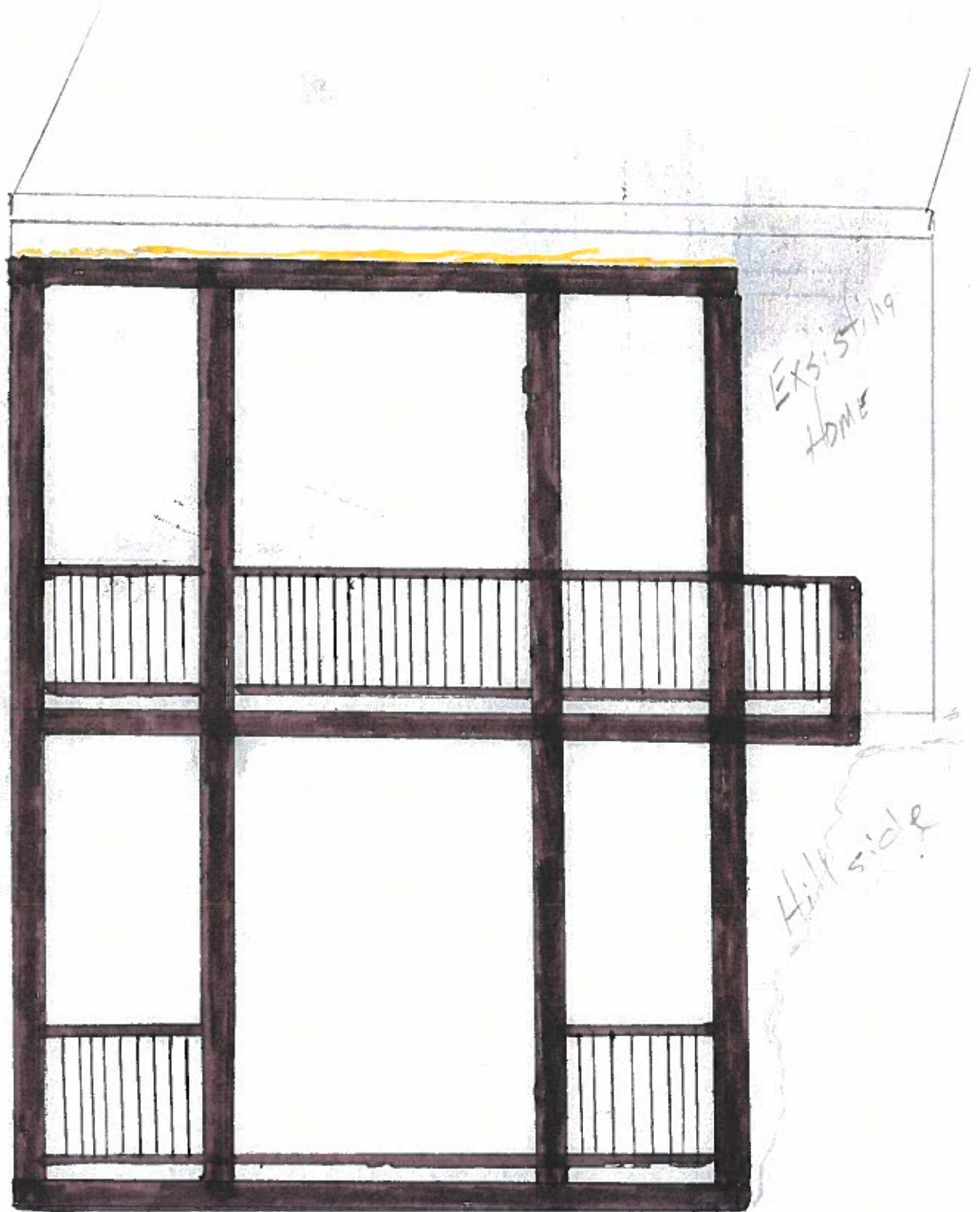
aesthetic value only  
Not to scale



Existing  
Home

Add.  
PLAN # K.T. 1  
09/11/2019

aesthetic value only  
Not to scale



Adel.  
PLAN # K.T. 1  
10/1/19

Lower Yard Area



# TRELLIS CONST. EXAMPLES

Done

50 of 55



Done

48 of 55



ADD. PLAN #KT-7  
09/11/2019

# ROOF PANEL

8112 W. BUCKLEY RD. PHOENIX, AZ 85043  
PHONE: 800.328.6437



Galvalume

## STANDARD COLOR CHART

INQUIRE AS TO THE AVAILABILITY OF OTHER COLORS  
TSR is the total solar reflective value for each specific color  
Some colors are also available in utility grade steel



Polar white TSR 87



Lightstone TSR 61



Beige TSR 61



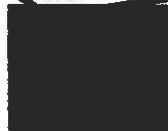
Tan TSR 50



Cocoa Brown TSR 31



Flat TSR 32



Charcoal TSR 32



Ash Gray TSR 50



Burgundy Red TSR 30



Blue TSR 32

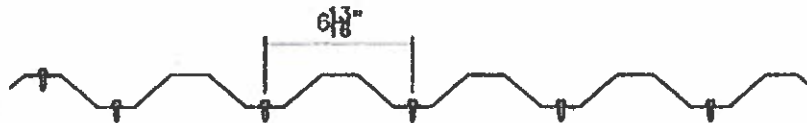


Galaxy Green TSR 30



Emerald Green TSR 30

+



6.8 Panel All Supports

SIDE LAP  
TEKS AT  
30" O.C.

### PANEL FASTENER LOCATIONS (Intermediate Supports)

R-PANEL



1'-0" PBR Panel \*



PBU Panel



PBC Panel

### PANEL FASTENER LOCATIONS (Panel ends and endlaps)



PBR Panel 1/2

Add. PLAN # K.T. 1  
09/11/2019

# Railing EXAMPLES



Add. PLAN # K.T. I  
09/11/2019





# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

OFFICE (928) 634-7943 FAX (928) 634-0715

## ZONING ADMINISTRATOR ANALYSIS DESIGN REVIEW BOARD

Tuesday, October 15, 2019

**ITEM 6:** Design Review for Small Project to construct 6' wood fence  
**Location:** 860 Hampshire Av.  
**Applicant:** Mary Chinander  
**ZONE:** R1-5  
**APN:** 401-07-133  
**Recommendation:** Approve  
**Prepared by:** John Knight, Zoning Administrator

**Summary:** Applicant requests approval to construct a 6' wood fence and two gates around their existing home. The existing fence is constructed of various materials and is mostly in a state of disrepair. The new fence will have steel posts, wood rails and wood pickets. The fence should not be visible from the street. The existing short fence on the front of the property will remain in place.

**Ordinance Compliance:** The Design Review Board shall review the applicant's proposal for compliance with the Code Sections noted below.

