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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, December 4, 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 November 6, 2019 and the Special Joint Workshop Minutes of November 18, 2019

Discussion/Possible Action/ Possible Direction to Staff

Continued Items from Previous Meetings:

ITEM 4: 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

New Business:

ITEM 5: R-2 Rezone

The Town of Jerome proposes to Rezone properties from R1-5 to R-2 in and around the vicinity of 10, 18 and 21 North Drive; 884, 886, 888, 894, 896, 898, 899 Hampshire Ave.; and a vacant lot identified as APN 401-11-002A on Hampshire Ave.

Discussion/Possible Action (Recommendation to Council)

ITEM 6: Site Plan Review for Enclosed Porch

APPLICANT: Jack Dillenberg

ADDRESS: 700 Holly

ZONE: R1-5

OWNER OF RECORD: Jack Dillenberg

APN: 401-07-089B

Applicant is seeking Preliminary and Final Site Plan Review to enclose a porch to create a greenhouse

Discussion/Possible Action

ITEM 7: Review CUP condition for Central Hotel

APPLICANT: Lee Christensen

ADDRESS: 507 Main St., Suite B

ZONE: C-1

OWNER OF RECORD: Lee Christensen

APN: 401-06-088

Applicant is seeking a revision of a previously approved condition regarding parking



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Discussion/Possible Action

ITEM 8: Setback Interpretation of Section 507.E.5.a.1 (front setback in C-1)

APPLICANT: Windy Jones/Josh Lindner

ADDRESS: 324 Queen Street

ZONE: C-1

OWNER OF RECORD: Cuban Queen Bordello LLC

APN: 401-06-127

Applicant is seeking an interpretation to allow a front setback of 0'

Discussion/Possible Action

Informational Items:

ITEM 9: Zoning Administrator Informational Items

- **Update 11/12/2019 Council Meeting**
 - o Residential Parking Permit Ordinance Update – first reading
 - o Parking Overlay Zone/In-Lieu Fee – Council initiated the Ordinance Amendment
 - o DRB Liaison Position – direction to draft ordinance to eliminate position
 - o CUP for Jerome Winery – approved
 - o Cuban Queen MOU - approved
- **Nov. DRB Meeting was cancelled**
- **Misc. Items**
 - o Zoning Administrator Work Program/Goal Setting Joint Meeting Results

Other Items:

ITEM 10: Potential items for next P&Z Agenda (Wednesday, January 8th)

- Cuban Queen Site Plan Review
- Parking Overlay District/In-Lieu Fee

Discussion/Possible Direction to Staff

ITEM 11: Move Meeting Time to 6:00 pm (from 7:00 pm)

Discussion/Possible Direction to Staff

ITEM 12: To and from P&Z members

- Discussion to/from Board members

Discussion/Possible Direction to Staff

ITEM 13: 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, November 6, 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 was present telephonically. Vice Chair Joe Testone was absent.

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

7:03 (01:34) ITEM 2: PETITIONS FROM THE PUBLIC – There were no petitions from the public.

7:04 (01:50) ITEM 3: Approval of Minutes: Minutes of the Regular Meeting of October 2, 2019

Motion to Approve the Minutes of October 2, 2019

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

7:06 (03:20) ITEM 4: Continued Items from Previous Meetings (none)

Chair Schall questioned the necessity of this line item.

7:05 (03:34) 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

Chair Schall stated the Zoning Administrator had notified him prior to the meeting to inform him that he neglected to post this on the property soon enough, so we need to postpone.

John Knight asked him to table it until the December 4th meeting.

Motion to Table Until the December Meeting

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



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7:06 (04:24) 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

Mr. Knight presented the policy he is working on. He asked for input and the Commission gave him ideas.

Chair Schall thinks hostess stands should go before the Design Review Board.

7:27 (24:45) Commissioner Ludwig spoke about a temporary A frame sign placed on the sidewalk. She doesn't understand how we can prohibit an A-frame and not a hostess stand. They should be subject to the same rules. She believes a hostess stand causes more congestions than an A-frame sign. Both items should be subjected to the same review.

7:30 (28:10) Chair Schall said this is a good start and suggested the commission send Mr. Knight an email with any further suggestions.

7:35 (33:05) ITEM :7 Education Items

- **Tiny Homes** – information and discussion on possible development of “Tiny Homes” in Jerome
Mr. Knight presented his information regarding tiny homes.

7:44 (44:37) ITEM 8: Zoning Administrator Informational Items

Mr. Knight addressed the following items and the Commissioners asked him questions.

- **Update 10/08/2019 Council Meeting**
 - o Sign Ordinance – 2nd 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. 12th Council Meeting
- **Zoning Administrator Informational Items**
 - o 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. 12th Regular Council meeting.
 - o Sidewalk Encroachment Policy – Council asked for input from P&Z and DRB
- **Update on October 15th DRB Meeting**
 - o Tomlinson Deck (750 Verde Av.) – approved
 - o Chinander (860 Hampshire Av.) 6' Fence – approved
 - o Foli (665 Verde Av.) Garage rebuild – approved
 - o Hotel Jerome (502 Main St.) Window install – approved
 - o Misany (804 Hampshire Av.) Possible Demo – discussion only
- **Misc. Items**
 - o Zoning Administrator Work Program/Goal Setting Joint Meeting item (Monday, Nov. 18th at 5pm)
 - o R-2 Map Rezone Workshop – Nov. 26th at 6pm at Town Hall
 - o Holiday Decorations possible new Ordinance – discussion tentatively scheduled for Nov. 12th Council meeting)
 - o Jerome Winery CUP – scheduled for Nov. 12th Council (recommended for approval by P&Z on Oct. 2nd)
 - o Tiny Homes – discussion at Nov. 12th Council on possible project on Freeport-McMoRan property (or Clarkdale “Cemetery Site” owned by the Town)



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7:56 (53:14) John McDonald spoke about the cemetery property located in Clarkdale.

7:56 (54:15) ITEM 9: Potential items for next P&Z Agenda (Wednesday, December 4th)

- R-2 Map Rezone
- Parking Overlay District/In-Lieu Fee

Mr. Knight continued speaking.

7:57 (55:20) ITEM 10: To and from P&Z members

- Discussion to/from Board members

There were no comments from the Commission.

ITEM 11: ADJOURN

Motion to Adjourn at 7:59

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

Approval on next page.



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DATE: Wednesday, November 6, 2019 TIME: 7:00 pm

PLACE: JEROME CIVIC CENTER

600 Clark St., JEROME, ARIZONA 86331

Respectfully submitted by Joni Savage on December 4, 2019

Approved: _____ Date: _____
Planning & Zoning Commission Chair

Attest: _____ Date: _____
Planning & Zoning Commission Vice Chair

Draft



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TOWN OF JEROME, ARIZONA

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MINUTES

**SPECIAL JOINT WORKSHOP MEETING OF THE JEROME TOWN COUNCIL,
PLANNING & ZONING COMMISSION AND DESIGN REVIEW BOARD
COUNCIL CHAMBERS, JEROME TOWN HALL
MONDAY, NOVEMBER 18, 2019 AT 5:00 PM**

ITEM #1:	<p>CALL TO ORDER/ROLL CALL</p> <p>Mayor/Chairperson to call meeting to order.</p> <p><i>Mayor Alex Barber called the meeting to order at 5:04 p.m.</i></p> <p>Town Clerk to call and record the roll for Council.</p> <p><i>Town Manager/Clerk Candace Gallagher called the roll. Present were Mayor Barber, Vice Mayor Sage Harvey, Councilmembers, Mandy Worth, Jane Moore and Dr. Jack Dillenberg.</i></p> <p>Deputy Clerk to call and record the roll for P&Z and DRB.</p> <p><i>Deputy Clerk Joni Savage called the roll for DRB: Present were Chair Brice Wood, Vice Chair Danny Smith, Henry Vincent, Tyler Christensen and John McDonald.</i></p> <p><i>Deputy Clerk Joni Savage called the roll for P & Z: Present were Chair Lance Schall, Vice Chair Joe Testone, Henry Vincent and Scott Hudson. Jessamyn Ludwig was not present.</i></p> <p><i>Additional staff present were John Knight, Zoning Administrator and Joni Savage, Deputy Clerk.</i></p>																																										
ITEM #2: 5:06 (01:40)	<p>GOAL SETTING & PRIORITIES</p> <p>After a presentation by the Zoning Administrator, Attendees will be divided into small "breakout groups" to help develop Town Goals. These Goals will then be presented to the entire group and Attendees will assist in prioritizing those Goals.</p> <p><i>John Knight gave his power point presentation and then attendee's broke into small breakout groups. Each small group presented goals and the results were voted on and prioritized by the entire group. The results are attached.</i></p>																																										
ITEM #3:	<p>ADJOURNMENT</p> <p><u>Motion to Adjourn at 6:34</u></p> <table border="1"> <thead> <tr> <th>COUNCILMEMBER</th><th>MOVED</th><th>SECONDED</th><th>AYE</th><th>NAY</th><th>ABSENT</th><th>ABSTAIN</th></tr> </thead> <tbody> <tr> <td>BARBER</td><td></td><td>X</td><td>X</td><td></td><td></td><td></td></tr> <tr> <td>DILLENBERG</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr> <tr> <td>HARVEY</td><td>X</td><td></td><td>X</td><td></td><td></td><td></td></tr> <tr> <td>MOORE</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr> <tr> <td>WORTH</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr> </tbody> </table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER		X	X				DILLENBERG			X				HARVEY	X		X				MOORE			X				WORTH			X			
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Approval on next page.

MINUTES

**SPECIAL JOINT WORKSHOP MEETING OF THE JEROME TOWN COUNCIL,
PLANNING & ZONING COMMISSION AND DESIGN REVIEW BOARD**

MONDAY, NOVEMBER 18, 2019 AT 5:00 PM

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

Respectfully submitted by Joni Savage on December 4, 2019

Approved: _____ Date: _____
Planning & Zoning Commission Chair

Attest: _____ Date: _____
Planning & Zoning Commission Vice Chair

DRAFT

Voting Results from Goal Setting Joint Meeting w/DRB, P&Z and Council
Meeting Date: Nov. 18, 2019

Votes	Item	Notes
15	Affordable Housing	Rezoning, density increases, Tiny Homes, Mixed-Use, housing in Hotel Jerome. Focus on Workforce Housing.
9	Parking in C-1 Zone	Overlay/In-Lieu fee program, review standards, identify new areas for public parking, parking easements, etc.
6	Historic Items	Update Historic Inventory, Update standards/requirements, Coordinate w/SHPO, change DRB focus to Historic Preservation Board
6	Zoning Ordinance Updates	Update definitions, clarify small projects, and exemptions, make app. process more efficient/user-friendly, review/update standards for parking, setbacks, encroachments, etc.
6	Growth Mgt./Vacant Land Inventory	This goal needs to be refined/clarified
4	Tourism Management	
4	Wayfinding Signage	Directional signage, safe pedestrian pathways, and GPS corrections
3	Cell Tower/Communications Ordinance	
2	Code Enforcement	Focus on Dangerous Structures
2	Dark Sky Ordinance	
2	Open Space & Recreation	Parks, Open Space Buffers, Dog Park, Farmers Market, Community Garden
2	Neighborhood Plans	Policies/programs for each neighborhood - could include design standards, parking requirements, and other issues important to each neighborhood
2	Jerome Valley Cemetery	Land Swap for Parking
1	Short Term Vacation Rental Ordinance	Cannot conflict with ex. State Law
1	Rain Water Collection & Grey Water re-use Ordinance	
1	User Friendly Application Process	
0	Annexation	
0	Public/Private Partnership	



TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

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

ZONING ADMINISTRATOR ANALYSIS PLANNING & ZONING COMMISSION

December 4, 2019

ITEM 4: Site Plan Review for new home
Location: 18 North Drive
Applicant: Lori Leachman/Andy Farber
ZONE: R1-5
APN: 401-11-007C
Recommendation: Approve P&Z Resolution No. 2019-1 with conditions
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 scheduled for review by the Design Review Board (Dec 9, 2019).

Posting: This item was continued from the November 2019 P&Z meeting to allow adequate time for the Site to be posted. A notice was posted on site on November 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

Item	Code Standard	Proposed
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 has prepared a resolution and conditions for consideration by P&Z.

Recommendation: The Zoning Administrator recommends approval of the attached P&Z Resolution No. 2019-1 which includes both Preliminary and Final Site Plan review and conditions.



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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 [IIC=IIA+UB 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.



For TTY Access, Call the Arizona Relay Service at 1-800-367-8939 and ask for Town of Jerome at 928-634-7943



PLANNING & ZONING REVIEW**REQUIRED ITEMS ARE PER ZONING ORDINANCE SECTION 503****NOTE: FIRE SAFETY; A PLAN REVIEW WILL BE CONDUCTED FOR SUBMISSIONS INVOLVING EXPANSION OF NONCONFORMING STRUCTURES, NEW BUILDINGS AND ALL PROJECTS IN COMMERCIAL OR INDUSTRIAL ZONES.**

Each application will be filed with the Zoning Administrator, reviewed by Building Inspector and Fire Department, then forwarded to the Planning & Zoning Commission. The application shall be submitted with eight copies of a plan. The plan shall be on paper not measuring more than twenty-four inches by thirty-six inches (24" x 36"), drawn to a scale not smaller than forty feet (40') to the inch. A checklist is provided to ensure inclusion of all necessary data. Additional information may be requested for final approval.

PROPOSED USE: Single Family home PERMITTED USE: Yes ☐ No: ☐

Eight (8) copies of the site plan, all required items below must be included per Section 303 I.C of the Zoning Ordinance.

- ☐ North arrow
- ☐ Scale – no smaller than 1 inch = 40 feet
- ☐ Property lines and lot dimensions
- ☐ Street names
- ☐ Easements
- ☐ Utilities
- ☐ Location of all existing and proposed buildings and structures and number of stories (describe heights & sq. ft.)
- ☐ Exterior lighting – existing and proposed
- ☐ Dimensions of all required yard depths; show setback for front, side and rear yards
- ☐ Space between buildings, existing and proposed (must be clearly written on site plan)
- ☐ Location and height of all existing and proposed walls and fences
- ☐ Existing man-made features (roads, walkways, stairways, etc.)
- ☐ Existing natural features (rock outcroppings, washes, etc.)
- ☐ Location and dimension of parking spaces – existing and proposed
- ☐ Location and dimension of driveways – existing and proposed
- ☐ Location and dimension of pedestrian walkways and stairways – existing and proposed

Grading/Excavating – Engineering reports may be required

- ☐ Existing and proposed drainage, indicate high and low on site plan, and general direction of flow → on site
- ☐ Existing and proposed grades
- ☐ Slope of property (calculation example on page 5)
- ☐ Proposed excavation

Vicinity sketch - may be presented on site plan or as separate document

- ☐ Include the site, relation to streets and adjacent properties

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.

COMMERCIAL & INDUSTRIAL DEVELOPMENT – FIRE SAFETY REVIEW REQUIRED

Plan reviewed for fire safety by: _____ Date: _____

_____ Fire escape, if required by Building Inspector, must be added to site plan.

_____ Fire suppression/sprinklers, if required will be submitted on final plans to Building Inspector.

PARKING AND LOADING – Please review ZONING ORDINANCE, §510

1. Proposed use single Family home
2. Is this a change of use? NO
3. Is this a pre-existing structure? NO
4. Describe any loading requirement see plans
5. Parking requirement 2 car garage, 2 spaces in driveway
How will requirement be fulfilled? _____

6. Off-street parking

Spaces required <u>2</u>	Spaces provided <u>2 car garage</u>
Access from public street(s) (street name(s)) <u>North St.</u>	<u>2 spaces in driveway</u>
Dimensions <u>16.5 deep X 24 wide</u>	<u>NO</u>
Grading required	<u>gravel</u>
Surface	_____
Circulation pattern and exiting procedure	_____

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

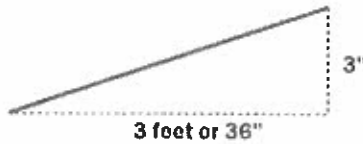
Standard	Compliance Guaranteed
Noise	<u>NA</u>
Smoke	<u>NA</u>
Glare or heat	<u>NA</u>
Vibration	<u>NA</u>
Fly ash, dust, fumes, vapors, gases or other forms of air pollution	<u>NA</u>
Liquid and solid waste	<u>NA</u>
Odors	<u>NA</u>

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 PERCENT CALCULATION

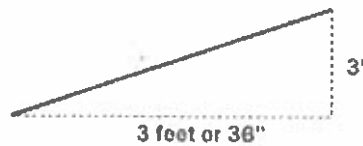


SLOPE = 1 : 12

SLOPE GRADIENT = X:Y

X = RISE (HIGH TO LOW)

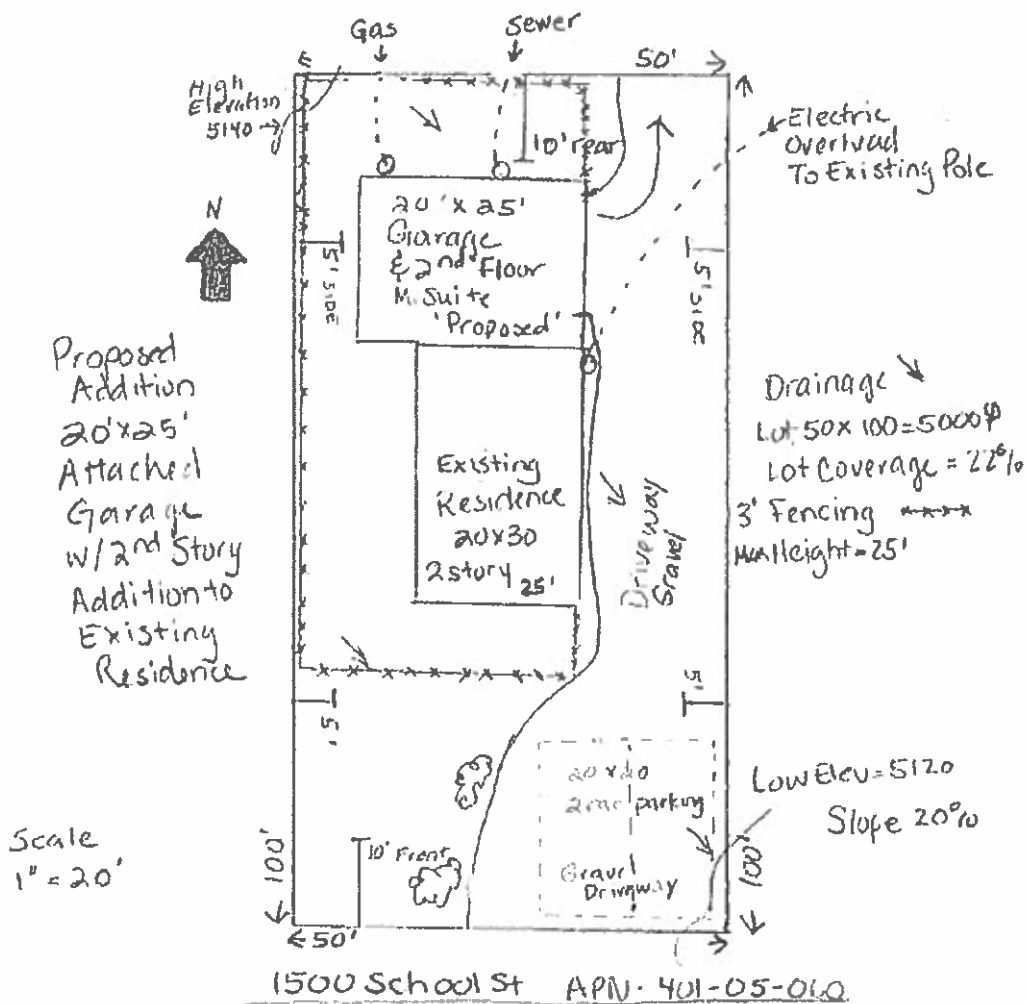
Y = RUN (OVER WHAT DISTANCE)



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

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

SAMPLE SITE PLAN ↓





Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

Jerome Town Hall and Civic Center
600 Clark Street

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

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 ZONE DISTRICT: 11C=C11A+11B combined 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.



