



# TOWN OF JEROME

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

## REGULAR MEETING OF THE DESIGN REVIEW BOARD

Monday, April 5, 2021, 6:00 pm

**AGENDA REVISED 3/31/2021**

### PUBLIC PARTICIPATION IN THE MEETING

Members of the public are welcome to participate in the meeting via the following options:

1. Zoom Conference
  - a. Computer: <https://us02web.zoom.us/j/9286347943>
  - b. Telephone: 1 669 900 6833 **Meeting ID:** 928 634 7943
2. Submitting questions and comments:
  - a. If attending by Zoom video conference, click the chat button and enter your name and what you would like to address.
  - b. Email [j.knight@jerome.az.gov](mailto:j.knight@jerome.az.gov) (Please submit comments at least one hour prior to the meeting.)

### Item 1: Call to order

**Item 2: Petitions from the public** — Pursuant to A.R.S. § 38-431.01(H), public comment is permitted on matters not listed on the agenda, but the subject matter must be within the jurisdiction of the board. All comments are subject to reasonable time, place, and manner restrictions. All petitioners must fill out a request form with their name and subject matter. When recognized by the chair, please unmute your microphone, state your name, and please observe the three (3)-minute time limit. No petitioners will be recognized without a request. The board's response to public comments is limited to asking staff to review a matter commented upon, asking that a matter be put on a future agenda, or responding to criticism.

#### **Possible Direction to Staff**

**Item 3: Approval of Minutes:** Minutes of the regular meeting of March 1, 2021  
**Discussion/Possible Action**

**Item 4: Discussion about returning to in-person DRB meetings**  
**Discussion/Possible Action**

**Continued Items/Old Business:** None

### **New Business:**

#### **Item 5: Signage for new business (Ghost Town Girl)**

Applicant: Jeff Bass

Address: 408 Main Street

Owner of record: Jeneal J. Knapp

Applicant is seeking preliminary and final design for new signage.

Zone: C-1

APN: 401-06-018A

**Discussion/Possible Action – DRB Reso. 2021-05**

#### **Item 6: Backup generator for 103 Dundee (Merkin Vineyard)**

Applicant: **Matt Lavoire**

Address: 103 Dundee

Owner of record: Harry Merkin Trust and Joel William Vuylsteke Trustee

Applicants are seeking preliminary and final design review to install a backup generator.

Zone: R1-5

APN: 401-11-015M

**Discussion/Possible Action – DRB Reso. 2021-06**

#### **Item 7: Signage for Raku Gallery**

Applicant: Sally Murphy

Address: 250 Hull Avenue

Owner of record: Weisel Family Trust

Applicant is seeking preliminary and final design review for updated signage.

Zone: C-1

APN: 401-06-052

**Discussion/Possible Action – DRB Reso. 2021-07**

**Item 8: Extension request (Cuban Queen)**

Applicants: Windy Jones and Josh Lindner

Address: 324 Queen Street

Owner of record: Cuban Queen Bordello LLC

Applicant is seeking an extension for a previous DRB approval.

Zone: C-1

APN: 401-06-127

**Discussion/Possible Action – DRB Reso. 2021-08**

**Item 9: Upgrade stairs and walkway at Jerome Fire Station**

Applicant: Jerome Fire Department

Address: 101 Main Street

Owner of record: Town of Jerome

Zone: C-1

APN: 401-06-159

Courtesy review to replace existing wood stairs and walkway with steel, noncombustible material.

**Discussion/Possible Direction**

**Informational Items (Current Event Summaries):**

**Item 10: Updates of Recent and Upcoming Meetings:** John Knight, Zoning Administrator

- a) **March 9, 2021 Council Meeting** – transient lodging code amendment (second reading); administrative approval of small projects and updates to the appeals process; appointment of Lori Riley to P&Z; district signs; tiny homes; bees; and telecommunications ordinance
- b) **March 17, 2021 P&Z Meeting** – amendments to the sign ordinance

**Item 11: Future DRB Agenda Items for May 3, 2021:** Mexican pool property; shed for 128 First Street (Nord)

**Item 12: Adjourn**

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

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

\_\_\_\_\_  
Rosa Cays, Deputy Clerk, Attest

*Persons with a disability may request reasonable accommodations such as a sign language interpreter by contacting Town Hall at (928)634-7943. Requests should be made as early as possible to allow enough time to make arrangements. Anyone needing clarification of an agenda item may call John Knight at (928) 634-7943.*



# TOWN OF JEROME

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

## REGULAR MEETING OF THE DESIGN REVIEW BOARD

Monday, March 1, 2021, 6:00 pm

### MINUTES

#### 6:01 (2:46) Item 1: Call to order

Chair Tyler Christensen called the meeting to order at 6:01 p.m.

Deputy Town Clerk Rosa Cays called roll. Present were Chair Christensen, Vice Chair Brice Wood, and board members John McDonald and Carol Wittner. Also present was Zoning Administrator John Knight.

#### 6:01 (3:22) Item 2: Petitions from the public – There were no petitions from the public.

#### 6:02 (3:41) Item 3: Approval of Minutes: Minutes of the regular meeting of February 1, 2021

##### Discussion/Possible Action

##### Motion to Approve the Minutes of the Regular Meeting of February 1, 2021

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

#### 6:03 (4:41) Item 4: Selection of officers: Select a new chair and vice chair

##### Discussion/Possible Action

Mr. Knight went over some of the guidelines regarding holding the position of chair and vice chair.

Chair Christensen said he has felt privileged to be the chair and expressed his appreciation for the board's support. He thanked Vice Chair Wood and said he would like to continue as chair for a second year.

##### Motion to Elect Tyler Christensen as Chair of the Design Review Board

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

##### Motion to Elect Brice Wood as Vice Chair of the Board

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

#### 6:06 (7:46) Item 5: DRB Meeting dates for 2021: Confirm meeting dates and approve adjusted dates that land on federal holidays.

##### Discussion/Possible Action

Chair Christensen pointed out the two regular meetings affected by holidays, highlighted in a memo in the agenda packet.

Mr. Knight said the date changes are suggestions.

Chair Christensen said the meetings are far enough in the future that the change in dates are fine.

Mr. Knight said the dates would be posted on the town website and possibly on the backs of DRB applications.

##### Motion to Approve the DRB regular meeting dates and adjusted dates for 2021

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

#### Continued Items/Old Business: None

#### New Business:

#### 6:10 (10:58) Item 6: Updated signage and paint for Grapes, Copper Town Coffee, and Copper Town T-Shirts

Applicant: Eric Jurisin

Address: 111 Main Street

Zone: C-1

Owner of record: Jerome Investments II LLC

APN: 401-06-156F

Applicant is seeking preliminary and final design review to update signage for several existing businesses. The request also includes updated paint for the building and roof.

**Discussion/Possible Action – DRB Reso. 2021-02**

Chair Christensen introduced the item and Mr. Knight referred to his staff report and the graphics included in the application. He pointed out that the colors weren't quite accurate but that the color samples emailed that day to the board were more representative of the true colors. Ms. Cays showed the actual paint samples on the Zoom screen.

Chair Christensen asked Jerome business owner Eric Jurisin to introduce himself for the record and explain his project.

(12:40) Mr. Jurisin said the project was an update on the paint colors on the building and existing signs, which will be a shade of yellow with black and white.

Vice Chair Wood said that it looked like a logical extension of what exists.

Ms. Wittner said it mirrors the Tavern Hotel and Grille in Old Town Cottonwood and continues the business branding. She said the graphic provided does not reflect the actual colors and that they will be dramatic with the fire station in red next to it. She said she liked it and that it would be something new for Jerome.

Chair Christensen agreed with Ms. Wittner and said he would like to see the building updated.

Board member McDonald said he agreed with Vice Chair Wood: that it was merely new paint and the same signs, just with more contrast.

**Motion to Approve DRB Resolution 2021-02**

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

**6:14 (16:13) Item 7: Replace existing wood doors with wood windows**

Applicants: **Mary Wills and Sally Dryer**

Address: 136 Main Street (Nellie Bly and Nellie Bly II)

Zone: C-1

Owner of record: Mary Wills and Sally Dryer

APN: 401-06-007

Applicants are seeking preliminary and final design review to replace existing second-story wood doors with wood windows

**Discussion/Possible Action – DRB Reso. 2021-03**

Mr. Knight talked a bit about the project and said that the work Ms. Wills and Ms. Dryer have done on the building in the past has been historically respectful and speaks for itself.

(18:42) Jerome resident and businessowner Mary Wills introduced herself, Ms. Dryer, and Brett Graham of Copper Mountain Millworks, the contractor who also worked with Tim McLellan on Boomtown Builder. Mary shared history on the building and said they're taking it back to the original design with windows. She clarified that this was only on Nellie Bly, not Nellie Bly II.

Ms. Wittner shared her comments and praise for the applicants' project and past projects, as did Vice Chair Wood.

**Motion to Approve DRB Resolution 2021-03**

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

**6:19 (21:05) Item 8: New pergola**

Applicant: Jack Dillenberg

Address: 700 Holly Avenue

Zone: R1-5

Owner of record: Jack Dillenberg

APN: 401-07-089B

Applicant is seeking preliminary and final design review to construct a pergola shade structure.

**Discussion/Possible Action – DRB Reso. 2021-04**

After an introduction of the item by Chair Christensen, Mr. Knight stated that a pergola, though not directly addressed in the zoning ordinance, would be considered a landscape feature. He discussed this with Building Inspector Barry Wolstencroft, who verified it does not require a building permit, hence would not be considered a structure; but for the sake of fire safety, the applicant is willing, though not required, to follow setbacks for fire safety: 5 feet from the property line and 10 feet from the street. Mr. Knight said that because it does not qualify as a structure, the application does not have to go before P&Z.

(23:32) Jerome resident (and mayor) Jack Dillenberg introduced himself for the record and said the reason for the pergola was to create shade on the patio, a common use for this type of freestanding structure. Dr. Dillenberg said Adam Downey, his neighbor on Holly Street, will build it. He joked that it may be the first pergola in Jerome.

Chair Christensen said he has not seen one in Jerome and liked that plants can grow on it or along it.

Ms. Wittner said she wanted one for her yard.

**Motion to Approve DRB Resolution 2021-04**

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

**Informational Items (Current Event Summaries):**

**6:25 (27:13) Item 9: Updates of Recent and Upcoming Meetings:** John Knight, Zoning Administrator

a) **February 9, 2021 Council Meeting** – First reading of ordinance regarding amendments for transient lodging; board appointments

b) **February 17, 2021 P&Z Meeting** – ordinance amendments for temporary signs and administrative review of small projects

Mr. Knight talked about upcoming items on the next Council meeting agenda and upcoming discussions about ordinance amendments for temporary signs, which will return to P&Z at the March 17 meeting.

**6:27 (29:12) Item 10: Miscellaneous:** Update on recent activity regarding the Mexican Pool property

Mr. Knight said he has been working with the new owners of the Mexican Pool property on conceptual designs that will go before P&Z and DRB.

**6:28 (29:40) Item 11: Future DRB Agenda Items for April 5, 2021:** Signage for Raku Gallery

Mr. Knight said that an updated sign for Raku Gallery will likely be on the agenda for the April 5 meeting.

