

# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331  
(928) 634-7943 www.jerome.az.gov

## AGENDA

### SPECIAL MEETING OF THE JEROME TOWN COUNCIL COUNCIL CHAMBERS, JEROME TOWN HALL, 600 CLARK STREET, JEROME, AZ WEDNESDAY, SEPTEMBER 21, 2022 AT 7:00 P.M.

Notice is hereby given pursuant to A.R.S. 38-431.02 that members of the Town Council will attend this meeting.

<b>ITEM #1:</b>	<b>CALL TO ORDER/ROLL CALL</b> Mayor/Chairperson to call meeting to order. Town Clerk to call and record the roll.	
<b>ITEM #2:</b>	<b>ITEM #2: CONSIDERATION OF SPECIAL EVENT PERMIT FOR JEROME CHAMBER OF COMMERCE JEROME ART AND WINE WALK (APPLICANT JEROME CHAMBER) AND CHAMBER UPDATE</b> Council will consider and may approve a special event permit	Sponsored by Mayor Jack Dillenberg Discussion; Possible Action
<b>ITEM #3:</b>	<b>ITEM #3: CONSIDERATION OF SPECIAL EVENT PERMIT FOR TRAVEL SHADOWS STATE THE OBVIOUS SIDE SHOW AND SKATE FOR LIFE (APPLICANT TRAVEL SHADOWS / STATE THE OBVIOUS PRODUCTIONS)</b> Council will consider and may approve a special event permit	Sponsored by Mayor Jack Dillenberg Discussion; Possible Action
<b>ITEM #4:</b>	<b>ITEM #4: SECOND READING – ORDINANCE NO. 484, AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING ARTICLE 8-7, "SHORT TERM RENTAL REGULATIONS," OF THE JEROME TOWN CODE</b> Council may conduct the second reading and approve Ordinance No. 484.	Sponsored by Councilmember Sage Harvey Discussion; Possible Action
<b>ITEM #5:</b>	<b>ITEM #5: DISCUSSION AND POSSIBLE DIRECTION RELATING TO AMENDING AND ADOPTING USER FEES AND CHARGES FOR PERMITS, LICENSES, DEVELOPMENT RELATED SERVICES AND OTHER TOWN SERVICES.</b> Council may review and provide input / direction related to the master user fee schedule.	Sponsored by Mayor Jack Dillenberg Discussion; Possible Action
<b>ITEM #6:</b>	<b>ADJOURNMENT</b>	

The Town Council may recess the public meeting and convene in Executive Session for the purpose of discussion or consultation for legal advice with the Town Attorney, who may participate telephonically, regarding any item listed on this agenda pursuant to A.R.S. § 38-431.03 (A)(3). The Chair reserves the right, with the consent of Council, to take items on the agenda out of order.

#### CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that this notice and agenda was posted at the following locations on or before \_\_\_\_\_ on \_\_\_\_\_ in accordance with the statement filed by the Jerome Town Council with the Jerome Town Clerk.

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

Kristen Muenz, Deputy Town Clerk

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



Permit # \_\_\_\_\_

## Special Event Permit Application

Thank you for choosing the Town of Jerome for your special event.

Please fill out this packet and submit to the Town Manager.

- All information must be submitted at least 30 days prior to the event.
- There will be a Fee, due at the time of application submission.
- For questions regarding Special Event Permits, please contact Jerome Town Hall at (928) 634-7943.

Date Submitted: <u>9/18/2022</u>		<i>Town Use Only</i>	
Fee: _____	Date Paid: _____		
Paid via: <input type="checkbox"/> Check # _____		<input type="checkbox"/> C C	<input type="checkbox"/> Cash
<i>Special Event Approvals</i>			
Town Manager:			
Approve <input type="checkbox"/>	Deny <input type="checkbox"/>	Date: _____	Comments: _____
*Fire Inspector:			
Approve <input type="checkbox"/>	Deny <input type="checkbox"/>	Date: _____	Comments: _____
*Zoning Administrator:			
Approve <input type="checkbox"/>	Deny <input type="checkbox"/>	Date: _____	Comments: _____
*Police Chief:			
Approve <input type="checkbox"/>	Deny <input type="checkbox"/>	Date: _____	Comments: _____
*Building Inspector/Public Works:			
Approve <input type="checkbox"/>	Deny <input type="checkbox"/>	Date: _____	Comments: _____
<i>*Other approvals as needed based on scope of event.</i>			

**Applicant Information**

Name of Applicant Ginger MacKenzie Date: \_\_\_\_\_

Name of Organization/Sponsor Jerome chamber

Federal Tax or 501 (c)(3) Number of commerce

Applicant's Mailing Address P.O. Box 11

City Jerome State AZ Zip 86331

Applicant's Contact Information

Email VinoZonaJerome@gmail.com

Business Phone # 920 284 8053 Cell Phone # \_\_\_\_\_

Emergency Contact for Date of Event

Name Ginger MacKenzie Phone # 920 284 8053

**Event Information**

Name of Event Art & Wine Walk

Date/Dates of Event- if event is longer than two (2) consecutive days, formal approval by Town Council will be required:

1st Saturday of - 10/1 11/5 12/3 2022

Set-Up Date/Time: From 4:30 To 8:00 PM '13 7/1 2023

Tear-Down Date/Time: From 8:00 PM To 8:30 PM 8/5

Number of expected Participants 50

Will an admission or registration fee be charged? YES  NO  Fee \_\_\_\_\_

Please describe the event:

30 participating Businesses w/ a Live band on the Town Steps.

