



# TOWN OF JEROME

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

## REGULAR MEETING OF THE TOWN OF JEROME

### DESIGN REVIEW BOARD

**RESCHEDULED TO: Monday, March 16, 2020** TIME: 6:00 pm *(Note New Meeting Time)*

PLACE: **JEROME CIVIC CENTER**

600 Clark St., JEROME, ARIZONA 86331

### AGENDA

Pursuant to A.R.S. 38-431.02, notice is hereby given to the members of the Design Review Board and to the general public that the Design Review Board will hold the above meeting in Council Chambers at Jerome Town Hall. Members of the Design Review Board will attend either in person or by telephone, video, or internet conferencing. The Design Review Board may recess the public meeting and convene in Executive Session for the purpose of discussion or consultation for legal advice with the Town Attorney, who may participate telephonically, regarding any item listed on this agenda pursuant to A.R.S. § 38-431.03 (A)(3).

#### 1) CALL TO ORDER/ROLL CALL

**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 step to the podium, 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**

**3) Approval of Minutes:** Minutes of the Regular Meeting of February 10, 2020  
**Discussion/Possible Action/ Possible Direction to Staff**

**Continued Items: None**

#### **New Business:**

#### **4) Design Review for Laundry Room Enclosure**

APPLICANT: Debi Foli

ADDRESS: 665 Verde Avenue

OWNER OF RECORD: Debra Lyn Foli 2017 Revocable Trust

ZONE: R1-5

APN: 401-07-037

Applicant is seeking to enclose an existing covered space to add a laundry room

**Discussion/Possible Action - DRB Reso. 2020-9**

#### **5) Design Review for Roof Repair and Demo Work**

APPLICANT: Scott Hudson, Copper Star Remodeling

ADDRESS: 123 Beale Street

OWNER OF RECORD: Candace and Michael Gallagher

ZONE: AR

APN: 401-06-111D

Applicant is seeking design review for reroof and removal of railing and stairs

**Discussion/Possible Action - DRB Reso. 2020-10**

#### **6) Design Review for new Awning at Four Eight Wineworks**

APPLICANT: Matt LaVoire

ADDRESS: 140 Main Street

OWNER OF RECORD: Beyond Sky Fire LLC

ZONE: C-1

APN: 401-06-006

Applicant is seeking design review to add a new awning

**Discussion/Possible Action - DRB Reso. 2020-11**

#### **7) Design Review for Concrete Work**

APPLICANT: Marybeth Barr

ADDRESS: 815 Gulch Road

OWNER OF RECORD: Marybeth Barr

ZONE: AR

APN: 401-09-017

Applicant is seeking design review to add concrete strips to an existing driveway

**Discussion/Possible Action - DRB Reso. 2020-12**



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## 8) Design Review for Paint and Minor Demo Work

APPLICANT: James LeBlanc

ADDRESS: 810 Hampshire

OWNER OF RECORD: James and Pamela LeBlanc

ZONE: R1-5

APN: 401-07-130

Applicant is seeking design review to paint the front fence and remove a chimney

**Discussion/Possible Action - DRB Reso. 2020-13**

## Informational Items (Current Event Summaries):

### 9) Updates of Recent Meetings: John Knight, Zoning Administrator

#### a) Town Council (February 11, 2020)

- Town Logo Updated
- CUP for 128 First Street (Nord Duplex)
- CUP for 324 Queen Street Boardinghouse
- Appointments to Boards

#### b) Planning and Zoning Commission (February 12, 2020)

- R-2 Rezone
- Update Bylaws

### 10) Joint DRB/P&Z Training Meeting (to be scheduled for mid-March)

### 11) Future Agenda Items: April 13, 2020 DRB Meeting (none currently scheduled)

### 12) Adjourn

The undersigned hereby certifies that this notice and agenda was posted at the following locations on or before 6:00 p.m. on \_\_\_\_\_, 2020

970 Gulch Road, side of Gulch fire station, exterior posting case

600 Clark Street, Jerome Town Hall, exterior posting case

120 Main Street, Jerome Post Office, interior posting case

\_\_\_\_\_  
Rosa Cays, Deputy Clerk, Attest

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



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## REGULAR MEETING OF THE TOWN OF JEROME DESIGN REVIEW BOARD

DATE: Monday, February 10, 2020 TIME: 6:00 pm

PLACE: JEROME CIVIC CENTER 600 Clark St., JEROME, ARIZONA 86331

### MINUTES

Pursuant to A.R.S. 38-431.02, notice is hereby given to the members of the Design Review Board and to the general public that the Design Review Board will hold the above meeting in Council Chambers at Jerome Town Hall. Members of the Design Review Board will attend either in person or by telephone, video, or internet conferencing. The Design Review Board may recess the public meeting and convene in Executive Session for the purpose of discussion or consultation for legal advice with the Town Attorney, who may participate telephonically, regarding any item listed on this agenda pursuant to A.R.S. § 38-431.03 (A)(3).

#### ITEM 1: CALL TO ORDER/ROLL CALL

Chair Brice Wood called the meeting to order at 6:00 p.m.

Roll was called by Rosa Cays, Deputy Clerk. Present were Chair Wood, Vice Chair Danny Smith, Tyler Christensen, John McDonald, and Henry Vincent.

Zoning Administrator John Knight was also present.

**6:00 (00:38) ITEM 2: PETITIONS FROM THE PUBLIC** – There were no petitions from the public.

**6:00 (00:45) ITEM 3: APPROVAL OF MINUTES:** Minutes of Regular DRB Meeting of January 13, 2020.

#### Motion to Approve the Meeting Minutes of January 13, 2020

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD			X			
SMITH			X			
CHRISTENSEN		X	X			
MCDONALD	X		X			
VINCENT			X			

**6:01 (01:09) ITEM 4: REPORT/SUMMARY OF RECENT P&Z ACTIVITIES HENRY VINCENT, P&Z LIASION**

Mr. Vincent had no updates. The February 5, 2020 P&Z meeting had been rescheduled to February 12, after this DRB meeting.

**6:02 (01:38) ITEM 5: Design Review Clarification**

APPLICANT: Windy Jones & Josh Lindner

ADDRESS: 324 Queen Street

ZONE: C-1

OWNER OF RECORD: Cuban Queen Bordello, LLC

APN: 401-06-127

Applicant is seeking clarification on split-faced vs. slumpstone block

Mr. Knight explained the confusion from the previous DRB meeting. The applicants want the split-faced block and requested clarification that DRB approved it, too, not just the slumpstone block.

Vice Chair Smith recalled both types of block were approved and assumed the applicants would choose their preferred material.

Mr. Knight requested a motion for the record.

#### Motion to Approve the Split-Faced Block for the project at 324 Queen Street

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD			X			
SMITH		X	X			
CHRISTENSEN			X			
MCDONALD	X		X			
VINCENT			X			

**6:04 (04:02) ITEM 6: Design Review for Maintenance and Repair of Roof**

APPLICANT: Rusty Blair

ADDRESS: 215 Second Street

ZONE: R1-5

OWNER OF RECORD: Margaret Hardie and Russell Blair

APN: 401-07-015B

Applicant is seeking design review for reroof

**Discussion/Possible Action - DRB Reso. 2020-6**



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Mr. Knight read from his staff report. He pointed out this is a maintenance or repair project, like for like. Mr. Knight feels it is an example of something that doesn't need to go before the board. As a town employee, Mr. Blair chose to go through the application process to be sure protocol was being followed and that it was on the record. Mr. Knight agreed to move this forward and wanted to take the opportunity to discuss this and see if it really needed to go before the board.

Vice Chair Smith talked about his roofing experience. Like for like didn't even require a building a permit (ten years ago). Mr. Knight said he's sure it's required now.

Mr. Blair approached the dais and said he did get a building permit just to be sure. He showed samples of materials that will be used for the project. He explained where they'd be used.

Chair Wood agreed the materials were very similar to those being replaced. Mr. Knight asked if the next project like this one could then be approved by the zoning administrator rather than the DRB. Chair Wood said yes; it's how it's written in the ordinance.

## **Motion to Approve Resolution 2020-06**

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD			X			
SMITH			X			
CHRISTENSEN			X			
MCDONALD	X		X			
VINCENT	X		X			

## **6:11 (10:31) ITEM 7: Design Review for Deck Replacement**

APPLICANT: Scott Hudson, Copper Star Remodeling

ADDRESS: 633 Clark Street

OWNER OF RECORD: Brennan J. Neill and Heather Lee Neill

Applicant is seeking design review to replace an existing deck

ZONE: R1-5

APN: 401-08-005

## **Discussion/Possible Action - DRB Reso. 2020-7**

Mr. Knight went over the staff report. The new sunburst railing is the only significant change to what is essentially a rework, like Mr. Blair's roof. The plywood deck will be replaced with a polyurethane deck, so that is slightly different.

Mr. McDonald asked how wide the [sunbursts] will be. Mr. Hudson answered.

Brice commented that the deck will never be seen but the sunburst railing will, so that element is more important to him.

## **Motion to Approve Resolution 2020-07**

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD	X		X			
SMITH	X		X			
CHRISTENSEN			X			
MCDONALD			X			
VINCENT			X			

## **6:15 (14:35) ITEM 8: Update Design Review Board Bylaws**

APPLICANT: Town of Jerome

ADDRESS: 215 Second Street

## **Discussion/Possible Action - DRB Reso. 2020-8**

Chair Wood is pleased to see some of the changes, including the gender neutralization.

Mr. Knight reminded board members that Council makes the final approval once DRB recommends the changes. It was changing the meeting time that brought to his attention some of the other passages in the bylaws that he felt needed to be updated.

Mr. Christensen pointed out text that was not gender neutral on page 6, (3). Discussion ensued. It was agreed consistency was important so changing himself to themselves would be acceptable.

Vice Chair Smith brought up recusing oneself. This was further discussed. Mr. Knight explained the process of recusal.