For TTY Access, Call the Arizona Relay Service at 1-800-367-8939 and ask for Town of Jerome at 928-634-7943



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

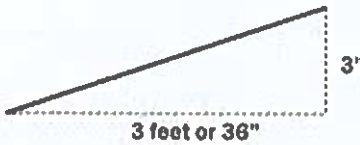
11. Fill required? no Is evidence of safety of fill required? NA
12. Excavation required? yes Is evidence of safety of excavation required? NA
13. Is land suitable for building? (engineering verification may be required) yes
Slope (see page 5 for calculation example) .9%

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



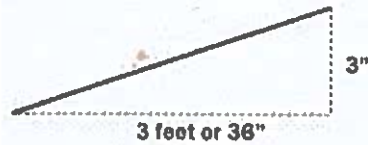
SLOPE = 1 : 12

SLOPE GRADIENT = X:Y

X = RISE (HIGH TO LOW)

Y = RUN (OVER WHAT DISTANCE)

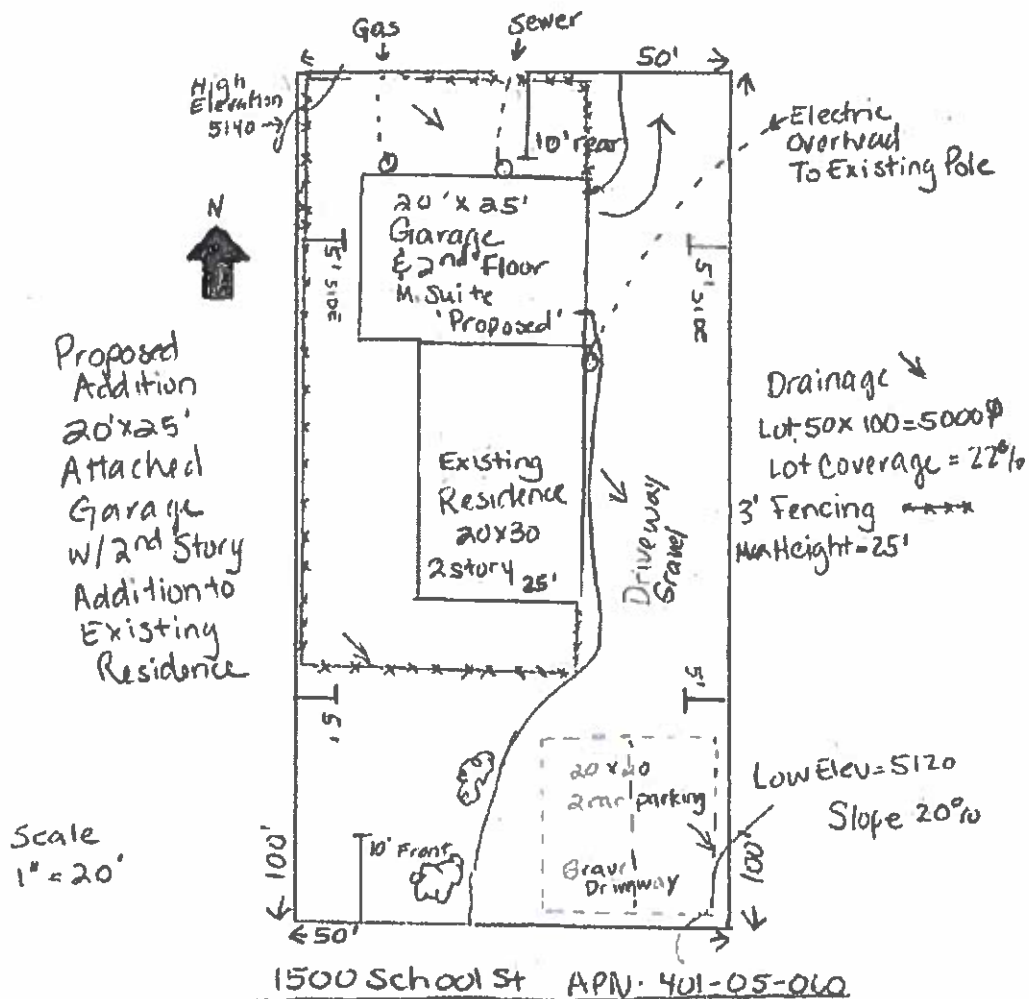
SLOPE PERCENT CALCULATION



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

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

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 2nd 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.

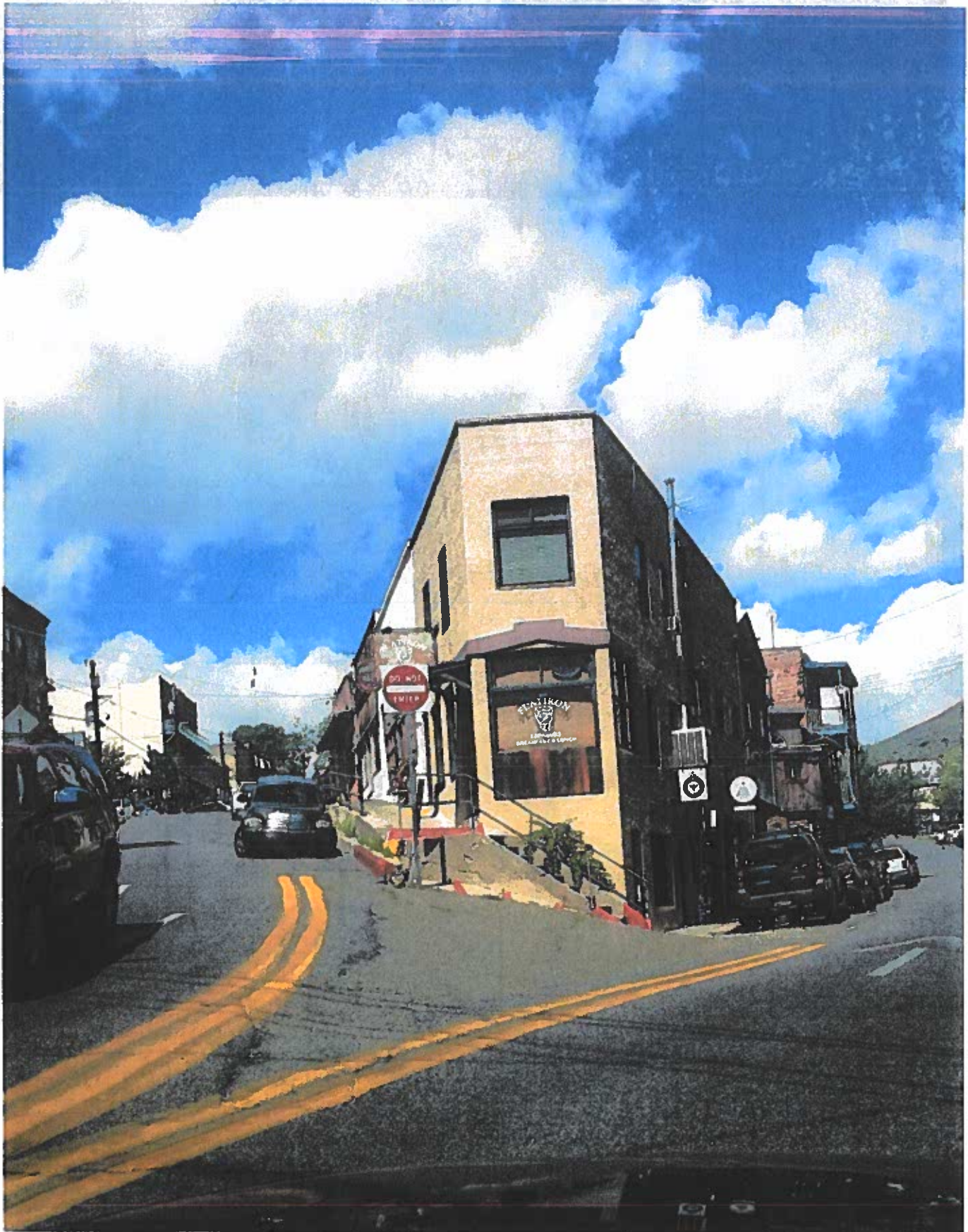
Lori Leachman & Andy Farber

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*

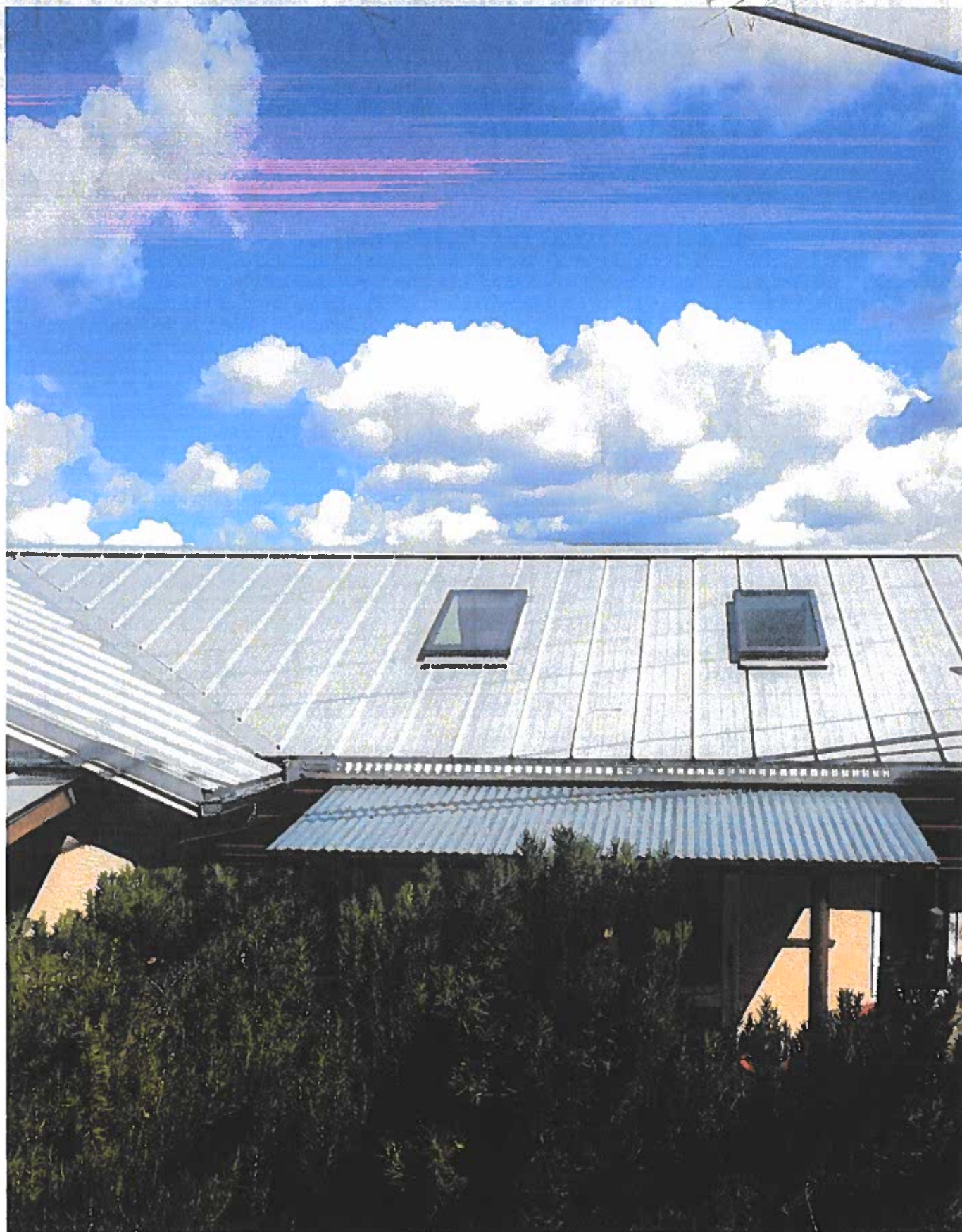


From: **Lori Leachman, Ph.D.** lori.leachman@duke.edu

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

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

roof
metal
Black



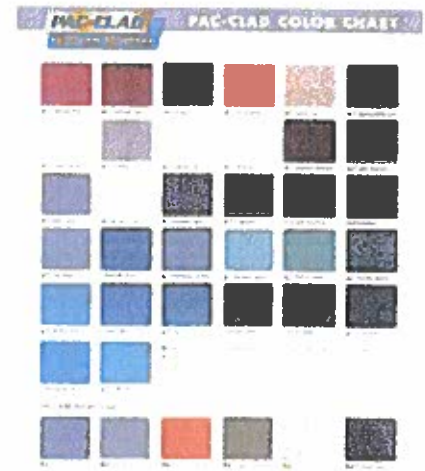
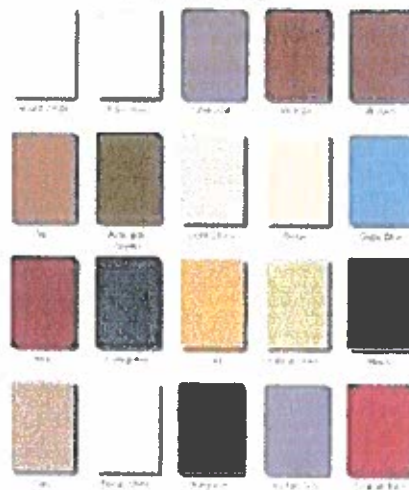
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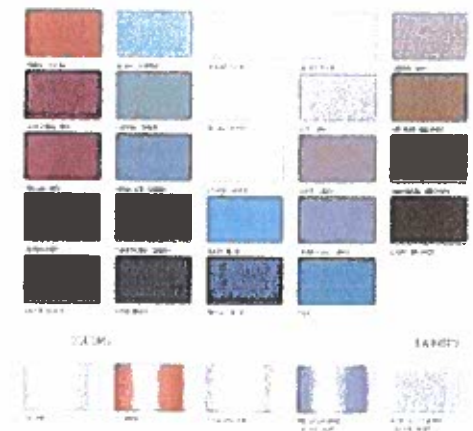
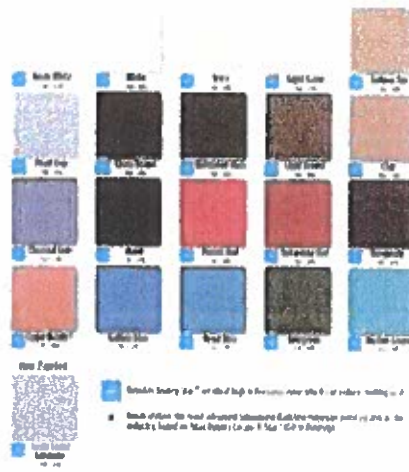
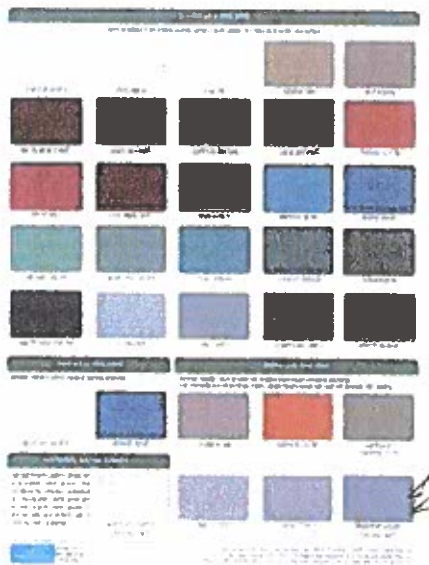
METAL ROOF COLORS



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how will i ever choose? | Ideas for our Far...
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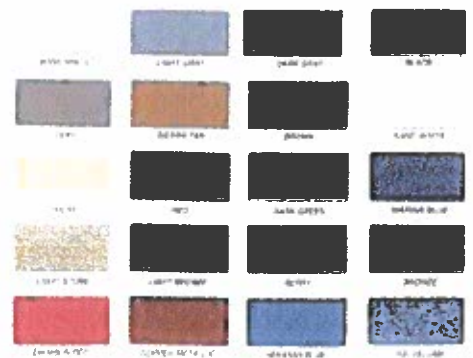
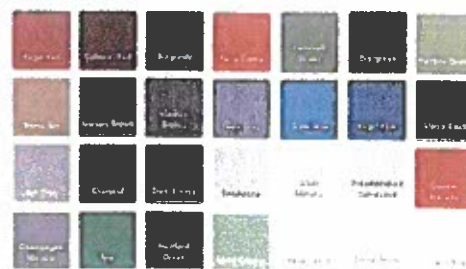
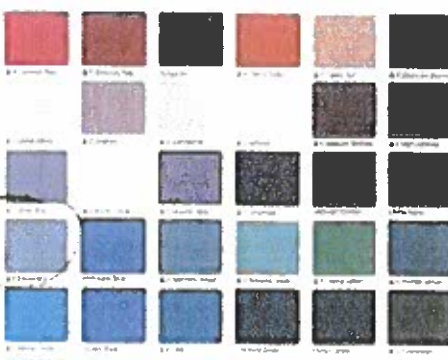
Metal Roofing. Standing Seam Metal Roof ...
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gumbayayas.com

Marvelous Steel Roofing Colors #5 Metal R...
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Metal Roofs Color Chart | Metal Roof Colo...
pinterest.com



