



# TOWN OF JEROME

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

Founded 1876  
Incorporated 1899

## REGULAR MEETING OF THE TOWN OF JEROME

### PLANNING AND ZONING COMMISSION

DATE: Wednesday, June 5, 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 Planning & Zoning Commission and to the general public that the Planning & Zoning Commission will hold the above meeting in Council Chambers at Jerome Town Hall. Members of the Planning & Zoning Commission will attend either in person or by telephone, video or internet conferencing. The Planning & Zoning Commission 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: 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.

#### Possible Direction to Staff

#### ITEM 3: APPROVAL OF MINUTES: Minutes of Regular Meeting May 1, 2019

#### Discussion/Possible Action/ Possible Direction to Staff

#### ITEM 4: LOT LINE ADJUSTMENT, 101 HILL ST.

APPLICANT: Andrea Prince

MAILING ADDRESS: PO Box 998

PROJECT ADDRESS: 101 Hill St.

OWNER OF RECORD: Andrea Prince

ZONE: C-1

APN: 401-07-189

Lot line adjustment is proposed between 101 Hill St. and the adjacent neighbor property 123 Hill St.

#### Discussion/Possible Action/Possible Direction to Staff

#### \*\*\*\*OPENING OF PUBLIC HEARING\*\*\*\*

#### ITEM 5: PUBLIC COMMENT: PROPOSED TEXT AMENDMENT TO SECTION 201. DEFINITIONS, SECTION 506. "R-2" ZONE, MULTIPLE FAMILY RESIDENTIAL AND SECTION 507. C-1 ZONE

The Commission shall conduct a public hearing on a proposed text amendment to the Zoning Ordinance. As proposed, the text amendments will have the effect of limiting permitted residential use in the R-2 Zone to single and two-family residential use, the C-1 Zone will be amended to include additional conditional uses. A draft for the proposed change was included in the packet for this meeting and posted as required in Section 301(C). The Commission has set this hearing pursuant to Jerome Zoning Ordinance Section 301(C) Commission Action. The Commission may continue the Public Hearing to a time and place certain if necessary.

#### \*\*\*\*CLOSE OF PUBLIC HEARING\*\*\*\*



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## ITEM 6: REVIEW PUBLIC COMMENT AND COMMISSION DISCUSSION OF PROPOSED TEXT AMENDMENTS TO SECTION 506. "R-2" ZONE, MULTIPLE FAMILY RESIDENTIAL, C-1 ZONE

A draft for the proposed change is posted on the town website and at Town Hall. Commission will review the proposed text amendments requested by Council in ordinance form and consider public input for possible recommendations to Council.

**Discussion/Possible Action/Possible Direction to Staff**

## \*\*\*\*OPENING OF PUBLIC HEARING\*\*\*\*

## ITEM 7: PUBLIC COMMENT: PROPOSED TEXT AMENDMENT TO SECTION 301. AMENDMENTS OR ZONE CHANGES

The Commission shall conduct a public hearing on a proposed text amendment to the Zoning Ordinance. As proposed, this text amendment will provide that Council's action to overrule Commission recommendations for rezoning or amendments to the Zoning Ordinance would require a majority vote, removing a provision requiring the vote of three-fourths of the members voting. A draft for the proposed change was included in the packet for this meeting and posted as required in Section 301(C). The Commission has set this hearing pursuant to Jerome Zoning Ordinance Section 301(C) Commission Action. The Commission may continue the Public Hearing to a time and place certain if necessary.

## \*\*\*\*CLOSE OF PUBLIC HEARING\*\*\*\*

## ITEM 8: REVIEW PUBLIC COMMENT AND COMMISSION DISCUSSION OF PROPOSED TEXT AMENDMENT TO SECTION 301. AMENDMENTS OR ZONE CHANGES,

A draft for the proposed change is posted on the town website and at Town Hall. The Commission will review the proposed text amendment in ordinance form as requested by Council and consider any public input for possible recommendation to Council.

**Discussion/Possible Action/Possible Direction to Staff**

## ITEM 9: COMMISSION DISCUSSION SECTION 509. SIGNS

The Commission will review recommendations from Design Review Board for possible text amendment to SECTION 509. SIGNS.

**Discussion/Possible Direction to Staff**

## ITEM 10: FUTURE AGENDA ITEMS

**Discussion/Possible Direction to Staff**

## ITEM 11: ADJOURN

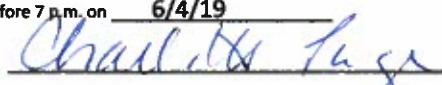
**Discussion/Possible Action**

The undersigned hereby certifies that this notice and agenda was posted at the following locations on or before 7 p.m. on 6/4/19

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) 634-7943. Requests should be made as early as possible to allow sufficient time to make arrangements. Anyone needing clarification on a P&Z Commission agenda item may call Jerome Town Hall at (928) 634-7943 and ask to speak with Charlotte Page, Zoning Administrator.



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## REGULAR MEETING OF THE TOWN OF JEROME PLANNING AND ZONING COMMISSION

DATE: Wednesday, May 1, 2019 TIME: 7:00 pm

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

## MINUTES

The Deputy Clerk administered the oath of office to Jessamyn Ludwig.

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

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

Roll call was taken by Charlotte Page. Commission members present were Chair Lance Schall, Scott Hudson and Henry Vincent, Vice Chair Joe Testone and Jessamyn Ludwig.

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

7:01 (02:05) ITEM 2: PETITIONS FROM THE PUBLIC -- There were no petitions from the public.

7:01 (02:15) ITEM 3: APPROVAL OF MINUTES: Minutes of Regular Meeting April 3, 2019

### Motion to Approve the Regular Minutes of April 3, 2019 With Review of Item 10

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Hudson	X		X			
Ludwig						X
Schall			X			
Testone		X	X			
Vincent			X			

### 7:04 (5:03) ITEM 4: ZONING ADMINISTRATOR REVIEW OF CONDITIONAL USE PERMITS FOR RESIDENTIAL USE IN COMMERCIAL ZONES.

Review of existing residential use in C-1 Zones, historic practices and granted CUP(s) for this purpose.

Ms. Page presented and explained a map she had made regarding the topic.

Chair Schall would like to do a blanket CUP effort for all of them. He does not want to investigate each one of them. He believes Council should determine the scope of the project.

Mr. Testone doesn't believe this is a real priority and would leave it to the schedule of the Zoning Administrator.

**Motion For This Commission to Recommend to the Council to Consider the Residential CUP documentation that the Zoning Administrator Provided. Investigated by the Zoning Administrator as Time Allows, With the Intention to Clean Up the Mess and Issue an Administrative CUP to These Properties**

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Hudson			X			
Ludwig		X	X			
Schall	X		X			
Testone			X			
Vincent			X			



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## 7:13 (13:50) ITEM 5: FINAL SITE PLAN REVIEW, 221 DUNDEE AVE., SINGLE FAMILY RESIDENCE

APPLICANT: Lee Christensen for Scott & Wendy Prior

MAILING ADDRESS: 3694 Via Bernado, Oceanside CA 92056

ZONE: R1-5

PROJECT ADDRESS: 221 Dundee Ave

APN: 401-11-010S

OWNER OF RECORD: Prior Family 2008 Revocable Trust, and Scott & Wendy Prior

Applicant requests final site plan review for a new home proposed at a 221 Dundee Ave.

Chair Schall asked Ms. Page to explain the changes, which she did. The mid-point line had been added to the current drawings. He then asked if she reviewed it with the architect's scale and make sure it falls under our appendix for the height.

Ms. Page said she did not.

Chair Schall said he assumed it was good. He asked for a drawing that directly showed the elevation in the direction of the greatest slope of the land.

Ms. Page asked Mr. Christensen to explain.

7:17 (17:23) Lee Christensen clarified the mid-point of 25 feet and that the roof does not exceed 25 feet. It was determined that the mid-point was well under the 25 feet.

