



TOWN OF JEROME

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

Special Meeting of the Town of Jerome **Planning and Zoning Commission**

Wednesday, May 20, 2020 Time: 6:00 pm

AGENDA

**DUE TO PUBLIC HEALTH CONCERNS, IN-PERSON ATTENDANCE
AT PUBLIC MEETINGS HAS BEEN SUSPENDED UNTIL FURTHER NOTICE.**

Notice is hereby given pursuant to A.R.S. 38-431.02 that members of the Planning and Zoning Commission and staff will attend by audio/video conference call.

PUBLIC PARTICIPATION IN THE MEETING

This meeting will be held by remote participation only.

Members of the public are encouraged to participate in the meeting via the following options:

1. Zoom Conference
 - a. Computer: <https://us04web.zoom.us/j/9286347943>
 - b. Telephone: 1-669-900-6833 Meeting ID: 928 634 7943
2. Submitting questions and comments:
 - a. If attending by Zoom video conference, click the chat button and enter your name and the agenda item you would like to address.
 - b. Email j.knight@jerome.az.gov (Please submit comments at least one hour prior to the meeting.)

Note: A drive-up internet hotspot is now available in the parking lot in front of the Jerome Public Library. Bring your device and access the internet while sitting in your car. The network is **Sparklight Yavapai Free WIFI** and no password is required.

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: 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.

Possible Direction to Staff

Item 3: Approval of Minutes: Minutes of the Joint DRB/P&Z Meeting from April 29, 2020
Discussion/Possible Action/ Possible Direction to Staff

Continued Items from Previous Meetings:

Item 4: Update Planning and Zoning Commission Bylaws

APPLICANT: Town of Jerome

Discussion/Possible Action – P&Z Reso. 2020-7

New Business:

Item 5: Site Plan Review for new patio cover – Jerome UVX Center

Applicant: John Bartell

Address: 403 Clark Street

Owner of record: 1299 Properties

Applicant is seeking preliminary and final site plan review for a new patio cover and red tile "eyebrow."

Zone: C-1

APN: 401-06-152H

Discussion/Possible Action – P&Z Reso. 2020-8

Item 6: Reapproval/Extension request for apartment building and parking structure

Applicant: Steve Knowlton/Nancy Robinson

Address: 446 Clark Street

Zone: C-1

Owner of record: Ideas-a-plenty, LLC

APN: 401-06-032, -033, and -026Q

Applicant is seeking reapproval/extension of a previously approved apartment project and adjacent parking structure.

Discussion/Possible Action

Item 7: Initiate code amendment to Definitions for Boarding/Rooming House

Applicant: Town of Jerome

Updates to the Zoning Ordinance Section 201, Definitions. Updates may include but are not limited to the definitions for *boarding house, rooming house, bed and breakfast, hotel and motel*.

Discussion/Possible Action – P&Z Reso. 2020-10

Item 8: Possible change to P&Z Meeting Day of the month

Applicant: Town of Jerome

Discussion/Possible Action

Informational Items (Current Event Summaries):

Item 9: Zoning Administrator Informational Items

- **Monday, May 11, 2020 DRB** - New sign for Jerome Heritage Shop and new patio at UVX Center
- **Tuesday, May 12, 2020 Council** - Initiate ordinance amendment for temporary signs, setting workshop regarding telecommunication ordinance, blanket six-month extension active zoning permits

Item 10: Potential items for upcoming P&Z agendas

- **Wednesday, June 3, 2020** - Sidewalk Encroachment Policy, Sign Ordinance Amendments for temporary signs
- **Wednesday, July 1, 2020** - Update ordinance definitions regarding *boarding house, rooming house*

Discussion/Possible Direction to Staff

Item 11: Adjourn

The undersigned hereby certifies that this notice and agenda was posted at the following locations on or before 6 p.m. on _____

970 Gulch Road, side of Gulch fire station, exterior posting case

600 Clark Street, Jerome Town Hall, exterior posting case

120 Main Street, Jerome Post Office, interior posting case

Rosa Cays, Attest

Persons with a disability may request reasonable accommodations such as a sign language interpreter by contacting Town Hall at (928) 634-7943. Requests should be made as early as possible to allow sufficient time to make arrangements. Anyone needing clarification on a P&Z Commission agenda item may call John Knight at (928) 634-7943.



TOWN OF JEROME

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

Petition to Speak

Name: _____

Address: _____

Date: _____

Topic/Comments: _____

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TOWN OF JEROME

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

SPECIAL JOINT WORKSHOP MEETING OF THE JEROME PLANNING AND ZONING COMMISSION & DESIGN REVIEW BOARD via VIDEO CONFERENCE (Zoom) Wednesday, April 29, 2020 TIME: 5:00 pm MINUTES

5:05 (0:01) 1) CALL TO ORDER/ROLL CALL

Deputy Clerk Rosa Cays called roll. Present from the P&Z Commission were Chair Lance Schall, Vice Chair Joe Testone, Jessamyn Ludwig, Chuck Romberger, and Henry Vincent. Board members present from DRB were Chair Tyler Christensen, Danny Smith, and John McDonald. DRB Vice Chair Brice Wood was absent. Also present were Town Manager Candace Gallagher, Councilmember Jack Dillenberg, and Zoning Administrator John Knight.

5:08 (2:48) 2) PETITIONS FROM THE PUBLIC – There were no petitions from the public.

5:09 (3:09) 3) Approval of Minutes: Minutes of the Regular Jerome Planning and Zoning Commission Meeting of February 12, 2020

Chair Lance Schall stated that Commissioner Henry Vincent had seconded, but it was Commissioner Joe Testone who seconded the motion.

Motion to Approve the Meeting Minutes of February 12, 2020

COMMISSIONER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
LUDWIG			X			
ROMBERGER						X
SCHALL	X		X			
TESTONE		X	X			
VINCENT			X			

Continued Items: None

New Business:

5:10 (4:21) 4) Select New Officers for the Planning and Zoning Commission (Chair and Vice Chair)

Mr. Knight clarified that officers can serve two consecutive terms. Discussion ensued about Ms. Ludwig serving as vice chair and Mr. Testone as vice chair for a second term.

Motion to Nominate Jessamyn Ludwig for Chair and Joe Testone for Vice Chair

COMMISSIONER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
LUDWIG			X			
ROMBERGER			X			
SCHALL		X	X			
TESTONE			X			
VINCENT	X		X			

5:15 (14:00) 5) Board Training on the following items: Planning 101, Statutory/Regulatory Authority, Town Codes and General Plan, Riggins Rules, Robert's Rules, Open Meeting Law, Conflict of Interest, Bylaws

Discussion/Possible Direction to Staff

Zoning Administrator John Knight led the board training.

Informational Items (Current Event Summaries):

6:38 (1:32:02) 6) Updates of Recent and Upcoming Meetings: John Knight, Zoning Administrator

- a) **Planning and Zoning Commission – May 6, 2020:** No items currently scheduled (meeting will likely be cancelled)

- b) **Design Review Board – May 11, 2020:** UVX Apartments front improvements and sign for new business at 105 Main Street (formerly Cleopatra Hill)
- c) **Council – April 22, 2020:** Community garden
- d) **Council – May 12, 2020:** Ordinance amendment to update Section 509. Signs, and new Telecommunications ordinance
- e) **Council – July 14, 2020:** Ordinance amendments regarding definitions of *boarding house* and *hotel*, possible exemptions for small projects, and misc. updates

Mr. Knight updated the commissioners and board members on the recent meetings.

Commissioner Henry Vincent inquired about the Cuban Queen Project and the parking overlay district. Mr. Knight informed Mr. Vincent that the parking issue for the Cuban Queen had been resolved and that the parking overlay district was set aside by Council for now.

6:41 (1:35:20) 7) Adjourn

Motion to Adjourn at 6:41 p.m.

