



TOWN OF JEROME

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

MINUTES

Regular Meeting of the Planning and Zoning Commission

Wednesday, December 15, 2021, 6:00 pm

CONDUCTED VIA ZOOM

6:02 (0:44) Item 1: Call to order

Chair Schall called the meeting to order at 6:02 p.m.

Deputy Town Clerk Rosa Cays called the roll. Present were Chair Schall, Vice Chair Chuck Romberger, and Commissioners Lori Riley and Jera Peterson. Jeanie Ready was not present, though notified the commission in advance. Also present was Town Manager/Clerk Candace Gallagher.

6:02 (1:45) Item 2: Petitions from the public – There were no petitions from the public.

6:03 (1:54) Item 3: Approval of Minutes – Regular meeting of October 20, 2021

Commissioner Peterson asked if she should abstain from the vote, which she did.

Motion to approve the minutes of the October 20, 2021 regular P&Z meeting

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

Old (continued) Business: none

Public Hearing (continued):

6:06 (3:54) Item 4: Ordinance amendments related to temporary signs in the commercial and industrial zones (additional changes from November 9, 2021, Council meeting)

The Planning & Zoning Commission's recommendation for amendments to the sign ordinance were reviewed by the Town Attorney, Town Manager, and Council, and certain changes have been recommended.

Discussion/Possible Action – P&Z Resolution 2021-20

Chair Schall explained the public hearing protocol and asked Ms. Cays to introduce the item. Ms. Cays told the commission that Council, Ms. Gallagher, and Town Attorney Bill Sims had all made recommendations, suggestions, or corrections to the ordinance amendments. She added that Commissioner Ready had also submitted comments via email that she wanted Ms. Cays to share with the commission. Chair Schall then continued the public hearing and asked if there was any input from the public; there was not.

Ms. Cays read aloud Commissioner Ready's message, which Ms. Ready had submitted by email. Ms. Ready had questions about G.8a. and G.8b. on page 11 regarding square footage of temporary signs and wanted the commission's input. Ms. Cays explained the Council's reasoning behind the increase in square footage for temporary signs.

Commissioner Riley asked if this ordinance applied to all temporary signs or just town-sponsored temporary signs and brought up the temporary sign that was displayed by Marge Graziano. Ms. Cays said the problem with Ms. Graziano's sign was not the size but that it was displayed for too long. Ms. Gallagher said her understanding was that it applied to all temporary signs and would double-check this with Council.

Commissioner Peterson referred to her copy of the zoning ordinance, which created some confusion as to what she was looking at in comparison to the rest of the meeting attendees. Ms. Cays pointed out that the zoning ordinance had been updated in October, and Ms. Peterson had received her copy before then.

Chair Schall closed the public hearing at 6:14 p.m. and said he had no objections to the changes or corrections suggested by Council. He asked if this was the first or second public hearing, and Ms. Gallagher replied that it was the second public hearing and that Council had sent the ordinance amendments back to P&Z for further changes.

Motion to approve P&Z Resolution 2021-20

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

New Business:

6:17 (15:43) Item 5: Review of Jerome Design Guidelines

Jerome Town Council has requested that the Planning & Zoning Commission review the draft of the design guidelines and provide feedback to Council.

Discussion/Possible Action

Chair Schall said he had accompanied John Knight and Bill Otwell, the person who drafted the design guidelines, when Mr. Otwell was in Jerome gathering information. Chair Schall said funding was granted for this document.

Ms. Peterson asked how the design guidelines are enforced. Chair Schall said it was not an ordinance and more of a standard for new building in Jerome; a framework, per se, for applicants and the boards. He said the guidelines could also give the boards ideas of how to amend the ordinance to support the guidelines, which can also be amended as time goes on. He said it was mostly for the DRB to follow historic protocol for Jerome.

Ms. Peterson said it was somewhat vague and open to interpretation; she gave examples of the terms "compatible" and "historic overview."

Ms. Riley said where the guidelines address building height for new construction needing to be the same as neighboring buildings, she said this has not been the case in some areas of town and wondered if more strict guidelines would be spelled out or would this too be up for interpretation. Ms. Peterson expressed her concerns about new construction "overtaking" neighboring buildings.

Chair Schall talked about the purpose of the guidelines and that visual compatibility has always been the crux of design review, which could be subjective. He talked about the use of "native" materials and honest use of materials and avoiding "counterfeit old." He said the guidelines are mainly a framework to understand visual compatibility. He said a newly constructed house can be designed so that it blends in with its older surroundings yet still be recognized as modern construction.

