



# TOWN OF JEROME

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

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

DATE: Monday, February 11, 2019 TIME: 7:00 pm

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

### MINUTES

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

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

*Chair Brice Wood called the meeting to order at 7:02 p.m.*

*Charlotte Page called roll. Present were Chair Brice Wood, Vice Chair Danny Smith, Henry Vincent, Tyler Christensen and John McDonald.*

*Staff present were Charlotte Page, Zoning Administrator and Joni Savage, Deputy Clerk.*

#### 7:03 (1:10) ITEM 2: APPROVAL OF MINUTES: Minutes of January 14, 2019

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

#### 7:03 (1:50) ITEM 3: PETITIONS FROM THE PUBLIC

*Chair Wood spoke about the discussion of signs on agenda Item 8. He told the board he would table this item, because he anticipated hours of discussion. He knew Mr. Fallen wanted to discuss signs and asked him to approach the dais.*

*7:04 (3:00) Charles Fallen, a representative of Passion and Cabal Cellars, spoke in support of the sandwich boards and their importance for businesses to be successful. His request is to allow the sandwich boards.*

*Chair Wood said he anticipated that signs would be on the agenda for several months to come and encouraged Mr. Fallen to return.*

#### 7:07 (6:00) ITEM 4: REPORT OF RECENT P&Z ACTIVITIES, HENRY VINCENT, P&Z LIASION

*Mr. Vincent summarized, the P & Z Commission gave final approval to the Williams on East Avenue. They gave preliminary approval for tandem parking at the Clubhouse. The Feher addition was tabled for legal review. A preliminary approval for Andrea Allen, she didn't realize she needed approval. The Chair asked her to come back with better drawings, showing where the parking is at and come back with that for the platform. Rezoning on Hampshire is being forwarded to Council with two conditions, the parcel is limited to duplexes and triplexes and a Prop 207 waiver is to be signed by all affected property owners. They will have a work session on the 25<sup>th</sup> of February where they will contemplate bringing additional parcels into that rezone.*

*Chair Wood said there has always been a sequence for an applicant. Historically we waited for P & Z to make their*

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*approvals, we got a little bit out of that sequence lately and we need to go back to that sequence. He believes it should be done that way.*

**7:17 (15:40) ITEM 5: LOT #8, NORTH DRIVE, PARCEL NEXT TO 160 NORTH DRIVE**

APPLICANT: Nelle Moffett ZONE: R1-5  
 ADDRESS: 156 North Drive APN: 401-11-012J  
 (Mailing: PO Box 1406, Astoria, OR 97103)  
 OWNER OF RECORD: N. Moffett & R. Bowers

Applicant seeks approval for a simple single wire fence constructed with T-posts and a single stranded wire on the north east border of her lot. It is to establish boundary of the property line.

*Mr. Smith asked about the fence, his concern is if there is a thin wire it might not be seen. He suggested hanging something on it.*

**Approval of Fence Half a Foot Inside Her Property Line to Delineate Her Property.**

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

**7:21 (18:52) ITEM 6: 752 GULCH RD., THREE WINDOWS TO BE REPLACED WITH TWO**

APPLICANT: Copper Star Remodeling for Janice Pontious ZONE: R1-5  
 ADDRESS: PO Box 1082 APN: 401-09-015  
 OWNER OF RECORD: Steve & Janice Pontious

Applicant seeks approval to remove three windows and replace with two. These windows are in the master bath on the side of the house. The replacement windows will be mounted at the same height but are smaller to allow additional privacy in the bathroom.

*7:21 (19:20) Janice Pontious explained what windows they were removing and that it was a privacy issue.*

**Motion to Approve the Project as Presented**

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

**7:22 (21:05) ITEM 7: GULCH RADIO – SHED, 105 GULCH LANE**

APPLICANT: Chuck Runyon for Richard Martin ZONE: R1-5  
 ADDRESS: PO Box 43, 105 Gulch Lane APN: 401-07-063  
 OWNER OF RECORD: Martin Property Investments, LLC

Applicant seeks approval from DRB for a shed on vacant property to house equipment for a radio station. The site location and antenna were approved by Conditional Use Permit last year.

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Mr. Vincent asked what would be put in the shed.

7:23 (22:00) Mr. Runyon responded the transmitter and some other small equipment.

Chair Wood said he liked the design and asked if it was historical.

7:23 (22:40) Mr. Runyon said some of the materials are from the Verdugo house at the top of Gulch Road.

## Motion to Approve Gulch Radio Shed

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

## 7:25 (24:05) ITEM 8: SECTION 509 – SIGNS

DRB to review Zoning Ordinance, Article V, Section 509 SIGNS. P&Z advanced to Council Text Amendments with regard to Temporary Signs. Council was unable to support changes, asked P&Z to revise, P&Z seeks DRB input. Possible revisions to be suggested by Zoning Administrator for review.

