



# TOWN OF JEROME

## Design Review Board Meeting Agenda

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

**Monday, August 10, 2020, 6:00 pm**

1. Notice is hereby given pursuant to A.R.S. 38-431.02, that members of the Jerome Design Review Board and staff will attend by audio/video conference call. The public is encouraged to participate in the meeting via Zoom conference by computer: <https://us02web.zoom.us/j/9286347943> or by telephone: 1-669-900-6833, then enter the meeting ID: 928 634 7943 when prompted.
2. Submitting questions and comments:
  - a. If attending by Zoom video conference, click the chat button at the bottom of the screen or raise your hand.
  - b. Email John Knight at [j.knight@jerome.az.gov](mailto:j.knight@jerome.az.gov). (Please submit comments at least one hour prior to the meeting.)

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

### Item 1: Call to order

**Item 2: Petitions from the public** — Pursuant to A.R.S. § 38-431.01(H), public comment is permitted on matters not listed on the agenda, but the subject matter must be within the jurisdiction of the board. All comments are subject to reasonable time, place, and manner restrictions. All petitioners must fill out a request form with their name and subject matter. When recognized by the chair, please 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 board's response to public comments is limited to asking staff to review a matter commented upon, asking that a matter be put on a future agenda, or responding to criticism.

### Possible Direction to Staff

**Item 3: Approval of Minutes:** Minutes of the regular meeting of July 13, 2020.  
**Discussion/Possible Action**

**Continued Items/Old Business:** None (Design Guideline discussion with SHPO postponed until next meeting)

### New Business:

#### Item 4: Design Review for stairs and misc. improvements

Applicant: Janet Bustrin

Address: 538 School Street

Owner of record: Bustrin Family Trust

Zone: C-1

APN: 401-06-092

Applicant is seeking preliminary and final design review approval to construct rear yard stairs and various yard improvements.

**Discussion/Possible Action – DRB Reso. 2020-20**

#### Item 5: Design Review for an addition and stairs

Applicant: Greg Worth

Address: 639 Center Avenue

Owner of record: Gregory A. Worth Living Trust

Zone: R1-5

APN: 401-08-037

Applicant is seeking preliminary and final design review approval to construct an addition and second story access stairs for a single-family home.

**Discussion/Possible Action – DRB Reso. 2020-21**

#### Item 6: Design Review for new rear deck and deck rehabilitation

Applicant: Mary and Andrew Chinander

Address: 860 Hampshire Avenue

Owner of record: Andrew and Mary Chinander

Zone: R1-5

APN: 401-07-133

Applicant is seeking preliminary and final design review approval to construct a new deck in the rear yard and rehabilitate the existing decks.

**Discussion/Possible Action – DRB Reso. 2020-22**

**Item 7: Design Review for a new sign for University Shack**

Applicant: Jane Rolfes

Address: 112 Main Street

Owner of record: Jerome Historical Society

Zone: C-1

APN: 401-06-009B

Applicant is seeking preliminary and final design review approval for a new hanging sign.

**Discussion/Possible Action – DRB Reso. 2020-23**

**Item 8: Design Review for a retaining wall and fence**

Applicant: Anthony Schadegg

Address: 111 Third Street

Owner of record: Anthony Schadegg

Zone: R1-5

APN: 401-08-039

Applicant is seeking preliminary and final design review approval for a retaining wall and fence on the east side of the property.

**Discussion/Possible Action – DRB Reso. 2020-24**

**Informational Items (Current Event Summaries):**

**Item 9: Updates of Recent and Upcoming Meetings:** John Knight, Zoning Administrator

- a) **Council – July 14, 2020:** Updated P&Z and DRB bylaws (and approved new meeting dates)
- b) **Planning and Zoning Commission – August 5, 2020:** Stair setback interpretation; yard setback interpretation; site plan review of 538 School Street; site plan review of 639 Center Avenue; site plan review of 860 Hampshire Avenue; discussion about mixed-use in C-1 zone

**Item 10: Set date for next DRB meeting:** Regular meeting date falls on Labor Day holiday. Suggest moving the meeting a week earlier to **Monday, August 31, 2020.**

**Item 11: Future DRB Agenda Items:** Design Guidelines discussion with SHPO; 123 Beale Street fence; new sign for 367 Main Street

**Item 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 \_\_\_\_\_

- 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 enough time to make arrangements. Anyone needing clarification of an agenda item may call John Knight at (928) 634-7943.*



# TOWN OF JEROME

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

## Petition to Speak

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Topic/Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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-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.







# TOWN OF JEROME

## Design Review Board Meeting

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

### MINUTES

via VIDEOCONFERENCE (ZOOM)

Monday, July 13, 2020, 6:00 pm

#### 6:02 (0:02) Item 1: Call to order

Chair Tyler Christensen called the meeting to order at 6:02 p.m.

Rosa Cays, deputy clerk, called the roll. Present were Chair Christensen, Vice Chair Brice Wood, and board member Danny Smith. Zoning Administrator John Knight was also present. Board member John McDonald was absent.

#### 6:03 (0:38) Item 2: Petitions from the public – There were no petitions from the public.

#### 6:03 (0:44) Item 3: Approval of Minutes: Minutes of the regular meeting of June 8, 2020.

##### Discussion/Possible Action

##### Motion to Approve the Minutes of the Regular Meeting of June 8, 2020

| BOARD MEMBER | MOTION | SECOND | AYE | NAY | ABSENT | ABSTAIN |
|--------------|--------|--------|-----|-----|--------|---------|
| CHRISTENSEN  | X      |        | X   |     |        |         |
| MCDONALD     |        |        |     |     | X      |         |
| SMITH        |        | X      | X   |     |        |         |
| WOOD         |        |        | X   |     |        |         |

Continued Items/Old Business: None

#### New Business:

#### 6:03 (1:24) Item 4: Design Review for garage repairs

Applicant: Don and Kathi Feher

Address: 11 Rich Street

Zone: C-1

Owner of record: Donald J. and Mary K. Feher

APN: 401-06-085

Applicant is seeking preliminary and final design review approval to add windows and a door.

##### Discussion/Possible Action – DRB Reso. 2020-19

Chair Christensen introduced the item, then asked Don and Kathi to talk about the project.

6:04 (2:04) – Jerome resident Don Feher spoke about the project. He said he wanted to add two windows to the north side of the garage as there are no windows now, so the garage is very dark. He would like to use old windows from the old Jerome High School that he found in Cottonwood. Mr. Feher is seeking approval for the windows and a "man" door, which will be clad in corrugated iron to match the building. He said the door, which will swing inward, is so the garage door will not need to be lifted to get in and out.

Chair Christensen asked if the window would be cleaned up or left aged.

Mr. Feher said he planned to clean it up.

Vice Chair Brice Wood said he liked it and thinks it's a good project.

Zoning Administrator John Knight added comments about the man door.

Chair Christensen asked about the age of the building. Mr. Feher said it was built in 1969.

Board member Danny Smith said he was all for the project.

Mr. Feher said he and Kathi say their mission is “bringing Jerome back to Jerome.”

#### **Motion to Approve DRB Resolution 2020-19**

| BOARD MEMBER | MOTION | SECOND | AYE | NAY | ABSENT | ABSTAIN |
|--------------|--------|--------|-----|-----|--------|---------|
| CHRISTENSEN  |        |        | X   |     |        |         |
| MCDONALD     |        |        |     |     | X      |         |
| SMITH        | X      |        | X   |     |        |         |
| WOOD         |        | X      | X   |     |        |         |

#### **6:09 (7:04) Item 5: Discussion about Design Guidelines**

Applicant: Town of Jerome

Discussion about potentially adopting design guidelines.

##### **Discussion/Possible Direction to staff**

Chair Christensen acknowledged the in-depth manual from Williams, AZ, that Mr. Knight had included in the agenda packet and shared a few comments about the content and the attention to historic districts in Williams. He asked if historic “districts” applied to Jerome.

Mr. Knight shared background on the guidelines and the involvement of the State Historic Preservation Office (SHPO), and how this came up when he called the organization about a property on Center Avenue. SHPO is working with towns designated as historic landmarks and helping them with their design guidelines. He said DRB essentially serves as Jerome’s historic preservation board. Mr. Knight said Jerome’s ordinance term “visually compatible” is broad, and that SHPO as well as town attorney Bill Sims said the term would not hold up in court. He went on to talk about the different areas in Jerome and how they’re uniquely perceived. He reminded the board members that this document was created as a guideline and not an ordinance, and if the board was interested, he would present the idea to P&Z and Council to get their input. Mr. Knight also mentioned that SHPO had informed him that grant monies could be available to help with funding a design guidelines project and possibly hire a consultant. He would also like to invite business and property owners to participate.

Chair Christensen said he was interested in this as a possibility for Jerome, but what he is most interested in is identifying the historic overlay of Jerome.

Vice Chair Brice Wood said the historic overlay is pretty much the whole town. He said how historic towns address the question of preservation depends on their size and budget and what professional consultants they can bring in. Mr. Wood said that when Jerome adopted its historic status, they used the language the Dept. of Interior had provided, and that SHPO was based on that structure as well. He made a few more comments and then referred to the Jerome General Plan, which is the guideline Jerome basically follows, and is not sure the town needs to take on a whole new set of guidelines. He referred again to the language used. Chair Wood said the current language in the ordinance, although vague, seems to have worked fine over the years.

Chair Christensen agreed with Chair Wood’s comment about the zoning ordinance. He referred again to specific districts in Jerome and questioned if they are identified on the historic registry. Chair Christensen said he would like to see a historic overlay map in, and sees room for, additions to the current Jerome ordinance. He shared examples of situations where this may help homeowners in the future.

Chair Wood pointed out that certain styles in Jerome have become neighborhoods and shared examples: Dundee and North Drive are different than the rest of Jerome; Company Hill is unique, and two-thirds of the town has the vernacular, industrial, residential architecture of the period.

Mr. Smith said SHPO presented at one of the first DRB meetings when he joined the board. He said he was also told DRB changes with its members and their opinions—but he also doesn’t want too much regulation. He shared that Bisbee was getting into trouble for “false” history, i.e., homes made to look old, although visually they have to fit in. SHPO said Jerome was the “most protected” town in the country as far as losing its status.

Chair Christensen doesn’t want to throw things out that have been working, but he sees value in aspects of the Williams guidelines.

Mr. Smith said that an argument that comes up often is a project “threatening” Jerome’s status in jeopardy, so he asked SHPO about this, and they said it can’t really happen in the foreseeable future. He went on to say that about 103 to 107 buildings in Jerome are listed, and even if half were bulldozed, maybe then Jerome would lose its historic status. Mr. Smith used his property as an example of taking into consideration people’s property rights. He said it is good to have guidance, but a good balance of property rights and the flavor of Jerome are also important, which can be a challenge with how the boards’ members change. He said he also doesn’t want a six-inch-thick book of regulations.

Mr. Knight said discussions with SHPO have included scheduling another workshop for the board sometime in the coming months. He said he sees the design guidelines as supplementing the current ordinance, not replacing it, and that the guidelines also help applicants to improve their chance of approval unless they want to do something completely different.

Chair Christensen agreed that more guidance would be good, as did Vice Chair Wood and Mr. Smith, who liked the idea of asking those of authority these questions. Chair Christensen said he would like to see a map showing the areas of Jerome that hold historic status in the National Registry of Historic Places, and perhaps more recently built structures could be added by now.

Vice Chair Wood said the whole town is historic. The question may be what properties are being used as historic assets for tax reasons.

Mr. Smith suggested to Mr. Knight that he contact Jay Kinsella or Allen Muma of the Jerome Historical Society (JHS) about which buildings qualified for historic status. Mr. Smith said he chose not to go for historic status with his building (Turquoise Spider) because he did not want to lose control of what he can or cannot do to his property. He said JHS may have addresses for Mr. Knight, and that only 107 or so buildings are considered historic.

Mr. Knight said Jerome was designated historic landmark status in the late 1960s. In the 1980s, the town took inventory of historic addresses; he mentioned the section in the General Plan on historic status. He said he would check with Mr. Kinsella.

Mr. Smith commented that a lot of buildings within a historic district may not be historic.

Chair Christensen said he would like to determine if any newer buildings would be considered historic since the 1980 inventory. He also said he would like the JHS and members of the community to weigh in on incorporating the guidelines.

Mr. Knight said he would contact SHPO to schedule a workshop about the guidelines. Discussion ensued about what buildings may qualify.

#### Informational Items (Current Event Summaries):

##### **6:33 (30:53) Item 6: Updates of Recent and Upcoming Meetings:** John Knight, Zoning Administrator

- a) **Planning and Zoning Commission – July 1, 2020:** Cancelled
- b) **Planning and Zoning Commission – August 5, 2020:** Site Plan Review 639 Center Ave.

Mr. Knight also mentioned the change to meeting dates for P&Z and DRB, which would be discussed with Council the next evening. If approved, he will suggest having the change go into effect in September and that DRB would move to the first Monday of month.

##### **6:34 (32:23) Item 7: Future DRB Agenda Items – August 10, 2020 Meeting:** Design Review for 639 Center Ave.

Mr. Knight added that a SHPO workshop would be scheduled.

#### Item 7: Adjourn

##### Motion to Adjourn at 6:35 p.m.

| BOARD MEMBER | MOTION | SECOND | AYE | NAY | ABSENT | ABSTAIN |
|--------------|--------|--------|-----|-----|--------|---------|
| CHRISTENSEN  |        |        | X   |     |        |         |
| MCDONALD     |        |        |     |     | X      |         |
| SMITH        |        | X      | X   |     |        |         |
| WOOD         | X      |        | X   |     |        |         |

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

Attest: \_\_\_\_\_ Date: \_\_\_\_\_  
Rosa Cays, 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, August 10, 2020

**ITEM 4: Design Review for stairs and drainage swale**

**Location:** 538 School Street  
**Applicant/Owner:** Janet Bustrin/Bustrin Family Trust  
**ZONE:** C-1  
**APN:** 401-06-092  
**Recommendation:** Approve  
**Prepared by:** John Knight, Zoning Administrator  
**Resolution:** DRB Resolution 2020-20

**Background and Summary:** Applicant requests preliminary and final design review construction of access stairs in the rear yard and a drainage swale. The Planning and Zoning Commission approved the project at their August 5, 2020 meeting.

