



# TOWN OF JEROME

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

## Regular Meeting of the Town of Jerome

### DESIGN REVIEW BOARD

Tuesday, January 24, 2023, 6:00 pm

Via ZOOM

### AGENDA

#### Item 1: Call to order

**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 board. 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 speak into the microphone, state your name, and please observe the three (3)-minute time limit. No petitioners will be recognized without a request. The board'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 from the regular meeting of Tuesday, November 25, 2022.

#### Discussion/Possible Action

##### Continued Items/Old Business:

No Items

##### New Business:

#### Item 4: Seeking Approval for new Signage

Applicant/Owner: Lizabeth Lord / Flagg Properties

Zone: C-1

Address: 405 Hull Avenue

APN: 401-06-020

Applicant is seeking approval to install a new projecting-hanging sign for the opening of their new business.

#### Discussion/Possible Action

#### Item 5: Seeking Approval for new Garden Signage

Applicant/Owner: Town of Jerome

Zone: C-1

Address: 301 Hull Avenue

APN: 401-06-015

Applicant is seeking approval to post a permanent garden sign in the Town of Jerome community garden.

#### Discussion/Possible Action

#### Item 6: Seeking Approval for new Garden Tool Shed.

Applicant/Owner: Town of Jerome

Zone: C-1

Address: 301 Hull Avenue

APN: 401-06-015

Applicant is seeking approval to build a tool shed for the Town of Jerome community garden.

#### Discussion/Possible Action

#### Item 7: Seeking Approval for Demolition permit for the historic "Tamale Lady's House".

Applicant/Owner: Crested Construction / McWhirter Robert James & Huerta Maria Regina Trust.

Zone: R1-5

Address: 21 North Drive

APN: 401-11-008

Applicant is seeking approval to demolish the house at

#### Discussion/Possible Action

#### Item 8: Seeking approval for new windows

Applicant/Owner: Janet Bustrin (Copperstar Remodeling/ Scott Hudson)

Zone: R1-5

Address: 538 School Street

APN: 401-06-092

Applicant is seeking approval for remodels to the home at 538 School Street that involve a change in the windows.

#### Discussion/Possible Action

##### Meeting Updates:

#### Item 9: Updates of recent and upcoming meetings

- **January 10 regular Council meeting-** Tabled a meeting regarding the community garden until March, to await DRB's final decision for the tool shed and sign review. Resolutions focused on one-way streets failed due to a lack of motion. Approved an agreement with Lexington Law Firm PLC for prosecution services. Discussed possible regulations for mobile food vendors,

and held an E-session to consider taking bids for town owned property.

- **January 17th regular meeting of Planning & Zoning Commission** – To be held.

**Item 10: Future DRB Agenda Items for Tuesday, February 28, 2023: TBD**

**Item 11: Adjourn**

The undersigned hereby certifies that this notice and agenda was posted at the following locations on or before 6:00 p.m. on \_\_\_\_\_

- 970 Gulch Road, side of Gulch fire station, exterior posting case
- 600 Clark Street, Jerome Town Hall, exterior posting case
- 120 Main Street, Jerome Post Office, interior posting case

\_\_\_\_\_  
Kristen Muenz, Deputy Town Clerk, Attest

*Persons with a disability may request reasonable accommodations such as a sign language interpreter by contacting Town Hall at (928) 634-7943. Requests should be made as early as possible to allow enough time to make arrangements.*

**This area intentionally left blank**



# TOWN OF JEROME

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

## Regular Meeting of the Town of Jerome

### DESIGN REVIEW BOARD

Tuesday, November 29, 2022, 6:00 pm

600 Clark Street

### DRAFT MINUTES

#### 6:00 (0:03) Item 1: Call to order

Chair Brice Wood called the meeting to order at 6:00 p.m.

Deputy Town Clerk Kristen Muenz called the roll. Present were Chair Wood, Vice Chair Tyler Christensen, board members John McDonald, Mimi Romberger, and Carol Wittner.

Staff present included Zoning Administrator Will Blodgett and Ms. Muenz.

#### 6:01 (0:44) Item 2: Petitions from the public – There were no petitions from the public.

##### Possible Direction to Staff

#### 6:01 (0:49) Item 3: Approval of Minutes: Minutes from the regular meeting of Tuesday, October 25, 2022.

##### Discussion/Possible Action

Ms. Wittner chose to abstain from the vote as she was not present at the October 25<sup>th</sup>, 2022, DRB meeting.

##### Motion to approve the minutes of the regular meeting of October 25, 2022

BOARD MEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
CHRISTENSEN		X	X			
MCDONALD			X			
ROMBERGER			X			
WITTNER						X
WOOD	X		X			

#### Continued Items/Old Business:

##### No Items

#### New Business:

#### 6:02 (1:45) Item 4: Seeking Approval for new Paint

Applicant/Owner: Richard & Hannah Flagg

Zone: C-1

Address: 405 Hull Avenue

APN: 401-06-020

Applicant is seeking approval to repaint the façade of the building at 405 Hull. Painting was done without DRB review, and the applicant is seeking review and wishes to be in compliance with Town regulations.

##### Discussion/Possible Action

Mr. Blodgett read a description of the project, explaining the applicants had started the painting without review. He reached out to Mr. Flagg, and they have since paid the fine and submitted a packet for review. Should it be denied, he has been told he will have to repaint the building and he is willing to abide by that. Mr. Blodgett then read a brief history of the building. He also read the section 304FF of the Zoning Ordinance regarding approval of paint, covering material, texture, and color, which shall be visually compatible to the buildings to which it is visually related. Physical samples of the paint had been provided along with photographs of the building.

Vice Chair Christensen asked if anyone remembered what the old colors were.

Ms. Romberger responded that it was blue.

Mr. Wood commented that the colors were more toned down than the choice for the new place, referring to the candy shop, and they will work.

Ms. Romberger asked if we knew what would be going in downstairs.

Mr. Blodgett answered that he does not know.

Ms. Wittner said it might possible be a jewelry store.

Mr. McDonald moved to approve the application for repainting in the colors presented and it was seconded.

Mr. Wood asked if there was any further discussion.

Mr. Christensen asked to make a comment. He said he appreciated the applicant's cooperation with the town.

Mr. Blodgett wished to say in his defense that during the period in which the building was being repainted, the applicant was quite sick. He told Mr. Blodgett he forgot to run it by the town and was very apologetic.

**Motion to approve new paint for the façade at 405 Hull Avenue**

BOARD MEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
CHRISTENSEN			X			
MCDONALD	X		X			
ROMBERGER			X			
WITTNER		X	X			
WOOD			X			

**6:07 (6:38) Item 5: Seeking Approval for new Paint**

Applicant/Owner: Richard Bingamen &amp; Leslie Lammers

Zone: R1-5

Address: 665 Main Street

APN: 401-06-026N

Applicant is seeking approval to repaint the body of their home a shade lighter than the current green.

**Discussion/Possible Action**

Mr. Blodgett read a description of the project; another repaint request. The applicant was requesting to repair and to repaint exterior wood siding in an updated shade of green. Mr. Blodgett explained that the shade was almost close enough to qualify as a like-for-like rather than a repaint, but it was technically a different shade, so that is why it was before us. He read a brief history of the house, which was constructed in 1904 and had work done in 1946 and again in 1980. The same property standards and considerations apply to this as the previous project. Mr. Blodgett pointed out photographs that show the existing green color along with physical samples of the green on various types of wood.

Mr. Wood said that he and his wife bought this house in 1979. It had been unoccupied for a long time and was due to be demolished. Citizens of the town tried to save the structure; we were lucky they did, and we bought it. He said the former owner, Rosie Salas, was the piano teacher in the town. Mr. Wood said, to his eye, this is an example of how things can be improved. It is tremendously improved from what he had.

Mr. Christensen motioned to approve the project as presented.

**Motion to approve repainting the body of home at 665 Main Street**

BOARD MEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
CHRISTENSEN	X		X			
MCDONALD			X			
ROMBERGER			X			
WITTNER			X			
WOOD		X	X			

**6:11 (10:32) Item 6: Seeking Approval for new fence construction.**

Applicant/Owner: Kathleen Keller

Zone: AR

Address: 841 Gulch Road

APN: 401-09-020

Applicant is seeking approval to build a small fence along her driveway/carport area, to create a safe space for a small dog.

**Discussion/Possible Action**

Mr. Blodgett read a description of the proposed project. The applicant was requesting to build an unpainted wooden fence along their driveway for the purpose of keeping their small dog safely within the existing garden area. Mr. Blodgett read a brief history of structure, which was originally built in 1910 with a style that was called folk vernacular or vernacular Jerome miner's cabin. He went over property standards for review criteria. He explained that the town Zoning Ordinance requires consideration of exterior treatment of a building, materials, and colors, for the purpose of historic preservation and visual compatibility within the AR zone. Section 502 J regulates walls or fences, part of which requires that no free-standing wall or fence shall be constructed without a permit has been issued by the Building Inspector. Any rez zones, no wall over 3 ft, reading from the ZO. In reference to the height of the proposed fence, Mr. Blodgett explained that the property angles off Gulch Road so is technically a side yard, which is something he was aware that people might ask. The packet included a photograph of the wooden railing on the existing deck which the applicant hopes to mimic for the fence. He reminded us that the sole purpose of the fence is safety for the dog. There was a graphic showing a visual estimation of the placement but there were no paint samples as the wood would remain unpainted.

Mr. Christensen asked if the miner's shack was the only building on this lot, is the new house also on this lot, or are there two different lots.

Mr. Blodgett replied that there are two lots; this is the only building on this lot. The single duplex with the long driveway is on one parcel.

Mr. Wood thanked Mr. Blodgett and asked if there were any questions or comments.

Mr. Blodgett said the primary concern, because this house is contributing element toward the national register, the idea is to try and keep the historic look as close to original as possible. He said he is fairly satisfied that by mimicking the style of railing that it will keep that esthetic in his opinion.

Ms. Romberger asked, is there going to be a gate?

Mr. Blodgett confirmed there will be a gate.

Mr. Christensen said he doesn't feel it will alter the esthetic of the house; it will be similar but not attached to house in any way.

Mr. McDonald moved to approve the fence in this item, for the safety of the dog.

