



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

**AGENDA**

**Regular Meeting of the Planning and Zoning Commission**  
**Tuesday, April 19, 2022, 6:00 pm**  
**Jerome Civic Center, 600 Clark Street, Jerome Arizona, 86331**

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 Zoning Administrator William Blodgett at [w.blodgett@jerome.az.gov](mailto:w.blodgett@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 February 16, 2022, Joint Special meeting of February 22, and the Regular meeting of March 16, 2022.

**Old (continued) Business:** none

**New Business:**

**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**

**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**

**Meeting Updates:**

**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 22<sup>nd</sup> special meeting and the March 8<sup>th</sup> 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.

**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**

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

\_\_\_\_\_  
Kristen Muenz, Deputy Town Clerk, Attest

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# TOWN OF JEROME

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

## MINUTES

### Regular Meeting of the Planning and Zoning Commission

Wednesday, February 16, 2022, 6:00 pm

CONDUCTED VIA ZOOM

#### 6:05 (0:21) Item 1: Call to order

Chair Schall called the meeting to order at 6:05 p.m.

Deputy Town Clerk Rosa Cays called the roll. Present were Chair Schall and Commissioners Jeanie Ready, Jera Peterson, and Lori Riley. Vice Chair Romberger joined the meeting at 6:08 p.m. Also present were new Zoning Administrator Will Blodgett and Town Manager/Clerk Candace Gallagher.

#### 6:06 (1:04) Item 2: Petitions from the public – There were no petitions from the public.

#### 6:06 (1:16) Item 3: Approval of Minutes – Regular meeting of January 19, 2022 [Typo on agenda; year corrected for the minutes]

##### Motion to approve the minutes of the January 19, 2022 regular P&Z meeting

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

Old (continued) Business: none

#### New Business:

##### 6:08 (3:07) 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

Ms. Cays announced that the applicant was present. Chair Schall called a point of order to acknowledge that Vice Chair Romberger had joined the meeting.

Mr. Blodgett introduced the item to the commissioners and clarified that a winetasting room falls under the definition of "spirituous liquor tasting facility" according to the zoning ordinance and those are treated like retail businesses. He said the bottom level of the building has been used as retail space since 1910 and that the liquor license for a winetasting room limits the amount of consumable spirits on the premises. Mr. Blodgett said one potential concern is the seating arrangement presented in the application. He referred to the definitions on page 21 of the zoning ordinance and the regulation regarding dining room seating under the definition of spirituous liquor tasting facility, and also brought up the definition of dining room seating from a previous zoning administrator. Mr. Blodgett said parking is another a concern, but that it did not appear to be an issue in this case since the previous business in the same space was retail, thus there would be no change in intensity of the business. He referred to Section 510, D.1.t (pages 84–85) of the zoning ordinance and said the square footage of the usable space requires three parking spaces.

Chair Schall said that winetasting rooms are historically retail, therefore not a more intensive use, so the parking situation is not a problem. However, he said the seating may be in question and that "we don't want the place to turn into a restaurant ... or bar." Chair Schall said some of this is controlled by a liquor license or the health department and would require inspection of the kitchen, fire safety and health concerns, etc. He asked the applicant if the tables and chairs could be replaced with sofas or something more casual.

(10:36) Mr. Hicks said they could, that they have plenty of furniture. He said he was wanting to accommodate larger parties.

Commissioner Peterson commented further on the furniture and said she was concerned about the three parking spaces. She mentioned that Vino Zona has their parking set aside and wondered if Mr. Hicks had parking available.

Mr. Blodgett said his calculations come out to the need for three spaces. He has not investigated if the spaces actually existed previously. Ms. Peterson asked if off-street parking included the curb parking in front of the building across the highway. Chair Schall said Vino Zona made special

arrangements for their parking and that the previous business in the building, Zen Mountain Gallery, was there for a long time and had the “famous pretend spaces.” Ms. Peterson understood that the conditional use did not transfer. Chair Schall explained that the conditional use would not transfer if the use and intensity of use were to change and the new business needed more parking spaces. He said the use and intensity are not changing in this case.

Ms. Cays clarified that the parking for Vino Zona is reserved and leased from private property and not counted as public parking in the commercial district.

Mr. Hicks said he was told by the town’s counsel that he would not need additional parking.

Commissioner Ready asked when considering parking requirements for businesses and residents in the downtown area, if it was a matter of total available parking spaces and whether there are enough spaces to accommodate the existing businesses, or rather “these are your designated spots.”

Chair Schall said neither one, although some businesses have designated spaces on private property within the commercial district. He said if the building is in the C1 zone, it may have parking on private property. He further explained that if someone has a long-existing use and floor space determines they have 10 parking spaces, it is assumed they have that use (those 10 parking spaces). If the use is intensified, then more parking is required.

Ms. Ready said she understood this, but wondered if there are enough public spots to accommodate patronage for the various businesses. Chair Schall said there may or may not be, and that he did not think anyone has ever counted the number of parking spaces needed for all the businesses in the commercial district. A brief discussion ensued.

Ms. Gallagher explained what Town Attorney Bill Sims had said about parking. She read from his email.

Ms. Peterson asked if the parking requirements were the same and already established, which they were.

Commissioner Riley suggested to Mr. Hicks that two couches and a coffee table would accommodate larger parties.

Ms. Peterson asked Chair Schall if the item needed to be tabled until the business is set up with the required seating. Chair Schall said he was not inclined to table the item but that a condition could be included in the CUP. Ms. Peterson asked if they could require the applicant to resubmit a furniture floor plan. Ms. Riley said she did not think it was necessary to table the item.

Mr. Blodgett replied that enough enforcement measures are in the ordinance should Mr. Hicks set up the largest dining room seating ever seen. “We have the teeth,” said Mr. Blodgett. Chair Schall said the CUP could be revoked if the applicant does not comply with the zoning ordinance.

(24:45) Mr. Hicks said he could easily revise the rough diagram in his application and send it to Ms. Gallagher. He stated that he is not an architect and that what he created was to simply show what his intentions were and that the diagram was not even to scale.

Ms. Ready suggested adding a condition to the approval so the item did not have to be revisited at the next meeting. Ms. Riley agreed with this suggestion.

Chair Schall moved to approve the conditional use permit with the added condition that the seating in the winetasting room not be dining room seating and that the applicant understands that the CUP could be withdrawn if the condition is not met.