7:18 (18:11) Mr. Christensen continued to explain his drawings. He is well within what is allowed.

Chair Schall asked him about a garage in the back.

7:19 (18:57) Mr. Christensen acknowledged there is a drive underneath the house. He thinks the house might shift lower.

Commissioner Vincent asked if the mid-point should be staked by a surveyor. He also asked if it was lower if that change should come back to the Commission.

Chair Schall said as long as it is gets shorter, we wouldn't have to look at it. He then asked if he had done anything special for drainage.

7:21 (21:15) Mr. Christensen directed them to the site plans and explained the slope and planters that will have an outlet and will slow the water coming down.

Chair Schall asked about a swale along the street to direct the runoff.

7:21 (22:05) Mr. Christensen said they would put one across the driveway.

7:21 (22:20) George Riley, neighbor to the property, said he is below them and he has no rivers running through his property currently, and he wants to make sure the water is being directed properly.

7:22 (22:40) Mr. Christensen explained how it will all work.

7:23 (23:21) Mr. Riley asked where the septic tank would go.

7:22 (23:26) Mr. Christensen said it would be at the top between the road and the house.

7:23 (23:50) Mr. Riley asked about the excavation and the effect on the boulders.

7:24 (24:12) Mr. Christensen said they shouldn't even be near those.





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## **Motion to Approve the Final Site Plan of 221 Dundee Avenue**

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Hudson			X			
Ludwig			X			
Schall		X	X			
Testone	X		X			
Vincent			X			

## **7:25 (26:23) ITEM 6: PRELIMINARY SITE PLAN REVIEW, 324 QUEEN ST. NEW BUILDING IN COMMERCIAL ZONE.**

APPLICANT: Windy Jones & Josh Lindner

MAILING ADDRESS: 2549 Haskell Springs Rd. Clarkdale, AZ 86324

PROJECT ADDRESS: 324 Queen St.

ZONE: C-1

OWNER OF RECORD: Cuban Queen Bordello LLC

APN: 401-06-127

Applicant requests preliminary site plan review for new construction.

*Chair Schall reviewed the memos from Candace Gallagher and would like to honor the request that they have a joint session with Council and the Town Attorney. At this time he would like to table item's 6 (six) and 7 (seven).*

*7:27 (27:20) Glen Odegard, representative for the applicants, asked what the sticky points are.*

*Chair Schall responded he did not know.*

## **Motion to Table Item 6 and 7**

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Hudson		X	X			
Ludwig			X			
Schall	X		X			
Testone			X			
Vincent			X			

## **ITEM 7: CONDITIONAL USE PERMIT, 324 QUEEN ST. BOARDING/LODGING HOUSE**

APPLICANT: Windy Jones & Josh Lindner

MAILING ADDRESS: 2549 Haskell Springs Rd. Clarkdale, AZ 86324

PROJECT ADDRESS: 324 Queen St.

ZONE: C-1

OWNER OF RECORD: Cuban Queen Bordello LLC

APN: 401-06-127

Applicant requests review for Conditional Use Permit for boarding/lodging house use for proposed new construction.

*Item 7 was tabled with the Item 6 motion.*

## **7:27 (28:29) ITEM 8: ZONING ADMINISTRATOR, SHED REPORT, REVIEW OF NO P&Z APPROVAL.**

ZA requests review of sheds constructed in past five years without Planning & Zoning approval.

*Chair Schall gave direction to staff to fix this administratively with documents in the file.*



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## 7:32 (32:48) ITEM 9: DRAFT TEXT AMENDMENT REVIEW - SECTION 301(D)(3), REQUIRING ¾ VOTE TO OVERRIDE P&Z DECISIONS.

Commission to review draft of text amendment requested by Council to draft change to 'majority vote' for override of P&Z decisions.

### Motion to Approve This Draft Amendment and Move on to Public Hearing

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Hudson			x			
Ludwig			X			
Schall	X		X			
Testone		X	x			
Vincent			x			

## 7:33 (34:10) ITEM 10: DRAFT TEXT AMENDMENT, R-2 & ZONING ORDINANCE

Commission to review Council recommendations regarding proposed text amendment to Article V Use Regulations, possible amendment to R-2 and C-1 Zones with minor change to definitions per request of Town Attorney.

Ms. Page explained this was the new recommendation from Council to include no tri-plex and conditional uses went into the commercial zone.

Chair Schall said he is fine with these changes.

Commissioner Vincent asked, "You have circulated the forms for the owners to acquiesce?"

Ms. Page responded yes, they have.

Commissioner Vincent asked will the process start again.

Ms. Page didn't know for sure.

Chair Schall asked if the 207 waiver, would have to be re-written.

Ms. Page confirmed it would.

### Motion to Approve This Ordinance Change and Move it to a Public Hearing

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Hudson			x			
Ludwig			X			
Schall	X		X			
Testone		X	x			
Vincent			x			

## 7:37 (37:49) ITEM 11: DRAFT OF APPLICATIONS FOR P&Z

Zoning Administrator requests review of administrative action to update current application and add new application to simplify submissions for small projects.

The Commission discussed the revised applications.

Chair Schall commented it looks like she has cleaned up the paperwork. He asked what the next step was.

Ms. Page said there was no motion or direction required.



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## 7:43 (43:53) ITEM 12: FUTURE AGENDA ITEMS

*Vice Chair Testone would like to see the liaison position between P & Z and DRB put back on the agenda. He believes Council would like to hear from them.*

*Commissioner Vincent said he believes the DRB are in support of this and he thought there would be something coming forth from the DRB, and it should be on their agenda this month.*

*Chair Schall asked that it be put on the next agenda so that both commissions can have input to the Council.*

*Commissioner Vincent inquired about the status of the Feher's garage application.*

*Ms. Page said they could bring another design in within the next six months, the ball was now in their court. She also noted they would be working with the Fire Chief on any designs.*

## ITEM 13: ADJOURN

### **The Meeting Adjourned at 7:49 p.m.**

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Hudson	X		X			
Ludwig		X	X			
Schall			X			
Testone			X			
Vincent			X			

*Approval on next page.*



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**REGULAR MEETING OF THE TOWN OF JEROME**  
**PLANNING AND ZONING COMMISSION**  
**DATE: Wednesday, May 1, 2019 TIME: 7:00 pm**  
**PLACE: JEROME CIVIC CENTER**  
**600 Clark St., JEROME, ARIZONA 86331**

*Respectfully submitted by Joni Savage on June 5, 2019*

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Planning & Zoning Commission Chair

Attest: \_\_\_\_\_ Date: \_\_\_\_\_  
Planning & Zoning Commission Vice Chair

**DRAFT MINUTES**





**TOWN OF JEROME**  
POST OFFICE BOX 335, JEROME, ARIZONA 86331  
OFFICE (928) 634-7943 FAX (928) 634-0715  
**ZONING ADMINISTRATOR ANALYSIS**  
**PLANNING & ZONING COMMISSION**  
**June 5, 2019**

**ITEM 4: LOT LINE ADJUSTMENT, 101 HILL ST.**

APPLICANT: Andrea Prince

APN: 401-07-189

This lot split is proposed to resolve a historic encroachment. The applicant and the adjacent neighbor have agreed to realign the property in this regard.

Both parcels are in the C-1 Zone with no requirement for lot area, lot coverage, lot width or building size. The applicant will be gaining approximately 28 square ft of land that has been historically used as garden and is elevated to the garden level of 101 Hill St, property of the applicant.

The side yard requirement in the C-1 Zone is 0. The new lot line will be a concrete retaining structure. No additional building is proposed.

The Fire Chief will review the site for comments. 123 Hill St has proposed a fire escape in the general vicinity.

Applicant will be available to answer questions.

