



TOWN OF JEROME

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

REGULAR MEETING OF THE TOWN OF JEROME PLANNING AND ZONING COMMISSION

DATE: Wednesday, August 1, 2018 TIME: 7:00 pm

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

AGENDA

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

ITEM 1: CALL TO ORDER/ROLL CALL

ITEM 2: APPROVAL OF MINUTES: Minutes of July 11, 2018. Discussion/Possible Action/Possible Direction to Staff

ITEM 3: PETITIONS FROM THE PUBLIC – This time is NOT for discussion on Agenda items. Please make comments when that item is on the floor. Please complete a request form with your name and subject and submit to the Chair. When recognized by the Chair, please come to the front and state your name. Please observe the three minute time limit per speaker pursuant to the Town Code. The P&Z Commission may not discuss or take action on any comments under this agenda item other than to ask questions.

ITEM 4: ZONING ADMINISTRATOR REPORT: Public Hearing schedule for recommended Ordinance changes to **502.M** Home Occupations and **509.G.8** Temporary Signs. Information regarding Council review of CUP(s) for R. Martin and Four Eight Wineworks.

ITEM 5: COUNCIL REQUEST FOR ORDINANCE CHANGE TO REMOVE REQUIREMENT FOR THREE AFFIRMATIVE VOTES TO PASS ANY MEASURE, AND CHANGE TO SIMPLE MAJORITY VOTE. THIS WILL APPLY TO PLANNING & ZONING COMMISSION, DESIGN REVIEW BOARD AND BOARD OF ADJUSTMENT.

Discussion/Possible Direction to Staff

ITEM 6: COUNCIL REQUEST: REVIEW OF POSSIBLE CHANGES TO SIGN ORDINANCE.
Discussion/Possible Direction to Staff

ITEM 7: COUNCIL REQUEST: REVIEW OF POSSIBLE CHANGES TO ZONING ORDINANCE WITH REGARD TO ACCESSORY BUILDINGS.
Discussion/Possible Direction to Staff

ITEM 8: COUNCIL REQUEST: REVIEW OF ZONING ORDINANCE REGARDING CERTIFICATE OF NO EFFECT IN ORDER TO STREAMLINE SMALL PROJECTS.
Discussion/Possible Direction to Staff

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ITEM 9: FUTURE AGENDA ITEMS

Discussion/Possible Direction to Staff

ITEM 10: ADJOURN

The undersigned hereby certifies that this notice and agenda was posted at the following locations on or before 7 p.m. on 7/31/18

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

Charlotte Page, Zoning Administrator, Attest

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



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MINUTES

NOTICE: This is provided for public information. This document is not an approved set of minutes, only a staff summary of actions taken. The approved minutes will contain the official action.

ITEM 1: CALL TO ORDER/ROLL CALL

Chair Hardie called the meeting to order at 7:04 p.m.

Roll call was taken by Charlotte Page. Commission members present were Chair Margie Hardie, Vice Chair Lance Schall, Jane Moore, Henry Vincent and Scott Hudson.

Staff present were Charlotte Page, Interim Zoning Administrator, and Joni Savage, Deputy Clerk/Minute Taker.

7:05 ITEM 2: APPROVAL OF THE MINUTES: Minutes of May 2, and June 25, 2018

There was no vote on the May 2, 2018 minutes.

Approval of the minutes of June 25, 2018.

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Hardie			x			
Hudson			x			
Moore			x			
Schall	x		x			
Vincent		x	x			

7:06 ITEM 3: PETITIONS FROM THE PUBLIC – There were no petitions from the public.

7:07 ITEM 4: CONDITIONAL USE PERMIT - PROPOSED LOCATION OF NON-COMMERCIAL RADIO ANTENNA, Gulch Radio

APPLICANT: Richard Martin

ADDRESS: Jerome Mountain View Add Lots 21 22Blk 1

ZONE: R1-5

OWNER OF RECORD: Martin Property Investments LLC

APN: 401-07-063

Applicant is seeking approval to relocate the antenna installed at the old high school to his property. This is a non-commercial radio antenna. CUP is required due to the approval of conditional use as principal/permitted use.

7:16 Hunter Bachrach, a resident, spoke in support of the Gulch Radio.

Approval to issue the Conditional Use Permit upon approval from the Town Council for a non-commercial radio antenna, with the conditions that it is inspected every three months for the first year with the Commission being notified if there are any complaints. Installing motion detecting lights and motion detecting security camera, engineering plans submitted to the Zoning Administrator and a six-foot cyclone safety fence.

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Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Hardie	X		X			
Hudson			X			
Moore			X			
Schall			X			
Vincent		X	X			

7:31 ITEM 5: EXTERIOR LIFT FOR HANDICAP ACCESSIBILITY

APPLICANT: Joe Widman for Nancy Prochaska

ADDRESS: 146 Juarez St.

ZONE: C-1/AR

OWNER OF RECORD: Prochaska Edward J & Nancy E Trust

APN: 401-06-133C

The applicant is seeking approval to add an exterior lift appropriate for safe handicap access to the home.

7:32 Mr. Widman addressed the Commission.

Approval of the exterior lift for handicap accessibility.

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Hardie			X			
Hudson			X			
Moore			X			
Schall	X		X			
Vincent		X	X			

Approved motion to move Item 7 before Item 6.

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Hardie	X		X			
Hudson			X			
Moore		X	X			
Schall			X			
Vincent			X			

7:57 ITEM 6: CONDITIONAL USE PERMIT - CELLAR 433, SERVICE OUTSIDE ON REAR PATIO

APPLICANT: Brighid McLoughlin

ADDRESS: 240 Hull Avenue

ZONE: C-1

OWNER OF RECORD: Marge Graziano

APN: 401-06-054

Applicant is seeking the use of outdoor patio area at the rear of the building, for food and beverage items to be served. Business location 240 Hull Ave.

7:58 Ms. McLoughlin spoke about the use.

Approval to grant Cellar 433 a Conditional Use Permit for service outside on the rear patio, with the conditions that it is staffed and in compliance with the Liquor License and the Fire Department fire exit requirements as well and it be checked on every three months for the first year to see that it is compliant.

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Hardie			X			
Hudson			X			
Moore	X		X			
Schall		X	X			
Vincent			X			

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7:40 ITEM 7: CONDITIONAL USE PERMIT - CELLAR 433, SPIRITOUS LIQUOR FACILITY STATUS UPDATE FOR COMPLIANCE WITH ZONING ORDINANCE

APPLICANT: Brighid McLoughlin

ADDRESS: 240 Hull Avenue

ZONE: C-1

OWNER OF RECORD: Marge Graziano

APN: 401-06-054

Applicant will need a C-1 Conditional Use #15, Spiritous Liquor Facility, based on approval of ITEM 6 on this Agenda. Due to expansion of the service to outdoor patio area at the rear of the building, Conditional Use is required. Business location is 240 Hull Ave.

7:45 Ms. McLoughlin spoke.

Approval of the Spiritous Liquor Facility Conditional Use Permit for Cellar 433 with a review in three months and comply with Fire Department Emergency exiting requirements.

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Hardie			x			
Hudson			x			
Moore	x		x			
Schell			x			
Vincent		x	x			

8:10 ITEM 8: CONDITIONAL USE PERMIT FOR FOUR-EIGHT WINEWORKS

APPLICANT: Matt LaVoire

ADDRESS: 140 Main Street

ZONE: C-1

OWNER OF RECORD: Beyond Sky Fire LLC

APN: 401-06-006

The applicant is seeking approval to add a Spiritous Liquor Tasting as a new business in addition to the current occupation. Applications for business license and liquor license, are pending Council approval.

8:11 Matt LaVoire presented information.

Approval of the Conditional Use Permit for Four Eight Wineworks. Chair Hardie added an inspection every three-months for the next year. Vice Chair Schell amended his motion as did Henry Vincent.

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Hardie			x			
Hudson			x			
Moore			x			
Schell	x		x			
Vincent		x	x			

8:20 ITEM 9: INTERIOR CONSTRUCTION FOR FOUR-EIGHT WINEWORKS

APPLICANT: Matt LaVoire

ADDRESS: 140 Main Street

ZONE: C-1

OWNER OF RECORD: Beyond Sky Fire LLC

APN: 401-06-006

The applicant is seeking approval to add bathrooms and retail counter spaces to develop additional business within the space. Applications for business license and liquor license, are pending Council approval.

Chair Hardie stated this is not in the purview of Planning and Zoning and should go back to the zoning department.

Approval to remove this item it is not in the purview of Planning and Zoning.

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Hardie	x		x			
Hudson			x			
Moore		x	x			
Schell			x			
Vincent			x			

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8:23 ITEM 10: FUTURE AGENDA ITEMS

Ms. Page spoke about the list of items from the Council with possible zoning changes. Ms. Gallagher has a memo forthcoming.

Ms. Moore said she was at the Council meeting and the "Certificate of No Effect" was discussed.

Chair Hardie wants to set up the Public Hearings for Home Occupation and temporary signs.

Vice Chair Schall said to put it on the agenda.

ITEM 11: ADJOURN

The meeting adjourned at 8:23 p.m.

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Hardie			x			
Hudson			x			
Moore		x	x			
Schall	x		x			
Vincent			x			

Approval on next page.

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PLANNING AND ZONING COMMISSION

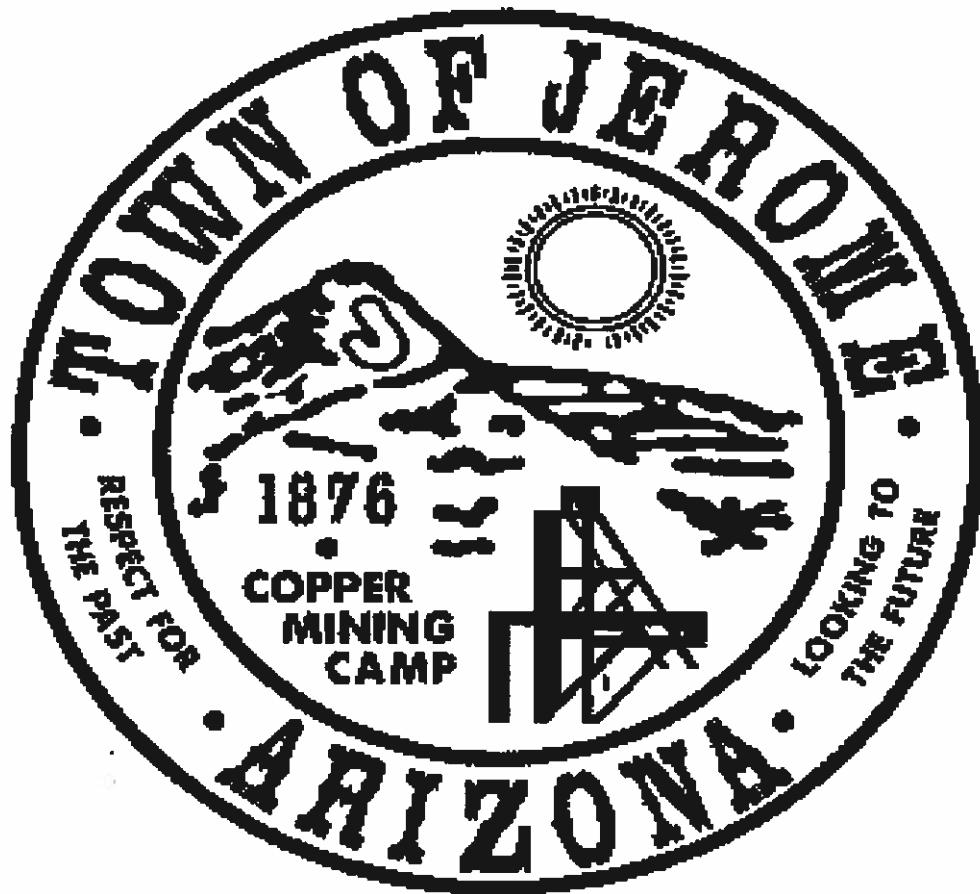
DATE: Wednesday, July 11, 2018 TIME: 7:00 pm

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

Respectfully submitted by Joni Savage on August 1, 2018

Approved: _____ Date: _____
Planning & Zoning Commission Chair

Attest: _____ Date: _____
Planning & Zoning Commission Vice Chair



**REGULAR MEETING OF THE TOWN OF JEROME
PLANNING AND ZONING COMMISSION
Wednesday, August 1, 2018**

ITEM #5

DRAFT TEXT AMENDMENT: COMMISSION OR BOARDS VOTING IN QUORUM

Text additions bold red underlined

(TEXT REMOVED ALL CAP IN PARENTHESIS/GREEN)

ARTICLE I ADMINISTRATION

SECTION 104. PLANNING AND ZONING COMMISSION

D. QUORUM; VOTING

Three (3) members shall constitute a quorum. The **majority vote of the members present** (affirmative vote of three (3) members) shall be required for passage of any matter before the Commission. The minutes of the meeting shall reflect the "ayes" and "nays" cast on a particular measure and shall reflect the vote of each member present. A member may abstain from voting upon a declaration that he has a conflict of interest, in which case such member shall take no part in the deliberation on the matter in question.

SECTION 105. BOARD OF ADJUSTMENT

D. QUORUM; VOTING

Three (3) members shall constitute a quorum. The **majority vote of the members present** (affirmative vote of three (3) members) shall be required for passage of any matter before the Board. In this connection, the minutes of the meeting shall reflect the "ayes" and "nays" cast on a particular measure and shall reflect the vote of each member present. A member may abstain from voting only upon a declaration that he has a conflict of interest, in which case such member shall take no part in the deliberation on the matter in question.

SECTION 106. DESIGN REVIEW BOARD

E. QUORUM; VOTING

Three (3) members shall constitute a quorum. The **majority vote of the members present** (affirmative vote of three (3) members) shall be required for the passage of any matter before the Board. The minutes of the meeting shall reflect the "ayes" and "nays" cast on a particular measure and shall reflect the vote of each member present. A member may abstain from voting upon declaration that he has a conflict of interest, in which case such member shall take no part in the deliberation on the matter in question.

DRAFT TEXT AMENDMENT: SIGNS – LIGHTING, REAL ESTATE, OTHER MINOR CLARIFICATIONS

Text additions bold red underlined

(TEXT REMOVED ALL CAP IN PARENTHESIS/GREEN)

SECTION 509. SIGN

A. **PURPOSE** This section provides a set of standards for the design and construction of signs within the Town of Jerome. The purpose of this section is to encourage the preservation of historic buildings and artifacts, to protect the general public from damage and injury, to protect property values, to preserve the beauty and unique character of Jerome, to aid in the free-flow of traffic within the town, and to promote the tourist industry which is important to the economy of Jerome, and the Historic Overlay District.

B. **DEFINITIONS**

Within and for the purposes of this section, the following definitions, and only these definitions, apply.

1. **Sign** - An object meant to convey a message through the use of words or symbols. A sign can be painted on one surface, or both surfaces, be free-standing or be signs supported by a pole or be attached to a building. All exterior whether public or private, are regulated by this ordinance.
2. **Area** - A rectangular area calculated by drawing horizontal and vertical lines from all sign extremities excluding those which are essentially sign supports.
3. **Sign, Campaign** - A sign whose sole purpose is to advertise a political candidate or issue.
4. **Sign, District** - A sign which advertises one or more than one business in a single building or area. A district sign operates as a directory with a heading stating the district and uniform nameplate signs for those businesses within the district.
5. **Sign, Canopy** - A sign mounted on or painted on a canopy or awning.
6. **Sign, Free-Standing** - A sign not attached to or supported by a building.
7. **Sign, Height** - The vertical distance from the ground directly **under a sign to the bottom of the sign.** (THE TO THE SIGN HIGHEST POINT OF THE SIGN.)

ZA Note: there are three different/conflicting descriptions within 509 regarding sign height: suggest we clarify, the residential limit seems intended to prohibit hanging higher than 10', while the commercial seems only concerned about how much clearance is available under a sign.

#7 above – intent is unclear, seems to measure to the top of signs.