### Section 502 General Provisions

#### J. WALLS AND FENCES

1. *No freestanding wall or fence shall be constructed until a permit for such construction has been issued by the Building Inspector. No such permit shall be issued until the application for such permit has been reviewed and approved by the Zoning Administrator and Design Review Board in accordance with the provisions of Section 303 and Section 304.*
2. *In any residential or commercial zone, no wall or fence over three (3) feet high shall be constructed or maintained nearer to the street line than the front and side walls of the building erected, nor be more than six (6) feet in height on any side or rear-lot-line. Provided, however, that open wire fences exceeding the above heights may be built around schools and other public or quasi-public institutions when necessary for the safety or restraint of the occupants thereof.*
3. *No fence or wall shall contain barbed wire, electrical current or charge of electricity, broken glass, or similar hazardous materials or devices, provided, however, that fences enclosing storage areas in industrial districts may use barbed wire so long as such wire is located not less than six (6) feet above grade.*



## **Section 304.F.2. Review Procedures and Criteria:**

2. *The Design Review Board shall review a submitted application for Design Approval of Alterations, Additions, or Renovations to Existing Buildings or Structures, and shall have the power to approve, conditionally approve, or disapprove all such requests, basing its decision on the following criteria:*
  - a. *ARCHITECTURAL FEATURES AND DETAILS – Original porches, decks, balconies, canopies, doors, windows, walls, fences, stairways, eaves, cornices, and other architectural features and details shall be preserved and retained where feasible. Necessary replacement of these features should be as near as possible to the original feature in design and material.*
  - b. *ROOFS – Original roof shape, design, and material shall be preserved and retained where feasible. Where contemporary roofing material is used, it should be as near as possible to the appearance of the original roofing material.*
  - c. *COLOR – Exterior colors should be as near as possible to the original colors appropriate to the years during which the particular building or structure was built.*
  - d. *MATERIALS AND TEXTURE – The original exterior materials and texture shall be preserved and retained where feasible. Where contemporary materials are used, they should be as, near as possible to the original material and texture.*

**Action Required:** The Design Review Board shall make a motion to approve, conditionally approve or disapprove the applicant's request. Note that the ZA is recommending approval.



Founded 1876  
Incorporated 1899

## TOWN OF JEROME, ARIZONA

Jerome Town Hall and Civic Center  
600 Clark Street

P.O. Box 335, Jerome, AZ 86331  
(928) 634-7943 FAX (928) 634-0715

### APPLICATION FOR DESIGN REVIEW

PLEASE PRINT LEGIBLY SO THAT PROCESSING WON'T BE DELAYED.

APPLICANT NAME: MARY CHINANDER  
MAILING ADDRESS: 9635 E BLAZING STAR CIR. PRESCOTT VALLEY AZ 86315  
TELEPHONE: 928 899 7115 EMAIL: andynmary4@gmail.com  
PROJECT ADDRESS: 860 HAMPSHIRE AVE. JEROME  
PARCEL NUMBER: 401-07-133 ZONE DISTRICT: \_\_\_\_\_  
APPLICATION FOR (Please describe the project.): installation of 6 foot wood fence with 2 gates

- I hereby apply for consideration and conditional approval by the Design Review Board.
- I understand that application fee is due at submission and review will not be scheduled until fee is paid to the Town.
- I have obtained and reviewed information on the criteria used in evaluation by the Design Review Board and/or reviewed the application provisions in the Town Zoning Ordinance.
- I understand that this application will not be scheduled for consideration until all required materials have been submitted and reviewed.

APPLICANT SIGNATURE: Mary Chinander DATE: 10/1/19

#### TOWN USE BELOW

RECEIVED FROM: Mary Chinander DATE: 10/2/19

Received the sum of \$ 50.00 as: ☐ Check No. \_\_\_\_\_ ☒ Cash ☐ Credit Card

Per Fee schedule - Ordinance 331

BY: Rosa

FOR: John King

#### PLEASE NOTE:

After approval from the Planning & Zoning Commission and Design Review Board, most building projects must then be submitted to the Building Inspector for review, approval and issuance of building permit.

#### REGARDING BUILDING PERMITS:

Additional fees are required for building permits to reimburse the Town for costs of providing plan review and construction inspection services. Commercial projects, and some residential projects may require plans to be prepared and/or sealed by an Arizona registrant, such as a licensed architect or engineer, per A.R.S. §32-144. Licensed contractors may be required for construction projects per A.R.S. §32-1121.

## REQUIRED ITEMS ARE PER ZONING ORDINANCE SECTION §304

Each application will be filed with the Zoning Administrator and forwarded to the Design Review Board. The application shall be submitted with eight (8) copies of a plan. The plan shall be on paper not measuring more than twenty-four inches by thirty-six inches (24" x 36") and drawn to a scale not smaller than (40') forty feet to the inch.

Applications for Design Review Board shall include eight (8) copies of the following required items:

- ☒ Plot plan or site layout, including all improvements drawn to scale
- ☒ Elevations (all sides of proposed building or project) drawn to scale
- ☒ Legible photographs showing all sides of existing structures
- ☒ Legible photographs showing adjoining properties, buildings and structures
- ☒ Materials samples
- ☒ Color samples
- ☒ Explanation and location of any building or structure to be demolished or removed
- ☐ Additional information requested by Zoning Administrator
- ☐ Additional information may be requested by Design Review Board at preliminary review.

Items reviewed by the Design Review Board include but are not limited to:

PROPORTION	PORCHES / DECKS / PROJECTIONS	LANDSCAPING
OPENINGS	MATERIALS / TEXTURE / COLOR	SCREENING
PATTERN	ROOFS	VISUAL COMPATIBILITY
SPACING	ARCHITECTURAL DETAILS	LIGHTING
ENTRANCES	ACCESSORY FEATURES	

Additional information requested by Design Review Board. The following items to be submitted for DRB final approval.

---

## DEMOLITION – Please review ZONING ORDINANCE §304.D.2 and §304.F.3.

- ☐ Plot plan or site layout
- ☐ Legible photos showing all sides of the building or structure to be demolished
- ☐ Legible photos showing adjoining properties
- ☐ Any other information the Design Review Board may find necessary to establish compliance with this section

In passing on an application for demolition, partial demolition or removal, the Design Review Board shall consider, among other things, the architectural or aesthetic quality or significance of the building or structure to the public interests of the Town.