**Item 12: Adjourn**

**Motion to Adjourn at 6:28 p.m.**

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

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Tyler Christensen, Design Review Board Chair

Attest: \_\_\_\_\_ Date: \_\_\_\_\_  
Rosa Cays, Deputy Clerk





# TOWN OF JEROME

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

## ZONING ADMINISTRATOR ANALYSIS DESIGN REVIEW BOARD Monday, April 5, 2021

**Item 5:** Signage for new business (Ghost Town Girl)  
**Location:** 408 Main Street  
**Applicant/Owner:** Jeff Bass/Jeneal J. Knapp  
**Zone:** C-1  
**APN:** 401-06-018A  
**Prepared by:** John Knight, Zoning Administrator  
**Resolution:** [DRB Reso. 2021-05](#)

**Summary:** The applicant is seeking preliminary and final design review for new signage. The applicant is proposing one (1) projecting sign made of aluminum that is 6 by 30 inches. The sign will be hung from a metal bracket and located eight (8) feet above the sidewalk. In addition, the applicant has previously installed window signage that is just under eight square feet. This window signage should also be included in the DRB approval. Under the sign ordinance, the applicant is allowed two (2) signs up to 16 square feet in size. These signs are well below the maximum size.

The DRB should also note that the applicant proposes to leave the existing wood “Gallery” sign due to its historic nature. Although this could be considered a third sign, there is precedence for leaving historic signs in place. Section 304.F.4.d. (see below) states that the DRB may waive the ordinance requirements to allow preservation of signs of “*historical significance or of particular interest.*”

**Ordinance Compliance:** The Design Review Board (DRB) shall review the applicant’s proposal for compliance with the code sections noted below.

**Section 304.F.4. Review Procedures and Criteria:** *The Design Review Board shall review a submitted application for Design Approval of Signs and shall have the power to approve, conditionally approve, or disapprove all such requests, basing its decision on the following criteria:*

- a. *MATERIALS – Signs made of wood are preferred.*
- b. *LETTERING – Lettering and symbols on signs should be routed, applied, or painted.*
- c. *COLORS – Colors of a sign shall be visually compatible to the colors of buildings, structures, and signs to which the sign is visually related.*
- d. *EXCEPTIONS – The Design Review Board may waive the requirements of this Section and Section 507 in order to allow the preservation or restoration of signs or commercial graphics which are determined to be of historical significance or of particular interest.*

**Response:** The Design Review Board shall review the application for compliance with the above-referenced criteria and refer to the specific standards regarding visual compatibility. Note that Section 304.F.4.a. referring to a preference for signs made of wood is proposed to be removed from the zoning ordinance. This is scheduled for council review on April 13, 2021.

**Section 509.G. Signs in Commercial and Industrial Zones:**

1. *No more than two (2) signs are permitted for any one business except that a business having frontage on and physical access from two (2) or more streets will be allowed a total of three (3) signs.*
2. *The area of any single wall, projecting, free-standing or canopy sign shall not exceed sixteen (16) square feet.*
3. *No sign shall extend above the roof of the building to which it is attached.*
4. *The bottom of any projecting sign shall be no lower than eight (8) feet above the ground directly below it.*
5. *No part of any projecting or freestanding sign may project over any roadway.*

Standard	Allowed	Proposed	Notes
Number of signs	2 max.	2 signs	Meets standard
Max. square footage	16 square feet each	Less than 2 square feet and less than 8 square feet	Meets standard
May not extend above roof line	Up to roof line	Signs are below the roof line	Meets standard
Height above sidewalk/ground	8 feet minimum	The bottom of the sign is greater than 8 feet above the sidewalk	Meets standard

**Response:** The applicant's proposal appears to meet the code requirements except for the third "Gallery" sign. This sign would be allowed to remain if the DRB considers it to be historical in nature or of particular interest.

**Section 509.E.7. Regulations applicable to signs in all zones**

7. *Lighting shall be directed at the sign from an external incandescent light source and shall be installed so as to avoid any glare or reflection into any adjacent property, or onto a street or alley so as to create a traffic hazard. These restrictions shall apply to internally lighted signs, which may be allowed if constructed of metal or wood. No internally lit signs that are constructed of acrylic or plastic are allowed. No sign that flashes or blinks shall be permitted outside. No visible bulbs, neon tubing, or luminous paint, shall be permitted as part of any sign.*

**Response:** No lighting is proposed for the exterior sign.

**Recommendation:** The zoning administrator recommends that the DRB review the proposed application and determine if the proposal meets the required criteria. A resolution with conditions is included for consideration by the board.

**Attachments:**

- DRB Resolution 2021-05
- Application and supplemental information





# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

(928) 634-7943

## DRB Resolution No. 2021-05

### Approving proposed signage

WHEREAS, the Town of Jerome has received an application from Jeff Bass for preliminary and final design review for new signage at 408 Main Street for Ghost Town Girl (APN 401-06-018A); and

WHEREAS, the property is in the C-1 zoning district; and

WHEREAS, the design review process is intended to promote and preserve Jerome's economic and environmental well-being and preserve its distinctive character, natural attractiveness, and overall architectural quality, all of which contribute substantially to its viability as a recreational and tourist center and to its designation as a National Historic Landmark; and

WHEREAS, the Design Review Board has carefully reviewed the applicant's proposal related to signs and finds that the proposal satisfies the following criteria:

- a. Materials – Signs made of wood are preferred.
- b. Lettering – Lettering and symbols on signs should be routed, applied, or painted on the surface of the signage material.
- c. Sign Colors – Colors of a sign shall be visually compatible to the colors of buildings, structures, and signs to which the sign is visually related.
- d. Exceptions – The Design Review Board may waive the requirements of Section 509 and Section 507 to allow the preservation or restoration of signs or commercial graphics determined to be of historical significance or of particular interest.

NOW, THEREFORE, BE IT RESOLVED by the Design Review Board of the Town of Jerome, Arizona, that the request for signage is hereby approved, subject to the following conditions:

1. **Expiration of Approval** – This approval shall become null and void if a building permit is not issued or work has not begun within six (6) months of final Design Review Board approval of this application. If necessary, the applicant may request an extension by the approval body if the extension is submitted prior to approval expiration.
2. **Appeal** – Any applicant who is aggrieved by the Design Review Board decision may petition the Mayor or Council for a review within thirty (30) days of the decision. Questions of aesthetics or design standards are not appealable to the Mayor and Council but may be presented to a Court of Record within thirty (30) days of the decision. Additionally, if in the opinion of the Zoning Administrator a decision is not in conformance with the Zoning Code or Comprehensive plan, the Zoning Administrator may request a review by the Mayor and Council within thirty (30) days. By specific motion during an official meeting, the Mayor and Council may refuse to consider a request for review brought by the Zoning Administrator. Finally, the Mayor and Council shall maintain the right to review all decisions of the Design Review Board.

ADOPTED AND APPROVED by a majority vote of the Design Review Board on the 5th day of April 2021.

ATTEST:

APPROVED:

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Rosa Cays, Deputy Town Clerk

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Tyler Christensen, Chair





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

File #:

Town Use

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

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Site Plan Review \$100 | <input type="checkbox"/> Design Review \$50/\$200       | <input type="checkbox"/> Conditional Use Permit (CUP) \$100 |
| <input type="checkbox"/> Demolition \$50/\$200  | <input checked="" type="checkbox"/> Signage/Awning \$50 | <input type="checkbox"/> Paint/Roofing \$0                  |
| <input type="checkbox"/> Time Extension \$0     | <input type="checkbox"/> Variance \$200                 | <input type="checkbox"/> Other: _____                       |

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

Applicant: <u>JEFF BASS</u>	Owner: <u>JENEAL KNAPP</u>
Applicant address: <u>408 MAIN STREET, JEROME (TEMPORARY)</u>	Owner Mailing Address: <u>325 W STATE RT 89A #44, COTTONWOOD AZ</u>
Applicant role/title: <u>BUSINESS OWNER</u>	
Applicant phone: <u>701-640-6510</u>	Owner phone: <u>928-300-2489</u>
Applicant email: <u>mainline1@yahoo.com</u>	Owner email: <u>N/A</u>
Project address: <u>408 MAIN STREET</u>	Parcel number: <u>401-06-018A6</u>
Describe project: <u>6"x30" STOREFRONT SIGN</u>	

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

Applicant Signature: [Signature] Date: 3/25/21

Owner Signature: Jeneal J. Knapp Date: 3-15-21

Received from: <u>Jeff Bass</u>		<b>For Town Use Only</b>		Date: <u>3/16/2021</u>
Received the sum of \$ <u>50.00</u>	as: <input checked="" type="checkbox"/> Check No. <u>1004</u>	<input type="checkbox"/> Cash	<input type="checkbox"/> Credit Card	
By: <u>KH</u>	For: <u>DRB/ Sign</u>			
Tentative Meeting Date/s - DRB: <u>04/05/2021</u>		P&Z: _____		

E-mail completed forms and application information to: John Knight, Zoning Administrator [j.knight@jerome.az.gov](mailto:j.knight@jerome.az.gov)

Jerome

The attached sign permit application is for the new "Ghost Town Girl" at 408 Main Street; the site of the former Knapp Gallery.

The proposed sign is a 6" x 30" aluminum decorative "street sign" (.063" in thickness), double-sided, affixed to a wrought iron sign bracket by means of u-bolts. The sign weight is merely .585 lbs. per square foot. The bracket will be attached to the building facade by anchored bolts.

The top of the door casing to "GTG" is 8' above the sidewalk, although with the slope of the sidewalk the actual clearance height has a variance. The sign is to be attached in such a manner that the bottom of the signage would not hang below the door casing, but slightly (6-12") above.

The only existing outdoor signage to the storefront is a wood "Gallery" sign high on the facade, which has been in place for decades and will remain.

Included with the application is a proof of the sign design, photo of the wrought iron bracket, and photograph of the proposed sign location.

I hope that the information I have submitted is sufficient; please contact me at 701-640-6510 if you require any additional information. Thank you for your assistance!

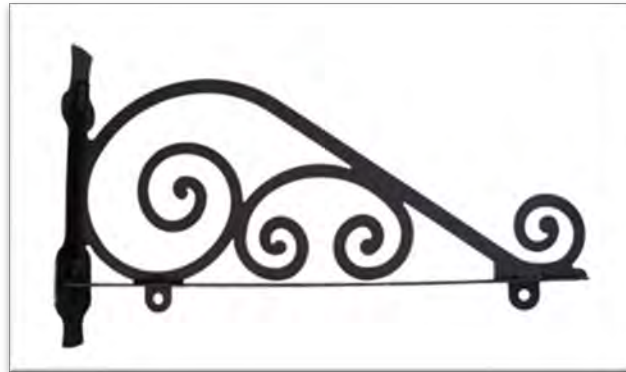
Sincerely,

Jeff Bass  
Ghost Town Girl

Proposed 6" x 30" projecting sign



Proposed sign bracket



Existing window signage





Picture of actual sign



Location of sign over entrance and neighboring signs





# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

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

## ZONING ADMINISTRATOR ANALYSIS DESIGN REVIEW BOARD Monday, April 5, 2021

**Item:** Design Review for backup generator  
**Location:** 103 Dundee Avenue  
**Applicant/Owner:** Matt Lavoire/Harry Merkin Trust and Joel William Vuylsteke Trustee  
**Zone:** R1-5  
**APN:** 401-11-015M  
**Prepared by:** John Knight, Zoning Administrator  
**Resolution:** **DRB Resolution 2021-06**

**Summary:** The applicant requests preliminary and final design review to install a backup generator and a screen fence six (6) feet tall. The zoning ordinance does not specifically address the installation of a generator. However, the code does include approval criteria for fencing and accessory features in Section 304.F.1.k. and m. (see below).

