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# TOWN OF JEROME

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

## REGULAR MEETING OF THE TOWN OF JEROME

### PLANNING AND ZONING COMMISSION

DATE: Wednesday, November 6, 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 the Regular Meeting of October 2, 2019  
Discussion/Possible Action/ Possible Direction to Staff

**ITEM 4: Continued Items from Previous Meetings (none)**

### ITEM 5: Site Plan Review for new home

APPLICANT: Lori Leachman & Andrew Farber

ADDRESS: 18 North Drive

ZONE: R1-5

OWNER OF RECORD: Lori Leachman & Andrew Farber

APN: 401-11-007C

Applicant is seeking Preliminary and Final Site Plan Review to construct a single-family home

#### Discussion/Possible Action

### ITEM 6: Sidewalk Encroachment Policy

APPLICANT: Town of Jerome

The Town Council has asked the Planning & Zoning Commission and the Design Review Board to provide input on a sidewalk encroachment policy

#### Discussion/Possible Action

### ITEM :7 Education Items

- **Tiny Homes** – information and discussion on possible development of "Tiny Homes" in Jerome

### ITEM 8: Zoning Administrator Informational Items

#### - Update 10/08/2019 Council Meeting

- o Sign Ordinance – 2<sup>nd</sup> Reading (adopted by Council with minor changes)
- o Residential Parking Permit Ordinance Update – Council members meeting w/Police Chief and will return to Council with recommendations for changes
- o Parking Overlay Zone – Council in general support and directed staff to return with more information. Scheduled for Nov. 12<sup>th</sup> Council Meeting



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## ITEM 8: (Cont.) Zoning Administrator Informational Items

- Composition of Design Review Board (DRB Liaison position) – discussion and direction to discuss at Joint Meeting for further discussion. Note – this has been re-agendized for the Nov. 12<sup>th</sup> Regular Council meeting.
- Sidewalk Encroachment Policy – Council asked for input from P&Z and DRB
- **Update on October 15<sup>th</sup> DRB Meeting**
  - Tomlinson Deck (750 Verde Av.) – approved
  - Chinander (860 Hampshire Av.) 6' Fence – approved
  - Foli (665 Verde Av.) Garage rebuild – approved
  - Hotel Jerome (502 Main St.) Window install – approved
  - Misany (804 Hampshire Av.) Possible Demo – discussion only
- **Misc. Items**
  - Zoning Administrator Work Program/Goal Setting Joint Meeting item (Monday, Nov. 18<sup>th</sup> at 5pm)
  - R-2 Map Rezone Workshop – Nov. 26<sup>th</sup> at 6pm at Town Hall
  - Holiday Decorations possible new Ordinance – discussion tentatively scheduled for Nov. 12<sup>th</sup> Council meeting)
  - Jerome Winery CUP – scheduled for Nov. 12<sup>th</sup> Council (recommended for approval by P&Z on Oct. 2<sup>nd</sup>)
  - Tiny Homes – discussion at Nov. 12<sup>th</sup> Council on possible project on Freeport-McMoRan property (or Clarkdale "Cemetery Site" owned by the Town)

## ITEM 9: Potential items for next P&Z Agenda (Wednesday, December 5th)

- R-2 Map Rezone
  - Parking Overlay District/In-Lieu Fee
- Discussion/Possible Direction to Staff

## ITEM 10: To and from P&Z members

- Discussion to/from Board members
- Discussion/Possible Direction to Staff

## ITEM 11: ADJOURN

The undersigned hereby certifies that this notice and agenda was posted at the following locations on or before 7 p.m. on \_\_\_\_\_, 2019

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 Town 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) 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 John Knight at (928) 634-7943.



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

DATE: Wednesday, October 2, 2019 TIME: 7:00 pm

PLACE: JEROME CIVIC CENTER

600 Clark St., JEROME, ARIZONA 86331

### MINUTES

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

Chair Lance Schall called the meeting to order at 7:03 p.m.

Roll call was taken by Joni Savage. Commission members present were Chair Lance Schall, Commissioners Jessamyn Ludwig, Scott Hudson and Henry Vincent. Vice Chair Joe Testone was not present.

Staff present were John Knight, Zoning Administrator and Joni Savage, Deputy Clerk.

7:03 (2:30) ITEM 2: PETITIONS FROM THE PUBLIC – There were no petitions from the public.

7:03 (2:45) ITEM 3: Approval of Minutes: Minutes of the Regular Meeting of September 4, 2019

#### Motion to Approve the Minutes of September 4, 2019

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

#### ITEM 4: Continued Items from Previous Meetings (none)

#### 7:04 (3:45) ITEM 5: Jerome Winery Relocation - CUP

APPLICANT: Brigid McLoughlin

ADDRESS: 114 Jerome Av.

OWNER OF RECORD: Jerome 114 Avenue LLC

ZONE: C-1

APN: 401-06-003E

Applicant is seeking Conditional Use Permit approval for Spiritous Liquor Tasting (wine tasting)

7:05 (6:15) Brigid McLoughlin spoke about the parking spaces purchased by the owner.

7:06 (7:22) Ms. McLoughlin spoke again about the parking.

#### Motion to Approve the Packet as Submitted with the Addition of Striking No. 4 from the Suggested Conditions of Approval, the Limitation of Music to Acoustic Only and to Include a 1 (one) Year Review

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

#### 7:13 (12:40) ITEM :6 Education Items

John Knight spoke about height restrictions and referred to the Cuban Queen project.



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## 7:19 (18:48) ITEM 7: Zoning Administrator Informational Items

*Mr. Knight gave updates on the following items.*

- C-1 Parking - Direction to return w/info. on In-Lieu Fee and Parking Overlay District to next Council meeting
- Pay to Park (Kiosk) Program – Continued Discussion on Exemptions at next Council meeting
- Sign Ordinance Amendments (1<sup>st</sup> Reading) – Direct Town Manager to make minor changes regarding special event banners
- Jerome Clubhouse – Council supported P&Z recommendation of a CUP for Residential in C-1
  - **Update on September 9<sup>th</sup> DRB Meeting**
  - Tomlinson Deck (750 Verde Av) – cont. to Oct. 15<sup>th</sup> DRB
  - Roberto Rabago Metal Roof/Paint “small project” (509 Main St.) – approved
  - Firefly Awning Replacement “small project” (208 Main St.) – approved
  - Passion Cellars Signage Change (301 Main St.) – approved
  - Spirit of Jerome Metal Roof (640 Main St.) – approved
  - **Misc. Items**
  - Sidewalk Encroachment Policy – tentatively scheduled for October Council meeting
  - Code Enforcement – 860 Hampshire (determined NOT to be a legal duplex)
  - Zoning Administrator Work Program/Goal Setting Informational item (date still not set)
  - Small Projects Definition
  - Future Projects – Hotel Jerome, Comprehensive Code Update

## 7:43 (42:30) ITEM 8: Potential items for next P&Z Agenda (November 6th)

- Downtown Parking Solutions – possible workshop or hearing and discussion
- Small Projects Definition/Policy

*Chair Schall asked for a Conditional Use Permit report on other tasting rooms and see what other music limitations have been used.*

## ITEM 9: ADJOURN

### Motion to Adjourn at 7:51

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

*Approval on next page.*



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

DATE: Wednesday, October 2, 2019 TIME: 7:00 pm  
PLACE: JEROME CIVIC CENTER  
600 Clark St., JEROME, ARIZONA 86331

*Respectfully submitted by Joni Savage on November 6, 2019*

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

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

draft



# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

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

## ZONING ADMINISTRATOR ANALYSIS PLANNING & ZONING COMMISSION

November 6, 2019

**ITEM 5:** Site Plan Review for new home  
**Location:** 18 North Drive  
**Applicant:** Lori Leachman/Andy Farber  
**ZONE:** R1-5  
**APN:** 401-11-007C  
**Recommendation:** Approve  
**Prepared by:** John Knight, Zoning Administrator

**Summary:** Applicant requests approval of Preliminary and Final Site Plan Review to construct a single-family home. Single-family homes are permitted uses in the R1-5 Zone (505.B.1). Note that this proposal is also scheduled for review by the Design Review Board (tentatively set for Nov. 13, 2019).

### Zoning Ordinance Compliance -

#### Section 303.1.A. Purpose

*The purpose of the preliminary site plan review is to provide for the public health, safety and general welfare, and to protect the environment and the historical character of the Town of Jerome. The plan review will include examination of all proposed site work and excavation and grading regulations, with special regulation of work on sites with extreme slope or unstable soils. Essential to this purpose is the review of possible impacts on surrounding properties.*

**Response:** The Zoning Administrator and Planning & Zoning Commission are required to review the proposed plans to provide for the public health, safety and general welfare, and to protect the environment and the historical character of the Town of Jerome. This includes a review of all proposed site work, grading, and potential impacts on surrounding properties.

#### Section 303.1.A. Review Procedures

*The Zoning Administrator shall have ten (10) working days from the date of submission of a preliminary site plan application to review said plan for completeness. A completed preliminary site plan shall be submitted to the Planning and Zoning Commission at the earliest meeting time available. The Zoning Administrator may request Design Review recommendation on the Preliminary Site Plan. The Planning and Zoning Commission shall approve, conditionally approve or deny said plan. Once denied, the original plan shall not be resubmitted. The Planning and Zoning Commission may, if the preliminary drawings and other data are sufficiently clear and explicit waive the requirements of Section 303.2 and/or Grant Final Approval at the Preliminary Review session, provided all other requirements of this section are conformed with.*

**Response:** After reviewing the proposed plans and application materials, the Planning and Zoning Commission may approve, conditionally approve or deny the Plan. Note - this section also identifies that the applicant may receive both Preliminary and Final Site Plan review if the drawings and information are sufficiently clear. The applicant has requested both Preliminary and Final approval as part of their request.

#### **Section 505.D Property Development Standards and Section 510.D. Parking**

<b>Item</b>	<b>Code Standard</b>	<b>Proposed</b>
Square Footage of Bldg.	850 s.f. min.	2,792 s.f. + 480 s.f. garage
Lot Coverage	60% max.	26%
Front Yard	10' min.	10' to 16'
Side Yard	5' min.	5'
Rear Yard	20' min.	20'
Building Height	25' max.	16' to 18'
Deck Setback	5' min.	12'
Parking	2 spaces	2 spaces in garage plus additional in driveway

**Recommended Conditions:** The Planning and Zoning Commission may add conditions to ensure compliance with Town Ordinances and standards. The Zoning Administrator suggests the following "standard" conditions be added to the approval.

- 1. Building Permit Submittal and Code Requirements:** The applicant shall submit detailed drawings for building permit submittal that clearly demonstrate compliance with all Code Requirements, including but not limited to, coverage, height, parking and setbacks (Section 505).
- 2. Drainage:** The building permit submittal shall indicate both existing and proposed drainage. This includes but is not limited to showing how drainage will be collected (such as from roof drains) and directed to provide disposal and protection of neighboring properties. This may include splash blocks, swales, and gravel catchments to help dissipate hydraulic energy.
- 3. Grading:** Grading shall comply with the requirements of Section 303.3 of the Zoning Code. Grading plans shall include, but not be limited to, adequate dust control measures, erosion control/drainage, and fencing to protect sensitive features (such as trees to be saved).
- 4. Sewer:** The plan submittal shall show include details on the location and connection to the existing public sewer.
- 5. Fences:** Any proposed walls and fences not currently shown in the plans, shall be submitted for review by the Design Review Board (Section 502.J.).
- 6. Home Occupations:** Any proposed use of the property for a Home Occupation shall be incidental to the primary use of the property and in compliance with Section 502.M. of the Zoning Code.
- 7. Signs:** Any proposed signs shall be in compliance with Section 509 of the Zoning Code.
- 8. Expiration:** Plan approval shall become void if a building permit has not been issued within six (6) months of final Site Plan Approval and Design Review Board Approval.

**Action Required:** The Planning and Zoning Commission shall make a motion to approve, conditionally approve or deny said plan. Note that the ZA is recommending approval with the above conditions. Note that the P&Z approval of both Preliminary and Final Site Plan Review. Note that this item is scheduled for review by the Design Review Board.



RESULTS OF TOPOGRAPHICAL SURVEY  
LOTS 11&12 DUNDEE PLACE

A SUBDIVISION OF PARTS OF GREEN FLOWER AND GREEN UP  
LODES, U.S. MINERALS SURVEY NO. 1455 YAVAPAI COUNTY,  
ARIZONA

ZONING: R1-5

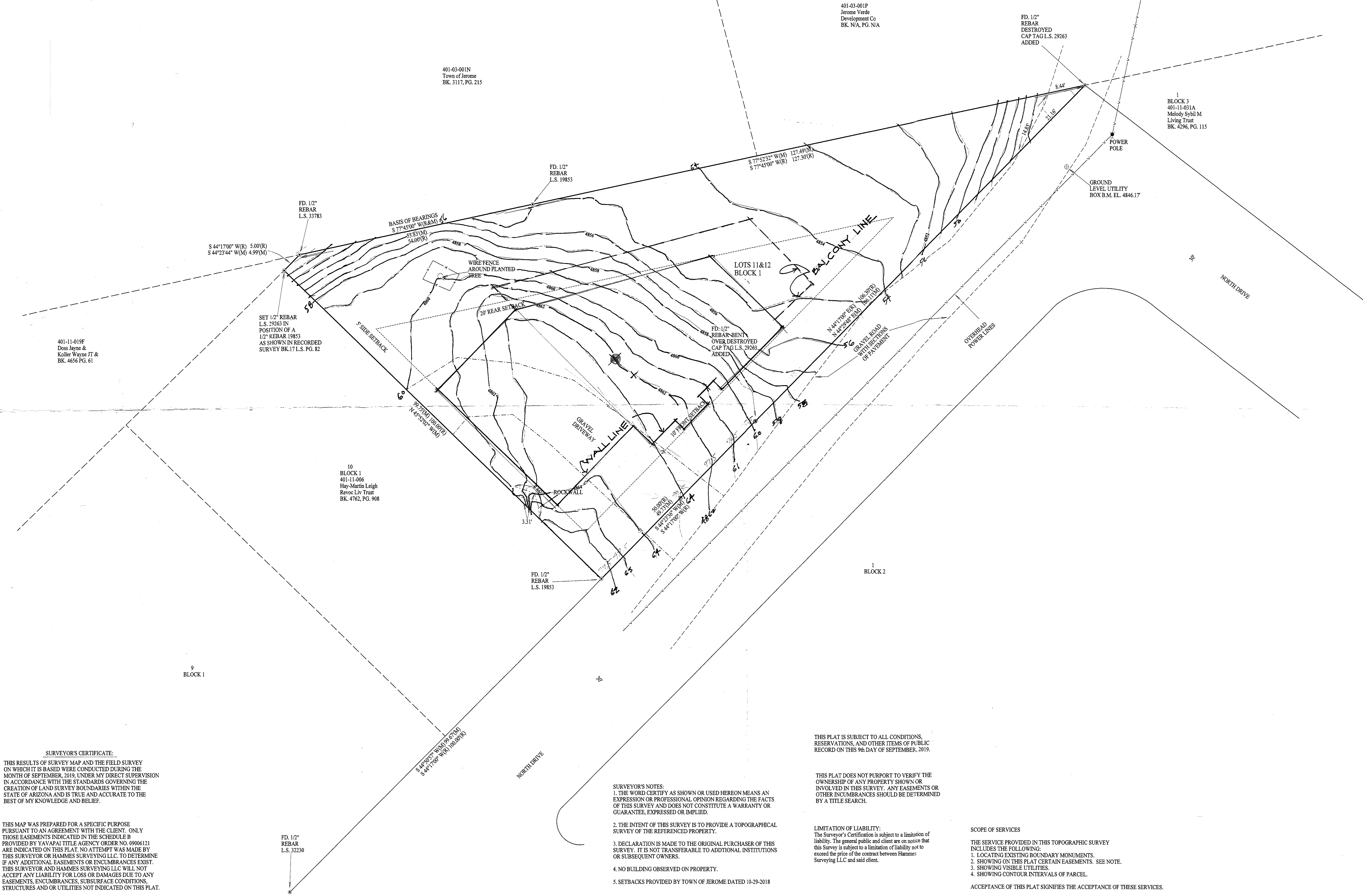
SCALE: 1"=10'  
DATE: 09/09/2019

(R)=YAVAPAI TITLE AGENCY  
ORDER NO. 07006121  
(M)=MEASURED

SURVEYS REVIEWED:  
BK. 93, L.S. PG. 47  
BK. 17, L.S. PG. 82  
INSTRUMENT# 2018-0029087

MAJOR CONTOURS=2'  
MINOR CONTOURS=1'

ELEVATIONS ARE TAKEN FROM  
GPS MEASUREMENTS AND NOT  
TIED TO ANY LOCAL DATUM



SURVEYOR'S CERTIFICATE:  
THIS RESULTS OF SURVEY MAP AND THE FIELD SURVEY  
ON WHICH IT IS BASED WERE CONDUCTED DURING THE  
MONTH OF SEPTEMBER, 2019, UNDER MY DIRECT SUPERVISION  
IN ACCORDANCE WITH THE STANDARDS GOVERNING THE  
CREATION OF LAND SURVEY BOUNDARIES WITHIN THE  
STATE OF ARIZONA AND IS TRUE AND ACCURATE TO THE  
BEST OF MY KNOWLEDGE AND BELIEF.