2022  
5/4  
2023  
9/2  
10/7  
11/4  
12/2

**Event Information Continued**

Will the Special Event take place on property owned or leased by the Town of Jerome?

YES  NO  If yes, which property? upper Paul & Steps

If no, what is the **physical address** for the event? \_\_\_\_\_

*Special Events which occur on a Town right-of-way or on property owned or leased by the Town require an "Application for Facility Use." Please complete and submit along with the Special Event Permit Application.*

**Special Event Access**

Please include a description of the primary access routes to the property and available parking for the crowds anticipated. Special traffic control may be required for larger events.

Access For the band  
From the Street

**Food and Beverage**

Will Alcohol be Sold?  YES  NO

If yes, please submit approval documents from the Arizona Department of Liquor Licenses and Control.

Will Food be Sold?  YES  NO

If yes, please submit approval documents from the Yavapai County Health Services Department.

*Separate permits or approvals may be required by County or State agencies. Documentation of all applicable approvals must be provided prior to event.*

**Provisions for Noise, Trash, and Signs**

Will there be outdoor, amplified sound at the event?  YES  NO

*Jerome Town Code section 10-1-13 restricts the volume and hours of outdoor sound and amplification devices. Loud noise that is a public nuisance is prohibited. The Town reserves the right to limit the hours of the Special Event to avoid unreasonable interference with adjacent properties.*

*Please describe outdoor/amplified sound to be used:*

Trio w/ sound system  
2 mics & 1 amp

Will there be outdoor lighting, or other electrical needs?  YES  NO

*Please describe:* They will access  
electric from the  
park

Will trash be created during the Special Event?  YES  NO


*Cleanup of the site, including removal of all waste and temporary structures, must be completed by 10:00 a.m. of the morning following the end of the Special Event. Please comply with Jerome Town Code, section 9-1, Garbage and Trash Collection.*

Will the Special Event require signage?  YES  NO

*All signage must comply with Section 509 of the Jerome Zoning Ordinance. A separate sign permit is not required for Special Event signs.*

*Please describe all needed signage:*

**Special events conducted within the Town shall be in compliance with applicable Town ordinances and State and County regulations.**

 (initials) I acknowledge that I have read and understood the Special Event Ordinance for the Town of Jerome and will comply with all applicable regulations.

\*\*\*\*\*

### Checklist of Requirements

- 1. Completed Special Event Permit Application.
- 2. Completed Application for Facility Use (if applicable). *na*
- 3. Completed Hold Harmless Agreement of Indemnification.
- 4. Certificate of insurance in the amount of no less than one million dollars (\$1,000,000) of general liability coverage naming the Town of Jerome as additional insured and referencing the specific activity and date(s).
  
- 5. Liquor License (if applicable). *na*
- 6. Health Department Approval (if applicable). *na*
- 7. All other permits required by County or State Agencies. *na*
- 8. Permit filing fee. *na*
- 9. Written approval from Police Chief/Fire Inspector (if applicable). *na*





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# TOWN OF JEROME, ARIZONA

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

## Application for Facility Use

Please complete and return this application and Hold Harmless Agreement (attached) to the office of the Town Clerk, P.O. Box 335, Jerome, AZ 86331, together with a CERTIFICATE OF INSURANCE, if required by the Town, naming the Town of Jerome as an Additional Insured with respect to this event.

**YOUR APPLICATION MUST BE APPROVED BY THE TOWN BEFORE A PERMIT CAN BE ISSUED**, and should be submitted at least 30 days prior to the event.

\*\*\*\*\*

Name of Applicant: Ginger Mackenzie  
Address: 527 main st - P.O. BOX K  
Telephone: 928 284 8053

If applicant is an organization, list officers:

Name	Address	Po Box	Telephone
Ginger Flaherty	527 main	K	928 284 8053
Dylan Young	P.O. BOX	K	928-282-8144
Mary Beth Barr	P.O. BOX	K	831 430 6670

Requesting the use of:

- UPPER PARK (Parcel 401-06-156)     300 LEVEL PARKING LOT (Parcel 401-03-015L)
- LOWER PARK/SLIDING JAIL (Parcel 401-06-075)     MIDDLE PARK (Parcel 401-06-015)
- COUNCIL CHAMBERS (Parcel 401-10-002)

Date of Use: 1st sat 9/10/11, 11/5, 12/3, 1/7, 2/4, 3, 4    Rain Date: na 4/11, 5/6, 6B  
Hours of Use: 5pm - 8pm    Approximate # of people: 50    7/1, 8/5, 9/2, 10/11A, 12/1

In making this application, the undersigned does hereby agree to comply with all ordinances and regulations of the Town of Jerome and the laws of the State of Arizona which govern such usage.

