



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

DATE: Monday, December 9, 2019 TIME: 7:00 pm

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).

ITEM 1: CALL TO ORDER/ROLL CALL

ITEM 2: PETITIONS FROM THE PUBLIC – Pursuant to A.R.S. § 38-431.01(H), public comment is permitted on matters not listed on the agenda, but the subject matter must be within the jurisdiction of the Commission. All comments are subject to reasonable time, place and manner restrictions. All petitioners must fill out a request form with their name and subject matter. When recognized by the chair, please 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.

ITEM 3: APPROVAL OF MINUTES: Minutes of Regular DRB Meeting of October 15, 2019 and Joint Meeting of November 18, 2019.

Discussion/Possible Action/ Possible Direction to Staff

ITEM 4: REPORT/SUMMARY OF RECENT P&Z ACTIVITIES HENRY VINCENT, P&Z LIASION

- 18 North Street (Leachman/Farber)
- R-2 Rezone Initiation
- 700 Holly Enclosed Porth (Dillenberg)
- Setback Interpretation for 324 Queen St.

Discussion/Possible Direction to Staff

CONTINUED ITEMS: NONE

NEW BUSINESS:

ITEM 5: Design Review for New Home

APPLICANT: Lori Leachman & Andrew Farber

ADDRESS: 18 North Drive

OWNER OF RECORD: Lori Leachman & Andrew Farber

ZONE: R1-5

APN: 401-11-007C

Applicant is seeking Design Review to construct a single-family home

Discussion/Possible Action

ITEM 6: Design Review to Construct Front Yard Fence

APPLICANT: Mary Chinander

ADDRESS: 860 Hampshire Ave.

OWNER OF RECORD: Mary and Andy Chinander

ZONE: R1-5

APN: 401-07-133

Applicant is seeking approval to install a metal fence in the front yard

Discussion/Possible Action

ITEM 7: Design Review for Enclosed Porch

APPLICANT: Jack Dillenberg

ADDRESS: 700 Holly

OWNER OF RECORD: Jack Dillenberg

ZONE: R1-5

APN: 401-07-089B

Applicant is seeking Design Review to enclose a porch to create a greenhouse

Discussion/Possible Action

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ITEM 8: Sidewalk Encroachment Policy

The Town Council has asked the Planning and Zoning Commission and DRB Boards to provide input on a new sidewalk encroachment policy.

Discussion/Possible Action

INFORMATIONAL ITEMS:

ITEM 9: Future Agenda Items for Jan. 13, 2020

- 324 Queen Street

ITEM 10: Update on Nov. 12th Council Meeting Items: Parking Overlay District, DRB Liaison Position, CUP for Jerome Winery.

OTHER ITEMS:

ITEM 11: Move Meeting Time to 6:00 pm (from 7:00 pm)

Discussion/Possible Action

ITEM 12: Approvals by Resolution (for January meeting)

ITEM 13: To/From Board Members

Discussion/Possible Action

ITEM 14: ADJOURN

The undersigned hereby certifies that this notice and agenda was posted at the following locations on or before 7:00 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

Joni Savage, Deputy Clerk, Attest

Persons with a disability may request a reasonable accommodation such as a sign language interpreter by contacting the Deputy Town Clerk Joni Savage at (928) 637-7943. Requests should be made as early as possible to allow sufficient time to make arrangements. Anyone needing clarification on a DRB agenda item may call Jerome Town Hall at (928) 634-7943 and ask to speak with John Knight, Zoning Administrator.



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DATE: Tuesday, October 15, 2019 TIME: 7:00 pm

PLACE: JEROME CIVIC CENTER

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MINUTES

ITEM 1: CALL TO ORDER/ROLL CALL

Chair Brice Wood called the meeting to order at 7:00 p.m.

Joni Savage, Deputy Clerk called roll. Present were Chair Brice Wood, Vice Chair Danny Smith, Henry Vincent, Tyler Christensen and John McDonald.

Additional staff present John Knight, Zoning Administrator.

7:00 (00:45) ITEM 2: APPROVAL OF MINUTES: Minutes of Sept. 9, 2019

Motion to Approve the Meeting Minutes of September 9, 2019

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

7:01 (01:20) ITEM 3: PETITIONS FROM THE PUBLIC - Margie Hardie, a Jerome resident, spoke about the liaison position.

7:07 (07:42) ITEM 4: REPORT/SUMMARY OF RECENT P&Z ACTIVITIES HENRY VINCENT, P&Z LIASION

Mr. Vincent gave his update from the Planning and Zoning meeting in October.

7:09 (9:50) ITEM 5: Preliminary and Final Site Plan Review for Deck on Ex. Home (Continued from 9/9/2019)

APPLICANT: Karen Tomlinson

ADDRESS: 750 Verde Ave.

OWNER OF RECORD: Karen Tomlinson

ZONE: AR

APN: 401-07-167C

Applicant is seeking approval to replace an existing at grade deck, add a 2nd story deck and add overhead trellis.

Motion to Approve the Deck Expansion

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

7:14 (14:30) ITEM 6: Design Review for "Small Project" to Construct 6' Wood Fence

APPLICANT: Mary Chinander

ADDRESS: 860 Hampshire Ave.

OWNER OF RECORD: Mary and Andy Chinander

ZONE: R1-5

APN: 401-07-133

Applicant is seeking approval to remove ex. Fence and replace with 6' wood fence

Motion to Approve a 6' Wood Fence

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

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7:16 (17:27) ITEM 7: Design Review for "Small Project" to partially rebuild existing garage

APPLICANT: Debi Foli

ADDRESS: 665 Verde Ave.

OWNER OF RECORD: Debi Foli

ZONE: R1-5

APN: 401-07-037

Applicant seeks approval to add a roll up garage door and rebuild garage roof

7:17 (18:09) Mike Sims, the contractor explained the project.

7:19 (20:35) Ms. Foli spoke and agreed to use "Cinnamon Spice" or "Cinnamon Cider."

Motion to Approve the Application as Presented with Either of the Applicants Choice of Colors

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

7:22 (23:40) ITEM 8: Design Review to Change Ex. Windows on Hotel Jerome (Artists Co-op)

APPLICANT: Town of Jerome

ADDRESS: 502 Main St.

OWNER OF RECORD: Town of Jerome

ZONE: C-1

APN: 401-06-079

Applicant seeks approval to install new windows

Motion to Approve the Dark Brown Window as Presented

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

7:31 (32:28) ITEM 9: 804 Hampshire – Possible Demolition

APPLICANT: Carol Anne Teague

ADDRESS: 804 Hampshire

OWNER OF RECORD: Jay Misany

ZONE: R1-5

APN: 401-07-128A

Applicant seeks input of possible demolition of existing home

7:34 (34:45) Carol Anne Teague, the realtor spoke.

7:34 (34:58) Sherri Misany, the owner of the property spoke.

7:41 (41:57) Jay Misany, the owner of the property spoke.

7:54 (54:17) Tai Keith, the potential buyer spoke.

7:56 (56:30) Carol Anne Teague, the realtor spoke.

7:58 (59:10) Tai Keith, the potential buyer spoke about her fears.

7:59 (59:45) Sherri Misany said they are just trying to get clarification as to whether they can demolish the house.

The Board suggested that the Misany's apply for a demolition permit and that is really the only way that they would know.

8:05 (1:05:40) ITEM 10: Future Agenda Items

8:08 (1:08:25) Mr. Vincent spoke on the record, Chair Wood did call him and asked him to call Jane Moore. He had asked Mr. Wood to write a letter and he said he forgot to write the letter. Mr. Vincent was not happy with the actions of Chair Wood.

8:10 (1:10:00) Chair Wood said that he did not recall having the conversation with Jane Moore.

John Knight gave an update from the Council and the upcoming meeting schedule.

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ITEM 11: ADJOURN

Motion to Adjourn at 8:15 p.m.

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

Approval on next page.

Draft

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DATE: Tuesday, December 9, 2019 TIME: 7:00 pm

PLACE: JEROME CIVIC CENTER

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MINUTES

Respectfully submitted by Joni Savage on December 9, 2019.

Approved: _____ Date: _____
Design Review Board Chair

Attest: _____ Date: _____
Design Review Board Vice Chair

Draft



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TOWN OF JEROME, ARIZONA

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MINUTES

SPECIAL JOINT WORKSHOP MEETING OF THE JEROME TOWN COUNCIL, PLANNING & ZONING COMMISSION AND DESIGN REVIEW BOARD COUNCIL CHAMBERS, JEROME TOWN HALL MONDAY, NOVEMBER 18, 2019 AT 5:00 PM

ITEM #1:	<p>CALL TO ORDER/ROLL CALL</p> <p>Mayor/Chairperson to call meeting to order.</p> <p><i>Mayor Alex Barber called the meeting to order at 5:04 p.m.</i></p> <p>Town Clerk to call and record the roll for Council.</p> <p><i>Town Manager/Clerk Candace Gallagher called the roll. Present were Mayor Barber, Vice Mayor Sage Harvey, Councilmembers, Mandy Worth, Jane Moore and Dr. Jack Dillenberg.</i></p> <p>Deputy Clerk to call and record the roll for P&Z and DRB.</p> <p><i>Deputy Clerk Joni Savage called the roll for DRB: Present were Chair Brice Wood, Vice Chair Danny Smith, Henry Vincent, Tyler Christensen and John McDonald.</i></p> <p><i>Deputy Clerk Joni Savage called the roll for P & Z: Present were Chair Lance Schall, Vice Chair Joe Testone, Henry Vincent and Scott Hudson. Jessamyn Ludwig was not present.</i></p> <p><i>Additional staff present were John Knight, Zoning Administrator and Joni Savage, Deputy Clerk.</i></p>																																										
ITEM #2: 5:06 (01:40)	<p>GOAL SETTING & PRIORITIES</p> <p>After a presentation by the Zoning Administrator, Attendees will be divided into small "breakout groups" to help develop Town Goals. These Goals will then be presented to the entire group and Attendees will assist in prioritizing those Goals.</p> <p><i>John Knight gave his power point presentation and then attendee's broke into small breakout groups. Each small group presented goals and the results were voted on and prioritized by the entire group. The results are attached.</i></p>																																										
ITEM #3:	<p>ADJOURNMENT</p> <p><u><i>Motion to Adjourn at 6:34</i></u></p> <table> <tr> <th>COUNCILMEMBER</th><th>MOVED</th><th>SECONDED</th><th>AYE</th><th>NAY</th><th>ABSENT</th><th>ABSTAIN</th></tr> <tr> <td>BARBER</td><td></td><td>X</td><td>X</td><td></td><td></td><td></td></tr> <tr> <td>DILLENBERG</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr> <tr> <td>HARVEY</td><td>X</td><td></td><td>X</td><td></td><td></td><td></td></tr> <tr> <td>MOORE</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr> <tr> <td>WORTH</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr> </table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER		X	X				DILLENBERG			X				HARVEY	X		X				MOORE			X				WORTH			X			
COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN																																					
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Approval on next page.



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Jerome Town Hall Located at 600 Clark Street, Jerome Civic Center

**SPECIAL JOINT WORKSHOP MEETING OF THE JEROME TOWN COUNCIL,
PLANNING & ZONING COMMISSION AND DESIGN REVIEW BOARD
COUNCIL CHAMBERS, JEROME TOWN HALL
MONDAY, NOVEMBER 18, 2019 AT 5:00 PM
PLACE: JEROME CIVIC CENTER
600 Clark St., JEROME, ARIZONA 86331**

MINUTES

Respectfully submitted by Joni Savage on December 9, 2019.

Approved: _____ Date: _____
Design Review Board Chair

Attest: _____ Date: _____
Design Review Board Vice Chair

Voting Results from Goal Setting Joint Meeting w/DRB, P&Z and Council
Meeting Date: Nov. 18, 2019

Votes	Item	Notes
15	Affordable Housing	Rezoning, density increases, Tiny Homes, Mixed-Use, housing in Hotel Jerome. Focus on Workforce Housing.
9	Parking in C-1 Zone	Overlay/In-Lieu fee program, review standards, identify new areas for public parking, parking easements, etc.
6	Historic Items	Update Historic Inventory, Update standards/requirements, Coordinate w/SHPO, change DRB focus to Historic Preservation Board
6	Zoning Ordinance Updates	Update definitions, clarify small projects, and exemptions, make app. process more efficient/user-friendly, review/update standards for parking, setbacks, encroachments, etc.
6	Growth Mgt./Vacant Land Inventory	This goal needs to be refined/clarified
4	Tourism Management	
4	Wayfinding Signage	Directional signage, safe pedestrian pathways, and GPS corrections
3	Cell Tower/Communications Ordinance	
2	Code Enforcement	Focus on Dangerous Structures
2	Dark Sky Ordinance	
2	Open Space & Recreation	Parks, Open Space Buffers, Dog Park, Farmers Market, Community Garden
2	Neighborhood Plans	Policies/programs for each neighborhood - could include design standards, parking requirements, and other issues important to each neighborhood
2	Jerome Valley Cemetery	Land Swap for Parking
1	Short Term Vacation Rental Ordinance	Cannot conflict with ex. State Law
1	Rain Water Collection & Grey Water re-use Ordinance	
1	User Friendly Application Process	
0	Annexation	
0	Public/Private Partnership	



TOWN OF JEROME

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ZONING ADMINISTRATOR ANALYSIS DESIGN REVIEW BOARD

December 9, 2019

ITEM 5: Design Review for new home
Location: 18 North Drive
Applicant: Lori Leachman/Andy Farber
ZONE: R1-5
APN: 401-11-007C
Prepared by: John Knight, Zoning Administrator

Summary: Applicant requests Final approval of Design Review to construct a single-family home. Single-family homes are permitted uses in the R1-5 Zone (505.B.1). The Planning and Zoning Commission approved the Site Plan Review on Dec. 4, 2019. A copy of the signed resolution is attached for reference.

Posting: A notice was posted on at the site on November 13, 2019.

Zoning Ordinance Compliance -

Section 304.F.1. Review Procedures and Criteria

1. *The Design Review Board shall review a submitted application for design approval for all new construction and/or installation of Accessory Features. In doing so, both the Design Review Board and the applicant shall use photographs, lithographs and the like of Jerome, to support their findings. If photographs, etc., are unavailable, then the determination or finding shall be based on the works of a recognized historic preservation authority; such as, but not limited to, 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 DRB shall review the application for compliance with the above referenced criteria. As noted below, conditions may be added if necessary.

Section 304.F.7.

- 7. *If the decision is to approve or conditionally approve the request for Design Approval, all copies of the approved plan, with any conditions shown thereon or attached thereto, shall be dated and signed by the chairman of the Design Review Board. One (1) copy of said approved plan and conditions shall be mailed to the applicant, one (1) copy shall be filed with the Building Inspector, and one (1) with the Zoning Administrator.*

Response: The DRB has the authority to approve or conditionally approve the applicant's request. In order to ensure compliance with the criteria identified in Section 304.F.1., the Board may include additional conditions.

Conditions: The Planning and Zoning Commission has previously approved a list of conditions to ensure compliance with Town Ordinances and standards (see P&Z Resolution 2019-1). If the DRB would like to include additional conditions, it's important that they not conflict with the conditions already identified in the P&Z Resolution.

Recommendation: The Zoning Administrator recommends approval of the Final Design Review for the proposed home.

Attachments – P&Z Resolution 2019-1



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P&Z RESOLUTION NO. 2019-1

APPROVING PRELIMINARY AND FINAL SITE PLAN REVIEW FOR A SINGLE-FAMILY HOME AT 18 NORTH DRIVE

WHEREAS, the Town of Jerome has received an application for Preliminary and Final Site Plan Review to construct a single-family home at 18 North Drive (APN 401-11-007C);

WHEREAS, the property is located in the R1-5 zoning district, and single-family homes are an allowed use in that District;

WHEREAS, a notice was posted at the Site on November 13, 2019 in accordance with Jerome Zoning Ordinance Section 303.1C;

WHEREAS, the Jerome Planning & Zoning Commission reviewed this application at their December 4, 2019 meeting and approved the application with certain conditions;

NOW, THEREFORE, BE IT RESOLVED by the Planning and Zoning Commission of the Town of Jerome, Arizona, that Preliminary and Final Site Plan Review is hereby approved, subject to the following conditions:

1. **Parking Spaces** – A total of two (2) off-street, parking spaces shall be provided.
2. **Construction Hours and Noise** – Construction and noise shall be limited between 8:00 pm and 7:00 am in accordance with Section 10-1-13.C. of the Jerome Town Code.
3. **Sign** – A separate application for DRB will be required for approval of any signage.
4. **Other Improvements/Changes** – Any subsequent modifications or changes to the Plans; including but not limited to changes in setbacks, square footage, fences, siding, roofing, height, etc.; will require additional review by the Planning and Zoning Commission and/or the Design Review Board.
5. **Drainage** - The building permit submittal shall indicate both existing and proposed drainage. This includes but is not limited to showing how drainage will be collected (such as from roof drains) and directed to provide disposal and protection of neighboring properties. This may include splash blocks, swales, and gravel catchments to help dissipate hydraulic energy.
6. **Grading** - Grading shall comply with the requirements of Section 303.3 of the Zoning Code. Grading plans shall include, but not be limited to, adequate dust control measures, erosion control/drainage, and fencing to protect sensitive features (such as trees to be saved).
7. **Sewer** - The plan submittal shall show and include details on the location and connection to the existing public sewer.
8. **Home Occupations** - Any proposed use of the property for a Home Occupation shall be incidental to the primary use of the property and in compliance with Section 502.M. of the Zoning Code.

P&Z RESOLUTION NO. 2019-1

9. **Building Permit Submittal and Code Requirements** - The applicant shall consult with the Building Official and submit detailed drawings for building permits that clearly demonstrate compliance with all Code Requirements, including but not limited to, coverage, height, parking and setbacks (Section 505).
10. **Expiration of Approval** - This approval shall become null and void if a building permit is not issued within six (6) months of final Planning and Zoning and Design Review Board Approval of this application. If necessary, the applicant may request an extension by the approval body prior, if the extension is submitted prior to approval expiration.