**Motion to approve the conditional use permit for the winetasting room at 515 Main Street with the condition that the seating not be dining room seating**

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

[The number 5 was inadvertently skipped when agenda items were listed, so they jump from Item 4 to Item 6.]

**6:32 (27:13) 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**

Mr. Blodgett introduced the item after a brief exchange with Chair Schall. He said the building was constructed in 1910 and that the upper level had been a residence since 1924, or for 98 years. Mr. Blodgett explained that it was a legal nonconforming situation and that there will be no modifications to the structure, per Mr. Hicks.

Chair Schall said as a point of clarification, that because of the change of ownership, a new conditional use permit is required.

Ms. Peterson asked if parking and other requirements carried over to the new ownership, which it does.

Ms. Riley welcomed Mr. Hicks, who thanked everyone and said he would be sending a revised diagram of the seating in the winetasting room to Ms. Gallagher.

**Motion to approve the conditional use permit for the upstairs residence at 515 Main Street**

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

**6:35 (30:30) 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**

*Mr. Blodgett stated that since he was new to this, he would be listening and learning.*

*Chair Schall said that resolutions were started by the former zoning administrator, John Knight, which the chair saw as a simplification of the documentation process, but that councilmembers are uncomfortable with it for one reason or another. Chair Schall said he had no objection to the process and that it is easier for the staff to document decisions—but that it is also more work. Chair Schall read an email from Jerome resident Margie Hardie regarding the use of resolutions.*

*Ms. Peterson remarked that she had no problem with having things checked over and that nothing should be rushed through.*

*Chair Schall said he had no problem with oversight and could appreciate Ms. Hardie's concern with the Open Meeting Law. He said it was a matter of records organization and that the alternative to the resolution is that the commission would craft their own motion rather than signifying the resolution as part of the motion. He said whether the motion refers to the resolution or item number does not seem to change the fact that anyone interested in knowing more about the item would have to refer to the agenda packet, which is not included with the minutes. Ms. Ready agreed with Chair Schall, who said he was not sure what the issue is.*

*Ms. Ready said that the commission was always going to get staff recommendations and that staff is integral to planning and zoning and providing the information needed for the commission to make decisions. She said perhaps it was the way the resolutions were worded and that the public perception was that staff was predetermining what the commission was going to decide, which to her was never the case. She suggested "shoring things up" so that the process and decision making are clearer.*

*Chair Schall said he never felt that staff recommendations tied his hands at all. He said past zoning administrators would state their recommendations, which is not much different than including a resolution. Chair Schall said he could see how Council may have this perception but that it was not his, and that the resolutions could be revised or eliminated. To him it was a matter of recordkeeping for the zoning administrator.*

*Ms. Ready said her perception from past experience on various boards, including as secretary to a board, was that meeting minutes cover what is discussed and that motions always have supporting documentation, not just what is written in the meeting minutes. She said not everything needs to be included in the minutes.*

*Chair Schall said including everything in the minutes would be a transcription of the meeting. "And not required," said Ms. Ready.*

*Ms. Gallagher said she spoke with Mr. Sims about the Open Meeting Law violation, a serious accusation, and that he said it was a matter of perception, that the resolutions could be perceived as "rubberstamping" each decision, but that resolutions were not a violation of the Open Meeting Law. Ms. Gallagher said resolutions are a matter of transparency for the public and are posted on the town website, which makes it easy for the public to find and see what happened regarding decisions made at a meeting. Ms. Gallagher said Mr. Sims had suggested two options in brackets be included in the resolution before each "whereas" statement: "[ ] approve" or "[ ] disapprove," and that the text of the resolution could be included in the minutes.*

*Chair Schall mentioned that a joint meeting would be scheduled soon with Council and DRB to further discuss the issue.*

**6:52 (47:03) Item 8: Election of new officers, chair and vice chair**

*Chair Schall said that commission terms are three years but that a commissioner could not be chair for more than two consecutive years. He asked if anyone would like to volunteer to be the next chair.*

*Ms. Ready nominated Mr. Romberger to be chair, who said he did not feel qualified to do it.*

*Ms. Peterson nominated Ms. Ready to be chair.*

*Ms. Peterson asked if Mr. Romberger could remain as vice chair. Chair Schall offered to be the vice chair.*

**Motion to elect Commissioner Jeanie Ready as the next P&Z chair**

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

**Motion to elect Commissioner Lance Schall as the next P&Z vice chair**

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

**Meeting Updates:**

**6:56 (51:44) 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

*Mr. Blodgett updated the commission on recent meetings. A brief discussion ensued about Cornish Pasty and the history of pasties.*

*Ms. Peterson said she had talked to Ms. Gallagher who told her that P&Z can continue with Zoom meetings if that was the preference. Ms. Cays explained that over the last several months, if one person on a board was not ready to meet in person, it determined that the meeting would be held via Zoom.*

*Ms. Ready said she was more comfortable meeting online for now. Ms. Peterson agreed, as did Ms. Riley and Chair Schall.*

**7:01 (56:30) Item 10: Potential items for Wednesday, March 16, 2022 – No items at this time.**

*Ms. Ready asked if any of the commissioners' terms were ending. She asked if volunteers could continue at the end of a term, which Chair Schall confirmed they could.*

*Ms. Riley asked about the short-term rental ordinance. Ms. Gallagher explained that it mirrors what Sedona is doing and that it is part of the Town Code. She explained that all transient lodging is included, what is required, and what the penalties are.*

**Item 11: Adjourn**

**Motion to adjourn at 7:04 p.m.**

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

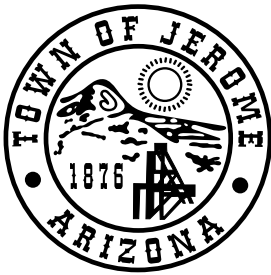
Approved: \_\_\_\_\_ Date: \_\_\_\_\_

*Chair Schall, Planning & Zoning Commission Chair*

Attest: \_\_\_\_\_ Date: \_\_\_\_\_

*Kristen Muenz, Deputy Town Clerk*





# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331  
(928) 634-7943    [www.jerome.az.gov](http://www.jerome.az.gov)

## DRAFT MINUTES

### SPECIAL JOINT MEETING OF THE JEROME TOWN COUNCIL, THE JEROME PLANNING & ZONING COMMISSION, and THE JEROME DESIGN REVIEW BOARD

