



TOWN OF JEROME

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

REGULAR MEETING OF THE DESIGN REVIEW BOARD

Monday, February 1, 2021, 6:00 pm

AGENDA

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 (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 December 7, 2020
Discussion/Possible Action

Continued Items/Old Business:

Item 4: Community Garden – Fence Design

Applicant: Town of Jerome

Address: Community Garden – Middle Park

Zone: C-1

Owner of record: Town of Jerome

APN: 401-06-015

The Town of Jerome is seeking input on fencing options for the community garden.

Discussion/Possible Direction

New Business:

Item 5: Design Review for exterior modifications

Applicant: Andy Farber and Lori Leachman

Address: 18 North Drive

Zone: R-2

Owner of record: Lori Leachman and Andrew Farber

APN: 401-11-007C

Applicant is seeking preliminary and final design review for exterior modifications to a previous approval.

Discussion/Possible Action – DRB Reso. 2021-01

Item 6: Administrative Review of small projects

Applicant: Town of Jerome

The Town of Jerome is seeking input from the DRB on types of projects that could be approved administratively.

Discussion/Possible Direction

Informational Items (Current Event Summaries):

Item 7: Terms ending February 28, 2021 – Board members John McDonald and Danny Smith

Item 8: Updates of Recent and Upcoming Meetings: John Knight, Zoning Administrator

- a) **December 8, 2020 Council Meeting** – beekeeping discussion and business license for Jerome Ghost Tours
- b) **January 12, 2021 Council Meeting** – district signs, presentation on bees, porta-johns, soda machine for Paul and Jerry's
- c) **January 20, 2021 P&Z Meeting** – ordinance amendments for residential lodging, temporary signs, and administrative review of small projects

Item 9: Miscellaneous: Update on recent activity regarding the Mexican Pool property

Item 10: Future DRB Agenda Items for March 1, 2021: No items currently scheduled

Item 11: Adjourn

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

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

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

via videoconference

Monday, December 7, 2020, 6:00 pm

MINUTES

6:00 (1:09) Item 1: Call to order

Chair Tyler Christensen called the meeting to order at 6:00 p.m.

Rosa Cays, deputy clerk, called the roll. Present were Chair Christensen, Vice Chair Brice Wood, and board members John McDonald, Danny Smith, and Carol Wittner. Zoning Administrator John Knight was also present.

6:00 (1:38) Item 2: Petitions from the public – There were no petitions from the public.

6:00 1:54) Item 3: Approval of Minutes: Minutes of the regular meeting of November 2, 2020

Motion to Approve the Minutes of the Regular Meeting of November 2, 2020

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

Continued Items/Old Business: None

New Business:

6:01 (2:28) Item 4: Design Review for a deck and access stairs

Applicant: Elias Wetzel

Address: 146 Juarez Street

Zone: C-1/AR

Owner of record: Prochaska, Edward J. and Nancy E. Trust

APN: 401-06-133C

Applicant is seeking preliminary and final design review to expand a deck and install new exterior access stairs.

Discussion/Possible Action – DRB Reso. 2020-32

Mr. Knight reminded the board members of the addendum for this item and updated them on the developments of this project. The overhang does not meet the setback requirements so will not be added to the extension of the deck. The materials and color will remain the same, so the only change will be the addition to the deck and new access stairs to that addition.

Contractor Elias Wetzel introduced himself and explained that the original reason for adding on 12 square feet to the deck was to have larger, wider access to get things in and out of the house safely. He gave some background on how the project started.

Mr. Knight said the applicant has been cooperative and doing what is needed to comply with the town.

Motion to Approve DRB Resolution 2020-32

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

6:07 (8:10) Item 5: Design Review for window replacement

Applicant: Copper Star Remodeling (Scott Hudson)

Address: 538 School Street

Zone: C-1

Owner of record: Bustrin Family Trust (Janet and Robert Bustrin)

APN: 401-06-092

Applicant is seeking preliminary and final design review to replace an existing bay window with two new windows.

Discussion/Possible Action – DRB Reso. 2020-33

Mr. Knight described how the window to be replaced sticks out from the side of the building and said the applicant is replacing it with similar windows to those in the building now. Mr. Knight noted that this is the kind of project that staff will likely approve administratively in the future.

Contractor and Jerome resident Scott Hudson said that two windows were being replaced, mirroring those above them using the same brand.

Mr. Knight thanked Mr. Hudson for clarifying for the record that two windows were to be replaced not one.
 Board member John McDonald asked if the new windows will be flush with the side of the building.
 Mr. Hudson confirmed this and added that just the trim will stick out.

Motion to Approve DRB Resolution 2020-33

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

6:11 (12:31) Item 6: Design Review for new sign

Applicant: Aeron Bailey

Address: 403 Clark Street, B-7

Owner of record: 1299 Properties

Zone: C-1

APN: 401-06-152H

Applicant is seeking preliminary and final design review for a new sign for Jerome Ghost Tours.

Discussion/Possible Action – DRB Reso. 2020-34

Mr. Knight clarified that the sign is already in place and made of aluminum. He also mentioned that currently in the sign ordinance, wood is preferred but that will possibly change, as wood does not hold up well.

Business owner Aeron Bailey introduced himself and said this was a new business in the same location as Smokin' Jerome's, which he had to close due to the pandemic. Mr. Bailey described the sign, a mix of modern material with a rustic appearance and that he kept the dimensions within the ordinance requirements.

Board member Carol Wittner said she walked by Mr. Bailey's business and noticed a banner sign over the stairwell on an aluminum frame. She asked if it was temporary; that it seemed rather large.

Mr. Bailey said it was a temporary sign and talked about a past conversation with former zoning administrator Kyle Dabney.

Ms. Wittner asked if the aluminum framing would remain over the stairs and if Mr. Bailey planned to hang more signs.

Mr. Bailey said no, that it was something left over from Halloween, and that he could easily take it down if needed.

Ms. Wittner asked if the other board members had noticed it and encouraged them to visit the site to see it.

Mr. Woods said this was exactly the sort of structure that needed a permit.

Mr. Bailey said again it was up for Halloween and not permanent. He said that it was a truss used for stage lighting.

Chair Christensen asked Mr. Knight to supply Mr. Bailey with information from the zoning ordinance regarding temporary signs so that he can stay in compliance.

Mr. Knight said the Council is concerned about code enforcement and how to address it. He said the current ordinance says they are allowed for 45 consecutive days and 90 days per calendar year and that the definition of a temporary sign also needed to be revised. He further explained the ordinance about temporary signs and said it will likely be amended soon.

Chair Christensen stated that the temporary sign itself meets the requirements but that he agrees with Ms. Wittner that the aluminum frame doesn't fit and is an eyesore.

Mr. McDonald ask if the lighting on the permanent sign, two lights above and one below, will all be used, and for certain hours, and if the lights are angled to avoid glaring out toward the street.

Mr. Bailey said the lights attached to the building above and below the sign belong to UVX owner John Bartell, that he would be the one to adjust them but that he could set the lights to turn on and off at a certain time.

Mr. McDonald said it seemed like a lot of lighting for one sign.

Motion to Approve DRB Resolution 2020-34

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

6:24 (25:35) Item 7: Design Review for paint and siding

Applicant: Greg Worth

Address: 639 Center Avenue

Owner of record: Gregory A. Worth Living Trust

Zone: R1-5

APN: 401-08-037

Applicant is seeking preliminary and final design review for paint colors and installation of cement board siding.

