



TOWN OF JEROME

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

REGULAR MEETING OF THE DESIGN REVIEW BOARD

Monday, March 1, 2021, 6:00 pm

REVISED 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 February 1, 2021
Discussion/Possible Action

Item 4: Selection of officers: Select a new chair and vice chair
Discussion/Possible Action

Item 5: DRB Meeting dates for 2021: Confirm meeting dates and approve adjusted dates that land on federal holidays.
Discussion/Possible Action

Continued Items/Old Business: None

New Business:

Item 6: Updated signage and paint for Grapes, Copper Town Coffee, and Copper Town T-Shirts

Applicant: Eric Jurisin

Address: 111 Main Street

Zone: C-1

Owner of record: Jerome Investments II LLC

APN: 401-06-156F

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

Discussion/Possible Action – DRB Reso. 2021-02

Item 7: Replace existing wood doors with wood windows

Applicants: **Mary Wills and Sally Dryer**

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

Zone: C-1

Owner of record: Mary Wills and Sally Dryer

APN: 401-06-007

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

Discussion/Possible Action – DRB Reso. 2021-03

Item 8: New pergola

Applicant: Jack Dillenberg

Address: 700 Holly Avenue

Owner of record: Jack Dillenberg

Zone: R1-5

APN: 401-07-089B

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

Discussion/Possible Action – DRB Reso. 2021-04

Informational Items (Current Event Summaries):

Item 9: Updates of Recent and Upcoming Meetings: John Knight, Zoning Administrator

- a) **February 9, 2021 Council Meeting** – First reading of ordinance regarding amendments for transient lodging; board appointments
- b) **February 17, 2021 P&Z Meeting** – ordinance amendments for temporary signs and administrative review of small projects

Item 10: Miscellaneous: Update on recent activity regarding the Mexican Pool property

Item 11: Future DRB Agenda Items for April 5, 2021: Signage for Raku Gallery

Item 12: Adjourn

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

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

Rosa Cays, Deputy Clerk, Attest

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



TOWN OF JEROME

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

REGULAR MEETING OF THE DESIGN REVIEW BOARD

Monday, February 1, 2021, 6:00 pm

MINUTES

6:02 (0:16) Item 1: Call to order

Chair Tyler Christensen called the meeting to order at 6:02 p.m.

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

6:02 (0:45) Item 2: Petitions from the public – There were no petitions from the public.

6:03 (0:53) Item 3: Approval of Minutes: Minutes of the regular meeting of December 7, 2020

Discussion/Possible Action

Motion to Approve the Minutes of the Regular Meeting of December 7, 2020

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

Continued Items/Old Business:

6:03 (1:37) 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

Mr. Knight said estimates had been collected on the cost of building a fence around the community garden, too much work to expect the volunteers to do it. He referred to the different options of fences pictured in the agenda packet, asked for the board's input, and reminded them that an approval was not required.

Chair Christensen said the two-rail round pipe was a better fit for Jerome than the square-rail fencing.

Vice Chair Wood agreed with the chair and commented that he wished more projects like this would come before DRB.

Mr. Smith agreed that the two-rail round pipe was the best choice.

Ms. Wittner also agreed and asked how the fence would be paid for.

Mr. Knight answered that his understanding is the town would use money the Yavapai-Apache had granted to the town.

Mr. Knight said he was advised to get heavier wiring to make the fencing as javelina proof as possible.

New Business:

6:09 (7:32) 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

Applicants are seeking preliminary and final design review for exterior modifications to a previous approval.

Discussion/Possible Action – DRB Reso. 2021-01

Mr. Knight reminded the board members that this project was first presented to them in December 2019 and that permits have been pulled. He said it was back in front of them due to changes in the field, mostly to windows and doors.

(9:16) Property owner Lori Leachman introduced herself and said because of the amount of artwork she and Mr. Farber have, they decided against the clerestory windows to create more wall space. She listed a few more minor changes they were making to sliding doors and the tin aesthetic that would not be visible from the road.

Vice Chair Wood said he liked the changes and would like to see the project move forward.

Chair Christensen said he didn't see any drastic changes and would also like to see the project continue.

Mr. Smith said he liked it, and Ms. Wittner said they'll be happy with less windows, referring to her own clerestory windows.

Mr. Knight asked the applicants for a construction update. Mr. Farber said Paul Barnett would be doing the stem wall work to complete the foundation; in May more concrete work will be done including the garage pad, and framing would commence in early July.

Motion to Approve DRB Resolution 2021-01

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

6:16 (14:45) 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

Mr. Knight said that this item has been discussed with Council and P&Z but not DRB, and that at the next P&Z meeting they will be initiating an ordinance amendment. He said he would like DRB support on some of this as well. Mr. Knight went through the list of categories from his staff report, highlighting where he would want DRB input and illustrated example scenarios. He said he was ambivalent about awnings and signs and clarified the permit requirements for walls. He continued to go through his report. As for sheds, he said square footage is the same as for an addition and would not need a permit for less than 120 square feet yet would still have to follow all setbacks and other requirements. Mr. Knight said he needed to refine the last item in Category 2, did not go into Category 3, and that he was looking for direction to take back to the next P&Z meeting.

Mr. Smith said he was who initiated this item when Kyle Dabney was the zoning administrator. He said paint has been a pet peeve in Jerome mostly because there is no guidance and that acceptable colors are basically at the whim of the residing board, and because paint is temporary, it does nothing to threaten the town's historic status. Discussion ensued.

Mr. Knight asked how the board felt about murals and referred to the one at the Surgeon's House.

Mr. Smith said murals are different than painting a house from white to brown.

Chair Christensen agreed that small projects not presenting drastic change—for example, a window frame—should be able to get approved administratively. He then brought up the bay window replaced at 538 School Street, which was a significant change, and how that would be a project to be reviewed by DRB.

Mr. Knight reminded the board members that there would still be DRB criteria in place that would need to be followed.

Vice Chair Wood said DRB is expected to exist and how the community works as the town code is written. He said different people have different talents that are brought to the boards; that some are more visual, others more aural. As for murals, Vice Chair Wood said he was on the board at the time the Surgeon's House mural was before DRB and that it was very contentious and new to the board at the time. He said he was surprised Jerome never took the path to public art and shared this quote: "When architects make mistakes, they can plant shrubbery."

Mr. Knight asked if the board members want to continue to review awnings and signs.

Chair Christensen said since they do draw the eye and are the first things people notice on a building, it makes sense for them to go before DRB. Ms. Wittner and Vice Chair Wood agreed. Mr. Knight said he would move them to Category 3.

Mr. Christensen agreed some projects still need to go through DRB even if they don't need to go through P&Z. He referred to sheds, which would need the make and color to work for the location of the shed.

Mr. Knight said he hoped to amend the code in February and then it would go before Council. He said he will simultaneously be working on the town design guidelines, which may call for further adjustments in the ordinance. He suggested that anything that fell into a "gray area" should continue to require P&Z and/or DRB review. He said there seems to be consensus across the boards and that he will move murals and signs to Category 3.

Ms. Wittner asked about fences and expressed they should require DRB approval for material and color.

Chair Christensen brought up examples of fencing situations that would be significant enough for review. Mr. Knight said he would put fences back to Category 3.

Mr. Smith pointed out that if it's replacement or repair of an existing fence with the same style and material, then it would not need to go to DRB. Discussion continued about fencing in Jerome with relation to the topography and how the height should be measured.

Mr. Knight ran through the three categories at Chair Christensen's request.