After Resolution 2020-08 was approved, Mr. Knight asked for further clarification on further changes to the bylaws, which Chair Wood confirmed was just the one change to the reflexive pronoun from himself to themselves on page 6, (3).



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## Motion to Approve Resolution 2020-08 including change on pg. 6 of Bylaws

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD	X		X			
SMITH			X			
CHRISTENSEN			X			
MCDONALD	X		X			
VINCENT			X			

### Informational Items:

#### **6:24 (24:15) ITEM 9: Beale Street Shed Demolition**

Mr. Knight explained what had happened to the shed. The owner is Verde Exploration, whose lawyers were concerned about safety and wanted it demolished as soon as possible. It was determined that it was indeed a safety issue so it did not have to go through the usual DRB process. The demolition permit was issued last week.

Chair Wood said he would have preferred this had gone through the regular process. It bothers him a little that it was handled this way.

Mr. Knight said it did end up being more of a hassle the way it was handled and would follow protocol in the future.

Vice Chair Smith agreed with Chair Wood.

Mr. Knight said it got complicated and took more time than he'd anticipated.

#### **6:28 (27:50) ITEM 10: Update on Hotel Jerome Window Installation**

Mr. Knight updated the board on the status of this project. He gave kudos to Hunter Bachrach for continuing to head up the project and to the town crew who will be helping with removal of debris as time allows. This will help the town save money so that all the windows can be replaced. This should happen in the next couple of months.

#### **6:29 (29:26) ITEM 11: Future Agenda Items: March 9, 2020 DRB Meeting**

Mr. Knight informed the board that the only potential item so far is Debi Foli's laundry "alcove." He has also been talking to the town attorney about possible training for the boards in March on public meeting law, Robert's Rules of Order, and some basic state laws, etc.

#### **6:30 (30:15) ITEM 12: Updates: January 14, 2020 Council Meeting**

Mr. Knight gave several updates:

- The sidewalk encroachment policy is an ordinance amendment and is affecting different sections in the zoning ordinance. Council officially initiated this at their last meeting. It will go before P&Z next.
- The parking overlay district hit a speed bump. Council asked for this to be slowed down as more business owners are now wanting to be part of this.
- Joint meetings – There is talk about scheduling this soon, possibly April. Mr. Knight asked the board members to submit agenda items for this meeting and Mr. Knight will pass them on to Council.
- Board member Tyler Christensen's tenure is ending soon and so is Chair Wood's; both gentlemen have reapplied. Board appointments are happening tomorrow evening at the Council meeting. Joe Testone has reapplied for P&Z and Chris Babbage for BOA; Scott Hudson is not returning to P&Z; Carol Yacht is resigning from the Board of Adjustment, and Henry's liaison position is ending. There is still talk about possibly combining P&Z and Design Review boards.

Chair Wood made a point to clarify that DRB is Design Review Board, not Design & Review Board. Deputy Clerk Rosa Cays thanked him for the clarification. Discussion ensued about the new binders and who actually needs hard copies of the agendas and who doesn't, and who needs to sign minutes and resolutions.

(36:23) Resident Nancy Robinson spoke (sound was muffled).



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## ITEM 13: Adjourn

### Motion to Adjourn at 6:38 pm

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD			X			
SMITH		X	X			
CHRISTENSEN			X			
MCDONALD	X		X			
VINCENT			X			

*Respectfully submitted by Rosa Cays*

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Design Review Board Chair

Attest: \_\_\_\_\_ Date: \_\_\_\_\_  
Deputy Clerk



# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

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

## ZONING ADMINISTRATOR ANALYSIS DESIGN REVIEW BOARD Monday, March 9, 2020

**ITEM 4:** Design Review for Small Project to enclose a laundry room  
**Location:** 665 Verde Avenue  
**Applicant:** Debi Foli  
**ZONE:** R1-5  
**APN:** 401-07-037  
**Recommendation:** Approve  
**Prepared by:** John Knight, Zoning Administrator

**Summary:** Applicant requests approval to enclose an existing covered porch to add a laundry room. The siding and roofing will be corrugated tin to match the work recently done on the existing garage. Note that the space is not visible from the public street.

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

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

- i. ACCESSORY BUILDINGS - Garages, carports and sheds shall be visually compatible with buildings, structures and places to which they are visually related.*

**Response:** The Design Review Board (DRB) shall review the application for compliance with the above-referenced criteria and refer to the specific criteria regarding architectural features and details.

### Section 304.F.2. Review Procedures and Criteria:

- 2. *The Design Review Board shall review a submitted application for Design Approval of Alterations, Additions, or Renovations to Existing Buildings or Structures, and shall have the power to approve, conditionally approve, or disapprove all such requests, basing its decision on the following criteria:*
  - a. *ARCHITECTURAL FEATURES AND DETAILS – Original porches, decks, balconies, canopies, doors, windows, walls, fences, stairways, eaves, cornices, and other architectural features and details shall be preserved and retained where feasible. Necessary replacement of these features should be as near as possible to the original feature in design and material.*
  - b. *ROOFS – Original roof shape, design, and material shall be preserved and retained where feasible. Where contemporary roofing material is used, it should be as near as possible to the appearance of the original roofing material.*
  - c. *COLOR – Exterior colors should be as near as possible to the original colors appropriate to the years during which the particular building or structure was built.*

- d. *MATERIALS AND TEXTURE – The original exterior materials and texture shall be preserved and retained where feasible. Where contemporary materials are used, they should be as, near as possible to the original material and texture.*

**Response:** The Design Review Board (DRB) shall review the application for compliance with the above-referenced criteria and refer to the specific criteria regarding architectural features and details. The applicant's proposal to use corrugated tin for both the roof and sides will ensure visual compatibility. Note that conditions may be added if necessary.

**Recommendation:** The Zoning Administrator recommends that the DRB approve Resolution 2020-9 with the conditions included.

**Attachments:**

- DRB Resolution 2020-9
- Application and Pictures





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

**DRB RESOLUTION NO. 2020-9  
APPROVING DESIGN REVIEW FOR A LAUNDRY SPACE  
AT 665 VERDE AVENUE**

WHEREAS, the Town of Jerome has received an application from Debi Foli for Preliminary and Final Design Review to enclose an existing covered space to add a laundry room on a single-family home at 665 Verde Avenue (APN 401-07-037); and

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

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

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

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

1. ACCESSORY BUILDINGS - Garages, carports and sheds shall be visually compatible with buildings, structures and places to which they are visually related.
2. ARCHITECTURAL FEATURES AND DETAILS – Original porches, decks, balconies, canopies, doors, windows, walls, fences, stairways, eaves, cornices, and other architectural features and details shall be preserved and retained where feasible. Necessary replacement of these features should be as near as possible to the original feature in design and material.
3. ROOFS – Original roof shape, design, and material shall be preserved and retained where feasible. Where contemporary roofing material is used, it should be as near as possible to the appearance of the original roofing material.
4. COLOR – Exterior colors should be as near as possible to the original colors appropriate to the years during which the building or structure was built.
5. MATERIALS AND TEXTURE – The original exterior materials and texture shall be preserved and retained where feasible. Where contemporary materials are used, they should be as, near as possible to the original material and texture.

NOW, THEREFORE, BE IT RESOLVED by the Design Review Board of the Town of Jerome, Arizona, that the Preliminary and Final Design to enclose an existing covered space to add a laundry room on a single-family home at 665 Verde Avenue is hereby approved, subject to the following conditions:

## DRB RESOLUTION NO. 2020-9

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 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 any and all decisions of the Design Review Board.

ADOPTED AND APPROVED by a majority vote of the Design Review Board on the 9th day of March 2020.

ATTEST:

APPROVED:

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Rosa Cays, Deputy Town Clerk

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Chairman Brice Wood



Founded 1876  
Incorporated 1899

## TOWN OF JEROME, ARIZONA

Jerome Town Hall and Civic Center  
600 Clark Street  
P.O. Box 335, Jerome, AZ 86331  
(928) 634-7943 FAX (928) 634-0715

### APPLICATION FOR DESIGN REVIEW

PLEASE PRINT LEGIBLY SO THAT PROCESSING WON'T BE DELAYED.

APPLICANT NAME: Debi Foli  
MAILING ADDRESS: P.O. Box 995  
TELEPHONE: 760-525-2764 EMAIL: DRFOLI@SPCGlobal.net  
PROJECT ADDRESS: 665 VERDE Ave  
PARCEL NUMBER: 401-07-037-5 ZONE DISTRICT: \_\_\_\_\_  
APPLICATION FOR (Please describe the project.): Laundry Room Alcove

- I hereby apply for consideration and conditional approval by the Design Review Board.
- I understand that application fee is due at submission and review will not be scheduled until fee is paid to the Town.
- I have obtained and reviewed information on the criteria used in evaluation by the Design Review Board and/or reviewed the application provisions in the Town Zoning Ordinance.
- I understand that this application will not be scheduled for consideration until all required materials have been submitted and reviewed.

APPLICANT SIGNATURE: [Signature] DATE: 2-10-20

#### TOWN USE BELOW

RECEIVED FROM: Debi Foli DATE: 2/13/20

Received the sum of \$ 50.00 as: ☒ Check No. 2065 ☐ Cash ☐ Credit Card

Per Fee schedule -- Ordinance 331

BY: KM FOR: DRB

#### PLEASE NOTE:

After approval from the Planning & Zoning Commission and Design Review Board, most building projects must then be submitted to the Building Inspector for review, approval and issuance of building permit.

#### REGARDING BUILDING PERMITS:

Additional fees are required for building permits to reimburse the Town for costs of providing plan review and construction inspection services. Commercial projects, and some residential projects may require plans to be prepared and/or sealed by an Arizona registrant, such as a licensed architect or engineer, per A.R.S. §32-144. Licensed contractors may be required for construction projects per A.R.S. §32-1121.