THIS MAP WAS PREPARED FOR A SPECIFIC PURPOSE  
PURSUANT TO AN AGREEMENT WITH THE CLIENT. ONLY  
THOSE EASEMENTS INDICATED IN THE SCHEDULE B  
PROVIDED BY YAVAPAI TITLE AGENCY ORDER NO. 09006121  
ARE INDICATED ON THIS PLAT. NO ATTEMPT WAS MADE BY  
THIS SURVEYOR OR HAMMES SURVEYING LLC, TO DETERMINE  
IF ANY ADDITIONAL EASEMENTS OR ENCUMBRANCES EXIST.  
THIS SURVEYOR AND HAMMES SURVEYING LLC WILL NOT  
ACCEPT ANY LIABILITY FOR LOSS OR DAMAGES DUE TO ANY  
EASEMENTS, ENCUMBRANCES, SUBSURFACE CONDITIONS,  
STRUCTURES AND OR UTILITIES NOT INDICATED ON THIS PLAT.

SURVEYOR'S NOTES:  
1. THE WORD CERTIFY AS SHOWN OR USED HEREON MEANS AN  
EXPRESSION OR PROFESSIONAL OPINION REGARDING THE FACTS  
OF THIS SURVEY AND DOES NOT CONSTITUTE A WARRANTY OR  
GUARANTEE, EXPRESSED OR IMPLIED.

2. THE INTENT OF THIS SURVEY IS TO PROVIDE A TOPOGRAPHICAL  
SURVEY OF THE REFERENCED PROPERTY.
3. DECLARATION IS MADE TO THE ORIGINAL PURCHASER OF THIS  
SURVEY. IT IS NOT TRANSFERABLE TO ADDITIONAL INSTITUTIONS  
OR SUBSEQUENT OWNERS.
4. NO BUILDING OBSERVED ON PROPERTY.
5. SETBACKS PROVIDED BY TOWN OF JEROME DATED 10-29-2018

THIS PLAT IS SUBJECT TO ALL CONDITIONS,  
RESERVATIONS, AND OTHER ITEMS OF PUBLIC  
RECORD ON THIS 9th DAY OF SEPTEMBER, 2019.

THIS PLAT DOES NOT PURPORT TO VERIFY THE  
OWNERSHIP OF ANY PROPERTY SHOWN OR  
INVOLVED IN THIS SURVEY. ANY EASEMENTS OR  
OTHER INCUMBRANCES SHOULD BE DETERMINED  
BY A TITLE SEARCH.

LIMITATION OF LIABILITY:  
The Surveyor's Certification is subject to a limitation of  
liability. The general public and client are on notice that  
this Survey is subject to a limitation of liability not to  
exceed the price of the contract between Hammes  
Surveying LLC and said client.

SCOPE OF SERVICES

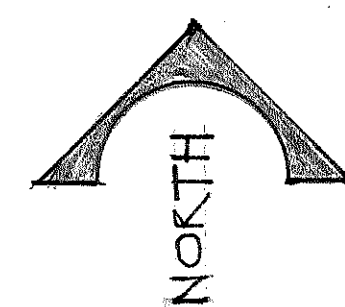
THE SERVICE PROVIDED IN THIS TOPOGRAPHIC SURVEY  
INCLUDES THE FOLLOWING:  
1. LOCATING EXISTING BOUNDARY MONUMENTS.  
2. SHOWING ON THIS PLAT CERTAIN EASEMENTS. SEE NOTE.  
3. SHOWING VISIBLE UTILITIES.  
4. SHOWING CONTOUR INTERVALS OF PARCEL.

ACCEPTANCE OF THIS PLAT SIGNIFIES THE ACCEPTANCE OF THESE SERVICES.



09-09-2019

HAMMES SURVEYING LLC  
2100 VIA SILVERADO  
CAMP VERDE, AZ. 86322  
(928) 282-5686 (928) 567-2833



PARCEL No. 401-11-007A9B  
SCALE: 1" = 10'-0"

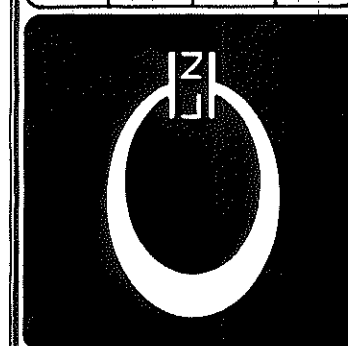
R1-5 ZONE • 5000 FT<sup>2</sup> MINIMUM  
LOT AREA • 8276 FT.<sup>2</sup>  
YARD SETBACKS •  
FRONT 10'-0"  
SIDE • 5'-0"  
REAR • 20'-0"

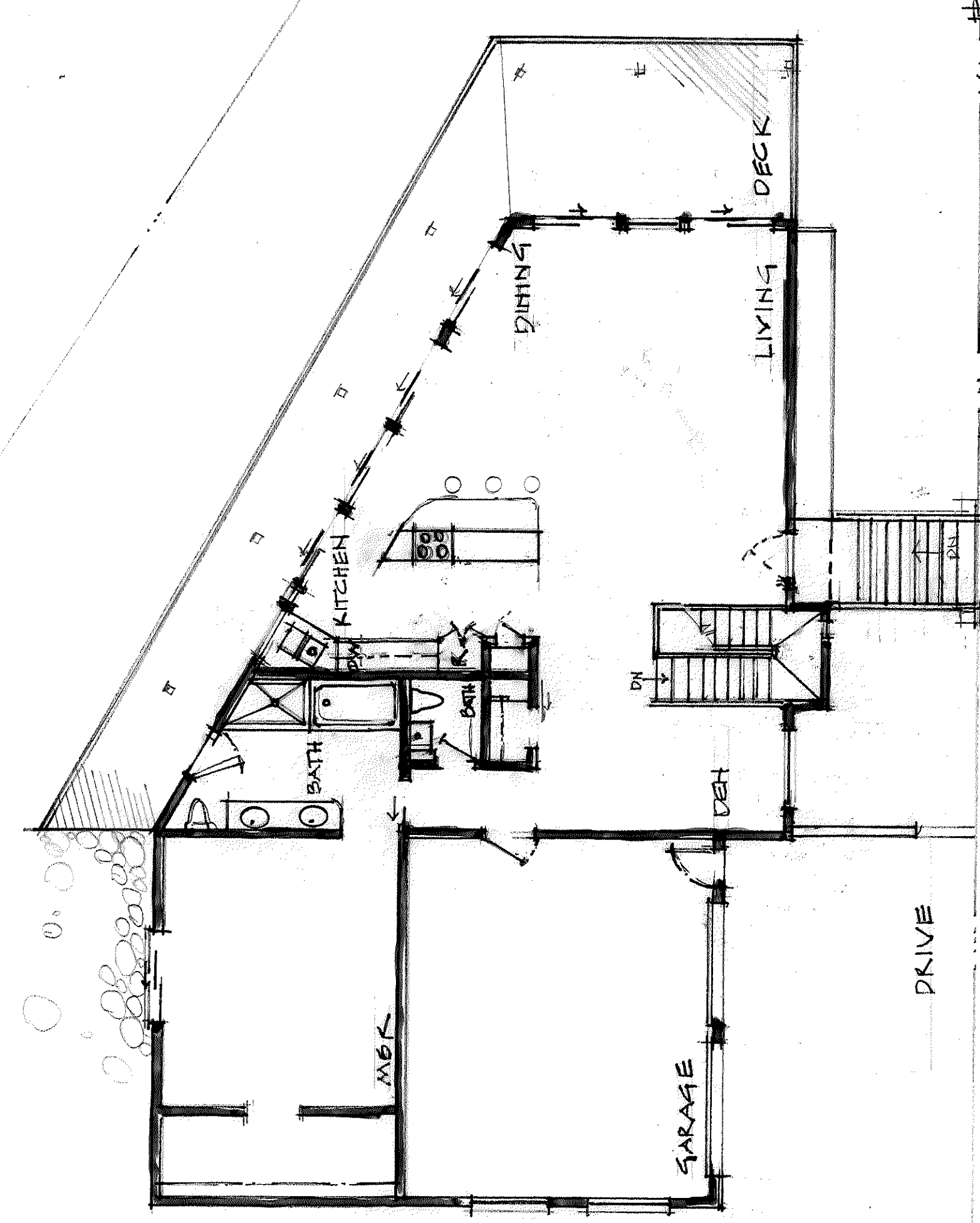
MAXIMUM HEIGHT - 25'-0" ABOVE MID-POINT  
PROVIDED - 16'-0"  
ALLOWABLE CONSTRUCTED HEIGHT - 35'-0"  
PROVIDED 25'-0"

AREAS:

MAIN FLOOR -	1704 SQ. FT.
LOWER FLOOR -	<u>1088</u>
TOTAL	2792 SQ. FT.
GARAGE -	480 SQ. FT.
CUT & FILL -	
CUT -	219 CU YDS
FILL -	219 CU YDS

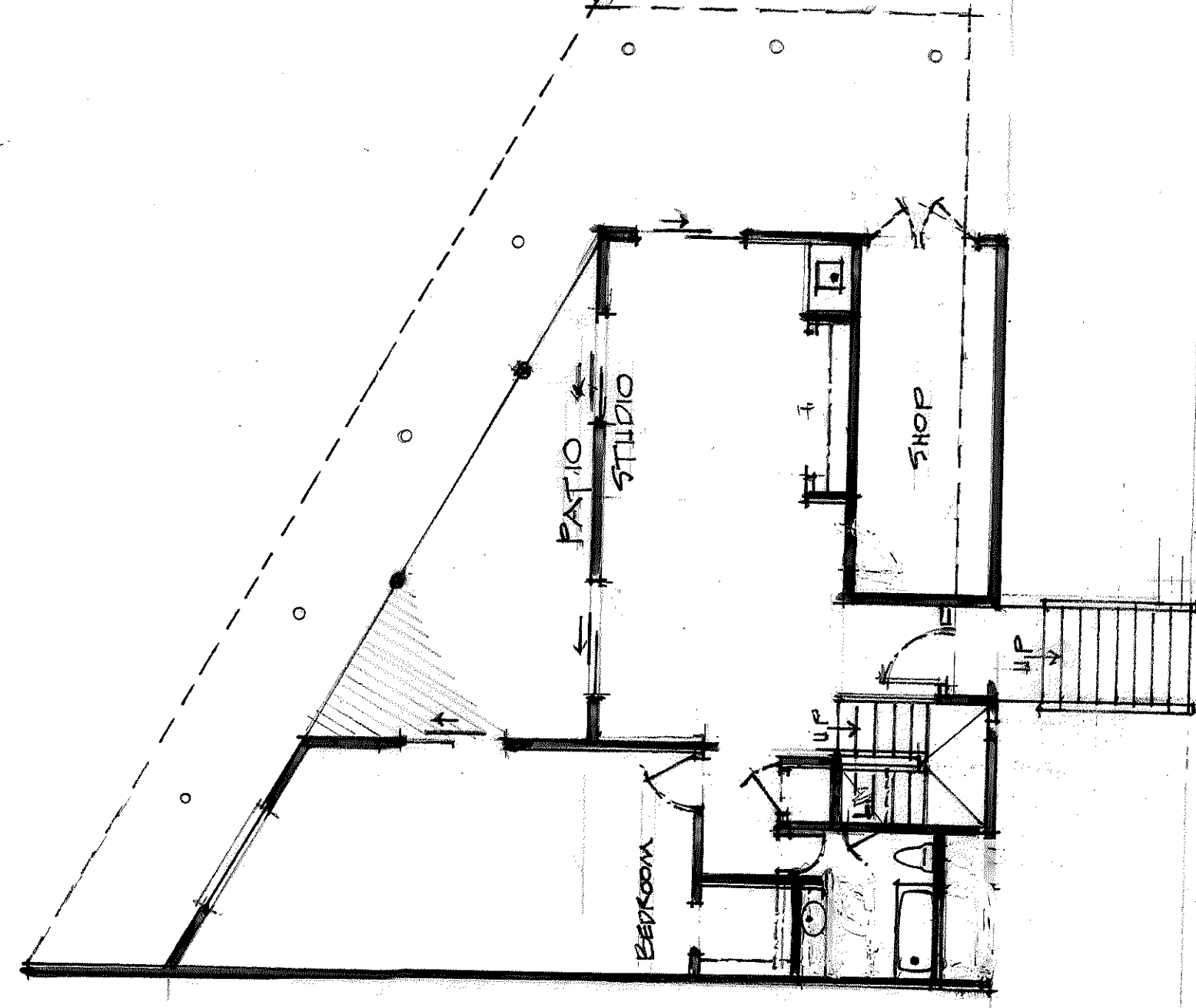
SITE SLOPE - NATURAL GRADE .9%  
PERCENT COVERAGE - 26.39%  
PARKING REQUIRED - 2 CARS  
PROVIDED - 4 CARS





MAIN LEVEL PLAN  
1/8" = 1'-0"