In Residential F 3. No sign shall extend above the eaves line of a building, or extend higher than ten (10) feet above the ground directly below it. (measures to the top)

In Commercial – G #4 The bottom of any projecting sign shall be no lower than eight (8) feet above the ground directly below it. (measure to bottom)

8. Sign, Interior - Signs within a building not accessible from outside. Interior signs are not regulated by this ordinance, except if stating a business name and placed within twenty-four (24) inches of a window. Such signs will fall under the sixteen (16) square foot rule and require Design Review Board approval.
ZA NOTE: This information is not in the 'G. Regulations Applicable to Signs in Commercial & Industrial Zones. Suggest adding under 1 or 2.
9. Sign, Gas Generated - Gas generated signs or signs illuminated by gas generated lighting, other than those existing on June 14, 1977, are prohibited.
10. Sign, Off-premise - A sign not located on the premises of the business which it advertises. A district sign is not an off-premises sign.
11. Sign, On-premise - A sign, the content of which relates to the premises on which it is located, referring exclusively to the name, location, products, persons, accommodations, services, or activities of or on those premises, or the sale or lease of those premises.
12. Sign, Nameplate - A sign which is limited to the name and/or business of the residents of the premises, not exceeding two inches by twelve inches (2" x 12").
13. Sign, Business Door Identification - A nameplate sign of a business name on an entry door, not exceeding two inches by twelve inches (2" x 12").
14. Sign, Projecting - A building mounted sign which projects from and is supported by a wall of a building.
ZA Note: Recent approval of Projecting sign that was mounted on porch rail, also many existing on pole mounts. Suggest 'wall or other appropriately sturdy device.
15. Sign, Wall - A sign attached flush to the exterior surface of a building, or permanently applied to a window of a building. The sign must not project above the roof. Light sources aimed at the wall sign may project further.
16. Sign, Historical/Historical Period - A sign in use in Jerome during the period between 1876 and 1953.

17. Sign, Service - An interior sign whose purpose is not to advertise the business displaying the sign, but to inform or provide for the safety of the public. Signs such as credit card placards, directional signs, "No Smoking" signs, and menu boards are examples of service signs.
18. Sign, Open/Closed - A sign indicating that a place of business is open or closed.
19. Sign, Temporary - A sign displayed for not more than forty-five (45) consecutive days (OR A TOTAL OF NINETY (90) DAYS IN A CALENDAR YEAR).

C.APPLICABILITY

The provisions of this section shall apply to all signs placed or maintained within the Town of Jerome with the exception of the following:

1. Non-illuminated names of buildings, dates or erection, monument citations, commemorative tablets and the like when carved into stone, concrete, metal or any other permanent type construction and made an integral part of a permitted structure or made flush to the ground.
2. Signs required by law or signs of a duly constituted governmental body, such as traffic signs, warning signs, or no trespassing signs.
3. Signs placed by a public utility for the safety, welfare, or convenience of the public, such as signs identifying high voltage, public telephone, or underground cables.
4. Signs upon a vehicle, provided that any such vehicle is used for bona fide delivery or other business purposes.
5. Temporary holiday decorations.

D.PERMITS

1. A sign permit shall be required before a sign may be placed, constructed, re-constructed, or altered within the Town of Jerome with the exception of the following:
 - a. Name-plate signs - and business door identifiers two inches by twelve inches (2" x 12").
 - b. Repainting or maintenance of signs, provided there is no change in size, shape, wording, composition, or color.
 - c. Political signs (AND OTHER TEMPORARY SIGNS.)

d. Realtor, contractor, architect, construction warning signs or project funding source signs are allowed associated with a specific project under regulations outlined in Section 509 Sign E. numbers 9, 10, and 11.

2. An application for a sign permit shall be filed with the Zoning Administrator on a form prescribed by the Zoning Administrator. The application shall be accompanied

by eight identical copies of the sign plans. Each copy shall be on one or more sheets of paper measuring not more than twenty-four inches by thirty-six inches (24"x 36") drawn to scale, which shall show the following:

- a. Signature of the applicant.
 - b. The name and address of the sign owner and sign erector.
 - c. Drawings showing the design, dimensions, color, material, and structure of the sign.
 - d. A drawing or photograph of the building façade indicating the proposed location of the sign, and all other existing signs maintained on the premises and regulated by this ordinance.
 - e. Proposed method of lighting the sign.
 - f. Any additional information which the Design Review Board may require in order to decide on the application.
 - g. Payment of a non-refundable, one-time filing fee in an amount established by a schedule adopted by resolution of the Council and filed in the offices of the Town Clerk. Applicant may re-submit modified plan without paying an additional fee. Payment of the filing fee shall be waived when the applicant is an agency of Town, County, State or Federal Government.
3. **Plan Review**
The Zoning Administrator shall review and accept completed plans in accordance with the provisions of Section 303. These plans shall be placed on the agenda of the next Design Review Board meeting.
 4. **Design Review**
The Design Review Board shall, in accordance with the provisions of Section 304, deny, approve, or conditionally approve any application for a sign permit. Upon approval of an application by the Design Review Board, the Zoning Administrator shall be instructed to issue the sign permit.
 5. Design Review Board may waive the requirements of this section in order to allow the preservation or restoration of signs or commercial graphics which are determined to be of historical significance.

E. REGULATIONS APPLICABLE TO SIGNS IN ALL ZONES

1. The design, color, shape, materials and style of signs shall be subject to review and approval of the Design Review Board.
2. All signs shall be constructed, designed, or attached to structures in conformance with the building code adopted by the Town of Jerome.
3. No sign shall be constructed, erected or lit in such a manner as to interfere in any way with, the flow of traffic on the public right of way, or present a traffic hazard.
4. Free-standing signs shall not exceed four (4) feet in height.

5. There shall be no off-premise signs.

6. Organizations may apply for a (TEMPORARY) Sign Permit from the Design Review Board or for (TEMPORARY) special event banners or signs.

ZA Note: Consider removal of 'temporary' to avoid confusion

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. Internally lighted signs may only be permitted if the sign is constructed of opaque materials that block the transmission of light except through apertures in the sign that constitute no more than 15% of the area of the sign. For example, a sign with internal lighting that is constructed of steel and has apertures designed to form the image of letters would be permitted if the area encompassed by the apertures is less than 15% of the sign. A bulb shall produce no more than 3,100 lumens for this type of sign. Any new installation of a lit sign will be required to be turned off one hour after close of business. (SHALL BE PROHIBITED). No sign that flashes or blinks shall be permitted. No visible bulbs, neon tubing, or luminous paints, shall be permitted as part of any sign.

8. No sign or part of a sign shall have mechanically moving parts or audible devices.

9. Political signs shall be permitted up to a total area of six (6) square feet in area for each premise, but shall not be placed in the public right-of-way or upon power or telephone poles. Political signs may be erected no earlier than sixty (60) days prior to any primary or general election; they shall be removed within ten (10) days after the election.

10. One (1) real estate sign located on the property it refers to will be permitted. (UPON THE APPLICATION AND PAYMENT IN ACCORDANCE WITH SECTION 509.2.)

a. The sign shall be a maximum size of eighteen inches by twenty-four inches (18" x 24"). Additionally, one (1) rider denoting the name of the agent not exceeding six inches by 24 inches (6" x 24") may be attached to the real estate sign. Upon opening of an escrow, an additional rider not exceeding six inches by twenty-four inches (6" x 24") and containing the word "sold" or "pending" may be attached. Any other types of descriptive riders are specifically prohibited.

b. (A DULY LICENSED REAL ESTATE BROKERAGE COMPANY MAY APPLY FOR A BLANKET PERMIT WHICH WILL ALLOW PLACEMENT OF A REAL ESTATE SIGN ON EACH PROPERTY WHICH THEY HAVE LISTED FOR SALE OR LEASE. THE BLANKET PERMIT FEE WILL BE AN AMOUNT ESTABLISHED BY A SCHEDULE ADOPTED BY RESOLUTION OF THE TOWN COUNCIL AND FILED IN THE OFFICE OF THE TOWN CLERK.)

c. All real estate signs must be removed within three (3) days of any transfer of ownership (recordation) of the property.

11. Contractor identification signs or Contractor and/or Architect identification signs may be erected for the duration of construction. Such construction signs are to be removed seven days after certificate of occupancy is issued. The signs shall not exceed four (4) square feet in area. Also, signs warning of construction debris or denoting project sponsored by a funding source may be erected.
12. Any existing nonconforming sign may be continued in use; if such a sign is damaged, it may be restored or repaired. If a new sign is constructed, it must conform to the provisions of this chapter.
13. Once a year it shall be the duty of the Zoning Administrator to review all district signs and make appropriate recommendations to the Design Review Board.
14. Signs shall be removed upon thirty (30) days of business relocation or closure.
15. If any sign becomes a danger to the public or becomes deteriorated or is abandoned, the property owner, or owner of the sign shall be notified to remove or repair the sign. If he/she does not comply within ten (10) days, the Zoning Administrator shall have the sign removed and the cost assessed to the owner of the property on which such sign is located.

F.REGULATIONS APPLICABLE TO SIGNS IN RESIDENTIAL ZONES

1. One nameplate sign not exceeding two inches by twelve inches (2"x 12") indicating the names of the occupants or business, and one set of numbers four inches by twelve inches (4"x 12") indicating the street address shall be allowed for each dwelling unit without a permit.
2. One non-illuminated sign not exceeding eight (8) square feet in area shall be allowed to identify a home business and requires a permit. A two-sided sign is one sign.
3. No sign shall extend above the eaves line of a building, or extend higher than ten (10) feet above the ground directly below it.

G.REGULATIONS APPLICABLE TO 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. **Signs stating a business name and placed within twenty-four (24) inches of a window, will count as an additional exterior sign, fall under the sixteen (16) square foot rule and require Design Review Board approval.**
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.
6. One (1) set of address numbers not exceeding four inches by twelve inches (4" x 12") in total area shall be allowed in addition to normal sign allowances.
7. District signs, in addition to other allowed signs, will be considered on a case by case basis by the Design Review Board.
8. Temporary signs, **as defined herein**, such as "sale" signs are allowed in addition to other signs. Temporary signs must meet all restrictions for signs in this section in addition to the following:

- a. No temporary sign may exceed eight (8) square feet.

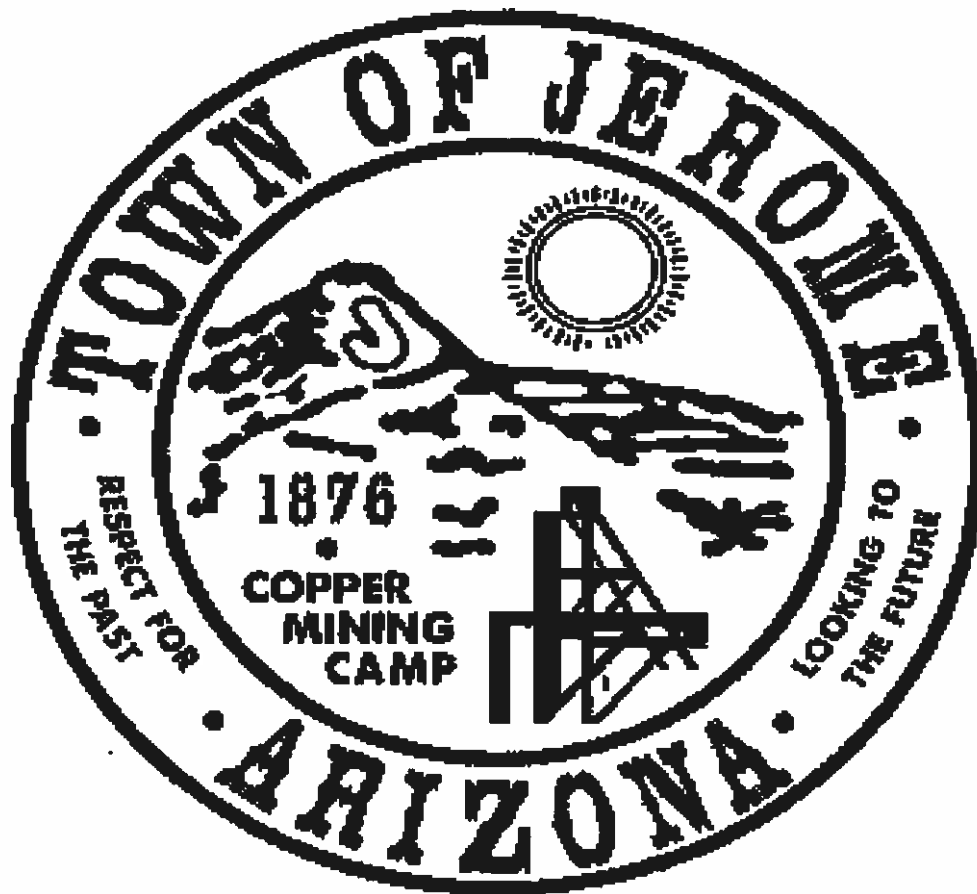
- (b. NO BUSINESS MAY DISPLAY A TEMPORARY SIGN MORE THAN NINETY (90) DAYS PER CALENDAR YEAR, OR FORTY-FIVE (45) CONSECUTIVE DAYS.)

b. Temporary Signs shall require an application to be filed with the Zoning Administrator.

c. One Temporary Sign is allowed per 45 Day Period.

d. Maximum number of occurrences shall not exceed five (5) times calendar year. Each occurrence shall require application with the Zoning Administrator.

9. Exterior signs indicating open and closed are permitted in addition to normal sign allowances. These signs should be no more than four (4) square feet in area. Such an exterior open/closed sign requires a permit and approval from the Design Review Board.
10. Standard copyright signs offering information on incidental services or recommendations, e.g., AAA or Bank Americard, are permitted in addition to normal sign allowances, provided:
 - a. They conform to all provisions contained in this section.
 - b. They are inside a window.
 - c. There is no more than one (1) sign per incidental service per public entrance to the business.
 - d. No sign's area shall exceed sixteen (16) square inches.



**REGULAR MEETING OF THE TOWN OF JEROME
PLANNING AND ZONING COMMISSION
Wednesday, August 1, 2018**

ITEM #6



MEETING DATE: 05/14/2018
PRESENTED TO: DESIGN REVIEW BOARD

ADMINISTRATOR'S REPORT

ITEM #6

BACKGROUND AND ZONING ADMINISTRATOR'S ANALYSIS:

The owner of the Mile High Grill & Inn approached me for a proposal of a sign like the Haunted Hamburger. I explained that those signs should never have been approved; however, in this case after researching two previously approved illegal signs by the Design Review Board, my recommendation was for this proposal to be approved and the sign ordinance changed to make these signs legal. The Design Review Board asked the applicant to get a variance on the proposal which was appealed. The town acquired legal advice, giving Council 3 options. Of the 3 options Council chose to approve the sign proposal and change the

REQUESTED RECOMMENDATION BY THE PLANNING AND ZONING COMMISSION REGARDING A CHANGE IN THE ZONING ORDINANCE FOR INTERNALLY LIT SIGNS

CURRENTLY READS – 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 ALLY SO AS TO CREATE A TRAFFIC HAZARD. INTERNALLY LIGHTED SIGNS SHALL BE PROHIBITED. NO SIGN THAT FLASHES OR BLINKS SHALL BE PERMITTED. NO VISIBLE BULBS, NEON TUBING, OR LUMINOUS PAINTS, SHALL BE PERMITTED AS PART OF ANY SIGN.



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MEETING DATE: 05/14/2018
PRESENTED TO: DESIGN REVIEW BOARD

ADMINISTRATOR'S REPORT

ITEM #6

BACKGROUND AND ZONING ADMINISTRATOR'S ANALYSIS:

Staff is recommending a change in the Zoning Ordinance based on advice from the Town Attorney. The Planning & Zoning Commission has requested a recommendation from the Design Review Board.

REQUESTED RECOMMENDATION BY THE PLANNING AND ZONING COMMISSION REGARDING A CHANGE IN THE ZONING ORDINANCE FOR INTERNALLY LIT SIGNS

- §509.E.7 – REGULATIONS APPLICABLE TO SIGNS
IN ALL ZONES



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LUMENS DESCRIPTION: LUMEN IS THE SI DERIVED UNIT OF LUMINOUS FLUX, A MEASURE OF THE TOTAL QUANTITY OF VISIBLE LIGHT EMITTED BY A SOURCE. THE NUMBER OF LUMEN FROM A SOURCE DEPENDS ON ITS SPECTRUM, VIA THE NOMINAL RESPONSE OF THE HUMAN EYE.

zoning ordinance to make these signs legal. My recommended verbiage along with examples of this type of sign shall be reviewed for a possible public hearing on the matter.