Chair Christensen said walls should go to DRB since they're permanent, but not necessarily fences since they're not permanent.

Mr. Knight felt they go together, explained why, and said he would move them both to Category 3.

Informational Items (Current Event Summaries):

6:45 (42:48) Item 7: Terms ending February 28, 2021 – Board members John McDonald and Danny Smith

Mr. Knight expressed his appreciation to the volunteers and said Mr. Smith had formally resigned via email. He asked Mr. McDonald if he

would be willing to stay on until someone filled Mr. Smith's chair.

Mr. McDonald said he would sign up for another 3-year term. Everyone cheered and thanked Mr. McDonald and Mr. Smith.

6:47 (45:39) 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

Mr. Knight covered highlights of the recent meetings, including the topic of district signs, which he is talking to business owners about and which DRB may want to have input on.

He said he may also want DRB input on temporary signs, with the goal to restrict their size and location.

6:51 (49:11) Item 9: Miscellaneous: Update on recent activity regarding the Mexican Pool property

Mr. Knight updated the board on this item and said the buyers were closing on February 9. He said they plan to build a small home on the property and are in discussions with the State Historic Preservation Office (SHPO) about maintaining and highlighting the pool's historic nature.

6:52 (50:07) Item 10: Future DRB Agenda Items for March 1, 2021: No items currently scheduled

Mr. Knight said one item from Eric Jurisin has recently come forward as he wants to update signage for the businesses by Grapes Restaurant.

Item 11: Adjourn

Motion to Adjourn at 6:53 p.m.

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

Approved: _____ Date: _____

Tyler Christensen, Design Review Board Chair

Attest: _____ Date: _____

Rosa Cays, Deputy Clerk

DRB & P&Z Meeting/Submittal Dates

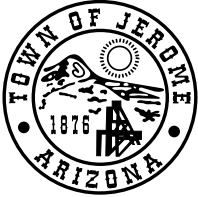
Updated: February 17, 2021

Meeting	Meeting Date	Application Submittal Date
DRB	Monday, March 1, 2021	Monday, February 8, 2021
P&Z	Wednesday, March 17, 2021	Wednesday, February 24, 2021
DRB	Monday, April 5, 2021	Monday, March 15, 2021
P&Z	Wednesday, April 21, 2021	Wednesday, March 31, 2021
DRB	Monday, May 3, 2021	Monday, April 12, 2021
P&Z	Wednesday, May 19, 2021	Wednesday, April 28, 2021
DRB	Monday, June 7, 2021	Monday, May 17, 2021
P&Z	Wednesday, June 16, 2021	Wednesday, May 26, 2021
DRB	Tuesday, July 6, 2021	Tuesday, June 15, 2021
P&Z	Wednesday, July 21, 2021	Wednesday, June 30, 2021
DRB	Monday, August 2, 2021	Monday, July 12, 2021
P&Z	Wednesday, August 18, 2021	Wednesday, July 28, 2021
DRB	Tuesday, September 7, 2021	Tuesday, August 17, 2021
P&Z	Wednesday, September 15, 2021	Wednesday, August 25, 2021
DRB	Monday, October 4, 2021	Monday, September 13, 2021
P&Z	Wednesday, October 20, 2021	Wednesday, September 29, 2021
DRB	Monday, November 1, 2021	Monday, October 11, 2021
P&Z	Wednesday, November 17, 2021	Wednesday, October 27, 2021
DRB	Monday, December 6, 2021	Monday, November 15, 2021
P&Z	Wednesday, December 15, 2021	Monday, November 22, 2021
DRB	Monday, January 3, 2022	Monday, December 13, 2021
P&Z	Wednesday, January 19, 2022	Wednesday, December 29, 2021
DRB	Monday, February 7, 2022	Monday, January 17, 2022
P&Z	Wednesday, February 16, 2022	Wednesday, January 26, 2022
DRB	Monday, March 7, 2022	Monday, February 14, 2022
P&Z	Wednesday, March 16, 2022	Wednesday, February 23, 2022

DRB meetings are the first Monday of every month (unless it conflicts with a holiday).

P&Z meetings are the third Wednesday of every month.

Note - dates highlighted in yellow conflict with federal holidays.



TOWN OF JEROME

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

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

ITEM 6: Design Review for updated signage and paint
Location: 111 Main Street
Applicant/Owner: Eric Jurisin/Jerome Investments II LLC
ZONE: C-1
APN: 401-06-156F
Prepared by: John Knight, Zoning Administrator
Resolution: [DRB Reso. 2021-02](#)

Summary: The applicant requests approval to update the signage for Grapes, Copper Town Coffee, and Copper Town T-Shirts. The request also includes updated paint for both the building and roof.

The signs will be updated with new copy in the existing frames, which will be painted yellow. There are currently two (2) signs each for Copper Town Coffee and Copper Town T-Shirts. There are three (3) signs for Grapes for a total of seven (7) signs for the three businesses.

Under the current ordinance, each business is allowed two (2) signs. Section 509.G.1. allows for a third sign if the business has “physical access” from two or more streets. The property does have two (2) street frontages. However, there is physical access from only one frontage. This issue was the subject of an appeal from P&Z to Council in 1998. At that time, the Council overturned the P&Z decision and the applicant was granted the ability to have a third sign (see attached decision and minutes from 1998 and 2006). Note that the applicant is only changing the sign faces and is not changing the size or location of any of the signs.

In addition to updating the signs, the applicant is proposing to change the paint colors on the building. The proposal includes painting the roof black, the body of the building white and the door trim (and sign trim) yellow.

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

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

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

Response: The Design Review Board shall review the application for compliance with the above-referenced criteria and refer to the specific criteria regarding visual compatibility.

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

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

Standard	Allowed	Proposed	Notes
Number of signs	6 max.	7 signs	See response below.
Max. square footage	16 square feet each	Less than sixteen (16) square feet each	Meets standard
May not extend above roof line	Up to roof line	Signs are below the roof line	Meets standard
Height above sidewalk/ground	8 feet minimum	Mounting is greater than 8 feet above the sidewalk	Meets standard

Response: The applicant's proposal appears to meet the code requirements except for the third sign for Grapes, which would be considered a legal, nonconforming situation and could be continued provided the nonconformity is not increased.

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

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

Response: Lighting is provided by overhead lights.

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 to the applicable criteria regarding color.

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

Attachments:

- DRB Resolution 2021-02
- Application and supplemental information



TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

(928) 634-7943

DRB Resolution No. 2021-02 **Approving proposed signage and paint colors**

WHEREAS, the Town of Jerome has received an application from Eric Jurisin for preliminary and final design review for new signage and paint at 111 Main Street, for Grapes, Copper Town Coffee and Copper Town T-Shirts (APN 401-06-156F); and

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

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

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

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

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

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

DRB RESOLUTION NO. 2020-2

ADOPTED AND APPROVED by a majority vote of the Design Review Board on the 1st day of March 2020.