P&Z COMMISSIONER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
LUDWIG	X		X			
ROMBERGER			X			
SCHALL			X			
TESTONE			X			
VINCENT			X			
DRB BOARD MEMBER			X			
CHRISTENSEN			X			
MCDONALD		X	X			
SMITH			X			
WOOD					X	

Approved: _____ Date: _____
 Tyler Christensen, Design Review Board Chair

Approved: _____ Date: _____
 Jessamyn Ludwig, Planning & Zoning Chair

Attest: _____ Date: _____
 Rosa Cays, Deputy Clerk



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

**ZONING ADMINISTRATOR ANALYSIS
PLANNING AND ZONING COMMISSION
May 20, 2020**

ITEM 4: **Update Planning and Zoning Commission Bylaws**
Prepared by: John Knight, Zoning Administrator

Background and summary: The bylaws were recently reviewed by the Planning and Zoning Commission at their regular February meeting. These were forwarded to the Town Council for final approval on March 10, 2020. At that meeting, the Council suggested some additional edits. These changes are summarized in the attached memo from Candace Gallagher and have been included in the attached redline draft of the bylaws. At a subsequent Council meeting on April 14, 2020, the Council reviewed their suggested meeting time change to 7:00 pm and agreed to leave the meeting time at 6:00 pm.

Once these additional changes have been reviewed by the Planning and Zoning Commission, they will be forwarded back to Council for final adoption.

The Council also suggested moving the Commission meeting day (which is the first Wednesday of the month) so that it falls after the Council meeting day (which is the second Tuesday of the month). The reason for potentially moving the meeting day is so that items that go before Council can be handled sooner. Note that there is a separate item on the agenda to discuss possibly moving the meeting date.

Zoning Ordinance Compliance -

Section 104.E. Rules; Regulations; Records; Meetings: *The Commission shall make and publish rules and regulations, to govern its proceedings and to provide for its meetings, subject to Council approval. All meetings of the Commission shall be open to the public. The minutes and records of all Commission proceedings shall be kept and filed as public record in the office of the Town Clerk.*

Response: The Commission has the authority to make and publish rules and regulations to govern its proceedings (aka bylaws).

Recommendation: The zoning administrator recommends the Commission approve the attached resolution updating the bylaws. As noted above, the bylaws will be forwarded to Council for review at their next regular meeting.

Attachments:

- P&Z Resolution 2020-7
- Updated Redline DRAFT of bylaws
- April 6, 2020 Memo from Candace Gallagher



TOWN OF JEROME

Post Office Box 335, Jerome, AZ 86331
(928) 634-7943

P&Z RESOLUTION NO. 2020-7 APPROVING REVISED PLANNING AND ZONING COMMISSION BYLAWS

WHEREAS, the Planning and Zoning Commission has the authority under Section 104.E. of the Jerome Zoning Ordinance to make and publish rules and regulations (bylaws) to govern its proceedings; and

WHEREAS, on February 12, 2020, the Planning and Zoning Commission reviewed a draft of proposed revisions to its bylaws and wishes to make those changes; and

WHEREAS, on March 10, 2020, the Jerome Town Council reviewed the bylaws and recommended additional changes; and

WHEREAS, on April 14, 2020, the Jerome Town Council agreed to a 6:00 p.m. meeting time for the Planning and Zoning Commission; and

WHEREAS, on May 20, 2020, the Jerome Planning and Zoning Commission reviewed the proposed changes to the bylaws; and

WHEREAS, changes to the bylaws are subject to Council approval.

NOW, THEREFORE, BE IT RESOLVED by the Planning and Zoning Commission of the Town of Jerome, Arizona, that the revised bylaws attached hereto and made a part hereof are hereby adopted, subject to Council approval; and

BE IT FURTHER RESOLVED that a copy of this Resolution be provided to the Town Clerk.

ADOPTED AND APPROVED by a majority vote of the Planning and Zoning Commission on the 20th day of May 2020.

ATTEST:

APPROVED:

Rosa Cays, Deputy Town Clerk

Jessamyn Ludwig, Chair

Attachment – Draft Bylaws

TOWN OF JEROME PLANNING AND ZONING COMMISSION BYLAWS

Updated: ~~February 12~~ May 20, 2020

I. ORGANIZATION AND RESPONSIBILITIES

A. Commission, Officers and Staff

- (1) Commissioners shall make unbiased, well-reasoned decisions and recommendations to the Town Council on planning and zoning issues based on commonly accepted land use principles, Town Codes, and the health, comfort, convenience, safety and general welfare of the residents of Jerome. ~~Commissioners are expected to study the agenda packet and visit the case sites before each meeting and to educate themselves on planning issues. See Section 104 of the Town of Jerome Zoning Ordinance for a detailed description of responsibilities.~~
- (2) The Commission shall elect a Chair and Vice~~Chair~~ annually from among the appointed members at its first meeting in March of each year. ~~The election may be postponed by a majority vote of the members of the Commission present. If the election is postponed, the current Chair and ViceChair will remain in office until the election.~~
 - a) The term of Chair and Vice~~Chair~~ shall be one (1) year. ~~Any member serving~~No individual may serve consecutively as Chair, or consecutively as Vice~~Chair~~ ~~shall be eligible, for re-election more than two one-year terms.~~
 - b) The Vice~~Chair~~ shall act as Chair in the Chair's absence. ~~In the absence of the Chair and ViceChair, the senior member, based upon years of membership, shall act as Chair.~~
 - c) Any vacancy in the office of Chair or Vice~~Chair~~ shall be filled from the Commission membership by majority vote of the Commission members present at the next meeting. Any Chair or Vice~~Chair~~ so elected shall serve for the remainder of the vacated term.
 - d) The Chair or Vice~~Chair~~ may be removed from office by a majority vote of the full Commission.

- (3) The Chair shall preside at all meetings and hearings of the Commission, decide all points of order and procedure, and perform any duties required by law, ordinance, or these bylaws.
 - a) The Chair shall have the right to vote on all matters before the Commission and to make or second motions if a motion or a second is not made by another member of the Commission.
- (4) The Zoning Administrator, or designated representative, shall serve the Commission as Executive Secretary. -Planning staff shall furnish professional and technical advice to the Commission.

II. MEETINGS

A. Regular Meetings

- (1) Regular meetings shall be held at the call of the Chair on the first Wednesday of each month at ~~7~~6:00 P.M. and may be preceded or followed by a study session. ~~With a majority vote, the Commission may change the meeting time and day of the month provided that the agenda is posted in advance of the meeting. Special~~ meetings may be held on another date set by the Chair and Zoning Administrator. - Whenever a legal holiday is the same day as a meeting, such meeting shall either be cancelled or rescheduled.
- (2) Meetings of the Commission shall be open to the public, except for executive sessions held pursuant to A.R.S. § 38-431.03. -The minutes of the public proceedings shall be filed in the Planning Department as a public record. -At the public hearing, upon being recognized by the Chair and stating their name and the names of persons on whose behalf they are appearing, any person may speak about the matter being considered. The Chair, at ~~his or her~~their discretion, may limit the discussion.
- (3) The Commission may, by a single consent motion, approve any number of applications where the Commission, staff, and applicant are in agreement and where, after call and invitation by the Chair to do so, no member of the Commission, staff, or public wishes to address any particular item designated for consent action by the Commission. -Should any member of the Commission, staff, or public so request, the Commission shall then withdraw an item from the consent agenda for the purpose of public discussion and separate action.

- (4) Petitions, remonstrances, communications, and comments or suggestions from the citizens present may be heard by the Commission if Petitions from the Public is listed as an item on the agenda. All such remarks shall be addressed to the Board as a whole, and not to any member thereof. Such remarks shall be limited to three (3) minutes per speaker, unless additional time is granted by the Chair. 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.
- (5) Regular meetings of the Commission shall be held in the Council Chambers of the Jerome Civic Center, 600 Clark Street, Jerome, Arizona, unless a different location is set forth in the notice of the meeting.
- (6) Commissioners are expected to attend all meetings and study sessions unless prior notice of an inability to attend is provided to the Chair or Zoning Administrator. Meetings may be attended in person or telephonically, with advance notice to the Chair or Zoning Administrator. Failure to attend a meeting or notify the Chair or Zoning Administrator of an absence may result in a recommendation to the Town Council that the Commission member be removed from the Commission. -Commission members are subject to the automatic removal provisions set forth in Section 104 of the Town of Jerome Zoning Ordinance.