Discussion/Possible Action – DRB Reso. 2020-35

Mr. Knight reminded everyone that this item was in the addendum. He said the applicant has discovered that he needs to replace all the siding that they had hoped to salvage. He said the material to be used to replace the siding was comparable to the material used

at the Nord house (School/First Streets), an appropriate substitution. Mr. Knight said that in most cases, this type of change in the field could be handled by staff, but because of the extent of the siding to be replaced and the changes involved, he felt it should go before DRB. He talked briefly about the material, HardiePlank® and said the original paint color of the siding, grey with green trim, was also discovered during the renovation.

Property owner Greg Worth introduced himself and his wife Barbara Nelson. He said they thought they were remodeling an old house, but the truth is they're rebuilding a house—in the same spot. He said they wanted to keep the siding but the workers from Crested Construction said it shattered every time they nailed it and that it was not safe to keep it as part of the structure. Mr. Worth talked about the benefits of the cement board.

Ms. Wittner said she had walked by the house and liked the new color. Discussion continued.

Chair Christensen shared comments about the project and praised the Worths for their efforts.

Motion to Approve DRB Resolution 2020-35

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

Informational Items (Current Event Summaries):

6:31 (32:37) Item 8: Updates of Recent and Upcoming Meetings: John Knight, Zoning Administrator

a) **November 10, 2020 Council Meeting** – Recreational marijuana sales prohibition, beekeeping ordinance, direction on residential permit parking, district sign discussion, appointment of Mike Harvey to Planning and Zoning Commission

b) **December 1, 2020 Joint Planning and Zoning Commission/Council Meeting** – discussion on respective roles and responsibilities of P&Z and Council, and discussion and direction on code amendments for setbacks, appeals process, administrative approval of small projects, residential lodging, signs, mixed use, and telecommunications

Mr. Knight shared a few highlights from the previous Council meeting and joint meeting with the Council and P&Z. He also praised Ms. Wittner for visiting the sites and said it was an important part of volunteering on the board—but to keep in mind open meeting laws. He said if a board member was ever visiting one of the sites and happened to run into the owner (or applicant), that they should mention it at the next public meeting for the record.

6:36 (37:33) Item 9: Future DRB Agenda Items for January 4, 2020: No items currently scheduled

Mr. Knight said nothing had been added to the agenda for the January 4 meeting at this point.

Board member Danny Smith clarified from Item 8 that the natural bees are not the problem in town, that it's the foreign bees hungry and going for the trash cans and tourists; and adding four hives to the area does not help. Discussion briefly ensued.

Ms. Wittner asked if there was a way to enforce removal of the truss as was discussed earlier in the meeting. Mr. Knight said the town looks for voluntary compliance first; if this doesn't happen, the town has the authority to file a misdemeanor, which is heavy handed in most cases. He said a meeting with the Council will be taking place soon to address code enforcement.

Item 10: Adjourn

Motion to Adjourn at 6:40 p.m.

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

ZONING ADMINISTRATOR ANALYSIS DESIGN REVIEW BOARD Monday, February 1, 2021

ITEM 4: Community Garden – Fence Design
Location: Community Garden – Middle Park
Applicant/Owner: Town of Jerome
ZONE: C-1
APN: 401-06-015
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 on the fence design for the community garden. Although approval is not required, town policy has been to seek input from the boards on public projects.

Discussion: Staff has obtained construction cost estimates from two fence contractors: Yavapai Fence and Redrock Fencing. Both estimates are similar in price. The estimates include three different options for the fencing. Note that these fences are all 4 feet tall and include gates at the north and south ends of the garden. Examples of the fencing options are attached.

Option #1 – T-Post and Wire: This is the most affordable option with quotes ranging from \$3,400 to \$4,400.

Option #2 – Two-Rail Pipe Fence with Wire: This option is consistent with the two-rail pipe fencing that is common in Jerome. Wire would be added to keep out javelina and other pests. The costs range from \$5,500 to just under \$6,000.

Option #3 – Square-Rail Fence with Wire: Although not specifically quoted, the fence companies stated that square tubing could be substituted for the two-rail pipe fencing at about the same price.

Ordinance Compliance: The applicable code sections are 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, textbooks 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 criteria regarding fencing states that, “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.” The two-rail pipe fence with wire is likely the most visually compatible.

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

Attachments: Fence options

Option #1 – T-Post and Wire



**Option #2 – Two-Rail Pipe Fence with Wire
(before wire installed)**

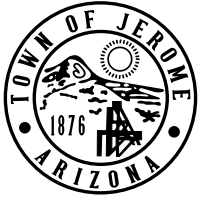


Option #2 – Two-Rail Pipe Fence with Wire
(with wire installed – note that the proposal would include a middle rail)



Option #3 – Square-Rail Fence with Wire





TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

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

ZONING ADMINISTRATOR ANALYSIS DESIGN REVIEW BOARD February 1, 2021

ITEM 5: Design Review for exterior modifications
Location: 18 North Drive
Applicant/Owner: Lori Leachman and Andy Farber
ZONE: R-2
APN: 401-11-007C
Recommendation: Approve
Prepared by: John Knight, Zoning Administrator
Resolution: **DRB Reso. 2021-01**

Background and Summary: In December 2019, the applicant received design review approval to construct a new home. The applicant has submitted applications for building permits and has begun construction. The applicant is now requesting board approval of minor exterior modifications related to doors, windows, and siding.

The applicant has provided a detailed description of the proposed changes along with updated plans showing the areas to be modified (attached).

Zoning Ordinance Compliance -

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 preserved 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 shall review the application for compliance with the above-referenced criteria and refer specifically to the section on architectural features and details. The applicants' 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 applicants' request. To ensure compliance with the criteria identified in Section 304.F.2, the DRB may include additional conditions.

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

Attachments –

- DRB Reso. 2021-01
- Application and supplemental information



TOWN OF JEROME

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

DRB Resolution 2021-01 Approving Design Review for exterior modifications

WHEREAS, the Town of Jerome has received an application from Lori Leachman and Andrew Farber for preliminary and final design review approval for exterior modifications to a previous design approval at 18 North Drive (APN 401-11-007C); and

WHEREAS, the proposed modifications are related to changes in the doors, windows, and siding; and

WHEREAS, the property is in the R-2 zoning district; and

WHEREAS, on December 4, 2019, the Planning and Zoning Commission approved Preliminary and Final Site Plan Review (P&Z Resolution 2019-01) and on December 9, 2019, the Design Review Board approved Preliminary and Final Design Review for the proposed project; 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 applicants' proposal and finds that the applicable criteria have been satisfied:

1. 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.
2. 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.
3. Color – Exterior colors should be as near as possible to the original colors appropriate to the years during which the building or structure was built.
4. Materials and texture - The original exterior materials and texture shall be preserved and retained where feasible. Where contemporary materials are used, they should be as near as possible to the original material and texture.

NOW, THEREFORE, BE IT RESOLVED by the Design Review Board of the Town of Jerome, Arizona, that the preliminary and final design for 18 North Drive is hereby approved, subject to the following conditions:

1. **Previous Approvals** – this approval is contingent upon compliance with the conditions and requirements of P&Z Resolution 2019-01 and DRB approval of December 9, 2019.