**Motion to approve new fence construction at 841 Gulch Road**

BOARD MEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
CHRISTENSEN			X			
MCDONALD	X		X			
ROMBERGER		X	X			
WITTNER			X			
WOOD			X			

### Meeting Updates:

#### 6:18 (16:35) Item 7: Updates of recent and upcoming meetings

- **November 08 regular Council meeting** – Selection of new Mayor & Vice-mayor, first reading of Ordinance #485 (water shortage preparedness plan) first reading of ordinance #486 (Special event permit application) first reading of ordinance #487 (Business license tax). Tabled resolution #647 (Designating 2<sup>nd</sup> street a one-way street). Held discussion about selling a town owned lot, and renovations to the Haunted Hamburger. Appointed x2 persons to the PSPRS board, Rescinded the March 17, 2020, Covid emergency declaration.
- **November 15th regular meeting of Planning & Zoning Commission** – Conducted a work/study sessions regarding the possibility of adding multi-family housing as a conditional use to the R1-5 zone.

Chair Wood asked Mr. Blodgett to read updates from recent and upcoming meetings.

#### 6:19 (18:15) Item 8: Future DRB Agenda Items for Tuesday, December 20, 2022: TBD

Mr. Blodgett said the agenda read to be determined, or TBD, because he was going to reach out and discuss moving the date of the next meeting further away from the holiday. He does not want meeting dates to interfere with holiday travel plans or vice versa.

Ms. Wittner said that the next Tuesday is the 27<sup>th</sup>, which is worse than the 20<sup>th</sup>. She asked if we could hold the meeting via Zoom.

Mr. Blodgett said that we will find a solution that works best for everyone. It will likely be done by Zoom.

Ms. Muenz said that we have worked out some of the issues with Zoom and it was a possibility.

Mr. Christensen asked if there were any upcoming items on queue.

Mr. Blodgett said he was hoping to receive a couple of applications. One of which is for the Cornish Pasty sign, which was paid for, but they have not submitted some documents. He briefly explained the delays with the signage for Cornish Pasty.

Mr. Wood said that at the last meeting, we got into unusual territory. He said that because we are not supposed to discuss any non-agenda item, but he feels that sometimes we should. We must do it in a way that doesn't mess with the process. He commented that Mr. Christensen did it well at the last meeting by saying, "I noticed something." We are not asking for action, we are not organizing, we are simply raising a topic. He said he thinks that is legitimate; we can't have a discussion or any votes, but sometimes it is useful to hear what is out there or on our minds. So, he would encourage that we use this time at the end of the meeting, if there is something on anyone's mind, to bring up something that needs to be looked at that isn't being.

Mr. Blodgett commented that he thinks that is fantastic.

Mr. Wood asked if anyone else had a comment.

Mr. Christensen wanted to mention that, if we did do a Zoom meeting next month, he would be willing to head the meeting if Mr. Wood was okay with that.

Mr. Blodgett said that we may take him up on the offer.

#### Item 9: Adjourn

##### Motion to adjourn at 6:23 p.m.

BOARD MEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
CHRISTENSEN	X		X			
MCDONALD			X			
ROMBERGER			X			
WITTNER		X	X			
WOOD			X			

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Brice Wood, Design Review Board Chair

Attest: \_\_\_\_\_ Date: \_\_\_\_\_

Kristen Muenz, Deputy Town Clerk



# TOWN OF JEROME

Post Office Box 335, Jerome, Arizona 86331  
(928) 634-7943

## Zoning Administrator Analysis Design Review Board Tuesday, January 24, 2023

**Item : 4**

**Location:** 405 Hull Avenue  
**Applicant/Owner:** Lizabeth Lord / Flagg Properties  
**Zone:** C-1  
**APN:** 401-06-020  
**Prepared by:** Will Blodgett, Zoning Administrator  
**Recommendation:** Recommend Approval

**Background and Summary:** The applicant is seeking approval to install a projecting sign for their new business located at 405 Hull Avenue, as well as a wall (window in this instance) sign, on the front façade.

**Building Background:** This 1,380sq ft building was constructed in 1910, and is described by the Arizona State Historic Property Inventory as; *"A rectangular building with exterior walls of concrete veneered with brick on the west and south, and stucco on the east. It's three stories are plain except for balconies on the east (street) façade. The Windows are double hung wood sash with flat wood trim on the east elevation. Access to the upper floors is by a single run strait stair, floor to floor. The porches are supported by steel struts and wood columns. The flat roof has a parapet surround and is surfaced with mopped-on built up roofing."*

**Purpose and Considerations:** The Design Review Board shall review a submitted application for Design Approval of Signs and shall have the power to approve, conditionally approve, or disapprove all such requests, basing it's decisions on the following criteria; Materials- signs made of durable, weather resistant materials such as acrylic, resin, steel, aluminum, or composite materials are preferred. Lettering- Lettering and symbols on signs should be routed, applied or painted on the surface of the sign material. Colors- Colors of a sign shall be visually compatible to the colors of buildings, structures, and signs to which the sign is visually related. Exceptions- The design review board may waive the requirements of this section and section 507 in order to allow the preservation or restoration of signs or commercial graphics which are determined to be of historical significance or of particular interest.

**Signage Regulations:** Section 509.G establishes the requirements for signage in the C-1 Commercial district. Subsection 2 states; *"The area of any single wall, projecting, free-standing or canopy sign shall not exceed sixteen (16) square feet.* Subsection 4 also states: *"The bottom part of any projecting sign shall be no lower than eight (8) feet above the ground directly below it."*

**Response:** There are two proposed signs, the first a wall/window sign to be applied directly to the main window on the façade that sits adjacent to the double doors. The second sign is a projecting-hanging sign over the sidewalk which is to be installed above and adjacent to the doors. The first sign is a professional vinyl-decal that measures 70" in length by 28" in height (5.3' x 2.3'), roughly 12.1 sq. ft. in surface area, well within the maximum of 16 sq. ft. The second sign, a two-sided projecting wall mounted, made from laser-cut MDF wood, measures 36" x 36" (3' x 3') or 9 sq. ft. of surface area, once again under the Town's maximum area of 16 sq. ft.

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View of the Façade at 405 Hull Avenue, taken from the road and facing Southwest.

Source: W. Blodgett





View of the Façade at 405 Hull Avenue focused on the window, with a representation of the window signage as well as the measurements of the sign. The signage measures 5.3' x 2.3' (70" x 28") and totals 12.1sq. ft. which is within the requirements.

Source: L. Lord





View looking east down Hull Avenue, along the south side with the façade of 405 Hull Ave. on the right. The proposed sign is superimposed to show placement, and colors. The sign is double sided and measures 3' x 3' (36" x 36") which totals to 9sq. ft. which is within the Town's requirements.

Source: L. Lord

# Application & Related Information



**TOWN OF JEROME, ARIZONA**  
600 Clark Street, P.O. Box 335, Jerome, AZ 86331  
(928) 634-7943

File #:

Town Use

**General Land Use Application – Check all that apply**

- ☐ Site Plan Review \$300 ☐ Design Review \$25 to \$500 ☐ Conditional Use Permit (CUP) \$500  
☐ Demolition \$50/\$200 ☒ Signage/Awning \$50 ☐ Paint/Roofing \$25  
☐ Time Extension \$25 to \$200 ☐ Other: ☐ Other: \_\_\_\_\_

Note: Refer to the corresponding Project Application Checklist/s for additional submittal requirements.

Applicant: <u>Lizabeth Lord</u>	Owner: <u>Flagg Properties</u>
Applicant mailing address: <u>PO Box 1003</u>	Property owner mailing address: <u>PO Box Q</u>
Applicant role/title: <u>business owner</u>	
Applicant phone: <u>928 910 9643</u>	Owner phone: <u>928 301 0418</u>
Applicant email: <u>ghostflowerjerome@gmail.com</u>	Owner email: <u>flaggrichard@yahoo.com</u>
Project address: <u>405B Hull Ave</u>	Parcel number: _____
Describe project: <u>street + window signage for new retail jewelry store "Ghostflower Jerome" - one 36" x 36" hanging sign + one 28" x 70" window decal</u>	

- I understand that review by the Jerome Design Review Board, Planning and Zoning Commission, and Town Council is discretionary.
- I understand that the application fee is due at submission and review will not be scheduled until fee is paid to the Town.
- I understand review criteria are used in evaluation by the Jerome Design Review Board and/or Planning and Zoning Commission. These criteria are included in the Jerome Zoning Ordinance.
- I understand that this application will not be scheduled for consideration until all required materials have been submitted and the application is determined to be complete.

Applicant Signature: [Signature] Date: 12/16/22

Property Owner Signature: [Signature] Date: 12/20/22

<b>For Town Use Only</b>	
Received from: <u>Lizabeth Lord</u>	Date: <u>12/20/22</u>
Received the sum of \$ <u>50.00</u> as: <input type="checkbox"/> Check No. _____ <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Credit Card	
By: <u>KM</u>	For: <u>Sign/DRB</u>
Tentative Meeting Date/s - DRB: _____	P&Z: _____





# TOWN OF JEROME

Post Office Box 335, Jerome, Arizona 86331  
(928) 634-7943

## Zoning Administrator Analysis Design Review Board Tuesday, January 24, 2023

**Item : 5**

**Location:** 301 Hull Avenue  
**Applicant/Owner:** Town of Jerome  
**Zone:** C-1  
**APN:** 401-06-015  
**Prepared by:** Will Blodgett, Zoning Administrator  
**Recommendation:** Recommend Approval

**Background and Summary:** The applicant is seeking approval to install signage for the Town of Jerome community Garden, located at 301 Hull Avenue in the center of Town.

**Building Background:** The Parcel that contains the Community Garden (APN# 401-06-015) was once the center of the commercial district in the heart of Jerome, which due to fires, slides and other misfortunes, has all but disappeared. A review of the 1917 Sanborn maps shows a number of established businesses in this location prior to the slide, and the subsequent change of ownership to the Town of Jerome. A graphic with these maps is provided following this analysis.