NORTH DRIVE

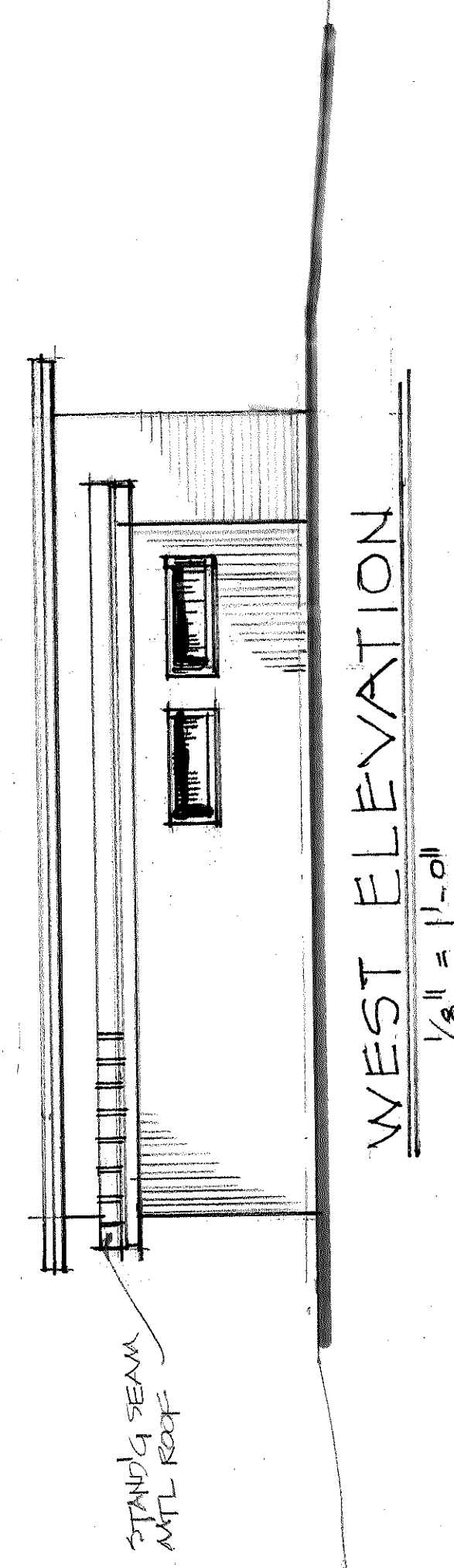
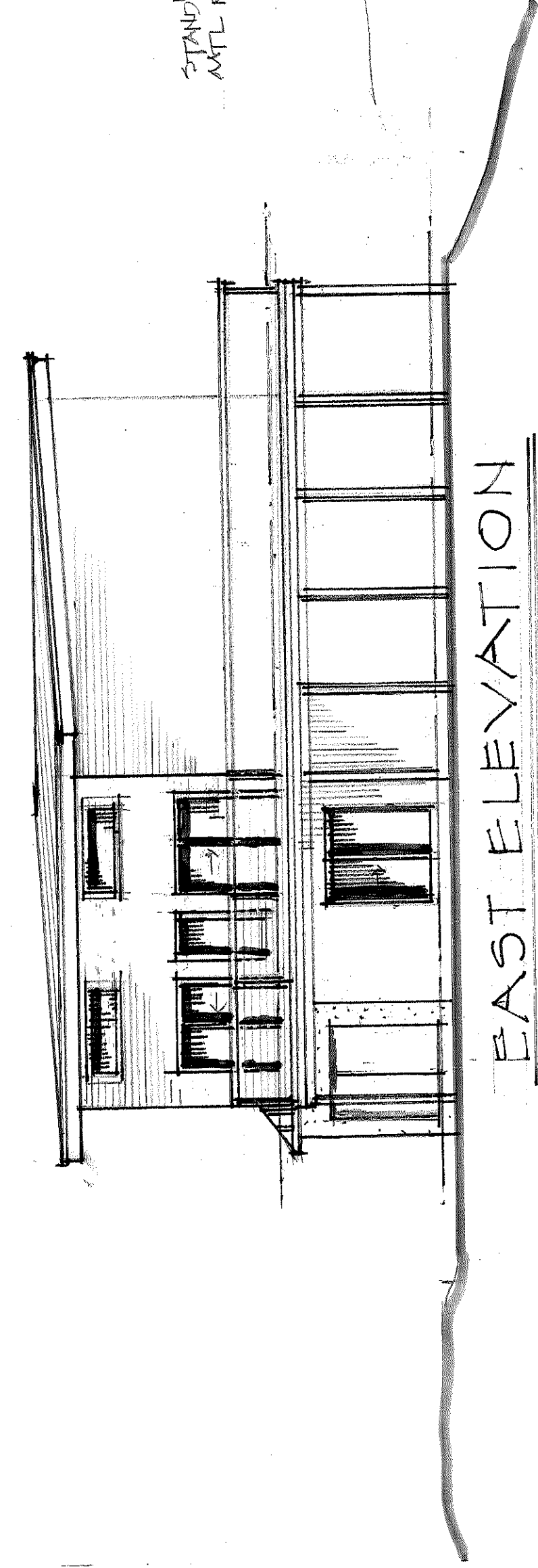
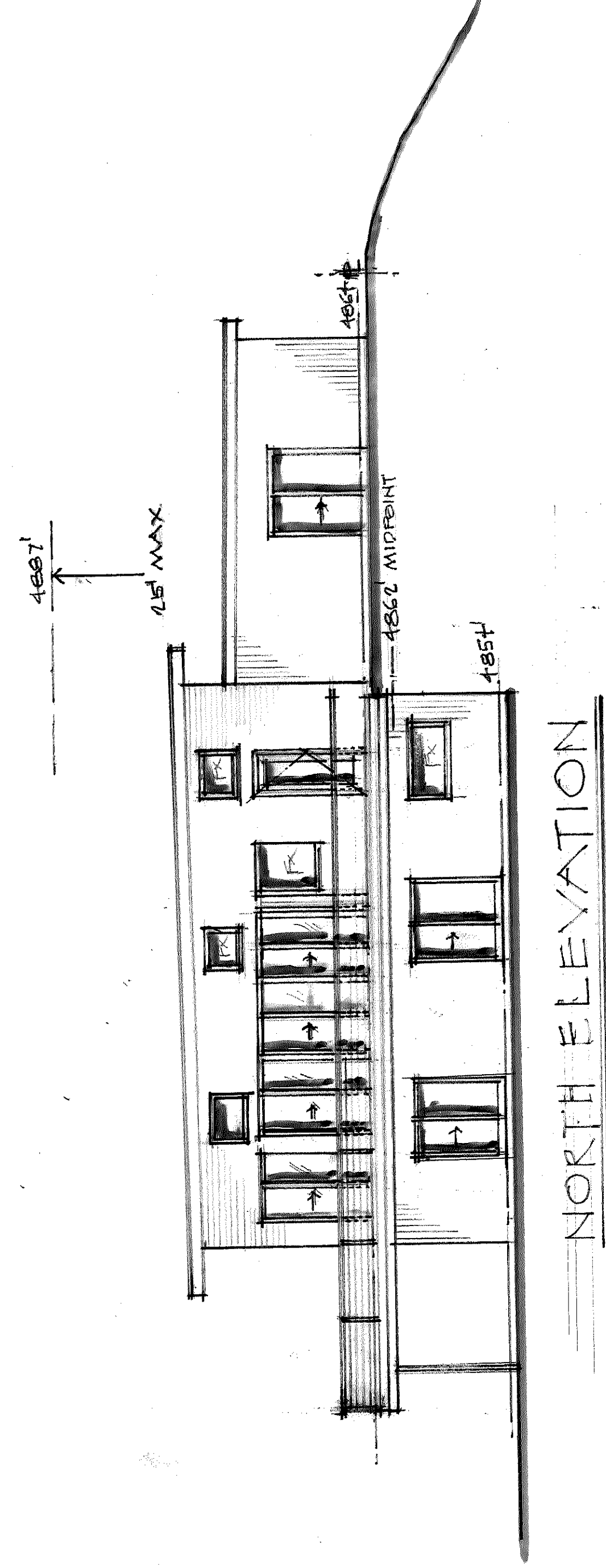
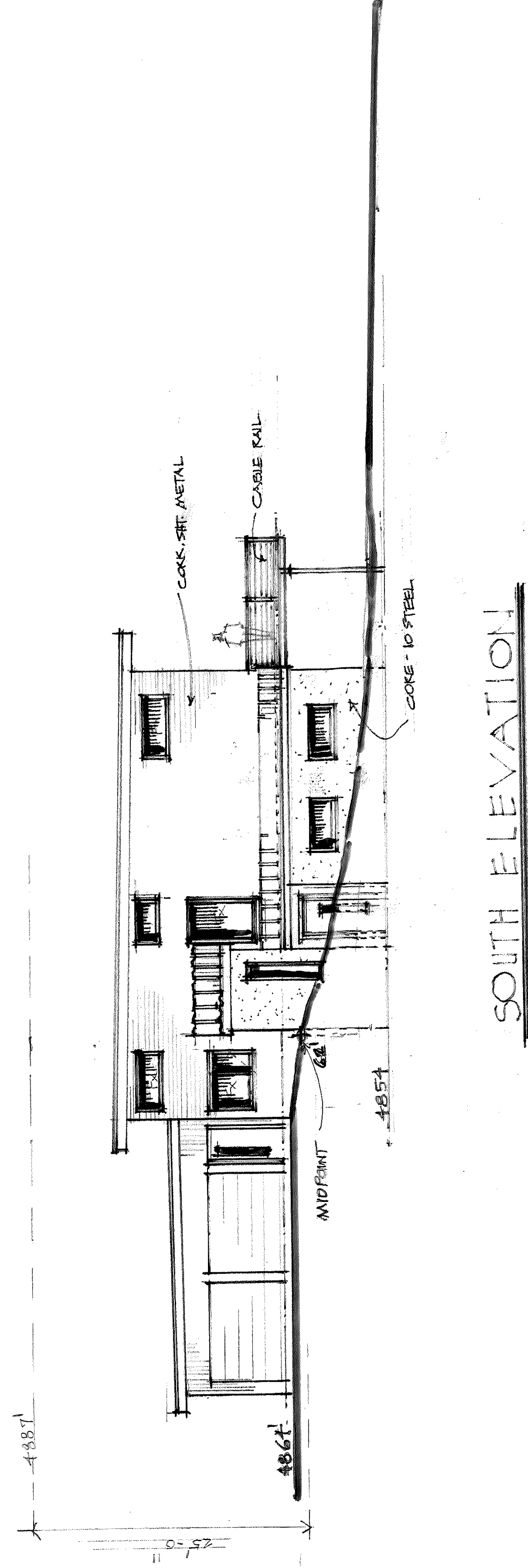


LOWER LEVEL PLAN  
1/8" = 1'-0"

PROPOSED RESIDENCE for ANDY & LORI  
18 NORTH DRIVE  
JEROME, ARIZONA

LEEN CHRISTENSEN & ASSOCIATES ARCHITECTURE & PLANNING







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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 www.jerome.az.gov

### APPLICATION FOR PLANNING & ZONING COMMISSION

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

APPLICANT NAME: Lori Leachman / Andy Farber  
MAILING ADDRESS: 215 Piedras del Norte Sedona 86351  
TELEPHONE: 919 602 0369 / 716 984 7569 EMAIL: Lori.Leachman@duke.edu  
Andy.Farber@gmail.com  
PROJECT ADDRESS: 18 North Dr  
PARCEL NUMBER: 401-11-007C [11C=11A+11B combined] ZONE DISTRICT: R1-5  
APPLICATION FOR (Please describe the project.): new home construction

- I hereby apply for consideration and conditional approval by the above Planning and Zoning Commission.
- 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 Planning & Zoning Commission 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: [Signature] DATE: 10/15/19

#### TOWN USE BELOW

RECEIVED FROM: Andy Farber DATE: 10/16/19

Received the sum of \$ 200.00 as: ☒ Check No. 132 ☐ Cash ☐ Credit Card

Per Fee schedule - Ordinance 331

BY: Rosa Cays FOR: John Knight

#### 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.

## PROPERTY DESCRIPTION, ADDITIONAL INFORMATION

1. Nonconforming lot of record? no
2. Name of connecting public street North
3. Public water (domestic)? yes Public sewer? yes  
Public water (fire suppression?) yes Public septic? NA
4. Lot area 8276 sq ft. Required for zone \_\_\_\_\_
5. Lot width see sight plan Required for zone \_\_\_\_\_
6. Square footage of building 2792 Required for zone \_\_\_\_\_  
Square footage of footprint 1784
7. Lot coverage; add footprints of existing and proposed buildings ÷ total lot area x 100 = % lot coverage 34.6%
8. Yards: Front 10' Front of buildings within 100 feet \_\_\_\_\_  
Side yard (1) 5' Side yard (2) see sight plan  
Rear yard 20' Single or double frontage single.
9. Proposed building height from median 12' Maximum face ~ 23'
10. Accessory buildings, describe size and use for existing, proposed modifications or new accessory buildings: NA  
Existing sq. ft. \_\_\_\_\_ Proposed sq. ft. \_\_\_\_\_ Proposed height \_\_\_\_\_  
Proposed Use: \_\_\_\_\_

*Engineering may be required on Items 11, 12 and 13 – describe proposed plans*

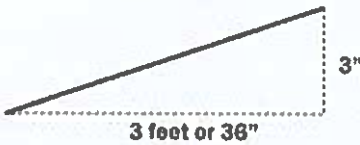
11. Fill required? no Is evidence of safety of fill required? NA
12. Excavation required? yes Is evidence of safety of excavation required? NA
13. Is land suitable for building? (engineering verification may be required) yes  
Slope (see page 5 for calculation example) .9%

Engineering report requested by Building Inspector \_\_\_\_\_ Engineering report submitted to be submitted w/ building packet.

# CALCULATING SLOPES – SLOPES OVER 35% REQUIRE TOPOGRAPHIC SURVEY BY LICENSED ENGINEER OR SURVEYOR

## GRADIENT RISE:RUN

3" = X or rise 3'=Y or run



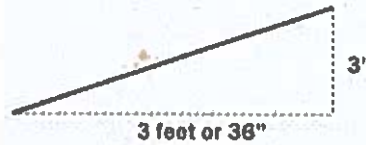
**SLOPE = 1 : 12**

SLOPE GRADIENT = X:Y

X = RISE (HIGH TO LOW)

Y = RUN (OVER WHAT DISTANCE)

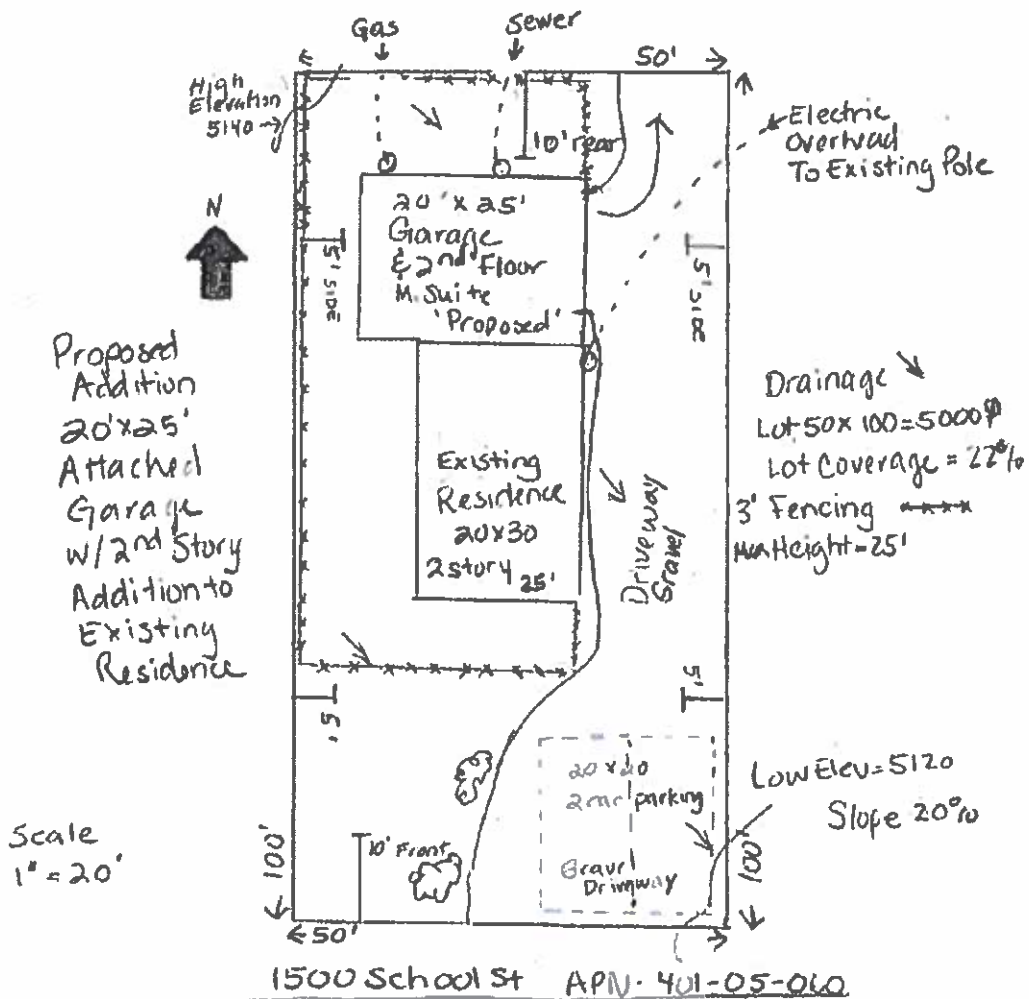
## SLOPE PERCENT CALCULATION



$$\text{SLOPE} = \frac{3''}{36''} = 0.083 \times 100 = 8.3\%$$

$$\text{RISE} \div \text{RUN} = (X) \times 100 = \%$$

## SAMPLE SITE PLAN ↓



REV 5/19

My name is Lori Leachman, and my partner (Andy Farber) and I have purchased 2 lots on North Drive in the Dundee neighborhood. We have had those lots combined into one, 18 North Dr. It is our plan to build a single family home on the lot, beginning construction in 2020. Once the home is complete, Jerome will become our permanent residence - one in which we plan to live full time in our retirement.

I have owned a home on and off in Arizona since 1992. In the 1990's I was a professor (of economics) at NAU and lived and owned a home in Flagstaff. In 1998, I took a position at Duke University (where I am still on faculty) and sold my Flagstaff home to move to Durham, N.C. I found that I was always coming back to Arizona to visit friends and enjoy the natural settings (I am also a painter). So, in 2002 I began to look for a 2<sup>nd</sup> home in the Northern Arizona region. My ex-husband and I purchased a home in Las Piedras in the Village of Oak Creek in late 2003/ early 2004. I own that home today, and Andy and I live there half of the year. The other half of the year we are in Durham because I am still teaching.

About 2 years ago Andy and I began to look around for other places in the area to live. We were simply fed up with the traffic on 179. Over time we converged on Cottonwood, Clarkdale and Jerome as potential places to relocate-with Jerome as our first choice. We spent a year looking at property, so by the time the Jerome lots came on the market we knew that they were perfect for our needs and desires. We made a full price offer on the day the lots were listed.

It is our intention to build a home that we can age in place in. To that end, we have designed a home with all of the main living on the top floor. On the lower level, we will have guest space, as well as studio space for Andy (who works in metal) and myself. We have designed the house in such a way as to be well below the allowable height limits, in an effort to be as unobtrusive as possible. We have chosen external materials that minimize maintenance, are fire resistant, and consistent with materials used in our neighborhood. The exterior shell will all be metal. The roof will be a standard metal ribbed roof (black), the top floor and portions of the bottom floor will be covered in powder coated or anodized corrugated metal (light grey), most of the front lower façade will be covered in COR TEN (right of the front door to the end of house and left of the front door on the stairwell). Our deck will also be made of perforated metal with stainless cable railings.

We will have a 2 car garage and 2 parking spaces in our driveway. We plan to landscape the front with crushed rock and a walkway, as well as 2 large yuccas on the right side of the house. For exterior lighting, our plan is to use lightening that meets the dark sky criteria, including a pole light along our front walk (not to exceed 7 ft in height).

We know and love Jerome, and look forward to being part of the community.