DRB RESOLUTION NO. 2021-01

2. **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.
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 1st day of February 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

- ☐ Site Plan Review \$100 ☒ Design Review \$50/\$200 ☐ Conditional Use Permit (CUP) \$100
☐ Demolition \$50/\$200 ☐ Signage/Awning \$50 ☐ Paint/Roofing \$0
☐ Time Extension \$0 ☐ Variance \$200 ☐ Other: _____

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

Applicant: <u>Andy Farber / Lori Leachman</u>	Owner: <u>Andy Farber / Lori Leachman</u>
Applicant address: <u>18 North DR,</u>	Owner Mailing Address: <u>215 Piedras del Norte</u>
	<u>Sedona, 86351</u>
Applicant role/title:	
Applicant phone: <u>919 602 0369</u>	Owner phone: <u>919 602 0369</u>
Applicant email: <u>Lori.leachman@duke.edu</u>	Owner email: <u>Lori.leachman@duke.edu</u>
Project address: <u>18 North DR,</u>	Parcel number: <u>APN - 401 - 11 - 007C</u>
Describe project: <u>modify exterior of home design - mostly changing windows</u>	

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

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

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

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

Dear Design Review Committee,

I am writing to request a number of small changes to our home design for 18 North Dr. They are listed below:

- On the front lower level at the west end, we would like to change the exterior cladding to corten rather than the slate grey corrugated metal covering originally proposed.
- On the front east end at the top, we would like to eliminate the clerstory window (2'x5.5').*
- On the north elevation which is effectively the back of house, we want to eliminate all of the clerstory windows. This involves eliminating 2 (2'x6') and 1 (3'x3.5') windows.
- Also on the north elevation, we want to eliminate the single 4'x3.5' window in the kitchen.
- Staying with the north elevation, we want to change the exterior door at the end of the decking to an 8'x5' slider.
- On the north elevation at the very back of the house (the master bedroom), we want to change the slider to 6'8"x8' from 6'8"x6'.
- Finally, on lower level north elevation, we want to change the back bedroom window to 2'x6' from the current 3.5'x5.5'. There is a slider in that room so there is no issue with the fire code.
- At the corner of the top lot (where both lots meet) along the driveway where the land drops down 8-10 ft and continuing down along the road, we need a fence. We would like to build a fence that mimics the railing for the deck; specifically this would be a 3ft fence made up of posts and stainless steel railings.

We are asking for these modifications primarily because we are combining houses, and as a result, have a large art collection. Hence, we are wanting more interior wall space for hanging paintings. In the master bedroom and bath, the conversion of a door to a slider and the expansion of the slider in the sleeping area will create more light. The addition of corten to the bottom northwest corner is an extension of the corten across the bottom front façade and will not be viewable from the street.

*All dimensions are height by length.

Thank you for your consideration.

Sincerely,

Lori Leachman and Andy Farber



Founded 1876
Incorporated 1899

Town of Jerome, Arizona
PO Box 335, Jerome, Arizona 86331
Office: (928) 634-7943 Fax: (928) 634-0715
Celebrating Our 118th Anniversary
1899-2017

NOTICE OF DECISION
PLANNING & ZONING COMMISSION AND
DESIGN REVIEW BOARD

December 10, 2019

Lori Leachman and Andrew Farber
215 Piedras Del Norte
Sedona, AZ 86351
APN: 401-11-007C
Re: Site Plan Review and Design Review for New Home 18 North Drive

Dear Ms. Leachman and Mr. Farber,

On December 4, 2019, the Planning and Zoning Commission approved your request for Preliminary and Final Site Plan Review for a new home at 18 North Drive. The approval is subject to the conditions contained in P&Z Resolution 2019-1 (attached for reference). On December 9, 2019, the Design Review Board approved your request for Preliminary and Final Design Review for the same home. No additional conditions or changes were included at the meeting. Please note, these approvals are valid for six (6) months from December 9, 2019. A building permit must be issued prior to June 9, 2020. If necessary, you may request an extension prior to that date.

Please contact our Building Official, Barry Wolstencroft, to confirm what building permits may be required prior to construction. Should you have any questions or need further clarification, feel free to call me at 928-634-7943.

Sincerely,

John Knight
j.knight@jerome.az.gov
Zoning Administrator/Historic Preservation Officer

Attachment: P&Z Resolution 2019-1

cc: Barry Wolstencroft, Building Official
Parcel File (401-06-003E and 406-06-004)

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 the Town of Jerome.



Founded 1876
Incorporated 1899

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

P&Z RESOLUTION NO. 2019-1

**APPROVING PRELIMINARY AND FINAL SITE PLAN REVIEW FOR A SINGLE-FAMILY HOME
AT 18 NORTH DRIVE**

WHEREAS, the Town of Jerome has received an application for Preliminary and Final Site Plan Review to construct a single-family home at 18 North Drive (APN 401-11-007C);

WHEREAS, the property is located in the R1-5 zoning district, and single-family homes are an allowed use in that District;

WHEREAS, a notice was posted at the Site on November 13, 2019 in accordance with Jerome Zoning Ordinance Section 303.1C;

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

NOW, THEREFORE, BE IT RESOLVED by the Planning and Zoning Commission of the Town of Jerome, Arizona, that Preliminary and Final Site Plan Review is hereby approved, subject to the following conditions:

1. **Parking Spaces** – A total of two (2) off-street, parking spaces shall be provided.
2. **Construction Hours and Noise** – Construction and noise shall be limited between 8:00 pm and 7:00 am in accordance with Section 10-1-13.C. of the Jerome Town Code.
3. **Sign** – A separate application for DRB will be required for approval of any signage.
4. **Other Improvements/Changes** – Any subsequent modifications or changes to the Plans; including but not limited to changes in setbacks, square footage, fences, siding, roofing, height, etc.; will require additional review by the Planning and Zoning Commission and/or the Design Review Board.
5. **Drainage** - The building permit submittal shall indicate both existing and proposed drainage. This includes but is not limited to showing how drainage will be collected (such as from roof drains) and directed to provide disposal and protection of neighboring properties. This may include splash blocks, swales, and gravel catchments to help dissipate hydraulic energy.
6. **Grading** - Grading shall comply with the requirements of Section 303.3 of the Zoning Code. Grading plans shall include, but not be limited to, adequate dust control measures, erosion control/drainage, and fencing to protect sensitive features (such as trees to be saved).
7. **Sewer** - The plan submittal shall show and include details on the location and connection to the existing public sewer.
8. **Home Occupations** - Any proposed use of the property for a Home Occupation shall be incidental to the primary use of the property and in compliance with Section 502.M. of the Zoning Code.

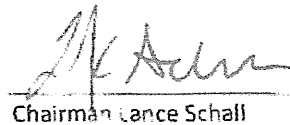
9. **Building Permit Submittal and Code Requirements** - The applicant shall consult with the Building Official and submit detailed drawings for building permits that clearly demonstrate compliance with all Code Requirements, including but not limited to, coverage, height, parking and setbacks (Section 505).
10. **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 prior, if the extension is submitted prior to approval expiration.

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

ATTEST:


Joni Savage, Deputy Town Clerk

APPROVED:

 12/4/19
Chairman Lance Schall



Recording requested by and
when recorded, mail to:

LAGAS & ASSOCIATES PARALEGAL
SERVICES, LLC
30 Inspirational Drive
Sedona, AZ 86336

GRANT OF EASEMENT

EASEMENT

This indenture made this 28 day of February 2020, 2019 by JERA SUN HAWK PETERSON, a single woman and KERRY SUZANNE SHARP, an unmarried woman Grantors, do hereby grant, bargain, sell, and convey to LORI LEACHMAN, an unmarried woman, and ANDREW N. FABER, a single man, Grantees, an exclusive permanent sewer ingress and egress easement over, under and across the property as described and illustrated in the attached legal description (Exhibit "A"). Said easement is to allow access for needed maintenance and repairs for sewer lines.

