



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: Wednesday, December 10, 2018 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 November 14, 2018 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

Discussion/Possible Direction to Staff

ITEM 5: NEW ROOF ON SUN ROOM AT 123 BEALE ST.

APPLICANT: Michael & Candace Gallagher

ADDRESS: 123 Beale St.

ZONE: AR

OWNER OF RECORD: Michael & Candace Gallagher

APN: 401-06-111D

Applicant seeks to replace a glass roof on a sunroom attached to the home on the south-west side (rear) of the building. Glass to be replaced with slate colored roll roofing to complement the existing shingle roof on the main structure.

Discussion/Possible Action/Possible Direction to Staff

ITEM 16: FUTURE AGENDA ITEMS

Discussion/Possible Direction to Staff

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ITEM 17: ADJOURN Discussion/Possible Action

The undersigned hereby certifies that this notice and agenda was posted at the following locations on or before 7 p.m. on 12/09/2018

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

Charlotte Page, Zoning Administrator, 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 Charlotte Page, Zoning Administrator.



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DESIGN REVIEW BOARD

DATE: Wednesday, November 14, 2018 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.

Charlotte Page called roll. Present were Chair Brice Wood, Vice Chair Danny Smith, Henry Vincent and John McDonald.

Staff present Charlotte Page, Zoning Administrator and Joni Savage, Deputy Clerk.

7:01 ITEM 2: APPROVAL OF MINUTES: Minutes of October 8, 2018

COMMISSIONER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD			X			
SMITH			X			
MCDONALD	X		X			
VINCENT		X	X			

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

7:02 ITEM 4: SUMMARY OF RECENT P&Z ACTIVITIES FROM HENRY VINCENT, P&Z LIASION

Mr. Vincent informed them of two ordinance changes, one for the height limitation of accessory buildings and one for temporary signs going before Council.

He also noted a re-zoning of Hampshire and North Drive area, there are eleven parcels asked to be re-zoned from R1-5 to R2, which would allow for duplexes. The Clubhouse LLC has brought forth plans to build apartments and a have a mixed-use environment, seven living units with two businesses already in place. We got hung up on tandem parking. We will take these items up in a work session on the 26th of November.

7:06 ITEM 5: NEW BUSINESS SIGN, AMORE PIN UP BOUTIQUE

APPLICANT: Rebekah Kennedy

ADDRESS: 327/329 Main St., Jerome, AZ

ZONE: C-1

OWNER OF RECORD: Jerome Historical Society

APN: 401-06-025

Applicant seeks approval of two new business signs. One to be flush mounted below the display window the other is double sided and will hang from existing bracket. Neither will be lit.

Approval of new business sign.

COMMISSIONER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD			X			
SMITH	X		X			
MCDONALD		X	X			
VINCENT			X			

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7:08 ITEM 6: NEW BUSINESS SIGN, AMORE PIN UP ACCESSORIES, 2nd location

APPLICANT: Rebekah Kennedy

ADDRESS: 369 Main St., Jerome, AZ

OWNER OF RECORD: Pfeffer Family Trust

ZONE: C-1

APN: 401-06-026F

Applicant seeks approval of one hanging sign. The sign is double sided art and will use the same bracket and sign from the prior business with new artwork applied without lights.

Rebekah Kennedy spoke about the sign and brought forward colors for the Board to review.

Approval of new business sign.

COMMISSIONER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD		X	X			
SMITH	X		X			
MCDONALD			X			
VINCENT			X			

7:10 ITEM 7: TOVREA RETAINING WALL

APPLICANT: Phil Tovrea

ADDRESS: 219 Diaz St., Jerome

OWNER OF RECORD: PET II Trust

ZONE: AR

APN: 401-06-154

Owner is seeking approval of retaining structure, on the uphill side of his home. This submission was approved and permitted in 2010, but construction was never commenced.

Bill Cantor is a structural engineer representing Mr. Tovrea. He explained the retaining wall to the Board. He mentioned the representation from 2010 that was in the packet. It shows the wall and how it blends in with the existing wall.

Approval to build retaining wall.

COMMISSIONER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD			X			
SMITH	X		X			
MCDONALD		X	X			
VINCENT			X			

7: 13 ITEM 8: JEROME CLUBHOUSE WINDOWS

APPLICANT: Robert Woods for Dewayne Woodworth

ADDRESS: 123 Hill St

OWNER OF RECORD: Jerome Clubhouse LLC

ZONE: C-1

APN: 401-07-169A

Owner is seeking approval of replacement of existing windows. Intent is to utilize best historic windows for first floor repairs and replace windows on upper two levels.