Ginger Mackenzie  
Signature  
Sep 1, 2022  
Date of application

Ginger Mackenzie  
Print Name  
527 main St.  
Address  
928 284 8053  
Telephone



**HOLD HARMLESS AGREEMENT**

I, Ginger Mackenzie, shall, through the signing of this Agreement, indemnify, hold harmless and defend the Town of Jerome, Arizona and its agents and employees from all suits and actions, including reasonable attorneys' fees and all costs of litigation and judgment of every name and description against the Town as a result of loss, damage or injury to person or property during work performed by Jerome Chamber the Town of Jerome during the period \_\_\_\_\_ thru \_\_\_\_\_

1st Sat of each month 5-8pm

Signed this 1 day of Sep. 2021.

Signature: Ginger Mackenzie

Name (print): Ginger Mackenzie

Witness: Krista Murray



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/28/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Butler-Leavitt Insurance Agency 405 South Main Street  Cottonwood AZ 86326	<b>CONTACT NAME:</b> Tammie Slater <b>PHONE (A/C, No, Ext):</b> (928) 634-5521 <b>E-MAIL ADDRESS:</b> tammie-slater@leavitt.com	<b>FAX (A/C, No):</b> (866) 298-7798
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b>  Jerome Chamber of Commerce Drawer K  Jerome AZ 86331	<b>INSURER A:</b> Hartford Casualty Insurance Company <b>NAIC #:</b> 29424	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	

**COVERAGES**      **CERTIFICATE NUMBER:** CL2272809314      **REVISION NUMBER:**


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		59 SBA BV5100 SC	08/10/2022	08/10/2023	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000						
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder is listed as additional insured per attached policy form IH 12 00 11 85. Any and all Events located in the town limits.

**CERTIFICATE HOLDER****CANCELLATION**

Town Of Jerome 600 Clark St PO Box 335 Jerome AZ 86331	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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Permit # \_\_\_\_\_

## Special Event Permit Application

Thank you for choosing the Town of Jerome for your special event.

Please fill out this packet and submit to the Town Manager.

- All information must be submitted at least 30 days prior to the event.
- There will be a Fee, due at the time of application submission.
- For questions regarding Special Event Permits, please contact Jerome Town Hall at [\(928\) 634-7943](tel:9286347943).

<i>Town Use Only</i>		
Date Submitted: <u>9/15/2022</u>	Fee: _____	Date Paid: _____
Paid via: <input type="checkbox"/> Check # _____ <input type="checkbox"/> C.C. <input type="checkbox"/> Cash		
<i>Special Event Approvals</i>		
Town Manager:		
Approve <input type="checkbox"/> Deny <input type="checkbox"/>	Date: _____	Comments: _____
*Fire Inspector:		
Approve <input type="checkbox"/> Deny <input type="checkbox"/>	Date: _____	Comments: _____
*Zoning Administrator:		
Approve <input type="checkbox"/> Deny <input type="checkbox"/>	Date: _____	Comments: _____
*Police Chief:		
Approve <input type="checkbox"/> Deny <input type="checkbox"/>	Date: _____	Comments: _____
*Building Inspector/Public Works:		
Approve <input type="checkbox"/> Deny <input type="checkbox"/>	Date: _____	Comments: _____
<i>*Other approvals as needed based on scope of event.</i>		

### Applicant Information

Name of Applicant	<u>Fravel Shadows</u>	Date:	<u>9-15-22</u>
Name of Organization/Sponsor	<u>State The Obvious Productionz</u>		
Federal Tax or 501 (c)(3) Number	_____		
Applicant's Mailing Address	<u>P.O. Box 983</u>		
City	<u>Jerome</u>	State	<u>AZ</u> Zip <u>86331</u>
Applicant's Contact Information			
Email	<u>Stopproductionz@yahoo.com</u>		
Business Phone #	<u>11</u>	Cell Phone #	<u>808-269-8840</u>
Emergency Contact for Date of Event			
Name	<u>Nancy &amp; Tracy Weisel</u>		Phone # <u>928-634-2876</u>

### Event Information

Name of Event	<u>SxT.Ox Side Show &amp; SK8 for Life</u>		
Date/Dates of Event- if event is longer than two (2) consecutive days, formal approval by Town Council will be required:	<u>9-28-22</u>		
Set-Up Date/Time:	From <u>10 Am</u>	To <u>12 pm</u>	
Tear-Down Date/Time:	From <u>7 pm</u>	To <u>8 pm</u>	
Number of expected Participants	<u>30</u>		
Will an admission or registration fee be charged? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	Fee _____		
Please describe the event:	<u>An event in honor of Suicide Awareness Month with Live Acoustic music &amp; Roller SK8ing Showcasing Jerome's Local talent and fun for the community !!</u>		

### Event Information Continued

Will the Special Event take place on property owned or leased by the Town of Jerome?

