

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, September 9, 2019 TIME: 7:00 pm PLACE: JEROME CIVIC CENTER 600 Clark St., JEROME, ARIZONA 86331

#### **AGENDA**

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

ITEM 1: CALL TO ORDER/ROLL CALL

ITEM 2: APPROVAL OF MINUTES: Minutes of August 12, 2019
Discussion/Possible Action/ Possible Direction to Staff

ITEM 3: PETITIONS FROM THE PUBLIC — Pursuant to A.R.S. § 38-431.01(H), public comment is permitted on matters not listed on the agenda, but the subject matter must be within the jurisdiction of the Commission. All comments are subject to reasonable time, place and manner restrictions. All petitioners must fill out a request form with their name and subject matter. When recognized by the chair, please step to the podium, state your name and please observe the three (3) minute time limit. No petitioners will be recognized without a request. The Commission's response to public comments is limited to asking staff to review a matter commented upon, asking that a matter be put on a future agenda, or responding to criticism.

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

- Tomlinson Deck (see Item #5 below)
- ZA Work Program
- Small Projects Definition (see Item #10 below)
- Parking Problems/Solutions in the C-1
- Sidewalk Encroachment Policy
- Education Items (Variances/Non-conforming)

Discussion/Possible Direction to Staff

ITEM 5: Preliminary and Final Site Plan Review for Deck on Ex. Home

APPLICANT: Karen Tomlinson

ADDRESS: 750 Verde Ave.

OWNER OF RECORD: Karen Tomlinson APN: 401-07-167C

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

ZONE: AR

ZONE: C-1

Discussion/Possible Action

ITEM 6: Design Review for "Small Project" to Replace Metal Roof and Paint on Ex. Commercial Bldg.

APPLICANT: Roberto Rabago

ADDRESS: 509 Main St. (Mockingbird)

OWNER OF RECORD: Rabago, Roberto & Ann APN: 401-06-089

Applicant is seeking approval to replace/repair an existing metal roof as well as paint the building.

**Discussion/Possible Action** 

ITEM 7: Design Review for "Small Project" to Replace Awning on Ex. Commercial Bldg.

APPLICANT: Brett Jurisin

ADDRESS: 208 Main St. (Firefly) ZONE: C-1

OWNER OF RECORD: R & D Northern Arizona Properties LLC APN: 401-06-011

Applicant seeks approval to replace a green/white striped awning with a black awning.

**Discussion/Possible Action** 

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#### ITEM 8: Design Review to Change Signage on Ex. Commercial Building

APPLICANT: Kelly Harter/Jason Domanico ADDRESS: 301 Main St. (Passion Cellars) OWNWER OF RECORD: Town of Jerome

ZONE: C-1 APN: 401-06-149

Applicant seeks approval to remove existing "Wine Tasting" sign and replace with "Winery".

Discussion/Possible Action

#### ITEM 9: Design Review to replace asphalt shingle with metal roof on Ex. Home

APPLICANT: Candias Rivera, Versatile Roofing

ADDRESS: 640 Main St.

ZONE: R1-5 APN: 401-07-088

OWNWER OF RECORD: Spirit of Jerome LLC

Applicant seeks approval to replace ex. shingles with copper colored standing seam roofing.

Discussion/Possible Action

#### ITEM 10: Small Projects Definition/Discussion

Information/Discussion on definition and policy on how to address "small projects". Discussed with P&Z on Sept. 4, 2019. Items to consider might include repainting, sign replacement, color/material changes, small accessory structures, decks, etc.

#### **Discussion/Possible Action**

#### ITEM 11: Future Agenda Items & Discussion

- Next Meeting Tuesday, Oct. 15<sup>th</sup> (note date change due to Holiday) No items currently scheduled
- Joint Council/P&Z Work Program/Goal Setting Session in mid-October

#### Discussion/Possible Direction to Staff

#### **ITEM 12: ADJOURN**

#### Discussion/Possible Action

The undersigned hereby certifies that this notice and agenda was posted at the following locations on or before <u>7:00 p.</u> 970 Gulch Road, side of Gulch Fire station, exterior posting case 500 Clark Street, Jerome Town Hall, exterior posting case	<u>m.</u> on
120 Main Street, Jerome Post Office, interior posting case	Joni Savage, Deputy Clerk, Attest

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



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**DESIGN REVIEW BOARD** 

DATE: Monday, August 12, 2019 TIME: 7:00 pm PLACE: JEROME CIVIC CENTER 600 Clark St., JEROME, ARIZONA 86331

#### **MINUTES**

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

Chair Brice Wood called the meeting to order at 7:03 p.m.

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

Additional staff present was John Knight, Zoning Administrator.

7:03 (01:22) ITEM 2: APPROVAL OF MINUTES: Minutes of July 8, and July 22, 2019.

Motion to Approve the Meeting Minutes of July 8, 2019

					-	
BOARD MEMBER	MOVED	SECONDED	AYE	NAY	AB EN	BSTAIN
WOOD		Х	х	and the second		Water
SMITH					Х	
CHRISTENSEN			X			100
MCDONALD	X		Х			
VINCENT			X			ATT TO STATE OF

Motion to Approve the Meeting Minutes of July 24, 2019.