VIA ZOOM

TUESDAY, FEBRUARY 22, 2022 at 4:00 PM

|                                      |  |
|--------------------------------------|--|
| <b>ITEM #1:</b><br>4:00 pm<br>(0:10) | <b>CALL TO ORDER/ROLL CALL</b><br>Mayor/Chairperson to call meeting to order.<br><i>Mayor Jack Dillenberg called the meeting to order at 4:00 p.m.</i><br><br>Town Clerk to call and record the roll for Town Council.<br><i>Town Manager/Clerk Candace Gallagher performs roll call for Council. Mayor Jack Dillenberg, Councilmembers Alex Barber, Sage Harvey and Jane Moore are present. Vice Mayor Mandy Worth was not present.</i><br><br>Deputy Clerk to call and record the roll for Planning & Zoning Commission and Design Review Board.<br><i>Deputy Town Clerk Rosa Cays performs roll call for Design Review Board and Planning and Zoning Commission. Present were P&amp;Z Chair Lance Schall, Vice Chair Chuck Romberger, and Commissioner Jera Peterson. Present for DRB were Chair Tyler Christensen, Vice chair Brice Wood, Board members Carol Wittner, Mimi Romberger, and John McDonald. Not present were P&amp;Z Commissioners Jeanie Ready and Lori Riley.</i>  |
| <b>ITEM #2:</b><br>4:04 pm<br>(2:22) | <b>RESOLUTIONS AND OTHER ITEMS OF MUTUAL INTEREST</b><br>Members of the Jerome Town Council, Planning & Zoning Commission, and Design Review Board will discuss the use of resolutions and other items of mutual interest.<br><br><i>Mayor Jack Dillenberg thanks all the board members for attending. Candace Gallagher introduces the topic at hand and asks Councilmember Jane Moore to speak of the concerns over the use of resolutions by the boards brought up by herself and Board of Adjustment member Margie Hardy.</i><br><br><i>(3:35) Moore explains that what they receive in their council packets for P&amp;Z and DRB includes the resolution number and whether it was approved. There's nothing for them to review as far as discussion goes, without going to the audio files, to learn about the actions taken by the boards. (5:00) She mentions that Planning and Zoning meetings are often over a week before council meetings, which seems to her to be enough time to get the full minutes. Moore mentions that DRB meets right before Council, and there's been discussion about having both those meetings moved to allow for more time. Her biggest objection is that just the resolution in the minutes does not allow council to look at the other board's actions and to be able to make decisions.</i><br><br><i>(6:35) Moore also comments that the Board of Adjustment is a quasi-judicial board and resolutions may not be appropriate for that board. She suggests that perhaps they need legal advice prior to their meetings.</i><br><br><i>Dillenberg asks for other comments.</i><br><br><i>(7:06) Councilmember Sage Harvey agrees with Moore, and states that when she looks at the packets and only sees a resolution, she feels she does not have enough information as a councilmember. She</i> |

Jerome Town Hall Located at 600 Clark Street, Jerome Civic Center

will then do more research and read different minutes. Harvey thinks it would be beneficial to not have resolutions and would rather see all the information.

(7:42) Councilmember Alex Barber comments that they were previously getting minutes in their entirety and were told that the reason they received abbreviated minutes was lack of staff. The Deputy Clerk was handling Planning and Zoning tasks, but now the Town has a new Zoning Administrator. She states that the previous ZA, John Knight, was the one who started doing the resolutions. Also, that Al Sengstock, the ZA before Mr. Knight, didn't do resolutions. She agrees with Moore's and Harvey's comments and comments that when the boards are looking at a resolution, it seems like there is already a thought process behind it. She believes it is better for the boards to have open dialogue, and not to have a resolution that's already stating, as could be perceived, the ZA's opinion for the outcome.

(9:55) P&Z Commissioner Jera Peterson agrees that she wants transparency and complete discussion. She believes there is no reason to hurry things through. The town should be considered, especially the historic part of it.

(10:25) DRB vice chair Brice Wood comments that sometimes the language needs a little clarification between what a resolution is, versus an ordinance change, versus what a recommendation is and where these things fit in with public face of the board, as well as what goes on internally.

(10:58) P&Z chair Schall comments that it seems council wants more information in their minutes. He believes John Knight started using resolutions for his own record keeping process. If a councilmember is interested in a detail regarding a decision, that information would not be in the resolution or the original motion. Instead, the details regarding what happens during meetings would be filed in P&Z's records. Schall comments that he doesn't believe that resolutions pre-suppose the case, but if that is the impression they give, he believes that is a good reason to stop using them.

(14:40) Harvey comments that she does feel that the resolutions are leading. She also wants to make sure that council gets the full information in their packets.

(15:08) DRB Chair Tyler Christensen agrees with Schall. He saw the resolutions as an organizational tool but has no problem doing away with them if they are perceived as an issue.

Dillenberg then asks ZA Blodgett if he has any questions.

(15:47) Blodgett comments that he is willing to follow council's direction. He agrees with the importance of being open and transparent.

(16:30) Chuck Romberger agrees with Schall as well. He comments that the issue with resolutions may be in the name, and perhaps they can be called suggestions. He also agreed that council should have a full set of notes along with a resolution or proposal in their packets for full information.

(18:07) Moore explains that council has a limited amount of time to review decisions by the other boards and, if they wait to see the full minutes in the next meeting, it's too late to send something back. Having a recording in writing of comments that the public makes, or any comments that someone wants to make regarding the proposal, will give council the opportunity to investigate what people are saying. All they are getting is the resolution and whether it was approved or discussed. She also feels that it takes too much time for council to have to listen to the audio files for an entire meeting. She thinks resolutions complicate council's ability to understand the actions taken by the other boards.

(20:10) Christensen asks if DRB needs to change the date of their meetings to accommodate the gathering of information.

Dillenberg agrees that is a great idea.

