



TOWN OF JEROME

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

Regular Meeting of the Town of Jerome

DESIGN REVIEW BOARD

Monday, December 6, 6:00 pm

CONDUCTED VIA ZOOM

AGENDA

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

NOTE: FOR THOSE WITHOUT HOME INTERNET: A drive-up internet hotspot is now available in the parking lot in front of the Jerome Public Library. Bring your device and access the internet while sitting in your car. The network is **Sparklight Yavapai Free Wi-Fi**, and no password is required.

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 speak into the 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 November 1, 2021
Discussion/Possible Action

Continued Items/Old Business: none

New Business:

Item 4: Design Review for public restroom

Applicant/Owner: Town of Jerome

Zone: C-1

Address: 1st Avenue/Main Street

APN: 401-06-015/800-18-007N (Yavapai Cty GIS)

The Town of Jerome is seeking design review of an approximately 250-square-foot public restroom, which would be located on the corner of 1st Avenue and Main Street, across from the police station.

Discussion/Possible Action

Item 5: Design Review for sign overlay - Ghost Town Tours

Applicant: Joshua Bartosh

Address: 403 Clark Street, A-2

Zone: C-1

Owner of record: 1299 Properties

APN: 401-06-152H

Applicant is seeking design review of a sign overlay.

Discussion/Possible Action – **DRB Reso. 2021-24**

Item 6: Design Review for various home improvements

Applicant: Thomas Lopez

Address: 804 Hampshire Avenue

Zone: R-1

Owner of record: Thomas Lopez

APN: 401-07-128A/127A

Applicant is seeking design review for trim and front door color changes; replacement of existing windows; addition of new windows, rock walls, iron gate, corrugated siding, and a deck. This project will go before P&Z on December 15, 2021.

Discussion/Possible Action – **DRB Reso. 2021-25**

Item 7: Informational Items (Current Event Summaries):

Item 8: Updates of Recent and Upcoming Meetings – Rosa Cays, Deputy Town Clerk

- a) **November 9, 2021, Council meeting** – public restrooms; zoning administrator position; amendments to zoning ordinance – signs; COVID-19 protocol
- b) **November 17, P&Z meeting** – canceled

Item 9: Future DRB Agenda Items for Monday, January 3, 2021: No items currently scheduled.

Item 10: 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 Town 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.



TOWN OF JEROME

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

Regular Meeting of the Town of Jerome

DESIGN REVIEW BOARD

Monday, November 1, 6:00 pm

CONDUCTED VIA ZOOM

MINUTES

6:04 (0:11) Item 1: Call to order

Chair Tyler Christensen called the meeting to order at 6:04 p.m.

Deputy Town Clerk Rosa Cays called the roll. Present were Chair Christensen and board members Carol Wittner, Mimi Romberger, and John McDonald. (Vice Chair Brice Wood joined the meeting at 6:06.) Town Manager/Clerk Candace Gallagher was also present.

6:04 (0:46) Item 2: Petitions from the public – There were no petitions from the public.

6:05 (0:53) Item 3: Approval of Minutes: Minutes of the regular meeting of October 4, 2021

Discussion/Possible Action

Motion to Approve the Minutes of the Regular Meeting of October 4, 2021

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

Continued Items/Old Business: none

New Business:

6:05 (1:46) Item 4: Signage for new business: Cornish Pasty

Applicant: Robert Umbower

Address: 414 Clark Street, B2-3

Zone: C-1

APN: 401-06-036

Applicant is seeking approval for a sign to be mounted on the UVX building in the same place the Prohibition Pizza sign is still located.

Discussion/Possible Action - DRB Resolution 2021-23

Chair Christensen introduced the item; Vice Chair Wood joined the meeting.

Chair Christensen elaborated on the details of the sign and asked if it would be a two- or three-sided sign. Ms. Cays said she was of the understanding that it would be a three-sided sign. Chair Christensen said it would not meet the square footage requirements if this were the case.

Ms. Cays explained that former zoning administrator John Knight had left notes about the sign and had compared it to similar signs in town. A brief discussion ensued about the square footage of the sign.

Vice Chair Wood said he needed more information regarding the exact location the sign would be installed. He said such a large sign would be hazardous to hang above the stairs, as indicated in the application. Discussion continued and it was agreed that more information was needed. The applicant was not present to answer questions. Chair Christensen listed what aspects of the sign the applicant needed to clarify. Vice Chair Wood said it was important to know how high above the sidewalk—or stairs—the sign would be installed.

Ms. Wittner asked for a rendition of the sign on the building. Chair Christensen he would also like to see samples of the materials to be used. Ms. Cays said she would contact Mr. Umbower.

Motion to Table DRB Resolution 2021-23 until more information is provided

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

Informational Items (Current Event Summaries):

6:18 (15:04) Item 5: Updates of Recent and Upcoming Meetings – Rosa Cays, Deputy Town Clerk

a) October 12, 2021, Council meeting – CUP for microbrewery at House of Joy; zoning administrator; co-

sponsorship of chamber events; design review guidelines

- b) **October 20, 2021, P&Z meeting** – Ordinance amendments public hearing continued; 300 Queen Street rezone; Barber garage; Bauers deck

Ms. Cays shared highlights from the Council and P&Z meetings and updated the board members on the status of current items. Ms. Gallagher clarified that town co-sponsorship of chamber events was mostly regarding waiving some requirements for certain temporary signs.

6:22 (18:50) Item 6: Future DRB Agenda Items for Monday, December 6, 2021: No items currently scheduled.

Ms. Cays said the Cornish Pasty would now be on the December 6 agenda [provided that the application is completed in time].

6:23 Item 7: Adjourn

Motion to adjourn at 6:23 p.m.

