



# TOWN OF JEROME

## Design Review Board Meeting Agenda

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

**Monday, June 8, 2020, 6:00 pm**

Notice is hereby given pursuant to A.R.S. 38-431.02, that members of the Jerome Design Review Board and staff will attend by audio/video conference call. Members of the public are encouraged to participate in the meeting via Zoom conference by computer: <https://us02web.zoom.us/j/9286347943> or by telephone: **1-669-900-6833**, then enter the meeting ID: **928 634 7943** when prompted.

Questions and comments can be submitted, if attending by Zoom video conference, by clicking the chat button at the bottom of the screen and entering your name and the agenda item you would like to address. Written comments can be submitted two hours prior to the meeting by email to John Knight ([j.knight@jerome.az.gov](mailto:j.knight@jerome.az.gov)).

### 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 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 May 11, 2020, and reapproval of the joint meeting minutes of April 29, 2020

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

**Continued Items/Old Business:** None

### New Business:

#### Item 4: Reapproval of Design Review for an apartment building and parking structure

Applicant: Steve Knowlton/Nancy Robinson

Address: 446 Clark Street

Zone: C-1

Owner of record: Ideas-a-Plenty, LLC

APN: 401-06-032, -033, and -026Q

Applicant is seeking preliminary and final design review approval of a previously approved apartment project and adjacent parking structure.

#### Discussion/Possible Action – DRB Reso. 2020-18

#### Item 5: Possible change to DRB meeting day of the month

Applicant: Town of Jerome

#### Discussion/Possible Action

#### Item 6: Community Garden Site Plan Review

Applicant: Town of Jerome

Location: Middle Park

Zone: C-1

Owner of record: Town of Jerome

APN: 401-06-015

The Town of Jerome is requesting a "courtesy review" of the proposed site design for the community garden.

#### Discussion/Possible Action

### Informational Items (Current Event Summaries):

**Item 7: Updates of Recent and Upcoming Meetings:** John Knight, Zoning Administrator

- a) **Planning and Zoning Commission – June 3, 2020:** UVX patio cover, updated bylaws, ordinance amendments to lodging definitions, ordinance amendments to sign code regarding temporary signs, ordinance amendment to create a sidewalk encroachment policy, courtesy review of the community garden project
- b) **Council – May 12, 2020:** Six-month extension of all DRB/P&Z approvals; initiate amendments to sign code; community garden and gardening workshop

**Item 8: Future DRB Agenda Items - July 13, 2020 Meeting:** Design Review for 639 Center Ave.

**Item 9: 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 86331  
(928) 634-7943

## Petition to Speak

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Topic/Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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-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.





# TOWN OF JEROME

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

## SPECIAL JOINT WORKSHOP MEETING OF THE JEROME PLANNING AND ZONING COMMISSION & DESIGN REVIEW BOARD via VIDEO CONFERENCE (Zoom) Wednesday, April 29, 2020 TIME: 5:00 pm MINUTES

### 5:05 (0:01) 1) CALL TO ORDER/ROLL CALL

Deputy Clerk Rosa Cays called roll. Present from the P&Z Commission were Chair Lance Schall, Vice Chair Joe Testone, Jessamyn Ludwig, Chuck Romberger, and Henry Vincent. Board members present from DRB were Chair Tyler Christensen, Danny Smith, and John McDonald. DRB Vice Chair Brice Wood was absent. Also present were Town Manager Candace Gallagher, Councilmember Jack Dillenberg, and Zoning Administrator John Knight.

### 5:08 (2:48) 2) PETITIONS FROM THE PUBLIC – There were no petitions from the public.

### 5:09 (3:09) 3) Approval of Minutes: Minutes of the Regular Jerome Planning and Zoning Commission Meeting of February 12, 2020

Chair Lance Schall stated that Commissioner Henry Vincent had seconded, but it was Commissioner Joe Testone who seconded the motion.

#### Motion to Approve the Meeting Minutes of February 12, 2020

COMMISSIONER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
LUDWIG			X			
ROMBERGER						X
SCHALL	X		X			
TESTONE		X	X			
VINCENT			X			

Continued Items: None

### New Business:

### 5:10 (4:21) 4) Select New Officers for the Planning and Zoning Commission (Chair and Vice Chair)

Mr. Knight clarified that officers can serve two consecutive terms. Discussion ensued about Ms. Ludwig serving as vice chair and Mr. Testone as vice chair for a second term.

#### Motion to Nominate Jessamyn Ludwig for Chair and Joe Testone for Vice Chair

COMMISSIONER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
LUDWIG			X			
ROMBERGER			X			
SCHALL		X	X			
TESTONE			X			
VINCENT	X		X			

### 5:15 (14:00) 5) Board Training on the following items: Planning 101, Statutory/Regulatory Authority, Town Codes and General Plan, Riggins Rules, Robert's Rules, Open Meeting Law, Conflict of Interest, Bylaws

#### Discussion/Possible Direction to Staff

Zoning Administrator John Knight led the board training.

### Informational Items (Current Event Summaries):

### 6:38 (1:32:02) 6) Updates of Recent and Upcoming Meetings: John Knight, Zoning Administrator

- a) **Planning and Zoning Commission – May 6, 2020:** No items currently scheduled (meeting will likely be cancelled)

- b) **Design Review Board – May 11, 2020:** UVX Apartments front improvements and sign for new business at 105 Main Street (formerly Cleopatra Hill)
- c) **Council – April 22, 2020:** Community garden
- d) **Council – May 12, 2020:** Ordinance amendment to update Section 509. Signs, and new Telecommunications ordinance
- e) **Council – July 14, 2020:** Ordinance amendments regarding definitions of *boarding house* and *hotel*, possible exemptions for small projects, and misc. updates

Mr. Knight updated the commissioners and board members on the recent meetings.

Commissioner Henry Vincent inquired about the Cuban Queen project.

Mr. Knight said a settlement agreement was discussed at an executive session of the Council, which was brought forward and made public at the last Council meeting. Mr. Knight offered to email the settlement agreement to the board, which entailed the owners' purchase of town parking spaces on Clark Street across from town hall.

Mr. Vincent then asked if the Town was served with a notice of claim on the Cuban Queen project.

Town manager Candace Gallagher interjected and informed Mr. Vincent that it was.

Mr. Knight said he was not sure what could be discussed since the Cuban Queen project was not an agenda item.

Mr. Vincent then asked about the status of the parking overlay district.

Mr. Knight said the parking overlay district was tabled by Council for now.

#### 6:41 (1:35:20) 7) Adjourn

##### Motion to Adjourn at 6:41 p.m.

P&Z COMMISSIONER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
LUDWIG	X		X			
ROMBERGER			X			
SCHALL			X			
TESTONE			X			
VINCENT			X			
<b>DRB BOARD MEMBER</b>			X			
CHRISTENSEN			X			
MCDONALD		X	X			
SMITH			X			
WOOD					X	

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

*Tyler Christensen, Design Review Board Chair*

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

*Jessamyn Ludwig, Planning & Zoning Chair*

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

*Rosa Cays, Deputy Clerk*



# TOWN OF JEROME

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

## REGULAR MEETING OF THE TOWN OF JEROME

### DESIGN REVIEW BOARD

via VIDEOCONFERENCE (ZOOM)

Monday, May 11, 2020 TIME: 6:00 pm  
600 Clark St., JEROME, ARIZONA 86331

### MINUTES

#### 6:13 (0:16) 1) CALL TO ORDER/ROLL CALL

Chair Tyler Christensen called the meeting to order at 6:13 p.m. (technical difficulties caused a slight delay). Rosa Cays, deputy clerk, called the roll. Present were Chair Christensen, Vice Chair Brice Wood, and board members John McDonald and Danny Smith. Town Manager Candace Gallagher and Zoning Administrator John Knight were also remotely present.

#### 6:14 (0:55) 2) PETITIONS FROM THE PUBLIC – There were no petitions from the public.

#### 6:14 (1:05) 3) Approval of Minutes: Minutes of the Regular Meeting of April 13, 2020 and Minutes of the Joint Meeting of April 29, 2020

##### Motion to Approve the Minutes of the Regular Meeting of April 13, 2020 and Minutes of the Joint Meeting\* of April 29, 2020

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

\*The Planning and Zoning Commission will have voted separately on the approval of the joint meeting minutes.

#### Continued Items: None

#### New Business:

#### 6:15 (2:01) 4) Design Review for new signage at new business - Jerome Heritage Shop

APPLICANT: Josh Lindner

ADDRESS: 105 Main Street

OWNER OF RECORD: Simple Complex Co, LLC

ZONE: C-1

APN: 401-06-156D

Applicant is seeking design review for a new projecting sign and window sign

##### **Discussion/Possible Action - DRB Reso. 2020-15**

Zoning Administrator John Knight read from his staff report and referred to information from the applicant in the agenda packet. He pointed out that the zoning ordinance states a preference for the sign to be made of wood, although the applicant, Josh Lindner, would like to use metal. Mr. Knight referred to other signs in town made of metal.

Chair Tyler Christensen introduced Mr. Lindner, who was also attending the meeting remotely (as was Windy Jones). Mr. Lindner clarified that he and Ms. Jones are both owners of the new shop.

6:17(4:09) Mr. Lindner talked briefly about the store and what type of items would be for sale.

Chair Christensen commented on the application and said he was pleased with it and complimented the design elements of the sign. He asked the applicant if he wanted to add anything else.

6:18 (5:17) Mr. Lindner elaborated on how they arrived at the design of the sign.

Mr. Smith said he liked the sign and that it "fits in with the town."

Vice Chair Brice Wood informed the board members of material currently used for outdoor signage, MDO, which withstands the elements better than wood.

John McDonald said he liked the size and the design.

Mr. Knight pointed out the two sign designs in the application in case the board had a preference, and said the applicants were leaning toward the one with the "J" mountain silhouette.

Mr. McDonald said he found either sign to be acceptable.

**Motion to Approve DRB Resolution 2020-15, As Presented (Applicant's Design Choice)**

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

**6:22 (9:13) 5) Design Review for new patio cover – Jerome UVX Center**

APPLICANT: John Bartell

ADDRESS: 403 Clark Street

OWNER OF RECORD: 1299 Properties

ZONE: C-1

APN: 401-06-152H

Applicant is seeking design review for a new patio cover and red tile "eyebrow"

**Discussion/Possible Action - DRB Reso. 2020-16**

Mr. Knight said this item had been delayed due to his illness and meeting cancellations in the previous months and apologized to the applicant, John Bartell. Because of this, the project was being introduced to DRB first and would then be presented to the Planning and Zoning Commission at their next meeting on May 20. Mr. Knight shared information from his staff report. He pointed out that the patio cover will be worked around an existing pine tree, which, added as a condition to the application, will be examined by an arborist. Mr. Knight went on to explain more about the patio cover, materials, and the view of it from Clark Street.

6:25 (12:04) John Bartell introduced himself and shared his reasons for adding the patio cover. He reassured the board that it will look like it had been there "for a hundred years."

Chair Christensen asked Mr. Bartell if he had scheduled an arborist to inspect the pine tree.

(12:48) Mr. Bartell said he had not as he had only recently been informed of the request, but he would be complying with it.

Chair Christensen asked Mr. Knight to inform the board members via email of the arborist's findings.