PROPOSED READING - 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. INTERNALLY LIGHTED SIGNS MAY ONLY BE PERMITTED IF THE SIGN IS CONSTRUCTED OF OPAQUE MATERIALS THAT BLOCK THE TRANSMISSION OF LIGHT EXCEPT THROUGH APERTURES IN THE SIGN THAT CONSTITUTE NO MORE THAN 25% OF THE AREA OF THE SIGN. FOR EXAMPLE, A SIGN WITH INTERNAL LIGHTING THAT IS CONSTRUCTED OF STEEL AND HAS APERTURES DESIGNED TO FORM THE IMAGE OF LETTERS WOULD BE PERMITTED IF THE AREA ENCOMPASSED BY THE APERTURES IS LESS THAN 25% OF THE SIGN. A BULB SHALL PRODUCE NO MORE THAN 3,100 LUMENS FOR THIS TYPE OF SIGN. NO SIGN THAT FLASHES OR BLINKS SHALL BE PERMITTED. NO VISIBLE BULBS, NEON TUBING, OR LUMINOUS PAINTS, SHALL BE PERMITTED AS PART OF ANY SIGN.



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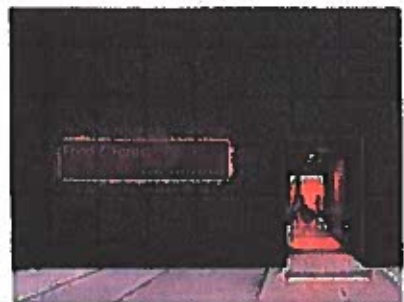
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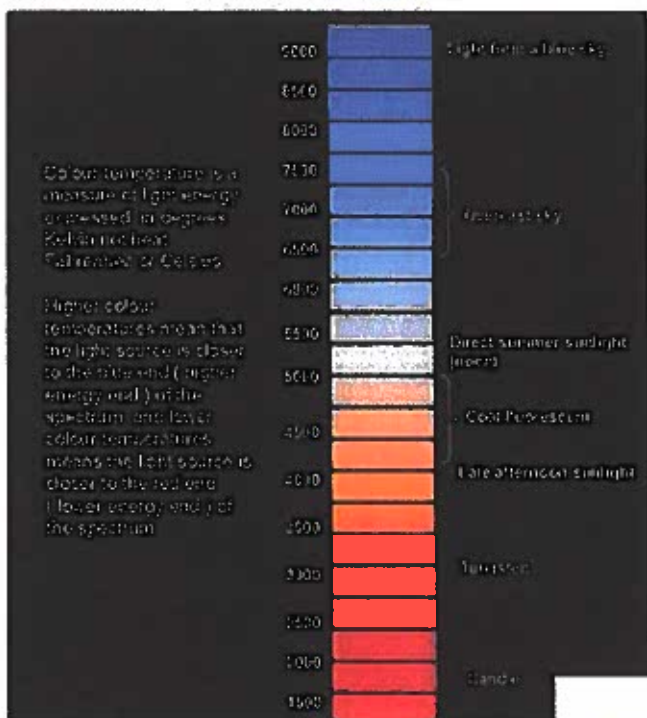
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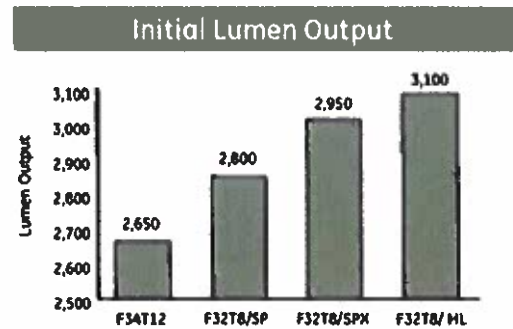


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KEEP IN MIND THAT THIS TYPE OF SIGN WILL BLOCK THE MAJORITY OF LIGHT INTENSITY (LUMENS) FROM VISIBILITY – YOU ONLY SEE THE HALO EFFECT.

FOR A FLOURESCENT TUBE, THE LUMEN COUNT IS DEPENDANT ON THE WATTS OF THE BULB – SEE CHARTS BELOW: THE GREEN CHART SHOWS SPECIAL FLOURESCENT TUBES – THE WHITE CHART SHOWS STANDARD COMPACT FLOURESCENT TUBES –



Electrical power equivalents for differing temps^[12]

Minimum light output (lumens)	Electrical power consumption (watts)		
	Incandescent (non-halogen)	Compact fluorescent	LED
200	25	3-5	3 ^[7]
450	40	9-11	6-8
800	60	13-15	8-12
1,100	75	18-20	10-16
1,600	100	24-28	14-17
2,400	150	30-52	24-30 ^[8]
3,100	200	49-75	32 ^[9]
4,000	300	75-100	40.5 ^[10]



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- Covering an original or appropriately designed cornice or parapet with modern signage, an awning or false façade.



The original brick façade and parapet of this building has been covered with a metal false façade. Removal of this material would reveal the unique historic character of the building.

Signage

Business signs are an important element in defining the character of the historic district and an invaluable feature to the business. Well-designed business signs contribute to the appearance of a building as well as attract customers and clients. It is for this reason careful attention should be given to the size, shape, material and placement of signs in the historic district. It is the goal of the historic district to create a more unified downtown district and preserve the details of historic signage that still exists today. Photographic evidence of downtown La Grange can help generate ideas for appropriate signage in the historic district.

The purpose of sign guidelines is to encourage, protect and preserve the historic, architectural and cultural amenities that prevail in the Downtown Historic District. It is the intent of these guidelines to protect property values, create a more attractive business climate and to enhance and protect the physical appearance of the area.

Important considerations in business signage:

- A building sign is the single most important advertising tool for small businesses.
- Signs are most effective when they are kept simple and easy to read.
- Signs are generally meant to advertise or identify a particular business, not upstage or overwhelm an entire building.

The most common types of business signage are:

Projecting Signs – Mounted perpendicular to the building face. Projecting signs are desirable because they work well with canopies and seldom obscure architectural details.



Hanging/Suspended Signs – Suspended from a canopy above the sidewalk or suspended from a bracket off the face of the building. Suspended signs provide an excellent way to identify businesses to pedestrians on the sidewalk and vehicular traffic.



Signboard/Face Mounted Signs – Flat sign or plaque mounted or applied to a building façade. Signs of this type are common to the historic district and help emphasize the architectural identity of the building.



Display Window Signs – Sign painted or applied to window or door glass or fixed parallel behind the glass. Window signs are aimed at pedestrian traffic and are an attractive form of signage for business owners because they're easily changed or relocated.



Canopy Signs – Mounted on canopy edge. Canopy signs are highly visible to the street and therefore aimed at vehicular traffic rather than the pedestrian. Canopy signs were common during the nineteenth century when canopies first emerged. As canopies were removed or relocated in the late nineteenth century, signage was also removed and relocated.

Recommended

- Maintain and/or repair any original signage as it greatly contributes to the character of the building.
- Re-use historic signs and signboards. The business name, whether applied or painted, should be centered in the signboard area.

- New signage must never obscure original signs or disrupt the character of the building. New signage should never be applied to the historic building in a manner that would cause physical damage or a loss of historic integrity.
- All exterior wall and window signs must be permitted through the City Planning and Zoning Department; placement and size may vary based on the type of sign, number of signs and exterior wall area of the structure.
- New signs should be easily seen and clearly legible without being loud or obtrusive.
- New sign materials and lighting should be compatible with historic sign materials.
- Projecting signs should be mounted perpendicular to the façade with a minimum clearance of 8'-0" above the sidewalk.
- Hanging signs are allowed when they have a minimum clearance of 8'-0" and do not extend beyond an awning or canopy projection when provided and shall require a permit from the City Planning and Zoning Department; allowable size will vary depending on placement, size requested, number of signs and total exterior wall area of structure.
- • Signs on display windows and entry doors should be located and designed so they do not obscure visibility into the ground floor. Signs on display windows should not occupy more than 25% of the total glass area to which they are displayed.
- V-shaped "sandwich signs or free standing sidewalk signs may be used up to a maximum size of 2' 6" wide and 3' 6" tall. They must be removed at close of business day, secured against wind, and maintained in good condition and allow for the flow of pedestrian foot traffic along the sidewalk.
- It is preferred by the HRB that buildings with multiple tenants on the second floor, to create a building directory for tenants instead of individual tenant signage.
- Signage layout and design should meet La Grange Historic Preservation Guidelines and receive Main Street Board approval.

Not Recommended

- Removing original signage without replacing it.
- Covering original signage or signboards.
- Covering any architectural details or ornamentation with new signage.
- Internally lighted signs or flashing or moving illumination.

- Signs projecting above the building façade.
- Canvas banners or other professional temporary signs advertising a new business, product, extended hours, or sale may be placed on the building or awning for a maximum of 30 days. This type of signage is temporary and will not be effective if installed for extended periods of time.

The following signs shall not be permitted, constructed, erected or maintained:

- signs which incorporate any manner of flashing, moving or intermittent lighting, excluding public service signs showing time and temperature;
- any signs which no longer advertise a business or product previously sold, unless it is of cultural, aesthetic or historical significance to the Historic District area;
- portable signs;
- signs erected so as to obstruct any door, window or fire escape on a building; roof signs;
- large wall signs painted on the side of buildings which are taller than the surrounding buildings, unless they are of aesthetic or historical significance.

Lighting

The installation of lighting conduits and fixtures shall not obscure or damage any significant architectural feature.

1. Lighting conduits and wiring shall be internal or otherwise not visible from the exterior of the building.
2. External light fixtures shall illuminate only the storefront and/or ground story signs.
3. The number and size of light fixtures shall be modest and proportional with the scale of the storefront.
4. The design and placement of light fixtures shall relate to the storefront and complement or not diminish the architectural style and detail of the building.
5. Fluorescent and high intensity light shall be permitted only if the source of light is concealed and shielded.
6. Recessed soffit light fixtures and decorative pendant fixtures shall be permitted within the soffits of recessed storefront entranceways provided that the installation of such fixtures does not cause damage to historic stone or metal lintels.

SECTION 3

DOWNTOWN HISTORIC DISTRICT SIGN GUIDELINES

Chapter 5:
Introduction to Sign Basics

Chapter 6:
Downtown Commercial Sign
Guidelines

Historic Design Guidelines - Calhoun, Georgia

5.1. Marketing and SIGN BASICS

The quality and amount of signs on buildings has a great impact on the appearance of a downtown area, either positive or negative. Guidelines for signage that govern an entire downtown area are an effective way to achieve the best possible appearance, enhancing the potential for businesses to be successful. These sign guidelines are written to establish consistent standards for the Downtown Calhoun Historic District, as well as encourage creativity and give the individual building owner flexibility. The guidelines are not intended to limit design; rather, to help owners understand their building features and how they will define the appropriate scale and placement of a sign. By following this set of guidelines, each and every storefront can become an individual statement for its market, while also appearing in harmony with neighboring businesses.

Different types of signs serve different purposes in a downtown area. In most areas of any downtown, first impressions may be from an automobile, and certain signs are designed to be seen from that vantage point. Other signs are intended for the pedestrian to read while

"Keep It Simple"

While these guidelines are intended to prevent sign and visual "clutter" in the downtown district, they are primarily meant to guide the business owner as to traditional placement and good design. Keeping information and expression within established guidelines not only helps each business but the entire district as a whole.

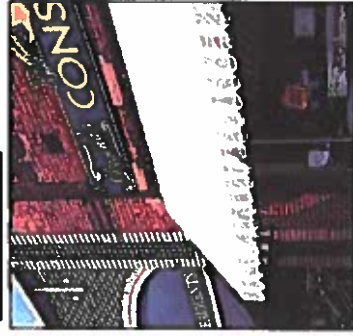


strolling the sidewalk. The building or business owner's choice of materials, size, scale and type of signage are reflective of the way that the sign is intended to be viewed. A general rule of identification is that any patron needs only to recognize where a business is once. These Downtown Historic District Sign Guidelines provide for the multiple types of commonly used signs that are required for the best business visibility.

With the City of Calhoun's rich architectural history, exemplified by distinct building styles over many periods of its history, simple "marketing" rules related to signage remain basic:

- "KEEP IT SIMPLE"
- STAY IN CONTEXT
- USE APPROPRIATE SCALE
- FOLLOW GOOD SIGN PLACEMENT

APPROPRIATE:



Keeping sign clutter down, information simple, and well placed is key in the downtown commercial district where businesses are close together.

INAPPROPRIATE:



Downtown districts that tried to emulate a highway commercial aesthetic became cluttered with information, coverings, and signs.

3 DOWNTOWN HISTORIC DISTRICT SIGN GUIDELINES

Chapter 5 INTRODUCTION TO SIGN BASICS

5.1. Sign Basics (continued)

The Context of Signs

Identify and use sign styles appropriate to the building style. Signs should work in context with the form and materials of the individual building and should use fundamental features to find the tradition and best placement of signs (Fig. 3.2 next pg). Any new or reproduction sign should be consistent with the placement and material of the signage that would historically have been used (or intended to be used) with that building. A building should not be adorned with signs of a style pre-dating or post-dating the construction of the facade or the storefront. For example, Victorian era storefronts should not have the application of Colonial signage or overly "themed" lighting and amenities that change the character of the architecture. The sign should be considered an expression of the type of business and therefore an extension of that individual business's identity, but also take in consideration the historic architecture.

If the storefront or business model is designed to utilize contemporary materials, then its signs must incorporate a traditional approach with respect to placement, size and scale relative to the building features.

Use Appropriate Scale

Scale can be fairly subjective. Size limits set within these guidelines should help guide scale and businesses may not wish to use the full extent of all signage. To judge "scale" each business must weigh the overall proportions of all signs, the perception the business is to create, and the context to the architecture and where it is placed in the downtown environment. The average size of other signs might determine whether sign scale in a particular part of a district is smaller or larger than allowable. A marketing rule to scale is generally the smaller the sign and less information provided, the more sophisticated the business will be perceived and opposite with businesses that cram type on out-of-scale signs.

In addition, the sign and its attachment to the building facade should be reversible to the greatest extent possible in order to maintain the integrity of the building materials.

APPROPRIATE:



A later-period storefront with traditional construction and scale is balanced with in-context primary blade sign and secondary sign band over the door.

INAPPROPRIATE:



Flat vinyl letters and out-of-scale sign construction set across facade elements are out of context to the traditional architecture.

APPROPRIATE:



Scale of signs must fit the pedestrian oriented district and must not dominate the architecture. Note the back sign board is empty but defines size.

INAPPROPRIATE:



Massive signs or full metal "slip covers" which turn the entire facade visually into a sign board are highly out of scale. Retail perception is cheapened.

5.1. Sign Basics (continued)

Follow Good Sign Placement

- 5.1.1 In no case shall a sign applied to a building be allowed to obscure any significant architectural details of a building face, nor shall a wall sign be designed to cover existing windows.