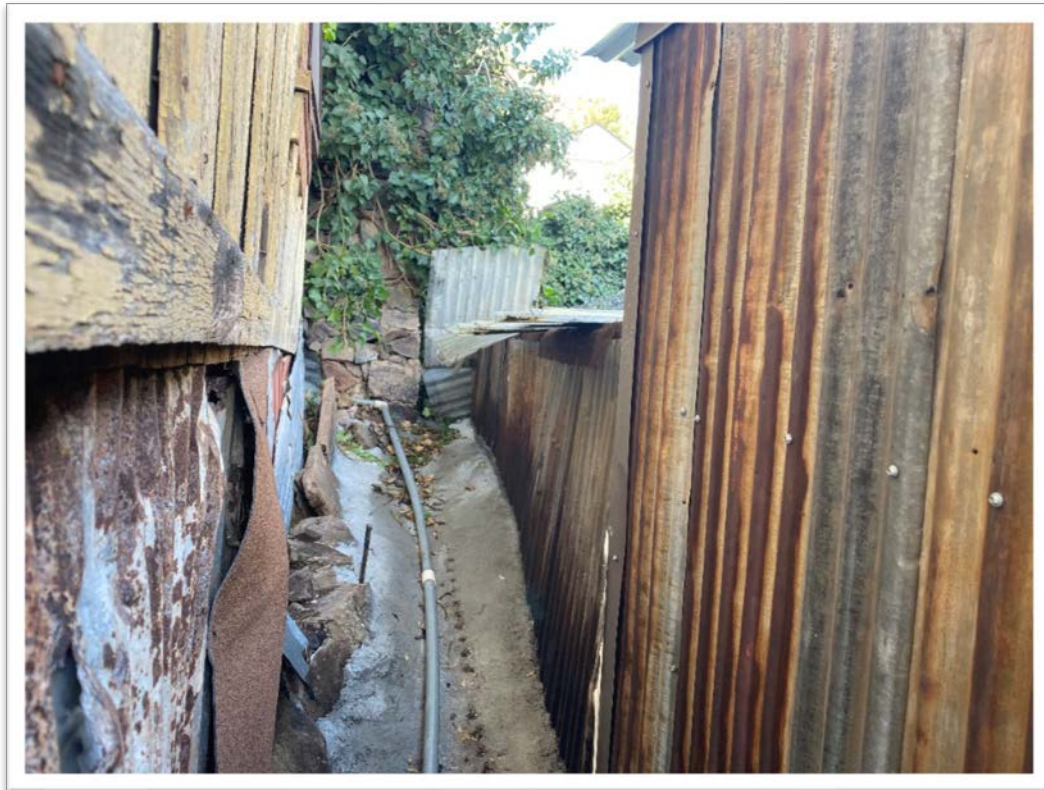


Street View from Verde – arrow points to ex. Laundry “shed” (note recent garage remodel)



Street View from Verde





South view between properties



North view from inside rear yard





# TOWN OF JEROME

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## ZONING ADMINISTRATOR ANALYSIS

### DESIGN REVIEW BOARD

March 9, 2020

**ITEM 5:** Design Review for Roof Repair and Demo Work  
**Location:** 123 Beale Street  
**Applicant/Owner:** Scott Hudson/Candace and Michael Gallagher  
**ZONE:** AR  
**APN:** 401-06-111D  
**Prepared by:** John Knight, Zoning Administrator

**Summary:** Applicant requests Design Review approval to replace/repair an existing roof and remove an existing stairway and railing. The stairway and railing currently lead to an existing roof deck that was constructed with the home in approximately 2001. Rather than repair the roof deck, the owners prefer to remove the stairs and railing that lead to the deck.

#### Zoning Ordinance Compliance -

**Section 304.F.2.** *The Design Review Board shall review a submitted application for Design Approval of Alterations, Additions, or Renovations to Existing Buildings or Structures, and shall have the power to approve, conditionally approve, or disapprove all such requests, basing its decision on the following criteria:*

- a. *ARCHITECTURAL FEATURES AND DETAILS – Original porches, decks, balconies, canopies, doors, windows, walls, fences, stairways, eaves, cornices, and other architectural features and details shall be preserved and retained where feasible. Necessary replacement of these features should be as near as possible to the original feature in design and material.*
- b. *ROOFS – Original roof shape, design, and material shall be preserved and retained where feasible. Where contemporary roofing material is used, it should be as near as possible to the appearance of the original roofing material.*
- c. *COLOR – Exterior colors should be as near as possible to the original colors appropriate to the years during which the particular building or structure was built.*
- d. *MATERIALS AND TEXTURE – The original exterior materials and texture shall be preserved and retained where feasible. Where contemporary materials are used, they should be as, near as possible to the original material and texture.*

**Response:** The Design Review Board (DRB) shall review the application for compliance with the above-referenced criteria and refer to the specific criteria regarding architectural features and details. Note that conditions may be added if necessary.

**Section 304.F.3.** *The Design Review Board shall review a submitted application for Approval of the Demolition, Partial Demolition, or Removal of Existing Buildings or Structures, and shall have the power to approve, conditionally approve, or disapprove, all such requests; in accordance with the following procedures and criteria.*

- a. In passing on an application for demolition, partial demolition, or removal, the Design Review Board shall consider, among other things, the architectural or aesthetic quality or significance of the building or structure to the public interests of the Town.*
- b. If the Design Review Board finds that the preservation and protection of historic places and the public interest will best be served by postponing the demolition, partial demolition, or removal of a building or structure, it may postpone such action for a designated period, which shall not exceed one hundred eighty (180) days from the receipt of the application, and shall notify the applicant of such postponement. Within the period of postponement such demolition or alteration of any building, the Design Review Board shall take steps to ascertain what the Town Council can or may do to preserve such building, including consultation with private civic groups, interested private citizens and other public boards or agencies and including investigation of the potential use of the power of eminent domain when the preservation of a given building is clearly in the interest of the general welfare of the community and of certain historic and architectural significance. The Design Review Board shall then make such recommendations thereabout to the Town Council as the Board may determine to submit.*

**Response:** The Design Review Board (DRB) shall review the application for compliance with the above-referenced criteria and refer to the specific criteria regarding architectural features and details. Note that conditions may be added if necessary.

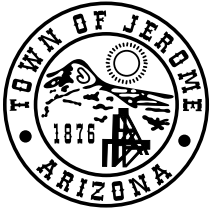
**Conditions:** A resolution with conditions is included for DRB consideration.

**Recommendation:** The zoning administrator recommends that the DRB approve Resolution 2020-10 with the conditions included.

**Attachments:**

- DRB Resolution 2020-10
- Application and Pictures





# TOWN OF JEROME

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## **DRB RESOLUTION NO. 2020-10 APPROVING DESIGN REVIEW FOR ROOF REPAIR AND DEMOLITION WORK AT 123 BEALE STREET**

WHEREAS, the Town of Jerome has received an application from Scott Hudson, on behalf of Candace and Michael Gallagher, for Preliminary and Final Design Review to repair an existing roof and remove an existing railing and stairs at 123 Beale Street (APN 401-06-111D); and

WHEREAS, the property is in the AR zoning district; and

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

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

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

1. **ARCHITECTURAL FEATURES AND DETAILS** – Original porches, decks, balconies, canopies, doors, windows, walls, fences, stairways, eaves, cornices, and other architectural features and details shall be preserved and retained where feasible. Necessary replacement of these features should be as near as possible to the original feature in design and material.
2. **ROOFS** – Original roof shape, design, and material shall be preserved and retained where feasible. Where contemporary roofing material is used, it should be as near as possible to the appearance of the original roofing material.
3. **COLOR** – Exterior colors should be as near as possible to the original colors appropriate to the years during which the building or structure was built.
4. **MATERIALS AND TEXTURE** – The original exterior materials and texture shall be preserved and retained where feasible. Where contemporary materials are used, they should be as near as possible to the original material and texture.
5. **DEMOLITION** - In passing on an application for demolition, partial demolition, or removal, the Design Review Board shall consider, among other things, the architectural or aesthetic quality or significance of the building or structure to the public interests of the Town.

## DRB RESOLUTION NO. 2020-10

6. **POSTPONEMENT** - If the Design Review Board finds that the preservation and protection of historic places and the public interest will best be served by postponing the demolition, partial demolition, or removal of a building or structure, it may postpone such action for a designated period, which shall not exceed one hundred eighty (180) days from the receipt of the application, and shall notify the applicant of such postponement. Within the period of postponement such demolition or alteration of any building, the Design Review Board shall take steps to ascertain what the Town Council can or may do to preserve such building, including consultation with private civic groups, interested private citizens and other public boards or agencies and including investigation of the potential use of the power of eminent domain when the preservation of a given building is clearly in the interest of the general welfare of the community and of certain historic and architectural significance. The Design Review Board shall then make such recommendations thereabout to the Town Council as the Board may determine to submit.

NOW, THEREFORE, BE IT RESOLVED by the Design Review Board of the Town of Jerome, Arizona, that the Preliminary and Final Design to repair an existing roof and remove an existing railing and stairs at 123 Beale 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 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 any and all decisions of the Design Review Board.

ADOPTED AND APPROVED by a majority vote of the Design Review Board on the 9th day of March 2020.

ATTEST:

APPROVED:

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Rosa Cays, Deputy Town Clerk

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Chairman Brice Wood



Founded 1876  
Incorporated 1899

## TOWN OF JEROME, ARIZONA

Jerome Town Hall and Civic Center  
600 Clark Street  
P.O. Box 335, Jerome, AZ 86331  
(928) 634-7943 FAX (928) 634-0715  
[www.jerome.az.gov](http://www.jerome.az.gov)

### APPLICATION FOR DESIGN REVIEW

PLEASE PRINT LEGIBLY SO THAT PROCESSING WON'T BE DELAYED.