**Discussion:** The applicant's proposal includes new stairs in the rear yard to access School Street. The stair treads will be metal, and the railing will be Victorian style. The stairs and railing will match work that has already been completed on the property. The new stairs include a landing, meet current building code requirements, and will be safer than the existing stairs. Work also includes the construction of a drainage swale on the south side of the property.

**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 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 appears to be compatible with the colors and materials already existing on the property.

**Recommendation:** The Zoning Administrator recommends that the DRB approve the attached resolution with conditions.

**Attachments:**

- DRB Resolution 2020-20
- Application and supplemental information



# TOWN OF JEROME

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

## **DRB Resolution 2020-20**

### **Approving Design Review for stairs and drainage swale improvements**

WHEREAS, the Town of Jerome has received an application from Janet Bustrin for preliminary and final design review to add rear yard stairs and a drainage swale at 538 School Street (APN 401-06-092); 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 to 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.

NOW, THEREFORE, BE IT RESOLVED by the Design Review Board of the Town of Jerome, Arizona, that the preliminary and final design review to add rear yard stairs and a drainage swale at 538 School Street is hereby approved, subject to the following conditions:

## DRB RESOLUTION NO. 2020-20

1. **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.
2. **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, or construction materials, will require additional review by the Planning and Zoning Commission and/or the Design Review Board.
3. **Drainage** - The building permit submittal shall indicate both existing and proposed drainage. This includes, but is not limited to, 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, detention basins, and gravel catchments to help dissipate hydraulic energy. Roof drains shall not be directed across sidewalks.
4. **Building Permit Submittal and Code Requirements** - The applicant/s shall consult with the Building Inspector 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).
5. **Compliance with plans** – The project shall be completed in compliance with the approved plans and elevations.
6. **Conditions on Plans** – The building permit plan submittal shall include a sheet with a list of approved conditions from both the Design Review Board and Planning and Zoning Commission.
7. **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.
8. **Appeal** – Any applicant who is aggrieved by the Design Review Board decision may petition the Mayor or Council for a review within thirty (30) days of the decision. Questions of aesthetics or design standards are not appealable to the Mayor and Council but may be presented to a Court of Record within thirty (30) days of the decision. Additionally, if in the opinion of the Zoning Administrator a decision is not in conformance with the Zoning Code or Comprehensive plan, the Zoning Administrator may request a review by the Mayor and Council within thirty (30) days. By specific motion during an official meeting, the Mayor and Council may refuse to consider a request for review brought by the Zoning Administrator. Finally, the Mayor and Council shall maintain the right to review all decisions of the Design Review Board.

ADOPTED AND APPROVED by a majority vote of the Design Review Board on the 10<sup>th</sup> day of August 2020.

ATTEST:

APPROVED:

---

Rosa Cays, Deputy Town Clerk

---

Tyler Christensen, Chair





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

File #:

Town Use

**General Land Use Application – Check all that apply**

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Site Plan Review \$100 | <input checked="" type="checkbox"/> Design Review \$50/\$200                              | <input type="checkbox"/> Conditional Use Permit (CUP) \$100 |
| <input type="checkbox"/> Demolition \$50/\$200             | <input type="checkbox"/> Signage/Awning \$50  | <input type="checkbox"/> Paint/Roofing \$0                  |
| <input type="checkbox"/> Time Extension \$0                | <input type="checkbox"/> Other: <small>Replace stairs from School Street to house</small> | <input type="checkbox"/> Other: _____                       |

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

|  |   |
|--|---|
| Applicant: Janet Bustrin   | Owner: Janet Bustrin  |
| Applicant address: 156 Irving Ave.<br>South Orange, NJ 07079-2309  | Owner Mailing Address: 156 Irving Ave.<br>South Orange, NJ 07079-2309 |
| Applicant role/title: Owner  |   |
| Applicant phone: 973-713-6866  | Owner phone: 973-713-6866   |
| Applicant email: Bustbelt@verizon.net  | Owner email: Bustbelt@verizon.net                                     |
| Project address: 538 School St., Jerome, AZ  | Parcel number: 401-06-092   |
| Describe project: Replace steep, dangerous steps from School St to back of home with a safe design in keeping with Jerome "style," while providing better use of the backyard space. |   |
| All treads, even on the slight curve at the bottom of the steps (see drawing), will be a 10" tread.  |   |

- I understand that review by the Jerome Design Review Board, Planning and Zoning Commission, and Town Council is discretionary.
- I understand that the application fee is due at submission and review will not be scheduled until fee is paid to the Town.
- I understand review criteria are used in evaluation by the Jerome Design Review Board and/or Planning and Zoning Commission. These criteria are included in the Jerome Zoning Ordinance.
- I understand that this application will not be scheduled for consideration until all required materials have been submitted and the application is determined to be complete.

Applicant Signature: [Signature] Date: 6-22-20

Owner Signature: [Signature] Date: 6-22-20

|   |             |
|---|-------------|
| <b>For Town Use Only</b>  |             |
| Received from: _____  | Date: _____ |
| Received the sum of \$ _____ as: <input type="checkbox"/> Check <input type="checkbox"/> No. _____ <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card |             |
| By: _____   | For: _____  |
| Tentative Meeting Date/s - DRB: _____   | P&Z: _____  |

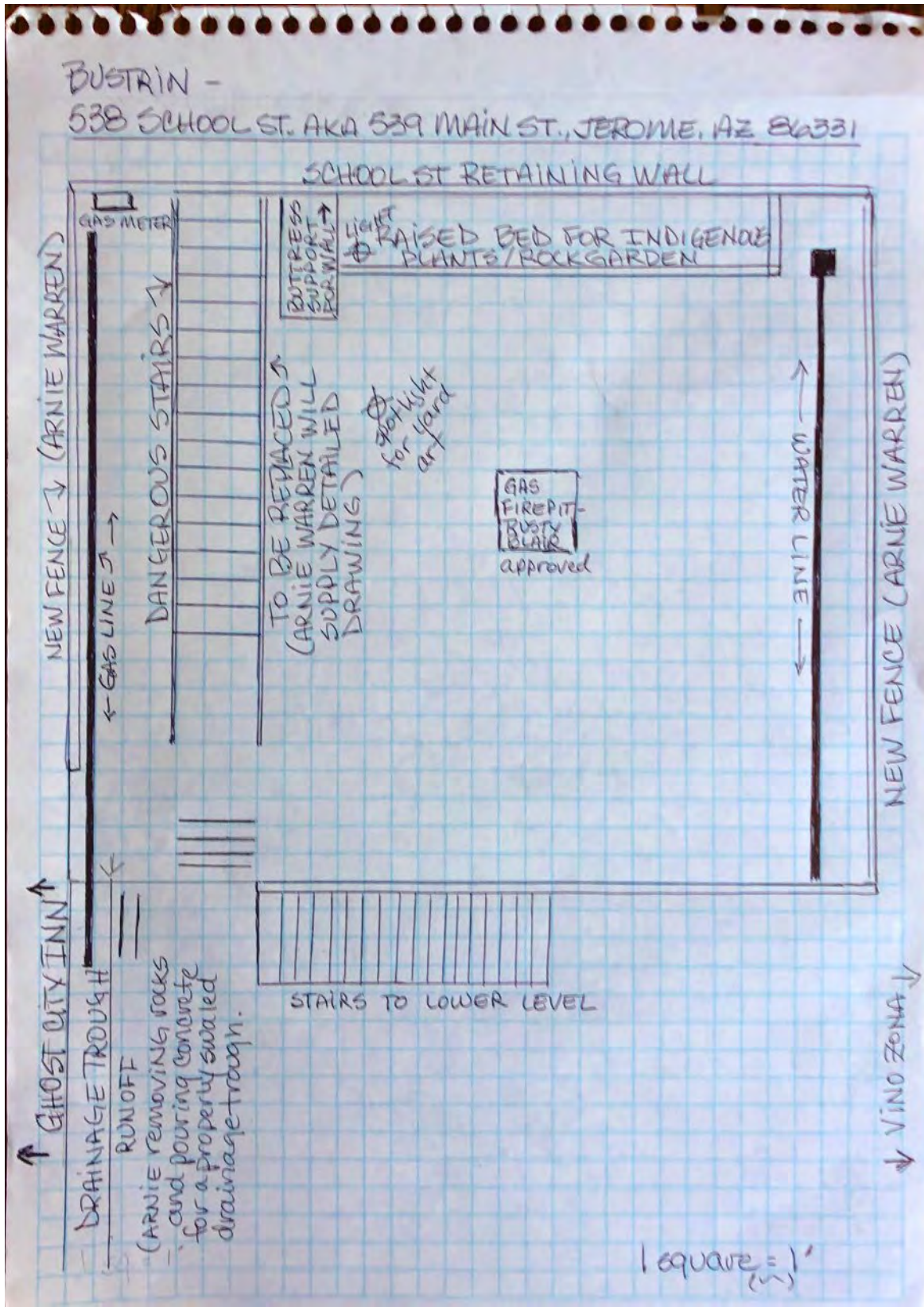


## Design Review Application Checklist

Each application will be filed with the zoning administrator and forwarded to the Jerome Design Review Board once the application has been reviewed by staff and determined to be complete. All application materials must be submitted electronically in PDF format (8.5-by-11 inches or 11-by-17 inches). Contact the zoning administrator at 928-634-7943 if assistance is needed regarding submitting materials.

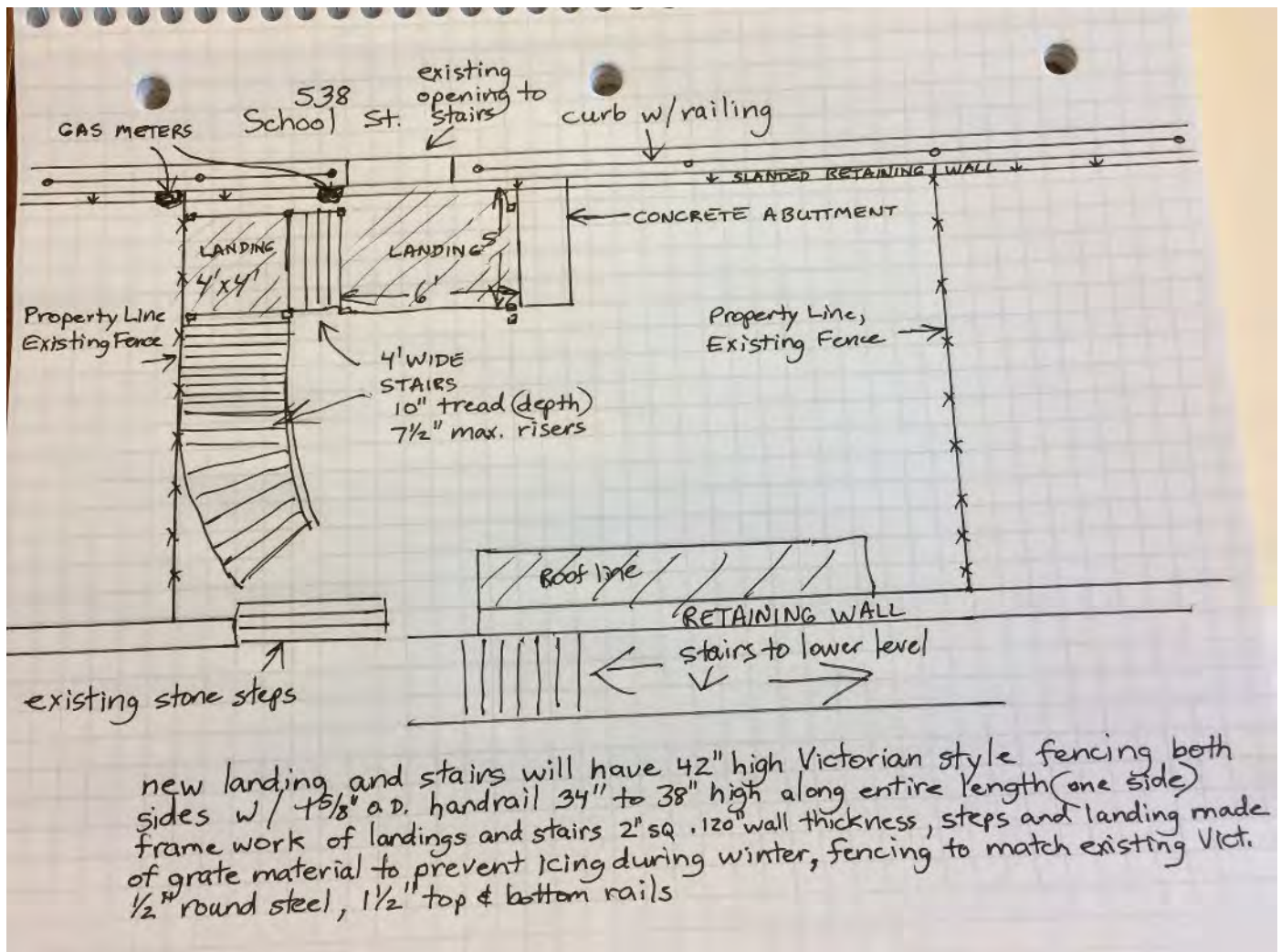
- ☒ General Land Use Application Form
- ☒ Written narrative of the proposed project, uses, ~~hours of operation, number of employees, etc.~~
- ☒ Plot plan or site layout, including all improvements drawn to scale
- Amie* ☒ Elevations (all sides of proposed building or project) drawn to scale
- ☒ Photographs showing all sides of existing structures
- ☒ Photographs showing adjoining properties, buildings and structures
- ☒ Material samples
- ☒ Color samples
- ☐ Explanation and location of any building or structure to be demolished or removed
- ☐ Location of trees and other natural features
- ☒ Utility locations and connections
- ☒ Method of disposal for storm drainage (including energy dissipaters and retention/detention)
- ☐ Fire sprinkler and fire safety components
- ☐ Landscape plan
- ☒ Lighting plan and lighting fixtures
- ☐ Signage (if applicable)
- ☐ Additional information requested by Zoning Administrator
  - ☐ \_\_\_\_\_
  - ☐ \_\_\_\_\_
  - ☐ \_\_\_\_\_

Plot plan or site layout, including all improvements drawn to scale.  
Please see my drawing below of the current site plan and Arnie Warren's  
drawing of the proposed stair unit.





