



TOWN OF JEROME

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MINUTES

Regular Meeting of the **Planning and Zoning Commission**

Wednesday, January 19, 2022, 6:00 pm

CONDUCTED VIA ZOOM

6:01 (0:28) Item 1: Call to order

Chair 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 Lori Riley, Jera Peterson, and Jeanie Ready. Also present were Police Chief Allen Muma and Town Manager/Clerk Candace Gallagher.

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

6:02 (1:17) Item 3: Approval of Minutes – Regular meeting of December 15, 2021

Motion to approve the minutes of the December 15, 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

New Business:

6:04 (2:34) Item 4: Preliminary and Final Site Plan Review for public restrooms

The Town of Jerome is seeking a "courtesy" preliminary and final site plan review of an approximately 250-square-foot public restroom, which would be constructed on the corner of 1st Avenue and Main Street across from the police station.

Discussion/Possible Action

Chair Schall introduced the item and commented that although it is a courtesy review, he appreciates that the project was brought before P&Z.

Commissioner Riley asked if there was any consideration for locating the public restrooms by the lower park.

(3:34) Chief Muma said access to utilities without having to install additional services determined the location.

Commissioner Peterson wondered if three units instead of two could be built as there seemed to be extra space.

Chief Muma said the building is small and ADA requirements must be considered, so there really is not much extra space. Because of the grade of 1st Avenue, a parking space for restroom use only is also being built so as not to have to install ramps for wheelchairs. Chief Muma said it will be minimalistic, functional, and newer yet fit in with the character of Jerome, and cost effective.

Chair Schall pointed out the ADA requirements on page 12 of the site plan to Ms. Peterson and explained the wheelchair space.

Chair Schall clarified that the agenda states possible action on the item but that it would be simply discussion. Ms. Cays said an informal vote would be appreciated.

Commissioner Romberger asked, since two parking spots would be lost to the restrooms, was there any consideration of making up for them and putting two spots elsewhere? Chief Muma said the hope is to improve the whole area and possibly add one or two spaces along 1st Avenue. He said the dumpsters will be moved up to Main Street, which may cause loss of a parking space, but after speaking with Public Works, determined that it would be a better location to access the dumpsters and cause less wear on the garbage truck and the dumpsters. Chief Muma said they may gain one parking space once the area is improved.

Chief Muma said cleaning supplies for the restrooms will be stored at the police station.

Motion to approve the courtesy site plan review for public restrooms

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

6:11 (10:19) Item 5: Preliminary and Final Site Plan Review for home improvements

Applicant/Owner: Thomas Lopez

Zone: R-1

Address: 804 Hampshire Avenue

APN: 401-07-128A/127A

Applicant is seeking preliminary and final site plan review for various home improvements, including addition of a two-story deck, stone retaining wall, and CMU block foundation. DRB has approved the design, including the stone retaining wall.

Discussion/Possible Action – P&Z Reso. 2022-01

(11:11) Applicant Thomas Lopez stated that he has been as transparent as possible with what he has presented.

Chair Schall commended him for the application package presented.

Commissioner Peterson asked if a soil report had been done to make sure the footings are on solid surface, and if a report is required.

Mr. Lopez said he had not gotten a soil report but that if one is required, he would. He said that after 107 years without a foundation, he couldn't imagine it being worse.

Chair Schall said to Ms. Peterson that a soil report is not required by ordinance, but the building inspector might require one. He said the site plan is meeting the original footprint, and as Mr. Lopez pointed out, the house has been there so long that it is a good indication that the soil is fine. Chair Schall explained P&Z's versus DRB's focus on site plan reviews, and that most applications go to P&Z first, then DRB. He said Mr. Lopez made it easy to review this plan with this package.

Commissioner Riley said she was glad to see this house is being saved.

Motion to approve P&Z Resolution 2022-01

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

6:18 (17:02) Item 6: Preliminary and Final Site Plan Review for a new single-family home

Applicants/Owners: Cid Barber & Eric Lerette

Zone: R1-5

Address: 776 East Avenue

APN: 401-07-099B

Applicants are seeking preliminary and final site plan review for construction of a new single-family home, which will be two stories and approximately 1664 square feet. DRB approved the design at their January 3, 2022 meeting.

Discussion/Possible Action – P&Z Reso. 2022-02

Ms. Cays stated that this project had been approved by DRB.

Ms. Peterson referred to the letter from Fire Chief Blair regarding the rear deck setback. She asked if this meant the project should go before the Jerome Board of Adjustment (BOA) before the commission approves it.

Chair Schall said it does not need to come back to P&Z, but they may need to amend the resolution and require the deck be adjusted or recommend that the project go before the BOA for a variance approval. He said it is not within the commission's purview to grant a deviation to the setback. Chair Schall said he saw nothing else "wrong" with the project and that he would entertain a motion to approve the project with the condition it go before the BOA rather than require the applicant to return to P&Z after presenting to the board of adjustment.

Ms. Cays suggested the commission talk with the applicant about her conversation with Chief Blair.

(6:23) Applicant Cid Barber said the property is terraced with a 100-year-old rock wall and a portion of the foundation of a building that was once there. To not disturb the rock wall, they need to slightly extend the deck so the footing is anchored in the terrace below, past the rock wall, which is 20 feet from the property line. Ms. Barber said that a structural engineer confirmed it would be sound in that location.

Chair Schall noted the historic preservation component.

Ms. Peterson reiterated that it was a matter of following protocol.

Ms. Barber mentioned that the Alexander house and a shed next to each side of the property cross into the required setback.

Chair Schall said the BOA would likely not have a problem with setback deviation if neighbors have already deviated from the setback.

Ms. Riley said with the history of the street, the BOA should be fine with the variance.