Lori Leachman & Andy Farber

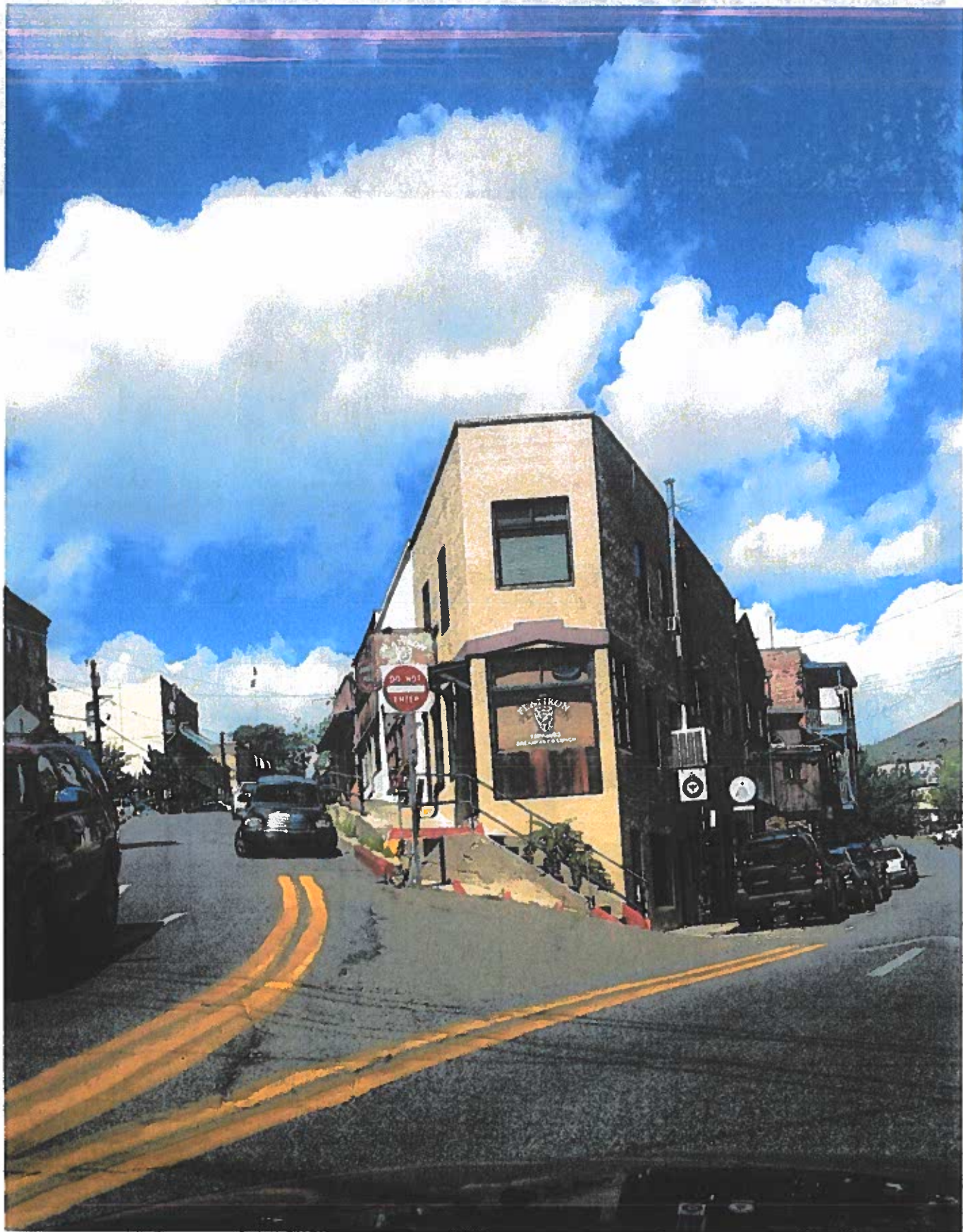


From: Lori Leachman, Ph.D. lori.leachman@duke.edu

Date: Oct 3, 2019 at 6:14:56 PM

To: Lori Leachman, Ph.D. lori.leachman@duke.edu

*Design  
Inspiration*



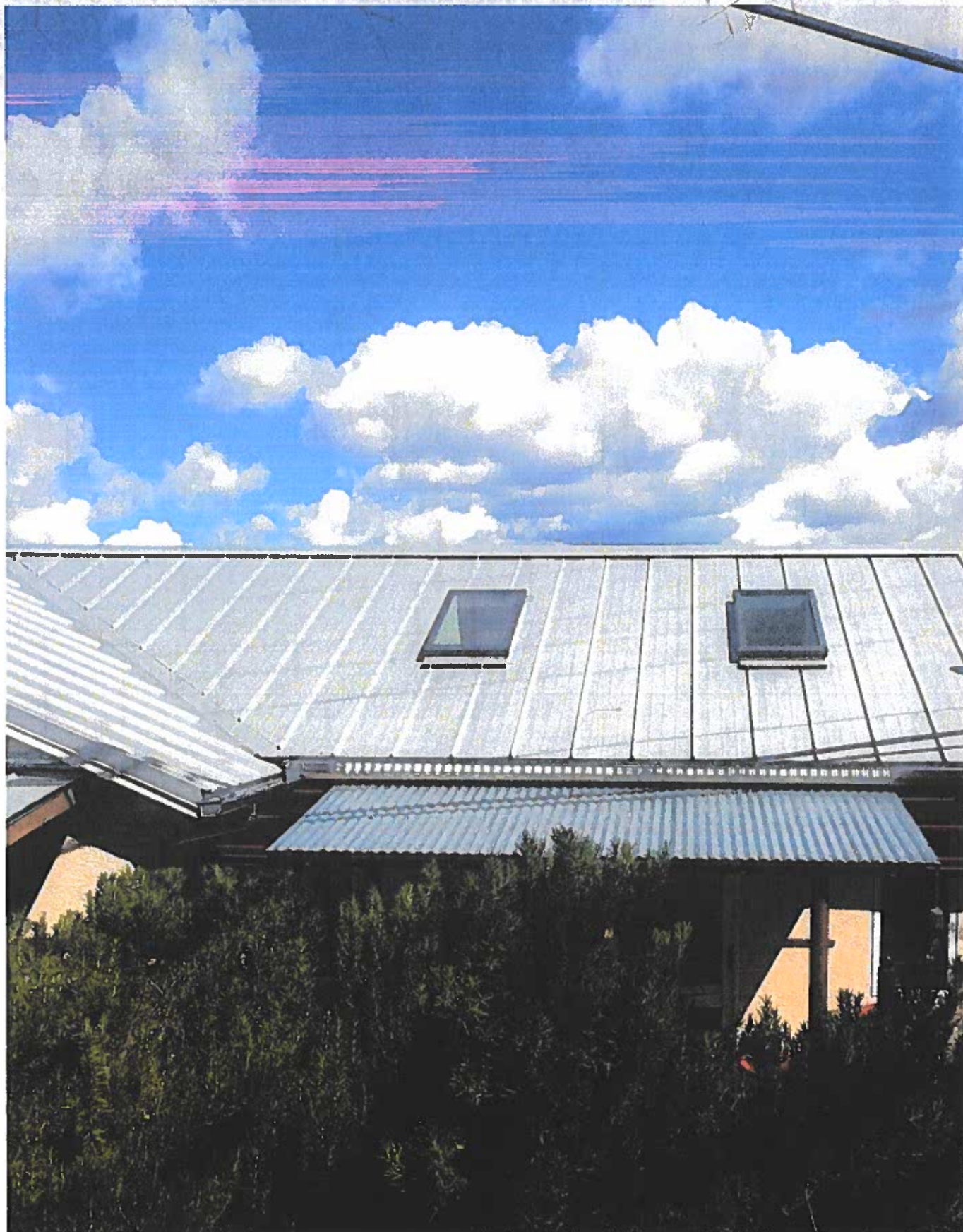


From: **Lori Leachman, Ph.D.** [lori.leachman@duke.edu](mailto:lori.leachman@duke.edu)

Date: **Oct 3, 2019 at 6:16:48 PM**

To: **Lori Leachman, Ph.D.** [lori.leachman@duke.edu](mailto:lori.leachman@duke.edu)

roof  
metal  
Black





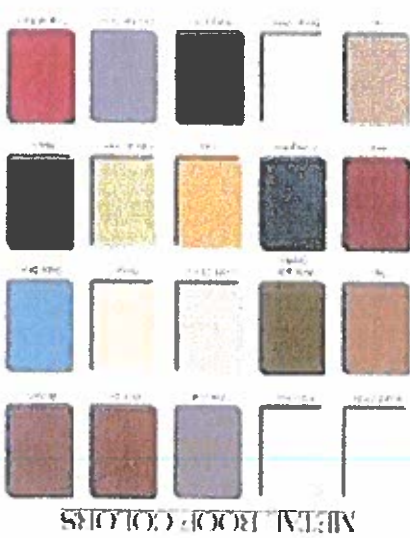
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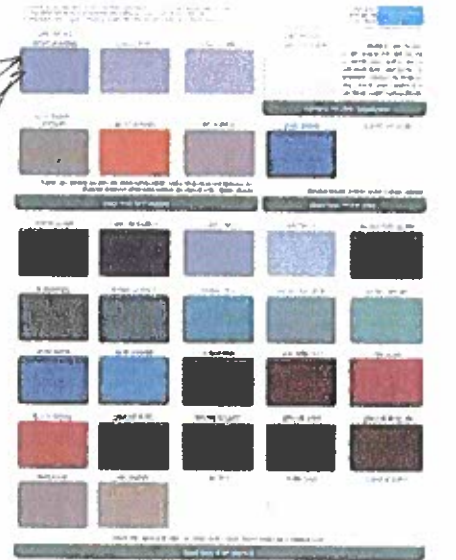
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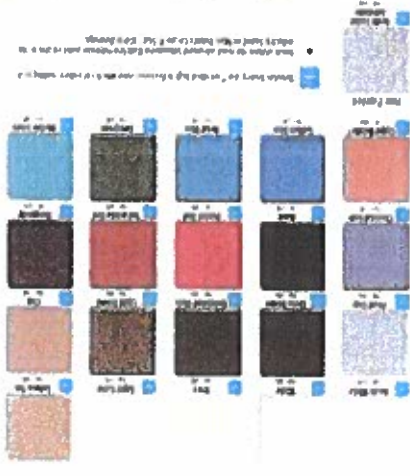
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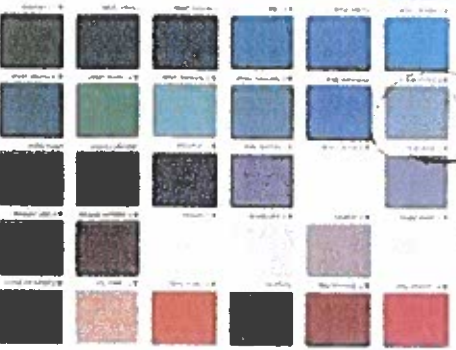
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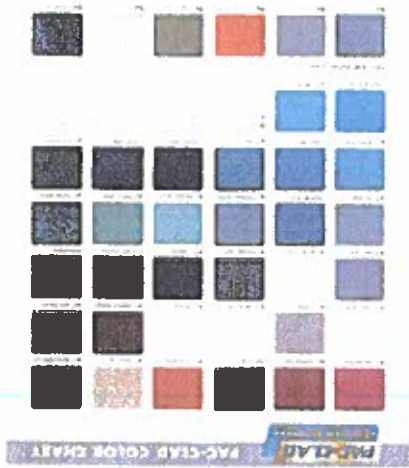
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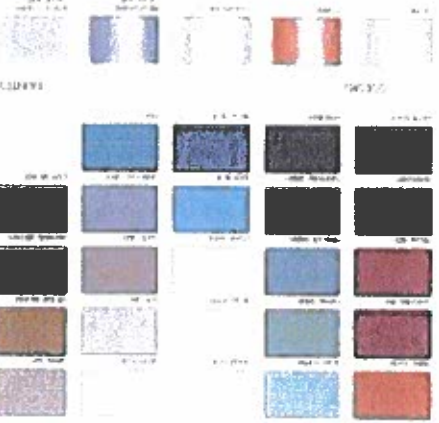
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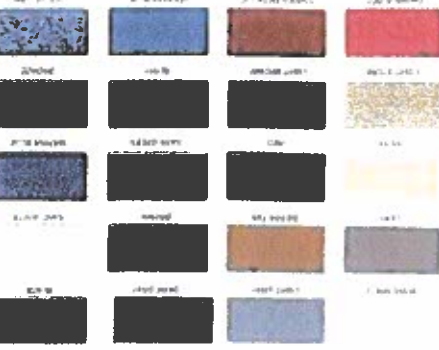
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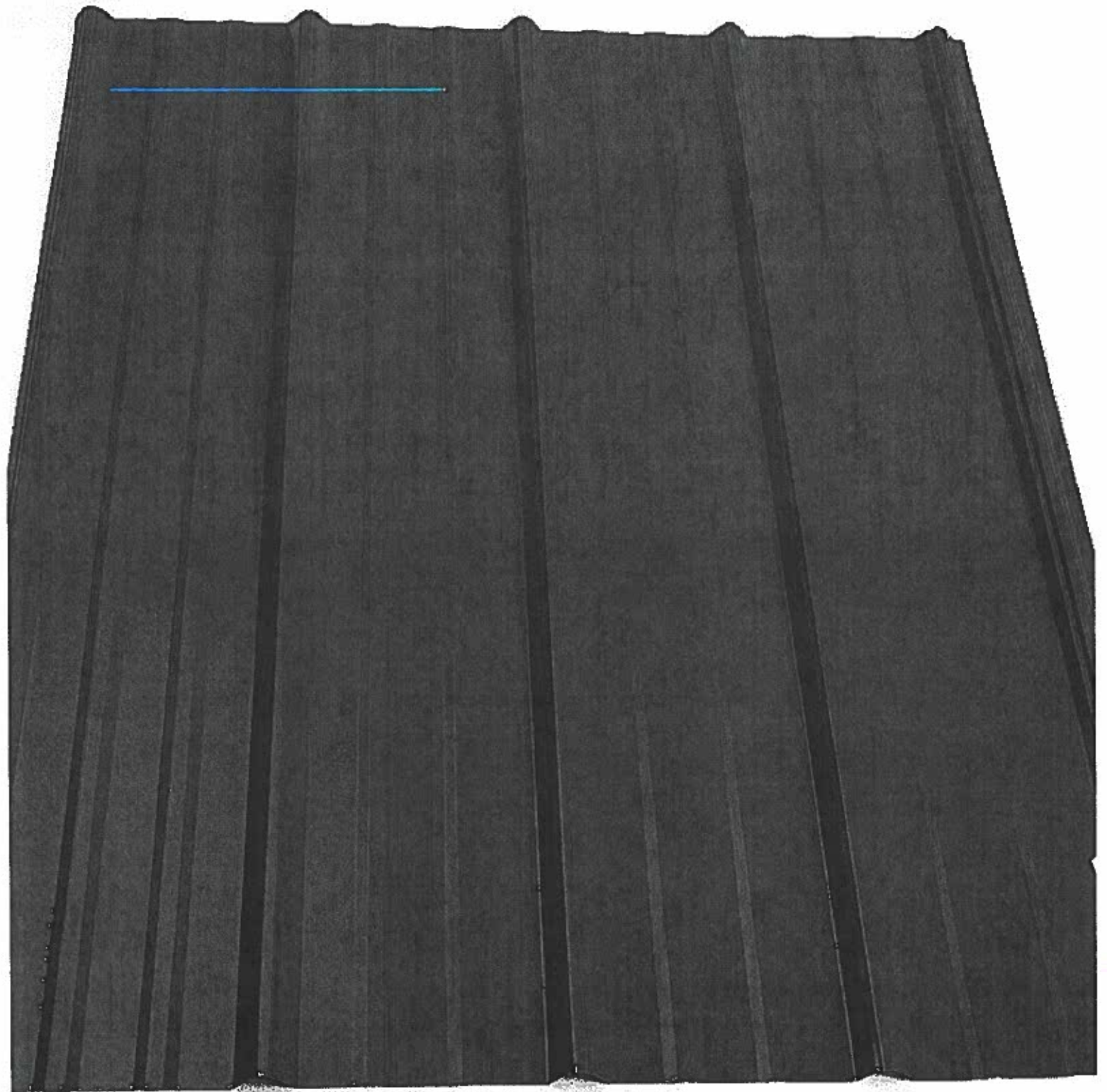


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Color Chart -  
dixiesupply.com

roof-black



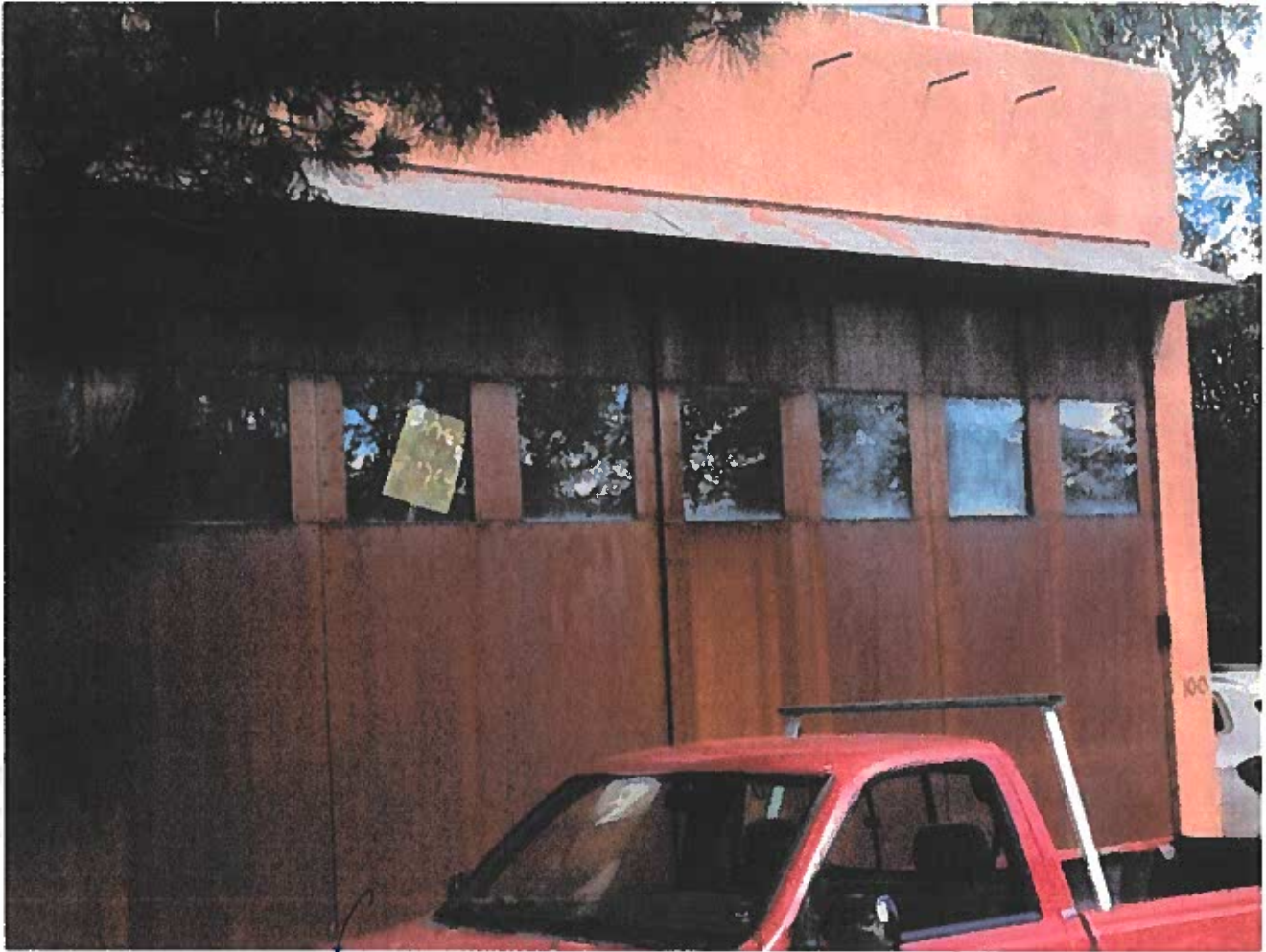


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Date: **Oct 3, 2019 at 6:27:13 PM**