Fig. 3.1: INAPPROPRIATE Sign Placement

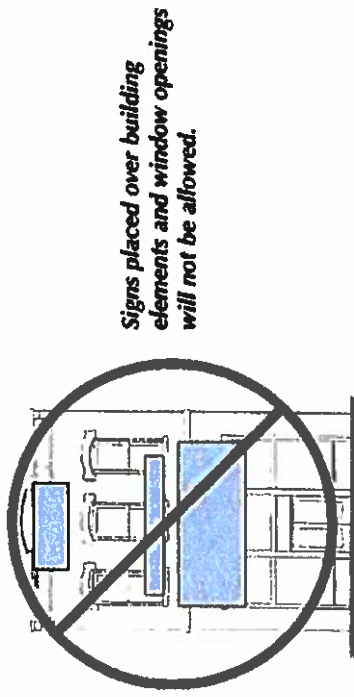
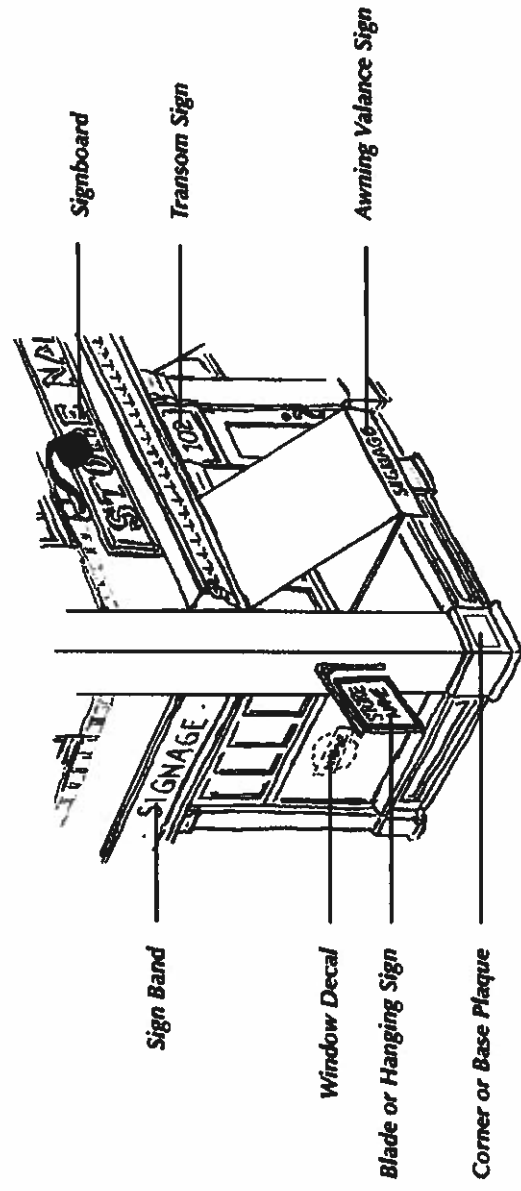


Fig. 3.2: Contextual Types and Placement of Signs



3 DOWNTOWN HISTORIC DISTRICT SIGN GUIDELINES

Chapter 6 INTRODUCTION TO SIGN BASICS

5.2. Sign Materials

All attached signs should be (or appear) dimensional. It is not expected that all signs be "hand hewn" or constructed as 100 years ago from period materials. True dimensional letters catch light and cast shadow adding depth and highlight to the characters or logos during the day or night (see Fig. 3.3).

Fig. 3.3: Typical Dimensional Lettering and Paint Example

Colors suggested for Example Only:

Dark or light background Contrasting or metallic letters

Painted trim line



Shadow from dimensional lettering

Depth could be painted with faux dimension on flat surface, or lettering edges painted for contrast

NEON or "NEON-APPEARING" SIGNS:

- 5.2.1 Gas-filled neon tubes may be used to illuminate the name of the business or corporate identity as illuminated characters of the Primary Sign ONLY (unless a neon sign found to be of historic significance is "grand-fathered" into this clause).
- 5.2.2 Gas filled neon may be used to "silhouette" stand-off lettering or internally-lit stenciled lettering to illuminate the name of the business or corporate identity of the Primary Sign. (See also "Sign and Architectural Lighting" later in Section 3, Chapter 5.3, item 5.3.6 for additional guidance.)
- 5.2.3 Gas-filled neon tubes may be in the form of product endorsement, however must follow the guidelines for "Product Endorsement Signs" as described in "Other Signage Allowed" (Section 3, Chapter 6).
- 5.2.4 "ChannelLetter" or neon-appearing "OPEN" signs may be used as Subordinate Signs ONLY.

3 - 4 Historic Design Guidelines - Calhoun, Georgia

APPROPRIATE - Materials for Primary Sign in General



The above images are for example only, this does not represent the only arrangement of signs possible (as that is essentially limitless and up to the creativity of the owner).

- 5.2.5 Wood is appropriate in cut, stenciled, routed, or dimensional letters.
- 5.2.6 Aluminum (stencil cut or mounted on "stems" from the sign board or anchors set into mortar joints on the wall).
- 5.2.7 Synthetic modern materials such as toolable sign foam, applied pre-fab and primed-paintable dimensional lettering, "Cintra" brand board, or fiberglass reinforced plastic (FRP).
- 5.2.8 Hand-painted signs with implied dimension.
- 5.2.9 Any creative mix of sculptural layers of appropriate material.
- 5.2.10 Stencils or metallic foiled lettering should be used as material for applied window signs of any type.

INAPPROPRIATE - Materials for Primary Sign in General



- 5.2.11 "Quick" signs of vinyl lettering, heat transfers, or stick-on lettering used as Primary Signs have a cheapened and non-durable appearance for the business. This may be applied as a secondary or subordinate sign on awning valances and some window applique.
- 5.2.12 Plastic light box or plastic neon-appearing signs may not be used as Primary or Secondary Signs.

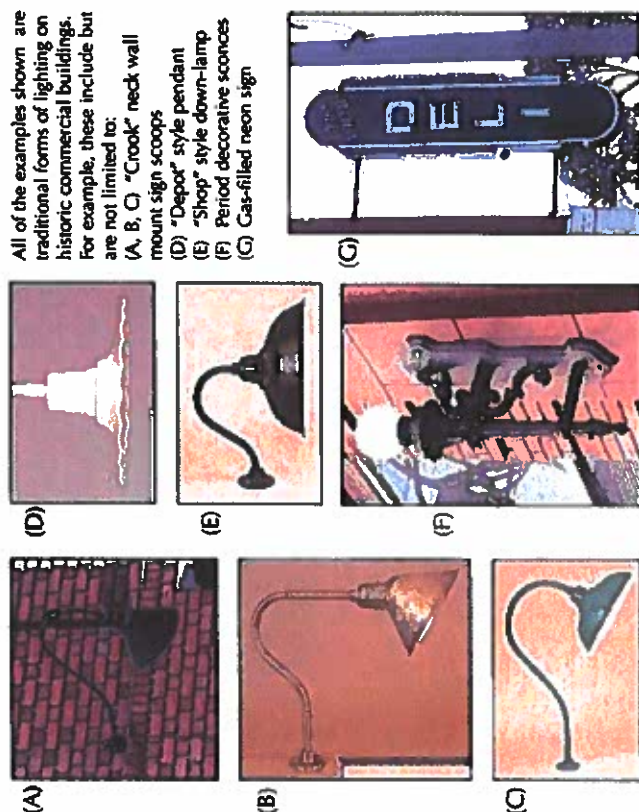
5.3. Sign and Architectural Lighting

Lighting of signs (and buildings) should be taken highly into consideration by every building or business owner. Evening hours are the time when many businesses are viewed from passing cars or pedestrians. More focused "direct marketing" can be achieved with an appropriately lit sign at night than during daylight hours when the entire downtown environment may visually distract. Traditional, possibly reproduction fixtures, and stylistically appropriate forms of lighting (Fig. 3.4) within the Calhoun Downtown Historic District will be required.

SPECIAL NOTES:

- 5.3.1 The Historic Preservation Commission may determine in specific cases or in general that brightness or the amount of lighting is unnecessary to the environment or architecture. The Historic Preservation Commission will suggest the appropriate amount. (Fig. 3.4)
- 5.3.2 Holiday lights or interactive seasonal displays are welcome, however are only temporary. Bright flashing, strobing, outdoor flood lighting, and holiday displays encroaching on sidewalk space are not allowed.
- 5.3.3 Make careful use of new lighting technology. Light Emitting Diode (LED) light sources are effective in creative and innovative sign packages and architectural lighting. The Historic Preservation Commission will require additional review of timed fades, brightness, and amount or type of housing (i.e. "channel lettering") the LED is set into. (see also, items 5.3.12 and 5.3.15 for more information on the use of channel lettering.)

Fig. 3.4: Reproduction and Contemporary Lighting Sources



All of the examples shown are traditional forms of lighting on historic commercial buildings. For example, these include but are not limited to:
 (A, B, C) "Crook" neck wall mount sign scoops
 (D) "Depot" style pendant
 (E) "Shop" style down-lamp
 (F) Period decorative sconces
 (G) Gas-filled neon sign

3 DOWNTOWN HISTORIC DISTRICT SIGN GUIDELINES

Chapter 5 INTRODUCTION TO SIGN BASICS

5.3. Lighting (Continued)

APPROPRIATE SIGN LIGHTING:



Front lit contemporary arm up-light



Front-lit traditional sign scoop



Internally-lit gas filled neon tubes



Stenciled letters - silhouetted back-lit

5.3.4 FRONT-LIT OR DIRECT lighting with, scoop, arm, or reproduction "crook-neck" commercial sign lights traditionally mounted above the sign board from the wall. Modern halogen pin spots mounted below on wall, frame, thin metal arms, or canopies can be used.

5.3.5 Gas filled neon is allowed (see Sign Materials, "Neon" Chapter 3, Section 5.2).

5.3.6 Sculptural layers of material (creatively lit from behind or within) to create "silhouetted" lettering at night, or stand-off lettering that use shadow from the front lit sources for creative effect.

5.3.7 INTERNALLY-LIT signs must be done in a very minimal manner with the least amount of light "spill." Example: aluminum dimensional sign with lettering or logo stenciled out and internally lit from behind frosted Plexiglas can give a very sophisticated appearance at night.

5.3.8 Covered lighting sources can be LED "strings" or neon tube.

5.3.9 Architectural lighting accenting building details with pin spots, light columns, low-watt washes, planters, etc. must be removable. Additional approval is needed for timing slow changing fades or washes.

INAPPROPRIATE SIGN LIGHTING:



Full internally-lit plastic sign or awning.



Internally-lit plastic-front channel letters are inappropriate to the historic district in terms of materials and scale they require. However, some internally-lit channel lettering may be appropriate if designed as a part of a creative dimensional sign package.



Light emitting diode (LED) signs set to scroll, blink, strobe, flash, etc.

5.3.10 FULL INTERNALLY BACK-LIT plastic, vinyl or illuminated box or awning signs are not allowed.

5.3.11 Animated or electronic signs. Primarily programmable Light Emitting Diode (LED) read-out or digital screen video. Electronic signs may be Product Endorsement signs and should follow all placement requirements (see "Other Signage Allowed" Section 3, Chapter 6).

5.3.12 "Channel lettering" (individual, internally-lit dimensional lettering) cannot be used as the entire sign or logo.

5.3.13 Bright flashing, strobing or quickly changing colors are not allowed.

5.3.14 Do not use any electric signs with boxed "raceway" for electric or mounting exposed.

GENERALLY INAPPROPRIATE (BACK-LIT CHANNEL LETTERING):

5.3.15 Some internally-lit channel lettering may be appropriate if designed as a part of a creative dimensional sign package. In this case it cannot be the whole sign or logo and the shallowest "can" depth should be used in scale with the sign and the specific storefront.

5.4. Primary Facade and Business Division

A building's Primary Facade and Business Division, which are based on building size and use, determine sign sizes for each business. Most businesses will occupy a single storefront or primary facade facing the street; however tenants may be located in corner or multi-level spaces, located only on upper floors with no display windows, or in a building with equally divisible storefronts (i.e. single story side-by-side; upper facade and storefront; 50/25/25%; etc.). In instances where corner or stand-alone businesses have multiple facades, only one is designated as the "Primary Facade" which in turn provides the location for the one allowable Primary Sign.

Generally, the "business division" is defined by the overall length and the height of each individual business on the primary facade. The resulting square footage is the amount of facade exposure that individual businesses have.

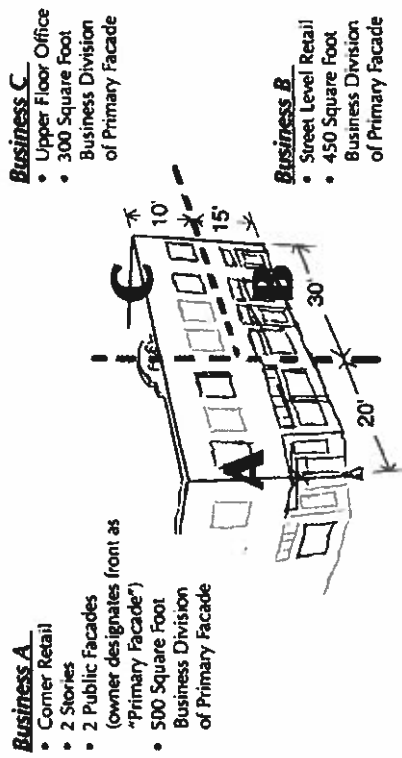
The "business division" in Figure 3.5 shows that the building owner has elected to divide the primary facade into three parts: Business A is a two-story business located on the corner with 500 square feet (20' width x 25' height) identified as the primary facade; Business B is a single storefront at street level with a 450 square foot facade (30' width x 15' height); and Business C is an upper floor space with a 300 square foot facade (30' width x 10' height) and its primary entry at a street level side door. Signs do not have to be placed only within the "business division" assigned to a specific business.

5.5. Calhoun's Sign Categories

The guidelines to using these 3 different sign "types" are found in Chapter 6:

- PRIMARY SIGN
- SECONDARY SIGN(S)
- SUBORDINATE SIGNS

Fig. 3.5: Defining a "Business Division"



Business A

- Corner Retail
- 2 Stories
- 2 Public Facades (owner designates front as "Primary Facade")
- 500 Square Foot Business Division of Primary Facade

Business C

- Upper Floor Office
- 300 Square Foot Business Division of Primary Facade

Business B

- Street Level Retail
- 450 Square Foot Business Division of Primary Facade

Example: In the diagram above, businesses A, B, and C could join together to place a single sign, such as "Calhoun Antiques Mart" across the sign band area, even though each business sells different goods. Or, each business could display individual signs. This would give Business C (in the upper floor) the option of affixing its Primary Sign (see 3.2.b Sign Types) in the form of a perpendicular hanging sign over its street entry door even though the door is part of the lower facade business division.



Primary Signs: See 6.1



Secondary Signs: See 6.2



Subordinate Signs: See 6.3

3 DOWNTOWN HISTORIC DISTRICT SIGN GUIDELINES

Chapter 6 SIGN GUIDELINES - Allowable Sign Types

6.1. The Primary Sign

Description and Use:

The PRIMARY SIGN is the most dominant sign (i.e. largest in size, most prominently placed in the sign band or upper facade area, hung from the exterior facade, or brightest lit with front lighting). (Fig. 3.6.)

6.1.1 The Primary Sign may ONLY be the business name, logo or business type (i.e. "Bicycles," "PIZZA," "Food," "EAT," "Loans," etc.).

6.1.2 The Primary Sign may be a dimensional icon, graphically depicting the type of business.

6.1.3 A side wall mural may become the Primary Sign and will probably exceed the allowable size on that facade. A variance may be granted for a wall mural sign if the HPC determines it appropriate; however, any other signs on any facade will be "secondary" to this sign.

6.1.4 Awnings are NOT permitted to be used for Primary Signs, as they are a building amenity; however, awning valances may be used for Secondary or Subordinate Signs.

Significant Historic Signs:

(As identified by the HPC) these signs MUST be retained - they are "grand-fathered" Primary Sign as part of the historic facade.

6.1.5 Grand-fathered historic signs can be covered with new board or neon re-worked to accommodate a new business as long as modifications are "reversible" to the historic sign.

Amount Allowed:

6.1.6 ONE Primary Sign per "business division" of the primary facade (see Section 3, Chapter 5.4 above to determine how to visually divide the facade per usage).

General Size:

6.1.7 Primary signs, with the exception of projecting hanging signs, shall have an aggregate area not exceeding 1.5 square feet for each linear foot of building face parallel to a street lot line, or 10% of the wall area.

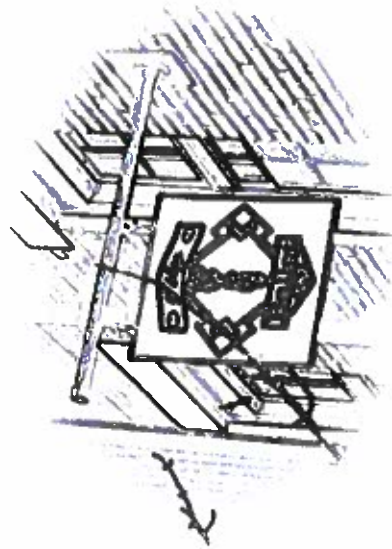
Size Limitation:

6.1.8 The widest point of ONE dimension (vertical or horizontal) of the Primary Sign should not exceed four (4) feet, or circular diameter of six (6) feet. No Primary Sign shall exceed 180 square feet.