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

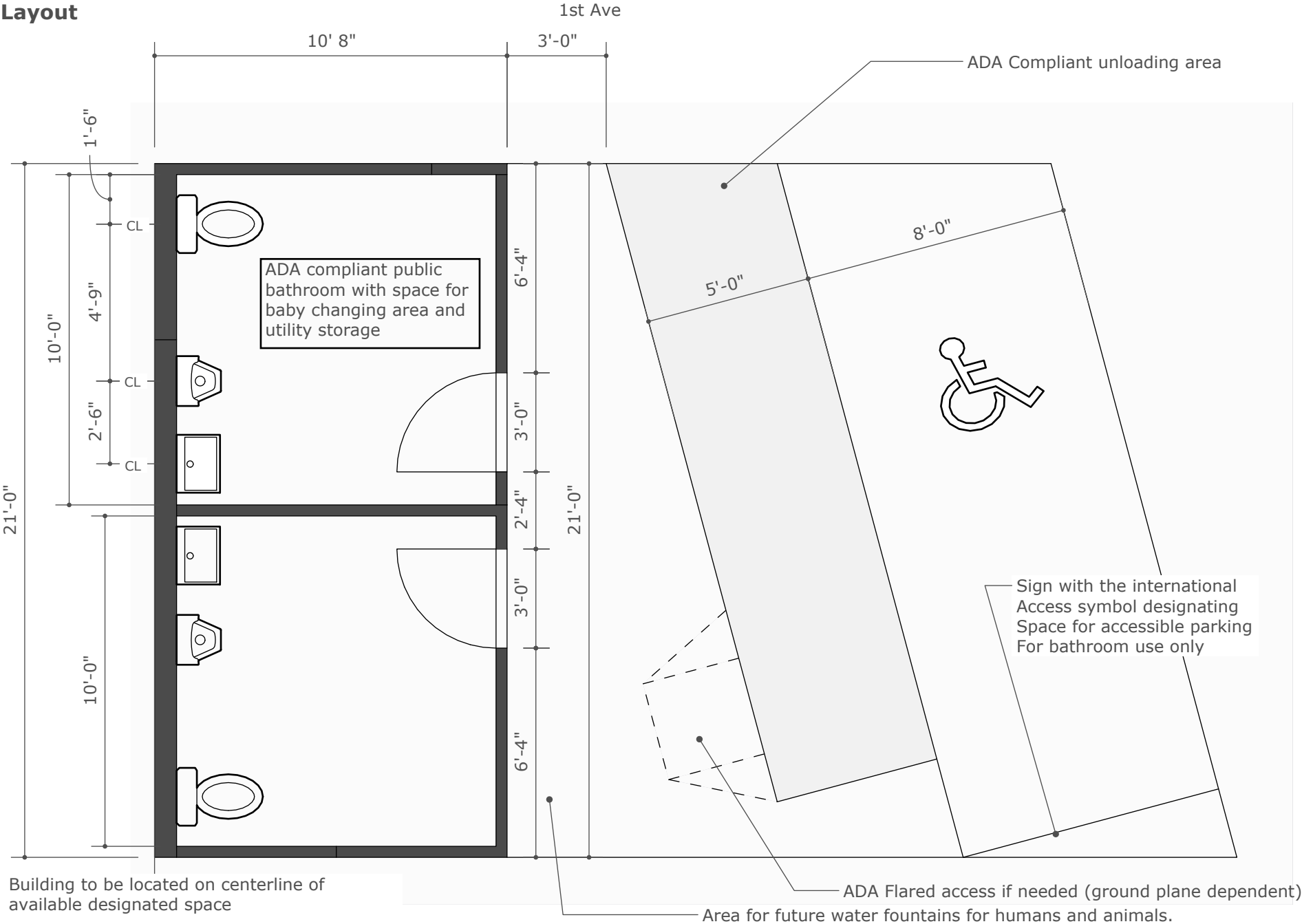
Approved: _____ Date: _____
Tyler Christensen, Design Review Board Chair

Attest: _____ Date: _____
Rosa Cays, Deputy Town Clerk

NOTE: THIS SET IS FOR P&Z and DRB ONLY.