Robert Woods representative for Dewayne Woodworth spoke to the Design Review Board and answered questions from them.

7:16 Charlotte Page left to retrieve the required manufacturers documentation pertaining to the windows.

Approval of new windows, the façade of the windows to remain similar, keeping the rounded original windows. The rectangular windows will be replaced but will look the same.

COMMISSIONER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD			X			
SMITH	X		X			
MCDONALD		X	X			
VINCENT			X			

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7:27 ITEM 9: JEROME CLUBHOUSE STUCCO REPAIRS/COLOR CHOICES

APPLICANT: Robert Woods for Dewayne Woodworth

ADDRESS: 123 Hill St

OWNER OF RECORD: Jerome Clubhouse LLC

ZONE: C-1

APN: 401-07-169A

Stucco to be patched then painted. Applicant seeking color approval to repaint entire building.

Robert Woods representative for Dewayne Woodworth spoke to the Design Review Board and answered questions from them.

Approval of stucco repair and color choices.

COMMISSIONER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD	X		X			
SMITH		X	X			
MCDONALD			X			
VINCENT			X			

7:30 ITEM 10: VICTORIAN STYLE FENCING

APPLICANT: Jayne Doss & Wayne Koeller/Arnie Warren

ADDRESS: 888 Hampshire Ave

OWNER OF RECORD: Jayne Doss & Wayne Koeller

ZONE: R1-5

APN: 401-11-003

Applicant is wanting to install a 4' metal welded fence at the front of the property with pickets and loops as seen in historic Clarkdale fencing.

Arnie Warren spoke for the applicants and answered questions from the Design Review Board.

Approval of Victorian style fence installation.

COMMISSIONER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD			X			
SMITH			X			
MCDONALD	X		X			
VINCENT		X	X			

7:31 ITEM 11: GARAGE DOOR

APPLICANT: Don Feher

ADDRESS: 701 Hull Road

APPLICANT: Donald Feher

ZONE: R1-5

APN: 401-08-011A

Applicant wants to install a garage door. The garage is existing and does not have a door.

Mr. Feher explained the door is painted to match the garage.

Approval of new garage door installation.

COMMISSIONER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD	X		X			
SMITH			X			
MCDONALD			X			
VINCENT		X	X			

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7:33 ITEM 12: FRONT DOOR AND WINDOW REPLACEMENTS

APPLICANT: Michael McDonald

ADDRESS: 764 East Ave., Jerome, AZ

OWNER OF RECORD: James M. McDonald

ZONE: R1-5

APN: 401-07-096

Applicant wants to reinstall a historic front door, requires slightly larger opening, and will also need to slightly reduce the size of picture windows on either side to accommodate the change of door.

Michael McDonald confirmed that he is moving a historic door to the front of the home.

Approval of front door and window replacements.

COMMISSIONER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD	x		x			
SMITH			x			
MCDONALD		x	x			
VINCENT			x			

7:36 ITEM 13: PORCH MODIFICATION 2ND STORY BALCONY, GUTTERS

APPLICANT: Armando Sanchez

ADDRESS: 507 School St., Jerome, AZ

OWNER OF RECORD: Armando R. Sanchez

ZONE: R1-5

APN: 401-06-027

Applicant wants to repair existing deck without changing size. The support materials will be replaced with metal, painted white and the rail will be repaired where possible. The gutter on the roof of the porch will be replaced.

Mr. Sanchez answered questions from the Design Review Board.

7:37 Matt Rios the contractor, clarified and answered questions from the Design Review Board. He would like to add additional support to the porch.

Approval of porch modification and replacement of gutters.

COMMISSIONER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD			x			
SMITH	x		x			
MCDONALD			x			
VINCENT		x	x			

7:40 ITEM 14: FRONT & BACK DOOR REPLACED, NEW GUTTERS

APPLICANT: Karen Mackenzie

ADDRESS: 111 Deception Lane

OWNER OF RECORD: Karen Mackenzie

ZONE: AR

APN: 401-12-004B

Applicant wants to replace existing front & rear door and add rain gutters.

Ray Baum with NACOG explained that for safety reasons the back-door change needs to be made. The front door will look similar to what is there now.