ATTEST:

APPROVED:

Rosa Cays, Deputy Town Clerk

(TBD), Chair



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

File #:

Town Use

General Land Use Application – Check all that apply

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

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

Applicant: Grapes	Owner: Eric Jurisin
Applicant address: 111 Main Street Jerome, AZ 86331	Owner Mailing Address: PO Box 896 Jerome, AZ 86331
Applicant role/title: Owner	
Applicant phone: 928-301-0168	Owner phone: 928-301-0168
Applicant email: jeromepalace@gmail.com	Owner email: jeromepalace@gmail.com
Project address: 111 Main Street	Parcel number: 401-08-156F
Describe project: Color change to building, graphic change to signage	

- 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: 1-23-21

Owner Signature: [Signature] Date: 1-23-21

Received from: <u>Eric Jurisin</u>		For Town Use Only		Date: <u>2/23/2021</u>
Received the sum of \$ <u>50.00</u>	as: <input type="checkbox"/> Check No. _____	<input type="checkbox"/> Cash	<input checked="" type="checkbox"/> Credit Card	
By: <u>LM</u>	For: <u>DRB</u>			
Tentative Meeting Date/s - DRB: _____		P&Z: _____		

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



Paint/Roofing 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 describing the details of the proposed paint and/or roof work
- ☐ Site plan showing property lines, buildings, and location of proposed paint and/or roofing changes
- ☐ Color and/or material samples of proposed paint and/or roofing (may be brought to meeting)

☒ Paint Colors (if applicable):

Main body: White

Window Trim: Black

Door Trim: Yellow

Other: _____

☒ Roof Colors/Materials (if applicable):

Main Roof: Black

Other: _____

- ☐ Photographs showing all sides of existing structures
- ☒ Photographs showing adjoining properties, buildings, and structures
- ☐ Additional information requested by zoning administrator

☐ _____

☐ _____

☐ _____



Sign or Awning 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 describing the details of the proposed sign/s or awning
- ☐ Site plan showing property lines, buildings, and all existing and proposed sign locations
- ☐ Scale drawing of proposed sign or awning including length, width, depth of sign and letter size
- ☐ Square footage summary of all existing and proposed signs
- ☒ Elevations showing the location of the sign/s or awning on the building
- ☐ Identification of any signs to be removed
- ☐ Photographs showing all sides of existing structures
- ☐ Photographs showing adjoining properties, buildings, and structures
- ☒ Material and color samples (may be brought to meeting)
- ☐ Method of attachment of sign/s or awning to building
- ☐ Method of lighting (if applicable)
- ☐ Additional information requested by zoning administrator
 - ☐ _____
 - ☐ _____
 - ☐ _____

Proposed signage and colors



Existing signage and colors



Adjacent property to north



Property across the street





TOWN OF JEROME, ARIZONA

POST OFFICE BOX 335, JEROME, ARIZONA 86331
(928) 634-7943 FAX (928) 634-0715
planner@jeromearizona.us

Celebrating Our 106th Anniversary 1899 - 2005

Founded 1876

Incorporated 1899

RECORD OF BOARD ACTION

Date 1/8/06

Applicant Eric Jurisin

Location 111 Main St Map & Parcel # 401-06-156F

Board/Commission Design Review Board

Application for: Major alterations

Fees Paid ☒

The following action was taken on this application:

Approved ☒

Denied ☐ Reason for denial _____

Tabled until _____ Reason for tabling _____

Specific conditions/exceptions _____

Signature _____ Date _____



Founded 1876

TOWN OF JEROME, ARIZONA
POST OFFICE BOX 335, JEROME, ARIZONA 86331
(928) 634-7943 FAX (928) 634-0715
planner@jeromearizona.us

Incorporated 1899

MEETING OF THE JEROME DESIGN REVIEW BOARD

DATE: January 8th, 2006 TIME: 7:00 P.M.

PLACE: JEROME CIVIC CENTER, 600 CLARK STREET

NOTE: PERSONS WITH A DISABILITY MAY REQUEST A REASONABLE ACCOMMODATION SUCH AS A SIGN LANGUAGE INTERPRETER, BY CONTACTING THE TOWN CLERK, AL PALMIERI, AT (928) 634-7943. REQUESTS SHOULD BE MADE AS EARLY AS POSSIBLE TO ALLOW TIME TO ARRANGE THE ACCOMMODATION.

AGENDA

ITEM 1: CALL TO ORDER/ROLL CALL

ITEM 2: APPROVAL OF MINUTES - November 13 & December 11th, 2006

ITEM 3: PETITIONS FROM THE PUBLIC - Please complete a request form with your name and subject and submit to the Chair. When recognized by the Chair, please come to the microphone, please state your name and observe the three-minute time limit per speaker.

ITEM 4: ZONING ADMINISTRATOR'S REPORT - The Planning Director, who is also the Zoning Administrator, will read the Zoning Administrator's report. This report will be pertinent to all the applicants.

ITEM 5: James Rush - 711 East Ave - 401-07-102
Mr. Rush would like to repaint his house a different color.
Discussion/Possible Action

ITEM 6: Midge Steuber - 752 Upper Gulch Rd - 401-09-015
Ms. Steuber would approval for an addition to her home.
Discussion/Possible Action

ITEM 7: Eric Jurisin - Jerome Brewery/Grapes Restaurant Bar - 401-06-156F
Mr. Jurisin is changing his restaurant from the Jerome Brewery to Grapes Restaurant Bar. He is adding a patio and moving the dumpster area. He is also changing the exterior of the building and the signage relating to the building.
Discussion/Possible Action

ITEM 8: REVISION OF/ADDITION TO COMPREHENSIVE PLAN
The Town of Jerome Design Review Board is working towards a draft revision of the Historic Preservation section of the Comprehensive Plan. Any changes will go to the public and will need to be adopted by the Jerome Town Council before going into effect.
Discussion/possible action

ITEM 9: ADJOURNMENT

Posted: December 27th, 2006

DRAFT
MINUTES OF THE JEROME DESIGN REVIEW BOARD

MEETING OF THE JEROME DESIGN REVIEW BOARD

DATE: January 8th, 2006 TIME: 7:00 P.M.

PLACE: JEROME CIVIC CENTER, 600 CLARK STREET

NOTE: PERSONS WITH A DISABILITY MAY REQUEST A REASONABLE ACCOMMODATION SUCH AS A SIGN LANGUAGE INTERPRETER, BY CONTACTING THE TOWN CLERK, AL PALMIERI, AT (928) 634-7943. REQUESTS SHOULD BE MADE AS EARLY AS POSSIBLE TO ALLOW TIME TO ARRANGE THE ACCOMMODATION.

AGENDA

ITEM 1: CALL TO ORDER/ROLL CALL

Chair Brice Wood called the meeting to order at 7 PM. Present were Gil Robinson, Lisa Petty, Brice Wood, Bud Farrington and Tony Longhurst. A quorum was present to conduct business. Randy Russell, Town Manager filled in as the acting Zoning Administrator and Staff.

The Chair asked for a waiver of procedure to amend the Agenda to allow for consideration of a trim color change request brought by a Mr. Alexander. Staff reported that with staff transition, Mr. Alexander's request 'fell through the cracks' and could have normally been agendaized and noticed if the transition hadn't been taking place, and felt that Mr. Alexander's request shouldn't be delayed as a result. Mr. Alexander had a completed application, copies for each Board Member, and had paid the fee. Further, the request was so minor as almost to be 'administrative,' and shouldn't require a separate special meeting.

Moved Tony Longhurst, Seconded Bud Farrington to add the Item. Five 'Aye,' no 'Nay.'

ITEM 2: APPROVAL OF MINUTES – November 13 & December 11th, 2006

Minutes of November 13 were amended with several typographical corrections and concerns that a wider discussion about whether to have multiple overlay districts was omitted. Moved Gil Robinson, Seconded Tony Longhurst to approve with corrections, 5 'Aye,' no 'Nay.'