Charlotte Page, Zoning Administrator



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## 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 PLANNING & ZONING COMMISSION

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

APPLICANT'S NAME: ANDREA PRINCE  
MAILING ADDRESS: POB 998 JEROME 86331  
TELEPHONE: 928 634 1462 EMAIL: SURGEONS10050@SURGEONSHOUSE.COM  
PROJECT ADDRESS: 100 HILL ST.  
PARCEL NUMBER: 401-07-189 ZONE DISTRICT: C-1  
APPLICATION FOR (Please describe the project.): lot line adjustment  
W/Survey

- I hereby apply for consideration and conditional approval by the above Planning & Zoning 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: [Signature] DATE: 2/6/19

#### TOWN USE BELOW

RECEIVED FROM: Andrea Prince DATE: 4/2/19

Received the sum of \$ 100<sup>00</sup> as: ☒ Check No. 722 ☐ Cash ☐ Credit Card

Per Fee schedule - Ordinance 332

BY: Rick Cays FOR: Charlotte Page

CTY 101 Hill St

**PLANNING & ZONING** – Please review ZONING ORDINANCE, ALL OF SECTION §303. Conditional Use Permits must also be approved by Council.

ZONING DISTRICT: C-1 PROPOSED USE: AME - GRASS

PERMITTED USE?: ☐ CONDITIONAL USE?: ☐

**PROPERTY DESCRIPTION**

1. Nonconforming lot of record? NO
  2. Name of connecting <sup>private</sup> public street Hill St.
  3. Public water (domestic)? yes Public Sewer? yes  
Public water (fire suppression?) yes Public Septic? \_\_\_\_\_
  4. Lot area 32 Acres 13,939 Required for zone none
  5. Lot width <sup>W</sup> 65 - 90.5 EAST Required for zone none
  6. Square footage of building 1949 Required for zone none  
Square footage of footprint 1655
  7. Percentage of lot covered not required
  8. Yards  
Front N/A Front of buildings within 100' \_\_\_\_\_  
Side yard (1) N/A Side yard (2) N/A  
Rear yard N/A  
Single or double frontage N/A
  9. Building height from median N/A Maximum face N/A
- Engineering may be required on Items 10 and 11*
10. Fill required? \_\_\_\_\_ Evidence of safety of fill \_\_\_\_\_
  11. Excavation required? \_\_\_\_\_ Evidence of safety of excavation \_\_\_\_\_
  12. Design Review required? \_\_\_\_\_

Sign proposed? NO

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

Standard	Compliance Guaranteed
Noise	<input type="checkbox"/>
Smoke	<input type="checkbox"/>
Glare or heat	<input type="checkbox"/>
Vibration	<input type="checkbox"/>
Fly ash, dust, fumes, vapors, gases or other forms of air pollution	<input type="checkbox"/>
Liquid and solid waste	<input type="checkbox"/>
Odors	<input type="checkbox"/>

14. Is land suitable for building? (Engineering verification may be necessary.) N/A

Slope \_\_\_\_\_

Engineering report submitted? \_\_\_\_\_

15. Home occupation? NO

16. Exterior lighting? NO

17. Walls and fences? NO

18. Accessory building(s)? Garage

Square footage 870.3 Height existing

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

**PARKING AND LOADING** – Please review ZONING ORDINANCE, SECTION §510.

1. Use B+B
2. Is this a change of use or a new use of a preexisting structure? no
3. Loading requirement no
- How will requirements be fulfilled? \_\_\_\_\_
4. Parking requirement 4 suites
- How will requirement be fulfilled? space avail is 6

## 5. Off-street parking

Spaces required \_\_\_\_\_

Spaces provided private 6Access from ~~public~~ street (which street) Hill St

Dimensions \_\_\_\_\_

Grading required \_\_\_\_\_

Surface \_\_\_\_\_

Circulation pattern and exiting procedure \_\_\_\_\_



## PLAN REVIEW

Each application for design approval will be filed with the Zoning Administrator to be forwarded to the Planning & Zoning Commission. The application for approval shall be submitted with eight (8) identical copies of the plan. Each copy shall be on one or more sheets of paper, not measuring more than twenty-four (24) inches by thirty-six (36) inches, drawn to a scale not smaller than forty (40) feet to the inch, which show the features referenced in Section 303 I.C. 1-11 of the Zoning ordinance. The following checklist is provided for the applicant's convenience to ensure inclusion of all necessary data.

- |               |  |
|---------------|--|
| <u>✓</u>      | Eight (8) copies of the site plan enclosed                                       |
| <u>✓</u>      | North arrow  |
| <u>✓</u>      | Scale  |
| <u>✓</u>      | Lot dimensions   |
| <u>N/A</u>    | Street dedications   |
| <u>N/A</u>    | Easements  |
| <u>N/A</u>    | Utilities  |
| <u>✓</u>      | Property lines   |
| <u>✓</u>      | Location of all buildings and structures and number of stories (building height) |
| <u>✓</u>      | Vicinity sketch  |
| <u>✓</u>      | Adjacent properties and their uses <i>Clubhouse - retail + rental housing</i>    |
| <u>✓</u>      | Dimensions of all required yards   |
| <u>✓</u>      | Lot coverage   |
| <u>✓</u>      | Space between buildings  |
| <u>N/A</u>    | Dimensions of all proposed walls and fences                                      |
| <u>N/A</u>    | Exterior lighting  |
| <u>N/A</u>    | Parking and loading  |
| <u>      </u> | Location of spaces   |
| <u>      </u> | Number of spaces   |
| <u>      </u> | Dimension of spaces  |
| <u>      </u> | Circulation patterns   |
| <u>      </u> | Surface materials  |
| <u>N/A</u>    | Existing and proposed drainage   |
| <u>N/A</u>    | Existing natural features (rock outcroppings, washes, etc.)                      |
| <u>N/A</u>    | Existing man-made features (roads, walkways, stairways, etc.)                    |
| <u>N/A</u>    | Existing and proposed grades   |
| <u>N/A</u>    | Slope of property  |
| <u>N/A</u>    | Proposed excavation and grading  |
| <u>N/A</u>    | Engineering reports where needed   |

PLAN REVIEW CHECKLIST CONTINUED ON NEXT PAGE

N/A

## Driveways - proposed

- \_\_\_\_\_ Location  
 \_\_\_\_\_ Number  
 \_\_\_\_\_ Dimensions  
 \_\_\_\_\_ Circulation patterns  
 \_\_\_\_\_ Surface materials

N/A

## Other access ways - proposed

- \_\_\_\_\_ Location  
 \_\_\_\_\_ Number  
 \_\_\_\_\_ Dimensions  
 \_\_\_\_\_ Circulation patterns  
 \_\_\_\_\_ Surface materials

\_\_\_\_\_

## Pedestrian walkways and stairways - proposed

- \_\_\_\_\_ Location  
 \_\_\_\_\_ Number  
 \_\_\_\_\_ Dimensions  
 \_\_\_\_\_ Circulation patterns  
 \_\_\_\_\_ Surface materials

✓

## Legal description of property to be developed

\_\_\_\_\_

Additional information requested by Zoning Administrator

\_\_\_\_\_

Additional information requested by Design Review Board

**PLEASE NOTE:**

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

**REGARDING BUILDING PERMITS:**

Additional fees are required for building permits to reimburse the Town for costs of providing plan review and construction inspection services. Please refer questions to the Building Inspector. Commercial projects and some residential projects generally 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 are required for construction projects per A.R.S. §32-1121.



**STAFF CONTACT:**  
[c.page@jerome.az.gov](mailto:c.page@jerome.az.gov)

**WEBSITE:**  
[www.jerome.az.gov](http://www.jerome.az.gov)

**OFFICE PHONE:**  
 928-634-7943

**TOWN HALL ADDRESS:**  
 600 CLARK STREET

# LANDMARK

SEDONA  
P.O. BOX 1907  
SEDONA, AZ 86339  
(928) 282-7104



## ENGINEERING & SURVEYING, INC.

www.landmarkes.com

**SKETCH**  
of Garage  
Encroachment  
Area  
TO ACCOMPANY  
LEGAL  
DESCRIPTION

N45°33'59"E

65.00'

(65.0'-rec.)

