



TOWN OF JEROME

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

AGENDA

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

Wednesday, February 16, 2022, 6:00 pm

CONDUCTED VIA ZOOM

Members of the public are welcome to participate in the meeting via the following options: By computer at <https://us02web.zoom.us/j/9286347943> or by telephone at 1 669 900 683. The Meeting ID is 928 634 7943. A drive-up internet hotspot is now available in the parking lot in front of the Jerome Public Library. The network is Sparklight Yavapai Free Wi-Fi, and no password is required. Please submit comments/questions at least one hour prior to the meeting to Town Manager/Clerk Candace Gallagher via email: c.gallagher@jerome.az.gov.

Item 1: Call to order

Item 2: Petitions from the public — Pursuant to A.R.S. § 38-431.01(H), public comment is permitted on matters not listed on the agenda, but the subject matter must be within the jurisdiction of the commission. All comments are subject to reasonable time, place, and manner restrictions. All petitioners must fill out a request form with their name and subject matter. When recognized by the chair, please state your name and please observe the three (3)-minute time limit. No petitioners will be recognized without a request. The commission's response to public comments is limited to asking staff to review a matter commented upon, asking that a matter be put on a future agenda, or responding to criticism.

Possible Direction to Staff

Item 3: Approval of Minutes – Regular meeting of January 19, 2021

Old (continued) Business: none

New Business:

Item 4: Conditional Use Permit (CUP) for winetasting room

Applicant/Owner: Doajo Hicks/Two Vines Vineyard

Zone: C-1

Address: 515 Main Street

APN: 401-06-090

Applicant is seeking a conditional use permit to open a winetasting room in an existing building in the same location previously occupied by Zen Mountain Gallery.

Discussion/Possible Action

Item 6: Conditional Use Permit (CUP) for residence

Applicant/Owner: Doajo Hicks/Two Vines Vineyard

Zone: C-1

Address: 515 Main Street

APN: 401-06-090

Applicant is seeking a conditional use permit for an upstairs residence in an existing building that has housed a residence in the same space for many years.

Discussion/Possible Action

Item 7: Elimination of P&Z resolutions

Members of the Jerome Town Council and constituents have expressed their concerns about the use of resolutions for planning and zoning (and design review) matters and feel they are unnecessary—and not required—and may influence decisions made by the commission. Staff reports would continue to be part of the agenda packets, and notices of decision would serve as the documentation of the commission's ruling. Staff would like the commission's view on this issue.

Discussion

Item 8: Election of new officers, chair and vice chair

Meeting Updates:

Item 9: Updates of recent and upcoming meetings

- **February 3 special Council meeting** – applicants interviewed for zoning administrator position
- **February 7 DRB meeting** – Cornish Pasty sign; shipping container
- **February 8 Council meeting** – Sign ordinance adopted at second reading; short-term rental ordinance adopted at second reading; adoption of fire code resolution to adopt 2018 edition as public record; CUP for shipping container approved; COVID – keep town hall closed, meetings in public

Item 10: Potential items for Wednesday, March 16, 2022 – No items at this time.

Item 11: Adjourn

The undersigned hereby certifies that this notice and agenda was posted at the following locations on or before 6 p.m. on _____
970 Gulch Road, side of Gulch fire station, exterior posting case ♦ 600 Clark Street, Jerome Town Hall, exterior posting case ♦ 120 Main Street, Jerome Post Office, interior posting case

Rosa Cays, Deputy Town Clerk, Attest

Persons with a disability may request reasonable accommodations such as a sign language interpreter by contacting Town Hall at (928) 634-7943. Requests should be made as early as possible to allow enough time to make arrangements.



TOWN OF JEROME

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

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 the commission.

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 Lurette

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

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: _____ Date: _____
Chair Schall, Planning & Zoning Commission Chair

Attest: _____ Date: _____
Rosa Cays, Deputy Town Clerk



TOWN OF JEROME

Post Office Box 335, Jerome, Arizona 86331

(928) 634-7943

Staff Report Planning and Zoning Commission Wednesday, February 16, 2022

Item 4: Conditional Use Permit (CUP) for Winetasting Room
Location: 515 Main Street
Applicant/Owner: Doajo Hicks/Two Vines Vineyard Inc.
Zone: C-1
APN: 401-06-090
Prepared by: Will Blodgett, Zoning Administrator
Discussion/Possible Action

Summary: The applicant requests approval of a Conditional Use Permit (CUP) to allow use of an existing building for a winetasting room at the street level.