YES  NO  If yes, which property? Basket Ball Courts

If no, what is the **physical address** for the event? \_\_\_\_\_

*Special Events which occur on a Town right-of-way or on property owned or leased by the Town require an "Application for Facility Use." Please complete and submit along with the Special Event Permit Application.*

### Special Event Access

Please include a description of the primary access routes to the property and available parking for the crowds anticipated. Special traffic control may be required for larger events.

Hwy 89A & Parking Lot

### Food and Beverage

Will Alcohol be Sold?  YES  NO

If yes, please submit approval documents from the Arizona Department of Liquor Licenses and Control.

Will Food be Sold?  YES  NO

If yes, please submit approval documents from the Yavapai County Health Services Department.

*Separate permits or approvals may be required by County or State agencies. Documentation of all applicable approvals must be provided prior to event.*

### Provisions for Noise, Trash, and Signs

Will there be outdoor, amplified sound at the event?  YES  NO

*Jerome Town Code section 10-1-13 restricts the volume and hours of outdoor sound and amplification devices. Loud noise that is a public nuisance is prohibited. The Town reserves the right to limit the hours of the Special Event to avoid unreasonable interference with adjacent properties.*

*Please describe outdoor/amplified sound to be used:*

PA for vocal mic & Guitars

Will there be outdoor lighting, or other electrical needs?  YES  NO

*Please describe:*

4 LED spot Light

Will trash be created during the Special Event?  YES  NO

*Cleanup of the site, including removal of all waste and temporary structures, must be completed by 10:00 a.m. of the morning following the end of the Special Event. Please comply with Jerome Town Code, section 9-1, Garbage and Trash Collection.*

Will the Special Event require signage?  YES  NO

*All signage must comply with Section 509 of the Jerome Zoning Ordinance. A separate sign permit is not required for Special Event signs.*

*Please describe all needed signage:*

**Special events conducted within the Town shall be in compliance with applicable Town ordinances and State and County regulations.**

FDS (initials) I acknowledge that I have read and understood the Special Event Ordinance for the Town of Jerome and will comply with all applicable regulations.



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# TOWN OF JEROME, ARIZONA

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

## Application for Facility Use

Please complete and return this application and Hold Harmless Agreement (attached) to the office of the Town Clerk, P.O. Box 335, Jerome, AZ 86331, together with a CERTIFICATE OF INSURANCE, if required by the Town, naming the Town of Jerome as an Additional Insured with respect to this event.

**YOUR APPLICATION MUST BE APPROVED BY THE TOWN BEFORE A PERMIT CAN BE ISSUED**, and should be submitted at least 30 days prior to the event.

\*\*\*\*\*

Name of Applicant: Fravel Shadows, State The Obvious Productions

Address: 415 Main St, Apt. B Jerome AZ 86331 P.O. Box 983

Telephone: 808-269-8840

If applicant is an organization, list officers:

Name	Address	Telephone

Requesting the use of:

- UPPER PARK (Parcel 401-06-156)     300 LEVEL PARKING LOT (Parcel 401-03-015L)
- LOWER PARK/SLIDING JAIL (Parcel 401-06-075)     MIDDLE PARK (Parcel 401-06-015)
- COUNCIL CHAMBERS (Parcel 401-10-002)

Date of Use: 9-28-22      Rain Date: 9-28-22 Move to Spook Hall

Hours of Use: 12 PM - 7 PM      Approximate # of people: 30

In making this application, the undersigned does hereby agree to comply with all ordinances and regulations of the Town of Jerome and the laws of the State of Arizona which govern such usage.

  
Signature

Fravel Shadows  
Print Name

9-15-22  
Date of application


P.O. Box 983/415 Main St suit B Jerome AZ 86331  
Address

808-269-8840  
Telephone

**HOLD HARMLESS AGREEMENT**

I, Fravel Shadows, shall, through the signing of this Agreement, indemnify, hold harmless and defend the Town of Jerome, Arizona and its agents and employees from all suits and actions, including reasonable attorneys' fees and all costs of litigation and judgment of every name and description against the Town as a result of loss, damage or injury to person or property during work performed by SxTx Productions in the Town of Jerome during the period 12 pm 9/28/22 thru 7pm 9/28/22.

Signed this Thursday day of September 15<sup>th</sup>, 2021.

Signature: 

Name (print): Fravel Shadows

Witness: \_\_\_\_\_



\*\*\*\*\*

### Checklist of Requirements

- 1. Completed Special Event Permit Application.
- 2. Completed Application for Facility Use (if applicable).
- 3. Completed Hold Harmless Agreement of Indemnification.
- 4. Certificate of insurance in the amount of no less than one million dollars (\$1,000,000) of general liability coverage naming the Town of Jerome as additional insured and referencing the specific activity and date(s).
- 5. Liquor License (if applicable).
- 6. Health Department Approval (if applicable).
- 7. All other permits required by County or State Agencies.
- 8. Permit filing fee.
- 9. Written approval from Police Chief/Fire Inspector (if applicable).