Mr. Knight said he did not think there would be a problem and that they may advise that the tree be pruned before construction begins.

Chair Christensen commended Mr. Bartell's project and saw the patio cover as a positive addition for his tenants.

**Motion to Approve DRB Resolution 2020-16**

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

**6:28 (15:11) 6) Extension Request for new home**

APPLICANT: Lori Leachman & Andrew Farber

ADDRESS: 18 North Drive

OWNER OF RECORD: Lori Leachman & Andrew Farber

ZONE: R1-5

APN: 401-11-007C

Applicant is seeking a six-month extension to the design review approved in December of 2019

**Discussion/Possible Action - DRB Reso. 2020-17**

Mr. Knight provided background of the project. He said Council would be deciding on a blanket extension for all ongoing projects at their next regular meeting due to the current COVID-19 shutdown, but in case a decision is not made, the applicants wanted to bring their request before DRB. The project was approved about six months ago, and because no changes have been made to the approved site plan, Mr. Knight said he was in favor of the extension.

**Motion to Approve DRB Resolution 2020-17**

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



## Informational Items (Current Event Summaries):

### 6:31 (18:34) 7) Updates of Recent and Upcoming Meetings: John Knight, Zoning Administrator

- a) **Planning and Zoning Commission/DRB Joint Meeting – April 29, 2020:** Training session  
Briefly mentioned this.
- b) **Planning and Zoning Commission Meeting – May 6, 2020:** CANCELLED
- c) **Council –**
  - **April 14, 2020:** R-2 Rezone (second reading); settlement agreement regarding 324 Queen Street; meeting time for DRB & P&Z meetings; community garden
  - **April 22, 2020:** Special meeting regarding the community garden
  - **May 12, 2020:** Six-month extension of all DRB/P&Z approvals; amendments to sign code; community garden and gardening workshop

Mr. Knight went through the list of information items.

He informed DRB that the P&Z Commission meeting had been rescheduled to May 20.

Mr. Knight said the R-2 rezone would be effective as of May 14, which he confirmed with Town Manager Candace Gallagher. He also reported that Council had reached a settlement agreement with Josh Lindner and Windy Jones, owners of the former Cuban Queen, and that they too were requesting an extension on their project, hopeful that Council would pass a blanket extension for all current DRB and P&Z applicants in light of the current shutdown.

Mr. Knight said the DRB and P&Z meeting times have been settled, and Council approved the 6 p.m. time for both DRB and P&Z regular meetings.

He also mentioned the special Council meeting to discuss the community garden and a gardening workshop, which would be revisited at the next Council meeting on May 12, along with a discussion about an amendment to the current sign ordinance.

### 6:34 (23:01) 8) Future DRB Agenda Items: June 8, 2020 DRB Meeting (none currently scheduled)

Mr. Knight reiterated that no future DRB items are scheduled at this time. He did mention a remodel would likely be coming up for a recently purchased house on Center Street, but he has not received an application at this time.

## 2) Adjourn

### Motion to Adjourn at 6:35 p.m.

BOARD MEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
CHRISTENSEN			X			
MCDONALD	X		X			
SMITH		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 FAX (928) 634-0715

## ZONING ADMINISTRATOR ANALYSIS DESIGN REVIEW BOARD Monday, June 8, 2020

**ITEM 4:** Design Review for an apartment building and parking structure  
**Location:** 446 Clark Street  
**Applicant/Owner:** Ideas-a-Plenty, LLC  
**ZONE:** C-1  
**APN:** 401-06-032, -033, and -026Q  
**Recommendation:** Approve  
**Prepared by:** John Knight, Zoning Administrator  
**Resolution:** DRB Resolution 2020-18

**Summary:** Applicants request preliminary and final design rereview for a project that was originally approved in 2016. This item is scheduled for the June 3, 2020 Planning and Zoning Commission meeting. A copy of the DRAFT resolution for consideration by the Planning and Zoning Commission is attached for reference.

The applicants received approval for a remodel of the apartment building in March 2016. They later returned for a separate approval of the parking structure in December 2016. The applicants have obtained a building permit for the apartment project but have not been able to start on the parking structure. The applicants have continued to make forward progress on the apartment building but are unable to start on the parking structure until work on the apartment building is complete. As a result, the approval for the parking structure has expired.

The applicants request that the Design Review Board (DRB) reapprove the previously approved projects and combine them into a single project. This should have been done as a single project back in 2016 but was overlooked by both the Town and the applicant. Although this is being processed as a new design review, the staff and board are essentially reapproving and combining the two phases into a single project. This will allow the applicant the ability to finish both the apartment building and parking structure.

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

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

1. *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 to which it is visually related.
- 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.

**Response:** The DRB shall review the application for compliance with the above-referenced criteria and refer to the applicable criteria regarding architectural features and details. The applicant's proposal appears to meet these criteria through use of compatible colors and materials.

### **Section 304.F.5. Approval process**

5. The Design Review Board shall have thirty (30) days from the date of submission of a complete application to review the request and approve, conditionally approve, or reject, said request, and notify the applicant of his decision in writing. If, however, the Design Review Board wishes to hold a public hearing on the request, the Board shall fix a reasonable time for such hearing, but not more than forty-five (45) days from the date of submission of a complete application. Prior to holding a public hearing, a Neighborhood Meeting may be required in accordance with Section 306 of this Zoning Ordinance. The Design Review Board shall give notice of the hearing at which the application will be considered by publication of notice in the official newspaper of the Town and by posting the property affected not less than, fifteen (15) days prior to the hearing. The notice shall set forth the time and place of the hearing and include a general explanation of the matter to be considered. In such case, the Design Review Board shall render its decision within fifteen (15) days after the public hearing.

**Response:** The DRB has the authority to approve or conditionally approve the applicant's request. In order to ensure compliance with the criteria identified in Section 304.F.1., the DRB may include additional conditions.

**Recommendation:** The Zoning Administrator recommends that the DRB approve Resolution 2020-18 with the conditions included.

**Attachments:**

- DRB Resolution 2020-18
- P&Z Staff Report and P&Z Resolution 2020-9
- Application and supplemental information





# TOWN OF JEROME

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

## **DRB Resolution 2020-18**

### **Reapproving Design Review for an apartment building and parking structure**

WHEREAS, the Town of Jerome had received two separate applications from Steve Knowlton and Nancy Robinson in 2016 for preliminary and final design review to (1) remodel and expand an existing apartment building and (2) construct a new parking structure at 446 Clark Street (APN 401-06-032, 033 and 026Q); and

WHEREAS, the application to construct a new parking structure has expired since a building permit was not issued for the parking structure within six (6) months of approval; and

WHEREAS, the applicant has resubmitted a new application which combines the two separate applications into a single application to remodel and expand an existing apartment and construct a new parking structure; and

WHEREAS, the property is in the C-1 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:

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. Material, 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.
7. Roofs – The roof shape of a building shall be visually compatible with the buildings to which it is visually related.

## DRB RESOLUTION NO. 2020-18

8. 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.
9. Accessory buildings - Garages, carports, and sheds shall be visually compatible with buildings, structures, and places to which they are visually related.
10. 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.
11. Landscaping – Landscaping shall be visually compatible with the landscaping around the buildings, structures, and places to which it is visually related.
12. 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.
13. 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 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 to construct an apartment building and parking structure at 446 Clark Street is hereby reapproved, subject to the following conditions:

1. **Planning and Zoning Commission Approval** – this reapproval is contingent upon site plan review and approval by the Planning and Zoning Commission and compliance with the conditions of approval of P&Z Resolution 2020-9.
2. **Expiration of Approval** – this reapproval 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 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 all decisions of the Design Review Board.

ADOPTED AND APPROVED by a majority vote of the Design Review Board on the 8<sup>th</sup> day of June 2020.

ATTEST:

APPROVED:

---

Rosa Cays, Deputy Town Clerk

---

Tyler Christensen, Chair





# TOWN OF JEROME

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

## Zoning Administrator Analysis Planning and Zoning Commission Wednesday, June 3, 2020

**ITEM 4:** Reapproval/Extension for apartment building and parking structure  
**Location:** 446 Clark Street  
**Applicant/Owner:** Steve Knowlton and Nancy Robinson/Ideas-a-Plenty, LLC  
**ZONE:** C-1  
**APN:** 401-06-032, -033 and -026Q  
**Recommendation:** Approve  
**Prepared by:** John Knight, Zoning Administrator  
**Resolution:** **P&Z Resolution 2020-9**

**Background and Summary:** Applicants request preliminary and final site plan review for a project that was originally approved in 2016. This item was introduced at the May 20, 2020 meeting and continued to provide adequate time to post a notice on the site.

The applicants received approval for a remodel of the apartment building in March 2016. They later returned for a separate approval of the parking structure in December 2016. The applicants have obtained a building permit for the apartment project but have not been able to start on the parking structure. The applicants have continued to make forward progress on the apartment building but are unable to start on the parking structure until work on the apartment building is complete. As a result, the approval for the parking structure has expired.

The applicants request that the Planning and Zoning Commission (P&Z) reapprove the previously approved projects and combine them into a single project. This should have been done as a single project back in 2016 but was overlooked by both the Town and the applicant. As a result, the approval for the parking structure has expired and needs to be reapproved. Although this is being processed as a new site plan review, the staff and commission are essentially reapproving and combining the two phases into a single project. This will allow the applicant the ability to finish both the apartment building and parking structure.

**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 Jerome Planning and 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 applicants have requested both preliminary and final approval as part of their request.

**Section 505.D. Property Development Standards**

Item	Code Standard	Proposed
Square footage of apartment structure	none	5,564 square feet
Coverage (footprint)	None	2,268 square feet
Square footage of parking structure	none	2,800 square feet
Lot size	none	7,841 square feet (combined area of all 3 lots)
New lot coverage	none	64% $((2,268 + 2,800)/7,841)$
Front yard	0 feet to 10 feet	0 feet (existing setback)
Side yard	0 feet	0 feet (existing setback)
Rear yard	20 feet min.	0 feet for existing structure and 20+ feet for the parking structure
Building height	25 feet max.	20 feet for parking structure (note – the existing apartment building is slightly taller than 25 feet)

**Response:** The proposal appears to meet all the code standards. Note that the existing apartment building is a legal, nonconforming structure and does not meet the current rear yard setback of 20 feet. It is also slightly taller than the maximum allowed height of 25 feet. The zoning ordinance allows for modifications of nonconforming structures as long as the applicant is not making the nonconforming situation worse. Section 501.B. of the ordinance states that nonconforming structures may be altered if the change does not “increase the discrepancy.” The Planning and Zoning Commission previously determined that the remodel of the apartment building would not increase the nonconforming discrepancy. The new parking structure meets all current code requirements.

**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.

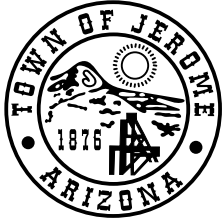
**Other Issues:** The project includes three (3) separate lots. These will need to be combined prior to completion of the project. A condition has been added to the resolution that requires the lot combination be completed prior to beginning construction on the parking structure.