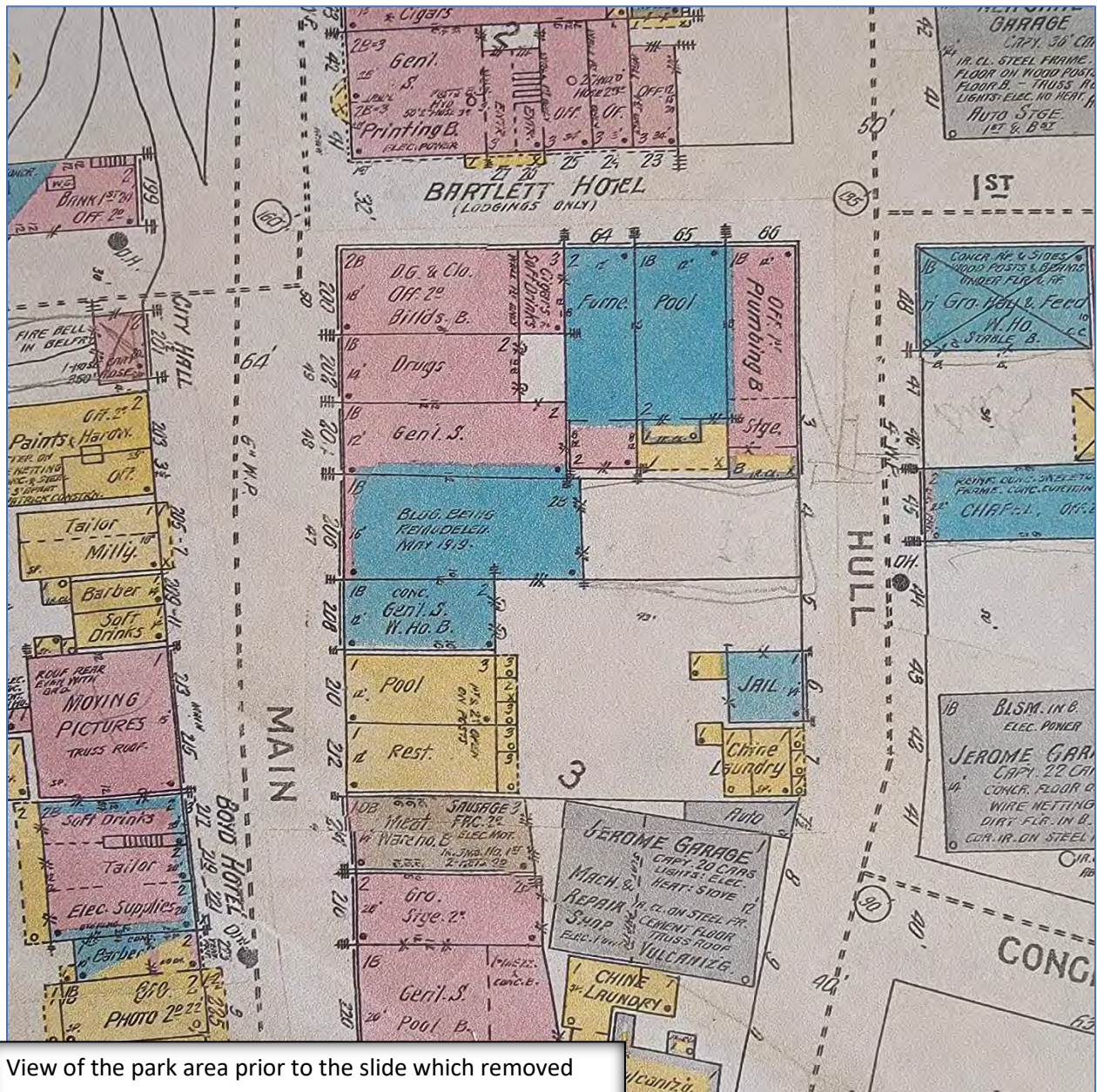
**Purpose and Considerations:** The Design Review Board shall review a submitted application for Design Approval of Signs and shall have the power to approve, conditionally approve, or disapprove all such requests, basing it's decisions on the following criteria; Materials- signs made of durable, weather resistant materials such as acrylic, resin, steel, aluminum, or composite materials are preferred. Lettering- Lettering and symbols on signs should be routed, applied or painted on the surface of the sign material. Colors- Colors of a sign shall be visually compatible to the colors of buildings, structures, and signs to which the sign is visually related. Exceptions- The design review board may waive the requirements of this section and section 507 in order to allow the preservation or restoration of signs or commercial graphics which are determined to be of historical significance or of particular interest.

**Response:** The applicant wishes to install a community Garden sign, coinciding with the installation of a community garden shed. Items to consider focus around aesthetic style, color and materials, and how they relate to the surrounding buildings.

**Signage Regulations:** Section 509.G establishes the requirements for signage in the C-1 Commercial district. Subsection 2 states; *"The area of any single wall, projecting, free-standing or canopy sign shall not exceed sixteen (16) square feet.* Subsection 4 also states: *"The bottom part of any projecting sign shall be no lower than eight (8) feet above the ground directly below it."*

**Response:** The proposed sign calculates to five (8) Square feet, well within the zoning requirements that the sign be under 16 sq. ft.





View of the park area prior to the slide which removed much of the built environment in this area.

Source: Sanborn fire risk maps, 1917

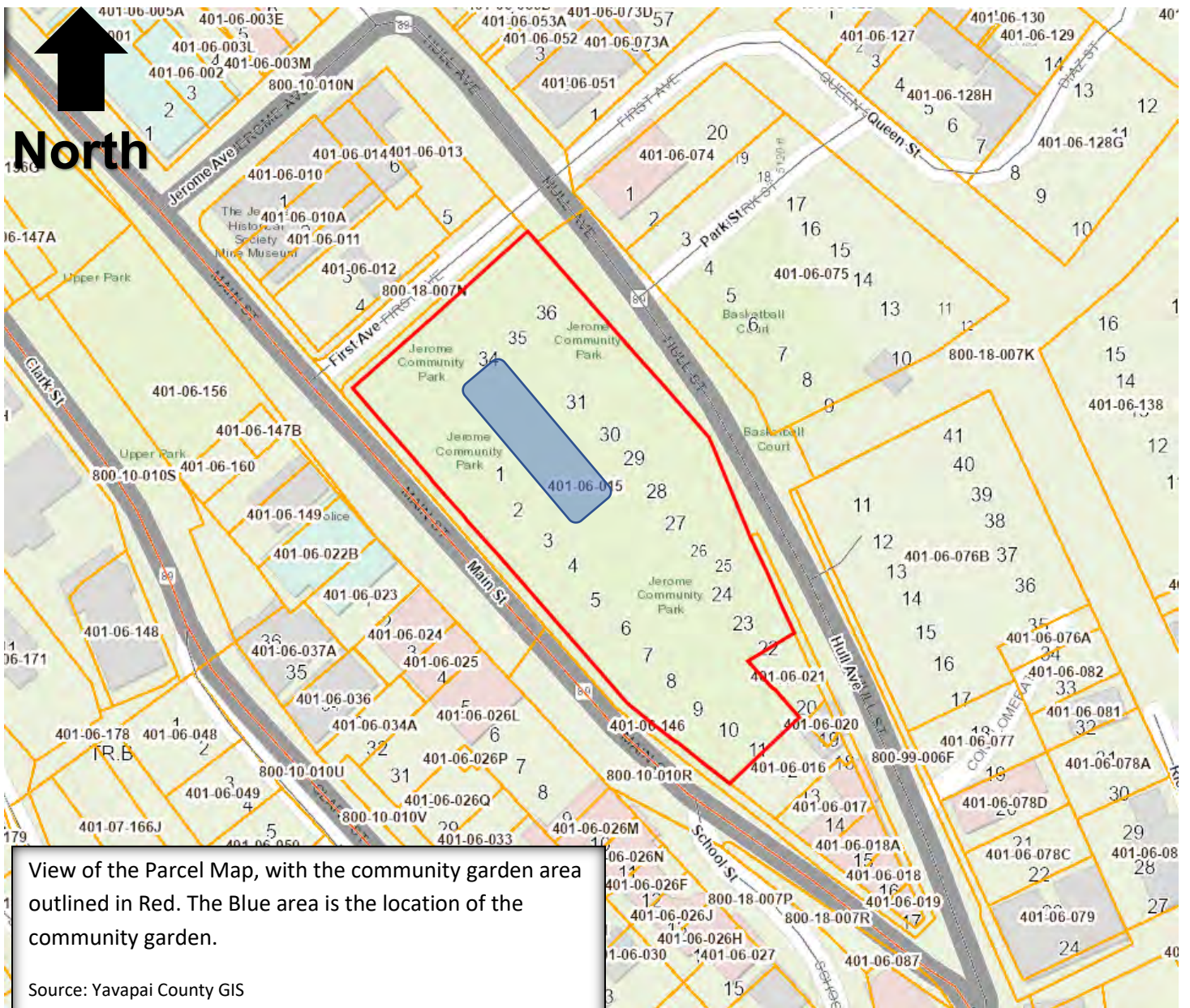




Aerial view of the Community Garden area (Outlined in orange) located at 301 Hull Avenue.

Source: Google Earth



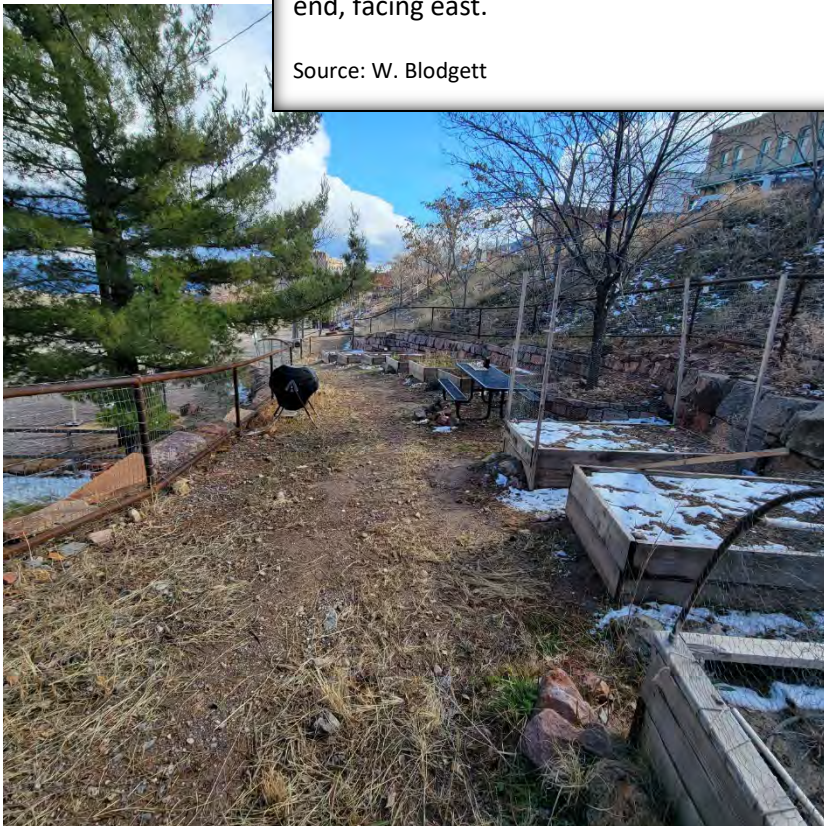






Views of the Town of Jerome Community Garden, (top)  
View from the entrance to the garden facing Northwest.  
(Bottom) View of the community garden from the west  
end, facing east.

Source: W. Blodgett







View of the completed garden sign showing colors, style and design elements.

Source: Mimi Romberger





Two possible locations for the Garden sign, (Top) On the garden tool shed (Below) or located on the garden fence.

Source: Mimi Romberger





Overview of the Garden sign dimensions.