B. Study Sessions

- (1) Study sessions for any purpose may be held at the call of the Chair, at the request of two or more members, or at the request of staff. -Such ~~request~~requests shall be made at least 24 hours prior to the study session by submittal to the Zoning Administrator or by verbal request made at a Planning and Zoning Commission meeting. -Notice to the public of the study session shall be posted at the Civic Center at least 24 hours before the study session, and as otherwise required by the Zoning Ordinance and Arizona state law. -The call and notice shall include the time and place of the study session, and an agenda of the business to be transacted.
- (2) Study sessions may be held before or after any regular or special meeting of the Commission, subject to providing notice as set forth herein. -When a matter is set for a study session, public testimony may be barred or limited to particular persons at the discretion of the Chair.

D. Quorum

Three (3) members shall constitute a quorum for transacting business at any meeting. No action shall be taken at any regular or special meeting in the absence of a quorum, except to adjourn the meeting to a subsequent date. -At a study session, any number of Commission members may discuss agenda items.

E. Agenda

The Zoning Administrator shall prepare an agenda for each Commission meeting and study session. -The agenda shall include all matters of business scheduled for consideration by the Commission.- Items may be added to an agenda prior to posting at the request of the Chair or any Commissioner.

F. Field Trips

The Commission may take field trips to view property or for any purpose relevant to a public hearing or matter under consideration. -All Commission field trips shall be taken as part of a regular or special meeting or study session. -All interested persons shall be given the opportunity to be present to view the property and hear any reports or comments. -A record of the field trip shall be entered into the minutes and shall indicate that the field trip was considered as evidence. -Nothing herein shall prevent less than a quorum of the Commission, or Commission members individually at their own convenience and expense, from taking field trips to view property ~~which~~that is the subject of an application or other matter being considered.

III. ORDER OF BUSINESS

A. Parliamentary Procedure

- (1) The Chair shall call the Commission to order and the Secretary shall record the members present or absent. -The Chair may call each item of business in the order of the approved agenda.- The Commission, by majority vote, may change the order of the posted agenda to accommodate the Commission, staff, the applicant, or members of the public.
- (2) The Chair shall conduct meetings pursuant to Robert's Rules of Order unless such rules are suspended by majority vote of the Commission.

B. Hearing Conduct

All public hearings of the Commission shall be conducted in conformance with Arizona state law.

C. Public Hearing Testimony

- (1) Public hearings need not be conducted according to technical, judicial Rules of Evidence. -Any relevant evidence may be considered if it is the sort of evidence upon which reasonable persons are accustomed to rely in the conduct of serious affairs.
- (2) Any person may appear at a public hearing and submit oral or written evidence related to the application, either individually or as a representative of a person or an organization. -Each person who appears at a public hearing shall state their name, and, if appearing on behalf of a person or organization, the name of the person or organization being represented.
- (3) The Chair may establish time limits for individual testimony and may require that individuals with shared concerns select one or more spokespersons to present testimony on behalf of those individuals.
- (4) The Chair may exclude testimony that is irrelevant, immaterial, or redundant and may make other rulings necessary for the orderly conduct of the proceedings, while ensuring basic fairness and a full airing of the issues involved. -Evidentiary objections shall be waived unless made timely to the hearing.
- (5) If testimony or evidence is excluded as irrelevant, immaterial, or redundant, the person offering such testimony or evidence shall be given an opportunity to offer a written statement in regard to such testimony or evidence for the record. -Such written statement shall be presented to the Zoning Administrator within three (3) working days of the hearing.
- (6) If an applicant fails to appear, the Commission may continue the hearing on the matter until the next regularly scheduled meeting or special meeting, unless the applicant has requested in writing that the Commission act without the applicant being present at the hearing. -The Commission may hear persons requesting to speak on such a matter, even if the matter is to be continued.

D. Voting

- (1) In taking action on any application or other matter, the Commission may recommend to Council or grant approval, grant approval with conditions, modify the request so as to make more restrictions, or deny the item altogether, as set forth in the Zoning ~~Code.~~ Ordinance. In making its decisions, the Commission shall be guided by the provisions and elements of the General ~~/Comprehensive~~ Plan, the Zoning Ordinance, ~~and~~ development standards, policies, and area plans adopted by the Town.
- (2) ~~Three (3) members shall constitute a quorum. The 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 “ayeayes” and “nays” cast on a particular measure and shall reflect the vote of each member present.~~
- (3) ~~A member~~ Members shall recuse ~~himself or herself~~ themselves, abstain from voting, leave the dais, and leave the ~~dais~~ meeting chambers during discussion and action whenever ~~he or she has~~ they have a conflict of interest in the item under consideration, as required by the Arizona Revised Statutes, A.R.S. § 38-501 to § 38-511.
- (4) Each member attending shall be entitled to one vote. ~~The minutes of the proceedings shall indicate the vote of each member on every matter acted upon, and shall indicate any absence or failure to vote. No member shall be excused from voting except in compliance with Section III.D.3 of these bylaws.~~
- (5) When making a motion to recommend or approve, approve with modifications and/or conditions, revoke, or deny the request, the Commission shall make findings of fact required by the Zoning Ordinance. If not specifically stated, a motion to adopt or approve staff recommendations or simply to approve the action under consideration shall be deemed to include adoption of all proposed findings and execution of all actions recommended in the staff report on file in the matter. Whenever practical, Commission decisions should be documented by a written Resolution. Copies of the resolutions shall be maintained at Town Hall.

- (6) A member who is absent from any portion of a public hearing conducted by the Commission may not vote on the matter at the time it is acted upon by the Commission, unless they have reviewed the minutes or the recording of any portion of the hearing from which they were absent, and state for the record prior to voting that they deem themselves to be familiar with the record. -A member who misses only the presentation of the staff report may vote on the matter at the time it is acted upon by the Commission, provided that they state for the record that they read the staff report and are familiar with it.

E. Recommendation to Town Council

The Zoning Administrator shall forward all recommendations to Town Council of the Commission's findings and/or actions and reasons ~~therefore~~therefor in writing with respect to the merits of the application ~~within 30 days of~~at the conclusion of the public hearing. The item shall be scheduled for review by the Council in accordance with the provisions of the Zoning Ordinance.

IV. OFFICIAL RECORDS

A. Retention of Files

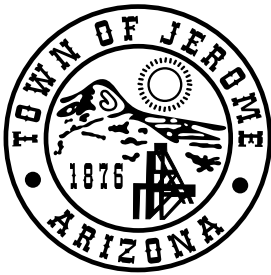
The official records of the Commission shall include these rules and regulations, resolutions, minutes, and records of all Commission proceedings, the originals of which shall be kept and filed as public records in the Planning Department and copies and or electronic copies kept in the office of the Town Clerk. -All applications and other matters coming before the Commission shall be filed in the Planning Department in accordance with that ~~Department's~~department's general file system.- Original papers of all applications and other matters shall be retained in compliance with the State of Arizona's Document Retention Schedule.

B. Recording of Meetings

Minutes of public meetings of the Commission shall be recorded in written and audio form. Any person desiring to have a meeting recorded by an electronic device or by a stenographic reporter may do so at his or her own expense. Advance notice to the Director of Planning to arrange facilities for such recording shall be made at least 72 hours prior to commencement of the meeting. Such recording shall not disrupt the proceedings and may, at the discretion of the chair, be stopped if it is disruptive.

V. AMENDMENTS

These bylaws may be amended by majority vote of Commission members present at any meeting of the Commission provided that notice of said proposed amendment is given to each member in writing at least 5 days prior to said meeting. ~~Such~~ amendment shall become effective at the next meeting of the Commission.



TOWN OF JEROME

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MEMO

FROM: Candace Gallagher, Town Manager/Clerk
TO: Planning & Zoning Commission
CC: John Knight, Zoning Administrator
SUBJECT: Revisions to bylaws
DATE: April 6, 2020

At their March 10 regular meeting, Council reviewed your approved changes to the Planning & Zoning Commission bylaws.