ADOPTED AND APPROVED by a majority vote of the Planning and Zoning Commission on the 4th day of December 2019.

ATTEST:


Joni Savage, Deputy Town Clerk

APPROVED:

 12/4/19
Chairman Lance Schall



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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'S NAME: LORI LEACHMAN / ANDREW FARBER
MAILING ADDRESS: 215 PUEBLOS DEL NORTE Section 86351
TELEPHONE: 716-984-7569 EMAIL: Lori.Leachman@Duke.edu
andyfarber@gmail.com
PROJECT ADDRESS: 18 NORTH DRIVE
PARCEL NUMBER: 401-11-007C ZONE DISTRICT: Dundee Neighborhood
APPLICATION FOR (Please describe the project): Single family home

- I hereby apply for consideration and conditional approval by the Design Review Board.
- 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: 10/15/19

TOWN USE BELOW

RECEIVED FROM: Andy Farber DATE: 10/16/19
Received the sum of \$ 100⁰⁰ as: ☒ Check No. 132 ☐ Cash ☐ Credit Card

Per Fee schedule - Ordinance 332

BY: Rosa Chys FOR: John Knight

My name is Lori Leachman, and my partner (Andy Farber) and I have purchased 2 lots on North Drive in the Dundee neighborhood. We have had those lots combined into one, 18 North Dr. It is our plan to build a single family home on the lot, beginning construction in 2020. Once the home is complete, Jerome will become our permanent residence - one in which we plan to live full time in our retirement.

I have owned a home on and off in Arizona since 1992. In the 1990's I was a professor (of economics) at NAU and lived and owned a home in Flagstaff. In 1998, I took a position at Duke University (where I am still on faculty) and sold my Flagstaff home to move to Durham, N.C. I found that I was always coming back to Arizona to visit friends and enjoy the natural settings (I am also a painter). So, in 2002 I began to look for a 2nd home in the Northern Arizona region. My ex-husband and I purchased a home in Las Piedras in the Village of Oak Creek in late 2003/ early 2004. I own that home today, and Andy and I live there half of the year. The other half of the year we are in Durham because I am still teaching.

About 2 years ago Andy and I began to look around for other places in the area to live. We were simply fed up with the traffic on 179. Over time we converged on Cottonwood, Clarkdale and Jerome as potential places to relocate-with Jerome as our first choice. We spent a year looking at property, so by the time the Jerome lots came on the market we knew that they were perfect for our needs and desires. We made a full price offer on the day the lots were listed.

It is our intention to build a home that we can age in place in. To that end, we have designed a home with all of the main living on the top floor. On the lower level, we will have guest space, as well as studio space for Andy (who works in metal) and myself. We have designed the house in such a way as to be well below the allowable height limits, in an effort to be as unobtrusive as possible. We have chosen external materials that minimize maintenance, are fire resistant, and consistent with materials used in our neighborhood. The exterior shell will all be metal. The roof will be a standard metal ribbed roof (black), the top floor and portions of the bottom floor will be covered in powder coated or anodized corrugated metal (light grey), most of the front lower façade will be covered in COR TEN (right of the front door to the end of house and left of the front door on the stairwell). Our deck will also be made of perforated metal with stainless cable railings.

We will have a 2 car garage and 2 parking spaces in our driveway. We plan to landscape the front with crushed rock and a walkway, as well as 2 large yuccas on the right side of the house. For exterior lighting, our plan is to use lightening that meets the dark sky criteria, including a pole light along our front walk (not to exceed 7 ft in height).

We know and love Jerome, and look forward to being part of the community.

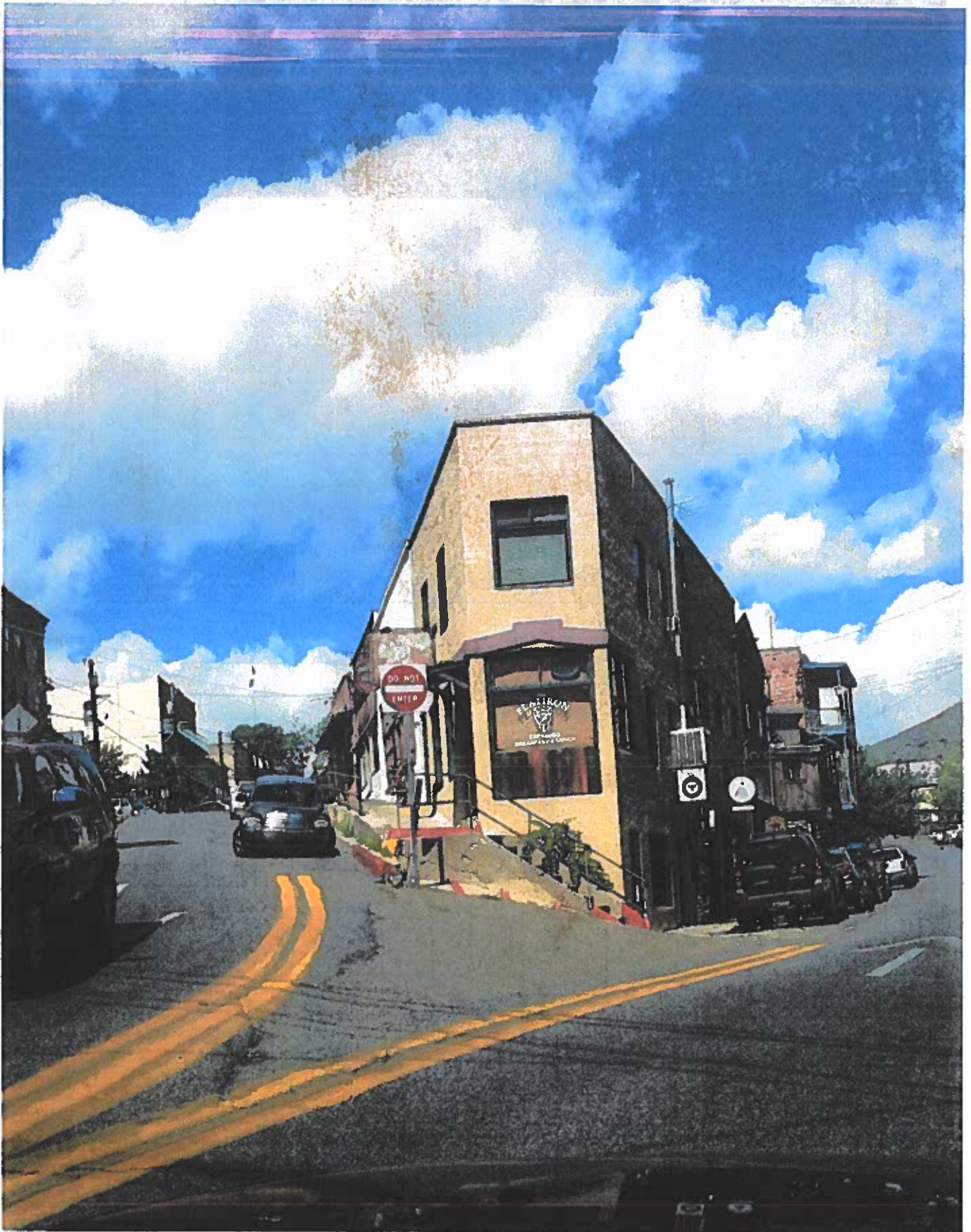
Lori Leachman & Andy Farber

From: **Lori Leachman, Ph.D.** lori.leachman@duke.edu

Date: **Oct 3, 2019 at 6:14:56 PM**

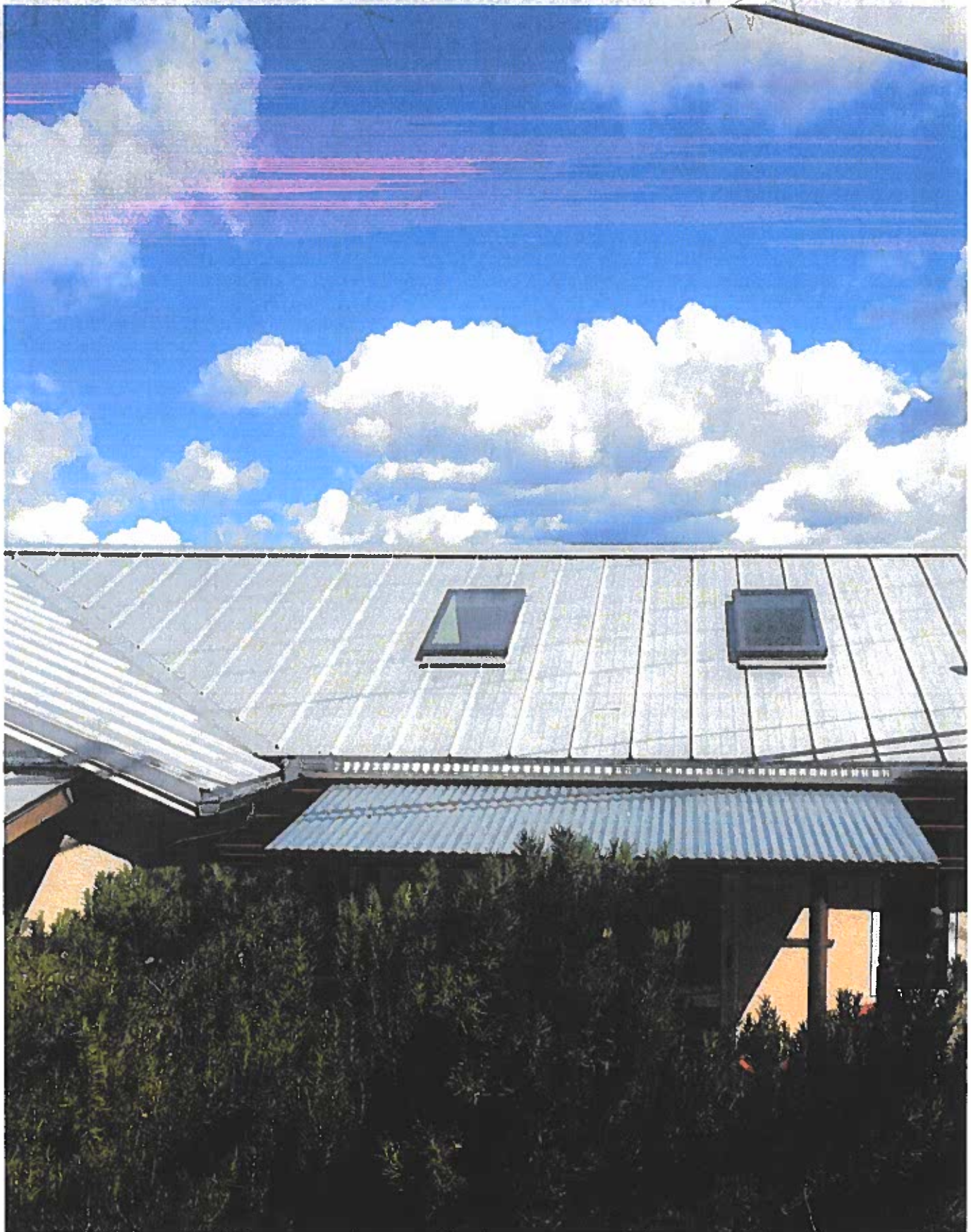
To: **Lori Leachman, Ph.D.** lori.leachman@duke.edu

*Design
Inspiration*

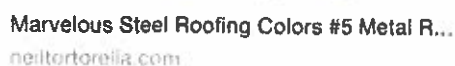
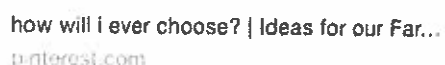