**Recommendation:** The Zoning Administrator recommends approval of P&Z Resolution 2020-9 with the conditions included.

**Attachments:**

- P&Z Resolution 2020-9
- Application, plans, and supplemental information





# TOWN OF JEROME

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

## **P&Z Resolution No. 2020-9**

### **Approving Preliminary and Final Site Plan Review for an apartment building and parking structure at at 446 Clark Street (Walsh Apartments)**

WHEREAS, the Town of Jerome has received an application for Preliminary and Final Site Plan Review from Steve Knowlton and Nancy Robinson for property located at 446 Clark Street (APN 401-06-032, -033, and -026Q); and

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

WHEREAS, the structure is an existing, legal, nonconforming building and is allowed to continue under Section 501 of the Jerome Zoning Ordinance provide the proposed modifications do not increase the nonconforming discrepancy; and

WHEREAS, a notice was posted at the site on May 20, 2020, in accordance with Jerome Zoning Ordinance Section 303.1C; and

WHEREAS, the application has been reviewed in accordance with Section 303.1 and Section 303.2 of the Jerome Zoning Ordinance; and

WHEREAS, the application has been reviewed and determined to be in compliance with the property development standards of Section 507 of the Jerome Zoning Ordinance; and

WHEREAS, the Jerome Planning & Zoning Commission reviewed this application at their June 3, 2020 meeting and wishes to approve the application with certain conditions; and

WHEREAS, the Planning and Zoning Commission finds that the site plan does not adversely affect the public health, safety, and general welfare, and so protects the environment and the historical character of the Town of Jerome;

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 apartment building and parking structure at 446 Clark Street is hereby approved, subject to the following conditions:

1. **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.
2. **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.

**P&Z RESOLUTION NO. 2020-9**

3. **Drainage** - The building permit submittal shall indicate both existing and proposed drainage. This includes, but is not limited to, 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, detention basins, and gravel catchments to help dissipate hydraulic energy. Roof drains shall not be directed across sidewalks.
4. **Building Permit Submittal and Code Requirements** - The applicants shall consult with the Building Inspector 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).
5. **Engineering Report** – Stamped, engineered plans and an engineering report shall be submitted for review and approval prior to issuance of any building permits for the parking structure.
6. **Compliance with plans** – The project shall be completed in compliance with the approved plans and elevations.
7. **Photos** – Photos showing the building before and after restoration shall be submitted prior to final occupancy for purposes of documenting the historic record.
8. **Conditions on Plans** – The building permit plan submittal shall include a sheet with a list of approved conditions from both the Design Review Board and Planning and Zoning Commission.
9. **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 applicants 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 3rd day of June 2020.

ATTEST:

APPROVED:

---

Rosa Cays, Deputy Town Clerk

---

Jessamyn Ludwig, 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 checked="" 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"/> Other: _____                        | <input type="checkbox"/> Other: _____                       |

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

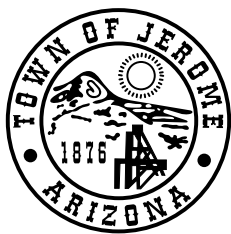
Applicant: Steve Knowlton/Nancy Robinson	Owner: Ideas-A-Plenty, LLC
Applicant address: 460 Clark Street, PO Box 997 Jerome, AZ 86331-	Owner Mailing Address: PO Box 1045 Jerome, AZ 86331-1045
Applicant role/title: <b>Members of LLC</b>	
Applicant phone: 603-355-7410	Owner phone: 603-355-7410
Applicant email: cchjerome@gmail.com	Owner email: cchjerome@gmail.com
Project address: 446 Clark Street	Parcel number: 401-06-032; 401-06-033; 401-06-0;
Describe project: <b>401-06-32</b>	
Building restoration; rebuild of addition; tenants' parking structure	

- 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 on file Date: \_\_\_\_\_

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

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

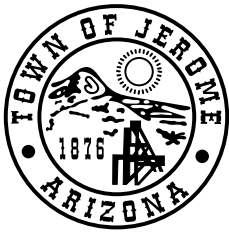


## Site Plan Review Application Checklist

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

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





## Design Review Application Checklist

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

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

Rear Elevation



Front Elevation



Ideas-A-Plenty, LLC  
446 Clark Street PO Box 1045  
Jerome, AZ 86331

May 11, 2020

Town of Jerome  
600 Clark Street PO Box 335  
Jerome, AZ 86331

To Whom It May Concern:

Through discussions about the COVID-19 with Building Inspector Barry Wolstencroft and Zoning Administrator John Knight they brought to our attention that because we received two separate approvals - the first for the restoration and addition to the Walsh building at 446 Clark Street in the Spring of 2016 (which is currently in process) and the second for the tenants' parking structure in the Fall of 2016 – the Town of Jerome is viewing these as two separate projects.

We would like the two separate approvals to be considered as one project. Our reasoning for this is due to the sequences in which the overall project has to be completed.

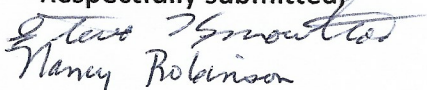
Phase 1: The foundation of the main building structure has to be redone before the addition can be added. (Main building foundation work was completed this Spring of 2020).

Phase 2: Heavy equipment needs access to the lower level of the property for excavation of the new foundation for the approved addition. (The completion of the parking structure will eliminate access to the lower level.)

Phase 3: The tenants' parking structure is the final stage of the overall project.

This letter of intent is to help you to better understand the construction stages necessary to complete the project in its entirety. We have always viewed the approvals as one entity and we are asking for your consideration in viewing them the same.

Respectfully submitted,

  
Nancy Robinson

Ideas-A-Plenty, LLC

Members:

Steve Knowlton

Nancy Robinson





# Jerome Historical Society, Inc.

P.O. Box 156  
Jerome, AZ 86331



March 2, 2016

Town Of Jerome  
Planning & Zoning Commission  
Jerome, AZ 86331

## Former Walsh Property Located on Clark Street

Dear Commission Members,

The Jerome Historical Society is in total support of Steve Knowlton's plans concerning the Walsh Property remodeling and landscape project.

He has discussed this project with myself and members of the Jerome Historical Society. Based on these discussions we welcome the improvements he has planned.

In line with improvements and remodeling already completed at the former Copper Camp Hotel property, we feel confident that the improvements to the Walsh property will be of the same caliber of professionalism.

If you have any additional questions, please don't hesitate to contact me.

Sincerely,

Allen Muma. President  
JEROME HISTORICAL SOCIETY  
An Arizona Non-Profit Organization

# ZA P&Z Review/Analysis

Al Sengstock, Zoning Administrator

03/02/2016

## ITEM 4: PARTIAL DEMO AND REHAB OF THE WALSH APARTMENT BUILDING

APPLICANTS: IDEAS-A-PLENTY

ZONE: C-1

ADDRESS: 446 CLARK ST.

APN'S: 401-06-032

OWNER OF RECORD: ABOVE

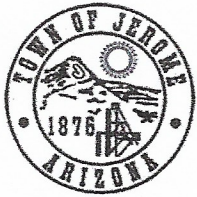
The applicant ask for approval to partially demo and rehabilitate the Walsh Apartment Building.

### Analysis:

This property is in critical need of rehabilitation as it applies to health and safety and occupancy issues, as well as having become an eyesore to the town. The submitted plan meets all zoning requirements as a legal-nonconforming apartment building. The front and rear setbacks were established prior to the current zoning ordinance requirements; there are no setback requirements from the side lot lines. The use of the building as an apartment building will continue, and the number of apartments will remain the same.

The owner, Steve Knowlton, has already demonstrated his attention to detail, and his commitment to historical accuracy in the rehabilitation of his neighboring home site. I recommend that this request be approved.





Founded 1876  
Incorporated 1899

## Town of Jerome, Arizona

**PO Box 335, Jerome, Arizona 86331**  
**Kyle Dabney, Planning & Zoning Administrator**  
**Historic Preservation Officer**

Office: (928) 634-7943 Fax: (928) 634-0715

[k.dabney@jerome.az.gov](mailto:k.dabney@jerome.az.gov)

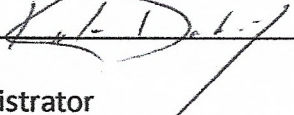
Celebrating Our 117<sup>th</sup> Anniversary  
1899-2016

### NOTICE OF DECISION

Steve Knowlton and Nancy Robinson  
PO Box 1045  
Jerome, AZ 86331

Re: Ideas-A-Plenty 446 Clark St. APN: 401-06-32 / 401-06-33 / 401-06-026Q

On December 7, 2016, your request for the construction and installation of a parking structure for tenants was approved by the Planning and Zoning Administration under the condition that engineering stamped plans are submitted at the time of obtaining a building permit.

Signed  Date: 12.13.16  
Kyle Dabney  
Zoning Administrator

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 Kyle Dabney, Zoning Administrator.



## **Town of Jerome, Arizona**

**PO Box 335, Jerome, Arizona 86331**  
**Al Sengstock, Planning & Zoning Administrator**  
**Historic Preservation Officer**

Office: (928) 634-7943 Fax: (928) 634-0715 [a.sengstock@jerome.az.gov](mailto:a.sengstock@jerome.az.gov)

**Celebrating Our 116<sup>th</sup> Anniversary**  
**1899-2015**

Founded 1876  
Incorporated 1899

### **NOTICE OF DECISION**

March 14, 2016

#### **PARTIAL DEMO AND REHAB OF THE WALSH APARTMENT BUILDING**

**APPLICANTS: IDEAS-A-PLenty**

**ZONE: C-1**

**ADDRESS: 446 CLARK ST.**

**APN'S: 401-06-032**

**OWNER OF RECORD: STEVE KNOWLTON**

On March 14, 2016, your request to rehabilitate the apartment building was approved by the Design Review Board.

Your request was approved with the following condition:

1. Complete project as presented on the elevations.
2. Take before and after photos for the historic record and parcel file.

Signed

Albert L Sengstock,

Zoning Administrator

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 Al Sengstock, Zoning Administrator.