Use Interpretation: Section 507.C.15. of the zoning ordinance indicates that spirituous liquor tasting facilities, whose definition would include winetasting rooms, are considered a conditional use in the C-1 zone:

Spirituos Liquor Tasting Facility - An establishment promoting the retail sales of vinous, spirituous or malt liquor to consumers, and allowing tasting of those vinous, spirituous or malt liquors on the premises of the tasting facility. A vinous, spirituous or malt liquor tasting facility may include snacks, not meals, to consume with vinous, spirituous or malt liquor as a complement to but not as the primary function of the tasting facility. Vinous, spirituous or malt liquor tasting facilities may not include dining room seating. Vinous, spirituous or malt liquor tasting facilities may have an "Other Food" License for ware washing and appetizer preparation only, not for meal preparation. A vinous, spirituous or malt liquor tasting facility shall not have a Series 12 restaurant liquor license.

Note that this definition restricts the serving of food to appetizer preparation only (no full meals). The applicant does not intend to serve full meals and will limit food to snacks and appetizers.

Response: The Commission has the authority to recommend approval of a use that is listed as a Conditional Use in the Town Zoning Ordinance. As noted, the Commission's recommendation will be forwarded to Council for final approval. This is tentatively scheduled for the March 8 Council meeting (if recommended for approval by the Commission).

Background: Winemaking may seem like an odd fit for Verde Valley at first glance, but grapes and grape cultivation (viticulture) has a long history in the region. The first recorded observation of the areas potential for viticulture comes from the records of Diego Perez de Luxan, who noted during an expedition through the Valley in 1583, the abundance of wild grapes in the region. The first recorded example of winemaking and viticulture in Arizona comes from the records of a Jesuit explorer, Eusebio

Francisco Kino, who in 1703 reported making wine at his mission located near Sonora. Arizona had relatively little viticulture or winemaking during the Spanish period, however during the territorial period by the 1870s these activities increased around the Salt River Valley and around Mesa. Locally the first Vineyard and winery in the Verde Valley was established by Henry Schuerman along Oak Creek in 1884/85 in order to serve the Town of Jerome. This continued until 1914 when Arizona banned the sales and consumption of Alcohol. After repealing prohibition laws modern wineries began to appear in Arizona in the 1970's and continue to experience steady growth today. Within the Town of Jerome wine tasting rooms, referred to as; "Spiritous liquor tasting facilities" are considered a "conditional use" under section 507.C.15 of the Jerome Town Code. This type of business is regulated much like a retail store space is, focusing more on the product that is taken home for consumption, rather than being consumed on the premises like would be the case within a Bar, or Restaurant. In order to facilitate the intended use, the Jerome town Ordinance, in its definition of "Spiritous Liquor Tasting Facility" on pg. 21 prohibits the use of "Dining Room Seating" which is defined as; "tables, with chairs around them" (Sengstock A. Memo, Aug 10 2015).The liquor license involved with a spiritous liquor tasting facility (series 13) limits the amount of the product that can be sold "by the glass" to 20% of their annual receipts which further helps to facilitate the intended use.

Parking: The Zoning Ordinance is clear that the parking requirement for the proposed use (wine tasting) and the current use (retail) are the same, meaning the proposed use is not considered an intensified use. The Jerome Zoning Ordinance section 510 lists under subsection D.1 a requirement of "1 space per 300sq. ft. of usable area" for a Spiritous Liquor Tasting Facility. The existing use is currently listed as retail, which under the subsection D.1 also requires "1 space per 300sq. ft.". The floor area recorded by Yavapai County is; 1,080sf, however the usable area (which excludes kitchens, storage, bathrooms, hallways, etc..) is between 800-900sq. ft. which would require 3 parking spaces. If it is determined to have LESS than 750sq. ft. the Parking requirement would be reduced to 2 spaces.