**Arnie Warren's drawing of proposed improvements. He will fabricate new step unit as designed below.**





**Photographs following show all sides of existing structure at 538 School Street a.k.a. 539 Main Street AND adjoining properties.**

**FRONT: 538 School Street, also known as 539 Main Street from 89A. Ghost City Inn and Vina Zona yard/patio flank the property.**



**Note Ghost City Inn on the left side of photo, Vino Zona on right-hand side.**







**Back of home from behind – photo taken from School Street. Note Ghost City Inn red roof on the right side of photo.**





**Under porch roof – back of house. Note Vino Zona through foliage.**

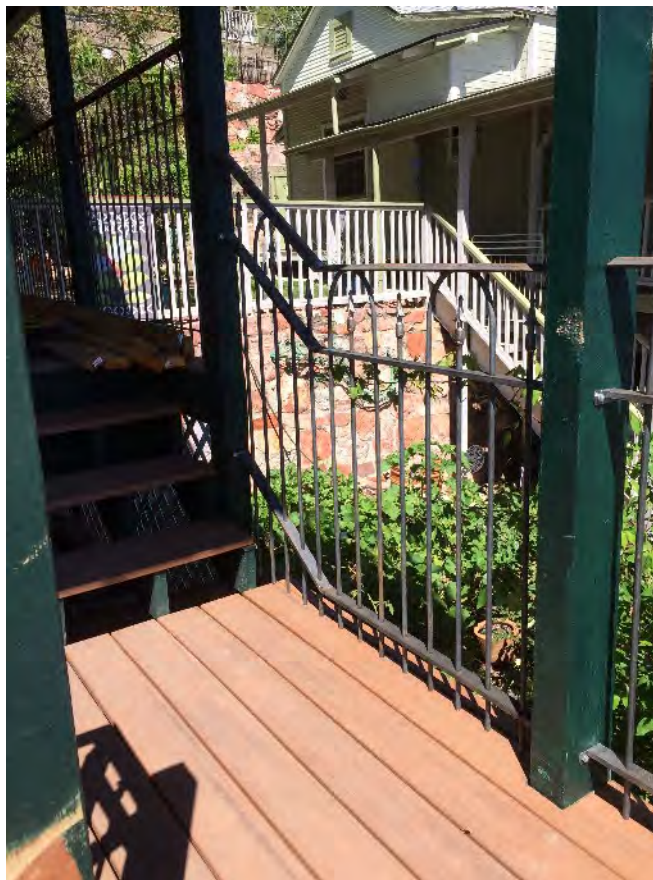


**View from under porch roof looking toward dangerous steps, backyard and up to School Street.**





**Vina Zona side of house. Walkway at 538 School St./539 Main St. from back deck to front steps.  
Vino Zona yard on right side behind screening fence we installed.**





**View taken from behind Vino Zona on School St. Note Ghost City inn (red roof) on opposite side of property.**



**View prior to removal of encroaching vegetation from Vino Zona/Ghost City Inn.**





**View currently from School St. across Vino Zona's backyard with privacy fence we installed.**



**Additional photographs showing views of adjoining properties, buildings, structures:  
Ghost City Inn**





## MATERIALS/Color samples for project



Railings on new step unit in back will have railings identical to the ones on the front steps and around the house. These will be allowed to rust for that TRUE Jerome feel.



Treads will be fabricated out of this grate material allowing rain/snow melt to pass through for safety when it snows/freezes.



## Utility locations and connections:

Electrical service comes to house from the wire in the upper left of the picture.



Water service next to School St. retaining wall in backyard closest to Vino Zona. Pipe will be put underground.







**Pipe runs near fence line to corner of house.**





**Water pipe runs to corner of deck roof.**



**And comes to rock wall on deck, then into the house.**



**In the picture below, you can see the water coming on to the property in the right hand side of image.**



**Gas meter is to the left of the current stair system as you face School St.**



**Gas line/pipe runs from School Street (4 ' in the air) and enters the house here:**





## **Method of disposal for storm drainage:**

**A concrete trough similar to this, but narrower, will be created by Arnie Warren which will run between 538 School St. and The Ghost City Inn to direct rain/runoff.**



**Drainage trough from School St. to Main St.**







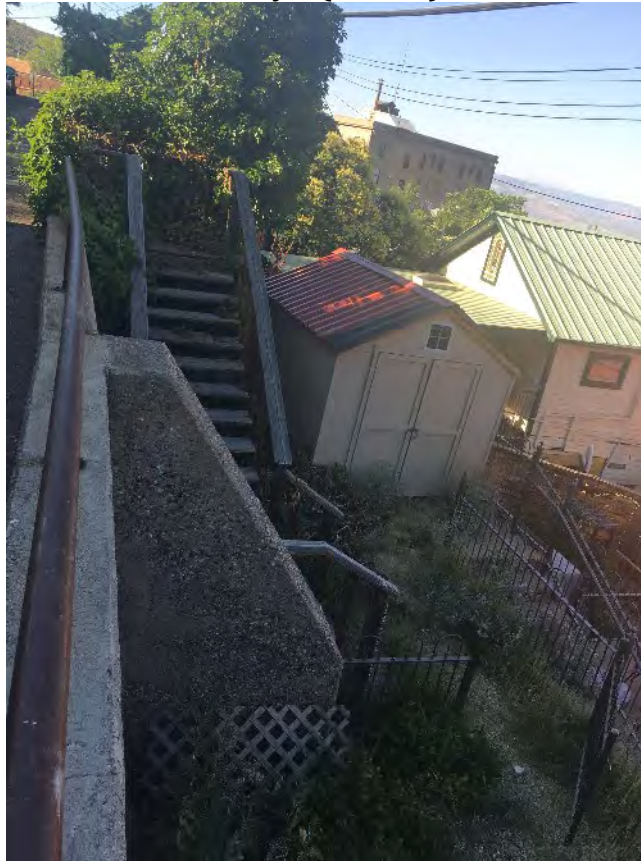
**View of Ghost City retaining wall (part of which collapsed a few years ago – see the new buttress in back of photo).**

**Is anyone nervous that the rest of the wall might collapse? Some serious cracks . . .**

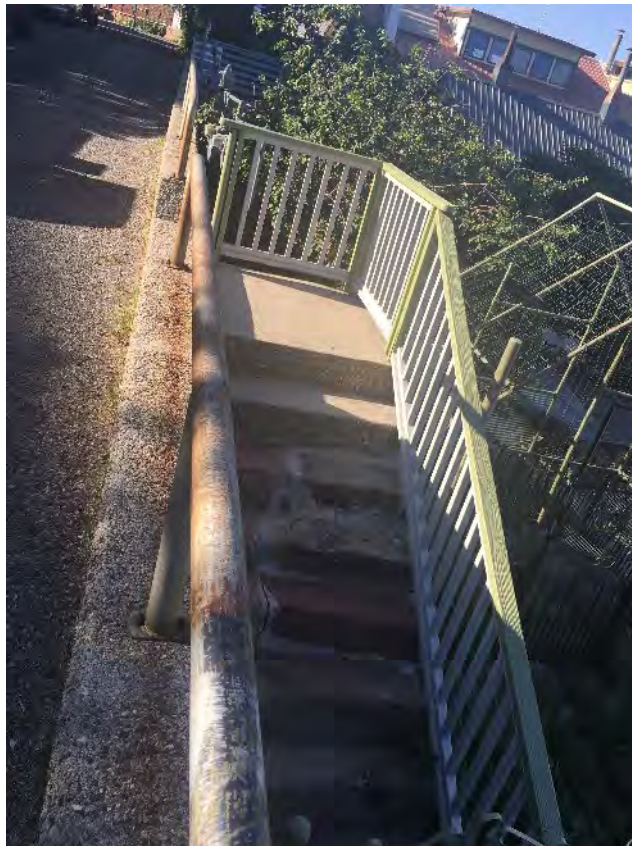


## Views of other homes' stair systems along School Street . . .

**Molly's (I think):**



**Vino Zona:**









# 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, August 10, 2020

**ITEM 5:** Design Review for an addition and stairs  
**Location:** 639 Center Avenue  
**Applicant/Owner:** Greg Worth/Gregory A. Worth Living Trust  
**ZONE:** R1-5  
**APN:** 401-08-037  
**Recommendation:** Approve  
**Prepared by:** John Knight, Zoning Administrator  
**Resolution:** DRB Resolution 2020-21

**Background and Summary:** Applicants request preliminary and final design review for a small addition on the rear of the structure and an access stairway from the second-story deck to the street. Work also includes repairing the existing deck, adding new railings, replacing windows, a new garage door, and a new metal roof.

The property line is currently located about three (3) feet inside the existing home. To allow the addition, the applicant proposes to move the lot line so that it is five (5) feet from the existing structure (see survey exhibits). This property line will be moved approximately seven (7) feet to the west and will increase the lot size from 2,700 square feet to 3,300 square feet. The Site Plan Review for the addition, stairs, and lot line adjustment was approved by the Planning and Zoning Commission on August 5, 2020

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

### 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 and refer to the applicable criteria regarding architectural features and details. The applicant's proposal appears to meet these criteria through use of compatible colors and materials.

#### **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 DRB shall review the application for compliance with the above-referenced criteria and refer to the applicable criteria regarding architectural features and details. The applicant's proposal appears to meet these criteria through use of compatible colors and materials.

#### **Section 304.F.5. Approval process**

5. *The Design Review Board shall have thirty (30) days from the date of submission of a complete application to review the request and approve, conditionally approve, or reject, said request, and notify the applicant of his decision in writing. If, however, the Design Review Board wishes to hold a public hearing on the request, the Board shall fix a reasonable time for such hearing, but not more than forty-five (45) days from the date of submission of a complete application. Prior to holding a public hearing, a Neighborhood Meeting may be required in accordance with Section 306 of this Zoning Ordinance. The Design Review Board shall give notice of the hearing at which the application will be considered by publication of notice in the official newspaper of the Town and by posting the property affected not less than, fifteen (15) days prior to the hearing. The notice shall set forth the time and place of the hearing and include a general explanation of the matter to be considered. In such case, the Design Review Board shall render its decision within fifteen (15) days after the public hearing.*

**Response:** The DRB has the authority to approve or conditionally approve the applicant's request. To ensure compliance with the criteria identified in Sections 304.F.1. and 304.F.2, the DRB may include additional conditions.

**Recommendation:** The Zoning Administrator recommends that the DRB approve the attached resolution with the conditions included.

#### **Attachments:**

- DRB Resolution 2020-21
- Application and supplemental information







# TOWN OF JEROME

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

## **DRB Resolution 2020-21**

### **Approving Design Review for an addition, stairs, and other improvements**

WHEREAS, the Town of Jerome has received an application for preliminary and final design review approval for an addition, stairs, deck repair, new railings, windows, a new garage door, and a new metal roof for 639 Center Avenue (APN 401-08-037); 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 to 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. Material, 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.
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.

## DRB RESOLUTION NO. 2020-21

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 the Town of Jerome website.
14. 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.
15. 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.
16. 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.
17. 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 for 639 Center Avenue is hereby approved, subject to the following conditions:

1. **Planning and Zoning Commission Approval** – this approval is contingent upon compliance with the conditions of approval of P&Z Resolution 2020-14.
2. **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.
3. **Appeal** – Any applicant who is aggrieved by the Design Review Board decision may petition the Mayor or Council for a review within thirty (30) days of the decision. Questions of aesthetics or design standards are not appealable to the Mayor and Council but may be presented to a Court of Record within thirty (30) days of the decision. Additionally, if in the opinion of the Zoning Administrator a decision is not in conformance with the Zoning Code or Comprehensive plan, the Zoning Administrator may request a review by the Mayor and Council within thirty (30) days. By specific motion during an official meeting, the Mayor and Council may refuse to consider a request for review brought by the Zoning Administrator. Finally, the Mayor and Council shall maintain the right to review all decisions of the Design Review Board.

**DRB RESOLUTION NO. 2020-21**

ADOPTED AND APPROVED by a majority vote of the Design Review Board on the 10th day of August 2020.

ATTEST:

APPROVED:

---

Rosa Cays, Deputy Town Clerk

---

Tyler Christensen, Chair





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

File #:

Town Use

**General Land Use Application – Check all that apply**

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

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

|   |  |
|---|--|
| Applicant: Gregory Worth  | Owner: Gregory Worth & Barbara Nelson      |
| Applicant address: 116 4th Street, Jerome, Az   | Owner Mailing Address: 705 Ten Point Drive |
|   | Rochester Hills, Michigan 48309            |
| Applicant role/title: Owner   |  |
| Applicant phone: 248-568-7288   | Owner phone: 248-568-7288                  |
| Applicant email: gaworth@comcast.net  | Owner email: gaworth@comcast.net           |
| Project address: 639 Center Street, Jerome Arizona  | Parcel number: 401-08-037                  |
| Describe project: Restoration of historic home & Garage, including new plumbing, electrical and roof. |  |
| Project narrative is attached in a separate document.   |  |
|   |  |

- I understand that review by the Jerome Design Review Board, Planning and Zoning Commission, and Town Council is discretionary.
- I understand that the application fee is due at submission and review will not be scheduled until fee is paid to the Town.
- I understand review criteria are used in evaluation by the Jerome Design Review Board and/or Planning and Zoning Commission. These criteria are included in the Jerome Zoning Ordinance.
- I understand that this application will not be scheduled for consideration until all required materials have been submitted and the application is determined to be complete.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

7/14/2020

Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

7/14/2020

**For Town Use Only**

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

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

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

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



## Design Review Application Checklist

Each application will be filed with the zoning administrator and forwarded to the Jerome Design Review Board once the application has been reviewed by staff and determined to be complete. All application materials must be submitted electronically in PDF format (8.5-by-11 inches or 11-by-17 inches). Contact the zoning administrator at 928-634-7943 if assistance is needed regarding submitting materials.