Source: Mimi Romberger

# Application & Related Information





## TOWN OF JEROME, ARIZONA

600 Clark Street, P.O. Box 335, Jerome, AZ 86331  
(928) 634-7943

File #:

Town Use

### General Land Use Application – Check all that apply

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Site Plan Review \$300       | <input type="checkbox"/> Design Review \$25 to \$500 | <input type="checkbox"/> Conditional Use Permit (CUP) \$500 |
| <input type="checkbox"/> Demolition \$50/\$200        | <input type="checkbox"/> Signage/Awning \$50         | <input type="checkbox"/> Paint/Roofing \$25                 |
| <input type="checkbox"/> Time Extension \$25 to \$200 | <input type="checkbox"/> Other: _____                | <input type="checkbox"/> Other: _____                       |

Note: Refer to the corresponding Project Application Checklist/s for additional submittal requirements.

Applicant: <u>MIMI ROMBERGER</u>	Owner: <u>JEROME COMMUNITY GARDEN</u>
Applicant mailing address: <u>401 PO. BOX JEROME AZ</u>	Property owner mailing address: <u>JEROME</u>
Applicant role/title: <u>GARDEN MEMBER</u>	
Applicant phone: <u>916 235-6502</u>	Owner phone:
Applicant email: <u>mimi.romberger@gmail.com</u>	Owner email:
Project address:	Parcel number:
Describe project: <u>JEROME COMMUNITY GARDEN SIGN</u> <u>Project STARTED AUGUST 2020.</u>	

- I understand that review by the Jerome Design Review Board, Planning and Zoning Commission, and Town Council is discretionary.
- I understand that the application fee is due at submission and review will not be scheduled until fee is paid to the Town.
- I understand review criteria are used in evaluation by the Jerome Design Review Board and/or Planning and Zoning Commission. These criteria are included in the Jerome Zoning Ordinance.
- I understand that this application will not be scheduled for consideration until all required materials have been submitted and the application is determined to be complete.

Applicant Signature: Mimi Romberger Date: 10/26/22  
Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Town Use Only	
Received from: _____	Date: _____
Received the sum of \$ _____	as: <input type="checkbox"/> Check No. _____ <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card
By: _____	For: _____
Tentative Meeting Date/s - DRB: _____	P&Z: _____



## Design Review Application Checklist

Each application will be filed with the zoning administrator and forwarded to the Jerome Design Review Board once the application has been reviewed by staff and determined to be complete. All application materials must be submitted electronically in PDF format (8.5-by-11 inches or 11-by-17 inches). Contact the zoning administrator at 928-634-7943 if assistance is needed regarding submitting materials.

- ☒ General Land Use Application Form
- ☒ Written narrative of the proposed project, uses, hours of operation, number of employees, etc.
- ☐ Plot plan or site layout, including all improvements drawn to scale
- ☐ Elevations (all sides of proposed building or project) drawn to scale
- ☐ Photographs showing all sides of existing structures
- ☐ Photographs showing adjoining properties, buildings and structures
- ☒ Material samples *PAINTED ON WOOD/Poly sealed.*
- ☒ Color samples *(BRING IN) D&R meeting*
- ☐ Explanation and location of any building or structure to be demolished or removed
- ☐ Location of trees and other natural features
- ☐ Utility locations and connections
- ☐ Method of disposal for storm drainage (including energy dissipaters and retention/detention)
- ☐ Fire sprinkler and fire safety components
- ☐ Landscape plan
- ☐ Lighting plan and lighting fixtures
- ☒ Signage (if applicable)
- ☐ Additional information requested by Zoning Administrator
  - ☐ \_\_\_\_\_
  - ☐ \_\_\_\_\_
  - ☐ \_\_\_\_\_





# TOWN OF JEROME

Post Office Box 335, Jerome, Arizona 86331  
(928) 634-7943

## Zoning Administrator Analysis Design Review Board Tuesday, January 24, 2023

**Item :** 6

**Location:** 301 Hull Avenue

**Applicant/Owner:** Town of Jerome

**Zone:** C-1

**APN:** 401-06-015

**Prepared by:** Will Blodgett, Zoning Administrator

**Recommendation:** Recommend Approval

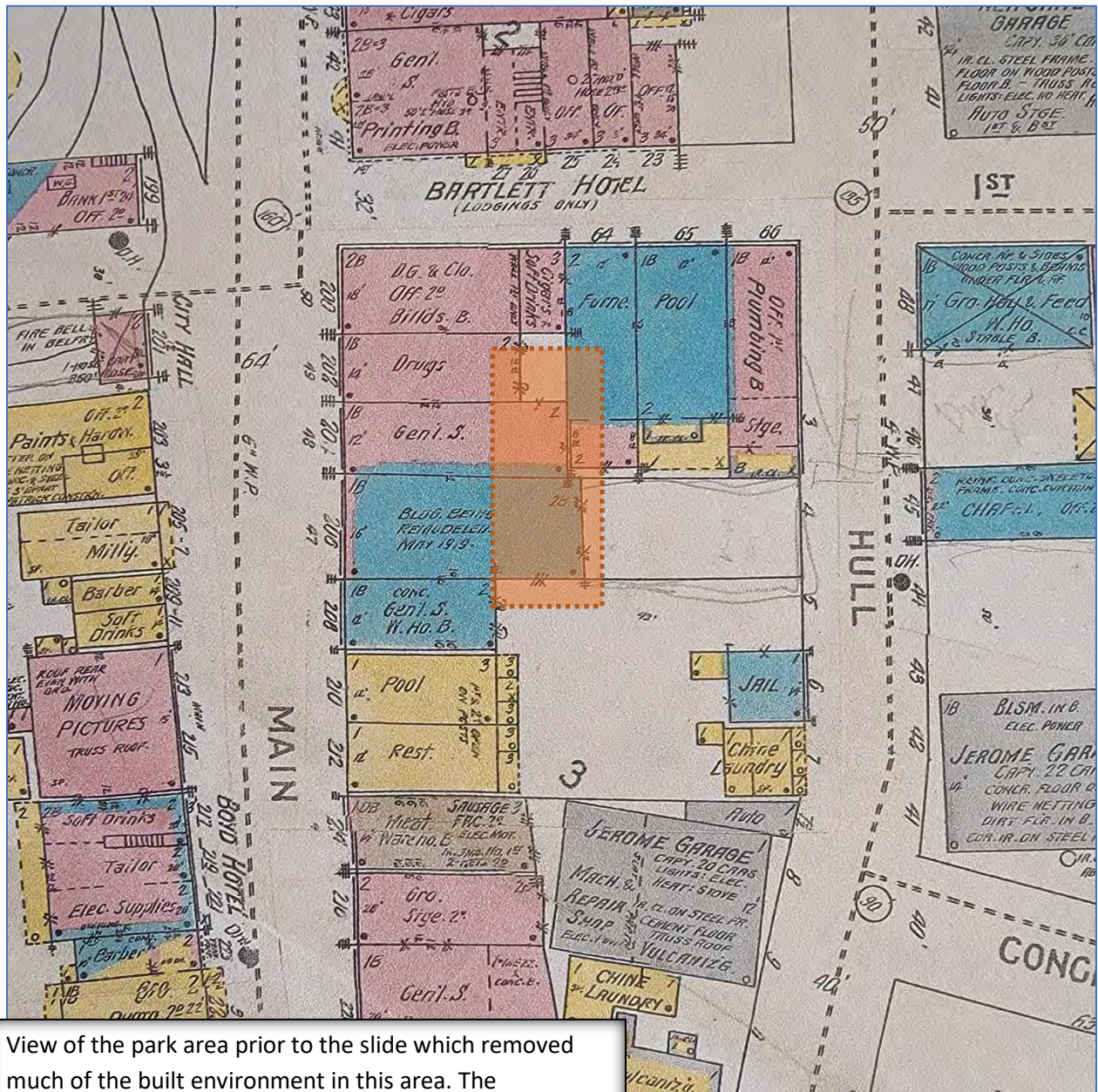
**Background and Summary:** The applicant is seeking approval to install a tool shed for the Town of Jerome community Garden, located at 301 Hull Avenue in the center of Town.

**Building Background:** The Parcel that contains the Community Garden (APN# 401-06-015) was once the center of the commercial district in the heart of Jerome, which due to fires, slides and other misfortunes, has all but disappeared. A review of the 1917 Sanborn maps shows a number of established businesses in this location prior to the slide, and the subsequent change of ownership to the Town of Jerome. A graphic with these maps is provided following this analysis.

**Purpose and Considerations:** Section 304.B.8 of the Jerome Zoning Ordinance requires that the Design review Board to review the exterior of proposed new buildings (or accessory structure in this case) within the Historic overlay district, in order to ensure that new development is compatible with the surrounding environment, and to preserve and protect the historical character of the Town of Jerome.

**Response:** The area of the community garden is sited surrounded by open spaces (a Park as well as Parking spaces, as well as a soon-to-be completed public restroom). The footprint of Historic buildings no longer present is sometimes visible, but predominant is the use of "Arizona flagstone" remnants of these buildings to define spaces, walls and landscape features. The proposed shed is a manufactured, beige Vinyl structure that will require assembly on to a foundation which is included. The height of the shed at the roof peak is 6'1" (six feet, one inches). It is wind-resistant to 110mph, and comes with a 15year limited warranty.

**Regulations:** Section 304.H.i of the Town of Jerome Zoning Ordinance says under the Review Criteria that; *"Garages, carports and sheds shall be visually compatible with buildings, structures and places to which they are visually related."*



View of the park area prior to the slide which removed much of the built environment in this area. The Community Garden area is highlighted in orange.