To: **Lori Leachman, Ph.D.** lori.leachman@duke.edu

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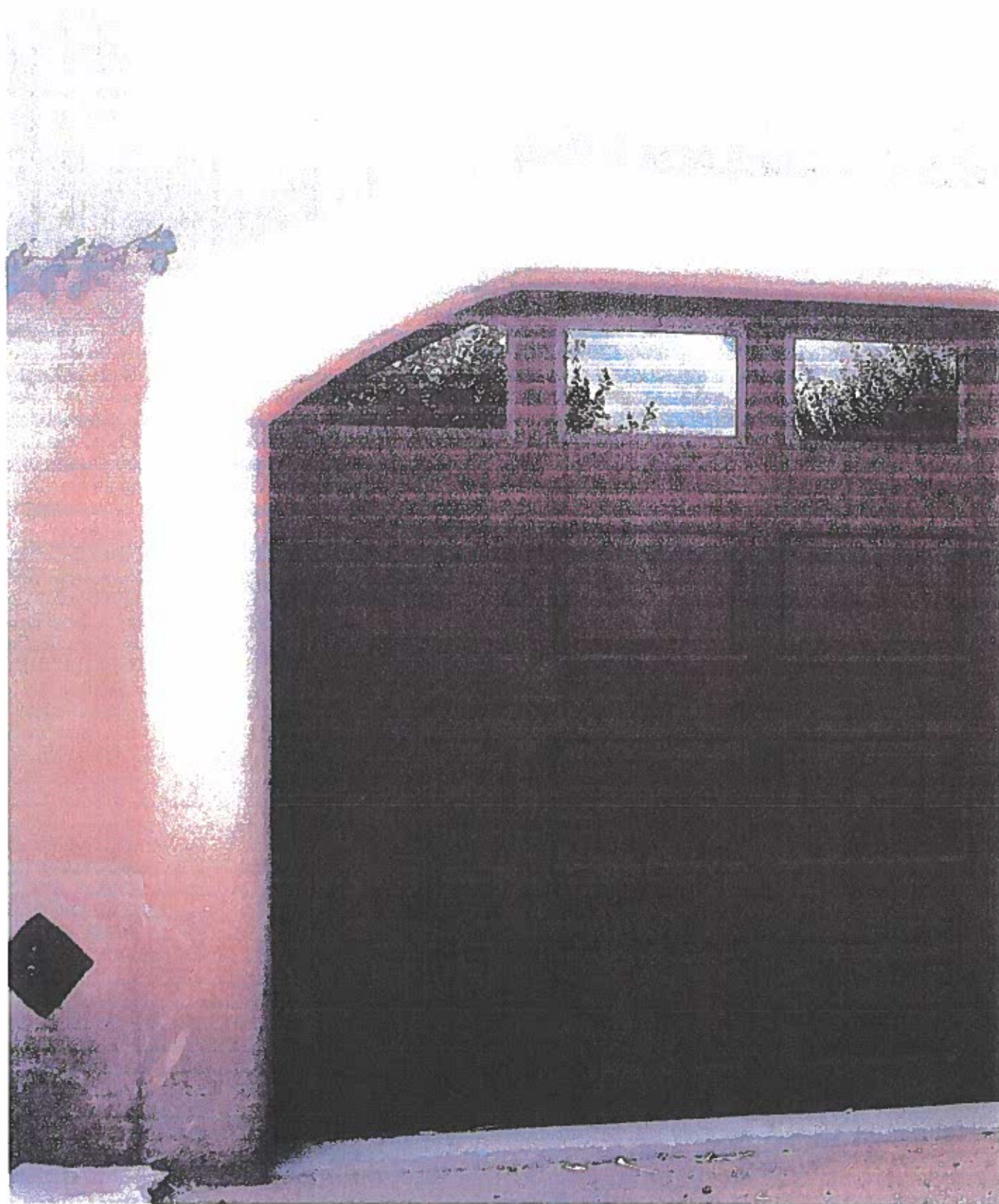
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Cor 10 -  
lower floor

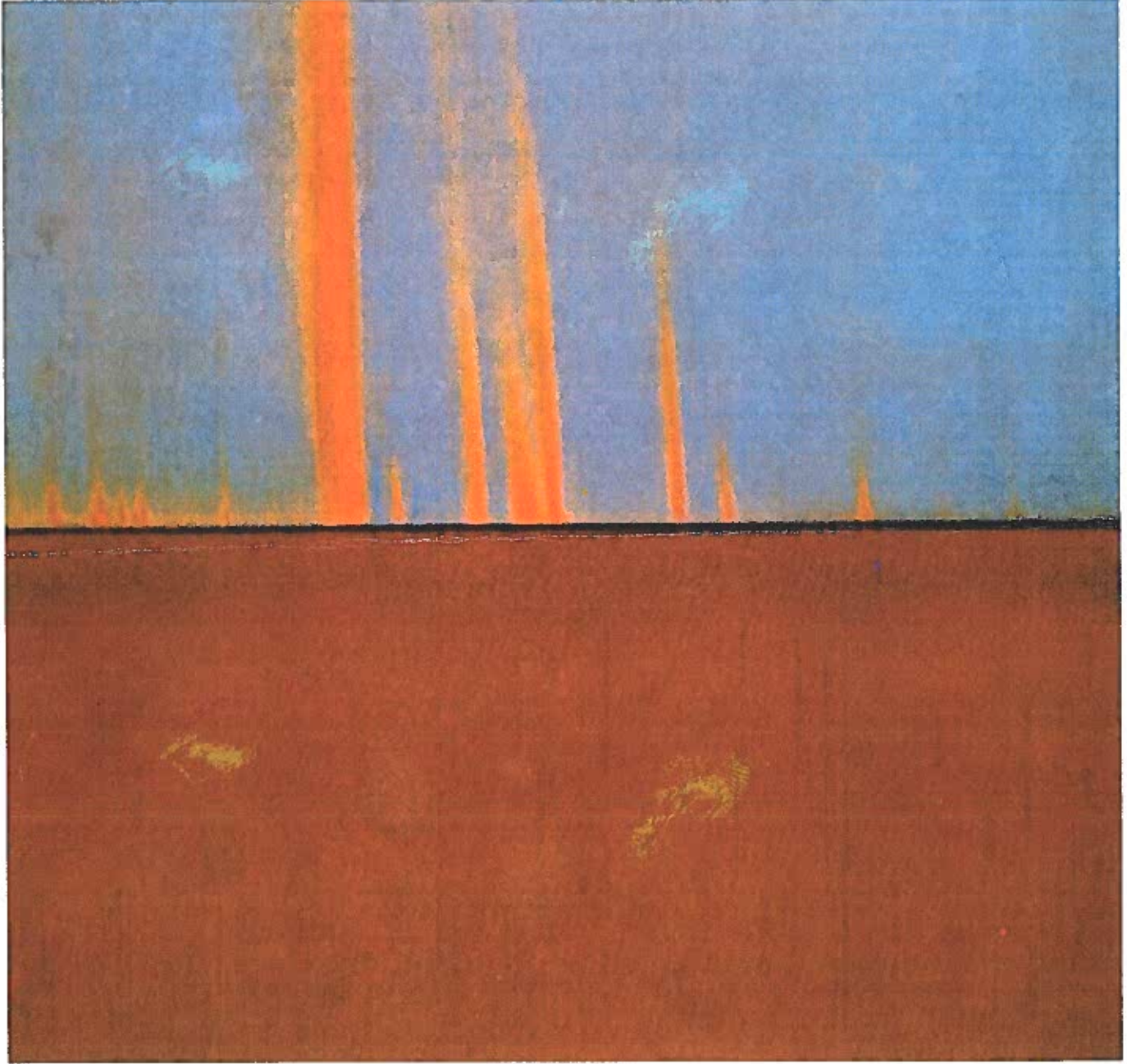
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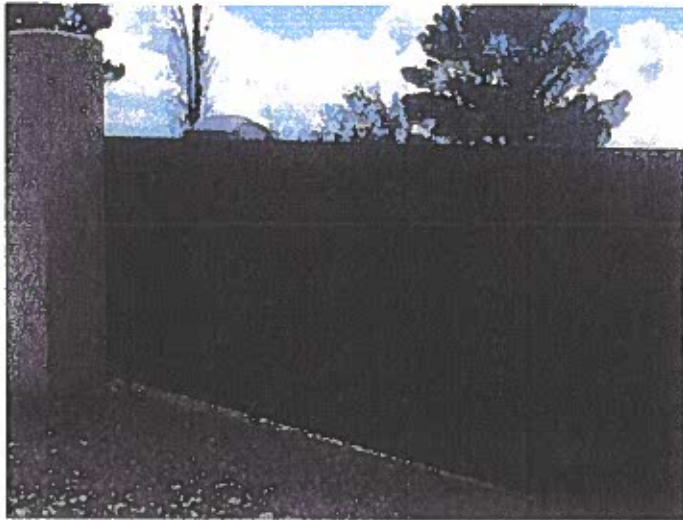




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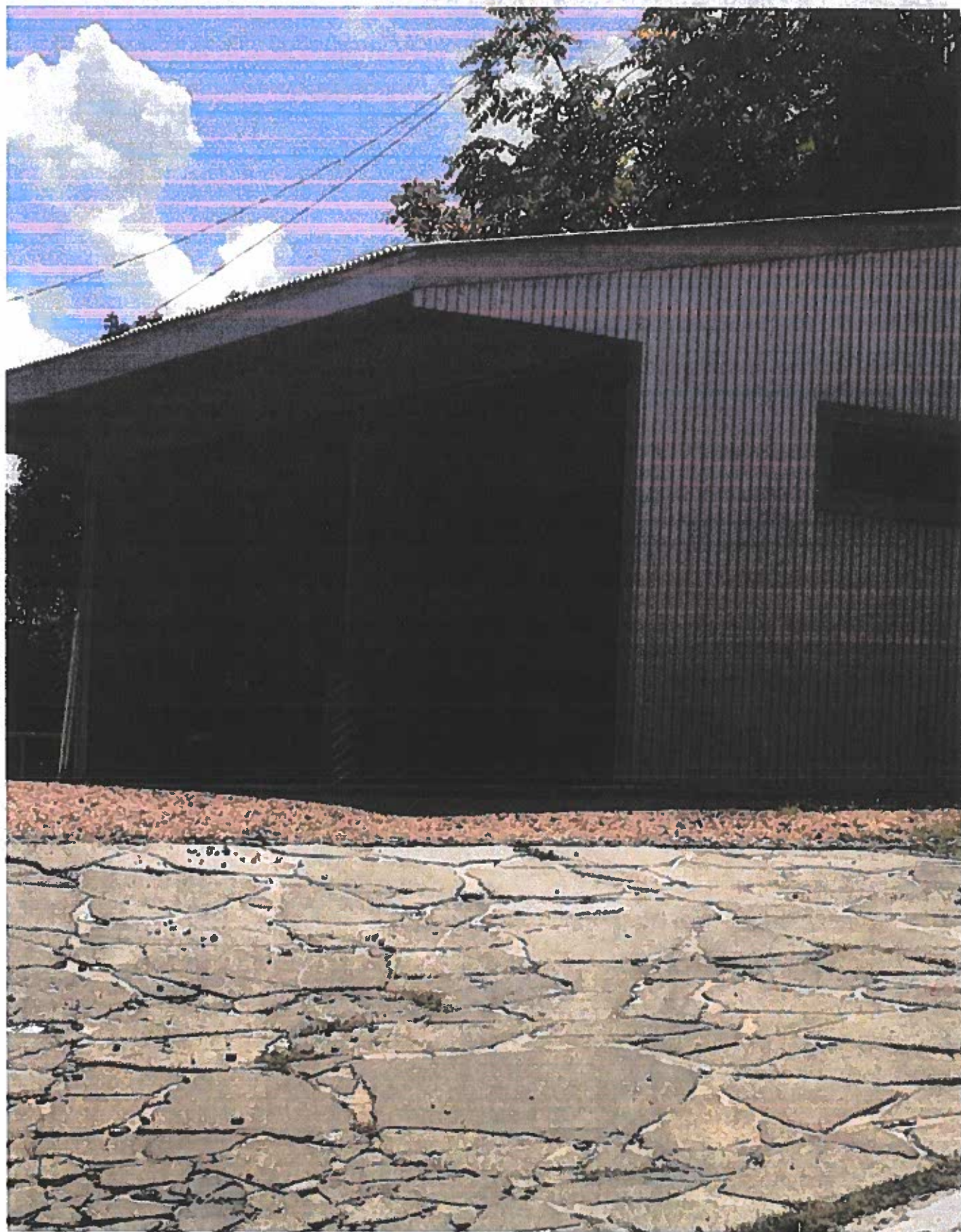
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Date: **Oct 3, 2019 at 6:16:16 PM**

To: **Lori Leachman, Ph.D.** [lori.leachman@duke.edu](mailto:lori.leachman@duke.edu)





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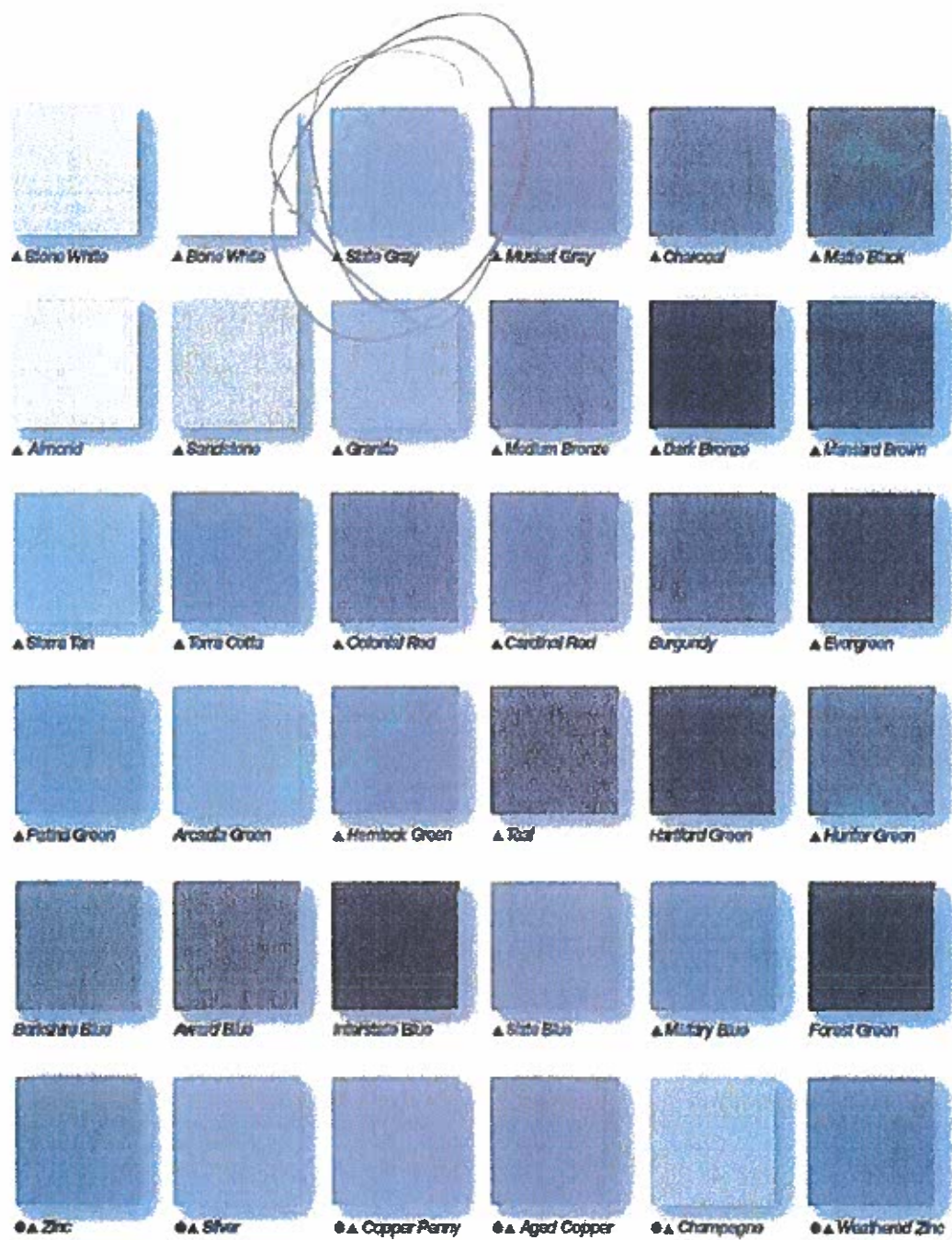


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metal siding  
stall grey

Siding corrugated  
slate grey anodized









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COMMERCIAL DOORS

ENTRY DOORS

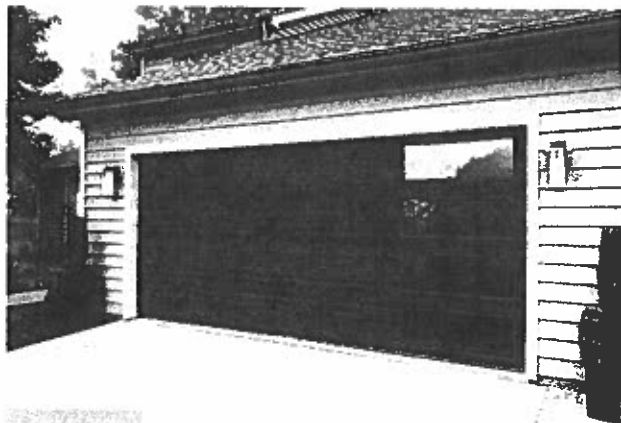
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## MODERN STEEL™ COLLECTION



4.6 (29) [Write a review](#)

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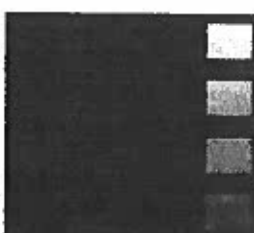
FLUSH PANEL



GROOVED PANEL\*



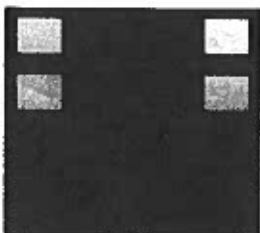
FLUSH WITH WINDOWS\*



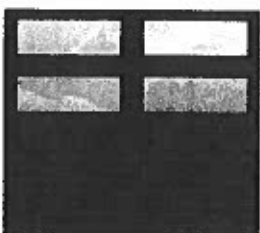
GROOVED WITH WINDOWS\*



FLUSH WITH FULL VIEW  
LONG PANEL WINDOWS\*



FLUSH PANEL WITH SHORT  
WINDOWS\*



GROOVED WITH LONG  
PANEL WINDOWS\*



GROOVED FULL VIEW WITH  
SHORT PANEL WINDOWS\*

\*Only available with Architectural Series Windows.