(N45°16'E-rec.)

(S44°26'01"E  
S44°44'E-rec.)

S 44°26'01"E

(S44°44'E 150'-rec.)

"SURGEON'S HOUSE"  
3575/598

CONCRETE  
WALL

S37°20'27"E  
26.46'

150.05'

S53°03'04"W  
22.00'

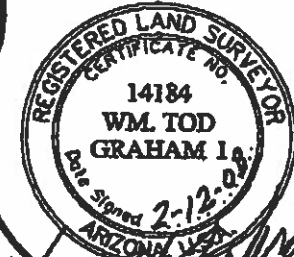
SCALE: 1" = 20'



(150.00'-rec.)  
150.00'

CLARK STREET

8' WIDE DRIVING  
LANE (CONCRETE  
AND DIRT)



This map was prepared  
under my direct supervision.

Date:

February 12, 2008

Revisions:

Project Manager:

T. GRAHAM

Survey Crew:

C.A.D. by:

S. MILLAR

Checked by:

T. GRAHAM

Contour Interval:

N. A.

Scale:

1" = 20'

Project Name:

107052

File Name:

107052L&S.dwg

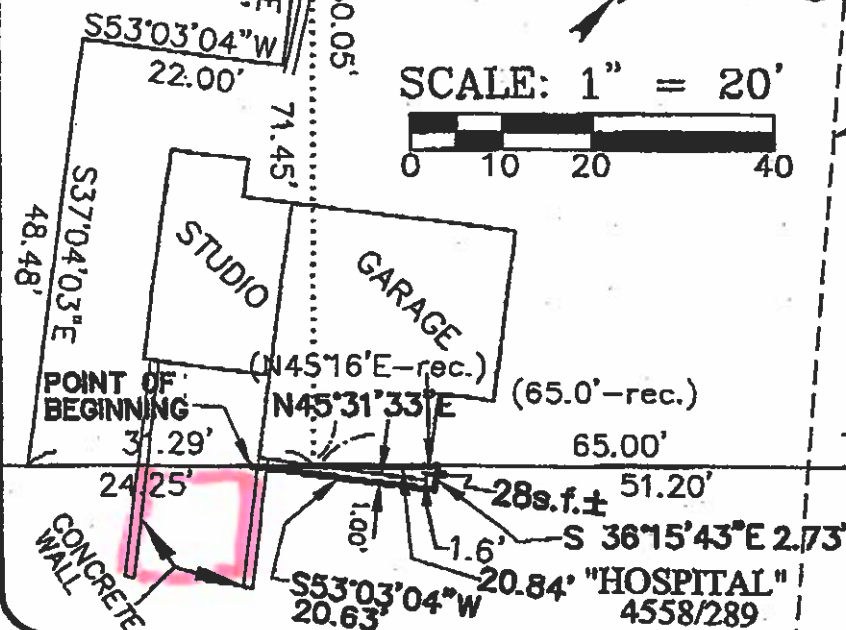
Sheet:

1 of 1

Job No.:

107052

Sedona



February 12, 2008

Job No.: 107052

LEGAL DESCRIPTION  
Garage Encroachment

A parcel of land with a bottom vertical boundary that lies 25 feet below the existing ground surface and being a portion of the "Hospital" tract as said tract is described in that certain Warranty Deed recorded in Book 4558 of Official Records, Page 289 of the Yavapai County Recorder's Office, said parcel to adjoin the Southeast boundary of the "Surgeon's House" tract as it is described in that certain Quit Claim Deed recorded in Book 3575 of Official Records, Page 598 (rec.) of the Yavapai County Recorder's Office, said parcel also being situated in the MAIN LODGE (U.S. Mineral Survey No. 1051) mining claim of the Verde Mining District located in Section 22, Township 16 North, Range 2 East of the Gila and Salt River Meridian in Yavapai County, Arizona, the horizontal boundaries of said parcel being more particularly described as follows:

Commencing at a railroad spike found on the line common to said MAIN LODGE mining claim and the HERMIT (U.S. Mineral Survey No. 590) mining claim, from which a 3" pipe in concrete found at Corner No. 3 of said HERMIT mining claim, lies S 54°00'40" W (Basis of Bearings per said Quit Claim Deed recorded in Book 3575 of Official Records, Page 598 of the Yavapai County Recorder's Office) a distance of 418.48 feet, and from said railroad spike, Corner No. 3 of said MAIN LODGE, which is common with Corner No. 2 of said HERMIT mining claim as marked by a PK nail in a building wall, lies N 54°22'55" E a distance of 153.06 feet;

Thence from said railroad spike, S 54°00'58" W a distance of 66.28 feet to a ½" re-bar with brass washer stamped "LS 16296" found at Corner No. 4 of said MAIN LODGE;

Thence N 54°00'58" E a distance of 1.26 feet (N 54°00'40" E ~ 1.28' rec.) along line 3-4 of said MAIN LODGE to a ½" re-bar with brass washer stamped "LS 16296" (found);

Thence S 37°06'49" E (S 37°27' E rec.) A distance of 100.06 feet to a ½" re-bar with brass washer stamped "LS 16296" (found);

Thence S 37°24'11" E (S 37°27' E rec.) a distance of 10.07 feet to a ½" re-bar with brass washer stamped "LS 16296" (found);

Thence S 45°47'03" E a distance of 39.59 feet (S 45°56' E ~ 39.99' rec.) to a ½" re-bar with plastic cap stamped "LS 27231";

Thence S 44°26'01" E (S 44°44' E rec.) a distance of 78.60 feet along the Northeasterly line of "Parcel II" of said "Surgeon's House" tract to a ½" re-bar with plastic cap stamped "LS 14184" (previously set);

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sedona, az 86339

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tyraham@landmarkes.com

Wm. Tod Graham I.R.L.S.  
president

Thence S 37°20'27" E a distance of 26.46 feet to a ½" re-bar with plastic cap stamped "LS 14184" (previously set);

Thence S 53°03'04" W a distance of 22.00 feet to a ½" re-bar with plastic cap stamped "LS 14184" (previously set);

Thence S 37°04'03" E a distance of 48.48 feet to a ½" re-bar with plastic cap stamped "LS 14184" previously set on the Northwest line of said "Hospital" tract;

Thence N 45°31'33" E (N 45°16' E rec.) a distance of 24.25 feet along said Northwest line of the "Hospital" tract to the POINT OF BEGINNING;

Thence N 45°31'33" E (N 45°16' E rec.) a distance of 20.84 feet along said Northwest line of the "Hospital" tract to a point from which a Railroad Spike previously found at the East corner of said "Surgeon's House" tract, which is common with the North corner of said "Hospital" tract, lies N 45°31'33" E (N 45°16' E rec.) a distance of 51.20 feet;

Thence departing said Northwest line of the "Hospital" tract, S 36°15'43" E a distance of 2.73 feet;