APPLICANT'S NAME: Copper Star Remodeling/Scott Hudson  
MAILING ADDRESS: PO Box 1082 Jerome  
TELEPHONE: 928-301-6715 EMAIL: ScottMHudson@startmail.com  
PROJECT ADDRESS: 123 Beale St  
PARCEL NUMBER: 401-06-111D ZONE DISTRICT: \_\_\_\_\_  
APPLICATION FOR (Please describe the project.): Remove upper deck railing & stairs / Put new roof system on

- I hereby apply for consideration and conditional approval by the above checked Board or Commission.
- I understand that any approval is not valid until application fees are received by the Town.
- I have obtained and reviewed information on the criteria used in evaluation by these bodies and/or reviewed the application provisions in the Town Zoning Ordinance.
- I understand that this application will not be scheduled for consideration until all required materials have been submitted and reviewed.

APPLICANT'S SIGNATURE: [Signature]

DATE: Feb 23/20

#### TOWN USE BELOW

RECEIVED FROM: Scott Hudson

DATE: 2/24/2020

Received the sum of \$ 50.00

as: ☒ Check

No. 1091

☐ Cash

☐ Credit Card

Per Fee schedule - Ordinance 332

BY: KN

FOR: DRIS

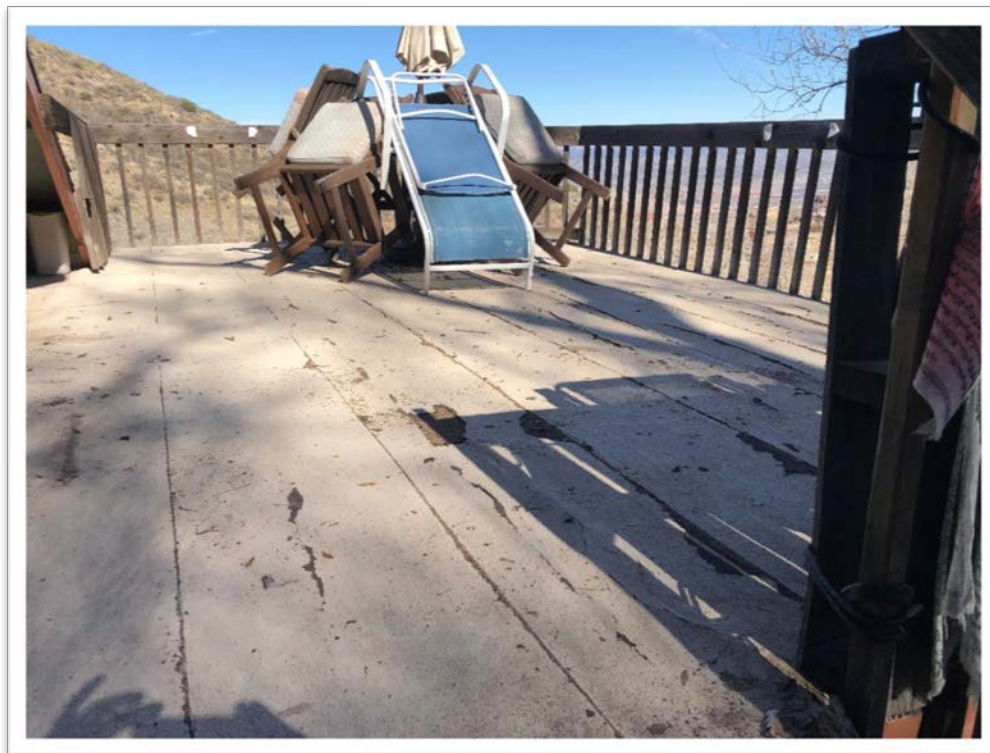


For TTY Access, Call the Arizona Relay Service at 1-800-367-8939 and ask for Town of Jerome at 928-634-7943





View from east



Existing Roof to be repaired and railing to be removed





Example of proposed roofing material from another project





# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

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

## ZONING ADMINISTRATOR ANALYSIS DESIGN REVIEW BOARD Monday, March 9, 2020

**ITEM 6:** Design Review for new awning/canopy  
**Location:** 140 Main Street  
**Applicant/Owner:** Matt LaVoire/Beyond Sky Fire LLC (Four Eight Wineworks)  
**ZONE:** C-1  
**APN:** 401-06-006  
**Recommendation:** Approve  
**Prepared by:** John Knight, Zoning Administrator

**Summary:** Applicant requests approval to add an awning onto an existing building at 140 Main Street.

**Ordinance Compliance:** The Design Review Board shall review the applicant's proposal for compliance with the code sections noted below. Note that the zoning ordinance does not specifically address awnings, but it does include criteria for canopies.

**Section 304.F.2. Review Procedures and Criteria:** *The Design Review Board shall review a submitted application for Design Approval of Alterations, Additions, or Renovations to Existing Buildings or Structures, and shall have the power to approve, conditionally approve, or disapprove all such requests, basing its decision on the following criteria:*

- a. ARCHITECTURAL FEATURES AND DETAILS** – *Original porches, decks, balconies, canopies, doors, windows, walls, fences, stairways, eaves, cornices, and other architectural features and details shall be preserved and retained where feasible. Necessary replacement of these features should be as near as possible to the original feature in design and material.*
- b. ROOFS** – *Original roof shape, design, and material shall be preserved and retained where feasible. Where contemporary roofing material is used, it should be as near as possible to the appearance of the original roofing material.*
- c. COLOR** – *Exterior colors should be as near as possible to the original colors appropriate to the years during which the particular building or structure was built.*
- d. MATERIALS AND TEXTURE** – *The original exterior materials and texture shall be preserved and retained where feasible. Where contemporary materials are used, they should be as, near as possible to the original material and texture.*

**Response:** The Design Review Board (DRB) shall review the application for compliance with the above-referenced criteria and refer to the specific criteria regarding architectural features and details.

**Recommendation:** The Zoning Administrator recommends that the DRB approve Resolution 2020-11 with the conditions included.

**Attachments:**

- DRB Resolution 2020-11
- Application and Pictures





# TOWN OF JEROME

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

## **DRB RESOLUTION NO. 2020-11 APPROVING DESIGN REVIEW FOR NEW AWNING AT 140 MAIN STREET**

WHEREAS, the Town of Jerome has received an application from Matt LaVoire, on behalf of, Sky Fire LLC (Four Eight Wineworks) for Preliminary and Final Design Review to add a new awning at 140 Main Street (APN 401-06-006); and

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

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

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

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

1. **ARCHITECTURAL FEATURES AND DETAILS** – Original porches, decks, balconies, canopies, doors, windows, walls, fences, stairways, eaves, cornices, and other architectural features and details shall be preserved and retained where feasible. Necessary replacement of these features should be as near as possible to the original feature in design and material.
2. **ROOFS** – Original roof shape, design, and material shall be preserved and retained where feasible. Where contemporary roofing material is used, it should be as near as possible to the appearance of the original roofing material.
3. **COLOR** – Exterior colors should be as near as possible to the original colors appropriate to the years during which the building or structure was built.
4. **MATERIALS AND TEXTURE** – The original exterior materials and texture shall be preserved and retained where feasible. Where contemporary materials are used, they should be as, near as possible to the original material and texture.

## DRB RESOLUTION NO. 2020-11

NOW, THEREFORE, BE IT RESOLVED by the Design Review Board of the Town of Jerome, Arizona, that the Preliminary and Final Design to add a canopy to an existing building at 140 Main Street is hereby approved, subject to the following conditions:

1. **Expiration of Approval** – This approval shall become null and void if a building permit is not issued within six (6) months of final Design Review Board approval of this application. If necessary, the 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 any and all decisions of the Design Review Board.

ADOPTED AND APPROVED by a majority vote of the Design Review Board on the 9th day of March 2020.

ATTEST:

APPROVED:

---

Rosa Cays, Deputy Town Clerk

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Chairman Brice Wood



Founded 1876  
Incorporated 1899

## TOWN OF JEROME, ARIZONA

Jerome Town Hall and Civic Center  
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(928) 634-7943 FAX (928) 634-0715  
[www.jerome.az.gov](http://www.jerome.az.gov)

### APPLICATION FOR DESIGN REVIEW

PLEASE PRINT LEGIBLY SO THAT PROCESSING WON'T BE DELAYED.

APPLICANT'S NAME: Matt LaVoire  
MAILING ADDRESS: 1853 Rocky Rd  
TELEPHONE: 928-830-4161 EMAIL: mlavoire@hotmail.com  
PROJECT ADDRESS: 140 Main St, Jerome, AZ, 86331  
PARCEL NUMBER: 406-06-006 ZONE DISTRICT: \_\_\_\_\_  
APPLICATION FOR (Please describe the project.): \$ Retractable Shading

- I hereby apply for consideration and conditional approval by the above checked Board or Commission.
- I understand that any approval is not valid until application fees are received by the Town.
- I have obtained and reviewed information on the criteria used in evaluation by these bodies and/or reviewed the application provisions in the Town Zoning Ordinance.
- I understand that this application will not be scheduled for consideration until all required materials have been submitted and reviewed.

APPLICANT'S SIGNATURE: [Signature]

DATE: 2/20/2020

#### TOWN USE BELOW

RECEIVED FROM: \_\_\_\_\_ DATE: \_\_\_\_\_

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

Per Fee schedule - Ordinance 332

BY: \_\_\_\_\_

FOR: \_\_\_\_\_

For TTY Access, Call the Arizona Relay Service at 1-800-367-8939 and ask for Town of Jerome at 928-634-7943

Letter of Intent

2/22/2020

Shade Awning for 140 Main St, Jerome, AZ

Address: 140 Main St

Parcel Number: 406-06-006

To Whom it may concern:

This letter is in regards to a shade awning we would like to install at 140 Main St in Jerome. This address is the location of The Puscifer Store and Four-Eight Wineworks.