The generator will not be covered by a roof, is not enclosed with walls, and would not be considered an accessory structure or building. However, the applicant has agreed to meet (or exceed) the setback requirements of an accessory building. Section 502.H.7. requires detached accessory buildings to be located a minimum of five (5) feet from property lines and five (5) feet from the main structure. The proposed generator and fence will be set back at least 25 feet from the property lines.

**Ordinance Compliance:** The Design Review Board (DRB) shall review the applicant's proposal for compliance with the code sections noted below.

### **Section 304.F.1. Review Procedures and Criteria:**

*The Design Review Board shall review a submitted application for design approval for all new construction and/or installation of Accessory Features. In doing so, both the Design Review Board and the applicant shall use photographs, lithographs and the like of Jerome, to support their findings. If photographs, etc., are unavailable, then the determination or finding shall be based on the works of a recognized historic preservation authority; such as, but not limited to, text books or architect/historian. Each of the following criteria must be satisfied before an application can be approved.*

- a. **PROPORTION** – The relationship of the width of building or structure to its height shall be visually compatible to buildings, structures and places to which it is visually related
- b. **OPENINGS** – The relationship of the width of the windows and doors, to height of windows and doors in a building shall be visually compatible with buildings, structures, and places to which the building is visually related.
- c. **PATTERN** – The relationship of solids to voids in the facade of a building or structure shall be visually compatible with buildings, structures and places to which it is visually related.
- d. **SPACING** – The relationship of buildings or structure to the open space between it and adjoining buildings shall be visually compatible to the buildings, structures, and places to which it is visually related.

- e. *ENTRANCES, PORCHES, DECKS AND PROJECTIONS – The height, projection, supports, and relationship to streets and sidewalks, of entrances, porches, decks, awnings, canopies, and balconies of a building shall be visually compatible to the buildings, structures, and places to which it is visually related*
- f. *MATERIALS, TEXTURE AND COLOR – The materials, texture and color of the facade of a building or structure, shall be visually compatible with the predominant materials, textures, and color used in the building and structures to which it is visually related.*
- g. *ROOFS – The roof shape of a building shall be visually compatible with the buildings*
- h. *to which it is visually related.*
- i. *ARCHITECTURAL DETAILS – Doors, windows, eaves, cornices, and other architectural details of a building or structure shall be visually compatible with buildings and structures to which it is visually related.*
- j. *ACCESSORY BUILDINGS - Garages, carports and sheds shall be visually compatible with buildings, structures and places to which they are visually related.*
- k. **ACCESSORY FEATURES** – *Fences, walkways, decks, stairways, lighting, antenna and other manmade structures shall be visually compatible with buildings, structures, and places to which they are visually related.*
- l. *LANDSCAPING – Landscaping shall be visually compatible with the landscaping around the buildings, structures, and places to which it is visually related.*
- m. **SCREENING** – *The proposed addition, alteration or other changes shall be screened with appropriate materials and in an appropriate design so as to be visually compatible with related properties, when, in the opinion of the Design Review Board, all other means of assuring visual compatibility are not reasonably possible.*
- n. *SOLAR INSTALLATIONS – Refer to “Solar Energy System Design Guidelines” approved by the Town Council in June 2015, utilizing best practices for installing solar on historical buildings as recommended by the Department of the Interior. These Guidelines are available at Jerome Town Hall, the Jerome Library and on the Town of Jerome website.*

**Response:** The DRB shall review the application for compliance with the above-referenced section from the zoning ordinance and refer to the specific criteria regarding architectural features and details.

**Other considerations:** The generator is powered by diesel fuel and could potentially be a fire hazard. The applicant met with Fire Chief Rusty Blair to discuss the generator, who has requested the construction of an eight (8)-inch curb to contain any fuel in the event of a leak. This curb is noted on the proposed plans.

**Recommendation:** The zoning administrator recommends that the DRB approve the attached resolution with the conditions included.

**Attachments:**

- DRB Resolution 2021-06
- Application and supplemental information





# TOWN OF JEROME

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

## DRB Resolution 2021-06

### Approving Design Review for a generator and screen fence

WHEREAS, the Town of Jerome has received an application from Matt Lavoire (Harry Merkin Trust and Joel William Vuylsteke Trustee) for preliminary and final design review approvals to construct a backup generator and screen fence at 103 Dundee Avenue (APN 401-11-015M); and

WHEREAS, the property is in the R1-5 zoning district; and

WHEREAS, the Design Review Board has determined that a public hearing is not necessary under Zoning Ordinance Section 304.F.5.; and

WHEREAS, the Design Review process is intended to promote and preserve Jerome's economic and environmental well-being and preserve its distinctive character, natural attractiveness, and overall architectural quality, all of which contribute substantially to its viability as a recreational and tourist center and to its designation as a National Historic Landmark, and

WHEREAS, the Design Review Board has carefully reviewed the applicant's proposal and finds that the applicable criteria have been satisfied:

- a. **ACCESSORY FEATURES** – Fences, walkways, decks, stairways, lighting, antenna and other manmade structures shall be visually compatible with buildings, structures, and places to which they are visually related.
- b. **SCREENING** – The proposed addition, alteration or other changes shall be screened with appropriate materials and in an appropriate design so as to be visually compatible with related properties, when, in the opinion of the Design Review Board, all other means of assuring visual compatibility are not reasonably possible.

NOW, THEREFORE, BE IT RESOLVED by the Design Review Board of the Town of Jerome, Arizona, that the preliminary and final design for 103 Dundee Avenue is hereby approved, subject to the following conditions:

1. **Expiration of Approval** – this approval shall become null and void if a building permit is not issued within six (6) months of final Design Review Board approval of this application. If necessary, the applicants may request an extension by the approval body, if the extension is submitted prior to approval expiration.
2. **Appeal** – Any applicant who is aggrieved by the Design Review Board decision may petition the Mayor or Council for a review within thirty (30) days of the decision. Questions of aesthetics or design standards are not appealable to the Mayor and Council but may be presented to a Court of Record within thirty (30) days of the decision. Additionally, if in the opinion of the Zoning Administrator a decision is not in conformance with the Zoning Code or Comprehensive plan, the Zoning Administrator may request a review by the Mayor and Council within thirty (30) days. By specific motion during an official meeting, the Mayor and Council may refuse to consider a request for review brought by the Zoning Administrator. Finally, the Mayor and Council shall maintain the right to review all decisions of the Design Review Board.

ADOPTED AND APPROVED by a majority vote of the Design Review Board on the 5th day of April 2021.

ATTEST:

APPROVED:

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Rosa Cays, Deputy Town Clerk

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Tyler Christensen, Chair





File #:

Town Use

**TOWN OF JEROME, ARIZONA**600 Clark Street, P.O. Box 335, Jerome, AZ 86331  
(928) 634-7943**General Land Use Application – Check all that apply**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Site Plan Review \$100 | <input checked="" type="checkbox"/> Design Review \$50/\$200 | <input type="checkbox"/> Conditional Use Permit (CUP) \$100 |
| <input type="checkbox"/> Demolition \$50/\$200  | <input type="checkbox"/> Signage/Awning \$50                 | <input type="checkbox"/> Paint/Roofing \$0                  |
| <input type="checkbox"/> Time Extension \$0     | <input type="checkbox"/> Variance \$200                      | <input type="checkbox"/> Other: _____                       |

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

Applicant: <u>Matt LaVoire</u>	Owner: <u>James Keenan</u>
Applicant address: <u>1853 Pecky Rd</u>	Owner Mailing Address: <u>P.O. Box 905</u>
<u>Prescott, AZ, 86305</u>	<u>Jerome, AZ, 86331</u>
Applicant role/title: <u>Project Manager</u>	
Applicant phone: <u>928-830-4161</u>	Owner phone: <u>928-649-9293</u>
Applicant email: <u>mlavoire@gmail.com</u>	Owner email: <u>mlavoire@gmail.com</u>
Project address: <u>103 Dundee</u>	Parcel number: <u>401-11-015M</u>
Describe project: <u>Back-up generator + screening fence</u>	

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

Applicant Signature: [Signature] Date: 3/18/21

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

<b>For Town Use Only</b>	
Received from: <u>Matt LaVoire</u>	Date: <u>05/18/2021</u>
Received the sum of \$ <u>500.00</u> as: <input type="checkbox"/> Check No. _____ <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Credit Card	
By: <u>K.M.</u>	For: <u>PRB</u>
Tentative Meeting Date/s - DRB: _____ P&Z: _____	

E-mail completed forms and application information to: John Knight, Zoning Administrator [j.knight@jerome.az.gov](mailto:j.knight@jerome.az.gov)

For: DRB

3/26/21

Subject: Back-up Generator at 103 Dundee

Parcel # 401-11-015M

To whom it may concern:

This is in regards to the installation of a back-up generator at 103 Dundee in Jerome. Please see the attached photos and drawing for location, type, and specifications.

We are proposing a 6' rusted corrugated steel fence to act as a visual screen. This will be similar to existing fences in the area.

Back-up fuel containment will be put in place per FD request.

Generator location adheres to all setback requirements. (25' from front property line.)

For questions/comments, please contact:

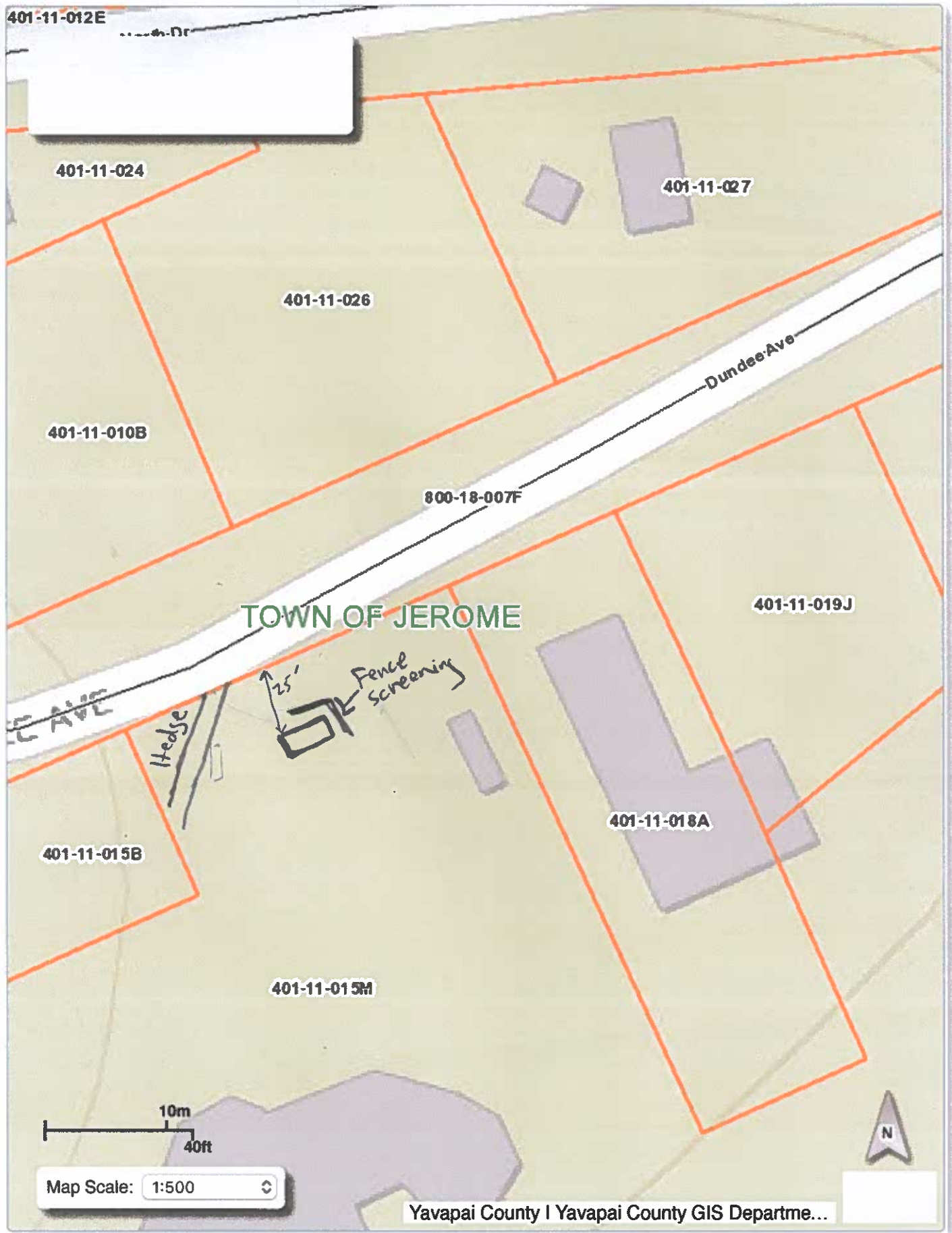
Matt LaVoire  
928-830-4161  
mlavoire@gmail.com

- Pad for generator will include an 8" curb to contain any potential fuel leaks, per Jerome Fire Department.