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# TOWN OF JEROME, ARIZONA

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

**REVISED 9/21/22 Adding Sections 8-7-7(C) and (D)**

## ORDINANCE NO. 484

### AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING ARTICLE 8-7, “SHORT-TERM RENTAL REGULATIONS,” OF THE JEROME TOWN CODE

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AS FOLLOWS:

**Section 1.** Article 8-7 is hereby amended as follows:

**8-7-1:** Unchanged.

**8-7-2:** Unchanged.

**8-7-3:** Definitions.

Amended as follows:

“Emergency Point of Contact” definition is amended to read: means the owner or owner’s designee of the vacation rental, short-term rental, or transient lodging establishment and who is available 24 hours per day, seven days per week, for the purpose of responding in person telephonically, or by electronic mail to complaints, emergencies, or other incidents at the property in a timely manner.

“Online Lodging Marketplace” definition is added, to read: means a person that provides a digital platform for compensation through which an unaffiliated third party offers to rent lodging accommodations in this town to an occupant, including transient as defined in this Article, and the accommodations are not classified for property tax purposes under A.R.S. 42-12001.

“Transient” definition is unchanged.

“Transient Lodging” definition is amended to read: means the business of operating for occupancy by transients a hotel or motel, including an inn, tourist home or house, dude ranch, resort, campground, studio or bachelor hotel, lodging house, rooming house, apartment house, dormitory, public or private club, mobile home or house trailer at a fixed location, or other similar structure, and also including a space, lot, or slab that is occupied or intended or designed for occupancy by transients in a mobile home or trailer furnished by them for such occupancy.

Transient lodging does not include those exceptions identified in A.R.S. 42-5070(B) as may be amended from time to time.

“Vacation Rental or Short-term Rental” definition is amended to read: means any individually or collectively owned single-family or one-to-four family house or dwelling unit or any unit or group of units in a condominium, or cooperative that is also a transient public lodging establishment or owner-occupied residential home offered for transient use if the accommodations are not classified for property taxation under A.R.S. 42-12001. This does not include a unit that is used for any nonresidential use including retail, restaurant, banquet space, event center or other similar use.

“Verified Violation” definition is added, to read: means a finding of guilt or civil responsibility for violating any state law or local ordinance relating to a purpose prescribed in subsection B or K of A.R.S. 9-500.39 as may be amended from time to time.

**8-7-4:** Emergency Contact is amended as follows:

Title: **Emergency Point of Contact**

The following is added to this section while the remainder of this section remains unchanged as a result of this ordinance:

The contact information for the Emergency Point of Contact shall be posted in a prominent and visible location inside the short-term rental, vacation rental, or transient lodging establishment.

All persons holding a permit issued pursuant to this Article shall provide prior written notice to the Town Manager or designee of any change to the Emergency Point of Contact information not less than ten (10) days prior to the effective date of the change.

**8-7-5:** **Use Regulations** is amended by being replaced in its entirety with the following:

- A. The Jerome Zoning Ordinance district regulations shall be applied to a short-term rental, vacation rental, or transient lodging establishments in the same manner as other property classified under A.R.S. 42-12003 and 42-12004. The use of any short-term rental, vacation rental, or transient lodging establishment in any single-family residential district shall be limited to the uses identified in the Jerome Zoning Ordinance for that particular Zoning District. No vacation rental, short-term rental, or transient lodging establishment in any residential district shall be used for non-residential uses, including for any special event that would require a permit or license pursuant to Section 10-3 of the Jerome Town Code, or as a retail establishment, restaurant, banquet space or any other similar use.

- B. The owner of any vacation rental, short-term rental or transient lodging establishment shall be responsible to ensure that the property complies with all applicable fire, building, health and safety codes and all applicable state and local laws. No vacation rental, short-term rental, or transient lodging establishment shall be rented or offered for rent without a current, valid Town of Jerome Short-term / Vacation Rental License.
- C. It is prohibited for the owner, or their designee, of any vacation rental, short-term rental, or transient lodging establishment to be rented for the purpose of housing sex offenders, operating or maintaining a sober living home, selling illegal drugs, liquor control or pornography, obscenity, nude or topless dancing and other adult-oriented businesses.

**8-7-6:** Is amended and replaced in its entirety with the following

**8-7-6: Operational / Licensing Requirements**

- A. It is unlawful for the owner or their designee of any vacation rental, short-term rental, or transient lodging establishments to rent or offer for rent a vacation rental, short-term rental, or transient lodging establishment that does not meet the requirements of this Article.
- B. It is unlawful for the owner or their designee of any vacation rental, short-term rental, or transient lodging establishments to rent or offer for rent a vacation rental, short-term rental, or transient lodging establishment without first obtaining a Town of Jerome Short-Term / Vacation Rental License.
- C. All vacation rental, short-term rental, or transient lodging establishments must be licensed by the Town of Jerome to conduct business in accordance with Article 8-3 of the Jerome Town Code.
- D. No vacation rental, short-term rental, or transient lodging establishment shall operate within the jurisdiction of the Town of Jerome unless it has first provided acceptable evidence of liability insurance of no less than \$500,000 or advertise and offer each vacation rental, short-term rental, or transient lodging through an online lodging marketplace without providing equal or greater coverage.
- E. No vacation rental, short-term rental, or transient lodging establishment shall operate within the jurisdiction of the Town of Jerome without proof it is in compliance with Arizona Revised Statutes, 42-5005, holding a valid Transaction Privilege Tax license.