The proposed awning will span most of the width of the building, 21'. (For all dimensions and clearances, please see attached drawing.)

The awning will be attached to a 1 3/4" x 9" micro-lam beam. The beam will in turn be attached to the face of the building with 8" minimum high strength construction lags. All installations will be completed by licensed contractors.

The awning, when fully extended, will have a 2:12 pitch and extend to a maximum of 7'. An 8' minimum height clearance will be maintained between the lowest part of the awning and the sidewalk.

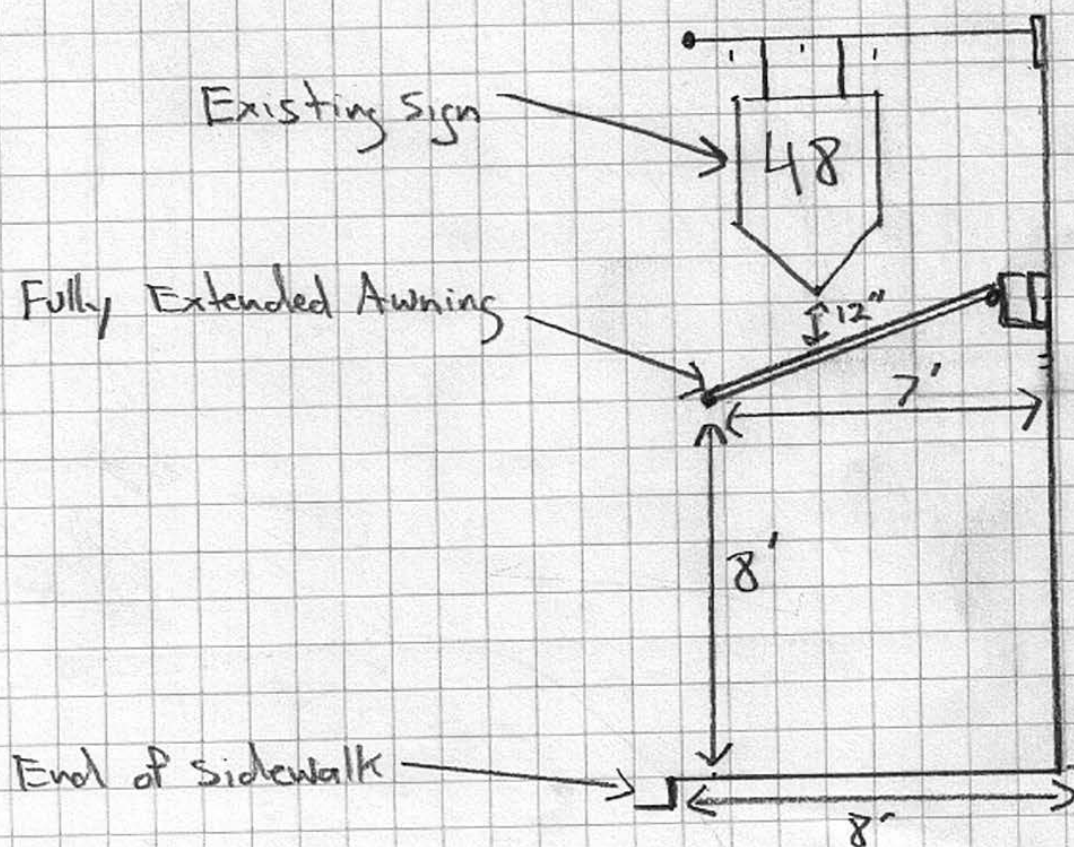
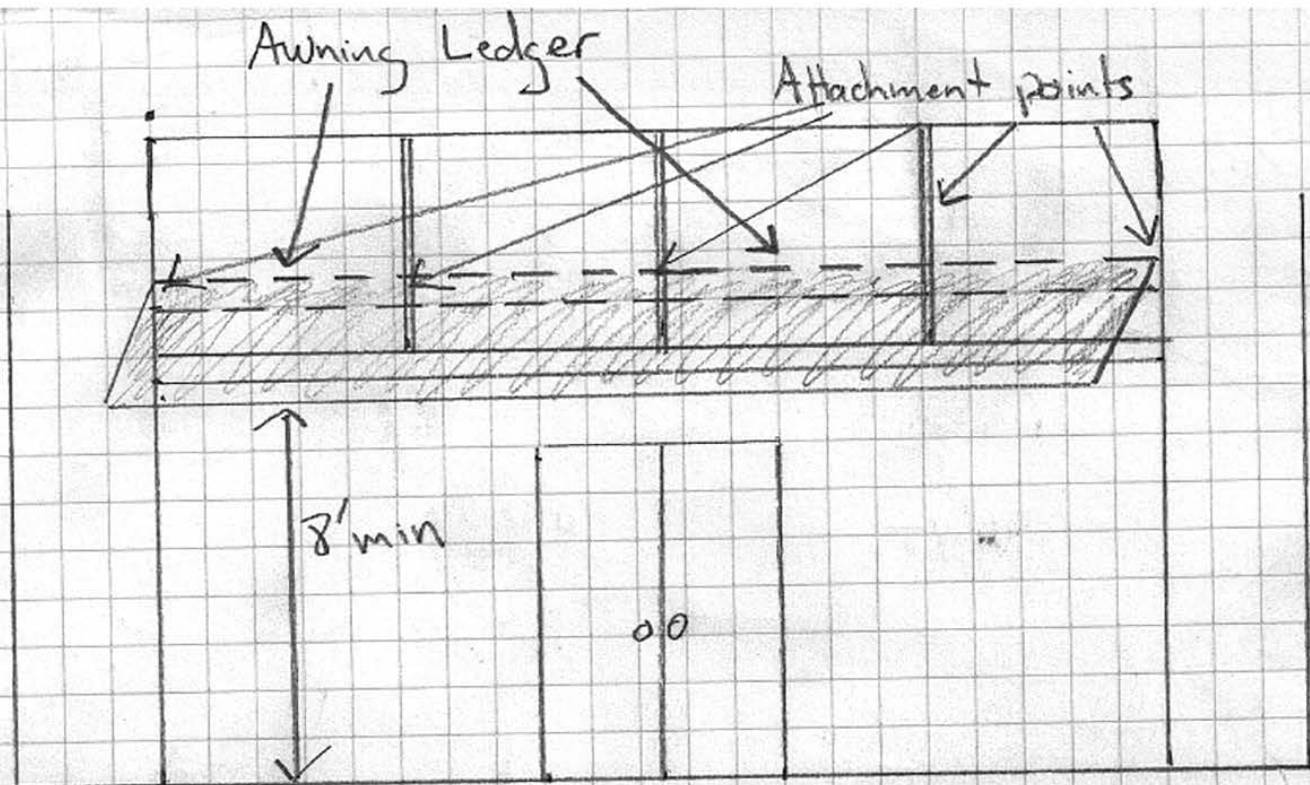
The awning will be motorized, and contain a wind sensor. When winds exceed a predetermined speed, the awning will automatically retract.

Awning color is red. (Please see attached rendering.)

This awning will function and appear very similar to the existing awnings at nearby addresses.

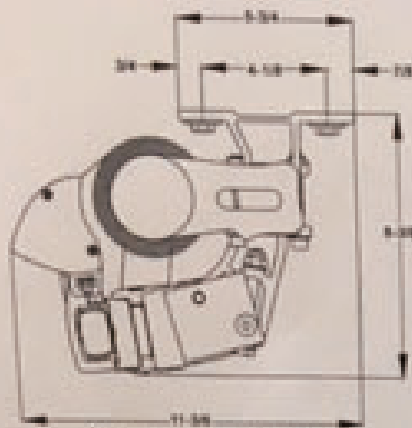
For questions/concerns, please contact Matt LaVoire, Project Manager.

Matt LaVoire  
928-830-4161  
mlavoire@hotmail.com

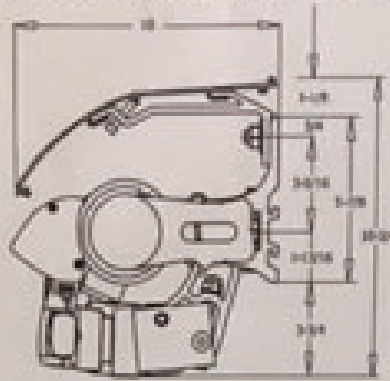


## Overall Sunstyle Mounting Dimensions

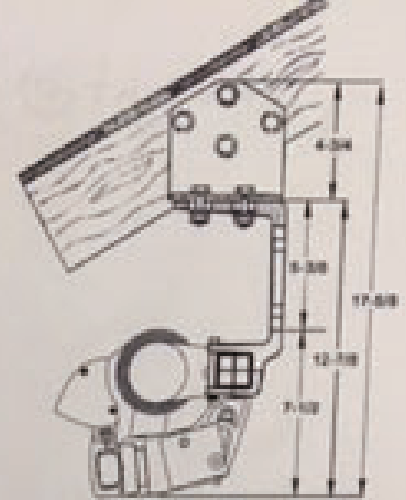
Dimensions shown in inches (Not to scale)



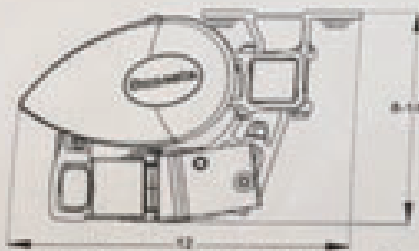
Sunstyle Ceiling Bracket



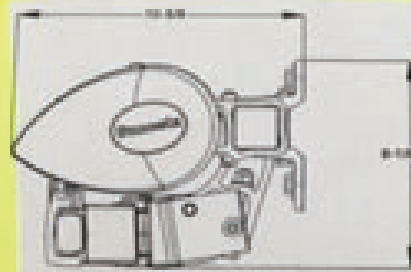
Sunstyle Wall Bracket With Hood



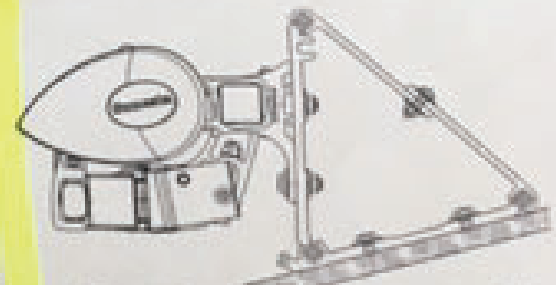
Sunstyle Rafter Bracket With Universal Bracket