(21:23) Schall suggests that they add wording to the resolution to clarify that it may or may not be approved by the commission. He comments that there's a line at the bottom of each resolution for the

|                      | <p>commission chair’s signature to show it was reviewed and approved. He also does not believe resolutions were ever intended as a substitution for adequate minutes.</p> <p>(23:55) Peterson suggests that if the boards prefer having full minutes first, perhaps change the wording from resolutions, which sound final, to recommendation.</p> <p>(24:30) Woods comments that board’s decisions are sometimes simple, and to call them resolutions sounds like an improvement for the future that is not currently in the ordinance. He agrees that the timing of the meetings could be arranged into a sequence to allow P&amp;Z meetings first, then DRB, and finally council. He believes it used to be that way.</p> <p>(27:48) Candace Gallagher explains that the topic is agendized for action.</p> <p>Dillenberg asks if there is anyone who disagrees with the consensus to do away with resolutions and no one responds.</p> <p>Candace states that it’s just a matter of discontinuing the practice and does not require formal action. She asks if council wants full draft minutes in their packets before they have been approved by the individual boards.</p> <p>(29:03) Moore comments that she doesn’t believe approval is necessary, she would like to see the actions and comments from the board members and public.</p> <p>Dillenberg comments that the pre-approved draft minutes would still help guide their discussion. He also agrees that it may be necessary to change the dates of the DRB meetings.</p> <p>Moore asks for clarification on if resolutions were voted on and Candace Gallagher explains that they were not.</p> <p>(32:24) Schall comments that they should try to keep their processes as efficient as possible for the applicants.</p> <p>(36:03) Christensen mentions that there were some meetings that had to be adjusted due to holidays. He suggests that someone puts a new schedule together for the boards to review.</p> <p>(37:55) Candace Gallagher confirms that staff will work on a new schedule to present to council and the boards.</p> <p>There is general discussion of the best arrangement of the meetings.</p> <p>(42:41) Moore mentions that she attends meetings in other communities and finds reading the minutes helpful, especially the comments from those attending the meeting.</p> <p>(44:44) Peterson suggests that all the meetings take place on Tuesdays, one week apart.</p> |               |        |        |        |         |        |         |        |  |  |   |  |  |  |            |  |  |   |  |  |  |        |   |  |   |  |  |  |       |  |   |   |  |  |  |       |  |  |  |  |   |  |
|----------------------|---|---------------|--------|--------|--------|---------|--------|---------|--------|--|--|---|--|--|--|------------|--|--|---|--|--|--|--------|---|--|---|--|--|--|-------|--|---|---|--|--|--|-------|--|--|--|--|---|--|
| ITEM #3<br>4:48 p.m. | <p><b>ADJOURNMENT</b></p> <p><b><u>Motion to adjourn at 12:34 p.m.</u></b></p> <table><tr><th>COUNCILMEMBER</th><th>MOTION</th><th>SECOND</th><th>AYE</th><th>NAY</th><th>ABSENT</th><th>ABSTAIN</th></tr><tr><td>BARBER</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>DILLENBERG</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>HARVEY</td><td>X</td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>MOORE</td><td></td><td>X</td><td>X</td><td></td><td></td><td></td></tr><tr><td>WORTH</td><td></td><td></td><td></td><td></td><td>X</td><td></td></tr></table>   | COUNCILMEMBER | MOTION | SECOND | AYE    | NAY     | ABSENT | ABSTAIN | BARBER |  |  | X |  |  |  | DILLENBERG |  |  | X |  |  |  | HARVEY | X |  | X |  |  |  | MOORE |  | X | X |  |  |  | WORTH |  |  |  |  | X |  |
| COUNCILMEMBER        | MOTION  | SECOND        | AYE    | NAY    | ABSENT | ABSTAIN |        |         |        |  |  |   |  |  |  |            |  |  |   |  |  |  |        |   |  |   |  |  |  |       |  |   |   |  |  |  |       |  |  |  |  |   |  |
| BARBER               |   |               | X      |        |        |         |        |         |        |  |  |   |  |  |  |            |  |  |   |  |  |  |        |   |  |   |  |  |  |       |  |   |   |  |  |  |       |  |  |  |  |   |  |
| DILLENBERG           |   |               | X      |        |        |         |        |         |        |  |  |   |  |  |  |            |  |  |   |  |  |  |        |   |  |   |  |  |  |       |  |   |   |  |  |  |       |  |  |  |  |   |  |
| HARVEY               | X   |               | X      |        |        |         |        |         |        |  |  |   |  |  |  |            |  |  |   |  |  |  |        |   |  |   |  |  |  |       |  |   |   |  |  |  |       |  |  |  |  |   |  |
| MOORE                |   | X             | X      |        |        |         |        |         |        |  |  |   |  |  |  |            |  |  |   |  |  |  |        |   |  |   |  |  |  |       |  |   |   |  |  |  |       |  |  |  |  |   |  |
| WORTH                |   |               |        |        | X      |         |        |         |        |  |  |   |  |  |  |            |  |  |   |  |  |  |        |   |  |   |  |  |  |       |  |   |   |  |  |  |       |  |  |  |  |   |  |

APPROVE:

ATTEST:

\_\_\_\_\_  
Jeanie Ready, Planning & Zoning Commission Chair

\_\_\_\_\_  
Kristen Muenz, Deputy Town Clerk

Date: \_\_\_\_\_





# TOWN OF JEROME

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

## DRAFT 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 16<sup>th</sup> minutes were left out of the meeting packets mistakenly, and the Commissioners can table 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 board 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 as 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 3<sup>rd</sup> Wednesday to the 3<sup>rd</sup> 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 2<sup>nd</sup> Tuesday of each month, P&Z on the 3<sup>rd</sup> and DRB on the 4<sup>th</sup>, which would give staff 2 weeks to get the minutes 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: \_\_\_\_\_ Date: \_\_\_\_\_  
*Chair Ready, Planning & Zoning Commission Chair*

Attest: \_\_\_\_\_ Date: \_\_\_\_\_  
*Kristen Muenz, Deputy Town Clerk*



# TOWN OF JEROME

Post Office Box 335, Jerome, Arizona 86331

(928) 634-7943

## Staff Report Planning and Zoning Commission Tuesday, April 19, 2022

**Item :** Conditional Use Permit (CUP) for Residential Apartments  
**Location:** 123 Hill Street  
**Applicant/Owner:** Dewayne Woodworth  
**Zone:** C-1  
**APN:** 401-07-169A  
**Prepared by:** Will Blodgett, Zoning Administrator  
**Discussion/Possible Action**

**Summary:** The applicant requests approval of a Conditional Use Permit (CUP) to allow use of residential apartments on the second, and third floors. Commercial Gallery space is intended on the first floor, with two Residential apartments on the second floor, and an owner-occupied apartment on the third floor. Yavapai county provided the following information about the property; Constructed in 1920 with three floors, the building's uses originally were commercial retail with "mixed office units".