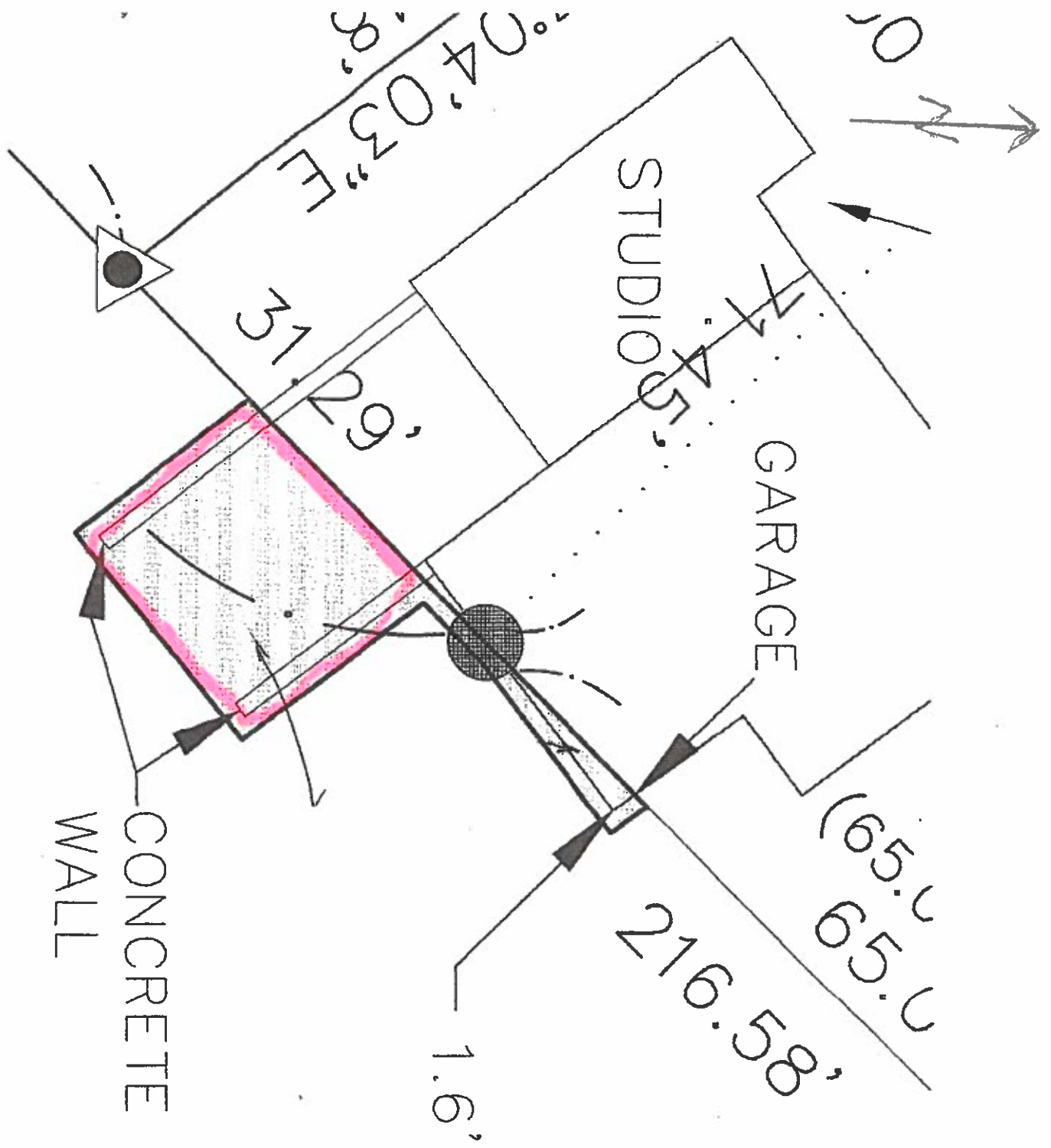
Thence S 53°03'04" W a distance of 20.63 feet to the POINT OF BEGINNING.

The parcel of land described herein comprises an area of 28 sq. ft. more or less.

This legal description is to be accompanied by a "Sketch of Garage Encroachment Area" and is considered incomplete without said sketch.











FOUNDED 1979



March 29, 2019

Job No.: 107052

LEGAL DESCRIPTION  
Concrete Wall Encroachment

A parcel of land with a bottom vertical boundary that lies 25 feet below the existing ground surface and being a portion of the "Hospital" tract as said tract is described in that certain Warranty Deed recorded in Book 4558 of Official Records, Page 289 of the Yavapai County Recorder's Office, said parcel to adjoin the Southeast boundary of the "Surgeon's House" tract as it is described in that certain Quit Claim Deed recorded in Book 3575 of Official Records, Page 598 (rec.) of the Yavapai County Recorder's Office, said parcel also being situated in the MAIN LODE (U.S. Mineral Survey No. 1051) mining claim of the Verde Mining District located in Section 22, Township 16 North, Range 2 East of the Gila and Salt River Meridian in Yavapai County, Arizona, the horizontal boundaries of said parcel being more particularly described as follows:

Commencing at a railroad spike found on the line common to said MAIN LODE mining claim and the HERMIT (U.S. Mineral Survey No. 590) mining claim, from which a 3" pipe in concrete found at Corner No. 3 of said HERMIT mining claim, lies S 54°00'40" W (Basis of Bearings per said Quit Claim Deed recorded in Book 3575 of Official Records, Page 598 of the Yavapai County Recorder's Office) a distance of 418.48 feet, and from said railroad spike, Corner No. 3 of said MAIN LODE, which is common with Corner No. 2 of said HERMIT mining claim as marked by a PK nail in a building wall, lies N 54°22'55" E a distance of 153.06 feet;

Thence from said railroad spike, S 54°00'58" W a distance of 66.28 feet to a ½" re-bar with brass washer stamped "LS 16296" found at Corner No. 4 of said MAIN LODE;

Thence N 54°00'58" E a distance of 1.26 feet (N 54°00'40" E ~ 1.28' rec.) along line 3-4 of said MAIN LODE to a ½" re-bar with brass washer stamped "LS 16296" (found);

Thence S 37°06'49" E (S 37°27' E rec.) A distance of 100.06 feet to a ½" re-bar with brass washer stamped "LS 16296" (found);

Thence S 37°24'11" E (S 37°27' E rec.) a distance of 10.07 feet to a ½" re-bar with brass washer stamped "LS 16296" (found);

Thence S 45°47'03" E a distance of 39.59 feet (S 45°56' E ~ 39.99' rec.) to a ½" re-bar with plastic cap stamped "LS 27231";

Thence S 44°26'01" E (S 44°44' E rec.) a distance of 78.60 feet along the Northeasterly line of "Parcel II" of said "Surgeon's House" tract to a ½" re-bar with plastic cap stamped "LS 14184" (previously set);

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president

Thence S 37°20'27" E a distance of 26.46 feet to a ½" re-bar with plastic cap stamped "LS 14184" (previously set);

Thence S 53°03'04" W a distance of 22.00 feet to a ½" re-bar with plastic cap stamped "LS 14184" (previously set);

Thence S 37°04'03" E a distance of 48.48 feet to a ½" re-bar with plastic cap stamped "LS 14184" previously set on the Northwest line of said "Hospital" tract;

Thence N 45°31'33" E (N 45°16' E rec.) a distance of 24.25 feet along said Northwest line of the "Hospital" tract to the POINT OF BEGINNING;

Thence N 53°03'04" E a distance of 2.84 feet along the Southeast line of that certain tract described in Book 4586 of Official Records, Page 909 to a line that lies 1 foot Northeast of and parallel with the Northeast face of a concrete wall;

Thence S 37°06'59" E a distance of 14.54 feet along said parallel line to a line that lies 1 foot Southeast of and parallel with the Southeast face of a concrete wall;

Thence S 51°35'49" W a distance of 15.97 feet along said parallel line to a line that lies 1 foot Southwest of and parallel with the Southwest face of a concrete wall;

Thence N 37°29'40" W a distance of 13.20 feet along said parallel line to said Northwest line of the "Hospital" tract;

Thence N 45°31'33" E (N 45°16' E rec.) a distance of 13.32 feet along said Northwest line of the "Hospital" tract to the POINT OF BEGINNING.

The parcel of land described herein comprises an area of 225 sq. ft. more or less.

This legal description is to be accompanied by a "Sketch of Concrete Wall Encroachment Area" and is considered incomplete without said sketch.