6.1.9 Window signs on or above the second floor shall cover no more than 30% of any one window.

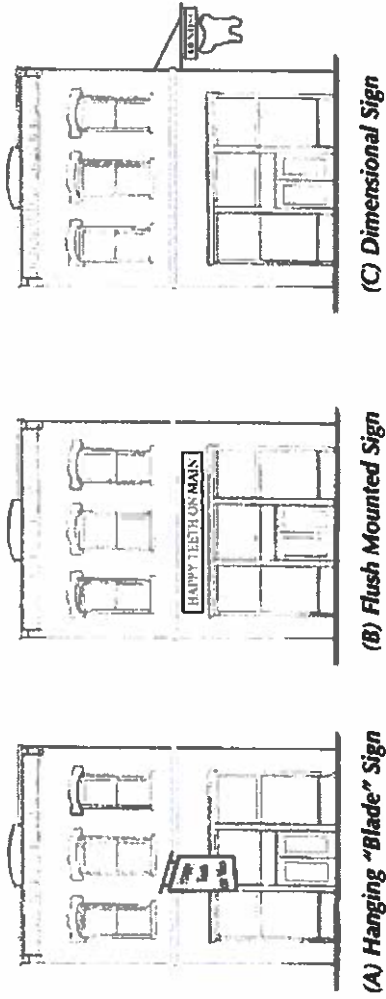
6.1.10 A hanging or projecting sign, known as a "blade" sign, will usually be much smaller than the allowed general size based on construction limitations. The size of a blade sign depends on the room for, and style of, the bracket hardware, adequate space for stabilization (if wires are needed), and weight/stress on the building. These factors, plus the projecting space over the storefront coupled with potential right-of-way liabilities, will usually lead to this reduction in size from the allowable amount.

NOTE: The Historic Preservation Commission may determine in specific cases or in general that the full size allowance is too large "in-scale-to" or obstructing significant architecture. The Commission will suggest an appropriate size. Primary "blade" signs will usually be much smaller than the maximum allowed size.



6.1. Primary Signs (continued)

Fig. 3.6: Allowable Primary Sign Types



(A) Hanging "Blade" Sign

(B) Flush Mounted Sign

(C) Dimensional Sign

In the example above, a dental practice may have a Primary Sign that will read "HAPPY TEETH ON MAIN" – which is the actual name of the business – or simply "DENTIST." It will be the most predominant sign on the facade in one of three configurations shown:

- (A) a perpendicular hanging sign, or "blade" sign, over the sidewalk and storefront, side or corner mount,
- (B) mounted or painted to a flush surface on the building designated for sign use, or
- (C) the sign may just be a large fiberglass tooth hung from the side, front or corner of the building.



Hanging primary sign on wrought iron bracket set just above the storefront. Information is basic, the shape catches one's eye, and the address is included.

The above images are for example only. This does not represent the only application and design of signs possible, as every building and allowable sign area is individually unique.



Flush primary sign set within the sign band area that is defined by the architecture above the display and below the upper facade banded window sills.



Painted sign directly to the side of the building. NOTE: this will be elected as the only primary sign allowed and the size would require variances.



This reproduction neon and stenciled back-lit letter sign box is a type of dimensional sign mounted to the corner of this four-story, 1920s hotel building.

3 DOWNTOWN HISTORIC DISTRICT SIGN GUIDELINES

Chapter 6 SIGN GUIDELINES - Allowable Sign Types

6.2. Secondary Signs

Description and Use:

SECONDARY SIGNS are generally second, smaller versions of the Primary Sign or supporting signage to the business (Fig. 3.7).

6.2.1 Secondary Signs can be located in many places on the facade, and they must be approved by the HPC to be "secondary" in nature to the Primary Sign. This includes repeated, matching signs on awning valances or in multiple display windows.

6.2.2 The Secondary Sign may be the business name or the type of business.

6.2.3 The Secondary Sign may include tag lines below the name, graphics, or proprietor / professional's name and title, or slogan.

6.2.4 The Secondary Sign could be a dimensional icon graphically depicting the type of business; however it **MUST** be smaller than the Primary Sign as described below.

6.2.5 Neon, channel letter or any internally-lit signs are NOT permitted as Secondary Signs.

Amount Allowed:

6.2.6 Generally ONE per "business division" (see Section 3, Chapter 5.4 above to determine how to visually divide the facade per usage), of the primary facade (with the exception of matching window signs).

6.2.7 An identical PAIR (set) of window signs (on multiple display windows) will be allowed as one Secondary Sign. (Fig. 3.7)

General Size (each):

6.2.8 20% or less of the square footage of the allowed Primary Sign.

Size Limitation:

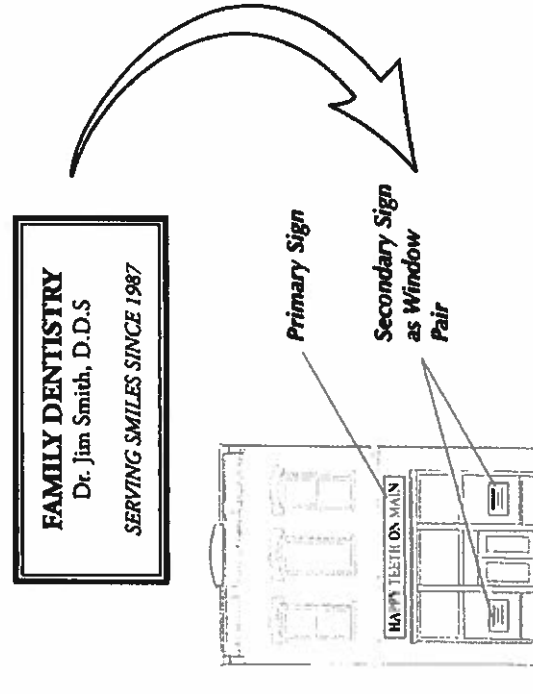
6.2.9 Multiple lines of type or full logos in mass, at their widest point NO dimension should exceed 3 (three) feet. Single lines of type and basic graphics or rules are exempt from this limitation.

6.2.10 At any time, no single window shall be covered more than 30%. Window signs on or above the second floor will be limited to identification and instructional signs and cover no more than 30% of any one window.

Additional Sign Allowance:

6.2.11 If the business is located on a corner, occupies multiple storefronts, or in a stand-alone structure, EACH facade (storefront) can have 1 (one) additional Secondary Sign (matching set) upon that facade. The entire business can still have only one Primary Sign, however.

Fig. 3.7: EXAMPLE of Allowable Secondary Signs



Using the Flush Primary Sign, from the previous Figure 3.6, the Primary Sign reads "HAPPY TEETH ON MAIN." The Secondary Signs are applied as a pair of signs to the two storefront windows. NOTE: Because this is a matching pair of signs this example is allowable as the one Secondary Sign – the dentist may still place "Subordinate Signs" described next.

6.3. Subordinate Signs

Description and Use:

SUBORDINATE SIGNS are usually not related to the title and / or type of the business, yet they are necessary for the function of operating a business. They are far less important for identification of the building and intended for the pedestrian (Fig. 3.8).

6.3.1 Subordinate Signs are generally made of small type, window hangings or icons intended to be viewed by the pedestrian and store patron.

6.3.2 Subordinate Signs may consist of, but are not limited to: "OPEN" signs; store hours; credit cards accepted; menu postings; a repeat of the business name and/or type; a store slogan; proprietor's name, etc.

6.3.3 Neon and some internally-lit signs are allowed but subject to additional review of brightness, to verify no flashing or changing color, and to ensure they are not Product Endorsement signs (See Section 3, Chapter 6.4 below).

Amount Allowed:

6.3.4 Usually MULTIPLE (see Size Limit below) groupings make up the Subordinate Signs per "business division" of the primary facade (see Section 3, Chapter 5.4 above to determine how to visually divide the facade per usage).

6.3.5 A business which occupies multiple storefronts and/or has side or corner display windows is allowed additional Subordinate Sign(s).

Size Limit: (COMBINED TOTAL)

6.3.6 ALL Subordinate Signs square footage on the primary facade, added together, are limited to a COMBINED TOTAL of 3 (three) square feet.

Additional Sign Allowances:

6.3.7 ONLY if the business occupies multiple storefronts and/or has side or corner display window area then additional Subordinate Sign(s) are allowed per extra facade.

6.3.8 Additional Subordinate Sign(s) per additional facade are limited to 1 (one) additional square foot, per additional facade.

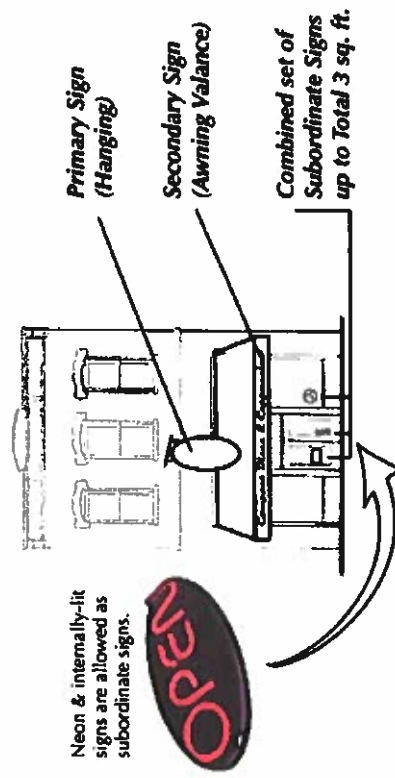
Placement:

6.3.9 ONLY place on windows or display areas (this may include main entry door window panels).

6.3.10 In display windows, the outside edges of Subordinate Signs must be placed within a 2 1/2 foot distance inwards from the entryway edge of the window glass and 2 1/2 feet above the bottom edge (or may be centered within adjacent display windows with top edges 2 1/2 feet above the bottom of the window glass).

6.3.11 In entry doors, the Subordinate Signs should be either centered or set to the bottom, opening side of the door panel glass.

Fig. 3.8: EXAMPLE of Allowable Subordinate Signs



In the figure above, a business Primary Sign may read "MUSIC AND MORE," on a perpendicular hanging sign above the entry. The Secondary Sign is less prominent, on the awning valance in vinyl type lettering reads "Compact Discs & Cappuccino." The Subordinate Sign consists of a 1 x 1 foot square hand painted "hours" plaque in the door that also reads "Sorry, No Checks" in small writing across the bottom. This leaves the owner a remaining 2 square feet of the allowed Subordinate Sign limit. The owner places a 1-1/2 square foot simulated neon LED circle reading "OPEN" within the main display window to the right of the entry. In the remaining half square foot is an assortment of credit card stickers in the door glass.

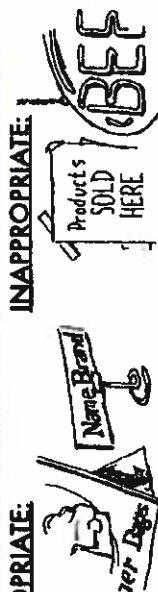
NOTE: If the business is also in a corner location or occupies multiple facades, the same one-foot diameter window sign is also allowed in the side display window per extra facade.

3 DOWNTOWN HISTORIC DISTRICT SIGN GUIDELINES

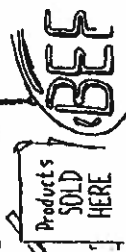
Chapter 6 SIGN GUIDELINES - Allowable Sign Types

6.4. Other Signage Allowed

APPROPRIATE:

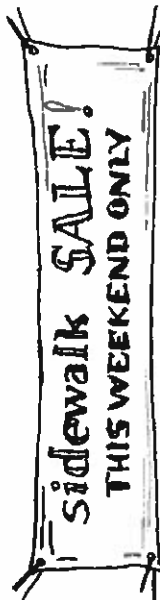


INAPPROPRIATE:



Product Endorsement signs

Signs for products (i.e. "Timberland Boots," "Seattle's Best Coffee," etc.) should not be mounted or fixed on the building, nor directly to or behind the display window in any form. Product signage should be placed on display boards set at least 2 feet back within the interior entry or window cases (display case space permitting), or mounted on interior side walls within the display window viewable area. Neon, LED or internally-lit product endorsement signs may ONLY be placed on the interior side walls at least 3 (three) feet from the inner surface of the display window or on a rear wall parallel to the display windows, within the establishment. Special consideration for endorsement signage, such as product wall murals, may be issued by the Design Review Committee, however it is highly suggested the product have something to do with the business. Mounting or turning the side of a building into a billboard is unfavorable. A store can get a specific product endorsement as a Secondary sign ONLY IF it is a corporate re-sale franchise of that product and the sign conforms to the guidelines of a Secondary Sign (see earlier this Section 3, Chapter 6.2).



Temporary SALE or Event Banners

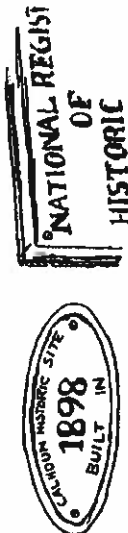
Sale or event banners are generally large, sticker-type vinyl lettered, "quick" signs, cheaper in materials, and therefore must be TEMPORARY. These signs may only be in place for a maximum of 10 (ten) days, should include the dates of the event and a few months should pass between hanging temporary signs. On the exterior, temporary banners should be attached with ties. On the interior, these include anything hung within 3 (three) feet from the inner surface of the display glass. One side of a "SALE" sign should not exceed 2 1/2 feet across.

Sale signs, which tend to be low-quality and "quick", should be used sparingly as to not cheapen the environment of that business or those nearby.



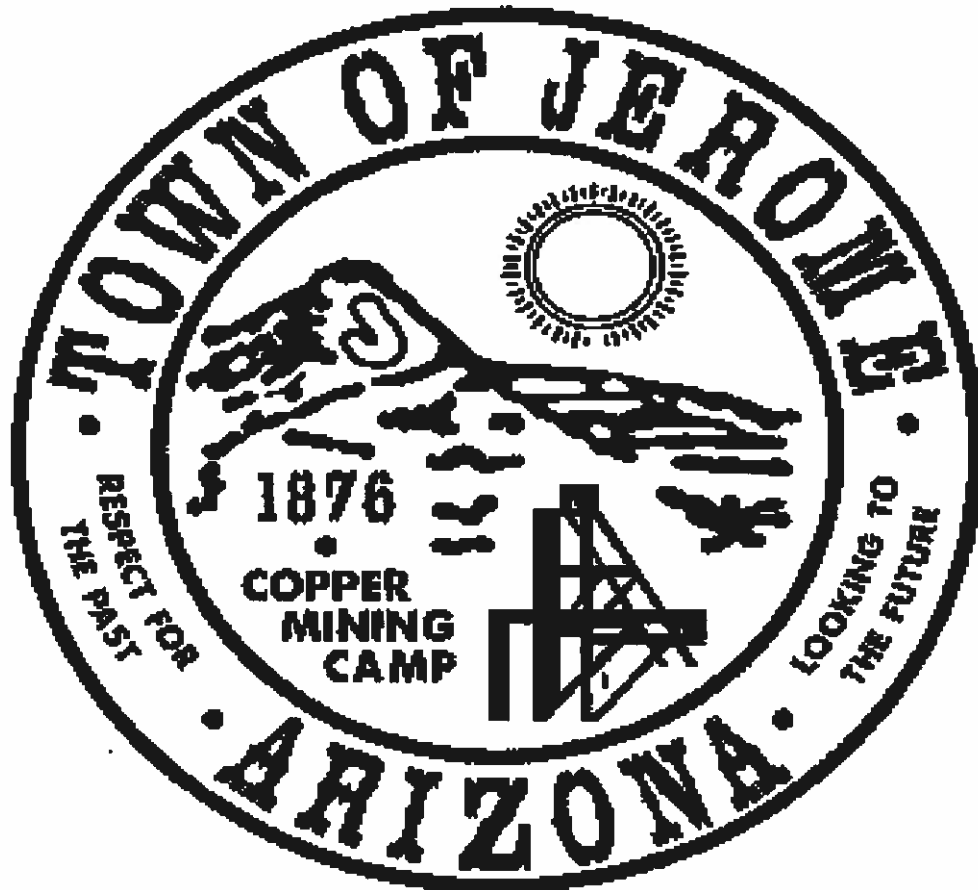
Pedestrian Zone Advertising

Usually in the form of A-Frame or "sandwich board," sidewalk signs are permissible and can be a for pedestrian amenity in the Calhoun Downtown Historic District - get creative! However, they may only contain daily specials, menus or sale items in erasable type such as chalk or dry-boards. Placement is in the pedestrian zone directly adjacent to the business. Height should not exceed 3 (three) feet and the sign should not take up sidewalk area of more than 3 (three) square feet. There must be a 5 (five) foot distance to pass between the sign and building or any immobile street amenity such as benches, bike racks, trees, post boxes, stairs, etc., as the sign can become a hazard to the public right-of-way. These signs must be removable and taken inside by the business when closed, in case of downtown events, and for emergency purposes. Pedestrian zone advertising is highly contingent to ongoing review by the HPC on the amount of product endorsement, amount of information placed upon them, attractiveness, and content deemed appropriate to the business of the district as a whole.