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD	X		X			
SMITH					X	
CHRISTENSEN		X	X	<u>a</u>		
MCDONALD		AND SECTION OF THE PROPERTY OF	X			1
VINCENT			-	1		

7:05 (04:25) ITEM 3: PETITIONS FROM THE PUBLIC - There were no petitions from the public.

7:05 (04:35) ITEM 4: REPORT/SUMMARY OF P&Z ACTIVITIES HENRY VINCENT, P&Z LIASION

Mr. Vincent gave the Board an update from the Planning and Zoning meeting of August 7, 2019.

#### 7:08 (06:30) ITEM 5: FINAL REVIEW OF TANDEM PARKING AND FIRE ESCAPE

APPLICANT: Dewayne Woodworth

ADDRESS: 123 Hill St.

ZONE: C-1

OWNER OF RECORD: Jerome Clubhouse LLC

APN: 401-07-169A

Applicant is seeking final approval for the proposed tandem parking and fire escape.

Motion For Final Approval of This Project Including the Fire Escape Design

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

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#### 7:14 (14:08) ITEM 6: REVIEW OF REBUILD ON A PORTION OF THE HOME

APPLICANT: Tom Anderson/Christina Barber

ADDRESS: 875 Gulch Road ZONE: AR
OWNER OF RECORD: Barber Christina R & Cynthia R JT APN: 401-09-013

Applicant is seeking approval to rebuild a portion of the home due to health and safety issues. Exterior materials are like for like. Footprint of structure is 1' smaller on the bathroom, roofline will be extended from 6' to 8'.

7:16 (16:50) Tom Anderson, the Contractor spoke.

#### Motion to Approve as Submitted

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

#### 7:18 (17:55) ITEM 7: BUSINESS SIGN RELOCATION

APPLICANT: Richard and Karen Hernandez

ADDRESS: PO Box 215
OWNER OF RECORD: Jerome Historical Society

OWNER OF RECORD: Jerome Historical Society

APN: 401-06-026L5

Applicant seeks approval for the sign "Jerome Jewelry and Gifts" currently located at 114 Jerome Avenue

ZONE: C-1

ZONE: C-1

to be moved to 331 Main Street and replace the curren sign of "Patsy's Parlor."

Motion to Approve as Presented

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD			Х		_	M.
SMITH				1	X	
CHRISTENSEN	X		Х			
MCDONALD		X	X		The same of	
VINCENT			X			<u> </u>

#### 7:21(19:20) ITEM 8: REPLACE WINDOW AND NEW METAL ROOF ON RESIDENCE

APPLICANT: Barbara Roque-Lucero

ADDRESS: PO Box 402

OWNWER OF RECORD: Lucero Parbara A Roque APN: 401-06-101B

Applicant seeks approval to replace two windows and a metal roof at 569 Main Street.

7:22 (20:05) Mr. Anderson answered questions from Chair Wood.

#### Motion to Approve the Roof and New Window as Submitted

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD	X		X			_
SMITH					X	
CHRISTENSEN		X	Х	1		
MCDONALD			Х			
VINCENT			X			

#### 7:24 (23:20) ITEM 9: FUTURE AGENDA ITEMS- There were no future agenda items.

#### **ITEM 10: ADJOURN**

#### Motion to Adjourn at 7:25

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

Approval on next page.

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**DESIGN REVIEW BOARD** 

DATE: Monday, August 12, 2019 TIME: 7:00 pm PLACE: JEROME CIVIC CENTER 600 Clark St., JEROME, ARIZONA 86331

**MINUTES** 

Respectfully submitted by Joni Savage on September 9, 2019.

Approved:	
Design Review Board Chair	
Attest:	Date:
Design Review Board Vice Chair	Date



TOWN OF JEROME, ARIZONA j. Knight & jevome az.gw

Jerome Town Hall and Civic Center 600 Clark Street P.O. Box 335, Jerome, AZ 86331 (928) 634-7943 FAX (928) 634-0715

#### **APPLICATION FOR DESIGN REVIEW**

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

APPLICANT'S NAME: Karen Tomlingon
MAILING ADDRESS: PO Box 968 Jerowe
TELEPHONE: 928-821-1668 EMAIL: Kitomlinson 1000 egmail. con
PROJECT ADDRESS: 750 Verde Ave.
PARCEL NUMBER: 40107167 ZONE DISTRICT: 21-5
APPLICATION FOR (Please describe the project): Repleave bottom deck & parch
cover. "Adding one level of upper decking.
I hereby apply for consideration and conditional approval by the Design Review Board.
I understand that any approval is not valid until application fees are received by the Town.
<ul> <li>I have obtained and reviewed information on the criteria used in evaluation by these bodies and/or reviewed the application provisions in the Town Zoning Ordinance.</li> </ul>
<ul> <li>I understand that this application will not be scheduled for consideration until all required materials have been submitted and reviewed.</li> </ul>
APPLICANT'S SIGNATURE: Warning DATE: 8-14-19
TOWN USE BELOW
RECEIVED FROM: DATE:
Received the sum of \$ 50.00 as: [ ] Check No. 2473 [ ] Cash [ ] Credit Card  Per Fee schedule – Ordinance 332
Terree schedule – Ordinance 332
BY: John Knight FOR:

#### DESIGN REVIEW - Please review ZONING ORDINANCE, ALL OF SECTION §304

All applications for Design Review Board approval shall include the following:

Procedures and Criteria should include the following from the Zoning Ordinance, Section §304.F, where applicable. Please submit eight (8) copies of each:

- 1. Plot plan or site layout, including all improvements drawn to scale.
- 2. Legible photographs showing all sides of existing structures.
- 3. Legible photographs showing adjoining properties, buildings, and structures.
- 4. Exterior elevations drawn to scale.
- 5. Materials and color samples.
- 6. Signs, where applicable.
- 7. Buildings, structures, etc., to be demolished or removed.

Items reviewed by the Design Review Board include but are not limited to:

PROPORTION
 OPENINGS
PATTERN
SPACING
 ENTRANCES
 PORCHES / DECKS / PROJECTIONS
 MATERIALS / TEXTURE / COLOR
ROOFS
 ARCHITECTURAL DETAILS
 ACCESSORY FEATURES
 LANDSCAPING
SCREENING
VISUAL COMPATIBILITY
LICHTING

JOE ODER 512-226-3094

1-NA Aug 09,2019

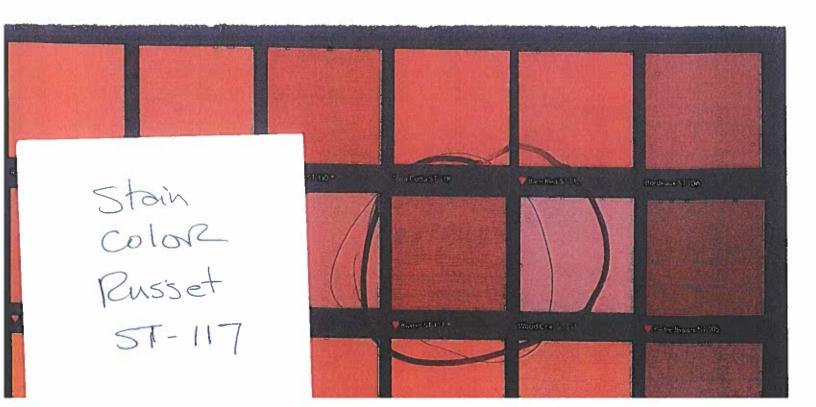
Karen Tomlinson 750 VERDE AVE JEROME AZ 86331 928 821 1668