Approval front and back door replacement and new gutters.

COMMISSIONER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD	x		x			
SMITH		x	x			
MCDONALD			x			
VINCENT			x			

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7:43 ITEM 15: STAIRCASE REPLACED IN CONCRETE, AND PORCH SKIRTING INSTALLED

APPLICANT: Anne Bassett

ADDRESS: 32 Magnolia

OWNER OF RECORD: Gerald A. Vukas

ZONE: R1-5

APN: 401-06-169

Applicant wants to replace an existing access staircase to the residence with a concrete stair case. Porch skirting is proposed of hardy board replacing weathered plywood, painted to match the residence.

Ray Baum with NACOG presented for Anne Bassett and explained the project and its necessity for safety.

Approval staircase replacement and porch skirting installation.

COMMISSIONER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD			X			
SMITH	X		X			
MCDONALD		X	X			
VINCENT			X			

7:47 ITEM 16: FUTURE AGENDA ITEMS

Chair Wood said he wants to keep talking about the signs. There is too much visual clutter in his opinion.

Mr. Smith said he would like to talk about temporary signs.

Mr. Vincent added his interpretation on temporary signs. He encouraged Chair Wood to attend the Planning and Zoning meeting when they discuss this again.

7:51 Karen Mackenzie spoke about the neon lights reflecting and creating a challenge when driving.

Chair Wood said they might revisit lighting when the holidays are over.

Mr. McDonald thanked Ms. Page for putting this big agenda together.

ITEM 17: ADJOURN

Adjourned at 7:55 p.m.

COMMISSIONER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD			X			
SMITH			X			
MCDONALD	X		X			
VINCENT		X	X			

Approval on next page.

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DATE: Wednesday, November 14, 2018 TIME: 7:00 pm

PLACE: JEROME CIVIC CENTER

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MINUTES

Respectfully submitted by Joni Savage on December 10, 2018.

Approved: _____ Date: _____
Design Review Board Chair

Attest: _____ Date: _____
Design Review Board Vice Chair

DRAFT



Town of Jerome, Arizona

PO Box 335, Jerome, Arizona 86331
Bill Jensen, Planning & Zoning Administrator
Historic Preservation Officer
 Office: (928) 634-7943 Fax: (928) 634-0715 zoning@tojaz.us
 Direct Tel.: (928) 554-5974
 Celebrating Our 112th Anniversary
 1899-2011

Founded 1876
 Incorporated 1899

APPLICATION FOR PLAN OR DESIGN REVIEW

BY: (Please check one. A separate filled out form is required for each.)

☐ Planning & Zoning Commission ☒ Design Review Board
 → PLEASE PRINT LEGIBLY BELOW SO PROCESSING WON'T BE DELAYED.

APPLICANT'S NAME: Copper Star Remodeling

MAILING ADDRESS: Po Box 391 Jerome

TELEPHONE #: (928) 301-6715 STREET NUMBER, CITY, STATE, ZIP
 EMAIL ADDRESS: scottm.hudson@startmail

PROJECT ADDRESS: 123 brake st

PARCEL NUMBER: 401-06-111D ZONE DISTRICT: AR

APPLICATION FOR: (Please describe the project.) New Roof Covering
on back Sun Room

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 applicable 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.

Scott Hudson Date: 11/29/18
 Applicant's signature

TOWN USE BELOW:

RECEIVED FROM: Scott Hudson

Received the sum of \$ 50.00 as: ☒ Check No. 1050 ☐ Cash
 Fee schedule item below. (Ord. 332)

ON DATE: 12/3/18 BY: RC FOR: CP

DESIGN REVIEW

Please review ZONING ORDINANCE, SECTION 304

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

1. Eight (8) copies of the plot plan or site layout including all improvements drawn to scale
2. One (1) set of legible photographs showing all sides of existing structures
3. One (1) set of 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

Each application for design approval will be filed with the Zoning Administrator to be forwarded to the Design Review Board. The application for approval shall be submitted with copies of the plan. Each copy shall be on one or more sheets of paper not measuring more than twenty four inches (24") by thirty six inches (36"), drawn to a scale not smaller than forty feet (40') to the inch. The following checklist is provided for the applicant's convenience to insure inclusion of all necessary data.