F. Before offering for rent any vacation rental, short-term rental, or transient lodging establishments, the owner or their designee must complete a Town of Jerome Short-Term / Vacation Rental License application, which includes but is not limited to the following:

1. Proof of notification to all single-family residential properties adjacent to, and directly and diagonally across the street from the establishment. Notice shall be deemed sufficient in a multi-family residential building if given to residents on the same building floor. The owner or their designee shall demonstrate compliance with this section by providing the Town with an attestation of notification of compliance that includes the following:
  - a) The license number of the vacation rental, short-term rental, or transient lodging establishment.
  - b) The address of each property notified
  - c) A description of the manner in which the owner or their designee chose to provide notification to each property subject to notification.
  - d) The name and contact information of the person attesting to compliance.
2. Emergency Point of Contact in accordance with Section 8-7-4 of this Article.
3. Complete address of the location for which the owner or their designee is applying for a license.
4. Identification of the visible location inside the rental unit where the Emergency Point of Contact information and Town-issued license are prominently displayed.
5. Proof of insurance in accordance with this section.
6. Agreement to comply with all applicable laws, regulations and ordinances

G. All owners or their designee of any vacation rental, short-term rental, or transient lodging establishment shall conduct a sex offender background check of every guest and retain the records of the full background check for a minimum of 12 months. The owner or designee must provide a copy of the background check upon request by a police officer. This provision shall be waived if an online lodging marketplace performs a background check of the booking guest.

H. The Town shall issue or deny the license application within seven (7) business days of receipt of the required information.

I. The Town may deny issuance of a Short-Term / Vacation Rental License for any of the following reasons:

1. Failure to provide the name, address, phone number and email address for the owner or the owner's designee.

2. Failure to provide the address of the vacation rental, short-term rental or transient lodging establishment.
3. Failure to provide Point of Contact information required by this Article.
4. Failure to provide acknowledgement of an agreement to comply with all applicable laws, regulations and ordinances.
5. Failure to pay the fee for the license that shall be determined by resolution of the Town Council that shall not exceed the actual cost of issuing the license or \$250, whichever is less.

8-7-7: Is hereby added to Article 8-7 as follows:

**8-7-7: Penalties**

- A. Failure to comply with this Article shall subject the owner of the short-term rental, vacation rental, or transient lodging establishment to the following civil penalties:
  1. Up to \$500, or up to an amount equal to one nights rent for that vacation rental, short-term rental, or transient lodging establishment as advertised, whichever is greater, for the first verified violation.
  2. Up to \$1,000 or up to an amount equal to one nights rent for that vacation rental, short-term rental, or transient lodging establishment as advertised, whichever is greater for the second verified violation within a 12-month period of the first verified violation.
  3. Up to \$3,500 or up to an amount equal to one nights rent for that vacation rental, short-term rental, or transient lodging establishment as advertised, whichever is greater for the third verified violation within a 12-month period of the first verified violation and suspension of license for 12 consecutive months for the third violation within a 12-month period of the first violation, not including and verified violation based on an aesthetic, solid waste disposal or vehicle parking violation that is not also a serious threat to public health and safety.
- B. There shall be a 12-month suspension of a short-term / vacation license for one verified violation of any of the following:
  1. A felony offense committed at or in the vicinity of a vacation rental, short-term rental or transient lodging establishment by the owner or the owner's designee.
  2. A serious physical injury or wrongful death at or related to a vacation rental, short-term rental or transient lodging establishment resulting from the knowing, intentional or reckless conduct of the owner or owner's designee.
  3. An owner or owner's designee that knowingly or intentionally houses a sex offender, allowing offenses related to adult-oriented businesses, sexual offenses

or prostitution, or operating or maintaining a sober living home in violation of this Article.

C. A vacation rental, short-term rental or transient lodging establishment that fails to apply for a local Town of Jerome License in accordance with Section 8-7-6, within 30-days of the license application process being made available by the Town, must cease operations immediately. In addition to any fines imposed pursuant to Section 8-7-7, the Town may impose a civil penalty of up to \$1,000 per month against the owner if the owner or owner's designee fails to apply for the license within 30 days after receiving written notice of the failure to comply with Section 8-7-6.

D. In addition to any other penalty pursuant to this Section, the Town of Jerome may impose a civil penalty of up to \$1,000 against the owner for every thirty days the owner fails to provide contact information as prescribed by Section 8-7-4 and Section 8-7-6. The Town shall provide thirty days' notice to the owner before imposing the initial civil penalty.

Section 8-7-8 is hereby added:

**8-7-8: Appeals**

- A. Any person aggrieved by any decision with respect to the denial of or a refusal to issue a vacation rental license, the suspension of a vacation rental license, or penalty imposed pursuant to this Article may appeal the decision by filing a written notice of appeal with the Town Manager no later than thirty (30) days from the date of the decision letter.
- B. An appeal under this section does not operate as a stay of the permit suspension.
- C. This section is not applicable to judicial actions brought pursuant to this Article or to penalties including fines imposed by a court.