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roof
metal
Black



RELATED IMAGES



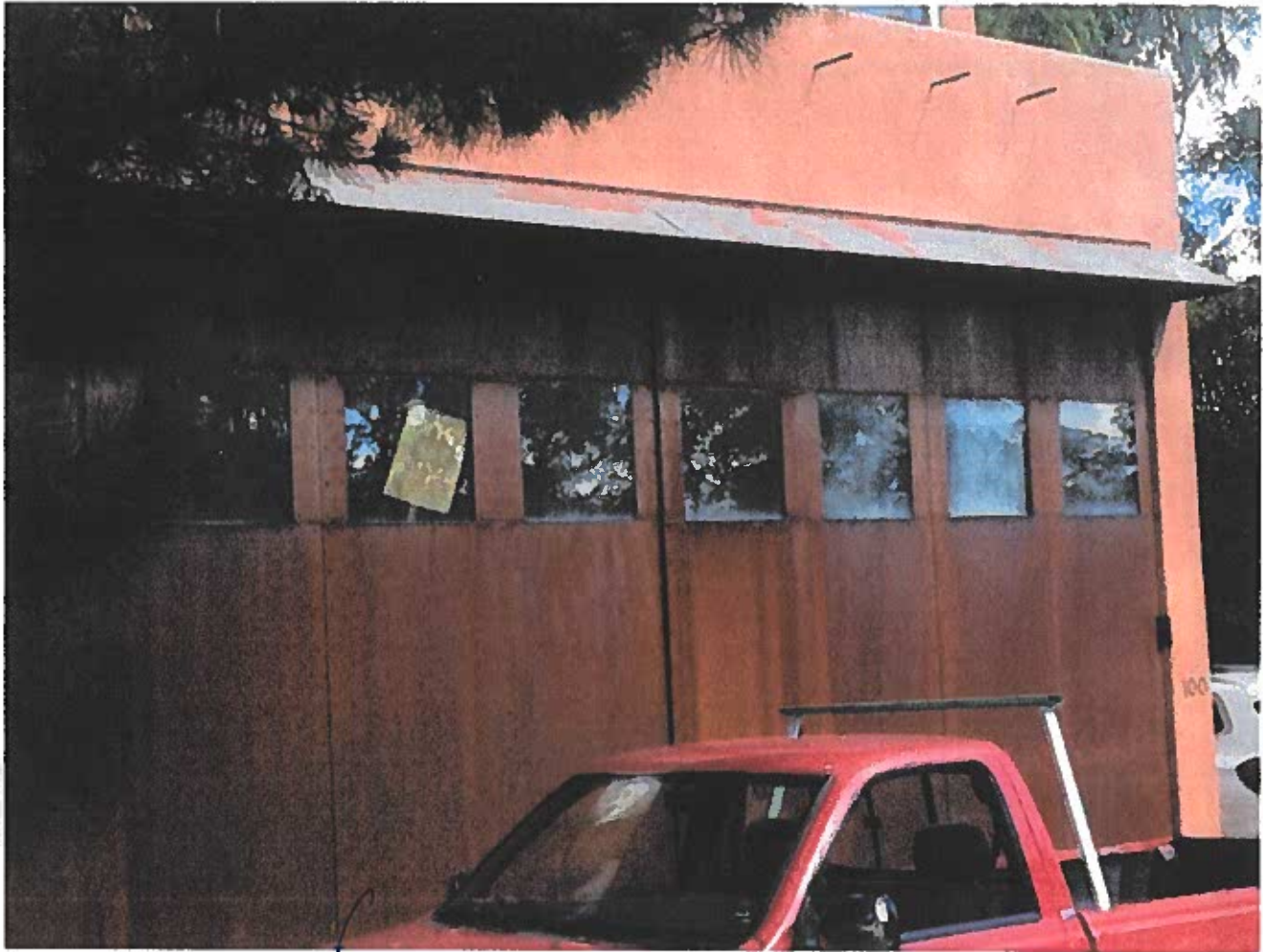
roof-black



From: **Lori Leachman, Ph.D.** lori.leachman@duke.edu

Date: **Oct 3, 2019 at 6:27:13 PM**

To: **Lori Leachman, Ph.D.** lori.leachman@duke.edu



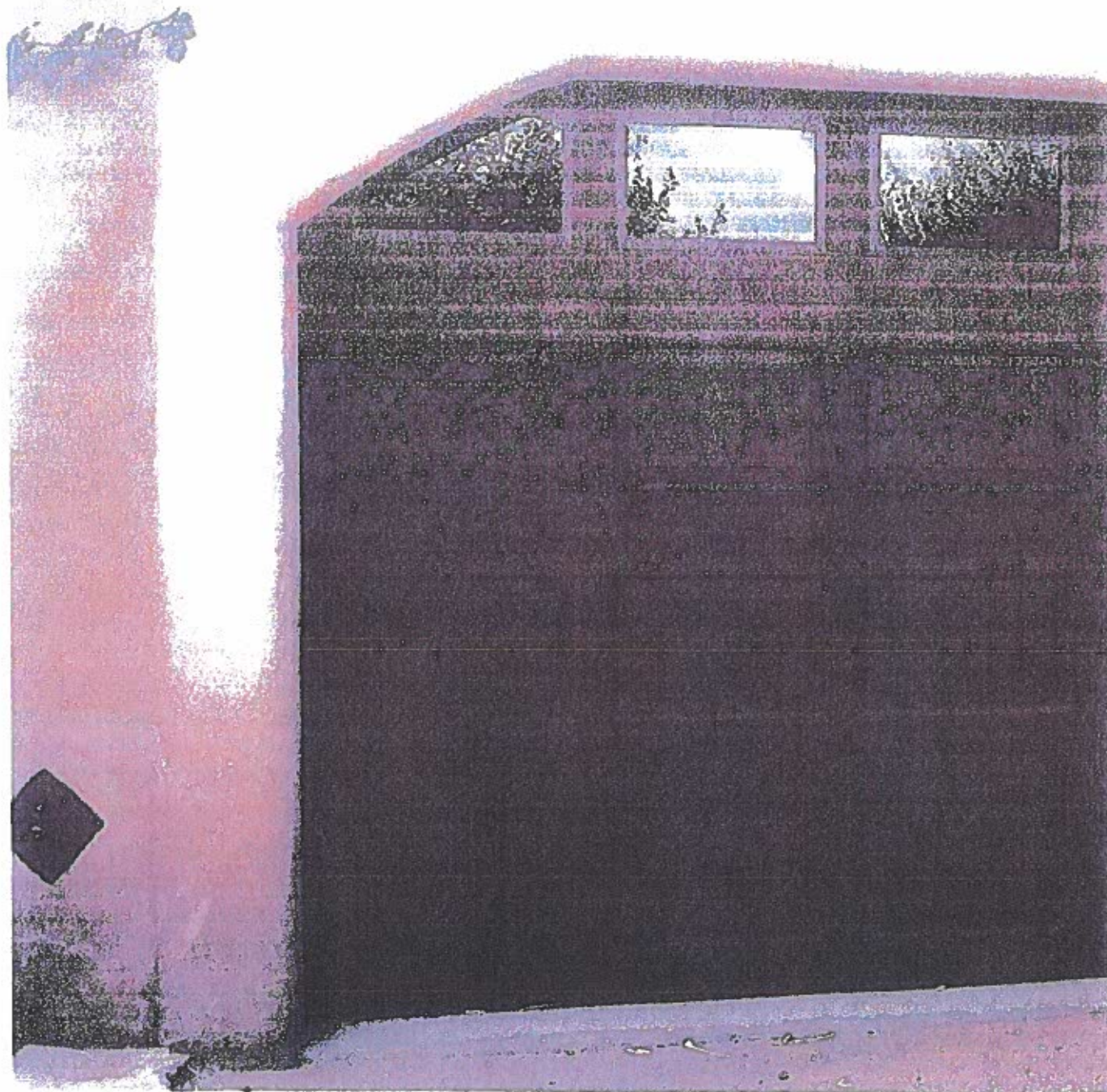
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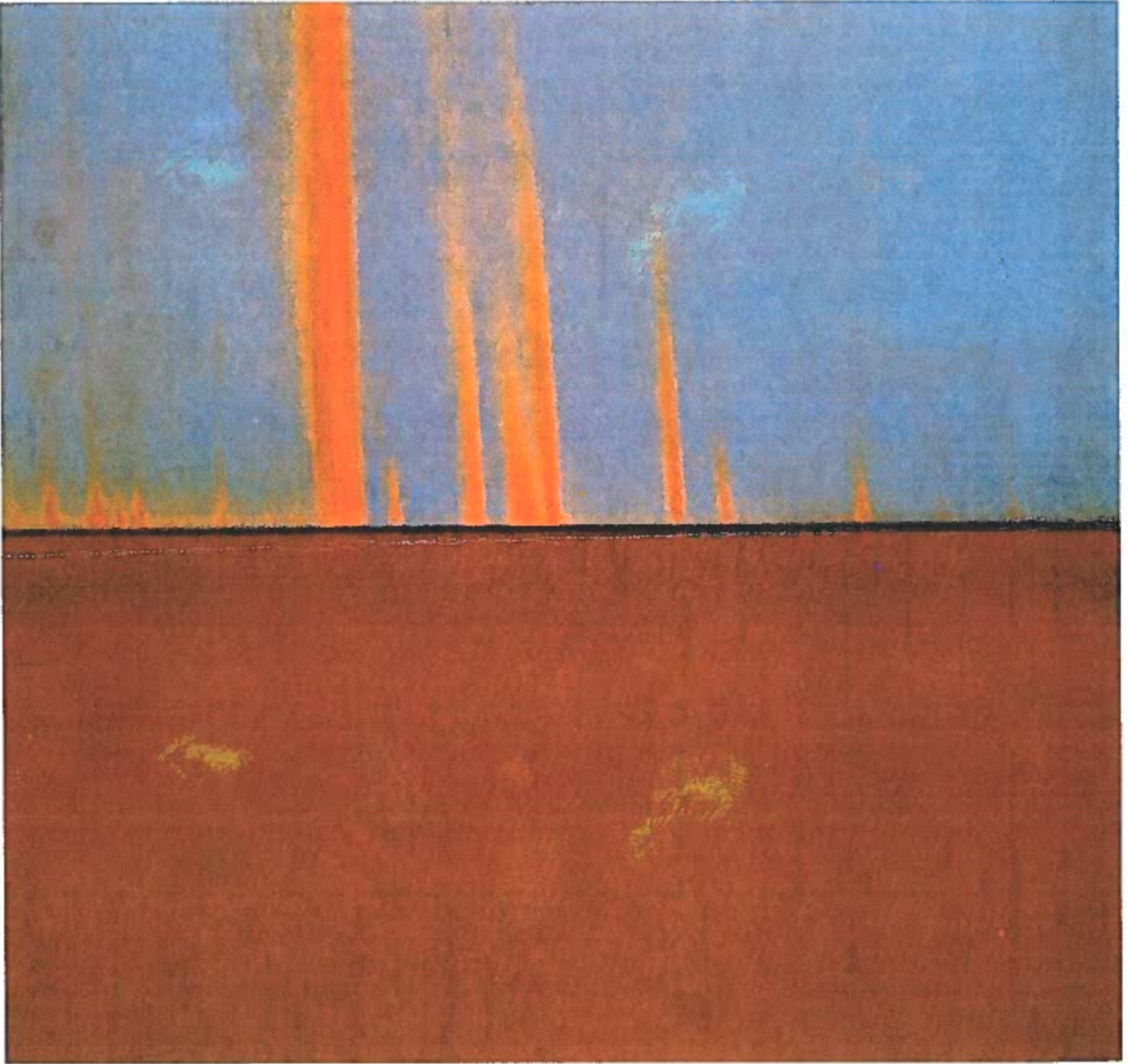
Cor 10 -
lower floor

From: Lori Leachman, Ph.D. lori.leachman@duke.edu

Date: Oct 3, 2019 at 6:18:04 PM

To: Lori Leachman, Ph.D. lori.leachman@duke.edu

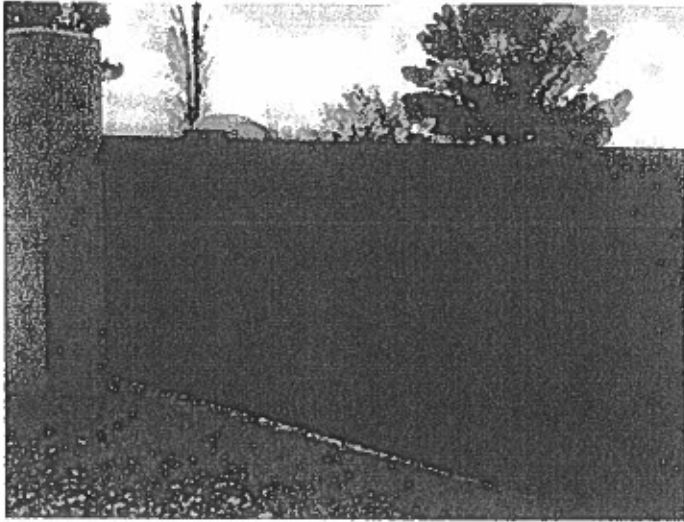




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Date: Oct 3, 2019 at 6:20:12 PM

To: Lori Leachman, Ph.D. lori.leachman@duke.edu

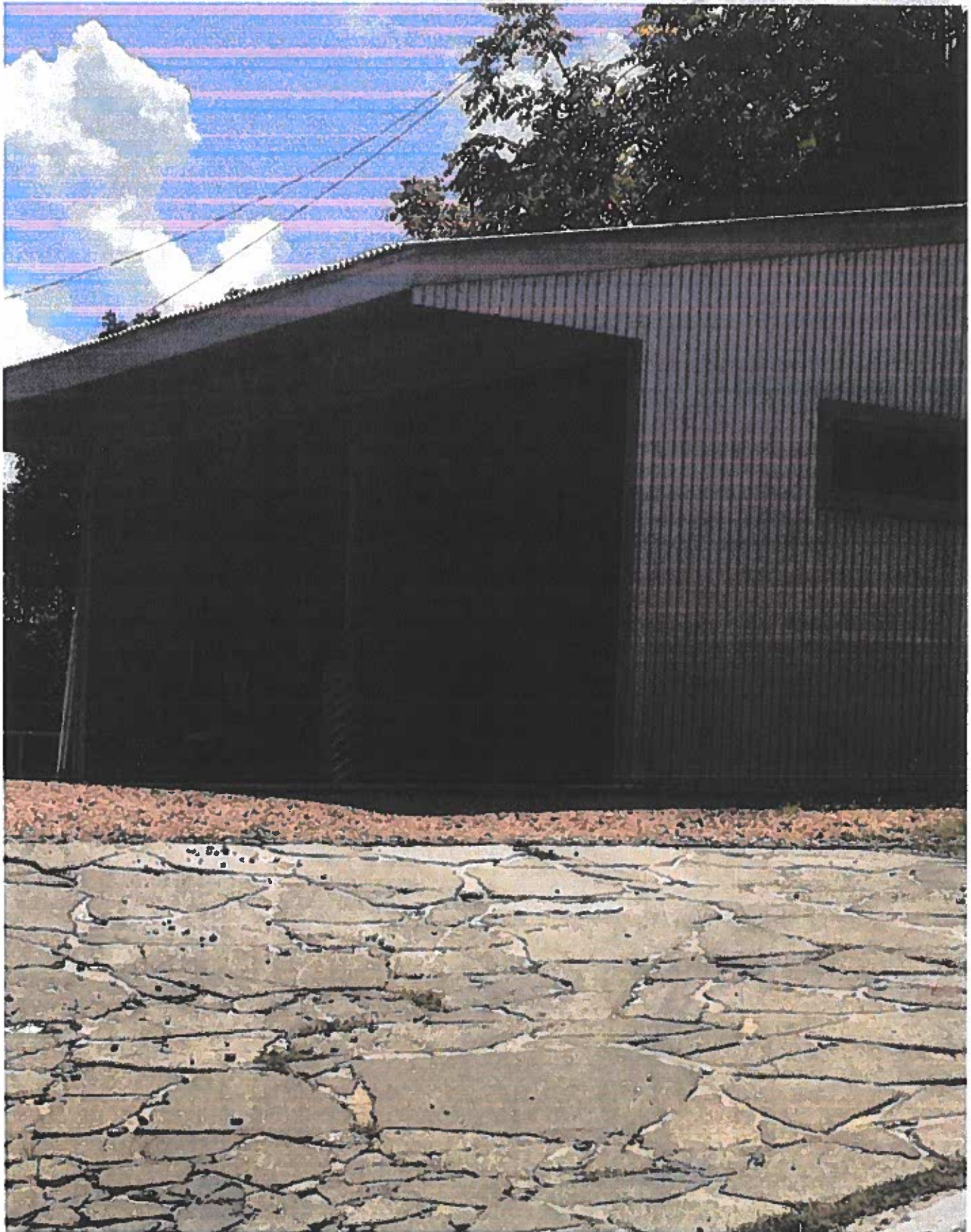


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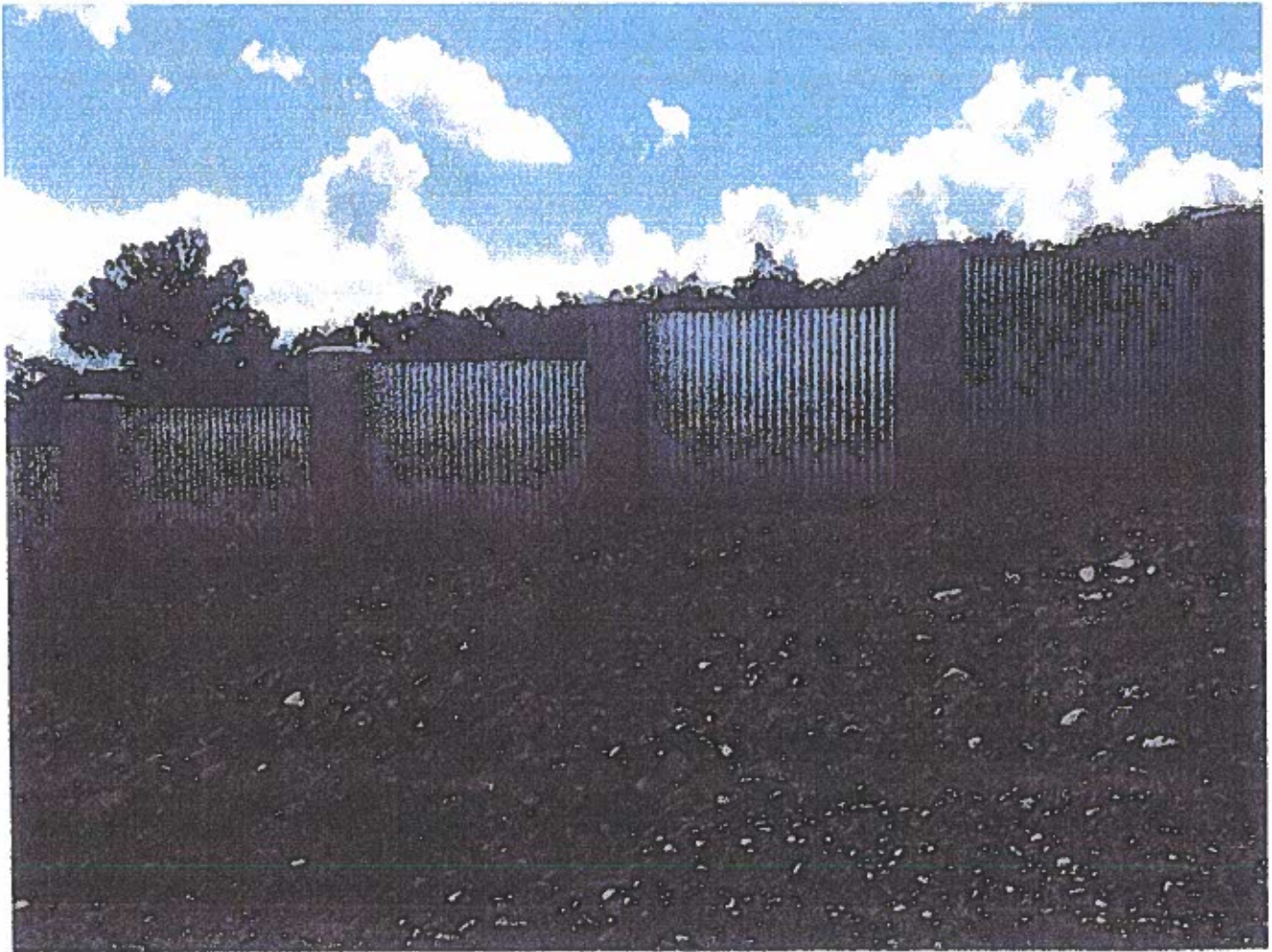
From: **Lori Leachman, Ph.D.** lori.leachman@duke.edu

Date: **Oct 3, 2019 at 6:16:16 PM**

To: **Lori Leachman, Ph.D.** lori.leachman@duke.edu



From: Lori Leachman, Ph.D. lori.leachman@duke.edu
Date: Oct 3, 2019 at 6:19:23 PM
To: Lori Leachman, Ph.D. lori.leachman@duke.edu

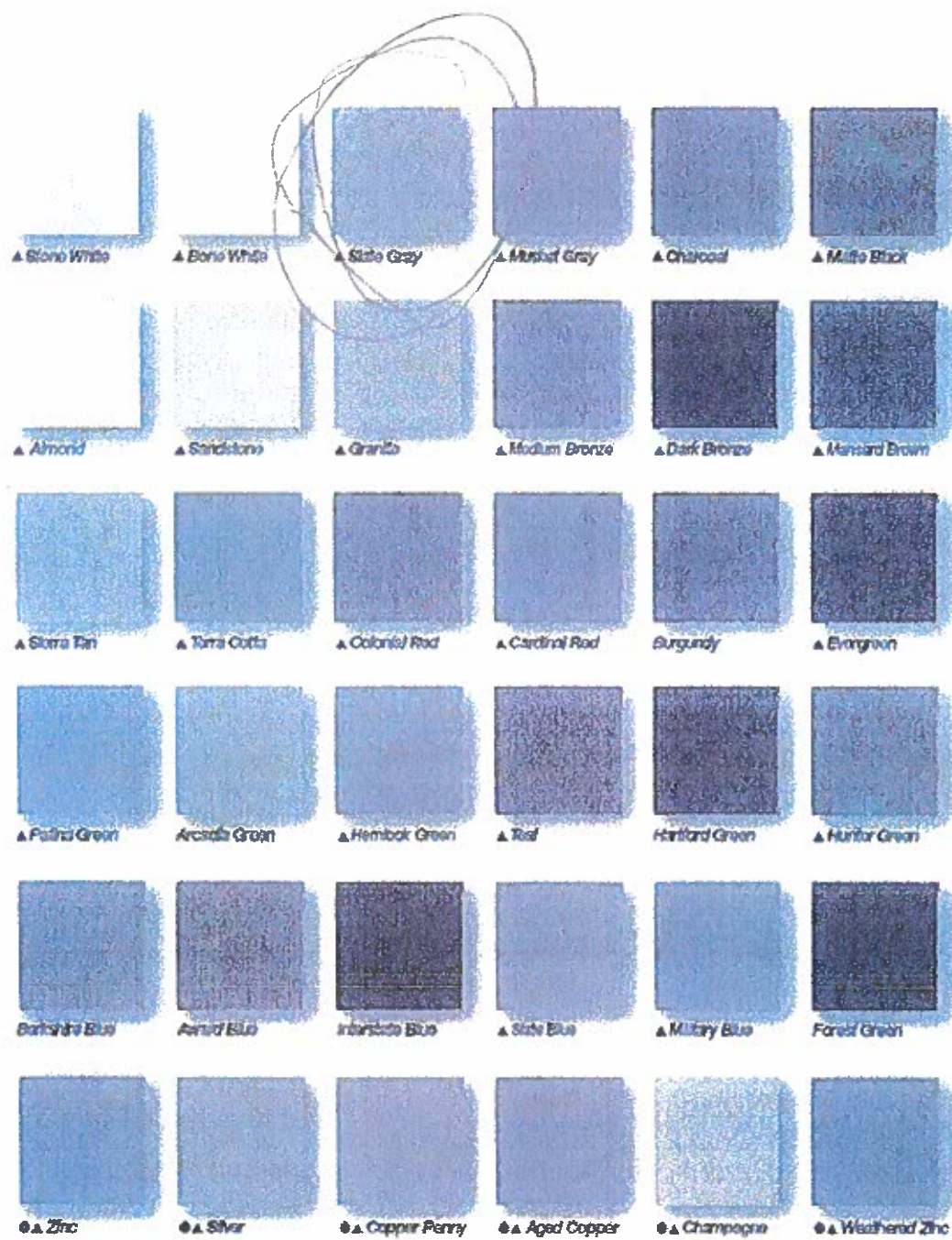


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metal siding
stale grey

Siding corrugated
slate grey anodized







WHERE TO BUY ▼

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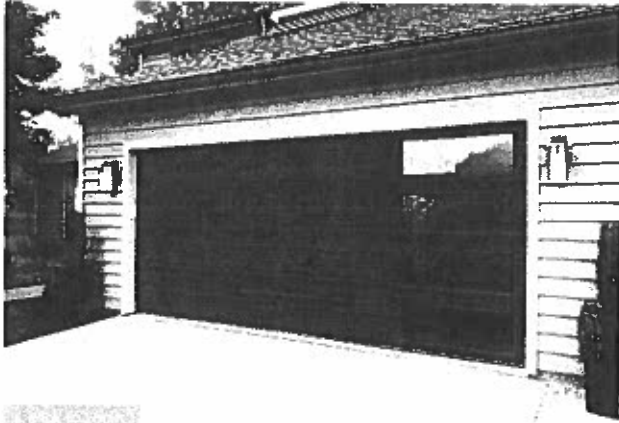
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DOOR DESIGNS