**Use Interpretation:** The building is located within the Town of Jerome's C-1 Commercial district, and as such the retail location on the Clark street frontage is a permitted use, while the Apartments located on the second and third floors are considered "existing non-conforming uses" which are conditionally permitted under section 507.C.-1: *Any "permitted" or "conditional" uses in the "R1-10", "R1-5" and "R-2" zones.*


**Response:** The Commission has authority to recommend approval of a use that is listed as a conditional use in the Town Zoning Ordinance. The Commissions recommendation will be forwarded to Council for final approval.

**Background:** The building at 123 Hill street is a three-level building constructed in 1920 as a Hospital and known locally as the "Jerome Clubhouse" today. The Architectural of the structure can be described as Eclectic/Mission style, with asymmetrical tri-level main section with an arch at the 1<sup>st</sup> and 2<sup>nd</sup> level doors. A wrought iron balcony railing common to Spanish Eclectic styling exists on the structure. Construction materials used were concrete, masonry and wood with stucco.

**Parking:** Parking requirements for the Retail use remain at 1 space for 300sq ft. of useable space, while residential parking requirements are 1.5 spaces per unit. The floor area of the retail level is recorded as; 4,522sq. ft. by Yavapai County. The total useable area will depend on the needs and wishes of the tenant upon renting, but generally should require 13-15 spaces potentially. The residential portion of the building will require 4.5 parking spaces, which rounded up as the TOJ Zoning Ordinance requires, comes out to 5 parking spaces. Total calculated parking requirements for this building will depend on the retail on the first floor, factoring in intensity of use as well as useable floor space as described in the TOJ Zoning Ordinance.

**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.



3/21/2022

To: Town of Jerome

From: Dewayne Woodworth

**Re: Letter of Intent                      123 Hill Street, Jerome                      APN 401-07-169A**

Owner Danna Wakefield, Red Iron Construction LLC, is proposing the development of new residences with continued commercial/retail uses within the existing building at 123 Hill Street. Commercial/retail uses are being proposed for the first floor. Two residences are proposed for the second floor. A single residence is proposed for the third floor.

The first floor will include two gallery spaces for local artisans on the North end of the building. There will be one employee for the galleries. On the South end of the first floor, we are creating a day spa for Jerome tourist to enjoy while staying at our local hotels. The day spa will have one or two employees. The first floor will also include a management office and a utility room.

The second floor will include two residences. There will be a two bedroom and one bath unit on the North end. There will be a one bedroom and one bath unit on the South end.

The third floor will be a one bedroom and one bath open loft that will be owner occupied.

The existing building has been recently painted. New windows and doors have replaced existing for many of the existing openings. New exterior fire escapes and exterior lighting will be provided at the West side of the building to provide proper egress for the residential units. In addition, we will be installing fire sprinklers and a fire panel to better protect the building. Parking will be decomposed granite. Exterior walkways will be concrete. New site walls will be exposed concrete to match existing.

Our development team is working to preserve the history of the Club House and 2<sup>nd</sup> United Verde Hospital during the remodel and repair of this beautiful and historic building. The goal is to have minimal impact on the historic aspects of the building and property to insure it will live on to be productive for another 100 years.

Thank you for your consideration.

Dewayne Woodworth



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

File #:

Town Use

**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: \_\_\_\_\_

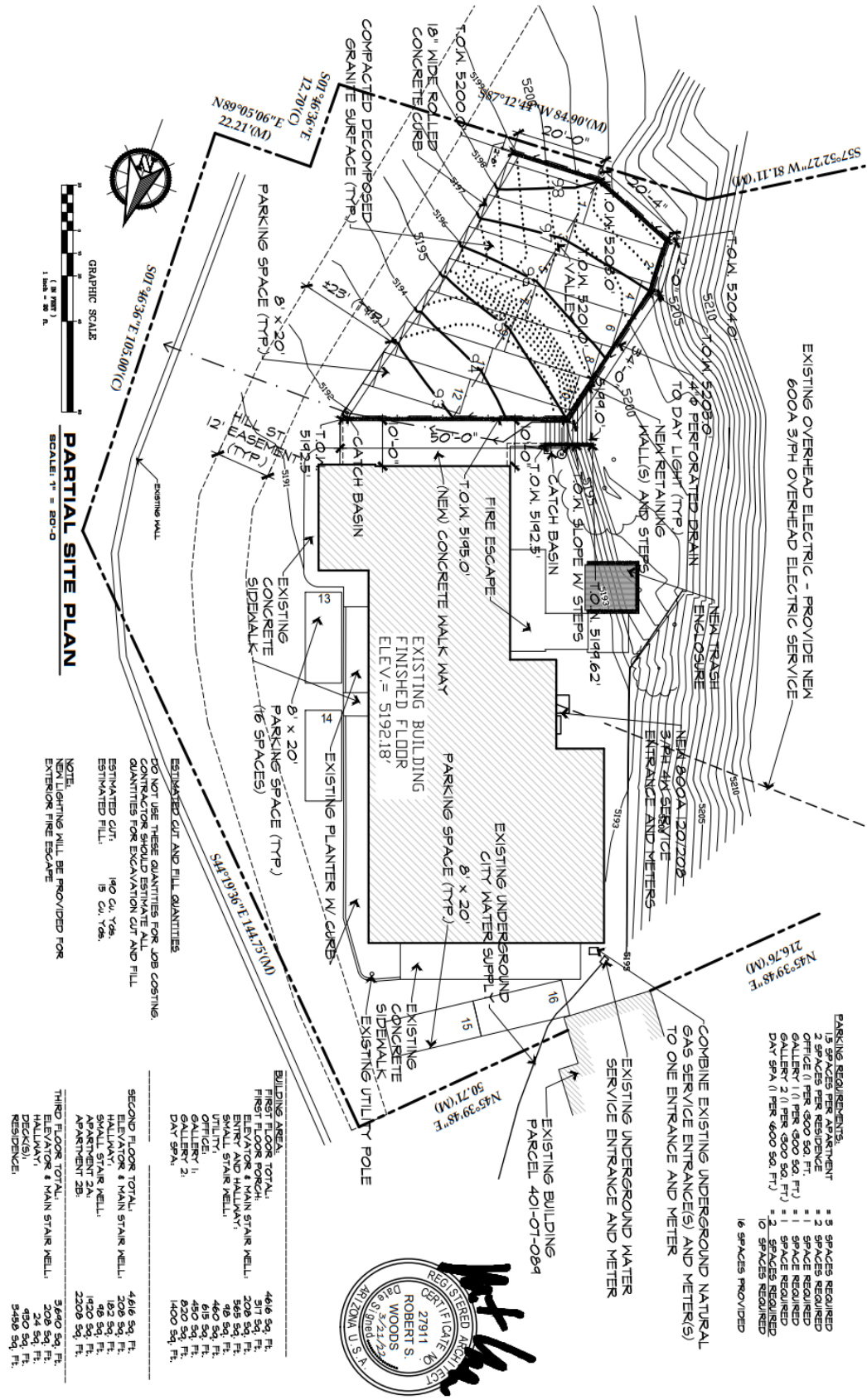
*Note: Refer to the corresponding Project Application Checklist/s for additional submittal requirements.*