- ☒ General Land Use Application Form
- ☒ Written narrative of the proposed project, uses, hours of operation, number of employees, etc.
- ☒ Plot plan or site layout, including all improvements drawn to scale
- ☒ Elevations (all sides of proposed building or project) drawn to scale
- ☒ Photographs showing all sides of existing structures
- ☒ Photographs showing adjoining properties, buildings and structures
- ☐ Material samples
- ☐ Color samples
- ☐ Explanation and location of any building or structure to be demolished or removed
- ☒ Location of trees and other natural features
- ☒ Utility locations and connections
- ☐ Method of disposal for storm drainage (including energy dissipaters and retention/detention)
- ☐ Fire sprinkler and fire safety components
- ☐ Landscape plan
- ☒ Lighting plan and lighting fixtures
- ☐ Signage (if applicable)
- ☐ Additional information requested by Zoning Administrator
  - ☐ See attached narrative
  - ☐ See attached Elevations and site plan
  - ☐ From Lee Christensen Architecture

**Narrative of the Proposed Project at 639 Center Avenue,  
Jerome, Az, 86331  
July 15, 2020  
By Gregory A. Worth and Barbara J. Nelson, Owners**

On May 21st, we purchased the historic home on 639 Center Avenue. The house was built in 1908 as a boarding house / residence and the Jerome historical society has many photos of the house in its early years. We plan to return it to its historic Jerome look while honoring the history of the house. The porch, in particular is not historically correct, and we have attached historic photos showing what we plan to do to make the home compliant with the look of other houses in our neighborhood.

The lower portion of the home has been rented for several years and the upper part of the house has been empty for the past 12 years as the owner moved out of the state and has not returned. The house and garage have been poorly maintained for many years by the owner and rental agency and are in need of immediate repairs for safety and preservation purposes. We plan to complete safety repairs as soon as possible and then over the next several months, restore this home to its former glory. Our intention is to keep this as a family property.

We will be using a variety of specialty contractors working during standard business hours to stabilize the foundation, replace the front porch which is rotting and pulling away from the house ( due to a 10-year leaking roof and poor maintenance) , replace the electrical wiring, rework the plumbing, install new HVAC equipment, repaint the house and put on new roof.

We will be using similar materials and colors on the exterior of the house and garage as we wish to maintain its historic look. Windows will be restored where possible, enhanced with tempered glass where required and replaced with like windows where needed. On the roof we will either use shingles of similar color and texture or if budget allows, we will be putting on a sage green metal roof similar to others that are installed in our neighborhood.

We also need to stabilize the attached garage by reinforcing the garage structure, adding interior compliant drywall, rewiring the electrical and redoing the deck surface. We will also put up railings to match the new porch which are historically appropriate but meet current safety standards. We also plan to replace the existing single door with two overhead garage doors, like the garage immediately to the right of our garage. (See attached photos)

We plant to remove paradise trees and other impinging vegetation to comply with Firewise standards and to stabilize the structure of the house. (there are paradise trees pushing on the house and foundation.) There are no other notable trees or notable features in the homes landscaping.

We will be updating existing exterior lighting. The home has existing gas and electricity connections and they are shown in the attached photos.





Front view of House and Garage





Left side view of house from Fourth/Center street corner.



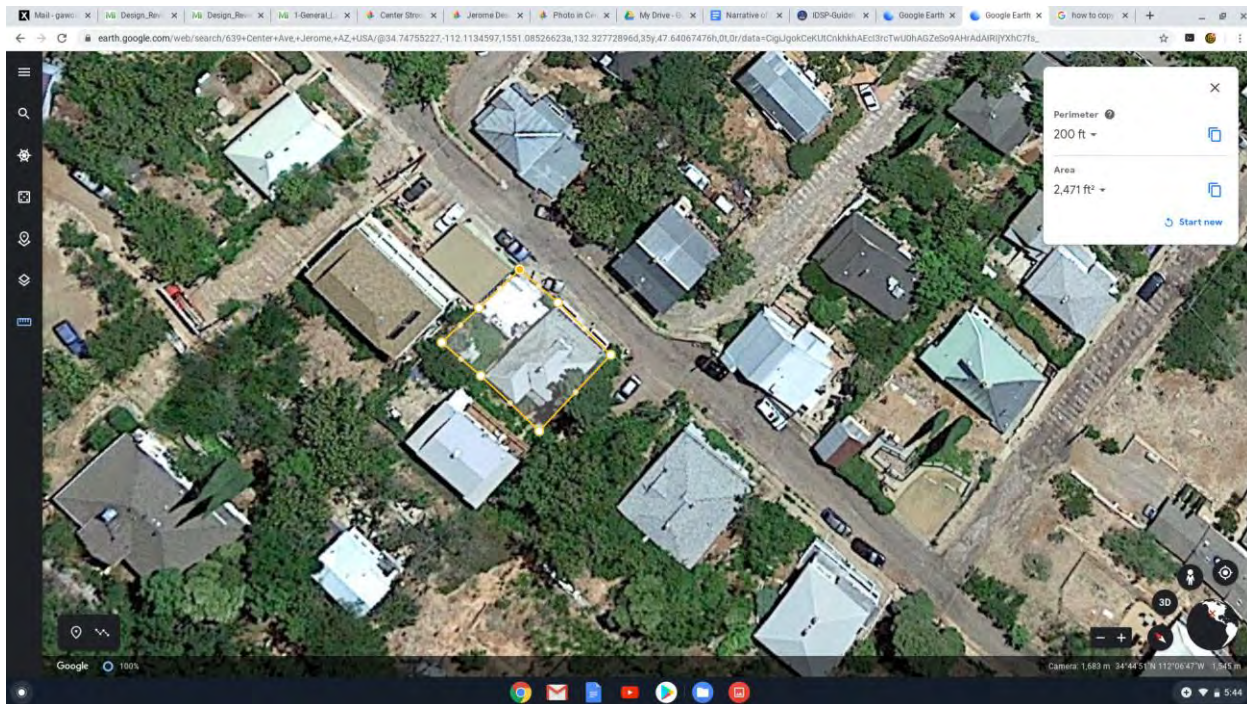


Back view of house



We are requesting permission to add 2 feet to the inside corner on the back of the house to enable us to more easily build a compliant bathroom on this level. The original footprint and the proposed minor change in footprint is show on the two elevations provided by Lee Christensen Architecture.

## Overhead Google Earth view of House/Garage and Garden Shed.



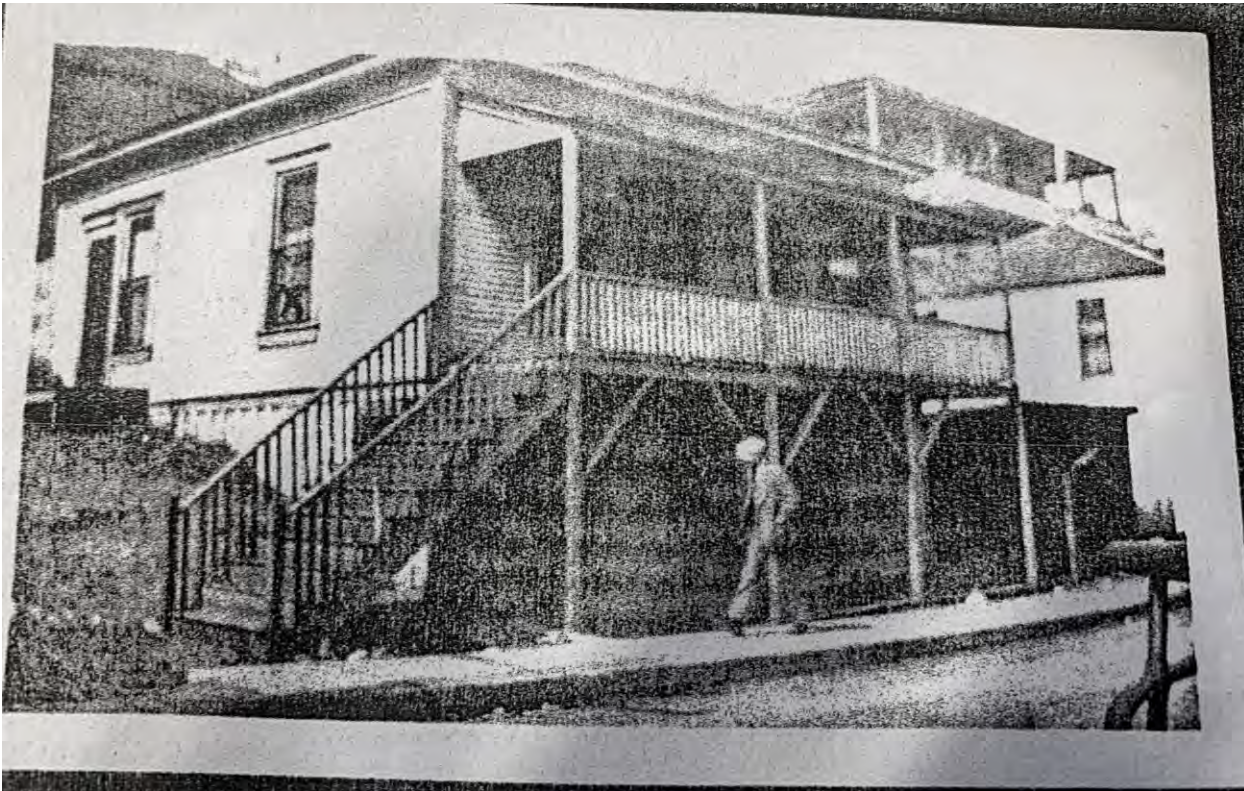


## Porch Restoration

Current deteriorating Non-Historic Front Porch on 639 Center Ave. Posts are rotting, the roof is leaking, the decking is rotting and the porch is pulling away from the house. It is currently unsafe to walk on the upper level and the roof is starting to sag.



Original 1928 Front Porch and stairway to 4th street - From Jerome Historical Society archive Photo and property file. We propose to return the porch back to this look but with safety compliant rail height and spacing of balusters. We will also put a Jerome style open railing on the lower level porch to match the upper. The stairway shown will be entirely within the boundaries of our property. We have also enclosed elevations of our new porch.





This will be a good match to the neighborhood porch & design styles - see photo below of the historic house to the left of the house.(at 641 Center.)



## Garage Restoration / Improvement

Current garage / deck with deteriorating front and support structure. It also shows the lack of a proper and historic safety railing on the deck.





We propose to reinforce the deck with vertical support beams and internal horizontal support beams running from the front of the garage to the back concrete wall to support the deck more completely. We plan to replace the one garage door and deteriorating front with 2 garage doors. The garage interior will then be drywalled to current codes. This will then look like the garage immediately to the right of our garage on Center Ave.



End of Document.



Roof and siding colors



Roof style







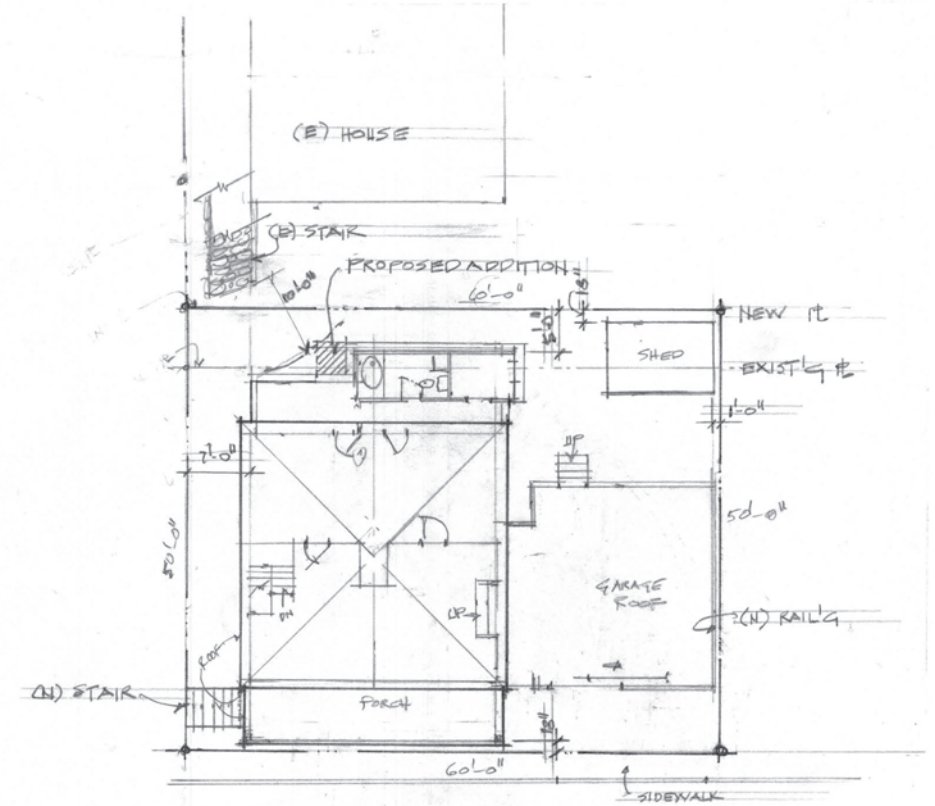
AS-BUILT EAST ELEVATION

1/4" = 1'-0"



EAST ELEVATION

1/4" = 1'-0"