**TOWN OF JEROME**  
POST OFFICE BOX 335, JEROME, ARIZONA 86331  
OFFICE (928) 634-7943 FAX (928) 634-0715  
**ZONING ADMINISTRATOR ANALYSIS  
PLANNING & ZONING COMMISSION**  
**June 5, 2019**

**\*\*\*\*OPENING OF PUBLIC HEARING\*\*\*\***

**ITEM 5: PUBLIC COMMENT: PROPOSED TEXT AMENDMENT TO SECTION 201. DEFINITIONS, SECTION 506. "R-2" ZONE, MULTIPLE FAMILY RESIDENTIAL AND SECTION 507. C-1 ZONE**

The Commission shall conduct a public hearing on a proposed text amendment to the Zoning Ordinance. As proposed, the text amendments will have the effect of limiting permitted residential use in the R-2 Zone to single and two-family residential use, the C-1 Zone will be amended to include additional conditional uses. A draft for the proposed change was included in the packet for this meeting and posted as required in Section 301(C). The Commission has set this hearing pursuant to Jerome Zoning Ordinance Section 301(C) Commission Action. The Commission may continue the Public Hearing to a time and place certain if necessary.

**\*\*\*\*CLOSE OF PUBLIC HEARING\*\*\*\***

**ITEM 6: REVIEW PUBLIC COMMENT AND COMMISSION DISCUSSION OF PROPOSED TEXT AMENDMENTS TO SECTION 506. "R-2" ZONE, MULTIPLE FAMILY RESIDENTIAL AND SECTION 507 C-1 ZONE**

Commission will review the proposed text amendments requested by Council in ordinance form and consider public input for possible recommendations to Council.

Commission shall within 30 days of the public hearing render its decision in the form of a written recommendation to the Council. The recommendation shall include the reasons for the recommendation.

Charlotte Page  
Zoning Administrator





Founded 1876  
Incorporated 1899

# TOWN OF JEROME

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

## ORDINANCE NO. xxx

### AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING SECTION 201, "DEFINITIONS," AND SECTION 506, "R-2 ZONE, MULTIPLE FAMILY RESIDENTIAL," OF THE JEROME ZONING ORDINANCE

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AS FOLLOWS:

Section 1. The definition of "Modular Housing" included in Section 201, "General," of Article II, "Definitions," of the Jerome Zoning Ordinance is hereby amended as follows (additions underlined; deletions in strikeout text):

**Modular ~~Housing~~ Home**- a dwelling unit or habitable room thereof which is either wholly or in substantial part manufactured at an off-site location to be assembled on site, except that it does not include a mobile home as defined in this article.

Section 2. Section 506, "R-2 Zone – Multiple Family Residential," is hereby amended as follows (additions underlined; deletions in strikeout text):

#### SECTION 506. "R-2" ZONE, ~~MULTIPLE SINGLE- AND TWO-FAMILY RESIDENTIAL~~

##### A. PURPOSE

This district is intended to fulfill the need for medium density residential development regulations and property development standards are designed to allow maximum flexibility and variety in residential development while prohibiting all incompatible activities. Land use is composed chiefly of ~~individual and multiple~~ single- and two- family homes, together with required recreational, religious, and educational facilities.

##### B. PERMITTED USES

1. One (1) single-family dwelling or one (1) two-family dwelling or one (1) modular home per lot. Mobile homes are prohibited.
- ~~2. Multiple family dwellings and apartment houses.~~
- ~~3.~~ 2. Customary accessory uses and buildings, provided such uses are incidental to the principal use.
- ~~4.~~ 3. Temporary buildings for uses incidental to construction work, which buildings shall be removed upon completion of or abandonment of the construction work.
- ~~5.~~ 4. Publicly owned and operated parks and recreation areas and centers.
- ~~6.~~ 5. Home occupations.

Section 3. Paragraph C., "Conditional Uses," of Section 507, "C-1 Zone, General Commercial," is hereby amended to add "three-family dwellings," "multi-family dwellings" and "apartment houses" as conditional uses.

Section 4. Following its adoption, this Ordinance shall be published by the Town Clerk in accordance with the requirements of A.R.S. § 39-203 *et seq.*

Section 5. All ordinances or parts of ordinances that are in conflict with the provisions of this Ordinance are hereby repealed to the extent of their inconsistency herewith.

Section 6. Should any section or provision of this Ordinance be declared invalid by a court of competent jurisdiction, such decision shall not affect the validity of this Ordinance, any provision incorporated by reference and any other provision of the Town Code as a whole or any part thereof other than the part so declared invalid.

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA,  
THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2019.

\_\_\_\_\_  
Christina "Alex" Barber, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Candace Gallagher, Town Manager/Clerk

\_\_\_\_\_  
William J. Sims, Esq.  
Town Attorney

Date of first reading: \_\_\_\_\_

Dates of publication: \_\_\_\_\_

Date of adoption: \_\_\_\_\_

Date of posting: \_\_\_\_\_

Voting record at adoption:

	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER						
DILLENBERG						
HARVEY						
MOORE						
WORTH						



# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

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

## ZONING ADMINISTRATOR ANALYSIS PLANNING & ZONING COMMISSION

June 5, 2019

### \*\*\*\*OPENING OF PUBLIC HEARING\*\*\*\*

#### ITEM 7: PUBLIC COMMENT: PROPOSED TEXT AMENDMENT TO SECTION 301. AMENDMENTS OR ZONE CHANGES

The Commission shall conduct a public hearing on a proposed text amendment to the Zoning Ordinance. As proposed, this text amendment will provide that Council's action to overrule Commission recommendations for rezoning or amendments to the Zoning Ordinance would require a majority vote, removing a provision requiring the vote of three-fourths of the members voting. A draft for the proposed change was included in the packet for this meeting and posted as required in Section 301(C). The Commission has set this hearing pursuant to Jerome Zoning Ordinance Section 301(C) Commission Action. The Commission may continue the Public Hearing to a time and place certain if necessary.

### \*\*\*\*CLOSE OF PUBLIC HEARING\*\*\*\*

#### ITEM 8: REVIEW PUBLIC COMMENT AND COMMISSION DISCUSSION OF PROPOSED TEXT AMENDMENT TO SECTION 301. AMENDMENTS OR ZONE CHANGES,

The Commission will review the proposed text amendment in ordinance form as requested by Council and consider any public input for possible recommendation to Council.

Commission shall within 30 days of the public hearing render its decision in the form of a written recommendation to the Council. The recommendation shall include the reasons for the recommendation

Charlotte Page, Zoning Administrator



Founded 1876  
Incorporated 1899

# TOWN OF JEROME

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

## ORDINANCE NO. xxx

### AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING SECTION 301, "AMENDMENTS OR ZONE CHANGES," OF THE JEROME ZONING ORDINANCE

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AS FOLLOWS:

Section 1. Paragraph 3 of Subsection D, "Council Action," of Section 301, "Amendments or Zone Changes," of the Jerome Zoning Ordinance is hereby amended as follows (additions underlined; deletions in strikeout text):

#### D. COUNCIL ACTION

3. If the Council's recommendation is to overrule the recommendation of the Commission, such decision shall require the vote of ~~three fourths (3/4) of all~~ a majority of the number of members of the Council voting on the question qualified to vote on the matter. For example, if one Council member is disqualified from voting due to a conflict of interest, a majority of the remaining four members would be required to overrule the recommendation.

Section 2. Following its adoption, this Ordinance shall be published by the Town Clerk in accordance with the requirements of A.R.S. § 39-203 *et seq.*

Section 3. All ordinances or parts of ordinances that are in conflict with the provisions of this Ordinance are hereby repealed to the extent of their inconsistency herewith.

Section 4. Should any section or provision of this Ordinance be declared invalid by a court of competent jurisdiction, such decision shall not affect the validity of this Ordinance, any provision incorporated by reference and any other provision of the Town Code as a whole or any part thereof other than the part so declared invalid.

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, THIS \_\_\_\_ DAY OF \_\_\_\_ 2019.