|   |  |
|---|--|
| Applicant: Dewayne Woodworth  | Owner: Red Iron Construction LLC   |
| Applicant mailing address:<br>2655 S Tissaw Road Cornville AZ 86325   | Property owner mailing address:<br>1585 N Charleboise Rd. Apache Junction AZ 85219 |
| Applicant role/title:   |  |
| Applicant phone: 928-274-1216   | Owner phone: 602-513-9604  |
| Applicant email: ctwdninja@gmail.com  | Owner email: danna@dannawakefield.com  |
| Project address: 123 Hill Street  | Parcel number: 401-07-169A   |
| Describe project: Residential development in C-1 zone with continued commercial/retail use of the property. |  |
|   |  |
|   |  |

- 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: Danna Wakefield Date: 3-21-22  
 Property Owner Signature: Danna Wakefield Date: 3-21-22

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



**SP1**

**SITE PLAN**

SCALE: 1" = 20'-0"

**JEROME CLUBHOUSE**

A RENOVATION / REMODEL

FOR

**RED IRON CONSTRUCTION LLC.**

AT 123 HILL STREET

**BOB WOODS ARCHITECT**

1473 S. GRAY BAR DRIVE

COTTONWOOD AZ. 86326

**[928] 646 - 5989**



Multiple views of 123 Hill Street








# TOWN OF JEROME

Post Office Box 335, Jerome, Arizona 86331


(928) 634-7943

## Staff Report Planning and Zoning Commission Tuesday, April 19, 2022

**Item : 5** **Renewed approval for accessory feature (Generator)**   
**Location:** 103 Dundee Ave.  
**Applicant/Owner:** Mike Gray / James Keenan  
**Zone:** R1-5  
**APN:** 401-11-015M  
**Prepared by:** Will Blodgett, Zoning Administrator  
**Discussion/Possible Action**

**Summary:** The applicant requests preliminary and final design review to install a backup generator and a screen fence six (6) feet tall. The zoning ordinance does not specifically address the installation of a generator. However, the code does include approval criteria for fencing and accessory features in Section 304.F.1.k. and m. (see below). The generator will not be covered by a roof, is not enclosed with walls, and would not be considered an accessory structure or building. However, the applicant has agreed to meet (or exceed) the setback requirements of an accessory building. Section 502.H.7. requires detached accessory buildings to be located a minimum of five (5) feet from property lines and five (5) feet from the main structure. The proposed generator and fence will be set back at least 25 feet from the property lines.

**Use Interpretation:** The home is located within the Town of Jerome's R1-5, single family residential district which allows for "*Customary accessory uses and buildings, provided such uses are incidental to the principal use*" (TOJ Zoning Ordinance, Section 505.B.2.) Accessory use is defined in Section 201 as; "*a use incidental, related, appropriate and clearly subordinate to the main use of the lot of building, which accessory use does not alter the principal use of the subject lot or parcel.*"

 **Response:** The Commission has authority to recommend approval of a use that is listed as a conditional use in the Town Zoning Ordinance. The Commission's recommendation will be forwarded to Council for final approval.

**Background:** The Project was previously approved by all review boards and permits issued. There are no changes to the design, location or materials from the previous version.

**Ordinance Compliance:** The Planning & Zoning Commission (PNZ) shall review the applicant's proposal for compliance with the code sections noted below.





## B. PROJECTS REQUIRING REVIEW

Projects requiring Preliminary Site Plan Review shall include but not be limited to: lot splits, lot line adjustments, new construction, alterations, accessory buildings, grading and excavation and clearing and grubbing.

[Ord. No. 293; Ord. No. 446]

## C. PROCEDURE

A preliminary site plan shall be submitted to the Zoning Administrator for review by the Building Inspector, Zoning Administrator and Planning and Zoning Commission. The site shall be posted according to a procedure outlined by the Zoning Administrator. Such posting will include, but not be limited to, proposed improvements and usage of said property and will commence two (2) weeks prior to preliminary site plan review and remain until after final approval. The request for approval shall be accompanied by eight (8) identical copies of the plan. Each copy shall be on one (1) or more sheets of paper measuring not more than twenty four by thirty six inches (24" x 36"), drawn to a scale not smaller than forty (40) feet to the inch which show the following:

1. A North arrow; scale used; lot dimensions referenced to a legal description; street dedications, easements and utilities, both public and private. In cases where the location of a property perimeter is unclear, the Building Inspector may require a boundary survey with corners identified on the ground.
2. A vicinity sketch showing the location of the site in relation to the surrounding street system. Adjacent properties and their uses shall be identified.
3. Location, perimeter size, and use of all existing and proposed buildings and structures: number of stories of all proposed buildings and structures.
4. Size and dimensions of required yards and lot coverage for the zoning district and the space between buildings.
5. Location and height of all existing and proposed walls and fences.
6. Location, number of spaces, dimensions, circulation patterns, and surface materials for all off-street parking and loading areas proposed. All parking shall comply with Section 510 of the Jerome Zoning Ordinance.
7. Existing drainage. Show how proposed drainage will be directed indicating both adequate disposal and protection of neighboring properties.
8. Natural features, such as rock outcroppings, trees over twelve (12) inches in diameter, washes and man-made features such as existing roads and structures, walkways and stairways, with indication as to which are to be retained and which removed or altered.
9. Existing and proposed grades, by spot grades or topographic representation. The Building Inspector may require a topographic survey and additional engineering.
  - a. Slopes exceeding thirty-five (35) percent shall require a topographic survey by a licensed engineer or surveyor. In addition, the applicant shall provide a satisfactory assessment by a licensed engineer regarding soil/geological stability, bearing qualities and drainage. If indicated by this assessment a structural engineer shall design all foundations and retaining structures.