Minutes of December 11th were reviewed with the concern expressed that the narrative recounting of discussion on Item #7 was so badly done it needs to be eliminated. Moved to approve the Minutes of December 11th with exception to Item #7 Tony Longhurst, Seconded Gil Robinson, 5 'Aye,' no 'Nay.'

ITEM 3: PETITIONS FROM THE PUBLIC – Please complete a request form with your name and subject and submit to the Chair. When recognized by the Chair, please come to the microphone, please state your name and observe the three-minute time limit per speaker.

No Petitions from the Pubic were submitted.

ITEM 4: ZONING ADMINISTRATOR'S REPORT – The Planning Director, who is also the Zoning Administrator, will read the Zoning Administrator's report. This report will be pertinent to all the applicants.

Randy Russell reported that he will be filling in as Staff for the Board while he undertakes a search for a replacement "Planner/Zoning Administrator." He had no specific staff reports for the projects on the

Agenda for this meeting, as he had not had the chance to familiarize himself with the proposals, but he also reported that there seemed to be no outstanding issues with any of them that he had been made aware of.

ITEM 5: James Rush – 711 East Ave – 401-07-102

Mr. Rush would like to repaint his house a different color.

Discussion/Possible Action

Mr. Rush supplied the Board with a paint color chip for the color he had selected. Moved Gil Robinson, Seconded, Tony Longhurst, to approve the new paint color. 5 'Aye,' no 'Nay.' Mr. Rush also complimented the Board on how it now conducted business.

ITEM 6: Midge Steuber – 752 Upper Gulch Rd – 401-09-015

Ms. Steuber (seeks) would approval for an addition to her home.

Discussion/Possible Action

The primary issue discussed was the new roof line. Plans were presented to the Board and Ms. Steuber was represented by Fred Miller, Architect. The Board found that the design as presented met all the design guidelines of concern. Motion Farrington, Second Petty to approve. 5 'Aye,' no 'Nay.'

ITEM 7: Eric Jurisin – Jerome Brewery/Grapes Restaurant Bar – 401-06-156F

Mr. Jurisin is changing his restaurant from the Jerome Brewery to Grapes Restaurant Bar. He is adding a patio and moving the dumpster area. He is also changing the exterior of the building and the signage relating to the building.

Discussion/Possible Action

Eric Jurisin presented the plans for restyling the Jerome Brewery, which include the addition of a patio area in the existing footprint of the building, roof treatment, siding, brick treatment along lower elevations and for the posts, colors and proposed signage.

It was the sense of the Board to divide the discussion into building improvements and signage.

There was discussion about the advisability of brick trim for posts, given maintenance issues, but the Board felt comfortable with the new brick trim features, and color scheme. The Board wished they had a better sense for the new windows, and were assured that the new windows would have a large wood trim feature. Many roof vents would be removed, cleaning up the exterior. The two existing businesses would remain in the building, the restaurant would be renamed. There was concern expressed about provisions for concealing the dumpster area.

Motion to approve the building design plans as submitted Longurst, Second Farrington. Friendly amendment suggested by Robinson to include concealing the dumpster area, which was accepted, 5 'Aye,' no 'Nay.'

On the signage issues, there was concern expressed about the number of proposed signs. Mr. Jurisin stated that because the property fronts on two streets, he is entitled to three signs per business. The Board felt that 'fronting' implied 'entrances from' two differing streets and that there were no entrances from Clark Street. There was also concern that the 'services offered signs' were too large and uniform looking. There was concern that the building might look a bit 'strip mallish.' The applicant stated that he was looking for a period 'mercantile building' approach for the new image. On checking, it was agreed that size limitations had been met. The new restaurant sign had unanimous approval in discussion. The applicant and one respondent in the audience stated that he had been given permission to have the 5 signs presently there in previous action by the Town, and felt that he had the records to prove that, and that he should be allowed 5 signs total.

Motion Longhurst, Second Farrington to approve the restaurant sign as submitted, and to approve two of the three additional 'services offered' signs including the one for the T-shirt shop, withholding approval for the third 'services sign' unless and until the applicant could prove that he had a previous right to more than

2 signs per business. The Motion included the provision that Mr. Jurisin could document his prior rights to an extra sign with the Town Manager and have it approved administratively. Four 'Aye,' and One 'Nay,' with Lisa Petty voting in the negative.

New ITEM #8, Proposal to Change Trim Color from Red to Brown, Alexander Property (Need Parcel Number).

The applicant submitted photographs of the storefront with the existing trim color (red for the door and thin window trim strips) and a color chip for the proposed revision to a brown color.

Motion Robinson, Second Farrington to approve the request. Five 'Aye,' no 'Nay.'

ITEM 8: REVISION OF/ADDITION TO COMPREHENSIVE PLAN

The Town of Jerome Design Review Board is working towards a draft revision of the Historic Preservation section of the Comprehensive Plan. Any changes will go to the public and will need to be adopted by the Jerome Town Council before going into effect.

Discussion/possible action

There was extensive discussion about revisions to the Comprehensive Plan. Tony Longhurst had had discussions with the State Historic Preservation Officer (SHPO), Bob Frankenburger, about the need for an Historic Overlay District with regulatory teeth in it. He expressed concern that the SHPO had concerns that granting of our historic status without that is a real problem. There was general discussion about the impact of Prop. 207 on increasing regulatory control.

Tony also expressed some concern about how to deal with 'color' issues as a Board, feeling like there was little in the way of criteria to rely on. He also expressed concerns about metal roofing. At the same time, he passed on to the Board members that the state folks have little concern about color, as that is easily changed, and that there is a feeling that strong roofing protects what's underneath, so there is little concern about metal roofing. Everyone agreed that some guidelines would be helpful. Brice Wood shared that Sedona was using a 'reflectivity index' as a criteria for evaluating roofing and siding.

Staff related that in recent discussions with the SHPO and his staff, that there was the possibility for a workshop to deal with these and other related issues in the near future. He would keep everyone informed, and hoped that many on the Board and those otherwise interested would be able to attend.

ITEM 9: ADJOURNMENT

There being no additional business, the meeting was adjourned at 8:15 PM by acclamation.



TOWN OF JEROME, ARIZONA

POST OFFICE BOX 335, JEROME, ARIZONA 86331

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

planner@jeromearizona.us

Founded 1876

Incorporated 1899

APPLICATION FOR PLAN AND OR DESIGN REVIEW

APPLICANT'S NAME: ERIC JURISIN
MAILING ADDRESS: P.O. 896 JEROME AZ. 86331
TELEPHONE #: 928-301-0168
PROJECT ADDRESS: 111 MAIN ST
PARCEL#: _____
ZONING DISTRICT: _____

APPLICATION FOR (ALL PROPOSED USES: _____

I hereby apply for consideration of this application by The Planning and Zoning Commission, the Design Review Board, The Board of Adjustment) circle boards which apply). I have been given information on the criteria used in evaluation by these bodies. I understand that I will not be scheduled for consideration until such time as all required materials have been submitted and reviewed.

12-20-06

Date


Applicant's Signature

Zoning Administrator _____

Planning and Zoning _____

Design Review _____

Board of Adjustment _____

Fire Department _____



GRAPES

RESTAURANT • BAR

6" x 40" x 54"

MATERIAL: 5/8" BOARD

12/21/06

TEE SHIRTS • HATS

PASTA • COCKTAILS
WINE BURGERS

ESPRESSO • SANDWICHES
PIZZA • SALADS

EACH SIG: 20" x 108" = 15 ft
1/2 SIBBOARD SUBSTRATE w/ 3/4" x 4" DOUG FIR BORDER
PAINTED

[Signature]



GRAPES

RESTAURANT • BAR

6" x 40" x 54"

MATERIAL: 5/8" BOARD

the time we need to advertise and review all applicant. The most qualified person is the Head Yavapai County building inspector, Mr. Bill Jensen. Both the P&Z administrator and myself have reviewed every applicant, all four, & the most qualified is Bill Jensen.