For size and color availability, [click here](#)

Depending on door height, exact door appearance and number of sections may be different than illustrations above. [Click here](#) for complete details.

## TOP SECTIONS

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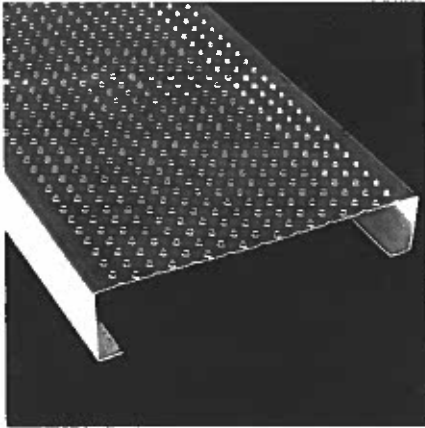
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PAGE 1 OF 1



### McNICHOLS® PLANK GRATING

Plank, TRACTION TREAD®, ADA, Galvanized Steel, G90, 11 Gauge (.1233" Thick), 18-Row (12" Width), 2" Channel Depth, Slip-Resistant Surface, 3% Open Area

McNICHOLS® Plank Grating, Plank, TRACTION TREAD®, ADA Compliant, Galvanized Steel, G90, Mill Finish, 11 Gauge (.1233" Thick), 18-Row (12" Width), 2" Channel Depth, Slip-Resistant Surface, Holes Sheared Through Both Ends of Plank Parallel to Width of Plank, (ADA Compliant Product When Installed Using Multiple Pieces to Width Regardless of the Direction of Travel), 3% Open Area

**ITEM M212201112 - 12" x 144"**

### ITEM SPECIFICATIONS

<b>Item Number</b>	M212201112
<b>Product Line</b>	Plank Grating
<b>Construction Type</b>	Plank
<b>Series Type &amp; Name</b>	Plank - TRACTION TREAD® - ADA
<b>Primary Material</b>	Galvanized (GV)
<b>Alloy, Grade or Type</b>	ASTM A-924 (ASTMA924)
<b>Material Finish</b>	Mill Finish
<b>Gauge/Thickness</b>	11 Gauge (.1233" Thick)
<b>Surface Profile</b>	18-Row (12" Width) TRACTION TREAD® Plank
<b>Surface Width</b>	12"
<b>Channel Depth</b>	2"
<b>Product Surface</b>	Slip-Resistant
<b>ADA Compliant</b>	ADA Compliant Product When Installed Using Multiple Pieces to Width Regardless of the Direction of Travel
<b>Percent Open Area</b>	3%
<b>Weight</b>	7.30 Lbs./Linear Foot
<b>Product Form</b>	Plank
<b>Sizes (Width x Length)</b>	12" x 120"; 12" x 144"

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2'6" ◇	2'6" ◇	2'6" ◇	2'6" ◇
2'8"	2'8"	2'8"	2'8"
2'10"	2'10"	2'10"	2'10"
3'0"	3'0"	3'0"	3'0"
3'6"	3'6"	3'6"	3'6"
10" Δ	12"	10" Δ	12"
12"	14"	12"	14"
14"		14"	

◇ Available in Linea and Echo only.

## Linea

Left Lite



6'8"

8'0"

New Age Blue ①  
PPU15-05

Sidelites



6'8"

8'0"

## Ari



6'8"

8'0"

## Echo

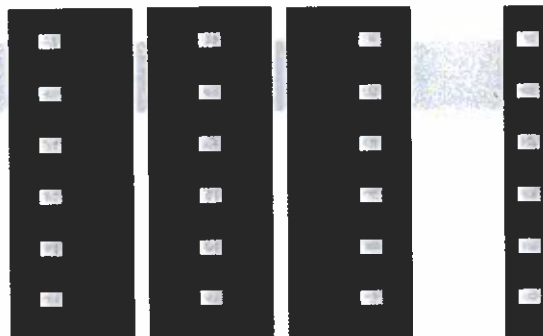
## 6-lite Options

Left Lite

Center Lite

Right Lite

Sidelite



6-Lite only available in 8'0" option

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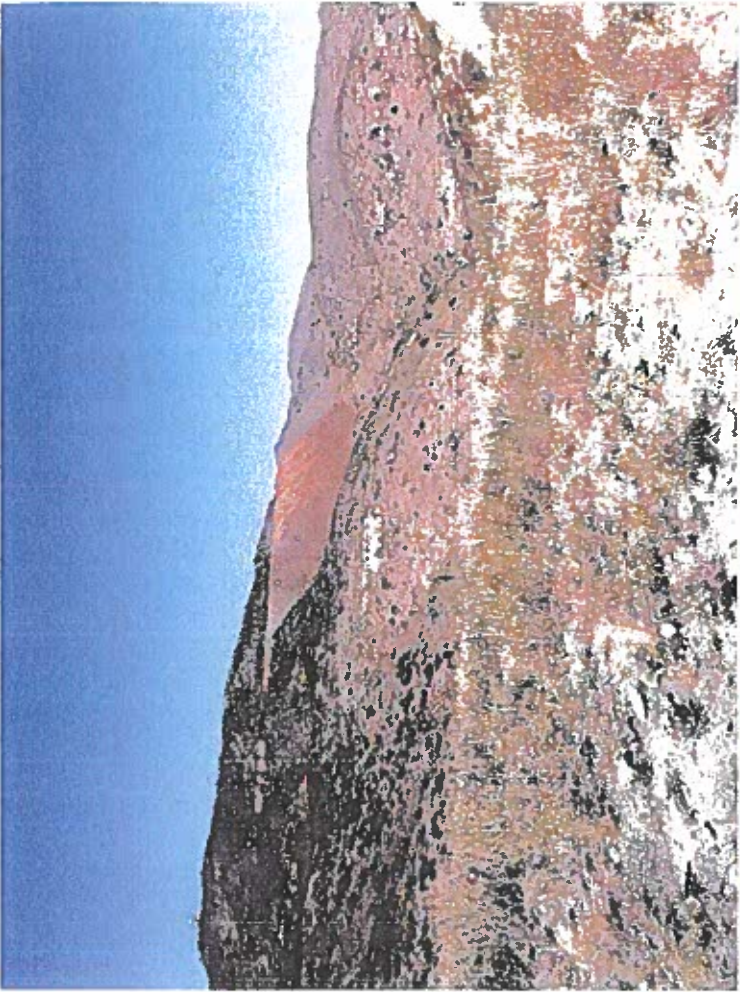


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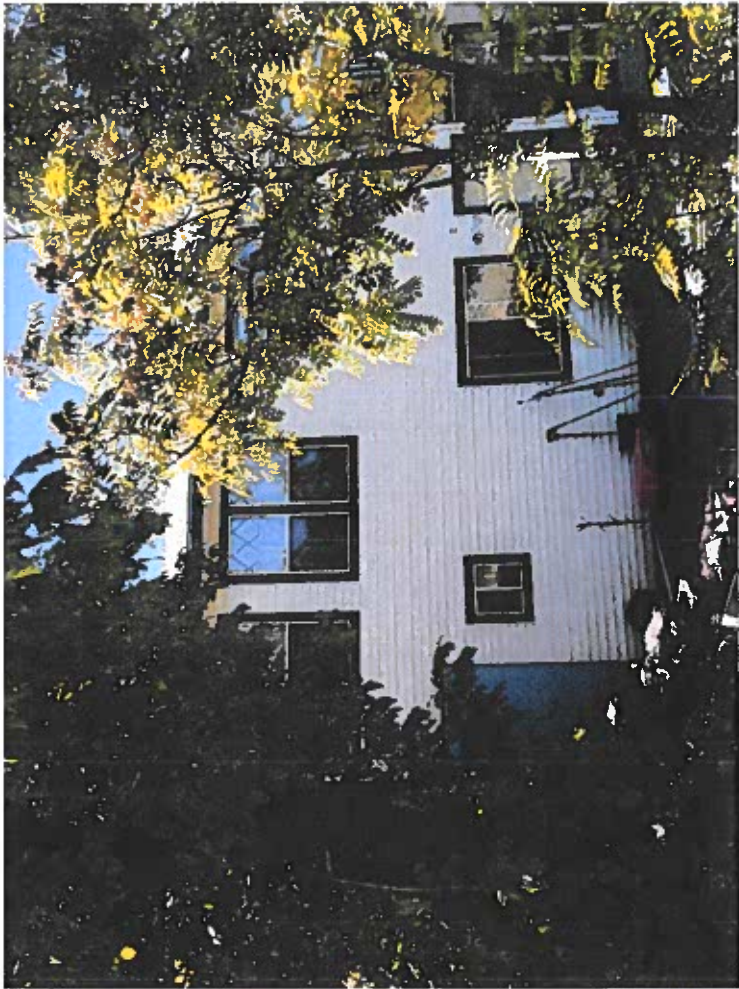
















# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

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

## ZONING ADMINISTRATOR ANALYSIS PLANNING & ZONING COMMISSION November 6, 2019

**ITEM 6:** Sidewalk Encroachment Policy  
**Applicant:** Town of Jerome  
**Zone:** C-1  
**Recommendation:** Discussion/Possible Action  
**Prepared by:** John Knight, Zoning Administrator

**Summary:** The Council has requested input from the Planning and Zoning Commission and the Design Review Board in developing a sidewalk encroachment policy. This was reviewed by the Council on Oct. 8<sup>th</sup>, 2019. A copy of the staff report is attached for reference and additional background information. Since the sidewalks are either owned or the responsibility of the Town (and not private property), the Town has a great deal of discretion on creating a policy.

**Key Issues/Discussion Items:** The following items should be addressed/discussed regarding the implementation of a Policy.

- **Permit Process** – A permit submittal process and fee
- **Standards** – Standards regarding sidewalk clearance (horizontal/vertical) and size/scale of encroachments
- **Items Allowed** – A list of items that are appropriate to be placed on the sidewalk
- **Exemptions** - A list of exempt items, such as utilities
- **Transition Period** – A time period to allow owners of businesses to transition to the new standards and requirements

Additional detail about each of the above items is included below.

1. **Permit Process** – Applications should be required for installation of both temporary and permanent encroachments. Some encroachments are already included in other parts of the Town Code or Zoning Code. Utilities are addressed under the Town Code and require encroachment permits from Public Works and Building Permits. There is no reason to change the permit process for these items. Signs and Awnings that project over the sidewalk are included under the Sign Ordinance and are permitted through the Design Review process. There should not be any to change the existing permit process for signs and awnings. There should be two basic permit processes as noted below.
  - **Administrative Process** – A simple application and fee should be created for “minor” encroachments or items that have already been pre-approved (such as a standard bench). These items will still require a permit but can be handled over the counter. The review authority should be either the Zoning Administrator or Town Manager. A small fee should be associated with the request for minor encroachments.

- **Design Review Process** – The DRB process can be implemented for larger projects or unusual requests. The standard DRB application and fee can be used.

2. **Standards** – Standards should be added to ensure that adequate clearance is provided on the sidewalk. The following standards are suggested.

- **Horizontal Clearance** – a minimum horizontal clearance of 36" should be maintained. This is consistent with ADA handicapped requirements, Building Code and Fire Code. For sidewalks less than 36" in width, no encroachments should be allowed.
- **Vertical Clearance** – the sign ordinance requires that projecting signs be a minimum of 8' above the ground (or in this case sidewalk). This standard should continue to be used for encroachments. This would primarily apply to projecting signs and awnings. Note that awnings are not currently addressed in the Zoning Ordinance and should be included as part of a sidewalk encroachment policy.

3. **Items Allowed** – a list of common items and a suggested permit process is included in the table below.

Item	Description	Process	Notes
Projecting Sign	Permanent signs which project over the sidewalk	Design Review	Currently addressed in the sign ordinance as requiring Design Review. This should be continued.
A-Frame Signs	Temporary A-Frame signs that businesses put in front of their store	Prohibit	These are not currently addressed in the sign ordinance and should be clarified as only allowed on private property
Awnings	Permanent awnings that are attached to buildings	Design Review	Not currently addressed in the Zoning Ordinance. These may or may not include the name of the business. This should be added as a permitted item.
Benches	Benches and similar features	Design Review/ Administrative	A standardized Town bench design could be approved by the DRB. Once approved, businesses would have the option of installing this bench through a simple Administrative process. More unique benches or bench/planter features, (like in front of the Mile High Grill) can be done through the DRB.
Trash Cans		Design Review/ Administrative	A standardized Town trash can could approved by the DRB. Once approved, businesses would have the option of installing the standard trash can through an administrative process or a more unique item through the DRB.
Cigarette disposer		Design Review/ Administrative	A standardized Town cigarette disposer could be approved by the DRB. Once approved, businesses would have the option of installing the standard cigarette disposer through an administrative process or a more unique one through the DRB.
Hostess Stands	A temporary stand placed on the sidewalk to take reservation	Design Review or Prohibit	A process could be provided that allows for hostess stands or the P&Z (and DRB) may want to prohibit these in the ordinance
Artistic or Historical Features	This includes a variety of permanent items such as mining equipment and metal sculptures	Design Review	These would be individually considered by the DRB

Newspaper Racks/ Stands	These include a variety of racks/stands intended for distribution of newspapers, pamphlets or similar items	Design Review	The content distributed in newspaper racks is protected by free speech. However, the Town has the ability to regulate what these racks look like.
Other	Anything not specifically listed above	Design Review	This is a catch all category to address any other items that businesses might want to place on the sidewalk.
Utilities	Gas meters and other utilities	Building Permit	These items are addressed as part of the building permit process and should be exempt from Administrative or Design Review.

4. **Exemptions** – A list of items that are exempt from the encroachment policy might include the following (some are noted above).

- Items Placed by the Town (benches, trash cans, cigarette disposers, signs, etc.)
- Utilities associated with a building permit or addressed elsewhere in Town Ordinances

5. **Transition Period** – The Commission may want to provide a period of time for businesses to comply with the new encroachment ordinance. This would apply only to existing encroachments that did not already go through Design Review or another process. For example, many of the businesses have placed benches that may not be appropriate on the sidewalk. Businesses would be given the option of applying for Design Review or removing the encroachment. An appropriate time period might be a year after ordinance adoption.

**Action:** The Commission should provide direction to staff on the items and information listed above. Staff will solicit input from the DRB and will return with a draft ordinance for P&Z consideration at a future meeting.

Attachment: Oct. 8, 2019 Council Staff Report on Sidewalk Encroachment Policy



# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

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

## ZONING ADMINISTRATOR REPORT

Town Council  
October 8, 2019

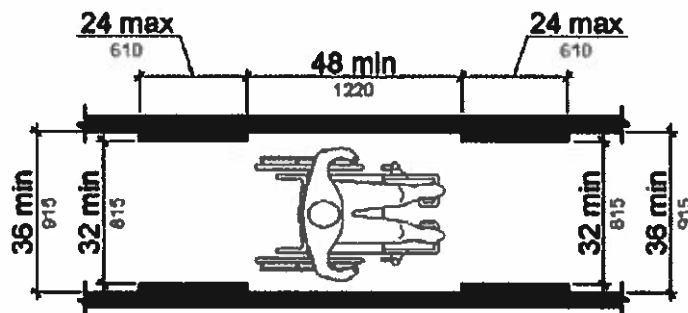
**ITEM 10A:** Sidewalk Encroachment Policy  
**Prepared by:** John Knight, Zoning Administrator  
**Approved by:** Candace Gallagher, Town Manager  
**Action:** Discussion and Direction to Staff

**Background:** There has recently been discussion on what items are allowed on the sidewalks in the C-1 District. Anything on the sidewalk is within the public right of way and considered an "encroachment". Common encroachments include benches, hostess stands, trash cans, signs, awnings, utilities (like gas meters), and various "sculptures" and artistic features. The right of way belongs to the Town or to ADOT. Under a previous agreement with ADOT, the Town is responsible for ADOT sidewalks within the Town limits.