This easement shall run with the land.

If at any time this easement is abandoned, the rights granted herein shall cease and terminate and the land traversed by or included in the easement so abandoned shall revert to the then owner of the above described land and be free of said easement as fully and completely as if his indenture had not been made.

IN WITNESS WHEREOF, the Grantor has caused this indenture to be signed on _____ the day and year first written above.

By: 
JERA SUN HAWK PETERSON

By: 
KERRY SUZANNE SHARP

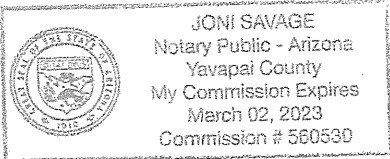
STATE OF ARIZONA)
) ss.
County of Yavapai)

On this 28 day of February 2020 2019, before me, Notary Public in and for said state, personally appeared JERA SUN HAWK PETERSON, known to me or proven to me on the basis of satisfactory evidence to be the person whose name is subscribed to this instrument, and acknowledged that she executed it for the purposes therein expressed.

Joni Savage
Notary Public

My Commission Expires: 3-23

STATE OF ARIZONA)
) ss.
County of Yavapai)



On this 28 day of February 2020 2019, before me, Notary Public in and for said state, personally appeared KERRY SUZANNE SHARP, known to me or proven to me on the basis of satisfactory evidence to be the person whose name is subscribed to this instrument, and acknowledged that he executed it for the purposes therein expressed.

Joni Savage
Notary Public

My Commission Expires: 3-2-23

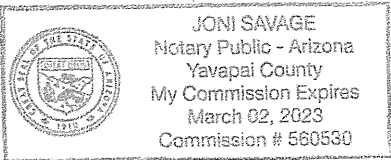


EXHIBIT A

Sewer line easement

Description for the center line of a six foot wide sewer line easement over, across, through and under a parcel of land being a portion of Lot 10 Block 1 Dundee Place as recorded in Bk. 3 Maps and Plats, Pg. 10, Y.C.R. being situated in the Green Flower and Green Up Lodes, U.S Minerals Survey No 1455 Yavapai County, Arizona, being more particularly described as follows;

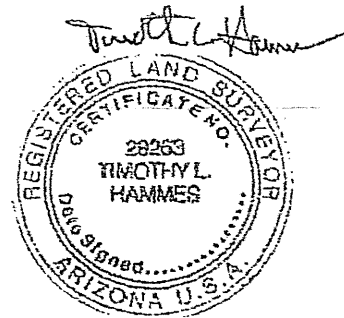
To find the Point of Beginning of said center line, begin at the most Northwest corner of Lot 11 Block 1 Dundee Place, being a found one-half inch re-bar with plastic cap stamped L.S. "33783" from which a found one-half inch re-bar with plastic cap stamped "L.S. 19853" lies North 77 degrees 45 minutes 00 seconds East (R,M and Basis of Bearings for this description), a distance of 53.83 ft. (M), 54.00 ft. (R);

Thence South 44 degrees 23 minutes 44 seconds West (M), South 44 degrees 17 minutes 00 seconds West (R), a distance of 4.99 ft. (M) 5.00 ft. (R), to a found one-half inch re-bar with a plastic cap stamped "L.S. 29263";

Thence South 45 degrees 52 minutes 03 seconds East (M), a distance of 17.43 ft. (M), to the TRUE POINT OF BEGINNING of said center line;

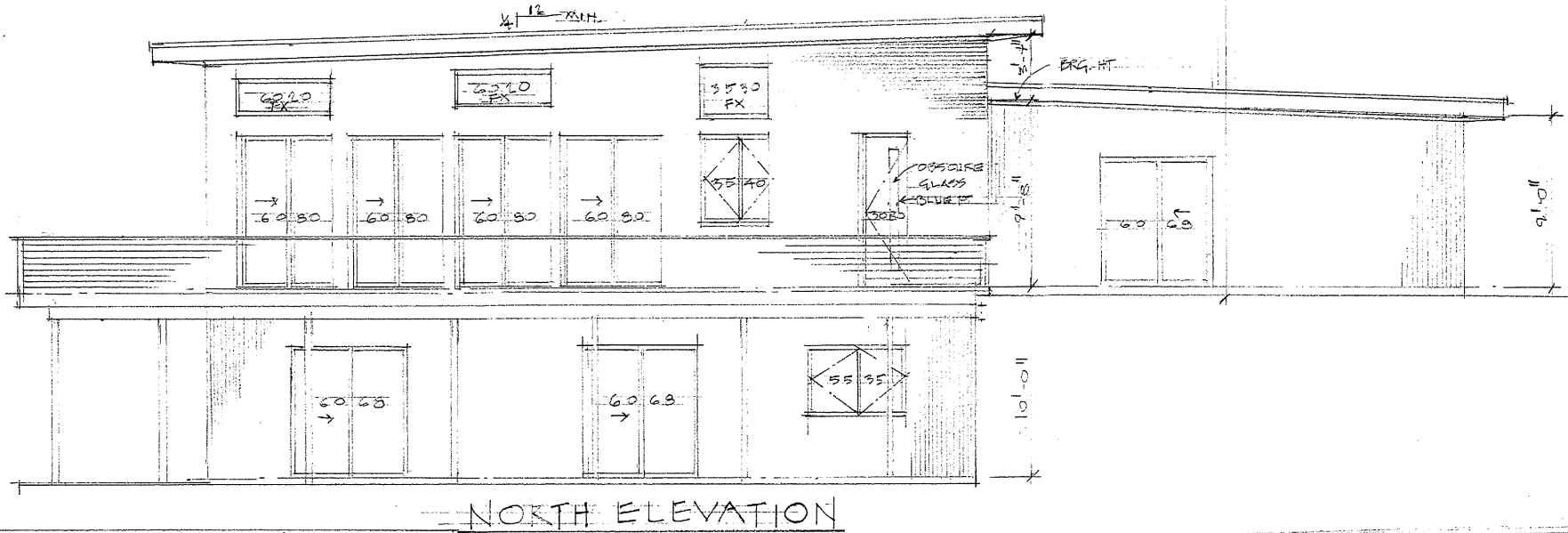
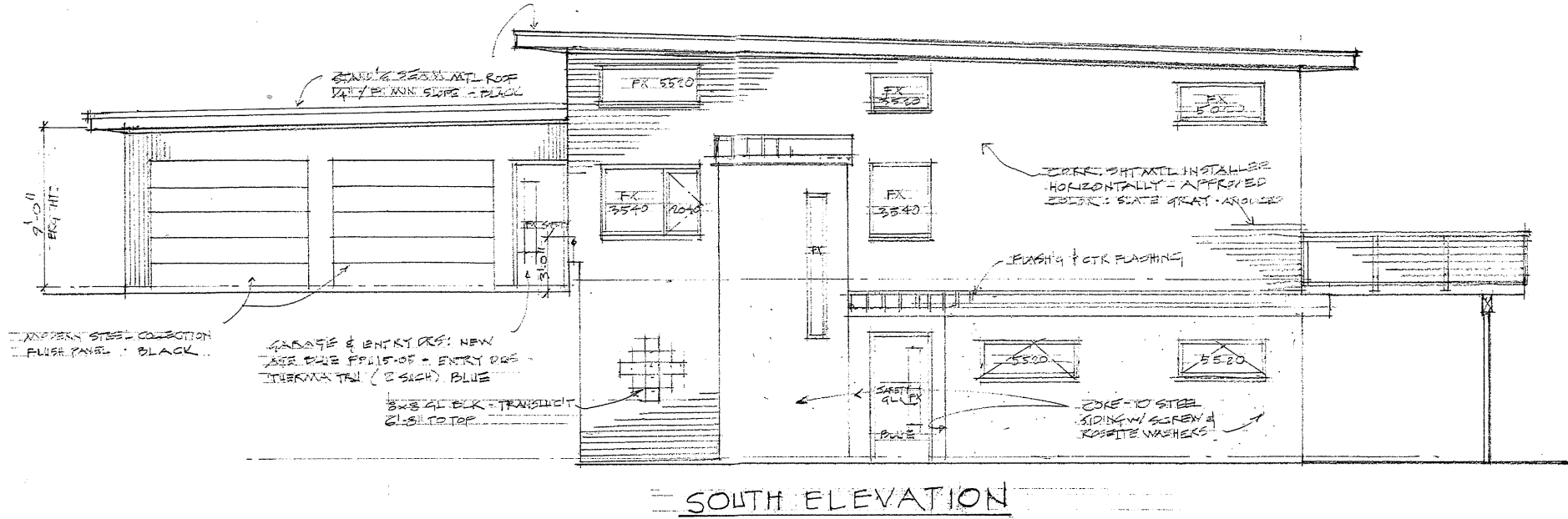
Thence South 44 degrees 01 minutes 55 seconds West (M), a distance of 29.31 ft. (M), to the terminus of the center line of said 6 ft. wide sewer line easement. Side lines being extended or shortened to match existing property lines.