Layout

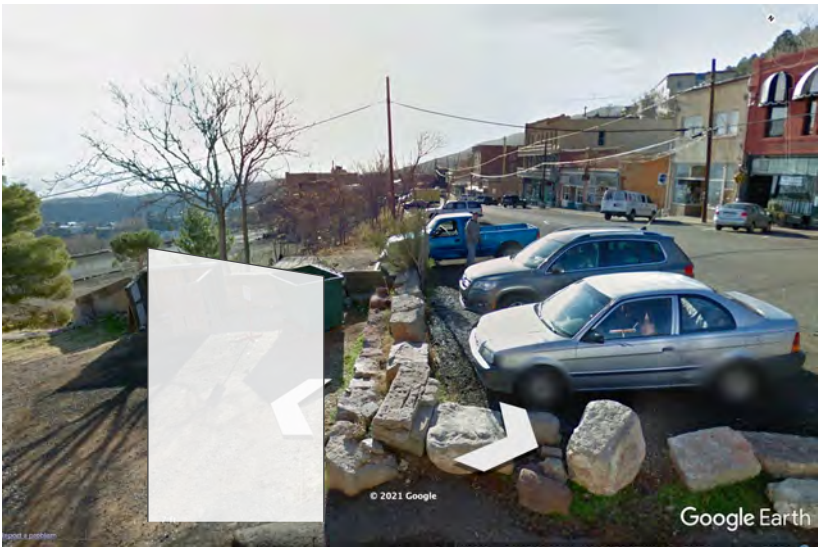


HHH

Visual Map

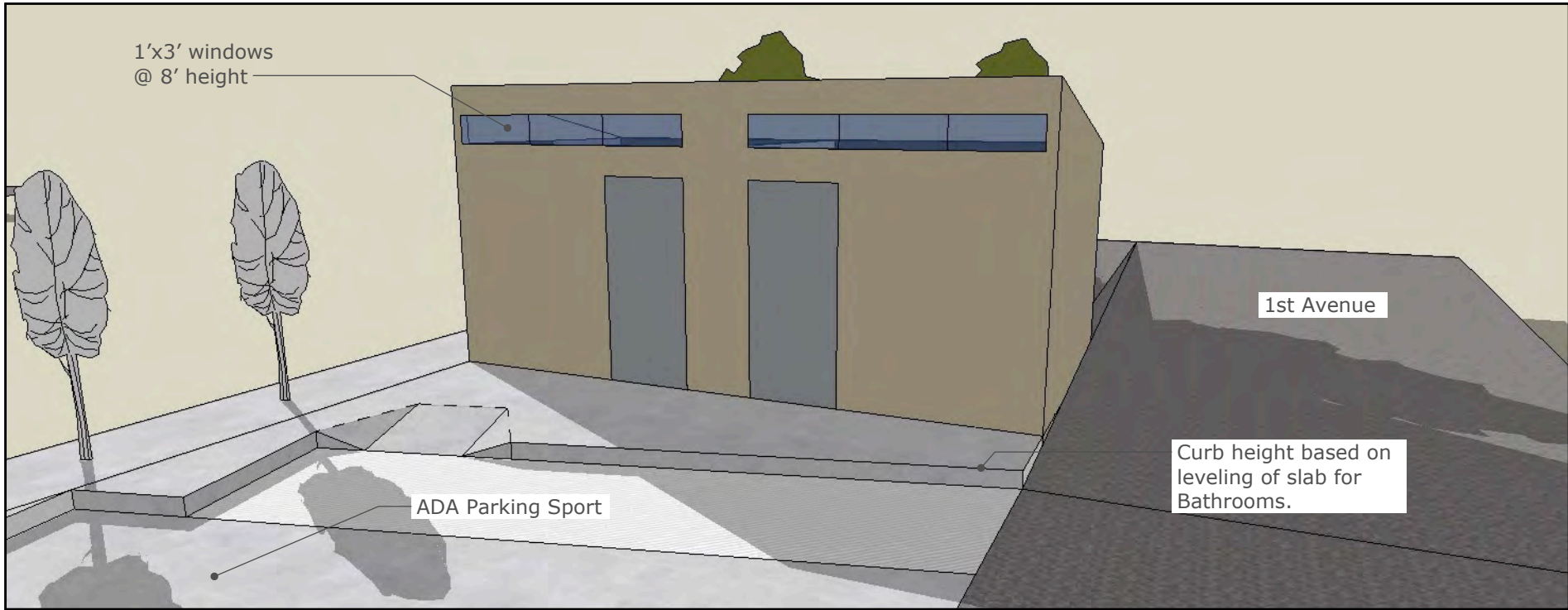
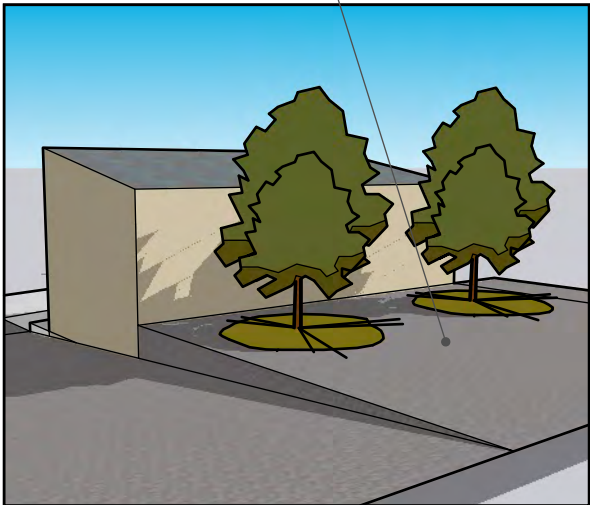
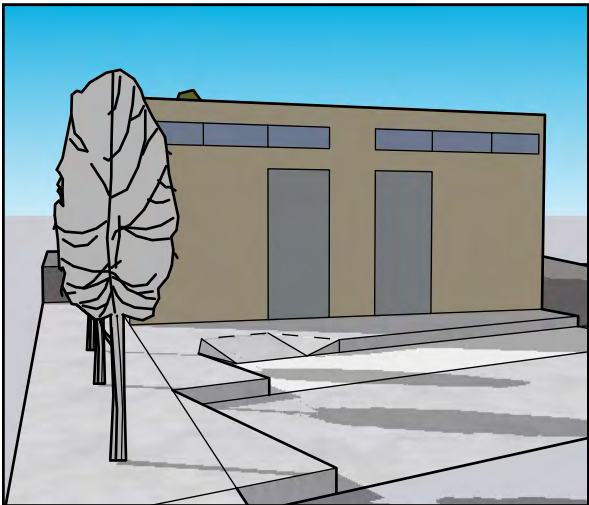
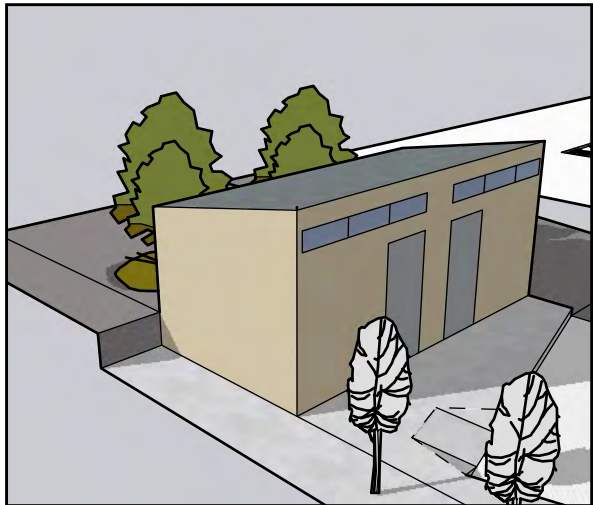