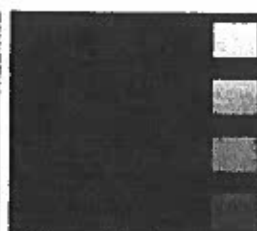
FLUSH PANEL



GROOVED PANEL*



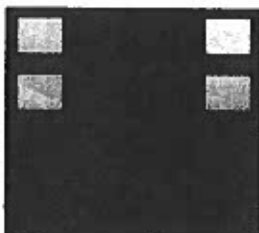
FLUSH WITH WINDOWS*



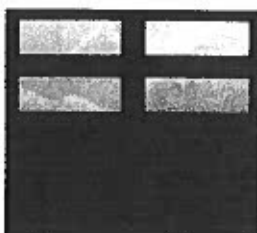
GROOVED WITH WINDOWS*



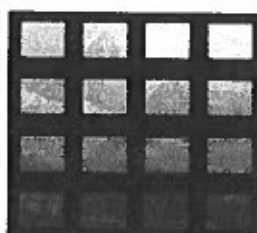
FLUSH WITH FULL VIEW
LONG PANEL WINDOWS*



FLUSH PANEL WITH SHORT
WINDOWS*



GROOVED WITH LONG
PANEL WINDOWS*



GROOVED FULL VIEW WITH
SHORT PANEL WINDOWS*

*Only available with Architectural Series Windows.

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Depending on door height, exact door appearance and number of sections may be different than illustrations above. [Click here](#) for complete details.

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ARCH3 WITH VERTICAL GRILLES

*Acrylic window designs.

**Sunset windows not available on Ultra-Grain® doors.

SPECIALTY GLASS OPTIONS



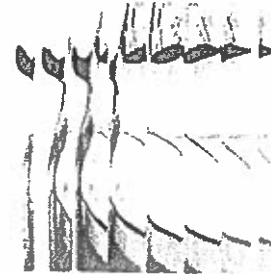
RAIN*



FROSTED



OBSCURE



NARROW REED*

*Not available on all models.

COLORS

STANDARD
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WHITE*

GRAY*

ALMOND



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BLACK*

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*Available on select models.

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★★★★★ 4.6 29 Reviews



Reviews

Rating Snapshot

Select a row below to filter reviews.

5 ★	24
4 ★	0
3 ★	3
2 ★	1
1 ★	1

Most Helpful Favorable Review

Average Customer Ratings

Overall	★★★★★	4.6
Quality/Durability		4.6
Overall Value		4.4
Appearance/Design		4.5

Most Helpful Critical Review

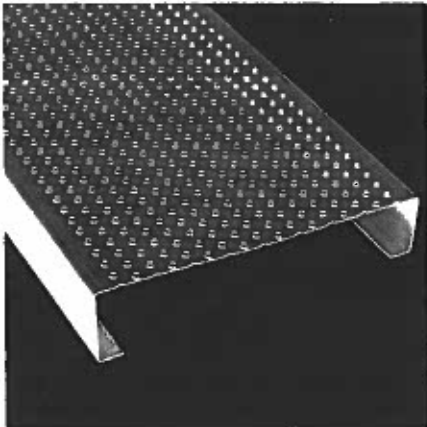
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PAGE 1 OF 1



McNICHOLS® PLANK GRATING

Plank, TRACTION TREAD®, ADA, Galvanized Steel, G90, 11 Gauge (.1233" Thick), 18-Row (12" Width), 2" Channel Depth, Slip-Resistant Surface, 3% Open Area

McNICHOLS® Plank Grating, Plank, TRACTION TREAD®, ADA Compliant, Galvanized Steel, G90, Mill Finish, 11 Gauge (.1233" Thick), 18-Row (12" Width), 2" Channel Depth, Slip-Resistant Surface, Holes Sheared Through Both Ends of Plank Parallel to Width of Plank, (ADA Compliant Product When Installed Using Multiple Pieces to Width Regardless of the Direction of Travel), 3% Open Area

ITEM M212201112 - 12" x 144"

ITEM SPECIFICATIONS

Item Number	M212201112
Product Line	Plank Grating
Construction Type	Plank
Series Type & Name	Plank - TRACTION TREAD® - ADA
Primary Material	Galvanized (GV)
Alloy, Grade or Type	ASTM A-924 (ASTMA924)
Material Finish	Mill Finish
Gauge/Thickness	11 Gauge (.1233" Thick)
Surface Profile	18-Row (12" Width) TRACTION TREAD® Plank
Surface Width	12"
Channel Depth	2"
Product Surface	Slip-Resistant
ADA Compliant	ADA Compliant Product When Installed Using Multiple Pieces to Width Regardless of the Direction of Travel
Percent Open Area	3%
Weight	7.30 Lbs./Linear Foot
Product Form	Plank
Sizes (Width x Length)	12" x 120"; 12" x 144"

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2'6" ◇	2'6" ◇	2'6" ◇	2'6" ◇
2'8"	2'8"	2'8"	2'8"
2'10"	2'10"	2'10"	2'10"
3'0"	3'0"	3'0"	3'0"
3'6"	3'6"	3'6"	
10" Δ	12"	10" Δ	12"
12"	14"	12"	14"
14"		14"	

◇ Available in Linea and Echo only.

Linea

Left Lite



6'8"

8'0"

New Age Blue ①
PPU15-05"

Sidelites



6'8"

8'0"

Ari



6'8"

8'0"

Echo

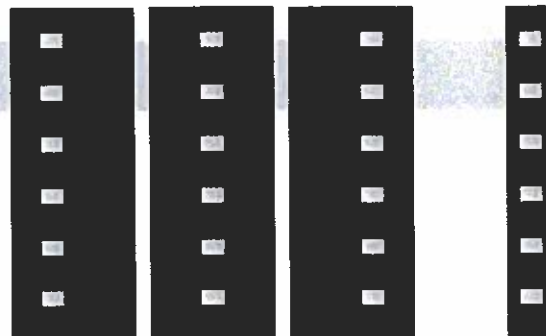
6-lite Options

Left Lite

Center Lite

Right Lite

Sidelite

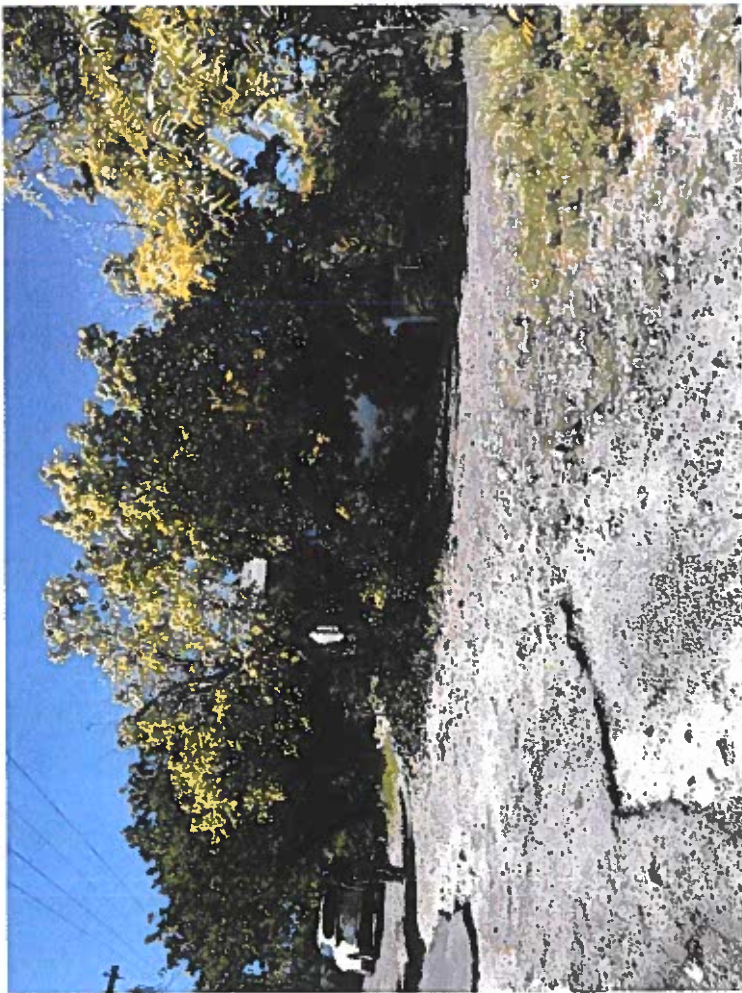
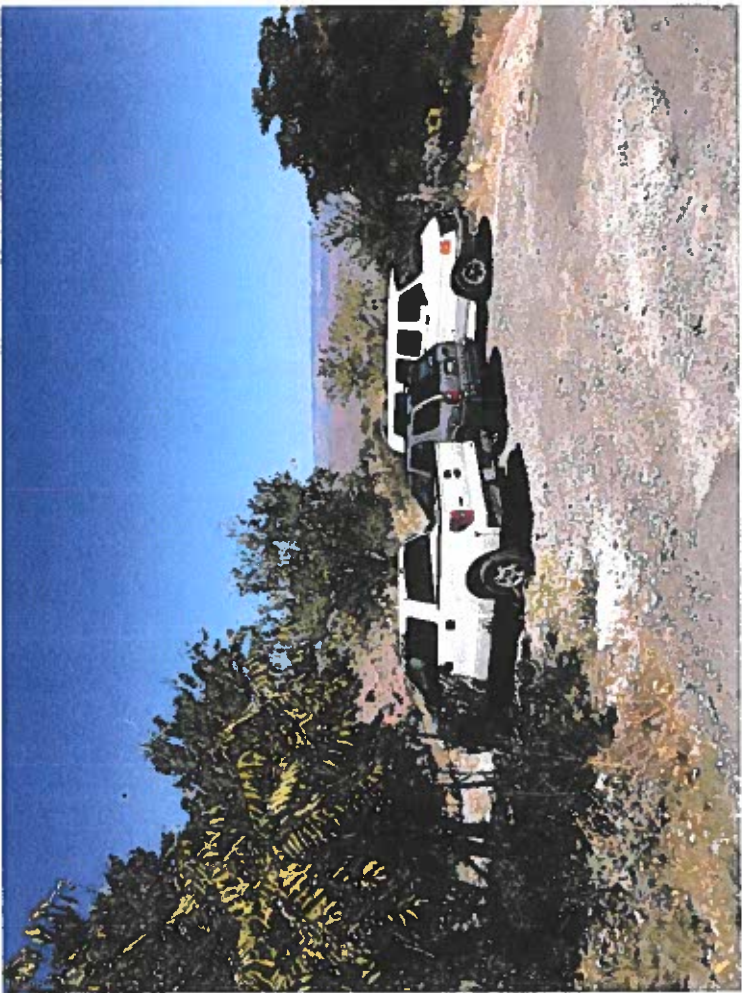


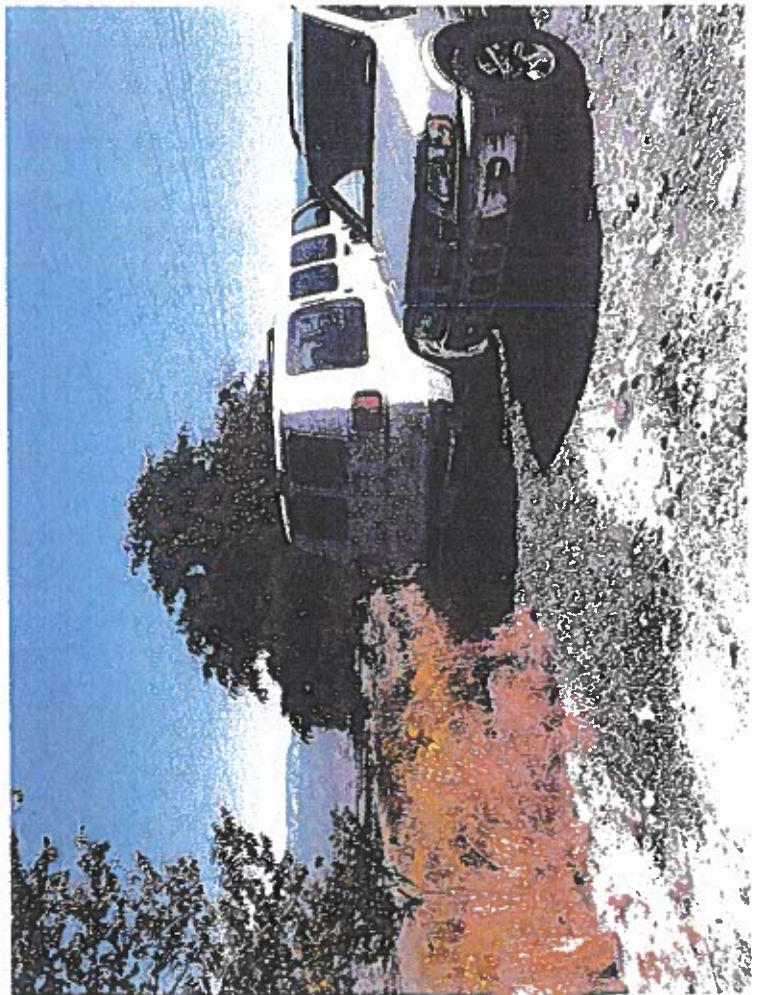
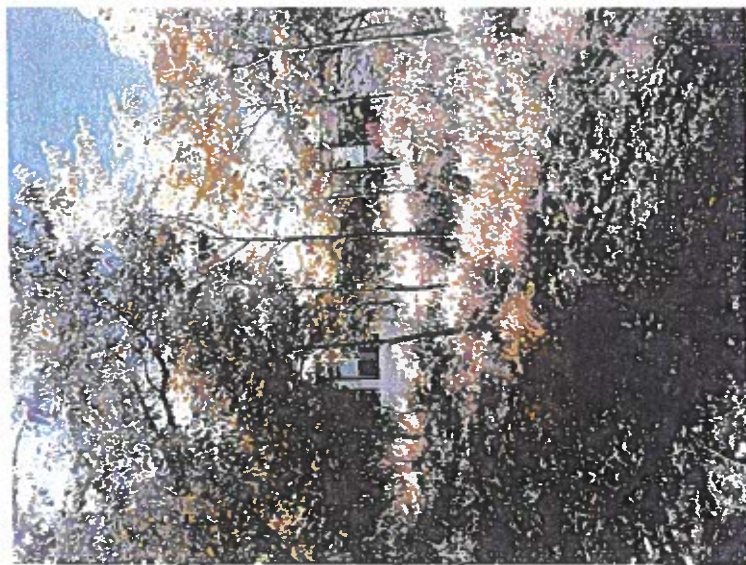
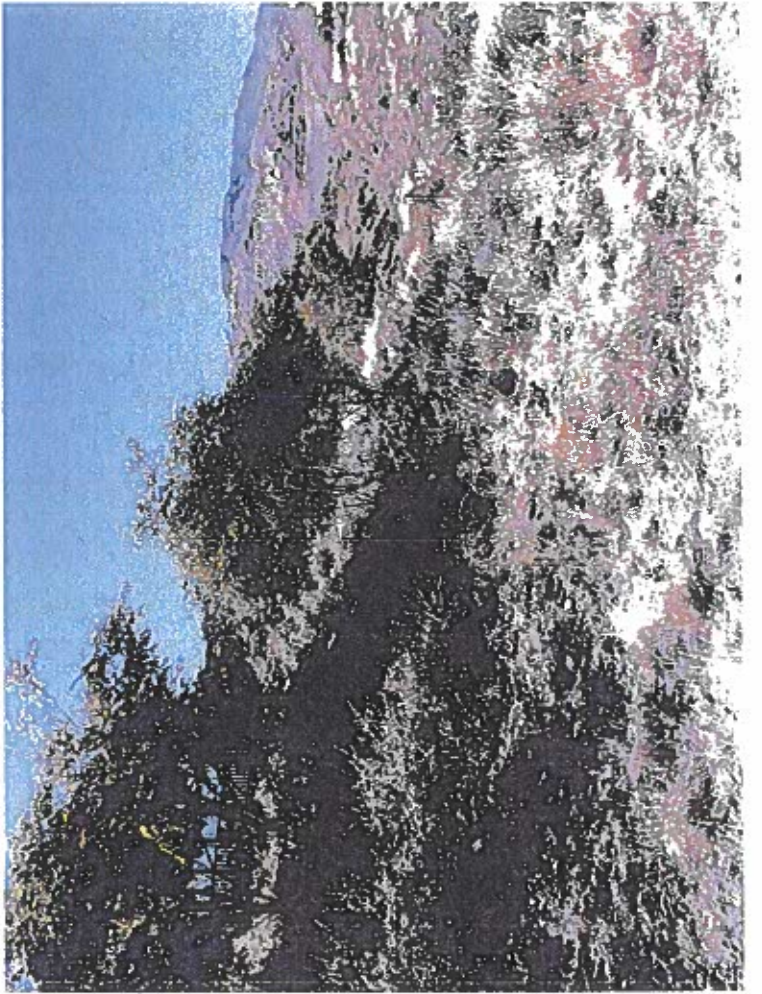
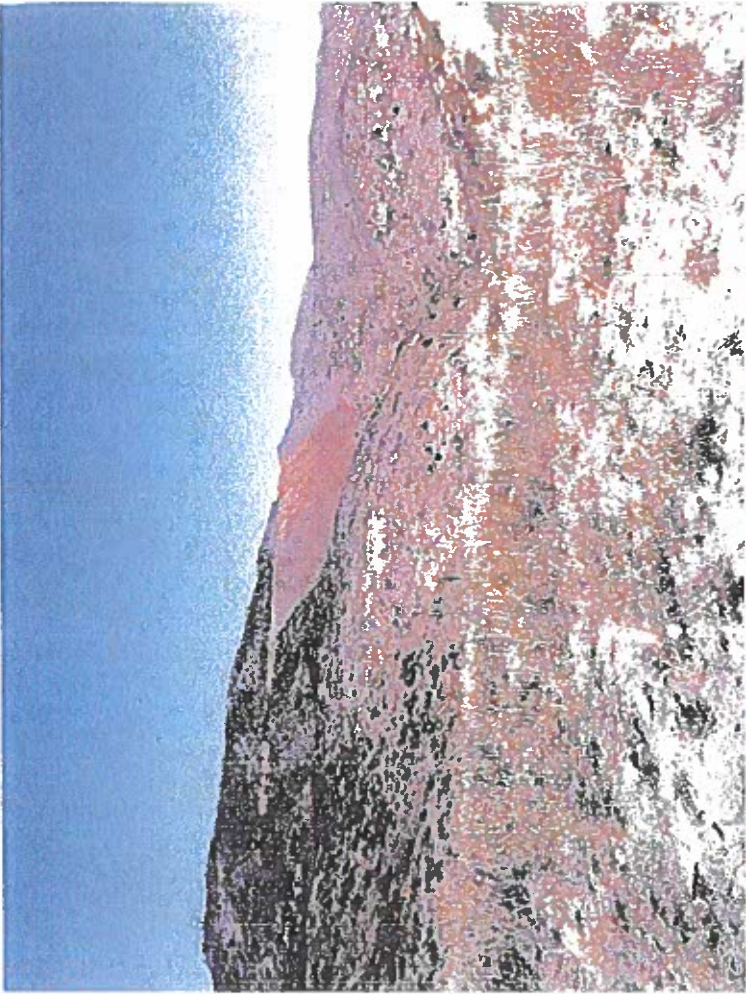
6-Lite only available in 8'0" option