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



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




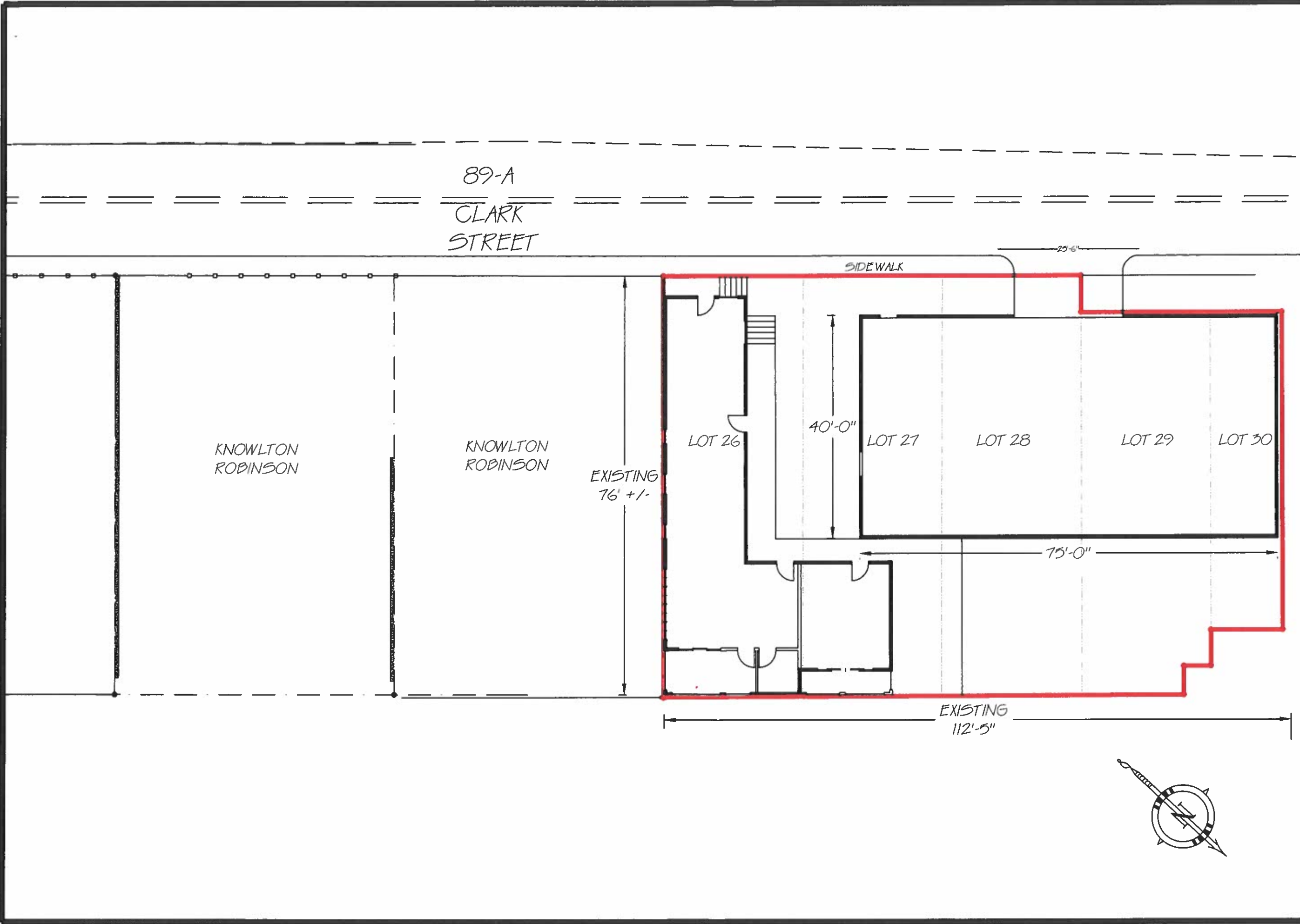


Previously Approved Plans  
from 2016

WALSH  
BUILDING RESTORATION  
446 CLARK STREET  
JEROME, ARIZONA 86331

IDEAS-A-PLenty LLC,  
446 CLARK STREET  
JEROME, ARIZONA 86331  
603-355-7410

DESIGNED BY: STEVE KNOWLTON	PROJECT NAME: WALSH RESTORATION	RESIDENTIAL & COMMERCIAL DESIGNS		KNOWLTON'S CONSTRUCTION PO BOX 604 W. SWANZEY, N.H. 03469 PHONE: 603-357-4950 FAX: 603-357-9925
SCALE:	ADDRESS: CLARK STREET JEROME, ARIZONA			
DATE: 11-02-16		PAGE: COVER SHEET		



DESIGNED BY: **STEVE KNOWLTON**  
 SCALE:  $\frac{1}{16}" = 1'$   
 DATE: 11-02-16

PROJECT NAME: **WALSH RESTORATION**  
 ADDRESS: **CLARK STREET**  
**JEROME, ARIZONA**

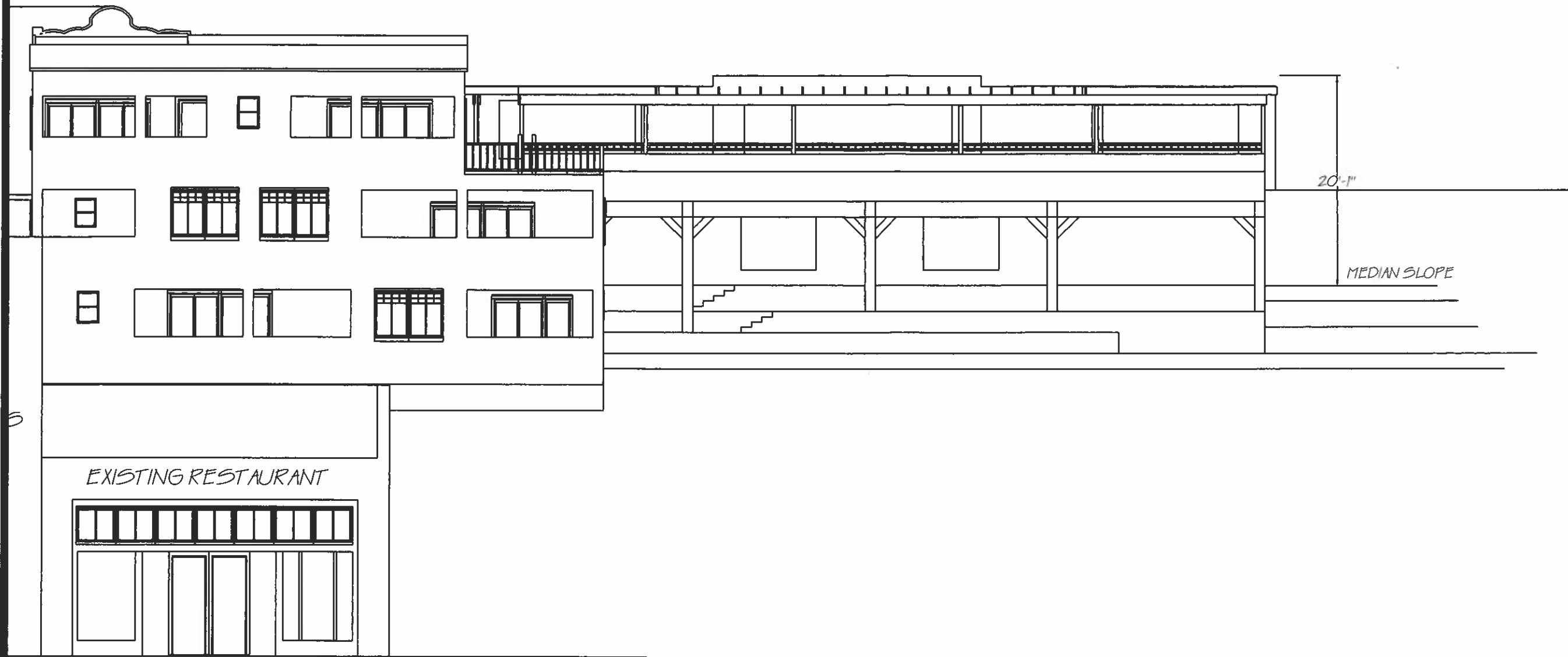
**RESIDENTIAL & COMMERCIAL DESIGNS**



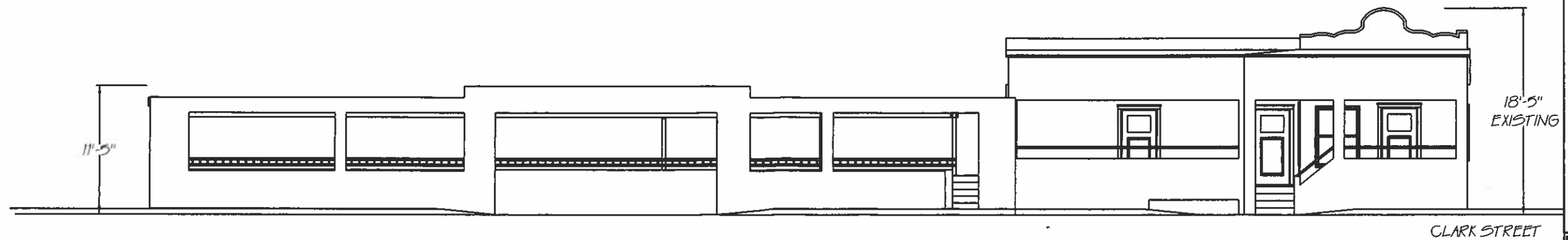
**KNOWLTON'S CONSTRUCTION**  
 PO BOX 604  
 W. SWANSEY, N.H. 03469  
 PHONE: 603-357-4950  
 FAX: 603-357-9925

PAGE: **PLOT PLAN**

# NORTH ELEVATION

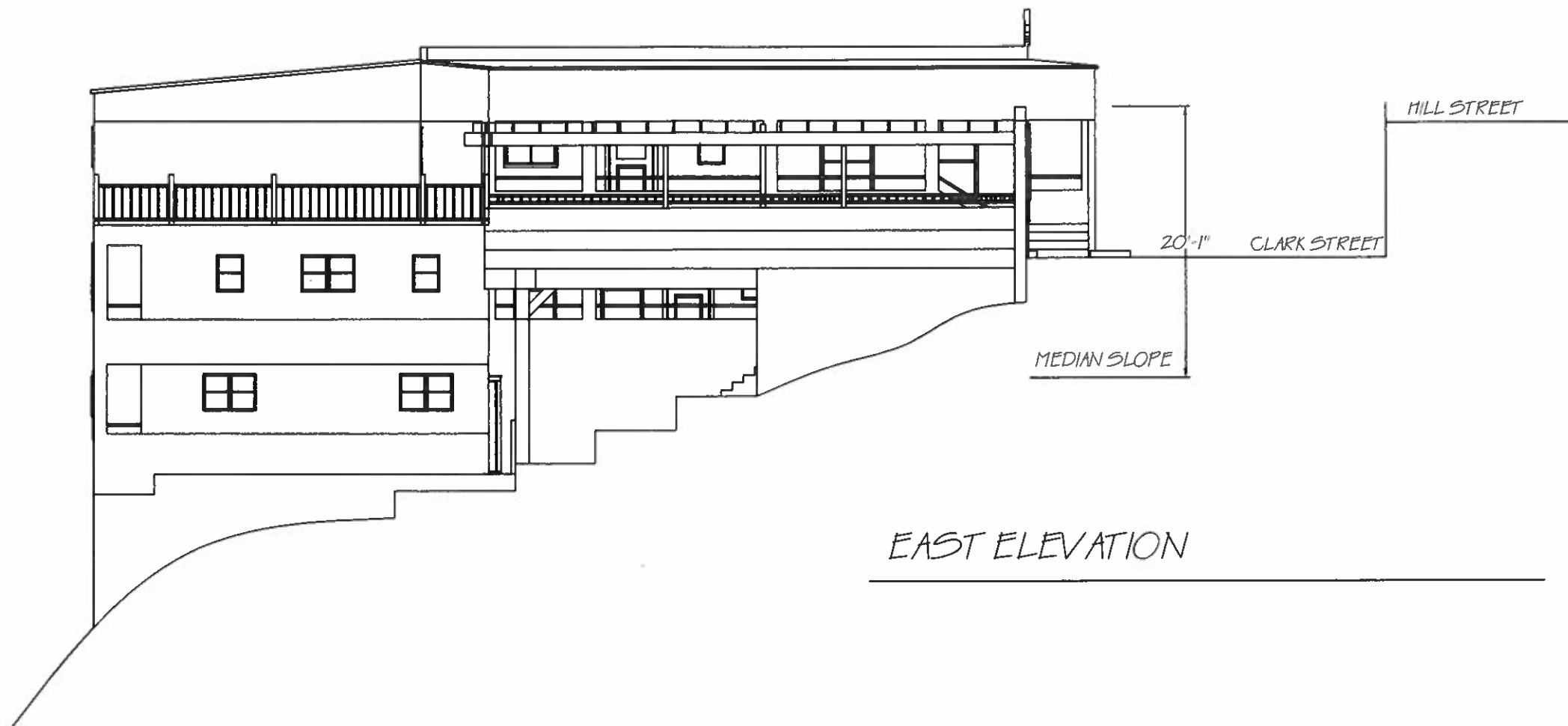


# CLARK STREET (SOUTH) ELEVATION



CLARK STREET

DESIGNED BY: <b>STEVE KNOWLTON</b>	SCALE: <b>3/32" = 1'</b>	DATE: <b>11-19-16</b>
PROJECT NAME: <b>WALSH RESTORATION</b>	ADDRESS: <b>CLARK STREET</b>	<b>JEROME, ARIZONA</b>
<b>RESIDENTIAL &amp; COMMERCIAL DESIGNS</b>		
<b>KNOWLTON'S CONSTRUCTION</b> PO BOX 684 W. SWANSEY, N.H. 03469 PHONE: 603-357-4950 FAX: 603-357-9925		
PAGE: <b>NORTH SOUTH ELEVATIONS</b>		



