



TOWN OF JEROME

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MINUTES

Regular Meeting of the Planning and Zoning Commission

Tuesday, July 19, 2022, 6:00 pm

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

6:11 (0:11) Item 1: Call to order

Vice Chair Lance Schall called the meeting to order at 6:11 p.m.

Deputy Town Clerk Kristen Muenz called the roll. Vice Chair Schall, Commissioner Jera Peterson, and Commissioner Chuck Romberger were present. Chair Jeanie Ready and Commissioner Lori Riley were absent. Also present was Zoning Administrator Will Blodgett.

Vice Chair Schall lead the meeting in the absence of Chair Ready. He asked that the record show there were three members present, which is a quorum, and he reminded the other commissioners that every decision would need to be unanimously approved to pass.

6:11 (1:08) Item 2: Petitions from the public – There were no petitions from the public.

Possible Direction to Staff

6:12 (1:29) Item 3: Approval of Minutes – Regular meeting of April 19, 2022

Vice Chair Schall asked if there were any corrections or issues with the minutes.

Commissioner Jera Peterson Motioned to accept the minutes and Vice Chair Schall seconded the motion.

Commissioner Romberger said that he was absent from the April 19, 2022, meeting, so he could not vote to approve the minutes.

Without a unanimous vote, Vice Chair Schall asked Mr. Blodgett to table the approval of the minutes to the next meeting.

Old (continued) Business: none

New Business:

6:13 (2:45) Item 4: Conditional Use Permit (CUP) for continued Residential use in the C-1 District

Applicant/Owner: Heide Kaldor

Zone: C-1

Address: 511 School Street

APN: 401-06-028

Applicant is seeking a conditional use permit to continue Residential use within the C-1 zone.

Discussion/Possible Action

Vice Chair Schall asked if the commission had already approved a CUP for this property some time ago.

Mr. Blodgett explained that a CUP was approved originally with the construction of the property. Initially, the conditional use permit was to run with the property, but that ordinance had changed. The applicant was unaware that she needed to have a CUP that applied directly to herself.

Mr. Schall commented that he was not aware that we had changed that ordinance either.

Mr. Blodgett said it is a technicality, as the applicant thought the property had a CUP. She is asking for continued use as Residential in the C-1 zone. The building itself was built as residential property in the commercial zone but needs the CUP to continue to operate as such.

Mr. Schall asked if there was record of any complaints from the neighborhood.

Mr. Blodgett replied that he had no valid reasons to discontinue residential use on record.

Mr. Schall asked if the other commissioners had any problems.

Commissioner Peterson said there seemed to be no adverse effects on public health, safety, or general welfare.

Mr. Romberger said he agreed, it seemed to be a good, continued use.

Motion to approve the conditional use permit for continued residential use in the C-1 district at 511 School Street

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

6:17 (6:20) Item 5: Seeking reapproval for Garage Remodel

Applicant/Owner: Kelly Foy

Zone: R1-5

Address: 121 Third Street

APN: 401-08-040

Applicant is seeking reapproval to remodel their Garage on 121 Third Street.

Discussion/Possible Action

Mr. Blodgett requested the commission table the issue for another month so that he could continue to explore other data that has come to light since he wrote his report.

Mr. Schall said it is traditional P&Z maneuver to table an issue if we don't have a complete packet. We don't want to corner an applicant with something that is not going to work for them if there is additional information to be collected. He asked Mr. Blodgett if he would have his report ready for the next month.

Mr. Blodgett replied that he would.

Motion to table the reapproval for Garage Remodel to the August 16, 2022, meeting

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

6:19 (8:46) Item 6: Seeking Approval for exterior remodel (Door, Windows, and Siding)

Applicant/Owner: Rebekah Kennedy

Zone: R1-5

Address: 225 Third Street

APN: 401-07-027

Applicant is seeking approval to change the door, windows, and siding to their home at 225 Third Street.

Discussion/Possible Action

Mr. Blodgett read his report, explaining the replacements the applicant wished to make to windows, door, and siding. Mr. Blodgett said that, while most of the changes belong to Design Review, the Zoning Ordinance does require that alterations to an existing building come before P&Z before it goes to DRB. This is not changing its location or use, but the applicant is changing the number of windows on the front of the building, which is considered an alteration.

Mr. Schall thanked Mr. Blodgett for the clarification, because he did look at it as mostly a Design Review approval except for a little bit of framing.

Ms. Peterson asked if it was going from 3 windows to 1 window on the front and 1 on each side.

The applicant, Rebekah Kennedy, replied that right now there are single pane, double hung windows, the type you might see on a mobile home, to enclose the porch. She would like to replace them with 4 windows rather than the 27 panes of glass that are there now.

Ms. Peterson commented that it makes sense, it is basically a wall of windows going down to 2 on the front and 2 on either side.

Ms. Kennedy clarified that it will be 2 windows on the front and 1 on each side, 4 in total.

Ms. Peterson asked Mr. Blodgett if, as Planning and Zoning Commission, we are looking at the footprint to make sure it hasn't changed.

Mr. Blodgett responded that our primary consideration was to look at the placement on the lot, location, and the intended use.

Mr. Schall said we know that hasn't changed, the only thing that has changed is some of the structure around the windows and there will be a building permit for that to make sure it is done well.

Ms. Peterson commented that it is basically changing from an enclosed porch to a room.

Ms. Kennedy replied that it is already a room, it was just done poorly, and we would like to do it right.

Mr. Schall said that he understands this because he has a room like it with the same windows.

Ms. Peterson said that she does not have an issue with this and moved to approve the remodel.

Motion to approve the exterior remodel (door, windows, and siding)

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

Meeting Updates:

6:24 (13:53) Item 7: Updates of recent and upcoming meetings

- **July 18 BOA meeting** – Update pending meeting at time of this writing.
- **June 28 DRB meeting** – Approved aesthetic changes (paint and awning) for the Sullivan Apartment building and approved a request to change the exterior paint color for 141 North Drive.
- **June 14 Council meeting** – First reading of Ordinance 483 (Amending traffic code), approved two intergovernmental agreements (1 for drainage improvements, 1 for Center Ave. improvements) and approved an agreement with Verde Exploration regarding use of town water.

Mr. Blodgett gave updates on recent and upcoming meetings.


Item 8: Potential items for August's Planning & Zoning meeting, Tuesday Aug. 16 – Nothing Planned

Mr. Schall said that they will be discussing the tabled items from this meeting: the approval of the April 19, 2022, minutes and the Foy project at 121 Third street, at the next meeting.

Item 9: Adjourn

Motion to adjourn at 6:26 p.m.

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

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

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