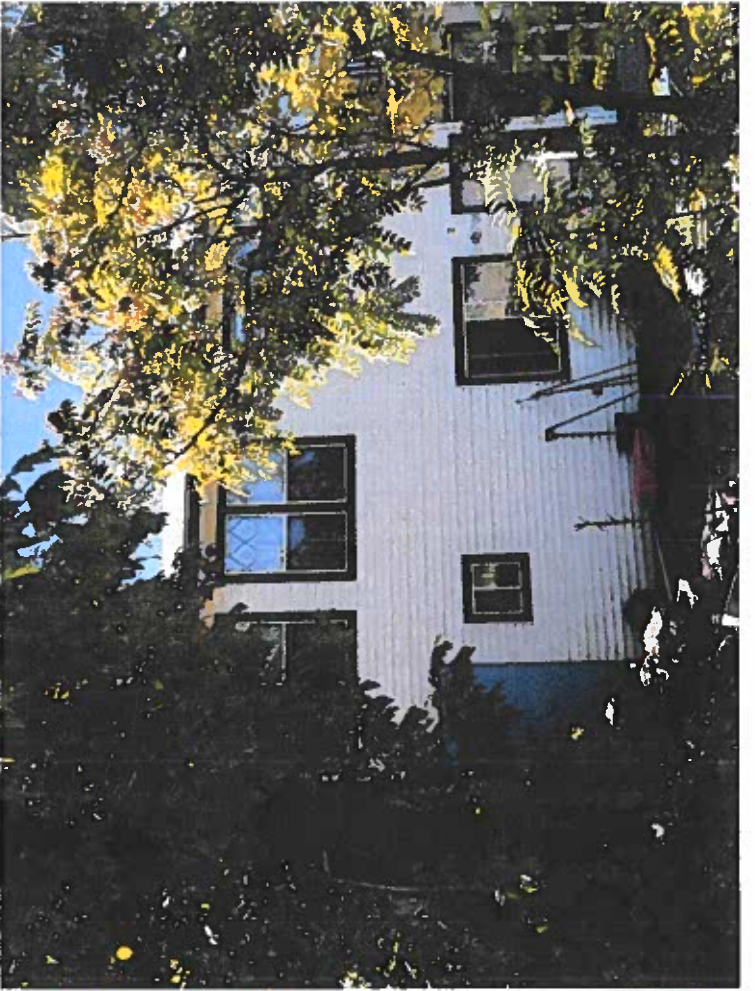
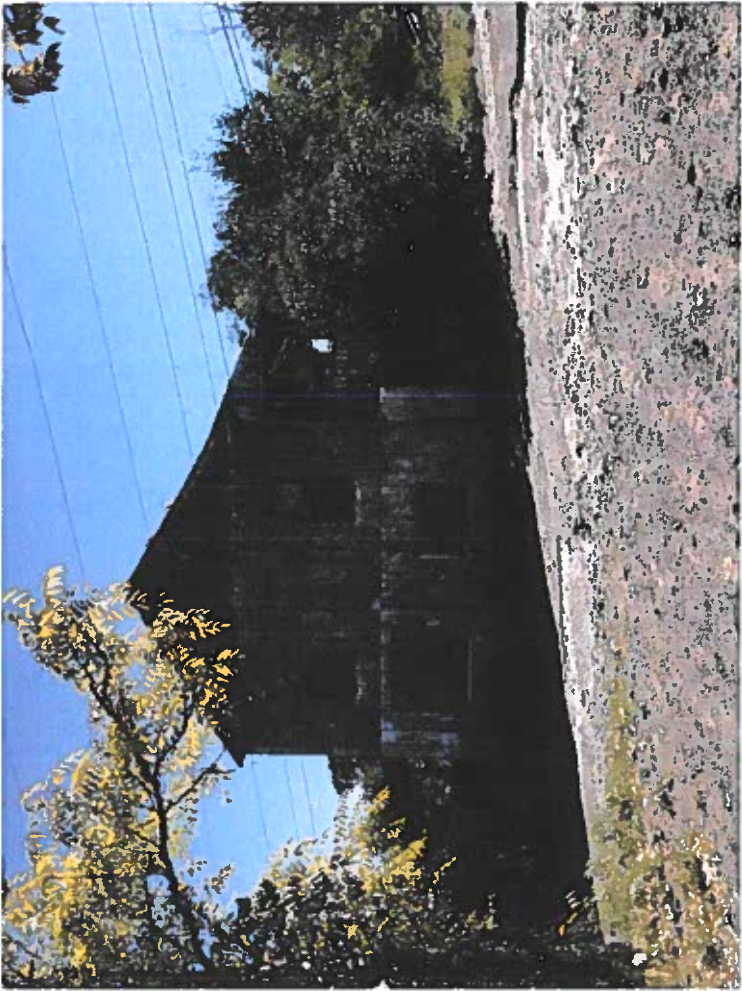
NOTE: Colors may vary from an actual application due to fluctuations in the printing process of this catalog. Variations may also occur in the finishing process of your door system. Glass privacy ratings may be more or less than indicated based on glass design and size of glass. Glass designs may differ from depiction due to handcrafting and size of glass. Visit thermatru.com for details on glass privacy ratings and design. Ask a Home Depot Associate for more information about available door panel styles and sizes.



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TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

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

ZONING ADMINISTRATOR ANALYSIS DESIGN REVIEW BOARD

December 9, 2019

ITEM 6: Design Review to construct Front Yard Fence
Location: 860 Hampshire Av.
Applicant: Mary Chinander
ZONE: R1-5
APN: 401-07-133
Recommendation: Approve
Prepared by: John Knight, Zoning Administrator

Summary: Applicant requests approval to construct a 3' tall fence and landscape improvements in the front yard. The request includes the following components:

- Concrete or landscape paver pathway
- 3' tall by approx. 5' wide metal fence
- 3' tall by approx. 2.5' wide metal gate
- 3' tall by approx. 5' wide wooden "divider" fence

The applicant will be covering the fence and gate with wire "fabric" for safety (see pictures from applicant). Note that the metal posts, rails and fabric will be allowed to rust naturally.

A concern has been raised by neighbor Nancy Smith at 858 Hampshire (see attached letter). She raises two main concern. One is whether a metal fence is in keeping with the historic character of the home and the two is the method of attachment of the fence. Staff is in the process of setting up a meeting with the two property owners to discuss this in more detail in an effort to come up with a resolution before the meeting.

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

Section 502 General Provisions

J. WALLS AND FENCES

1. *No freestanding wall or fence shall be constructed until a permit for such construction has been issued by the Building Inspector. No such permit shall be issued until the application for such permit has been reviewed and approved by the Zoning Administrator and Design Review Board in accordance with the provisions of Section 303 and Section 304.*
2. *In any residential or commercial zone, no wall or fence over three (3) feet high shall be constructed or maintained nearer to the street line than the front and side walls of the building erected, nor be more than six (6) feet in height on any side or rear-lot-line.*

Provided, however, that open wire fences exceeding the above heights may be built around schools and other public or quasi-public institutions when necessary for the safety or restraint of the occupants thereof.

3. *No fence or wall shall contain barbed wire, electrical current or charge of electricity, broken glass, or similar hazardous materials or devices, provided, however, that fences enclosing storage areas in industrial districts may use barbed wire so long as such wire is located not less than six (6) feet above grade.*

Response: The proposed fencing and improvements appear to be consistent with the above requirements.

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 proposed fencing and improvements appear to be consistent with the above criteria.

Action Required: The Design Review Board shall make a motion to approve, conditionally approve or disapprove the applicant's request.

Attachments:

- DRB Application
- Maps/Plans
- Nancy Smith Letter dated Nov. 24, 2019



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Incorporated 1899

TOWN OF JEROME, ARIZONA

Jerome Town Hall and Civic Center
600 Clark Street

P.O. Box 335, Jerome, AZ 86331
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APPLICATION FOR DESIGN REVIEW

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

APPLICANT NAME: Andrew & Mary Chinander
MAILING ADDRESS: 9635 E Blazing Star Cir. Prescott Valley AZ 86315
TELEPHONE: 928 899 7115 EMAIL: andynmary4@gmail.com
PROJECT ADDRESS: 860 Hampshire Ave. Jerome
PARCEL NUMBER: 401-07-133 ZONE DISTRICT: _____

APPLICATION FOR (Please describe the project.): 1. install concrete & pavers around front fence line

2. install 3 ft wood fence divider between Chinander's & Nancy Smith shared space
3. install 5ft x 3ft. steel fence rail & gate on our half of shared space for reinforcement

- I hereby apply for consideration and conditional approval by the Design Review Board. of fence / deck railing & dog security.
- 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 Chinander DATE: 11/19/19

TOWN USE BELOW

RECEIVED FROM: Mary Chinander DATE: 11/6/19

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

Per Fee schedule - Ordinance 331

BY: John Knight 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.

We are requesting preliminary and final design review on these three items:

1. Install concrete sidewalk or pavers in front along fence line, around side to meet deck



2. Install 3 ft wood fence space divider (cost/usage split 50%/50% by Chinander's & Nancy Smith)



3. Install 5ft wide x 3ft high steel fence with gate for reinforcing deck railing and dog security. We would remove old, rotting, unstable wood. Note: last picture is what it will look like with metal fence mesh and rust.



Example:

Ms. Smith is against our decision to install the steel railing & gate. The current condition on both sides is poor. It is unstable and a safety concern. Our proposition is we remove the wood on our side (splitting down the middle) or leave the wood, installing the steel railing to the concrete block currently in ground. We are wanting safer and more secure conditions.

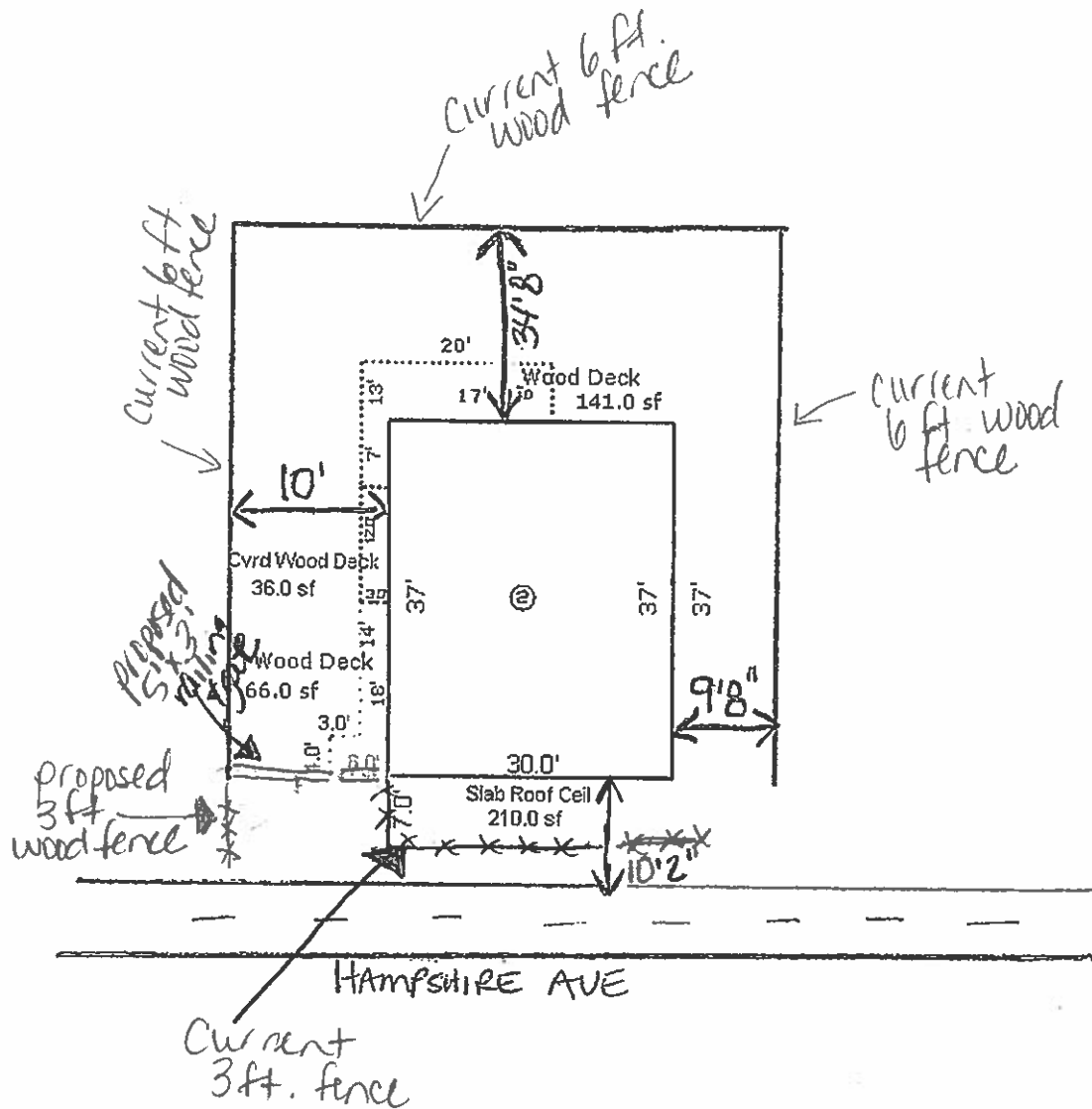
860 Hampshire Ave
 parcel: 401-07-133

9' ave wall height

First Floor
 1110.0 sf

Second Floor
 1110.0 sf

Orig age 1914
 Remodel est 1980
 E.A. 1937



Sketch by Apex Medina™

John Knight

November 24, 2019

TO: Jerome Design Review Board

RE: proposed fence and gate at 860 Hampshire Ave, Jerome

I live at 858 Hampshire Ave. My house, as well as the one next door, was built in 1918 by the United Verde Extension mining company. This part of Hampshire Ave was owned and controlled by UVX. Originally these homes were built with a common fence between the lower yards, as well as a common fence on the retaining wall between the two properties. The fence is basically two solid (approximately) 14 foot wood beams connecting our side porches. My house is considered contributing to Jerome's National Historic Landmark designation. Because of that, to get the state tax credit, I have to maintain my house and structures in the original historic character of the property. That would include keeping the side porch and fence on the retaining wall of wood, not metal. I strongly believe in and support this way to preserve our Town's history.