Metal Roofing, Metal Roofing Company, M...
southerncoatings.net

Color Chart -
dixiesupply.com

roof-black



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

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

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



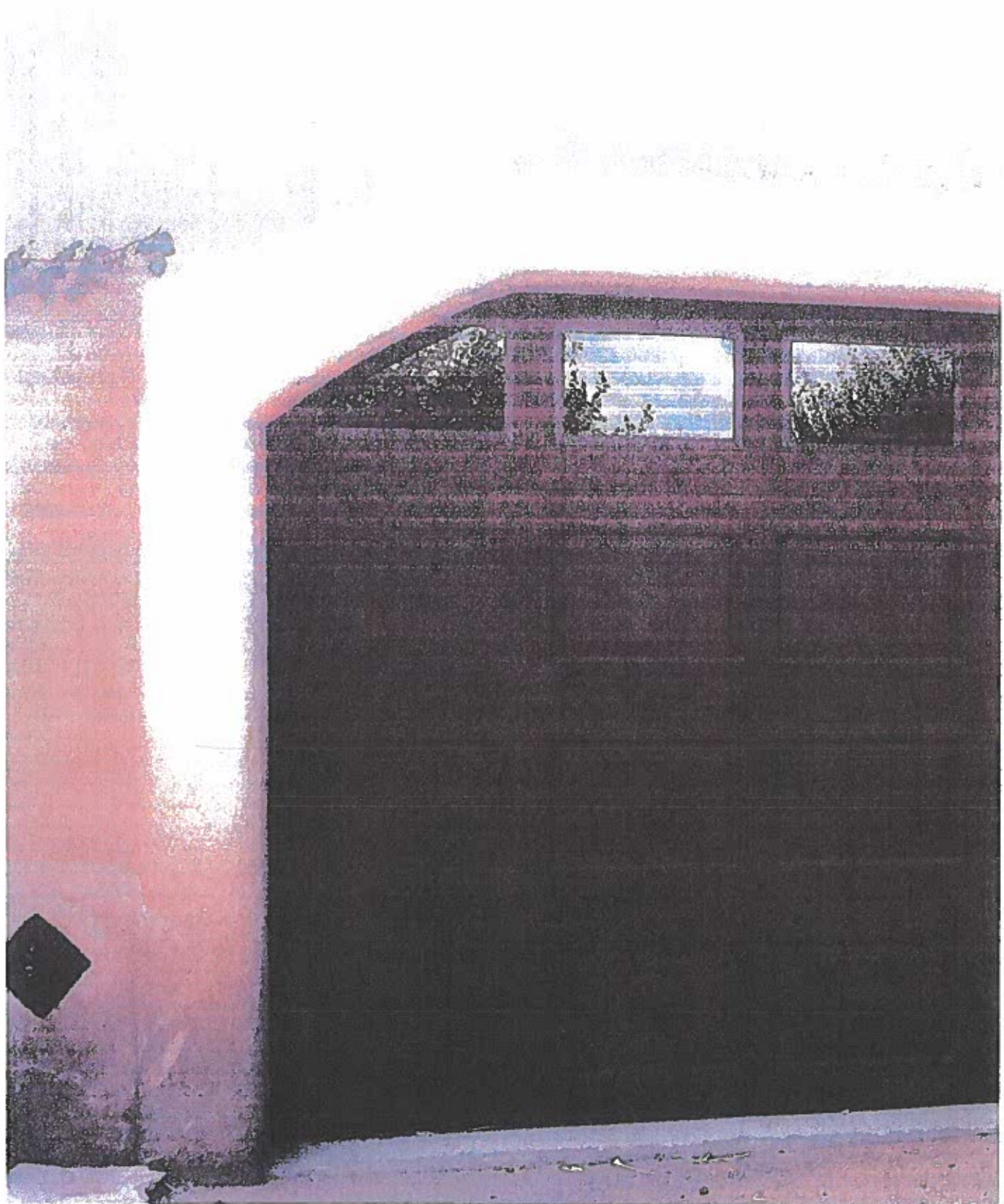
Sent from my iPhone

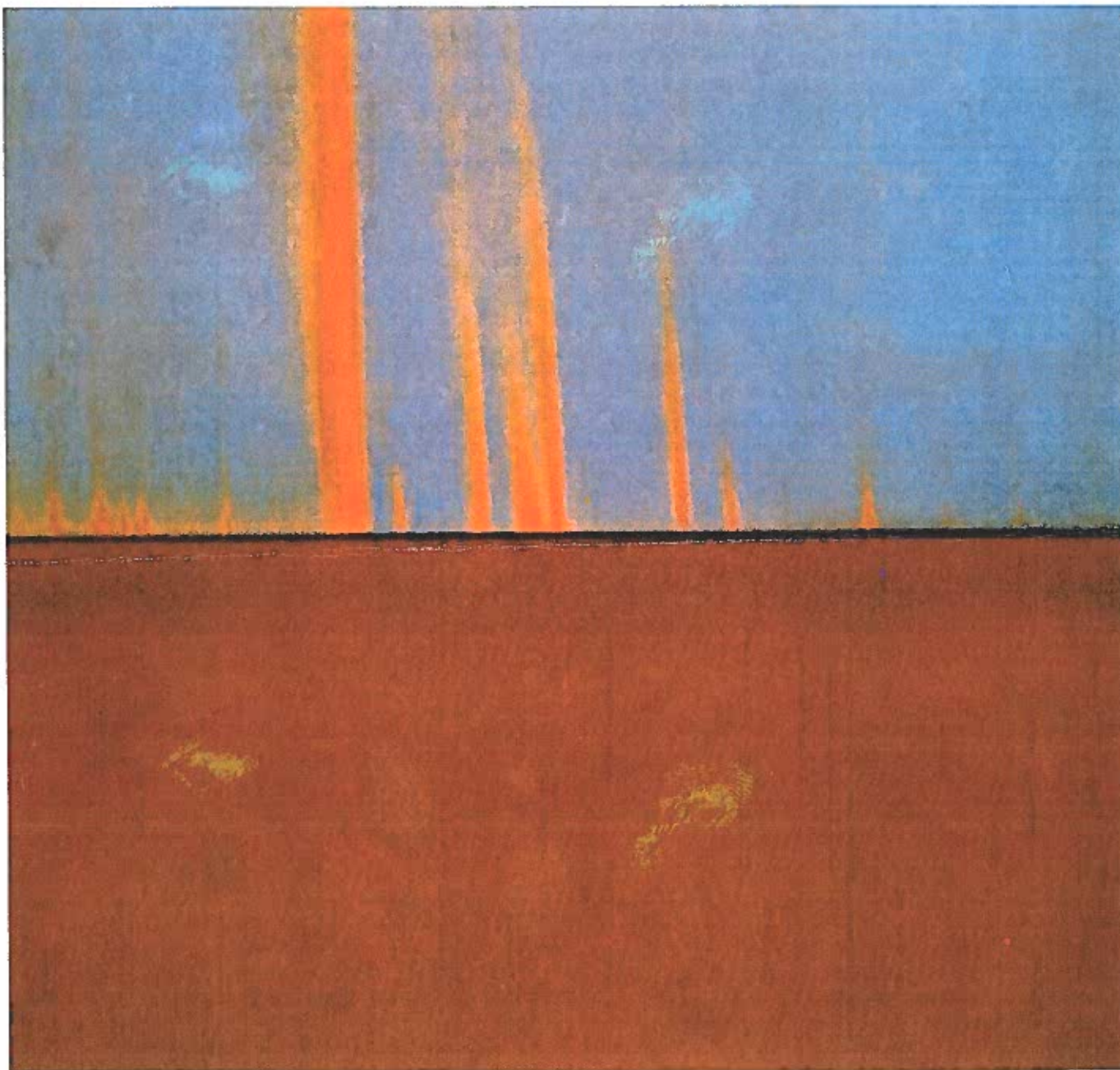
Cor 10 -
lower floor

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

Date: Oct 3, 2019 at 6:18:04 PM

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

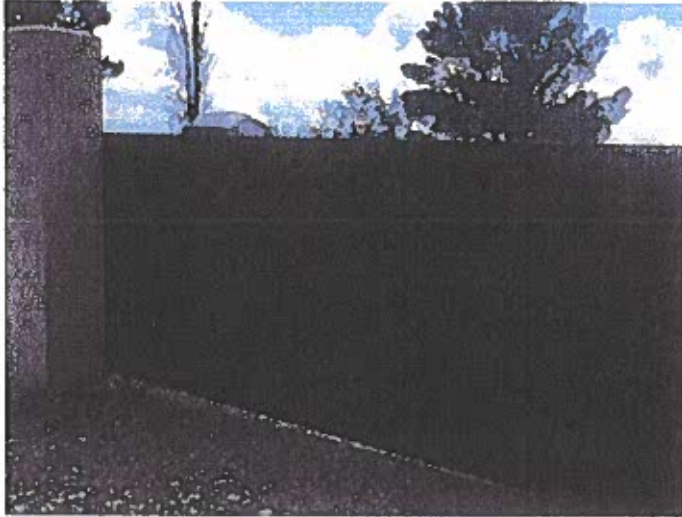




From: **Lori Leachman, Ph.D.** lori.leachman@duke.edu

Date: **Oct 3, 2019 at 6:20:12 PM**

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

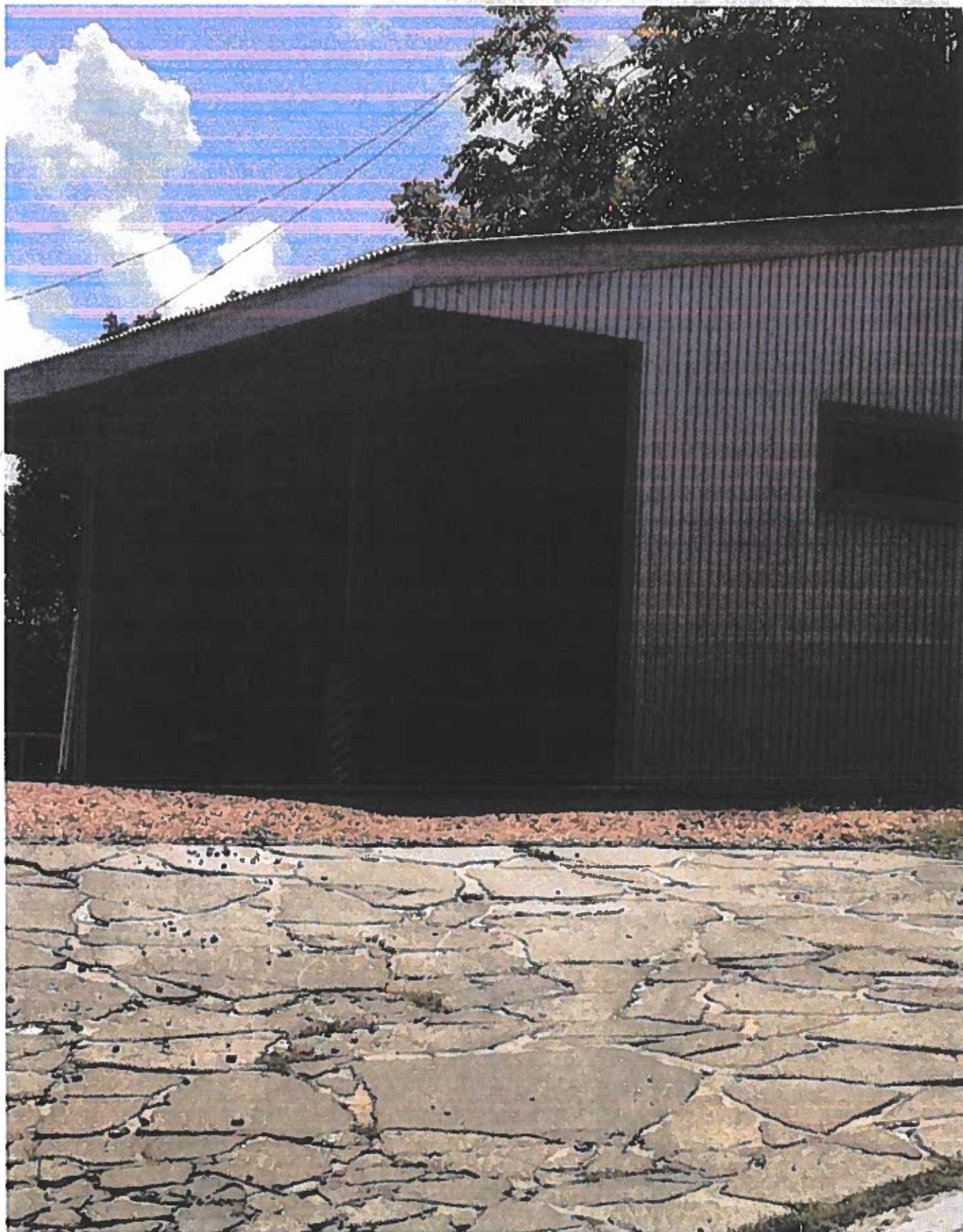


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From: **Lori Leachman, Ph.D.** lori.leachman@duke.edu

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

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



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

Date: **Oct 3, 2019 at 6:19:23 PM**

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

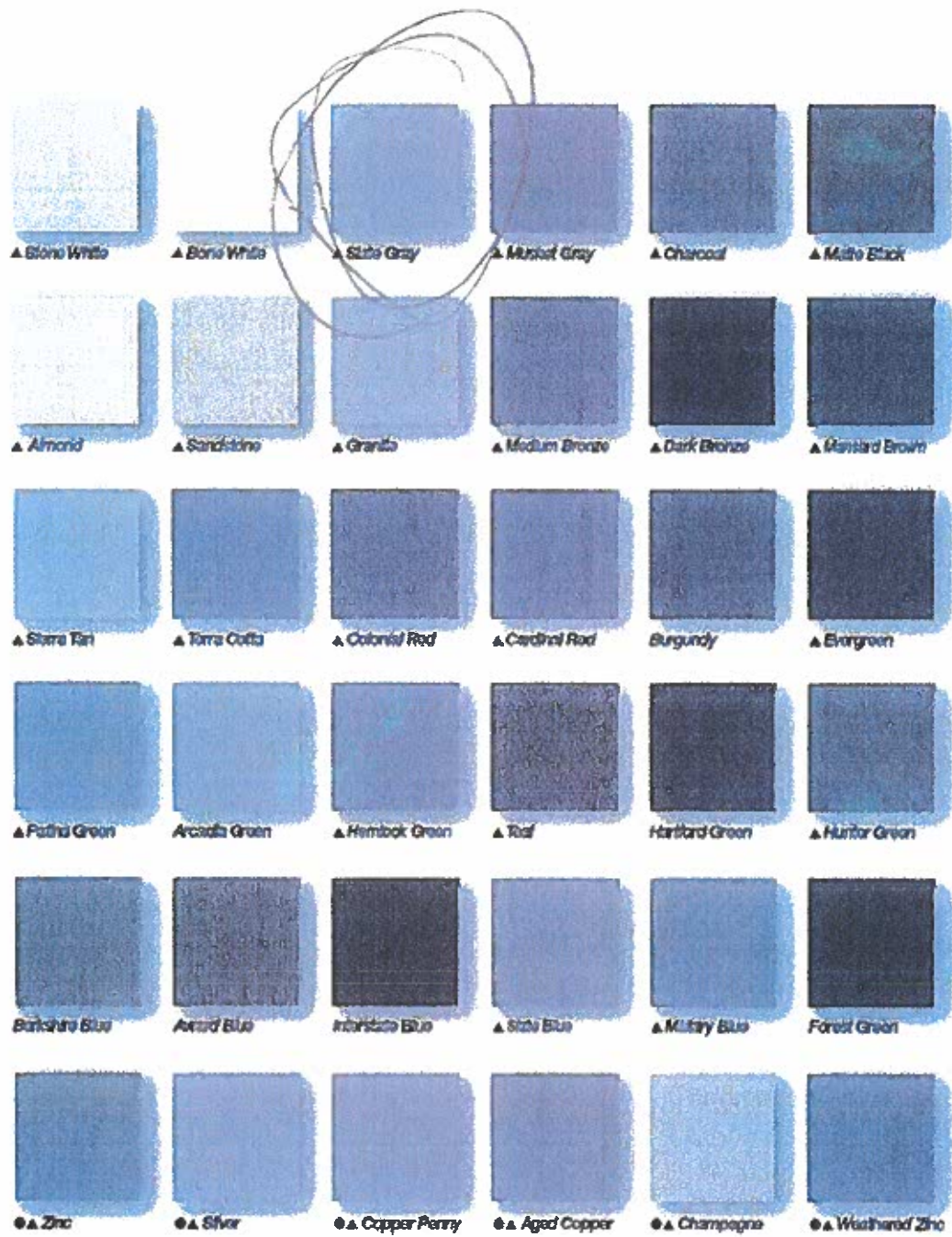


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metal siding
stainless steel

Siding corrugated
slate grey anodized







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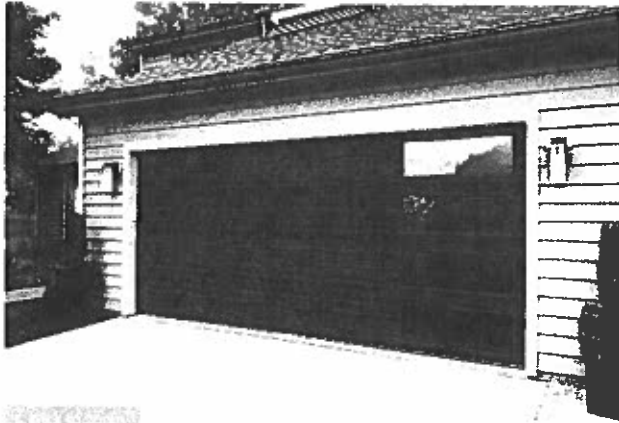
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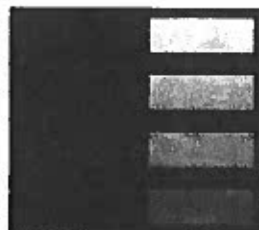
DOOR DESIGNS



FLUSH PANEL



GROOVED PANEL*



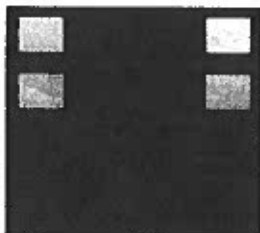
FLUSH WITH WINDOWS*



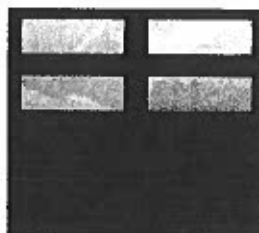
GROOVED WITH WINDOWS*



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.

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**Sunset windows not available on Ultra-Grain® doors.

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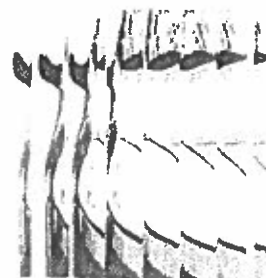
RAIN*



FROSTED



OBSCURE



NARROW REED*

*Not available on all models.

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Rating Snapshot

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3 ★	3
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Most Helpful Favorable Review

Average Customer Ratings

Overall	★★★★★	4.6
Quality/Durability		4.6
Overall Value		4.4
Appearance/Design		4.5

Most Helpful Critical Review

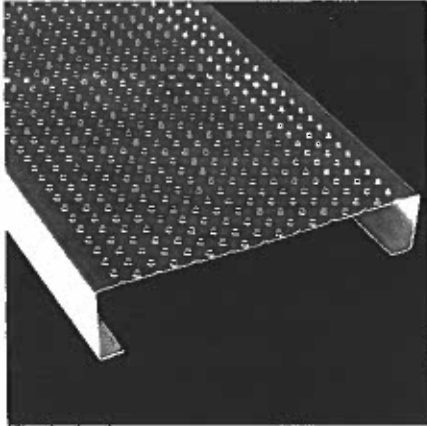
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Industrial & Architectural Hole Product Solutions Since 1952.



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

Item Number	M212201112
Product Line	Plank Grating
Construction Type	Plank
Series Type & Name	Plank - TRACTION TREAD® - ADA
Primary Material	Galvanized (GV)
Alloy, Grade or Type	ASTM A-924 (ASTMA924)
Material Finish	Mill Finish
Gauge/Thickness	11 Gauge (.1233" Thick)
Surface Profile	18-Row (12" Width) TRACTION TREAD® Plank
Surface Width	12"
Channel Depth	2"
Product Surface	Slip-Resistant
ADA Compliant	ADA Compliant Product When Installed Using Multiple Pieces to Width Regardless of the Direction of Travel
Percent Open Area	3%
Weight	7.30 Lbs./Linear Foot
Product Form	Plank
Sizes (Width x Length)	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"	
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
PPU15-05P

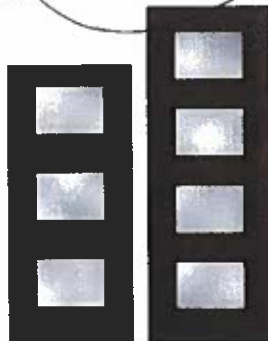
Sidelites



6' 8"

8' 0"

Ari



6' 8"

8' 0"

Echo

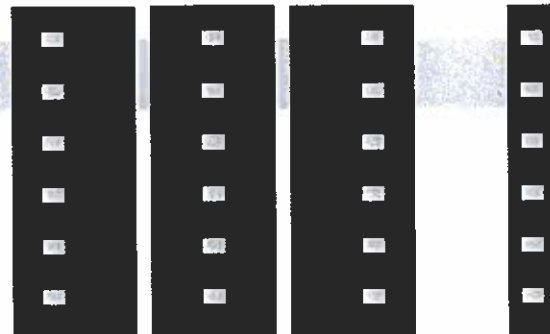
6-lite Options

Left Lite

Center Lite

Right Lite

Sidelite

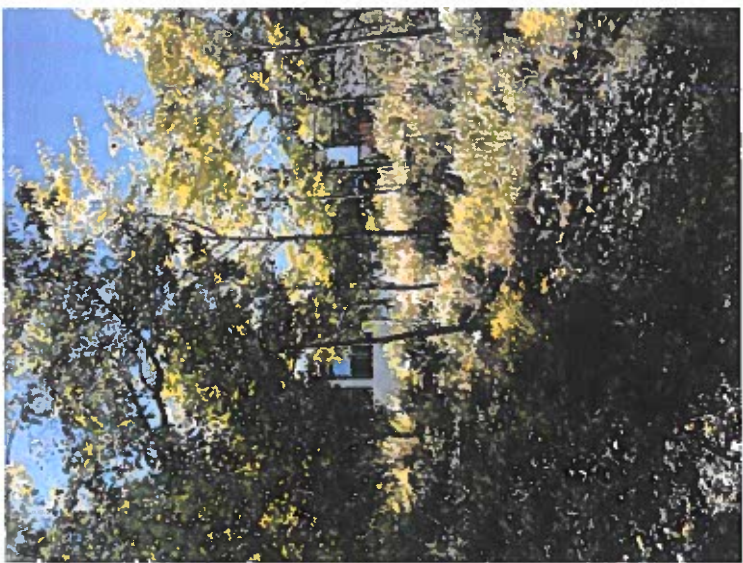
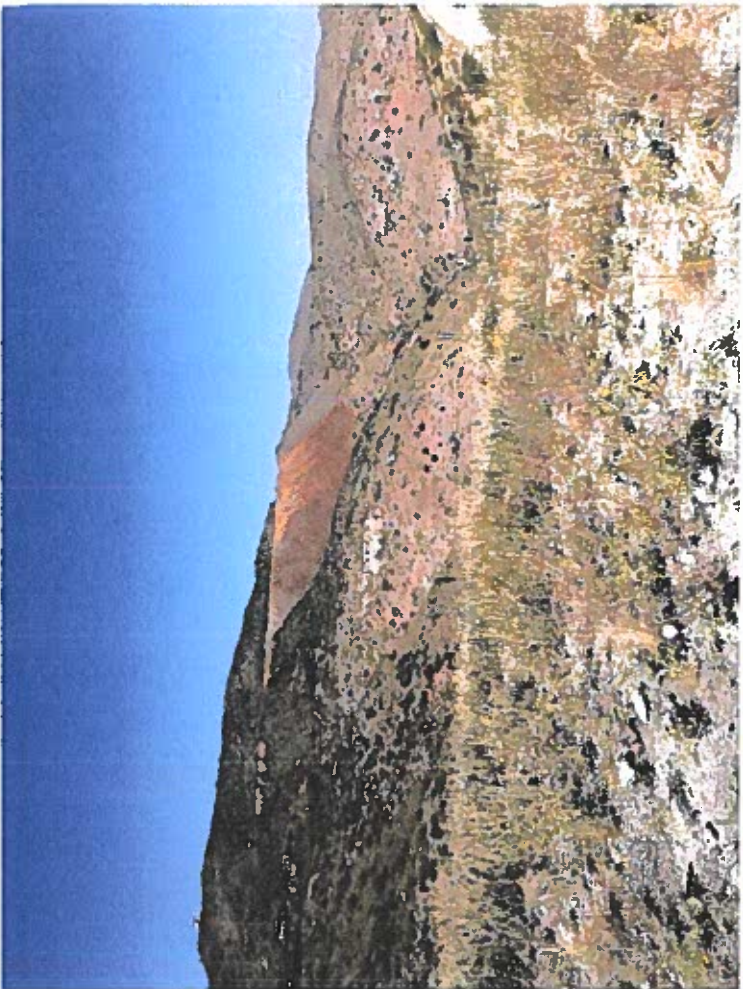


