



TOWN OF JEROME

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

Regular Meeting of the Planning and Zoning Commission Wednesday, February 17, 2021, 6:00 pm MINUTES

6:00 (1:18) Item 1: Call to order

Chair Jessamyn Ludwig called the meeting to order at 6:00 p.m.

Roll call was taken by Rosa Cays, Deputy Town Clerk. Commissioners present were Chair Ludwig, Vice Chair Chuck Romberger, Lance Schall, Henry Vincent, and Mike Harvey. Also present were new commissioner Jeanie Ready (to be officially seated at the March meeting) and John Knight, Zoning Administrator.

6:00 (1:58) Item 2: Petitions from the public – There were no petitions from the public.

6:01 (2:18) Item 3: Approval of Minutes – Regular meeting of January 20, 2021

Motion to Approve the Regular Meeting Minutes of January 20, 2021

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Ludwig	X		X			
Harvey			X			
Romberger			X			
Schall		X	X			
Vincent			X			

Public Hearings:

6:02 (3:07) Item 4: Proposed text amendments related to administrative approval for small projects and updates to the appeals process for certain types of projects

Applicant: Town of Jerome

Amendments may include, but may not be limited to, Sections 303, 304, 305, 306 and 502 of the Town of Jerome Zoning Ordinance.

Discussion/Possible Action (recommendation to Council) – P&Z Reso. 2021-02

Mr. Knight said the goal of this item is to make it more efficient for small projects to be approved and pointed out the extensive redlined text in the agenda packet. He said he was hoping to work through it at this meeting but is prepared to bring it back to a future agenda if needed. He reminded everyone that it would be a recommendation to Council. Mr. Knight then summarized the categories:

Category 1 – exemptions. Minor projects with no approval needed from boards.

Category 2 – projects with administrative approval that would still need to meet code requirements (e.g., setbacks, heights, etc.). Mr. Knight listed some of the projects in this category.

Category 3 – projects that need approval from the boards. Mr. Knight listed examples of projects that would need to go through plan review, like awnings, signs, sheds, etc., to ensure visual compatibility and other requirements. He said murals were also added to the list at DRB's request.

Category 4 – projects that DRB and PZ already review and would continue to do so. Mr. Knight stated what types of projects would be included in this category, including "anything controversial" or that requires a conditional use permit (CUP).

Mr. Knight opened the floor to comments and questions.

Chair Ludwig said she was fine with the changes and didn't have further comments considering how many times the commission has discussed these amendments.

Commissioner Harvey referred to Section 303.1 B. 7. Projects Requiring Review (pg. 31) and asked if projects under 120 square feet with visual impact or a change in footprint have been addressed.

Mr. Knight answered yes, in Section 303.1 C. 4., under this proposal, and that the reason 120 square feet was chosen is because projects of this size do not require a building permit.

Mr. Harvey then asked about fire hazards stored in sheds smaller than 120 square feet (e.g., cans of paint, Raid, Round-Up) and if they'd have to follow the fire code. Mr. Knight said fire department review could be added for all site plan applications. Mr. Harvey then asked if all sheds would have to be reviewed by the fire chief. Mr. Knight explained that if they were not exempt and had to go through DRB or P&Z review, they'd also be reviewed by the fire chief.

Mr. Knight then talked about the appeals process, which he said needed to be updated and made consistent throughout the ordinance. He said one of the comments made was to add an appeals "distance" to establish that the appellant must live within 300 feet of the project, which gives them "standing to appeal," but that it was also decided that if a person could prove they were being adversely affected by a project (e.g., view obstruction,

potential storm runoff, traffic) and live beyond the 300-foot limit, that they too could appeal. Mr. Knight then talked about the time limit of when an appeal can be submitted and said he made it consistently 15 calendar days for an appeal and other deadlines to make it easier to remember. He said he also added language stating that permits cannot be issued until the appeals period has passed. One of the commissioners thought Ms. Ready had her hand up; Mr. Knight took the opportunity to introduce her to everyone. Mr. Schall said he was glad the appeals process was worked on and made a few comments on changes he liked and had no complaints.

Motion to Approve P&Z Resolution 2021-02

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Ludwig	X		X			
Harvey			X			
Romberger			X			
Schall		X	X			
Vincent			X			

6:22 (23:39) Item 5: Proposed text amendments regarding signs

Applicant: Town of Jerome

Amendments may include, but may not be limited to, Section 509 of the Town of Jerome Zoning Ordinance.

Discussion/Possible Action (recommendation to Council) – P&Z Reso. 2021-03

Mr. Knight introduced the item and said this was the second text amendment and the sixth time the item has been discussed. He said the focus was on temporary signs in the residential district and that the DRB preference for wood signs was changed as they don't last in Jerome's climate and can be mimicked with more weather-resistant materials. He then explained the addition of a section that addresses flags, which need to be treated the same as temporary signs, and that the flag size limit would be 16 square feet. Mr. Knight said provisions were also added regarding off-premise signs, allowing for garage sale or realty signs. He also shared origins of the barber pole, and said he wanted a decision from the commission whether to continue prohibiting rotating barber poles. He then went over a few other additions and changes to the ordinance and asked if there were any opinions about the size and setbacks for signs.