DESIGNED BY: STEVE KNOWLTON  
SCALE:  $\frac{3}{32}'' = 1'$   
DATE: 11-19-16

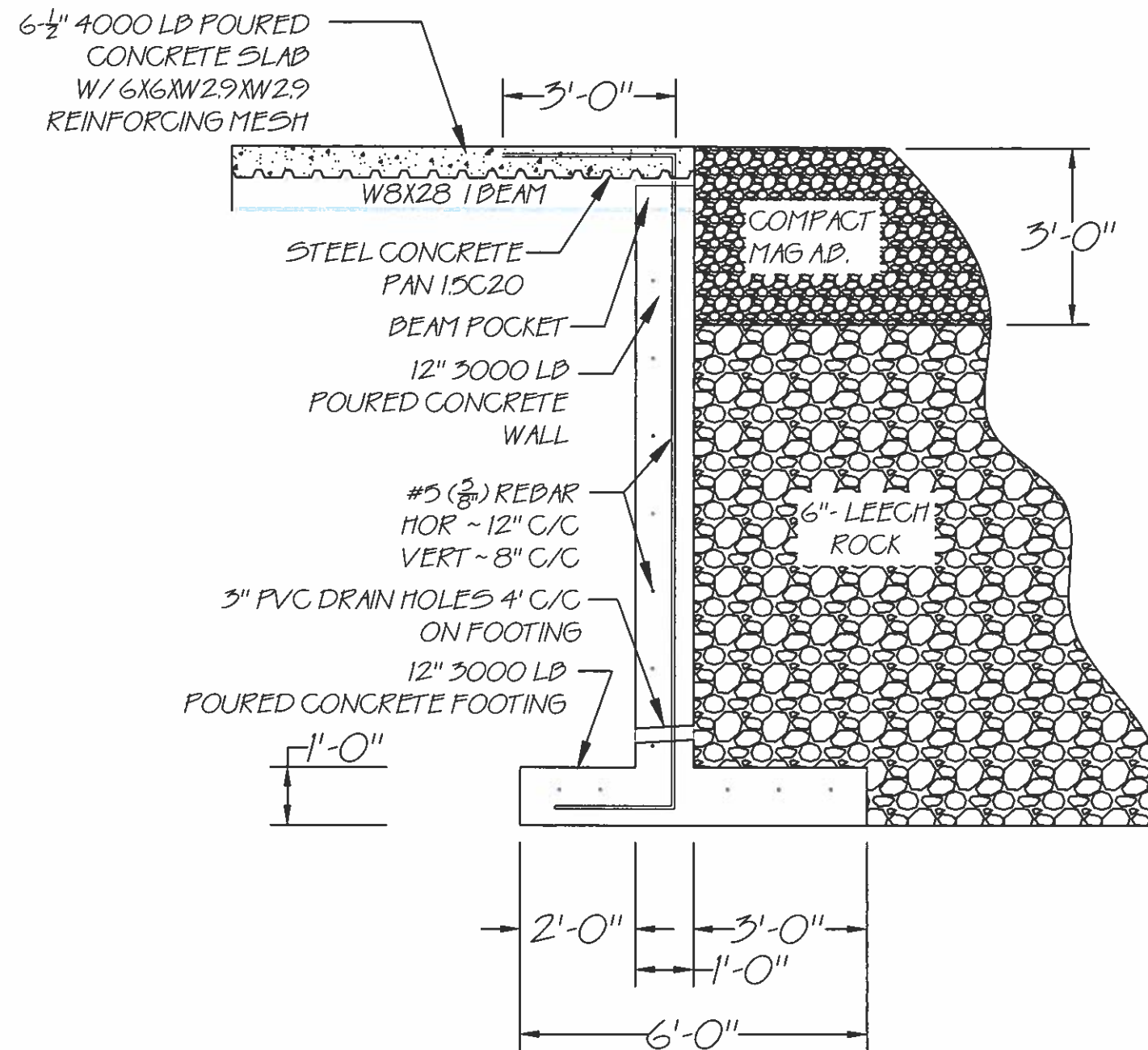
PROJECT NAME: WALSH RESTORATION  
ADDRESS: CLARK STREET  
JEROME, ARIZONA

RESIDENTIAL  
&  
COMMERCIAL  
DESIGNS



KNOWLTON'S CONSTRUCTION  
PO BOX 604  
W. SWANZEE, N.H. 03469  
PHONE: 603-357-4950  
FAX: 603-357-9925

PAGE:  
EAST  
ELEVATION



SECTION P-1 SCALE 3/8" = 1"