The last owner made changes to the common fence, which left my end of it, completely disconnected to the side porch. This has contributed to the instability of my side porch. I can only assume they did it without permits. There was no warning, nor conversation with me about the change.

I had hoped that the new owners would help in rectifying the problem through a joint effort to stabilize this feature of our properties. They want to construct a gate on their walkway/porch, to keep their dogs in when they are here. They contracted to have a metal fence constructed. I told them that the historic fence between the houses is made of wood, not metal posts. I encouraged them to work with me so we can retain this historic feature, and we would split the cost. I was told the fence had already been made. That is why they are coming before Design Review to change this feature.

My main question for this Board is:

If you allow the nonconforming metal post and wire fencing to be constructed and screwed into the hundred plus year old concrete retaining wall, what is going to happen to the original wood fence between our houses? Any removal of the original wood fence by the present owners would further damage my end of the fence, and would cause its collapse. To put the nonconforming metal pole fence up in front of the wooden one would create an incompatible change to the historic visual of Jerome's main street. I intend to maintain the original look on my property.

I suggest the gate be constructed on the landing by side porch, possibly on wheels, not attached to the retaining wall. I do not know how wide the landing is, but it looks like the movable gate would work. It would also solve the problem of attaching it to the stucco and tile block façade of the house. The one they are proposing would be hidden from street view, except when the gate is being used.

Please consider this alternative. I am prepared to respond appropriately if further damage is caused to my property.

Thank you for your attention to my concerns and requests.

Nancy R Smith
858 Hampshire Ave
Jerome



TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

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

ZONING ADMINISTRATOR ANALYSIS DESIGN REVIEW BOARD

December 9, 2019

ITEM 7: Design Review for Enclosed Porch
Location: 700 Holly Av.
Applicant: Jack Dillenberg
ZONE: R1-5
APN: 401-07-089B
Recommendation: Approve
Prepared by: John Knight, Zoning Administrator

Summary: Applicant requests approval to enclose an existing porch to create a greenhouse. On December 4, 2019, the Planning and Zoning Commission approved the Site Plan Review portion of the project – see attached Resolution 2019-3.

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

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 new construction will match the existing colors and materials of the home. The proposed improvements appear to be consistent with the above criteria.

Action Required: The Design Review Board shall make a motion to approve, conditionally approve or disapprove the applicant's request.

Attachments:

- P&Z Resolution 2019-3
- DRB Application
- Maps/Plans



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Incorporated 1899

TOWN OF JEROME

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

P&Z RESOLUTION NO. 2019-3

APPROVING PRELIMINARY AND FINAL SITE PLAN FOR AN ENCLOSED PORCH AT 700 HOLLY AVENUE

WHEREAS, the Town of Jerome has received an application for Preliminary and Final Site Plan Review to construct an enclosed porch on a single-family home at 700 Holly Ave. (APN 401-07-089B); and

WHEREAS, the property is located in the R1-5 zoning district, and the proposed modification is an allowed use in that District; and

WHEREAS, a notice was posted at the Site on November 20, 2019 in accordance with Jerome Zoning Ordinance Section 303.1C; and

WHEREAS, the Jerome Planning & Zoning Commission reviewed this application at their December 4, 2019 meeting and approved the application with certain conditions;

NOW, THEREFORE, BE IT RESOLVED by the Planning and Zoning Commission of the Town of Jerome, Arizona, that the Preliminary and Final Site Plan for an enclosed porch at 700 Holly Avenue is hereby approved, subject to the following conditions:

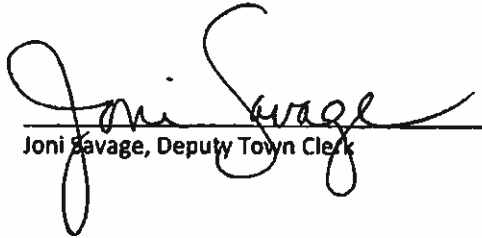
1. **Parking Spaces** – A total of two (2) off-street, parking spaces shall continue to be maintained.
2. **Construction Hours and Noise** – Construction and noise shall be limited between 8:00 pm and 7:00 am in accordance with Section 10-1-13.C. of the Jerome Town Code.
3. **Sign** – A separate application for DRB will be required for approval of any signage.
4. **Other Improvements/Changes** – Any subsequent modifications or changes to the Plans, including but not limited to changes in setbacks, square footage, fences, siding, roofing, height, etc., will require additional review by the Planning and Zoning Commission and/or the Design Review Board.
5. **Drainage** - The building permit submittal shall indicate both existing and proposed drainage. This includes but is not limited to showing how drainage will be collected (such as from roof drains) and directed to provide disposal and protection of neighboring properties. This may include splash blocks, swales, and gravel catchments to help dissipate hydraulic energy.
6. **Home Occupations** - Any proposed use of the property for a Home Occupation shall be incidental to the primary use of the property and in compliance with Section 502.M. of the Zoning Ordinance.
7. **Building Permit Submittal and Code Requirements** - The applicant shall consult with the Building Official and submit detailed drawings for building permits that clearly demonstrate compliance with all Code Requirements, including but not limited to, coverage, height, parking and setbacks (Section 505).

P&Z RESOLUTION NO. 2019-3

8. **Expiration of Approval** - This approval shall become null and void if a building permit is not issued within six (6) months of final Planning and Zoning and Design Review Board Approval of this application, whichever is later. If necessary, the applicant may request an extension by the approval body, if the extension is submitted prior to approval expiration.

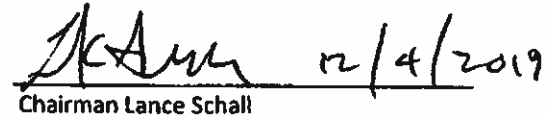
ADOPTED AND APPROVED by a majority vote of the Planning and Zoning Commission on the 4th day of December 2019.

ATTEST:



Joni Savage, Deputy Town Clerk

APPROVED:



Chairman Lance Schall



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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

APPLICATION FOR DESIGN REVIEW

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

APPLICANT'S NAME: JACK DILLENBERG
MAILING ADDRESS: P.O. Box J, JEROME, AZ 86331
TELEPHONE: 602-751-5225 EMAIL: DDILLEN@GMAIL.COM
PROJECT ADDRESS: 700 HOLLY
PARCEL NUMBER: 401-07-089 B ZONE DISTRICT: _____
APPLICATION FOR (Please describe the project.): ENCLOSE UPSTAIRS PORCH

- 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: _____

DATE: 10-30-19

TOWN USE BELOW

RECEIVED FROM: _____

DATE: 10/30/19

Received the sum of \$ 50.00

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

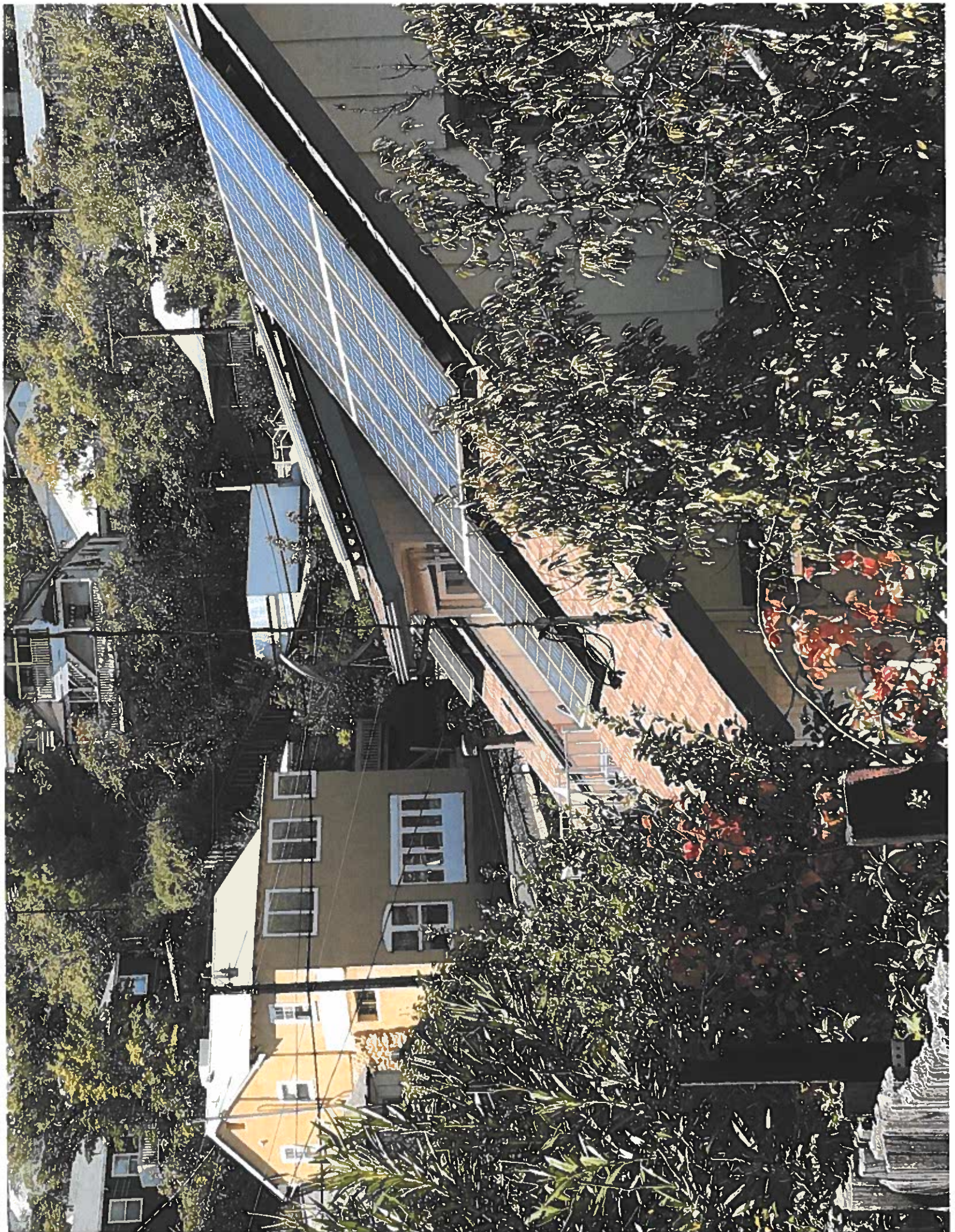












700 HOLLY

APN 401-07-089B



SHE
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GREEN
HOUSE

MAXI
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$\frac{3}{32} = 1 \text{ FOOT}$



TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

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

ZONING ADMINISTRATOR ANALYSIS DESIGN REVIEW BOARD

December 9, 2019

ITEM 8: Sidewalk Encroachment Policy
Zone: C-1
Recommendation: Discussion/Possible Action
Prepared by: John Knight, Zoning Administrator

Summary: The Council has requested input from the Planning and Zoning Commission and the Design Review Board in developing a sidewalk encroachment policy. This was reviewed by the Council on Oct. 8th, 2019 and by the Planning and Zoning Commission on Nov. 6, 2019. Since the sidewalks are either owned or the responsibility of the Town (and not private property), the Town has a great deal of discretion on creating a policy.

Key Issues/Discussion Items: The following items were discussed regarding the implementation of a Policy.

- **Permit Process** – A permit submittal process and fee
- **Standards** – Standards regarding sidewalk clearance (horizontal/vertical) and size/scale of encroachments
- **Items Allowed** – A list of items that are appropriate to be placed on the sidewalk
- **Exemptions** - A list of exempt items, such as utilities
- **Transition Period** – A time period to allow owners of businesses to transition to the new standards and requirements

Additional detail about each of the above items is included below.

1. **Permit Process** – Applications should be required for installation of both temporary and permanent encroachments. Some encroachments are already included in other parts of the Town Code or Zoning Code. Utilities are addressed under the Town Code and require encroachment permits from Public Works and Building Permits. There is no reason to change the permit process for these items. Signs and Awnings that project over the sidewalk are included under the Sign Ordinance and are permitted through the Design Review process. There should not be any to change the existing permit process for signs and awnings. There should be two basic permit processes as noted below.
 - **Administrative Process** – A simple application and fee should be created for “minor” encroachments or items that have already been pre-approved (such as a standard bench). These items will still require a permit but can be handled over the counter. The review authority should be either the Zoning Administrator or Town Manager. A small fee should be associated with the request for minor encroachments.

- **Design Review Process** – The DRB process can be implemented for larger projects or unusual requests. The standard DRB application and fee can be used.
2. **Standards** – Standards should be added to ensure that adequate clearance is provided on the sidewalk. The following standards are suggested.
- **Horizontal Clearance** – a minimum horizontal clearance of 36" should be maintained. This is consistent with ADA handicapped requirements, Building Code and Fire Code. For sidewalks less than 36" in width, no encroachments should be allowed.
 - **Vertical Clearance** – the sign ordinance requires that projecting signs be a minimum of 8' above the ground (or in this case sidewalk). This standard should continue to be used for encroachments. This would primarily apply to projecting signs and awnings. Note that awnings are not currently addressed in the Zoning Ordinance and should be included as part of a sidewalk encroachment policy.
3. **Items Allowed** – a list of common items and a suggested permit process is included in the table below.

Item	Description	Process	Notes
Projecting Sign	Permanent signs which project over the sidewalk	Design Review	Currently addressed in the sign ordinance as requiring Design Review. This should be continued.
A-Frame Signs	Temporary A-Frame signs that businesses put in front of their store	Prohibit	These are not currently addressed in the sign ordinance and should be clarified as only allowed on private property
Awnings	Permanent awnings that are attached to buildings	Design Review	Not currently addressed in the Zoning Ordinance. These may or may not include the name of the business. This should be added as a permitted item.
Benches	Benches and similar features	Design Review/ Administrative	A standardized Town bench design could be approved by the DRB. Once approved, businesses would have the option of installing this bench through a simple Administrative process. More unique benches or bench/planter features, (like in front of the Mile High Grill) can be done through the DRB.
2 nd Story Projecting Decks	Decks that project over the sidewalk	Design Review	Many of the older buildings have decks that project over the sidewalk. There needs to be standards/criteria and a process for allowing decks over the right of way.
Trash Cans		Design Review/ Administrative	A standardized Town trash can could approved by the DRB. Once approved, businesses would have the option of installing the standard trash can through an administrative process or a more unique item through the DRB.
Cigarette disposer		Design Review/ Administrative	A standardized Town cigarette disposer could be approved by the DRB. Once approved, businesses would have the option of installing the standard cigarette disposer through an administrative process or a more unique one through the DRB.
Hostess Stands	A temporary stand placed on the sidewalk to take reservation	Design Review or Prohibit	A process could be provided that allows for hostess stands or the P&Z (and DRB) may want to prohibit these in the ordinance

Artistic or Historical Features	This includes a variety of permanent items such as mining equipment and metal sculptures	Design Review	These would be individually considered by the DRB
Newspaper Racks/ Stands	These include a variety of racks/stands intended for distribution of newspapers, pamphlets or similar items	Design Review	The content distributed in newspaper racks is protected by free speech. However, the Town has the ability to regulate what these racks look like.
Other	Anything not specifically listed above	Design Review	This is a catch all category to address any other items that businesses might want to place on the sidewalk.
Utilities	Gas meters and other utilities	Building Permit	These items are addressed as part of the building permit process and should be exempt from Administrative or Design Review.

4. **Exemptions** – A list of items that are exempt from the encroachment policy might include the following (some are noted above).

- Items Placed by the Town (benches, trash cans, cigarette disposers, signs, etc.)
- Utilities associated with a building permit or addressed elsewhere in Town Ordinances

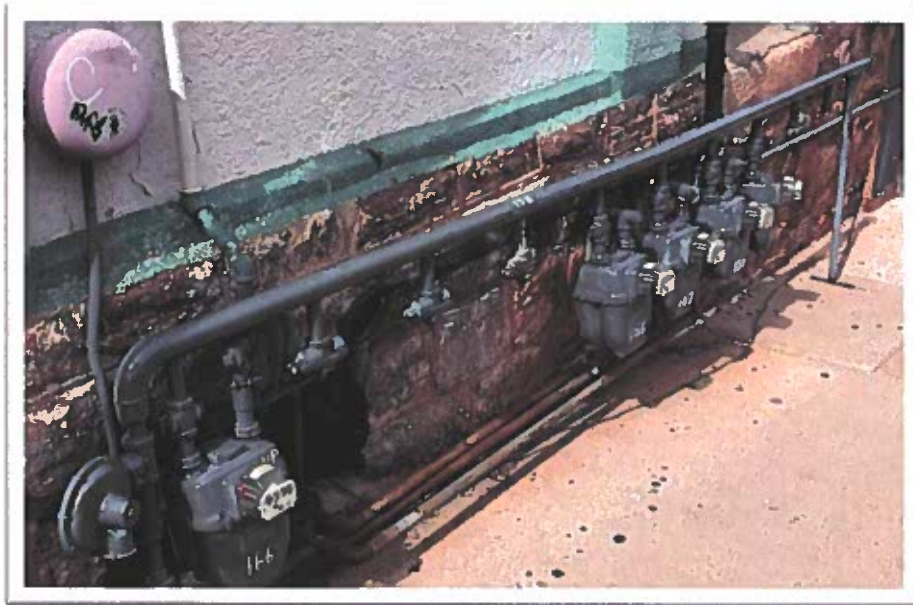
5. **Transition Period** – The Commission may want to provide a period of time for businesses to comply with the new encroachment ordinance. This would apply only to existing encroachments that did not already go through Design Review or another process. For example, many of the businesses have placed benches that may not be appropriate on the sidewalk. Businesses would be given the option of applying for Design Review or removing the encroachment. An appropriate time period might be a year after ordinance adoption.

Action: The Design Review Board should provide direction to staff on the items and information listed above. Staff will solicit input from the DRB and will return with a draft ordinance for P&Z consideration at a future meeting.