Mr. Miluski-I recommend that we hire Bill Jensen as the Jerome Town Building Inspector.

Ms. Bassett-Second.

Mr. Kinsella-Call the question - Motion carried unanimously.

ITEM 3:B. PROCLAMATION-GEOGRAPHY AWARENESS WEEK NOVEMBER 15-21, 1998-Proclamation read by Mayor Kinsella.

ITEM 3:C. CHAMBER OF COMMERCE HOLIDAY PARTY LIQUOR LICENSE

Mr. Miluski-Move to approve. Ms. Bassett-second

~~Motion carried unanimously.~~

ITEM 3:D. JEROME BREWERY AN APPEAL ON A P&Z DECISION REGARDING SIGNAGE.

Mr. Miluski-I have been in some of these meetings, so I have a little of the history. Mr. Jurisin went before DR and made presentations about his sign, there was a lot of discussion about his display and finally about whether he would be allowed three signs. He then went before P&Z for clarification about whether three signs would be allowed. P&Z told him three signs would not be allowed because, while his property abutted more than one street he did not have access to a second street.

Long discussion on access and double frontage & new revisions to the Jerome Zoning Ordinance that is addressing these issues.

Pros and cons received from the public.

Members of the P&Z commission gave their views for not approving.

Mr. Jurisin gave his opposing view.

Ms. Bassett created a drawing of the proposed signs, which clarified the matter for the Council.

There was a reading of the P&Z minutes.(included with these minutes).

Mr. Miluski-My motion, upon review the decision of P&Z regarding the double frontage of the Jerome Brewery property be overturned and based on the DR's motion to approve the sign placement under the eaves if P&Z approves its existence that, that sign position should be approved.

Mr. Rabago-Second.

Mr. Kinsella-What we are talking about is sign placement.

I have a motion and a second, now I will call the question.

Mr. Rabago, yes. Mr. Miluski, yes. Mayor Kinsella, yes.

Vice Mayor Christensen, yes. Ms. Bassett, no.

ITEM 3:E. LOOKING FOR SPACE FOR A TEEN CLUB.

Mr. Kinsella-It has been brought to my attention that the Town needs to find a place to keep the kids off the street. As a parent of teenagers I don't believe that is the responsibility of the Town. Since we do not have any representatives of the teens or their parents here at the meeting I think we should set up a workshop and find out just what the teens want and how their parents want to help. We can also see if the schools want to go into a partnership with us.

(There was discussion on the subject from each of the Councilmembers).

6:30 PM

RECORD OF BOARD ACTION

Date 11/3/98
Applicant Eric Jarvis/Jerome Brewery
Location 111 Main St Map & Parcel# 40-06-156E-9
Board/Commission P&Z
Application for: 3 signs on same frontage

The following action was taken on this application:

Approved _____

Denied Based on TZO pg 16 definition of double
Reason for denial frontage & pg 18 - CP - discouraging
free standing signs

Specific conditions/exceptions _____

not intended to be coin operated at this time.

Boelter moved to approve the application with the conditions that:

only two (2) signs be installed;

only two (2) telescopes be installed and these must have restricted movement;

only two (2) benches will be installed with no other outdoor displays;

any tours in the Town of Jerome must have proper Conditional Use approvals prior to any promotion or sale of tickets.

Corley 2nd, unanimous approval.

Item 9: Applicant Evans is not present. Poe moves to move this application to the end of the agenda to see if applicant shows. Stanley 2nd, unanimous approval. 7:36pm

Item 10: Applicant Jurisin is present. Boelter opens with discussion of definition of frontage which includes 'access on', the intent and spirit of the 'access on' portion being that access is the overriding condition of double frontage, especially with signs. Commissioner Miluski states that it is his opinion that frontage has to do legally with abutting a right-of-way and that 'legal access' is the access inferred by the definition - not building ingress/egress and that the definition should not have anything to do with the type of application. Commissioner Miluski, however, also brought up page 18 of the Comprehensive Plan which discourages free standing signs. Applicant brings up that his immediate neighbors were given a ruling that they had double frontage and that his property was no different. Applicant also stated that the existing sidewalk was actually on his property - so there was definitely access from the highway. Stanley stated that it was clear that the intent of the sign ordinance and the definition were to allow a sign over an entrance from another street - not if there was no entrance. Boelter listed several other business that would be allowed multiple signs if the applicant's definition of double frontage were used. Boelter stresses that building access is the only reasonable interpretation of the 'access' portion of the definition. Stanley concurred. Poe pointed out that the Holy Catholic Church has 'several signs' and questions were raised about whether they had approvals even if they had several businesses. Applicant stated he was just trying to do the right thing with this application. Since he has more than one business he could ask for four (4) signs - all he was asking was for three (3) under this application.

Corley moves to deny the application for a third sign based upon the Zoning Ordinance page 16 definition of Double Frontage, Boelter 2nd, Yacht amends to include reference to Comprehensive Plan page 18 discouraging free standing signs, Corley agrees, Boelter agrees, Boelter amends to include reference to 509-G-1, Corley agrees.

Boelter, Yacht, Stanley & Corley vote for motion. Poe votes nay. Motion passes 5 to 1, 10:03pm

Item 11: Applicant Bowsky is present. Boelter questions ownership of 'road abutment.' Bowsky states his attorney is processing an 'historical title,' and the property title will be quieted this way. Boelter points to apparent error in determining the 'median elevation.' Applicant states he has been given several conflicting instructions on how to determine the median elevation and states that he has never



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, March 1, 2020

ITEM 7: Design Review to replace existing wood doors with wood windows
Location: 136 Main Street (Nellie Bly and Nellie Bly II)
Applicant/Owner: Mary Wills and Sally Dryer
ZONE: C-1
APN: 401-06-007
Recommendation: Approve
Prepared by: John Knight, Zoning Administrator
Resolution: **DRB Resolution 2021-03**

Background and Summary: The applicants request preliminary and final design reviews to replace the existing wood doors on the second story with wood windows. The proposed windows will be in keeping with the historic look of the building.

Ordinance Compliance: The Design Review Board (DRB) shall review the applicants' 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, textbooks or architect/historian. Each of the following criteria must be satisfied before an application can be approved.*
 - 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.*

Response: The DRB shall review the application for compliance with the above-referenced section of the zoning ordinance and refer to the applicable criteria regarding architectural features and details. The applicants' proposal appears to meet these criteria.

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 above, the DRB may include additional conditions.

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

Attachments:

- DRB Resolution 2021-03
- Application and supplemental information



TOWN OF JEROME

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

DRB Resolution 2021-03 **Approving Design Review for windows**

WHEREAS, the Town of Jerome has received an application from Mary Wills and Sally Dryer for preliminary and final design review approvals to replace existing wood doors with wood windows on an existing building at 136 Main Street (where Nellie Bly is located, APNs 401-06-007); 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 applicants' proposal and finds that the applicable criteria have been satisfied:

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.

NOW, THEREFORE, BE IT RESOLVED by the Design Review Board of the Town of Jerome, Arizona, that the preliminary and final design for 136 Main Street is hereby approved, subject to the following conditions:

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

ADOPTED AND APPROVED by a majority vote of the Design Review Board on the 1st day of March 2021.