Historic Directory or Address Information

Street numbers, date plates, local historic site identification or National Register of Historic Places plaques are usually small and ancillary to any of the day-to-day business functions of a particular building. These may be mounted, in addition to all of the above sign types, in a manner that is as un-obtrusive as possible to the business or the architecture on the facade.



**REGULAR MEETING OF THE TOWN OF JEROME
PLANNING AND ZONING COMMISSION
Wednesday, August 1, 2018**

ITEM #7

DRAFT TEXT AMENDMENT: ACCESSORY BUILDINGS

Text additions bold red underlined

(TEXT REMOVED ALL CAP IN PARENTHESIS/GREEN)

ARTICLE II

DEFINITIONS

SECTION 201. GENERAL

For the purpose of this ordinance, certain words and terms used herein are defined as follows: all words used in the present tense include the future tense; all words in the plural number include the singular number, all words in the singular number include the plural number, unless the natural construction of the wording indicates otherwise. The word "lot" includes the word "plot"; the word "building" includes the word "structure"; and the word "shall" is mandatory and not discretionary. Other words and phrases used in this ordinance shall have the following meaning:

Building, Height of - the vertical measurement down from the highest point on the structure to **the foundation or to** an intersection with the horizontal projection of a plane established as the median between the highest and lowest points of original grade beneath the enclosed portion of the structure. (See Appendix for diagrams.)

SECTION 502. GENERAL PROVISIONS

I. BUILDING HEIGHT REQUIREMENTS

1. No building shall be erected, reconstructed, or structurally altered to exceed in height the limit hereinafter designated for the zone in which such building is located, except as otherwise specifically provided.
2. Height regulations established elsewhere in this Ordinance shall not apply:
 - a. In any district, to church spires, belfries, cupolas and domes not for human occupancy, (MONUMENTS) water towers, flagpoles, non-commercial radio or television antennas, provided that such structures and antennas shall be so located and constructed that if it should collapse, its reclining length would still be contained on the property on which it was constructed.
 - b. Monuments may be erected on private properties only when an applicant has secured a petition of X% of residents of Town of Jerome. Any monument erected on private property shall be so located and constructed that if it should collapse, its reclining length would still be contained on the property on which it was constructed.**
 - c. In industrial districts, to chimneys, smokestacks, derricks, conveyors, grain elevators, or similar structures wherein the industrial process involved customarily requires a height greater than otherwise permitted, provided that such structure shall be so located and constructed that if it should collapse, its reclining length would still be contained on the property on which it was constructed.

3. In any district, the height of a deck may not exceed twenty-seven (27) feet from the natural grade.

SECTION 503. "AR" ZONE, AGRICULTURAL RESIDENTIAL

E. PROPERTY DEVELOPMENT STANDARDS

6. MAXIMUM BUILDING HEIGHT: No building shall exceed the height of twenty five (25) feet as defined in "building, height of". On slopes over forty-five percent (45%) there will be a one (1) foot reduction in height for each additional five percent (5%) of slope or portion thereof. Notwithstanding these provisions, no face of any building shall exceed thirty-five (35) feet above the low point of original grade as defined in "original grade". (see Appendix for diagrams).

- a. Accessory buildings, attached: Shall be considered in determining yard, lot and area requirements.
- b. Accessory buildings, detached: Shall not be located in the required front yard, shall maintain a 10' separation from the main building, and shall meet all required set backs.
 1. Accessory buildings shall be constructed to a height not greater than one (1) story or sixteen (16) feet to the peak or highest point of the roof, unless otherwise permitted by a Conditional Use Permit or Variance.
 2. Accessory buildings will not have a separate address or separate utility services from the main building.
 3. Manufactured homes, mobile homes, travel trailers and recreational vehicles may not be installed as Accessory buildings.

SECTION 504. "R1-10" ZONE, SINGLE FAMILY RESIDENTIAL

D. PROPERTY DEVELOPMENT STANDARDS

6. MAXIMUM BUILDING HEIGHT: No building shall exceed the height of twenty five (25) feet as defined in "building, height of." On slopes over forty-five (45) percent there will be a one (1) foot reduction in height for each additional five (5) percent of slope or portion thereof. Notwithstanding these provisions, no face of any building shall exceed thirty-five (35) feet above the low point of original grade as defined in "original grade." (see Appendix for diagrams).

- a. Accessory buildings, attached: Shall be considered in determining yard, lot and area requirements.
- b. Accessory buildings, detached: Shall not be located in the required front yard, shall maintain a 10' separation from the main building, and shall meet all required set backs.
 1. Accessory buildings shall be constructed to a height not greater than one (1) story or sixteen (16) feet to the peak or highest point of the roof, unless otherwise permitted by a Conditional Use Permit or Variance.
 2. Accessory buildings will not have a separate address or separate utility services from the main building.
 3. Manufactured homes, mobile homes, travel trailers and recreational vehicles may not be installed as Accessory buildings.

SECTION 505. "R1-5" ZONE, SINGLE FAMILY RESIDENTIAL

D. PROPERTY DEVELOPMENT STANDARDS

6. MAXIMUM BUILDING HEIGHT: No building shall exceed the height of twenty five (25) feet as defined in "building, height of." On slopes over forty-five (45) percent there will be a one (1) foot reduction in height for each additional five (5) percent of slope or portion thereof. Notwithstanding these provisions, no face of any building shall exceed thirty-five (35) feet above the low point of original grade as defined in "original grade". (see Appendix for diagrams).

- a. Accessory buildings, attached: Shall be considered in determining yard, lot and area requirements.
- b. Accessory buildings, detached: Shall not be located in the required front yard, shall maintain a 10' separation from the main building, and shall meet all required set backs.
 1. Accessory buildings shall be constructed to a height not greater than one (1) story or sixteen (16) feet to the peak or highest point of the roof, unless otherwise permitted by a Conditional Use Permit or Variance.
 2. Accessory buildings will not have a separate address or separate utility services from the main building.
 3. Manufactured homes, mobile homes, travel trailers and recreational vehicles may not be installed as Accessory buildings.

SECTION 506. "R-2" ZONE, MULTIPLE FAMILY RESIDENTIAL

D. PROPERTY DEVELOPMENT STANDARDS

6. MAXIMUM BUILDING HEIGHT: No building shall exceed the height of twenty five (25) feet as defined in "building, height of." On slopes over forty-five (45) percent there will be a one (1) foot reduction in height for each additional five (5) percent of slope or portion thereof. Notwithstanding these provisions, no face of any building shall exceed thirty-five (35) feet above the low point of original grade as defined in "original grade". (see Appendix for diagrams).

- a. Accessory buildings, attached: Shall be considered in determining yard, lot and area requirements.
- b. Accessory buildings, detached: Shall not be located in the required front yard, shall maintain a 10' separation from the main building, and shall meet all required set backs.
 1. Accessory buildings shall be constructed to a height not greater than one (1) story or sixteen (16) feet to the peak or highest point of the roof, unless otherwise permitted by a Conditional Use Permit or Variance.
 2. Accessory buildings will not have a separate address or separate utility services from the main building.
 3. Manufactured homes, mobile homes, travel trailers and recreational vehicles may not be installed as Accessory buildings.

SECTION 507. "C-1" ZONE, GENERAL COMMERCIAL

E. PROPERTY DEVELOPMENT STANDARDS

6. MAXIMUM BUILDING HEIGHT: The maximum building height shall not exceed the height of twenty-five (25) feet except when the following conditions prevail:

- a. The maximum building height shall not exceed that established by any building within one hundred (100) feet on either or both sides of the lot. Where more than one such building is within one hundred (100) feet of the lot then the maximum building height of the nearest such building shall be the maximum building height of the lot. Except that where the lot is between two (2) such buildings, each within one hundred (100) feet of the lot, then the maximum building height of the center of this lot shall be that established by a line joining the highest point of the other such buildings. Nothing in the above shall require that the maximum building height in this district be less than twenty-five (25) feet. (see Appendix for diagrams).
 - b. Notwithstanding these provisions no face of any building shall exceed thirty-five (35) feet above the low point of original grade as defined in "original grade."
1. Accessory buildings shall be constructed to a height not greater than one (1) story or sixteen (16) feet to the peak or highest point of the roof, unless otherwise permitted by a Conditional Use Permit or Variance.
 4. Accessory buildings will not have a separate address or separate utility services from the main building.
 5. Manufactured homes, mobile homes, travel trailers and recreational vehicles may not be installed as Accessory buildings.

SECTION 508. "I-1" ZONE, LIGHT INDUSTRIAL

E. PROPERTY DEVELOPMENT STANDARDS

Same as C-1 Zone.

Chapter 6:

Accessory Buildings, Accessory Dwelling Units, and Garages

Throughout Boise's history, many residences had associated outbuildings for specialized activities. Over time, the types of outbuildings have evolved as the needs of Americans kept pace with technological advances. Today, most of these surviving outbuildings function as garages and carports. Societal trends have seen garages grow from single bay to double and triple bay structures. Recent changes to the zoning code allow for a change in use, as well. Additional living space, either for the primary structure or as a guest house, is now allowed through the conversion or new construction of **accessory dwelling units**.

A detached accessory dwelling unit offers an excellent alternative for additional space to existing historic buildings in the district. Today, the affection many have for their automobiles also encourages the building of garages under these livable spaces. The most common approach for the design of accessory dwelling units is combining the two uses into one, two-story detached building. However, this common approach is not always ensured, careful evaluation is necessary. There is no "one size fits all" approach and requests must be considered on a case-by-case basis. The challenge: balance the desire for new buildings with that of the character of the district.

The following chapter provides guidelines for compatibility of a new accessory buildings, dwelling unit or garage. In addition, The sustainability guidelines in Chapter 5 apply to new accessory structures, dwelling units and garages, and the sustainability guidelines in Chapters 3 and 4 apply to historic accessory structures, dwelling units and garages.

6.1 Accessory Buildings, Accessory Dwelling Units, or Garages

Policy: Accessory buildings augment the livable space of the existing building and preserve the overall character of the district through a detached and secondary appearance and position.

The outbuildings of today include garages, accessory dwelling units, sheds, and carports. The siting and design of any new accessory dwelling unit requires careful evaluation of both specific site conditions and its relationship to the primary structure. This careful attention is necessary since there is such a wide range of accessory dwelling units found throughout the district. With variation comes realization that not all types are appropriate for all sites and the design solution must be tailored to the site.

It is Generally Appropriate to:

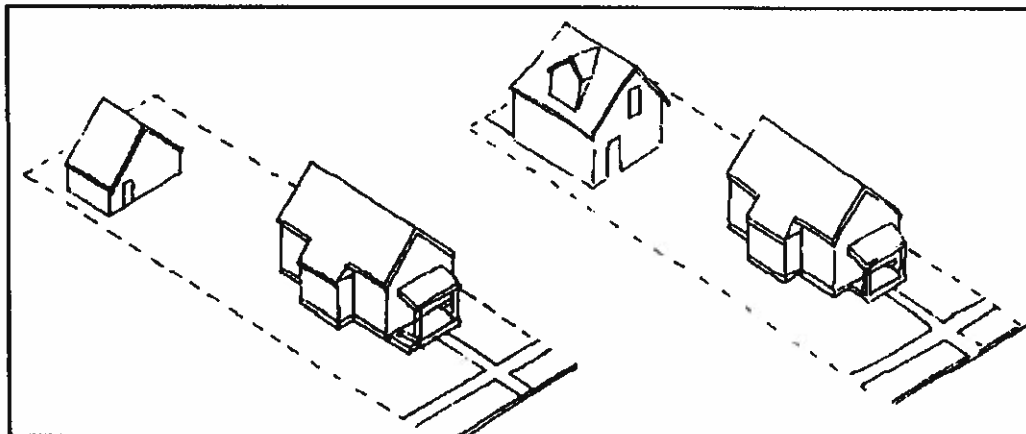
- 6.1.1 Use similar architectural characteristics as seen throughout the district. For example, a basic rectangular form with gable, hip, and shed roofs.
- 6.1.2 Maintain a proportional mass, size, and height to ensure the accessory building or dwelling unit is not taller than the primary
- building on the lot or does not occupy the entire back-yard (see [Figure 6.1.1](#)).
- 6.1.3 Subordinate the accessory dwelling unit, accessory building, or garage to the primary residential building on the site by placing the structure to the rear of the lot (see [Figure 6.1.1](#)). Otherwise, consider locating the accessory building, dwelling unit, or garage to the side as long as it is set back substantially.
- 6.1.4 Use the same roof form as the existing primary building.
- 6.1.5 Use similar materials used on the primary existing building.
- 6.1.6 Match rooflines; vary rooflines as long as the variation is not significant.
- 6.1.7 Design garages so they are alley loaded.
- 6.1.8 Maintain proportional lot coverage as found on the neighboring properties of the same block. Maximum lot coverage of all buildings should not exceed 30% of the total lot area. Minimum open space should be 40% of the total lot area (see [Figure 5.3.2](#)).



Appropriate

Figure 6.1.1

Appropriate fenestration follows rhythm set by neighboring buildings. The windows are patterned after existing styles in the center house example.



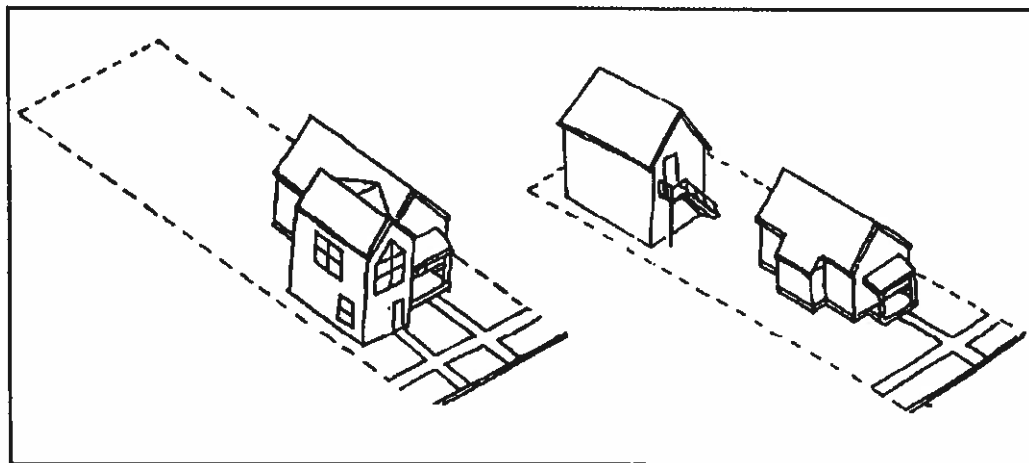
It is Generally Not Appropriate to:

- 6.1.9 Locate accessory dwelling units or garages so that they require the removal of a significant site feature or primary building element (see [Figure 6.1.2](#)).
- 6.1.10 Design the accessory dwelling unit or garage to visually compete with or overpower the primary building on the lot (see [Figure 6.1.2](#)).
- 6.1.11 Add an accessory dwelling unit to a site which does not maintain or blend with the heights of buildings on adjacent sites (see [Figure 6.1.2](#)).
- 6.1.12 Construct an accessory unit or garage that is larger than the existing primary building on the site (see [Figure 6.1.2](#)).
- 6.1.13 Mimic primary structures in terms of historic character or residential appearance.
- 6.1.14 Use materials traditionally not used in the district.
- 6.1.15 Use portable storage sheds unless they are completely out of view from the front public right-of-way or street.
- 6.1.16 Create new curb cuts to accommodate new driveways on the street.

✗ Not Appropriate

Figure 6.1.2

An inappropriate example of an accessory building or garage.



