



# TOWN OF JEROME

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

## Regular Meeting of the Town of Jerome

### DESIGN REVIEW BOARD

Monday, February 7, 2022, 6:00 pm

CONDUCTED VIA ZOOM

### AGENDA

Members of the public are welcome to participate in the meeting via Zoom online at

<https://us02web.zoom.us/j/9286347943> or by telephone: 1 669 900 6833 Meeting ID for both: 928 634 7943

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 January 3, 2022  
**Discussion/Possible Action**

**Continued Items/Old Business:** none

#### New Business:

##### Item 4: Signage for new business: Cornish Pasty

Applicant/Owner: Robert Umbower/1299 Properties (John Bartell)

Zone: C-1

Address: 414 Clark Street, B2-3

APN: 401-06-036

Applicant is once again seeking approval for a sign for a restaurant opening at the United Verde Apartments on Clark Street. When this item previously came before the DRB last November, members determined that they needed clarification regarding design details and the exact location of the sign. The applicant has confirmed that the sign will be two sided, not three sided, will essentially replicate the exact design of the Haunted Hamburger signs, and that it will follow regulations applicable to signs in the commercial district regarding size and height.

#### Discussion/Possible Action – DRB Resolution 2022-03

##### Item 5: Design review for a temporary shipping container

Applicant/Owner: Steve Knowlton/Ideas-A-Plenty, LLC

Zone: C-1

Address: 446 Clark Street

APN: 401-06-032

Applicant is seeking design review for a temporary shipping container to be used during construction/renovation of an apartment building on the property. The applicant is open to suggestions for how to camouflage the temporary structure. A conditional use permit (CUP) was approved by P&Z at the January 19 meeting and will go before Council on February 8.

#### Discussion/Possible Action – DRB Resolution 2022-04

#### Meeting Updates:

##### Item 6: Updates of Recent and Upcoming Meetings – Rosa Cays, Deputy Town Clerk

- a) **January 11 Council meeting** – 300 Queen Street rezoning adopted; resolution adopted and first reading of ordinance conducted of regulations for temporary signs in the commercial and industrial zones; resolution adopted and first reading conducted of ordinance regarding short-term rental regulation; COVID—stick with status quo; road signage on School Street and in the Gulch
- b) **January 19 P&Z meeting** – public restrooms approved; 804 Hampshire renovations approved; 776 East Avenue project approved subject to BOA setback variance approval; shipping container CUP recommended for approval by Council

**Item 7: Future DRB Agenda Items for Monday, March 7, 2022:** Nothing currently scheduled

**Item 8: 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, January 3, 2022, 6:00 pm

CONDUCTED VIA ZOOM

## MINUTES

### 6:01 (0:10) Item 1: Call to order

Chair Tyler Christensen called the meeting to order at 6:01 p.m.

Deputy Town Clerk Rosa Cays called the roll. Present were Chair Christensen, Vice Chair Brice Wood, and board members John McDonald, Mimi Romberger, and Carol Wittner. Town Manager/Clerk Candace Gallagher was also present. Vice Chair Wood suddenly lost his internet connection.

### 6:02 (0:54) Item 2: Petitions from the public – There were no petitions from the public.

### 6:02 (1:01) Item 3: Approval of Minutes: Minutes of the regular meeting of December 6, 2021

#### Discussion/Possible Action

[Vice Chair Wood had not returned to the meeting when the board voted on this item.]

#### **Motion to approve the minutes of the regular meeting of December 6, 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:**

### 6:03 (2:06) Item 4: Design review of new door and windows

Applicant/Owner: Scott Hudson/Janet Bustrin

Address: 538 School Street

Zone: C-1

APN: 401-06-092

Applicant is seeking approval to change out two windows and a door on the front lower level of the home, which were not original and have compromised the structural integrity of the house. This is the side of the home that faces Main Street.

#### **Discussion/Possible Action - DRB Resolution 2022-01**

Vice Chair Wood returned to the meeting by phone as Chair Christensen was introducing this item.

Ms. Cays added that the project would be done in phases, starting with the two windows and door. She said the applicant was present to answer any questions.

(3:11) Scott Hudson talked about the "artist" windows installed many years ago, though he was not sure who did the work.

Ms. Wittner said Jerome artist James Rome had created the windows.

Mr. Hudson said the client would like to preserve as much of the windows as possible, but that the priority is stabilizing the structure. He said Jerome resident Jay Kinsella told him when he lived in the building that the windows broke, and the house dropped six inches. He said two Andersen windows and one Andersen door will be incorporated with whatever they can salvage of the old windows.

Chair Christensen said the windows look nice but like a mishmash of window types. He said he appreciated the work Mr. Hudson and Ms. Bustrin want to accomplish.

Mr. Hudson said the windows are drafty and don't work anymore. Ms. Wittner said it is probably a necessary repair and that she had the same issue at her house.