\_\_\_\_\_  
Christina "Alex" Barber, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Candace Gallagher, Town Manager/Clerk

\_\_\_\_\_  
William J. Sims, Esq.  
Town Attorney



# TOWN OF JEROME

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## ZONING ADMINISTRATOR ANALYSIS PLANNING & ZONING COMMISSION

June 5, 2019

### ITEM 9: COMMISSION DISCUSSION SECTION 509. SIGNS

The Commission will review recommendations from Design Review Board for possible text amendment to SECTION 509. SIGNS. This document includes the entire Section 509. A summary of changes:

#### B. Definitions

7. Clarify Sign Height

8. Interior signs are no longer regulated

#### C. Applicability

4. New – Posting for parking lots and trespassing on private property will be allowed without permit.

#### D. Permits

d. Menu Boards will be allowed without permit – size To Be Determined

e. Temporary signs are more defined and two categories are described

Unrestricted – daily use – one allowed

Restricted, size restricted and max use of 100 days per year or 45 days at a time allowing 2x a week or 45 days twice a year

#### E. Regulations... all zones

6. Change reflects current practices for organizations to post signs and banners for special events

7. Adds verbiage for internally lit signs, removes prohibiting internally lighted signs

10. Change reflects current practices for real estate signs

#### G. Regulations... Commercial

8. Temporary signs are defined, and categories are described

Charlotte Page, Zoning Administrator



**ADDITIONS:** ALL CAPS UNDERLINED TEXT  
BLUE

**DELETIONS:** ~~Regular-text-strikethrough-text~~  
~~red~~

**P&Z Review Date: June 5, 2019 (revised DRB)**

## **ARTICLE V USE REGULATIONS**

### **SECTION 509 SIGNS**

#### **A. PURPOSE**

This section provides a set of standards for the design and construction of signs within the Town of Jerome. The purpose of this section is to encourage the preservation of historic buildings and artifacts, to protect the general public from damage and injury, to protect property values, to preserve the beauty and unique character of Jerome, to aid in the free flow of traffic within the town, and to promote the tourist industry which is important to the economy of Jerome, and the Historic Overlay District.

#### **B. DEFINITIONS**

Within and for the purposes of this section, the following definitions, and only these definitions, apply.

1. Sign - An object meant to convey a message through the use of words or symbols. A sign can be painted on one surface, or both surfaces, be free-standing or be signs supported by a pole or be attached to a building. All exterior whether public or private, are regulated by this ordinance.
2. Area - A rectangular area calculated by drawing horizontal and vertical lines from all sign extremities excluding those which are essentially sign supports.
3. Sign, Campaign - A sign whose sole purpose is to advertise a political candidate or issue.
4. Sign, District - A sign which advertises one or more than one business in a single building or area. A district sign operates as a directory with a heading stating the district and uniform nameplate signs for those businesses within the district.
5. Sign, Canopy - A sign mounted on or painted on a canopy or awning.
6. Sign, Free-Standing - A sign not attached to or supported by a building.
7. Sign, Height - The vertical distance from the ground directly under the ~~to-the~~ sign TO THE LOWEST ~~highest~~ point of the sign.

8. Sign, Interior - Signs within a building not accessible from outside. Interior signs are not regulated by this ordinance. ~~except if stating a business name and placed within twenty-four (24) inches of a window. Such signs will fall under the sixteen (16) square foot rule and require Design Review Board approval.~~

9. Sign, Gas Generated - Gas generated signs or signs illuminated by gas generated lighting, other than those existing on June 14, 1977, are prohibited.

10. Sign, Off-premise - A sign not located on the premises of the business which it advertises. A district sign is not an off-premises sign.

11. Sign, On-premise - A sign, the content of which relates to the premises on which it is located, referring exclusively to the name, location, products, persons, accommodations, services, or activities of or on those premises, or the sale or lease of those premises.

12. Sign, Nameplate - A sign which is limited to the name and/or business of the residents of the premises, not exceeding two inches by twelve inches (2" x 12").

13. Sign, Business Door Identification - A nameplate sign of a business name on an entry door, not exceeding two inches by twelve inches (2" x 12").

14. Sign, Projecting - A building mounted sign which projects from and is supported by a wall of a building.

15. Sign, Wall - A sign attached flush to the exterior surface of a building, or permanently applied to a window of a building. The sign must not project above the roof. Light sources aimed at the wall sign may project further.

16. Sign, Historical/Historical Period - A sign in use in Jerome during the period between 1876 and 1953.

17. Sign, Service - An interior sign whose purpose is not to advertise the business displaying the sign, but to inform or provide for the safety of the public. Signs such as credit card placards, directional signs, "No Smoking" signs, and menu boards are examples of service signs.

18. Sign, Open/Closed - A sign indicating that a place of business is open or closed.

19. Sign, Temporary - A sign displayed for not more than forty-five (45) consecutive days or a total of ninety (90) days in a calendar year.

### **C. APPLICABILITY**

The provisions of this section shall apply to all signs placed or maintained within the Town of Jerome with the exception of the following:

1. Non-illuminated names of buildings, dates of erection, monument citations, commemorative tablets and the like when carved into stone, concrete, metal or any other permanent type construction and made an integral part of a permitted structure or made flush to the ground.

2. Signs required by law or signs of a duly constituted governmental body, such as traffic signs, warning signs, or no trespassing signs.

3. Signs placed by a public utility for the safety, welfare, or convenience of the public, such as signs identifying high voltage, public telephone, or underground cables.

#### 4. NOTICES IN REGARD TO PARKING DIRECTIONS OR TRESPASSING ON PRIVATE PROPERTY.

~~4~~5. Signs upon a vehicle, provided that any such vehicle is used for bona fide delivery or other business purposes.

~~5~~6. Temporary holiday decorations.

#### **D. PERMITS**

1. A sign permit shall be required before a **PERMANENT** sign may be placed, constructed, re-constructed, or altered within the Town of Jerome with the exception of the following:

a. Name-plate signs - and business door identifiers two inches by twelve inches (2" x 12").

b. Repainting or maintenance of signs, provided there is no change in size, shape, wording, composition, or color.

c. Political signs.

d. **MENU BOARDS – ON SITE EITHER IN WALL MOUNTED CASE (MAX SIZE? ) OR WINDOW DISPLAY**

e. Temporary signs, **EXTERIOR.**

**EXAMPLES OF UNRESTRICTED TEMPORARY SIGNS. ONE (1) DAY SIGN OR SPECIAL SIGN ALLOWED (ONE PER BUSINESS).**

- **– CHALKBOARDS OR SIGNS THAT CHANGE DAILY FOR MENU SPECIALS OR SIGNS FOR SPECIAL EVENT AT HAT HAVE LIMITED USE SUCH AS ART WALK ANNOUNCEMENTS.**

- **SANDWICH BOARDS/A FRAME SIGNS – ALLOWED IN VESTIBULES AND ON PRIVATE PROPERTY, NOT ON PUBLIC SIDEWALKS (MAX SIZE? )**

**RESTRICTED TEMPORARY SIGNS 100 DAYS A YEAR (2X PER WEEK OR UP TO 45 DAYS AT A TIME)**

- **BANNERS, NO LONGER THAN 45 DAYS AT A TIME**

- **‘SALE’ AND OTHER EXTERIOR PRODUCT ADVERTISING, NO LONGER THAN 45 DAYS AT A TIME**

2. An application for a **PERMANENT** sign permit shall be filed with the Zoning Administrator on a form prescribed by the Zoning Administrator. The application shall be accompanied by eight identical copies of the sign plans. Each copy shall be on one or more sheets of paper measuring not more than twenty-four inches by thirty-six inches (24"x 36") drawn to scale, which shall show the following:

a. Signature of the applicant.

b. The name and address of the sign owner and sign erector.

c. Drawings showing the design, dimensions, color, material, and structure of the sign.

d. A drawing or photograph of the building facade indicating the proposed location of the sign, and all other existing signs maintained on the premises and regulated by this ordinance.

e. Proposed method of lighting the sign.

f. Any additional information which the Design Review Board may require in order to decide on the application.

g. Payment of a non-refundable, one-time filing fee in an amount established by a schedule adopted by resolution of the Council and filed in the offices of the Town Clerk. Applicant may re-submit modified plan without paying an additional fee. Payment of the filing fee shall be waived when the applicant is an agency of the Town, County, State or Federal Government.