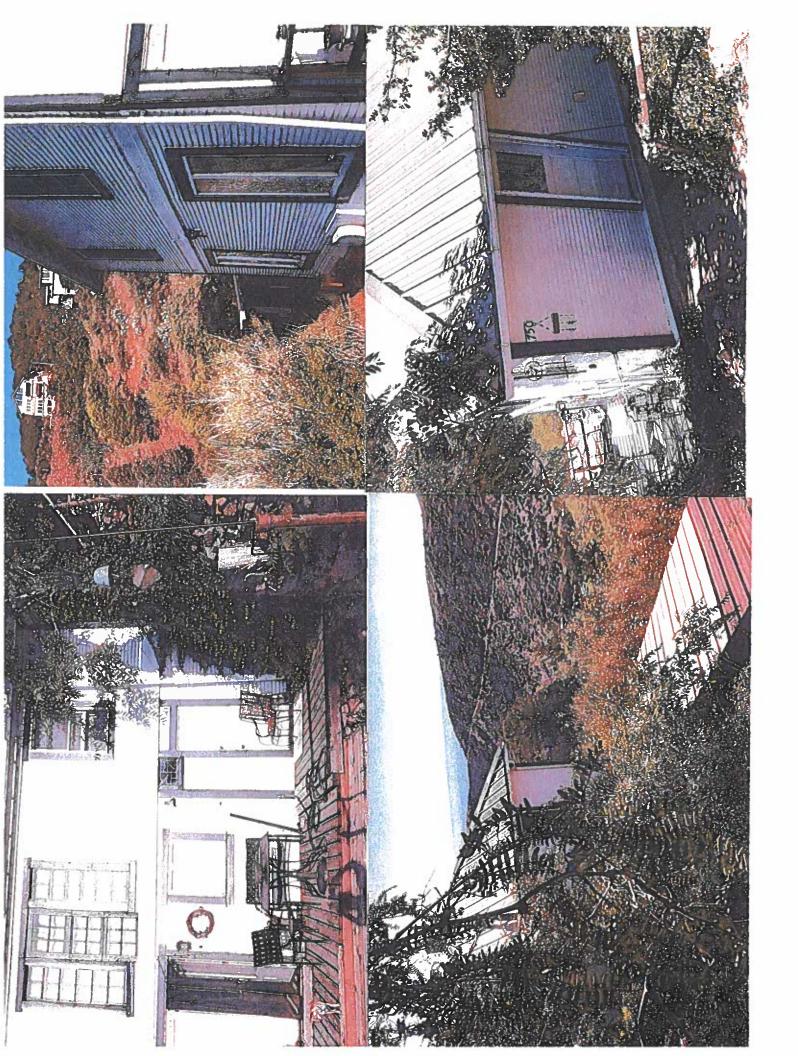
Aug 09, 2019

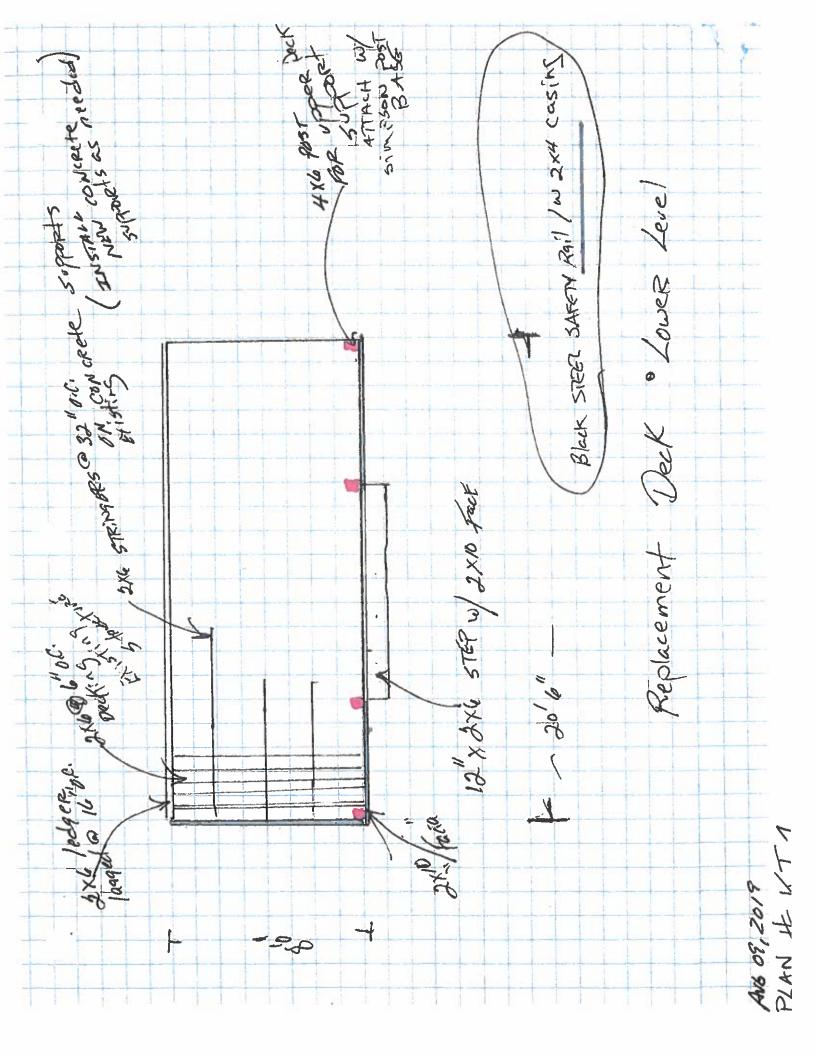
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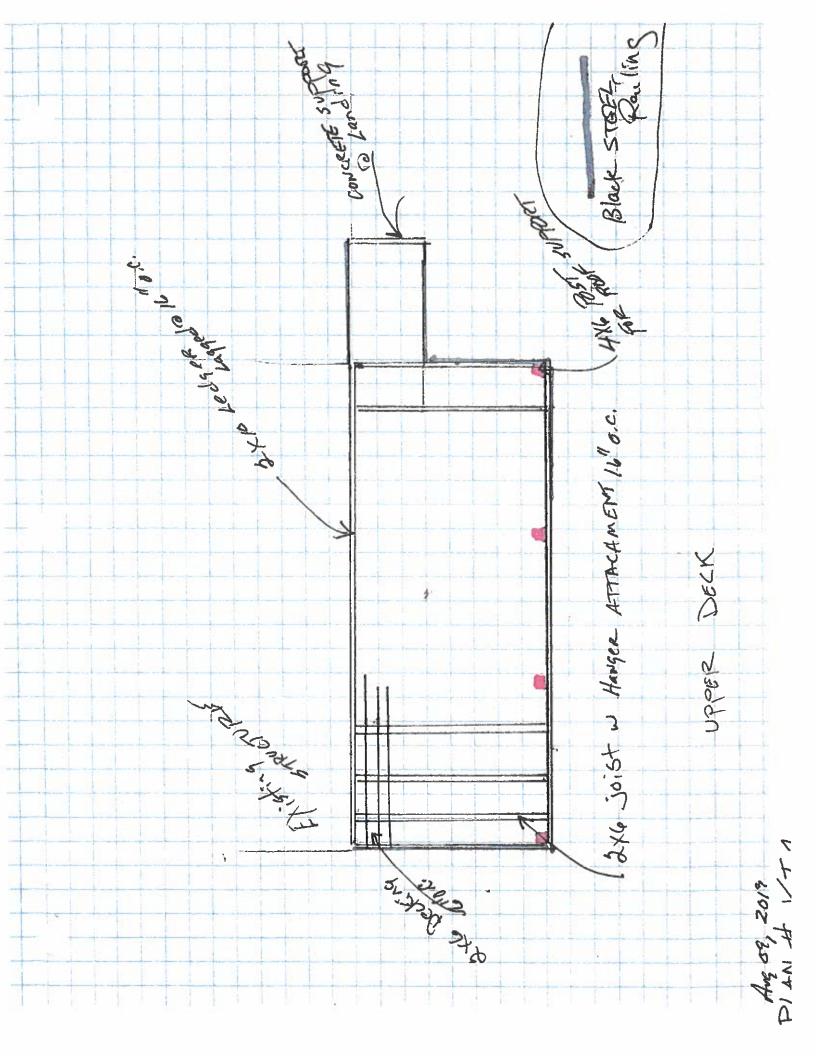
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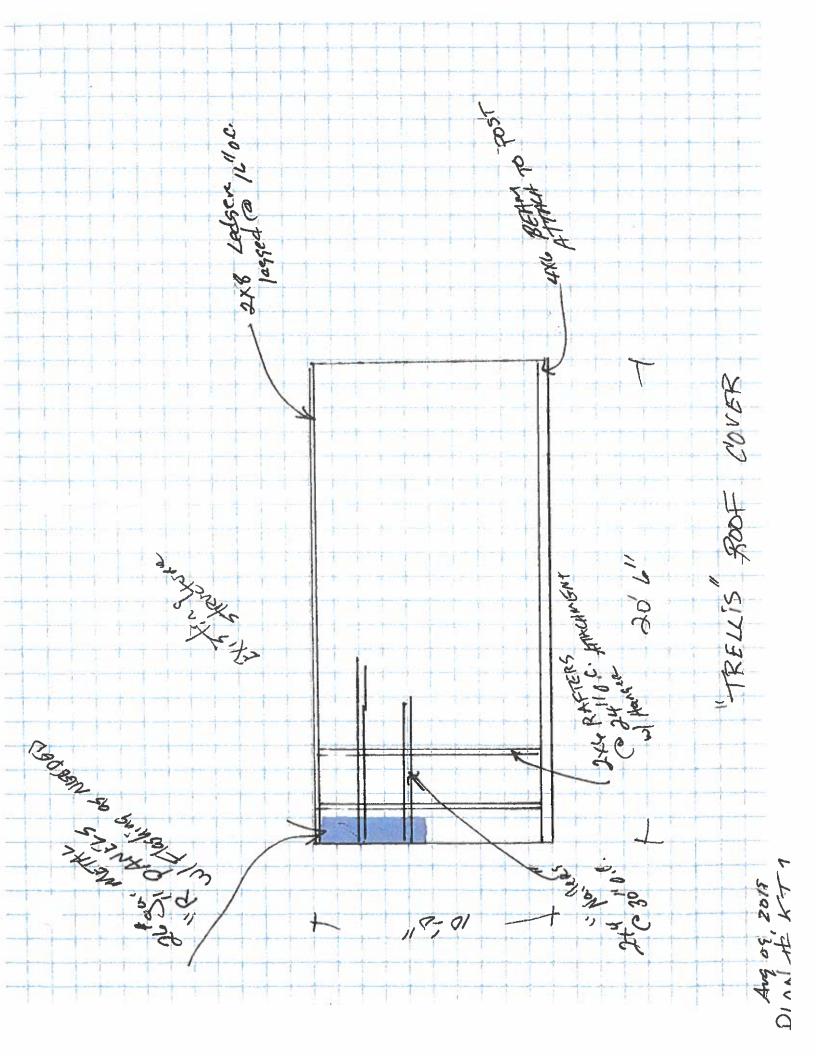
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DOUS FIR LUMBER
ASSOCIATED FASTENERS AND HARDWARG
CONCRETE SUPPORTS AS NEEDED
32" BLACK STEEZ Railing
26 SC STEEL ROSEING 'R" PARKE SYSTEM
BEHR PREMIUM STAIN ON ALL EXPOSED WOOD SURFACE