Street Views with massing model

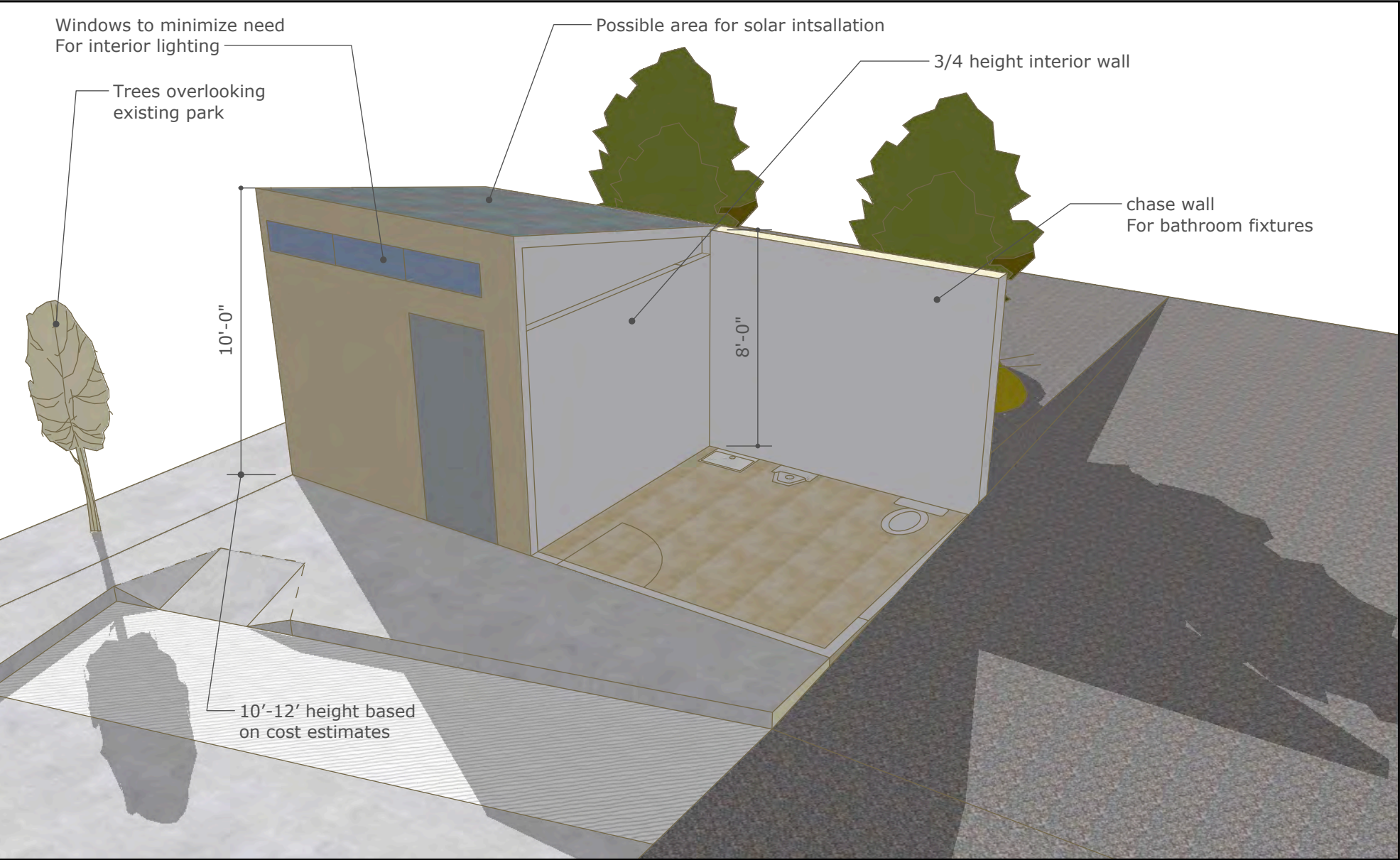


Color to match old town hall

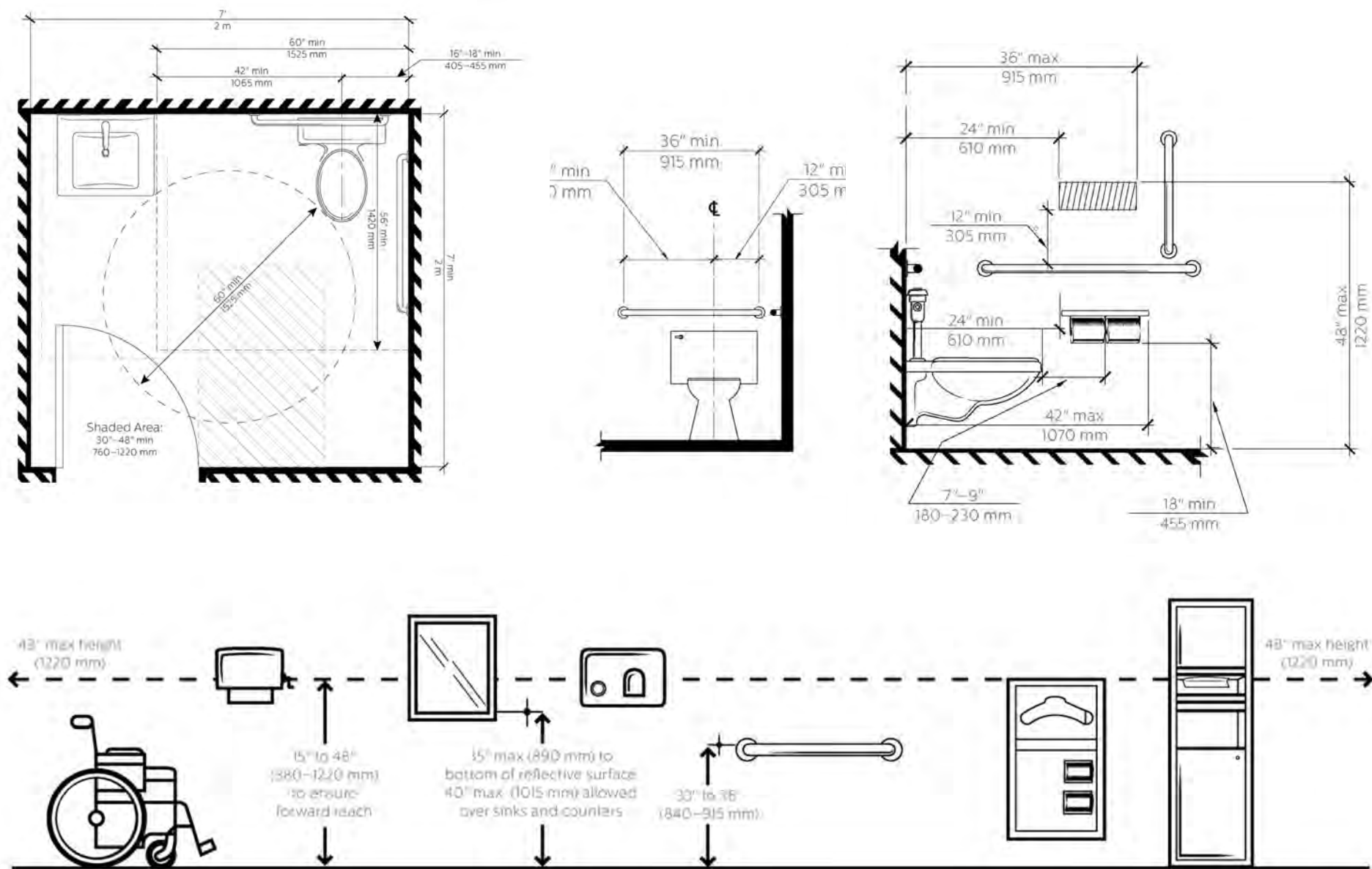
Basic Rendering



Basic Iso Cutaway



ADA Requirements





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

File #: _____

Town Use

General Land Use Application – Check all that apply

- | | | |
|---|---|---|
| <input type="checkbox"/> Site Plan Review \$100 | <input type="checkbox"/> Design Review \$50/\$200 | <input type="checkbox"/> Conditional Use Permit (CUP) \$100 |
| <input type="checkbox"/> Demolition \$50/\$200 | <input checked="" type="checkbox"/> Signage/Awning \$25 | <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: <u>Joshua Bartosh / Ghost Town Tours</u>	Owner: <u>John Bartell</u>
Applicant mailing address: <u>403 Clark St</u>	Property owner mailing address: _____
<u>Jerome, AZ 86331</u>	
Applicant role/title: <u>Director of Operations</u>	
Applicant phone: <u>928 634 6118</u>	Owner phone: <u>928 351 1040</u>
Applicant email: <u>jbartosh@ghosttowntours.com</u>	Owner email: <u>jerome vr center@gmail.com</u>
Project address: <u>403 Clark St</u>	Parcel number: _____
Describe project: <u>Sign overlay project</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: 11/15/21

Property Owner Signature: [Signature] Date: 11/12/21

For Town Use Only	
Received from: <u>Ghost Town Tours</u>	Date: <u>11/15/2021</u>
Received the sum of \$ <u>25.00</u> as: <input checked="" type="checkbox"/> Check No. <u>2664</u> <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card	
By: <u>K.M.</u>	For: _____
Tentative Meeting Date/s - DRB: <u>12/6/2021</u>	P&Z: _____







TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

(928) 634-7943

DRB Resolution No. 2021-24

Approving proposed signage

WHEREAS, the Town of Jerome has received an application from Joshua Bartosh, Director of Operations, for design review for new signage at 403 Clark Street, for Ghost Town Tours (APN 401-06-152H); 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 durable, weather resistant materials such as acrylic, resin, steel, aluminum, or composite materials are preferred.
- b. **LETTERING** – Lettering and symbols on signs should be routed, applied, or painted on the surface of the signing material.
- 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.

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

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

ADOPTED AND APPROVED by a majority vote of the Design Review Board on the 6th day of December 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

General Land Use Application – Check all that apply

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Site Plan Review \$100 | <input checked="" type="checkbox"/> Design Review \$50/\$200 | <input type="checkbox"/> Conditional Use Permit (CUP) \$100 |