(E) SITE PLAN

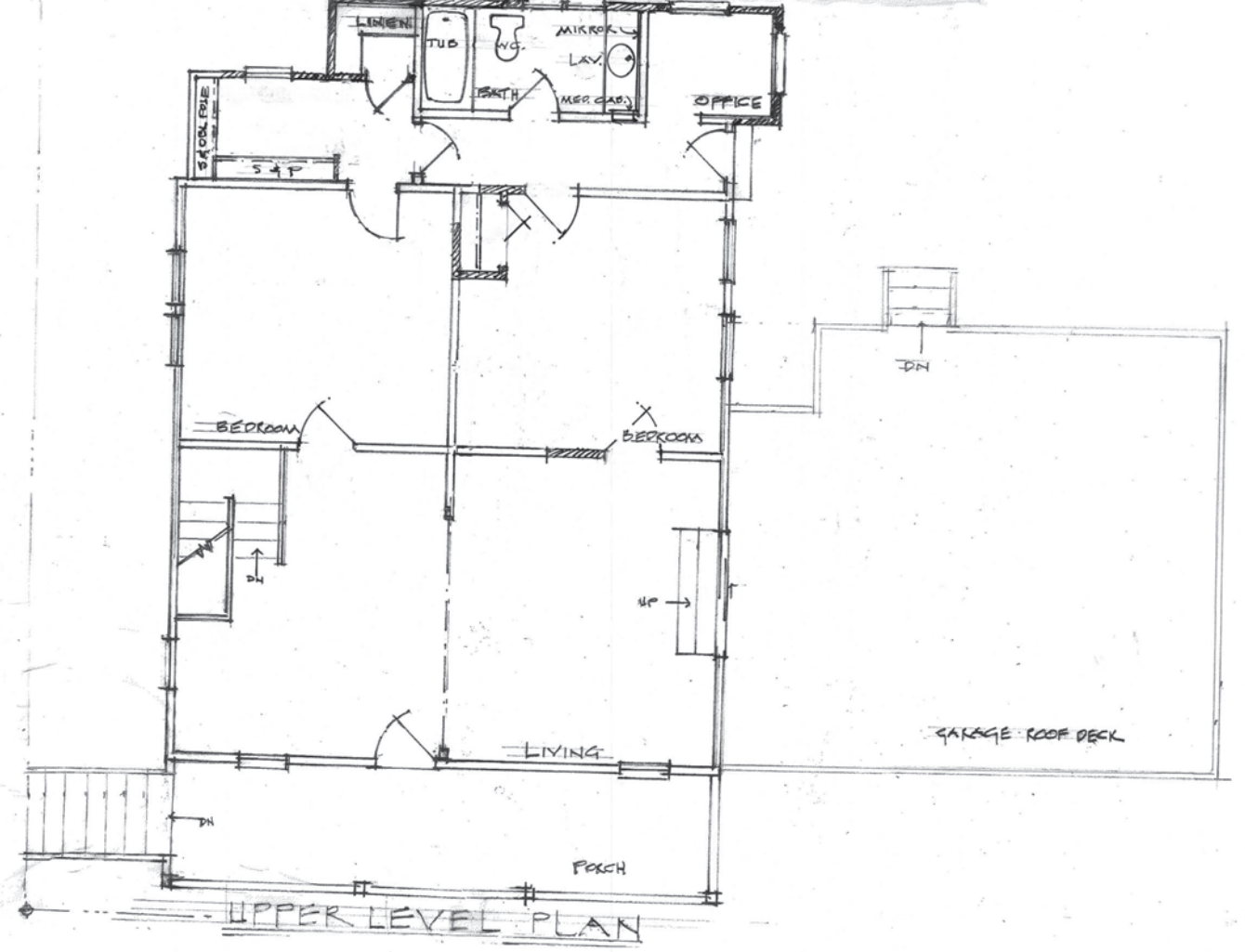
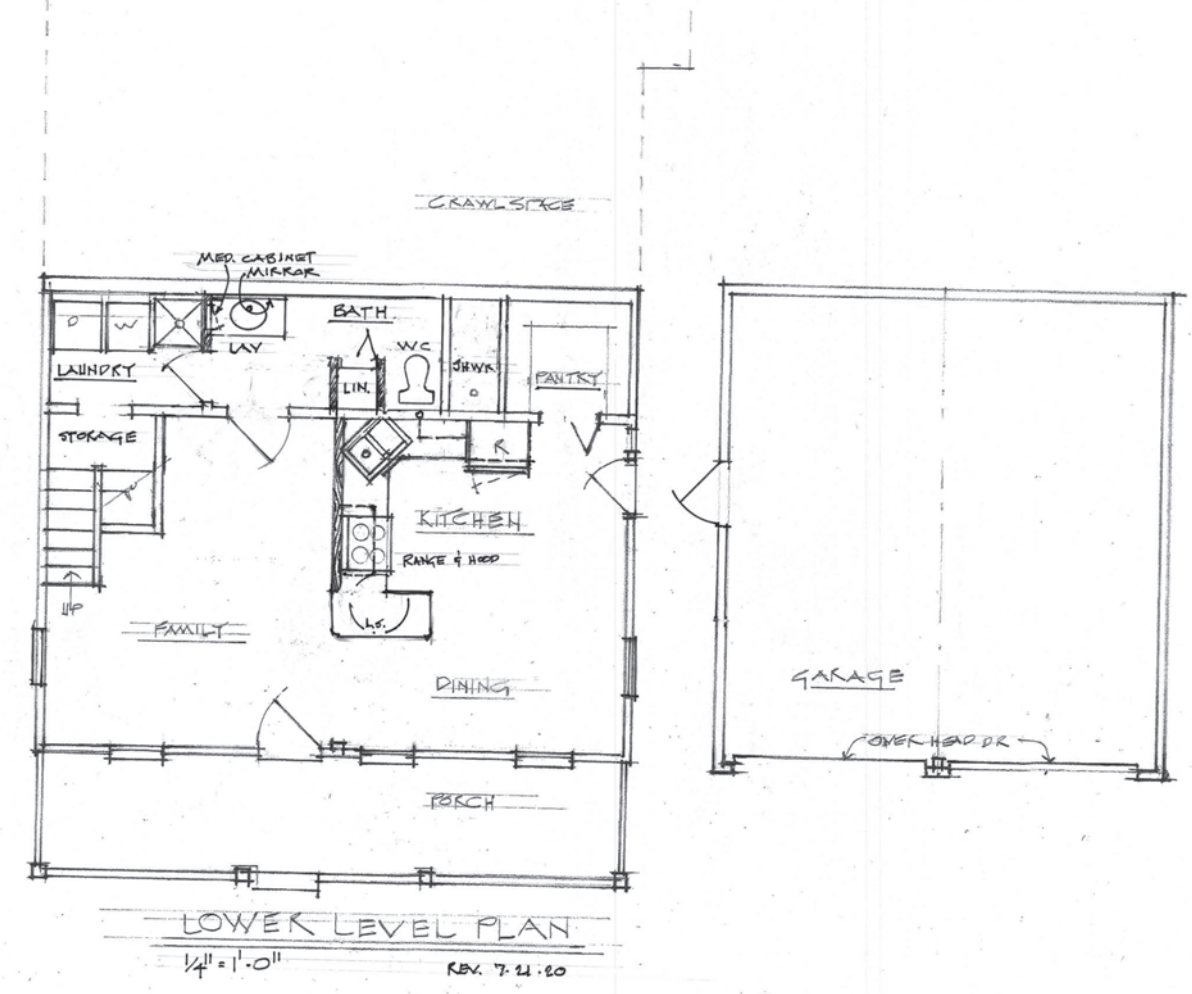
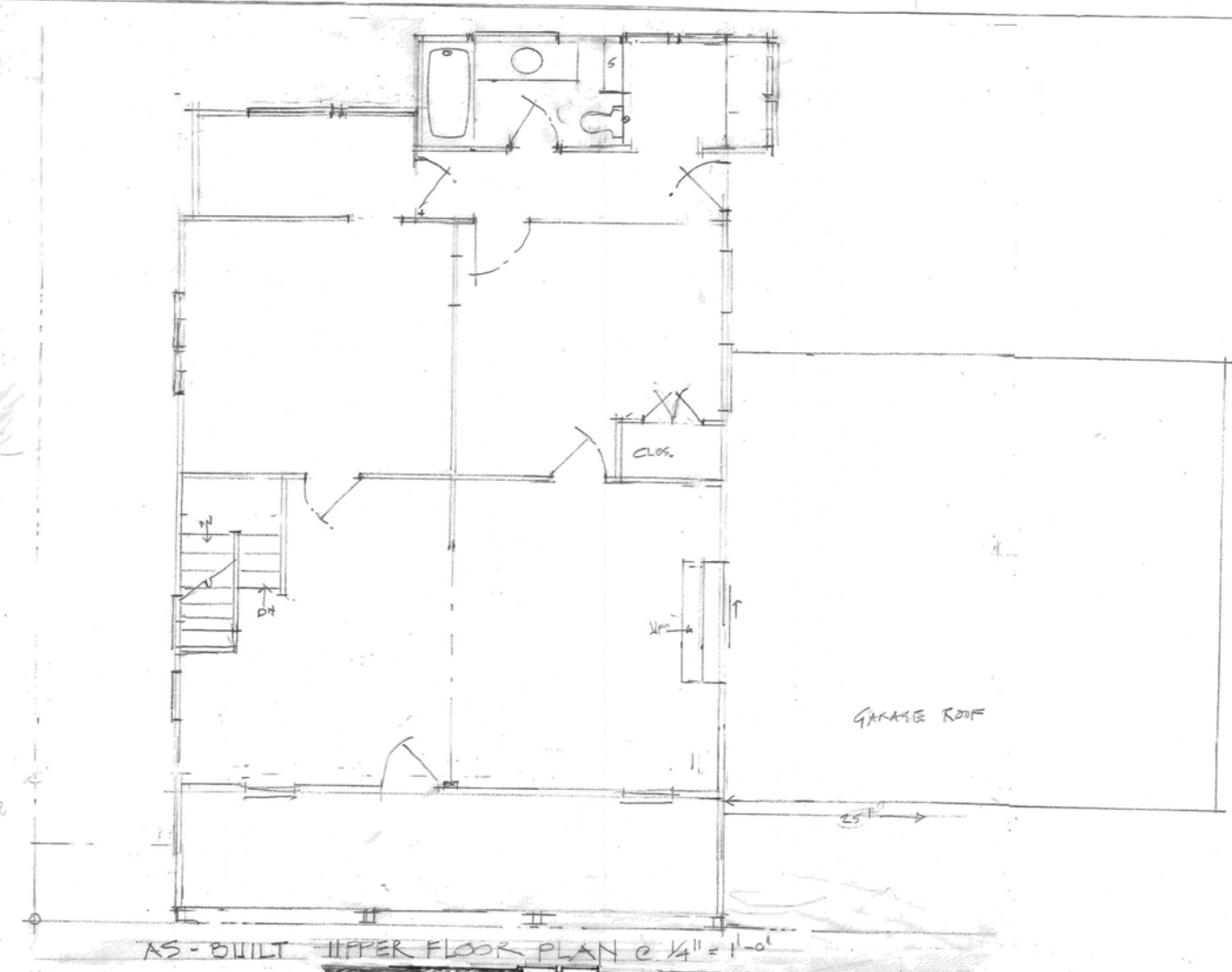
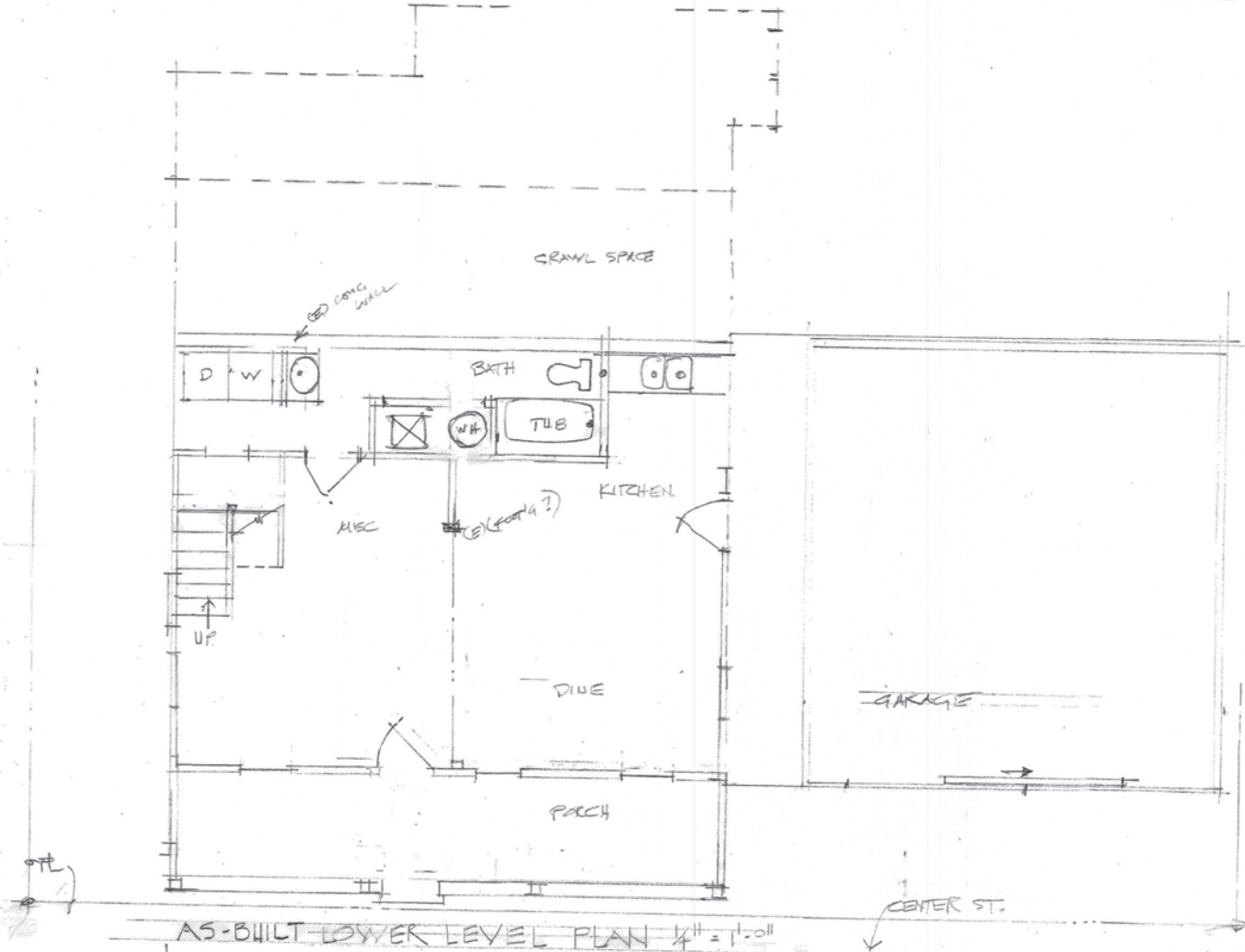
1" = 10'-0"