Source: Sanborn fire risk maps, 1917

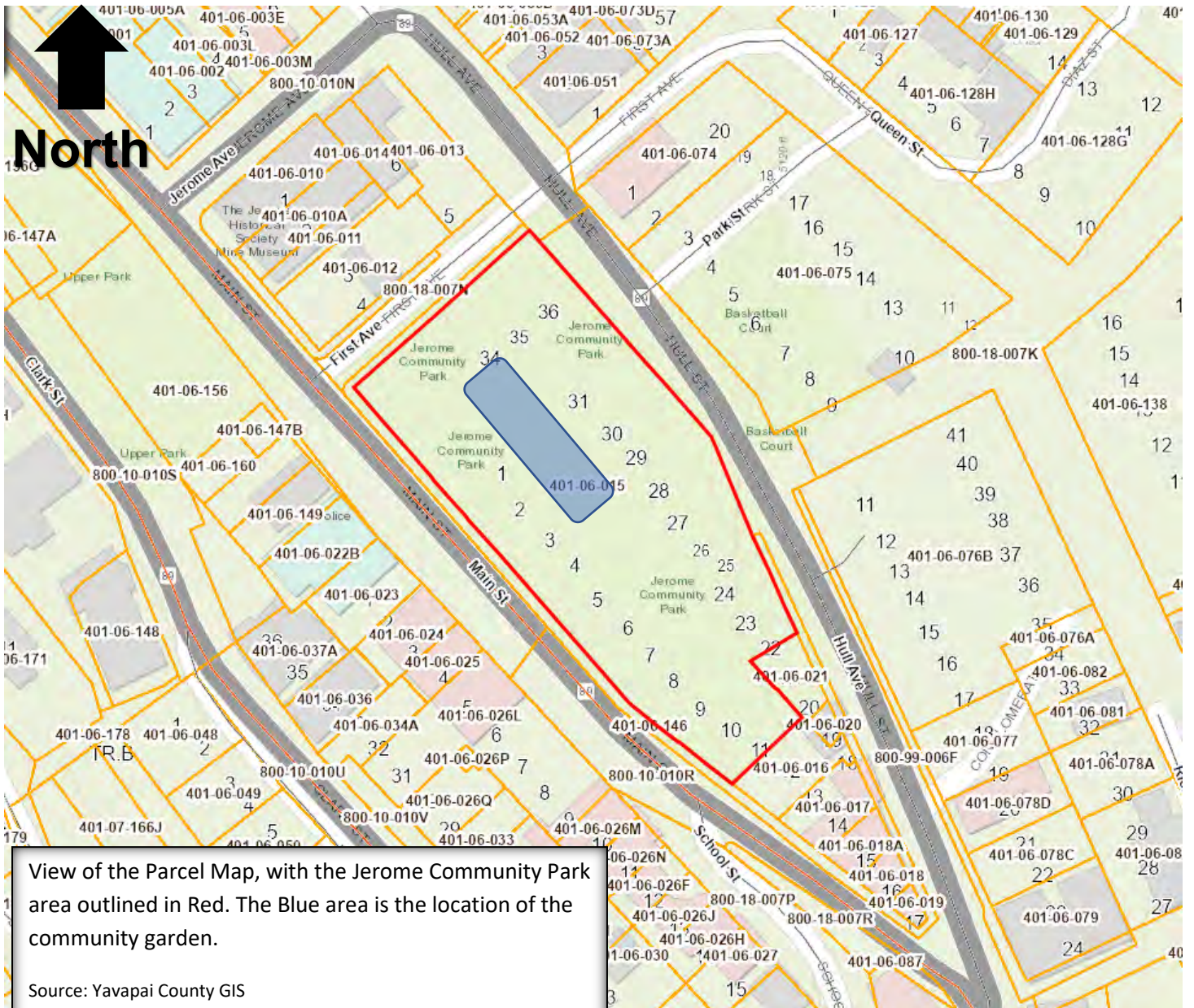




Aerial view of the Community Garden area (Outlined in orange) located at 301 Hull Avenue.

Source: Google Earth





View of the Parcel Map, with the Jerome Community Park area outlined in Red. The Blue area is the location of the community garden.

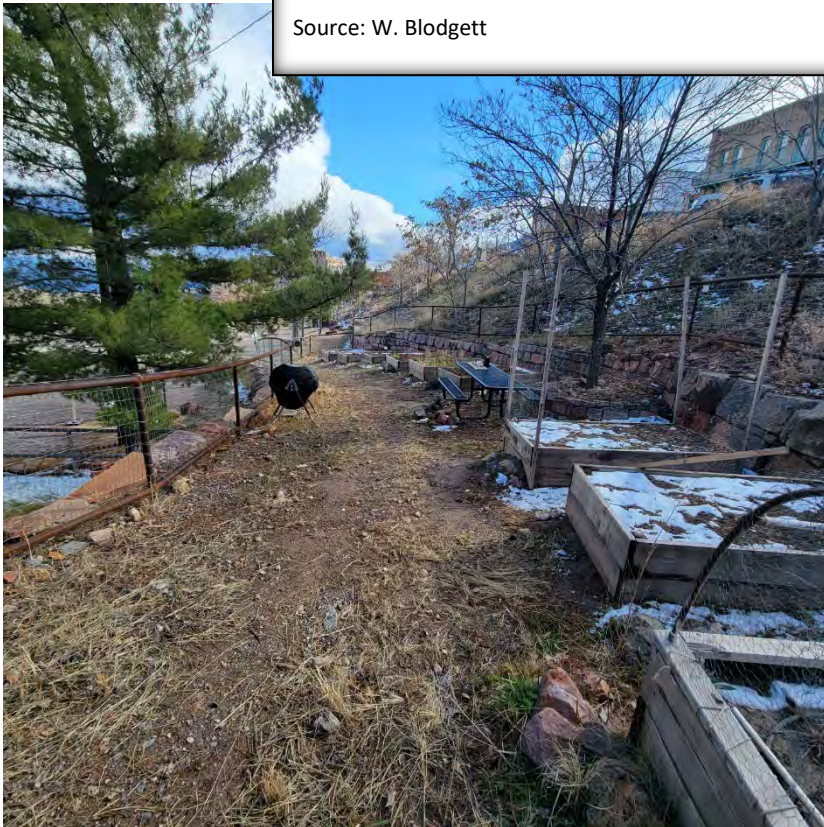
Source: Yavapai County GIS





Two views of the community garden, (top) the first from the entrance looking northwest, (bottom) the second from the western end of the garden looking east.

Source: W. Blodgett







Multiple Views of the 8' x 4' Shed, called a "lean-to" style. Foundation is included, and the shed arrives unassembled but requires no special skills to assemble and install.

Source: Manufacturers website



Cross-section view of the shed interior.

Source: Manufacturers website



# Application & Related Information





**TOWN OF JEROME, ARIZONA**  
600 Clark Street, P.O. Box 335, Jerome, AZ 86331  
(928) 634-7943

File #:

Town Use

**General Land Use Application – Check all that apply**

- ☒ Site Plan Review \$300 ☒ Design Review \$25 to \$500 ☐ Conditional Use Permit (CUP) \$500  
☐ Demolition \$50/\$200 ☐ Signage/Awning \$50 ☐ Paint/Roofing \$25  
☐ Time Extension \$25 to \$200 ☐ Other: ☐ Other: \_\_\_\_\_

Note: Refer to the corresponding Project Application Checklist/s for additional submittal requirements.

Applicant: <u>Town of Jerome</u>	Owner: <u>TOS</u>
Applicant mailing address: <u>PO Box 335</u>	Property owner mailing address:
<u>Jerome AZ 86331</u>	<u>PO Box 335, Jerome AZ</u>
Applicant role/title: <u>Council Member TOS</u>	
Applicant phone: <u>928-634-7943</u>	Owner phone: <u>928-634-7943</u>
Applicant email: <u>w.blodgett@jerome.az.gov</u>	Owner email:
Project address:	Parcel number:
Describe project: <u>Install Prefabricated 4'x8' shed in community garden. Specs attached.</u>	

- I understand that review by the Jerome Design Review Board, Planning and Zoning Commission, and Town Council is discretionary.
- I understand that the application fee is due at submission and review will not be scheduled until fee is paid to the Town.
- I understand review criteria are used in evaluation by the Jerome Design Review Board and/or Planning and Zoning Commission. These criteria are included in the Jerome Zoning Ordinance.
- I understand that this application will not be scheduled for consideration until all required materials have been submitted and the application is determined to be complete.

Applicant Signature: Sage D. Hawley

Date: 12-19-22

Property Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**For Town Use Only**

Received from: \_\_\_\_\_ Date: \_\_\_\_\_

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

By: \_\_\_\_\_ For: \_\_\_\_\_

Tentative Meeting Date/s - DRB: \_\_\_\_\_ P&Z: \_\_\_\_\_

## Specifications

Dimensions: H 73 in, W 48.1 in, D 95.2 in



### Dimensions

Approximate Depth (ft.)	8	Approximate Width (ft.)	4
Assembled Depth (in.)	95.2 in	Assembled Height (in.)	73 in
Assembled Width (in.)	48.1 in	Coverage Area (sq. ft.)	29.25 sq ft
Door Opening Height (in.)	61.8	Door Opening Width (in.)	29.8
Exterior Peak Height (ft.)	6.1	Sidewall Height (in.)	63.4

### Details

Assembly Required	Yes	Capacity (cu. ft.) - Total	154.25 cu ft
Color Family	Beige	Door Type	Single
Features	Door Latch, Single Door, Vents	Floor Options	Without Floor
Foundation	Foundation Included	Included	Foundation
Manufacturers Recommended Assembly Time (hours)	4	Manufacturers Recommended Tools needed for Assembly	drill, phillips #2, hammer, ladder, crescent wrench
Maximum Roof Load	20	Maximum Wind Resistance	110
Number of People Recommended by Manufacturer to Assemble	2	Number of Windows	0
Product Weight (lb.)	126 lb	Returnable	90-Day
Roof Color Family	Beige/Bisque	Roof Material	Plastic
Roof Material	Vinyl	Roof Pitch	3:12
Roof Shape	Peak	Shed Type	Plastic
Siding Color Family	Beige/Bisque	Storage Capacity (cu. ft.)	172 cu ft
Style	Classic, Traditional	Style	Lean-To

### Warranty / Certifications

Manufacturer Warranty	15 Years limited	
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How can we improve our product information? Provide feedback.



# TOWN OF JEROME

Post Office Box 335, Jerome, Arizona 86331  
(928) 634-7943

## Zoning Administrator Analysis Design Review Board Tuesday, January 24 2022

**Item :** 7

**Location:** 21 North Drive  
**Applicant/Owner:** Mcwhirter Rober James & Huerta Maria Regina Trust  
**Zone:** R-2  
**APN:** 401-11-008  
**Prepared by:** Will Blodgett, Zoning Administrator  
**Recommendation:** Discussion/possible action

**Background and Summary:** The applicant is seeking approval to demolish the structure at 21 North drive, known locally as the "Tamale Lady's House".

**Building Background:** The Arizona State Historic Property Inventory 2007 survey does not contain information about this specific property. Discussion with the Jerome Historical Society, and information gathered by myself, aim to remedy this.

**Purpose:** The purpose of the 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 an examination of all proposed site work, and excavation and grading regulations, with special regulation of work sites with extreme slope or unstable soils. Essential to this purpose is the review of possible impacts on surrounding properties.

