



TOWN OF JEROME

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MINUTES

Regular Meeting of the Planning and Zoning Commission

Wednesday, March 16, 2022, 6:00 pm

CONDUCTED VIA ZOOM

6:06 (0:06) Item 1: Call to order

Chair Ready called the meeting to order at 6:06 p.m.

Deputy Town Clerk Kristen Muenz called the roll. Present were Chair Jeanie Ready, Vice Chair Lance Schall, and Commissioners Chuck Romberger and Jera Peterson. Also present were Zoning Administrator Will Blodgett and Town Manager/Clerk Candace Gallagher.

6:07 (0:12) Item 2: Petitions from the public – There were no petitions from the public.

6:08 (1:17) Item 3: Approval of Minutes – Regular meeting of February 16, 2022

Zoning Administrator Will Blodgett explains that the February 16th minutes were left out of the meeting packets mistakenly, and the Commissioners can tab the approval until the next meeting.

Motion to table the minutes of the February 16, 2022 regular P&Z meeting

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

Old (continued) Business: none

New Business:

6:09 (2:53) Item 4: Conditional Use Permit (CUP) for Apartments in C-1

Applicant/Owner: Caden Williams

Zone: C-1

Address: 511 Main Street

APN: 401-06-089

Applicant is seeking a conditional use permit for three residential apartments within the C-1 zone.

Discussion/Possible Action

ZA Blodgett reads the summary from the applicant, Caden Williams, for 511 Main/School Street.

Commissioner Peterson asks for some clarification on the packet, whether it is meant to be section 302, or section 501 for a nonconforming situation.

Blodgett states that may be an oversite that he needs to correct.

Chair Ready ask if the building was previously a nonconforming use.

Blodgett states that, yes, it was a nonconforming use in C-1 zone.

Peterson asks for clarification on if it is a combination of nonconforming and conditional use

Blodgett explains that the apartment is a nonconforming use.

Commissioner Schall asks if the building has been 2 apartments and 1 bookstore and is now proposed to be 3 apartments.

Blodgett confirms that is the case.

Schall brings up the parking. He reads from the application "Applicant wishes to apply for 3 off-street parking spaces for apartments." He states that this bc does not grant parking and that it's a separate issue.

There is some discussion as to the current parking permit application process.

Ready comments that it's just a matter if it conforms to the ordinance for required parking spaces. Since its not changing use, it has same parking required before.

Schall says as the use is less intensive, there wouldn't be any additional parking requirements.

Ready agrees.

Peterson comments that it seems the building is going back to how it was originally used.

Motion to approve the conditional use permit for apartments in C-1 Zone

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

6:17 (10:50) Item 5: Amendment to P&Z Bylaws re: Meeting Dates

The Commission will review a proposed change in regular meeting dates from the third Wednesday of each month to the third Tuesday of each month and may approve a change to the Commission's bylaws in this regard.

ZA Blodgett explains the proposal is to change the dates from the 3rd Wednesday to the 3rd Tuesday to normalize the structure of the meetings for Town Council, Design Review Board and the Planning & Zoning Commission.

Schall comments that the proposal sounds good, the meetings would be in the right order

Peterson asks for clarification of the order.

Candace clarifies that Council will be on the 2nd Tuesday of each month, P&Z on the 3rd and DRB on the 4th, which would give staff 2 weeks to get the mini together for the council packets.

There is some discussion to confirm that everyone understands the proposed schedule changes, and no one has a conflict with the day of the week

Motion to approve Amendment to P&Z Bylaws re: Meeting Dates

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

Meeting Updates:

6:22 (15:35) Item 6: Updates of recent and upcoming meetings

- **February 17 BOA meeting** – variance approved for setback on 776 East Avenue.
- **March 7 DRB meeting** – Canceled
- **March 8 Council meeting** – Second reading and adoption of the 2018 International Fire Code, second reading and adoption of new residency requirements for Town Manager and Clerk. Renewed appointments to the planning and zoning commission and the board of adjustment. Approval of two conditional use permits for 515 Main Street, a winetasting room and a residential apartment in the C-1 district. Council noted needed changes to definitions in the Zoning Ordinance regarding Spiritous Liquor Tasting Facilities and dining room seating.

ZA Blodgett gave updates on recent meetings. Schall asks if the residency requirement is the removal of the requirement that the Town Manager live in town. Blodgett confirms this is the case.

Peterson asks what changes were needed to the spiritous liquor and dining room seating.

Blodgett explains that Council requested more specific definitions of the two items in the Zoning Ordinance.

6:27 (20:34) Item 7: Potential items for Tuesday, April 19, 2022 – New definitions for Spiritous Liquor Tasting Facility and Dining Room Seating.

Item 8: Adjourn

Motion to adjourn at 6:28 p.m.

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

Approved: Jeannie Ready Date: 5-05-2022
Jeannie Ready, Planning & Zoning Commission Chair

Attest: Kristen Muenz Date: 5/5/2022
Kristen Muenz, Deputy Town Clerk

