



TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331
(928) 634-7943 FAX (928) 634-0715

REGULAR MEETING OF THE TOWN OF JEROME

PLANNING AND ZONING COMMISSION

DATE: WEDNESDAY November 5, 2014 TIME: 7:00 pm

PLACE: Jerome Town Hall
600 Clark St., JEROME ARIZONA, 86331

MINUTES

Pursuant to A.R.S. 38-431.02, notice is hereby given to the members of the Planning and Zoning Commission and to the general public that the Planning and Zoning Commission will hold the above meeting in Council Chambers at Jerome Town Hall. Members of the Planning and Zoning Commission will attend either in person or by telephone, video or internet conferencing.

The Planning and Zoning Commission may recess the public meeting and convene in Executive Session for the purpose of discussion or consultation for legal advice with the Town Attorney, who may participate telephonically, regarding any item listed on this agenda pursuant to A.R.S. § 38-431.03 (A)(3).

ITEM 1: CALL TO ORDER/ROLL CALL

Chair Lance Schall called the meeting to order at 7:01 pm

Roll call was taken by Albert Sengstock, Zoning Administrator

Commission Members Present: Frank Vander Horst, Margie Hardie, Lance Schall, Leo Shakespeare and Mike Parry

Staff Present: Albert Sengstock, Zoning Administrator, Joni Savage, Minute Taker

ITEM 2: APPROVAL OF MINUTES: Minutes of October 1, 2014

Mr. Shakespeare asked about the minutes of June 4th Solar design information. It was confirmed by Mr. Sengstock that he was just following up on agenda items from the last Zoning Administrator. Ms. Hardie commented on the motion made by Mike Parry to approve Item 4 of the minutes. Ms. Hardie did not agree with the verbiage typed in the minutes; however, after some conversation and clarification from the other members, Ms. Hardie agreed to approve the minutes as presented.

Mike Parry made a motion to approve the minutes. Seconded by Lance Schall. Motion carried unanimously.

ITEM 3: PETITIONS FROM THE PUBLIC – No Petitions from the public.

ITEM 4: ELECT A NEW CHAIRPERSON AND VICE CHAIRPERSON

Nominate and elect a new Chairperson and Vice Chairperson.

Mr. Parry nominated Frank Vander Horst for Chair, Mr. Schall seconded the motion. Mr. Vander Horst thanked the Commission, but inquired as to whether or not Mr. Shakespeare would like to be the Chair due to his longevity on the Commission. Mr. Shakespeare said he was happy to support the nomination of Mr. Vander Horst.

Mike Parry made a motion to nominate and elect Frank Vander Horst as the Chairperson. Seconded by Lance Schall. Motion carried unanimously.

Margie Hardie nominated Leo Shakespeare for Vice Chair. Seconded by Lance Schall. Motion carried unanimously.



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ITEM 5: APPLICATION FOR A COMMERCIAL INTERIOR AND EXTERIOR REMODEL

APPLICANTS: Eric Jurisin

ZONE: C-1

ADDRESS: 410 & 411 Clark Street

APN: 401-06-037 & 038

OWNER OF RECORD: JEROME INVESTMENTS I LLC

The applicants request a permit to demo old bathrooms and install new ADA bathrooms, create a doorway between retail businesses, and construct a patio roof extension.

Al Sengstock made comments about the request, stating that both he and the Building Inspector had met with the applicant and that all zoning and building safety issues are satisfied. Since the parcels are being combined as well as having full fire suppression, the restaurant is not an issue. He further stated that four additional parking spaces will be added, as well as an additional balcony, and that no side setback requirements are necessary. Mr. Sengstock recommended that the Commission approve the request, and that it be forwarded to the Design and Review Board.

Ms. Hardie asked about the site plan and questioned the covered area on the patio/porch; she is under the assumption that is not Mr. Jurisin's property.

Mr. Sengstock informed Ms. Hardie of the encroachment agreement with the town that has bequeathed that property to Mr. Jurisin for the deck. He further stated that The Town has granted a permanent easement to Mr. Jurisin and that he believes that covering it will only protect the fire escape route.

Ms. Hardie followed with another statement about the overhang of the roof and it appears to her, that the new roof extension goes beyond the area of the easement.