(R)=Bk. 3, M.P. Pg. 10 (M)=Measured



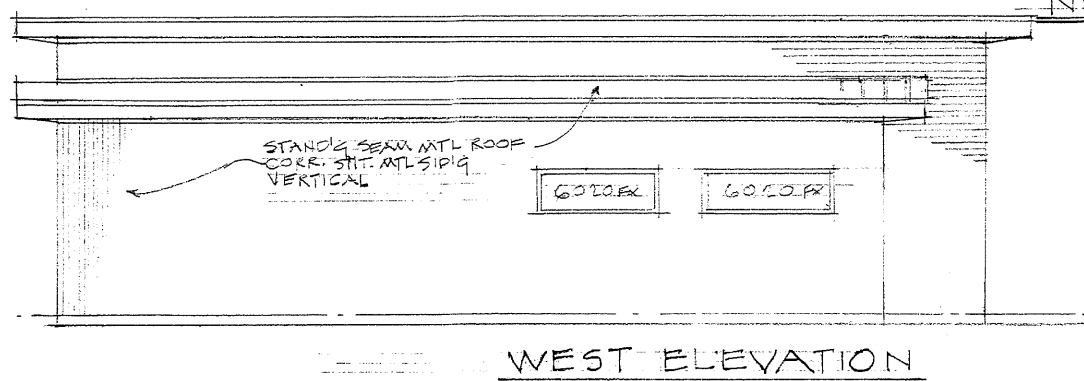
12/04/2019

Plans previously approved by DRB

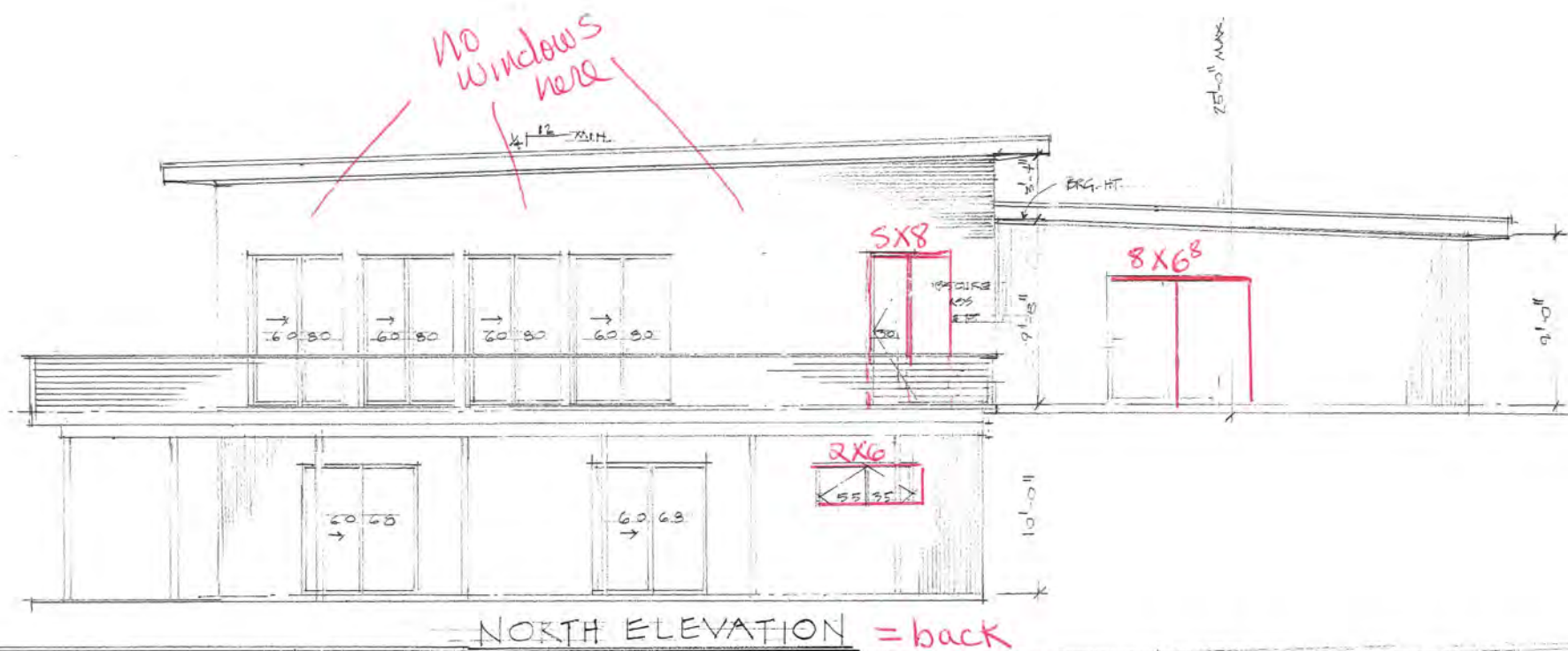


NOTE!