**SIGNS & EXTERIOR PAINT, ONE-PAGE APPLICATIONS ARE AVAILABLE.**

860 Hampshire Ave  
parcel: 401-07-133

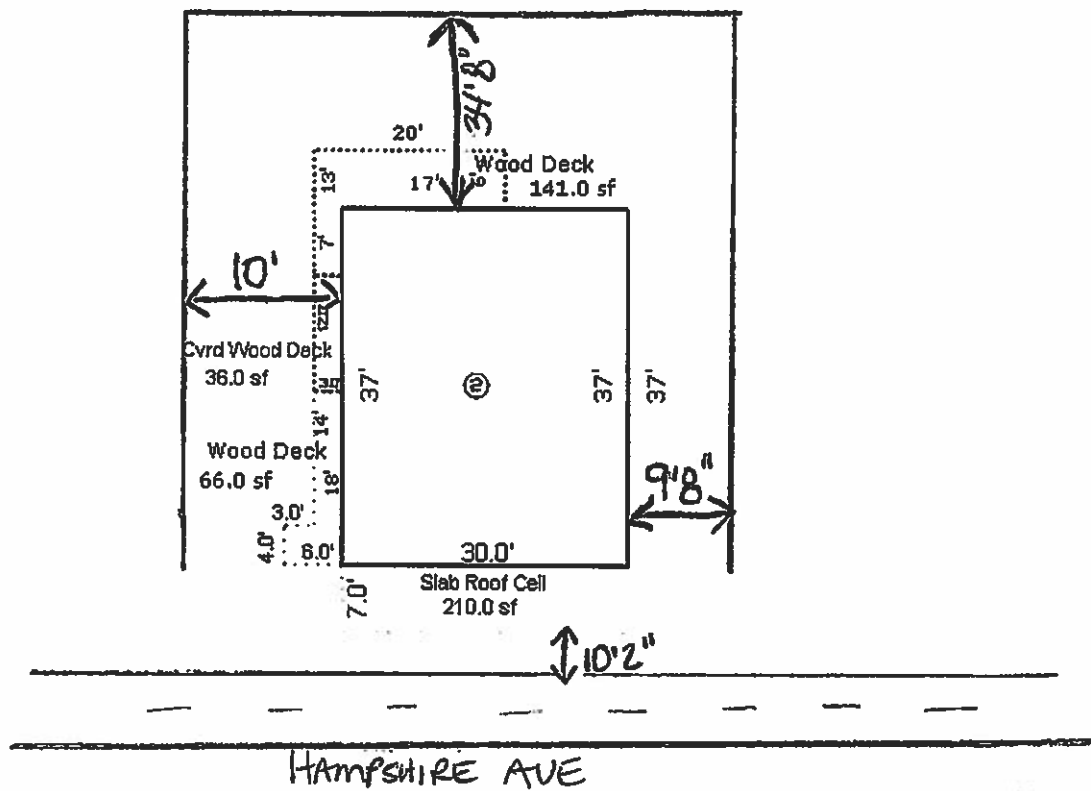
9' ave wall height

First Floor  
1110.0 sf

Second Floor  
1110.0 sf

Orig age 1914  
Remodel est 1980

E.A. 1937



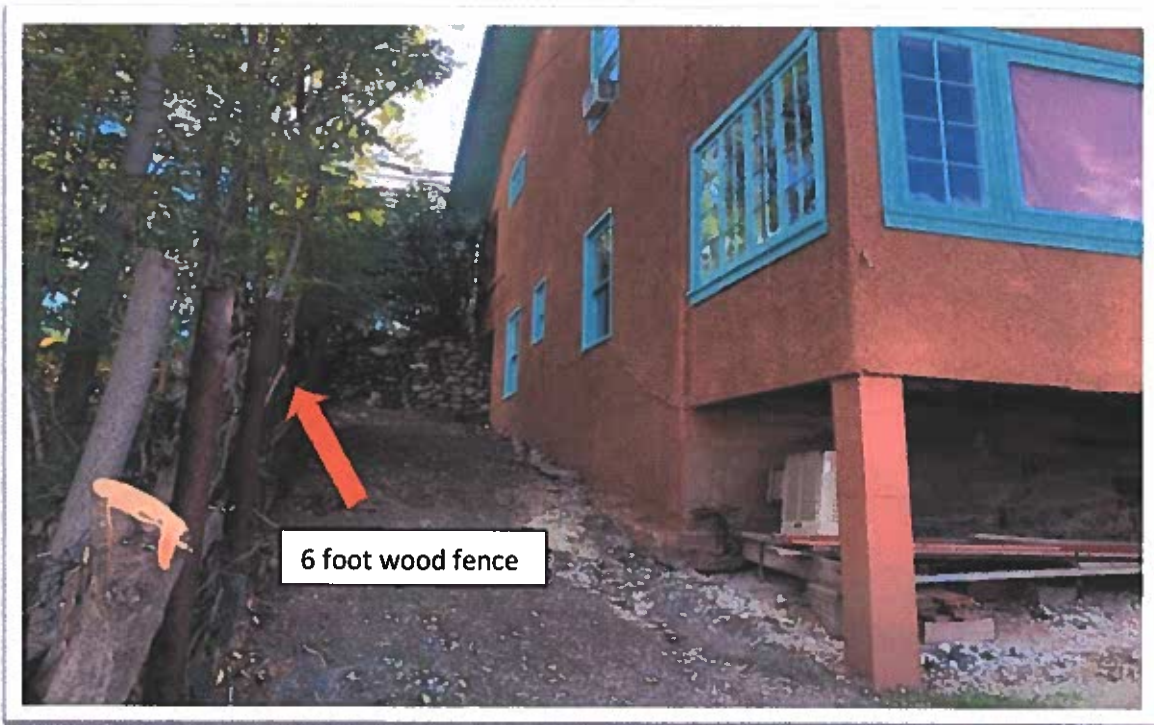
Sketch by Apex Medina™

## 860 HAMPSHIRE

Front of house. Note, fence will not be visible from street due to slope.



Side of house looking toward street.