DESIGNED BY: STEVE KNOWLTON  
SCALE: SEE DETAIL  
DATE: 11-02-16

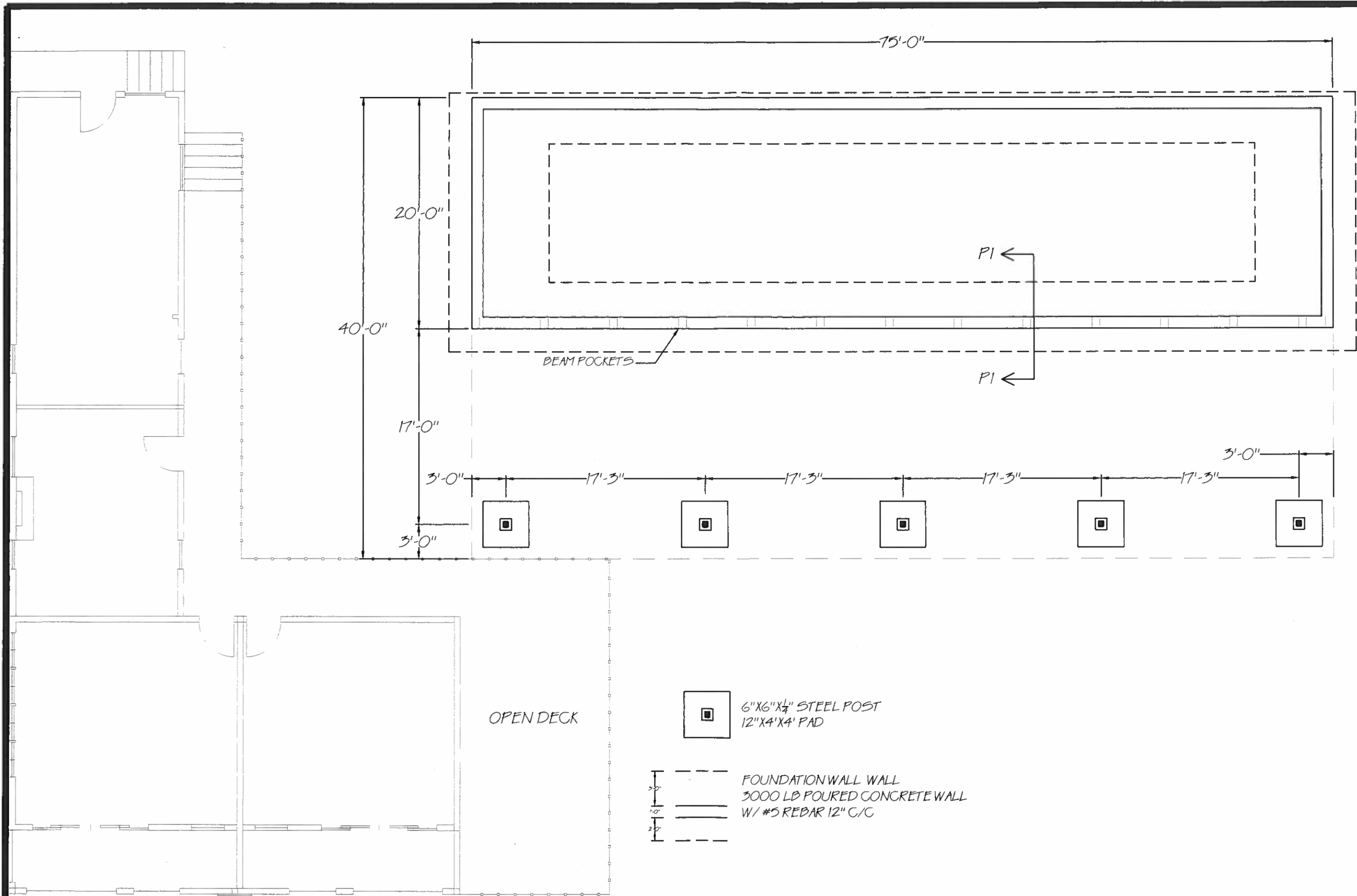
PROJECT NAME: WALSH RESTORATION  
ADDRESS: CLARK STREET  
JEROME, ARIZONA


RESIDENTIAL  
&  
COMMERCIAL  
DESIGNS

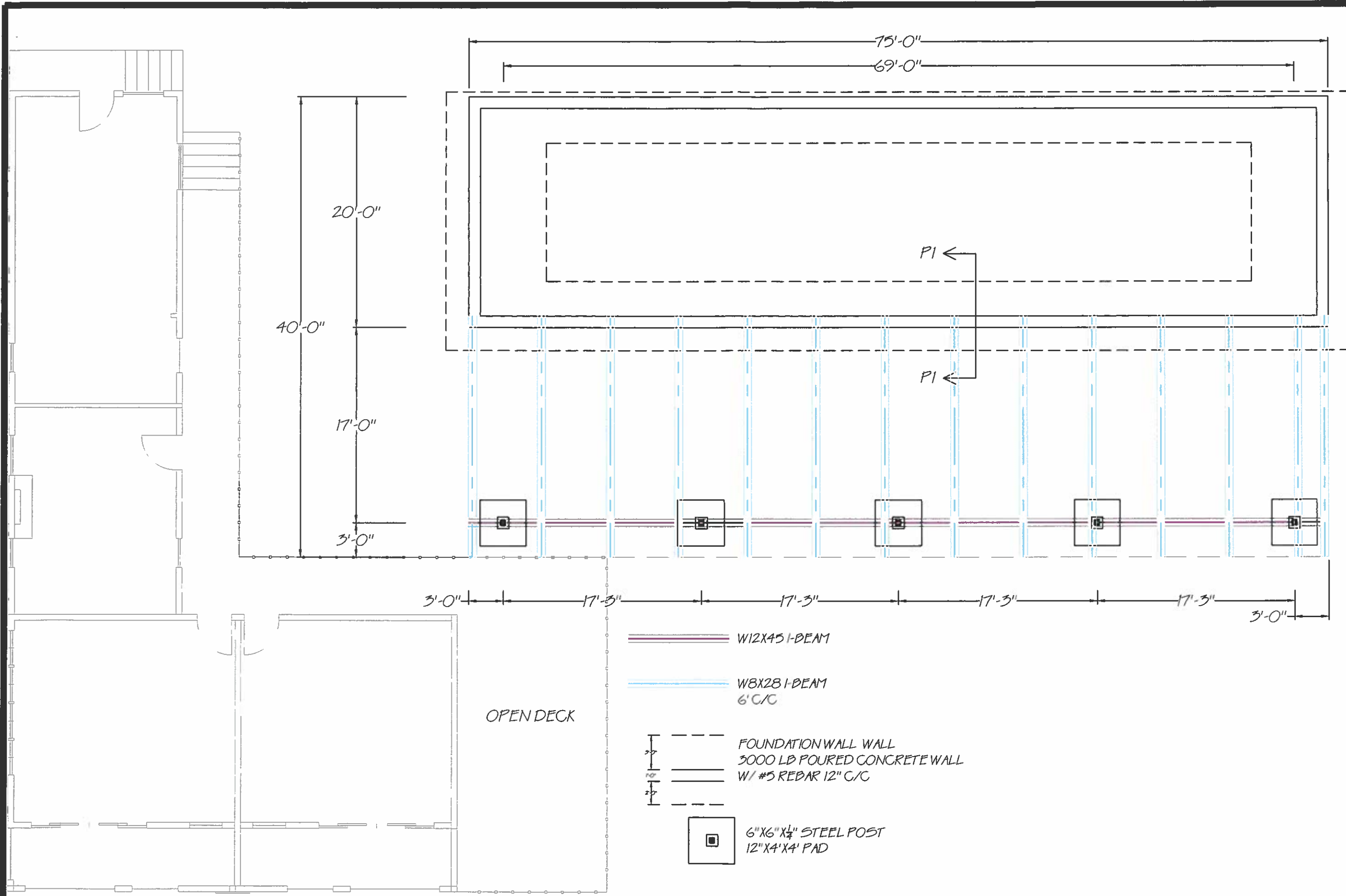


KNOWLTON'S CONSTRUCTION  
PO BOX 604  
W. SWANZEY, N.H. 03469  
PHONE: 603-357-4950  
FAX: 603-357-9925

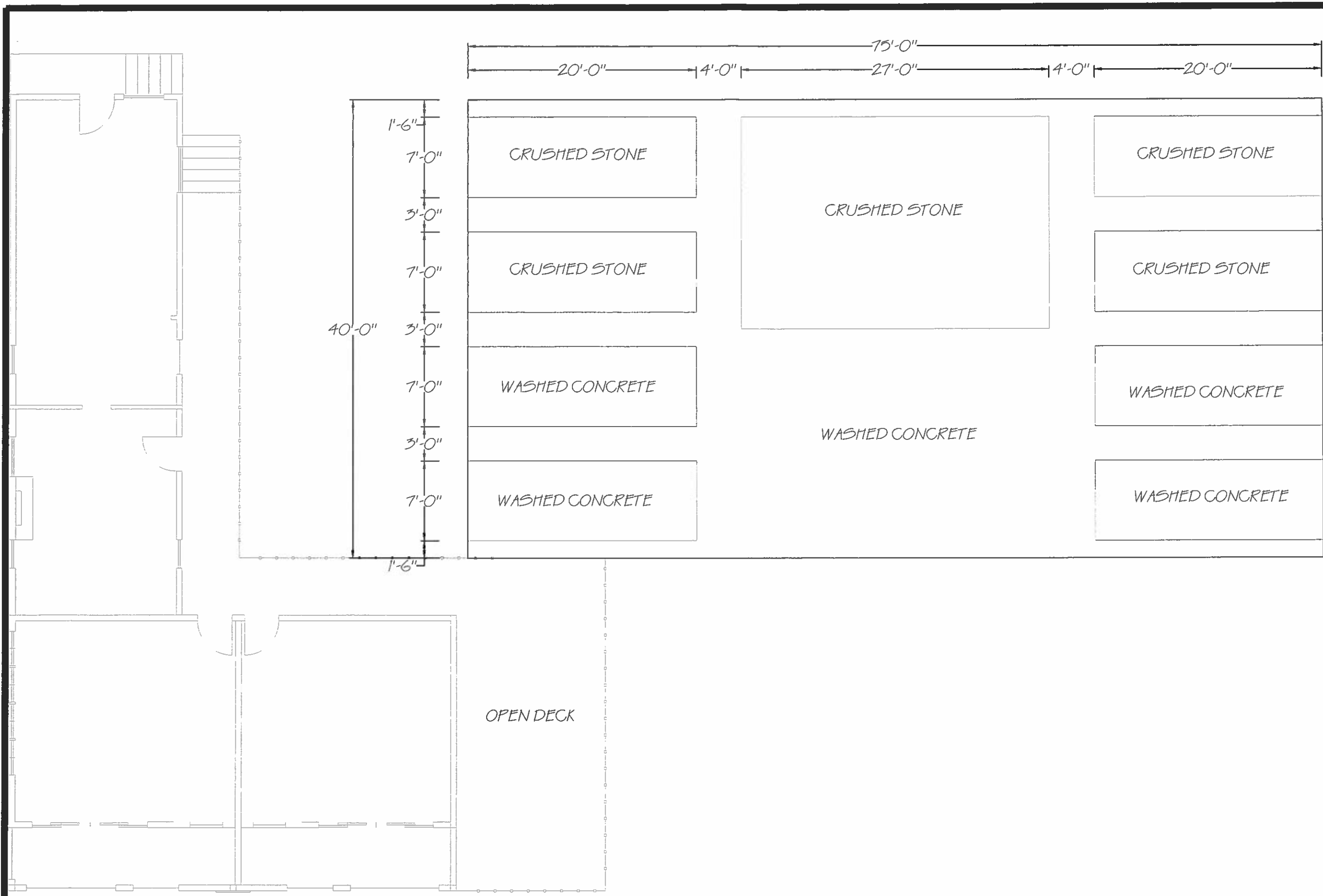
PAGE:  
PARKING LOT  
CAR  
LAYOUT



DESIGNED BY: <b>STEVE KNOWLTON</b>	PROJECT NAME: <b>WALSH RESTORATION</b>	<b>RESIDENTIAL &amp; COMMERCIAL DESIGNS</b> 	<b>KNOWLTON'S CONSTRUCTION</b> PO BOX 604 W. SWANZEE, N.H. 03469 PHONE: 603-357-4950 FAX: 603-357-9925
SCALE: $\frac{1}{8}" = 1'$	ADDRESS: <b>CLARK STREET JEROME, ARIZONA</b>		
PAGE: <b>PARKING LOT FOUNDATION</b>			

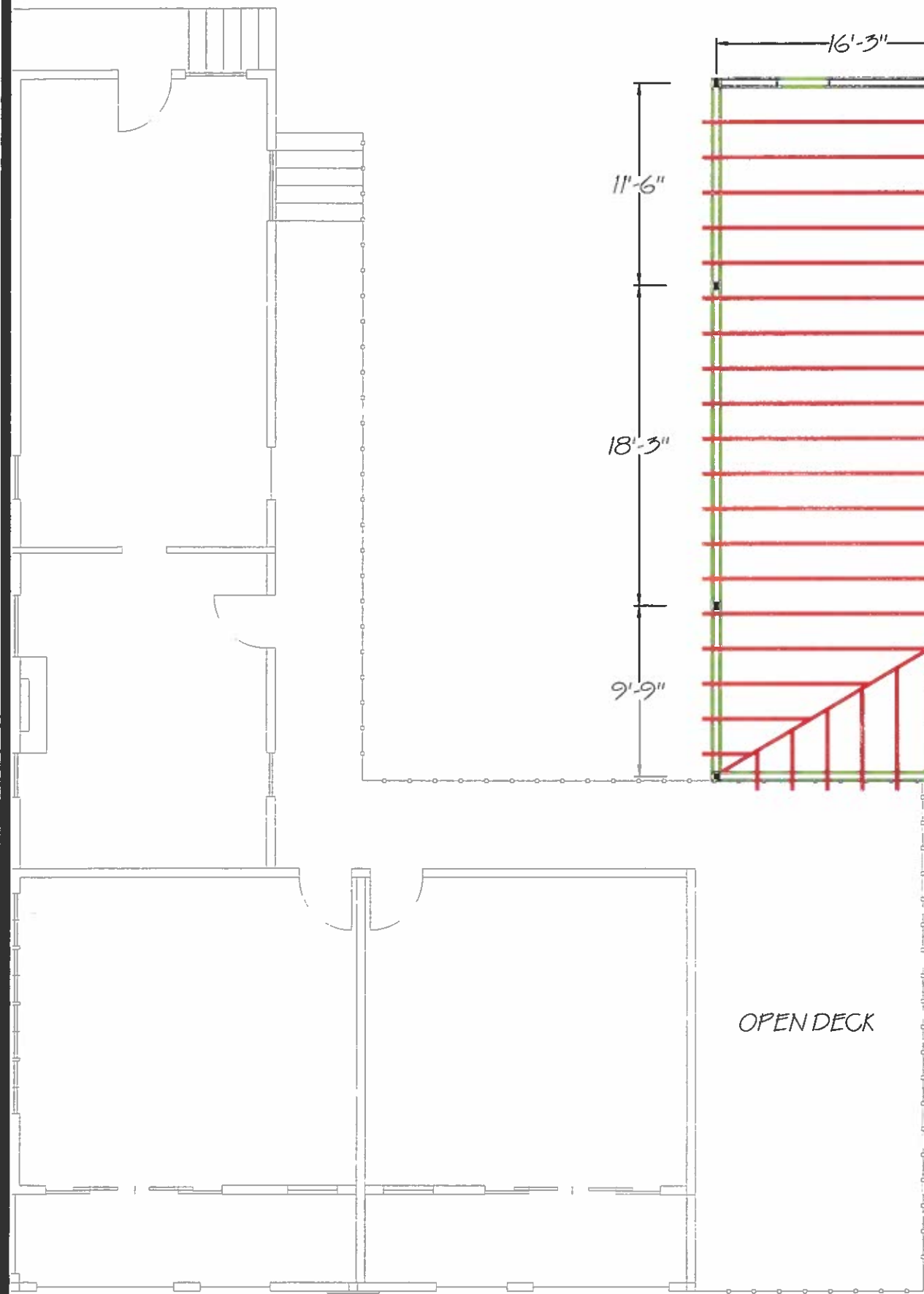


DESIGNED BY: <b>STEVE KNOWLTON</b>	PROJECT NAME: <b>WALSH RESTORATION</b>	<b>RESIDENTIAL &amp; COMMERCIAL DESIGNS</b>		<b>KNOWLTON'S CONSTRUCTION</b> PO BOX 604 W. SWANZEY, N.H. 03469 PHONE 603-357-4950 FAX 603-357-9925
SCALE: <b>1/8" = 1'</b>	ADDRESS: <b>CLARK STREET JEROME, ARIZONA</b>			
DATE: <b>11-02-16</b>	PAGE: <b>PARKING LOT FOUNDATION AND STEEL</b>			