Santa Monica Municipal Code							
Up	Previous	Next	Main		Search	Print	No Frames
Article 9 PLANNING AND ZONING							
Division 3: General Regulations							
Chapter 9.21 GENERAL SITE REGULATIONS							

9.21.020 Accessory Buildings and Structures

Accessory buildings shall conform to the same property development standards as main buildings except as required by this Section. Accessory buildings in Residential Districts, including, but not limited to, greenhouse and garden structures, storage sheds, workshops, garages, and other structures that are detached from the main building shall be erected, structurally altered, converted, enlarged, moved, and maintained, in compliance with the following regulations:

- A. **Relation to Existing Structures.** An accessory building may only be constructed on a parcel with a legally-permitted main building. An accessory building will be considered part of the principal building if the accessory building is located less than 6 feet from the principal building or if connected to it by fully enclosed space.
- B. **Dwelling Units in Accessory Structures.** An accessory building on a parcel occupied by a single-unit detached structure may only be used as a separate dwelling unit in compliance with the requirements of Section 9.31.300, Accessory Dwelling Units.
- C. **Accessory Buildings up to 14 Feet in Residential Districts.** Accessory buildings and structures not more than 14 feet or one story in height shall conform to the following standards:
 1. **Location.**
 - a. Accessory buildings shall be located on the rear half of the parcel and shall not extend into the required minimum side yard setback except as authorized pursuant to subsections (b) and (c) below.
 - b. Accessory buildings no more than 14 feet in height may be located in the rear setback but shall be located at least 5 feet from the rear parcel line. A garage or garage portion of such an accessory building may extend up to one interior side parcel line within the rear 35 feet of a parcel.
 - c. A garage or garage portion of an accessory building may extend to the rear parcel line abutting an alley, provided that vehicle access is not taken from the alley. Where vehicle access is taken from an alley, garages shall be set back at least 5 feet from the rear parcel line abutting said alley.
 - d. Accessory buildings may be located in a required rear setback and shall be located at least 15 feet from the centerline of a rear alley.
 2. **Dimensions.**
 - a. On a reversed corner parcel, accessory buildings shall not be located nearer to the street side parcel line of such corner parcel than one-half of the front setback depth required on the key parcel, nor be located nearer than 5 feet to the side parcel line of any key parcel.
 - b. Any accessory building on a through parcel shall not project into any front setback and shall not be located in any required side setback.
 3. **Sloped Parcels.**

a. Where the elevation of the ground at a point 50 feet from the front parcel line of a parcel and midway between the side parcel lines differs 12 feet or more from the curb level, a private garage, not exceeding one story nor 11 feet in height for a flat roof and one story nor 14 feet in height for a pitched roof, may be located within the required front setback, provided that every portion of the garage building is at least 5 feet from the front parcel line and does not occupy more than 50 percent of the width of the front parcel line.

b. In all OP Districts, a garage or garage entrance on a parcel with an existing grade differential of 10 feet or more between the midpoint of the front parcel line and the midpoint of the rear parcel line may be set back a distance equal to the average garage setback of adjacent garage(s), but not less than 5 feet, when the interior garage width does not exceed 20 feet and the height does not exceed 11 feet for a flat roof and 14 feet for a pitched roof.

4. **Facilities.** Except for Accessory Dwelling Units established in compliance with Section 9.31.300 of this Ordinance, accessory buildings may not contain kitchens or full baths. An accessory building that is not an approved Accessory Dwelling Unit may contain a sink and toilet, but may not contain a shower or tub enclosure. A shower that is outside and unenclosed is permitted.

D. **Accessory Buildings over One Story or 14 Feet in Residential Districts.** Accessory buildings and structures that exceed 14 feet or one story in height may only be erected, structurally altered, converted, enlarged, or moved in any Residential District in conformance with the following regulations:

1. **Maximum Floor Area.** The total floor area of an accessory building that exceeds 14 feet or one story in height shall not exceed 650 square feet including any area approved for use as a garage. No accessory building shall have a second floor that exceeds 250 square feet in size.

2. **Maximum Building Height.** The accessory building shall not exceed two stories or 24 feet in height.

3. **Setbacks.** The accessory building shall conform to all setback requirements of the Residential District and the following requirements:

a. A one-story garage or the garage portion of an accessory building may extend into the rear setback and may extend to one interior side property line on the rear 35 feet of a parcel if the second story has a minimum separation of 20 feet from the second story of the principal building.

b. The accessory building shall have the same minimum side setback requirement as the principal building on the parcel, but in no case less than 5 feet.

c. The second story portion of an accessory building that is directly above the garage may extend into the required rear setback but shall be no closer than 15 feet from the centerline of the alley or 15 feet from the rear property line where no alley exists, and may not extend into any required side setback.

4. **Exterior Features.** In the North of Montana area, roof decks, landings, upper level walkways and balconies shall not exceed 35 square feet in area and must be set back at least 25 feet from the side property line closest to the structure, and at least 25 feet from the rear property line, or if an alley exists, 25 feet from the centerline of the alley.

5. **Design Compatibility.** The architectural design of the accessory building shall be compatible with the design of the principal dwelling and surrounding residential development in terms of building form, materials, colors, and exterior finishes.
6. **Kitchen.** The accessory building shall not contain a kitchen unless specifically permitted as an Accessory Dwelling Unit pursuant to Section 9.31.300, Accessory Dwelling Units.
7. **Full Bath.** The accessory building may contain a sink and toilet, but shall not contain a shower or tub enclosure unless specifically permitted as an Accessory Dwelling Unit pursuant to Section 9.31.300. A shower that is located outside and unenclosed may be permitted.
8. **Renting.** No accessory building shall be rented for any purpose or otherwise used as an Accessory Dwelling Unit unless specifically pursuant to Section 9.31.300. (Added by Ord. No. 2486CCS §§ 1, 2, adopted June 23, 2015; amended by Ord. No. 2536CCS § 9, adopted February 28, 2017)

View the [mobile version](#).



Current Planning Division

410 E. 5th Street • Loveland, CO 80537
(970) 962-2523 • www.cityofloveland.org/DC
eplan-planning@cityofloveland.org

Residential Accessory Buildings

What is an Accessory Building?

Accessory buildings are detached structures such as garages, sheds, storage buildings and greenhouses. An accessory building and its use, must be "incidental and customary" to the principle building and use on the property.



What is the total square footage allowed for an accessory building?

The maximum size for a detached garage or other similar building is 900 square feet. Otherwise, there are no specific limitations on size, except that the size and number of accessory buildings must meet the criteria of being "incidental and customary." Both the individual building and the total size and number of all accessory buildings on the property are considered by the City. For example, if you had an existing 80 square foot shed on the property, then the maximum size of an additional accessory building would be 820 square feet.

Do I need a permit to construct/install an accessory building?

A building permit may be required depending on the size of the accessory building or if you are planning to install electricity, gas or water to the building. Even if the building permit is not required, all other requirements and limitation still apply. Contact the Building Division at 970-962-2632 for more information.

Are there restrictions or requirements for exterior design or materials for accessory buildings?

Sometimes. For accessory buildings in the R1e, R1, R2, R3e, and R3 zones, and residential uses in the Be and B zones, any material meeting the Building Code is normally acceptable. This may also depend on the required separation distance described above. Conditions of approval from Variances, Special Reviews, or a Planned Unit Development (PUD), specific architectural requirements may also apply. For further information regarding properties in a PUD, check with the Current Planning Division at (970) 962-2523.

Are there any restrictions on the location of an accessory building?

Yes. All accessory buildings must comply with the applicable building setback, any applicable building separation regulations, and may not be placed in any easement or right-of-way.

- **Setback** is the minimum distance that must be maintained between a structure and property lines, (as determined by the Zoning Code).
- **Building Separation** is the distance between two adjacent structures, (as determined by the Building Code).
- **Easements** are areas that have been specifically designated for installation and maintenance of public utilities of functions, and are usually located along the interior perimeters of your property.
- **Right-of-way** is an area that has been specifically designated to allow passage of vehicles, bikes and/or pedestrians.

Accessory building must comply with the following minimum setbacks:

- For residential properties in a PUD zone district, refer to the custom setbacks stated in each PUD development plan on file with the City. Some PUDs do not allow any accessory buildings.
- R1e, R1 and R2 zone districts, and single-family / two-family / three-family in the R3e and R3 zone districts:

Front Setback: 20 feet

Rear Setback: 5 feet

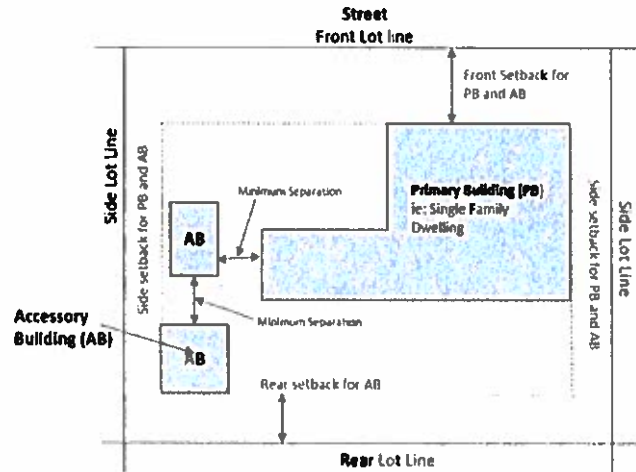
*Side Setback: 5 feet from interior property lines;
15 feet from property lines adjacent to a street*

- Four-family and upwards in the R3e and R3 zone districts:

Front Setback: 25 feet

Rear Setback: 5 feet

*Side Setback: 5 feet from interior property lines;
15 feet from property lines adjacent to a street*

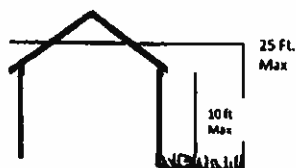


Are there height limitations for an accessory building?

Yes. The maximum building height is determined by the following criteria:

- What is incidental and customary for the property, the neighborhood and the community;
- No more than 25 feet, as measured from the ground to the mid-line of a pitched roof or;
- No more than 25 feet, as measured from the ground to the highest point of a flat roof, or to the top of the parapet;
- For detached garages and similar buildings, the roof eaves may not be more than 10 feet above the ground measured at the building foundation; and the roof pitch must be the same as, or similar to, the roof pitch of the dwelling unit on the property.

Example of how building height is measured for a sloped roof:



Two common roof designs:



Gable roof



Gambrel roof

For information on the setbacks, easement or rights-of-way for your property contact the Current Planning Division at 970-962-2523. Contact the Building Division for building separation regulations at 970-962-2610.

This flyer is not intended to cover all of the City of Loveland's code regarding Residential Accessory Buildings.

Accessory Buildings & Garages for Single & Two Family Zoning Districts

Construction permits are required to construct an accessory structure or garage on your property if the square footage is over 120 ft². If 120 ft² or under, no permit is usually necessary but zoning standards must be met. In addition, all accessory buildings located within Historic District regardless of size, requires building permits.

Accessory buildings

An accessory building is any detached structure over 120 ft² and that requires a building permit to construct. They include garages, carports, covered patios, greenhouses, gazebos and sheds...

Setbacks

Accessory buildings are prohibited in any required front, side, or corner side yard. They may be built no closer than one foot to a side or rear lot line if the garage walls are fire-rated. Generally, accessory buildings must be located within 5' of the rear property line. If built closer than 5' to any property line, fire rating must be provided. No portion of an accessory building may be built closer than 4' to any portion of the main house. This clearance includes eaves. No portion of an accessory building may be built closer than 10' to any portion of a house on an adjacent lot.

Corner lots

No accessory building on a corner lot may be built closer to the street than the distance required for corner side yards. At no time, however, may the accessory building be closer than 20' to a public sidewalk. In addition, accessory buildings must be set back at least as far as the main house.

Yard coverage

Any portion of an accessory building may not occupy more than 50% of the required rear yard.

Building coverage

The maximum coverage of all accessory buildings may not exceed 50% of the size of the principal structure up to a maximum of 720 ft² for a single-family dwelling and 1,000 ft² for a two-family dwelling...

Building height

Generally, the height of accessory buildings with pitched roofs may not exceed 17' to the peak and flat roofs may not exceed 12' in height. The Yalcrest Overlay allows 15' to the midpoint of the roof pitch. In the SR-1A zone, 14' to the peak of the roof is permitted and a 9' maximum height for flat roofs is allowed.

Driveways

Driveways must be improved and maintained as hard surface, such as asphalt, concrete, pavers, or turf-block. Driveways must be at least 6' from abutting property lines and 10' from street corner property lines. In SR-1 and SR-3 Districts, driveways may not be over 22' in width. In all other districts, driveways may not exceed 30' in width. Tapered driveways must be angled at a 3 to 1 ratio. For example, a driveway that needs to angle 10' would have to have a length of 30'.

Further information on driveways, patios, and parking spaces is available at www.slk.gov/buildingservices under the "Brochures" section in the "Residential Driveways" brochure.

Alley access

Garages using alley access need to have a distance of 22' - 7" from the opposite side of the alley to the front of the garage. This dimension allows for easy access in and out of the garage.

Power lines

Rocky Mountain power approval is required for any structure within 10' horizontal distance to any power source / any structure beneath an existing power line. The Builder's Hotline is 800-469-3981.

ARTICLE 6 – SUPPLEMENTAL USE REGULATIONS

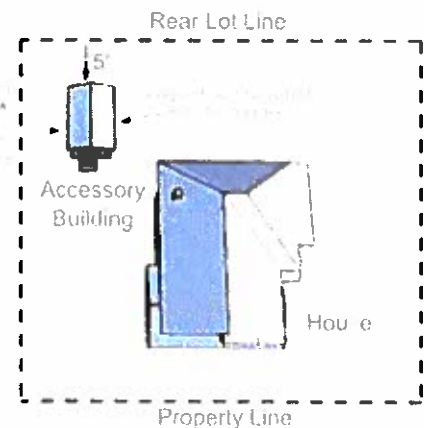
6.0 Supplemental Use Regulations

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6.1 Accessory Buildings and Uses

A. General Standards.

1. Accessory buildings or uses shall not be constructed or established on a lot until construction of the principal building has been substantially commenced or the primary use established. Accessory buildings shall not be used for dwelling purposes, except as provided in subsection B of this Section.
2. Accessory buildings shall not exceed the height regulations of the zoning district within any part of the buildable lot area, and shall not exceed fifteen feet (15') in height in any required yard.
3. Detached accessory buildings shall not be located in the required front yard setback. Detached accessory buildings may be built in the required rear yard setback area, but such accessory buildings shall not occupy more than thirty percent (30%) of said area and shall not be closer than five feet (5') from the rear lot line.
4. Except as permitted per Section 6.2, Animal Regulations, detached accessory buildings shall meet the side yard setback of the corresponding zoning district.
5. Accessory buildings on through lots shall not be closer to either street than a distance equal to the required front yard of such lot.



6. Accessory buildings that are not a guesthouse as defined by the Queen Creek Zoning Ordinance shall be allowed to install an electrical meter. Any accessory building that is later converted to a guest house shall be required to remove the meter and connect to the electrical service of the main residence and meet all of the terms and conditions stated in Section 6.1.B., Accessory Dwelling Units.
 7. Accessory buildings used in conjunction with a home occupation shall be subject to the requirements of Section 6.4 Home-Based Occupations.
 8. Covered structures, such as stables, for the purpose of sheltering animals are considered detached accessory buildings and shall conform to standards set forth in Section 6.2.
- B. Detached accessory buildings in Rural Zoning Districts A-1, AT, R1-190, R1-154, R1-108, R1-54, R1-43:
1. Detached accessory buildings (dwelling units, garages, sheds, barns, workshops, ramadas, pergolas, etc.) are not required to match the design of the primary residence. The color(s) of detached accessory buildings should be consistent with the primary residence.
 2. Shade structures for animals may be designed with alternative materials and colors.

ARTICLE 6 – SUPPLEMENTAL USE REGULATIONS

*Home Owner's Associations may have additional requirements.

C. Detached accessory buildings in Suburban Zoning Districts R1-35, R1-18, R1-15, R1-12, and Urban Zoning Districts R1-9, R1-8, R1-7, R1-6, R1-5, R-4, R-3, R-2, and TC.

1. Detached accessory buildings (dwelling units, garages, sheds, workshops, ramadas, pergolas, etc.) shall be of the same architectural design, including building materials, roof type, and color as the primary residence.
2. Barns and other shade structures for animals (applicable in R1-35 only) shall be of the same architectural design, including building materials, roof type, and color as the primary residence.