860 HAMPSHIRE AVE.

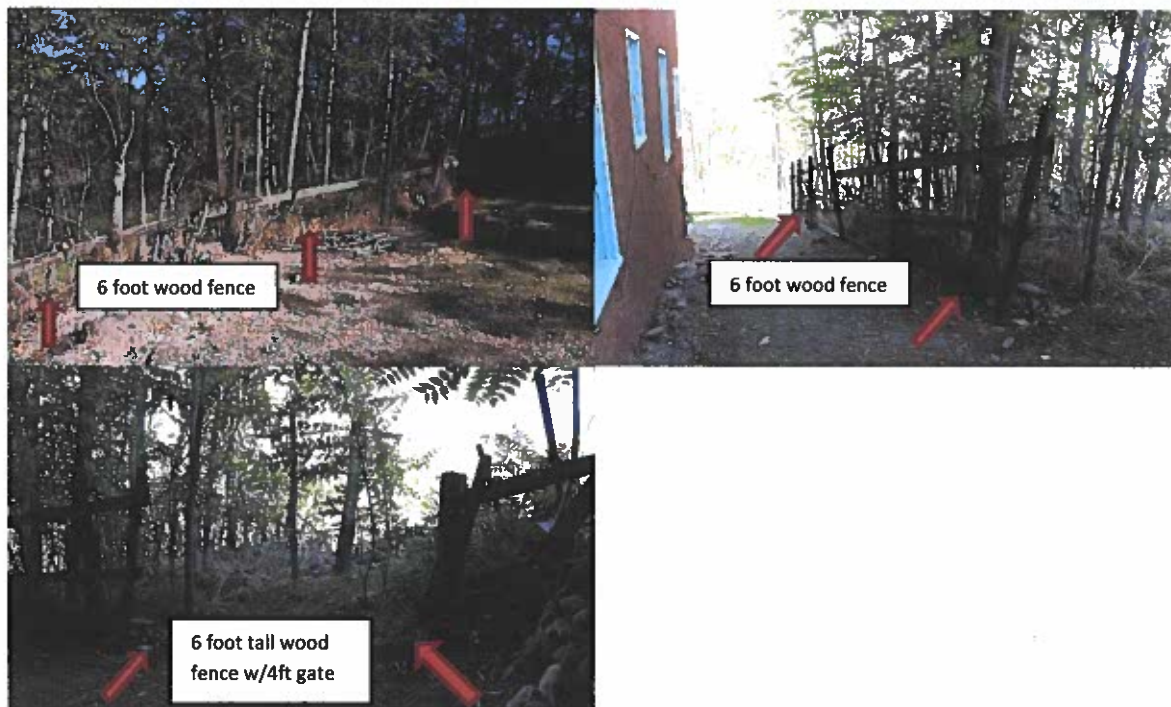
Left side coming down from upstairs deck (bordering Nancy Smith's property):



Rear of property:



Right side yard:



860 HAMPSHIRE AVE.

Example of fence material/color/size/construction:



Example of gate (one on each side of home as noted above):





# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

OFFICE (928) 634-7943 FAX (928) 634-0715

## ZONING ADMINISTRATOR ANALYSIS DESIGN REVIEW BOARD Tuesday, October 15, 2019

**ITEM 7:** Design Review for Small Project to partially rebuild existing garage  
**Location:** 665 Verde Ave.  
**Applicant:** Debi Foli  
**ZONE:** R1-5  
**APN:** 401-07-037  
**Recommendation:** Approve  
**Prepared by:** John Knight, Zoning Administrator

**Summary:** Applicant requests approval to install a roll-up garage door, replace deteriorated corrugated siding and repair/modify the existing roof. The existing door is a deteriorated side by side door and would be replaced with a modern, roll-up door. The applicant is open to suggestions for paint colors for the door. The applicant would also like to adjust the roof pitch so that it tips toward the street rather than toward the applicant's yard. Note that the existing corrugated, metal siding will be retained where it is in good condition. Both the sides and roof will be corrugated metal siding.

**Ordinance Compliance:** The Design Review Board shall review the applicant's proposal for compliance with the Code Sections noted below.

### Section 304.F.1. Review Procedures and Criteria:

- i. *ACCESSORY BUILDINGS - Garages, carports and sheds shall be visually compatible with buildings, structures and places to which they are visually related.*

### Section 304.F.2. Review Procedures and Criteria:

2. *The Design Review Board shall review a submitted application for Design Approval of Alterations, Additions, or Renovations to Existing Buildings or Structures, and shall have the power to approve, conditionally approve, or disapprove all such requests, basing its decision on the following criteria:*
  - a. *ARCHITECTURAL FEATURES AND DETAILS – Original porches, decks, balconies, canopies, doors, windows, walls, fences, stairways, eaves, cornices, and other architectural features and details shall be preserved and retained where feasible. Necessary replacement of these features should be as near as possible to the original feature in design and material.*
  - b. *ROOFS – Original roof shape, design, and material shall be preserved and retained where feasible. Where contemporary roofing material is used, it should be as near as possible to the appearance of the original roofing material.*



- c. *COLOR – Exterior colors should be as near as possible to the original colors appropriate to the years during which the particular building or structure was built.*
- d. *MATERIALS AND TEXTURE – The original exterior materials and texture shall be preserved and retained where feasible. Where contemporary materials are used, they should be as, near as possible to the original material and texture.*

**Action Required:** The Design Review Board shall make a motion to approve, conditionally approve or disapprove the applicant's request. Note that the ZA is recommending approval.

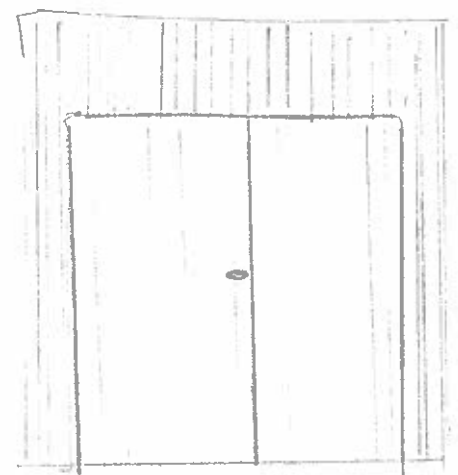


Founded 1876  
Incorporated 1899

## TOWN OF JEROME, ARIZONA

Jerome Town Hall and Civic Center  
600 Clark Street  
P.O. Box 335, Jerome, AZ 86331  
(928) 634-7943 FAX (928) 634-0715  
[www.jerome.az.gov](http://www.jerome.az.gov)

*Current*



### APPLICATION FOR DESIGN REVIEW

PLEASE PRINT LEGIBLY SO THAT PROCESSING WON'T BE DELAYED.

APPLICANT'S NAME: Debi Foli  
MAILING ADDRESS: PO Box 995 Jerome  
TELEPHONE: 760-525-2764 EMAIL: drfoli@sbcglobal.net  
PROJECT ADDRESS: 665 Verde Ave Jerome  
PARCEL NUMBER: 401-07-037 ZONE DISTRICT: R1-5

APPLICATION FOR (Please describe the project.): Changing Garage doors  
from Side-by-Side open to roll-up w/garage door  
opener. *Proposed*

- I hereby apply for consideration and conditional approval by the above checked Board or Commission.
- I understand that any approval is not valid until application fees are received by the Town.
- I have obtained and reviewed information on the criteria used in evaluation by these bodies and/or reviewed the application provisions in the Town Zoning Ordinance.
- I understand that this application will not be scheduled for consideration until all required materials have been submitted and reviewed.