At that meeting, they requested the following changes prior to their approval:

- II.A.(1) – Council did not want the meeting time changed to 6 p.m.
 - *NOTE: This item will be revisited by Council at their April 14 meeting.*
- II.A.(1) – Remove the new addition stating that “with a majority vote, the Commission may change the meeting time and day of the month provided that the agenda is posted in advance of the meeting.”
- II.A.(1) – Council has suggested that the regular P&Z meeting day be changed to AFTER the Council meeting day (which is the second Tuesday of the month), so that if an item has to come to Council after approval by P&Z, it can happen sooner.
- II.A.(6) – Add “or Zoning Administrator” to the new sentence that is being added: “Meetings may be attended in person or telephonically, with advance notice to the Chair or Zoning Administrator.”
- III.D.(3) – (Grammatical correction) Change “A member” to “Members”: “**Members** shall recuse themselves ...”
- IV.B. Add “and audio” to first sentence: “Minutes of public meetings of the Commission shall be recorded in written and audio form.”



TOWN OF JEROME

Post Office Box 335, Jerome, Arizona 86331
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Zoning Administrator Analysis Planning and Zoning Commission Wednesday, May 20, 2020

ITEM 5: Site Plan Review for new patio cover
Location: 403 Clark Street
Applicant/Owner: John Bartell/1299 Properties
ZONE: C-1
APN: 401-06-152H
Recommendation: Approve
Prepared by: John Knight, Zoning Administrator
Resolution: P&Z Resolution 2020-8

Background and Summary: Applicant requests preliminary and final site plan review to add a patio cover over an existing concrete patio. The patio cover is approximately 14-by-20 feet and will include a red roof tile “eyebrow” feature. This eyebrow is similar to what is used on the existing structure. The applicant is proposing to use a standing seam, metal roof behind the eyebrow feature. The DRB has already reviewed the project and approved the design subject to P&Z approval (refer to attached DRB Resolution 2020-16).

The patio cover is essentially a shade structure that provides additional protection for the existing seating on the outdoor patio. The addition of the shade structure does not change the use of the existing building or change the parking demand.

Posting: A notice was posted on site on May 5, 2020.

Zoning Ordinance Compliance -

Section 507.B.18 (Permitted Uses): *Accessory buildings, structures and other uses customarily incidental to a permitted use except as otherwise provided in this Ordinance.*

Response: The proposed patio cover, would be considered an accessory structure under the code and is a permitted use in the C-1.

Section 303.1.A. Purpose: *The purpose of the preliminary site plan review is to provide for the public health, safety and general welfare, and to protect the environment and the historical character of the Town of Jerome. The plan review will include examination of all proposed site work and excavation and grading regulations, with special regulation of work on sites with extreme slope or unstable soils. Essential to this purpose is the review of possible impacts on surrounding properties.*

Response: The zoning administrator and Planning and Zoning Commission are required to review the proposed plans to provide for the public health, safety and general welfare, and to protect the environment and the historical character of the Town of Jerome. This includes a review of all proposed site work, grading, and potential impacts on surrounding properties.

Section 303.1.A. Review Procedures: *The Zoning Administrator shall have ten (10) working days from the date of submission of a preliminary site plan application to review said plan for completeness. A completed preliminary site plan shall be submitted to the Planning and Zoning Commission at the earliest meeting time available. The Zoning Administrator may request Design Review recommendation on the Preliminary Site Plan. The Planning and Zoning Commission shall approve, conditionally approve or deny said plan. Once denied, the original plan shall not be resubmitted. The Planning and Zoning Commission may, if the preliminary drawings and other data are sufficiently clear and explicit, waive the requirements of Section 303.2 and/or Grant Final Approval at the Preliminary Review session, provided all other requirements of this section are conformed with.*

Response: After reviewing the proposed plans and application materials, the Planning and Zoning Commission may approve, conditionally approve, or deny the plan. Note: this section also identifies that the applicant may receive both preliminary and final site plan review if the drawings and information are sufficiently clear. The applicant has requested both preliminary and final approval as part of their request.

Section 505.D. Property Development Standards

Item	Code Standard	Proposed
Square footage of proposed structure	none	280 square feet
Square footage of existing structure	none	10,700 square feet (+/-)
Lot size	none	24,390 square feet
Existing lot coverage	none	44% (10,700/24,390)
New lot coverage	none	45% ((10,700 + 280)/24,390)
Front yard	0 feet to 10 feet	25+ feet
Side yard	0 feet	35+ feet
Rear yard	20 feet min.	40+ feet
Building height	25 feet max.	10 +/- feet

Response: The proposal appears to meet all the code standards. Note that there are more restrictive code standards for detached accessory structures. However, the proposed structure is attached to the main building, so the same standards for the main building are used.

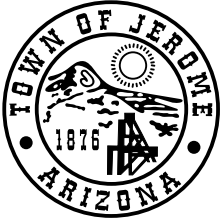
Recommended Conditions: The Planning and Zoning Commission may add conditions to ensure compliance with town ordinances and standards. The zoning administrator has prepared a resolution and conditions for consideration by P&Z.

Other Issues: There is a large, mature pine tree growing in the middle of the proposed patio cover. A condition has been added to the DRB resolution that requires an arborist assess the health of the tree and the plans include adequate protection for the tree during construction.

Recommendation: The Zoning Administrator recommends approval of P&Z Resolution 2020-8 with the conditions included.

Attachments:

- P&Z Resolution 2020-8
- Application, plans, and supplemental information
- DRB Resolution 2020-16



TOWN OF JEROME

Post Office Box 335, Jerome, AZ 86331
(928) 634-7943

P&Z Resolution No. 2020-8

Approving Preliminary and Final Site Plan Review for a Patio Cover at 403 Clark Street (Jerome UVX Center)

WHEREAS, the Town of Jerome has received an application for Preliminary and Final Site Plan Review by John Bartell for the property located at 403 Clark Street (APN 401-06-152H); and

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

WHEREAS, the proposed structure will not change the existing use or affect the parking demand; and

WHEREAS, the proposed use is a permitted use under Section 507.B.18 of the Jerome Zoning Ordinance; and

WHEREAS, a notice was posted at the site on May 5, 2020, in accordance with Jerome Zoning Ordinance Section 303.1C; and

WHEREAS, the application has been reviewed in accordance with Section 303.1.A of the Jerome Zoning Ordinance; and

WHEREAS, the application has been reviewed and determined to be in compliance with the property development standards of Section 505.D. of the Jerome Zoning Ordinance; and

WHEREAS, the Jerome Planning & Zoning Commission reviewed this application at their May 20, 2020 meeting and wishes to approve the application with certain conditions; and

WHEREAS, the Planning and Zoning Commission finds that the site plan does not adversely affect the public health, safety, and general welfare, and so protects the environment and the historical character of the Town of Jerome;

NOW, THEREFORE, BE IT RESOLVED by the Planning and Zoning Commission of the Town of Jerome, Arizona, that the Preliminary and Final Site Plan submitted for a patio cover at 403 Clark Street is hereby approved, subject to the following conditions:

1. **Construction Hours and Noise** – Construction and noise shall be limited between 8:00 pm and 7:00 am in accordance with Section 10-1-13.C. of the Jerome Town Code.
2. **Other Improvements/Changes** – Any subsequent modifications or changes to the Plans, including but not limited to changes in setbacks, square footage, fences, siding, roofing, height, etc., will require additional review by the Planning and Zoning Commission and/or the Design Review Board.

P&Z RESOLUTION NO. 2020-8

3. **Drainage** - The building permit submittal shall indicate both existing and proposed drainage. This includes, but is not limited to, how drainage will be collected (such as from roof drains) and directed to provide disposal and protection of neighboring properties. This may include splash blocks, swales, detention basins, and gravel catchments to help dissipate hydraulic energy. Roof drains shall not be directed across sidewalks.
4. **Building Permit Submittal and Code Requirements** - The applicant shall consult with the Building Official and submit detailed drawings for building permits that clearly demonstrate compliance with all Code requirements, including, but not limited to, coverage, height, parking, and setbacks (Section 505).
5. **Conditions on Plans** – The building permit plan submittal shall include a sheet with a list of approved conditions from both the Design Review Board and Planning and Zoning Commission.
6. **Expiration of Approval** - This approval shall become null and void if a building permit is not issued within six (6) months of final Planning and Zoning and Design Review Board Approval of this application. If necessary, the applicant may request an extension by the approval body if the extension is submitted prior to approval expiration.