Code Compliance:

Section 302.B.1. General Regulations: *Zoning district regulations established elsewhere in this Ordinance specify that certain buildings, structures and uses of land may be authorized by the Commission as Permitted Conditional Uses in a given district subject to the provisions of this Section and to requirements set forth in district regulations. The Planning and Zoning Commission is empowered to make recommendations to the Town Council regarding granting or denying applications for use permits and to impose reasonable conditions upon them. Prior to becoming effective, all actions by the Planning and Zoning Commission concerning a use permit application must be acted upon by the Town Council in accordance with the provisions of subsection 302 E.*

Response: The Commission is "empowered" to make recommendations to the Council regarding granting or denying the proposed request and may add reasonable conditions.

Section 302.D. Commission Actions and Findings:

- 1. It is the express intent of this Ordinance that any use for which a Conditional Use Permit is required shall be permitted as a Principal Use in the particular zoning district, provided that all special conditions and requirements of this Ordinance are met. Therefore, the action of the Commission shall be one of approval or denial based upon its judgment as to whether the specified conditions have been or will be met. The Commission shall consider not only the nature of the use and the special conditions influencing its location in the particular district, but also the proposed location of buildings, parking and other facilities within the site, the amount of traffic likely to be generated and how it will be accommodated, and the*

influence that such factors are likely to exert on adjoining properties. The Commission may make such suggestions as it considers desirable and shall provide all possible guidance to the applicant in his preparation of application, plans, and data in such manner as to satisfy the intent of this Section.

- 2. The Commission shall consider the application at their next regular meeting if the application was filed at least fifteen (15) days prior to such meeting. Otherwise it shall be carried over until the next regularly scheduled meeting. The Commission may reach a decision, continue the matter to a specified date (but not later than the next regularly scheduled meeting), or may set the matter for public hearing. Prior to holding a public hearing, a Neighborhood Meeting may be required in accordance with Section 306 of this Zoning Ordinance. If the Commission does set the matter for public hearing, notice thereof shall be given to the public by publication of a notice in the official newspaper of the Town and by posting the property included in the application not less than fifteen (15) days prior to the hearing. The notice shall set forth the time and place of the hearing and include a general explanation of the matter to be considered and a general description of the area affected.*
- 3. In order to grant any use permit, the findings of the Commission must be that the establishment, maintenance, or operation of the use or building applied for will not be detrimental to the public health, safety, peace, convenience, comfort, and general welfare of persons residing or working in the neighborhood of such proposed use or be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the Town.*
- 4. The Commission may designate such conditions in connection with the use permit as it deems necessary to secure the intent and purposes of this ordinance and may require guarantees and evidence that such conditions are being or will be complied with.*
- 5. If the Commission finds that the application and supporting data do not indicate that all applicable conditions and requirements of this Ordinance will be met, it shall deny the permit. Notice of denial, including reasons therefore, shall be mailed to the applicant at the address shown in the application, and the Commission shall report its actions to the Council at its next regular meeting.*
- 6. If the Commission approves the application it shall direct the Zoning Administrator to draft a Conditional Use Permit setting forth all conditions and requirements governing such use, shall make the approved site plan a part of the record of the case, and shall submit the permit to the Town Council for action at Council's next regular meeting.*
- 7. Failure of the applicant to comply with the conditions and safeguards which are a part of the terms under which a Conditional Use Permit is granted shall be deemed a violation of this Ordinance and punishable under Section 109.*

Recommendation: The Zoning Administrator requests that the Planning and Zoning Commission review/discuss the proposed application, add/modify conditions if necessary, and make a recommendation to the Town Council.



TOWN OF JEROME, ARIZONA
600 Clark Street, P.O. Box 335, Jerome, AZ 86331
(928) 634-7943

General Land Use Application – Check all that apply

- Site Plan Review \$300 Design Review \$25 to \$500 Conditional Use Permit (CUP) \$500
- Demolition \$50/\$200 Signage/Awning \$50 Paint/Roofing \$25
- Time Extension \$25 to \$200 Other: _____ Other: _____

Note: Refer to the corresponding Project Application Checklist/s for additional submittal requirements.