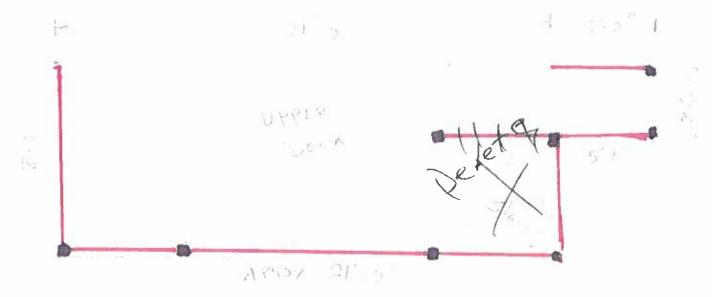


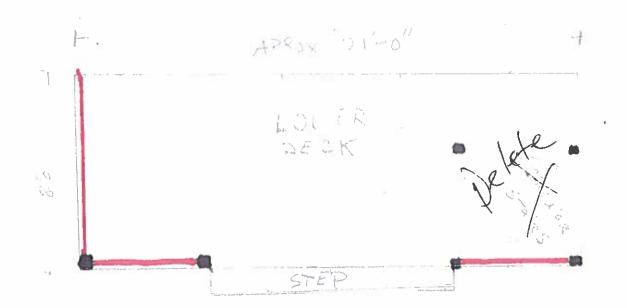


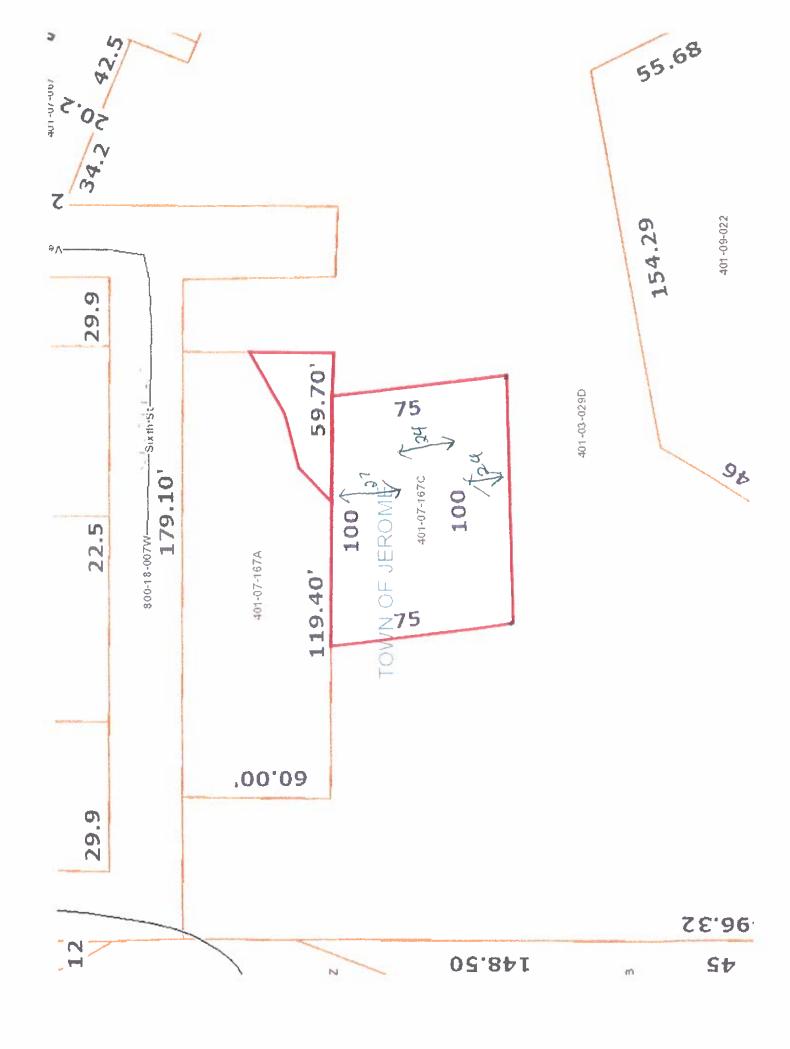


TRESTEE PHILL

watering your man









#### TOWN OF JEROME, ARIZONA

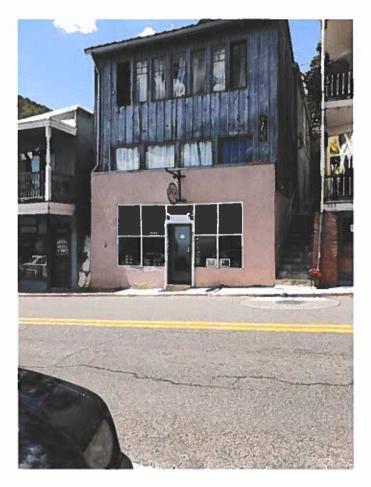
Jerome Town Hall and Civic Center 600 Clark Street P.O. Box 335, Jerome, AZ 86331 (928) 634-7943 FAX (928) 634-0715 www.jerome.az.gov

# SMALL PROJECT APPLICATION – FOR DESIGN REVIEW (NOT FOR NEW BUILDING CONSTRUCTION, DEMOLITION OR ADDITIONS OVER 200 FT<sup>2</sup>)

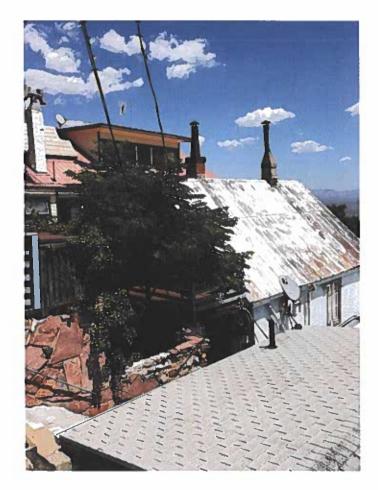
PLEASE PRINT LEGIBLY SO THAT PROCESSING WON'T BE DELAYED.