_____	Plot plan or site layout drawn to scale
_____	Elevations drawn to scale
_____	Photos of site
_____	Photos of adjoining properties
_____	Material samples
_____	Color Samples
_____	Additional information requested by Zoning Administrator
_____	Additional information requested by Design Review Board

Signs

Please review ZONING ORDINANCE, SECTIONS 303 and 509

_____	Eight copies, drawn to scale, 1 or more sheets of paper no more than 24" X 36"
_____	Dimensions
_____	Materials
_____	Colors
_____	Lettering
_____	Structure
_____	Lighting of sign
_____	Drawing or photo of building facade indicating proposed location of sign
_____	Drawing or photo indicating all other existing signs

13. **Performance Standards. Please review and indicate compliance with the following:**

Standard	Compliance guaranteed
Noise	_____
Smoke	_____
Glare or heat	_____
Vibration	_____
Fly ash, dust, fumes, vapors, gases or other forms of air pollution	_____
Liquid and solid waste	_____
Odors	_____

14. **Is land suitable for building? (Engineering verification may be necessary)** _____
Slope _____
Engineering report submitted? _____

15. **Home Occupation?** _____

16. **Exterior lighting** _____

17. **Walls and Fences** _____

18. **Accessory building(s)** _____

Square Footage _____ **Height** _____

19. **Projections from building (type of projection in feet)** _____

lot nos.

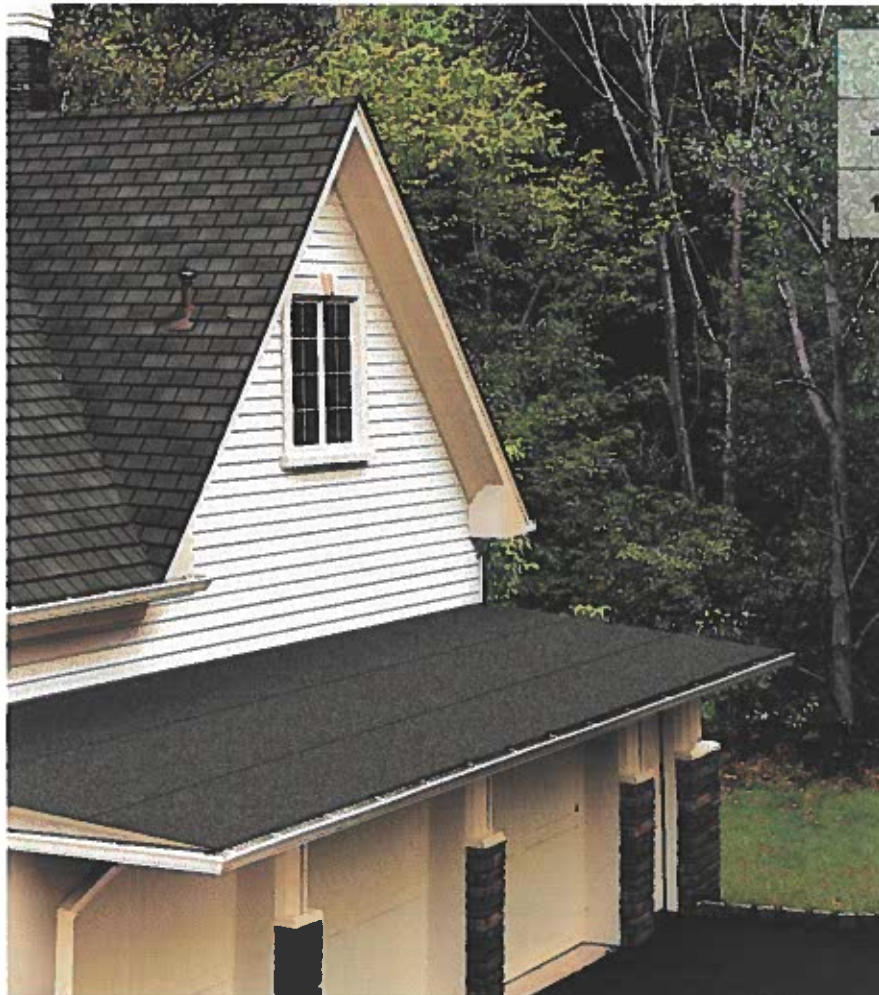


Disclaimer: Map and parcel information is believed to be accurate but accuracy is not guaranteed. No portion of the information should be considered to be, or used as, a legal document. The information is provided subject to the express condition that the user knowingly waives any and all claims for damages against Yavapai County that may arise from the use of this data.