Applicant:	Owner:
Applicant mailing address: 2909 E. Country Club Dr.	Property owner mailing address:
Applicant role/title: President / Owner	
Applicant phone:	Owner phone:
Applicant email:	Owner email:
Project address:	Parcel number:
Describe project:	

- I understand that review by the Jerome Design Review Board, Planning and Zoning Commission, and Town Council is discretionary.
- I understand that the application fee is due at submission and review will not be scheduled until fee is paid to the Town.
- I understand review criteria are used in evaluation by the Jerome Design Review Board and/or Planning and Zoning Commission. These criteria are included in the Jerome Zoning Ordinance.
- I understand that this application will not be scheduled for consideration until all required materials have been submitted and the application is determined to be complete.

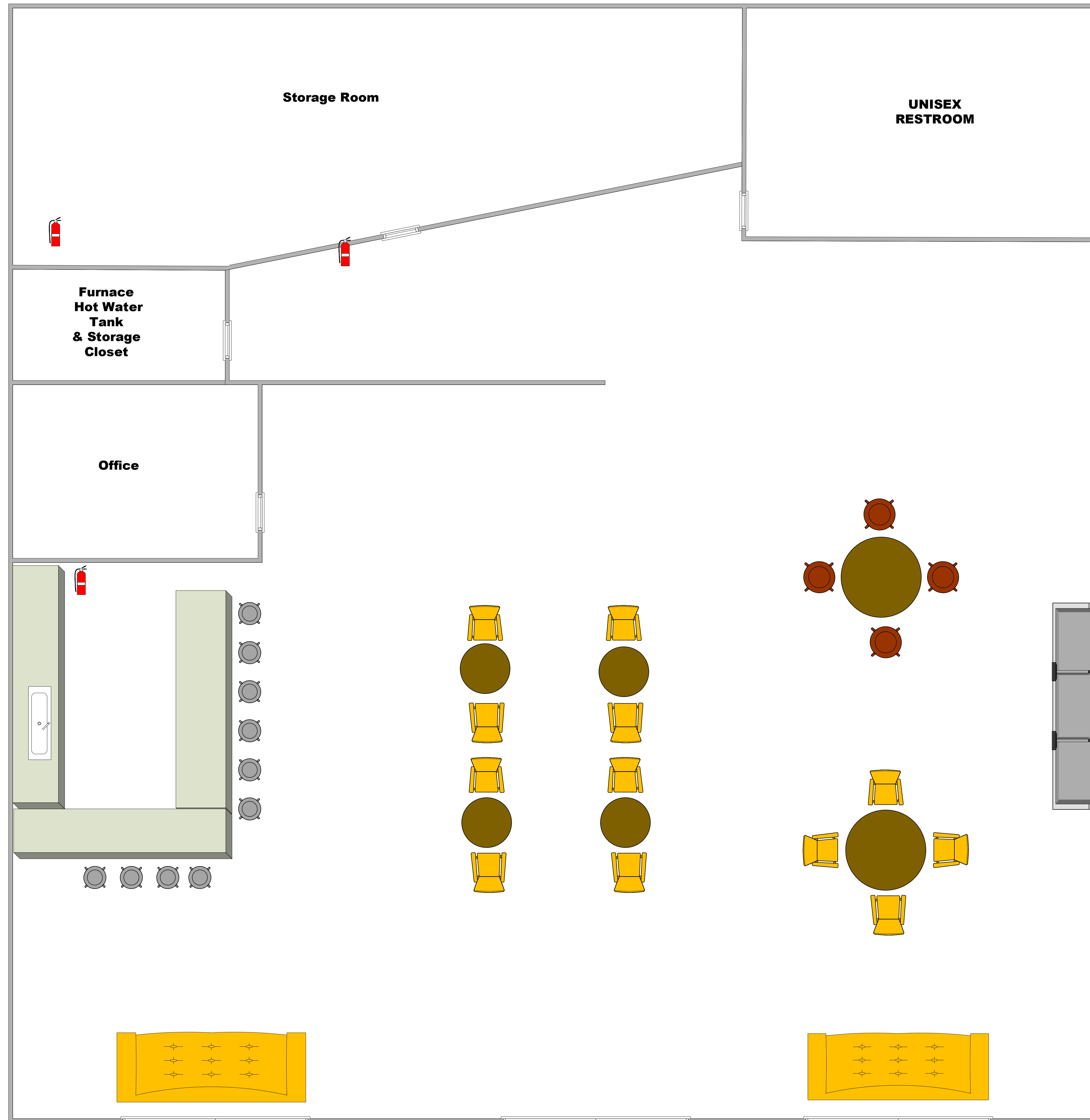
Applicant Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