Vice Chair Wood announced that he had returned and had been dealing with technical issues.

#### **Motion to approve DRB Resolution 2022-01**

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

**6:08 (7:13) Item 5: Design review of a new two-story, single-family residence**

Applicants/Owners: Cynthia Barber &amp; Eric Lerette

Address: 776 East Avenue

Zone: R1-5

APN: 401-07-099B

Applicants are seeking design approval for a newly constructed single-family home, which will be two stories and approximately 1664 square feet.

**Discussion/Possible Action - DRB Resolution 2022-02**

After a brief introduction from Chair Christensen and Ms. Cays, Jerome resident Cynthia (Cid) Barber introduced herself (8:27). She said she and Mr. Lerette have been planning to build a house for a few years; that they know the neighborhood and Jerome well and made sure they designed something that would fit in with the homes on East Avenue.

Chair Christensen wanted to clarify what the house colors would be and referred to the samples in the application. He then talked about the materials to be used, which he said fit the neighborhood and Jerome.

Ms. Romberger said the color scheme was beautiful.

Chair Christensen asked Ms. Barber if they planned to use the existing steps.

Ms. Barber said they plan to leave the steps, but a porch will be built over them. She said they would also like to keep the two partial walls that still exist, one that supports the parking area and one close to the hogback. Ms. Barber said they do not want to take out the steps or the sidewalk and work around them.

Vice Chair Wood said he was impressed and pleased with this presentation.

**Motion to approve DRB Resolution 2022-02**

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

**6:14 (13:34) Item 6: Review of Jerome Design Guidelines**

Jerome Town Council has requested that the Design Review Board review the draft of the design guidelines and provide feedback to Council.

**Discussion/Possible Action**

Chair Christensen said he didn't have much to add but had a question about the term "Society Hill." He said he has always heard the neighborhood referred to as Company Hill. Ms. Wittner said she has heard Society Hill; Vice Chair Wood said Company Hill is the more common name.

Ms. Cays shared comments made at the P&Z meeting when they discussed the design guidelines. She said they too questioned the term Society Hill along with a few other terms mentioned, including "hogbacks" versus upper hogback and lower hogback. A brief discussion ensued. She said P&Z Chair Lance Schall suggested adding the Verde District and Mexican Town to the list of districts. Vice Chair Wood clarified that Verde District referred to the numbered streets above Verde and below Center avenues. Ms. Cays said Mr. Schall also suggested distinguishing districts in Jerome by the materials used to build in each area, and that he would be willing to help with that information.

Chair Christensen said he liked the guidelines and that it would remind the board what to consider when looking at a proposed project.

Vice Chair Wood said he sees this as an addition to the General Plan, not part of it, and that an ordinance will need to be written and approved by Council—a lengthy process. He pointed out that "compatibility" is mentioned in the first paragraph of the guidelines, not "visual compatibility" but is sure the definition is the same in terms of how DRB would use the guidelines. He likes that the guidelines point out where things are similar and unsimilar. Vice Chair Wood stated that the ordinance spells out the numeric, quantitative P&Z aspects, whereas the guidelines explain the visual aspects, which he said is helpful. He said the best part is that the individual districts of Jerome are being looked at as separate, visual situations rather than as one entity. He said this should be in the board members' minds as they're considering a project.

Chair Christensen said they could make the documents consistent and add "visual" to "compatibility" in the guidelines.

Vice Chair Wood said the guidelines need to be considered a long-term project, more like a general plan and not an ordinance.

Chair Christensen agreed, then reiterated the suggested changes discussed, which aligned with what P&Z had also suggested.

Ms. Wittner questioned the information in the guidelines about the last new major building constructed after the mine closed in 1953. The guidelines say the fire station, which was built in 1998, but she then named several buildings on Hull Avenue that have been built since then. Ms. Romberger mentioned that their building on Hull Avenue (Lola's, now Mimi's) was built in 1993. Ms. Wittner wondered why the fire station is considered the last new major building. Ms. Cays said she would include this question in the summary.

Ms. Cays said P&Z mentioned that a building could have restoration in the front and renovation in the back. A brief discussion ensued about years of mixing in building materials.

Ms. Cays said she would write up a summary and pass it by Chair Schall and Chair Christensen for their review. Then it would be shared with Council.

[The agenda was missing numbers for the following items and were added in these minutes.]