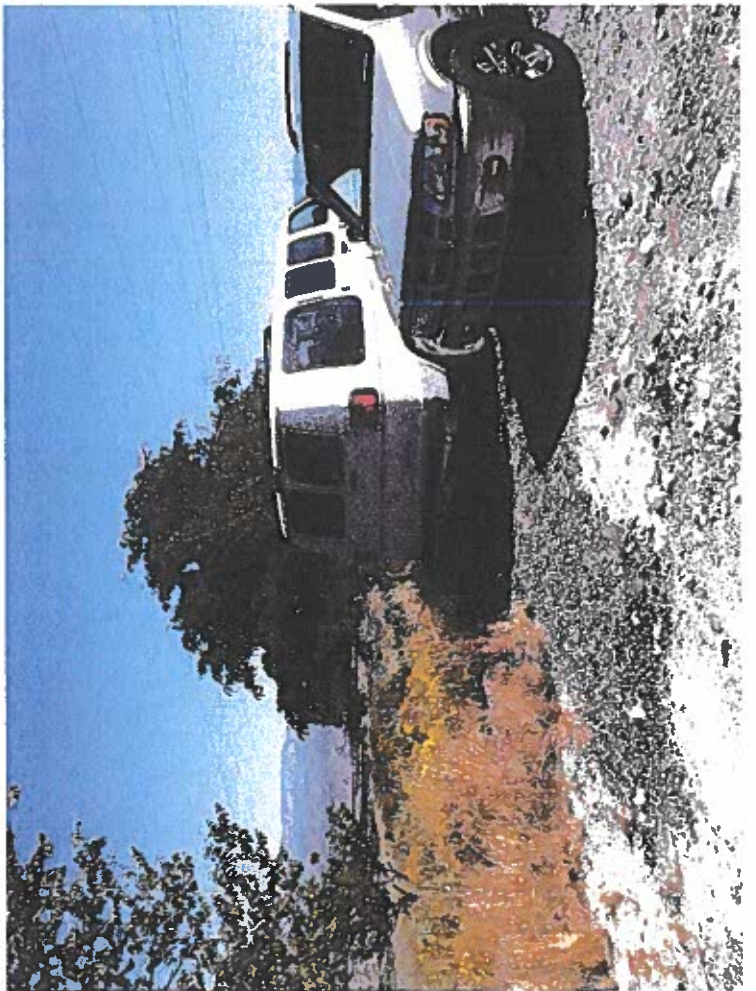
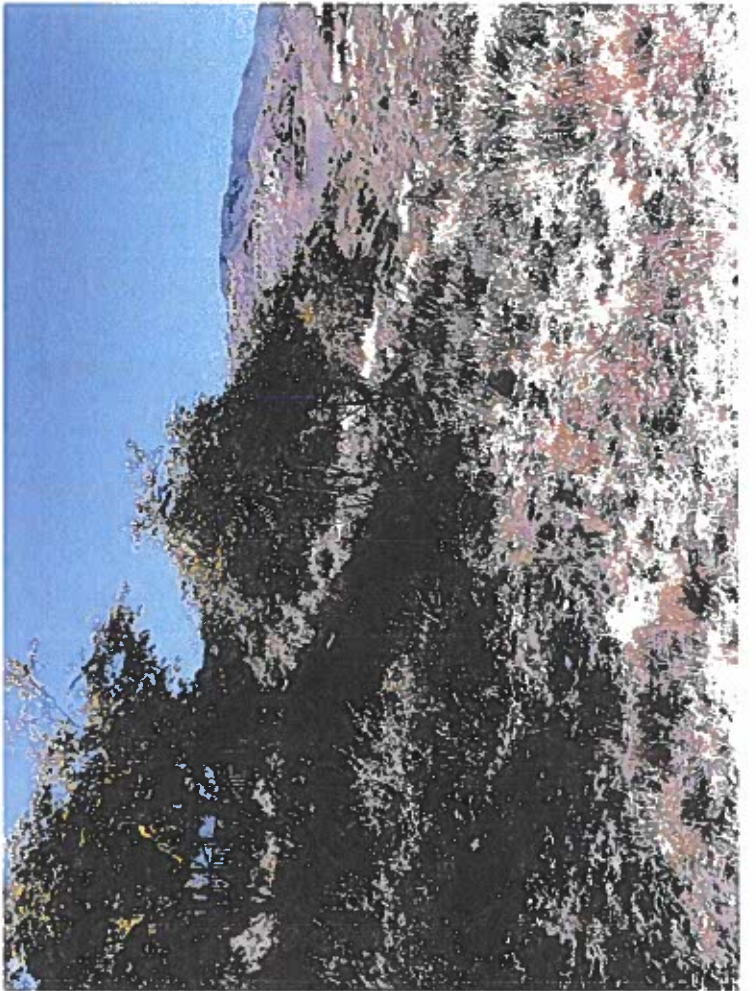
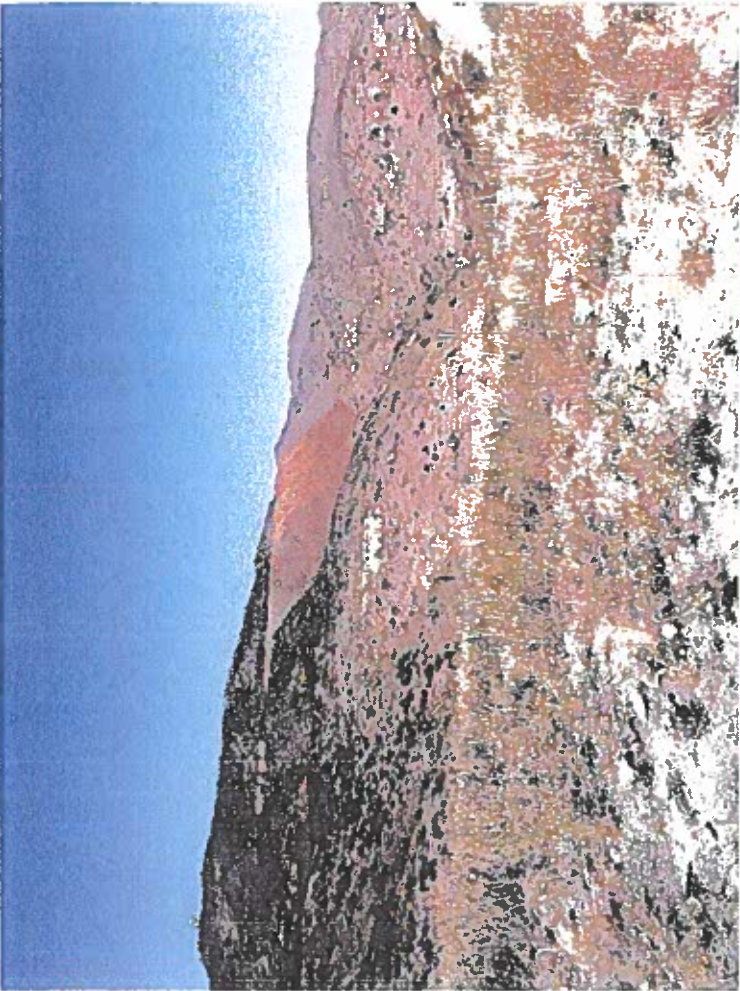
6-Lite only available in 8' 0" option

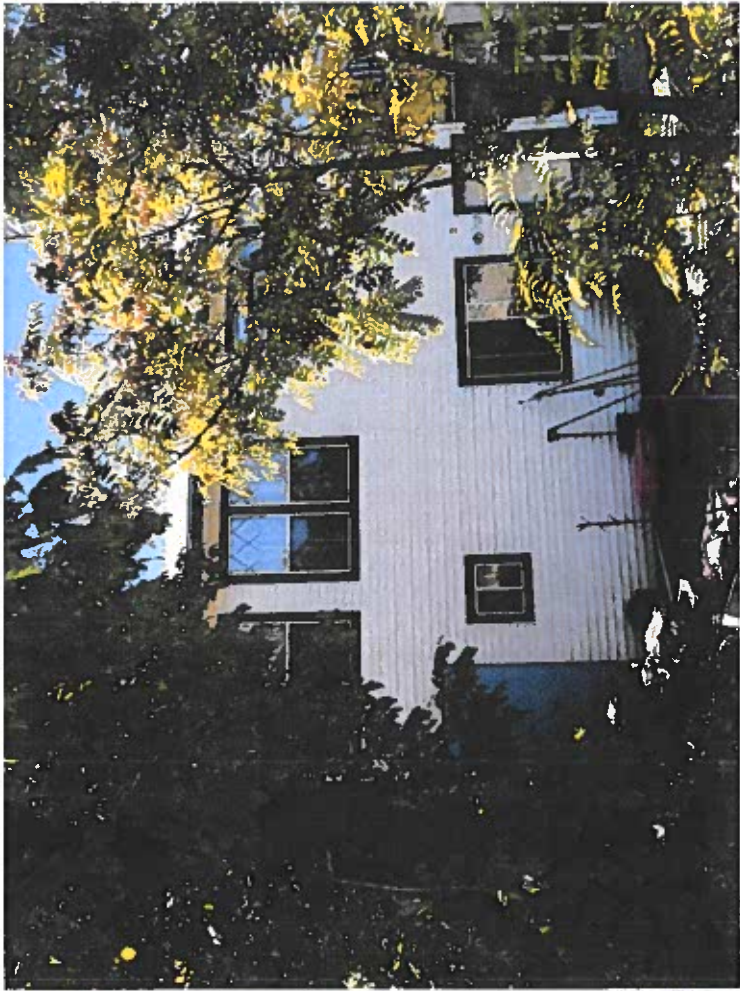
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WARNING: Cancer and
Reproductive Harm
www.P65warnings.ca.gov









TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

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

ZONING ADMINISTRATOR ANALYSIS PLANNING & ZONING COMMISSION

December 4, 2019

ITEM 5: **R-2 Rezone**
Location: In and around the vicinity of 10, 18 and 21 North Drive; 884, 886, 888, 894, 896, 898, 899 Hampshire Ave.; and a vacant lot identified as APN 401-11-002A on Hampshire Ave.
Applicant: Town of Jerome
ZONE: R1-5 (proposed to be rezoned to R-2)
APN: 401-11-007C
Recommendation: Initiate an amendment to the Zoning Map and set a date for a public hearing
Prepared by: John Knight, Zoning Administrator

Summary: The Town of Jerome is requesting the Planning and Zoning Commission initiate a rezone of an area from R1-5 to R-2. This will eventually be a recommendation to the Town Council. In August of 2019, the Council approved an ordinance (Ordinance 454 – attached) which created a new R-2 Zoning District in the Zoning Code. This is now codified in the Zoning Code as Section 506 (also attached). The Council's action in August, did not include an amendment to the Zoning Map. The mapping portion of the rezone was separated from the text portion of the rezone. The P&Z decision at this time is to initiate the amendment and set a public hearing date for a recommendation on the proposed rezone to the Council.

Neighborhood Meeting: A Neighborhood Meeting was scheduled on Nov. 26, 2019 to discuss the proposed boundaries of the rezone. This meeting was required in accordance with Section 301.C. (see below). Comments from the Neighborhood Meeting were not available at the time this staff report was prepared.

Zoning Ordinance Compliance -

Section 301.A. Purpose

The Council may, from time to time as the public necessity, convenience, general welfare, or good zoning practice requires, change the district boundaries or amend, change, repeal or supplement the regulations herein established. Such change or amendment may be initiated by the Council or the Commission on its own motion or by petition of one or more owners of real property within the area proposed to be changed.

Response: Either the Council, Planning and Zoning Commission or private property owners can initiate an amendment to the Zoning District boundaries. Staff recommends that this current part of the process (the map amendment) be initiated by the Planning and Zoning Commission.

Section 301.C. Commission Action

1. Upon receipt of any complete application for, and prior to holding a public hearing on, rezoning or ordinances that impose a new land use regulation or modify an existing land use regulation, a Neighborhood Meeting shall be required in accordance with Section 306 of this zoning ordinance. The Commission shall then fix a reasonable time for the hearing of the proposed zone change, amendment, or addition and shall give notice thereof to interested parties and to the public by publication of a notice in the official newspaper of the Town, and by posting the area included in the proposed change, not less than fifteen (15) days prior to the hearing. The notice shall set forth the time and place of the hearing including a general explanation of the matter to be considered and including a general description of the area affected. The Commission may for any reason, when it deems such action necessary or desirable, continue such hearing to a time and place certain. Within thirty (30) days after the close of the hearing, the Commission shall render its decision in the form of a written recommendation to the Council. The recommendation shall include the reasons for the recommendation.

2. Prior to publishing a petitioned Zoning Map change, the Commission may, on its own motion, delimit or extend the boundaries of such area, so as to constitute a more reasonable zone district boundary.

3. The Commission may on its own motion propose any amendments to this ordinance and map. After holding a public hearing as required by this section, the Commission shall either:

a. Transmit such proposal to the Council which shall thereupon proceed as set forth herein for any other amendment, or

b. Vote to quash the Commission initiated proposal, in which case no further action need be taken by the Commission or Council.

Response: In addition to a requirement to hold a Neighborhood Meeting (held on 11/26/2019), this section requires the Commission to "...fix a reasonable time for the hearing of the proposed zone change...". Staff will provide notice in the newspaper and will post the site at least 15 days prior to the hearing. The Commission is required to provide a written recommendation to the Council. Note that the only action at this time is to initiate the amendment and set the hearing date.

Recommendation: The Zoning Administrator recommends the Planning and Zoning Commission approve P&Z Resolution 2019-2 to initiate the Zoning Ordinance Amendment and set a specific date for a hearing to consider the matter.

Attachments:

- Ordinance 454
- R-2 Zoning Code Excerpt
- P&Z Resolution 2019-2



TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331
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ORDINANCE NO. 454

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING SECTION 201, "DEFINITIONS," SECTION 506, "R-2 ZONE, MULTIPLE FAMILY RESIDENTIAL," AND SECTION 507, "C-1 ZONE, GENERAL COMMERCIAL" OF THE JEROME ZONING ORDINANCE

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

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

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

Section 2. Paragraphs A, B and C of Section 506, "R-2 Zone – Multiple Family Residential," is hereby amended as follows (additions underlined; deletions in strikethrough text):

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

A. PURPOSE

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

B. PERMITTED USES

1. One (1) single-family dwelling ~~or one (1) two-family dwelling~~ or one (1) modular home per lot. Mobile homes are prohibited.
- ~~2. Multiple family dwellings and apartment houses.~~
- ~~3.2~~ Customary accessory uses and buildings, provided such uses are incidental to the principal use.
- ~~4.3~~ Temporary buildings for uses incidental to construction work, which buildings shall be removed upon completion of or abandonment of the construction work.
- ~~5.4~~ Publicly owned and operated parks and recreation areas and centers.
- ~~6.5~~ Home occupations.

C. CONDITIONAL USES

~~Any conditional use in the R1-5 zone.~~

- ~~1. Churches or similar places of worship.~~
- ~~2. Schools: Public or private elementary and high.~~

3. ~~Colleges, universities, and professional schools having a regular curriculum.~~
4. ~~Nursery Schools and Day Care Centers.~~
5. ~~Public buildings.~~
6. ~~Public utility buildings, structures, or appurtenances thereto for public service use.~~
7. ~~Libraries.~~
8. ~~Model homes.~~
9. ~~Hospitals, clinics, medical and dental offices.~~
10. ~~Nursing Homes and Convalescent Homes.~~
11. ~~Boarding or Rooming House.~~
12. ~~Bed and Breakfast.~~

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

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

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

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

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, THIS 13th DAY OF AUGUST 2019.


Christina "Alex" Barber, Mayor

ATTEST:

APPROVED AS TO FORM:


Candace Gallagher, Town Manager/Clerk


William J. Sims, Esq.
Town Attorney

Date of first reading: July 9, 2019

Date of adoption: 8/13/19

Date of publication: 8/21/19; 8/28/19

Date of posting: N/A

Voting record at adoption

	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER			X			
MILLENBERG			X			
HARVEY	X					
MOORE		X				
WORTH			X			

Jerome Town Hall Located at 600 Clark Street, Jerome Civic Center



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

A. PURPOSE

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

B. PERMITTED USES

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

B. CONDITIONAL USES

Any conditional use in the R1-5 zone.

D. PROPERTY DEVELOPMENT STANDARDS

1. **MINIMUM LOT AREA:** Five thousand (5,000) square feet.
2. **MINIMUM LOT WIDTH:** Fifty (50) feet.
3. **MINIMUM SQUARE FOOTAGE OF DWELLING:** Eight hundred and fifty (850) square feet of enclosed floor space exclusive of any attached garage.
4. **MAXIMUM LOT COVERAGE:** Not more than sixty (60) percent of the net area of the lot may be covered by the main building and all accessory buildings.
5. **YARDS:**
 - a. **Front Yard:**
 - 1) There shall be a front yard of not less than ten (10) feet in depth except when the following conditions prevail:

A front yard is required equal to that established by any building within one hundred (100) feet on either or both sides of the lot. Where more than one such building is within one hundred (100) feet of the lot then the front yard of the nearest such building shall be the required front yard of the lot, except that where the lot is between two such buildings, each within one hundred (100) feet of a lot, then the front yard of this lot shall be that established by a line joining the nearest front corner of the other such building. Nothing in the above shall require that a front yard in this district exceed twenty (20) feet.
 - 2) Where lots have a double frontage on two (2) streets, the required front yard shall be provided on both streets.

- b. Side Yard:
 - 1) There shall be a side yard along interior lot lines of not less than five (5) feet in width.
 - 2) Where a side lot line abuts a street, the side yard shall be considered a front yard for the purpose of determining width.
- c. Rear Yard:
 - 1) There shall be a rear yard of not less than twenty (20) feet in depth. Except where the rear lot line is in common with or separated by an alley from the side lot line of another lot, there shall be a rear yard of not less than ten (10) feet in depth.
 - 2) Where the rear lot line abuts an alley, the required rear yard shall be measured from the center line of the alley.
- 6. **MAXIMUM BUILDING HEIGHT:** No building shall exceed the height of twenty five (25) feet as defined in "building, height of." On slopes over forty-five (45) percent there will be a one (1) foot reduction in height for each additional five (5) percent of slope or portion thereof. Notwithstanding these provisions, no face of any building shall exceed thirty-five (35) feet above the low point of original grade as defined in "original grade". (see Appendix for diagrams).
- 7. **ACCESSORY BUILDINGS**
 - a. Accessory buildings shall be considered in determining yard, lot and area requirements.
 - b. Accessory buildings shall not be used for human habitation.
 - c. Detached accessory buildings shall meet all required setbacks and maintain a space of five (5) feet from the main building or other structures.
 - d. Detached accessory buildings shall be constructed to a height not greater than fourteen (14) feet to the peak or highest point of the roof, as defined in "Accessory Building, Height of."

[Ord. No. 446; Ord. No. 454]

E. GENERAL PROVISIONS

The provisions of Section 502 shall apply.

F. SIGNS

The provisions of Section 509 shall apply.

G. PARKING AND LOADING

The provisions of Section 510 shall apply.

H. PLAN REVIEW

The provisions of Section 303 shall apply.

I. DESIGN REVIEW

The provisions of Section 304 shall apply to all property, buildings and structures within the Historic Overlay District.



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TOWN OF JEROME

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P&Z RESOLUTION NO. 2019-2

INITIATING AN R-2 ZONING MAP AMENDMENT AND SETTING A HEARING DATE

WHEREAS, the Town of Jerome is interested in rezoning an area from R1-5 to R-2; and

WHEREAS, the property to be rezoned is located in and around the vicinity of 10, 18 and 21 North Drive; 884, 886, 888, 894, 896, 898, 899 Hampshire Ave.; and a vacant lot identified as APN 401-11-002A on Hampshire Ave; and

WHEREAS, a Neighborhood Meeting was held on November 26, 2019; and

WHEREAS, the Jerome Planning & Zoning Commission has the authority to initiate a Zoning Map Amendment under Section 301.A. of the Zoning Ordinance; and

WHEREAS, the Jerome Planning and Zoning Commission is required to set a hearing date and provide public notice in accordance with Section 301.C. of the Zoning Ordinance;

NOW, THEREFORE, BE IT RESOLVED by the Planning and Zoning Commission of the Town of Jerome, Arizona, that an amendment to the Zoning Map is initiated in accordance with Section 301.A. of the Zoning Ordinance; and

BE IT FURTHER RESOLVED that a hearing date of Wednesday, January 8th will be held to discuss the proposed amendment, and that public notice regarding such hearing shall be given in accordance with Section 301.C. of the Zoning Ordinance.

ADOPTED AND APPROVED by a majority vote of the Planning and Zoning Commission on the 4th day of December 2019.