ATTEST:

APPROVED:

Rosa Cays, Deputy Town Clerk

(TBD), Chair



File #:

Town Use

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

General Land Use Application – Check all that apply

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

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

Applicant: MARY WILLS + SALLY DRYER	Owner: SAME
Applicant address: 136 MAIN ST	Owner Mailing Address: P.O. BOX U
Applicant role/title: OWNERS	
Applicant phone: 928 301-7797	Owner phone: 928 634-0255
Applicant email: MAIL@NBSKOPES.COM	Owner email: _____
Project address: 136 MAIN ST.	Parcel number: 401-06-007
Describe project: REPLACING FRONT EXISTING WOOD DOORS X4 WITH ORIGINAL SOLID WOOD 2 PART WINDOWS WITH TRANSOM TO REPLICATE ORIGINAL WINDOWS WINDOWS TO BE STAINED WITH PAINTED INTERIOR DETAIL. SEE COLOR SAMPLES.	

- 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: Mary Wills Date: 2-1-21

Owner Signature: Mary Wills Date: 2-1-21

For Town Use Only	
Received from: <u>Mary Wills & Sally Dryer</u>	Date: <u>02/08/2021</u>
Received the sum of \$ <u>50.00</u> as: <input checked="" type="checkbox"/> Check No. <u>4187</u> <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card	
By: <u>KM</u>	For: <u>DRB</u>
Tentative Meeting Date/s - DRB: <u>03/01/2021</u> P&Z: _____	

4 Existing doors to
be replaced with
wood windows

EXISTING 'NELLIE
BLY' SIGNAGE

NEW METAL CORNICE - PAINTED

NEW METAL CAP FLASHING -
PAINT TO MATCH CORNICE

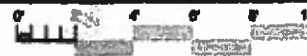
EXISTING DECORATIVE
MASONRY

EXISTING AWNING

EXISTING 'NELLIE
BLY' SIGNAGE

FINISH SIDEWALK
GRADE

FRONT ELEVATION - SULLIVAN HOTEL BUILDING



mra morfeld ray
architects

From: Mike Morfeld mike@morfeldray.com
Subject: Items for P&Z package
Date: October 4, 2020 at 4:54 PM
To: mail@nhscepcc.com

Mary,

Attached are 3 PDFs for the P&Z PDF package. These are based on the checklist from the town and info I would anticipate the P&Z people would want to see.

They are a PDF copy of the info on the big board, a drawing of the front elevation of the building and a detail of how the cornice will be assembled.

I will also send copies of the photos of the roof parapet you took in another email as they are large.

: mike morfeld, a.i.a.
morfeld ray architects
2727 west baseline suite six tempe arizona 85283
p 602.437.1100 f 602.437.2215 c 602.714.3567
mike@morfeldray.com

P Please do not print this e-mail unless necessary

current doors



PROPOSED FINISH



PROPOSED PATTERN



NELLIE BLY - PROPOSED ELEVATION

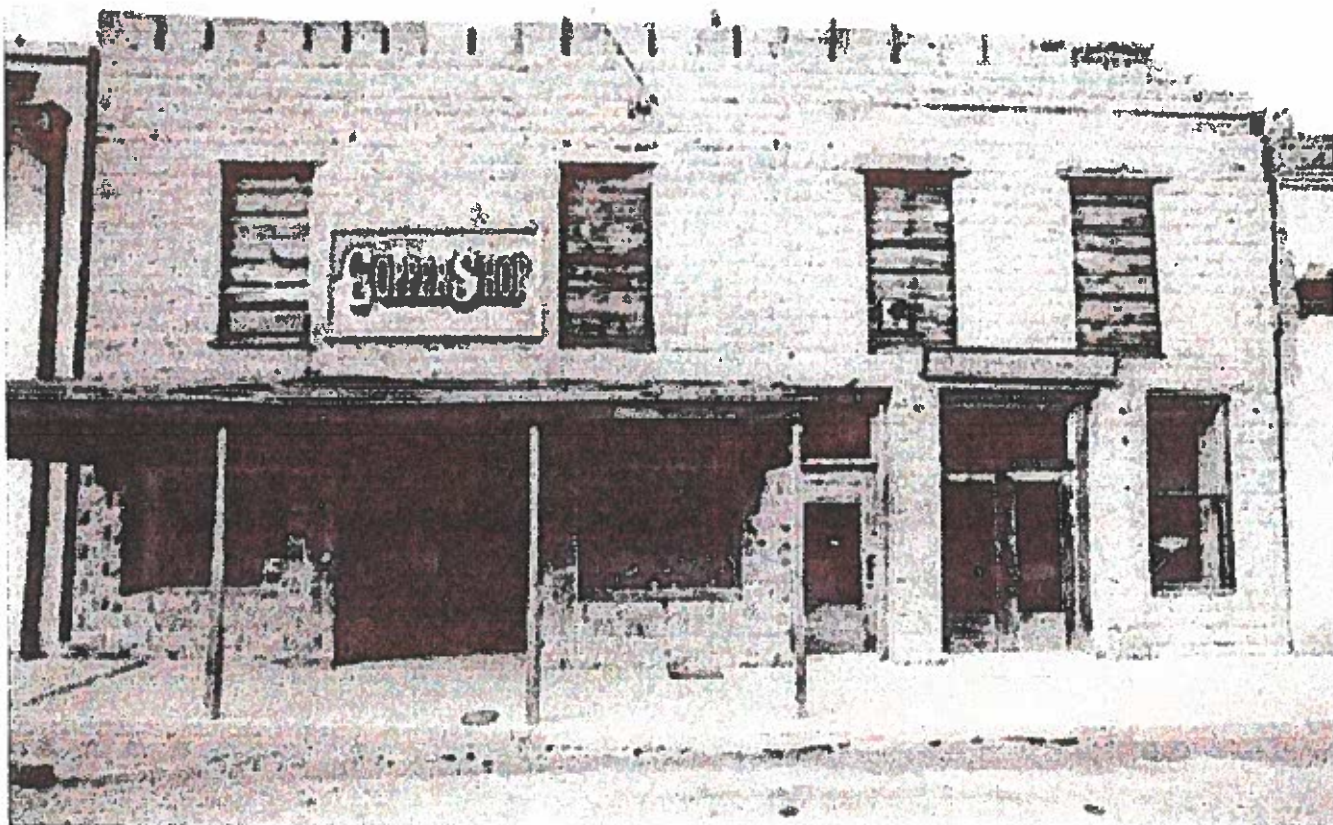
mra morfeld ray
architects

Jerome Historical Society

From: "William Collins" <wcollins@pr.state.az.us>
To: <jeromehs@cybertrails.com>
Sent: Friday, April 22, 2005 10:06 AM
Attach: Sullivan Hotel Photo.jpg
Subject: Sullivan Hotel Photo