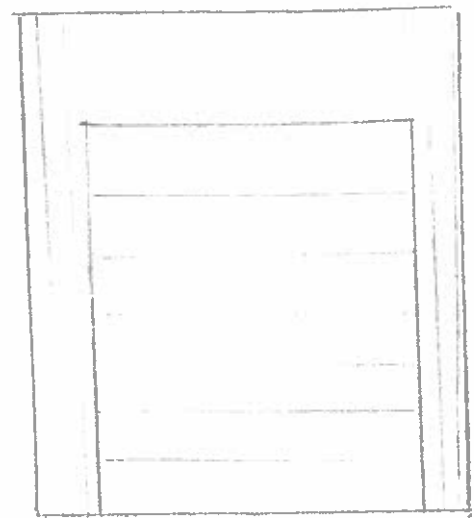
APPLICANT'S SIGNATURE: Debi Foli DATE: 9/2/19

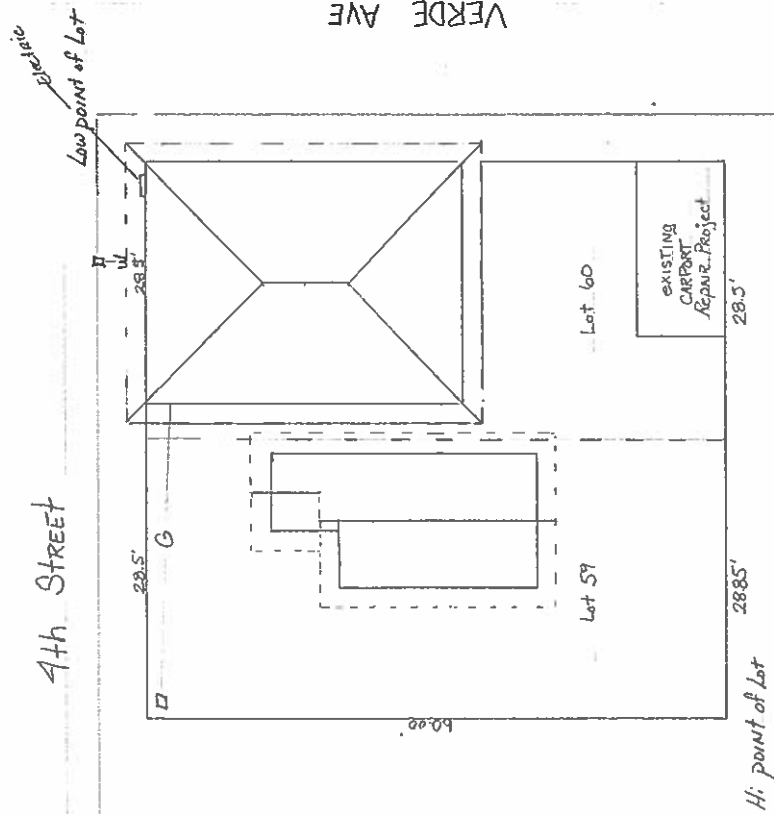
#### TOWN USE BELOW

RECEIVED FROM: \_\_\_\_\_ DATE: \_\_\_\_\_

Received the sum of \$ 50- as: ☒ Check No. 2055 ☐ Cash ☐ Credit Card  
*Per Fee schedule - Ordinance 332*

BY: \_\_\_\_\_ FOR: \_\_\_\_\_





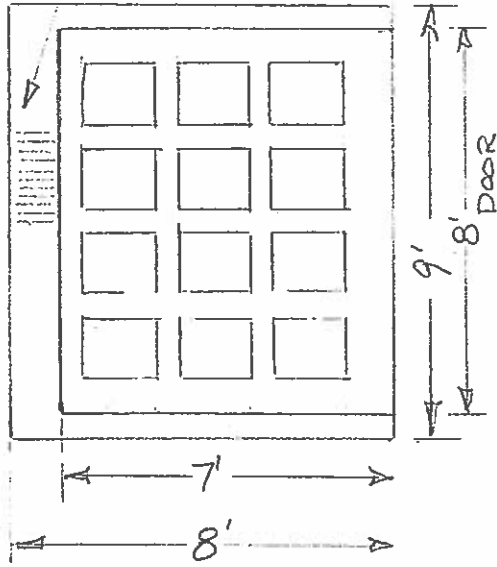
FOLI RESIDENCE

SCALE: 1" = 10'  
DATE: 9-9-19  
DRAWN BY: M. GARY  
APPROVED BY: M. GARY  
REVISED

SITE PLAN

DRAWING NUMBER  
1

Street View - East



New Pitch

old pitch

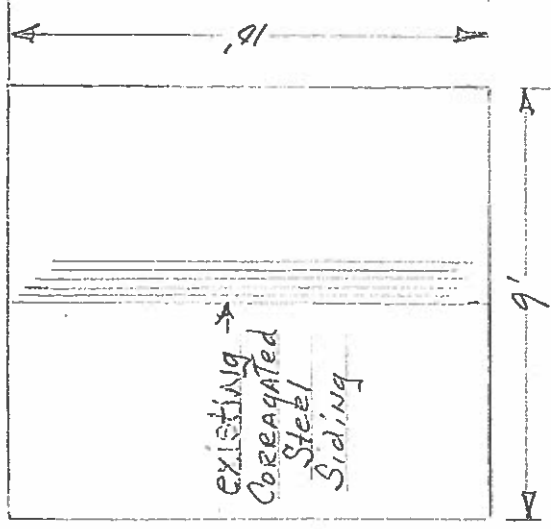
existing corrugated

Steel Siding

18'

