



TOWN OF JEROME

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

AGENDA

Regular Meeting of the Planning and Zoning Commission

Wednesday, December 15, 2021, 6:00 pm

CONDUCTED VIA ZOOM

Members of the public are welcome to participate in the meeting via the following options: By computer at <https://us02web.zoom.us/j/9286347943> or by telephone at 1 669 900 683. The Meeting ID is 928 634 7943. A drive-up internet hotspot is now available in the parking lot in front of the Jerome Public Library. The network is Sparklight Yavapai Free Wi-Fi, and no password is required. Please submit comments/questions at least one hour prior to the meeting to Town Manager/Clerk Candace Gallagher via email: c.gallagher@jerome.az.gov.

Item 1: Call to order

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

Possible Direction to Staff

Item 3: Approval of Minutes – Regular meeting of October 20, 2021

Old (continued) Business: none

Public Hearing (continued):

Item 4: Ordinance amendments related to temporary signs in the commercial and industrial zones (additional changes from November 9, 2021, Council meeting)

The Planning & Zoning Commission's recommendation for amendments to the sign ordinance were reviewed by the Town Attorney, Town Manager, and Council, and certain changes have been recommended.

Discussion/Possible Action – **P&Z Resolution 2021-20**

New Business:

Item 5: Review of Jerome Design Guidelines

Jerome Town Council has requested that the Planning & Zoning Commission review the draft of the design guidelines and provide feedback to Council.

Discussion/Possible Action

Meeting Updates:

Item 6: Updates of recent and upcoming meetings

- a. **October 12 Council meeting** – microbrewery CUP; zoning administrator/historic preservation officer; banners for town-sponsored events; design review guidelines
- b. **November 1 DRB meeting** – Cornish Pasty sign (tabled)
- c. **November 9 Council meeting** – 300 Queen Street zoning (first reading); interim zoning administrator; contractual options to address street abandonment and subsidence; COVID protocol
- d. **December 6 DRB meeting** – public restrooms; new Ghost Town Tours sign; 804 Hampshire
- e. **December 13 Council meeting** – 300 Queen Street zoning (second reading); resolution regarding fee schedule for planning and zoning, design review, and board of adjustment fees; contractual options to address street abandonment and subsidence; short-term rentals; request for abandonment of a portion of a town right-of-way

Item 7: Potential items for Wednesday, January 19, 2022 – Public restrooms; 804 Hampshire Avenue project

Item 8: Adjourn

The undersigned hereby certifies that this notice and agenda was posted at the following locations on or before 6 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



TOWN OF JEROME

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

MINUTES

Regular Meeting of the Planning and Zoning Commission

Wednesday, October 20, 2021, 6:00 pm

CONDUCTED VIA ZOOM

6:00 (0:24) Item 1: Call to order

Chair Lance Schall called the meeting to order at 6:00 p.m.

Deputy Town Clerk Rosa Cays called the roll. Present were Chair Schall, Vice Chair Chuck Romberger, and Commissioners Jeanie Ready and Lori Riley. Commissioner Jera Peterson was not present, though notified the commission in advance. Also present was Town Manager/Clerk Candace Gallagher.

6:01 (1:02) Item 2: Petitions from the public – There were no petitions from the public.

6:01 (1:18) Item 3: Approval of Minutes – Regular meeting of September 15, 2021

Motion to approve the minutes of the September 15, 2021 regular P&Z meeting

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Peterson					X	
Ready	X		X			
Riley			X			
Romberger			X			
Schall		X	X			

Old (continued) Business: none

Public Hearings:

6:02 (2:19) Item 4: Ordinance amendments related to temporary signs in the commercial and industrial zones

Applicant: Town of Jerome

Amendments include but may not be limited to Section 509 of the Jerome Zoning Ordinance.

Discussion/Possible Action

Chair Schall officially opened the public hearing. He then explained that in a message from Ms. Gallagher, she stated that this item was not included on the last council meeting agenda, but rather than remove it from the P&Z agenda, it was retained so it could be continued to the next P&Z meeting.

Motion to continue the public hearing to the next P&Z meeting

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Peterson					X	
Ready			X			
Riley		X	X			
Romberger			X			
Schall	X		X			

6:04 (3:55) Item 5: Rezone from AR to C-1

Applicant/Owner: Cameron Sinclair and Bethany Halbreich/Half Kingdom Holdings LLC

Zone: AR/C-1

Address: 300 Queen Street

APN: 401-06-128G

Applicants are seeking to rezone approximately 6,000 square feet of their property from AR (Agricultural Residential) to C-1 (General Commercial).

Discussion/Possible Action – P&Z Reso. 2021-17

Chair Schall introduced the item. After reviewing the information provided by the applicants, he said he did not have any issues with the request to rezone the lot. Chair Schall noted it could be beneficial to the town for several reasons and that it could help in developing the parking in that area. He said the focus of this item is the rezoning request despite the other information provided in the application.

Vice Chair Romberger recused himself since the applicants are currently leasing a portion of his property (House of Joy).

Commissioner Riley asked for clarification on the rezoning. Chair Schall said it was the AR zone they wanted to change to make the entire lot a C-1 zone. Chair Schall made a few other comments about the project and thought it could benefit the stores along Hull Avenue due to the proximity and make this part of town a more viable commercial area.

Commissioner Ready agreed with Chair Schall that to unify the parcel into one zone made sense.

(10:15) Applicant Cameron Sinclair spoke about the parcel and its history. He said the previous owner had acquired a conditional use permit (CUP) to build a residence with the understanding that the whole lot was in the C-1 zone, although it was not. He clarified that he and Ms. Halbreich also applied for a CUP, which was approved, knowing the lot was split. They plan to apply for another CUP should the rezone be approved to keep everything "above board" and avoid what happened in the early 2000s and late 1980s.

Chair Schall said he was aware of the CUP and speculated if it would carry through the rezoning. Mr. Sinclair said he has talked to a legal team and that because the house is already under construction, they have the right to continue building; they simply want to be sure they have all paperwork in place so as not to raise any questions in the future.

Chair Schall said the rezoning is on the agenda, but the CUP is not, so it would need to be addressed at a future meeting. Ms. Gallagher said she had made a note of it. Chair Schall closed the public hearing at 6:19 p.m.