**Section 2.** Following its adoption, this Ordinance shall be published by the Town Clerk in accordance with the requirements of A.R.S. § 39-203 *et seq.*

**Section 3.** All ordinances or parts of ordinances that are in conflict with the provisions of this Ordinance are hereby repealed to the extent of their inconsistency herewith.

**Section 4.** Should any section or provision of this Ordinance be declared invalid by a court of competent jurisdiction, such decision shall not affect the validity of this Ordinance, any provision incorporated by reference and any other provision of the Town Code as a whole or any part thereof other than the part so declared invalid.

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF JEROME,  
YAVAPAI COUNTY, ARIZONA, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2022.

\_\_\_\_\_  
Dr. Jack Dillenberg, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Brett Klein, Town Manager/Clerk

\_\_\_\_\_  
William J. Sims, Esq.  
Town Attorney

Date of first reading: 9/13/2022

Dates of publication: \_\_\_\_\_

Date of adoption: \_\_\_\_\_

Date of posting: \_\_\_\_\_

Voting record at adoption:

	MOVED	SECOND ED	AYE	NAY	ABSENT	ABSTAI N
BARBER						
DILLENBERG						
HARVEY						
MOORE						
SHEFFIELD						



**TOWN OF JEROME  
OFFICIAL FEE SCHEDULE  
CURRENT THRU OCTOBER, 2022**

<u>Fee for:</u>	<u>Amount</u>
<i>Providing Fire, Rescue and EMS Services for non-residents:</i>	
Base Rate Fire Apparatus (per vehicle)	\$250 Initial, \$125 each succeeding hour
Rescue Vehicle	\$250 Initial, \$125 each succeeding hour
Brush Truck	\$175 Initial, \$100 each succeeding hour
<b>Trail Rescue Vehicle</b>	<b>\$100 Initial, \$75 each succeeding hour</b>
Command Officer	<b>\$75 Initial, \$35 each succeeding hour</b>
Personnel (per responder)	<b>\$40 Initial, \$25 each succeeding hour</b>
HazMat Surcharge	\$1,500 plus supplies
Extrication	\$750 per person
Wash Down	\$100
Technical Rope Rescue	\$1,500 per person
Fire Extinguishment	\$1,500 per building
Vehicle Extinguishment	\$500 per vehicle
<i>Police Services Fees:</i>	
<b>Vehicle impound Hearing Administrative Fee</b>	<b>\$50.00</b>
<b>Parking Bureau Citations – Late Fee</b>	<b>\$25.00</b>
<b>Administrative Charge for Oversize Vehicles</b>	<b>\$175 per hour</b>
<b>Police Report</b>	<b>\$10</b>
<b>Police Video</b>	<b>\$25</b>
<i>Magistrate Court Fees:</i>	
Deferred Prosecution Fee	\$120
Court Security Fee	\$20
Default Judgment Fee	\$70 per charge
Warrant Issuance Fee	\$100
<i>Parking related fees:</i>	
Fee to allow parking beyond permitted hours on street or in municipal lot	\$10/month
Fee for additional residential parking permits	NO FEE
Temporary residential parking permits	NO FEE
Physically Impaired Parking Only sign	\$120
Pay-To-Park (kiosk parking)	\$4/day
<i>Animal related fees:</i>	
Impounding Fee	\$15 per animal + \$2.50/day
Dog License Fee	\$5/year
Animal-Drawn Conveyance Fee	\$200/year

<b>Encroachment Permits:</b>	
Initial review - up to ten hours of staff time	\$410
Additional review (each staff hour over ten, or for second review)	\$35/hr.
Annual fee for Enjoyment of Public Property	"calculated using standard methodology based on appraised value of property."
Right-of-Way work Permit Fee	Not yet set
<b>Liquor License Applications:</b>	
Liquor License	\$100
Special Event Liquor License	\$75
<b>Film Permits:</b>	
Application Fee (all categories)	\$100
Promotional Production	\$50/day
Documentary Production	\$250/day
Editorial Production	\$500/day
Commercial Production	\$1,000/day
Feature Production	\$7,500/day
Other Production	Set by Council on case-by-case basis
<b>Business License Fees:</b>	
Gross Income >\$10,001/year	\$50/year
Gross Income \$2,501 - \$10,001/year	\$20/year
Gross Income \$0 - \$2,500/year	EXEMPT FROM LICENSING
Retail liquor	\$50/year
<b>Sexually Oriented Businesses Fees:</b>	
License Application Fee (non-refundable)	\$500
Annual License Fee (non-refundable)	\$500
Business Employee License Application Fee (non-refundable)	\$100
<b>Mobile Food Vendors:</b>	
Daily trash fee	\$25
<b>Planning and Zoning:</b>	
Petition to Amend Zoning Boundaries	\$1,000
Petition to Amend Zoning Regulations	\$300
Conditional Use Permit Fee	\$500
Preliminary Site Plan Application Fee	\$300
Ads for New Construction	Cost/not to exceed \$351
Neighborhood Meeting	\$50 plus cost of mailings & staff time
Short-Term Rental (Vacation Rental – Transient Lodging) License Permit Fee	\$150
<b>Design Review Board:</b>	
Paint colors/roofing of same material	\$25
New Construction of Accessory Features (304 F.I)	\$50