**Meeting Updates:**

**6:29 (28:34) Item 7: Updates of Recent and Upcoming Meetings – Rosa Cays, Deputy Town Clerk**

- a) **December 14 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
- b) **December 15 P&Z meeting** – ordinance amendments related to temporary signs in the commercial and industrial zones—final pass; Jerome design guidelines
- c) **December 28 special Council meeting** – applicant interview for zoning administrator position

*Ms. Cays shared highlights of recent meetings.*

**6:33 (31:52) Item 8: Future DRB Agenda Items for Monday, February 7, 2022: Cornish Pasty sign**

*Chair Christensen asked if this would also be his last meeting as chair. Ms. Gallagher clarified that he would start the meeting as chair, and once a new chair was elected, that board member would then lead the rest of the meeting. [It was determined later that Chair Christensen would chair the entire meeting and serve until February 28. The newly elected chair would take the lead at the March meeting.]*

**Item 9: Adjourn**

***Motion to adjourn at 6:34 p.m.***

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

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Tyler Christensen, Design Review Board Chair

Attest: \_\_\_\_\_ Date: \_\_\_\_\_  
Rosa Cays, Deputy Town Clerk



**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>Cornish pest v</u>	Owner: <u>John bertell</u>
Applicant mailing address: _____	Property owner mailing address: _____
Applicant role/title: <u>Agent</u>	
Applicant phone: <u>928-978-9602</u>	Owner phone: <u>1303 795-7368</u>
Applicant email: <u>Robert.Underwood@Gmail.com</u>	Owner email: _____
Project address: <u>UVX 603 Clark St</u>	Parcel number: <u>401-06-152H</u>
Describe project: <u>Sign install</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: Robert Underwood Date: 9-20-2021  
Property Owner Signature: John + Nicholas Bertell Date: 9-27-2021

<b>For Town Use Only</b>	
Received from: <u>Agent</u>	Date: <u>9/28/21</u>
Received the sum of \$ <u>25</u> as: <input type="checkbox"/> Check No. _____ <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Credit Card	
By: <u>K.M.</u>	For: <u>Sign Review</u>
Tentative Meeting Date/s - DRB: <u>11/1/2021</u>	P&Z: _____



# Proposed Cornish pasty sign

## Dimensions

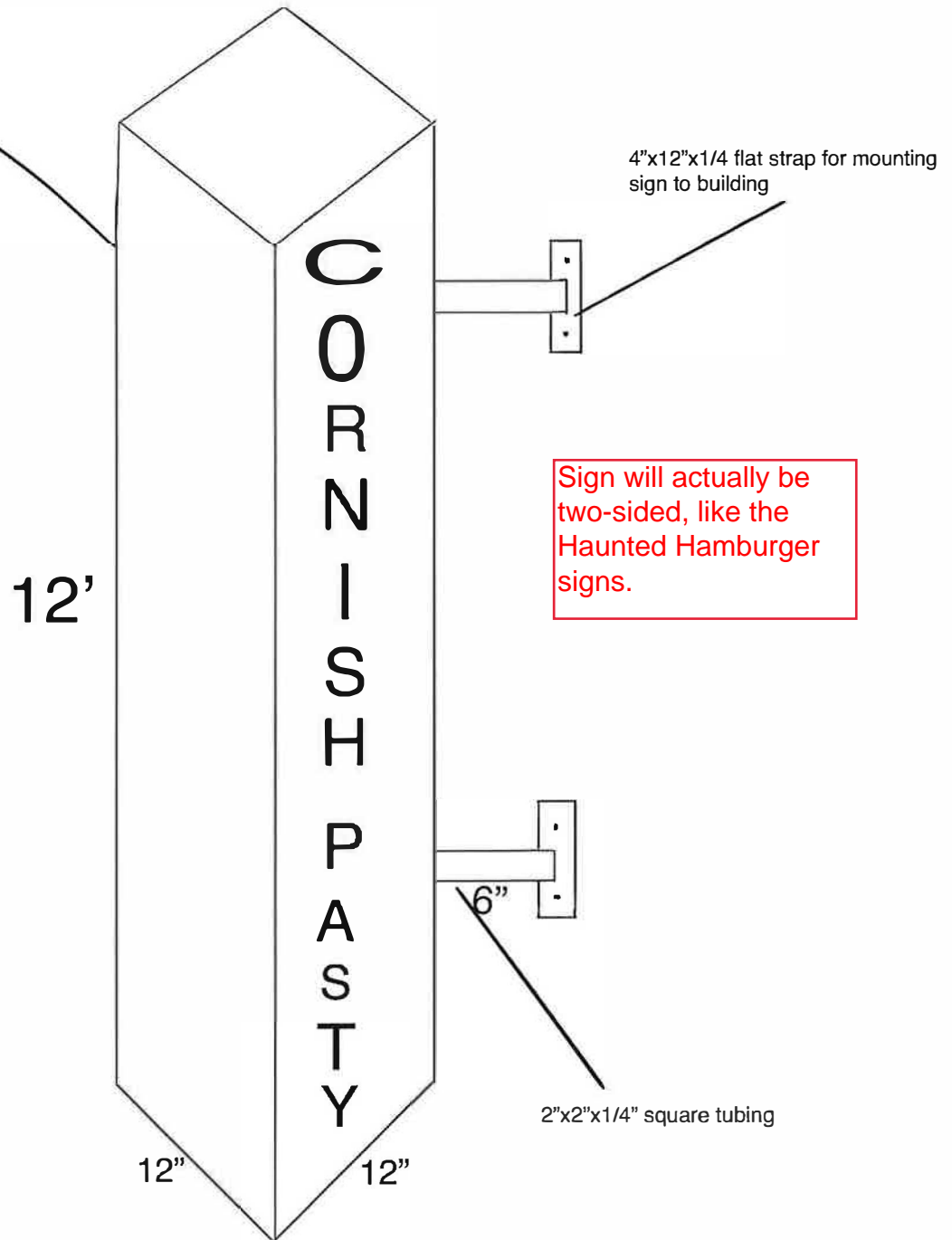
12"x12"x12'