Map printed on: 4.6.2011

Prices, promotions, styles, and availability may vary.

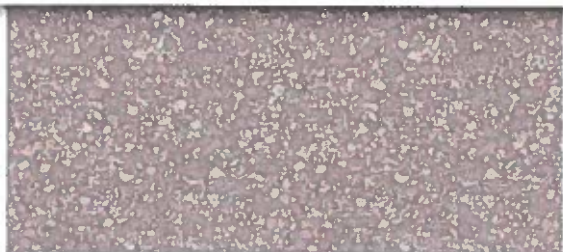
GAF Liberty 3.28-ft W x 34-ft L 112-sq ft Slate Roll Roofing



Ready for pickup:
Estimated by
12/11/2018

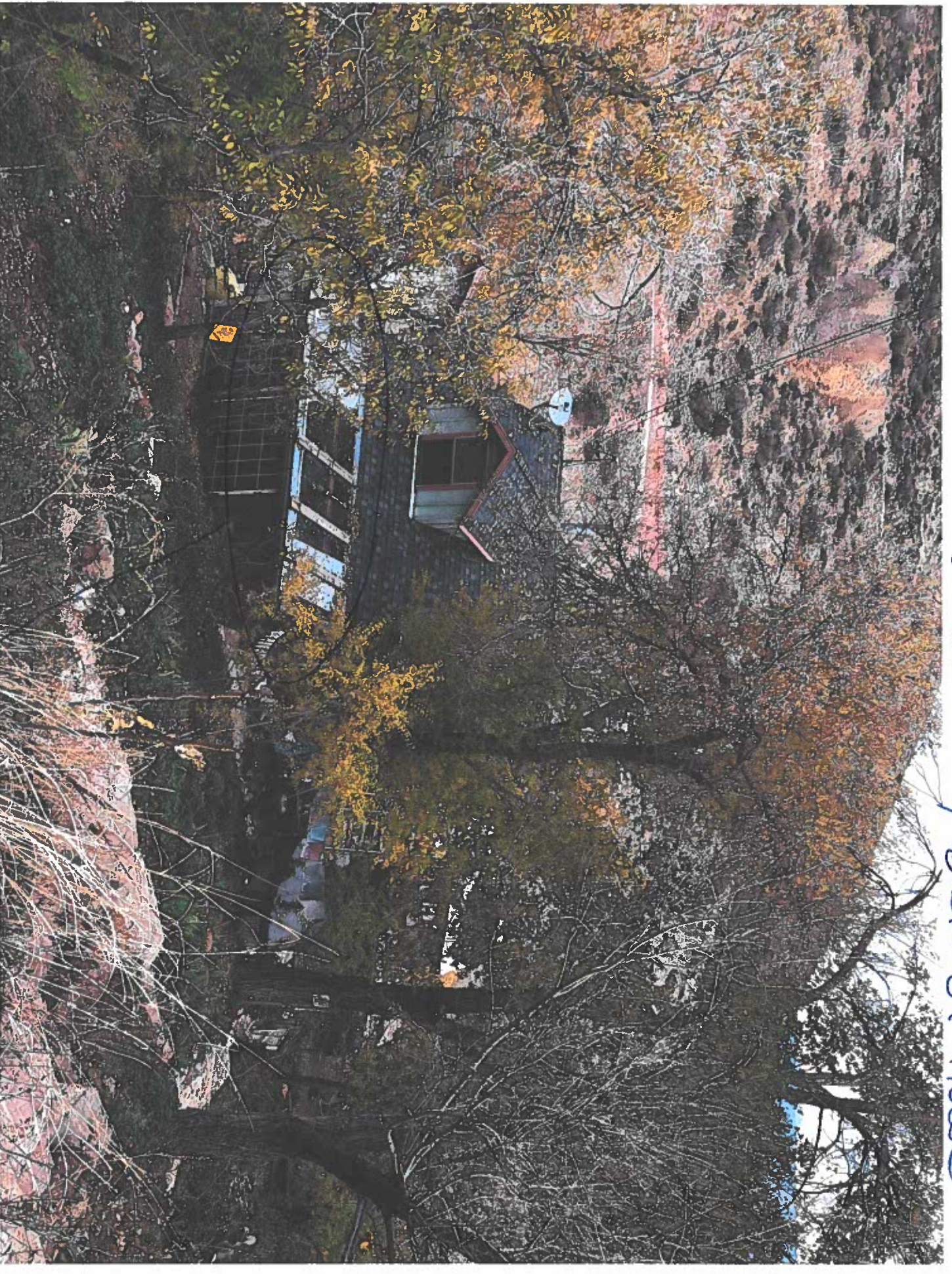