- b. Exceptions. The additional studies required in number 9(a) may be waived, if the dollar amount of the project does not require a licensed contractor according to A.R.S. 32-1121.
10. All proposed excavation and grading:
- a. Shall conform to Section 303.3 of this ordinance.
  - b. Where the combined proposed cut and fill exceeds fifty (50) cubic yards, the applicant must obtain a separate grading permit from the Building Inspector. An assessment by a civil, structural or soils engineer may be required to show site stability and lack of negative impact.
  - c. Six (6) months from the date of approval of a grading permit approval becomes void if the grading permit has not been issued.
  - d. Exploratory excavation of ten (10) cubic yards or less can proceed with the approval of the Zoning Administrator and Building Inspector. The applicant shall submit plans for approval by the Planning and Zoning Commission for all excavation in excess of ten (10) cubic yards.
11. Any other information which the Zoning Administrator may find necessary to establish compliance with this and any other ordinances.
12. Application for sign permits shall be filed in accordance with the provisions of Section 509.

[Ord. No. 293]

#### **D. FEE**

The application for Plan Approval shall be accompanied by a filing fee in an amount established by a schedule adopted by resolution of the Council and filed in the offices of the Town Clerk. No part of the filing fee shall be returnable. Payment of the filing fee shall be waived when the petitioner is the Town, County, State or Federal government.

[Ord. No. 293]

#### **E. REVIEW PROCEDURES**

The Zoning Administrator shall have ten (10) working days from the date of submission of a preliminary site plan application to review said plan for completeness. A completed preliminary site plan shall be submitted to the Planning and Zoning Commission at the earliest meeting time available. The Zoning Administrator may request Design Review recommendation on the Preliminary Site Plan. The Planning and Zoning Commission shall approve, conditionally approve or deny said plan. Once denied, the original plan shall not be resubmitted. The Planning and Zoning Commission may, if the preliminary drawings and other data are sufficiently clear and explicit waive the requirements of Section 303.2 and/or Grant Final Approval at the Preliminary Review session, provided all other requirements of this section are conformed with.

[Ord. No. 293]

**Other considerations:** The generator is powered by diesel fuel and could potentially be a fire hazard. The applicant met with Fire Chief Rusty Blair to discuss the generator, who has requested the construction of an eight (8)-inch curb to contain any fuel in the event of a leak. This curb is noted on the proposed plans.

**Recommendation:** The zoning administrator recommends that the Planning and Zoning Commission approve project with the conditions included.

**Attachments:** - Application and supplemental information.



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

File #:

Town Use

**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: Michael Gray   | Owner: James Keenan  |
| Applicant mailing address:<br>816 N. Main Street Cottonwood, AZ 86326 | Property owner mailing address:<br>P.O. Box 905 Jerome, AZ 86331 |
| Applicant role/title: <u>PROJECT MANAGER</u>                          |  |
| Applicant phone: 928-202-9807   | Owner phone: 928-649-9293  |
| Applicant email: mikeg@caduceuscellars.com                            | Owner email: mikeg@caduceuscellars.com                           |
| Project address: 103 Dundee Ave                                       | Parcel number: 401-11-015M                                       |
| Describe project: Backup Generator and Screening Fence                |  |
|   |  |
|   |  |

- 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: [Signature] Date: 4.6.2022

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Town Use Only**

Received from: \_\_\_\_\_ Date: \_\_\_\_\_

Received the sum of \$ \_\_\_\_\_ as: ☐ Check No. \_\_\_\_\_ ☐ Cash ☐ Credit Card

By: \_\_\_\_\_ For: \_\_\_\_\_

Tentative Meeting Date/s - DRB: \_\_\_\_\_ P&Z: \_\_\_\_\_



**Caduceus Cellars & Merkin Vineyards**  
**P.O. Box 905**  
**Jerome, AZ 86331**

April 6, 2022  
RE: LOI - DRB Application (Previous Resolution 2021-06)  
APN 401-01-015M

Dear Mr. Blodgett,

I understand DRB approval for the above project has expired. As we've discussed, we want to work with you to regain approval, as we do intend to proceed with the project. Please accept this document as our Letter of Intent.

Since adequate power exists onsite to supply all needs of the facility, the use of the generator will be solely for backup purposes. Elements of the project are re-stated here:

- The unit is located beyond the 20' front yard as required by Section 505 D. 5. A. 1) of the Town of Jerome Zoning Ordinance
- Jerome Fire Department-required backup fuel containment will consist of a concrete slab with an 8" curb
- Owner-selected, optional sound attenuation package consisting of a 14-gauge steel cabinet, insulated with internal baffling and 1" foam (a \$7,000 option)
- A 6', rusted, corrugated steel fence to further attenuate noise and act as a visual screen. See Attachment 1 for visual comparison to other fences in the area

We hope to appear on the May 2, 2022 Agenda.

Thank you,

Michael Gray  
Project Manager  
Caduceus Cellars/Merkin Vineyards  
928-202-9807

Cc: Barry Wolstencroft, Building Inspector

Attachments:

1. TOJ General Land Use Application
2. Letter of Intent
3. Site Plan
4. Visual Reference for fence
5. GenSet specs







Height of generator as seen from Dundee Ave.



Example of screen corrugated tin screen fence



## FEATURES

### FPT N67 TMI Engine

FPT Industrial (a division of Case/New Holland Industrial) is a leading manufacturer of engines for industrial applications backed by an extensive service network.

### Deep Sea 7310 MKII Controller

Digital controller providing immediate performance information and safety shutdowns.

### Stamford Generator End

Alternators built to produce clean power for industrial applications.

### Powder Coat Paint

Incredibly durable and long lasting finish.

### Block Heater

In-line Kim Hotstart, 120V, block heater with thermostat.

### Battery Charger

Guest 5 Amp charger standard.

### UL2200 Listed

A safety standard for the design, construction, and performance of stationary generators.