South View

West View



Old Pitch

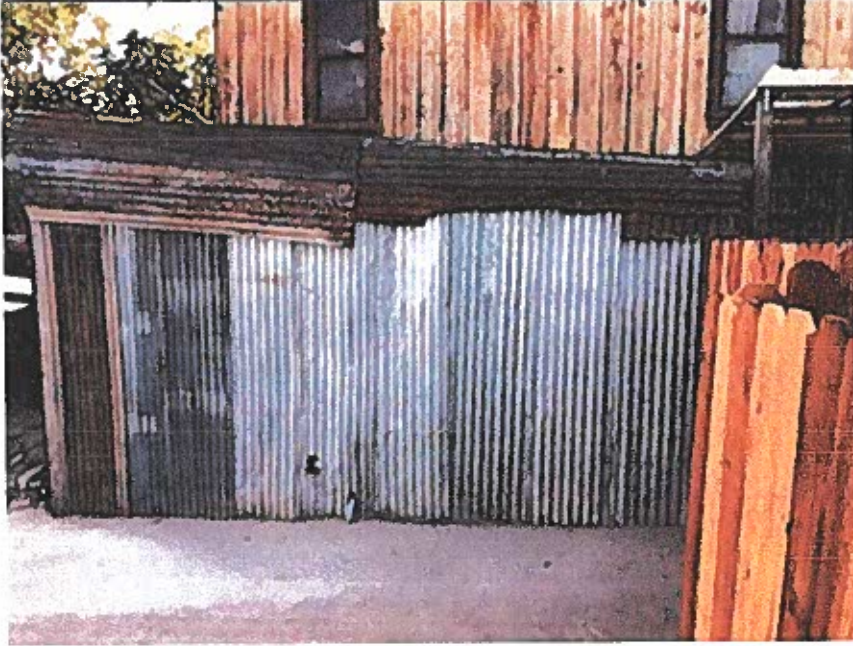
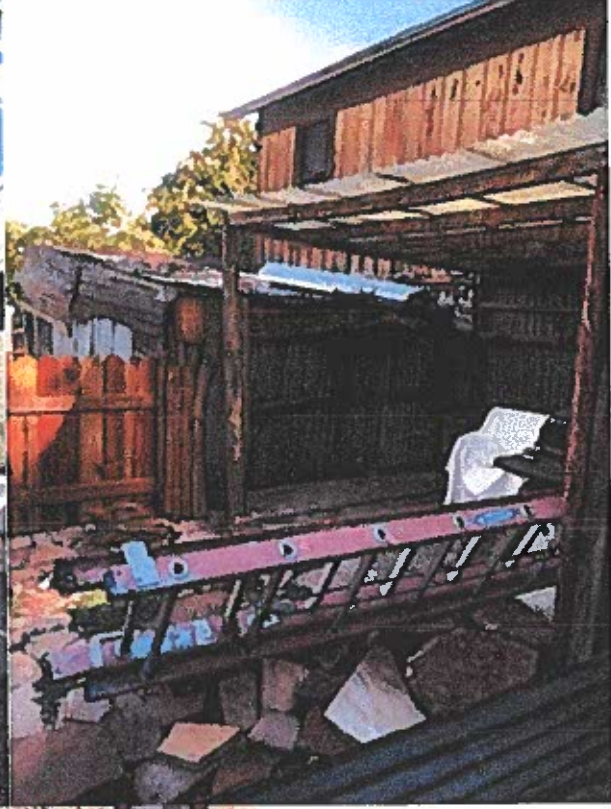
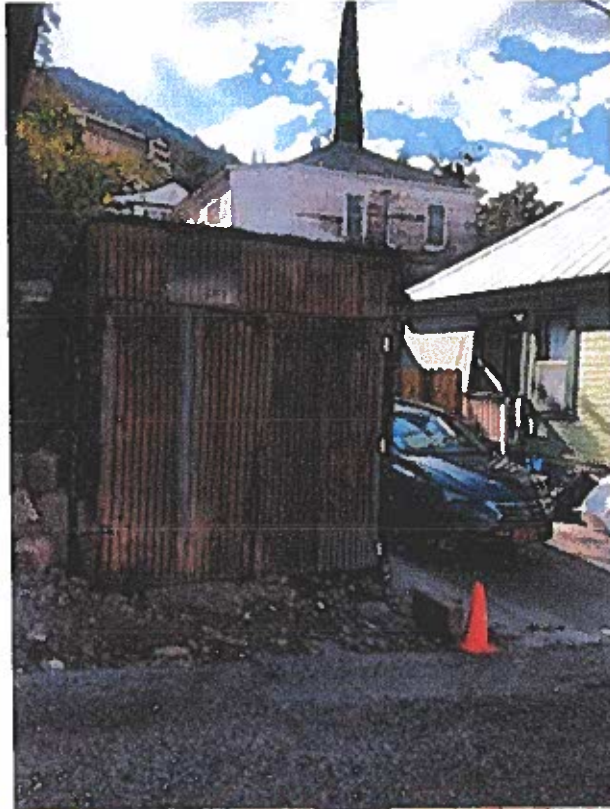
New Pitch

existing corrugated

Steel Siding

18'

North View



Front, Back and Side view

665 Verde Ave  
Foli - Garage





Foli  
Garage  
Door

665 Verde  
Ave.





Founded 1876  
Incorporated 1899

## TOWN OF JEROME, ARIZONA

Jerome Town Hall and Civic Center  
600 Clark Street  
P.O. Box 335, Jerome, AZ 86331  
(928) 634-7943 FAX (928) 634-0715

### APPLICATION FOR DESIGN REVIEW

PLEASE PRINT LEGIBLY SO THAT PROCESSING WON'T BE DELAYED.

APPLICANT NAME: Town of Jerome - Attn: John Knight, Zoning Administrator  
MAILING ADDRESS: PO Box 335, Jerome, AZ 86331  
TELEPHONE: 928-634-7943 EMAIL: j.knight@jerome.az.gov  
PROJECT ADDRESS: Hotel Jerome - 502 Main Street  
PARCEL NUMBER: 401-06-079 ZONE DISTRICT: C-1  
APPLICATION FOR (Please describe the project.): Window Replacement

- I hereby apply for consideration and conditional approval by the Design Review Board.
- I understand that application fee is due at submission and review will not be scheduled until fee is paid to the Town.
- I have obtained and reviewed information on the criteria used in evaluation by the Design Review Board and/or reviewed the application provisions in the Town Zoning Ordinance.
- I understand that this application will not be scheduled for consideration until all required materials have been submitted and reviewed.

APPLICANT SIGNATURE: John K DATE: 10-9-2019

#### TOWN USE BELOW

RECEIVED FROM: \_\_\_\_\_ DATE: \_\_\_\_\_

Received the sum of \$ \_\_\_\_\_ as: ☐ Check No. \_\_\_\_\_ ☐ Cash ☐ Credit Card

Per Fee schedule - Ordinance 331

BY: \_\_\_\_\_ FOR: \_\_\_\_\_

#### PLEASE NOTE:

After approval from the Planning & Zoning Commission and Design Review Board, most building projects must then be submitted to the Building Inspector for review, approval and issuance of building permit.

#### REGARDING BUILDING PERMITS:

Additional fees are required for building permits to reimburse the Town for costs of providing plan review and construction inspection services. Commercial projects, and some residential projects may require plans to be prepared and/or sealed by an Arizona registrant, such as a licensed architect or engineer, per A.R.S. §32-144. Licensed contractors may be required for construction projects per A.R.S. §32-1121.

## REQUIRED ITEMS ARE PER ZONING ORDINANCE SECTION §304

Each application will be filed with the Zoning Administrator and forwarded to the Design Review Board. The application shall be submitted with eight (8) copies of a plan. The plan shall be on paper not measuring more than twenty-four inches by thirty-six inches (24" x 36") and drawn to a scale not smaller than (40') forty feet to the inch.