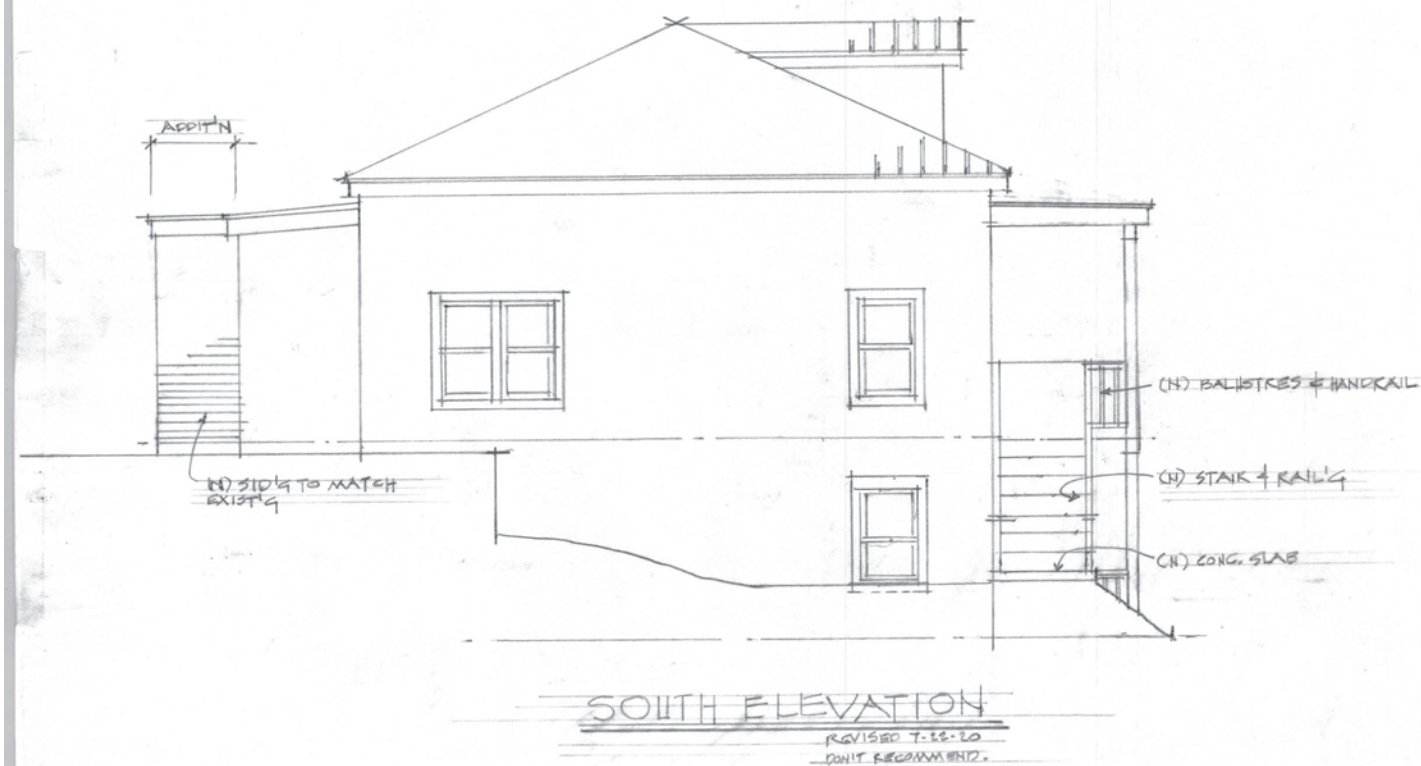
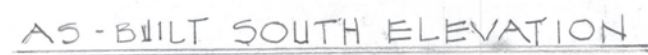
6-15-20

PROPOSED RENOVATIONS for THE WORTH RESIDENCE  
JEROME, AZ 86331  
637 CENTER AVENUE



PROPOSED RENOVATIONS for THE WORTH RESIDENCE  
239 CENTER AVENUE  
JEROME, AZ. 86331











# 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, August 10, 2020

**ITEM 6:** Design Review for rear deck and deck rehabilitation  
**Location:** 860 Hampshire Avenue  
**Applicants/Owners:** Andrew and Mary Chinander  
**ZONE:** R1-5  
**APN:** 401-07-133  
**Recommendation:** Approve  
**Prepared by:** John Knight, Zoning Administrator  
**Resolution:** DRB Resolution 2020-22

**Background and Summary:** Applicants request preliminary and final design reviews for construction of a new deck in the rear yard and rehabilitation of the existing deck and stairs. The Planning and Zoning Commission approved the project at their August 5, 2020 meeting.

**Discussion:** The applicants' proposal includes a new rear deck attached to the second story of their house. The deck material will be a composite material such as Trex ® and will include a metal safety railing. They will also be repairing the existing decks and stairs and replacing them with composite deck material such as Trex ®.

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

### 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 and refer to the applicable criteria regarding architectural features and details. The applicants' proposal appears to meet these criteria through use of compatible colors and materials.

## **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 DRB shall review the application for compliance with the above-referenced criteria and refer to the applicable criteria regarding architectural features and details. The applicants' proposal appears to meet these criteria through use of compatible colors and materials.

#### **Section 304.F.5. Approval process**

*5. The Design Review Board shall have thirty (30) days from the date of submission of a complete application to review the request and approve, conditionally approve, or reject, said request, and notify the applicant of his decision in writing. If, however, the Design Review Board wishes to hold a public hearing on the request, the Board shall fix a reasonable time for such hearing, but not more than forty-five (45) days from the date of submission of a complete application. Prior to holding a public hearing, a Neighborhood Meeting may be required in accordance with Section 306 of this Zoning Ordinance. The Design Review Board shall give notice of the hearing at which the application will be considered by publication of notice in the official newspaper of the Town and by posting the property affected not less than, fifteen (15) days prior to the hearing. The notice shall set forth the time and place of the hearing and include a general explanation of the matter to be considered. In such case, the Design Review Board shall render its decision within fifteen (15) days after the public hearing.*

**Response:** The DRB has the authority to approve or conditionally approve the applicants' request. To ensure compliance with the criteria identified in Sections 304.F.1. and 304.F.2, the DRB may include additional conditions.

**Recommendation:** The Zoning Administrator recommends that the DRB approve the attached resolution with the conditions included.

#### **Attachments:**

- DRB Resolution 2020-22
- Application and supplemental information







# TOWN OF JEROME

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

## **DRB Resolution 2020-22** **Approving Design Review for new rear deck** **and existing deck and stair improvements**

WHEREAS, the Town of Jerome has received an application from Mary and Andrew Chinander for preliminary and final design review approvals to construct a new deck in the rear yard and rehabilitate the existing deck and stairs (APN 401-07-133); 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 to 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. Material, 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.
9. Accessory buildings - Garages, carports, and sheds shall be visually compatible with buildings, structures, and places to which they are visually related.

## DRB RESOLUTION NO. 2020-22

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 the Town of Jerome website.
14. 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.
15. 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.
16. 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.
17. 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 for 860 Hampshire Avenue is hereby reapproved, subject to the following conditions:

1. **Planning and Zoning Commission Approval** – this reapproval is contingent upon compliance with the conditions of approval of P&Z Resolution 2020-15.
2. **Expiration of Approval** – this reapproval 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.
3. **Appeal** – Any applicant who is aggrieved by the Design Review Board decision may petition the Mayor or Council for a review within thirty (30) days of the decision. Questions of aesthetics or design standards are not appealable to the Mayor and Council but may be presented to a Court of Record within thirty (30) days of the decision. Additionally, if in the opinion of the Zoning Administrator a decision is not in conformance with the Zoning Code or Comprehensive plan, the Zoning Administrator may request a review by the Mayor and Council within thirty (30) days. By specific motion during an official meeting, the Mayor and Council may refuse to consider a request for review brought by the Zoning Administrator. Finally, the Mayor and Council shall maintain the right to review all decisions of the Design Review Board.



**DRB RESOLUTION NO. 2020-22**

ADOPTED AND APPROVED by a majority vote of the Design Review Board on the 10th day of August 2020.

ATTEST:

APPROVED:

---

Rosa Cays, Deputy Town Clerk

---

Tyler Christensen, Chair





File #:

Town Use

**TOWN OF JEROME, ARIZONA**600 Clark Street, P.O. Box 335, Jerome, AZ 86331  
(928) 634-7943**General Land Use Application – Check all that apply**

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

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

|   |   |
|---|---|
| Applicant: <u>MARY CHINANDER</u>  | Owner: <u>MARY CHINANDER</u>  |
| Applicant address: <u>860 Hampshire Ave Jerome</u>  | Owner Mailing Address: <u>9635 E Blazing Star Cir. Prescott Valley AZ 86315</u> |
| Applicant role/title: <u>owner</u>  |   |
| Applicant phone: <u>928 899 7115</u>  | Owner phone: <u>928 899 7115</u>  |
| Applicant email: <u>andymary4@gmail.com</u>   | Owner email: <u>andymary4@gmail.com</u>   |
| Project address: <u>860 Hampshire Ave</u>   | Parcel number: _____  |
| Describe project:<br><u>Re-Construct existing side deck, attached stair case and rear downstairs deck. Add upper deck, 20x12 size</u> |   |

- I understand that review by the Jerome Design Review Board, Planning and Zoning Commission, and Town Council is discretionary.
- I understand that the application fee is due at submission and review will not be scheduled until fee is paid to the Town.
- I understand review criteria are used in evaluation by the Jerome Design Review Board and/or Planning and Zoning Commission. These criteria are included in the Jerome Zoning Ordinance.
- I understand that this application will not be scheduled for consideration until all required materials have been submitted and the application is determined to be complete.

Applicant Signature: Mary Chinander Date: 7/21/2020  
Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Town Use Only**

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

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

note - \$150 fee paid by credit card over the phone

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

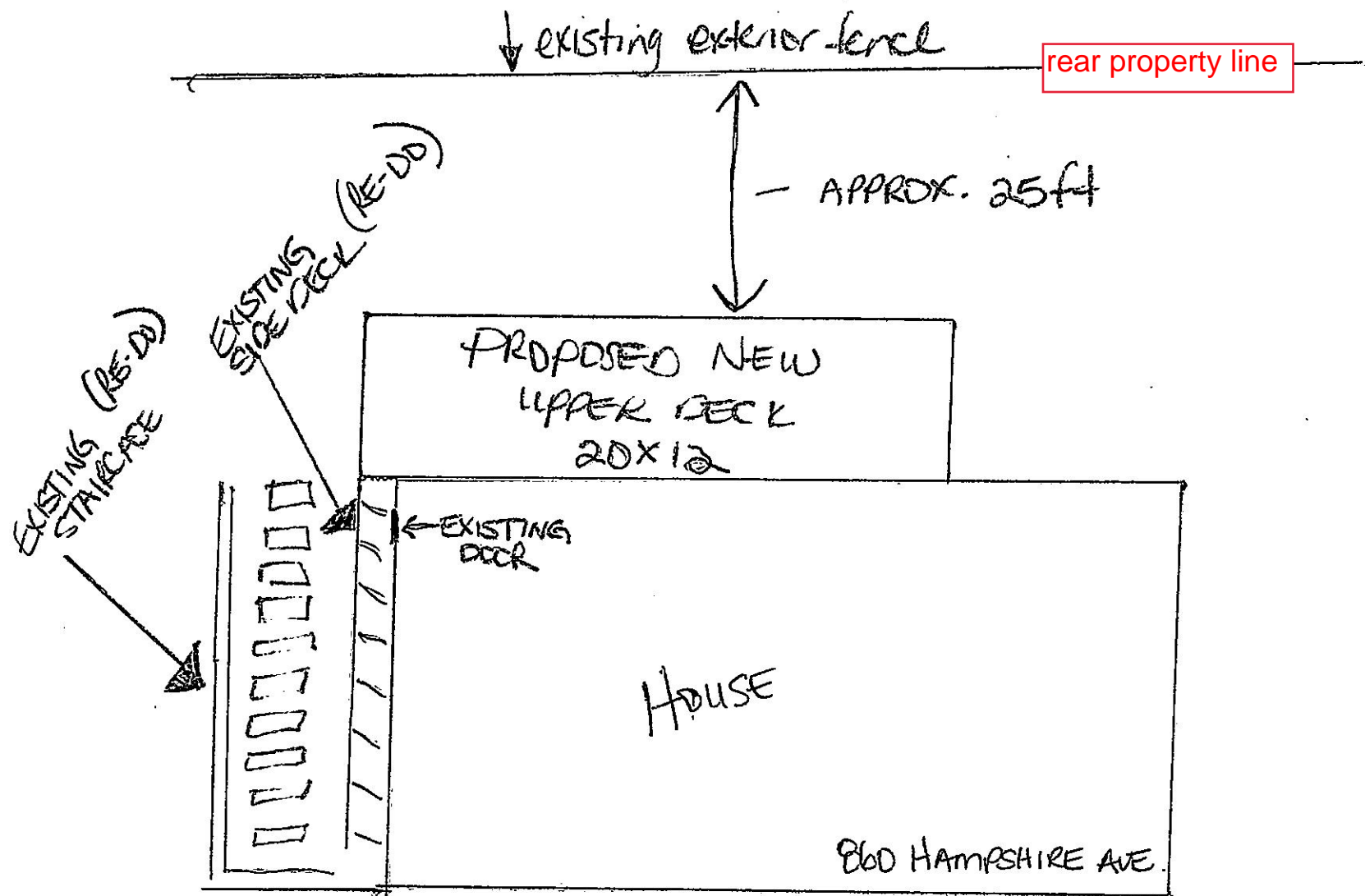




## Design Review Application Checklist

Each application will be filed with the zoning administrator and forwarded to the Jerome Design Review Board once the application has been reviewed by staff and determined to be complete. All application materials must be submitted electronically in PDF format (8.5-by-11 inches or 11-by-17 inches). Contact the zoning administrator at 928-634-7943 if assistance is needed regarding submitting materials.

- ☒ General Land Use Application Form
- ☒ Written narrative of the proposed project, uses, hours of operation, number of employees, etc.
- ☒ Plot plan or site layout, including all improvements drawn to scale
- ☐ Elevations (all sides of proposed building or project) drawn to scale
- ☐ Photographs showing all sides of existing structures
- ☐ Photographs showing adjoining properties, buildings and structures
- ☐ Material samples
- ☐ Color samples
- ☐ Explanation and location of any building or structure to be demolished or removed
- ☐ Location of trees and other natural features
- ☐ Utility locations and connections
- ☐ Method of disposal for storm drainage (including energy dissipaters and retention/detention)
- ☐ Fire sprinkler and fire safety components
- ☐ Landscape plan
- ☐ Lighting plan and lighting fixtures
- ☐ Signage (if applicable)
- ☐ Additional information requested by Zoning Administrator
  - ☐ ① Re-do side deck, exterior staircase and down stairs
  - ☐ Existing deck with same material - wood
  - ☐ ② Add upper 20x12 wood deck - no new stairs



HAMPSHIRE AVE.