THIS APPLICATION IS FOR MATERIAL CHANGES AND PROJECTS UNDER 200 SQUARE FT.

APPLICANT NAME: KOBERTO D. RABAGO MAILING ADDRESS: P.O BOX 1176 SEROME AZ 86331 TELEPHONE: 928-301-2989 EMAIL: RRCOPPERSTAR47@6MAIL.COM PROJECT ADDRESS: 509 MAIN STREET JERONIO 172 PARCEL NUMBER: 401-06-089 ZONE DISTRICT: LOT S BLOCK IL C - 1 APPLICATION FOR (Please describe the project.): REPLACE METRI ROOF WITH METAL ROOF OF SAME COLOR; REPAIR REPLACE WOOD ON FACEDE RE-PAINT SAME COLOR, I hereby apply for consideration and conditional approval by the Design Review Board. I understand that application fee is due at submission and review will not be scheduled until fee is paid to the Town. I have obtained and reviewed information on the criteria used in evaluation by the Design Review Board and/or reviewed the application provisions in the Town's Zoning Ordinance. I understand that this application will not be scheduled for consideration until all required materials have been submitted and reviewed. DATE: 13 Acrount 2019 **TOWN USE BELOW** as: [ V] Check No. 1166 [ ] Cash Per Fee schedule - Ordinance 331











### TOWN OF JEROME, ARIZONA

Jerome Town Hall and Civic Center 600 Clark Street P.O. Box 335, Jerome, AZ 86331 (928) 634-7943 FAX (928) 634-0715 www.jerome.az.gov

## SMALL PROJECT APPLICATION - FOR DESIGN REVIEW (NOT FOR NEW BUILDING CONSTRUCTION, DEMOLITION OR ADDITIONS OVER 200 FT<sup>2</sup>)

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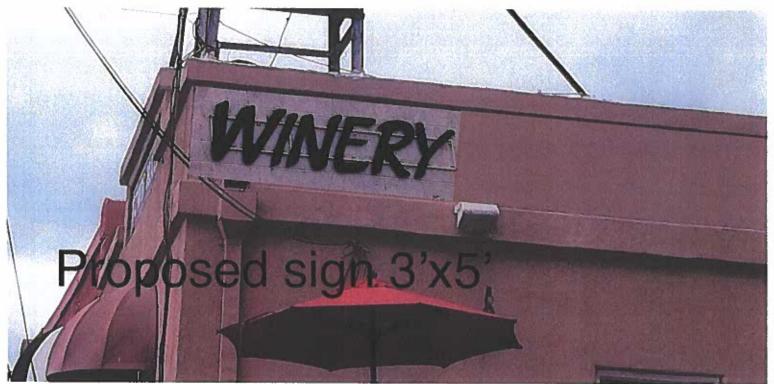


POST OFFICE BOX 335, JEROME, ARIZONA 86331 (928) 634-7943 FAX (928) 634-0715

## APPLICATION FOR SIGN PERMIT (Fee \$25.00)

The second service of the second seco
MAILING ADDRESS: 3514 M. Keeling Ln. Willow Az 85643
PHONE: 602-750-7771 EMAIL: Jason @ Passion Cellars.
BUSINESS NAME/ADDRESS: Passion Cellars LLC
SIGN LOCATION: "Winery" upper left hand corner of buildio
PARCEL#: Old eityhall building 301 main st.
OWNER AGREEMENT FOR INSTALLATION:
DIMENSIONS: HEIGHT 3' WIDTH 5'
MATERIALS: BACKGROUND LETTERING
COLORS: BACKGROUND LETTERING
SIGN PLANS – PROVIDE 8 COPIES A DRAWING OR PHOTO W/SIGN LOCATIONS ON BUILDING INDICATED
SIGN DIMENSIONS LOCATION ON BUILDING
MATERIALS LOCATION OF EXISTING SIGNS
COLORS LIGHTS – LOCATION AND TYPE
LETTERING
TOWN USE BELOW
Received the sum of \$ as: [ ] Check No [ ] Cash
DATE: BY:





Staires	New sign would be at the corner of the Railding approp 40° about 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
	VACANT	Hamberger
PI	ARK ST.	

Nath why: 9/9/19



#### TOWN OF JEROME, ARIZONA

Jerome Town Hall and Civic Center 600 Clark Street P.O. Box 335, Jerome, AZ 86331 (928) 634-7943 FAX (928) 634-0715