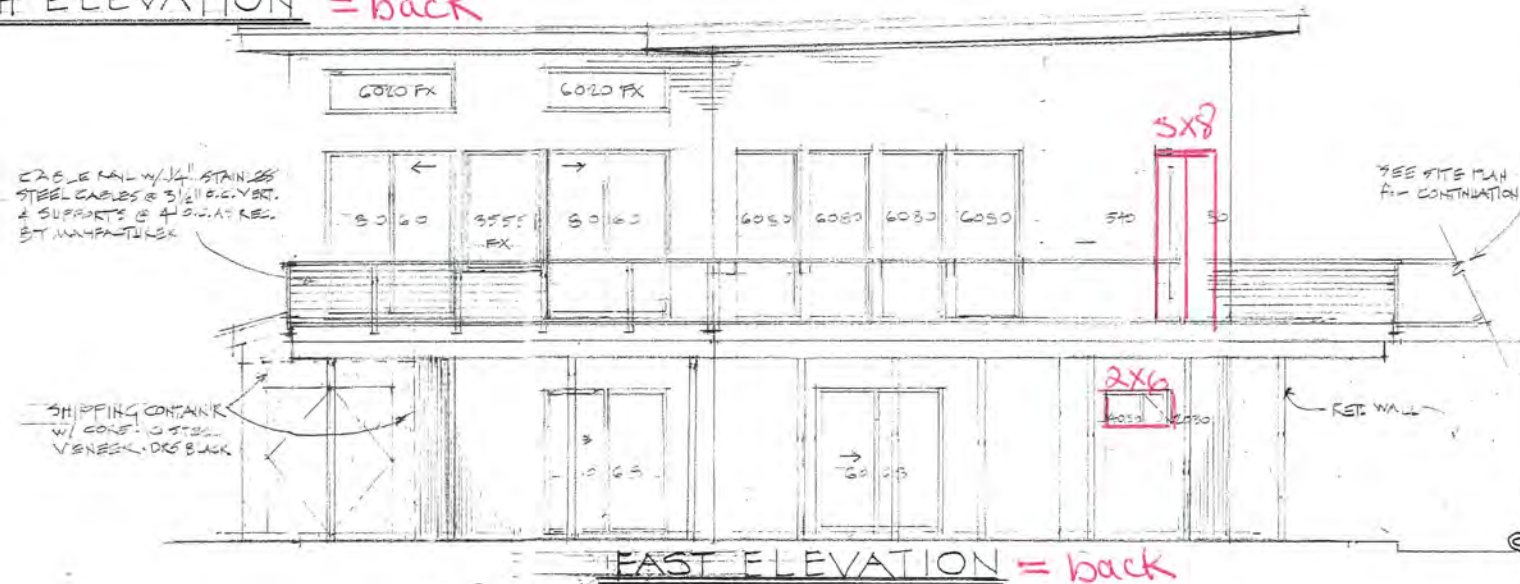
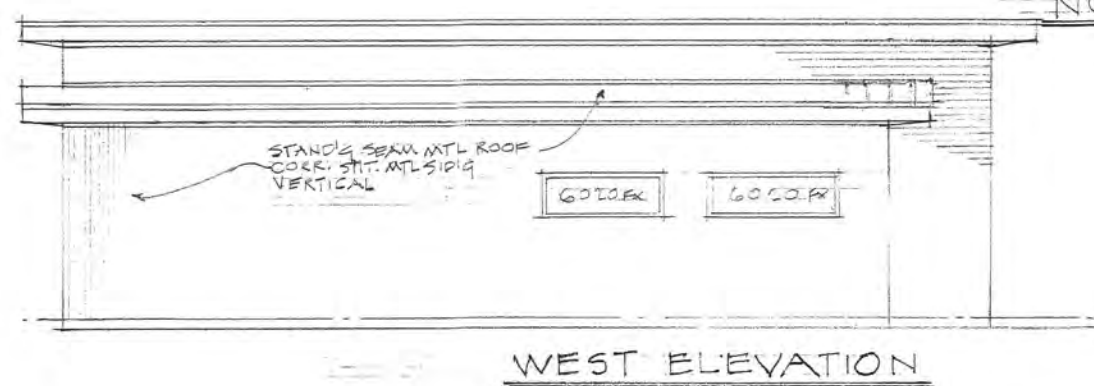
- ALL WINDOWS & SLIDING GLDRS TO BE DEL GLAZED W/ ARGON GAS FILL
- ALL TO BE WOOD CLAP W/ BLACK ANODIZED ALUM OR EQUIV HARDY
- LOW EMI GLASS W/ 50001 ELEVATION
- TYPE GLASS A APPROPRIATE FOR ORIENTATION. ARGON FILL @ OWNER'S OPTION.



Revised
elevations



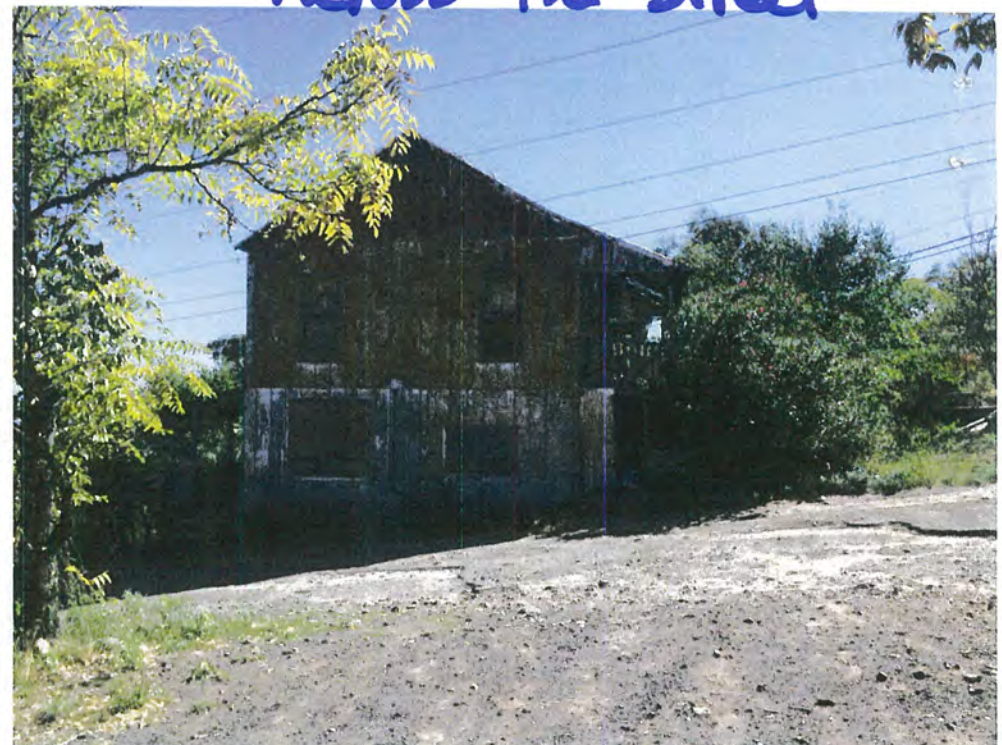
NOTE!
ALL WINDOWS & SLIDING GLDRS TO
BE DBL GLAZED w/ ARGON GAS FILL
ALL TO BE WOOD CLAD w/ BLACK
ANODIZED ALUM OR BRN/BLACK
LOW-E GLASS FOR E2001 ELEVATION
TYPE GLASS APPROPRIATE FOR
ORIENTATION. ARGON FILL/COATERS
OPTION.



lot before any grading



Across the Street



next door



lot / Foundation
From
lower lot

lot/Foundation
after grading
From upper
lot.