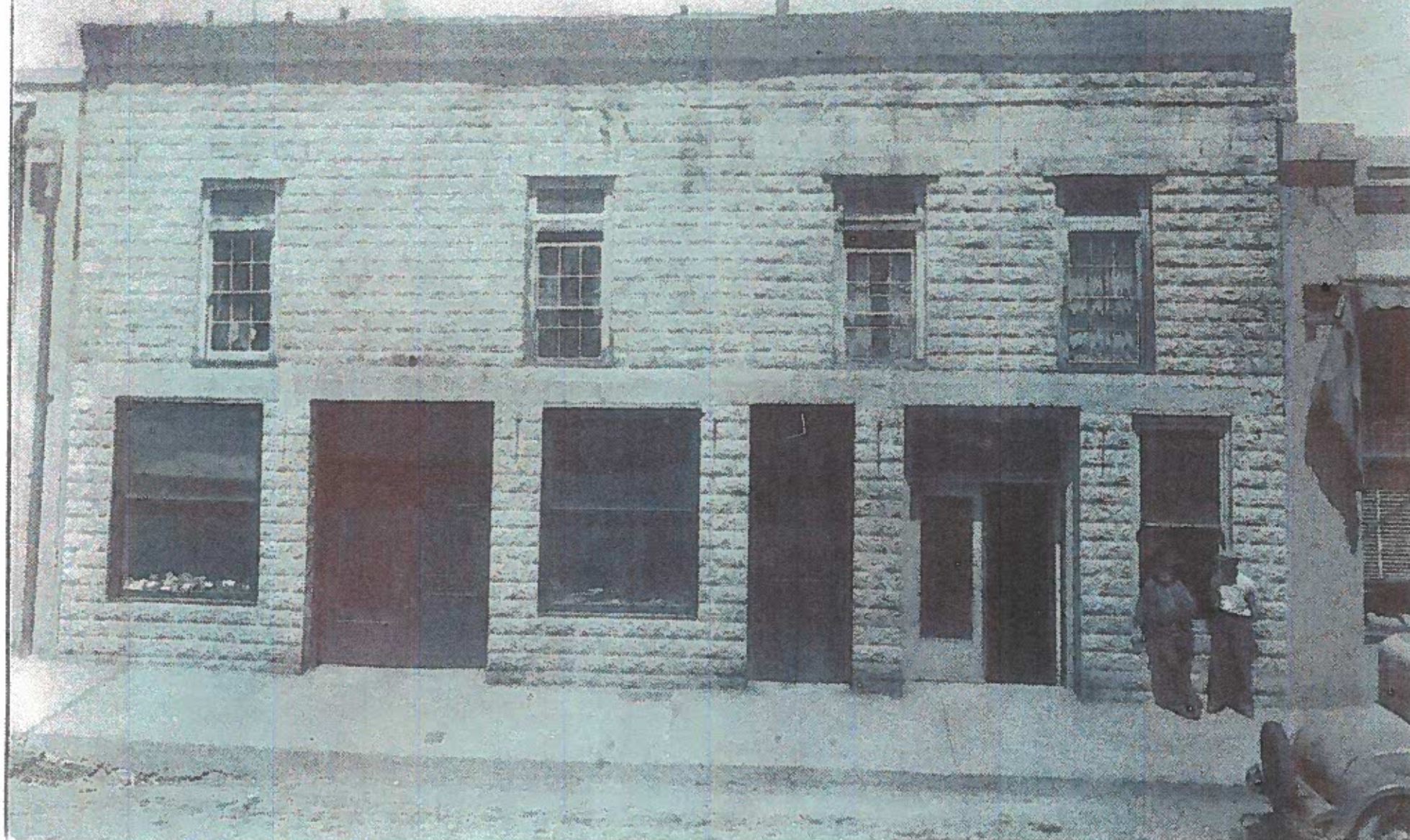
Attached is the photo from the 1981 inventory form.

William Collins



original 1930's 7

J-90-121-12





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, March 1, 2020

ITEM 8: Design Review for new pergola
Location: 700 Holly Avenue
Applicant/Owner: Jack Dillenberg
ZONE: R1-5
APN: 401-07-089B
Recommendation: Approve
Prepared by: John Knight, Zoning Administrator
Resolution: **DRB Resolution 2021-04**

Summary: Applicant requests approval to construct a landscape feature called a pergola. The code does not specifically reference pergolas or similar landscape features. However, the code does include approval criteria for accessory features and landscaping in Section 304.F.1.k. and l. (see below).

The pergola does not include a roof or walls and would not be considered an accessory structure or building. However, the applicant has agreed to meet (or exceed) the setback requirements of an accessory building. Section 502.H.7. requires detached accessory buildings to be located a minimum of five (5) feet from property lines and five (5) feet from the main structure. The proposed pergola will be ten (10) feet from the adjacent property lines and five (5) feet from the main structure.

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

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

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

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

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

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

Recommendation: The Zoning Administrator recommends that the DRB approve the attached resolution with the conditions included.

Attachments:

- DRB Resolution 2021-04
- Application and supplemental information



TOWN OF JEROME

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

DRB Resolution 2021-04 **Approving Design Review for a pergola**

WHEREAS, the Town of Jerome has received an application from Jack Dillenberg for preliminary and final design review approvals to construct a pergola shade structure at 700 Holly Avenue (APN 401-07-089B); and

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

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

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

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

- a. **ACCESSORY FEATURES** – Fences, walkways, decks, stairways, lighting, antenna and other manmade structures shall be visually compatible with buildings, structures, and places to which they are visually related.
- b. **LANDSCAPING** – Landscaping shall be visually compatible with the landscaping around the buildings, structures, and places to which it is visually related.

NOW, THEREFORE, BE IT RESOLVED by the Design Review Board of the Town of Jerome, Arizona, that the preliminary and final design for 136 Main Street is hereby approved, subject to the following conditions:

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

ADOPTED AND APPROVED by a majority vote of the Design Review Board on the 1st day of March 2021.

ATTEST:

APPROVED:

Rosa Cays, Deputy Town Clerk

(TBD), Chair



File #:

Town Use

TOWN OF JEROME, ARIZONA600 Clark Street, P.O. Box 335, Jerome, AZ 86331
(928) 634-7943**General Land Use Application – Check all that apply**

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

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

Applicant: <u>JACK DILLENBERG</u>	Owner: <u>JACK DILLENBERG</u>
Applicant address: <u>P.O. Box J</u>	Owner Mailing Address: <u>P.O. Box J</u>
<u>JEROME, AZ 86331</u>	<u>JEROME, AZ 86331</u>
Applicant role/title: <u>OWNER</u>	
Applicant phone: <u>602-751-5225</u>	Owner phone: <u>602-751-5225</u>
Applicant email: <u>DRJDILLENBERG@GMAIL.COM</u>	Owner email: <u>DRJDILLENBERG@GMAIL.COM</u>
Project address: <u>700 HOLLY AVENUE</u>	Parcel number: <u>401-07-08984</u>
Describe project: <u>ADD AN 8'X12" PERGOLA TO EXISTING PATIO</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: _____ Date: 2/14/2021Owner Signature: _____ Date: 2/14/2021

For Town Use Only	
Received from: <u>Dr Jack Dillenberg</u>	Date: <u>2/17/2021</u>
Received the sum of \$ <u>50.00</u> as: <input type="checkbox"/> Check No. _____ <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Credit Card	
By: <u>KM</u>	For: <u>DRB</u>
Tentative Meeting Date/s - DRB: <u>3/1/2021</u>	P&Z: _____

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

Written narrative of the proposed project – a pergola for the residence of Dr. Jack Dillenberg, 700 Holly Avenue:

A **pergola** is a backyard feature forming a shaded walkway, passageway, or sitting area with vertical posts or pillars that usually support a roof-type structure of cross-beams and a sturdy open framework. Generally, a pergola is a wide-open structure with two to four support beams, no walls, and a decorative roof design, such as a lattice. Pergolas are commonly used on decks and patios.