Ms. Peterson said this was a big project and that she had talked with the town manager about it. She said her concern was to have a code enforcer keep an eye on the project. Chair Schall joked, "You mean a zoning administrator?"

Ms. Riley said she thought the building inspector is who collaborates with the applicant as the project progresses.

Ms. Peterson reiterated her concerns and suggested tabling the item.

Commissioner Romberger asked if a zoning administrator would be on board within the next few months. Ms. Cays said that job applications have been submitted.

Chair Schall said he understood Ms. Peterson's concerns and explained that the commission somewhat serves in the same capacity as a zoning administrator by looking at such aspects of a project as setbacks, parking, building heights. He mentioned that the soil report in the packet was the most thorough he has seen, that P&Z does not normally look at soil reports and that the building inspector makes sure the structure is sound. He said he was prepared to approve the project subject to BOA approval rather than table it. He asked the other commissioners how they felt.

Ms. Riley suggested they move forward. Mr. Romberger and Ms. Ready agreed, who said she didn't see a reason to table it.

Ms. Peterson said it looked fine to her but said she was not willing to "have buildings go up" that are not completely looked at to make sure that the ordinance is being followed.

Ms. Cays explained her involvement in helping Ms. Barber to make sure she had everything she needed to present to DRB and P&Z. She said she too was concerned about the rear setback, which is why she spoke with Chief Blair about it, who didn't seem concerned due to the location of the property. Ms. Cays said she understood that the chief did not have the final word.

Chair Schall said he was not sure if a zoning administrator would give administrative approval of a minor adjusted setback.

Ms. Peterson verified that P&Z could conditionally approve the project, subject to BOA approval. Ms. Peterson explained her reasons for questioning the setback and protocol.

Motion to approve P&Z Resolution 2022-02 subject to BOA approval of a setback variance

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

6:38 (37:19) Item 7: Conditional Use Permit (CUP) for a temporary shipping container

Applicant/Owner: Steve Knowlton/Ideas-A-Plenty, LLC

Zone: C-1

Address: 776 East Avenue 446 Clark Street

APN: 401-06-032

Applicant is seeking preliminary and final site plan review for a temporary shipping container to be placed on the property during construction and removed once construction is finished. According to the zoning ordinance, "Temporary buildings for uses incidental to construction work, which buildings shall be removed upon completion of or abandonment of the construction work," are permitted in residential zones, and therefore would be a conditional use in the C-1 zone. The applicant is currently renovating an apartment building on this property. This item will go before DRB next, subject to P&Z's decision.

Discussion/Possible Action – P&Z Reso. 2022-03

Typos in the agenda were clarified. The item number was missing, and the address was incorrect.

Chair Schall said that it was unusual to see a CUP for a temporary construction shed but that it allowed for a six-month review and ability to revoke the permit, plus a certificate of occupancy would not be granted until the shipping container is removed from the property.

Ms. Cays gave a brief introduction and stated that Mr. Knowlton was willing to comply with P&Z (and DRB) to make this possible, including using some sort of camouflage to cover the shipping container if necessary.

(40:00) Applicant Steve Knowlton said that they originally were considering a 20-foot storage unit (CONEX), but have decided on a 14-foot, 6-inch container, "like a box off a truck." He said it will not be visible from Clark Street as it will be on the lower terrace of the property but that the roof will likely be seen from Hill Street. Mr. Knowlton has talked to Andrea Prince, owner of the Surgeon's House, which is above Mr. Knowlton's property, who said she had no problem with it. He said it will be visible from Main Street and will look like the side of a white shed.

Ms. Peterson asked if it would sit flat where it will be located or if he would need a foundation. Mr. Knowlton said it would be on flat ground and would not require a foundation; that it was a temporary structure. He said it was building inspector Barry Wolstencroft's idea to include a stipulation regarding the certificate of occupancy and that the shipping container will need to be removed anyway to make way for the next phase of construction.

A brief discussion ensued about the location of the shipping container, which Mr. Knowlton clarified would be under where the future parking structure will be. Jerome resident Nancy Robinson clarified that it would be on the middle terrace above Laura Williams Park as she referred to photos in the application packet. Ms. Robinson said the crane operator they work with has approved the location and said it will be safe to install from Clark Street despite a nearby power line.

Commissioner Ready asked how long the shipping container will be needed on the property?

Mr. Knowlton said possibly 3-5 years; that it is only he and Ms. Robinson working on most of the project.

Ms. Peterson suggested painting a mural on the container, although they are prohibited.

Motion to approve P&Z Resolution ~~2021-20~~ 2022-03

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

Meeting Updates:

6:47 (46:45) Item 8: Updates of recent and upcoming meetings

- **December 28, 2021 special Council meeting** – applicant interview for zoning administrator position
- **January 3, 2022 DRB meeting** – new door and windows at 538 School Street; new home at 776 East Avenue; review of design guidelines
- **January 11 Council meeting** – rezone at 300 Queen Street; sign ordinance; short-term rental regulation; Hotel Jerome window replacement; waterline improvements and hydrant installation; COVID.

Ms. Cays gave updates on recent meetings.

6:57 (55:41) Item 9: Potential items for Wednesday, February 16, 2022 – No items at this time.

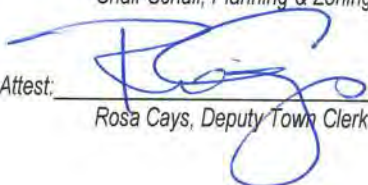
Item 10: Adjourn

Motion to adjourn at 6:57 p.m.

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

Approved: 
 Chair Schall, Planning & Zoning Commission Chair

Date: 2/17/2022

Attest: 
 Rosa Cays, Deputy Town Clerk

Date: 17 Feb 2022