New Construction of Residential Buildings	\$250
New Construction of Commercial Buildings	\$500
Demolition of Accessory Features (304 F.I)	\$50
Demolition of Residential Buildings (in addition to other fees)	\$200
Demolition of Commercial Buildings (in addition to other fees)	\$200
<b>Large Alterations:</b>	
Under \$500 in value	\$50
\$501 - \$10,000 in value	\$100
> \$10,000 in value	1% of value
Ads for New Construction	Cost/not to exceed \$351
Sign Permit	\$50
<b>Board of Adjustment:</b>	
Appeals	\$300 (refundable if upheld)
Variances (fee per each provision for which variance is sought)	\$300
Ads for Appeals and Variances	No fee
<b>Other Planning/Zoning/Design Review Related Fees:</b>	
Administrative Review of Temporary Signs	\$25
<b>Extensions of Approval:</b>	
First extension	\$25
Subsequent extensions	\$200
Work without approval	Double application fee
Appeals to Council	\$50
<b>Subdivisions:</b>	
Preliminary Plat (in town)	\$45 plus \$2/lot or acre, whichever is greater
Preliminary Plat (outside town)	\$50 plus \$1/lot or acre, whichever is greater
Final Plat	\$1/lot (min. \$10)
Final Plat recording fee	\$10/sheet
Deed restrictions recording fee	\$2/sheet
Plat abandonment	\$50
Amended plat	\$50 or \$10/sheet, whichever is greater
<b>Building Department Fees</b>	
See attached SCHEDULE A-1.	
<b>Copy Fees:</b>	
Zoning Ordinance	\$25 (hard copy), \$10 (CD)
Comprehensive Plan	\$25 (hard copy), \$10 (CD)
Town Code	\$35 (hard copy), \$10 (CD)
Copies - B/W	\$.25/page
Copies - Color	\$1.00/page
Copies - Audio Tapes/CD's	\$5.00
<b>Fax Fees:</b>	
Within U.S. (Send or Receive)	\$4.00 first page, \$.50/page thereafter

Outside U.S. (Send or Receive)	\$6.00 first page, \$1.00/page thereafter
<i>Water Rates and Fees:</i>	
Monthly Service Rates	See attached SCHEDULE A-2.
Hook Up Fees/Charges (equipment & labor to be charged also)	
Residential	\$5,000 per connection
Small Business	\$5,800 per connection
Medium Business	\$6,200 per connection
Large Business	\$7,000 per connection
Small Industry	\$6,200 per connection
Medium Industry	\$7,000 per connection
Large Industry	\$11,000 per connection
Vineyards	\$7,000 per parcel
New Account:	
Setup fee	\$15
Service inspection/Bldg. inspection/Turn-on	\$50
Customer Maintenance/Support:	
Turn on/Turn off (at customer's request)	\$25
Disconnect/Reconnect (for lack of payment)	\$25
Delinquency Charges:	
Returned check	\$25 plus actual charges by bank
Delinquent payment - per 30 days	\$10
Construction or outside of town water trucks, etc.:	
0-5,000 gallons	\$25 per 1,000 gallons
5,001 - 10,000 gallons	\$30 per 1,000 gallons
10,001 - 50,000 gallons	\$35 per 1,000 gallons
50,001 gallons and over	\$40 per 1,000 gallons
<i>Sewer Rates and Fees:</i>	
Monthly Service Rates	See attached SCHEDULE A-2.
Hook Up Fees/Charges (equipment & labor to be charged also)	
Residence	\$5,500 per connection
Bar or restaurant	\$550 per seat
Hotel/Motel/B&B	\$5,500 per connection
Manufacturing - Per connection	\$5,500 per connection
Public Restroom	\$550 per fixture
Office - Per 100 sq. ft.	\$150 per 100 sq. ft.
Retail shop	\$5,500 per connection
<i>Sanitation Rates and Fees:</i>	
Residential/Commercial/Industrial pickup rates	See attached SCHEDULE A-3.
Non-scheduled small business or residential pickup	\$54
Yard Waste (with regular pickup)	\$2.50/bag
Type A Dumpster (short term rental)	\$150 per month (no proration)
Type A Dumpster Pickup/Emptying	\$114
Dumpster Surcharge for prohibited materials	\$240 per dumpster per pickup

Type B Dumpster (sanitation accounts)	Billed at sanitation rates
<i>Miscellaneous Other Fees:</i>	
Privilege Fee (for taxi stands, vendors, bus stops, etc. on public streets)	<i>Not yet set</i>
Bicycle License	\$1.00
Publicity Pamphlet Ballot Questions (arguments for or against)	\$250
District Sign, per slat (price)	\$10
Notary Public Fee	\$2.00
Civil Union Filing Fee	\$73