Ms. Ludwig said rotating barber poles were fine with her. So did Mr. Schall.

Mr. Harvey asked how a barber pole would be mounted and at what height. Discussion ensued.

Mr. Knight said that depending on the comfort level of the commission, he could add to the redline height restrictions for barber poles or bring a revision back to the next P&Z meeting. The discussion continued about barber poles. Mr. Harvey said he was more concerned about vandalism to the barber poles rather than personal injury.

Mr. Knight moved on to a list of prohibited signs in the packet (last page of the redline).

Vice Chair Romberger said a lot of the prohibited signs currently exist inside business windows and asked what the domain is of prohibited signs. Commissioner Vincent said if it's inside the window, it's not the town's business. Discussion ensued. Mr. Knight said this could be clarified in the redline.

Mr. Harvey commented that if blinking lights are prohibited, this could be a problem at Christmastime.

Mr. Knight said some jurisdictions prohibit holiday decorations after a certain time.

Chair Ludwig said she didn't seem to think the town has a problem with "rogue" Christmas lights.

Ms. Cays said she thought there was something in the town code about limiting Christmas lights to 90 days after the holiday. Mr. Schall said he believed it was a fire code issue. Ms. Ludwig stated that if it's in the town code, then we don't need to add it to the zoning ordinance.

Mr. Schall said staff should double-check this.

Mr. Harvey clarified that the focus was on the outside of businesses, not inside. Mr. Knight confirmed this, and that the focus was also on private property. Mr. Harvey suggested this language be added to the amendments.

Chair Ludwig proposed that perhaps this item should be continued to the next meeting.

Mr. Knight suggested adding a provision that indoor signs are exempt and that more consideration may be needed for barber poles (Mr. Knight said he would measure the height of the one outside of Puscifer).

Chair Ludwig said Christmas lights also need to be addressed. Mr. Knight said he did not plan nor want to add anything about Christmas lights in the ordinance. Chair Ludwig said she wanted to confirm that they are addressed in the town code.

Mr. Schall said Christmas lights are a fire hazard concern and is confident it is in the town code, at the very least in the fire code. He suggested staff check this with Fire Chief Rusty Blair.

Mr. Harvey said there is nothing in the ordinance about Christmas lights, and Mr. Knight said he was not finding it in the town code.

Motion to Table P&Z Resolution 2021-03 until the next P&Z meeting

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Ludwig			X			
Harvey			X			
Romberger			X			
Schall		X	X			
Vincent	X		X			

Old (continued) Business: none

New Business: none

Informational Items (Current Event Summaries):

6:49 (49:58) Item 6: Updates of recent and upcoming meetings – John Knight, Zoning Administrator

- a. February 1, 2020 DRB meeting – fencing for community garden, 18 North Drive exterior modifications, and administrative review of small projects
- b. February 8, 2020 Council meeting – executive session on the Mexican pool property and possible ordinance amendments regarding utility connection fees
- c. February 9, 2020 Council meeting – first reading of the transient lodging ordinance amendments and appointments to boards (P&Z and BOA)

Mr. Knight shared highlights from recent meetings, including recent talks about fee waivers at the Mexican pool property.

Mr. Schall interjected and asked if the Mexican pool project was moving ahead. Mr. Knight said the Council decided to honor the fee waiver that was previously issued to the former owner, but that the fee waiver will not be offered in the future and was taken out of the town code. He said the property itself is now under new ownership and that the new owners may propose a rezone as the property is split between C1 and AR.

Mr. Knight went on to say that amendments were made to the transient lodging section of the ordinance and that a first reading was carried out at the last Council meeting. He also announced the latest appointments to the boards: Natalie Barlow and Suzy Mound will continue to serve on the Board of Adjustment, and Jeanie Ready has volunteered and was approved to serve on the Planning and Zoning Commission.

6:52 (53:46) Item 7: Potential items for Wednesday, March 17, 2021: selection of new chair/vice chair and hearing on code amendments regarding mixed use

Discussion/Possible Direction to Staff

Mr. Knight formally announced that Jessamyn Ludwig and Henry Vincent are both stepping down from the commission and thanked them for their service. The other commissioners also expressed their gratitude.

Item 8: Adjourn

Motion to Adjourn at 6:56 p.m.

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Ludwig			X			
Harvey			X			
Romberger			X			
Schall	X		X			
Vincent		X	X			

Approved: 
Lance Schall, Planning & Zoning Commission Chair

Date: 3/18/2021

Attest: 
John Knight, Zoning Administrator

Date: 3/18/21