



TOWN OF JEROME

Special Meeting of the Jerome

Board of Adjustment

Held via videoconference (Zoom)

P.O. Box 335, 600 Clark Street, Jerome, AZ (928) 634-7943

Wednesday, June 24, 2020 at 4:00 pm

MINUTES

4:01 (0:08) Item 1: Call to order/roll call

Chair Gary Shapiro called the meeting to order at 4:01 p.m.

Deputy Clerk Rosa Cays took roll call. Board members present via videoconference were Chair Shapiro, Chris Babbage, Natalie Barlow, and Suzy Mound. Also present was John Knight, zoning administrator.

4:01 (0:36) Item 2: Petitions from the public – No petitions from the public.

4:01 (0:48) Item 3: Approval of Minutes: Minutes of the Board of Adjustment meeting of January 22, 2020

Motion to Approve the Meeting Minutes of January 22, 2020

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BABBAGE	X		X			
BARLOW			X			
MOUND		X	X			
SHAPIRO			X			

Continued Items from Previous Meetings: None

New Business:

4:02 (1:17) Item 4: Election of officers

Select a new chair and vice chair

Mr. Knight reminded board members that no chair or vice chair can serve two consecutive terms.

Board member Chris Babbage asked who the vice chair was. Board member Suzy Mound said Carol Yacht had been the vice chair (she had resigned from the board). Discussion ensued about how long Chair Shapiro had served as chair.

Mr. Babbage moved that Mr. Shapiro continue as chair. He then asked Ms. Mound if she would like to be vice chair. [Chair Shapiro was having audio difficulties, but ultimately the votes were finalized.]

Motion to Elect Gary Shapiro as Chair

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BABBAGE	X		X			
BARLOW		X	X			
MOUND		X	X			
SHAPIRO			X			

Motion to Elect Suzy Mound as Vice Chair

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BABBAGE	X		X			
BARLOW		X	X			
MOUND			X			
SHAPIRO			X			

4:06 (5:40) Item 5: Update/Adopt BOA bylaws

Discussion/Possible Action - BOA Reso. 2020-01

Chair Shapiro asked if the board members had any questions.

Ms. Mound said the changes to the bylaws were fine but she had a question on item no. 9 [Section III D, no. 9, pg. 7] regarding written resolutions. She asked why resolutions were necessary when motions work and are recorded. Mr. Shapiro answered her question (audio garbled).

Mr. Knight explained that resolutions, although relatively new to Jerome, provide a better, additional way to document board decisions. He made it clear it was not required.

Chair Shapiro made a comment about the minutes missing regarding the Cuban Queen.

[Mr. Babbage started having technical difficulties and had to reconnect.]

Mr. Babbage said he agreed with Chair Shapiro would like to keep no. 9. in the bylaws [Mr. Babbage continued to have technical difficulties]. The meeting was paused while Mr. Babbage reconnected.

Town Manager Candace Gallagher joined the meeting at this point.

Meeting resumed at 13:38 on the audio recording.

Mr. Babbage reiterated his statement regarding no. 9 and recordkeeping and said he had other issues with the capitalization of titles (e.g., zoning administrator, board, etc.) and also the presence of town staff at executive sessions.

Ms. Gallagher commented that executive sessions, by law, need minutes taken.

Mr. Babbage also referred to grammatical errors on pg. 7, which were actually tracked changes (extra spaces removed) in MS Word, as pointed out by Ms. Cays.

Ms. Cays went on to explain her reason for not capitalizing titles such as zoning administrator. Mr. Babbage then pointed out inconsistencies in the bylaws where town and council were capitalized.

Ms. Cays said the titles could be capitalized and that it was not a hard, fast rule to lowercase them.

Ms. Mound said she liked the capitalization, as did Ms. Barlow.

Motion to Approve Changes to the BOA Bylaws with the exception stated

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BABBAGE	X		X			
BARLOW		X	X			
MOUND			X			
SHAPIRO			X			

Chair Shapiro started to introduce Item 6 at 4:25 (24:24). Mr. Knight reminded him that Items 6 and 7 had been taken off the agenda. Chair Shapiro then saw the power was waning on his laptop. Mr. Knight said he would introduce Item 8 then assist Chair Shapiro.