## Construction materials

1 1/2 x 1 1/2 angle iron welded for support  
Structure

## Copper background

Letters will be out of black  
Steel so that it has good  
Contrast with the copper



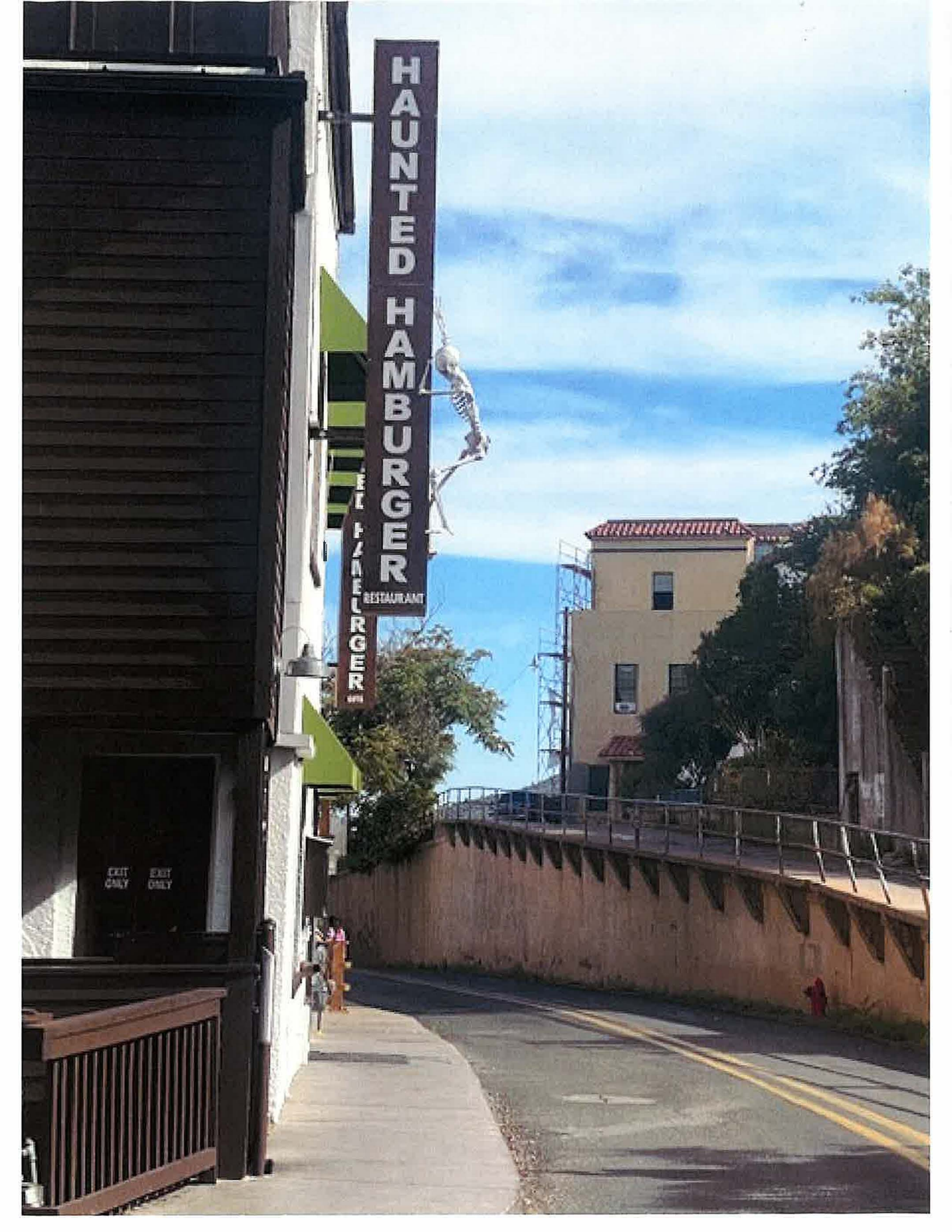
HAUNTED  
HAMBURGER

RESTAURANT

HAUNTED  
HAMBURGER

EXIT ONLY

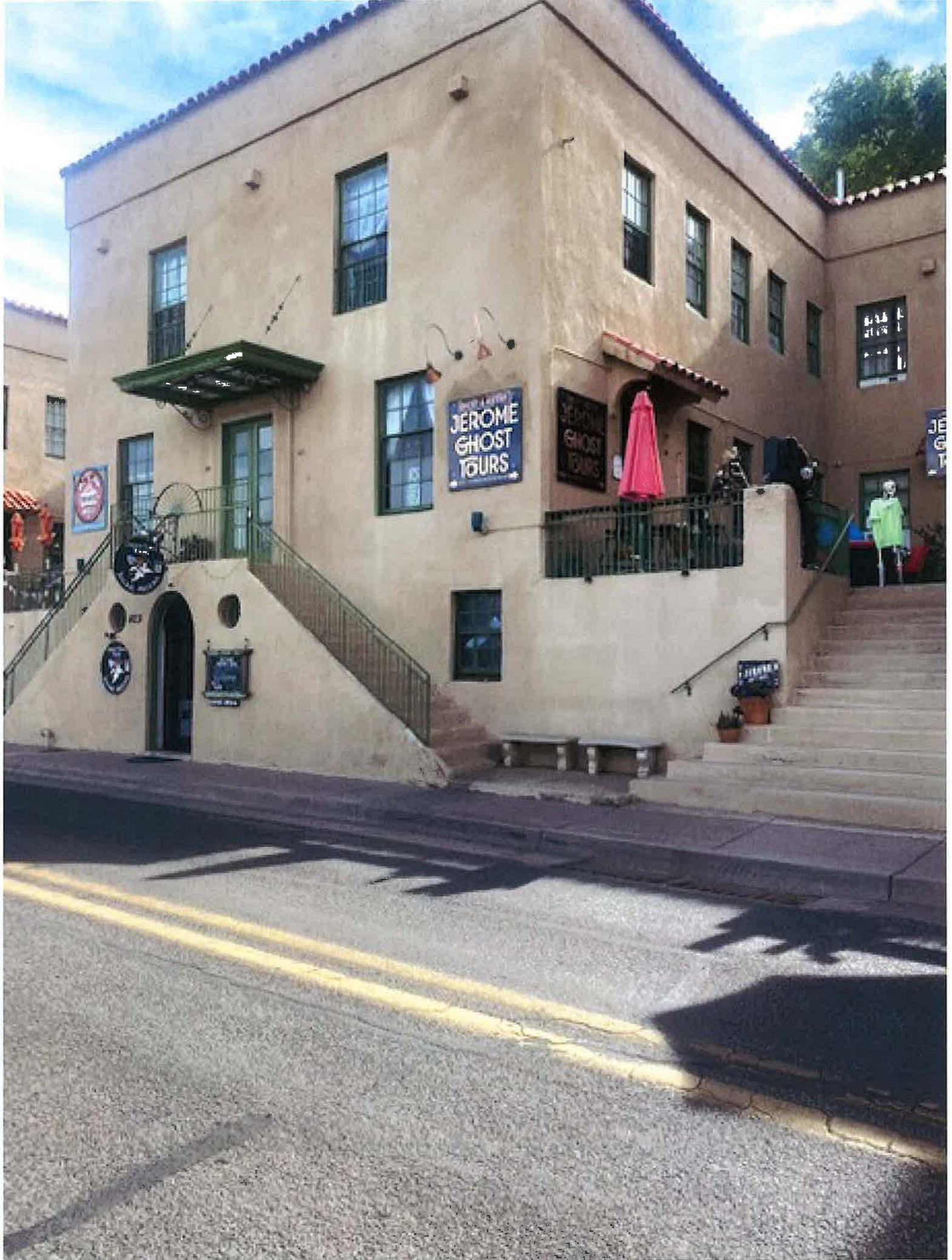
EXIT ONLY

















# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

(928) 634-7943

## DRB Resolution No. 2022-03

### Approving proposed signage

WHEREAS, the Town of Jerome has received an application from Robert Umbower, agent, for design review for new signage at 414 Clark Street, B-2/B-3 for Cornish Pasty (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 7th day of February 2022.