Motion to approve P&Z Resolution 2021-17

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Peterson					X	
Ready		X	X			
Riley			X			
Romberger						X
Schall	X		X			

New Business:

6:19 (19:13) Item 6: Final Site Plan Review for a garage

Applicant/Owner: Cynthia Barber and Christina Barber

Address: 875 Gulch Road

Zone: AR

APN: 401-09-013

Applicants are seeking final site plan approval to construct an approximately 280-square-foot garage. Request for a variance was approved by the Board of Adjustment on September 21, 2021.

Discussion/Possible Action – P&Z Reso. 2021-18

Chair Schall reminded the commissioners that this was preliminarily reviewed and approved by P&Z, then the Board of Adjustment. He asked if anyone had questions.

Vice Chair Romberger suggested revising the ordinance and changing the setbacks so that they're consistently required to be a minimum of 5 feet and not worry about front, side, and back yards.

Ms. Riley asked if this should apply to all of Jerome. Vice Chair Romberger said yes, essentially, that it would be better to make it the general rule rather than to "pick and choose" who gets approved. Chair Schall said it made sense to streamline but that the fire department may not want to encourage minimal setbacks of 5 feet for safety reasons. He said it was a discussion for another time.

Motion to approve P&Z Resolution 2021-18

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Peterson					X	
Ready			X			
Riley		X	X			
Romberger			X			
Schall	X		X			

6:23 (23:05) Item 7: Final Site Review for a deck extension on a single-family residence

Applicant/Owner: Adam Downey/Thomas Bauers

Address: 630 Main Street

Zone: R1-5

APN: 401-07-151

Applicant is seeking final site plan approval to construct an approximately 220-square-foot rear deck. Request for a variance was approved by the Board of Adjustment on September 21, 2021.

Discussion/Possible Action – P&Z Reso. 2021-19

Chair Schall reminded everyone that this project was preliminarily reviewed and approved by P&Z, then the Board of Adjustment.

Motion to approve P&Z Resolution 2021-19

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Peterson					X	
Ready			X			
Riley			X			
Romberger		X	X			
Schall	X		X			

Informational Items (Current Event Summaries):

6:24 (24:13) Item 8: Updates of recent and upcoming meetings

a. **September 21, 2021, BOA meeting** – variances for 875 Gulch Road, 148 Juarez Street, and 630 Main Street.

b. **October 4, DRB meeting** – 875 Gulch Road and 630 Main Street

Ms. Cays briefly shared the updates of recent and upcoming meetings.

6:25 (25:28) Item 9: Potential items for Wednesday, November 17, 2021 – continuation of public hearing on sign

ordinance amendments
Ms. Cays said the public hearing for the amendments to the sign ordinance and Mr. Sinclair’s CUP application would be on the next agenda.

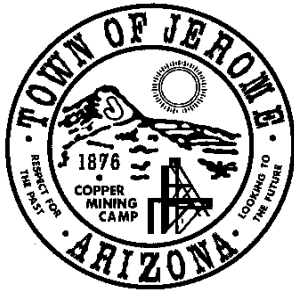
Item 10: Adjourn

Motion to adjourn at 6:26 p.m.

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Peterson					X	
Ready		X	X			
Riley			X			
Romberger			X			
Schall	X		X			

Approved: _____ Date: _____
Lance Schall, Planning & Zoning Commission Chair

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



Founded 1876
Incorporated 1899

TOWN OF JEROME

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

STAFF SUMMARY REPORT – PLANNING & ZONING

FROM: Candace Gallagher, Town Manager/Clerk

ITEM: #4: SIGN ORDINANCE AMENDMENTS

MEETING DATE: December 15, 2021

Following the Planning & Zoning Commission's recommendation for amendments to the sign ordinance, those amendments were reviewed by the Town Attorney, myself and Council, and certain changes have been recommended. The document attached includes those changes along with those originally recommended by P&Z.

Specifically, the following items were changed since P&Z's prior recommendation:

- The definition for "Mannequin/Skeleton" was amended to include "Statue" as well.
- The definition for "Sign, Banner" was changed to remove the words "lightweight" and "does not flutter or move," and to add "Does not include a flying banner."
- In the definition for "Sign, Interior," the word "accessible" was changed to "visible."
- The definition for "Sign, Wall" was changed to clarify that it applies to signs applied to the exterior of a window.
- C.6 was added to exempt bumper stickers on vehicles.
- C.7 was added to exempt temporary signs for town-sponsored or co-sponsored events.
- D.1.a. was clarified to include a specific reference to paragraph G.9.
- D.2.f. was changed to add "... in accordance with Section 304.H.4 of the Zoning Ordinance."
- D.3. was changed to refer to the correct section – 304 – not to Section 303.
- E.3. Added "statue."
- E.7. Removed the word "incandescent," as that is becoming outdated.
- E.11. Added "... in accordance with Section 304.H.4 of the Zoning Ordinance."
- G.8.a. Increased the maximum permitted size for the sum of the area of all temporary signs to 16 square feet.
- G.8. Deleted item f. (then renumbered others) which stated "The maximum height of a temporary sign is four (4) feet." It was unclear as to whether this referred to dimensional height or height from the ground. John Knight informed us that this was intended to apply to A-frame signs, and that height restriction is already specified in Section G-9.b. so it was redundant here.

Because there were several changes, this is now being referred back to P&Z, as prescribed by Section 301.D.4 of the zoning ordinance:

The Council shall not make any changes in any proposal recommended by the Commission until the proposed changes have been referred back to the Commission for a report. Failure of the Commission to file a report back to the Council within thirty (30) days from date of receipt of the recommended changes shall be deemed to be approval of the proposed change(s) as recommended by the Council.

Following P&Z's review, the ordinance will be placed on Council's agenda for first reading, either in the form proposed here or to include any changes to it which are recommended by P&Z.

**REDLINE OF PROPOSED CHANGES TO THE SIGN ORDINANCE
AS REVIEWED BY THE PLANNING AND ZONING COMMISSION ON
AUGUST 18, 2021
AND BY THE JEROME TOWN COUNCIL ON NOVEMBER 9, 2021**

SECTION 509. SIGNS

A. PURPOSE

This section provides a set of standards for the design and construction of signs within the Town of Jerome. The purpose of this section is to encourage the preservation of historic buildings and artifacts, to protect the general public from damage and injury, to protect property values, to preserve the beauty and unique character of Jerome, to aid in the free flow of traffic within the town, and to promote the tourist industry, which is important to the economy of Jerome, and the Historic Overlay District. The section also recognizes free speech rights by regulating signs in a content-neutral manner.