# TOWN OF JEROME

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

## ZONING ADMINISTRATOR ANALYSIS DESIGN REVIEW BOARD Monday August 10, 2020

**ITEM 7:** Design Review for new sign  
**Location:** 112 Main Street – University Shack  
**Applicant/Owner:** Janet Rolfes/Jerome Historical Society  
**ZONE:** C-1  
**APN:** 401-06-009B  
**Recommendation:** Approve  
**Prepared by:** John Knight, Zoning Administrator  
**Resolution:** DRB Reso. 2020-23

**Summary:** Applicant requests approval to add a new hanging sign under the roof canopy at the New State Motor Company Building. The applicant is relocating the sign they used at their previous location at the Merchant's Gathering Building.

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

**Section 304.F.4. Review Procedures and Criteria:** *The Design Review Board shall review a submitted application for Design Approval of Signs and shall have the power to approve, conditionally approve, or disapprove all such requests, basing its decision on the following criteria:*

- a. *MATERIALS – Signs made of wood are preferred.*
- b. *LETTERING – Lettering and symbols on signs should be routed, applied, or painted.*
- c. *COLORS – Colors of a sign shall be visually compatible to the colors of buildings, structures, and signs to which the sign is visually related.*
- d. *EXCEPTIONS – The Design Review Board may waive the requirements of this Section and Section 507 in order to allow the preservation or restoration of signs or commercial graphics which are determined to be of historical significance or of particular interest.*

**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 the applicant is proposing to relocate a sign that was previously approved by the Design Review Board for their former location.

**Section 509.G. Signs in Commercial and Industrial Zones:**

1. *No more than two (2) signs are permitted for any one business except that a business having frontage on and physical access from two (2) or more streets will be allowed a total of three (3) signs.*
2. *The area of any single wall, projecting, free-standing or canopy sign shall not exceed sixteen (16) square feet.*
3. *No sign shall extend above the roof of the building to which it is attached.*
4. *The bottom of any projecting sign shall be no lower than eight (8) feet above the ground directly below it.*
5. *No part of any projecting or free-standing sign may project over any roadway.*

**Response:** The applicant's proposal meets the above code requirements – refer to table below.

| <b>Standard</b>                | <b>Allowed</b>      | <b>Proposed</b>                          | <b>Notes</b>   |
|--------------------------------|---------------------|--|----------------|
| Number of signs                | 2 max.              | 1 sign                                   | Meets standard |
| Max. square footage            | 16 square feet each | 4.4 square feet                          | Meets standard |
| May not extend above roof line | Up to roof line     | sign will be attached below roof parapet | Meets standard |
| Height above sidewalk/ground   | 8 feet minimum      | 8 feet                                   | Meets standard |

**Section 509.E.7. Regulations applicable to signs in all zones**

7. *Lighting shall be directed at the sign from an external incandescent light source and shall be installed so as to avoid any glare or reflection into any adjacent property, or onto a street or alley so as to create a traffic hazard. These restrictions shall apply to internally lighted signs, which may be allowed if constructed of metal or wood. No internally lit signs that are constructed of acrylic or plastic are allowed. No sign that flashes or blinks shall be permitted outside. No visible bulbs, neon tubing, or luminous paint, shall be permitted as part of any sign.*

**Response:** The applicant does not intend to provide lighting for the sign.

**Recommendation:** The Zoning Administrator recommends that the DRB approve the resolution with the conditions included.

**Attachments:**

- DRB Resolution 2020-23
- Application and supplemental information



# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

(928) 634-7943

## DRB RESOLUTION NO. 2020-23 APPROVING PROPOSED SIGNAGE

WHEREAS, the Town of Jerome has received an application from Jane Rolfes for signage at 112 Main Street for a new sign for University Shack (APN 401-06-009B); and

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

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

WHEREAS, the Design Review Board has carefully reviewed the applicant's proposal and finds that the proposal satisfies the following criteria:

- a. Materials – Signs made of wood are preferred.
- b. Lettering – Lettering and symbols on signs should be routed, applied, or painted on the surface of the signage material.
- c. Colors - Colors of a sign shall be visually compatible to the colors of buildings, structures, and signs to which the sign is visually related.
- d. Exceptions – The Design Review Board may waive the requirements of Section 509 and Section 507 to allow the preservation or restoration of signs or commercial graphics determined to be of historical significance or of particular interest.

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

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

ADOPTED AND APPROVED by a majority vote of the Design Review Board on the 10th day of August 2020.

ATTEST:

APPROVED:

---

Rosa Cays, Deputy Town Clerk

---

Tyler Christensen, Chair





From: University Shack

universityshack@gmail.com

Date: Jul 14, 2020 at 6:48:21 AM

To: Brainlessjane brainlessjane@aim.com

[https://www.jerome.az.gov/documents/76/1-General\\_Land\\_Use\\_Application\\_-\\_Fillable\\_Form\\_4-13-2020.pdf](https://www.jerome.az.gov/documents/76/1-General_Land_Use_Application_-_Fillable_Form_4-13-2020.pdf)



**TOWN OF JEROME, ARIZONA**

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

File #:

Town Use

**General Land Use Application – Check all that apply**

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

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

|  |  |
|--|--|
| Applicant: University Shack LLC                                      | Owner: Jerome Historical Society                   |
| Applicant address: 112 Main St.                                      | Owner Mailing Address:<br>P.O. Box 156 Jerome, AZ. |
| Applicant role/title:  |  |
| Applicant phone: 928-634-3119  | Owner phone: (928) 634-1066                        |
| Applicant email: universityshack@gmail.com                           | Owner email: jeromehistoricalsociety.com           |
| Project address: 112 Main, Jerome, AZ                                | Parcel number: 901-06-008                          |
| Describe project:<br>Long Business Sign (same one from old location) |  |

- I understand that review by the Jerome Design Review Board, Planning and Zoning Commission, and Town Council is discretionary.
- I understand that the application fee is due at submission and review will not be scheduled until fee is paid to the Town.
- I understand review criteria are used in evaluation by the Jerome Design Review Board and/or Planning and Zoning Commission. These criteria are included in the Jerome Zoning Ordinance.
- I understand that this application will not be scheduled for consideration until all required materials have been submitted and the application is determined to be complete.

Applicant Signature: \_\_\_\_\_

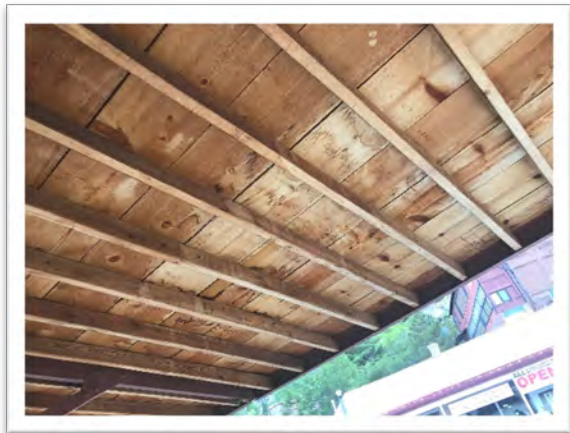
Date: \_\_\_\_\_

Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

| For Town Use Only   |  |
|---|--|
| Received from: <u>University Shack</u>  | Date: <u>7/30/2020</u>   |
| Received the sum of \$ <u>50.00</u> as: <input checked="" type="checkbox"/> Check No. <u>2529</u> | <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card |
| By: <u>LCM</u>  | For: _____   |
| Tentative Meeting Date/s - DRB: _____ P&Z: _____  |  |









# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

OFFICE (928) 634-7943

## ZONING ADMINISTRATOR ANALYSIS

### DESIGN REVIEW BOARD

Monday, August 10, 2020

**ITEM 8:** Design Review for a retaining wall and fence  
**Location:** 111 Third Street  
**Applicant/Owner:** Anthony Schadeegg  
**ZONE:** R1-5  
**APN:** 401-08-039  
**Recommendation:** Approve  
**Prepared by:** John Knight, Zoning Administrator  
**Resolution:** DRB Resolution 2020-24

**Background and Summary:** Applicant requests preliminary and final design review for construction of a retaining wall and fence.

**Discussion:** The applicant's proposal includes a retaining wall with a double-loop, woven-wire fence on top of the wall. The wall is approximately 42 inches tall and does not require a building permit. However, the zoning ordinance does require approval from the Design Review Board (DRB). The double-loop fence was salvaged from a previous project and will be repurposed for use on top of the wall. The fence is approximately 36 inches tall.

**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:

*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 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 appears to meet these standards.

### **Section 502.J. Wall 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 Design Review Board shall review the application for compliance with the above-referenced criteria. Note that the language specifically states that walls and fences are to be reviewed and approved by both the Zoning Administrator (Section 303) and Design Review Board (Section 304). Section 303 refers to grading and excavation and Section 304 refers to the design review process (applicable criteria noted above). The applicant's proposal appears to meet these standards.

**Recommendation:** The Zoning Administrator recommends that the DRB approve the attached resolution.

### **Attachments:**

- DRB Resolution 2020-24
- Application and supplemental information





# TOWN OF JEROME

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

## **DRB Resolution 2020-24** **Approving Design Review for retaining wall and fence**

WHEREAS, the Town of Jerome has received an application from Anthony Schadeegg for preliminary and final design review approvals to construct a retaining wall and fence at 111 Third Street (APN 401-08-039); 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 to 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 and standards 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. 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.
6. 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.
7. No fence or wall shall contain barbed wire, electrical current or charge of electricity, broken glass, or similar hazardous materials or devices; however, 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.

## DRB RESOLUTION NO. 2020-24

NOW, THEREFORE, BE IT RESOLVED by the Design Review Board of the Town of Jerome, Arizona, that the preliminary and final design 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 all decisions of the Design Review Board.

ADOPTED AND APPROVED by a majority vote of the Design Review Board on the 10th day of August 2020.

ATTEST:

APPROVED:

---

Rosa Cays, Deputy Town Clerk

---

Tyler Christensen, Chair



## TOWN OF JEROME, ARIZONA

100 Clark Street, P.O. Box 335, Jerome, AZ 86331  
(928) 634-7943

File #

Town Use

### General Land Use Application – Check all that apply

- ☐ Site Plan Review \$100  
☐ Demolition \$50/\$200  
☐ Time Extension \$0

- ☒ Design Review \$50/\$200  
☐ Signage/Awning \$50  
☐ Variance \$200

- ☐ Conditional Use Permit (CUP) \$100  
☐ Paint/Roofing \$0  
☐ Other: \_\_\_\_\_

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

|  |  |
|--|--|
| Applicant: <u>Anthony Schadegg</u>                                     | Owner: <u>Anthony Schadegg</u>                 |
| Applicant address: <u>→</u>  | Owner Mailing Address: <u>722 Smith Ave S.</u> |
|  | <u>51 Paul Mn 55107</u>                        |
| Applicant role/title: <u>Builder</u>                                   |  |
| Applicant phone: <u>651 395 9100</u>                                   | Owner phone: <u>651 395 9100</u>               |
| Applicant email: <u>→</u>  | Owner email: <u>Tony.mann@Q.com</u>            |
| Project address: <u>111 3rd St Jerome AZ</u>                           | Parcel number: <u>461 08 039</u>               |
| Describe project: <u>Installing landscape wall along property line</u> |  |

- I understand that review by the Jerome Design Review Board, Planning and Zoning Commission, and Town Council is discretionary.
- I understand that the application fee is due at submission and review will not be scheduled until fee is paid to the Town.
- I understand review criteria are used in evaluation by the Jerome Design Review Board and/or Planning and Zoning Commission. These criteria are included in the Jerome Zoning Ordinance.
- I understand that this application will not be scheduled for consideration until all required materials have been submitted and the application is determined to be complete.

Applicant Signature: [Signature] Date: 7-15-2020  
Owner Signature: [Signature] Date: 7-15-2020

|  |                         |
|--|-------------------------|
| For Town Use Only  |                         |
| Received from: <u>Anthony Schadegg</u>   | Date: <u>7/15/2020</u>  |
| Received the sum of \$ <u>50.00</u> as: <input checked="" type="checkbox"/> Check No. <u>1034</u> <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card |                         |
| By: <u>[Signature]</u>   | For: <u>[Signature]</u> |
| Tentative Meeting Date/s - DRB: _____  | P&Z: _____              |