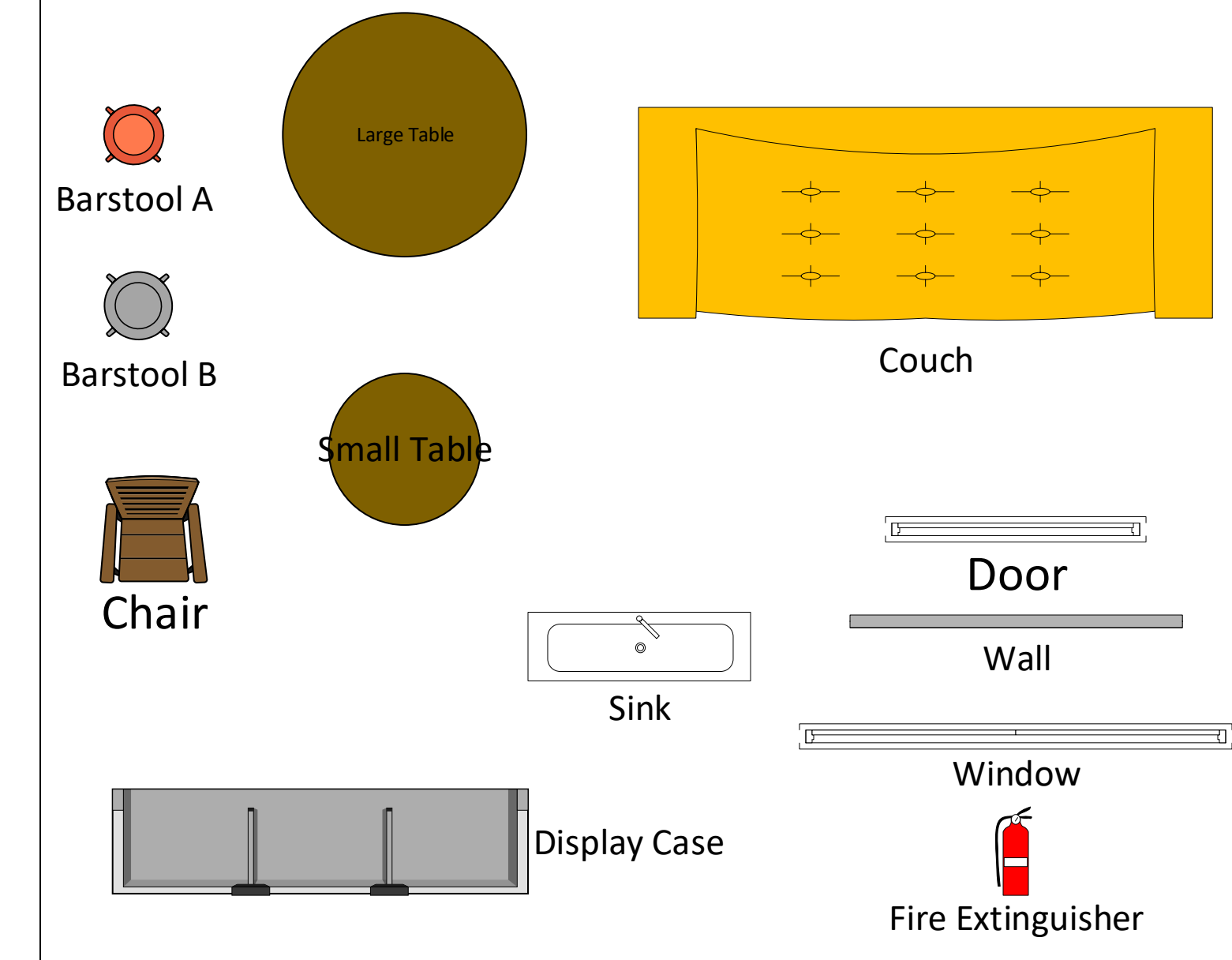
For Town Use Only	
Received from: _____	Date: _____
Received the sum of \$ _____ as: <input type="checkbox"/> Check No. _____ <input type="checkbox"/> Cash	
By: _____	For: _____
Tentative Meeting Date/s - DRB: _____ P&Z: _____	