**Property Standards:** The Town of Jerome Zoning Ordinance in section 304.H.3 states; *"The Design Review Board shall review a submitted application for approval of demolition, partial demolition, or removal of existing buildings or structures, and shall have the power to approve, conditionally approve, or disapprove, all such requests; in accordance with the following procedures and criteria."*

Subsection a states that; *"In passing on an application for demolition, partial demolition, or removal, the Design Review Board shall consider, among other things, the architectural or aesthetic quality or significance of the building or structure to the public interests of the town."*

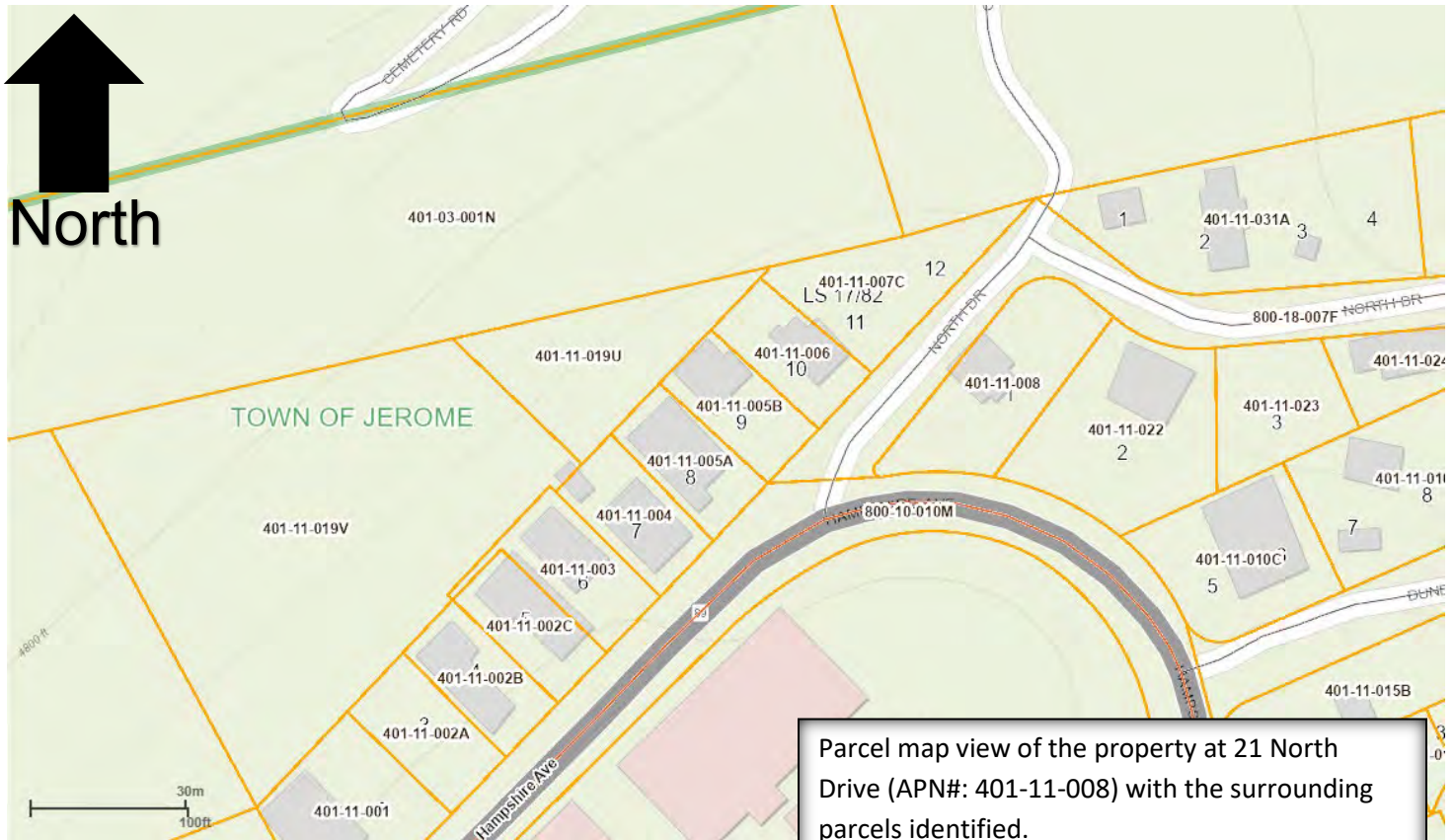
Subsection b states that; *"If the Design Review Board finds that the preservation and protection of historic places and the public interest will be best served by postponing the demolition, partial demolition, or removal of a building or structure, it may postpone such action for a designated period, which shall not exceed one hundred eighty (180) days from the receipt of the application and shall notify the applicant of such postponement. Within the period of postponement such demolition or alteration of any building, the Design Review Board shall take steps to ascertain what the Town Council can or may do to preserve such buildings, including consultation with private civic groups, interested private citizens and other public boards or agencies and including investigation of the potential use of the power of eminent domain when the preservation of a given building is clearly in the interest of the general welfare of the community and of certain historic and architectural significance. The Design Review Board shall then make such recommendations thereabout to the Town Council as the Board may determine to submit."*





Aerial view of the property at 21 North Drive (APN#: 401-11-008) with the parcel outlined and shown in relation to the neighboring properties.

Source: Google Maps



Parcel map view of the property at 21 North Drive (APN#: 401-11-008) with the surrounding parcels identified.

Source: Yavapai County GIS





















# Application & Related Information





**TOWN OF JEROME, ARIZONA**  
600 Clark Street, P.O. Box 335, Jerome, AZ 86331  
(928) 634-7943

File #:

Town Use

**General Land Use Application – Check all that apply**

- ☐ Site Plan Review \$300 ☐ Design Review \$25 to \$500 ☐ Conditional Use Permit (CUP) \$500  
☒ Demolition \$50/\$200 ☐ Signage/Awning \$50 ☐ Paint/Roofing \$25  
☐ Time Extension \$25 to \$200 ☐ Other: ☐ Other: \_\_\_\_\_

Note: Refer to the corresponding Project Application Checklist/s for additional submittal requirements.

Applicant: <u>Crested Construction</u>	Owner: <u>Robert James + Marie Regina Hurta Trust</u>
Applicant mailing address: <u>116 W Quail Trail</u>	Property owner mailing address: _____
<u>Cottonwood AZ 86326</u>	<u>2730 S Morrow St Tempe AZ 85282</u>
Applicant role/title: <u>General Contractor</u>	
Applicant phone: <u>928-963-1162</u>	Owner phone: <u>480-980-0696</u>
Applicant email: <u>crestedconst@gmail.com</u>	Owner email: <u>bob@robertjmcwhirter.com</u>
Project address: _____	Parcel number: <u>406-11-008</u>
Describe project: <u>complete demo of existing structure</u>	

- I understand that review by the Jerome Design Review Board, Planning and Zoning Commission, and Town Council is discretionary.
- I understand that the application fee is due at submission and review will not be scheduled until fee is paid to the Town.
- I understand review criteria are used in evaluation by the Jerome Design Review Board and/or Planning and Zoning Commission. These criteria are included in the Jerome Zoning Ordinance.
- I understand that this application will not be scheduled for consideration until all required materials have been submitted and the application is determined to be complete.

Applicant Signature: Thomas R. Date: Dec 1, 2022

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>For Town Use Only</b>	
Received from: <u>Mac</u>	Date: <u>12/1/22</u>
Received the sum of \$ <u>50</u> as: <input checked="" type="checkbox"/> Check No. <u>1383</u> <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card	
By: <u>T. Card</u>	For: _____
Tentative Meeting Date/s - DRB: _____	P&Z: _____



# TOWN OF JEROME

Post Office Box 335, Jerome, Arizona 86331  
(928) 634-7943

## Zoning Administrator Analysis Design Review Board Tuesday, January 24, 2023

**Item :** 8

**Location:** 538 School Street

**Applicant/Owner:** Copperstar Remodeling / Janet Bustrin

**Zone:** C-1

**APN:** 401-06-092

**Prepared by:** Will Blodgett, Zoning Administrator

**Recommendation:** Discussion/possible action

**Background and Summary:** The applicant is seeking approval to remodel the building at 538 School street, which will include a wide range of activities. This project has been approved by the Planning & Zoning Commission as to the portions of the project they are responsible for reviewing. The Design Review Board though needs to review the replacement windows as required by the Town of Jerome Zoning Ordinance. The areas where exterior siding is to be updated (with the fire-rated Hardiplank) will be painted in a like-for-like fashion.

**Building Background:** The Arizona State Historic Property Inventory, 2007 survey describes this property as; "Built in 1900 this Two and a half story rectangular frame structure is supported at the East end by concrete retaining wall, elsewhere by concrete and stone footings. A clapboard siding sheaths all surfaces for all levels up to the roof, including the gable ends. Extensive remodeling has replaced all the windows with sliding aluminum units, or free form random sized units as at the first floor front corner, or stained glass at the west gable end. The roofing is composition shingle."

**Purpose:** The purpose of the Design review is to enable the design review board to review the exterior design of proposed new buildings and structures, proposed alterations of buildings and structures, proposed signs, and proposed demolitions of structures, within the Historic overlay district.

