



TOWN OF JEROME

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

MINUTES

Regular Meeting of the Planning and Zoning Commission Wednesday, August 18, 2021, 6:00 pm CONDUCTED VIA ZOOM

6:01 (0:23) Item 1: Call to order

Chair Lance Schall called the meeting to order at 6:01 p.m.

Deputy Town Clerk Rosa Cays called the roll. Present were Chair Schall, Vice Chair Chuck Romberger, and Commissioners Jeanie Ready, Lori Riley, and new member Jera Peterson. Also present was Zoning Administrator John Knight.

6:01 (1:12) Item 2: Petitions from the public – There were no petitions from the public.

6:02 (1:21) Item 3: Approval of Minutes – Regular meeting of July 21, 2021

Motion to Approve the Regular Meeting Minutes of July 21, 2021

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Peterson						X
Ready	X		X			
Riley		X	X			
Romberger			X			
Schall			X			

Old (continued) Business: none

Public Hearings:

6:23 (22:49) Item 4: Ordinance amendments related to temporary signs in the commercial and industrial zones (continued from July 21, 2021)

Applicant: Town of Jerome

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

Discussion/Possible Action – P&Z Reso. 2021-12

Mr. Knight suggested moving this item to after Item 7. Items remain in their original order in these minutes.

Motion to Address Item 4 after Item 7

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Peterson			X			
Ready		X	X			
Riley			X			
Romberger			X			
Schall	X		X			

Mr. Knight reminded everyone of the previous discussion about this item and referred the commission to the table in the agenda packet. He explained the total square footage allowed for a business. Mr. Knight also explained regulations around temporary signs, changeable copy signs, A-frame signs, and directional signs. He said the only permits required are for permanent business signs (approved by DRB) and temporary signs or banners (administrative approval). If P&Z recommended the amendments, they would then go to Council for readings and final approval.

Mr. Knight mentioned the limited height for A-frame signs in the amendments.

Commissioner Peterson asked about a T sign but did not find a definition in the ordinance. Mr. Knight explained what they were; a brief discussion ensued.

Commissioner Ready said on page 81 of 97 under Section G.8.c. that the wording is not as clear as what is written in the chart (table) and suggested using the verbiage that is in the table in both sections.

Mr. Knight reminded everyone that this was a continued public hearing.

Motion to Approve P&Z Resolution 2021-12 with the suggested changes

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Peterson			X			
Ready			X			
Riley		X	X			
Romberger			X			
Schall	X		X			

New Business:**6:05 (4:26) Item 5: Preliminary Site Plan Review for a garage**

Applicant/Owner: Cynthia Barber and Christina Barber

Zone: AR

Address: 875 Gulch Road

APN: 401-09-013

Applicants are seeking preliminary site plan review to construct an approximately 280-square-foot garage.

Discussion/Possible Action – P&Z Reso. 2021-13

Mr. Knight stated that the applicants, present at the meeting via Zoom, want to reconstruct a garage and are requesting a variance to the front setback. He explained the measurements and location on the lot and said it would be slightly larger than the existing concrete pad. Mr. Knight said it would be a front yard variance of 5 feet instead of the required 20 feet, and that in the resolution, it clarifies "subject to variance approval."

Chair Schall clarified that it is not in P&Z's purview to grant a variance and that the request would go before the Board of Adjustment (BOA).

Mr. Knight said it made sense to him to go through the preliminary site plan review first, then the variance, and if approved, then back for the final site plan review.

Vice Chair Romberger suggested that instead of going through the variance approval process, change the setbacks so they meet Fire Chief Rusty Blair's fire safety requirements but are also consistent across the board for all sides of the lot (and eliminate the need to define yards) and in all zones.

Mr. Knight said they could review the ordinance in the future and amend it to give it more flexibility and make it more consistent for each zone.

Chair Schall told Chair Romberger it was a great idea and that it sounded like a lot of work.

Motion to Approve P&Z Resolution 2021-13 subject to BOA approval of the variance

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Peterson			X			
Ready		X	X			
Riley			X			
Romberger			X			
Schall	X		X			

6:12 (11:51) Item 6: Preliminary Site Plan Review for a new home

Applicant/Owner: Mary (Liz) Gale

Zone: AR

Address: 148 Juarez Street

APN: 401-06-140C

Applicant is seeking preliminary site plan review to construct an approximately 2,800-square-foot house and garage.

Discussion/Possible Action – P&Z Reso. 2021-14

Mr. Knight referred the commission to the map in the agenda packet. He said the applicant, Liz Gale, owns 4-5 contiguous lots and is asking for a setback variance to build a reasonably sized home on them. He went over the setbacks and pointed out that most of the homes on Juarez have less than the required 20-foot front setback. Mr. Knight mentioned this application would also go before the BOA.

Chair Schall said he saw no issues except for the setbacks in the application.

Commissioner Peterson abstained as she had not reviewed the application well enough to make a decision of approval.

Motion to Approve P&Z Resolution 2021-14 subject to BOA approval of the variance

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Peterson						X
Ready			X			
Riley			X			
Romberger		X	X			
Schall	X		X			

6:17 (17:15) Item 7: Preliminary Site Review for a deck extension on a single-family residence

Applicant/Owner: Adam Downey/Thomas Bauers

Zone: R1-5

Address: 630 Main Street

APN: 401-07-151

Applicant is seeking preliminary site plan review to construct an approximately 220-square-foot rear deck.

Discussion/Possible Action – P&Z Reso. 2021-15

Mr. Knight said this project was another setback variance request for a deck the applicant Mr. Bauers would like to extend to the property line. Mr. Knight said Fire Chief Rusty Blair did have some concerns about it, but that the deck otherwise met all other requirements. He pointed out that it is common in Jerome for decks on the front of the house to have a zero setback.

Chair Schall said he would assume the BOA review would bring up the discussion with Chief Blair.

(20:25) Applicant Thom Bauers stated that he had already spoken with the fire chief.

Mr. Knight clarified for Ms. Peterson that the applicant proposes to extend the deck 4 to 5 feet but everything else would remain the same.

Motion to Approve P&Z Resolution 2021-15 subject to BOA approval of the variance

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Peterson		X	X			
Ready			X			
Riley			X			
Romberger			X			
Schall	X		X			

Informational Items (Current Event Summaries):

6:38 (37:36) Item 8: Updates of recent and upcoming meetings – John Knight, Zoning Administrator

a. **August 2, 2021, DRB meeting** – meeting cancelled due to lack of items.

b. **August 10, 2021, Council meeting** – second reading of ordinance regarding beekeeping; discussion of updating fees for planning permits; discussion regarding creating a special events ordinance; discussion of special events ordinance; discussion of workforce housing; appointment of new P&Z commissioner.

Mr. Knight highlighted what was discussed at the Council meeting and formally welcomed Ms. Peterson to the commission, who said a few words about herself and that she was very dedicated to Jerome and keeping it beautiful and its historical integrity intact.

6:42 (41:58) Item 9: Potential items for Wednesday, September 15, 2021 – none currently scheduled.

Mr. Knight said it was likely the BOA meeting will happen after the September P&Z meeting.

Item 10: Adjourn

Motion to Adjourn at 6:43 p.m.

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Peterson		X	X			
Ready			X			
Riley			X			
Romberger			X			
Schall	X		X			

Approved: _____

Lance Schall
Lance Schall, Planning & Zoning Commission Chair

Date: _____

9/16/2021

Attest: _____

Rosa Cays
Rosa Cays, Deputy Town Clerk

Date: _____

16 Sept 2021