What is the purpose of a pergola?

Freestanding pergolas, those not attached to a home or other structure, provide a sitting area that allows for breeze and light sun, but offer **protection** from the harsh glare of direct sunlight. Pergolas also give climbing plants a structure on which to grow.

Proposed Pergola at 700 Holly Ave.

The proposed pergola will be eight feet by twelve feet, ten feet tall and be located on the back patio, eight feet from the residence, adjacent to the very old cherry tree. It will be located ten feet from both the property line on East Street and our next-door neighbor.

The vertical posts will be made of either cedar or redwood matching the wood and colors already on the property. Our other neighbor Adam Downey, a very talented wood worker and builder, will build it. Construction should only take a week or less.

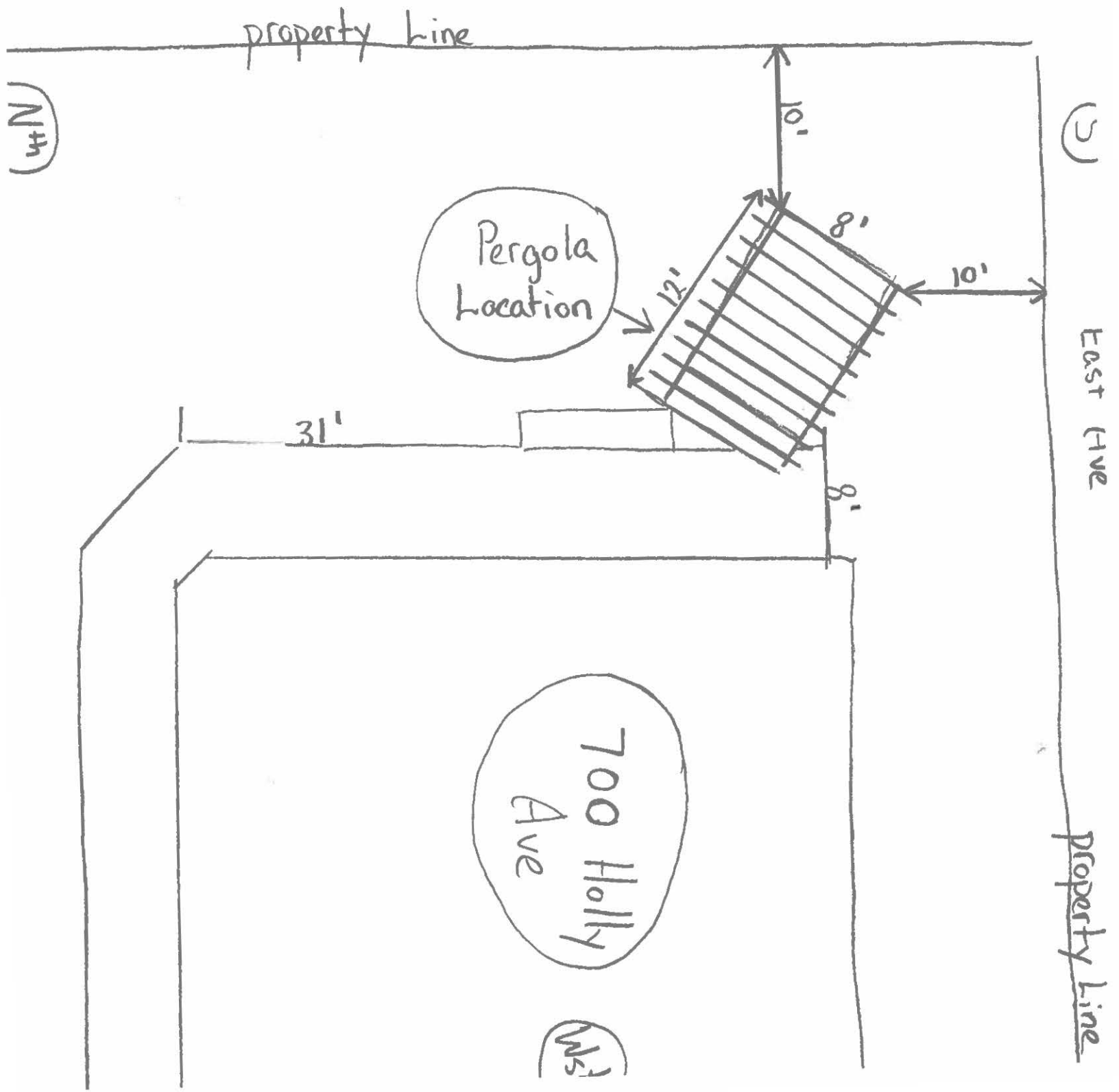


Design Review Application Checklist

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
- ☐ Color samples
- ☐ 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
 - ☐ _____
 - ☐ _____
 - ☐ _____

(Est)

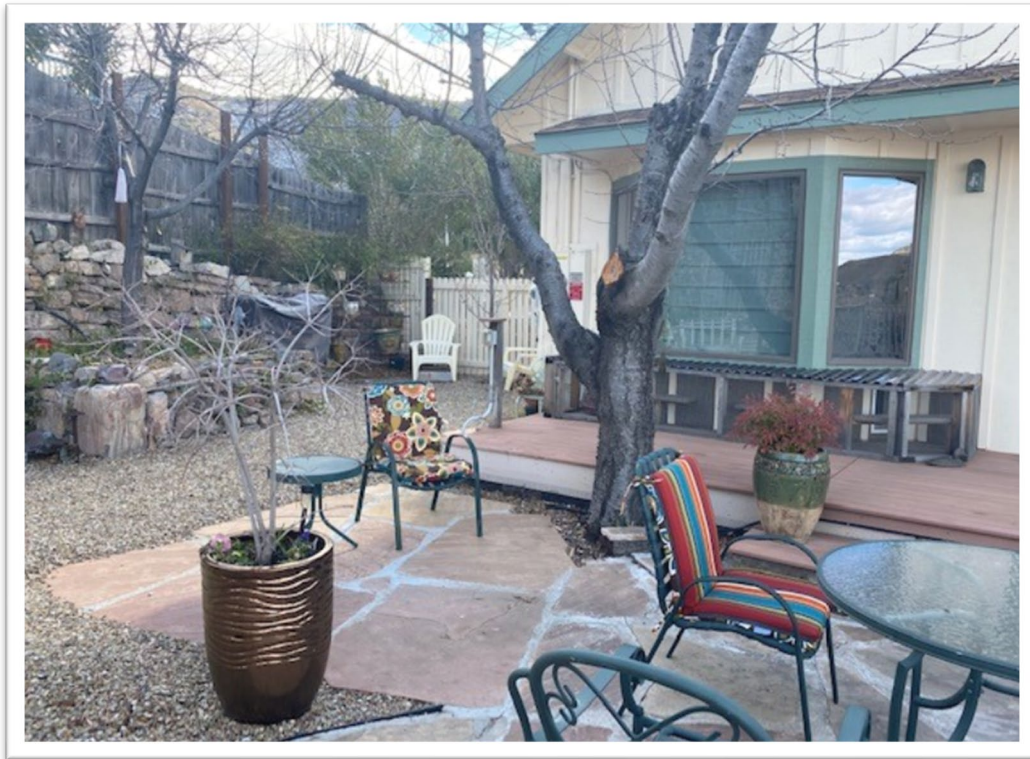


Pergola Dimensions

8'w/12'L/9'H



Looking west toward house where pergola would be located



Looking east toward neighbor



Looking back at house from location of proposed pergola