Foundation / view from
upper lot,



Core 10

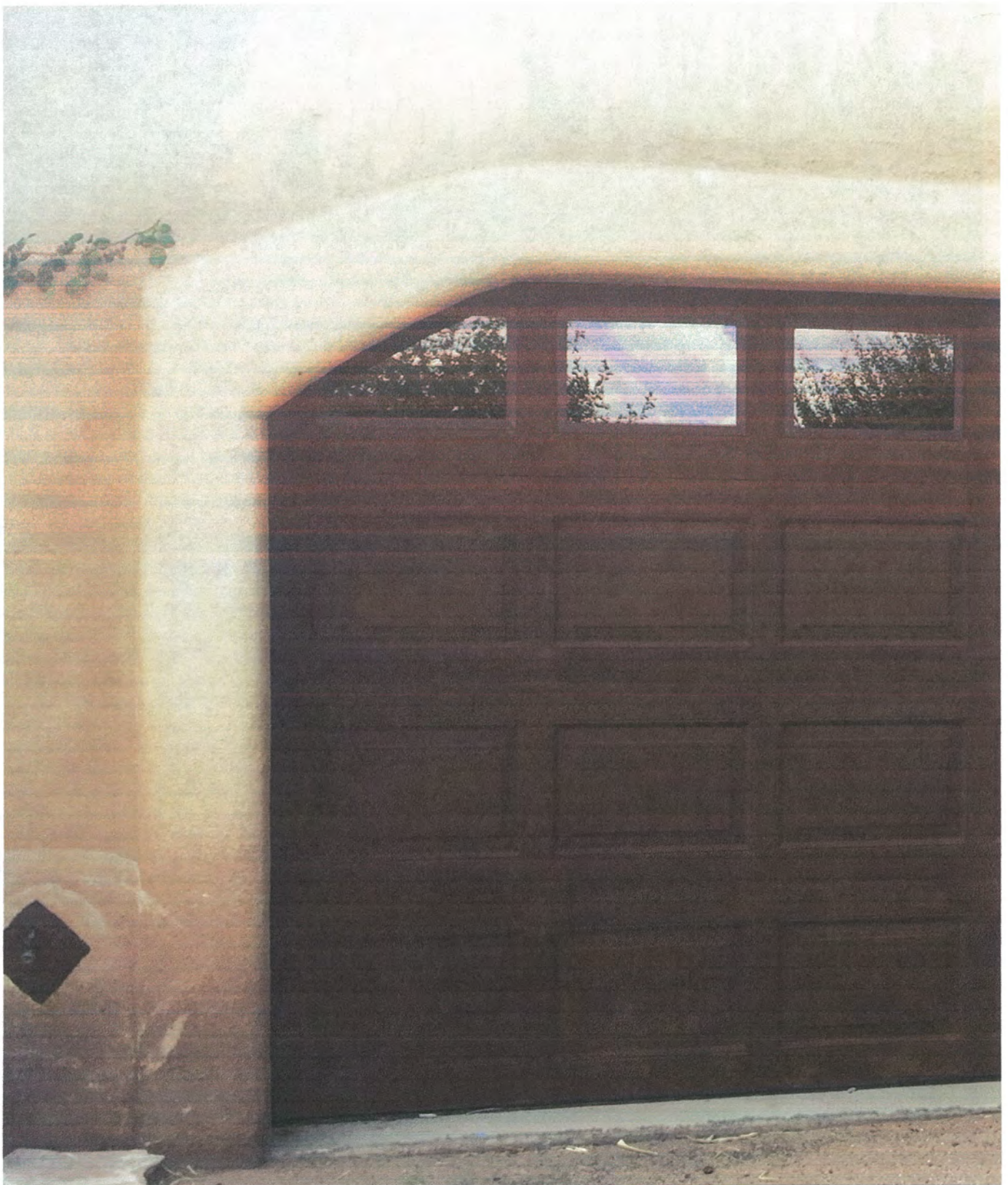


From: Lori Leachman, Ph.D. lori.leachman@duke.edu

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

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

Core'10



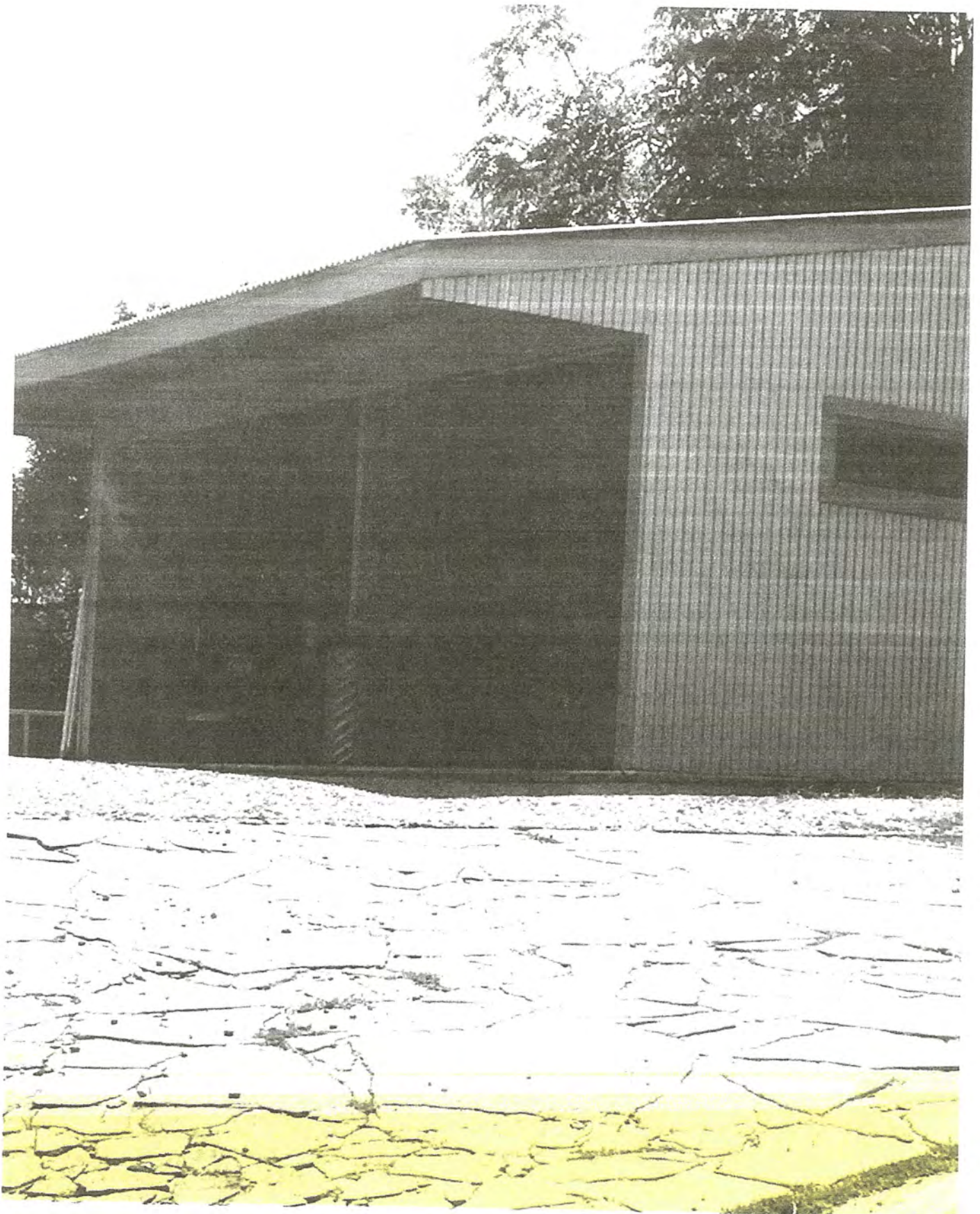
From: Lori Leachman, Ph.D. lori.leachman@duke.edu