ATTEST:

APPROVED:

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Rosa Cays, Deputy Town Clerk

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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 type="checkbox"/> Site Plan Review \$100 | <input type="checkbox"/> Design Review \$50/\$200        | <input checked="" type="checkbox"/> Conditional Use Permit (CUP) \$100 |
| <input type="checkbox"/> Demolition \$50/\$200  | <input type="checkbox"/> Signage/Awning \$25             | <input type="checkbox"/> Paint/Roofing \$0                             |
| <input type="checkbox"/> Time Extension \$0     | <input checked="" type="checkbox"/> Other: <u>CONE X</u> | <input type="checkbox"/> Other: _____                                  |

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

Applicant: <u>STEVE KNOWLTON</u>	Owner: <u>IDEAS-H-PLANTY LLC</u>
Applicant mailing address: <u>460 CLARK ST</u>	Property owner mailing address: <u>POB 1045</u>
<u>JEROME AZ</u>	<u>JEROME AZ</u>
Applicant role/title: <u>OWNER</u>	
Applicant phone: <u>603-355-7410</u>	Owner phone: <u>603-355-7410</u>
Applicant email: <u>CCHJEROME@GMAIL.COM</u>	Owner email: <u>CCHJEROME@GMAIL.COM</u>
Project address: <u>446 CLARK ST</u>	Parcel number: _____
Describe project: <u>SET A 20' CONEX BOX AS A</u>	
<u>TEMPORARY STORAGE BUILDING FOR MATERIALS</u>	
<u>FOR THE RESTORATION PROJECT OF 446 CLARK ST</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: Steve Knowlton Date: 12/16/21

Property Owner Signature: Nancy L Robinson Date: 12/16/21

### For Town Use Only

Received from: \_\_\_\_\_ Date: \_\_\_\_\_

PAID IN FULL 1/10/22

Received the sum of \$ \_\_\_\_\_ as: ☐ Check No. \_\_\_\_\_ ☐ Cash ☐ Credit Card

By: \_\_\_\_\_ For: \_\_\_\_\_

Tentative Meeting Date/s - DRB: \_\_\_\_\_ P&Z: \_\_\_\_\_



## Conditional Use Permit Application Checklist

Each application will be filed with the zoning administrator and forwarded to the Jerome Planning and Zoning Commission once the application has been reviewed by staff and determined to be complete. Projects recommended for approval by the Jerome Planning and Zoning Commission will be forwarded to the Town Council for final approval. All application materials must be submitted electronically in PDF format (8.5-by-11 inches or 11-by-17 inches). Contact the zoning administrator at 928-634-7943 if assistance is needed regarding submitting materials.

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

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

December 20, 2021

Town of Jerome:  
Planning & Zoning Commission  
Design Review Board  
Town Council

Now a 14-ft  
container



We would like to acquire your approval to place an 8' x 8' x 20' Conex as a temporary structure for material and tool storage during the construction/renovation of 446 Clark Street.

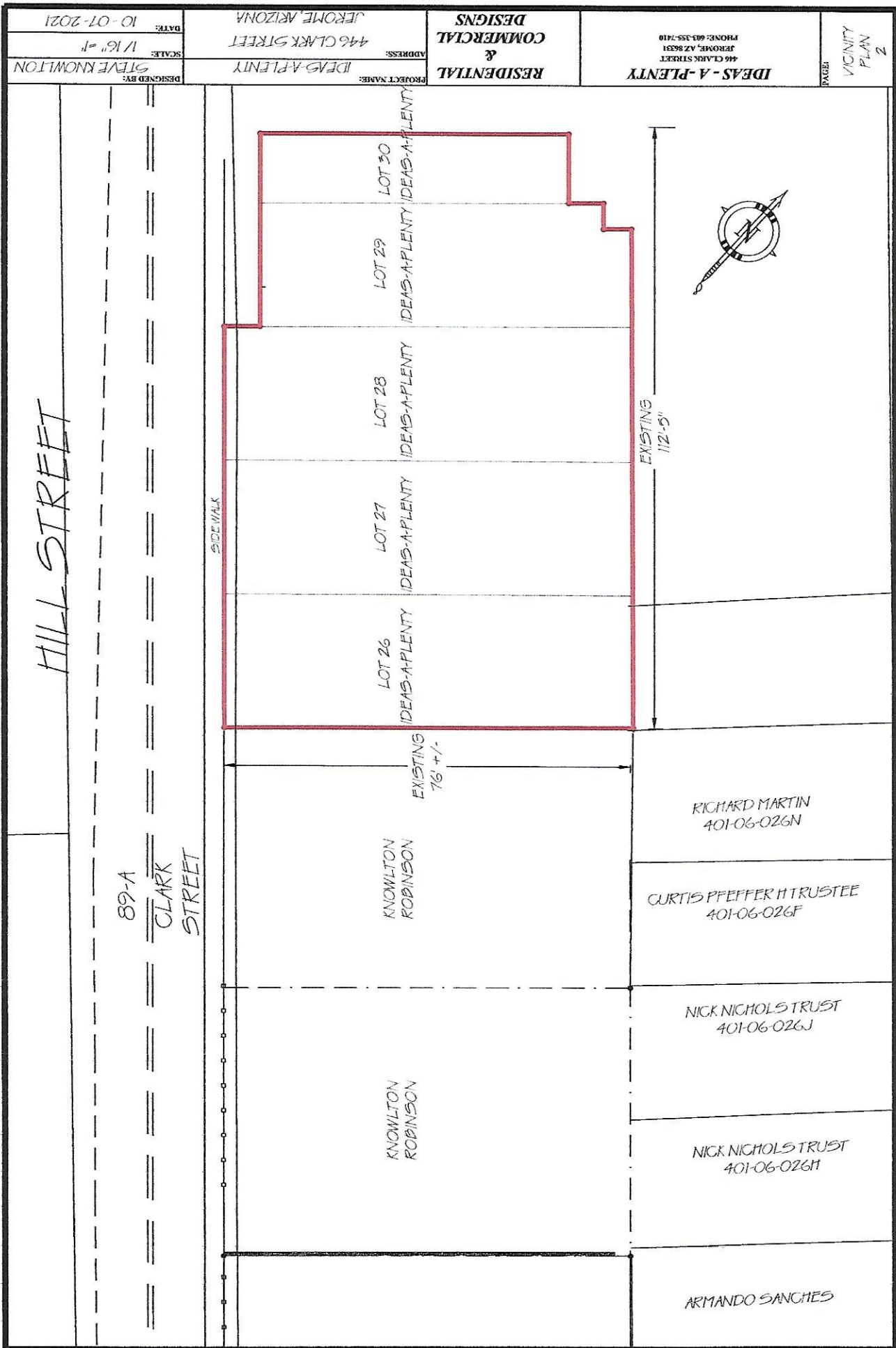
We are also very aware of the visual effect to the surrounding neighbors and therefore the Conex will be placed such that it should not be noticeable from Clark Street and minimal visibility from Main Street. That which is visible will be painted to blend into the natural surroundings or as recommended by you.