Height of generator as seen from Dundee Ave.



Example of screen corrugated tin screen fence



## **FEATURES**

### **FPT N67 TM1 Engine**

FPT Industrial (a division of Case/New Holland Industrial) is a leading manufacturer of engines for industrial applications backed by an extensive service network.

### **Deep Sea 7310 MKII Controller**

Digital controller providing immediate performance information and safety shutdowns.

### **Stamford Generator End**

Alternators built to produce clean power for industrial applications.

### **Powder Coat Paint**

Incredibly durable and long lasting finish.

### **Block Heater**

In-line Kim Hotstart, 120V, block heater with thermostat.

### **Battery Charger**

Guest 5 Amp charger standard.

### **UL2200 Listed**

A safety standard for the design, construction, and performance of stationary generators.

### **100% Load Tested**

We load test every generator before it leaves our facility.



Shown with optional enclosure and fuel tank

## **OPTIONAL ACCESSORIES**

### **Sub-Base Fuel Tank**

UL142 double wall steel fuel tank with stub up area allows for a clean installation with minimal footprint.

### **WEBNET**

Control your generator from your smart phone or computer.

### **Enclosure**

14 gauge galvaneal steel with internal baffling and 1" foam for sound attenuation and weather protection.

### **Battery Charger**

A marine grade, 5 Amp charger is standard with the possibility to upgrade to a DSE 5 or 10 Amp charger.

### **BCI 31 900 CCA Battery**

Interstate BCI 31 900 CCA



# SPECIFICATIONS

## GENERATOR SET

OUTPUT	WATTS	KVA	AMPS	CB
			AMPS	
120/240V 1-PH, 1.0 PF	100,000	100	416	400
120/208V 3-PH, 0.8 PF	105,000	131	364	350
120/240V 3-PH, 0.8 PF	105,000	131	315	300
277/480V 3-PH, 0.8 PF	115,000	143	172	175
SOUND DATA <sup>(1)</sup>				76

CERTIFICATION UL2200 LISTED

NOTE: (1) Measurement is in db(a). Tested at 7 meters (23ft) with housing.

## ALTERNATOR

RATING	(125/40°C) STANDBY
VOLTAGE REGULATION	+/- 1.5%
TOTAL HARMONIC DISTORTION	< 5%
TYPE	4 POLE REVOLVING FIELD
BRUSHLESS	YES
GENERATOR SPEED	1800 RPM
VOLTAGE CONTROL	SX460 EXTERNAL EXCITATION
ROTOR	2/3 PITCH
WINDINGS	100% COPPER
TELEPHONE INTERFERENCE	< 2.0%
EFFICIENCY PEAK	~ 93.5%
COUPLING	FLEXIBLE DISC
SINGLE PHASE	4 LEADS
3 PHASE	12 LEADS
BEARINGS	1 MAINTENANCE FREE
INSULATION	CLASS H
GENERATOR WARRANTY <sup>(1)</sup>	1 YR/1000 HRS

NOTES: (1) Standby only. For more generator warranty information contact your local WINCO dealer.

## DERATING FACTORS

TEMPERATURE > 104°F	3% PER 10°F
ALTITUDE	3% EVERY 300M AFTER 1000M
MAX OPERATING TEMP	122°F/50°C

## BATTERY

DC SYSTEM VOLTAGE	12V
BATTERY CHARGER	5 AMP
BATTERY RACK/CABLE	INCLUDED
REQUIRED BATTERY <sup>(1)</sup>	GROUP 31 900 CCA

Notes: (1) Battery not included

## ENGINE

BRAND	FPT
MODEL	N67 TM1
SPEED	1800 RPM
EPA	TIER III
TYPE	DIESEL
GROSS HP (STANDBY)	201
BORE x STROKE	4.09" x 5.2"
GOVERNOR	MECHANICAL
CYLINDERS	6
TOTAL DISPLACEMENT	6.7 L
ASPIRATION	TURBOCHARGED/AFTERCOOLED
EXHAUST OUTLET <sup>(1)</sup>	5"
ALTERNATOR	90 AMPS
OIL & FILTER REPLACEMENT	800 HRS
RECOMMENDED OIL <sup>(2)</sup>	10W 30
OIL CAPACITY	17.9 QT
FLYWHEEL (TEETH 125)	11.5"
COLD STARTING	
W/O PREHEATING	5°F (-15°C)
W/ PREHEATING	-13°F (-25°C)
ENGINE WARRANTY <sup>(3)</sup>	5 YRS/2000 HRS

NOTES: (1) Muffler ships loose. (2) This oil is recommended for most applications. See Operator's Manual for more details on the appropriate oil type for your needs.

(3) Standby, for more engine warranty information contact your local FPT dealer.

## BLOCK HEATER

VOLTS	120
WATTS	1,000
THERMOSTAT	
ON	100°F
OFF	120°F

## TANK OPTIONS

230 GALLON UL142	108" x 48" x 21"
415 GALLON UL142	108" x 48" x 36"

## FUEL

FUEL TYPE	DIESEL
FUEL CONSUMPTION	
100% LOAD	7.71 GAL/HR
50% LOAD	4.67 GAL/HR

# SPECIFICATIONS

## SHIPPING

DIMENSIONS OPEN	108" x 48" x 52.75"
NET WEIGHT OPEN	3,400 LBS
DIMENSIONS ENCLOSED	137" x 50.73" x 80.14"
NET WEIGHT ENCLOSED	5,050 LBS
FREIGHT CLASS	70

## DSE 7310 MKII CONTROLLER

ENGINE DISPLAY	
ENGINE RPM	YES
LOW OIL PRESSURE	YES
HIGH COOLANT TEMP	YES
LOW COOLANT	OPTIONAL
LOW OIL TEMP	OPTIONAL
OVER/UNDER SPEED	YES
OVER CRANK	YES
CHARGING ALT FAILURE	YES
CAN ECU SHUTDOWN	YES
GENSET DISPLAY	
VOLTAGE (L-N & L-L)	YES
OVER/UNDER VOLTAGE	YES
FREQUENCY	YES
OVER/UNDER FREQUENCY	YES
AMP DISPLAY/SHUTDOWN	YES
PHASE IMBALANCE	DISABLED
KW, KVA, KVAR, PF DISPLAY	YES
KWH, KVAH, KVARH, DISPLAY	YES
GENERATOR PHASE SEQUENCE	OPTIONAL
EARTH CURRENT	OPTIONAL

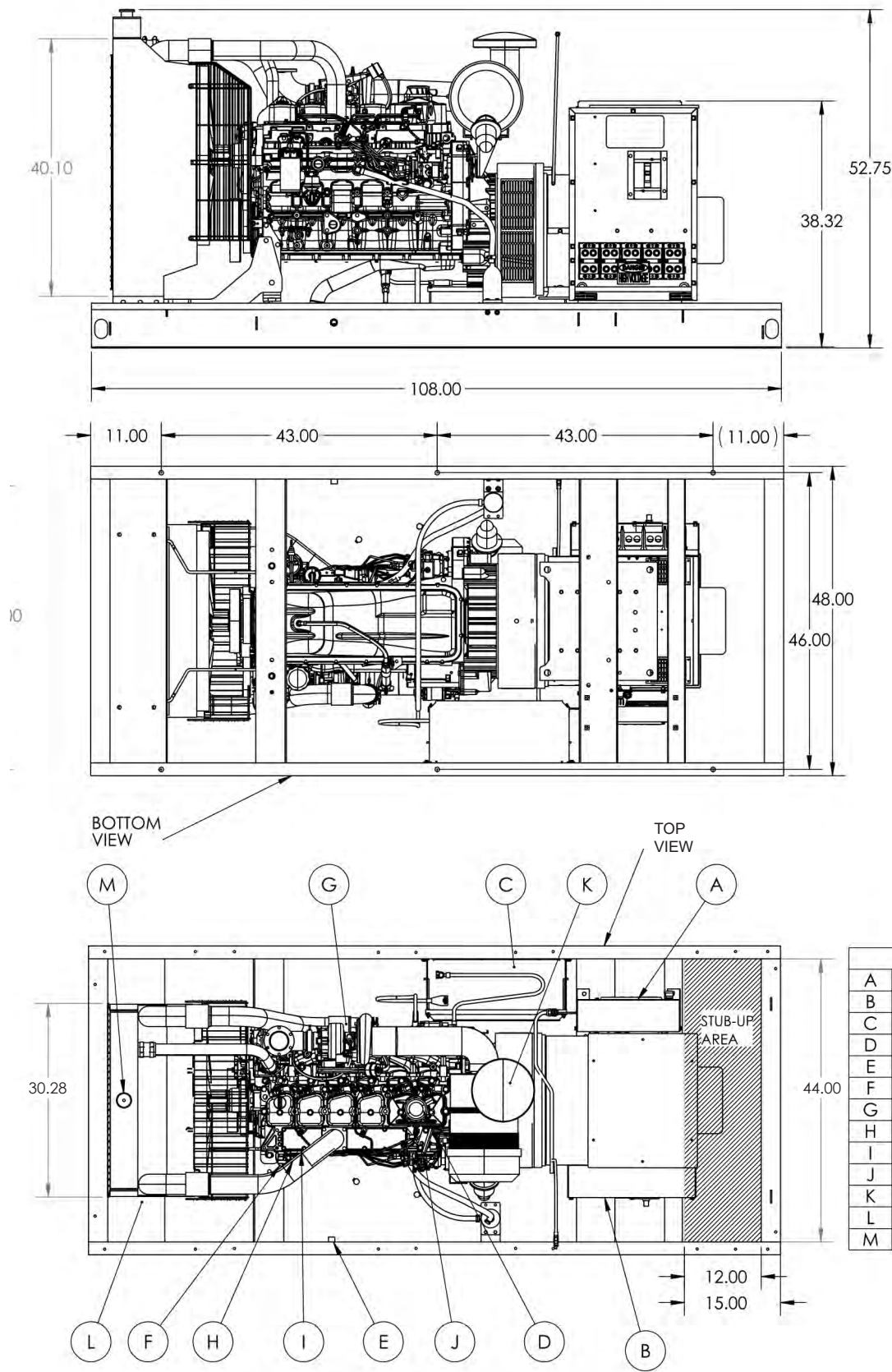
ADDITIONAL DISPLAYS/PROTECTIONS	
EMERGENCY STOP	YES
FUEL LEAK/SENDER FAILURE	YES
BATTERY OVER/UNDER VOLTAGE	YES
BATTERY CHARGER FAILURE	OPTIONAL
COMMUNICATIONS	
USB CONNECTABLE	YES
RS232/RS485	YES
NFPA ANNUNCIATOR	10XDSE 2548 OPTIONAL
REMOTE DISPLAY PANEL	3XDSE 2510 OPTIONAL
DSE850 WEBNET	OPTIONAL
ADDITIONAL FEATURES	
AUDIBLE ALARM	YES
ENGINE EXERCISER	YES
MAINTENANCE INTERVAL TIMER	OPTIONAL
LOAD SHEDDING/ DUMMY	OPTIONAL
CONFIGURABLE INPUTS	9-24 W/DSE 2130 OPTIONAL
CONFIGURABLE OUTPUTS	6-80 W/DSE 2751 OPTIONAL
EVENT LOG	YES
ALTERNATIVE CONFIGURATIONS	3
UL/CSA LISTED	YES