B. DEFINITIONS

Within and for the purposes of this section, the following definitions, and only these definitions, apply.

1. Area -- Sign area is calculated as the area within a continuous perimeter that encloses the limits of text and graphics of a sign, together with any frame or other material or color forming an integral part of the display or used to differentiate the sign's message from the background against which it is placed. The area excludes the structure upon which the sign is placed and sign supports.
- ~~1.2.~~ Barber Pole-pole – a type of sign used by barbers to signify the place or shop where they perform their craft. The sign includes a staff or pole with a helix of colored stripes (usually red, white, and blue). The pole may be stationary or may rotate, often with the aid of an electric motor.
- ~~2.3.~~ Clear Vision-vision Triangle-triangle – A ~~triangle-triangle~~-shaped zone formed by the existing or proposed curb lines of two or more intersecting streets, roads, or alleys and a third line connecting said curb lines at a distance of thirty (30) feet in each direction from the point of the curb line intersection, in order to provide vehicular traffic an unobstructed view of cross traffic at intersections. In locations without curbs, the edge of the drivable surface of the street or road shall be treated the same as a curb.
4. Flying Banner-banner – a flexible or rigid pole ~~to which~~attached to one side of a flexible fabric, generally in the shape of a feather ~~or similar shape, is attached, and which is~~ used for the primary purpose of advertising or attention-getting by the public display of visually communicative images. Such banners are also known and sold under names ~~which that~~ include, but are not limited to, “quill sign,” “wing banner,” “banana banner,” “blade banner,” “flutter banner,” “flutter flag,” “bowflag,” “teardrop banner,” and others. The definition includes functionally similar display devices.
5. Mannequin/skeleton/statue – a styled and three-dimensional representation of the human form.
6. Mural – See definition for *Sign, Painted*.
- ~~3.~~ —
7. Organization – An organized body of people with a particular non-profit or for-profit purpose, such as a society, association, civic or charitable group.
- ~~4.8.~~ Sign -- An object meant to convey a message through the use of words or symbols. A sign can be painted on one ~~surface,~~ or ~~both~~ multiple surfaces, be free-standing, ~~or be signs~~ supported by a ~~pole, or pole~~ or attached to a building. All exterior signs, whether public or private, are regulated by this ordinance.

9. Sign, A-frame – A temporary, movable, free-standing sign placed on but not permanently anchored in the ground. This definition includes T-frame signs and other similar temporary signs. A-frame signs are typically constructed of wood, cardboard, plastic, or other lightweight and rigid material, and are often referred to as sandwich boards.
10. Sign, Balloon –~~Balloon sign shall mean~~ any sign painted onto or otherwise attached to or suspended from a balloon, whether ~~such balloon is~~ anchored or affixed to ~~a building or any other~~ portion of the premises or tethered to and floating above any portion of the premises.
11. Sign, Banner – A sign made of fabric or similar material with no enclosing framework that is mounted to a building or structure (see also definition for Does not include a flying banner).
12. Sign, Business Door Identification -- A nameplate sign of a business name on an entry door, not exceeding 2 by 12 inches.
5. —
6. — ~~Area – A rectangular area calculated by drawing horizontal and vertical lines from all sign extremities excluding those which are essentially sign supports.~~
- 7.13. Sign, Canopy -- A sign mounted on or painted on a canopy or awning.
14. Sign, Changeable-Copy – A sign, or portion thereof, with characters, letters, or illustrations that can be changed or rearranged manually without altering the face or surface of the sign. Examples include whiteboards, chalkboards, and menu boards.
15. Sign, Directional – An exterior sign that indicates whether a business is open or closed or directs people to a particular entrance of a building.
- 8.16. Sign, Free-Standing -- A sign not attached to or supported by a building.
17. Sign, Gas-Generated -- Gas-generated signs or signs illuminated by gas-generated lighting.
- 9.18. Sign, Height -- The vertical distance from the ground directly under the sign to the lowest highest point of the sign.
- 10.19. Sign, Interior -- Signs within a building not accessible-visible from outside. Interior signs are not regulated by this ordinance.
11. — ~~Sign, Gas Generated – Gas generated signs or signs illuminated by gas generated lighting, other than those existing on June 14, 1977, are prohibited.~~
20. Sign, Nameplate - A sign typically used to identify the business or residents of the premises.
- 12.21. Sign, Off-premise -- A permanent or temporary sign not located on the premises of the business which that it advertises.
- 13.22. Sign, On-premise -- A permanent or temporary sign located on the premises of the business that it advertises. A sign, the content of which relates to the premises on which it is located, referring exclusively to the name, location, products, persons, accommodations, services, or activities of or on those premises, or the sale or lease of those premises.
14. — ~~Sign, Nameplate – A sign which is limited to the name and/or business of the residents of the premises, not exceeding two inches by twelve inches (2" x 12").~~

- ~~15. Sign, Business Door Identification – A nameplate sign of a business name on an entry door, not exceeding two inches by twelve inches (2" x 12").~~
23. Sign, Open/Closed – See definition of Sign, Directional.
24. Sign, Painted – A sign painted directly on the building façade.
25. Sign, Permanent – A sign permanently attached to a structure or affixed to the ground. Includes Wall Signs, Free standing Signs, Projecting Signs, Painted Signs, and Barber poles. Permanent signs are intended to advertise or call attention to any item, business, activity, or place; are visible from outside a building; and are intended to be in place for longer than thirty days.
- ~~16.~~26. Sign, Projecting – A building-mounted sign which that projects from and is supported by a wall of a building.
- ~~17. Sign, Wall – A sign attached flush to the exterior surface of a building, or permanently applied to a window of a building. The sign must not project above the roof. Light sources aimed at the wall sign may project further.~~
- ~~18. Sign, Historical/Historical Period – A sign in use in Jerome during the period between 1876 and 1953.~~
- ~~19.~~27. Sign, Service – An interior sign whose purpose is not to advertise the business displaying the sign, but to inform or provide for the safety of the public. Signs such as credit card placards, directional signs, and “No Smoking” signs, and menu boards are examples of service signs.
- ~~20. Sign, Open/Closed – A sign indicating that a place of business is open or closed.~~
- ~~21.~~28. Sign, Temporary – A sign not permanently attached to a structure or to the ground. Examples of temporary signs include garage sale signs, temporary sale signs, contractor signs, banner signs, A-frame signs, T-frame signs, candidate signs, and real estate signs. Temporary signs shall only be displayed for a limited period. The definition of temporary sign does not include flags.
- ~~22.~~29. Sign Walker – A person (or persons) waving “sales theme signs” with arrows at entrances to major highways or at corners of high traffic intersections directing customers to a sale. Also called sign twirlers, sign holders, human billboards, and sign events.
30. Sign, Wall - A sign attached flush to the exterior surface of a building, or permanently applied to the exterior of a window of a building. The sign must not project above the roof. Light sources aimed at the wall sign may project further out from the wall.
- ~~23. Organization – An organized body of people with a particular purpose, such as a society, association, civic or charitable group, or similar, whether non-profit or for-profit.~~