Applications for Design Review Board shall include eight (8) copies of the following required items:

- ☐ Plot plan or site layout, including all improvements drawn to scale
- ☒ Elevations (all sides of proposed building or project) drawn to scale
- ☒ Legible photographs showing all sides of existing structures
- ☐ Legible photographs showing adjoining properties, buildings and structures
- ☒ Materials samples
- ☒ Color samples
- ☐ Explanation and location of any building or structure to be demolished or removed
- ☐ Additional information requested by Zoning Administrator
- ☐ Additional information may be requested by Design Review Board at preliminary review.

Items reviewed by the Design Review Board include but are not limited to:

PROPORTION	PORCHES / DECKS / PROJECTIONS	LANDSCAPING
OPENINGS	MATERIALS / TEXTURE / COLOR	SCREENING
PATTERN	ROOFS	VISUAL COMPATIBILITY
SPACING	ARCHITECTURAL DETAILS	LIGHTING
ENTRANCES	ACCESSORY FEATURES	

Additional information requested by Design Review Board. The following items to be submitted for DRB final approval.

---

## DEMOLITION – Please review ZONING ORDINANCE §304.D.2 and §304.F.3.

- ☐ Plot plan or site layout
- ☐ Legible photos showing all sides of the building or structure to be demolished
- ☐ Legible photos showing adjoining properties
- ☐ Any other information the Design Review Board may find necessary to establish compliance with this section

In passing on an application for demolition, partial demolition or removal, the Design Review Board shall consider, among other things, the architectural or aesthetic quality or significance of the building or structure to the public interests of the Town.

## SIGNS & EXTERIOR PAINT, ONE-PAGE APPLICATIONS ARE AVAILABLE.





# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

OFFICE (928) 634-7943 FAX (928) 634-0715

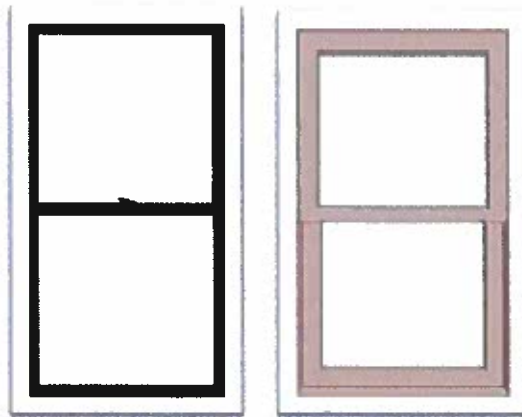
## ZONING ADMINISTRATOR ANALYSIS DESIGN REVIEW BOARD October 15, 2019

**ITEM 8:** Design Review to Change Ex. Windows on Hotel Jerome (Artists Co-op)  
**Location:** 502 Main St.  
**Applicant:** Town of Jerome  
**ZONE:** C-1  
**APN:** 401-06-079  
**Recommendation:** Approve  
**Prepared by:** John Knight, Zoning Administrator

**Background and Summary:** Over the past few years, the Town has applied for and received grants for remediation and rehabilitation work on the Hotel Jerome. These grants have allowed the Town to put on a new roof and begin the lead abatement process – currently in process. A third grant, in the amount of \$70,000 was obtained through the USDA Rural Development Grant Program and allows for window replacement.

**Proposed Work:** Unfortunately, the grant is not enough to replace all the windows in the building. However, the grant will be sufficient to replace a significant number of the windows. At this time, the Town is proposing to replace all of the windows on the 2<sup>nd</sup> Floor (above the Artists Co-op) and all of the windows that face the street – a total of 41 windows. If the budget allows, additional windows on the south facing elevation will also be replaced.

The proposed windows will be dark brown in color, fiberglass and double-hung. A window and material sample will be brought to the meeting. The windows will be similar in design to the ones shown below. This style is similar to what was originally on the building.



**Ordinance Compliance:** The Design Review Board shall review the proposal for compliance with the Code Section noted below.

**Section 304.F.2. Review Procedures and Criteria:**

2. *The Design Review Board shall review a submitted application for Design Approval of Alterations, Additions, or Renovations to Existing Buildings or Structures, and shall have the power to approve, conditionally approve, or disapprove all such requests, basing its decision on the following criteria:*
  - a. *ARCHITECTURAL FEATURES AND DETAILS – Original porches, decks, balconies, canopies, doors, windows, walls, fences, stairways, eaves, cornices, and other architectural features and details shall be preserved and retained where feasible. Necessary replacement of these features should be as near as possible to the original feature in design and material.*
  - b. *ROOFS – Original roof shape, design, and material shall be preserved and retained where feasible. Where contemporary roofing material is used, it should be as near as possible to the appearance of the original roofing material.*
  - c. *COLOR – Exterior colors should be as near as possible to the original colors appropriate to the years during which the particular building or structure was built.*
  - d. *MATERIALS AND TEXTURE – The original exterior materials and texture shall be preserved and retained where feasible. Where contemporary materials are used, they should be as, near as possible to the original material and texture.*

**Action Required:** The Design Review Board shall make a motion to approve, conditionally approve or disapprove the applicant's request. Note that the ZA is recommending approval.



Founded 1876  
Incorporated 1899

## TOWN OF JEROME, ARIZONA

Jerome Town Hall and Civic Center

600 Clark Street

P.O. Box 335, Jerome, AZ 86331

(928) 634-7943 FAX (928) 634-0715

### APPLICATION FOR DESIGN REVIEW

PLEASE PRINT LEGIBLY SO THAT PROCESSING WON'T BE DELAYED.

APPLICANT NAME: Town of Jerome - Attn: John Knight, Zoning Administrator

MAILING ADDRESS: PO Box 335, Jerome, AZ 86331

TELEPHONE: 928-634-7943 EMAIL: j.knight@jerome.az.gov

PROJECT ADDRESS: Hotel Jerome - 502 Main Street

PARCEL NUMBER: 401-06-079 ZONE DISTRICT: C-1

APPLICATION FOR (Please describe the project.): Window Replacement

- I hereby apply for consideration and conditional approval by the Design Review Board.
- I understand that application fee is due at submission and review will not be scheduled until fee is paid to the Town.
- I have obtained and reviewed information on the criteria used in evaluation by the Design Review Board and/or reviewed the application provisions in the Town Zoning Ordinance.
- I understand that this application will not be scheduled for consideration until all required materials have been submitted and reviewed.

APPLICANT SIGNATURE: \_\_\_\_\_

DATE: 10-9-2019

#### TOWN USE BELOW

RECEIVED FROM: \_\_\_\_\_ DATE: \_\_\_\_\_

Received the sum of \$ \_\_\_\_\_ as: ☐ Check No. \_\_\_\_\_ ☐ Cash ☐ Credit Card

Per Fee schedule - Ordinance 331

BY: \_\_\_\_\_

FOR: \_\_\_\_\_

#### PLEASE NOTE:

After approval from the Planning & Zoning Commission and Design Review Board, most building projects must then be submitted to the Building Inspector for review, approval and issuance of building permit.