ATTEST:

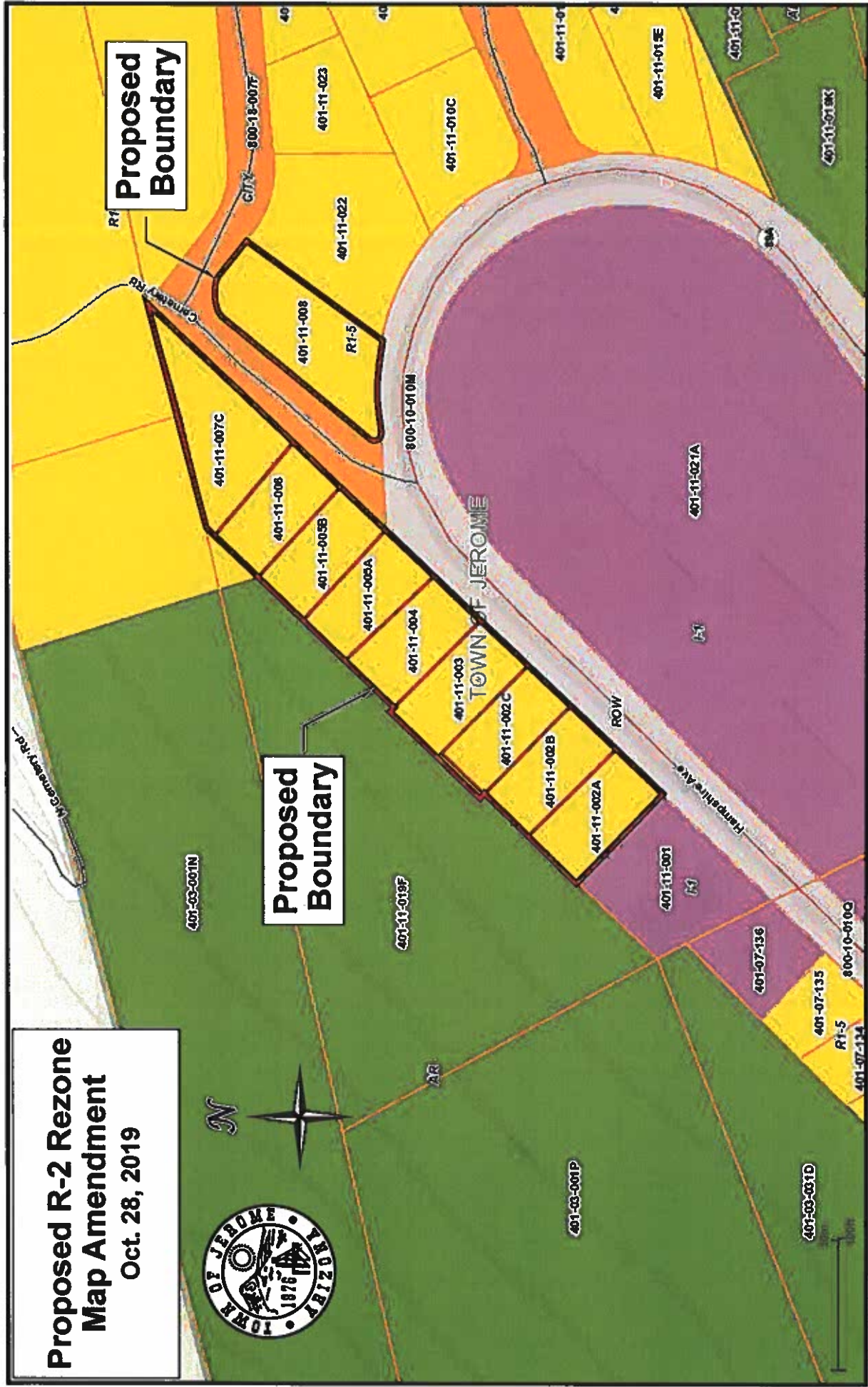
APPROVED:

Joni Savage, Deputy Town Clerk

Chairman Lance Schall



Proposed Boundary





TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

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

ZONING ADMINISTRATOR ANALYSIS PLANNING & ZONING COMMISSION

December 4, 2019

ITEM 6: Site Plan Review for enclosed porch
Location: 700 Holly
Applicant: Jack Dillenberg
ZONE: R1-5
APN: 401-07-089B
Recommendation: Approve P&Z Resolution No. 2019-3
Prepared by: John Knight, Zoning Administrator

Summary: Applicant requests approval of Preliminary and Final Site Plan Review to enclose a porch to create a greenhouse.

Posting: A notice was posted on site on November 20, 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: The applicant's proposal does not add any additional square footage or affect height, setbacks, or other Code standards. The proposed greenhouse simply encloses an existing porch.

Recommended Conditions: The attached resolution includes standard conditions to ensure compliance with Town ordinances and standards.

Recommendation: The Zoning Administrator recommends approval of the attached P&Z Resolution No. 2019-3 which includes both Preliminary and Final Site Plan review and conditions.



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TOWN OF JEROME

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P&Z RESOLUTION NO. 2019-3

APPROVING PRELIMINARY AND FINAL SITE PLAN FOR AN ENCLOSED PORCH AT 700 HOLLY AVENUE

WHEREAS, the Town of Jerome has received an application for Preliminary and Final Site Plan Review to construct an enclosed porch on a single-family home at 700 Holly Ave. (APN 401-07-089B); and

WHEREAS, the property is located in the R1-5 zoning district, and the proposed modification is an allowed use in that District; and

WHEREAS, a notice was posted at the Site on November 20, 2019 in accordance with Jerome Zoning Ordinance Section 303.1C; and

WHEREAS, the Jerome Planning & Zoning Commission reviewed this application at their December 4, 2019 meeting and approved the application with certain conditions;

NOW, THEREFORE, BE IT RESOLVED by the Planning and Zoning Commission of the Town of Jerome, Arizona, that the Preliminary and Final Site Plan for an enclosed porch at 700 Holly Avenue is hereby approved, subject to the following conditions:

1. **Parking Spaces** – A total of two (2) off-street, parking spaces shall continue to be maintained.
2. **Construction Hours and Noise** – Construction and noise shall be limited between 8:00 pm and 7:00 am in accordance with Section 10-1-13.C. of the Jerome Town Code.
3. **Sign** – A separate application for DRB will be required for approval of any signage.
4. **Other Improvements/Changes** – Any subsequent modifications or changes to the Plans, including but not limited to changes in setbacks, square footage, fences, siding, roofing, height, etc., will require additional review by the Planning and Zoning Commission and/or the Design Review Board.
5. **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.
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 Ordinance.
7. **Building Permit Submittal and Code Requirements** - The applicant shall consult with the Building Official and submit detailed drawings for building permits that clearly demonstrate compliance with all Code Requirements, including but not limited to, coverage, height, parking and setbacks (Section 505).

P&Z RESOLUTION NO. 2019-3

8. **Expiration of Approval** - This approval shall become null and void if a building permit is not issued within six (6) months of final Planning and Zoning and Design Review Board Approval of this application, whichever is later. If necessary, the applicant may request an extension by the approval body, if the extension is submitted prior to approval expiration.

ADOPTED AND APPROVED by a majority vote of the Planning and Zoning Commission on the 4th day of December 2019.

ATTEST:

APPROVED:

Joni Savage, Deputy Town Clerk

Chairman Lance Schall



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TOWN OF JEROME, ARIZONA

Jerome Town Hall and Civic Center
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(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'S NAME: JACK DILLENBERG
MAILING ADDRESS: P.O. Box 6, JEROME, AZ 86331
TELEPHONE: 602-751-5225 EMAIL: drjdillen@gmail.com
PROJECT ADDRESS: 700 HOLLY
PARCEL NUMBER: 401-07-089B ZONE DISTRICT: _____
APPLICATION FOR (Please describe the project.): ENCLOSE PORCH

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

APPLICANT'S SIGNATURE: [Signature] DATE: 10-12-19

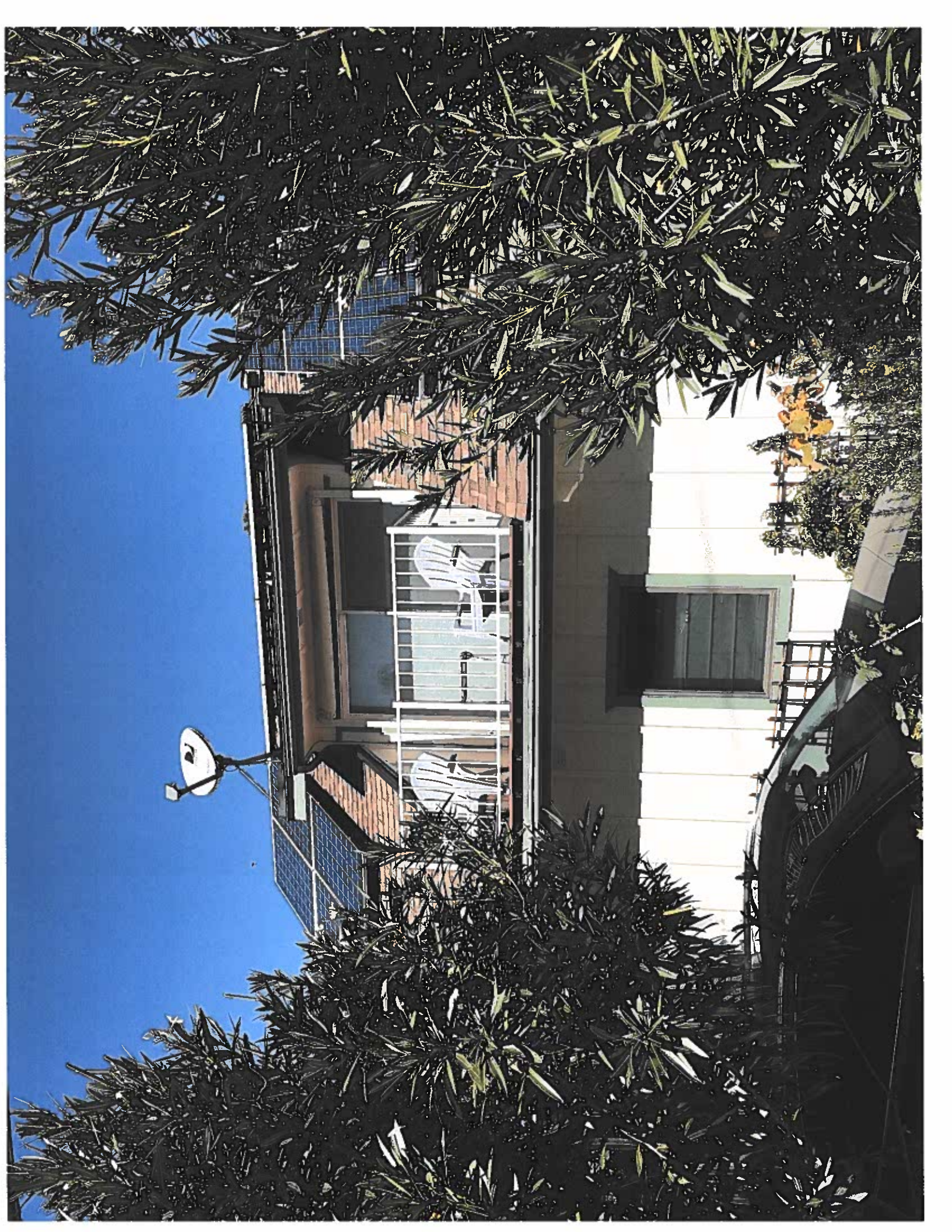
RECEIVED FROM: Joni Savage Jack Dillenberg TOWN USE BELOW DATE: 11/12/19

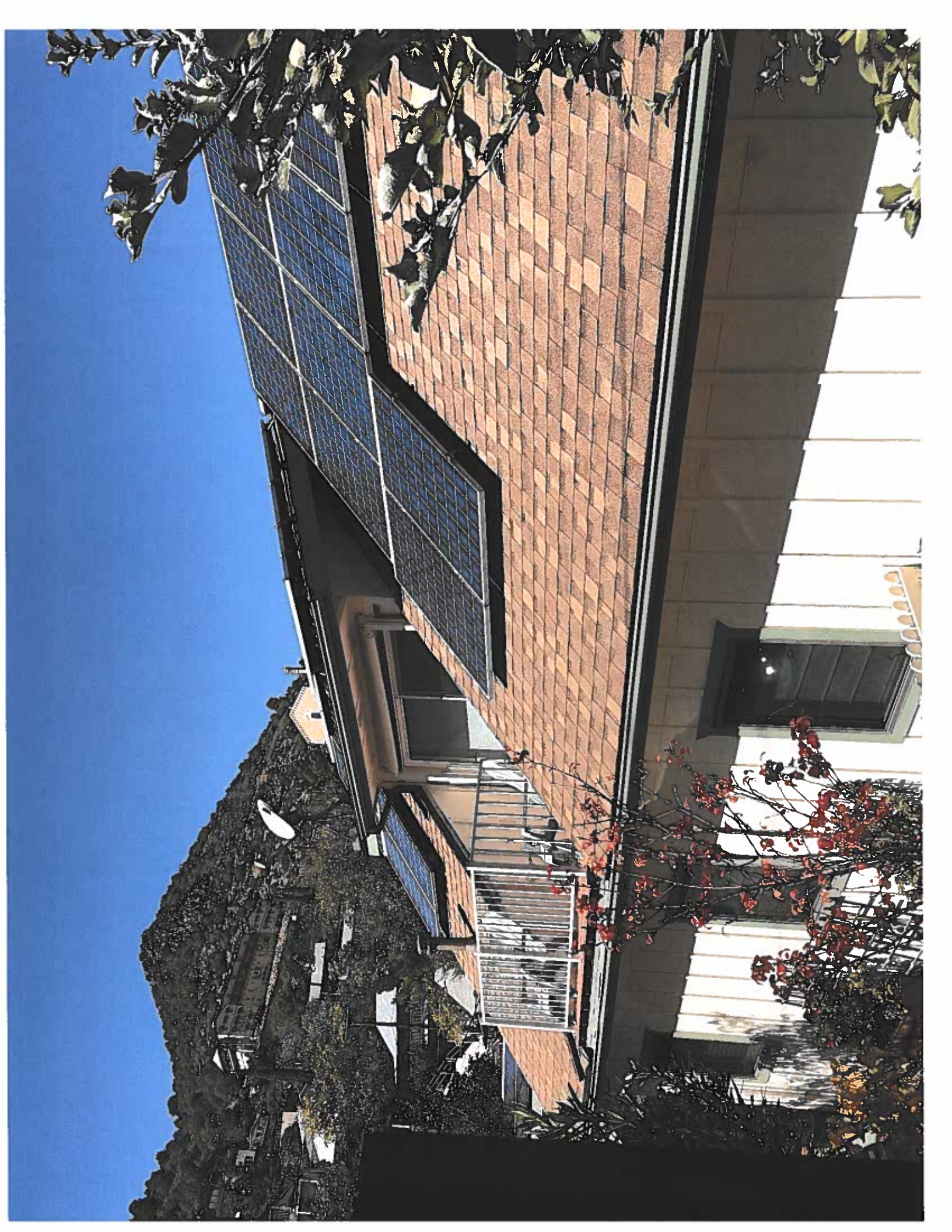
Received the sum of \$ 50- as: ☒ Check No. 1238 ☐ Cash ☐ Credit Card

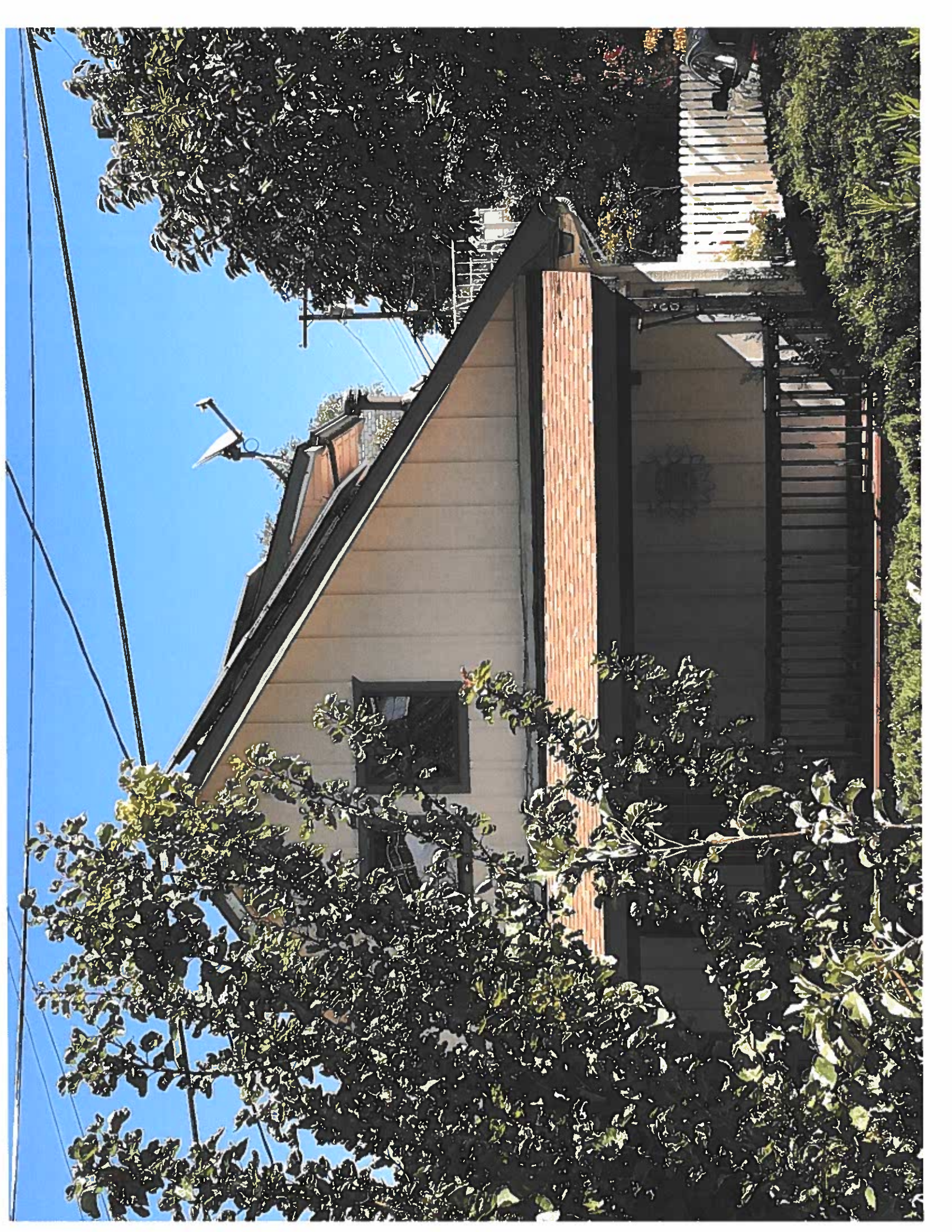
Per Fee schedule - Ordinance 332

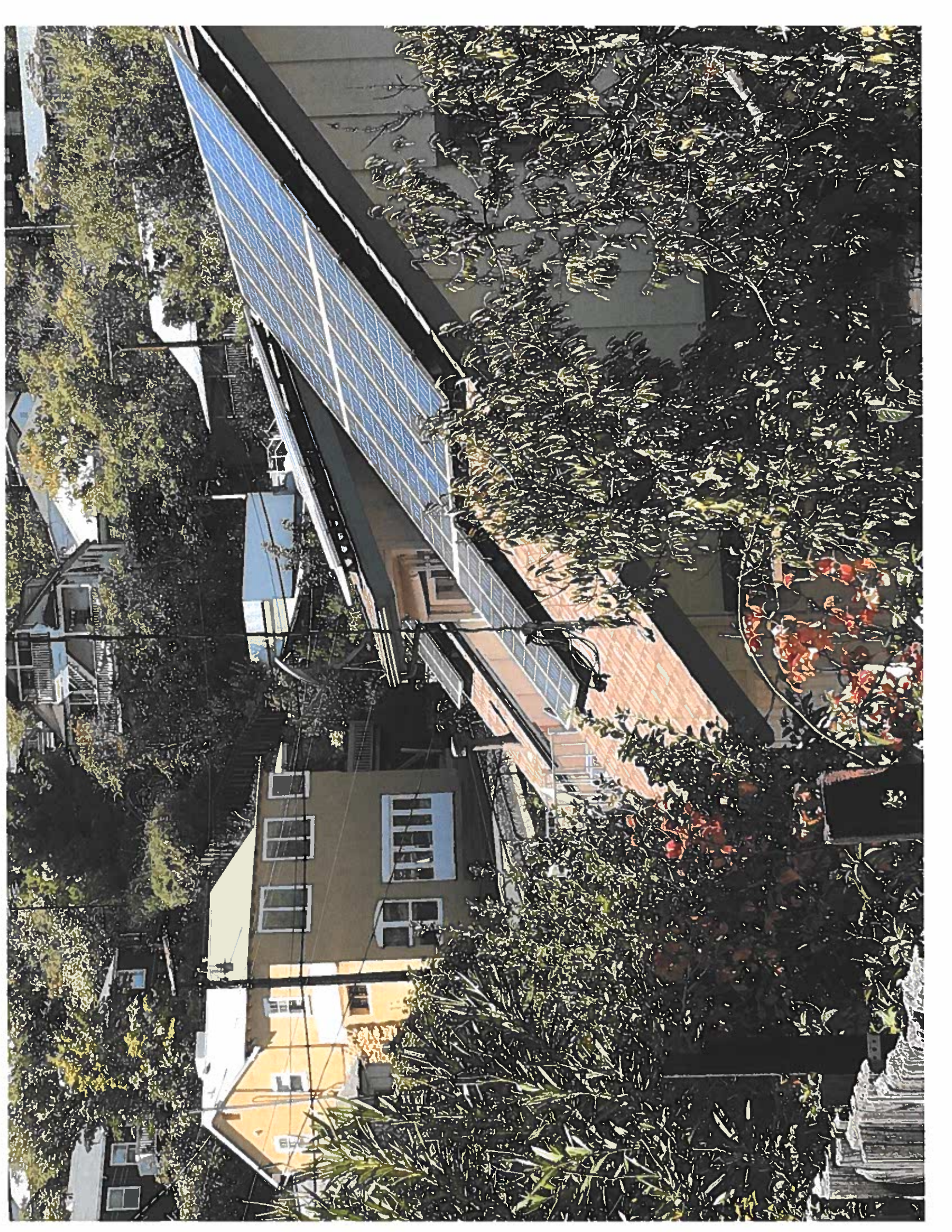
BY: Joni Savage FOR: John Knight





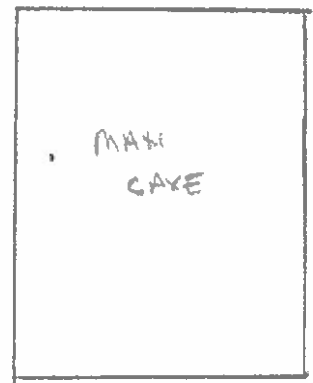
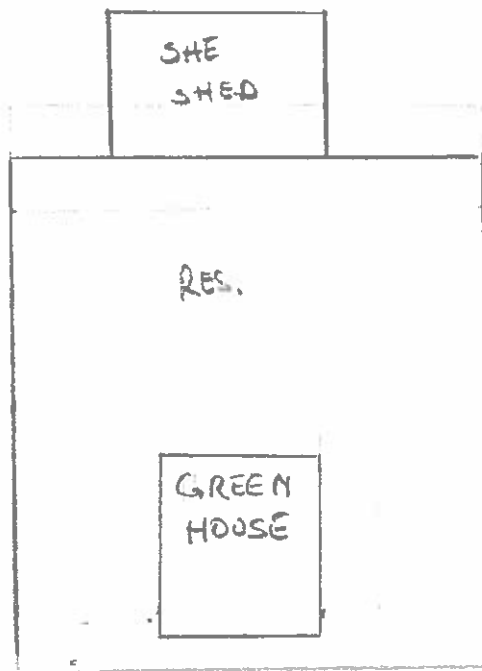