<b>KNOWLTON'S CONSTRUCTION</b> PO BOX 604 W. SWANZEY, N.H. 03469 PHONE 603-357-4950 FAX 603-357-9925		<b>RESIDENTIAL &amp; COMMERCIAL DESIGNS</b>	PROJECT NAME: <b>WALSH RESTORATION</b>	DESIGNED BY: <b>STEVE KNOWLTON</b>
			ADDRESS: <b>CLARK STREET JEROME, ARIZONA</b>	SCALE: <b>1/8" = 1'</b>
PAGE: <b>PARKING LOT LAYOUT</b>			DATE: <b>11-02-16</b>	





2~ 2X10 SUPPORT BEAM

2X10 PERGOLA RAFTER

4X4 POST

OPEN DECK

DESIGNED BY: STEVE KNOWLTON  
SCALE: 1" = 1'  
DATE: 11-02-16

PROJECT NAME: WALSH RESTORATION  
ADDRESS: CLARK STREET  
JEROME, ARIZONA

RESIDENTIAL  
&  
COMMERCIAL  
DESIGNS

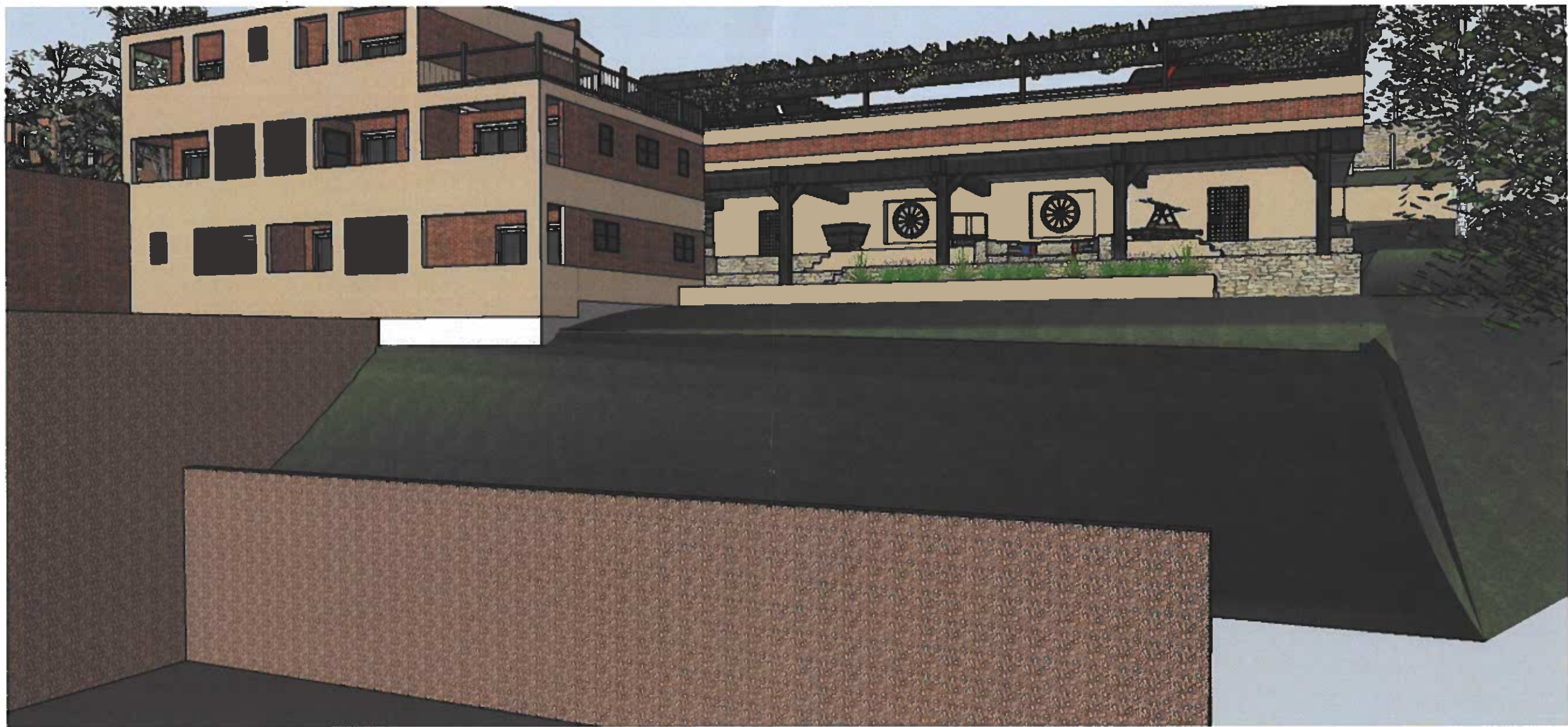


KNOWLTON'S CONSTRUCTION  
PO BOX 604  
W. SWANZEE, N.H. 03469  
PHONE: 603-357-4950  
FAX: 603-357-9925

PAGE:  
PARKING LOT  
PERGOLA  
FRAMING















# TOWN OF JEROME

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

typo - March 2nd

## PLANNING AND ZONING COMMISSION

DATE: WEDNESDAY, March 3, 2016 TIME: 7:00 pm

PLACE: JEROME CIVIC CENTER

600 Clark St., JEROME, ARIZONA 86331

## Minutes

Pursuant to A.R.S. 38-431.02, notice is hereby given to the members of the Planning and Zoning Commission and to the general public that the Planning and Zoning Commission will hold the above meeting in Council Chambers at Jerome Town Hall. Members of the Planning and Zoning Commission will attend either in person or by telephone, video or internet conferencing. The Planning and 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

Vice Chair Lance Schall called the meeting to order at 7:01 p.m.

Roll call was taken by Albert Sengstock, Zoning Administrator. Commission members present were Vice Chair Lance Schall, Margie Hardie, Mike Parry and Hunter Bachrach.

Staff present were Albert Sengstock, Zoning Administrator, and Jennifer Julian, Minute Taker.

Members of the public present were Steve Knowlton and Nancy Robinson, applicants.

### ITEM 2: APPROVAL OF MINUTES FROM FEBRUARY 3, 2016

Commissioner Hardie moved to approve the minutes of February 3, 2016 as presented. Commissioner Parry seconded. The motion passed unanimously.

### ITEM 3: PETITIONS FROM THE PUBLIC

There were no petitions from the public.

### ITEM 4: ELECTION OF CHAIR AND VICE-CHAIR

Commissioner Hardie moved to nominate Lance Schall as Chair. Commissioner Bachrach seconded. All were in favor and the motion passed unanimously.

Commissioner Parry moved to nominate Hunter Bachrach for Vice Chair. Commissioner Hardie seconded. All were in favor and the motion passed unanimously.

### ITEM 5: PARTIAL DEMO AND REHAB OF THE WALSH APARTMENT BUILDING

APPLICANTS: IDEAS-A-PLENTY

ZONE: C-1

ADDRESS: 446 CLARK ST

APNs: 401-06-032

OWNER OF RECORD: ABOVE

The applicant asks for approval to partially demo and rehabilitate the Walsh Apartment Building.

The applicants were present.

Mr. Sengstock presented the request. The property is a legal nonconforming apartment building, and setbacks are not an issue in the C-1 zone.

The Jerome Historical Society submitted a letter in support of the project.

# TOWN OF JEROME

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

The main part of the building will be rehabilitated with the same materials. The rear part is structurally challenged and will be rebuilt with a small extension. The heights will not change. The applicant has cleaned up the property. There are no zoning issues and Mr. Sengstock recommends approval.

*Commissioner Hardie moved to approve the item. Chair Schall seconded. All were in favor and the motion passed unanimously.*

Vice Chair Bachrach asked if the interior will be gutted. Mr. Knowlton replied yes, but they are trying to save what they can. The exterior will remain as it is but patched up. Chair Schall asked if the brick will be repointed. Mr. Knowlton said it will be repointed as necessary and they are trying to match the new brick as much as possible.

Mr. Knowlton explained that the interior framing, plumbing and electrical all needs to be redone. The structure is free-standing brick with concrete stucco interior and exterior walls without insulation. The interior walls and the roof are framed. There are five apartments but only four have been occupied recently. The building is built "like a bowling alley," only 16 feet wide, 21 feet including the porch.

Commissioner Bachrach complimented Mr. Knowlton on his renovation of the Copper Camp Hotel.

## **ITEM 6: FUTURE AGENDA ITEMS**

Commission Hardie asked if home occupations had been discussed with Town Council. Mr. Sengstock said that is still in process.

## **ITEM 7: ADJOURNMENT**

*Commissioner Hardie moved to adjourn. Chair Schall seconded. All were in favor and the meeting was adjourned at 7:13 pm.*

*Approval on next page.*

# TOWN OF JEROME

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

## PLANNING AND ZONING COMMISSION

DATE: WEDNESDAY, March 3, 2016 TIME: 7:00 pm

PLACE: JEROME CIVIC CENTER

600 Clark St., JEROME, ARIZONA 86331

## Minutes

*Respectfully submitted by Jennifer Julian on December 7, 2016.*

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

*[Signature]*  
Planning & Zoning Commission Chair

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

*12/2/2016*

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

*[Signature]*  
Planning & Zoning Commission Vice Chair

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

*12-7-16*





# TOWN OF JEROME

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

## PLANNING AND ZONING COMMISSION

DATE: WEDNESDAY, December 7, 2016 TIME: 7:00 pm

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

## Minutes

Pursuant to A.R.S. 38-431.02, notice is hereby given to the members of the Planning and Zoning Commission and to the general public that the Planning and Zoning Commission will hold the above meeting in Council Chambers at Jerome Town Hall. Members of the Planning and Zoning Commission will attend either in person or by telephone, video or internet conferencing. The Planning and 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

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

Roll call was taken by Jennifer Julian, Minute Taker. Commission members present were Lance Schall, Margie Hardie, Mike Parry and Zachariah Runyon.

Staff present were Kyle Dabney, Zoning Administrator, and Jennifer Julian, Minute Taker. Former Zoning Administrator Al Sengstock was present via teleconference.

### ITEM 2: APPROVAL OF MINUTES FROM MARCH 3, 2016

Commissioner Parry moved to approve the minutes of March 3, 2016 as presented. Commissioner Hardie seconded. The motion passed with 3 votes in favor. Commissioner Runyon abstained as he was not present at the March meeting.

### ITEM 3: PETITIONS FROM THE PUBLIC

There were no petitions from the public.

### ITEM 4: ELECTION OF VICE CHAIR and Swearing In of New Commissioner

Chair Schall nominated Commissioner Parry to be Vice Chair. Commissioner Hardie seconded. The motion passed unanimously.

Commissioner Runyon read and signed the oath of office. It was witnessed by Chair Schall.