#### APPLICATION FOR DESIGN REVIEW

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

APPLICANT'S NAME: CANDIAS RIVERA
MAILING ADDRESS: 2085 COUTRACTOILS RD #9 SEDONA AZ 86336
TELEPHONE: 928-282-7595 EMAIL: CRIVERA @ VERSATILE ROOFS. COM
PROJECT ADDRESS: 640 MAIN ST. JEROME AZ 86331
PARCEL NUMBER: 401-07-088 ZONE DISTRICT:
APPLICATION FOR (Please describe the project): ROOFING - CHANGE FROM
ASPHACT SHUGLES TO STANDING SEAM METAL
<ul> <li>I hereby apply for consideration and conditional approval by the Design Review Board.</li> <li>I understand that any approval is not valid until application fees are received by the Town.</li> <li>I have obtained and reviewed information on the criteria used in evaluation by these bodies and/or reviewed the application provisions in the Town Zoning Ordinance.</li> <li>I understand that this application will not be scheduled for consideration until all required materials have been submitted and reviewed.</li> </ul> APPLICANT'S SIGNATURE: DATE: Bellia 13 - 19
TOWN USE BELOW
RECEIVED FROM: DATE:
Received the sum of \$ as: [] Check No [] Cash [] Credit Card  Per Fee schedule – Ordinance 332
BY: FOR:

#### **DESIGN REVIEW** - Please review ZONING ORDINANCE, ALL OF SECTION §304

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- 2. Legible photographs showing all sides of existing structures.
- 3. Legible photographs showing adjoining properties, buildings, and structures.
- 4. Exterior elevations drawn to scale.
- 5. Materials and color samples.
- 6. Signs, where applicable.
- 7. Buildings, structures, etc., to be demolished or removed.

Items reviewed by the Design Review Board include but are not limited to:

	PROPORTION
	OPENINGS
	PATTERN
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	ENTRANCES
	PORCHES / DECKS / PROJECTIONS
	MATERIALS / TEXTURE / COLOR
2	ROOFS
	ARCHITECTURAL DETAILS
	ACCESSORY FEATURES
	LANDSCAPING
	SCREENING
	VISUAL COMPATIBILITY

LIGHTING

7

measuring more than twenty-four (24) inches by thirty-six (36) inches, drawn to a scale not smaller than forty (40) feet to the inch. The following checklist is provided for the applicant's convenience to ensure inclusion of all necessary items. Plot plan or site layout drawn to scale Elevations drawn to scale Photos of site Photos of adjoining properties Material samples Color samples Additional information requested by Zoning Administrator Additional information requested by Design Review Board SIGNS - Please review ZONING ORDINANCE, SECTIONS §303, §304.F.4, and §509. Eight (8) copies drawn to scale, one (1) or more sheets of paper no larger than twenty-four (24) inches by thirty-six (36) inches **Dimensions** Materials Colors Lettering Structure Lighting of sign Drawing or photo of building façade indicating proposed location of sign Drawing or photo indicating all other existing signage **DEMOLITION** – Please review ZONING ORDINANCE, SECTIONS §304.D.2 and §304.F.3. Plot plan or site layout Legible photos showing all sides of the building or structure to be demolished Legible photos showing adjoining properties Any other information the Design Review Board may find necessary to establish

Each application for design approval will be filed with the Zoning Administrator to be forwarded to the Design Review Board. The application for approval shall be submitted with copies of the plan. Each copy shall be on one or more sheets of paper, not

In passing on an application for demolition, partial demolition, or removal, the Design Review Board shall consider, among other things, the architectural or aesthetic quality or significance of the building or structure to the public interests of the Town.

compliance with this section

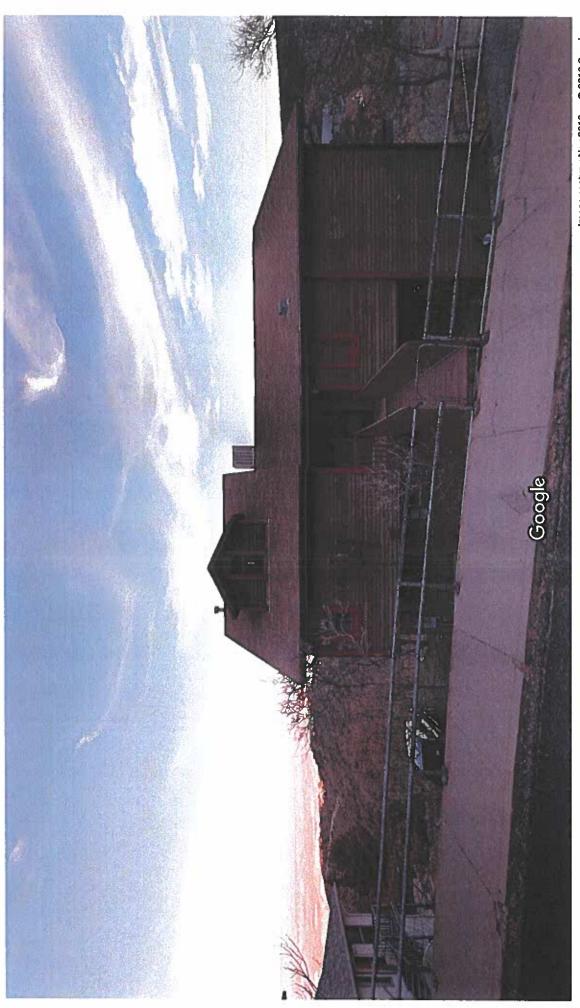


Image capture: Nov 2018 © 2019 Google

Jerome, Arizona



Street View - Nov 2018