ADOPTED AND APPROVED by a majority vote of the Planning and Zoning Commission on the 20th day of May 2020.

ATTEST:

APPROVED:

Rosa Cays, Deputy Town Clerk

Jessamyn Ludwig, Chair



TOWN OF JEROME, ARIZONA

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

Dropped
off
3/5/20

APPLICATION FOR DESIGN REVIEW

PLEASE PRINT LEGIBLY SO THAT PROCESSING WON'T BE DELAYED

APPLICANT NAME: Jerome UVX Center
MAILING ADDRESS: P.O. Box 1173
TELEPHONE: 928-351-1040 EMAIL: JeromeUVXcenter@gmail.com
PROJECT ADDRESS: 403 Clark St.
PARCEL NUMBER: 401-06-1524 ZONE DISTRICT: Commercial
APPLICATION FOR (Please describe the project.): PATIO COVER - Red Tile
eyebrow (matching UVX) and other Materials to match colors.

- 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 Zoning Ordinance.
- I understand that this application will not be scheduled for consideration until all required materials have been submitted and reviewed.

APPLICANT SIGNATURE: [Signature] DATE: 3/5/20

TOWN USE BELOW

RECEIVED FROM: _____ DATE: _____

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

Per Fee schedule - Ordinance 331

BY: _____ FOR: _____

PLEASE NOTE:

After approval from the Planning & Zoning Commission and Design Review Board, most building projects must then be submitted to the Building Inspector for review, approval and issuance of building permit.

REGARDING BUILDING PERMITS:

Additional fees are required for building permits to reimburse the Town for costs of providing plan review and construction inspection services. Commercial projects, and some residential projects may require plans to be prepared and/or sealed by an Arizona registrant, such as a licensed architect or engineer, per A.R.S. §32-144. Licensed contractors may be required for construction projects per A.R.S. §32-1121.

REQUIRED ITEMS ARE PER ZONING ORDINANCE SECTION §304

Each application will be filed with the Zoning Administrator and forwarded to the Design Review Board. The application shall be submitted with eight (8) copies of a plan. The plan shall be on paper not measuring more than twenty-four inches by thirty-six inches (24" x 36") and drawn to a scale not smaller than (40') forty feet to the inch.

Applications for Design Review Board shall include eight (8) copies of the following required items:

8	Plot plan or site layout, including all improvements drawn to scale	
16	Elevations (all sides of proposed building or project) drawn to scale	Front aerial
✓	Legible photographs showing all sides of existing structures	
✓	Legible photographs showing adjoining properties, buildings and structures	✓ Jeff + Terry H'st Soc. Bldg
✓	Materials samples	Picture of Tile, Stucco/window
✓	Color samples	Picture of Stucco, Tile, Windows
	Explanation and location of any building or structure to be demolished or removed	NONE
	Additional information requested by Zoning Administrator	
	Additional information may be requested by Design Review Board at preliminary review.	

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

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

Additional information requested by Design Review Board. The following items to be submitted for DRB final approval.

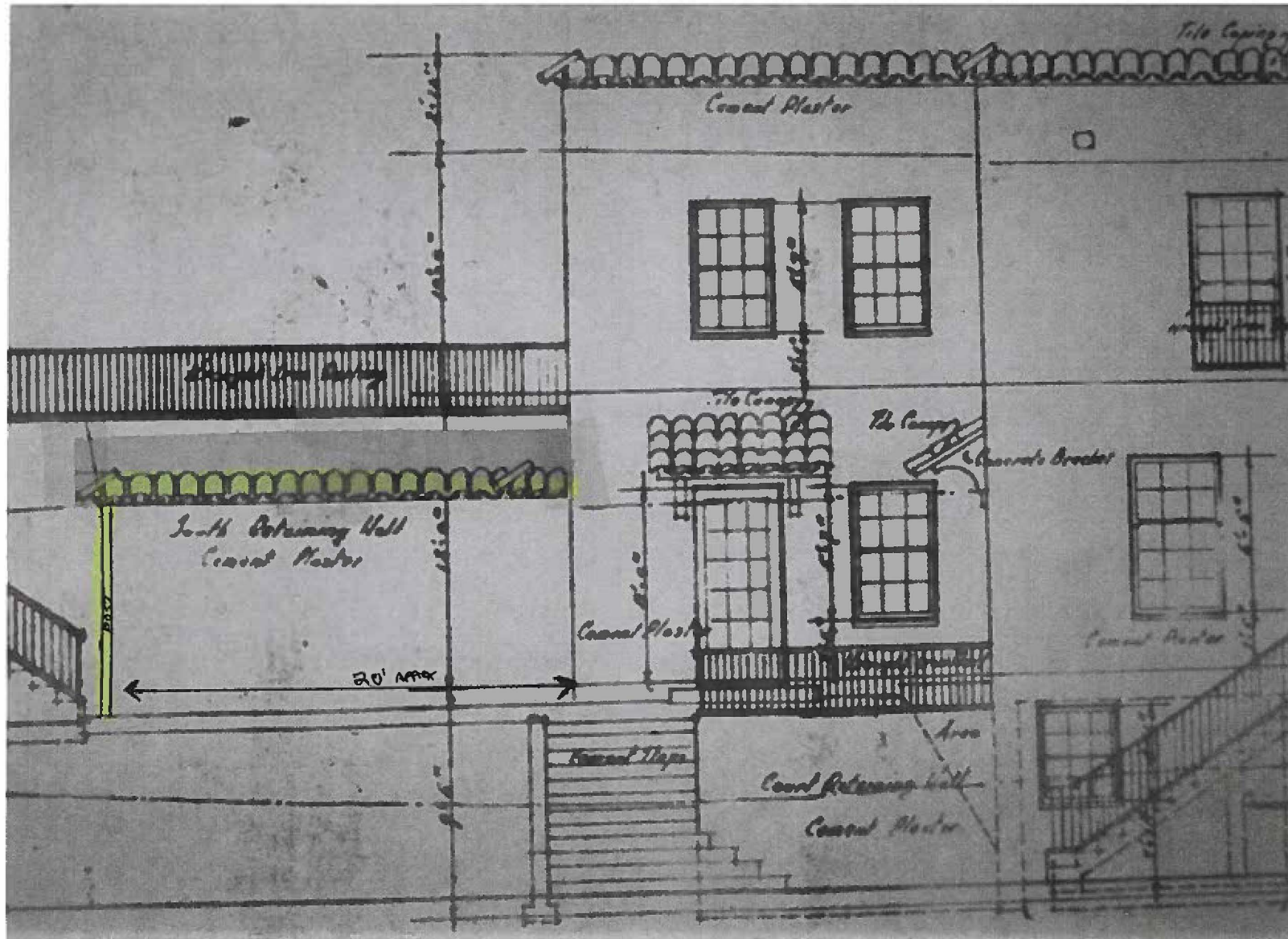
DEMOLITION – Please review ZONING ORDINANCE §304.D.2 and §304.F.3.

	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 compliance with this section

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.