D. Detached Accessory Dwelling Units. Detached accessory dwelling units, where permitted pursuant to Section 4.6 of this Ordinance, shall not be established except in accordance with the following criteria in addition to the criteria set forth in Section 6.1.A hereto:

1. Detached accessory dwelling units shall comply with the minimum yard and intensity of use regulations as set forth in Section 4.7 of this Ordinance;
2. Total square footage of a detached accessory dwelling unit, including attached garages and covered patios, shall not exceed fifty percent (50%) of the under roof square footage of the primary structure;
3. Detached accessory dwelling units shall be connected to the primary structure's utilities and meter, subject to the exceptions set forth in subsection 4 hereto;
4. Detached accessory dwelling units shall be connected to the primary structure's central sewer connection, however, a separate septic system may be allowed;
5. Only one (1) accessory dwelling unit shall be permitted per lot; and,
6. Required parking for the detached

accessory dwelling unit shall be located on the property of the principal structure in accordance with the standards established in Section 5.6 of this Ordinance.

E. Swimming Pools. *The following standards shall apply where swimming pools are permitted as an accessory use.*

1. A swimming pool shall not be located in the required front yard or a side yard required for vehicle access, required landscaped areas or closer than three feet (3') from the water's edge to any lot line.
2. All fish ponds and other contained bodies of water, either above or below ground level, with the container being eighteen inches (18") or more in depth and / or wider than eight feet (8') at any point measured in the long axis shall conform to the location and enclosure requirements for swimming pools.
3. Swimming pool shall be secured from unauthorized access by an enclosure as provided in Town Code Chapter 7.

F. Tennis Courts. Where permitted as an accessory use, private tennis courts may be allowed up to 10 feet from side and / or rear property lines. Tennis court fences or walls shall not exceed twelve feet (12') in height or six feet (6') in height in any required side or rear yard. Any lights for the tennis court shall be consistent with the height provisions for accessory uses in Section 6.1 and shall be shielded so as to not direct or reflect light on adjoining properties, pursuant to Section 5.4 of this Ordinance.

G. Conflict with Other Regulations. If there is a conflict between the accessory dwelling unit standards of this Section and any other requirement of this Ordinance, the standards of this Section shall control. Otherwise, accessory dwelling units are subject to all other applicable requirements of this Ordinance.

§ 4.20.020 Accessory Buildings and Structures

- A. **General.** Accessory buildings and structures are subject to all of the provisions of this section.
- B. **Exemptions.** The following accessory structures are exempt from the regulations in this chapter:
1. Paved driveways, patios, walkways, stairways, decks and similar structures whose height does not exceed 30 inches above grade. A railing no higher than 42 inches above the surface height may be placed around such exempt structures.
 2. Retaining walls.
 3. Any accessory building or structure whose combined above-ground dimensions (maximum length + maximum width + maximum height) do not exceed 16 feet. This exception shall not be applicable to mechanical equipment that is appurtenant to pools or to heating, ventilation, and air conditioning systems, which are regulated by subsections 4.20.020 (J) and (K).
- C. **Agricultural Buildings.** For the purposes of setbacks and height limitations, all agricultural buildings shall be regulated as accessory buildings.
- D. **Urban Residential Districts.** Except as otherwise expressly provided within the zoning ordinance, detached accessory buildings in all R1, R1E, RHS, R1S and R2 districts, and AI districts within urban service areas are subject to all of the following regulations:
1. Height shall not exceed 12 feet and is limited to no more than one (1) story. When such a building has a hip or gable roof, the height is measured from final exterior grade to the average vertical dimension between the ridge and top plate of wall (see Fig 4.20-1). In no case may the ridge height exceed 16 feet. This allowance does not apply to buildings with dormers or gambrel roofs.

This roof-averaging height measurement may also be applied to a modified hip or gable roof structure, provided the distribution of roof massing is generally consistent with the intent of this provision, as determined by the Zoning Administrator.

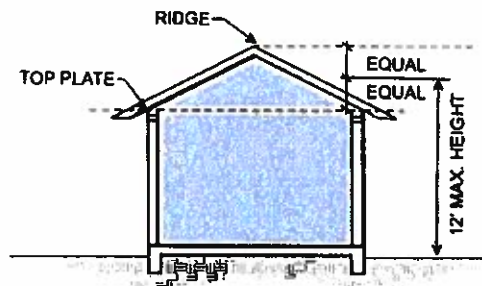


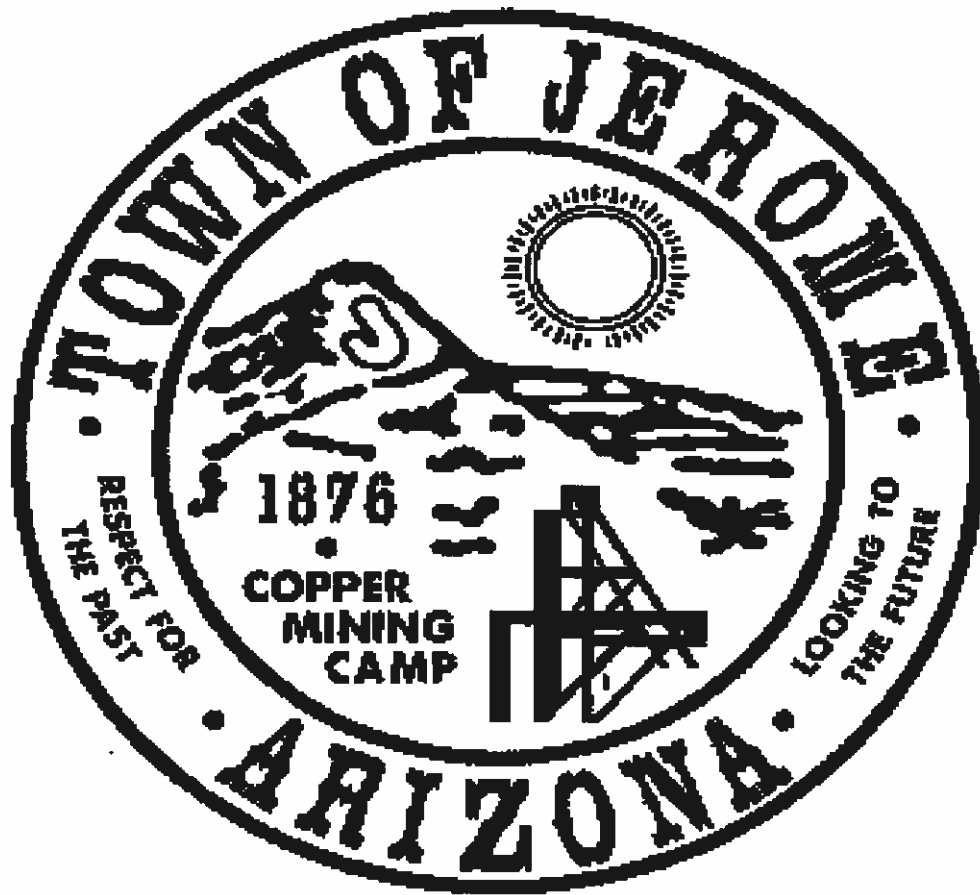
Fig. 4.20-1
Accessory Building Height

2. Location shall be in the rear half of the lot, within the rear yard (defined in Chapter 1.30), or at least 75 feet from the front property line or edge of ultimate right-of-way (see "setback" definition in §1.30.030). On flag lots and lots having certain other characteristics, the various provisions of subsection 4.20.020(F) shall apply.
3. Setbacks from side and rear property lines shall be as required by the California Building Code for fire separation.
4. Separation from any dwelling shall not be less than six (6) feet between exterior walls, and may be further restricted by the provisions of the zoning ordinance or County Ordinance Code. Trellises and other unenclosed structures (two or more open sides) may be placed closer than six (6) feet to a dwelling provided they comply with the setback requirements of dwellings for that district.
5. Rear yard coverage of detached accessory buildings shall not cumulatively exceed 30 percent.

E. Rural Districts. Except as otherwise expressly provided within this ordinance, detached accessory buildings and structures in all A, AR, HS, RR and RS districts, and AI districts outside of urban service areas, are subject to the following regulations:

1. Height standards vary by lot size, as follows:
 - a. If gross lot area is less than two and one-half (2.50) acres, maximum height allowed is 12 feet, and one (1) story. When such a building has a hip or gable roof, the height is measured to the average vertical dimension between the ridge and top plate of wall (see Fig 4.20-1). In no case may the absolute height exceed 16 feet. This gable allowance does not apply to buildings with dormers or gambrel roofs.

This roof-averaging height measurement may also be applied to a modified hip or gable roof structure, provided the distribution of roof massing is generally consistent with the intent of this provision, as determined by the Zoning Administrator.
 - b. If the gross lot area is two and one-half (2.50) acres or greater, maximum absolute height allowed is 35 feet.
2. Location shall be in the rear half of the lot, in the rear yard (defined in Chapter 1.30), or at least 75 feet from the front property line or edge of ultimate right-of-way (see "setback" definition in §1.30.030). On flag lots and lots having certain other characteristics, the various provisions of subsection 4.20.020(F) shall apply.



**REGULAR MEETING OF THE TOWN OF JEROME
PLANNING AND ZONING COMMISSION
Wednesday, August 1, 2018**

ITEM #8

DRAFT TEXT AMENDMENT: CERTIFICATES OF NO EFFECT

SECTION 304.D.4

Except for an application for a Certificate of No Effect under Section 304.F.8. upon receipt of a complete application for Final Approval, the Zoning Administrator shall forward it to the chairman of the Design Review Board. The application shall be reviewed by the Design Review Board within the time limits established in Subsection F of this Section. The Zoning Administrator shall notify the applicant of the time and place of the meeting

SECTION 304.F.1

The Design Review Board shall review a submitted application for design approval for all new construction and/or installation of Accessory Features except for projects eligible for Certificates of No Effect under section 304.F.8. 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. ...

SECTION 304.F.8 (NEW)

The Zoning Administrator, shall review applications for Certificates of No Effect and determine whether the proposed work will diminish, eliminate or adversely affect the historic character of the subject property or historic status of the Town of Jerome. If the Zoning Administrator makes such determination, the Zoning Administrator shall deny the application for a Certificate of No Effect. If the Zoning Administrator determines that the proposed work will not diminish, eliminate or adversely affect the historic character of the subject property or historic status of the Town of Jerome, the Zoning Administrator shall issue the Certificate of No Effect.

SECTION 304.G

1. When, in the opinion of the Design Review Board, upon hearing and considering all relevant information, a project is not in keeping with either the tenets of this Ordinance or the Jerome Comprehensive Plan, the project shall be denied by specific motion of the Board. Any applicant who is aggrieved by such a decision may petition the Mayor or Council for a review within thirty (30) days of the decision. Questions of esthetics 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: (i) to review any and all decisions of the Design Review Board and (ii) to act on any application for a Final Approval if the Design Review Board fails to act on such application within ninety (90) days after the application is submitted.

-
2. In relation to SECTION 304.F.8, the Zoning Administrator's decision may be appealed to Council.

ZA Planning and Zoning Review/Analysis

Kyle Dabney, Zoning Administrator

02/07/2018

ITEM 4: Grading Change on Previously approved construction

APPLICANT: JERRY PATE

YEAR CONSTRUCTED: N/A

ADDRESS: 160 NORTH DR

ZONE: R1-5

OWNER OF RECORD: JERRY PATE

APN: 401-11-012H

ZA Analysis:

The property owner is requesting approval for a grading change which will raise the house to match that of the neighboring properties. Mr. Pate will also need to get a variance for this change. The change is to have a more visually compatible look with the surrounding properties. The nearest property roof line sits at 7'6" above the road – Mr. Pate is asking for an approval to match that roofline by raising the previously approved elevation achieving a more uniform look to the neighborhood.

ITEM 5: HOME OCCUPATIONS

ZA Analysis:

The Planning & Zoning Commission is reviewing Home Occupations, Zoning Ordinance 502.M with possible direction on changes. I have provided a couple of examples from other municipalities.

ITEM 6: CERTIFICATES OF NO EFFECT

ZA Analysis:

Staff recommends a process for Certificates of No Effect for reviewing and approving like for like, minor work and projects that will not diminish, eliminate or adversely affect the historic character of a subject property or historic status of the Town of Jerome. The State Historic Preservation Office brought this to my attention after describing our process for minor work – Their suggestion is something that other municipalities take part in to avoid delays in minor work such as like for like materials – an example would be replacing roofing material with the same type of material. After drafting a SHPO approved declaration with guidelines and an application, staff is asking for recommendation from the Planning & Zoning Commission in regard to this change. Design Review Board agrees that like for like materials shouldn't have to come before the Board; however, in order to ensure that these processes are being looked at carefully, a Certificate of No Effect is recommended. This not only protects us, but speeds up the process for small or minor project items.

CERTIFICATES OF NO EFFECT

- **REAR PATIOS OR DECKS 30" OR LESS ABOVE GRADE**
- **REAR YARD FENCES**
- **IN-KIND REPAIR OR REPLACEMENT W/DOCUMENTATION**
- **PAINT**
- **STABALIZING DETERIORATED OR DAMAGED MASONRY, WOOD OR METAL**
- **ACCESSORY STRUCTURES LESS THAN 200 SQ. FT.**
- **SIGNS**
- **SOLAR**



APPLICATION FOR CERTIFICATES OF NO EFFECT

MAILING: TOWN OF JEROME, P.O. Box 335, JEROME, AZ 86331
PHYSICAL: 600 CLARK ST., JEROME, AZ 86331

Instructions for filing: A complete application includes this form (*Application for Certificates of No Effect*) and materials needed to describe the project and its effect on the property. Please read the instructions of this form carefully, and provide all the information requested for all sections. The Zoning Administrator uses this information to determine if the application meets the all rules, guidelines and Zoning Ordinances required for approval of a Certificate of No Effect. Failure to submit complete applications with the required materials will result in delays in the review and processing of your application. Filing may be done in person or by mail to the address above.

PROPERTY INFORMATION

Address: _____ Year Constructed: _____
Zone: _____ Lot #: _____ Parcel #: _____
Owner of Property: _____
Secondary Owner (If applicable): _____

PROPOSED WORK

MINOR WORK ✓

- ☐ Rear patios/decks 30" or less above grade
- ☐ Rear yard fences
- ☐ Repairing or replacing in-kind (such as a porch, stairwells, windows, doors or roofing material)
- ☐ Miscellaneous work not adversely affecting historic character and visual compatibility (such as paint, stabilizing deteriorated or damaged masonry, wood or metal)
- ☐ Proposal for non-contributing status to contributing
- ☐ Other minor work - Determined by HPO staff

ACCESSORY BUILDINGS ✓

***Accessory buildings must have minimal street-visual impact and are compliant with the following:**

- ☐ Replacement in-kind for a historic accessory building demolished with clear documentation of the demolished building being reconstructed
- ☐ New accessory building that is one story and roof height is lower than that of the main building, footprint is less than 20x10 and less than 50% of the original footprint of the house or main structure and is not on a corner lot with visibility from a side street. The accessory building shall not have electricity or plumbing.

**CARPORTS ✓**

***Carport additions must have minimal street-visual impact and are compliant with the following:**

- ☐ Located at the side and set back from the front façade or located at the rear
- ☐ Single car bay width
- ☐ Open at the front, side and rear
- ☐ Utilizing a trellis roof, shed roof or other roof form that is compatible with the historic property
- ☐ Height lower than that of the house
- ☐ Minimal in design and detailing and distinguishable as new
- ☐ Attached or detached in a way that minimizes the loss of historic materials and does not obscure, damage or destroy historic features

SIGNS ✓

- ☐ Small, freestanding signs in front, side or rear yard
- ☐ Temporary

TENANT INFORMATION

Name: _____
Person filing (If different): _____
Phone: _____ E-mail: _____

OWNER INFORMATION

I am the owner of the above-listed property. I am familiar with the work proposed to be carried out on my property and give my permission for this application to be filed. The information entered is correct and complete to the best of my knowledge.

Name: _____
Title (If applicable): _____
Company, Corporation, or Organization (If applicable): _____
Mailing Address: _____ Physical Address (If different): _____
Phone: _____ E-mail: _____
Signature of Owner or Authorized Representative _____