Chair Wood said he would like to table this for now.

Vice Chair Smith suggested they might do a work session with Planning and Zoning.

Mr. Vincent prepared a handout pertaining to signs and temporary signs.

Chair Wood thanked him and suggested that it be on the next agenda.

## 7:35 (34:34) ITEM 9: FUTURE AGENDA ITEMS

There were no future agenda items.

## ITEM 10: ADJOURN

Adjourned at 7:38

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

Approval on next page.

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*Respectfully submitted by Jani Savage on March 11, 2019.*

Approved: Bin Wood Date: 3-11-19  
Design Review Board Chair

Attest: Jay Smith Date: 3-11-19  
Design Review Board Vice Chair

**DRB Sign Ordinance discussion  
February 11, 2019**

**GENERAL CONSIDERATIONS**

Menu boards

Signs inside foyer

Signs inside window

Sign on window (lettering)

Exit/entrance

A Frame

Non-conforming pre-existing

Abandoned, dangerous or defective

Jerome's directory signs re: businesses

Home occupation

**TEMPORARY**

Property sale

Political

Construction

Required construction funding signs

A Frame

Hand held

Sale (reduced prices)

Special event

Street banners

**Bisbee's exceptions:**

Name plate

Historic designation plaques

Political

Real estate

Home occupations

Traffic control

Sandwich board

Integral building sign (name of building, contractor, date of construction or carved into building)

Sign walker

Murals

Bisbee contains language of within and not within the Historic Overlay District

**Camp Verde Ordinance provides a good matrix of temporary signs. Copy attached**

"Subdivision directional sign" means a sign limited to directional messages or direction instructions for new subdivisions and may be on or off premise and such signs shall be made of any heavy duty, weather-resistant material including laminated paper, plastic, metal or wood.

"Temporary sign" means any sign or advertising display intended to be viewed for a temporary period of time, ordinarily until the happening of a particular event; Sec 404D.

"Under-canopy sign" or "under-marquee sign" means a sign suspended below the ceiling or roof of a canopy or marquee.

"Wall sign" means a sign mounted flat against or painted on the wall of a building with the face in a parallel plane to the plane of the building wall.

"Window sign" means a sign installed inside a window for the purpose of viewing from outside the premises. This term does not include merchandise located in a window.

**D. Temporary Signs**

**CAMP VERDE ORDINANCE**

REQUIREMENTS FOR PERMITTED TEMPORARY SIGNS				
Temporary Signs shall be permitted in conformance with provisions specified below.				
Type/ Purpose	Maximum Size/Area	Location/ Property	Maximum Time Period Allowed:	Comment/Additional Regulation
Event, Show, Election, Public Notice*	16 sq ft; max 2'x2' in Public R/W ****Except in Council Designated (Event Show) temporary sign areas.	On-site, or with Owner's written permission	10 days after event; in Public R/W: max 48 hrs after and max 30 days total	Public R/W ** only for Local Events,*** but not on street, traffic, or utility poles; must not create traffic visual obstruction
For Sale, Lease or Rent	7 sq ft; max 32 sq ft per 500' street frontage;	On-site for sale, lease, rent;	10 days after close of escrow or lease;	Permit & Fees required for Temporary signs greater than 7 sq ft;
Open House	max 3 signs @ 7 sq ft, two sided, no illumination	on/off-site with owner's written permission	only when sales person in home being advertised	Not in Public R/W
Opening New Subdivision	32 sq ft to 100 sq ft per Final Plat; 1 sign per exterior street	On-site, min 5' setback from R/W	3 years from date of permit issuance	Not permitted in Public R/W; Permit & Fees required
Opening New Multi-Family, Commercial, Industrial	32 sq ft; 1 add'l sign per exterior street under same ownership	On-site, min 5' setback from R/W	1 year from installation or certificate of occupancy, whichever occurs first	Not permitted in Public R/W; Permit & Fees required
Buildings under Construction	32 sq ft; max 16 sq ft in single-family residential	On building under construction	_____	Permit & Fees required
Directional for New Subdivision	1.5 sq ft, 3ft hgt per sign; max 30 signs 20' apart; 40' from other signs; 5 max per 500' same street	On/off-site w/in 3mi radius with Owner's written permission	3 years from date of permit issuance	Not permitted in Public R/W; Permit & Fees required
Garage/Yard Sales	2' x 3'	With Owner's written permission	Duration of sale; immediate removal after	Not permitted in Public R/W; phone number required on signs