700 HOLLY

APN 401-07-089B



$$\frac{3}{32} = 1 \text{ foot}$$



TOWN OF JEROME

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

ZONING ADMINISTRATOR ANALYSIS PLANNING & ZONING COMMISSION

December 4, 2019

ITEM 7: Review CUP Condition for Central Hotel
Location: 507 Main St., Suite B
Applicant: Lee Christensen
ZONE: C-1
APN: 401-06-088
Recommendation: Review condition and modify if necessary
Prepared by: John Knight, Zoning Administrator

Summary: Applicant requests review of a previous condition that was approved by the Planning and Zoning Commission as part of a CUP to allow residential use in the C-1. The condition stated, "Honor the P&Z request regarding tenant parking out of the town's main commercial areas". See attached Notice of Decision. The P&Z may affirm the existing condition, delete it or modify it. The applicant requests the condition be modified to allow the tenants to park in any of the "free spaces" along Highway 89A. If the P&Z is willing to consider allowing the tenants to park in the C-1 area, they should be restricted from parking directly in front of existing businesses and should be directed to other free spaces in the C-1, such as the lower parking lot next to the Volleyball Court.

Recommendation: The Zoning Administrator requests that the Planning and Zoning Commission review/discuss the proposed condition and make any necessary changes.

Attachment:

- Notice of Decision
- Info from Lee Christensen

Re : Parking for the residential tenant in Apartment #10, Central Hotel

The parking for this space has always been grand-fathered as the building was built circa 1907 and parking was not a consideration in those days. The building was used as a Rooming House until the late 60's when it was converted into an Apartment Building. That was its use when purchased it in January of 1976. In the late 80's I rented that space to a Picture Framer who also sold art work. It remained a retail store until this year when it became an apartment use once again as I was unable to rent it as a Shop.

The exclusion of parking in the C-1 Zone as a condition of the CUP, which is where the building is located, makes it very inconvenient for my tenants especially along Hwy 89 A. I see the shop keepers drive up from the valley and park right in front of their shops. Why is that alright and the tenants for Apartment #10 are excluded? When the CUP was granted the middle parking lot was open to everyone, but that is now metered parking. The exclusion of my tenants from that parking area creates an additional burden. There's no place for them to park within approximately 1000' of their apartment! This isn't fair and becomes a "Taking" of the use of the #10 Apartment space as a residence. This was always grand-fathered so the Central Hotel rentals could be used. This building adds a great deal to the Historic Main Street entry experience of someone driving into Town and it provides needed residential space which is in short supply.

Thank you for your consideration and review of this parking issue. My tenants deserve to have reasonable access to parking along 89 A as has always been the case. Allowing locals to park there also will create a greater demand for the metered spaces in the middle park area. I appeal to your sense of fairness and to the need to carry on with long established practices as regards keeping the Historic Buildings of Jerome functional and operational for our use and for the enjoyment of the tourists who come to visit.

Sincerely,

Lee Christensen



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TOWN OF JEROME, ARIZONA

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(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: Lee Christensen
MAILING ADDRESS: POBox 5 Jerome, AZ 86331
TELEPHONE: 928-634-5775 EMAIL: lchristensen@sedona.net
PROJECT ADDRESS: 507 B Main Street (Highway 89A)
PARCEL NUMBER: 401-06-088 ZONE DISTRICT: C-1

APPLICATION FOR (Please describe the project.): Review and revision of Parking Condition attached to CUP for residential use in the Apartment #10 of the Central Hotel

The CUP had a condition that states that the tenant may not park in the Commercial Zone.

- 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: Lee N. Christensen DATE: 11-22-2019

TOWN USE BELOW

RECEIVED FROM: _____ DATE: _____

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

Per Fee schedule – Ordinance 331

BY: _____ FOR: _____

PLEASE NOTE:

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

REGARDING BUILDING PERMITS:

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



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Town of Jerome, Arizona
PO Box 335, Jerome, Arizona 86331
Charlotte Page, Zoning Administrator
Historic Preservation Officer
Office: (928) 634-7943 Fax: (928) 634-0715
c.page@jerome.az.gov

File
copy

NOTICE OF DECISION PLANNING & ZONING AND TOWN COUNCIL

January 15, 2019

Lee Christensen
PO Box 5
Jerome, AZ 86331
Re: 507 B Main St.

APN: 401-06-088

On November 7, 2018 your request for a Conditional Use Permit submitted to Planning & Zoning Commission was recommended for approval and advanced to Town Council for consideration. This recommendation was conditioned with a statement that as the owner you would ask future tenants to not park in the town's main commercial areas.

On December 11, 2018 Town Council reviewed the P&Z recommendation and approved the Conditional Use Permit for mix residential/retail use of the 'B' Suite of 507 Main St., with these conditions.

- Honor the P&Z request regarding tenant parking out of the town's main commercial areas
- Any requests for safety made by Building Inspector and Fire Chief to be met prior to residential occupancy
 - o smoke detectors to be installed, per Building Inspector
 - o fire extinguisher mounted to wall, per Fire Chief
 - o fire suppression 'sprinklers', installed in each room for residential use, per Fire Chief.

Please obtain a building permit from the Town's Building Inspector for any work that requires plumbing or electric changes on the interior. Permits should be obtained within six (6) months of the approval of this Conditional Use Permit.

Signed Charlotte Page Date: 1-15-19

Charlotte Page
Acting Zoning Administrator

COPY

Cc: Barry Wolstencroft, Building Inspector
Rusty Blair, Fire Chief

This approval is subject to all limitations, including termination provisions set forth in the Jerome Zoning Ordinance and in this Notice of Decision. Approval becomes void if not completed within 6 months from the date of decision. If you have any questions regarding this Notice of Decision please contact Charlotte Page, Zoning Administrator.



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TOWN OF JEROME

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PLANNING & ZONING COMMISSION RECOMMENDATION CONDITIONAL USE PERMIT – 507 B. MAIN ST., CENTRAL HOTEL RESIDENTIAL/RETAIL MIXED USE ON 2ND FLOOR

DECEMBER 11, 2018
TOWN COUNCIL MEETING

Planning & Zoning Commission reviewed this request for a Conditional Use Permit on November 7, 2018, and motion to forward to Council was made as follows:

Motion to approve the Conditional Use Permit with the condition that the landlord ask the tenant not to take up parking in the main commercial area.

Motion was passed 4-1 with Margie Hardie casting a 'nay' vote.

Zoning Administrator Analysis for P&Z is attached with summary minutes from 11/7/18 P&Z Meeting as well as the original submission, floorplan for the 2nd floor of the building and square footage estimate from Yavapai County's website.

Charlotte Page
Zoning Administrator

Town Council
Conditions set by
BI + Fire
to be met
before occupancy



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 7, 2018

ITEM 8: CONDITIONAL USE PERMIT FOR RESIDENTIAL USE IN THE C-1 ZONE

CENTRAL HOTEL

APN 401-06-088

507 B Main St. Jerome

The Central Hotel has been occupied as three apartments with commercial use on two lower floors since 1981. It was occupied as four apartments with commercial use on the bottom floor at the passage of the Zoning Ordinance.

The applicant is requesting mixed occupancy of a retail space with a resident living in a rented commercial space. The building is in the C-1 Zone, it has had continuous residential/commercial use since the passage of the Ordinance. As such, the mixed use is considered a legal non-conforming use. Non-conforming because residential use in the C-1 Zone requires Conditional Use Permit and this site does not have off street parking that would be required to support any use.

The 2nd floor space has been devoted completely to retail in the recent past. Retail and residential use will continue in the building.

The Fire Chief says he will require the addition of sprinkler type fire suppression for the second floor only, to allow a new mixed use with retail and a full-time occupant on the second floor. Addition of sprinklers would not be required for continued retail only use. Addition of a smoke detector in any sleeping quarters for residents is required and a fire extinguisher will be required for retail occupancy. Reconstruction of a kitchen facility and installation of sprinklers would require a building permit.

The proposed shared use of the space for residential/retail is not a remodel. The configuration of the space is not changing. It may be considered an extension of a legal non-conforming use of the building, and it is an allowed 'lawful use' within the zone with a Conditional Use Permit.

Section 501. Nonconforming Situations

2. The lawful use of land, buildings or structures existing at the time of the passage of this Ordinance, or amendment thereof, although such does not conform to the provisions hereof for said land, may be continued, but if such nonconforming uses is discontinued for a period of six (6) months, any future use of said land or structure shall be in conformity with the provision of this Ordinance.

5. Once changed to a conforming use, no building or land shall be permitted to revert to a nonconforming use.

6. A nonconforming use shall not be extended, but the extension of a lawful use to any portion of a nonconforming building which existed prior to the enactment of this Ordinance shall not be deemed the extension of such nonconforming use.

This proposed mixed use of one floor is consistent with the historical use of the entire building and compatible with use of neighboring properties.

SECTION 510. PARKING AND LOADING REQUIREMENTS

B.8 In the event of mixed uses, the total requirement for off-street parking spaces is the sum of the requirements of the various uses computed separately.

Building use, and reference 'base' parking - Reference 510.D Schedule of required off-street parking spaces

Basement – retail	= 1 space	
1 st floor – retail 634 sq ft	= 2 spaces	
3 apartments	= 4.5 spaces	total 7.5 = 8 spaces

Proposed use and parking requirement

Basement retail	= 1 space	
1 st floor retail + rental	= 2.5 spaces (1 apartment and under 600 sq ft retail)	
3 apartments	= 4.5 spaces	total = 8 spaces

The owner is requesting a Conditional Use Permit to rent the 2nd floor with a mixed use of retail and residential. The request is a lawful use in the commercial zone and a Conditional Use Permit is required. The parking requirement for the building does not change when the 2nd floor space combines residential and retail space because more than 34 square feet will be devoted to personal space and parking for retail will then be reduced to one space. P&Z may consider granting CUP for additional combined residential/commercial use.

Charlotte Page
Zoning Administrator

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Ms. Page confirmed that it did other than the Industrial Zone, which does not change because it is referenced the same as C1 zone. There are no other changes in the text document.

Motion that we forward to the Council the amendment to the Zoning Ordinance regarding Accessory Buildings definitions Section 303.1. Projects Requiring Review Section 303.2. Final Plan procedure Section 304 Design Review and Property Development Standards for each zone.

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Hardie			X			
Hudson		X	X			
Moore	X		X			
Schall				X		
Vincent			X			

Chair Hardie asked if Vice Chair Schall would like to explain his vote of no.

Vice Chair Schall said he has pointed out when they were developing the standard that he generally disagrees with the whole operation. He thinks the current lot coverage, setback and height requirements are sufficient to define any accessory building. He thinks the addition of these requirements is not necessary. He specifically disagrees with "not for use of human habitation." It precludes the use of a small accessory cottage. When it was written we made the assumption it was a garage, but an accessory building could be a mother-in-law quarter or a caretaker for those of us who wish to age in place. This would preclude the use of that building for those purposes.

7:18 (00:19:05) ITEM 8: CONDITIONAL USE PERMIT – MIXED RESIDENTIAL/BUSINESS USE OF THE CENTRAL HOTEL, 2ND FLOOR.

APPLICANT: Lee Christensen

ADDRESS: 507 B. Main St.

OWNER OF RECORD: Lee Christensen

ZONE: C-1

APN: 401-06-088

Applicant is seeking approval to CUP within this location as mixed use of residential/commercial shared space. CUP is required due to residential use in space previously occupied as retail.

Ms. Page explained it is a mixed residential/retail use since prior to the ordinance being passed.

Applicant is asking that the space be used for residential and business. It is a legal non-conforming building.

Mr. Christensen explained it had been a working man's hotel. When he got it, it had a shop and apartments since he's owned it in 1976. The space he is seeking a CUP for has been vacant for a number of months. There are four rooms and he is proposing it to be a living/working space. He stated it is around 680 square feet.

Chair Hardie asked what percentage, or square feet, would be used as residential and how much for retail? That is a question to do with our parking ordinance. Are you requesting about 300 square feet for retail?

Mr. Christensen approached the dais and explained how he thought the rooms would be used.

Ms. Moore asked Mr. Christensen, "You have no intentions to split this up?"

Mr. Christensen answered, "No it would be one tenant/rental, not subdivided."

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Ms. Moore said parking is the issue, one of the things she wondered is if as a condition we could request that the person residing there could be asked to park on School Street. There was discussion about School Street parking. The building address is Main Street.

Mr. Christensen mentioned the Air BNB on School Street that is actually bringing in additional cars. They are supposed to park on their property, however they are parking on the street.

Chair Hardie said she believed that School Street parking is only for people that live on School Street. The building is on Main Street.

Ms. Moore sees the people that live up town are taking up parking spaces that people buying things in the shops could be parking in. Having two uses could add additional parking problems in that area. She asked Ms. Page if that could be made as part of the condition.

Mr. Christensen said he could put in the lease that he requests that they park in the lower parking lot.

Ms. Moore referred to Ordinance 510 regarding parking, talks about a base number of parking spaces for the building. She is inclined to believe it is basically a wash.

Chair Hardie said based on the ordinance Section 501.2 She read that section of the ordinance:

"2. The lawful use of land, buildings or structures existing at the time of the passage of this Ordinance, or amendment thereof, although such does not conform to the provisions hereof for said land, may be continued, but if such nonconforming uses is discontinued for a period of six (6) months, any future use of said land or structure shall be in conformity with the provision of this Ordinance."

She referred to Section 510.B.4 and read: "Any subsequent change of use that requires an increase of off-street parking spaces beyond the established base number of parking spaces shall be in accordance with the schedules set forth in Section 510.D." And 510D says for an apartment you have to have 1 and ½ spaces. In her experience, this has not a situation where we look at a building in total for parking requirements, but individual floors and uses. She has never had an application where it was advised to take the whole building and add the parking, the so-called grandfathered parking together to achieve a certain number. You are required to have two and ½ parking spaces, and per the ordinance we round up. Based on the ordinance it would require three (3) spaces. When the use changes it has to have the parking required today.

Vice Chair Schall stated it had been completely retail, which required two spaces. He is inclined to overlook the half space.

Motion to approve the Conditional Use Permit as submitted.

Ms. Moore asked him to **amend that with the condition that the landlord ask the tenant not to take up parking in the main commercial area.**

Vice Chair Schall so amended.

Chair Hardie commented in this case we are now divesting the property owner and allowing them to use public space for commercial purposes.

Motion to approve the Conditional Use Permit with the condition that the landlord ask the tenant not to take up parking in the main commercial area.

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Hardie				X		
Hudson		X	X			
Moore			X			
Schall	X		X			
Vincent			X			