[Ord. No. 457; Ord. No. 472]

C. APPLICABILITY

The provisions of this section shall apply to all signs placed or maintained within the Town of Jerome with the exception of the following:

1. Non-illuminated names of buildings, dates of erection, monument citations, commemorative tablets, and the like, when carved into stone, concrete, metal, or any other permanent type construction and made an integral part of a permitted structure or made flush to the ground.
2. Signs required by law or signs of a duly constituted governmental body, such as traffic signs, warning signs, or no trespassing signs.

3. Signs placed by a public utility for the safety, welfare, or convenience of the public, such as signs identifying high voltage, public telephone, or underground cables.
4. Notices regarding parking, directions, or trespassing on private property.
5. Signs upon a vehicle, provided that any such vehicle is actively used for bona fide delivery or other business purposes.
6. Bumper stickers on a vehicle.
- ~~5-7.~~ Temporary signs for town-sponsored or co-sponsored events.

[Ord. No. 457]

D. PERMITS

1. A sign permit shall be required before a permanent sign may be placed, constructed, re-constructed, or altered within the Town of Jerome with the exception of the following:
 - a. A-frame signs which are on private property (see additional standards regarding A-frame signs in paragraph G.9 of this Section).
 - b. Changeable-Copy Signs.
 - c. Directional Signs.
 - d. Exterior temporary signs in the residential districts.
 - ~~a.e.~~ Name-plate signs and business door identifiers not exceeding ~~two 2two inches~~ by twelve inches (2" x 12") (2" x 12").
 - ~~b.f.~~ Repainting or maintenance of signs, provided there is no change in size, shape, wording, composition, or color.
 - ~~e.~~ On-site menu boards, either in a wall-mounted case or window display.
 - ~~d.~~ Exterior temporary signs.
 - ~~e.g.~~ Signs not permanently affixed to a window and located entirely within an enclosed building.
2. An application for a permanent sign permit shall be filed with the ~~Zoning zoning Administrator~~ administrator on a form prescribed by the ~~Zoning zoning Administrator~~ department. ~~The application and~~ shall be accompanied by ~~the required number of copies required by the Zoning Administrator. eight identical copies of the sign plans.~~ Each copy shall be on one or more sheets of paper measuring ~~not moreno larger than twenty-four24 inches~~ by ~~thirty-six36 inches (24"x36")~~ drawn to scale, which shall show the following:
 - a. Signature of the applicant.
 - b. The name and address of the sign owner and sign erector.
 - c. Drawings showing the design, dimensions, color, material, and structure of the sign.
 - d. A drawing or photograph of the building facade indicating the proposed location of the sign, and all other existing signs maintained on the premises and regulated by this ordinance.
 - e. Proposed method of lighting the sign.
 - f. Any additional information ~~which~~ that the Design Review Board may require in order to decide on the application, in accordance with Section 304.H.4 of the Zoning Ordinance.

- g. Payment of a non-refundable, one-time filing fee in an amount established by a schedule adopted by resolution of the Council and filed in the offices of the ~~Town~~ town Clerk. Applicant may re-submit a modified plan without paying an additional fee. Payment of the filing fee shall be waived when the applicant is an ~~agency~~ agent of the town, county, state, or federal government.
3. Plan Review

The ~~Zoning~~ zoning Administrator shall review and accept completed plans in accordance with the provisions of Section 30~~3~~4. These plans shall be placed on the agenda of the next Design Review Board meeting.
4. Design Review

The Design Review Board shall, in accordance with the provisions of Section 304, deny, approve, or conditionally approve any application for a sign permit. Upon approval of an application by the Design Review Board, the ~~Zoning~~ zoning Administrator shall be instructed to issue the sign permit.
5. The Design Review Board may waive the requirements of this section in order to allow the preservation or restoration of signs or commercial graphics ~~which are~~ determined to be of historical significance.

[Ord. No. 457; Ord. No. 472]

E. REGULATIONS APPLICABLE TO SIGNS IN ALL ZONES

1. The design, color, shape, materials, and style of permanent signs shall be subject to review and approval of the Design Review Board.
2. All signs shall be constructed, designed, or attached to structures in conformance with the building code adopted by the Town of Jerome.
3. No sign, mannequin, skeleton or statue shall be constructed or placed in the clear vision triangle, erected or lit in such a manner as to interfere in any way with the flow of traffic on the public right of way, or present a traffic hazard.
- ~~4.~~ No sign or mannequin/skeleton shall be constructed or placed in such a manner as to interfere with pedestrian traffic on public or private walkways, stairs, and/or handrails.
- ~~4.5.~~ Free-standing signs shall not exceed four (4) feet in height.
- ~~5.6.~~ Organizations as defined herein are allowed temporary signs without a permit or review for temporary special event banners or signs. Banners for special events must be removed within three (3) days of the close of any event and may not be hung on Town property without permission of the Town of Jerome. The ~~Town~~ town Manager may approve special event banners to be hung on ~~Town~~ town property for recurring events. Banners to be hung on ~~Town~~ town property for ~~first~~ first-time events shall be approved by the ~~Town~~ town Council.
- ~~6.7.~~ 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 lit 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 paints shall be permitted as part of any sign.
- ~~7.8.~~ Any existing nonconforming, permanent sign legally constructed or permitted prior to the adoption of this ordinance may be continued in use; if such a sign is damaged, it

may be restored or repaired. If a new sign is constructed, it must conform to the provisions of this chapter.

~~8-9.~~ Signs shall be removed ~~upon~~ within thirty (30) days of business relocation or closure.