It is understood that this temporary structure will have to be removed before a final Certificate of Occupancy is granted for 446 Clark Street.

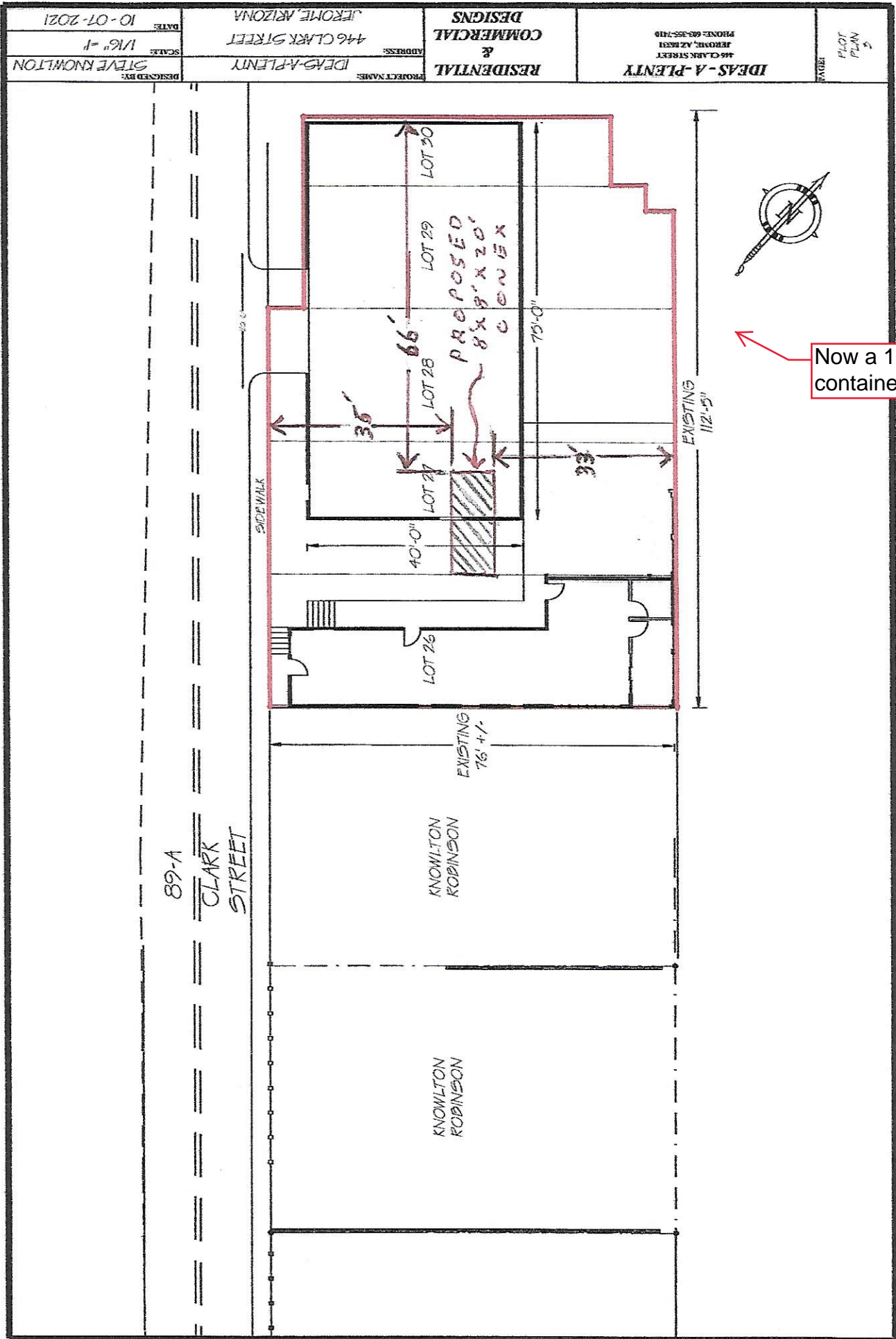
Respectfully submitted,

Steve Knowlton  
Ideas-A-Plenty, LLC









SEE DESIGN OF 14-FT CONTAINER ON  
NEXT TWO PAGES (THIS WAS THE  
ORIGINAL CHOICE)













View from Main Street

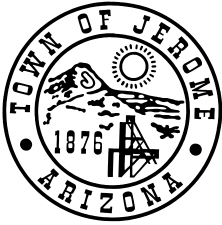




Clark St looking north



Clark St looking south



# TOWN OF JEROME

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

## **P&Z Resolution 2022-03** **Recommending approval of a CUP for a shipping container**

Whereas the Town of Jerome has received an application from Steve Knowlton for a conditional use permit to allow a temporary shipping container in the C-1 zone at 446 Clark Street (APN 401-06-032);

Whereas a shipping container is not specifically listed as a permitted or conditional use in the Jerome Zoning Ordinance;

Whereas the applicant has requested that shipping containers be determined to be similar in nature to a temporary building "for uses incidental to construction work, which buildings shall be removed upon completion of or abandonment of the construction work," which *are* permitted in residential zones per the Jerome Zoning Ordinance and which would therefore be a conditional use in the C-1 District; and

Whereas the Jerome Design Review Board shall review this application at their February 7, 2022 meeting; and

Whereas the Planning and Zoning Commission finds that the temporary building applied for will not be detrimental to the public health, safety, peace, convenience, comfort, and general welfare of persons residing or working in the neighborhood of such proposed use or be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the Town;

Whereas the Planning and Zoning Commission has designated conditions in connection with the use permit that it deems necessary to secure the intent and purposes of the Jerome Zoning Ordinance and may require guarantees and evidence that such conditions are being or will be complied with.

Now, therefore be it resolved that the Planning and Zoning Commission of the Town of Jerome, Arizona, recommends approval of this Conditional Use Permit by the Town Council, subject to the following conditions:

1. **Certificate of Occupancy** – The applicant shall receive the Certificate of Occupancy from the town building inspector once the construction project is completed and only after the shipping container is removed from the property.