401-08-041

401-08-042A

800-18-007X

Allen St

CENTER AVE

Third St

401-08-038

401-08-039

401-08-040

401-07-02

401-08-033

TOWN OF JEROME

Wall  
↓

401-08-034

401-08-035

401-08-036

401-08-037

00-10-010Z

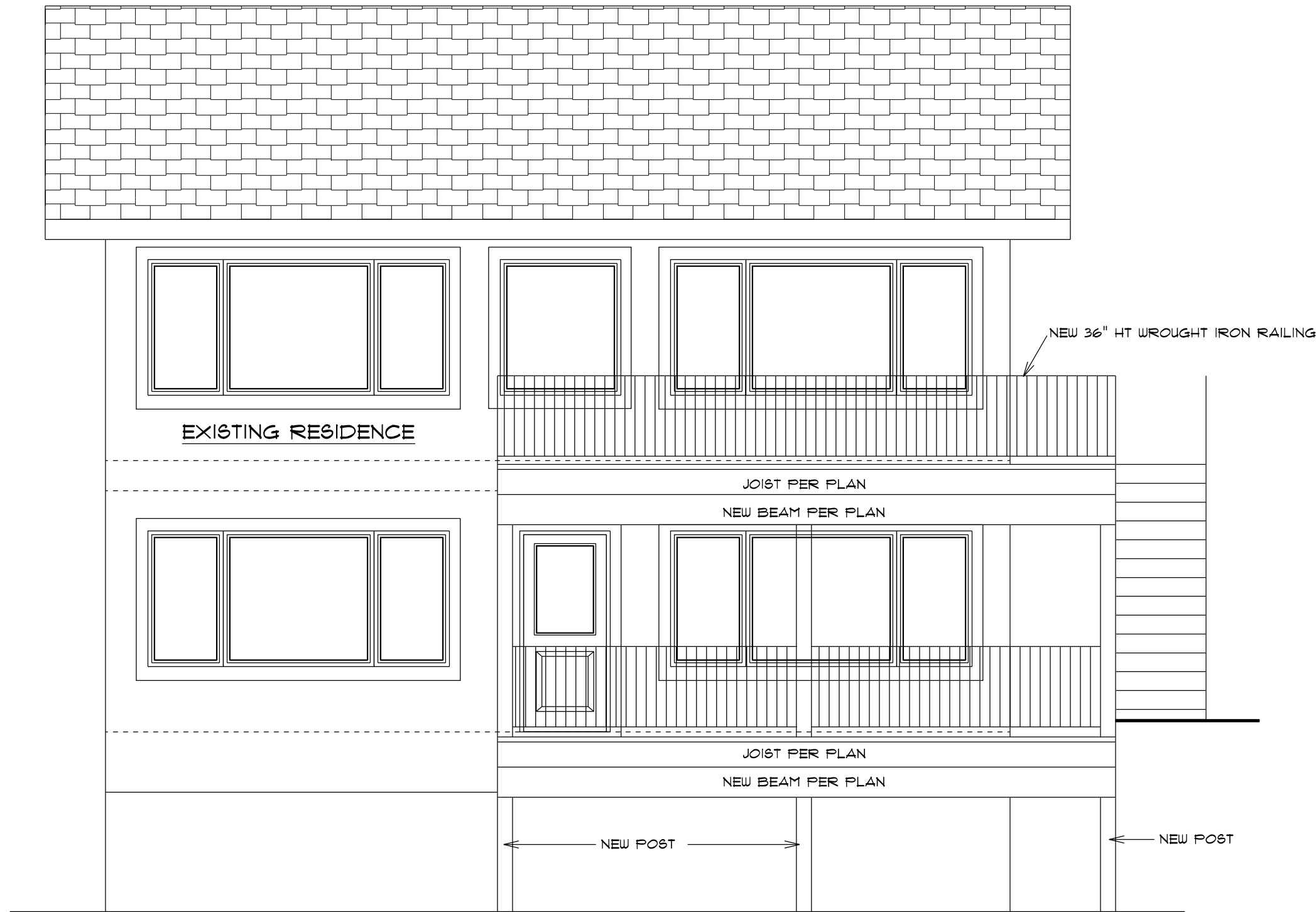
3-006L

Center Ave

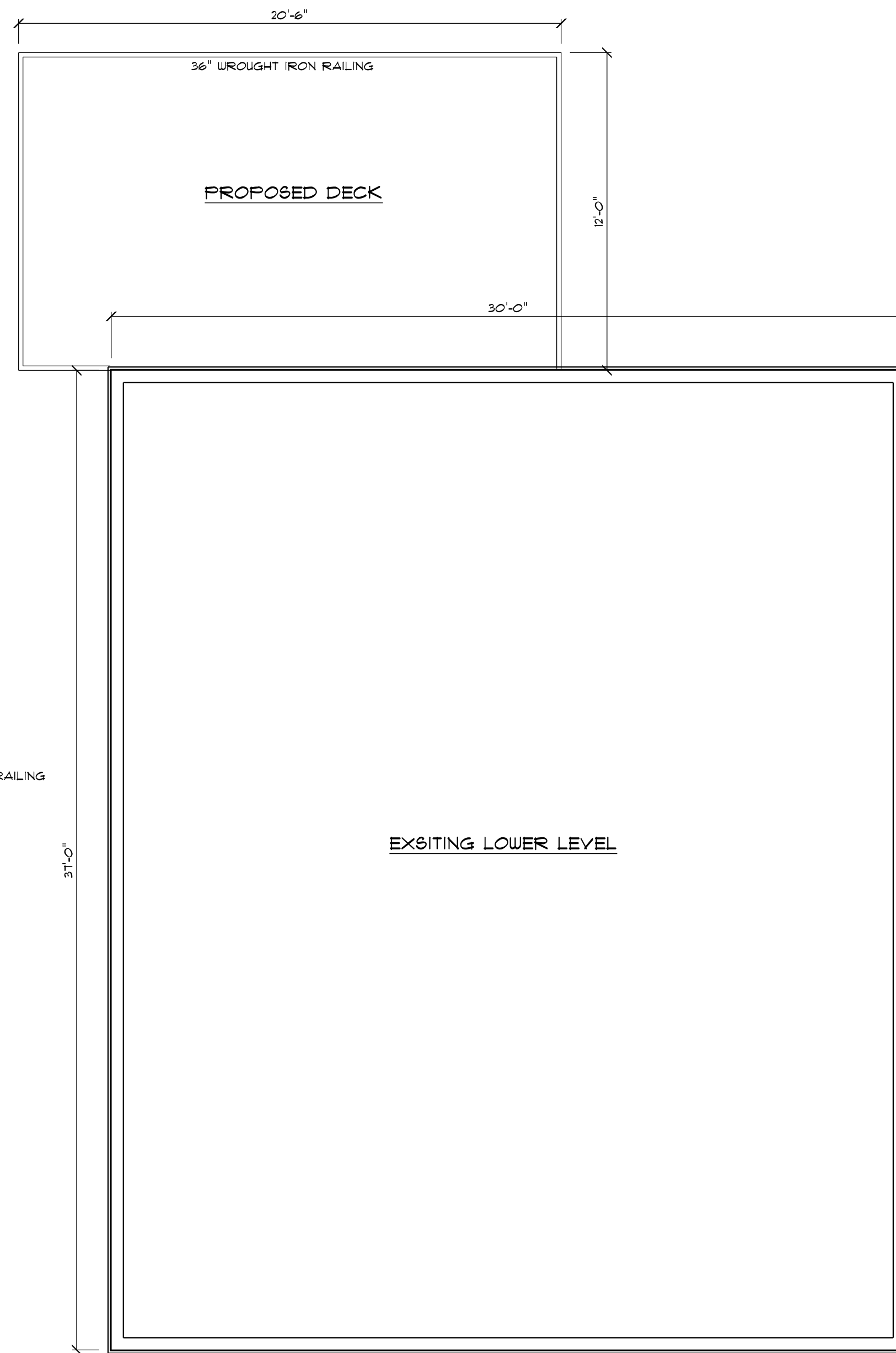
40



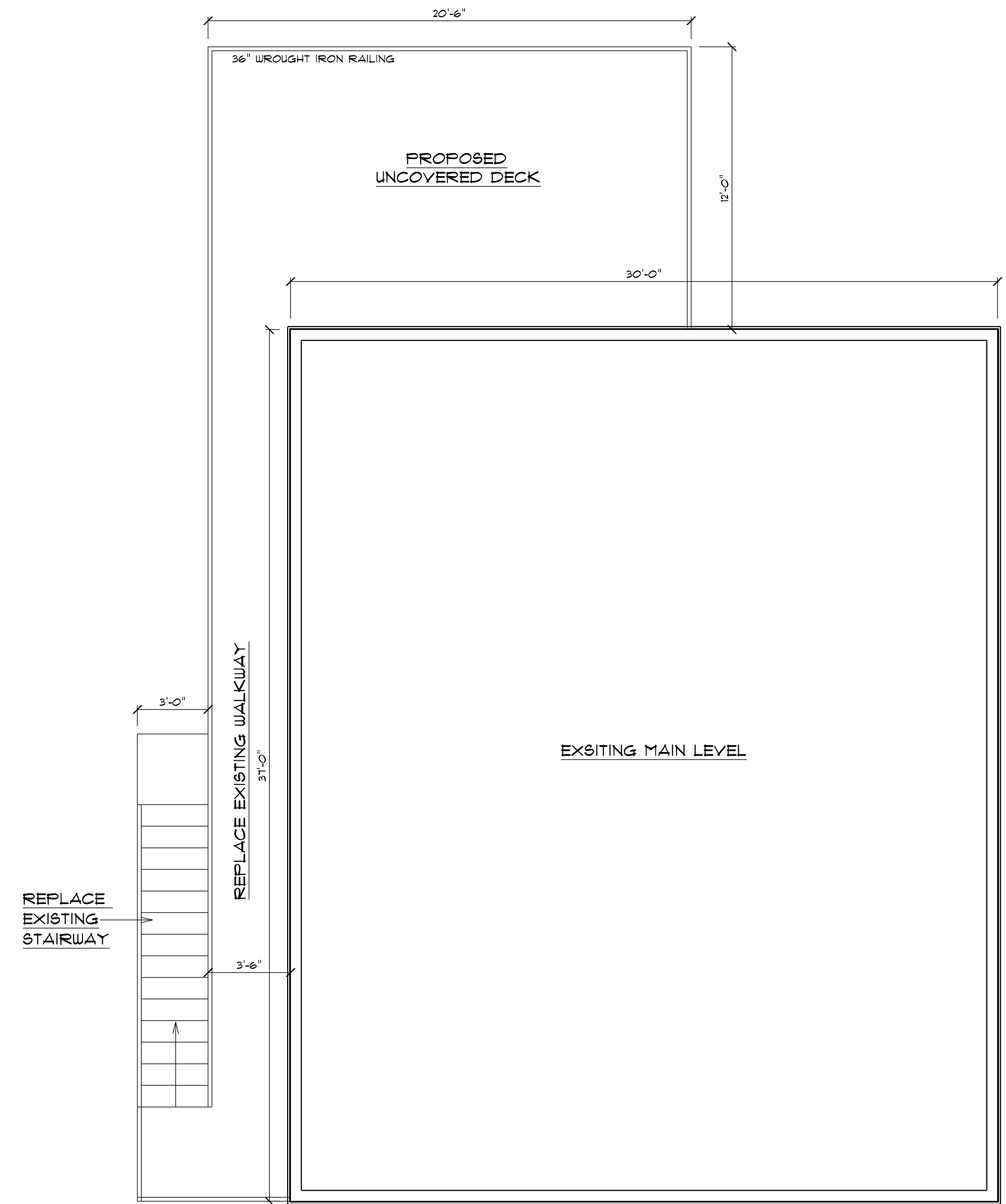




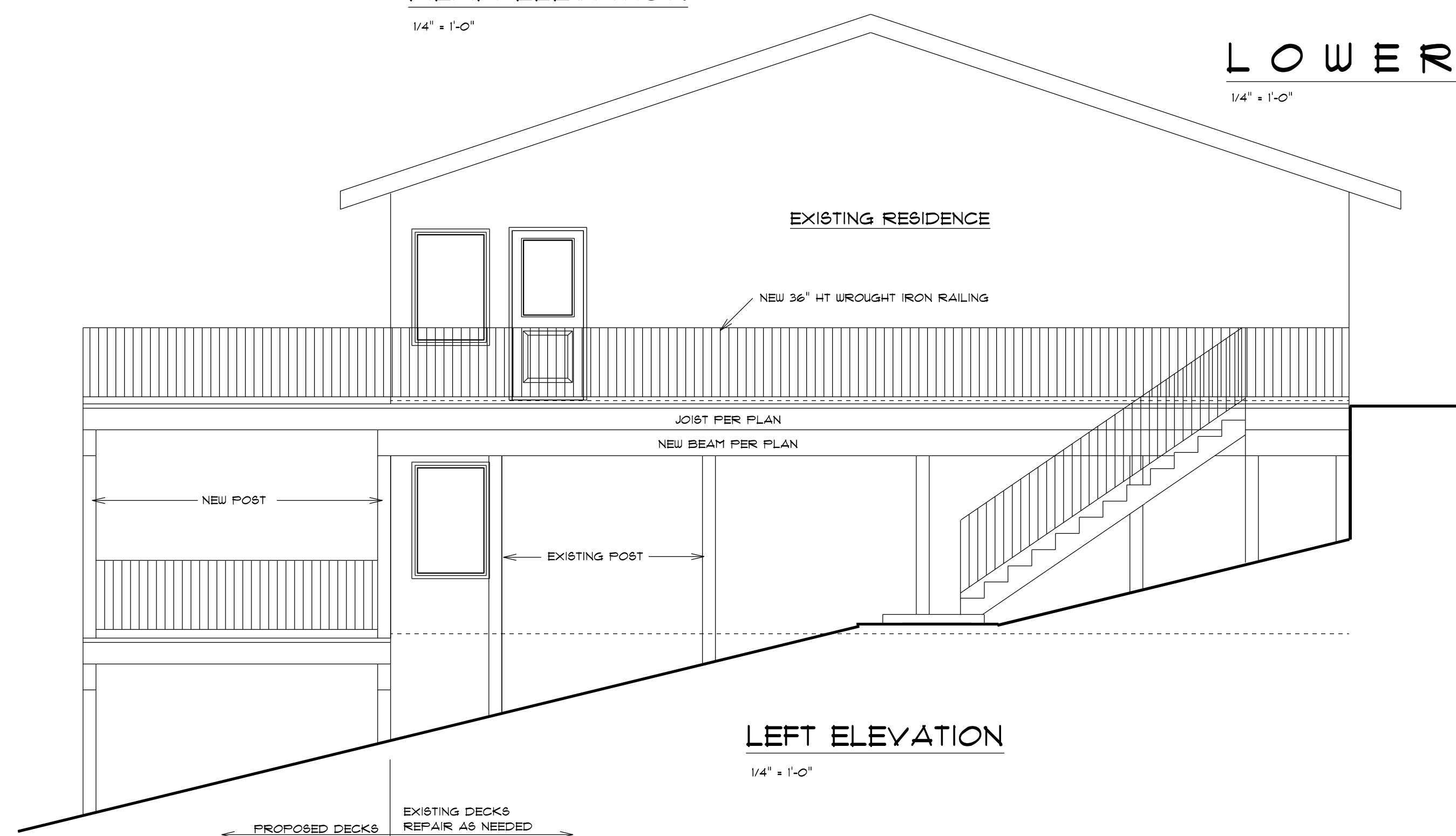
REAR ELEVATION  
1/4" = 1'-0"



LOWER DECK PLAN  
1/4" = 1'-0" DECK - 246 sqft



DECK PLAN  
1/4" = 1'-0" UNCOVERED DECK + WALKWAY - 388 sqft



LEFT ELEVATION  
1/4" = 1'-0"