PAID \$500 ON 1/25/2022

Coronado Vineyards
Remote Tasting Room
Jarome, AZ
Jan 7, 2022



Legend





TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

OFFICE (928) 634-7943 FAX (928) 634-0715

ZONING ADMINISTRATOR ANALYSIS PLANNING & ZONING COMMISSION January 8, 2020

ITEM 6: CUP for Residential in C-1
Location: 515 Main Street
Applicant: Doajo Hicks
ZONE: C-1
APN: 401-06-090
Recommendation: Review/Recommend Approval to Council
Prepared by: William Blodgett, Zoning Administrator

Summary: The applicant requests approval of a Conditional Use Permit (CUP) to continue the use of an Apartment on the 2nd floor of a retail building in the C-1 zone. The zoning code allows residential in the C-1 with the approval of a CUP, or for continuation of a legal non-conforming use. The Planning and Zoning Commission's role is to make a recommendation to Council. This is tentatively scheduled for review by Council at the March 8, 2022 meeting. Note that the Planning and Zoning Commission is evaluating a CUP for a spiritous liquor tasting facility to be located on the bottom floor retail space of the site. Yavapai County records the second floor being in use as a residential apartment since 1924, and having 1,072sq. ft of floor area. The applicant intends to use the apartment for personal or employee housing, and potentially as a vacation rental in the future.

Code Compliance:

Section 507.C.13. Conditional Uses: *Residential use of a building, including boarding houses, rooming houses, lodging houses, apartments and Bed and Breakfasts, when in the opinion of the Planning and Zoning Commission, said use has little or no adverse effect on the public health, safety and general welfare. Residential use with historic precedence in the subject buildings are exempt from the well-being criteria but remain subject to nonconforming use clauses.*

Section 501.C.2. Application: *The lawful use of land, buildings or structures existing at the time of the passage of this Ordinance, or amendment thereof, although such does not conform to the provisions hereof for said land, may be continued, but if such a nonconforming uses is discontinued for a period of six (6) months, any future said land or structure shall be in conformity with the provisions of the Ordinance.*

Response: The Commission has the authority to recommend approval of a CUP in the C-1 zone provided a finding is made that the proposed use will *have "no adverse effect on the public health, safety, and general welfare."* The area where the apartment is proposed is an area with a mix of single-family homes, duplexes, and commercial retail establishments.

Section 302.B.1. General Regulations: *Zoning district regulations established elsewhere in this Ordinance specify that certain buildings, structures and uses of land may be authorized by the Commission as Permitted Conditional Uses in a given district subject to the provisions of this Section and to requirements set forth in district regulations. The Planning and Zoning Commission is empowered to make recommendations to the Town Council regarding granting or denying applications for use permits and to impose reasonable conditions upon them. Prior to becoming effective, all actions by the Planning and Zoning Commission concerning a use permit application must be acted upon by the Town Council in accordance with the provisions of subsection 302 E.*

Response: The Commission is “empowered” to make recommendations to the Council regarding granting or denying the proposed request and may add reasonable conditions.

Section 302.D. Commission Actions and Findings:

1. *It is the express intent of this Ordinance that any use for which a Conditional Use Permit is required shall be permitted as a Principal Use in the particular zoning district, provided that all special conditions and requirements of this Ordinance are met. Therefore, the action of the Commission shall be one of approval or denial based upon its judgment as to whether the specified conditions have been or will be met. The Commission shall consider not only the nature of the use and the special conditions influencing its location in the particular district, but also the proposed location of buildings, parking and other facilities within the site, the amount of traffic likely to be generated and how it will be accommodated, and the influence that such factors are likely to exert on adjoining properties. The Commission may make such suggestions as it considers desirable and shall provide all possible guidance to the applicant in his preparation of application, plans, and data in such manner as to satisfy the intent of this Section.*
2. *The Commission shall consider the application at their next regular meeting if the application was filed at least fifteen (15) days prior to such meeting. Otherwise it shall be carried over until the next regularly scheduled meeting. The Commission may reach a decision, continue the matter to a specified date (but not later than the next regularly scheduled meeting), or may set the matter for public hearing. Prior to holding a public hearing, a Neighborhood Meeting may be required in accordance with Section 306 of this Zoning Ordinance. If the Commission does set the matter for public hearing, notice thereof shall be given to the public by publication of a notice in the official newspaper of the Town and by posting the property included in the application not less than fifteen (15) days prior to the hearing. The notice shall set forth the time and place of the hearing and include a general explanation of the matter to be considered and a general description of the area affected.*
3. *In order to grant any use permit, the findings of the Commission must be that the establishment, maintenance, or operation of the use or building applied for will not be detrimental to the public health, safety, peace, convenience, comfort, and general welfare of persons residing or working in the neighborhood of such proposed use or be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the Town.*
4. *The Commission may designate such conditions in connection with the use permit as it deems necessary to secure the intent and purposes of this ordinance and may require guarantees and evidence that such conditions are being or will be complied with.*
5. *If the Commission finds that the application and supporting data do not indicate that all applicable conditions and requirements of this Ordinance will be met, it shall deny the permit. Notice of denial, including reasons therefore, shall be mailed to the applicant at the*

address shown in the application, and the Commission shall report its actions to the Council at its next regular meeting.

6. *If the Commission approves the application it shall direct the Zoning Administrator to draft a Conditional Use Permit setting forth all conditions and requirements governing such use, shall make the approved site plan a part of the record of the case, and shall submit the permit to the Town Council for action at Council's next regular meeting.*
7. *Failure of the applicant to comply with the conditions and safeguards which are a part of the terms under which a Conditional Use Permit is granted shall be deemed a violation of this Ordinance and punishable under Section 109.*

Response: The Commission is required to review the proposed application and make recommendations for approval or denial. The Commission may also add conditions to ensure compliance with the approval.

Section 510.D.I. Off-Street Parking: Off-street parking shall be provided for a residential apartment at the rate of 1.5 spaces per dwelling unit.

Response: The applicant has provided information that no changes to the existing apartment are intended. The parking requirements should not need to be modified.

Recommendation: The Zoning Administrator requests that the Planning and Zoning Commission review/discuss the proposed application, add/modify conditions if necessary, and make a recommendation to the Town Council.



TOWN OF JEROME, ARIZONA
600 Clark Street, P.O. Box 335, Jerome, AZ 86331
(928) 634-7943

General Land Use Application – Check all that apply

- Site Plan Review \$300 Design Review \$25 to \$500 Conditional Use Permit (CUP) \$500
- Demolition \$50/\$200 Signage/Awning \$50 Paint/Roofing \$25
- Time Extension \$25 to \$200 Other: _____ Other: _____

Note: Refer to the corresponding Project Application Checklist/s for additional submittal requirements.