| <input type="checkbox"/> Demolition \$50/\$200 | <input type="checkbox"/> Signage/Awning \$50 | <input 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: Thomas Lopez	Owner: Thomas Lopez
Applicant address: 9419 N. 18th St. Phoenix, Arizona 85020	Owner Mailing Address: 9419 N. 18th St. Phoenix, Arizona 85020
Applicant role/title: Owner	
Applicant phone: 602-334-3948	Owner phone: 602-334-3948
Applicant email: tom@seedy.com	Owner email: tom@seedy.com
Project address: 804 Hampshire Avenue	Parcel number: 401-07-128A & 401-07-127A
Describe project: Trim and front door color changes, deleting existing windows, adding new windows, granite cobblestone pavers, natural rock walls iron gate, corrugated siding, two story deck, CMU block foundation, rebuild three walls on first story	

- 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: **11-10-2021**

Owner Signature: _____ Date: **11-10-2021**

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



TOWN OF JEROME | Planning & Zoning Dept.
928-634-7943 | F: 928-634-0715
PO BOX 335 | 600 CLARK ST | JEROME AZ 86331

Barry Wolstencroft, Building Inspector
b.wolstencroft@jerome.az.gov

FOR OFFICE USE ONLY

DATE _____
APPLICATION NO. _____
AMOUNT PAID _____
CLERK'S INITIALS _____

BUILDING PERMIT APPLICATION

Please complete all information that pertains to your building project.

PROPERTY INFORMATION

Yavapai County Assessor's Parcel No.
401-07-128A & 401-07-127A

ADDRESS 804 Hampshire Avenue
CITY Jerome
Subdivision Mountain View Lot 1003-1C

TYPE OF WORK TO BE DONE

Walls, foundation, windows, doors, siding, pavers

☒ RESIDENTIAL ☐ COMMERCIAL ☐ INDUSTRY

VALUATION (material & labor) 100,000

Number of existing structures: 2

PROPERTY OWNER INFORMATION

OWNER Thomas Lopez
Mailing address 9419 N. 18th S
City Phoenix
State AZ Zip 85020
Phone 602-334-3948
Email tom@seedy.com

APPLICANT Thomas Lopez

Phone 602-334-3948
Email tom@seedy.com

☒ OWNER ☐ AGENT ☐ CONTRACTOR

Is owner using a contractor? ☐ YES ☒ NO If YES, the following contractor information MUST be completed prior to issuance of permit. If NO, fill out the attached form, EXEMPTION FROM LICENSING.

Is contractor licensed under provisions of ARS 32-1169? ☐ YES ☐ NO

CONTRACTOR NAME _____ STATE LICENSE _____ CLASS _____

ADDRESS _____ LICENSE EXPIRATION DATE _____

CITY _____ STATE _____ ZIP _____ STATE TAX # _____

Workers compensation insurance policy # _____ Expires _____

Company _____ Address _____

City _____ State _____ Zip code _____

Note: Inspections by the building inspector are scheduled one week in advance. Town of Jerome is not liable for work delays due to inspection scheduling. Please plan ahead and call Town Hall at 928-634-7943 for scheduling assistance.