### 100% Load Tested

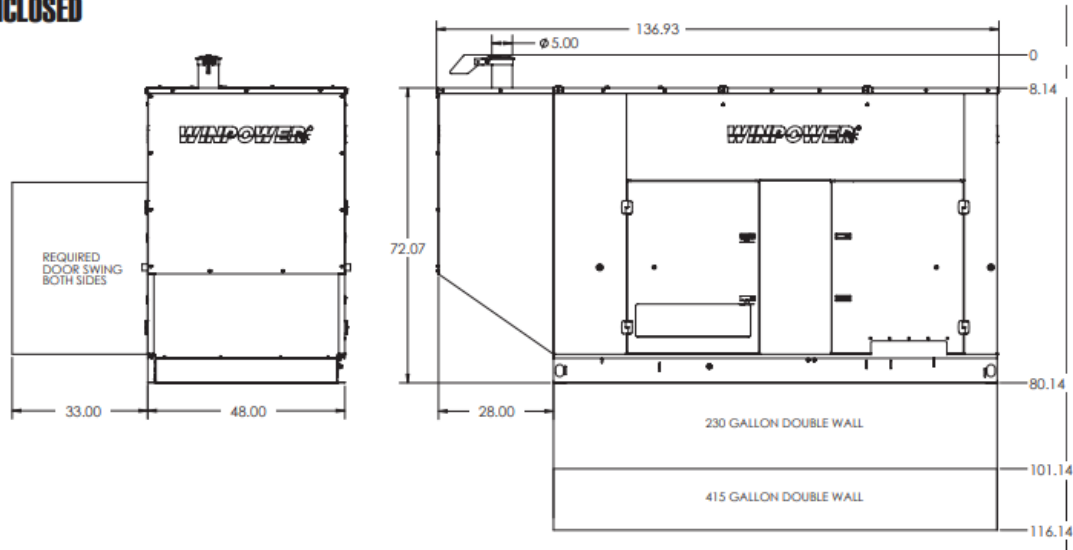
We load test every generator before it leaves our facility.



Shown with optional enclosure and fuel tank

## OUTLINE DRAWINGS

### ENCLOSED



# SPECIFICATIONS

## GENERATOR SET

| OUTPUT                    | WATTS   | KVA | AMPS | CB   |
|---------------------------|---------|-----|------|------|
|                           |         |     |      | AMPS |
| 120/240V 1-PH, 1.0 PF     | 100,000 | 100 | 416  | 400  |
| 120/208V 3-PH, 0.8 PF     | 105,000 | 131 | 364  | 350  |
| 120/240V 3-PH, 0.8 PF     | 105,000 | 131 | 315  | 300  |
| 277/480V 3-PH, 0.8 PF     | 115,000 | 143 | 172  | 175  |
| SOUND DATA <sup>(1)</sup> |         |     |      | 76   |

CERTIFICATION UL2200 LISTED

NOTE: (1) Measurement is in db(a). Tested at 7 meters (23ft) with housing.

## ALTERNATOR

|                                   |                           |
|-----------------------------------|---------------------------|
| RATING                            | (125/40°C) STANDBY        |
| VOLTAGE REGULATION                | +/- 1.5%                  |
| TOTAL HARMONIC DISTORTION         | < 5%                      |
| TYPE                              | 4 POLE REVOLVING FIELD    |
| BRUSHLESS                         | YES                       |
| GENERATOR SPEED                   | 1800 RPM                  |
| VOLTAGE CONTROL                   | SX460 EXTERNAL EXCITATION |
| ROTOR                             | 2/3 PITCH                 |
| WINDINGS                          | 100% COPPER               |
| TELEPHONE INTERFERENCE            | < 2.0%                    |
| EFFICIENCY PEAK                   | ~ 93.5%                   |
| COUPLING                          | FLEXIBLE DISC             |
| SINGLE PHASE                      | 4 LEADS                   |
| 3 PHASE                           | 12 LEADS                  |
| BEARINGS                          | 1 MAINTENANCE FREE        |
| INSULATION                        | CLASS H                   |
| GENERATOR WARRANTY <sup>(1)</sup> | 1 YR/1000 HRS             |

NOTES: (1) Standby only. For more generator warranty information contact your local WINCO dealer.

## DERATING FACTORS

|                     |                           |
|---------------------|---------------------------|
| TEMPERATURE > 104°F | 3% PER 10°F               |
| ALTITUDE            | 3% EVERY 300M AFTER 1000M |
| MAX OPERATING TEMP  | 122°F/50°C                |

## BATTERY

|                                 |                  |
|---------------------------------|------------------|
| DC SYSTEM VOLTAGE               | 12V              |
| BATTERY CHARGER                 | 5 AMP            |
| BATTERY RACK/CABLE              | INCLUDED         |
| REQUIRED BATTERY <sup>(1)</sup> | GROUP 31 900 CCA |

Notes: (1) Battery not included

## ENGINE

|                                |                          |
|--------------------------------|--------------------------|
| BRAND                          | FPT                      |
| MODEL                          | N67 TM1                  |
| SPEED                          | 1800 RPM                 |
| EPA                            | TIER III                 |
| TYPE                           | DIESEL                   |
| GROSS HP (STANDBY)             | 201                      |
| BORE x STROKE                  | 4.09" x 5.2"             |
| GOVERNOR                       | MECHANICAL               |
| CYLINDERS                      | 6                        |
| TOTAL DISPLACEMENT             | 6.7 L                    |
| ASPIRATION                     | TURBOCHARGED/AFTERCOOLED |
| EXHAUST OUTLET <sup>(1)</sup>  | 5"                       |
| ALTERNATOR                     | 90 AMPS                  |
| OIL & FILTER REPLACEMENT       | 800 HRS                  |
| RECOMMENDED OIL <sup>(2)</sup> | 10W 30                   |
| OIL CAPACITY                   | 17.9 QT                  |
| FLYWHEEL (TEETH 125)           | 11.5"                    |

COLD STARTING  
W/O PREHEATING 5°F (-15°C)  
W/ PREHEATING -13°F (-25°C)

ENGINE WARRANTY<sup>(3)</sup> 5 YRS/2000 HRS

NOTES: (1) Muffler ships loose. (2) This oil is recommended for most applications. See Operator's Manual for more details on the appropriate oil type for your needs.

(3) Standby, for more engine warranty information contact your local FPT dealer.

## BLOCK HEATER

|            |       |
|------------|-------|
| VOLTS      | 120   |
| WATTS      | 1,000 |
| THERMOSTAT |       |
| ON         | 100°F |
| OFF        | 120°F |

## TANK OPTIONS

|                  |                  |
|------------------|------------------|
| 230 GALLON UL142 | 108" x 48" x 21" |
| 415 GALLON UL142 | 108" x 48" x 36" |

## FUEL

|                  |             |
|------------------|-------------|
| FUEL TYPE        | DIESEL      |
| FUEL CONSUMPTION |             |
| 100% LOAD        | 7.71 GAL/HR |
| 50% LOAD         | 4.67 GAL/HR |