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

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



Sent from my iPhone



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

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

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



Sent from my iPhone

metal siding
stainless grey

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

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

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

*Design
Inspiration*

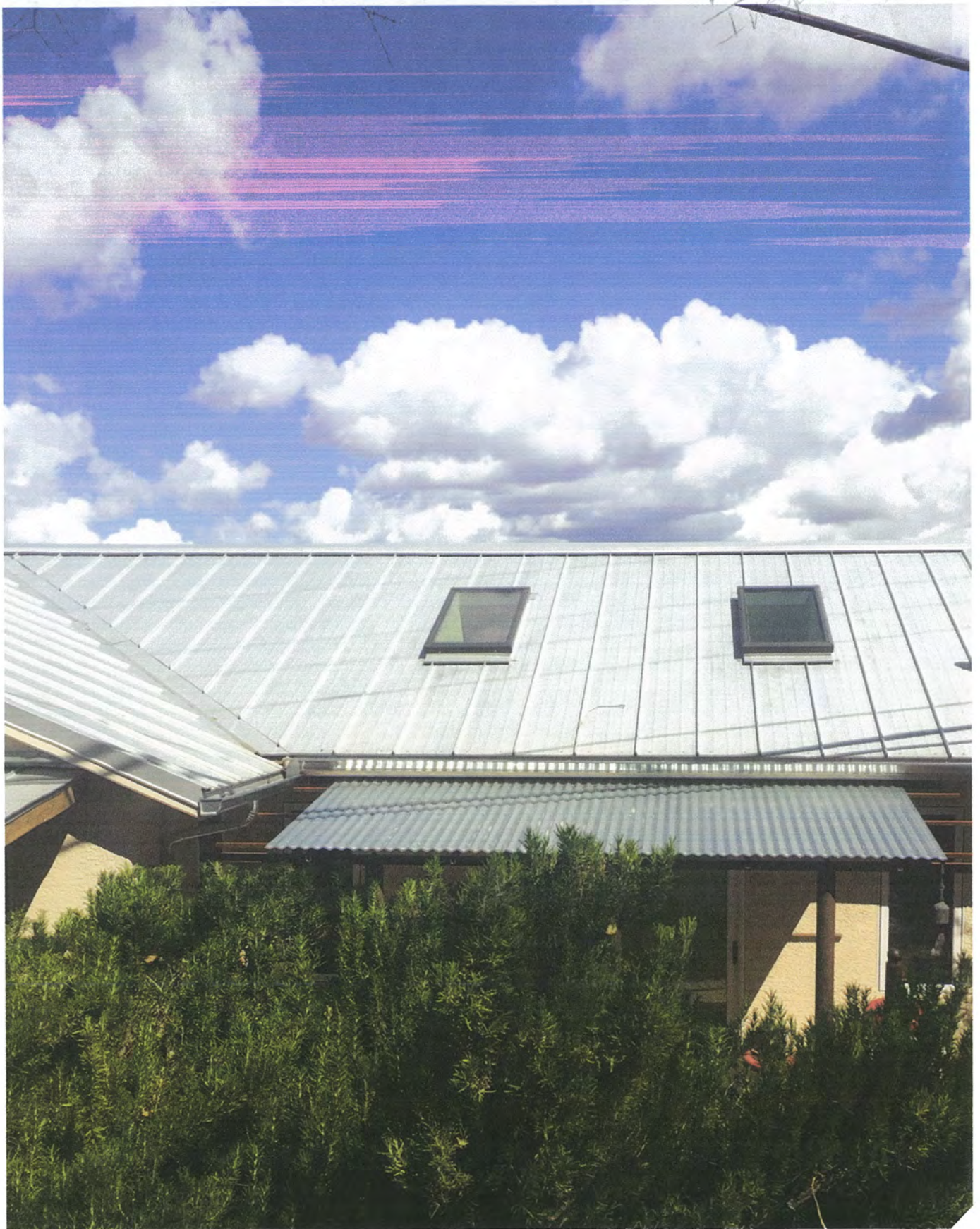


From: Lori Leachman, Ph.D. lori.leachman@duke.edu

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

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

roof
metal
Black





TOWN OF JEROME

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

Zoning Administrator Analysis Planning and Zoning Commission Monday, February 1, 2021

ITEM 6: Administrative review of small projects
Applicant/Owner: Town of Jerome
Recommendation: Discussion/Possible direction to staff
Prepared by: John Knight, Zoning Administrator

Background and Summary: Various efforts have been made over the years to allow certain types of projects to be approved administratively instead of going to the Planning and Zoning Commission or Design Review Board. These projects would still be reviewed for compliance with code standards regarding height, setbacks, coverage, etc. They would also be reviewed to ensure that the visual compatibility standards and other requirements related to design review criteria would still be met.

This was discussed at the joint meeting with the Council on December 1, 2020. After that meeting, an informal group composed of two P&Z members and two councilmembers met to further discuss the matter. This issue was also discussed on January 20, 2021 at a work session with the Planning and Zoning Commission. A public hearing is scheduled for February 17, 2021. Prior to the public hearing, staff would like to gather additional input from the Design Review Board regarding administrative approval of small projects.

Discussion: A variety of small projects are currently reviewed by the Design Review Board and occasionally the Planning and Zoning Commission. Many of these projects are not controversial and could easily be reviewed and approved by staff. Examples include signs, awnings, landscaping, concrete/paving, painting, ground-level decks, and roof replacement.

Category 1 – Exemptions: These projects would not require review by P&Z or DRB and may not require a building permit.

1. Repair/replacement/maintenance provided comparable materials are used
2. Landscaping (not including structures such as gazebos, shade structures, and sheds)
3. Paint/stain for residential structures

Category 2 – Administrative Approval: The following items would be approved by the zoning administrator with review by the building inspector and fire chief, if necessary.

4. Paint/stain for commercial structures
5. Concrete work, pavers, and other flatwork (provided they are less than 12 inches above the ground)
6. Window and door replacement (provided the new window or door is approximately the same size and style of the window or door being removed)
7. Stair replacement with no change in footprint
8. Awnings and signs
9. Ground-level decks and patios (provided they are less than 12 inches above the ground and not covered)

10. Fences (provided they are less than 6 feet in height and not located on top of a retaining wall)
11. Walls less than 48 inches tall (may want to specify a maximum wall length)
12. Changes in roof material or color
13. Sheds less than or equal to 120 square feet (these would be exempt from site plan review by P&Z but still require approval by the Design Review Board)
14. Residential additions less than or equal to 120 square feet (these would be exempt from site plan review by P&Z but still require approval by the Design Review Board)
15. Modifications/improvements to existing residential structures that add no additional square footage (depending on the scale, may still require approval by the Design Review Board)

Note that the above items would not be exempt from building permits or requirements for design compatibility. They would simply be exempt from having to be processed through the DRB and/or P&Z. Additional language will need to be added that provides discretion for the zoning administrator to “bump up” any project that might be considered controversial or have a large visual impact. These projects would then be reviewed by the DRB and/or P&Z.

Category 3: Projects requiring P&Z and/or DRB review: Projects that should not be subject to administrative approval would include the following:

16. Projects that involve an expansion or modification to an existing nonconforming structure
17. New residential structures or additions over 120 square feet
18. Additions to commercial or industrial structures
19. New commercial or industrial structures
20. Modifications, improvements, or additions to commercial structures not specifically listed above
21. Demolitions
22. Projects that could be controversial in nature
23. Any project that requires a Conditional Use Permit (CUP)
24. All other projects not specifically addressed in the above categories

Appeals: Note that appeals of administrative decisions are heard and decided by the Board of Adjustment. Appeals from the Board of Adjustment are heard and decided by the Yavapai County Superior Court. Appeals of P&Z and DRB decisions are heard and decided by the Council.

Recommendation: Discussion and possible direction to staff on what projects should be subject to administrative review.