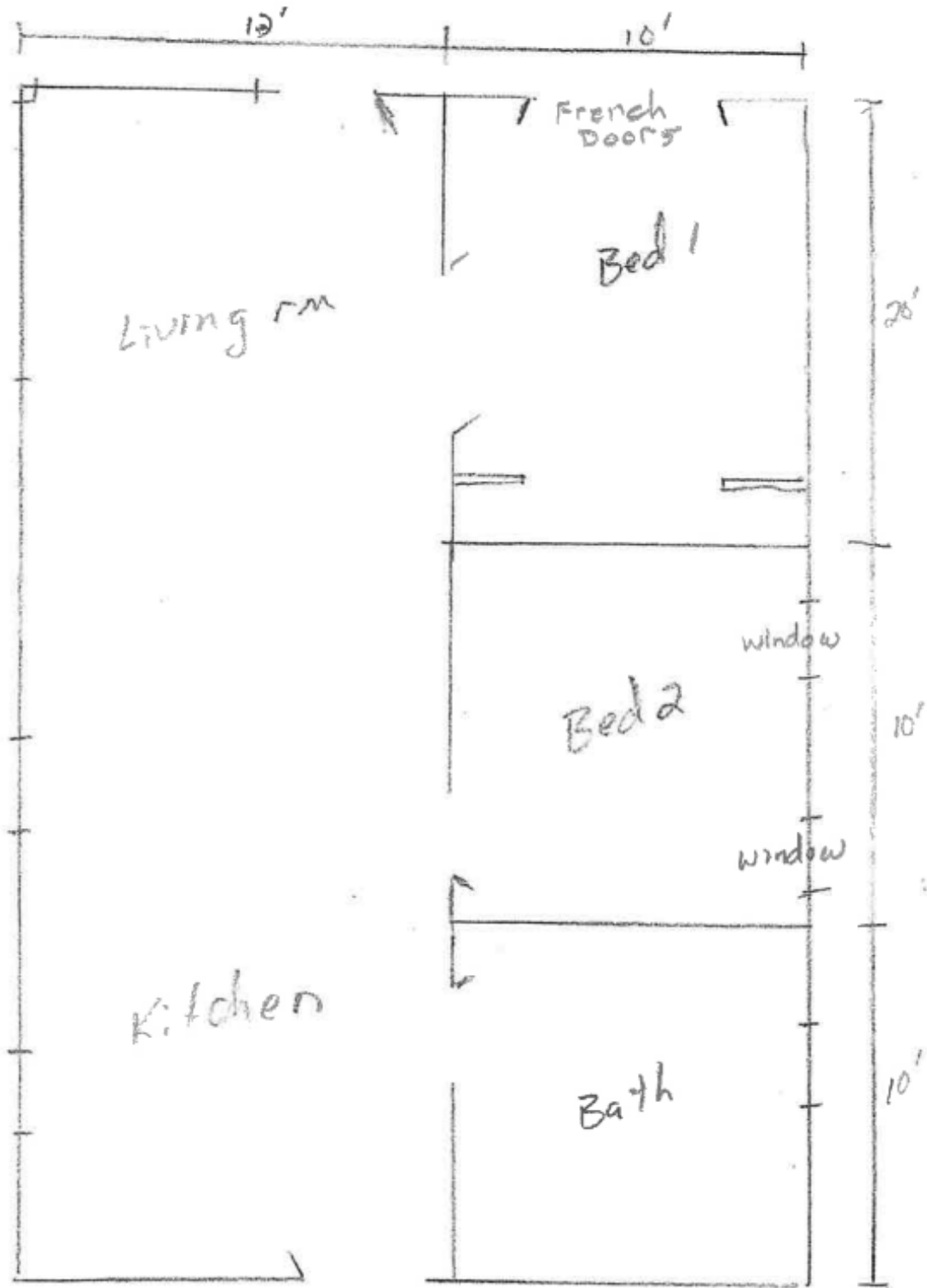
**Property Standards:** The Town of Jerome Zoning Ordinance in section 304.B.2, under "projects requiring review by the design review board" lists; *"Additions and exterior modifications"*. Section 304.H.b expands on this, saying; *"Openings- The relationship of the width of the windows and doors, to height of windows and doors in a building shall be visually compatible with buildings, structures, and places to which the building is visually related."*

**Response:** The first step of the proposed project involves gutting two bedrooms on the lower floor. Some of this work is structural in nature, but will not result in additional dwelling space, and thus no additional, and no fewer parking spaces will be required. The foundation work to be done is replacement of existing foundation that has crumbled & collapsed and is highlighted in one of the following sketch-maps. Once the new foundation has been poured, new floor joists will be installed followed by new 2x6 Stud framing. Lastly, after the new stud framing, comes the installation of windows



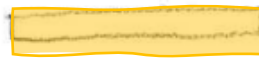


# Existing floor Plan



## Proposed floor Plan

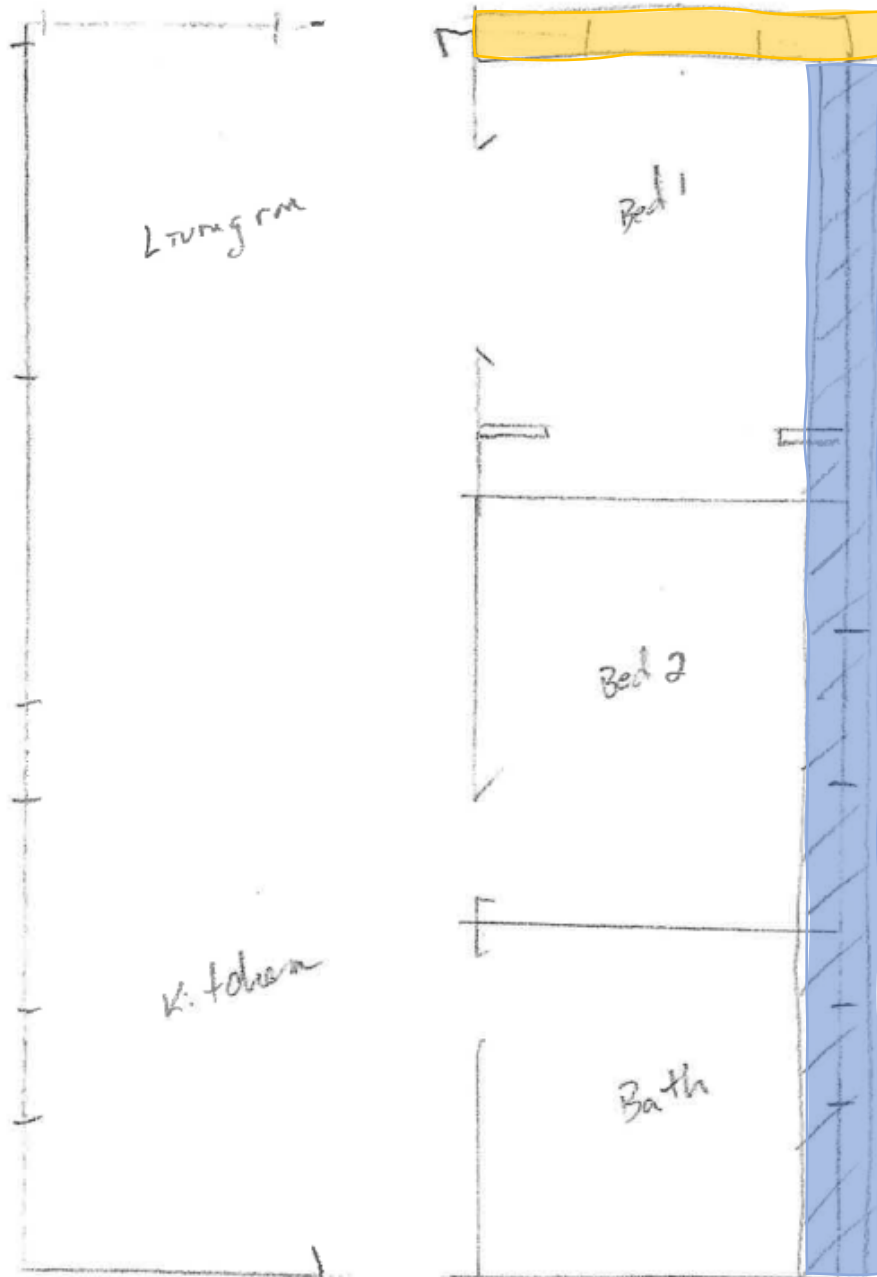
Siding-



New cedar beveled siding to match existing front.



New Fire rated cement beveled siding (entire East side of structure)



See Detail ①



**Siding:** The applicant intends to utilize a modern material that is weather resistant, termite resistant and better insulated in addition to having increased fire-protection as it is a non-combustible material. The modern material is a cement that mimics the woodgrain texture, and comes factory primed. The siding will be painted the same color that currently exists on the house.



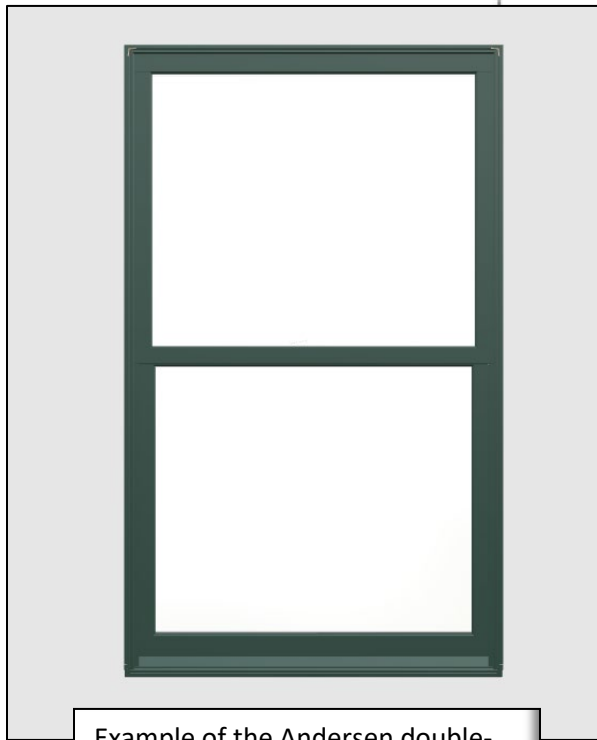
Hardie describes their siding material on their website as follows:

*“Hardie® Plank Cedarmill® Fiber Cement Lap Siding has a woodgrain appearance making it ideal for exteriors where a traditional wood siding look is desired. ASTM E136 noncombustible cladding will not attract pests including termites and woodpeckers. HZ10® engineering means it is made to withstand high heat, humidity, moisture, hail, tropical storms and hurricane winds. Board is factory primed using a primer with a slight yellow hue. To finish, apply an acrylic, water-based exterior house paint to the primed board within 180 days of installation.”*