Sunstyle Ceiling Bracket Kit With SmartCase™



Sunstyle Wall Bracket Kit With SmartCase™



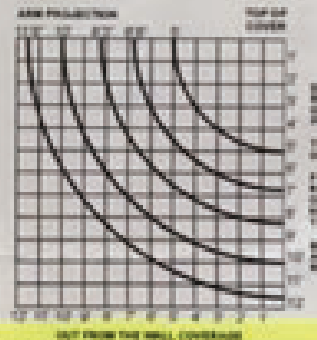
Sunstyle Roof Bracket Kit With SmartCase™

## Headroom vs. Awning Drop

### FORMULA

Height - Drop = Headroom to full bar

Headroom - Valance Height = Total Clearance



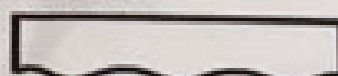
**NOTE:** The width ordered is the total width of the awning frame. The width of the fabric is approximately 4" to 6" less than the frame to allow space for the roller tube brackets and drive assembly.

- The projection ordered is measured from the back of the wall bracket out to the front of the awning along the fabric. This is maximum projection as the awning can be stopped anywhere in between fully retracted or fully projected.
- The maximum projection is measured with the arms extended 90 degrees out from the wall (Parallel to the ground). The more pitch applied to the arms the less horizontal coverage the awning will provide. See "Awning drop" chart for specific dimensions or call factory. Maximum projection tolerances: ± (or) - 2" because of possible variations in motor or gear stops and normal fabric stretching.

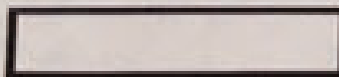
## Valance Style Chart



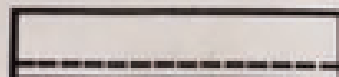
No.1 High Wave



No.2 Low Wave



No.4 Straight with Binding



No.5 Straight with Hem

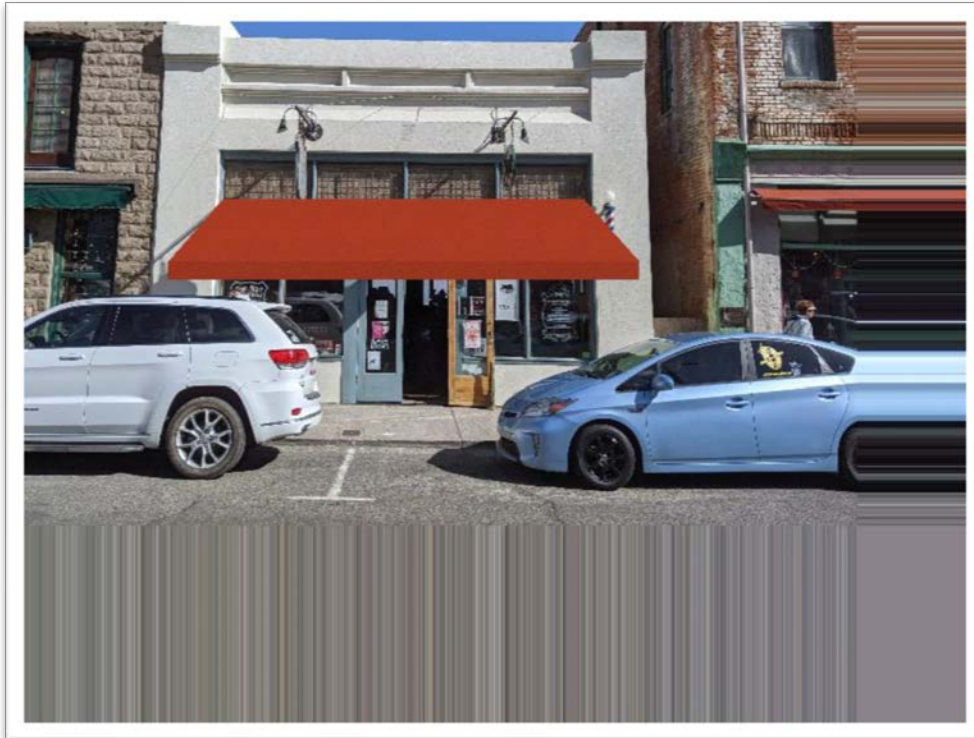


No.6 Russian Key

**NOTE:** Spacing & depth of cutouts will vary with stripe spacing of fabric selected and/or height of valance ordered.

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Street Views 140 Main Street









# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

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

## **ZONING ADMINISTRATOR ANALYSIS DESIGN REVIEW BOARD Monday, March 9, 2020**

**ITEM 7:** Design Review for Small Project to add concrete strips  
**Location:** 815 Gulch Road  
**Applicant:** Marybeth Barr  
**ZONE:** AR  
**APN:** 401-09-017  
**Recommendation:** Approve  
**Prepared by:** John Knight, Zoning Administrator

**Summary:** Applicant requests approval to add two, 20-inch concrete strips to an existing gravel driveway.

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

### **Section 304.F. Review Procedures and Criteria:**

1. *The Design Review Board shall review a submitted application for design approval for all new construction and/or installation of Accessory Features. In doing so, both the Design Review Board and the applicant shall use photographs, lithographs and the like of Jerome, to support their findings. If photographs, etc., are unavailable, then the determination or finding shall be based on the works of a recognized historic preservation authority; such as, but not limited to, text books or architect/historian. Each of the following criteria must be satisfied before an application can be approved.*
  - a. *PROPORTION – The relationship of the width of building or structure to its height shall be visually compatible to buildings, structures and places to which it is visually related*
  - b. *OPENINGS – The relationship of the width of the windows and doors, to height of windows and doors in a building shall be visually compatible with buildings, structures, and places to which the building is visually related.*
  - c. *PATTERN – The relationship of solids to voids in the facade of a building or structure shall be visually compatible with buildings, structures and places to which it is visually related.*
  - d. *SPACING – The relationship of buildings or structure to the open space between it and adjoining buildings shall be visually compatible to the buildings, structures, and places to which it is visually related.*
  - e. *ENTRANCES, PORCHES, DECKS AND PROJECTIONS – The height, projection, supports, and relationship to streets and sidewalks, of entrances, porches, decks, awnings, canopies, and balconies of a building shall be visually compatible to the buildings, structures, and places to which it is visually related*

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

**Response:** The Design Review Board (DRB) shall review the application for compliance with the above-referenced criteria and refer to the specific criteria regarding architectural features and details.

**Recommendation:** The Zoning Administrator recommends that the DRB approve Resolution 2020-12 with the conditions included.

**Attachments:**

- DRB Resolution 2020-12
- Application and Pictures



# TOWN OF JEROME

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

## **DRB RESOLUTION NO. 2020-12 APPROVING DESIGN REVIEW FOR ADDITION OF CONCRETE STRIPS AT 815 GULCH ROAD**

WHEREAS, the Town of Jerome has received an application from Marybeth Barr for Preliminary and Final Design Review to add two, 20-inch concrete strips in a driveway for a single-family home at 815 Gulch Road (APN 401-09-017); and

WHEREAS, the property is in the AR zoning district; and

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

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

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

1. **PROPORTION** – The relationship of the width of building or structure to its height shall be visually compatible to buildings, structures and places to which it is visually related.
2. **OPENINGS** – The relationship of the width of the windows and doors, to height of windows and doors in a building shall be visually compatible with buildings, structures, and places to which the building is visually related.
3. **PATTERN** – The relationship of solids to voids in the facade of a building or structure shall be visually compatible with buildings, structures and places to which it is visually related.
4. **SPACING** – The relationship of buildings or structure to the open space between it and adjoining buildings shall be visually compatible to the buildings, structures, and places to which it is visually related.
5. **ENTRANCES, PORCHES, DECKS AND PROJECTIONS** – The height, projection, supports, and relationship to streets and sidewalks, of entrances, porches, decks, awnings, canopies, and balconies of a building shall be visually compatible to the buildings, structures, and places to which it is visually related.
6. **MATERIALS, TEXTURE AND COLOR** – The materials, texture and color of the facade of a building or structure, shall be visually compatible with the predominant materials, textures, and color used in the building and structures to which it is visually related.
7. **ROOFS** – The roof shape of a building shall be visually compatible with the buildings to which it is visually related.
8. **ARCHITECTURAL DETAILS** – Doors, windows, eaves, cornices, and other architectural details of a building or structure shall be visually compatible with buildings and structures to which it is visually related.

## DRB RESOLUTION NO. 2020-12

9. ACCESSORY BUILDINGS - Garages, carports and sheds shall be visually compatible with buildings, structures and places to which they are visually related.
10. 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.
11. LANDSCAPING – Landscaping shall be visually compatible with the landscaping around the buildings, structures, and places to which it is visually related.
12. SCREENING – The proposed addition, alteration or other changes shall be screened with appropriate materials and in an appropriate design so as to be visually compatible with related properties, when, in the opinion of the Design Review Board, all other means of assuring visual compatibility are not reasonably possible.
13. SOLAR INSTALLATIONS – Refer to “Solar Energy System Design Guidelines” approved by the Town Council in June 2015, utilizing best practices for installing solar on historical buildings as recommended by the Department of the Interior. These Guidelines are available at Jerome Town Hall, the Jerome Library and on the Town of Jerome website.