PLEASE PROVIDE A PLOT PLAN DRAWN TO SCALE, PER CHECKLIST; DIRECTIONS TO THE SITE OR VICINITY MAP;
ANY ADDITIONAL INFORMATION INCLUDING PLANS REQUIRED FOR YOUR TYPE OF PERMIT.
ADDITIONAL APPLICATION FORMS MAY BE REQUIRED FOR SEPTIC AND PUBLIC WORKS.



TOWN OF JEROME | Planning & Zoning Dept.
928-634-7943 | F: 928-634-0715
PO BOX 335 | 600 CLARK ST | JEROME AZ 86331

OWNER-BUILDER/DEVELOPER STATEMENT – PART I (Exemption from contractor licensing requirements)

Arizona Revised Statutes 32-1121, items 1–16, allow exemptions from state licensing requirements under the following conditions (items 5 and 6 are common to the area and are reproduced below):

Item 5 (Owner-Builder): Owners of property who improve such property or who build or improve structures or appurtenances on such property and who do the work themselves, with their own employees or with duly licensed contractors, if the structure, group of structures or appurtenances, including the improvements thereto, are intended for occupancy solely by the owner and are not intended for occupancy by members of the public as the owner's employees or business visitors and the structures or appurtenances are not intended for sale or for rent. In all actions brought under this chapter, except an action against an owner-occupant as defined in section 33-1002, proof of the sale or rent or the offering for sale or rent of any such structure by the owner-builder within one year after completion or issuance of a certificate of occupancy is prima facie evidence that such project was undertaken for the purpose of sale or rent. For the purposes of this paragraph, "sale" or "rent" includes any arrangement by which the owner receives compensation in money, provisions, chattels or labor from the occupancy or the transfer of the property or the structures on the property.

Item 6 (Owner-Developer): Owners of property who are acting as developers and who build structures or appurtenances to structures on their property for the purpose of sale or rent and who contract for such a project with a general contractor licensed pursuant to this chapter and owners of property who are acting as developers, who improve structures or appurtenances to structures on their property for the purpose of sale or rent and who contract for such a project with a general contractor or specialty contractors licensed pursuant to this chapter. To qualify for the exemption under this paragraph, the licensed contractors' names and license numbers shall be included in all sales documents.

NOTE: Commercial zoning requires commercially licensed contractors.

If an owner is allowed to utilize his own employees, the owner is required to a) provide each employee with unemployment and workman's compensation insurance; b) have a federal and state tax ID number, and c) withhold and file federal and state income tax for each employee.



I CERTIFY THAT I AM NOT REQUIRED TO BE LICENSED OR UTILIZE A LICENSED GENERAL CONTRACTOR FOR THE WORK AUTHORIZED BY BUILDING PERMIT NO. _____ ON THE BASIS THAT (check all that apply):

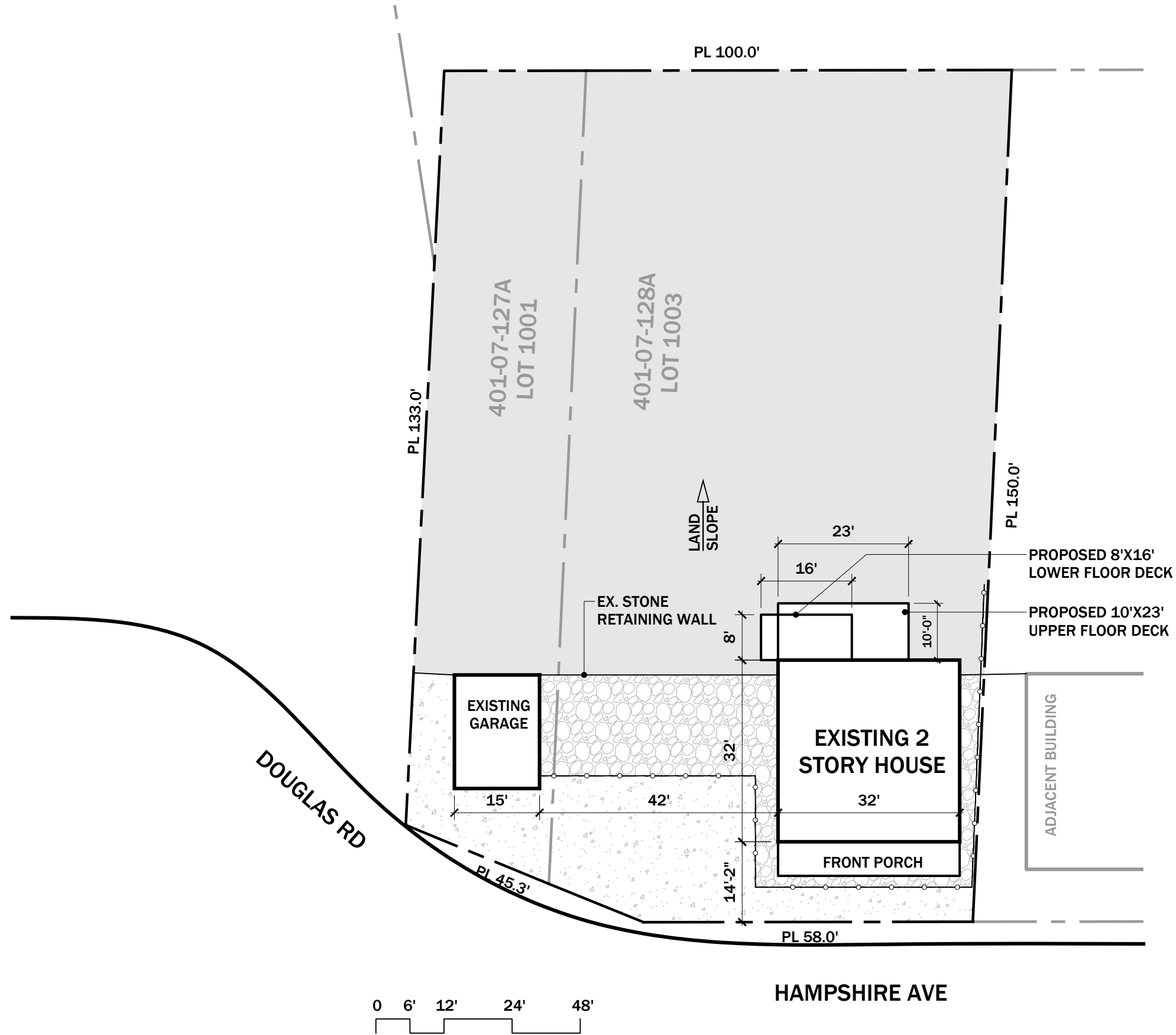
- ☒ The structure is not for sale or rent and is solely owner occupied.
- ☐ The improvements are for sale or rent and all work will be done by licensed contractors identified on the back of this form.
- ☐ The improvements will be occupied by the general public and all work will be done by licensed contractors identified on the back of this form.