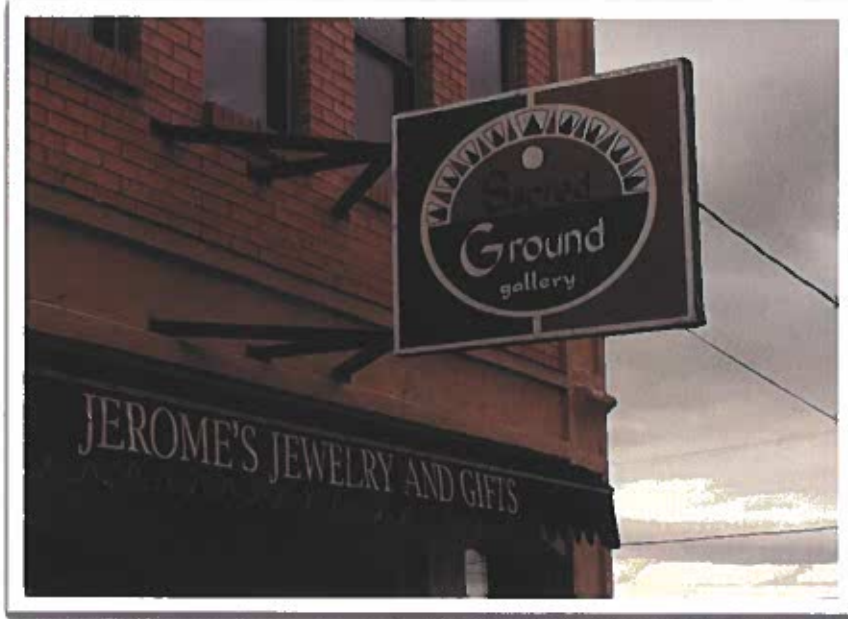
Attachment: Examples of Sidewalk Encroachments

Examples of Existing Sidewalk Encroachments

1. **Utilities:** Utilities such as gas meters are common items on the sidewalk. Staff recommends that utilities continue to be allowed on the sidewalk provided that a minimum width of 36" is maintained.



2. **Projecting Signs, Awnings, Roof Projections:** Projecting signs and awnings are already addressed in the Zoning Ordinance. Staff recommends that these continue to be allowed provided that they go through the Design Review process and are a minimum of 8' above the sidewalk (per the Zoning Code).



3. **Sandwich Board Signs:** These are prohibited by the Sign Ordinance and should continue to be prohibited. A periodic enforcement effort may be needed to keep these signs off the sidewalk.



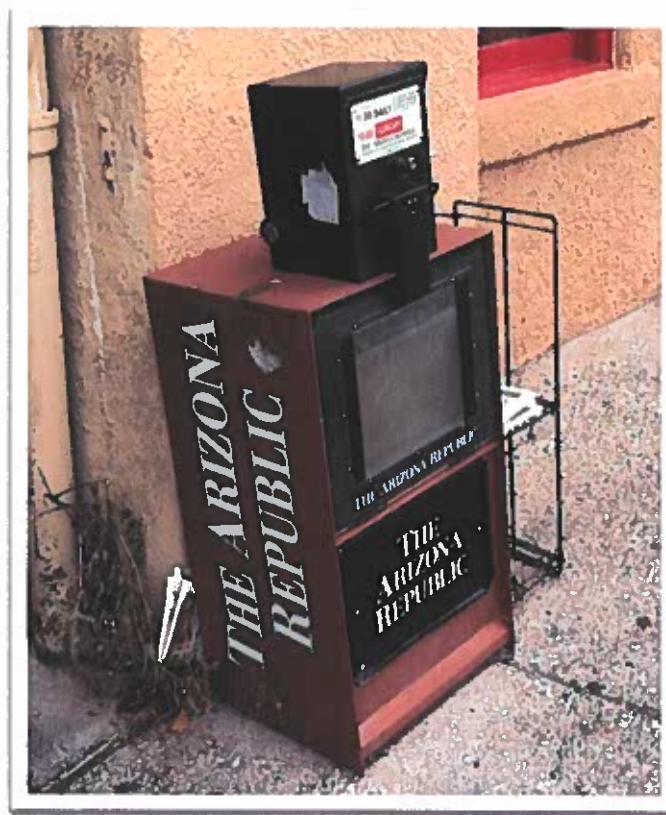
4. **Benches:** Benches are the most common item placed on the sidewalk. The types of benches vary dramatically. The main question is whether the Town should allow only a single type of bench to be placed on the sidewalk. If so, there should be a transition period where businesses are asked to remove/replace existing benches that are currently in front of their businesses. Some benches were placed by community groups, some by private businesses, and some by the Town. Some of these are very old and should be replaced. Some have been placed recently but are not consistent with the new benches placed by the Town. Note that the Town currently has 5 or 6 of the new style benches that could be used to replace some of the older benches. The brass plaques on some of the community placed benches (like the ones that list the Jerome High School graduating classes) could be moved onto the new style benches.



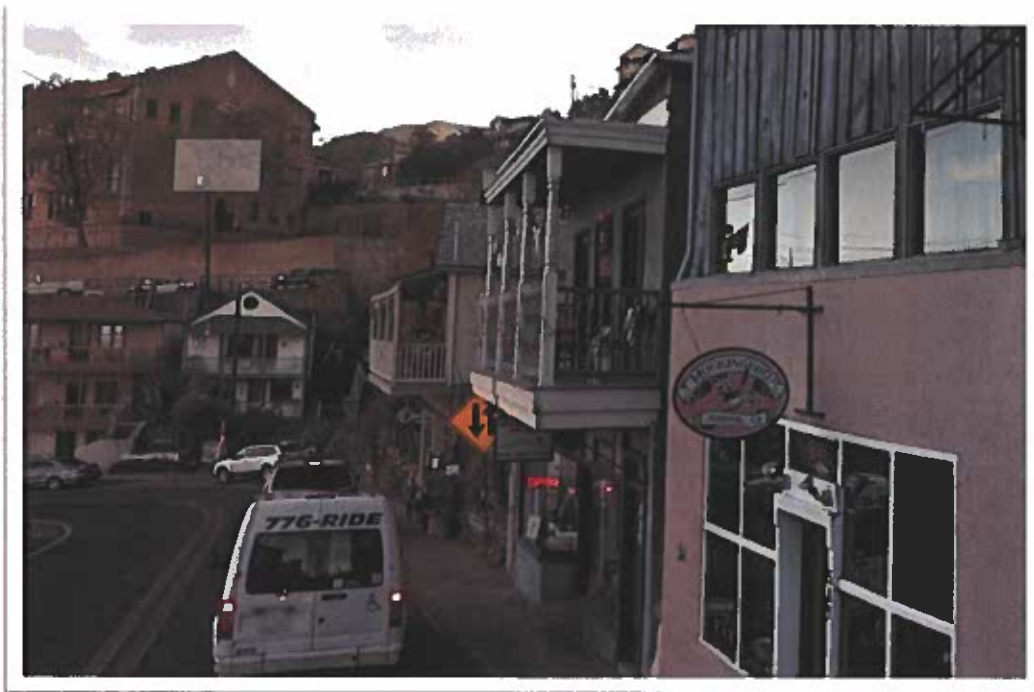
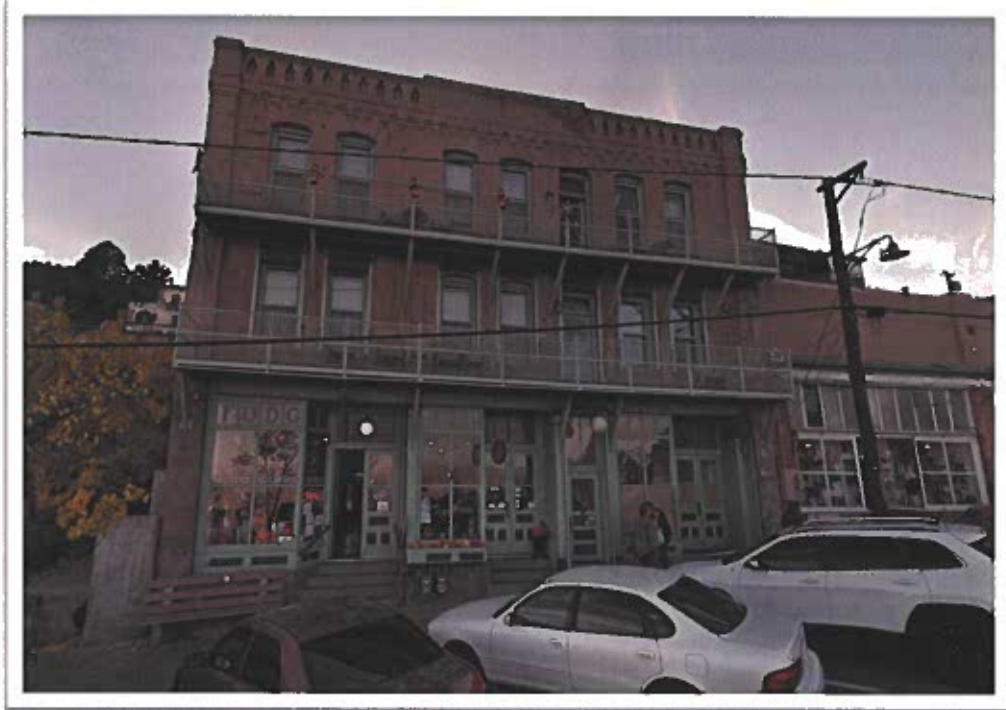
5. **Trash Cans:** The Town is in the process of removing the older wine barrel trash cans and replacing them with the new metal trash cans. The Town previously purchased a small number of cans and hopes to purchase another ten or more next year. Eventually, all the wine barrel trash cans will be replaced with the new metal receptacles.



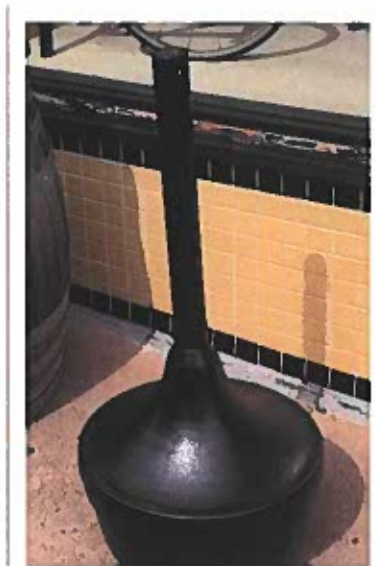
6. **Newspaper Racks:** There are a few newspaper racks on the sidewalk. Although the Town can create standards on what the racks look like, the content and type of papers being distributed is protected by various free speech laws. Additional research is needed to determine whether and how these can be regulated.



7. **Upper Story Decks:** Many of the older buildings have second story decks that project over the sidewalk.



Miscellaneous Items: There are a variety of other items on the sidewalk that generally fall into the realm of either art or mining equipment. There are also cigarette butt holders and hostess stands. Although the cigarette holders these might not be attractive, they are far better than having cigarette butts on the sidewalk. The question for the Council is what types of other items should be allowed or not allowed.



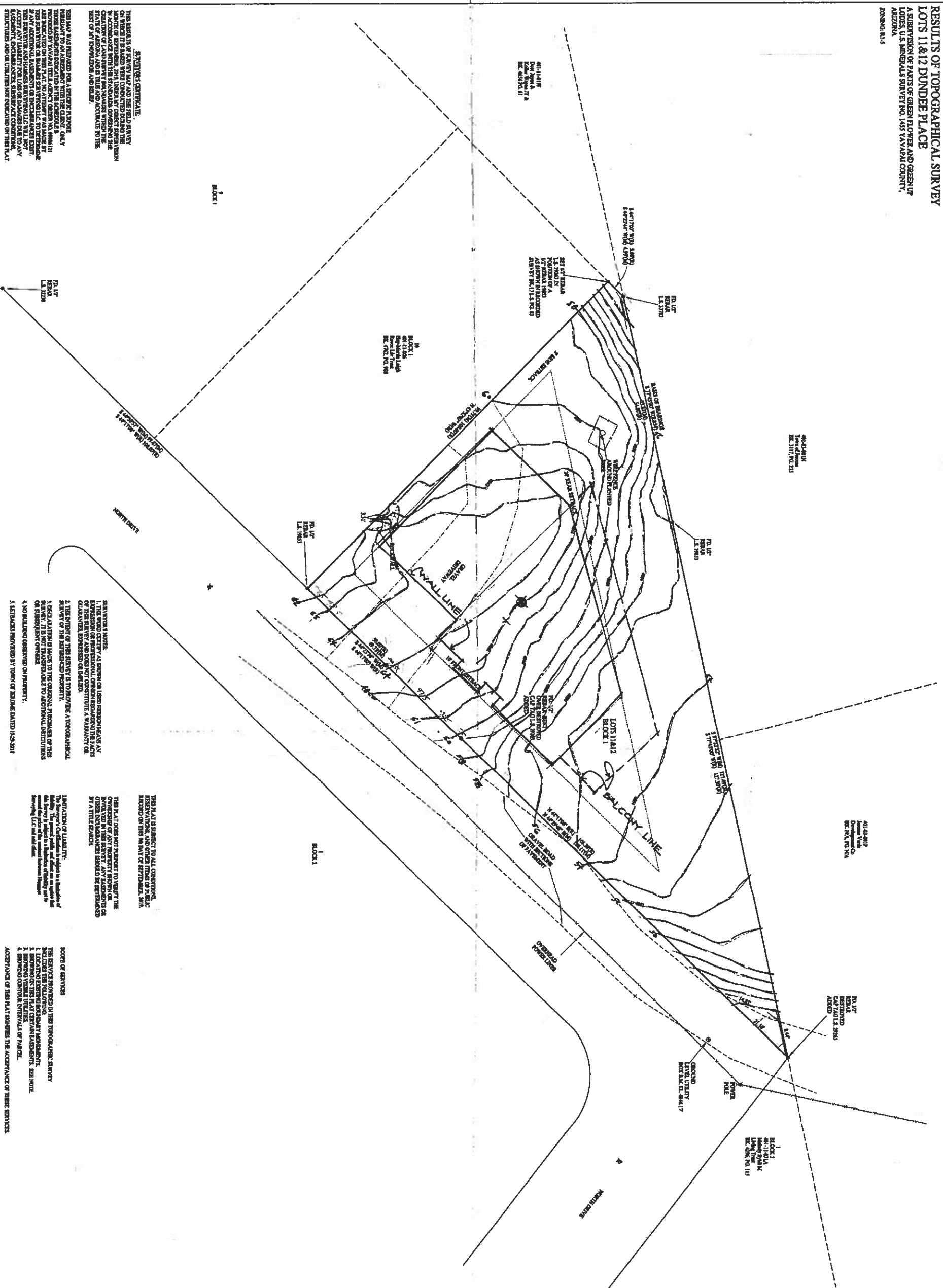
A SUBDIVISION OF PARTS OF GREEN FLOWER AND GREEN VAL
LODGE, U.S. MINERALS SURVEY NO. 1455 YAVAPAI COUNTY,
ARIZONA

(M)-MEASURED

INSTRUMENT 2014-02367

MAJOR CONTROLS=2
MINOR CONTROLS=1

TIED TO ANY LOCAL DATUM



THIS RESULTS OF SLAVERY MAP AND THE FIELD SURVEY ON WHICH IT IS BASED WERE CONDUCTED DURING THE MONTH OF SEPTEMBER, 1844, UNDER MY DIRECT SUPERVISION, IN ACCORDANCE WITH THE STANDARDS GOVERNING THE CREATION OF LAND SURVEY DOCUMENTS WITHIN THE STATE OF ARIZONA, AND IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

[illegible]

2. THE INTENT OF THIS SLAVERY IS TO ENJOY A VICEGRASPABLE SLAVE OF THE REFERENCED PROPERTY.

1. STRIPS PROVIDED BY TOWN OF EDINE DATED 1-23-2011

THIS PLAY DOES NOT ASPIRE TO VENTURE THE ORIGINATOR OF ANY PROPERTY, SHOW OR REVISED IN THIS SLAVY. ANY ELEMENTS OR OTHER INCLUDE AND BE BELIEVED BY THE PLAYERS.

LIMITATION OF LIABILITY:
The Surveyor's Confidentiality is subject to a limitation of liability. The general public and others are on notice that the Survey is subject to a limitation of liability not to exceed the price of the instrument between Homeowners Surveying, LLC and said client.