NOW, THEREFORE, BE IT RESOLVED by the Design Review Board of the Town of Jerome, Arizona, that the Preliminary and Final Design to add two, 20-inch concrete strips in a driveway for a single-family home at 815 Gulch Road 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 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 any and all decisions of the Design Review Board.

ADOPTED AND APPROVED by a majority vote of the Design Review Board on the 9th day of March 2020.

ATTEST:

APPROVED:

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Rosa Cays, Deputy Town Clerk

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Chairman Brice Wood



Founded 1876  
Incorporated 1899

## TOWN OF JEROME, ARIZONA

Jerome Town Hall and Civic Center  
600 Clark Street

P.O. Box 335, Jerome, AZ 86331  
(928) 634-7943 FAX (928) 634-0715

### APPLICATION FOR DESIGN REVIEW

PLEASE PRINT LEGIBLY SO THAT PROCESSING WON'T BE DELAYED.

APPLICANT NAME: MARY Beth BARR

MAILING ADDRESS: P.O. Box 1298

TELEPHONE: cell: 831-430-6678 EMAIL: MARYbethh@sbcglobal.net

PROJECT ADDRESS: 815 Gulch Rd.

PARCEL NUMBER: 401-09-01703 ZONE DISTRICT: AG

APPLICATION FOR (Please describe the project.): TWO 20" CONCRETE w/REBAR

STRIPS ON SLOPED SECTION OF DRIVEWAY TO PROVIDE  
SAFE ENTRY & EXIT TO PROPERTY FOR VEHICLES & PEDESTRIANS

- I hereby apply for consideration and conditional approval by the Design Review Board.
- I understand that application fee is due at submission and review will not be scheduled until fee is paid to the Town.
- I have obtained and reviewed information on the criteria used in evaluation by the Design Review Board and/or reviewed the application provisions in the Town Zoning Ordinance.
- I understand that this application will not be scheduled for consideration until all required materials have been submitted and reviewed.

APPLICANT SIGNATURE: Mary Beth Barr DATE: 2/26/20

#### TOWN USE BELOW

RECEIVED FROM: Marybeth Barr DATE: 2/26/20

Received the sum of \$ 50.00 as: ☒ Check No. 2297 ☐ Cash ☐ Credit Card

Per Fee schedule - Ordinance 331

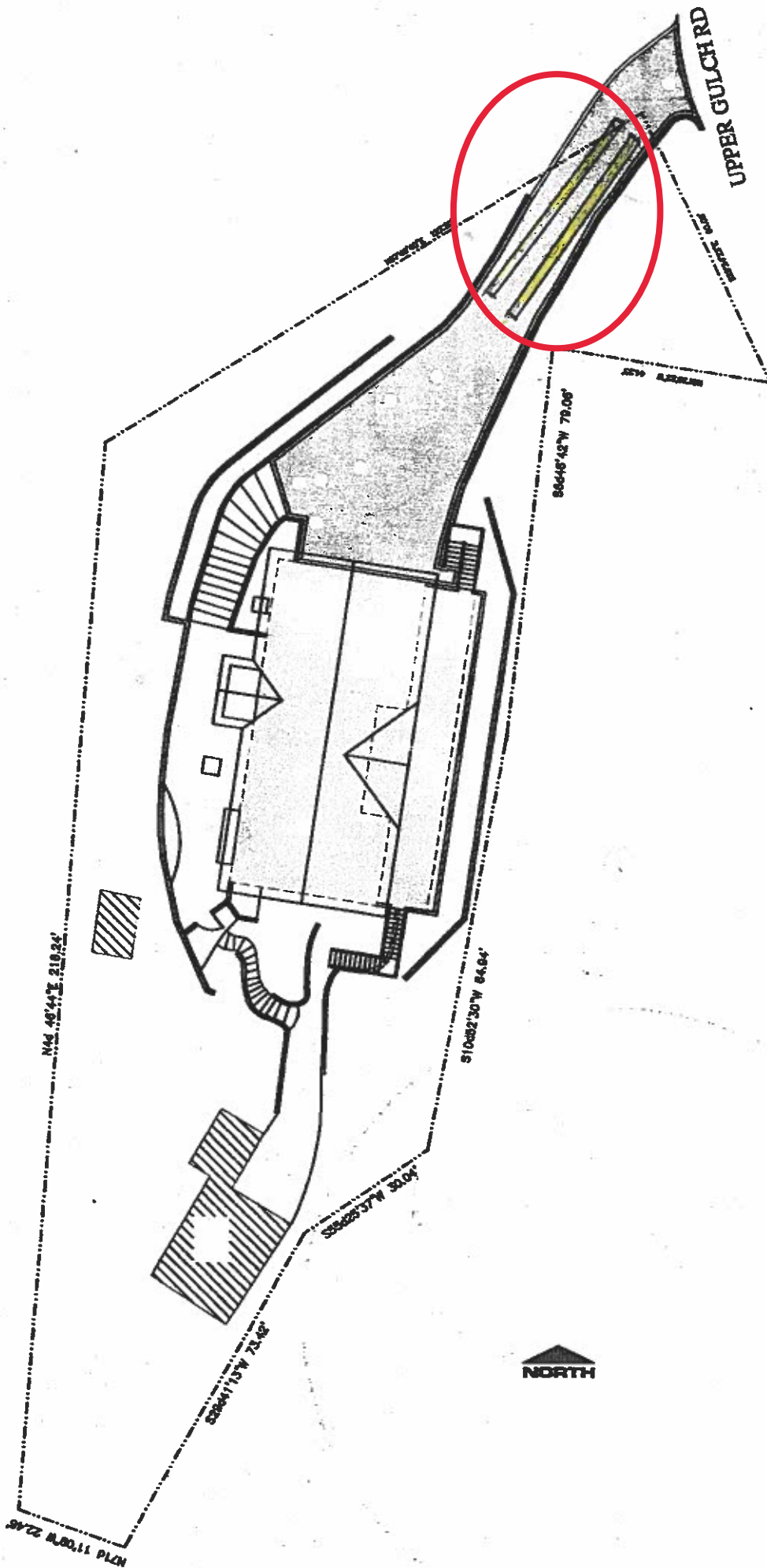
BY: KM FOR: DRB

#### PLEASE NOTE:

After approval from the Planning & Zoning Commission and Design Review Board, most building projects must then be submitted to the Building Inspector for review, approval and issuance of building permit.

#### REGARDING BUILDING PERMITS:

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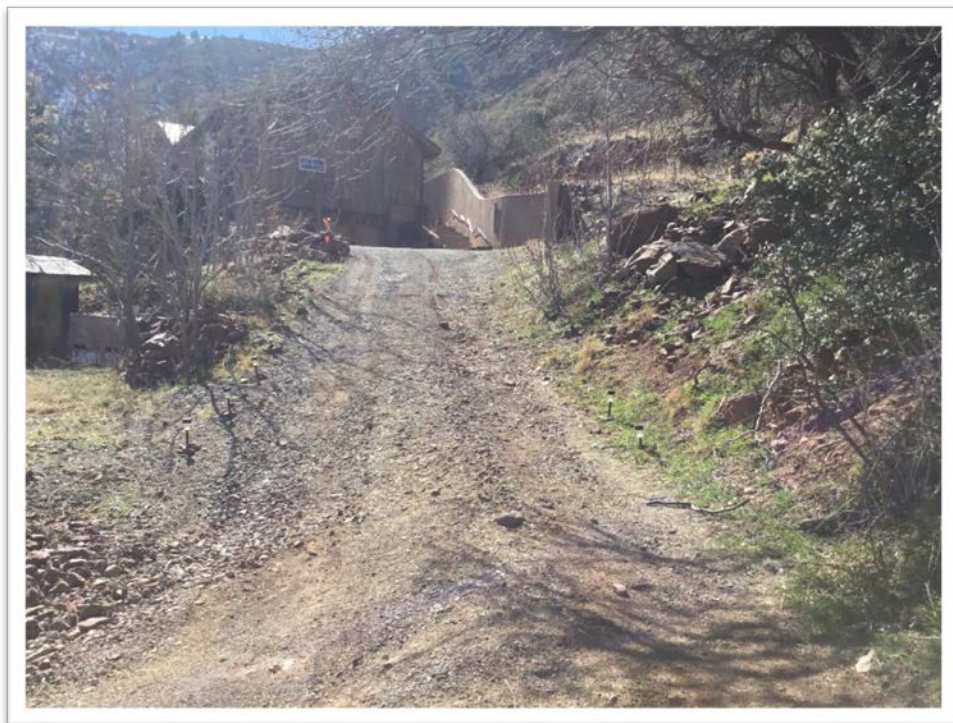
# SITE PLAN

SCALE 1" = 40'-0"





Looking down driveway toward Gulch Road



Looking up driveway from Gulch Road





Pic showing rutted driveway and erosion





# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

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

## ZONING ADMINISTRATOR ANALYSIS

### DESIGN REVIEW BOARD

March 9, 2020

**ITEM 8:** Design Review for Fence Painting and Demo Work  
**Location:** 810 Hampshire Avenue  
**Applicant/Owner:** James LeBlanc/James and Pamela LeBlanc  
**ZONE:** R1-5  
**APN:** 401-07-130  
**Prepared by:** John Knight, Zoning Administrator

**Summary:** Applicant requests Design Review approval to repair and paint an existing fence. Applicant also requests approval to remove an existing, abandoned chimney. According to the historical property inventory, the house was built in 1914 to house UVX employees.