Owner's signature

11-10-2021

Date

SHEET SIZE 17" x 11"



REVISION	DATE

PROJECT
804 HAMPSHIRE
AVE, JEROME, AZ
86331

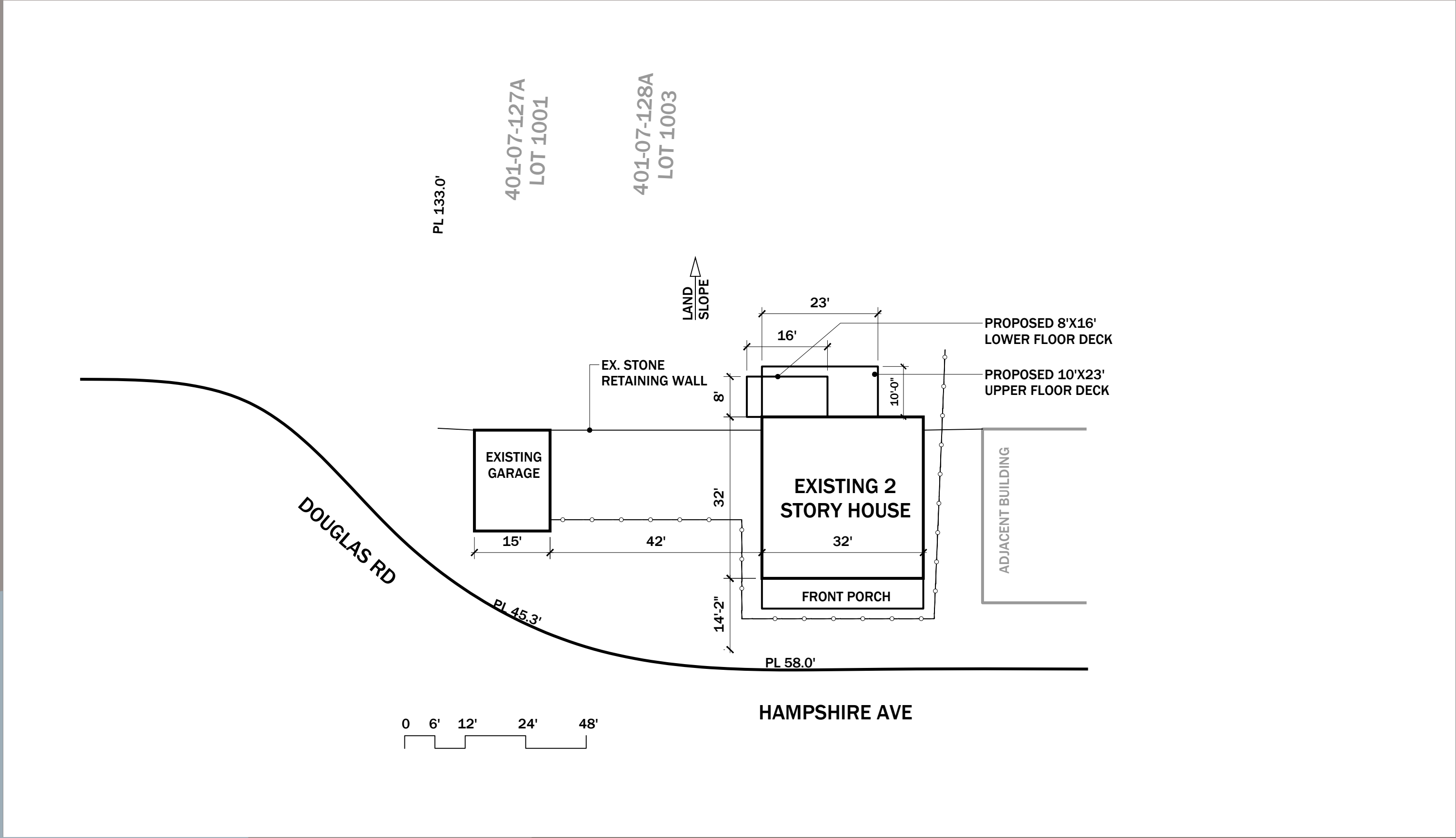
SITE PLAN
SCALE: 1" = 20' - 0"
C-1

804

Hampshire Avenue,
Jerome, AZ

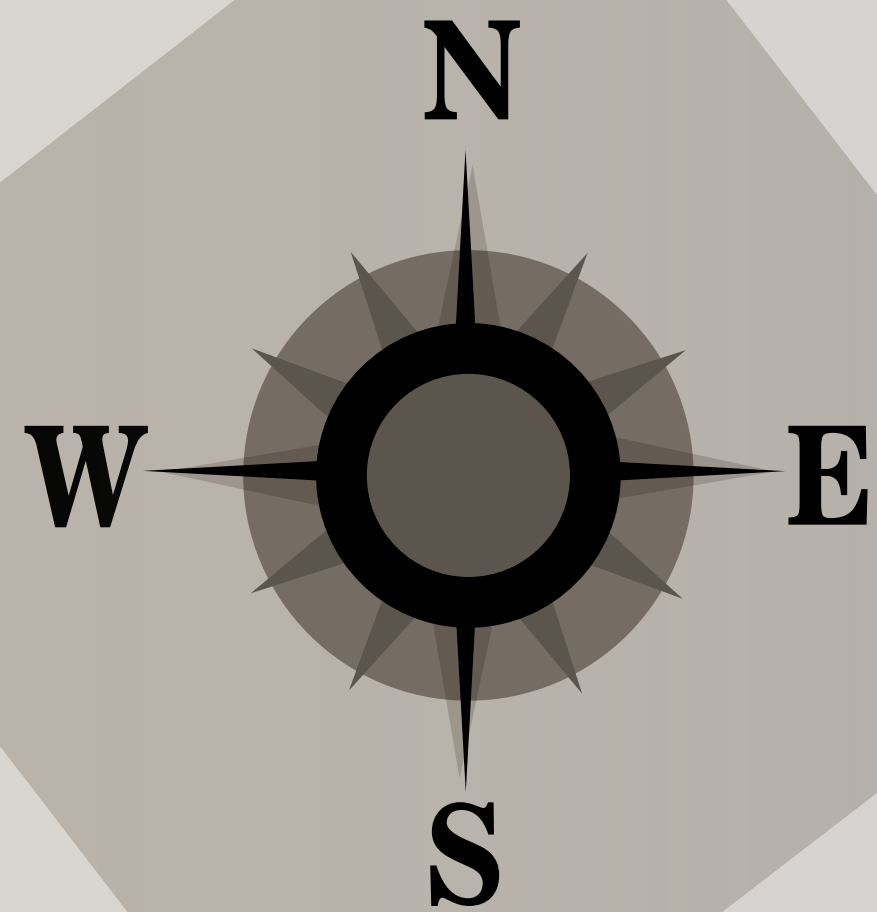


SITE PLAN OF THE PROPERTY



804

Hampshire Avenue,
Jerome, AZ



SW to NE view

SW side of the house



NW to SE view

NW side of the house



NE to SW view

NE side of the house



NE to SW view

NE side of the house



S side of the house

SW to NE view



SE corner of the house

SE to NW view



SE corner of the house