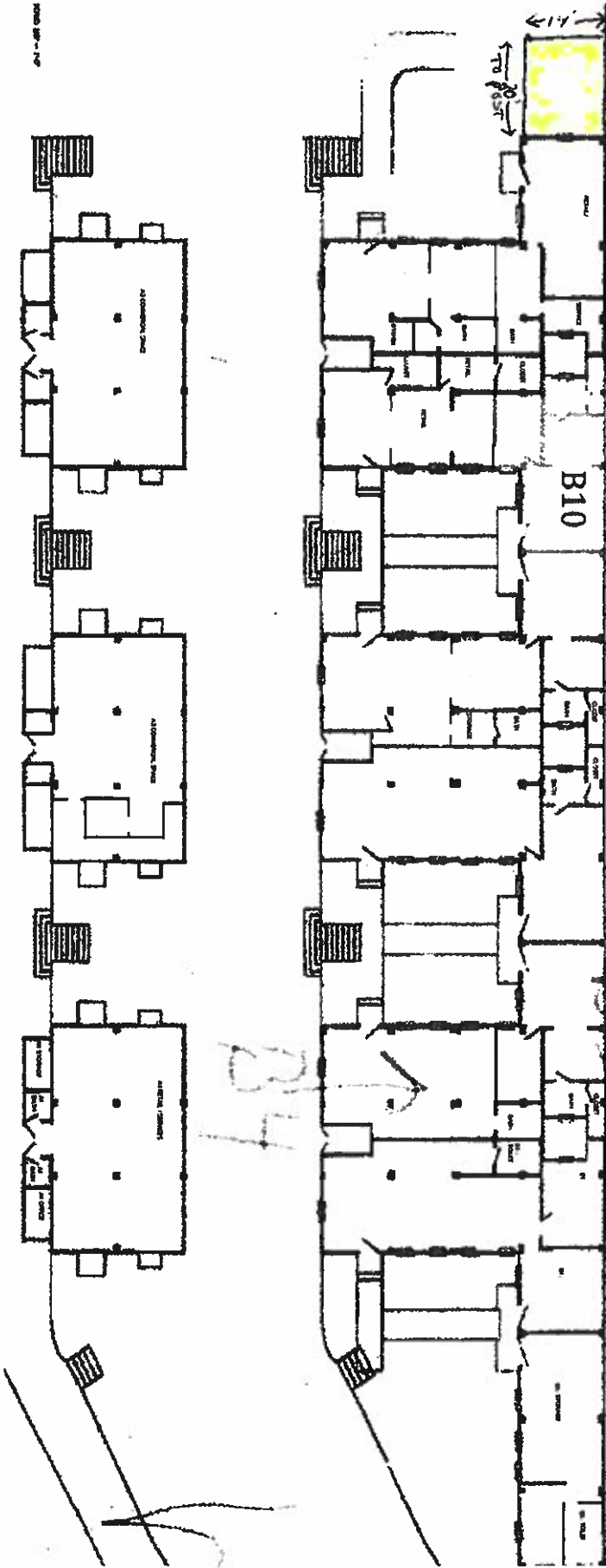
ELEVATION & TRUSS

Item 5



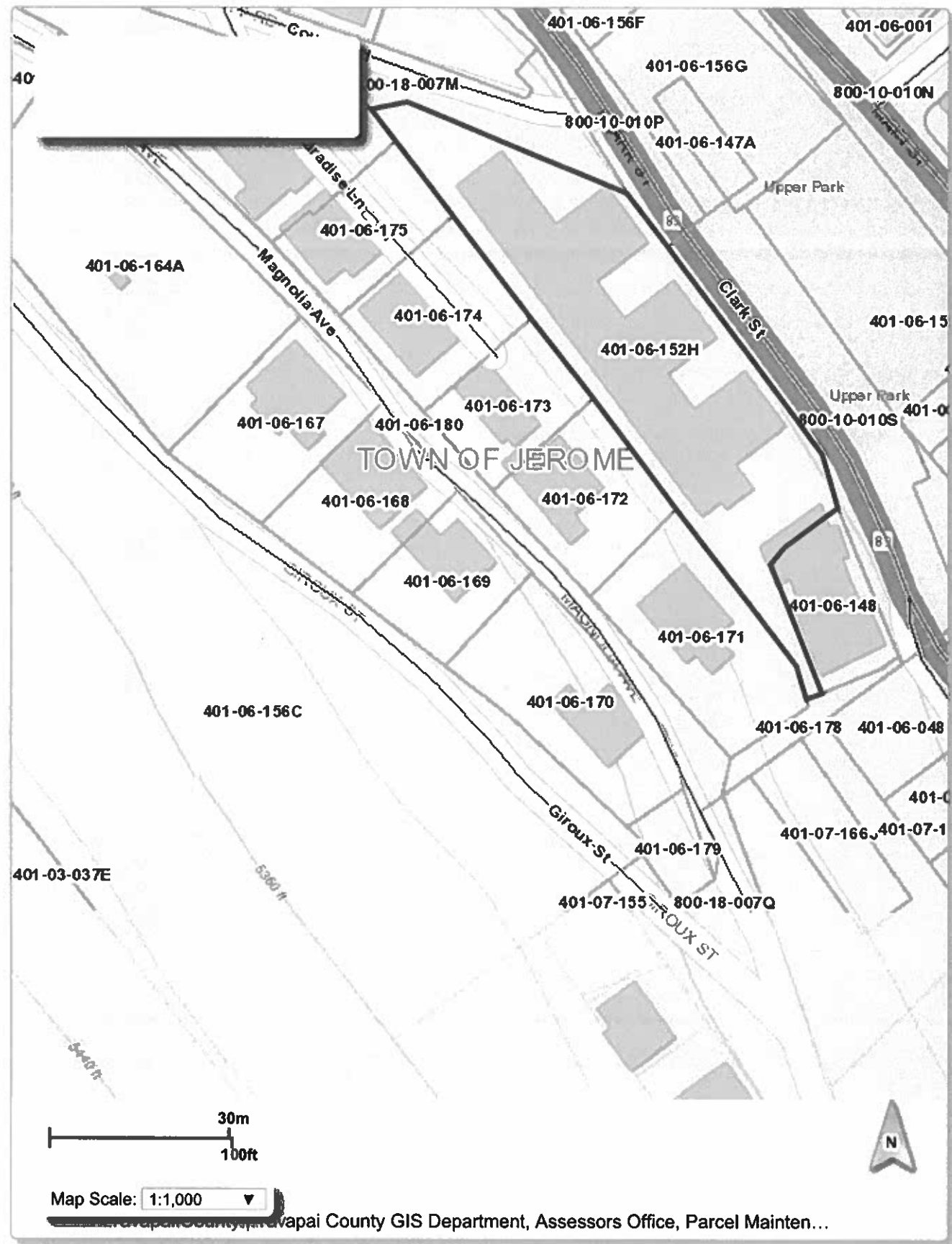
STREET
LEVEL

COURTYARD
LEVEL



ELEVATION 1 AERIAL

COURTYARD



EXISTING STRUCTURE: VIEW FRONT



EXISTING STRUCTURE: VIEW SIDE



MATERIAL / COLORS BASE AREAS:



MATERIALS / COLORS - TILE





Proposed Roofing Material

Neighbor - HIST



Neighbor - Jeff, Terry





TOWN OF JEROME

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

DRB Resolution 2020-16 Approving Design Review for a Patio Cover

WHEREAS, the Town of Jerome has received an application from John Bartell for preliminary and final design review to construct a covered patio 403 Clark Street (APN 401-06-152H); and

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

WHEREAS, the Design Review Board has determined that a public hearing is not necessary under Zoning Ordinance Section 304.F.5.; and

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

WHEREAS, the Design Review Board has carefully reviewed the applicant's proposal and finds that the applicable criteria have been satisfied:

1. Accessory Buildings - Garages, carports, and sheds shall be visually compatible with buildings, structures, and places to which they are visually related.
2. Architectural features and details - Original porches, decks, balconies, canopies, doors, windows, walls, fences, stairways, eaves, cornices, and other architectural features and details shall be preserved and retained where feasible. Necessary replacement of these features should be as near as possible to the original feature in design and material.
3. Roofs – Original roof shape, design, and material shall be preserved and retained where feasible. Where contemporary roofing material is used, it should be as near as possible to the appearance of the original roofing material.
4. Color – Exterior colors should be as near as possible to the original colors appropriate to the years during which the building or structure was built.
5. Materials and Texture – The original exterior materials and texture shall be preserved and retained where feasible. Where contemporary materials are used, they should be as near as possible to the original material and texture.