DSE 7310 MKII

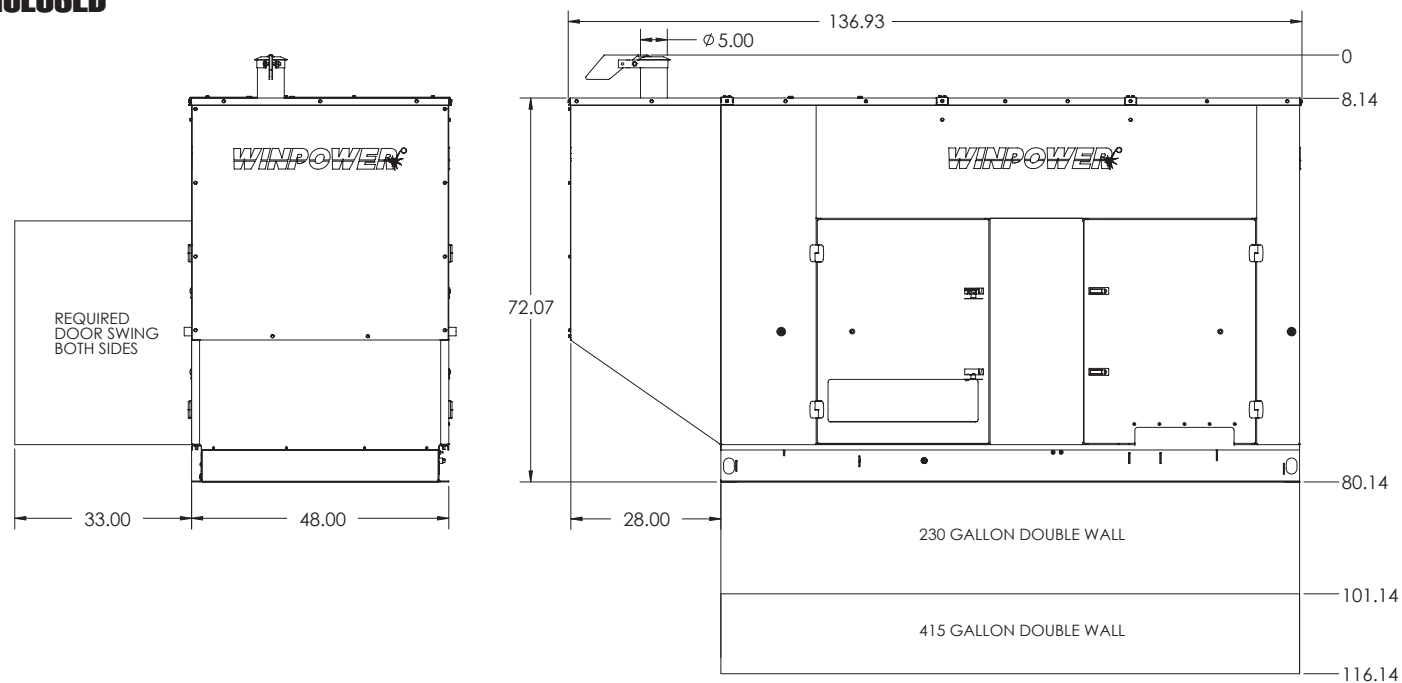
# OUTLINE DRAWINGS

## OPEN SKID



# OUTLINE DRAWINGS

## ENCLOSED



Specifications are subject to change without notice.



# TOWN OF JEROME

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

## ZONING ADMINISTRATOR ANALYSIS DESIGN REVIEW BOARD Monday, April 5, 2021

**Item 7:** Signage for Raku Gallery  
**Location:** 250 Hull Avenue  
**Applicant/Owner:** Sally Murphy/Weisel Family Trust  
**Zone:** C-1  
**APN:** 401-06-052  
**Prepared by:** John Knight, Zoning Administrator  
**Resolution:** [DRB Reso. 2021-07](#)

**Summary:** The applicant is seeking preliminary and final design review to update one of the signs at Raku Gallery. The current sign is made of wood and has weathered poorly. The new sign will be made of aluminum and will be approximately six (6) square feet. Under the sign ordinance, the applicant is allowed two (2) signs up to 16 square feet in size each. Note that Raku currently has two permanent signs and one temporary sign to direct customers downstairs. The permanent signs are each less than 16 square feet.

**Ordinance Compliance:** The Design Review Board (DRB) shall review the applicant's proposal for compliance with the code sections noted below.

**Section 304.F.4. Review Procedures and Criteria:** *The Design Review Board shall review a submitted application for Design Approval of Signs and shall have the power to approve, conditionally approve, or disapprove all such requests, basing its decision on the following criteria:*

- a. *MATERIALS – Signs made of wood are preferred.*
- b. *LETTERING – Lettering and symbols on signs should be routed, applied, or painted.*
- c. *COLORS – Colors of a sign shall be visually compatible to the colors of buildings, structures, and signs to which the sign is visually related.*
- d. *EXCEPTIONS – The Design Review Board may waive the requirements of this Section and Section 507 in order to allow the preservation or restoration of signs or commercial graphics which are determined to be of historical significance or of particular interest.*

**Response:** The Design Review Board shall review the application for compliance with the above-referenced criteria and refer to the specific standards regarding visual compatibility. Note that Section 304.F.4.a. referring to a preference for signs made of wood is proposed to be removed from the zoning ordinance. This is scheduled for council review on April 13, 2021.

**Section 509.G. Signs in Commercial and Industrial Zones:**

1. *No more than two (2) signs are permitted for any one business except that a business having frontage on and physical access from two (2) or more streets will be allowed a total of three (3) signs.*
2. *The area of any single wall, projecting, free-standing or canopy sign shall not exceed sixteen (16) square feet.*
3. *No sign shall extend above the roof of the building to which it is attached.*
4. *The bottom of any projecting sign shall be no lower than eight (8) feet above the ground directly below it.*
5. *No part of any projecting or freestanding sign may project over any roadway.*

Standard	Allowed	Proposed	Notes
Number of signs	2 max.	2 signs	Meets standard
Max. square footage	16 square feet each	Less than 6 square feet and less than 4 square feet (note that only one sign is being replaced)	Meets standard
May not extend above roof line	Up to roof line	Signs are below the roof line	Meets standard
Height above sidewalk/ground	8 feet minimum	The bottom of the sign is greater than 8 feet above the sidewalk	Meets standard

**Response:** The applicant's proposal appears to meet the code requirements.

**Section 509.E.7. Regulations applicable to signs in all zones**

7. *Lighting shall be directed at the sign from an external incandescent light source and shall be installed so as to avoid any glare or reflection into any adjacent property, or onto a street or alley so as to create a traffic hazard. These restrictions shall apply to internally lighted signs, which may be allowed if constructed of metal or wood. No internally lit signs that are constructed of acrylic or plastic are allowed. No sign that flashes or blinks shall be permitted outside. No visible bulbs, neon tubing, or luminous paint, shall be permitted as part of any sign.*

**Response:** No lighting is proposed for the exterior sign.

**Recommendation:** The zoning administrator recommends that the DRB review the proposed application and determine if the proposal meets the required criteria. A resolution with conditions is included for consideration by the board.

**Attachments:**

- DRB Resolution 2021-07
- Application and supplemental information



# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

(928) 634-7943

## DRB Resolution No. 2021-07

### Approving proposed signage

WHEREAS, the Town of Jerome has received an application from Sally Murphy (Weisel Family Trust) for preliminary and final design review for new signage at 250 Hull Avenue for Raku Gallery (APN 401-06-052); and

WHEREAS, the property is in the C-1 zoning district; and

WHEREAS, the design review process is intended to promote and preserve Jerome's economic and environmental well-being and preserve its distinctive character, natural attractiveness, and overall architectural quality, all of which contribute substantially to its viability as a recreational and tourist center and to its designation as a National Historic Landmark; and

WHEREAS, the Design Review Board has carefully reviewed the applicant's proposal related to signs and finds that the proposal satisfies the following criteria:

- a. Materials – Signs made of wood are preferred.
- b. Lettering – Lettering and symbols on signs should be routed, applied, or painted on the surface of the signage material.
- c. Sign Colors – Colors of a sign shall be visually compatible to the colors of buildings, structures, and signs to which the sign is visually related.
- d. Exceptions – The Design Review Board may waive the requirements of Section 509 and Section 507 to allow the preservation or restoration of signs or commercial graphics determined to be of historical significance or of particular interest.

NOW, THEREFORE, BE IT RESOLVED by the Design Review Board of the Town of Jerome, Arizona, that the request for signage is hereby approved, subject to the following conditions:

1. **Expiration of Approval** – This approval shall become null and void if a building permit is not issued or work has not begun within six (6) months of final Design Review Board approval of this application. If necessary, the applicant may request an extension by the approval body if the extension is submitted prior to approval expiration.
2. **Appeal** – Any applicant who is aggrieved by the Design Review Board decision may petition the Mayor or Council for a review within thirty (30) days of the decision. Questions of aesthetics or design standards are not appealable to the Mayor and Council but may be presented to a Court of Record within thirty (30) days of the decision. Additionally, if in the opinion of the Zoning Administrator a decision is not in conformance with the Zoning Code or Comprehensive plan, the Zoning Administrator may request a review by the Mayor and Council within thirty (30) days. By specific motion during an official meeting, the Mayor and Council may refuse to consider a request for review brought by the Zoning Administrator. Finally, the Mayor and Council shall maintain the right to review all decisions of the Design Review Board.

ADOPTED AND APPROVED by a majority vote of the Design Review Board on the 5th day of April 2021.