SE to NW view



S side of the house

S to N view



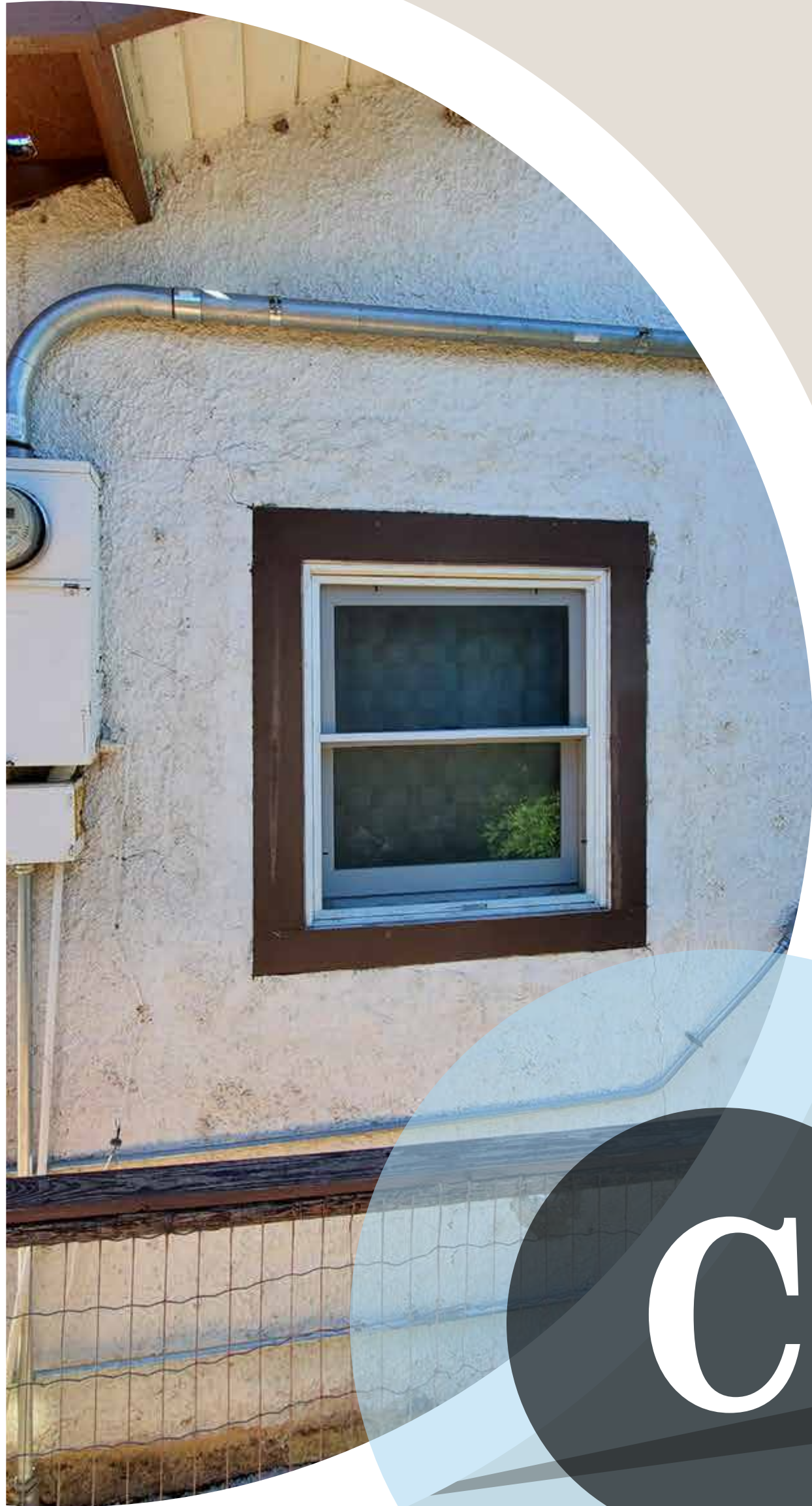
A

**Remove and cover up existing
30" x 36" downstairs bathroom
window located on NE side of
house**



B

**Remove and cover up existing
36" x 53" enclosed porch window
located on NE side side of house**



C

**Remove and cover up existing
28" x 30" kitchen window
located on NE side of house**

**Remove and cover up existing
46" x 70" master bedroom
window located on SW side of
the house**

D



**Remove and cover up existing
22" x 10.5" bathroom window
located on front of house**