~~9-10.~~ If any sign becomes a danger to the public or becomes deteriorated or is abandoned, the property owner, or owner of the sign shall be notified to remove or repair the sign. If ~~he/she/they~~ does not comply within ten (10) days, the ~~Zoning-zoning Administrator administrator~~ shall have the sign removed and the cost assessed to the owner of the property on which such sign is located.

11. Painted Signs. Painted signs shall be subject to review by the Design Review Board in accordance with Section 304.H.4 of the Zoning Ordinance. The maximum number and area of painted signs shall be subject to the same restrictions and standards as other permanent signs.

~~10-12.~~ Flags. Unless otherwise required by state law or specified in this ~~Article~~ article, no more than two (2) flags may be displayed on a flagpole, from a flag bracket, or on a flag stanchion. Examples of flags include, but are not limited to, the insignia of any nation, organization of nations, state, province, county, city, ~~;~~ any religious, civic or fraternal organization, or educational institution. The area of each flag shall not exceed sixteen (16) square feet and the height of the flag shall be no taller than the building to which it is attached. For the purpose of determining the area of a flag, only one side of the flag shall be counted. Flags may be externally illuminated. A sign permit is not required for a flag.

[Ord. No. 457; Ord. No. 472]

F. REGULATIONS APPLICABLE TO SIGNS IN RESIDENTIAL ZONES

1. One nameplate sign not exceeding ~~two-2 inches~~ by ~~twelve-12 inches~~ (~~2"x 12"~~) indicating the names of the occupants or business, and one set of numbers ~~four-4 inches-4~~ by ~~twelve-12 inches~~ (~~4"x 12"~~) indicating the street address shall be allowed for each dwelling unit without a permit.
2. One non-illuminated sign not exceeding eight (8) square feet in area shall be allowed on premises only to identify a home business and requires a permit and review by the Design Review Board. A two-sided sign is one sign.
3. No sign shall extend above the eaves line of a building or extend higher than ten (10) feet above the ground directly below it.
4. Temporary signs shall be permitted in the residential zones without a permit, subject to the following provisions:
 - a. The sum area of all temporary signs does not exceed five (5) square feet in size.
 - b. If the temporary sign pertained to an event (such as an open house or garage sale), the sign shall be removed within three (3) days of the completion of the event or activity ~~which~~ that is being advertised.
 - c. Signs shall maintain a minimum setback from the right of way of ten (10) feet, unless there is a primary structure on the lot ~~which is~~ located closer to the right of way ~~than~~ an ten (10) feet, in which case the sign may be placed at the same setback as the primary structure.
 - d. The maximum height of a temporary sign is four (4) feet.
 - e. Signs shall not be illuminated.

G. REGULATIONS APPLICABLE TO SIGNS IN COMMERCIAL AND INDUSTRIAL ZONES

1. No more than two (2) permanent 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 maximum area of all permanent signs shall not exceed 32 square feet.
- ~~2.3.~~ The area of any single wall, projecting, free-standing or canopy sign shall not exceed ~~sixteen (16)~~ square feet.
- ~~3.4.~~ No sign shall extend above the roof of the building to which it is attached.
- ~~4.5.~~ The bottom of any projecting sign shall be no lower than ~~eight (8)~~ feet above the ground directly below it.
- ~~5.6.~~ No part of any projecting or free-standing sign may project over any roadway.
- ~~6.7.~~ One (1) set of address numbers not exceeding ~~four (4) inches~~ by ~~twelve (12) inches~~ in total area shall be allowed in addition to normal sign allowances.
- ~~7.8.~~ Temporary signs, which are promotional in nature and intended to advertise a specific event, activity, or business, ~~such as "sale" signs~~ are allowed in addition to other signs. Examples of temporary signs include, but are not limited to banner signs. Temporary signs must meet all restrictions for signs in this section in addition to the following:
 - a. The sum area of all temporary signs shall not exceed ~~eight (8)~~ sixteen (16) square feet.
 - ~~a.b.~~ A maximum of one (1) temporary sign may be placed on the property.
 - ~~b.c.~~ No business may display a temporary sign for more than thirty (30) consecutive ~~ninety (90) days~~ twice per calendar year, ~~or forty-five (45) consecutive days.~~
 - d. If the temporary sign pertained to an event (such as an open house or garage sale), the sign shall be removed within three (3) days of the completion of the event or activity which is being advertised.
 - e. Temporary signs shall maintain a minimum setback from the right of way of five (5) feet, unless there is a primary structure on the lot which is located closer to the right of way than five (5) feet, in which case the sign may be placed at the same setback as the primary structure.
 - f. Temporary signs require administrative approval from the zoning administrator. Applications shall be submitted on a form prepared by the zoning administrator and shall demonstrate compliance with the standards of this section.
 - g. ~~Signs shall not be illuminated.~~ Application for a temporary sign shall include payment of a non-refundable, one-time filing fee in an amount established by a schedule adopted by resolution of the Council and filed in the offices of the town clerk. Payment of the filing fee shall be waived when the applicant is an agent of the town, county, state, or federal government.
 - h. Temporary signs shall not be illuminated.

~~No permit is required for temporary signs.~~

Examples of temporary signs:

- ~~• Chalkboards or signs that change daily for menu specials~~
- ~~• Signs for special events that have limited use, such as Art Walk announcements~~
- ~~• Sandwich boards / A-Frame signs (allowed in vestibules and on private property, but not on public sidewalks)~~
- ~~• Banners~~
- ~~• "Sale" and other exterior product advertising~~

9. A-frame signs are allowed without a permit provided they meet the following requirements:

- a. They do not exceed four (4) square feet in size.
- b. They do not exceed four (4) feet in height.
- c. They are located entirely on private property owned by the business that they are advertising.
- d. They are not left outside during non-business hours.

10. Changeable-copy signs are allowed without a permit provided they do not exceed four (4) square feet in size and are attached to the façade of a building. A maximum of one sign per business is allowed.

~~15.11. Exterior Directional signs indicating open and closed~~ are permitted in addition to normal sign allowances. No more than two (2) directional signs are allowed with a maximum total area of ~~These signs should be no more than four (4) square feet in area.~~ Directional signs do not require a permit. Such an exterior open/closed sign requires a permit and approval from the Design Review Board.

