



TOWN OF JEROME

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MINUTES

Regular Meeting of the Planning and Zoning Commission

Tuesday, April 19, 2022, 6:00 pm

Jerome Civic Center, 600 Clark Street, Jerome Arizona, 86331

6:13 (0:10) Item 1: Call to order

Chair Ready called the meeting to order at 6:13 p.m.

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

6:14 (1:16) Item 2: Petitions from the public – There were no petitions from the public.

Possible Direction to Staff

6:14 (1:27) Item 3: Approval of Minutes – Regular meeting of February 16, 2022, Joint Special meeting of February 22, 2022, and Regular meeting of March 16, 2022

Motion to approve 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			

(2:42) Chair Jeanie Ready made a point of clarification on the February 22, 2022, special joint meeting minutes. In the call of order, the P&Z officers were listed as Chair Schall and Vice Chair Romberger when the new chair and vice chair had been voted in on the meeting of February 16, 2022. Because Chair Ready was not in attendance at the February 22nd meeting, she suggested the commission table the minutes until their next meeting.

Motion to table the minutes of the February 22, 2022 special joint meeting

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

Motion to approve the minutes of the March 16, 2022 regular P&Z meeting

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

Old (continued) Business: none

New Business:

6:19 (6:32) Item 4: Conditional Use Permit (CUP) for Apartments in C-1

Applicant/Owner: Dewayne Woodworth

Zone: C-1

Address: 123 Hill Street

APN: 401-07-169A

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

Discussion/Possible Action

Zoning Administrator Will Blodgett read his report that explained the scope of project.

Commissioner Peterson asked how many parking spaces there would be.

Member of the public Bob Woods spoke on behalf of Mr. Woodworth, the project manager. Mr. Woods described the number and location of parking spaces on the property.

Ms. Peterson commented that 15 spaces sounded adequate.

Vice Chair Schall explained that, originally, there were more apartments planned. He commented that the tandem parking on south side of building had previously been board approved. He also believes the change to fewer apartments would be less parking intensive.

Mr. Blodgett stated that he had overestimated the amount of required parking for the retail space because the actual number will be based on the final useable space.

Mr. Schall explained that, based on the current floor plan, the whole first floor will not be retail space. Therefore, there should be enough parking to fit requirements.

Ms. Peterson commented that she had walked around the building and it looked like plenty of parking.

(14:42) Chair Ready asked when they anticipate the finish-out to be done and people or businesses start moving in.

Mr. Woods explained that they have been working on repairs, fixing walls and ceilings. If they receive the CUP, they will present plans for a building permit, hopefully within the next few months. They are planning on starting at the bottom floor and working up, but some work is being done currently.

Vice Chair Schall asked about the fire escape for the building.

Mr. Woods explained his plans for the fire escape.

Member of the public Nancy Robinson suggested that they paint the red curb yellow if allowed to increase the parking inventory.

Motion to approve the conditional use permit for apartments in the C-1 zone at 123 Hill St.

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

6:33 (20:30) Item 5: Renewed approval for accessory feature (Generator)

Applicant/Owner: Mike Gray / James Keenan

Zone: R1-5

Address: 103 Dundee Avenue

APN: 401-11-015M

Applicant is seeking to install a back-up Generator at 103 Dundee. Project was previously approved, but the permit was allowed to expire, and the applicant is renewing the process to begin construction.

Discussion/Possible Action

Zoning Administrator Will Blodgett introduced the project and explained that the prior approval for the generator project had expired. He notified the commission that the applicant, Mike Gray, was present.

Commissioner Peterson commented that she had gone to the property and talked to Michael Gray. She explained that she had concerns due to the fact the generator would be in a residential area and could create a nuisance. Ms. Peterson felt that the residents should be allowed to comment.

Mr. Blodgett pointed out some of the safety features of the generator that would mitigate some noise and other concerns.

Mike Gray, representing the applicant, is introduced.

Chair Ready asked about sound attenuation measures.

Mr. Gray responded that they had gone to lengths to add features to mitigate noise and other issues.

Chair Ready asked if the neighbors had been asked about their feelings on the project.

Mr. Gray responded that he did not know.

Vice Chair Schall stated that the fire chief had reviewed the plans for fuel storage, and it met requirements. Also, the generator was meant as a back-up, and would not be run every day, only when needed for power outages.

Chair Ready agreed that it was a good point that it would be used only temporarily.

Mr. Schall commented that it was not unusual for a generator to be used for that purpose.

Chair Ready thanked Mr. Schall for his comments.

Ms. Peterson said that she didn't think the project had gone through Planning & Zoning the first time. She also felt they should give the neighborhood a chance to weigh in on the project.

(33:00) Vice Chair Schall recalled that it had gone through Planning & Zoning the first time, but as part of a larger building project.

Mr. Gray confirmed that was correct.

There was some discussion as how best to proceed.

Mr. Schall suggested that the correct procedure would be to table the issue and direct staff to set up a neighborhood meeting.

Motion to table a decision on the approval for accessory feature until a future meeting date and direct staff to set up a meeting for information gathering

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

Meeting Updates:

6:53 (40:12) Item 6: Updates of recent and upcoming meetings

- **March 30 BOA meeting** – Meeting cancelled until further notice.
- **April 4 DRB special meeting** – Approved the minutes of the regular meeting of February 7, 2022. Approved amendment to the DRB bylaws regarding meeting dates, changing to the fourth Tuesday of each month.
- **April 12 Council meeting** – Approved the minutes from both the February 22nd special meeting and the March 8th regular meeting. Approved Resolution 637 awarding the Dundee waterline contract. Approved Resolution 638 awarding contract for drainage improvements. No action was taken on resolution 639 and Ordinance 482 regarding the 2018 edition of the International Residential Code.


6:55 (42:30) Item 7: Potential items for May's Planning & Zoning meeting, Tuesday May 17 – Discussion of definitions within the Zoning Ordinance relating to land use.

Item 8: Adjourn

Motion to adjourn at 6:56 p.m.

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

Approved:  Date: 9-21-2022
Jeanie Ready, Planning & Zoning Commission Chair

Attest:  Date: 9/21/2022
Kristen Muenz, Deputy Town Clerk