Ms. Cays pointed out that the guidelines are not meant to supersede the ordinance and that it supports the State Historical Preservation Office (SHPO) creed of not "faking" old.

Ms. Peterson brought up the overtaking of older buildings with newer ones. Ms. Riley said she too was concerned about new construction overwhelming historic structures in older or existing areas.

Chair Schall agreed with Ms. Cays that the guidelines were not created to supersede the ordinance. He pointed out that height requirements are in the ordinance. He clarified that it was a tool for DRB and for the zoning administrator to collaborate with applicants building new homes.

Chair Schall did have a few suggestions for changes regarding terms used in the guidelines. He said on page 12, five districts are defined and would like to see a few changes in this section. He said Society Hill is more commonly referred to as Company Hill, and that the Hogback was not typically referred to in the plural and was called the "upper and lower Hogback." He suggested adding Verde District and Mexican Town to the districts, and that breaking them down by materials and techniques used could also be possible. Chair Schall shared a few examples and said he was willing to help compile this information.

Ms. Peterson asked if the districts were developed in certain periods. Chair Schall said not necessarily, although Company Hill was constructed in the late 1800s, and the lower Hogback was constructed closer to the 1920s. He said there is a lot of overlap. Ms. Riley said it was hard to determine age when there are overlapping time frames.

Ms. Gallagher clarified the purpose of the discussion and said Council had simply requested from the boards specific recommendations for changes to the design guidelines.

Ms. Riley said she agreed with Chair Schall's suggestions regarding nomenclature and additions to the districts mentioned in the guidelines.

Chair Schall asked Ms. Cays to summarize the commission's suggestions and comments and pass them by him before submitting to Ms. Gallagher and the Council.

Chair Schall said under the section that talks about restoration, renovation, and rehabilitation, he would add that since many buildings have many additions, it is possible to have restoration in the front and renovation in the back of a building, depending on its age, and that it is possible to do a remodel that could be a combination of restoration, renovation, and rehabilitation. He said it would be good to be sensitive and flexible to what is there and what the property owner needs to do to preserve the structure.

Ms. Peterson said that back in day when additions were done, it seems as if they used whatever materials were available. She asked if the lack of standards would remain the same. Chair Schall said any construction now must follow the latest ordinances and that setbacks also must be adhered to for fire safety reasons.

Meeting Updates:

6:42 (40:53) Item 6: Updates of recent and upcoming meetings

- a. **October 12 Council meeting** – microbrewery CUP; zoning administrator/historic preservation officer; banners for town-sponsored events; design review guidelines
- b. **November 1 DRB meeting** – Cornish Pasty sign (tabled)
- c. **November 9 Council meeting** – 300 Queen Street zoning (first reading); interim zoning administrator; contractual options to address street abandonment and subsidence; COVID protocol
- d. **December 6 DRB meeting** – public restrooms; new Ghost Town Tours sign; 804 Hampshire
- e. **December 13 Council meeting** – 300 Queen Street zoning (second reading); resolution regarding fee schedule for planning and zoning, design review, and board of adjustment fees; contractual options to address street abandonment and subsidence; short-term rentals; request for abandonment of a portion of a town right-of-way

Ms. Cays briefly shared items discussed at recent meetings.

6:51 (49:48) Item 7: Potential items for Wednesday, January 19, 2022 – Public restrooms; 804 Hampshire Avenue project

Ms. Cays said that Council asked that the public restrooms go before P&Z to be sure all zoning requirements are in order. Ms. Gallagher said it was a courtesy review, but that P&Z's input and approval was requested.

Chair Schall asked Ms. Gallagher about potential zoning administrator applicants, and she told him that one qualified person has applied. Ms. Gallagher invited the commissioners to attend the job interview, which will be open to the public once it is scheduled.


Ms. Peterson asked if the public restrooms were permanent or temporary. Ms. Cays informed her they would be permanent.

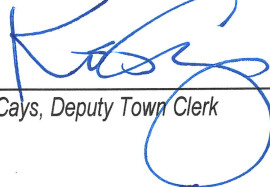
Ms. Riley asked if the porta-johns would be removed once the public restrooms were built. Ms. Cays told her they would be removed by January 3, regardless of when the public restrooms were constructed.

Item 8: Adjourn

Motion to approve adjourn at 6:55 p.m.

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

Approved:  Date: 1/20/2022
Chair Schall, Planning & Zoning Commission Chair

Attest:  Date: 1/20/22
Rosa Cays, Deputy Town Clerk