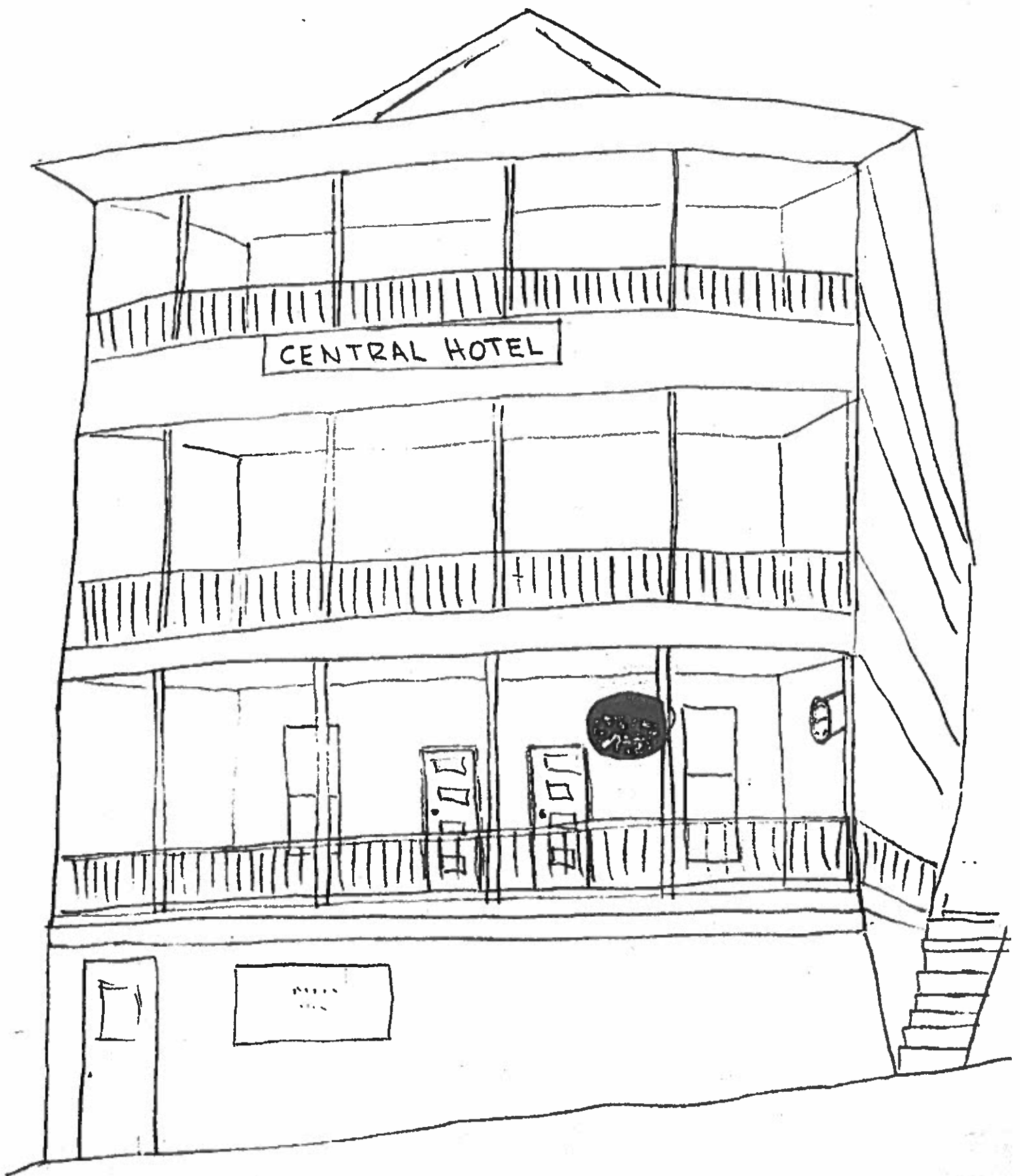


Town of Jerome

Post Office Box 335, Jerome, Arizona 86331

(928) 634-7943 Fax (928) 634-0715) r.borowski@jerome.az.gov

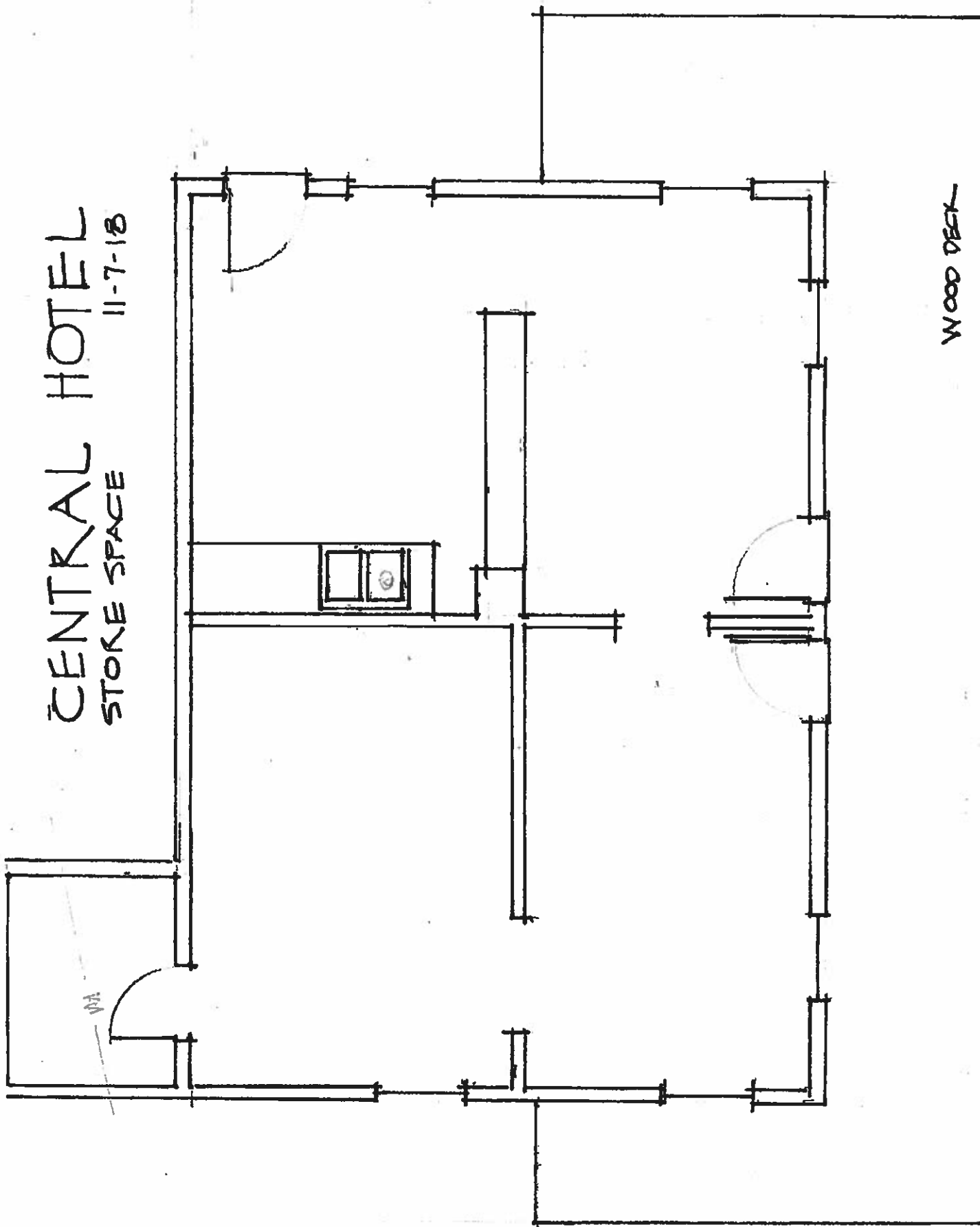
Applicant		For Office Use Only	
Project Name:	CENTRAL HOTEL	Type of Application:	Conditional Use Permit
Project Address:	507 B MAIN ST, JEROME	Fee (\$100):	
Assessor's Tax Parcel Number(s):	401-06-088	Receipt#:	CP# 3622 P & Z
		Current Zone:	CP
		Date Applied:	
		Taken By:	CP
		Parking Req's:	
		Parking Req's Met:	Y N
Property Owner:	LEE N. CHRISTENSEN	Final Action:	A D
Mailing Address:	P.O. Box 5	Applicant/Agent:	
City:	JEROME, AZ 86331	Mailing Address:	
State:	AZ	City:	
Zip Code:	86331	State:	
Phone:	928-634-5775	Zip Code:	
Fax:	928-282-7397	Phone:	
Email:	lchristensen@sedona.net	Fax:	
Request (state the proposed usage requiring this permit and any other information pertinent to the consideration of granting of this permit):			
allowing the combined residential/shop use of the #10 store space. Historically, the building was a working man's hotel with rooms rented in shifts to miners. It became an apartment shop building in the '60's when individual rooms were combined to form apartments and a store so granting this request would return to an earlier combined building use.			
I hereby certify that the information submitted on this application is complete and accurate to the best of my knowledge and that I am the owner or authorized agent of the same as stated in the attached documentation.			
Signature:	Lee N. Christensen		
Print Name:	LEE N. CHRISTENSEN		
Date:	September 26 '18		



CENTRAL HOTEL

STOKE SPACE

11-7-18



4th Level - Owner Occ
456.0

3rd Level - Owner Occ
1439.0

2nd Level - Res Rentals
1346.0

Imp 2

Main - Retail
634.0

Lower Level - Beauty Salon
386.0

Imp 1



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ZONING ADMINISTRATOR ANALYSIS PLANNING & ZONING COMMISSION

December 4, 2019

ITEM 8: Setback Interpretation of Section 507.E.5.a.1 (front setback)
Location: 324 Queen St.
Applicant: Windy Jones/Josh Lindner
ZONE: C-1
APN: 401-06-127
Recommendation: Approve P&Z Resolution 2019-4
Prepared by: John Knight, Zoning Administrator

Summary: The applicant for the proposed development at 324 Queen Street (former site of the Cuban Queen) requests an interpretation of the Code Section related to the front setback. The applicant would like a 0' front setback.

Zoning Code: Section 507.E.5.a.1) Yards:

5. YARDS:

a. Front Yard:

1) There shall be a front yard of not less than ten (10) feet in depth except when the following conditions prevail:

The front yard is required equal to that established by any commercial building within one hundred (100) feet on either or both sides of the lot. Where more than one such building is within one hundred (100) feet of the lot then the front yard of the nearest such building shall be the required front yard of the lot, except that where the lot is between two (2) such buildings, each within one hundred (100) feet of a lot, then the front yard of this lot shall be that established by a line joining the nearest front corner of the other such building. Nothing in the above shall require that a front yard in this district exceed twenty (20) feet.

Response: In the C-1 Zoning District, the Code requires front yards not less than 10'. However, the front yard could be as little as 0' and as much as 20', depending on the setbacks of nearby buildings. The purpose of this requirement is to ensure that new buildings have a similar setback to nearby buildings. The applicant has developed information showing that buildings within 100' have a 0' setback (see attached graphic). They have also included supporting information showing that many other nearby buildings also have a 0' front setback. A zero setback is very common for existing buildings in the C-1 Zone. A new building with a zero setback would not be out of place in the C-1.

Recommendation: The Zoning Administrator requests that the Planning and Zoning Commission review/discuss the applicant's request for an interpretation and approve P&Z Resolution 2019-4 which would confirm the applicant's request.

Attachment:

- Applicant Request & Map

To: Jerome Planning and Zoning

From: Josh Lindner and Windy Jones

Re: Request review of front setback requirement

Date: 11/21/2019

We, Josh Lindner and Windy Jones, are owners of the 324 Queen Street lot. In the near future we will be submitting preliminary plans for your review. Before this we would like some clarification on the front setback. We have included a map showing neighboring properties with zero front setback.

We believe the intent of the front setback is to have a historically appropriate feel to the neighborhood, and Jerome as a whole. Because our specific area does not have as many buildings as the whole of Jerome's C-1 district, in addition to the 100' required area, we have additionally shown 200' from 324 Queen Street. On the map we created using our recent survey to correct the Yavapai Assessors map to what we know to be true because of the survey, you will find almost all neighboring buildings have zero setback. Regarding the Queen's Neighbor, the property contains a residence that is set back, but also a commercial building that is at the front of the lot.

We hope this is helpful and look forward to your clarification on our front setback.

Thank you.



Windy Jones and Josh Lindner



Founded 1876
Incorporated 1899

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**P&Z RESOLUTION NO. 2019-4
CONFIRMING A CODE INTERPRETATION FOR 324 QUEEN STREET TO
HAVE A 0' FRONT SETBACK**

WHEREAS, the Town of Jerome has received a request from Windy Jones and Josh Lindner for an interpretation of Code Section 507.E.5.a.1 regarding front setbacks in the C-1 Zoning District for property located at 324 Queen Street (APN 401-06-127); and

WHEREAS, the Zoning Administrator has the authority under Code Section 107.B. to enforce the Zoning Ordinance; and

WHEREAS, the Zoning Administrator requests that the Planning and Zoning Commission provide direction on the interpretation of the Code section relating to the front setback; and

WHEREAS, the Jerome Planning & Zoning Commission reviewed this request at their December 4, 2019 meeting.

NOW, THEREFORE, BE IT RESOLVED by the Planning and Zoning Commission of the Town of Jerome, Arizona, that property located at 324 Queen Street meets the Code requirements to allow for a 0' front setback.

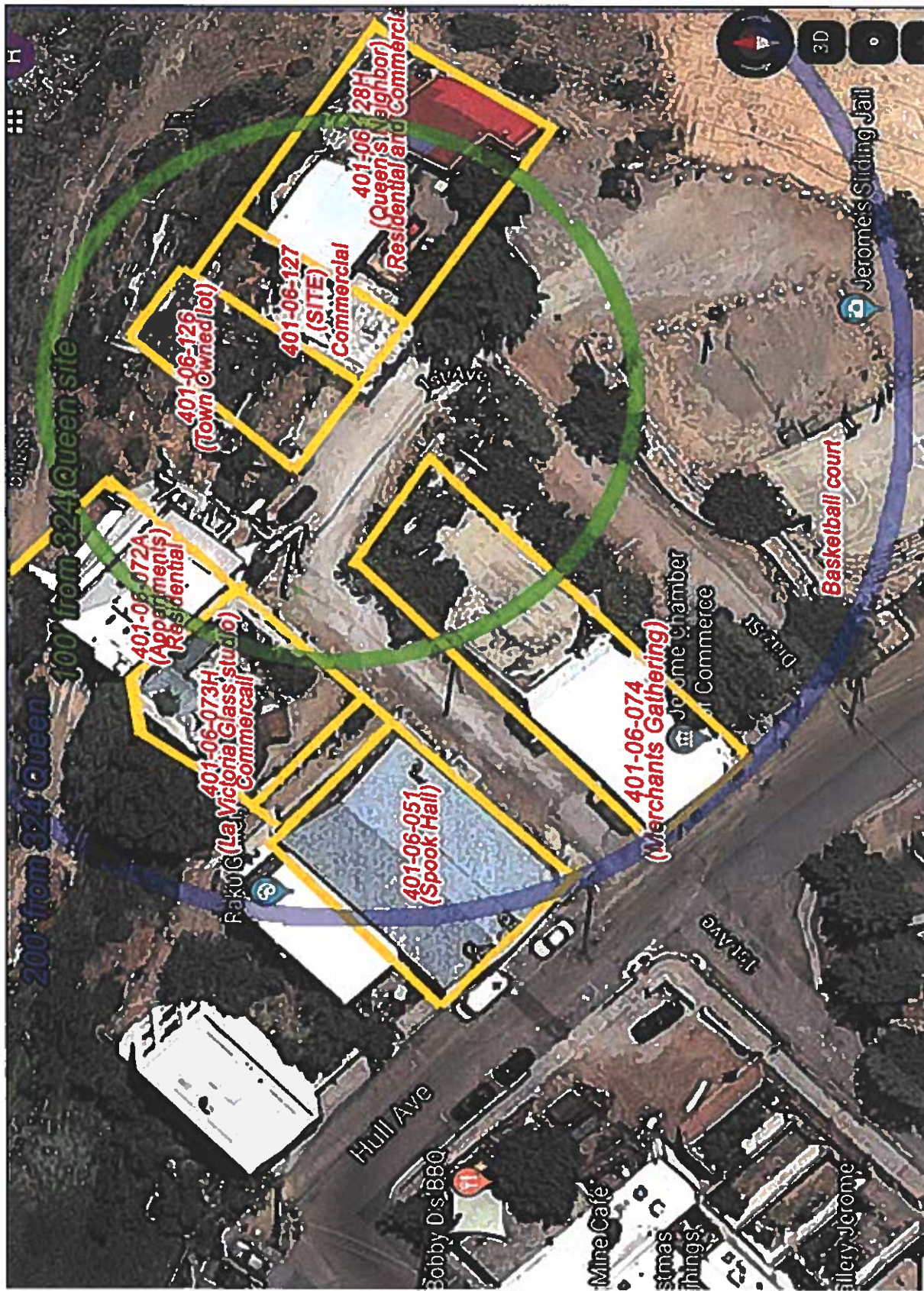
ADOPTED AND APPROVED by a majority vote of the Planning and Zoning Commission on the 4th day of December 2019.

ATTEST:

APPROVED:

Joni Savage, Deputy Town Clerk

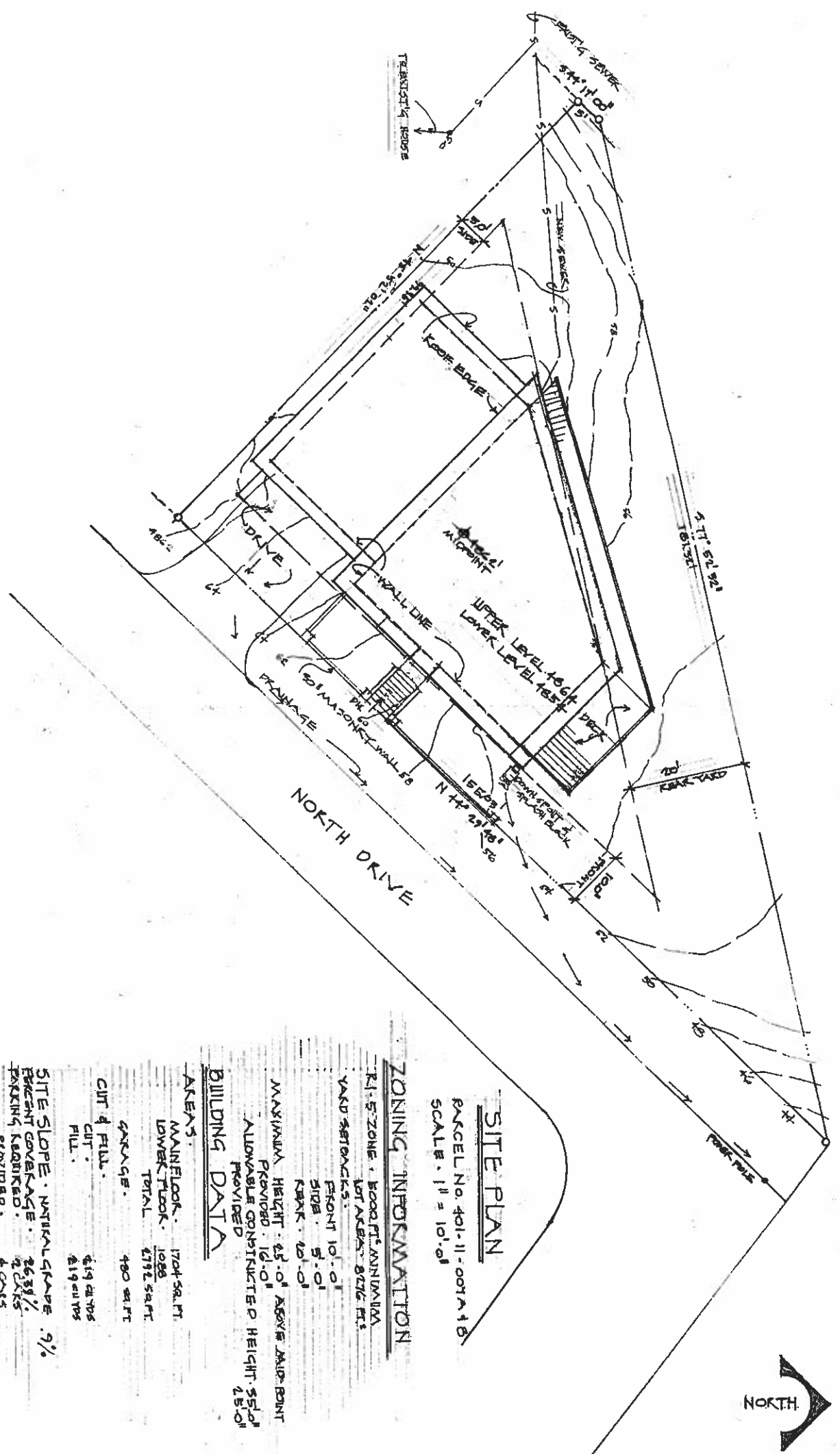
Chairman Lance Schall



Setbacks of 0' within 100' - La Victoria & Appartments & front of comercial building of Queen's neighbor commercial blg.

Setback of 0' within 200' - Spook Hall & Merchants Gathering

This map was created by applicants (Windy & Josh) using 324 Queen Street survey and Yavapai Assessors Map



SITE PLAN

PARCEL NO. 401-11-001A1B
SCALE: 1" = 10'-0"

ZONING INFORMATION

R1-5 ZONE - 8000 FT. MINIMUM
LOT AREA - 8076 SQ. FT.

YARD SETBACKS:
FRONT 10'-0"
SIDE 5'-0"
REAR 10'-0"

MAXIMUM HEIGHT - 25'-0" ABOVE ADJ. POINT
PROVIDED - 10'-0"
ALLOWABLE CONSTRUCTED HEIGHT - 35'-0"
PROVIDED

BUILDING DATA

AREAS

MAIN FLOOR - 1704 SQ. FT.
LOWER FLOOR - 1028
TOTAL - 2732 SQ. FT.

GARAGE - 400 SQ. FT.