~~16.12. Standard copyright signs~~ Service signs offering information on incidental services or recommendations, e.g., VISA, MasterCard, WiFi, etc., are permitted in addition to normal sign allowances; provided:

- a. They conform to all provisions contained in this section.
- b. They are inside a window.
- c. There is no more than one (1) sign per incidental service per public entrance to the business.
- d. ~~No sign's area shall~~ Each sign does not exceed ~~sixteen (16)~~ square inches in area.

[Ord. No. 457; Ord. No. 472]

H. PROHIBITED SIGNS

1. Abandoned signs
2. Billboards
3. Digital or electronic signs with changeable copy
4. Flying banners
5. Flashing or blinking signs
6. Gas-generated signs
7. Inflatable and balloon signs
8. Mannequins/skeletons/statues displaying, wearing, or holding any advertising content such as flyers, business cards, or other promotional materials.

- ~~8-9.~~ 9. Moving and rotating signs – including rotating barber poles
- ~~9-10.~~ 10. Off-premise signs in the commercial or industrial zoning districts
- ~~10-11.~~ 11. Signs attached to or painted on trees, rocks or other natural features
- ~~11-12.~~ 12. Signs emitting any sound designed to attract attention
- ~~12-13.~~ 13. Signs in the clear vision triangle
- 14. Signs in the right-of-way
- ~~13-15.~~ 15. Signs blocking pedestrian pathways, stairs, or handrails
- ~~14-16.~~ 16. Signs painted on fences
- ~~15-17.~~ 17. Sign walkers
- ~~16-18.~~ 18. Signs with visible bulbs, neon tubing, or luminous paints

[Ord. No. 472]

~~17.~~19.



TOWN OF JEROME

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

P&Z Resolution No. 2021-21

Code amendments primarily related to temporary signs

WHEREAS the Planning & Zoning Commission adopted Resolution 2021-12 on August 18, 2021, recommending certain amendments to Section 509 of the Jerome Zoning Ordinance related to signage; and

WHEREAS the Town Council reviewed the Commission's recommendations at their November 9, 2021 meeting and referred the proposed amendments back to the Commission with their recommendations for additional changes, as set forth on the Manager's report and document attached hereto; and

WHEREAS a notice for a public hearing regarding the additional changes was published in the *Verde Valley Independent* newspaper on Sunday, October 3, 2021; and

WHEREAS the Jerome Planning and Zoning Commission has conducted the public hearing and has reviewed the Council's recommendations.

NOW, THEREFORE, BE IT RESOLVED by the Planning and Zoning Commission of the Town of Jerome, Arizona, that the Commission hereby accepts the Zoning Ordinance revisions as recommended by the Town Council and set forth in the document attached hereto and made a part hereof and encourages the Council to adopt same.

ADOPTED AND APPROVED by a majority vote of the Jerome Planning and Zoning Commission on December 15, 2021.

ATTEST:

APPROVED:

Rosa Cays, Deputy Town Clerk

Lance Schall, Chair

Attachment – Manager's report and redline version of proposed text amendments

JEROME DESIGN GUIDELINES

Town of Jerome, Arizona



Photo courtesy of Jerome Historical Society Archives, Jerome, Arizona

**Prepared for the
Town of Jerome**

September 2021

JEROME DESIGN GUIDELINES

Town of Jerome, Arizona



Photo courtesy of Jerome Historical Society Archives, Jerome, Arizona

Prepared for the
Town of Jerome
By
Otwell Associates Architects
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123 E. Goodwin St
Prescott, Arizona
September 2021

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INTRODUCTION

The Town of Jerome was listed as a National Historic District in 1967. Fifty-four years later, Jerome is recognized and appreciated as a unique example of living history in Arizona. The purpose of these Guidelines is to support the preservation of the existing historic resources including structures, streets, sidewalks, retaining walls and other physical features.

In addition to preservation of historic fabric, these guidelines apply to new construction within the Town limits, to ensure that new projects are compatible with the existing structures and patterns of development.



Looking South on Main Street Photo courtesy of Jerome Historical Society Archives, Jerome, Arizona



Gibson Grocery and Overview Photo courtesy of Jerome Historical Society Archives, Jerome, Arizona

I. HISTORIC CONTENT

During the US Civil War, President Abraham Lincoln sent a Territorial Governor's party to Prescott, Arizona in 1863 to secure the gold that had been discovered on Granite Creek for the Union. The Arizona mining industry was born there. In 1875, the first mining cabins and associated mills and coke kilns were developed in the area of Jerome. Additional claims followed, and by 1900, Jerome was a boom town with mines from 30 different countries. Timber was cut on Mingus Mountain and run down a wooden chute to the narrow-gauge railroad on the north side of Woodchute Mountain to provide mine timbers. The ore was so hard that the only coal suitable for use in the coke kilns had to be shipped from Wales, via ship around the horn, transferred to Colorado river boats to Ehrenberg, Arizona, loaded on wagons and pulled by mule to the base of Mingus Mountain where it was loaded on aerial tram cars and delivered over the mountain to Jerome. The mine closed in 1953, ending what is known as the historic period. All of the major structures in Town date from this period. At least five major

fires, mudslides caused by the lost vegetation from smelter smoke, and an enormous snowfall in 1967 (the same year as the National Landmark designation) destroyed many historic structures. The remaining structures tell the story of mining in Arizona, from rooming houses and brothels, to bars, shops, cafes, a hospital, schools, and housing for the various classes of residents. The layout of the Town, its steep streets, many with original paving stones, and pedestrian walkways and stormwater systems all contribute to this story.

Much has been written about the history of Jerome. The following are included by reference:

1. The National Historic District Nomination, 1967.
2. Town of Jerome, General Plan, 2018.
3. Bruce Wood Jerome Historic Survey, 2000.



Episcopal Church Photo courtesy of Jerome Historical Society Archives, Jerome, Arizona

II. DEVELOPMENT OF GUIDELINES

A structure is in place for Design Review of new buildings in Jerome. Section 106 of the Jerome Zoning Ordinance provides for a Design Review Board. Section 304 defines the purpose, projects that require review and procedures for Design Review. With criteria for basic concerns to be considered.

These Guidelines have been developed to further define the purpose of Design Review for preservation treatments of historic buildings and the compatible and visually related design of new buildings. The general plan expands on the preservation goals to include:

- A) Protection of historic assets.
- B) Maintain historic context.
- C) Provide structure to protect additional assets.
- D) Optimize stewardship of Town of Jerome policy.
- E) Provide municipal processes in support of historic preservation goals.
- F) Involve the public.
- G) Partner with property owners.
- H) Coordinate with the Federal Government, the staff, the County and bordering communities.