ATTEST:

APPROVED:

\_\_\_\_\_  
Rosa Cays, Deputy Town Clerk

\_\_\_\_\_  
Tyler Christensen, Chair







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

File #:

Town Use

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

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Site Plan Review \$100 | <input type="checkbox"/> Design Review \$50/\$200       | <input type="checkbox"/> Conditional Use Permit (CUP) \$100 |
| <input type="checkbox"/> Demolition \$50/\$200  | <input checked="" type="checkbox"/> Signage/Awning \$50 | <input type="checkbox"/> Paint/Roofing \$0                  |
| <input type="checkbox"/> Time Extension \$0     | <input type="checkbox"/> Variance \$200                 | <input type="checkbox"/> Other: _____                       |

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

Applicant: <u>Sally Murphy Raku Gallery</u>	Owner: <u>Tracy Weisel owns building</u>
Applicant address: <u>PO Box 552</u>	Owner Mailing Address:
<u>250 Hull Ave Jerome AZ 86331</u>	<u>PO Box 965 Jerome</u>
Applicant role/title: <u>Manager</u>	
Applicant phone: <u>928-639-0239</u>	Owner phone: <u>928-254-9575</u>
Applicant email: <u>Rakumanager@gmail.com</u>	Owner email: <u>Tracyweisel@yahoo.com</u>
Project address: <u>250 Hull Ave</u>	Parcel number: <u>?</u>
Describe project: <u>NEW SIGN ON BUILDING - Narrower but 12" longer</u>	

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

Applicant Signature: Sally Murphy Date: 3-16-2021

Owner Signature: Tracy Weisel Date: 3-17/2021

For Town Use Only	
Received from: <u>Sally M. / Tanashai Biz</u>	Date: <u>03/19/2021</u>
Received the sum of \$ <u>50.00</u> as: <input checked="" type="checkbox"/> Check No. <u>3881</u>	<input type="checkbox"/> Cash <input type="checkbox"/> Credit Card
By: <u>K.M.</u>	For: _____
Tentative Meeting Date/s - DRB: <u>04/05/2021</u> P&Z: _____	

E-mail completed forms and application information to: John Knight, Zoning Administrator [j.knight@jerome.az.gov](mailto:j.knight@jerome.az.gov)

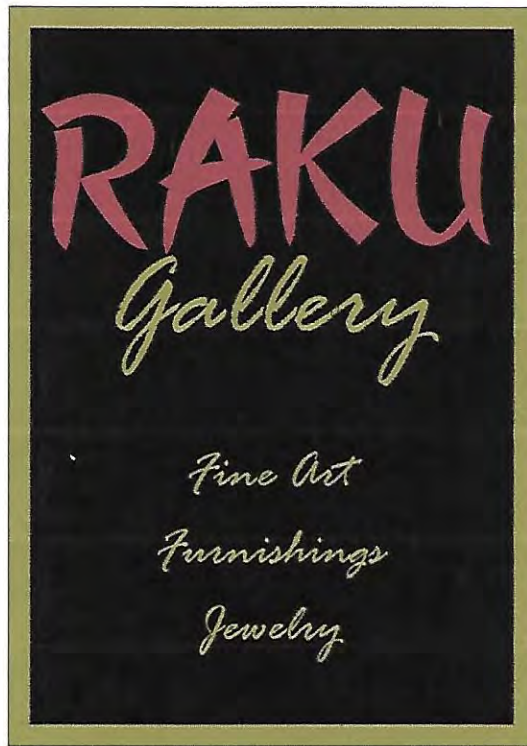
To Whom It May Concern:

March 16, 2021

Current wood sign is coming apart and to clarify to our customers passing on the sidewalk we would like to add the words Fine Art, Furnishing, and Jewelry as people are over heard saying "that's just a raku shop" ....

New sign would be thinner but longer to accommodate the added verbiage. It will be Aluminum and attached using current attachments to building.

Sally Murphy, Manager  
Raku Gallery



		e. Jason@SIGNS928.com   p. 928.639.9411   f. 928.639.9412   - 154 S. Main St. Cottonwood, AZ 86326		<a href="http://www.928signco.com">www.928signco.com</a>	
ROC#289523 . BONDED . INSURED		* Illuminated displays will be wired for 120 volt power unless otherwise noted. * Cost for providing necessary electrical wiring to sign area is not included in sign proposal.		MEMBER	
DATE: _____		SALES APPROVAL: _____		REV. #   DATE   BY   REV. #   DATE   BY	
FIRM NAME: _____ PROJECT ADDRESS: _____		ORIGINAL DATE: _____		ORIG. DESIGNER: <i>A Harwood</i>	
SALESPERSON: <i>J Keller</i>		SCALE: _____		FILE NUMBER: _____	

© This Drawing was created to assist you in visualizing our proposal. The original ideas herein are the property of 928 Sign Co. LLC. Permission to copy or revise this drawing can only be obtained thru a written agreement with 928 Sign Co. LLC.

Proposed  
 NEW SIGN  
 36H X 24W  
  
 REPLACING OLD  
 SIZE:  
 21H X 28W



Current Sign is 28W X 21L



NEW SIGN WILL BE 24W X 36L



New Dimensions

24 X 36

RAKU  
GALLERY

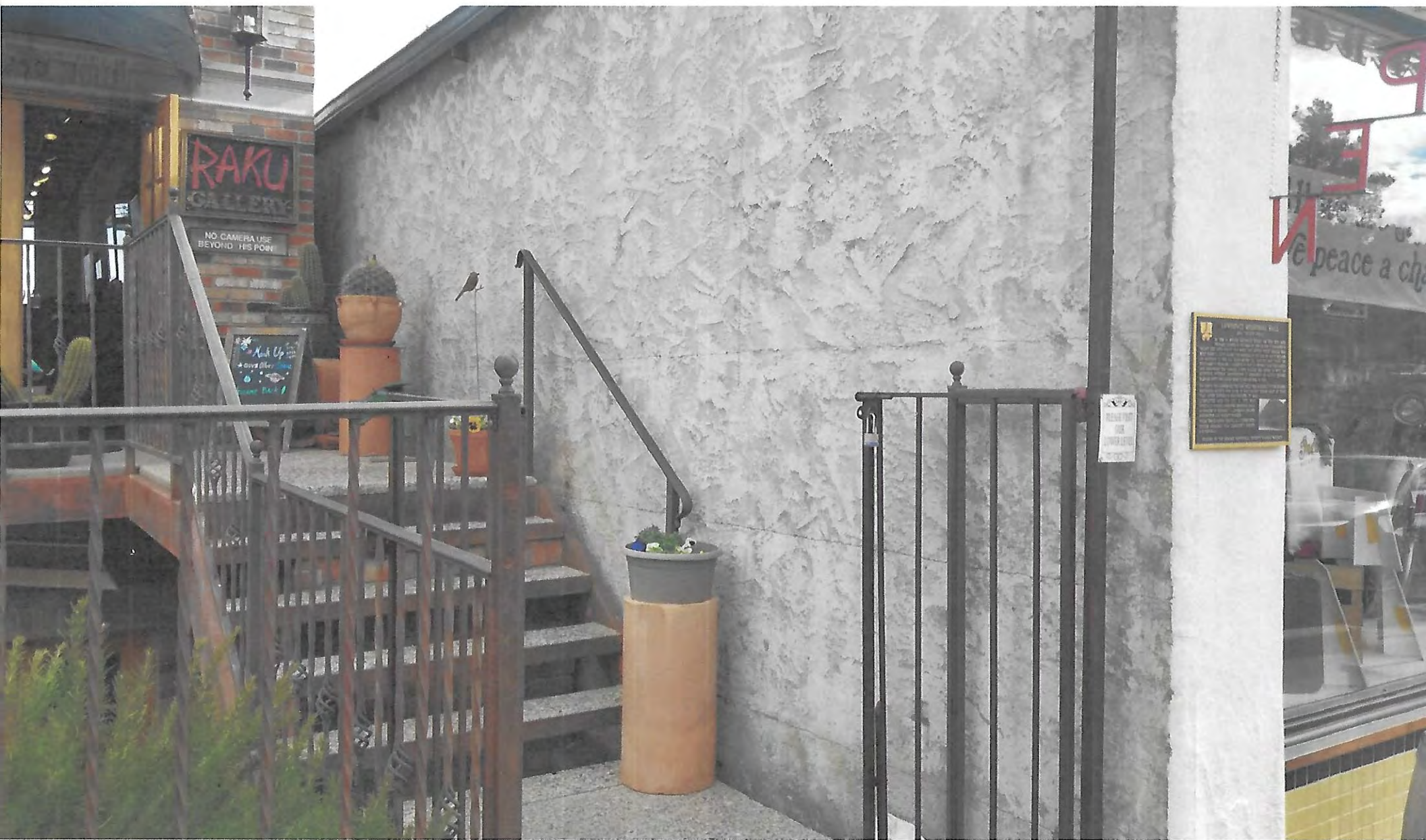
NO CAMERA USE  
BEYOND THIS POINT

36

24









OLD SIGN Welded in on sidewalk  
WILL STAY







Small  
SIGN  
ABOVE  
Door  
down stairs  
on lower  
level

WILL REMAIN

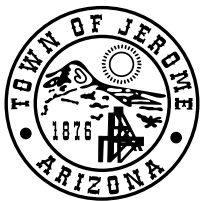


lower  
level  
SIGN









# TOWN OF JEROME

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

## ZONING ADMINISTRATOR ANALYSIS DESIGN REVIEW BOARD Monday, April 5, 2021

**Item 8:** Extension request (Cuban Queen)  
**Location:** 324 Queen Street  
**Applicant/Owner:** Windy Jones and Josh Lindner/Cuban Queen Bordello LLC  
**Zone:** C-1  
**APN:** 401-06-127  
**Prepared by:** John Knight, Zoning Administrator  
**Resolution:** [DRB Reso. 2021-08](#)

**Summary:** The applicants are requesting a six (6)-month extension of their previous design review and site plan review approvals. The project was originally reviewed and approved by the Design Review Board (DRB) on January 13, 2020 (see attached resolution 2020-5). The approval would have expired in May of 2020; however, the Council has approved two “blanket extensions” of all active planning and building permits due to the covid pandemic. The second blanket extension will expire on May 12, 2021.

The applicant has submitted a request for an additional six-month extension. If approved, this would extend their DRB approval to December 12, 2021.

**Ordinance Compliance:** The Design Review Board (DRB) has the authority to issue an extension provided the request is submitted prior to the expiration of the extension. Note that the request was received in March 2021.

### **Section 304.H.: *Expiration of Design Review Approval***

- 1. Six (6) months from the date of approval, a Design Approval becomes void if a building permit has not been issued.*
- 2. An extension of approval may be granted if the applicant files for an extension prior to the approval becoming void and the extension is granted by the Design Review Board.*

**Response:** The Design Review Board has the authority to issue an extension under Section 304.H. Note that the granting of the extension by the DRB is discretionary. The ordinance states that an “*extension may be granted.*” The ordinance does not state the length of time the DRB can extend the permit or how many extensions can be granted. Unless circumstances have changed, extensions are typically granted for six months. As noted above, this would extend the DRB approval to December 12, 2021.

**Recommendation:** The zoning administrator recommends that the DRB approve the proposed extension request.

### **Attachments:**

- DRB Resolution 2021-08
- Application and supplemental information





# TOWN OF JEROME

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

## DRB Resolution 2021-08

### Approving an extension of a previous Design Review approval

WHEREAS the Town of Jerome has received an application from Windy Jones and Josh Lindner (Cuban Queen Bordello LLC) for an extension of a previous Design Review Board (DRB) approval for property located at 324 Queen Street (401-06-127); and

WHEREAS the property is in the C-1 zoning district; and

WHEREAS the DRB has determined that a public hearing is not necessary under Zoning Ordinance Section 304.F.5.; and

WHEREAS the DRB has the authority to approve extensions under Section 304.H.2. of the Jerome Zoning Ordinance; and

WHEREAS the current DRB approval would expire on May 12, 2021 if an extension were not approved.

NOW, THEREFORE, BE IT RESOLVED by the Design Review Board of the Town of Jerome, Arizona, that a six-month extension is granted.