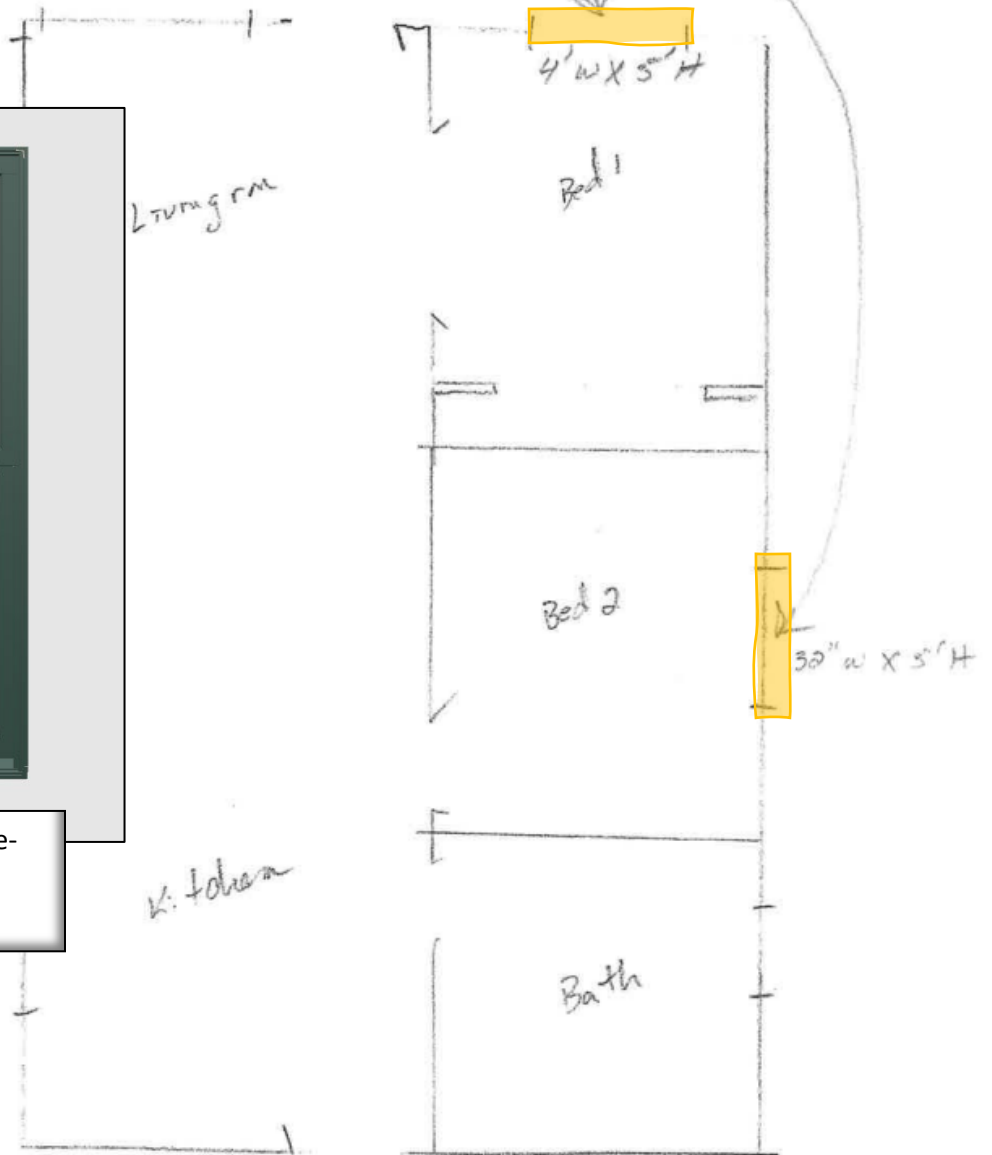


## Proposed floor Plan

windows/Andersen Double Hung

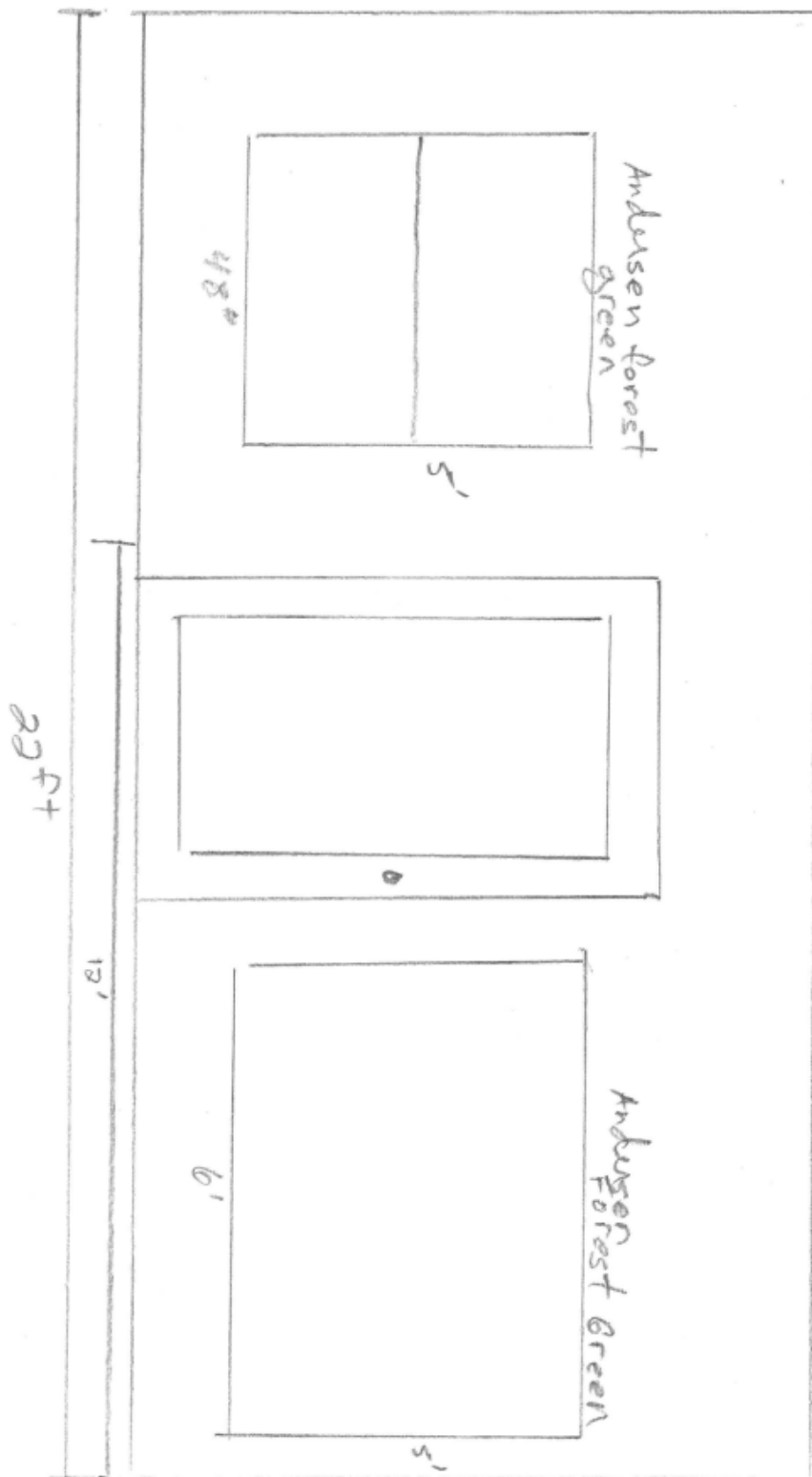


Example of the Andersen double-hung window, from the manufacturers website.





# East View



# Application & Related Information





**TOWN OF JEROME, ARIZONA**  
600 Clark Street, P.O. Box 335, Jerome, AZ 86331  
(928) 634-7943

File #:

Town Use

**General Land Use Application – Check all that apply**

- ☐ Site Plan Review \$300    ☐ Design Review \$25 to \$500    ☐ Conditional Use Permit (CUP) \$500  
☐ Demolition \$50/\$200    ☐ Signage/Awning \$50    ☐ Paint/Roofing \$25  
☐ Time Extension \$25 to \$200    ☐ Other: \_\_\_\_\_    ☐ Other: \_\_\_\_\_

Note: Refer to the corresponding Project Application Checklist/s for additional submittal requirements.

Applicant: <u>Copper Star Remodeling</u>	Owner: <u>Janet Bustrin</u>
Applicant mailing address: <u>PO Box 1052 Jerome AZ</u>	Property owner mailing address: <u>156 Irving Ave South Orange, NJ 07079</u>
Applicant role/title: <u>Owner</u>	
Applicant phone: <u>928-301-6715</u>	Owner phone: _____
Applicant email: <u>scottm@udsonc.com</u>	Owner email: <u>bustbelt@verizon.net</u>
Project address: <u>538 School St</u>	Parcel number: <u>401-06-092</u>
Describe project: <u>(Lower South side of Building) New Footings, framing, siding, and windows</u>	

- I understand that review by the Jerome Design Review Board, Planning and Zoning Commission, and Town Council is discretionary.
- I understand that the application fee is due at submission and review will not be scheduled until fee is paid to the Town.
- I understand review criteria are used in evaluation by the Jerome Design Review Board and/or Planning and Zoning Commission. These criteria are included in the Jerome Zoning Ordinance.
- I understand that this application will not be scheduled for consideration until all required materials have been submitted and the application is determined to be complete.

Applicant Signature: Scott Hudson Date: 9/25/22

Property Owner Signature: [Signature] Date: 9-25-22

Received from: <u>Scott Hudson</u>	For Town Use Only	Date: <u>10/10/22</u>
Received the sum of \$ _____	as: <input checked="" type="checkbox"/> Check No. <u>1221</u> <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card	
By: <u>ICard</u>	For: _____	
Tentative Meeting Date/s - DRB: <u>10/25/22</u>	P&Z: _____	

Nov 5/2022

Copper Star Remodeling

PO Box 1082

Jerome, AZ 86331

To Whom It May Concern:

Proposed work at 538 Main street:

1. Gut two lower level bedrooms- interior/exterior
2. Pour new foundation for approximately 30 feet that has collapsed.
3. Install new floor joists.
4. Install new 2x6 stud framing.
5. Install two new windows.
6. Update electrical.
7. Install one hour fire rated cement siding in between house and ghost city inn.
8. And of course new drywall, paint, flooring, etc.

Thank you,

Scott Hudson







## Site Plan Review Application Checklist

Each application will be filed with the zoning administrator and forwarded to the Jerome Design Review Board once the application has been reviewed by staff and determined to be complete. All application materials must be submitted electronically in PDF format (8.5-by-11 inches or 11-by-17 inches). Contact the zoning administrator at 928-634-7943 if assistance is needed regarding submitting materials.

- ☒ General Land Use Application Form
- ☒ Written narrative of the proposed project (include uses, hours of operation, number of employees, etc.)
- ☒ Plot plan or site layout, including all improvements drawn to scale
- ☒ Location, dimension, and calculation of required parking spaces
- ☒ Dimensions of all setbacks (front, rear, sides) *(existing)*
- ☐ Diagram and calculation of median grade and maximum building height
- ☐ Topographic survey (note: may be waived for some projects)
- ☐ Existing and proposed grades
- ☐ Location and dimensions of property lines, street right-of-way boundaries, and easements
- ☐ Location and dimensions of all existing buildings, structures, and nearby features
- ☐ Square footage and coverage of existing and proposed buildings
- ☒ Elevations and dimensions of all sides of proposed building walls
- ☐ Location and dimensions of existing and proposed pedestrian walkways and stairways
- ☒ Photographs showing all sides of existing structures
- ☐ Location of trees and other natural features
- ☐ Utility locations and connections
- ☐ Method of disposal for storm drainage (including energy dissipaters and retention/detention)
- ☐ Fire sprinkler and fire safety components
- ☐ Landscape plan
- ☐ Lighting plan and lighting fixtures
- ☐ Signage (if applicable)
- ☒ Photographs showing adjoining properties, buildings, and structures
- ☒ Explanation and location of any building or structure to be demolished or removed
- ☐ Depth and volume of any cut and fill or other proposed excavation
- ☐ Additional information requested by zoning administrator
- ☒ *Details of windows, siding and footings*
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

*Lillian*