Mr. Jurisin clarified that they are covering the existing deck and the deck only.

Mr. Vander Horst explained to Ms. Hardie that the markings she was referring to on the drawings were merely identifying the overhang.

Mr. Sengstock assured Ms. Hardie that Barry Wolstencroft, the Town Building Inspector, would confirm that it is not beyond the easement.

Ms. Hardie asked that the deed be placed with the approval and filed. Mr. Shakespeare requested that the combined parcel confirmation also be added to this decision and Mr. Vander Horst requested that the Easement agreement also be added.

Mr. Sengstock assured the Commission that all of the conditions stipulated would be included in the Notice of Decision.

Motion to approve the applicants request made by Mike Parry. Seconded by Margie Hardie. Motion passed unanimously.



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ITEM 6: APPLICATION TO CONSTRUCT AN ACCESSORY BUILDING; (ART STUDIO), AND TO ADD A DECK TO THE RESIDENCE.

APPLICANTS: GEORGE & LORI RILEY
ADDRESS: 211 MINE ROAD

ZONE R1-5
APN: 401-11-019T

OWNER OF RECORD: SAME AS ABOVE

- The applicant asks permission to construct a detached accessory building to be used as an art studio. The studio will not be open to the public, and will only be used for the production of art.
- The applicant asks permission to add a covered porch to the residence.

Mr. Sengstock presented the proposed project to the Commission, and informed them that the home was built in the 1990's and does not fall under any historical standards. He recommends approval from the Commission.

Ms. Hardie wanted to clarify the reference to the deck. She quoted from the Zoning Ordinance, "Once a deck has been added and a roof is added it is called a covered porch."

Mr. Sengstock confirmed with her that he had corrected the agenda after she had brought this to his attention earlier in the week.

Mr. Shakespeare asked about the building going into what appeared to be the road. Mr. George Riley explained to him that the Mine Road ends at their property and what he is referring to is actually their driveway.

Motion to approve the deck and the studio made by Margie Hardie. Seconded by Lance Schall. Motion passed unanimously.

ITEM 7: APPLICATION TO CONSTRUCT A GREENHOUSE

APPLICANT: KATHLEEN JARVIS
ADDRESS: 648 HOLLY AVENUE
OWNER OF RECORD: SAME AS ABOVE

ZONE R1-5
APN: 401-07-144

The applicant asks approval to construct a new 96 square-foot greenhouse.

Mr. Sengstock presented the greenhouse, only a 10' setback is required. Building exceeds the required setbacks. Building permits are not required. It will be placed on an existing slab. He recommends approval by the Commission

Mr. Schall asked why this came before the Commission. Mr. Sengstock explained that he would like, in the future, that these items not be brought before the Commission. This would be more of a design issue.

Kathleen Jarvis spoke, and although she had been told by others that she did not need to come before the Planning and Zoning Commission, she felt that since she is a Town employee she should. She expressed her dissatisfaction with having to come before this Commission.

Motion to forward the greenhouse to the Design and Review Board made by Leo Shakespeare. Seconded by Mike Parry. Motion passed unanimously.



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ITEM 8: FUTURE AGENDA ITEMS

The Commission will direct staff to schedule future agenda items to be considered by the Commission, if desired. No specific properties, individuals, or situations may be discussed, only general topics may be suggested.

Solar Design was discussed and Mr. Sengstock explained that it would go to the Design and Review Board next month and then it would come back to the Commission.

Mr. Vander Horst questioned if this Commission needed to take any action on the Vacation Rentals?

Mr. Sengstock informed the Commission that this is being addressed internally with the attorney, possibly within the next month or two it will come to this Commission.

ITEM 9: ADJOURNMENT

Motion to adjourn made by Mike Parry. Seconded by Margie Hardie. Motion passed unanimously.

The meeting adjourned at 7:38 pm.

Respectfully submitted by Joni Savage on the April 1, 2015.

Approved: Leo Shakespeare Date: April 1 2015
Frank Vander Horst, Planning and Zoning Chair *V. chair*

Attest: Mike Parry Date: 4-1-2015
Leo Shakespeare, Planning and Zoning Vice Chair *TEMP*