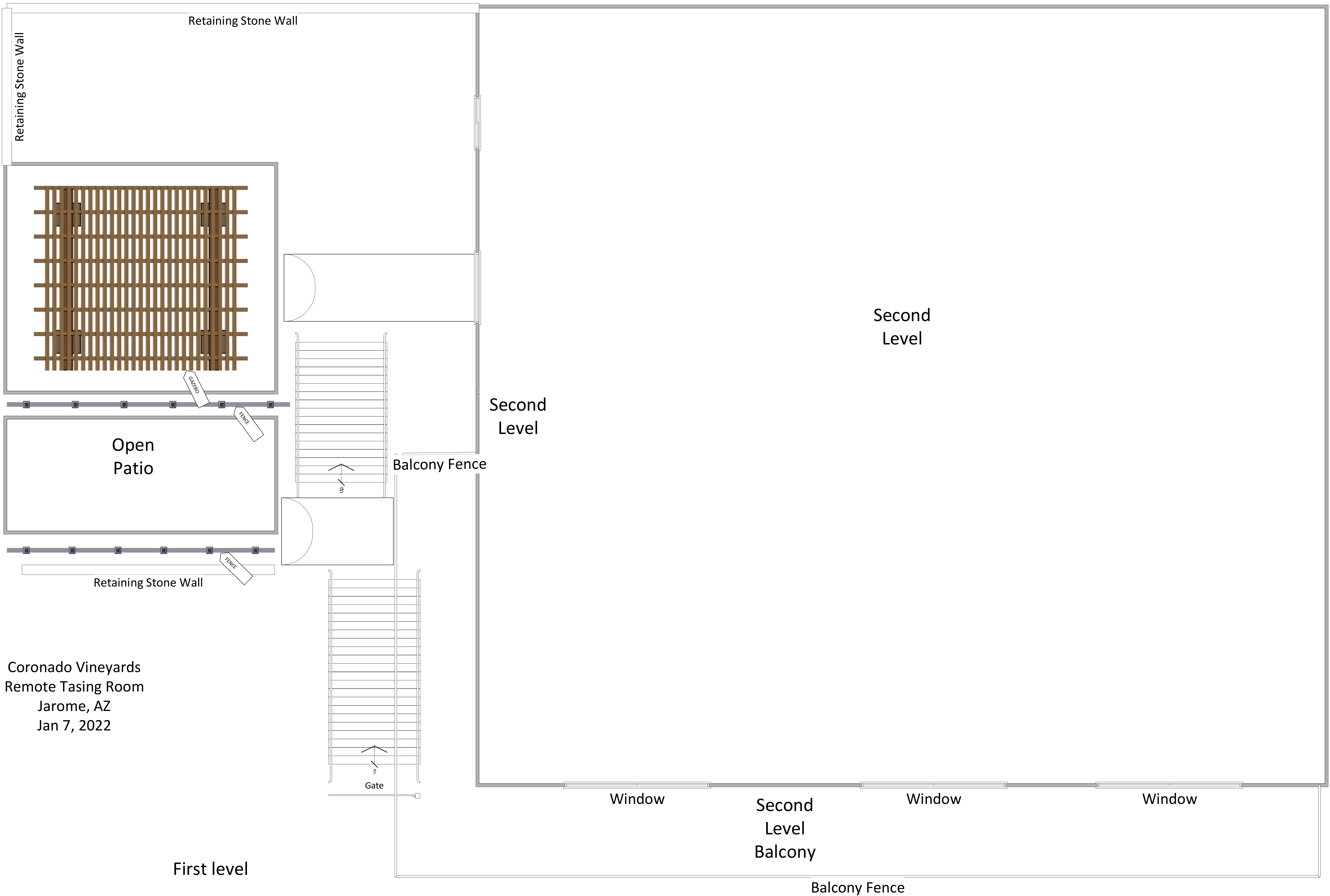
Applicant:	Owner:
Applicant mailing address: 2909 E. Country Club Dr.	Property owner mailing address:
Applicant role/title: President / Owner	
Applicant phone:	Owner phone:
Applicant email:	Owner email:
Project address:	Parcel number:
Describe project:	

- I understand that review by the Jerome Design Review Board, Planning and Zoning Commission, and Town Council is discretionary.
- I understand that the application fee is due at submission and review will not be scheduled until fee is paid to the Town.
- I understand review criteria are used in evaluation by the Jerome Design Review Board and/or Planning and Zoning Commission. These criteria are included in the Jerome Zoning Ordinance.
- I understand that this application will not be scheduled for consideration until all required materials have been submitted and the application is determined to be complete.

Applicant Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

For Town Use Only	
Received from: _____	PAID \$500 ON 1/25/2022
Received the sum of \$ _____ as: <input type="checkbox"/> Check No. _____ <input type="checkbox"/> Ca	
By: _____	For: _____
Tentative Meeting Date/s - DRB: _____ P&Z: _____	



Retaining Stone Wall

Retaining Stone Wall

Open
Patio

Retaining Stone Wall

Coronado Vineyards
Remote Tasting Room
Jarome, AZ
Jan 7, 2022

First level

Second
Level

Second
Level

Second
Level
Balcony

Window

Window

Window

Balcony Fence

Balcony Fence

Gate

Up

Up