1. **Expiration of Approval** – this extension shall become null and void if a building permit is not issued by December 12, 2021.
2. **Appeal** – Any applicant who is aggrieved by the Design Review Board decision may petition the Mayor or Council for a review within thirty (30) days of the decision. Questions of aesthetics or design standards are not appealable to the Mayor and Council but may be presented to a Court of Record within thirty (30) days of the decision. Additionally, if in the opinion of the Zoning Administrator a decision is not in conformance with the Zoning Code or Comprehensive plan, the Zoning Administrator may request a review by the Mayor and Council within thirty (30) days. By specific motion during an official meeting, the Mayor and Council may refuse to consider a request for review brought by the Zoning Administrator. Finally, the Mayor and Council shall maintain the right to review all decisions of the Design Review Board.

ADOPTED AND APPROVED by a majority vote of the Design Review Board on the 5th day of April 2021.

ATTEST:

APPROVED:

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Rosa Cays, Deputy Town Clerk

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Tyler Christensen, Chair







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

File #:

Town Use

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

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Site Plan Review \$100        | <input type="checkbox"/> Design Review \$50/\$200 | <input type="checkbox"/> Conditional Use Permit (CUP) \$100 |
| <input type="checkbox"/> Demolition \$50/\$200         | <input type="checkbox"/> Signage/Awning \$50      | <input type="checkbox"/> Paint/Roofing \$0                  |
| <input checked="" type="checkbox"/> Time Extension \$0 | <input type="checkbox"/> Other: _____             | <input type="checkbox"/> Other: _____                       |

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

Applicant: Windy Jones & Josh Lindner	Owner: Windy Jones & Josh Lindner
Applicant address: 2549 Haskell Springs Rd Clarkdale, AZ 86324	Owner Mailing Address: 2549 Haskell Springs Rd Clarkdale, AZ 86324
Applicant role/title: Owner	
Applicant phone: 714-306-8079	Owner phone: 714-306-8079
Applicant email: socialwindyj@yahoo.com	Owner email: socialwindyj@yahoo.com
Project address: 324 Queen St, Jerome AZ 86331	Parcel number: 401-06-127
Describe project: <b>Extension request for Design Review &amp; site plan. Architect and engineer are working on drawings, but advised they may not be done by May 1st due to Covid delays and current construction climate.</b>	

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

Applicant Signature: [Signature] Date: 3/17/2021

Owner Signature: [Signature] Date: 3/17/2021

**For Town Use Only**

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

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

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

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

## John Knight

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**From:** Windy Jones <socalwindyj@yahoo.com>  
**Sent:** Thursday, March 18, 2021 8:43 AM  
**To:** John Knight  
**Cc:** Josh Lindner  
**Subject:** 324 Queen Street extension request & fees question  
**Attachments:** Extension request-General Land Use Application 3-17-2021 .jpg

Hello John,

We are very excited with the progress on our project, and look forward to breaking ground soon! Unfortunately, the contractor we had been working with since 2017 became booked with other jobs and can no longer do our project. We hit the ground running and have secured another licensed Commercial Contractor, Crested Construction, who has worked in Jerome. Mack Brennan of Crested Construction has the excavation lined up for once permits are pulled.

We have also completed the town's requirement for a Cultural Resource study completed by a SHPO approved Archaeologist. Andrew Christenson will be sending it to you directly.

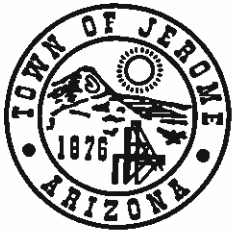
Even with this progress, we are submitting an extension request. This is because of the timing with losing our original contractor, and the current construction climate causing delays for our engineer and architect. We are ready to pull an excavation permit now, but they may not have the foundation plans completed with enough time for Jerome to review before May 1st.

Also, if you can please advise me of the proper application or procedure, we would like to pay the hookup fees.

Thank you for your time.

- Windy & Josh





# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

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

## **DRB RESOLUTION NO. 2020-5 APPROVING DESIGN REVIEW FOR A NEW MIXED-USE COMMERCIAL BUILDING AT 324 QUEEN STREET**

WHEREAS, the Town of Jerome has received an application from Windy Jones and Josh Lindner for Preliminary and Final Design Review to construct a mixed-use retail building with a boarding house at 324 Queen Street (APN 401-06-127); and

WHEREAS, the property is in the C-1 zoning district, and single-family homes are an allowed use in that District; and

WHEREAS, a notice was posted at the Site on December 23, 2019 in accordance with Jerome Zoning Ordinance Section 303.1C; and

WHEREAS, the Jerome Planning & Zoning Commission reviewed and conditionally approved this application at their January 8, 2020 meeting; and

WHEREAS, the Design Review process is intended to promote and preserve Jerome's economic and environmental well-being which depends exclusively upon its distinctive character, natural attractiveness, and overall architectural quality which contribute substantially to its viability as a recreational and tourist center and which contributed to its designation as a National Historic Landmark; and

WHEREAS, the Design Review Board has carefully reviewed the applicant's proposal and finds that each of the following criteria have been satisfied:

- a. **PROPORTION** – The relationship of the width of building or structure to its height shall be visually compatible to buildings, structures and places to which it is visually related.
- b. **OPENINGS** – The relationship of the width of the windows and doors, to height of windows and doors in a building shall be visually compatible with buildings, structures, and places to which the building is visually related.
- c. **PATTERN** – The relationship of solids to voids in the facade of a building or structure shall be visually compatible with buildings, structures and places to which it is visually related.
- d. **SPACING** – The relationship of buildings or structure to the open space between it and adjoining buildings shall be visually compatible to the buildings, structures, and places to which it is visually related.
- e. **ENTRANCES, PORCHES, DECKS AND PROJECTIONS** – The height, projection, supports, and relationship to streets and sidewalks, of entrances, porches, decks, awnings, canopies, and balconies of a building shall be visually compatible to the buildings, structures, and places to which it is visually related
- f. **MATERIALS, TEXTURE AND COLOR** – The materials, texture and color of the facade of a building or structure, shall be visually compatible with the predominant materials, textures, and color used in the building and structures to which it is visually related.
- g. **ROOFS** – The roof shape of a building shall be visually compatible with the buildings to which it is visually related.

## DRB RESOLUTION NO. 2020-5

- h. **ARCHITECTURAL DETAILS** – Doors, windows, eaves, cornices, and other architectural details of a building or structure shall be visually compatible with buildings and structures to which it is visually related.
- i. **ACCESSORY BUILDINGS** - Garages, carports and sheds shall be visually compatible with buildings, structures and places to which they are visually related.
- j. **ACCESSORY FEATURES** – Fences, walkways, decks, stairways, lighting, antenna and other manmade structures shall be visually compatible with buildings, structures, and places to which they are visually related.
- k. **LANDSCAPING** – Landscaping shall be visually compatible with the landscaping around the buildings, structures, and places to which it is visually related.
- l. **SCREENING** – The proposed addition, alteration or other changes shall be screened with appropriate materials and in an appropriate design so as to be visually compatible with related properties, when, in the opinion of the Design Review Board, all other means of assuring visual compatibility are not reasonably possible.
- m. **SOLAR INSTALLATIONS** – Refer to “Solar Energy System Design Guidelines” approved by the Town Council in June 2015, utilizing best practices for installing solar on historical buildings as recommended by the Department of the Interior. These Guidelines are available at Jerome Town Hall, the Jerome Library and on the Town of Jerome website.


NOW, THEREFORE, BE IT RESOLVED by the Design Review Board of the Town of Jerome, Arizona, that the Preliminary and Final Design for a commercial mixed-use building at 324 Queen Street is hereby approved, subject to the following conditions:

1. **Planning and Zoning Commission Review** – The approval is contingent upon compliance with all conditions and requirements of the Planning and Zoning Commission’s Site Plan Review.
2. **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. If necessary, the applicant may request an extension by the approval body, if the extension is submitted prior to approval expiration.
3. **Appeal** - Any applicant who is aggrieved by the Design Review Board decision may petition the Mayor or Council for a review within thirty (30) days of the decision. Questions of aesthetics or design standards are not appealable to the Mayor and Council but may be presented to a Court of Record within thirty (30) days of the decision. Additionally, if in the opinion of the Zoning Administrator a decision is not in conformance with the Zoning Code or Comprehensive plan, the Zoning Administrator may request a review by the Mayor and Council within thirty (30) days. By specific motion during an official meeting, the Mayor and Council may refuse to consider a request for review brought by the Zoning Administrator. Finally, the Mayor and Council shall maintain the right to review any and all decisions of the Design Review Board.

ADOPTED AND APPROVED by a majority vote of the Planning and Zoning Commission on the 13th day of January 2020.

ATTEST:

APPROVED:



Rosa Cays, Deputy Town Clerk



Chairman Brice Wood



# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

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

## ZONING ADMINISTRATOR ANALYSIS DESIGN REVIEW BOARD Monday, April 5, 2021

**Item 9:** Upgrade stairs and walkway at Jerome Fire Station  
**Location:** 101 Main Street  
**Applicant/Owner:** Town of Jerome  
**Zone:** C-1  
**APN:** 401-06-159  
**Recommendation:** Discussion/Possible Direction  
**Prepared by:** John Knight, Zoning Administrator

**Background and Summary:** The Town of Jerome is seeking input from the Design Review Board (DRB) on the replacement of the existing wood stairs and walkway with steel, noncombustible materials. The materials proposed are similar to the ones used at the New State Motor Company building. Although DRB review and approval is not required, town policy has been to seek input from the boards on public projects.

**Ordinance Compliance:** The applicable code sections are noted below.

### Section 304.F.2. Review Procedures and Criteria

2. The Design Review Board shall review a submitted application for *Design Approval of Alterations, Additions, or Renovations to Existing Buildings or Structures*, and shall have the power to approve, conditionally approve, or disapprove all such requests, basing its decision on the following criteria:

- a. *ARCHITECTURAL FEATURES AND DETAILS – Original porches, decks, balconies, canopies, doors, windows, walls, fences, stairways, eaves, cornices, and other architectural features and details shall be preserved and retained where feasible. Necessary replacement of these features should be as near as possible to the original feature in design and material.*
- b. *ROOFS – Original roof shape, design, and material shall be preserved and retained where feasible. Where contemporary roofing material is used, it should be as near as possible to the appearance of the original roofing material.*
- c. *COLOR – Exterior colors should be as near as possible to the original colors appropriate to the years during which the particular building or structure was built.*
- d. *MATERIALS AND TEXTURE – The original exterior materials and texture shall be reserved and retained where feasible. Where contemporary materials are used, they should be as, near as possible to the original material and texture.*

**Response:** The DRB should review the proposed project to determine if it complies with the above criteria.

**Recommendation:** The zoning administrator requests that the DRB discuss the proposed project and provide direction to staff if desired.