Ready for
delivery:
Estimated on
12/11/2018



In use/lifestyle image; accessories not included

South view / Back of House



↖ New Patio Covering



South

East



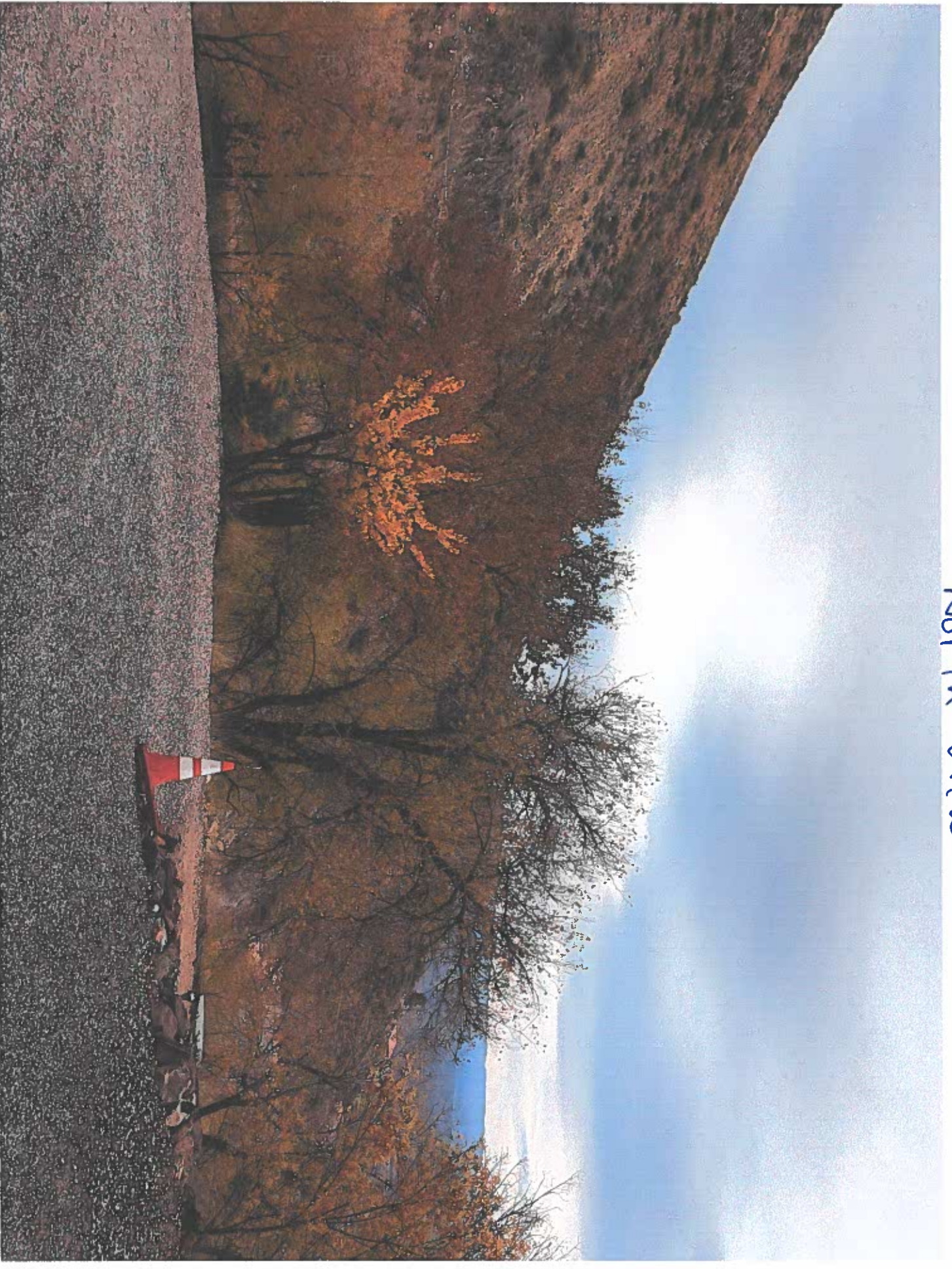


East

North Side



North View



West Side



West View