**Town Code Requirements:** Town Code Article 14-4 governs work in Town right of way. Specifically, Section 14-4.A. relates to permits for encroachments – see below. A copy of the full text is attached.

*14-4-1.A. A permit is required for all construction work in, or encroachments on public rights-of-way, sidewalks, curbs, bridges, pedestrian walks, and bicycle paths owned or maintained by the Town of Jerome where held by deed, easement, dedication, or other claim of right. Construction work includes excavation, pavement cuts, or structural alterations such as sidewalks, curb cuts, or drainage structures. The permit shall be applied for on a form provided by the Public Works Department.*

**ADA Requirements:** Under the Americans with Disabilities Act (ADA), a minimum of 36" in width is generally required. Smaller widths (down to 32") are allowed for short (less than 24") distances. See below for diagram. An excerpt of the ADA Regulations is also attached.



**Zoning Code Requirements:** The only section of the Zoning Code that addresses encroachments relates to projecting signs. Under Section 509.G., signs are required to be at least 8' above the ground.

**Section 509.G.**

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.

**Fire Code:** The Fire Code has various exiting requirements based on occupant load. These are primarily related to inside buildings and on private property – as opposed to sidewalks. However, it's important to note that the Fire Code requires a minimum clear width of 36" for exit passageways.

[B] 1023.2 Width. The minimum width of *exit passageways* shall be determined as specified in Section 1005.1 but such width shall not be less than 44 inches (1118 mm), except that *exit passageways* serving an occupant load of less than 50 shall not be less than 36 inches (914 mm) in width. The required width of *exit passageways* shall be unobstructed.

**Other Requirements:** Under an intergovernmental agreement (IGA) approved by the Town in 2007, the Town is responsible for the maintenance and repair of the sidewalks within the ADOT right of way. Although the IGA does not specifically mention encroachments, ADOT has essentially turned over responsibility of the sidewalks to the Town.

2. The Town shall be responsible for:
  - a. Street sweeping and cleaning, repair of sidewalks, handrails that do not serve as vehicular guard rails, and all Town utilities underneath the paved surface of SR 89A, and similar routine or emergency maintenance.
  - b. Maintenance of landscaping (including water).
  - c. Street lighting and street lighting maintenance. Maintenance consists of all routine and emergency repairs and replacement of equipment and includes electrical energy costs.
  - d. Removal of sand, rock and other debris in the roadway caused by natural slides or other unusual natural causes.
  - e. Parking striping (after initial installation), street name and parking signs, and all other signage per ADOT standards.
  - f. Complying with the "Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD), as per A.R.S. 28-641, during all maintenance operations conducted by the Town on State Highway right-of-way.
  - g. Obtaining an encroachment permit and keeping on file per established procedures through ADOT's Prescott District Office for all planned routine/normal and emergency maintenance work for areas under this Agreement within the State's right-of-way.
  - h. Ensuring all work performed under the provisions of this Agreement shall be performed in a manner satisfactory to the State.

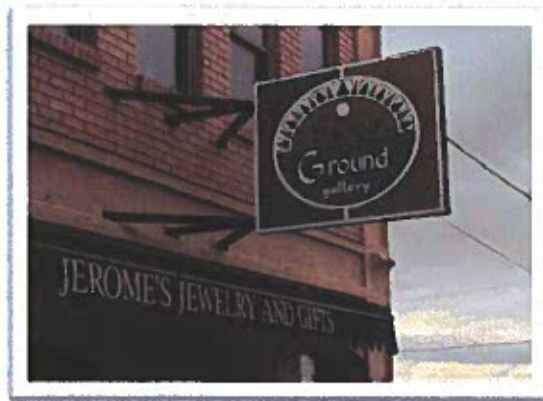
**Discussion:** The Town either owns the sidewalk right of way or has the responsibility to maintain the ADOT sidewalk right of way (per the IGA). The Town has both the right and responsibility to govern what may be placed on or above the sidewalk. In the past, there has not been clear standards or guidelines on what encroachments are allowed. This has resulted in an eclectic mix of items – trash cans, artwork, planters, benches, signs, etc. Except for signs, there has not been a clear permitting process, so businesses simply added benches and other items in front of their stores.

Key Issues/Questions for discussion are as follows:

1. **Permit Process:** Does the Town want to create a permitting process (and permit fee) to allow placement of items on or above the sidewalks?
2. **Standards:** Should design and safety standards be developed to address what items look like and where they can be placed?
3. **Items Allowed:** What items should be allowed to be in the right of way? The following items below are the most common.
4. **Utilities:** Utilities such as gas meters are common items on the sidewalk. Staff recommends that utilities continue to be allowed on the sidewalk provided that a minimum width of 36" is maintained.

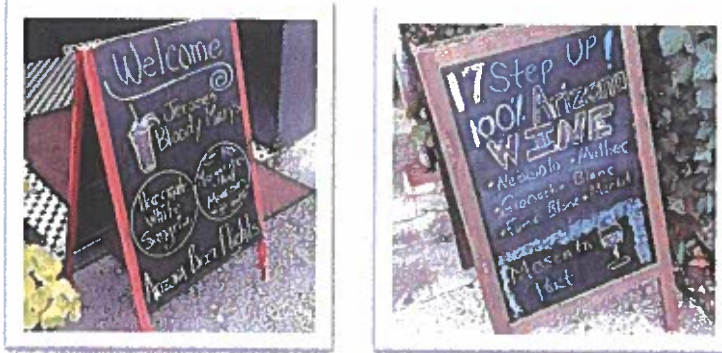


5. **Projecting Signs & Awnings:** Projecting signs and awnings are already addressed in the Zoning Ordinance. Staff recommends that these continue to be allowed provided that they go through the Design Review process and are a minimum of 8' above the sidewalk (per the Zoning Code).





6. **Sandwich Board Signs:** These are prohibited by the Sign Ordinance and should continue to be prohibited. A periodic enforcement effort may be needed to keep these signs off the sidewalk.



7. **Benches:** Benches are the most common item placed on the sidewalk. The types of benches vary dramatically. The main question is whether the Town should allow only a single type of bench to be placed on the sidewalk. If so, there should be a transition period where businesses are asked to remove/replace existing benches that are currently in front of their businesses. Some benches were placed by community groups, some by private businesses, and some by the Town. Some of these are very old and should be replaced. Some have been placed recently but are not consistent with the new benches placed by the Town. Note that the Town currently has 5 or 6 of the new style benches that could be used to replace some of the older benches. The brass plaques on some of the community placed benches (like the ones that list the Jerome High School graduating classes) could be moved onto the new style benches.





8. **Trash Cans:** The Town is in the process of removing the older wine barrel trash cans and replacing them with the new metal trash cans. The Town previously purchased a small number of cans and hopes to purchase another ten or more next year. Eventually, all the wine barrel trash cans will be replaced with the new metal receptacles.

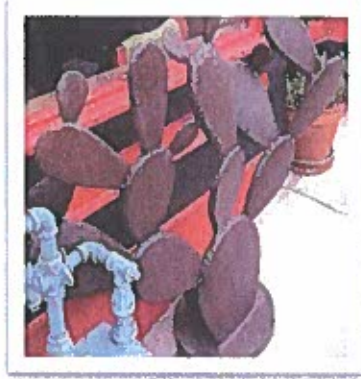


9. **Newspaper Racks:** There are a few newspaper racks on the sidewalk. Although the Town can create standards on what the racks look like, the content and type of papers being distributed is protected by various free speech laws. Additional research is needed to determine whether and how these can be regulated.





10. **Miscellaneous Items:** There are a variety of other items on the sidewalk that generally fall into the realm of either art or mining equipment. There are also cigarette butt holders and hostess stands. Although the cigarette holders these might not be attractive, they are far better than having cigarette butts on the sidewalk. The question for the Council is what types of other items should be allowed or not allowed.



**Recommendation:** The Council should provide direction to staff on whether a sidewalk encroachment policy should be developed. This would also include a permit process and permit fee. The Council may also wish to provide general direction on what items are allowed and what standards should be required for items placed on the sidewalk. Should a policy be developed, the Council may want to obtain input from the Planning & Zoning Commission as well as the Design Review Board.

**Attachments –**

1. Town Code Article 14-4
2. ADA Standards
3. ADOT/Jerome IGA



**Attachment 1**  
**Excerpt from Town Code**

**ARTICLE 14-4    Work in Town Rights-of-Ways**

- 14-4-1    Permit Required**
- 14-4-2    Permit Fee**
- 14-4-3    Bonding**
- 14-4-4    Minimum Standards for Public Works Constructions**
- 14-4-5    Liability**

- 14-4-6 Violations and Enforcement
- 14-4-7 Work Intended to Become Public Property
- 14-4-8 Use of Town Rights-of-Way
- 14-4-9 Priority of Public Works Code and Standard Specifications for Street Classifications
- 14-4-10 Variances

#### Section 14-4-1 Permit Required

- A. A permit is required for all construction work in, or encroachments on public rights-of-way, sidewalks, curbs, bridges, pedestrian walks, and bicycle paths owned or maintained by the Town of Jerome where held by deed, easement, dedication, or other claim of right. Construction work includes excavation, pavement cuts, or structural alterations such as sidewalks, curb cuts, or drainage structures. The permit shall be applied for on a form provided by the Public Works Department.
- B. In the event of an actual emergency threatening public health and safety, encroachments, including excavations for necessary public utility repairs, are allowed without a permit, provided that a permit is applied for the next workday, all traffic control and safety devices necessary are used, and final repairs are not performed until authorized by the Town of Jerome.

[Ord. 328, 6/27/2006]

*Reviser's Note: Ordinance 328 was not dated. Minutes of the June 27, 2006 Council meeting evidence its approval on that date.*

#### Section 14-4-2 Permit Fee

Permit fees are due upon the issuance of a permit and will be in an amount set by a resolution of the Town of Jerome Council.

[Ord. 328, 6/27/2006]

#### Section 14-4-3 Bonding

The Town of Jerome reserves the right to require a performance bond, in an amount determined by the Town Public Works Director.

[Ord. 328, 6/27/2006]

#### Section 14-4-4 Minimum Standards for Public Works Construction

The certain document known as MAG or "Public Works Standard Codes", is hereby referred to and adopted as the Public Works Code of the Town of Jerome and made a part hereof as if fully set out in this Article.

[Ord. 328, 6/27/2006]

#### **Section 14-4-5 Liability**

The Permittee assumes all responsibility and liability for any damage to any property or injury to any person while using a public road caused by or arising out of the exercise of the permit and will hold the Town of Jerome harmless from any liability or responsibility for same. The Permittee shall and will provide and maintain at all times sufficient barriers, danger signals, lanterns, and detours, and shall and will take other such safety measures until satisfactory completion of work.

[Ord. 328, 6/27/2006]

#### **Section 14-4-6 Violations and Enforcement**

- A. In the event the conditions of a permit are violated or a permit is not obtained, the Town of Jerome's Public Works Director may order that all work cease until the violation is corrected or a permit obtained. If the work is abandoned and not repaired to Town specifications, the Town may repair the work and recover the costs of repair from the Permittee responsible. In the event an obstruction of a public road occurs without a permit so as to cause an immediate public hazard, the Town may remove the obstruction and seek reimbursement of all costs involved from the responsible person. Any person commencing work without a permit shall be required to obtain a permit and shall pay twice the usual permit fee.
- B. Any person who shall violate any provisions of the MAG or "Public Works Standard Codes" hereby adopted or fails to comply therewith, or who shall violate or fails to comply with any order made thereunder or who shall build in violation of any detailed statement of specifications or plans submitted and approved thereunder, or any certificate or permit issued and from which no appeal has been taken, or who shall fail to comply with such an order as affirmed or modified by the Building Office, within the time fixed herein, shall severally, for each and every such violation and noncompliance, respectively, be guilty of a Class 1 misdemeanor. This is punishable by a fine or by imprisonment or by both such fine and imprisonment as set forth by the court. The imposition of one penalty of any violation shall not excuse the violation or permit it to continue. All such persons shall be required to correct or remedy such violations or defects within a reasonable time; and when not otherwise specified, each 10 days that prohibited conditions are maintained shall constitute a separate offense.

[Ord. 328, 6/27/2006]

#### **Section 14-4-7 Work Intended to Become Public Property**

All improvements which are intended to become public property of the Town of Jerome shall be constructed in accordance to the standards and specifications set forth in this article and shall be constructed according to the plans approved by the Public Works Director.

[Ord. 328, 6/27/2006]



**Section 14-4-8 Use of Town Rights-of-Way**

Commercial traffic shall not be allowed on any Town roadway, unless in service to a property owner, resident, or business on that roadway. All commercial traffic must abide by State Highway and Arizona Department of Transportation Regulations.

[Ord. 328, 6/27/2006]

**Section 14-4-9 Priority of Public Works Code and Standard Specifications for Street Classifications**

The Town of Jerome shall not accept for ownership, or maintenance, any street that is not in conformance with the Public Works Code and Standard Specifications for Street Classification, except when the Town Council determines it, to be in the best interests of the Town of Jerome to accept, for ownership or maintenance, substandard streets.

[Ord. 328, 6/27/2006]

**Section 14-4-10 Variances**

The Public Works Director is authorized to grant variances from the restrictions and conditions specified herein provided the public safety and welfare will be protected.

[Ord. 328, 6/27/2006]

Attachment 2  
Excerpt from ADA Standards

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**CHAPTER 4: ACCESSIBLE ROUTES**

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**401 General**

**401.1 Scope.** The provisions of Chapter 4 shall apply where required by Chapter 2 or where referenced by a requirement in this document.

## 402 Accessible Routes

**402.1 General.** Accessible routes shall comply with 402.

**402.2 Components.** Accessible routes shall consist of one or more of the following components: walking surfaces with a running slope not steeper than 1:20, doorways, ramps, curb ramps excluding the flared sides, elevators, and platform lifts. All components of an accessible route shall comply with the applicable requirements of Chapter 4.

**Advisory 402.2 Components.** Walking surfaces must have running slopes not steeper than 1:20, see 403.3. Other components of accessible routes, such as ramps (405) and curb ramps (406), are permitted to be more steeply sloped.

## 403 Walking Surfaces

**403.1 General.** Walking surfaces that are a part of an accessible route shall comply with 403.

**403.2 Floor or Ground Surface.** Floor or ground surfaces shall comply with 302.

**403.3 Slope.** The running slope of walking surfaces shall not be steeper than 1:20. The cross slope of walking surfaces shall not be steeper than 1:48.

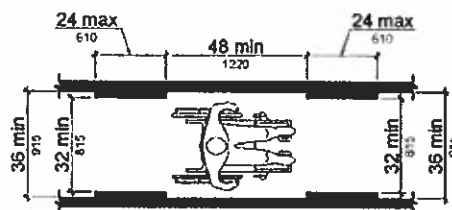
**403.4 Changes in Level.** Changes in level shall comply with 303.

**403.5 Clearances.** Walking surfaces shall provide clearances complying with 403.5.

**EXCEPTION:** Within employee work areas, clearances on common use circulation paths shall be permitted to be decreased by work area equipment provided that the decrease is essential to the function of the work being performed.

**403.5.1 Clear Width.** Except as provided in 403.5.2 and 403.5.3, the clear width of walking surfaces shall be 36 inches (915 mm) minimum.

**EXCEPTION:** The clear width shall be permitted to be reduced to 32 inches (815 mm) minimum for a length of 24 inches (610 mm) maximum provided that reduced width segments are separated by segments that are 48 inches (1220 mm) long minimum and 36 inches (915 mm) wide minimum.

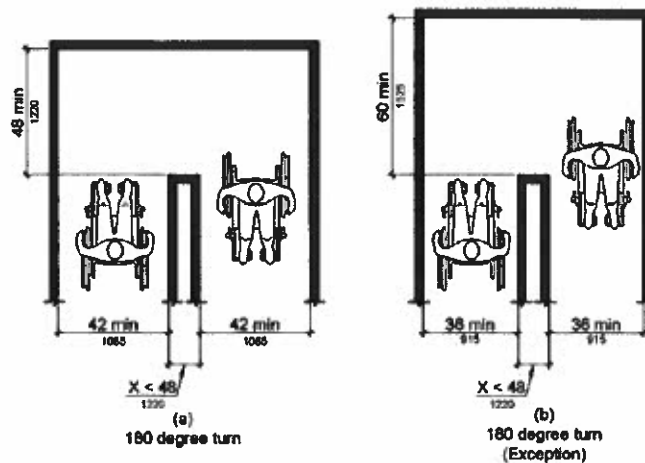


**Figure 403.5.1 Clear Width of an Accessible Route**

**403.5.2 Clear Width at Turn.** Where the accessible route makes a 180 degree turn around an element which is less than 48 inches (1220 mm) wide, clear width shall be 42 inches (1065 mm) minimum approaching the turn, 48 inches (1220 mm) minimum at the turn and 42 inches (1065 mm) minimum leaving the turn.

**EXCEPTION:** Where the clear width at the turn is 60 inches (1525 mm) minimum compliance with 403.5.2 shall not be required.