La Victoria Photo courtesy of Jerome Historical Society Archives, Jerome, Arizona



La Victoria in 2021

III. MASTER PLAN PRESERVATION GOALS

The Jerome 2018 General Plan outlines the Town preservation strategy. The document is part of the thread of continuity that citizens have kept intact since the closing of the mine in 1953 and the establishment of the National Historic Landmark District in 1967. Pages 7 – 16 of the General Plan describe the historic preservation goals in a broad context.



Society Hill Photo courtesy of Jerome Historical Society Archives, Jerome, Arizona

IV. DISTRICT QUALITIES AND DESIGN ELEMENTS

Architectural Overview

When the mine closed in 1953, the evolution of architectural styles came to an end. No new major buildings have been constructed since, with the exception of the Fire Station in 1998. The last major building constructed in Jerome in 1939 was the United Verde Hospital. Along with the hospital, the elementary school, dated 1924, in the Eclectic, Neo Classic, Mission style, and the Mingus Union High School dated 1920, in the Eclectic, Mission/Italianate style, are the primary public buildings in Town.

The Commercial District is primarily western commercial vernacular in style, with large expanses of glass storefronts, some with balconies on the upper floors.

Society Hill District is primarily Victorian style historic homes.

The Hogbacks and then Gulch Districts are residential and a mix of craftsman, bungalow, and Western ranch style homes with simple gable end hip roofs.



Society Hill

Historic Properties

Any proposed work on existing historic properties will be reviewed by the Design Review Board with the goal of preservation of original historic fabric and elements whenever possible. See Section 304 of the Jerome Zoning Ordinance for projects requiring review by the Board and the Zoning Administrator. The guiding principles for preservation projects are the determination of historic significance and integrity.

Historic Significance refers to the specific value of the resource. 1) Is it associated with important events and or persons in the history of Jerome, 2) Is it a unique or high-quality example of an architectural style, expert craftsmanship or innovative design for its construction period, 3) It was built by an important person in the history of the area.

Integrity refers to the quality of the resource. Examples of high integrity include any original elements such as original brick, cast iron store fronts, original flooring, and other interior fixtures. Also, the original floor plan layout, door hardware, original windows, and other features. (A valid comparison is an intact historic vehicle, if the serial numbers on the engine match the body and transmission, and it has mostly original parts, it has greater value).

Significance and integrity should be the basis of design for any work on historic properties. Preservation treatments should be considered in the following order of preference:

- 1) Restoration: Returning the historic resource to its original configuration, based on historic documentation including photographs.
- 2) Rehabilitation: Remaining historic materials should be preserved and restored Where possible and new construction should be compatible with the historic.
- 3) Renovation: This treatment should only be considered when the resource does not have a high degree of significance and/or integrity. Alterations to these resources may be undertaken as long as changes do not affect the scaled proportion of the structure and its relationship to adjoining structures and the neighborhood.



Zero Lot Line Commercial District

V. Secretary of the Interior's Standards for Rehabilitation

The Standards (Dept. of the Interior regulations, 36 CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the build's site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alternations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

VI. NEW CONSTRUCTION

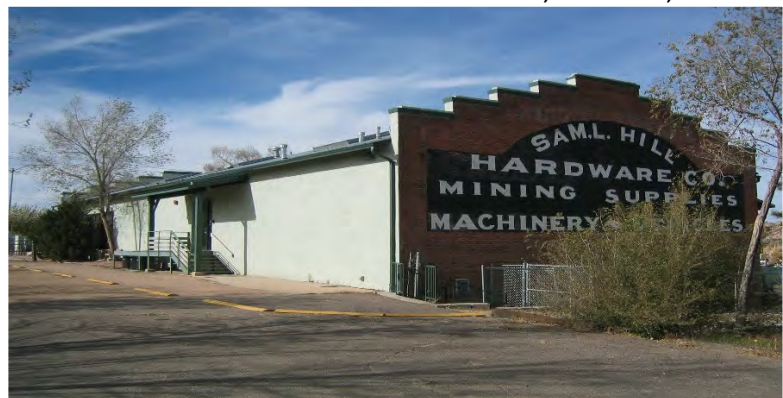
Construction of new structures in the district shall be compatible in scale and proportion to adjacent structures and shall be no taller than their immediate neighboring structures. New buildings in the district should not be exact copies of historic period structures. This strategy is one of the most controversial in the preservation community.

New construction should be discernable as much as possible as to the period when it was built. It may not be possible to determine the exact date of construction, yet it should not be an attempt to be viewed as an historic resource. Achieving this goal can be a design challenge matching the scale, massing and proportion of the historic neighborhood while providing clues that this is in fact a new building is the goal. The goal can be achieved by designing the new building to be “distinct yet compatible.” The techniques to achieve this goal include material selection, such as use of natural stone and brick, layered up with modern elements added in (such as a band of concrete or inlays of other modern materials). The level of “distinctiveness” can be as subtle as the above example to a much more contemporary solution similar to the example shown of the Sam Hill Warehouse in Prescott where all surviving original elements including exposed brick walls, wood floors, roof trusses and large rolling doors were retained. The new entry element is aluminum and glass that allows the viewer to see right through the new and clearly ascertain what is original.

Double glazed windows provide improved performance while helping to flag the building as modern construction. A cornerstone or plaque will immediately identify the era of construction.



Sam Hill Warehouse, Prescott, Arizona





The Commercial District

VII. DISTRICT DESIGN GUIDELINES

These guidelines apply to the entirety of the Town limits. Within the Town, the uniquely separate neighborhoods include the following:

- The commercial district including Clark Street, Jerome Avenue and Hull Avenue
- Society Hill
- The Experimental area
- The Hogbacks
- The Gulch



Mining Artifacts



Experimental Area



Hogbacks Area



The Gulch Area, Board and Bat



Goals for preservation of the unique character of Jerome and high-quality design.

- Preserve and maintain the special quality of life in Jerome.
- Understand the specific characteristics of each neighborhood.
- Consider the importance of each element of the built environment, streets, retaining walls, buildings and signage.
- Preserve the historic context of this early Arizona mining town.



General objectives to achieve these goals should be considered in the design of any new construction and any modifications to existing historic fabric.