#### Zoning Ordinance Compliance -

**Section 304.F.2.** *The Design Review Board shall review a submitted application for Design Approval of Alterations, Additions, or Renovations to Existing Buildings or Structures, and shall have the power to approve, conditionally approve, or disapprove all such requests, basing its decision on the following criteria:*

- a. ARCHITECTURAL FEATURES AND DETAILS** – *Original porches, decks, balconies, canopies, doors, windows, walls, fences, stairways, eaves, cornices, and other architectural features and details shall be preserved and retained where feasible. Necessary replacement of these features should be as near as possible to the original feature in design and material.*
- b. ROOFS** – *Original roof shape, design, and material shall be preserved and retained where feasible. Where contemporary roofing material is used, it should be as near as possible to the appearance of the original roofing material.*
- c. COLOR** – *Exterior colors should be as near as possible to the original colors appropriate to the years during which the particular building or structure was built.*
- d. MATERIALS AND TEXTURE** – *The original exterior materials and texture shall be preserved and retained where feasible. Where contemporary materials are used, they should be as near as possible to the original material and texture.*

**Response:** The Design Review Board (DRB) shall review the application for compliance with the above-referenced criteria and refer to the specific criteria regarding color. Note that conditions may be added if necessary.

**Section 304.F.3.** *The Design Review Board shall review a submitted application for Approval of the Demolition, Partial Demolition, or Removal of Existing Buildings or Structures, and shall have the power to approve, conditionally approve, or disapprove, all such requests; in accordance with the following procedures and criteria.*

- e. In passing on an application for demolition, partial demolition, or removal, the Design Review Board shall consider, among other things, the architectural or aesthetic quality or significance of the building or structure to the public interests of the Town.*
- f. If the Design Review Board finds that the preservation and protection of historic places and the public interest will best be served by postponing the demolition, partial demolition, or removal of a building or structure, it may postpone such action for a designated period, which shall not exceed one hundred eighty (180) days from the receipt of the application, and shall notify the applicant of such postponement. Within the period of postponement such demolition or alteration of any building, the Design Review Board shall take steps to ascertain what the Town Council can or may do to preserve such building, including consultation with private civic groups, interested private citizens and other public boards or agencies and including investigation of the potential use of the power of eminent domain when the preservation of a given building is clearly in the interest of the general welfare of the community and of certain historic and architectural significance. The Design Review Board shall then make such recommendations thereabout to the Town Council as the Board may determine to submit.*

**Response:** The Design Review Board (DRB) shall review the application for compliance with the above-referenced criteria and refer to the specific criteria regarding architectural features and details. As noted above, the existing chimney has been abandoned and is no longer in use. Note that conditions may be added if necessary.

**Conditions:** A resolution with conditions is included for DRB consideration.

**Recommendation:** The zoning administrator recommends that the DRB approve Resolution 2020-13 with the conditions included.

**Attachments:**

- DRB Resolution 2020-13
- Application and Pictures



# TOWN OF JEROME

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

## **DRB RESOLUTION NO. 2020-13 APPROVING DESIGN REVIEW FOR PAINT AND DEMOLITION WORK AT 810 HAMPSHIRE AVENUE**

WHEREAS, the Town of Jerome has received an application from James LeBlanc for Preliminary and Final Design Review to paint an existing fence and remove an abandoned chimney at 810 Hampshire Avenue (APN 401-07-130); and

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

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

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

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

1. ARCHITECTURAL FEATURES AND DETAILS – Original porches, decks, balconies, canopies, doors, windows, walls, fences, stairways, eaves, cornices, and other architectural features and details shall be preserved and retained where feasible. Necessary replacement of these features should be as near as possible to the original feature in design and material.
2. ROOFS – Original roof shape, design, and material shall be preserved and retained where feasible. Where contemporary roofing material is used, it should be as near as possible to the appearance of the original roofing material.
3. COLOR – Exterior colors should be as near as possible to the original colors appropriate to the years during which the building or structure was built.
4. MATERIALS AND TEXTURE – The original exterior materials and texture shall be preserved and retained where feasible. Where contemporary materials are used, they should be as, near as possible to the original material and texture.
5. DEMOLITION - In passing on an application for demolition, partial demolition, or removal, the Design Review Board shall consider, among other things, the architectural or aesthetic quality or significance of the building or structure to the public interests of the Town.

## DRB RESOLUTION NO. 2020-13

6. **POSTPONEMENT** - If the Design Review Board finds that the preservation and protection of historic places and the public interest will best be served by postponing the demolition, partial demolition, or removal of a building or structure, it may postpone such action for a designated period, which shall not exceed one hundred eighty (180) days from the receipt of the application, and shall notify the applicant of such postponement. Within the period of postponement such demolition or alteration of any building, the Design Review Board shall take steps to ascertain what the Town Council can or may do to preserve such building, including consultation with private civic groups, interested private citizens and other public boards or agencies and including investigation of the potential use of the power of eminent domain when the preservation of a given building is clearly in the interest of the general welfare of the community and of certain historic and architectural significance. The Design Review Board shall then make such recommendations thereabout to the Town Council as the Board may determine to submit.

NOW, THEREFORE, BE IT RESOLVED by the Design Review Board of the Town of Jerome, Arizona, that the Preliminary and Final Design to paint an existing fence and remove an abandoned chimney at 810 Hampshire Avenue 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 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 any and all decisions of the Design Review Board.

ADOPTED AND APPROVED by a majority vote of the Design Review Board on the 9th day of March 2020.

ATTEST:

APPROVED:

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Rosa Cays, Deputy Town Clerk

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Chairman Brice Wood



Founded 1876  
Incorporated 1899

## TOWN OF JEROME, ARIZONA

Jerome Town Hall and Civic Center  
600 Clark Street  
P.O. Box 335, Jerome, AZ 86331  
(928) 634-7943 FAX (928) 634-0715

### APPLICATION FOR DESIGN REVIEW

PLEASE PRINT LEGIBLY SO THAT PROCESSING WON'T BE DELAYED.

APPLICANT NAME: JAMES LEBLANC  
MAILING ADDRESS: PO. Box 82 810 HAMPSHIRE AVE JEROME  
TELEPHONE: 207-841-6420 EMAIL: jimlport@gmail.com  
PROJECT ADDRESS: 810 HAMPSHIRE AVE  
PARCEL NUMBER: 401-07-13 ZONE DISTRICT:

APPLICATION FOR (Please describe the project.): FENCE REPAIR AND PAINTING,  
CHIMNEY REMOVAL — PAINTING THE FENCING THE BROWN  
TRIM COLOR <sup>EXISTING</sup>

- I hereby apply for consideration and conditional approval by the Design Review Board.
- I understand that application fee is due at submission and review will not be scheduled until fee is paid to the Town.
- I have obtained and reviewed information on the criteria used in evaluation by the Design Review Board and/or reviewed the application provisions in the Town Zoning Ordinance.
- I understand that this application will not be scheduled for consideration until all required materials have been submitted and reviewed.

APPLICANT SIGNATURE: [Signature] DATE: 2/26/2020

#### TOWN USE BELOW

RECEIVED FROM: Jim LeBlanc DATE: 2/26/2020

Received the sum of \$ 50.00 as: ☐ Check No.  ☐ Cash ☒ Credit Card

Per Fee schedule — Ordinance 331

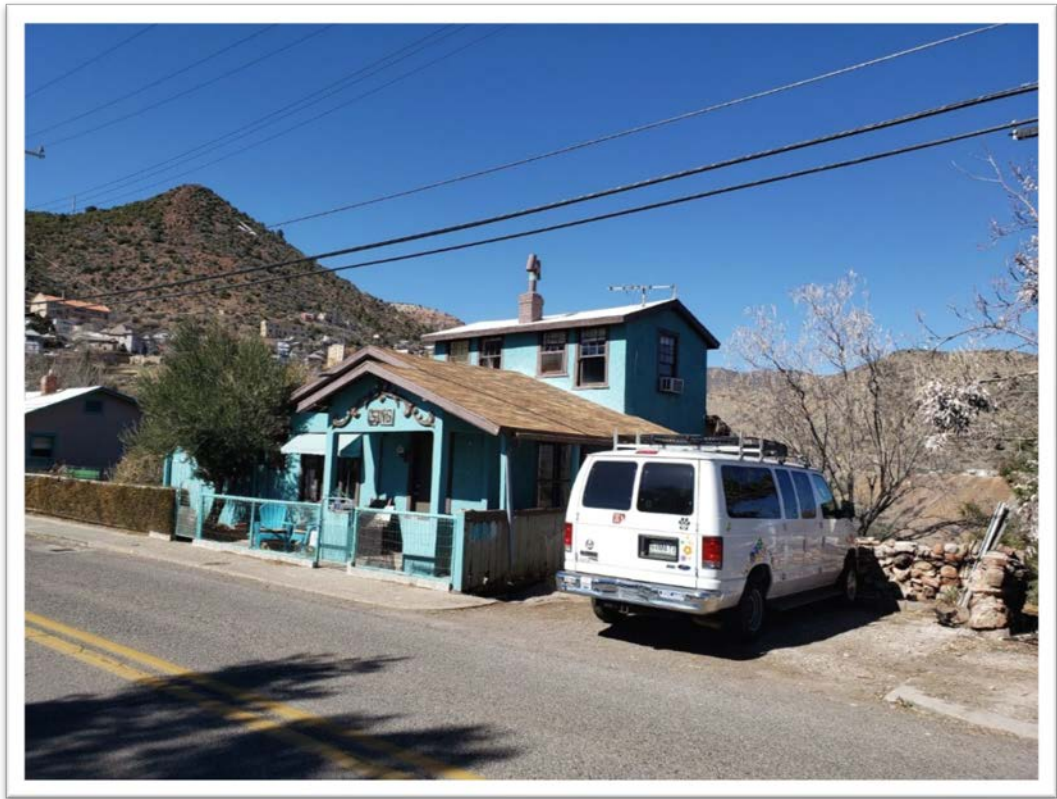
BY: KM FOR: Design Review

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Views from Highway – Teal Fencing to be painted brown to match window trim



Chimney proposed for removal





Fence to be painted brown to match window trim



Chimney proposed for removal