**Figure 403.5.2 Clear Width at Turn**

**403.5.3 Passing Spaces.** An accessible route with a clear width less than 60 inches (1525 mm) shall provide passing spaces at intervals of 200 feet (61 m) maximum. Passing spaces shall be either: a space 60 inches (1525 mm) minimum by 60 inches (1525 mm) minimum; or, an intersection of two walking surfaces providing a T-shaped space complying with 304.3.2 where the base and arms of the T-shaped space extend 48 inches (1220 mm) minimum beyond the intersection.

**403.6 Handrails.** Where handrails are provided along walking surfaces with running slopes not steeper than 1:20 they shall comply with 505.

**Advisory 403.6 Handrails.** Handrails provided in elevator cabs and platform lifts are not required to comply with the requirements for handrails on walking surfaces.

7

**Attachment 3  
ADOT/Jerome IGA**

5 I  
R07-0483TRN  
adway Maintenance

Section: Town of Jerome  
TRACS No.: MAINTAGR  
Budget Source Item No.: n/a

**INTERGOVERNMENTAL AGREEMENT**

**MASTER ROADWAY MAINTENANCE**

**COPY**

BETWEEN  
THE STATE OF ARIZONA  
AND  
TOWN OF JEROME

THIS AGREEMENT is entered into this date June 26<sup>th</sup>, 2007, pursuant to the Arizona Revised Statutes § 11-951 through 11-954, as amended, between the STATE OF ARIZONA, acting by and through its DEPARTMENT OF TRANSPORTATION (the "State") and the TOWN OF JEROME, acting by and through its MAYOR and TOWN COUNCIL (the "Town"). The State and the Town are collectively referred to as "Parties".

**I. RECITALS**

1. The State is empowered by Arizona Revised Statutes § 28-401 to enter into this Agreement and has delegated to the undersigned the authority to execute this Agreement on behalf of the State.

2. The Town is empowered by Arizona Revised Statutes § 9-240 to enter into this Agreement and has by resolution, a copy of which is attached hereto and made a part hereof, resolved to enter into this Agreement and has authorized the undersigned to execute this Agreement on behalf of the Town.

3. It is in the best interests of and of mutual benefit to the STATE and the TOWN to enter into this Agreement related to those portions of State Route 89A ("SR 89A") located within the Town of Jerome, which are an integral part of the Town's street system and which form necessary and convenient links in the State Highway System.

4. The purpose of this Agreement is to identify and define the responsibilities of the State and the Town for the routine and emergency maintenance and improvements to SR 89A, between MP 343.6 - MP 346.5 within the Town, as delineated on Exhibit A, is attached hereto and made a part hereof.

5. This Agreement shall supercede any existing street maintenance Agreements, including JPA 86-012 (AG Contract No. KR86-1767, filed with the Secretary of State on 12/31/86, No. 11659), with the Town of Jerome within the Agreement Limits.

**THEREFORE, in consideration of the mutual covenants expressed herein, it is agreed as follows:**

28997  
with the Secretary of State  
Filed: 6-26-07  
Michael R. Boush  
Secretary of State

Michael R. Boush  
Secretary of State

**II. SCOPE OF WORK****1. The State shall be responsible for:**

a. Construction of improvements to or repairs of existing and future roadway pavement, curbs, medians, channelization, guard rails and retaining walls necessary for safe and unobstructed operation of and travel on the highway. Said improvements shall include, but shall not be limited to, resurfacing, resealing, construction and replacement of the roadway and accessory structures such as curbs and guardrails.

b. Maintenance of the asphalt or other form of pavement from pavement edge to pavement edge and the following items:

i. Bridges and drainage ("drainage" shall include drainage structures under the roadway, but does not include side drainage or structures placed under the roadway by the Town of Jerome); and

ii. Standard Guardrails placed for the safe operation of vehicular traffic and standard R/W fence.

c. Granting the Town an encroachment permit, and ensure the permit is on file per established procedures through ADOT's Prescott District Office, for all planned routine/normal and emergency maintenance work for areas within the boundaries of this Agreement within the State's right-of-way.

d. Furnishing and maintaining all traffic control signs (except street name and parking signs), and lane, crosswalk and initial parking striping. Any electrical devices, including but not limited to traffic signals and intersection lighting, will be covered by separate Agreement and will be governed by that Agreement.

e. Snow removal on the paved surface of SR 89A.

**2. The Town shall be responsible for:**

a. Street sweeping and cleaning, repair of sidewalks, handrails that do not serve as vehicular guard rails, and all Town utilities underneath the paved surface of SR 89A, and similar routine or emergency maintenance.

b. Maintenance of landscaping (including water).

c. Street lighting and street lighting maintenance. Maintenance consists of all routine and emergency repairs and replacement of equipment and includes electrical energy costs.

d. Removal of sand, rock and other debris in the roadway caused by natural slides or other unusual natural causes.

e. Parking striping (after initial installation), street name and parking signs, and all other signage per ADOT standards.

f. Complying with the "Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD), as per A.R.S. 28-841, during all maintenance operations conducted by the Town on State Highway right-of-way.

g. Obtaining an encroachment permit and keeping on file per established procedures through ADOT's Prescott District Office for all planned routine/normal and emergency maintenance work for areas under this Agreement within the State's right-of-way.

h. Ensuring all work performed under the provisions of this Agreement shall be performed in a manner satisfactory to the State.



### III. MISCELLANEOUS PROVISIONS

1. **Term of Agreement.** The terms, conditions and provisions of this Agreement shall remain in full force and effect. In the event the Town fails to budget or provide for its responsibilities set forth herein, the State shall not be obligated to be responsible for the Town's maintenance responsibilities. This agreement may be terminated by mutual written consent of the Parties hereto, or unless this Agreement violates any Arizona law, rule or regulation, either now enacted or which may be enacted in the future.

2. **Annexations.** Upon the annexation of any area by the Town which is traversed by a State Highway, that length of such highway which is within the annexation boundaries shall become subject to the terms of this Agreement. The Town shall then furnish the State with a revised map indicating the portion or portions of State's highway affected, which shall be incorporated herein as an amendment to Exhibit A.

3. **Indemnification.** Each party (as "Indemnitor") agrees to indemnify, defend, and hold harmless the other party (as "Indemnitee") from and against any and all claims, losses, liability, costs, or other expenses (including, but not limited to, reasonable attorneys' fees) (hereinafter collectively referred to as "claims") arising out of bodily injury of any person (including death), property damage and any other claims (including, but not limited to, claims of derivative or vicarious liability), which are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees or volunteers.

4. This Agreement shall become effective upon filing with the Secretary of State.

5. This Agreement may be cancelled in accordance with Arizona Revised Statutes § 38-511.

6. The provisions of Arizona Revised Statutes § 35-214 are applicable to this Agreement.

7. In the event of any controversy, which may arise out of this Agreement, the parties hereto agree to abide by required arbitration as is set forth for public works contracts in Arizona Revised Statutes § 12-1518.

8. All notices or demands upon any party to this Agreement shall be in writing and shall be delivered in person or sent by mail, addressed as follows:

Arizona Department of Transportation  
Joint Project Administration  
205 S. 17<sup>th</sup> Avenue, Mail Drop 616E  
Phoenix, Arizona 85007  
(602) 712-7525  
(602) 712-7424 Fax

Town of Jerome  
Attn: Public Works Director  
P.O. Box 335  
Jerome, Arizona 86331  
(928) 634-7943  
(928) 634-0715 Fax

9. This Agreement is subject to all applicable provisions of the Americans with Disability Act (Public Law 101-336, 42 U.S.C. 12101-12213) and all applicable Federal regulations under the Act, including 28 CFR Parts 35 and 36. The parties to this Agreement shall comply with Executive Order Number 99-4 Issued by the Governor of the State of Arizona and incorporated herein by reference regarding "Non-Discrimination".

10. **Non-Availability of Funds:** Every payment obligation of the State under this Agreement is conditioned upon the availability of funds appropriated or allocated for the payment of such obligations. If funds are not allocated and available for the continuance of this Agreement, this Agreement may be terminated by the State at the end of the period for which the funds are available. No liability shall accrue to the State in the event this provision is exercised, and the State shall not be obligated or liable for any future payments as a result of termination under this paragraph.

11. In accordance with Arizona Revised Statutes § 11-952 (D) attached hereto and incorporated herein is the written determination of each party's legal counsel and that the Parties are authorized under the laws of this State to enter into this Agreement and that the Agreement is in proper form.

IN WITNESS WHEREOF, the Parties have executed this Agreement the day and year first above written.

TOWN OF JEROME

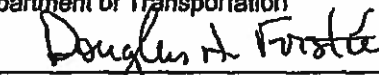
By

  
BOB BOWMAN  
Mayor

STATE OF ARIZONA

Department of Transportation

By

  
DOUGLAS A. FORSTIE, P.E.  
Deputy State Engineer, Operations

ATTEST:

By

  
BALTAZAR LOZANO  
Clerk

G:\Jerome Master Roadway Maintenance Agreement  
Initial draft 8/22/06  
1/24/07 Draft 3 ghc  
Final 4/8/07 ghc/sd

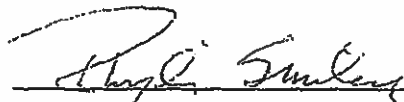
JPA 06-105

ATTORNEY APPROVAL FORM FOR THE TOWN OF JEROME

I have reviewed the above referenced Intergovernmental Agreement between the State of Arizona, acting by and through its DEPARTMENT OF TRANSPORTATION, and the TOWN OF JEROME, an Agreement among public agencies which, has been reviewed pursuant to A.R.S. § 11-951 through § 11-954 and declare this Agreement to be in proper form and within the powers and authority granted to the Town under the laws of the State of Arizona.

No opinion is expressed as to the authority of the State to enter into this Agreement.

DATED this 10th day of April, 2007.

  
\_\_\_\_\_  
CURTIS, GOODWIN, SULLIVAN, UDALL & SHWAB, P.L.C.  
by Phyllis Smiley  
Town Attorney



JPA 06-105  
Exhibit A

FOREST

HOPEWELL

15

14

13

IOSEP

Hogpen

Slaughterhouse

MUSEUM

JEROME

JEROME CITY LIMITS

DECEPTION

69 Kv

MP 346.5

MP 343.6

ALT 89

EL 4751

MP 346

TRANSMISSION LINE

POWER

27 Kv

Columbine

UNITED VERDE

DECEPTION CANYON

Gulch

Mescal

Little Ranch

Indian

Heskel

22

23

24

25

26



# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

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

## ZONING ADMINISTRATOR ANALYSIS PLANNING & ZONING COMMISSION

November 6, 2019

**ITEM 7:** Tiny Homes  
**Education Item**  
**Prepared by:** John Knight, Zoning Administrator

**Summary:** The Council has recently been discussing the possibility of working with a partner to develop Tiny Homes in or near the Town of Jerome as a means to provide more affordable housing/workforce housing.

### Key Issues/Discussion Items:

1. **Definition** – Tiny Homes are typically considered to be a residential unit under 600 sf. Although most are under 400 sf. They might be on a trailer and be “portable” or could be constructed on a permanent (or semi-permanent) foundation. They could be used as a permanent residence, part-time residence, vacation home, or short-term rental.
2. **Benefits** – Tiny Homes can address a need for affordable housing and workforce housing. Some may be interested in living in Tiny Homes to downsize while others may be looking toward purchasing their first home. A primary motivator toward the Tiny Home movement seems to be financial. Brand new Tiny Homes can be purchased for \$25,000 to \$50,000. Many build their own homes for even less than \$20,000. Some potential residents are also looking to simplify their life and minimize their environmental footprint. Due to their small size and often portable nature, Tiny Homes are a good choice for small lots or lots that have other physical challenges (like slope or existing natural features).
3. **Key Challenges/Barriers** –
  - **Ordinances** – Most jurisdictions have barriers that restrict or outright prohibit Tiny Homes. Common restrictions include minimum home square footages (Jerome requires a minimum of 850 square feet for a home) and prohibition of parking trailers on private property. Coconino County has recently developed regulations to allow Tiny Homes (see attached).
  - **Neighbors** – Many times neighbors worry that smaller homes next door will bring down their property values.
  - **RV/Trailer Parks** – many jurisdictions only allow Tiny Homes (on trailers) to be placed in RV Parks or Mobile Home Parks. Many Tiny Homeowners are interested in owning the land their home is on rather than renting a space. They may also be interested in living in a more permanent community where they can be part of a neighborhood.

- **Financing & Insurance** – it's often difficult for Tiny Homeowners to obtain traditional financing and insurance for their homes. This may be changing in the future as Tiny Homes become increasingly popular and jurisdictions amend their ordinances to allow Tiny Homes.

**Action:** This is a discussion item only. Tiny Homes may become a part of an affordable housing/workforce housing strategy. This will require amendments to the Zoning Ordinance which would eventually return to the Planning and Zoning Commission in the future.

Attachment: Coconino County Tiny Home Regulations





## **COMMUNITY DEVELOPMENT**

### **Permitting Regulations for Tiny Houses in Coconino County**

#### **Definition**

Coconino County Community Development defines a Tiny House as a house smaller than 400 square feet; it can be site-built, partially site-built, or on an approved trailer. Houses shall not be smaller than 200 square feet if built on site, and not smaller than 160 square feet if built on an approved trailer.

#### **Zoning Code Requirements for Tiny Houses:**

- Site built tiny houses built on an approved foundation system shall be permitted in zones allowing detached single family dwellings; must meet Community Development regulations for Tiny Houses.
- Tiny houses built on trailers, where the suspension/axle components have been removed and the chassis permanently attached on an approved foundation shall be permitted in zones allowing detached single family dwellings; must meet Community Development regulations for Tiny Houses.
- Tiny houses on mobile chassis where the suspension/axle components remain are considered semi-permanent and the chassis shall be attached on an approved foundation system, and shall be permitted in zones allowing for manufactured and mobile homes; must meet Community Development regulations for Tiny Houses.
- Tiny houses licensed as Travel Vehicles by the State of Arizona are non-permanent housing and must be self-contained, these shall be permitted for uses similar to recreation vehicles; these homes fall under ADOT jurisdiction.
- Site built tiny houses or tiny houses on trailers where the suspension/axle components have been removed and the chassis permanently attached on an approved foundation, and meeting all other multifamily zoning and Community Development Tiny House requirements, shall be permitted in multifamily zoning.
- Site built tiny houses, or tiny houses on trailers where the suspension/axle components have been removed and the chassis permanently attached on an approved foundation, and meeting all other Accessory Dwelling Unit zoning and Community Development Tiny House requirements, shall be permitted in zones allowing for Accessory Dwelling Units.

#### **Building Code Requirements for Tiny Houses:**

- Tiny houses shall be built and inspected in accordance with the Coconino County adopted building code and ordinance.
- The house can be partially or entirely built on-site or off-site. If built off-site, it needs to have been inspected and approved by a recognized agency approved by the Building Official. All Tiny Houses on Wheels (THOWs) that are built off-site and brought to Coconino County as a dwelling unit will require a plan review and special inspection by Coconino County Community Development to ensure the structural and life safety aspects of the THOW. The County can request additional remodel permits, inspections and engineering of off-site THOWs that have not been inspected and certified by another jurisdiction or third party agency-on a case by case bases.
- The County has made the following building code adjustments to accommodate tiny houses:
  - Minimum room dimension is 6'6" with no room smaller than 65 square feet, excluding storage areas and bathrooms
  - Ceiling height is 6'4" in open livable areas, creating a non-obstructed path for egress and ingress

- Egress and ingress must be provided in sleeping and living areas
- Lofts built as storage shall not be permitted as bedrooms, unless meeting ceiling height and egress/ingress requirements
- Bathroom and kitchen required, clearance in the front of the toilet needs to be no less than 15" from center of toilet to wall or cabinets
- Ladders/ladders may replace stairways to loft areas (must have uniform run and rises, provide stair or ladder detail on plans)
- Loft areas used for storage may have reduced fall protection
- Number of electrical circuits may be reduced to reflect loads
- A minimum of 60 amp electric panel required; or a reduction can be made if calculation shows less electrical demand based off of the 2012 IRC Minimum Service Load Calculation Table: E3602.2
- Energy Code Concessions: R-15 minimum in framed floors, ceiling insulation and wall insulation; or R-19 minimum in framed floors and ceilings, and R-13 minimum in framed walls.
- Tiny houses built on trailers will need to have a Manufacturer's Statement of Origin (MSO), or a Manufacturer's Certificate of Origin (MCO), or be registered with the Department of Motor Vehicle (DMV). Documentation must show the load capacity for the trailer. Before a Certificate of Occupancy can be issued, documentation must be provided to Coconino County Community Development verifying the load of the tiny house is within the load capacity of the trailer.
- A Certificate of Occupancy will only be issued for tiny houses set on permanent foundations. If the home is removed, the Certificate of Occupancy is no longer valid for the mobile tiny home on wheels. If the tiny home is re-set on a permanent foundation within Coconino County, a foundation permit and special inspection of the tiny house shall be required to obtain a new Certificate of Occupancy.

#### **Wastewater Requirements:**

- Tiny houses set on a permanent foundation will be required to have a wastewater system sized to accommodate the occupancy and fixture count.
- Tiny houses used as RVs and sited at an RV park must be fully self-contained.
- Compost toilets need to meet ADEQ approved list.
- Graywater needs to be approved for permanently sited tiny houses, to ensure no issues with wastewater system function, as well as environmental considerations like high ground water, and wells.
- Tiny Houses on Wheels (THOWs) can include plumbing for graywater-but if permanently sited, the THOWs must go through an approval process.

#### **Engineering Division Requirements:**

- Permanently sited Tiny Homes need to meet all Engineering requirements, including drainage, road encroachments, floodplain and roads.