NOW, THEREFORE, BE IT RESOLVED by the Design Review Board of the Town of Jerome, Arizona, that the preliminary and final design to construct a covered patio at 403 Clark Street is hereby approved, subject to the following conditions:

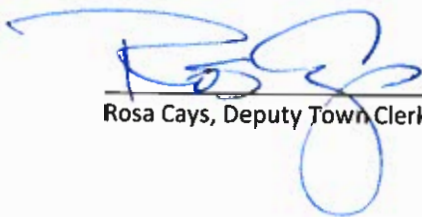
DRB RESOLUTION NO. 2020-16


1. **Compatibility** – this approval is contingent upon the plans matching the existing structure.
2. **Planning and Zoning Commission Approval** – this approval is contingent upon site plan review and approval by the Planning and Zoning Commission.
3. **Arborist Report** – prior to issuance of the building permit, the applicant shall provide a recommendation from a certified arborist on the health and protection of the existing pine tree located within the patio footprint.
4. **Expiration of Approval** – this approval shall become null and void if a building permit is not issued within six (6) months of final Design Review Board approval of this application. If necessary, the applicant may request an extension by the approval body, if the extension is submitted prior to approval expiration.
5. **Appeal** – Any applicant who is aggrieved by the Design Review Board decision may petition the Mayor or Council for a review within thirty (30) days of the decision. Questions of aesthetics or design standards are not appealable to the Mayor and Council but may be presented to a Court of Record within thirty (30) days of the decision. Additionally, if in the opinion of the Zoning Administrator a decision is not in conformance with the Zoning Code or Comprehensive plan, the Zoning Administrator may request a review by the Mayor and Council within thirty (30) days. By specific motion during an official meeting, the Mayor and Council may refuse to consider a request for review brought by the Zoning Administrator. Finally, the Mayor and Council shall maintain the right to review all decisions of the Design Review Board.

ADOPTED AND APPROVED by a majority vote of the Design Review Board on the 11th day of May 2020.

ATTEST:

APPROVED:



Rosa Cays, Deputy Town Clerk

Tyler Christensen, Chair



TOWN OF JEROME

Post Office Box 335, Jerome, Arizona 86331
(928) 634-7943

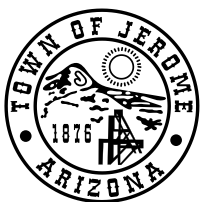
Zoning Administrator Analysis Planning and Zoning Commission Wednesday, May 20, 2020

ITEM 6: Reapproval/Extension for apartment building and parking structure
Location: 446 Clark Street
Applicant/Owner: Steve Knowlton and Nancy Robinson/Ideas-a-Plenty, LLC
ZONE: C-1
APN: 401-06-032, -033 and -026Q
Recommendation: Table (continue to June 3, 2020 meeting)
Prepared by: John Knight, Zoning Administrator

Background and Summary: The applicant has submitted a request for preliminary and final site plan review for a project that was originally approved in 2016. The project originally received approval for the apartment building in March 2016 and then returned for a separate approval of the parking structure in December 2016. The applicant has obtained building permits and has been continuously working on the apartment project. However, the applicant has not been able to start on the parking structure and cannot work on the parking structure until the apartment building is complete. As a result, the approval for the parking structure has expired.

The application was not received by May 13, which did not provide adequate time to post a notice on the site. Section 303.1.C. of the zoning ordinance requires that the site be posted two (2) weeks prior to review by the Planning and Zoning Commission.

Recommendation: This item should be tabled to June 3, 2020 meeting to allow adequate time to post a site notice.



TOWN OF JEROME

Post Office Box 335, Jerome, Arizona 86331
(928) 634-7943

Zoning Administrator Analysis Planning and Zoning Commission Wednesday, May 20, 2020

ITEM 7: Initiate code amendment to definitions for *boarding/rooming house*
Applicant/Owner: Town of Jerome
Recommendation: Approve
Prepared by: John Knight, Zoning Administrator
Resolution: P&Z Resolution 2020-10

Background and Summary: On May 12, 2020, the Council directed staff to update the definitions for *boarding house* and *rooming house*. Either the Town Council or Planning and Zoning Commission has the authority to initiate an ordinance amendment. Once initiated, staff will hold a neighborhood meeting and a hearing will be set to discuss the matter in more detail. Staff recommends setting the hearing date for the July 1, 2020 Planning and Zoning Commission meeting. This will allow adequate time for noticing and a neighborhood meeting.

Definitions of residential lodgings: Under the definitions section of the Jerome Zoning Ordinance, the code distinguishes between several different types of residential lodging. These include bed and breakfast, boarding or rooming house, hotel, and motel. The differences are noted in the table below.

Item	Allowable Rooms	Permit Requirement	Notes
Bed and Breakfast	3	CUP in Residential and C-1	The CUP requirement is inconsistent with the state law regarding short-term rentals.
Boarding/ Rooming House	8	CUP in C-1 only	Requires a central kitchen facility.
Hotel	9 or more	Permitted in C-1	No provision for cooking in the rooms.
Motel	N/A	Permitted in C-1	Unclear why this is separate from hotel definition and doesn't identify the min/max number of rooms.

Definitions from the Zoning Code:

Bed and breakfast - a building or buildings containing central kitchen facilities and not more than three (3) rooms used to provide lodging for compensation; provided that, 1) No more than one (1) family is lodged per day, 2) no meals are provided other than breakfast, 3) the host family lives on the premises, 4) smoke alarms are installed and, 5) parking has no negative effect on the neighborhood.

Boarding or Rooming House - a building or buildings containing central kitchen facilities and not more than eight (8) rooms where lodging is provided for compensation with or without meals, but not to include rest homes.

Hotel - a building in which there are nine (9) or more rooms where lodging with or without meals is provided for compensation, usually on a transient basis. "Hotel" shall not be construed to include motel, trailer court, sanitarium, hospital, or other institutional building or jail or other building where persons are housed under restraint. No provision is made for cooking in the individual rooms or suites.

Motel - a building or group of buildings containing guest rooms or apartments, each of which maintains a separate outside entrance, used primarily for the accommodation of motorists and provides automobile parking space on the premises.

Options for Discussion: Under the current ordinance, it appears that the intention was that Bed and Breakfast would cover 1 to 3 rooms, Boarding/Rooming Houses would be 4 to 8 rooms, and Hotel (and perhaps Motel) would be 9 or more rooms. Some options for discussion are noted below.

New Definition of Short-Term Rental: The *bed-and-breakfast* definition should be amended to be consistent with state law, which does not allow local jurisdictions to regulate short-term rentals. A new definition for *short-term rentals* could be added to the code. The definition could include both owner- (or host-) occupied as well as non-owner occupied. This would be consistent with current state law. This use should be added as a permitted use in the residential zoning districts.

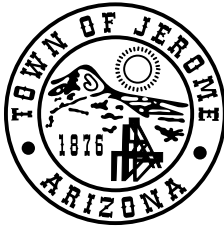
New Definition of Boutique Hotel: The definition of *boarding/rooming house* is outdated and could probably be removed from the code. A small, temporary lodging facility (in this case 4 to 8 rooms) is commonly referred to as a "boutique hotel." A new definition of *boutique hotel* could be added to the code and the requirement for a common kitchen removed. This should be treated the same as hotel/motel and be allowed in the C-1 as a permitted use. Alternatively, the hotel/motel definition could be amended to include smaller lodging facilities.

Expand Definition of Hotel/Motel: The code has a separate definition of *hotel* and *motel*. They are both treated the same in terms of permits (both permitted in the C-1) and parking (1 space per room). However, the definition of *motel* does not identify the minimum number of rooms (for *hotel* it is 9 or more). These definitions could easily be combined into a single definition and also be expanded to include smaller lodging facilities such as a boutique hotel.

Recommendation: The Commission should discuss the various options and provide preliminary direction to staff on how the definitions could be changed. Staff will return to the Commission in July with additional detail on the proposed changes. The zoning administrator recommends approval of P&Z Resolution 2020-10 initiating the amendment process.