#### REGARDING BUILDING PERMITS:

Additional fees are required for building permits to reimburse the Town for costs of providing plan review and construction inspection services. Commercial projects, and some residential projects may require plans to be prepared and/or sealed by an Arizona registrant, such as a licensed architect or engineer, per A.R.S. §32-144. Licensed contractors may be required for construction projects per A.R.S. §32-1121.

## REQUIRED ITEMS ARE PER ZONING ORDINANCE SECTION §304

Each application will be filed with the Zoning Administrator and forwarded to the Design Review Board. The application shall be submitted with eight (8) copies of a plan. The plan shall be on paper not measuring more than twenty-four inches by thirty-six inches (24" x 36") and drawn to a scale not smaller than (40') forty feet to the inch.

Applications for Design Review Board shall include eight (8) copies of the following required items:

- ☐ Plot plan or site layout, including all improvements drawn to scale
- ☒ Elevations (all sides of proposed building or project) drawn to scale
- ☒ Legible photographs showing all sides of existing structures
- ☐ Legible photographs showing adjoining properties, buildings and structures
- ☒ Materials samples
- ☒ Color samples
- ☐ Explanation and location of any building or structure to be demolished or removed
- ☐ Additional information requested by Zoning Administrator
- ☐ Additional information may be requested by Design Review Board at preliminary review.

Items reviewed by the Design Review Board include but are not limited to:

PROPORTION	PORCHES / DECKS / PROJECTIONS	LANDSCAPING
OPENINGS	MATERIALS / TEXTURE / COLOR	SCREENING
PATTERN	ROOFS	VISUAL COMPATIBILITY
SPACING	ARCHITECTURAL DETAILS	LIGHTING
ENTRANCES	ACCESSORY FEATURES	

Additional information requested by Design Review Board. **The following items to be submitted for DRB final approval.**

---

## DEMOLITION – Please review ZONING ORDINANCE §304.D.2 and §304.F.3.

- ☐ Plot plan or site layout
- ☐ Legible photos showing all sides of the building or structure to be demolished
- ☐ Legible photos showing adjoining properties
- ☐ Any other information the Design Review Board may find necessary to establish compliance with this section

In passing on an application for demolition, partial demolition or removal, the Design Review Board shall consider, among other things, the architectural or aesthetic quality or significance of the building or structure to the public interests of the Town.

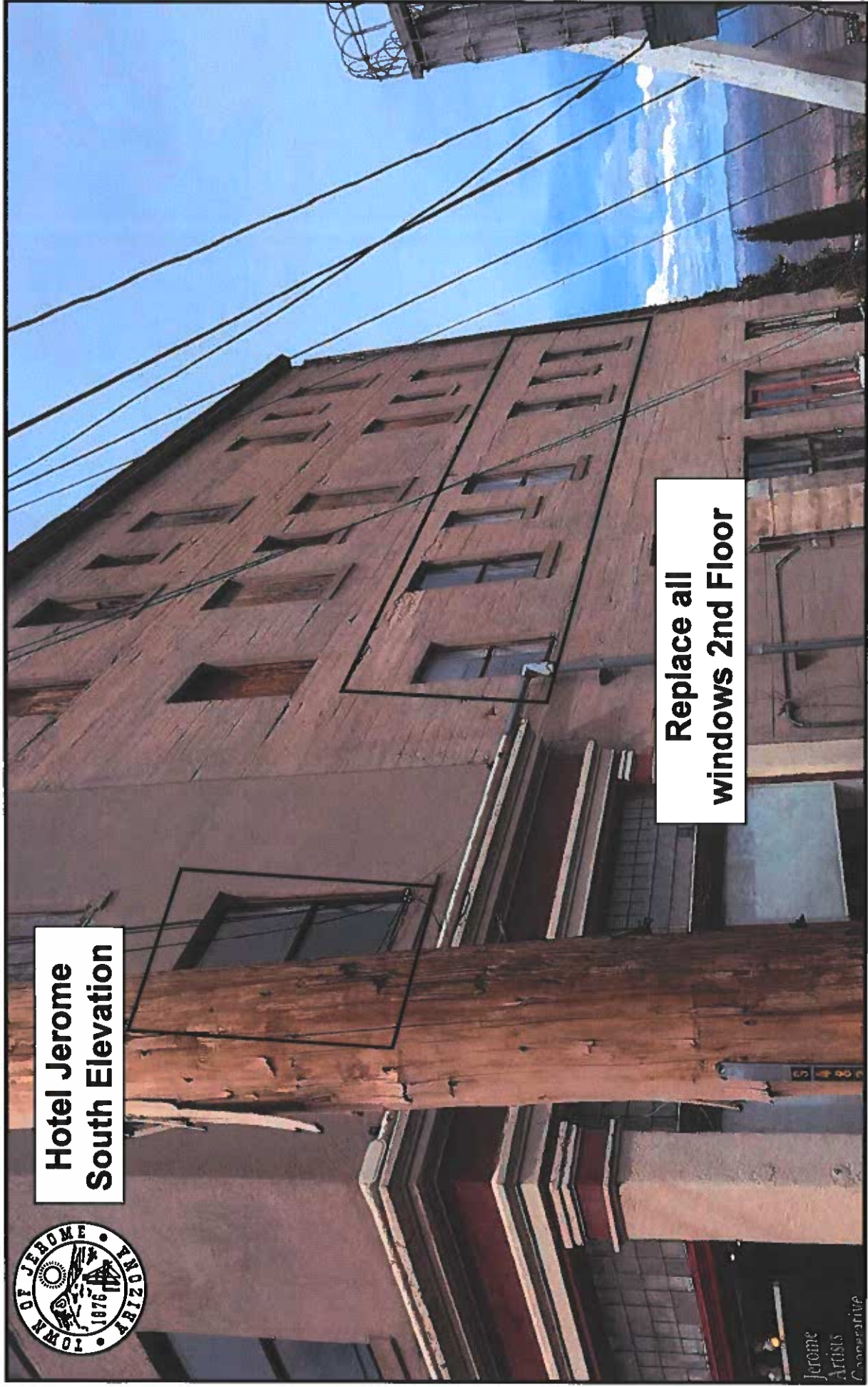
## SIGNS & EXTERIOR PAINT, ONE-PAGE APPLICATIONS ARE AVAILABLE.





**Hotel Jerome  
South Elevation**

**Replace all  
windows 2nd Floor**



Jerome  
Arts  
Cooperative





## Hotel Jerome Street Elevation

Replace all  
windows this side