**Attachments:** Application and supplemental information



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

File #:

Town Use

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

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Site Plan Review \$100 | <input checked="" type="checkbox"/> Design Review \$50/\$200 | <input type="checkbox"/> Conditional Use Permit (CUP) \$100 |
| <input type="checkbox"/> Demolition \$50/\$200  | <input type="checkbox"/> Signage/Awning \$50                 | <input type="checkbox"/> Paint/Roofing \$0                  |
| <input type="checkbox"/> Time Extension \$0     | <input type="checkbox"/> Variance \$200                      | <input type="checkbox"/> Other: _____                       |

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

Applicant: Jerome Fire Department	Owner: Town of Jerome
Applicant address: 101 Main St.	Owner Mailing Address: Box 335
Applicant role/title: Fire Chief	
Applicant phone: 928-300-8701	Owner phone: 928-634-7943
Applicant email: blair@jeromefire.us	Owner email:
Project address: 101 Main St	Parcel number: <u>401-06-159</u>
Describe project: Replace wooden walkway, stairs and ramp with steel noncombustible material	

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

Applicant Signature: Rusty Blair, Fire Chief Date: 3-10-21

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

<b>For Town Use Only</b>	
Received from: <u>Rusty Blair, Fire Chief</u>	Date: <u>3/10/21</u>
Received the sum of \$ <u>N/A</u> as: <input type="checkbox"/> Check No. _____ <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card	
By: <u>John Knight, Zoning Admin.</u>	For: _____
Tentative Meeting Date/s - DRB: _____ P&Z: _____	

E-mail completed forms and application information to: John Knight, Zoning Administrator [j.knight@jerome.az.gov](mailto:j.knight@jerome.az.gov)



## **TOWN OF JEROME STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council

**From:** Jerome Fire Department

**Date:**

**Meeting Date:** 3-9-21

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**TITLE:** Fire Station Handicap Ramp

**RECOMMENDED ACTION:** Provide funding from wildland contingency to replace wooden structure with steel.

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**Background/History:** Fire Department was built in 1996 and at the time the Handicap was constructed using wood and now is 25 years old. At the time it was constructed it was in compliance with fire code. However today it is need of repair and should be replaced with a steel structure.

**Key Considerations:** Being a town owned building secondary access/ handicap ramp should be constructed of a noncombustible material. The material being bought by the town and the Fire Department providing the installation.

**Community Benefits and Considerations:**

The fire Department is attempting to turn the fire station into a true evacuation center by adding a kitchen to the station. In light of what's going on around the country with climate change, extreme weather (freezing temps and extreme heat events) there is a need for a safe haven for our residence. The fire station is equipped with a generator that maintains our heat, cooling appliances and other electrical devices making it an ideal place for shelter.

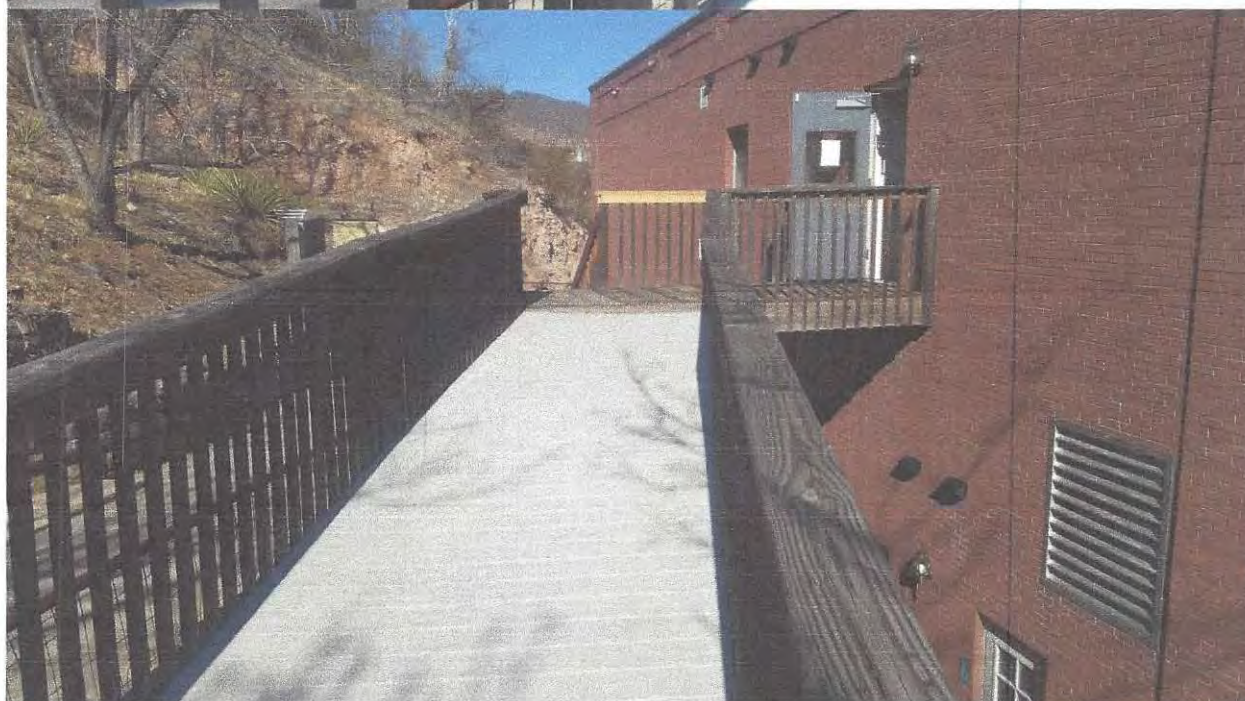
**Community Involvement:** None

**Financial Implications:** This last fire season 2020 the brush truck itself made \$93,000 and the fire Department has requested and spent approximately \$30,000 of which \$15,000 of the funds was used to purchase a Polaris Ranger for the town crew. The rest of the funds have been used for additional wildland equipment, maintenance on the brush truck and a new engine for the other Ford Explorer.

At this point we're anticipating at least \$10,000 for the material needed. I hope they have a better estimate before the meeting.

**Options and Alternatives:** Reconstructing the ramp out of combustible material, with the possibility of having to repair it periodically. (fire Department has already replaced all the top rail and some of the planking at least once since the handicap ramp constructed)









**Town Manager** (*Acknowledgment that all reviews have been completed and required approvals initialed below.*)

INITIALS	RESPONSIBILITY	DATE	INITIALS	RESPONSIBILITY	DATE
_____	LEGAL	_____	_____	FINANCE/BUDGET	_____
_____		_____	_____		_____
_____		_____	_____		_____
_____		_____	_____		_____

DATE OF COUNCIL APPROVAL: \_\_\_\_\_









## Information for Parcel 401-06-159:

### ▼ Owner

#### Ownership Information ? ?

Town of Jerome

PO Box 335

Jerome, AZ 86331-0335

#### Recorded Documents & Sales (1) ?

Date	Book/Page	Type	Cost
3/7/1995	2790-101	Other - Sale	\$0

### ▼ Parcel

#### Physical Address ?

101 Main St

#### Check Digit ?

3



	<p><b>ITEM #7D: RESOLUTION NO. 610, A RESOLUTION OF THE TOWN COUNCIL OF JEROME, ARIZONA, DECLARING AS A PUBLIC RECORD THAT CERTAIN DOCUMENT FILED WITH THE TOWN CLERK AND ENTITLED "2021 CHANGES TO THE JEROME ZONING ORDINANCE REGARDING ADMINISTRATIVE APPROVALS AND APPEALS"</b></p> <p>Council may adopt Resolution 610, declaring as a public record certain changes to the Jerome Zoning Ordinance to be considered for adoption as part of Ordinance 470.</p>	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action
	<p><b>ITEM #7E: FIRST READING: ORDINANCE NO. 470, AN ORDINANCE OF THE TOWN COUNCIL OF JEROME, ARIZONA AMENDING SECTIONS 106, 302, 303.1, 303.2, 303.3, 303.4, 304 AND 502 OF THE JEROME ZONING ORDINANCE RELATED TO ADMINISTRATIVE APPROVAL AND THE APPEALS PROCESS FOR CERTAIN TYPES OF PROJECTS</b></p> <p>Council may conduct the first reading of Ordinance No. 470.</p>	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action
ITEM #8:	<b>UNFINISHED BUSINESS</b>	
	<p><b>ITEM #8A: APPOINTMENTS TO BOARDS</b></p> <p>Council may make appointments to the Planning &amp; Zoning Commission and Design Review Board.</p>	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action
	<p><b>ITEM #8B: COVID-19</b></p> <p>Council will again discuss plans and timeline for reopening Town Hall and the library, resuming the weekend shuttle service, and conducting in-person public meetings.</p>	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action
	<p><b>ITEM #8C: REVIEW OF OVERDUE RENTAL AND UTILITY PAYMENTS</b></p> <p>Council will review the status of overdue rental and utility payments and may direct staff in this regard.</p>	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action
	<p><b>ITEM #8D: JOB DESCRIPTION AND REQUIREMENTS: CHIEF OF POLICE</b></p> <p>Council will discuss the job description and requirements, including residency, for the Chief of Police.</p>	Sponsored by Vice Mayor Mandy Worth Discussion; Possible Action
	<p><b>ITEM #8E: DISTRICT SIGNS</b></p> <p>The Zoning Administrator will provide an update regarding district signs.</p>	Sponsored by Mayor Jack Dillenberg Discussion; Possible Action
	<p><b>ITEM #8F: HOTEL JEROME</b></p> <p>Council will review the status of improvements to the Hotel Jerome and the next steps in the process.</p>	Sponsored by Mayor Jack Dillenberg Discussion; Possible Direction
ITEM #9:	<b>NEW BUSINESS</b>	
	<p><b>ITEM #9A: USE OF WILDLANDS REVENUES FOR REPLACEMENT OF HANDICAP RAMP</b></p> <p>Council will review and may approve a request by the Fire Chief to utilize certain wildlands revenues to replace the handicap ramp at the Fire Station.</p> <p style="text-align: right;">Approved 3-9-21</p>	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action
	<p><b>ITEM #9B: COVID VACCINATION EVENT</b></p> <p>Mayor Dillenberg will discuss plans for a COVID vaccination event in Jerome by Spectrum Healthcare.</p>	Sponsored by Mayor Jack Dillenberg Discussion; Possible Action
	<p><b>ITEM #9C: TINY HOMES</b></p> <p>Council will discuss and may initiate an amendment to the Jerome Zoning Ordinance to allow tiny homes.</p>	Sponsored by Mayor Jack Dillenberg Discussion/Possible Action
	<p><b>ITEM #9D: BEES IN JEROME</b></p> <p>Council will resume discussion of bees in Jerome and may direct staff in this regard.</p>	Sponsored by Councilmember Sage Harvey Discussion; Possible Direction
	<p><b>ITEM #9E: TELECOMMUNICATIONS FACILITIES</b></p> <p>Council will discuss and may initiate an amendment to the Jerome Zoning Ordinance regarding telecommunications facilities.</p>	Sponsored by Councilmember Sage Harvey Discussion; Possible Action
ITEM #10:	<b>TO AND FROM THE COUNCIL</b>	
	Council may direct staff regarding items to be placed on a future agenda.	Discussion; Possible Direction
ITEM #11:	<b>ADJOURNMENT</b>	

The Town Council 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). The Chair reserves the right, with the consent of Council, to take items on the agenda out of order.

**CERTIFICATION OF POSTING OF NOTICE**

The undersigned hereby certifies that this notice and agenda was posted at the following locations on or before 7 p.m. on \_\_\_\_\_ in accordance with the statement filed by the Jerome Town Council with the Jerome Town Clerk: (1) 970 Gulch Road, side of Gulch Fire Station, exterior posting case; (2) 600 Clark Street, Jerome Town Hall, exterior posting case; (3) 120 Main Street, Jerome Post office, interior posting case.

Rosa Cays, Deputy Town Clerk





Jerome Volunteer  
Fire Department

101

- Stairs
- Walkway
- Ramp

Replacing the wooden walkway,  
ramp and stairs with  
non-combustable metal







Project to be constructed out of similar materials as the New State Motor Company's stairs and deck



Example of similar stairs and ramp from New State Building