- Consider the distinctive character of Jerome in any design efforts.
- Maintain the character of the neighborhood and the high-quality craftsmanship by using authentic building styles and natural materials. Any replacement of original features shall be performed using original authentic materials. No faux stone or plastic substitutes for wood components shall be used.



Commercial District

General Design Principles

A. Site design

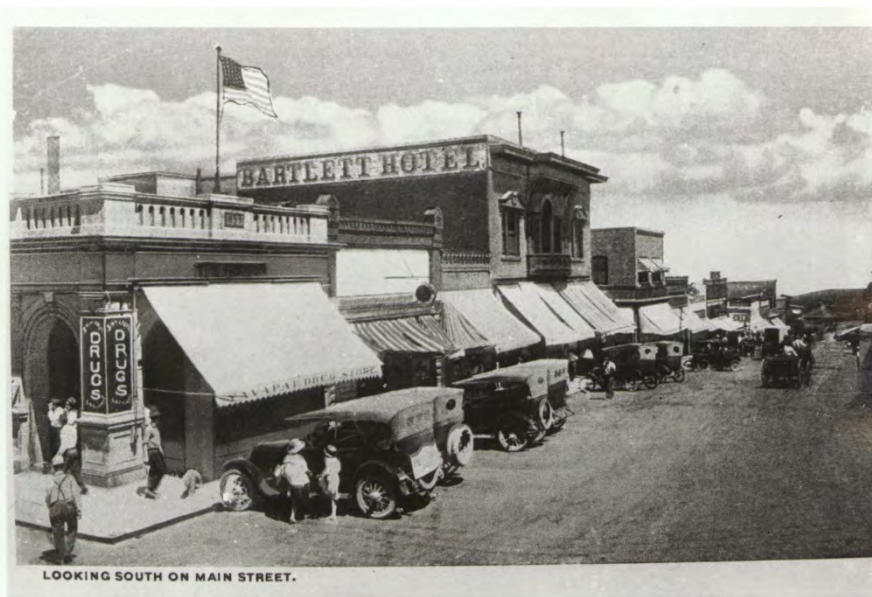
- 1) In the commercial district, the front and side setbacks should be zero “0” feet. Recessed entries are allowed.
- 2) In all other districts, setbacks should meet zoning requirements and match neighboring properties as much as possible.
- 3) Each new building should fit the site, with cuts and fills and retaining walls designed to be compatible with neighboring properties.
- 4) Access- vehicular access is tricky in Jerome. Provide access drive and parking. Study the surrounding properties to help determine the best approach to site access.
- 5) Materials for site features shall be compatible with surrounding properties and of similar quality and durability.
- 6) Preserve original site features where possible. The features include old poured concrete walls with slots for joists and other elements that tell the story of the construction of Jerome. These elements should be left intact and original surfaces exposed. Original street paving stones should be preserved.

B. Building Design

- 1) Scale and proportion of building elements are the key to a successful project. All buildings should have a human scale. Monumental roof and wall planes and stark blank areas should be avoided.
- 2) Architectural details should be interesting without clutter.
- 3) The new buildings should be in proportion to and “distinct yet compatible” to their neighbors and surrounding zoning districts. That said, (as an example) new buildings should not be Victorian in the Society Hill neighborhood, they should be of their time. If a new building is distinct from the historic ones, the value of the historic property is enhanced as an example of it’s time in history. The new building should not overpower the historic one yet expresses its place in history.
- 4) An honest and authentic expression of structure and use of materials is recommended for new designs. Consider fire-resistant durability and low maintenance.



Rickeldoris Photo courtesy of Jerome Historical Society Archives, Jerome, Arizona



Main St & Bartlett Photo courtesy of Jerome Historical Society Archives, Jerome, Arizona

- 5) One of the most noticeable elements of Jerome architecture is the use of porches and balconies on all levels. This is true in all the neighborhoods. Porches and balconies can provide a sense of continuity when used in new construction.
- 6) In the commercial district, canvas awnings were used historically on most buildings. Historic photos show a wide variety of styles and slopes for awnings over storefronts and on upper story windows. Installation of canvas awnings on new storefronts as well as replicas based on historic photos for existing buildings offer the following advantages:

- a) Provide shade and rain protection.
- b) Create an extension of the business onto the sidewalk, causing people to linger and look into the storefront window displays.
- c) Provide a shade and shadow effect that adds interest to the storefront.
- d) Original awnings were usually retractable, to let the winter sun in and rollup before a snowstorm.
- e) The awnings are easily reversible, and attachments do not significantly damage historic materials.
- f) There are no level building lots in Jerome. Designers and builders have dealt with steep slopes and full story elevation deficiencies from the front to the back of many buildings in all neighborhoods. Study the existing buildings and historic photos for clues as to how to take advantage of this condition.

C. Preservation of existing structures

- 1) Research the history of the property. Jerome has a wealth of information and an excellent collection of historic photos, Sanborn Fire Maps, and historic articles by many authors.
- 2) Select an appropriate new use for the structure, one that will allow maximum retention of historic features.
- 3) Inventory all building features to determine the age of each one. Modifications over time may help tell the story of the evolution of the use of the building and should not necessarily be removed. Original components should always be preserved if possible and should only be replaced if they cannot be restored. A partial list of original components includes the following:
 - a) Masonry
 - b) Cast iron storefronts
 - c) Structural members
 - d) Finish materials; plaster, wood floors and original linoleum, cork, etc. floor coverings.
 - e) Pressed metal ceilings
 - f) Plumbing and electrical fixtures
 - g) Doors, windows, and associated hardware (Note: one of the common mistakes in historic building rehabilitation is the replacement of original windows. Most historic windows can be restored and reglazed with laminated low-e glass to achieve thermal and acoustic performance). Storm windows can be added to replace screen sash.

- 4) Improve thermal performance by adding insulation and weather stripping wherever possible. The attic is usually the best opportunity for this.
- 5) Original heating systems should be re-used if possible. Cast iron radiators can usually be connected to a new high efficiency boiler.
- 6) Consider a paint analysis to determine original colors on painted surfaces.
- 7) Any required work on specific components such as re-pointing of masonry, window restoration, etc. should be guided by the National Park Service. There are currently 50 Briefs on various topics.
- 8) Any new signage should comply with the Town sign ordinance. Historic signs should be preserved and left in place where painted on wall surfaces.