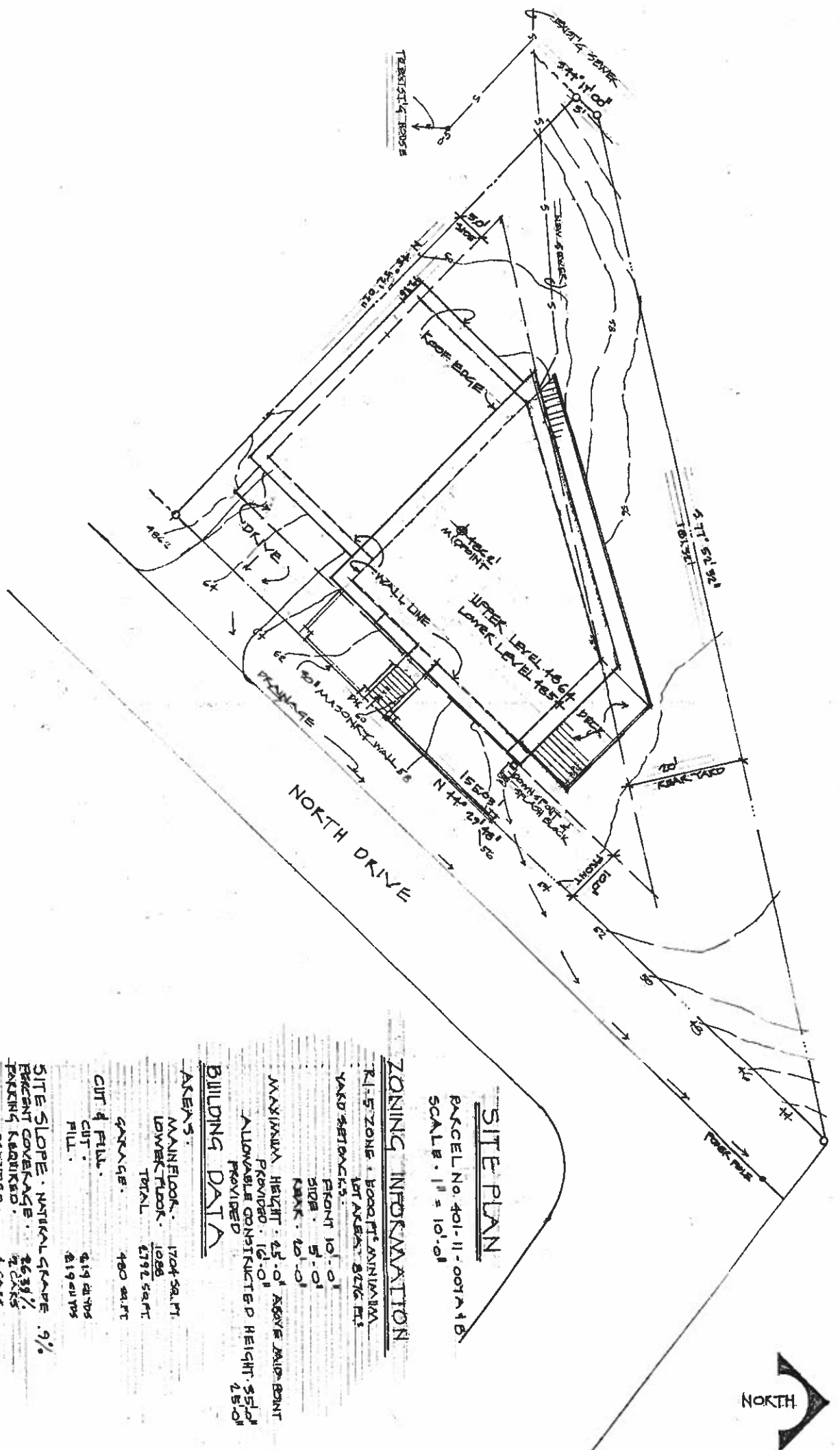
THE SERVICE PROVIDED IN THIS TOWNCARTER SLAVEY INCLUDES THE FOLLOWING:

1. LOCATING EXISTING BODILY MENTALITY
2. PROVING ON THIS PLAY CERTAIN PASSENGERS. SEE NOTE
3. SHOWING VARIOUS UTILITIES
4. PROVIDING CONTINUAL INTERVALS OF PACE

ACCEPTANCE OF THIS PLAN ENTAILS THE ACCEPTANCE OF THESE SERVICES



HAUNES SURVEYING LLC
2100 VIA DEL VERADO
CASA VERDE, AZ, 86302
(928) 283-3606 (928) 967-2133

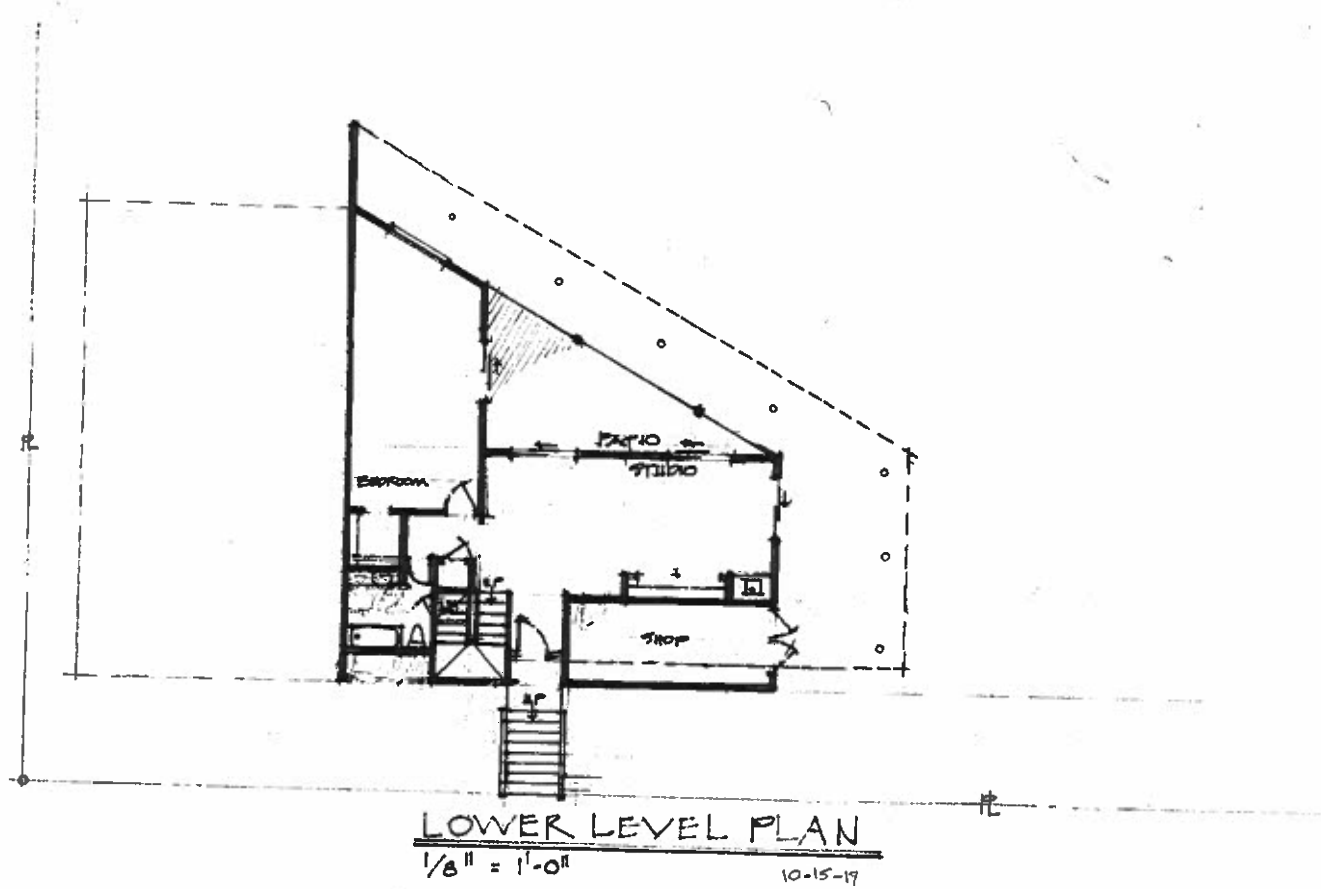
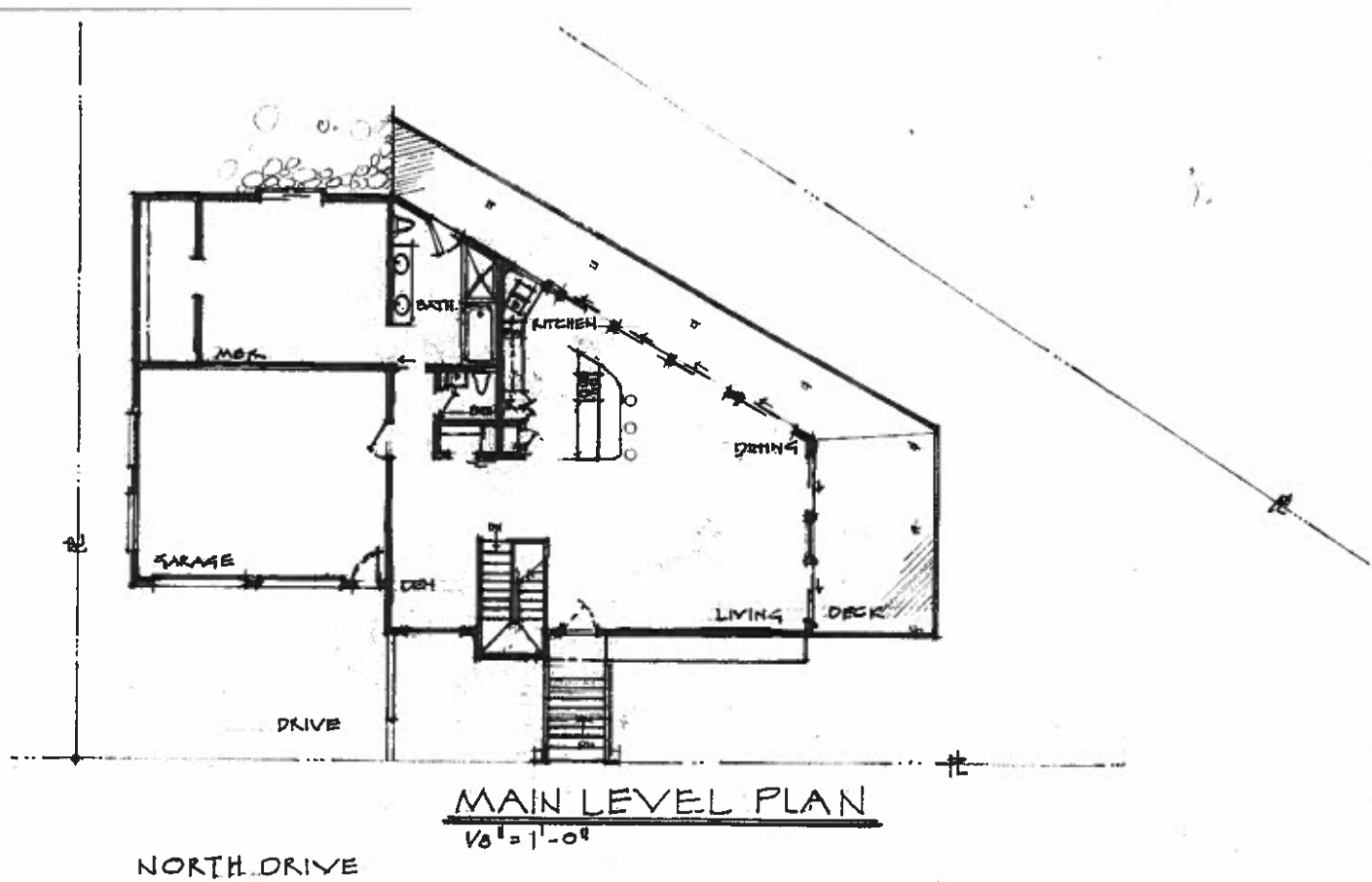


SITE PLAN & INTRODUCTION

RESIDENCE for ANDY & LORI
 18 NORTH DRIVE JEROME, AZ 86331

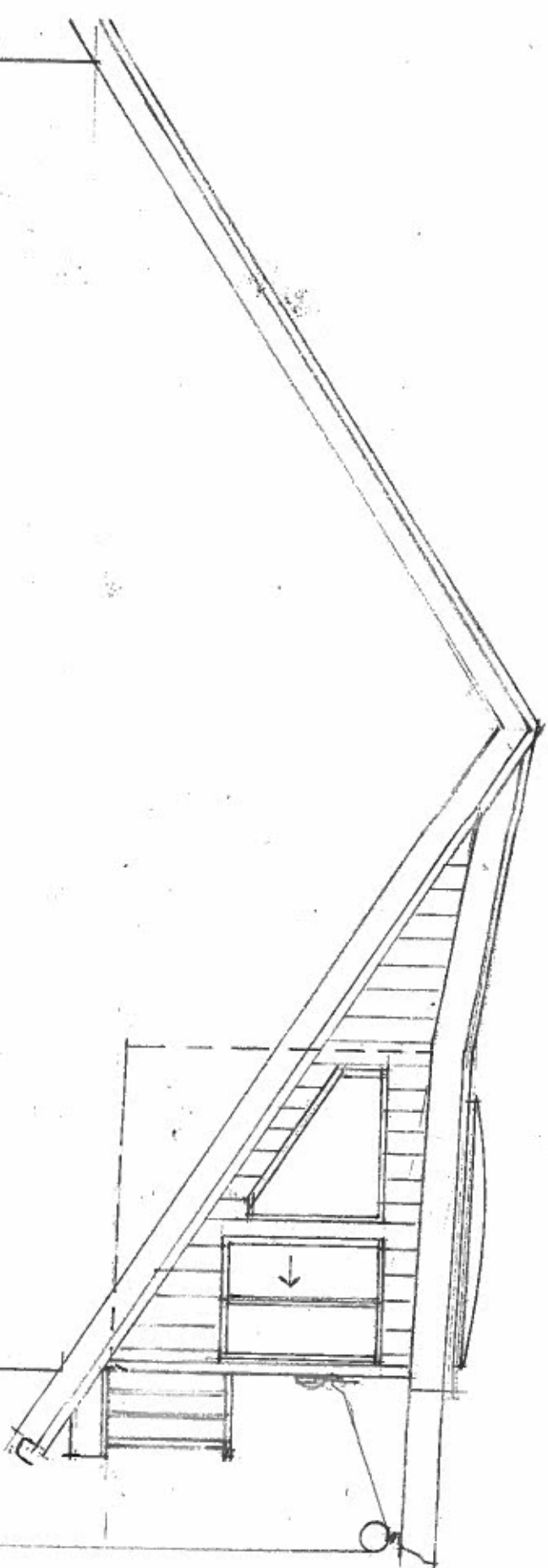
LEE N CHRISTENSEN and ASSOCIATES
 ARCHITECTURE PLANNING

PO BOX 1815 SEDONA ARIZONA 86336
 (928) 282-7397

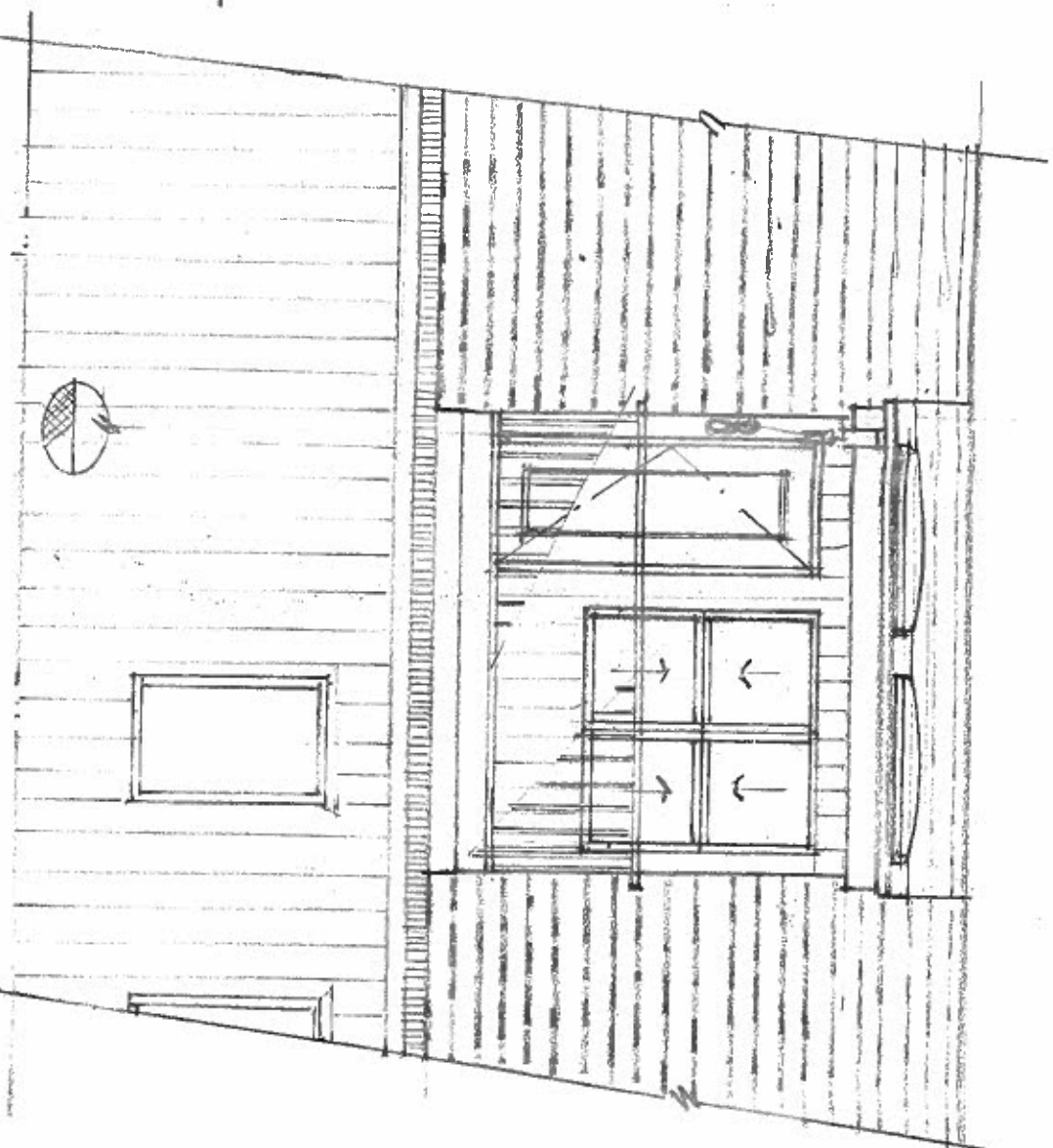


PROPOSED RESIDENCE for ANDY & LORI
15 NORTH DRIVE JEROME, ARIZONA

LEEN CHRISTENSEN & ASSOCIATES ARCHITECTURE & PLANNING



WEST SIDE 1/4"



SOUTH SIDE 1/4"

JAMIE & JACK DILLENBERG RESIDENCE

MIKE PARKER - SUILDER

PROPOSED PATIO ENCLOSURE / GREEN HOUSE

FRONT