CUT & FILL:
CUT - 619 CU. YDS
FILL - 819 CU. YDS

SITE SLOPE - NATURAL GRADE - 9%
PERCENT COVERAGE - 26.3%
PARKING REQUIRED - 2 CARS
PROVIDED - 4 CARS

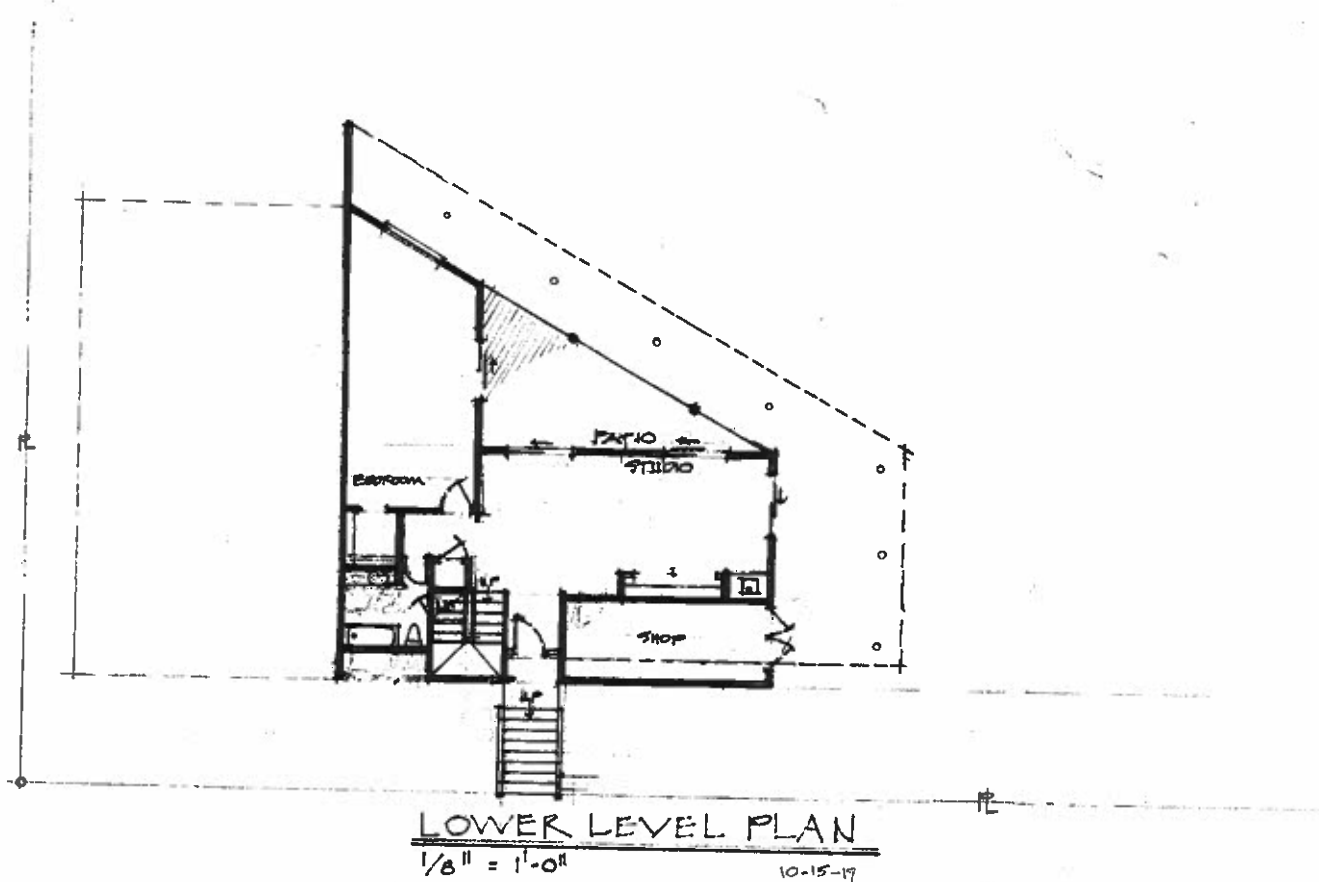
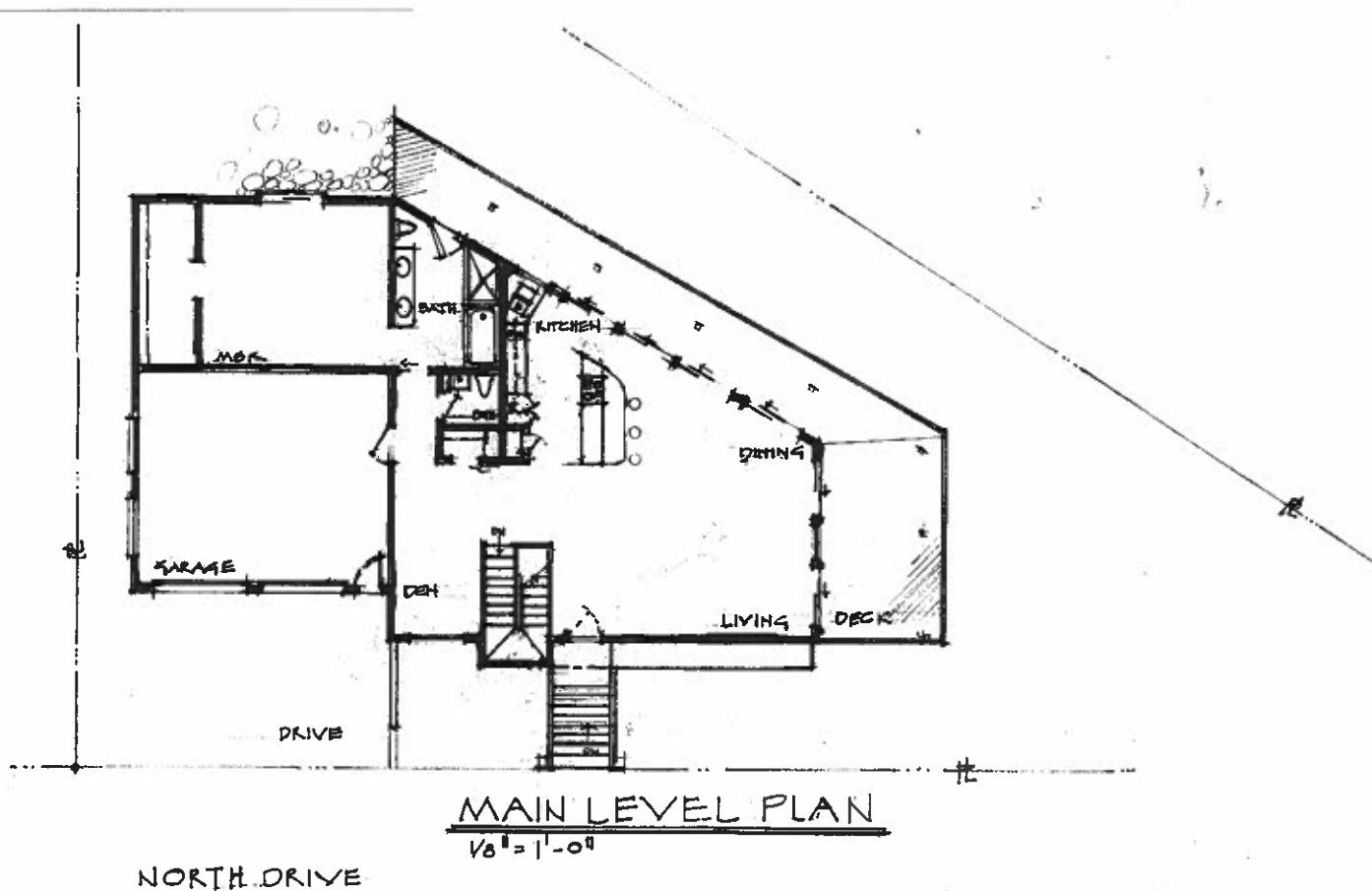
Handwritten signature/initials

SITE PLAN & INTRODUCTION

RESIDENCE for ANDY & LORI
16 NORTH DRIVE JEROME, AZ 86331

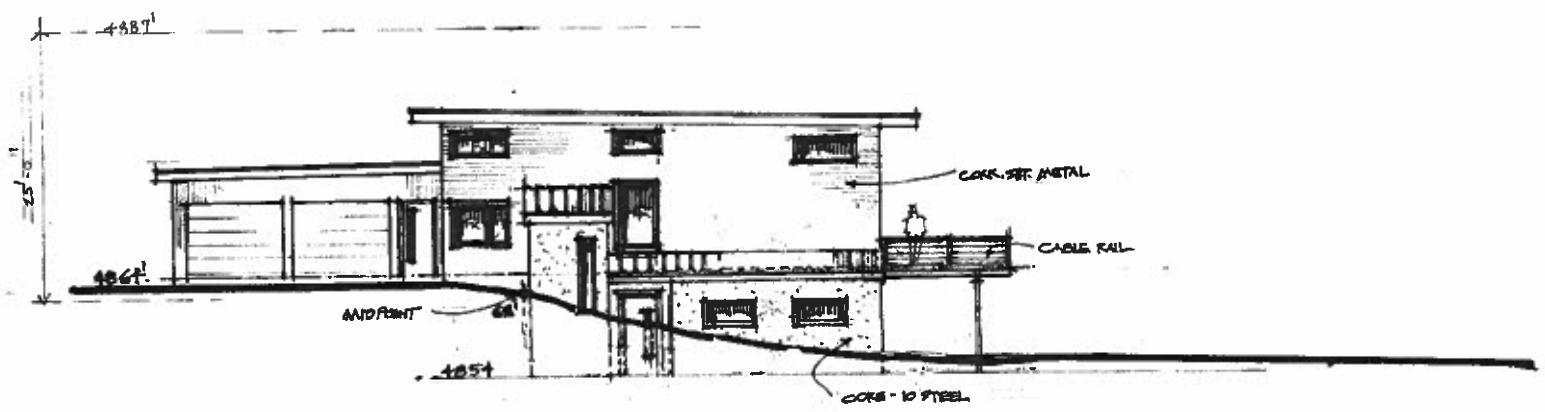
LEE N CHRISTENSEN and ASSOCIATES
ARCHITECTURE PLANNING

PO BOX 1815 SEDONA ARIZONA 86336
(928) 282-7397

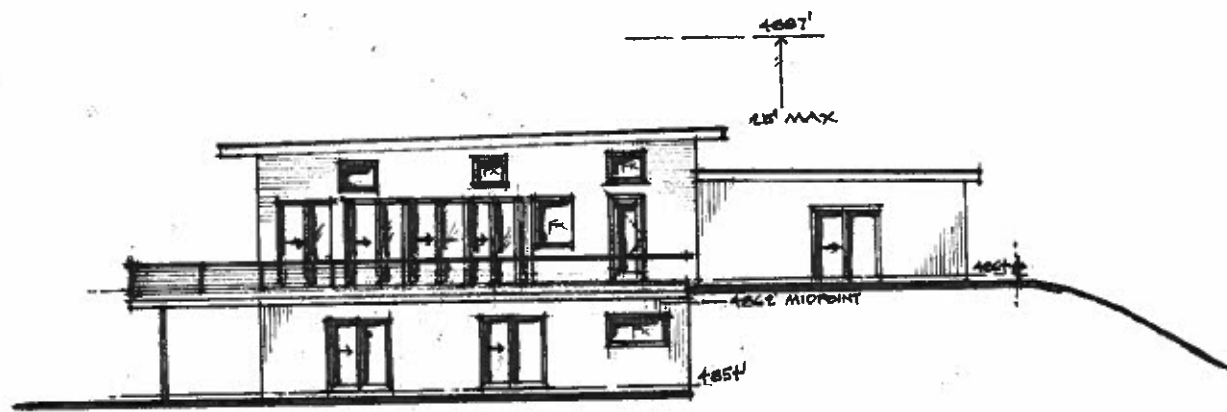


PROPOSED RESIDENCE for ANDY & LORI
 18 NORTH DRIVE JEROME, ARIZONA

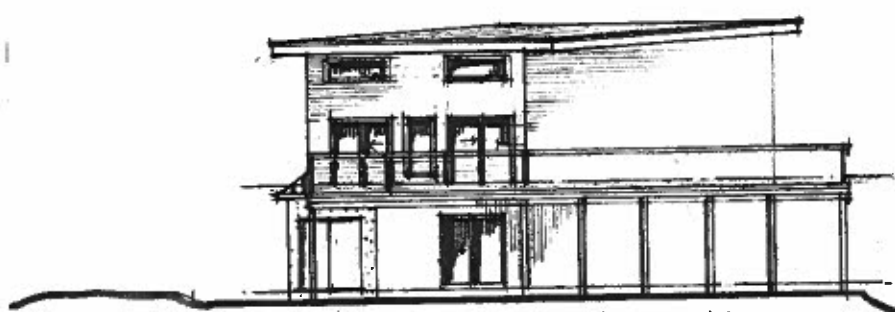
LEEN CHRISTENSEN & ASSOCIATES ARCHITECTURE & PLANNING



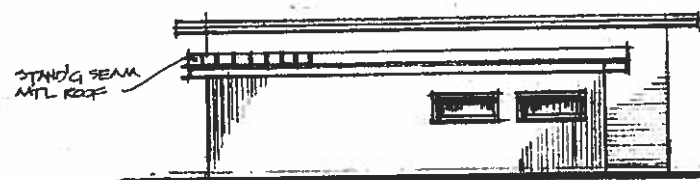
SOUTH ELEVATION



NORTH ELEVATION



EAST ELEVATION



WEST ELEVATION

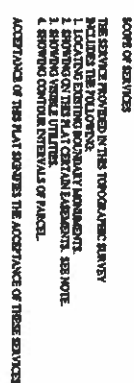
1/8" = 1'-0"

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

SCALE: 1"-10'
DATE: 09/09/2019
(R)-YAVAPAI TITLE AGENCY
ORDER NO. 07006121
(N)-MEASURED

MAJOR CONTOURS—
MINOR CONTOURS—

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



THE RESULTS OF SURVEY MAP AND THE FIELD SURVEY ON WHICH IT IS BASED WERE CONDUCTED DURING THE MONTH OF SEPTEMBER, 1914, UNDER MY DIRECT SUPERVISION IN ACCORDANCE WITH THE STANDARD COVERING THE CREATION OF LAND SURVEY DOCUMENTS WITHIN THE STATE OF ARIZONA AND IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

[illegible]

2. THE INTENT OF THIS SLAVEY IS TO PROVIDE A THOROUGHLY CALIBRATED SLAVEY OF THE REVERENCED PROPERTY.

1. REPLICATION IS MADE TO THE ORIGINAL PURCHASER OF THE SURVEY. IT IS NOT TRANSFERABLE TO ADDITIONAL INSTITUTIONS OR SUBSEQUENT OWNERS.

4. NO BUILDING OBSERVED ON PROPERTY.

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.

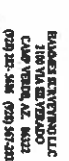
THIS PLAT DOES NOT PURPORT TO VERIFY THE OWNERSHIP OF ANY PROPERTY SHOWN OR INVOLVED IN THIS SURVEY. ANY EASEMENTS OR OTHER INCUMBRANCES SHOULD BE DETERMINED BY A TITLE SEARCH.

LIMITATION OF LIABILITY:
The foregoing Contribution is subject to a limitation of liability. The general public and others are on notice that this offering is subject to a limitation of liability not to exceed the price of the contract between Hennessey & Berryman LLC and said client.

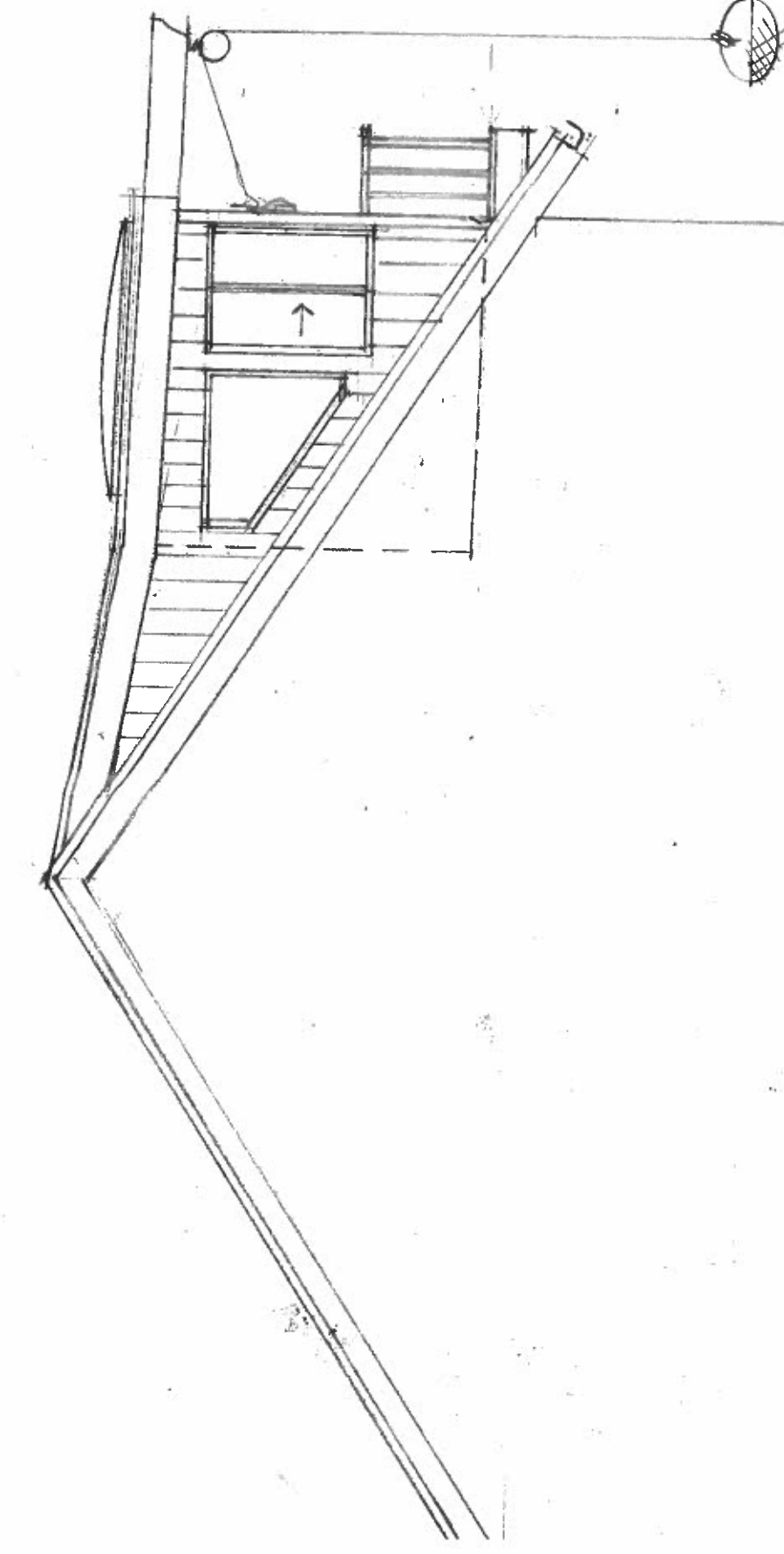
THE SERVICE PROVIDED IN THIS TOPOGRAPHIC SURVEY INCLUDES THE FOLLOWING:

1. LOCATING EXISTING BOUNDARY MONUMENTS
2. SETTING ON THE PLAT CERTAIN ELEMENTS FOR NOT

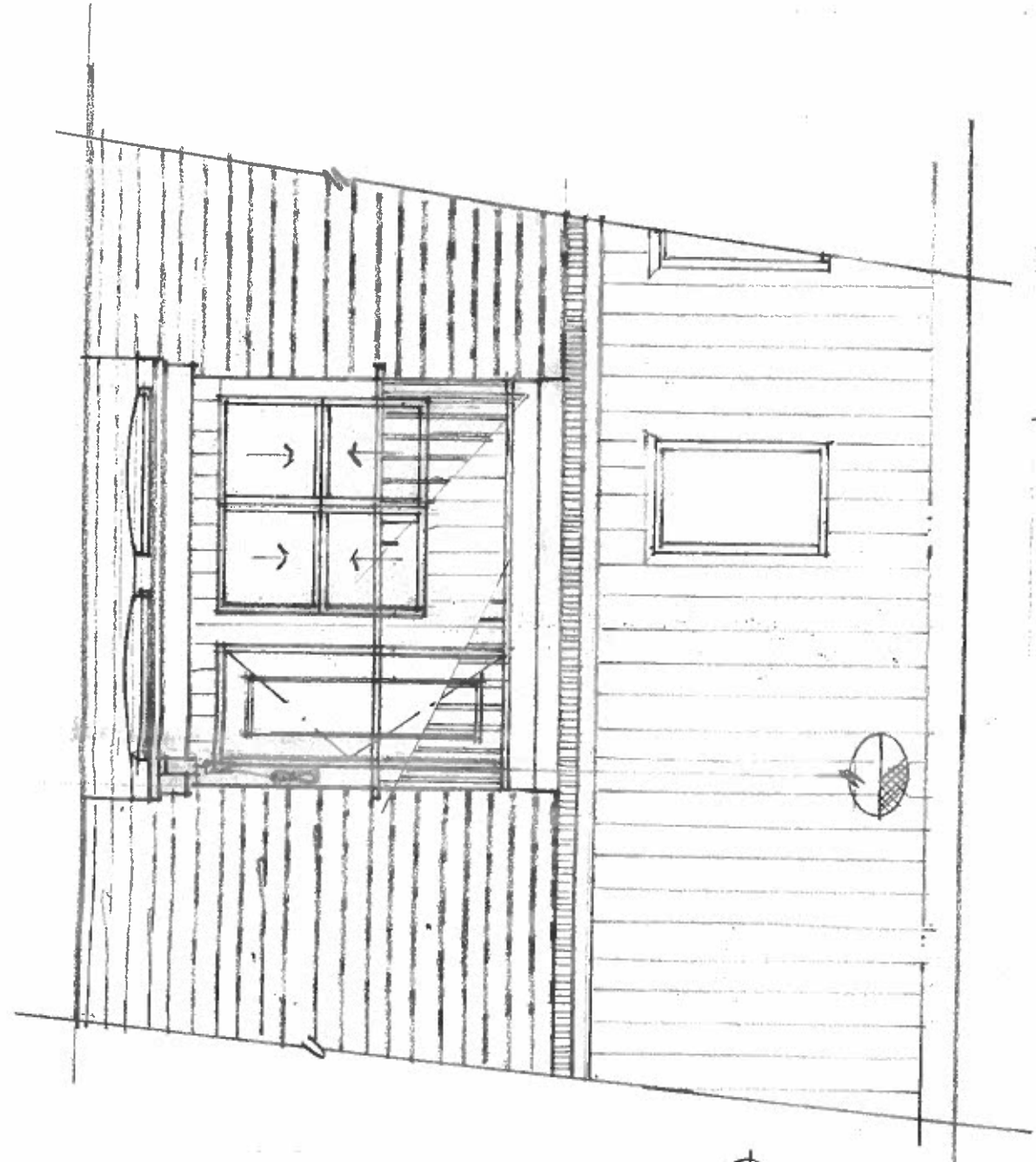
3. SHOWING VISIBLE UTILITIES.
4. SHOWING CONTIGUOUS INTERVALS OF PARCEL.



Item #6



WEST SIDE 1/4"



SOUTH SIDE 1/4"

JAMIE & JACK DILLINGER RESIDENCE
MIKE PARRY-SULTER

BRONX

PROPOSED PATIO ENCLOSURE / GREEN HOUSE