Attachments:

- P&Z Resolution 2020-10



TOWN OF JEROME

Item 7

Post Office Box 335, Jerome, AZ 86331
(928) 634-7943

P&Z Resolution No. 2020-10

Initiating an amendment to Definitions for *Boarding/Rooming House* and setting a hearing date

WHEREAS, the Town of Jerome is interested in amending Section 201 of the Jerome Zoning Ordinance dealing with the definition of a *Boarding/Rooming House*; and

WHEREAS, amendments may also include, but are not limited to, changes to the definitions for *Bed and Breakfast*, *Hotel*, and *Motel*; and

WHEREAS, the Jerome Planning and Zoning Commission has the authority to initiate an amendment to lodging definitions under Section 301.A. of the Jerome Zoning Ordinance; and

WHEREAS, the Jerome Planning and Zoning Commission is required to set a hearing date and provide public notice in accordance with Section 301.C. of the Jerome Zoning Ordinance; and

WHEREAS, a Neighborhood Meeting will be scheduled prior to the hearing in accordance with Sections 301.C.1., 306.B.4 and 306.B.5 of the Jerome Zoning Ordinance;

NOW, THEREFORE, BE IT RESOLVED by the Planning and Zoning Commission of the Town of Jerome, Arizona, that an amendment to the residential lodging definitions is initiated in accordance with Section 301.A. of the Zoning Ordinance; and

BE IT FURTHER RESOLVED that a hearing on Wednesday, July 1, 2020, will be held to discuss the proposed amendment, and that public notice regarding such hearing shall be given in accordance with Section 301.C. of the Jerome Zoning Ordinance.

ADOPTED AND APPROVED by a majority vote of the Planning and Zoning Commission on the 20th day of May 2020.

ATTEST:

APPROVED:

Rosa Cays, Deputy Town Clerk

Jessamyn Ludwig, Chair



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

**ZONING ADMINISTRATOR ANALYSIS
PLANNING AND ZONING COMMISSION
May 20, 2020**

ITEM 8: **Possible change to Planning and Zoning Commission meeting date**
Prepared by: John Knight, Zoning Administrator

Background and summary: The bylaws were recently reviewed by the Planning and Zoning Commission at their regular February meeting. These were forwarded to the Town Council for final approval on March 10, 2020. At that meeting, the Council suggested some additional edits. The Council also suggested moving the commission meeting day (which is the first Wednesday of the month) so that it falls after the Council meeting day (which is the second Tuesday of the month). The reason for potentially moving the meeting day is so that items that go before Council can be handled sooner. Note that there is a separate item on the agenda to discuss possibly moving the meeting date.

Staff has provided a calendar showing some options for meeting dates. A couple options include moving the meeting to the third Wednesday or the fourth Wednesday. Depending on which date is selected, it may also be necessary to move the DRB meeting date so that the DRB and P&Z meetings are separate by at least two weeks.

Recommendation: Provide direction to staff on a revised meeting date. This will be forwarded to Council along with the updated bylaws for final adoption.

Attachments:

- Calendar with Council and P&Z meeting dates

June 2020

Item 8

June 2020							July 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
7	1	2	3	4	5	6	5	6	7	1	2	3	4
14	8	9	10	11	12	13	12	13	14	8	9	10	11
21	15	16	17	18	19	20	19	20	21	15	16	17	18
28	22	23	24	25	26	27	26	27	28	22	23	24	25

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 31	Jun 1 6:00pm Possible DRB Meeting date	2	3 6:00pm P&Z Regular Meeting Date	4	5	6
7	8 6:00pm DRB Regular Meeting Date	9 7:00pm Town Council Regular Meeting Date	10	11	12	13
14	15	16	17 6:00pm Option #1 - 3rd Wednesday	18	19	20
21	22	23	24 6:00pm Option #2 - 4th Wednesday	25	26	27
28	29	30	Jul 1	2	3	4

July 2020

July 2020							August 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	1	2	3	4	2	3	4	5	6	7	8
12	13	14	8	9	10	11	9	10	11	12	13	14	15
19	20	21	15	16	17	18	16	17	18	19	20	21	22
26	27	28	22	23	24	25	23	24	25	26	27	28	29
			29	30	31		30	31					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jun 28	29	30	Jul 1 6:00pm P&Z Regular Meeting Date	2	3	4
5	6 6:00pm Possible DRB Meeting date	7	8	9	10	11
12	13 6:00pm DRB Regular Meeting Date	14 7:00pm Town Council Regular Meeting Date	15 6:00pm Option #1 - 3rd Wednesday	16	17	18
19	20	21	22 6:00pm Option #2 - 4th Wednesday	23	24	25
26	27	28	29	30	31	Aug 1

August 2020

August 2020							September 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul 26	27	28	29	30	31	Aug 1
2	3 6:00pm Possible DRB Meeting date	4	5 6:00pm P&Z Regular Meeting Date	6	7	8
9	10 6:00pm DRB Regular Meeting Date	11 7:00pm Town Council Regular Meeting Date	12	13	14	15
16	17	18	19 6:00pm Option #1 - 3rd Wednesday	20	21	22
23	24	25	26 6:00pm Option #2 - 4th Wednesday	27	28	29
30	31	Sep 1	2	3	4	5

September 2020

September 2020							October 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
6	7	1	2	3	4	5	4	5	6	7	1	2	3
13	14	8	9	10	11	12	11	12	13	14	15	16	17
20	21	15	16	17	18	19	18	19	20	21	22	23	24
27	28	22	23	24	25	26	25	26	27	28	29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug 30	31	Sep 1	2 6:00pm P&Z Regular Meeting Date	3	4	5
6	7 6:00pm Possible DRB Meeting date	8 7:00pm Town Council Regular Meeting Date	9	10	11	12
13	14 6:00pm DRB Regular Meeting Date	15	16 6:00pm Option #1 - 3rd Wednesday	17	18	19
20	21	22	23 6:00pm Option #2 - 4th Wednesday	24	25	26
27	28	29	30	Oct 1	2	3

October 2020

October 2020							November 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	8	2	3	1	2	3	4	5	6	7
11	12	13	14	15	9	10	8	9	10	11	12	13	14
18	19	20	21	22	16	17	15	16	17	18	19	20	21
25	26	27	28	29	23	24	22	23	24	25	26	27	28
					30	31	29	30					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep 27	28	29	30	Oct 1	2	3
4	5 6:00pm Possible DRB Meeting date	6	7 6:00pm P&Z Regular Meeting Date	8	9	10
11	12 6:00pm DRB Regular Meeting Date	13 7:00pm Town Council Regular Meeting Date	14	15	16	17
18	19	20	21 6:00pm Option #1 - 3rd Wednesday	22	23	24
25	26	27	28 6:00pm Option #2 - 4th Wednesday	29	30	31

November 2020

November 2020							December 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7			1	2	3	4	5
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30						27	28	29	30	31		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Nov 1	2 6:00pm Possible DRB Meeting date	3	4 6:00pm P&Z Regular Meeting Date	5	6	7
8	9 6:00pm DRB Regular Meeting Date	10 7:00pm Town Council Regular Meeting Date	11	12	13	14
15	16	17	18 6:00pm Option #1 - 3rd Wednesday	19	20	21
22	23	24	25 6:00pm Option #2 - 4th Wednesday	26	27	28
29	30	Dec 1	2	3	4	5

December 2020

December 2020							January 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
6	7	1	2	3	4	5	3	4	5	6	7	1	2
13	14	8	9	10	11	12	10	11	12	13	14	15	16
20	21	15	16	17	18	19	17	18	19	20	21	22	23
27	28	22	23	24	25	26	24	25	26	27	28	29	30
		29	30	31			31						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Nov 29	30	Dec 1	2 6:00pm P&Z Regular Meeting Date	3	4	5
6	7 6:00pm Possible DRB Meeting date	8 7:00pm Town Council Regular Meeting Date	9	10	11	12
13	14 6:00pm DRB Regular Meeting Date	15	16 6:00pm Option #1 - 3rd Wednesday	17	18	19
20	21	22	23 6:00pm Option #2 - 4th Wednesday	24	25	26
27	28	29	30	31	Jan 1, 21	2