### ITEM 5: REQUEST: REVIEW OF A PROPOSED PARKING STRUCTURE

APPLICANT: IDEAS-A-PLENTY, LLC (STEVE KNOWLTON AND NANCY ROBINSON)

ADDRESS: 446 CLARK ST.

ZONE: C-1

OWNER OF RECORD: ABOVE

APN: 401-06-032, 401-06-033, 401-06-026Q

The applicants are requesting review and approval of the construction of a parking structure.

The applicants were present.

Mr. Sengstock presented the item. Although it is a substantial structure and largely unprecedented in Jerome, it is simple from a zoning perspective. In addition, the objective of creating on-site parking is desirable. Mr. Sengstock also explained that, if approved, once the parking spaces have been created, it loses its nonconforming status and can never revert back to less than the parking that has been created.

The structure meets all of the zoning requirements. There is no restriction on percentage of lot coverage. The rear setback is exceeded by eight feet. There are no front or side setbacks required.

# TOWN OF JEROME

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

Mr. Sengstock recommended that the motion include that stamped engineering and drainage plans be submitted along with the building permit. He recommended approval.

Chair Schall asked for comments from the commissioners. There were no remarks.

Commissioner Hardie moved to approve the parking structure with the condition that the engineering report is submitted at the time of getting the building permits. Vice Chair Parry seconded. All were in favor and the motion passed unanimously.

## ITEM 6: REQUEST: BUILD AN ADDITION FOR A SECOND PUBLIC BATHROOM

APPLICANTS: EKZ, LLC (ROBERT CONLIN, JR.)

ADDRESS: 119 JEROME AVE.

OWNER OF RECORD: DRK, LLC

ZONE: C-1

APN: 401-06-013

The applicant requests review and approval of an addition to the original building to add a second ADA bathroom.

The applicant was present.

Mr. Sengstock presented the item. This project is an effort to catch up to current building codes by adding an additional women's ADA-compliant bathroom. The addition includes the new bathroom and the deck extension to access the bathroom. It is subject to all building permits. He recommended approval.

Chair Schall asked if the existing restroom had come before the Planning & Zoning Commission. Mr. Conlin said yes, the unisex ADA-accessible restroom was approved in 2011.

Chair Schall moved to approve the additional bathroom as submitted. Vice Chair Parry seconded.

Commissioner Hardie pointed out that the motion should include approval by the fire department, building department, and any other relevant town department prior to Planning and Zoning approval.

Mr. Sengstock said that the Building Inspector Mr. Wolstencroft and Fire Chief Blair always work together on construction, but it is also appropriate to say approval is conditional on all building permits and fire safety reviews being accomplished prior to issuing the permit. His Notice of Decision will include that with the Commission's decision.

Chair Schall amended his motion to include fire inspection, building inspection, and plan check (the usual procedure for construction). Commissioner Hardie seconded. All were in favor and the motion passed unanimously.

## ITEM 7: FUTURE AGENDA ITEMS

Mr. Sengstock said that the Commission had previously discussed home occupations. He will brief Mr. Dabney on the status so that it can come before the Commission again. Commissioner Hardie mentioned that the Commission had received a packet about home occupations and Mr. Sengstock agreed to provide it again.

## ITEM 8: ADJOURNMENT

Commissioner Runyon moved to adjourn. Vice Chair Parry seconded. The motion carried unanimously and the meeting adjourned at 7:20 p.m.

Approval on next page.

# TOWN OF JEROME

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

## PLANNING AND ZONING COMMISSION

DATE: WEDNESDAY, December 7, 2016 TIME: 7:00 pm

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

## Minutes

*Respectfully submitted by Jennifer Julian on February 1, 2017.*

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

  
Planning & Zoning Commission Chair

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

*2/1/2017*

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

  
Planning & Zoning Commission Vice Chair

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

*2-1-17*





# 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, June 8, 2020

**ITEM 5:** Possible change to DRB meeting day of the month  
**Applicant/Owner:** Town of Jerome  
**Recommendation:** Discussion/possible action  
**Prepared by:** John Knight, Zoning Administrator

**Background and summary:** The bylaws were recently reviewed by the Design Review Board and the revisions were forwarded to the Council for adoption on March 10, 2020. At that meeting, the Council suggested some additional edits. These edits were discussed and adopted at the April DRB meeting.

The Council also suggested the DRB and Commission consider moving their meeting day (which is the second Monday of the month for DRB and first Wednesday for P&Z). The Planning and Zoning Commission agreed to move their meeting date to the third Wednesday of the month so that it falls after the Council meeting day (which is the second Tuesday of the month). The reason for potentially moving the meeting day is so that items that go before Council can be handled sooner.

Staff has provided a calendar showing some options for meeting dates. Staff suggests moving the DRB meeting date to the first Monday of the month. With the current meeting date of the 2<sup>nd</sup> Monday, the DRB meeting often falls in the same week as the Council meeting (which is the 2<sup>nd</sup> Tuesday).

If DRB agrees to the date change, the meetings would be as follows:

- DRB: 1<sup>st</sup> Monday of the month
- Council: 2<sup>nd</sup> Tuesday of the month
- P&Z: 3<sup>rd</sup> Wednesday of the month

**Recommendation:** Provide direction to staff on a revised meeting date. This will be forwarded to Council along with the updated bylaws for final adoption.

### Attachments:

- Calendar with DRB, Council and P&Z meeting dates



# June 2020

June 2020						
Su	Mo	Tu	We	Th	Fr	Sa
7	1	2	3	4	5	6
14	8	9	10	11	12	13
21	15	16	17	18	19	20
28	22	23	24	25	26	27
	29	30				

July 2020						
Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	1	2	3	4
12	13	14	8	9	10	11
19	20	21	15	16	17	18
26	27	28	22	23	24	25
			29	30	31	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 31	Jun 1 6:00pm Possible DRB Meeting date	2	3 6:00pm P&Z Regular Meeting Date	4	5	6
7	8 6:00pm DRB Regular Meeting Date	9 7:00pm Town Council Regular Meeting Date	10	11	12	13
14	15	16	17 6:00pm NEW P&Z Meeting date 3rd Wednesday	18	19	20
21	22	23	24	25	26	27
28	29	30	Jul 1	2	3	4

# July 2020

July 2020							August 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30	31					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jun 28	29	30	Jul 1 6:00pm P&Z Regular Meeting Date	2	3	4
5	6 6:00pm Possible DRB Meeting date	7	8	9	10	11
12	13 6:00pm DRB Regular Meeting Date	14 7:00pm Town Council Regular Meeting Date	15 6:00pm NEW P&Z Meeting date 3rd Wednesday	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	Aug 1



# August 2020

August 2020							September 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	1	6	7	1	2	3	4	5
9	10	11	12	13	14	8	13	14	8	9	10	11	12
16	17	18	19	20	21	15	20	21	15	16	17	18	19
23	24	25	26	27	28	22	27	28	22	23	24	25	26
30	31					29			29	30			

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul 26	27	28	29	30	31	Aug 1
2	3 6:00pm Possible DRB Meeting date	4	5 6:00pm P&Z Regular Meeting Date	6	7	8
9	10 6:00pm DRB Regular Meeting Date	11 7:00pm Town Council Regular Meeting Date	12	13	14	15
16	17	18	19 6:00pm NEW P&Z Meeting date 3rd Wednesday	20	21	22
23	24	25	26	27	28	29
30	31	Sep 1	2	3	4	5

# September 2020

September 2020							October 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
6	7	1	2	3	4	5	4	5	6	7	1	2	3
13	14	8	9	10	11	12	11	12	13	14	15	16	17
20	21	15	16	17	18	19	18	19	20	21	22	23	24
27	28	22	23	24	25	26	25	26	27	28	29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug 30	31	Sep 1	2 6:00pm P&Z Regular Meeting Date	3	4	5
6	7 6:00pm Possible DRB Meeting date	8 7:00pm Town Council Regular Meeting Date	9	10	11	12
13	14 6:00pm DRB Regular Meeting Date	15	16 6:00pm NEW P&Z Meeting date 3rd Wednesday	17	18	19
20	21	22	23	24	25	26
27	28	29	30	Oct 1	2	3

# October 2020

October 2020							November 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep 27	28	29	30	Oct 1	2	3
4	5 6:00pm Possible DRB Meeting date	6	7 6:00pm P&Z Regular Meeting Date	8	9	10
11	12 6:00pm DRB Regular Meeting Date	13 7:00pm Town Council Regular Meeting Date	14	15	16	17
18	19	20	21 6:00pm NEW P&Z Meeting date 3rd Wednesday	22	23	24
25	26	27	28	29	30	31

# November 2020

November 2020							December 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7			1	2	3	4	5
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30						27	28	29	30	31		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Nov 1	2 6:00pm Possible DRB Meeting date	3	4 6:00pm P&Z Regular Meeting Date	5	6	7
8	9 6:00pm DRB Regular Meeting Date	10 7:00pm Town Council Regular Meeting Date	11	12	13	14
15	16	17	18 6:00pm NEW P&Z Meeting date 3rd Wednesday	19	20	21
22	23	24	25	26	27	28
29	30	Dec 1	2	3	4	5

# December 2020

December 2020							January 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
6	7	1	2	3	4	5	3	4	5	6	7	1	2
13	14	8	9	10	11	12	10	11	12	13	14	8	9
20	21	15	16	17	18	19	17	18	19	20	21	22	23
27	28	22	23	24	25	26	24	25	26	27	28	29	30
		29	30	31			31						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Nov 29	30	Dec 1	2 6:00pm P&Z Regular Meeting Date	3	4	5
6	7 6:00pm Possible DRB Meeting date	8 7:00pm Town Council Regular Meeting Date	9	10	11	12
13	14 6:00pm DRB Regular Meeting Date	15	16 6:00pm NEW P&Z Meeting date 3rd Wednesday	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	Jan 1, 21	2





# 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, June 8, 2020**

**ITEM 6:** Community garden site plan review  
**Location:** Middle Park  
**Applicant/Owner:** Town of Jerome  
**ZONE:** C-1  
**APN:** 401-06-015  
**Recommendation:** Discuss and provide feedback  
**Prepared by:** John Knight, Zoning Administrator

**Background and Summary:** At the May 12, 2020 Council meeting, the Council requested that the community garden concept plan be reviewed by both the Planning and Zoning Commission and the Design Review Board. The Council has previously reviewed the concept plan and has allocated financial resources to build the garden.

The Planning and Zoning Commission's review is scheduled for June 3, 2020. This is simply a "courtesy review" to gather any additional comments or ideas from the boards.

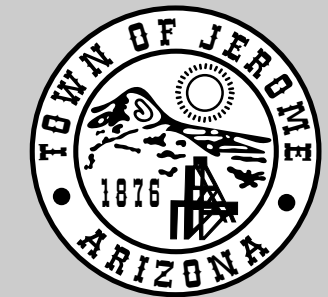
**Recommendation:** Discuss and provide feedback to staff

**Attachments:** Concept plan for community garden



# Community Garden Concept Middle Park

Updated: March 30, 2020



Compost Corral  
Concept



Raised Bed  
Concept



Garden Shed  
Concept

Fruit Trees  
Along Edge

Compost  
Corral

12' x 4' Bed  
Typical

Existing  
Parking

Entrance  
Gate

Picnic Table/  
Potting Table

Garden  
Shed

Existing  
Parking



Exterior  
Fence Concept