4:25 (24:24) Item 8: Preliminary review of rear setback variance

Applicant: Greg Worth

Address: 639 Center Avenue

Zone: R1-5

Owner of record: Gregory A. Worth Living Trust

APN: 401-08-037

Applicant is seeking input on a potential variance to construct a small addition.

Discussion/Possible direction to staff and applicant

(25:28) Mr. Knight introduced the item. He said the applicant was looking for preliminary approval/feedback and that no vote would be taken at this meeting and that the item would be continued. [26:53 Chair Shapiro lost connection. This portion of the recording was edited out as the meeting was paused until Chair Shapiro was back online.]

4:31 (26:56) Chair Shapiro returned to the meeting.

Mr. Knight continued to explain the situation with this property and referred to the illustration in the agenda packet, pointing out the changes to the lot line.

Chair Shapiro asked the applicant and homeowner Greg Worth for his input.

4:37 (30:05) Mr. Worth shared that the family has owned the house behind 639 Center Avenue for twelve years when the opportunity presented itself to buy the house in front of their property, which they are currently renovating. Mr. Worth explained that he did not realize that the lot line adjustment did not need to go before the BOA. He went on to explain the illustration showing the lot lines and the reasons for changing them. Mr. Worth said Jerome resident Lee Christensen is doing preliminary drawings of the renovation, which will take it back to 1928. Mr. Worth said the first step was to move the lot lines, and if the Board of Adjustment (BoA) agrees, then a surveyor will be brought in to take the project to the next step.

Mr. Babbage said that adjustment of the lot line was an issue to be brought up with the zoning administrator and that other modifications would need to go before P&Z and Design Review Board (DRB).

Chair Shapiro said the rear setback may have to come back to the BoA for a variance. Discussion ensued.

Mr. Worth said he wanted to go through the proper channels.

Mr. Shapiro reiterated what Mr. Babbage said. Discussion continued about the lot line adjustment.

Ms. Mound said the purpose of the BoA is to address appeals and make decisions and not to give advice. She said she was perplexed why this is was on the agenda and said it was inappropriate that it was being discussed.

(38:10) Mr. Worth said he was just trying to understand the process and get guidance on this. He said Mr. Knight had suggested going before the BoA. He explained what the goal was with the project. He asked if the board was saying Mr. Knight could approve moving the lot line.

Mr. Babbage said the county recorder takes advice from the zoning administrator on this, and from there Mr. Worth could find out if he needed a proper surveyor.

Ms. Mound reminded the board that advice could not be given.

Mr. Knight said this was a two-part process, and that the BoA would only get involved in the case of a requested variance. Discussion ensued. Mr. Knight recommended tabling the item.

Mr. Shapiro acknowledged Mr. Worth for wanting to take the right steps.

Discussion continued about what action—or not—needed to be taken.

Motion to Table Item 8

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BABBAGE		X	X			
BARLOW			X			
MOUND	X		X			
SHAPIRO			X			

Informational Items (Current Event Summaries):

4:47 (46:50) Item 9: 324 Queen Street (aka Cuban Queen) status update

Mr. Knight updated the board on the status of the Cuban Queen and said the applicant did file a lawsuit. The Town Council agreed on an easement for five spaces at the old town yard, which the applicant has to purchase.

Mr. Babbage asked if the applicants still need to go before the other boards. Mr. Knight said the project has been approved and can move forward.

Board member Natalie Barlow asked if Mr. Knight could repeat the update. She summarized what he had said but was not sure she understood.

Mr. Knight confirmed that Ms. Barlow had heard the update correctly and offered to forward the legal document to all board members.

4:52 (50:11) Item 10: Future Items – potential variance applications for 139 Juarez Street and 639 Center Avenue

Mr. Knight said the application for 139 Juarez Street had been withdrawn and that the application for 639 Center Avenue would be up to the family if they decide to pursue a variance.

Ms. Mound reiterated what she had said about the role of the town's boards.

4:53 (51:47) Item 11: Adjourn

Motion to Adjourn at 4:53 p.m.

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BABBAGE	X		X			
BARLOW			X			
MOUND		X	X			
SHAPIRO			X			

Approved: _____
Gary Shapiro, Chair

Date: _____

Attest: _____
Rosa Cays, Deputy Clerk

Date: _____