2. **Visual compatibility** – The applicant shall present his application to the Jerome Design Review Board for approval and comply with any requirements deemed necessary to make the shipping container visually compatible with the surrounding area.
3. **Review** - The Planning and Zoning Commission shall review the CUP approximately six (6) months from the opening date of the business. The review shall address any complaints or concerns and compliance with existing conditions of approval. New conditions may be added if necessary to mitigate any new issues that have arisen.

**P&Z RESOLUTION NO. 2021-16**

4. **Expiration of Approval** - Any use permit issued by the Town Council shall be commenced within six (6) months from the date of Council ratification, and diligently pursued, otherwise it shall become null and void. If necessary, the applicant may request an extension by the approval body, if the extension is submitted prior to approval expiration.

Adopted and approved by a majority vote of the Planning and Zoning Commission on the 19th day of January 2022.

ATTEST:

APPROVED:

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Rosa Cays, Deputy Town Clerk

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Chairman Lance Schall





# TOWN OF JEROME

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

## **DRB Resolution 2022-04** **Approving Design Review for a shipping container**

WHEREAS the Town of Jerome has received an application from Steve Knowlton (Ideas-A-Plenty) for design review approvals to set a temporary shipping container to be used during construction at 446 Clark Street (APN 401-06-032) 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 Planning and Zoning Commission has recommended approval of the conditional use permit (CUP) for the shipping container and the Jerome Town Council shall review the CUP at a regular meeting on February 8, 2022; 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. **SCREENING** – The proposed temporary structure shall be screened or covered 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.

NOW, THEREFORE, BE IT RESOLVED by the Design Review Board of the Town of Jerome, Arizona, that the preliminary and final design for a temporary shipping container to be used during construction at 446 Clark 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.

*Signatures on following page*

**DRB RESOLUTION NO. 2022-04**

ADOPTED AND APPROVED by a majority vote of the Design Review Board on the 7th day of February 2022.

ATTEST:

APPROVED:

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Rosa Cays, Deputy Town Clerk

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Tyler Christensen, Chair