### 3. Plan Review

The Zoning Administrator shall review and accept completed plans in accordance with the provisions of Section 303. These plans shall be placed on the agenda of the next Design Review Board meeting.

### 4. Design Review

The Design Review Board shall, in accordance with the provisions of Section 304, deny, approve, or conditionally approve any application for a sign permit. Upon approval of an application by the Design Review Board, the Zoning Administrator shall be instructed to issue the sign permit.

5. Design Review Board may waive the requirements of this section in order to allow the preservation or restoration of signs or commercial graphics which are determined to be of historical significance.

## E. REGULATIONS APPLICABLE TO SIGNS IN ALL ZONES

1. The design, color, shape, materials and style of signs shall be subject to review and approval of the Design Review Board.

2. All signs shall be constructed, designed, or attached to structures in conformance with the building code adopted by the Town of Jerome.

3. No sign shall be constructed, erected or lit in such a manner as to interfere in any way with, the flow of traffic on the public right of way, or present a traffic hazard.

4. Free-standing signs shall not exceed four (4) feet in height.

5. There shall be no off-premise signs.

6. Organizations **ARE ALLOWED** ~~may apply for a~~ Temporary **Signs WITHOUT** Permit **OR REVIEW** ~~from the Design Review Board~~ **INCLUDING or for** temporary special event banners or signs. **BANNERS FOR SPECIAL EVENTS WILL NOT BE HUNG ON TOWN PROPERTY WITHOUT PERMISSION OF THE**

**TOWN OF JEROME, AND WILL BE REMOVED WITHIN THREE DAYS OF THE CLOSE OF ANY EVENT.**

7. Lighting shall be directed at the sign from an external incandescent light source, and shall be installed so as to avoid any glare or reflection into any adjacent property, or onto a street or alley so as to create a traffic hazard. **THESE RESTRICTIONS WILL ALSO APPLY TO INTERNALLY LIGHTED SIGNS WHICH MAY BE ALLOWED IF CONSTRUCTED OF METAL OR WOOD. NO INTERNALLY LIT SIGNS THAT ARE ACRYLIC OR PLASTIC ARE ALLOWED.** ~~Internally-lighted signs shall be prohibited.~~ No sign that flashes or blinks shall be permitted **OUTSIDE**. No visible bulbs, neon tubing, or luminous paints, shall be permitted as part of any sign.

8. No sign or part of a sign shall have mechanically moving parts or audible devices.

9. Political signs shall be permitted up to a total area of six (6) square feet in area for each area for each premise, but shall not be placed in the public right-of-way or upon power or telephone poles. Political signs may be erected no earlier than sixty (60) days prior to any primary or general election; they shall be removed within ten (10) days after the election.

10. One (1) real estate sign located on the property it refers to will be permitted. **upon the application and payment in accordance with Section 509.2.**

a. The sign shall be a maximum size of eighteen inches by twenty-four inches (18" x 24"). Additionally, one (1) rider denoting the name of the agent not exceeding six inches by 24 inches (6" x 24") may be attached to the real estate sign. Upon opening of an escrow, an additional rider not exceeding six inches by twenty-four inches (6" x 24") and containing the word "sold" or "pending" may be attached. Any other types of descriptive riders are specifically prohibited.

**b. A duly licensed real estate brokerage company may apply for a blanket permit which will allow placement of a real estate sign on each property which they have listed for sale or lease. The blanket permit fee will be an amount established by a schedule adopted by resolution of the Town Council and filed in the office of the Town Clerk.**

**B. e.** All real estate signs must be removed within three (3) days of any transfer of ownership (recordation) of the property.

11. Contractor identification signs or Contractor and/or Architect identification signs may be erected for the duration of construction. Such construction signs are to be removed seven days after certificate of occupancy is issued. The signs shall not exceed four (4) square feet in area. Also, signs warning of construction debris or denoting project sponsored by a funding source may be erected.

12. Any existing nonconforming sign may be continued in use; if such a sign is damaged, it may be restored or repaired. If a new sign is constructed, it must conform to the provisions of this chapter.

13. Once a year it shall be the duty of the Zoning Administrator to review all district signs and make appropriate recommendations to the Design Review Board.



14. Signs shall be removed upon thirty (30) days of business relocation or closure.

15. If any sign becomes a danger to the public or becomes deteriorated or is abandoned, the property owner, or owner of the sign shall be notified to remove or repair the sign. If he/she does not comply within ten (10) days, the Zoning Administrator shall have the sign removed and the cost assessed to the owner of the property on which such sign is located.

#### **F. REGULATIONS APPLICABLE TO SIGNS IN RESIDENTIAL ZONES**

1. One nameplate sign not exceeding two inches by twelve inches (2"x 12") indicating the names of the occupants or business, and one set of numbers four inches by twelve inches (4"x 12") indicating the street address shall be allowed for each dwelling unit without a permit. ON PREMISES ONLY

2. One non-illuminated sign not exceeding eight (8) square feet in area shall be allowed to identify a home business and requires a permit. A two-sided sign is one sign. ON PREMISES ONLY

3. No sign shall extend above the eaves line of a building, or extend higher than ten (10) feet above the ground directly below it.

#### **G. REGULATIONS APPLICABLE TO SIGNS IN COMMERCIAL AND INDUSTRIAL ZONES**

1. No more than two (2) signs are permitted for any one business except that a business having frontage on and physical access from two (2) or more streets will be allowed a total of three (3) signs.

2. The area of any single wall, projecting, free-standing or canopy sign shall not exceed sixteen (16) square feet.

3. No sign shall extend above the roof of the building to which it is attached.

4. The bottom of any projecting sign shall be no lower than eight (8) feet above the ground directly below it.

5. No part of any projecting or free-standing sign may project over any roadway.

6. One (1) set of address numbers not exceeding four inches by twelve inches (4" x 12") in total area shall be allowed in addition to normal sign allowances.

7. District signs, in addition to other allowed signs, will be considered on a case by case basis by the Design Review Board.

8. Temporary signs, such as "sale" signs are allowed in addition to other signs. Temporary signs must meet all restrictions for signs in this section in addition to the following:

a. No temporary sign may exceed eight (8) square feet.

b. No business may display a temporary sign more than ONE HUNDRED (100) ninety (90) days per calendar year, or forty-five (45) consecutive days.

c. No permit is required for temporary signs.

EXAMPLES OF UNRESTRICTED TEMPORARY SIGNS. ONE (1) DAY SIGN OR SPECIAL SIGN ALLOWED (ONE PER BUSINESS)

- CHALKBOARDS OR SIGNS THAT CHANGE DAILY FOR MENU SPECIALS OR SIGNS FOR SPECIAL EVENTS THAT HAVE LIMITED USE SUCH AS ART WALK ANNOUNCEMENTS.
- SANDWICH BOARDS/A FRAME SIGNS – ALLOWED IN VESTIBULES AND ON PRIVATE PROPERTY, NOT ON PUBLIC SIDEWALKS (MAX SIZE? \_\_\_\_)

RESTRICTED TEMPORARY SIGNS 100 DAYS A YEAR (2X PER WEEK OR UP TO 45 DAYS AT A TIME)

- BANNERS, NO LONGER THAN 45 DAYS AT A TIME
- 'SALE' AND OTHER EXTERIOR PRODUCT ADVERTISING, NO LONGER THAN 45 DAYS AT A TIME

9. Exterior signs indicating open and closed are permitted in addition to normal sign allowances. These signs should be no more than four (4) square feet in area. Such an exterior open/closed sign requires a permit and approval from the Design Review Board.

10. Standard copyright signs offering information on incidental services or recommendations, e.g., VISA, MASTERCARD, WIFL, ETC. ~~AAA or Bank Americard~~, are permitted in addition to normal sign allowances, provided:

- a. They conform to all provisions contained in this section.
- b. They are inside a window.
- c. There is no more than one (1) sign per incidental service per public entrance to the business.
- d. No sign's area shall exceed sixteen (16) square inches.