



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 May 6, 2015 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 Leo Shakespeare called the meeting to order at 7:00 p.m.

Roll call was taken by Albert Sengstock, Zoning Administrator. Commission Members present were Margie Hardie, Chair Leo Shakespeare and Vice Chair Lance Schall. Mike Parry had an excused absence.

Staff present: Albert Sengstock, Zoning Administrator and Joni Savage, Deputy Clerk.

ITEM 2: APPROVAL OF MINUTES FROM: 04/01/2015

Ms. Hardie wanted to make changes to the Agenda of April 1, 2015; however, Mr. Sengstock informed her that he could not. She did, however point out a wording error on page 1 and a spelling error on page 3.

Lance Schall moved to approve the minutes with Commissioner Hardies edits. It was seconded by Margie Hardie.

Motion carried unanimously.

ITEM 3: PETITIONS FROM THE PUBLIC – There were no petitions from the public.

ITEM 4: CHANGE OF CONDITIONS FROM THE APRIL 1, 2015 P&Z APPROVAL FOR A CONDITIONAL USE PERMIT FOR A WALK-UP BAKERY SHOP

APPLICANTS: LISA AND DAVE BILLINGSLEY

ZONE: C-1

ADDRESS: 400 MAIN STREET

APN: 401-06-016

OWNER OF RECORD: P.E.T. III LIVING TRUST

The Zoning Administrator wishes to amend the conditions for the previous approval for a Conditional Use Permit to operate a walk-up retail bakery shop.

Mr. Sengstock presented and wants to eliminate one of the conditions for the conditional use permit. He wants to eliminate the use of the building portion. It is now a fully compliant property. Any new use would have to meet any and all of the standards as any other building would have to meet.

Commissioner Schall stated that he understood and asked if the applicant would have to go before Design and Review. Mr. Sengstock said they would.

Commissioner Hardie read from page 2 of the zoning administrators' review "subsequently condition number 1 has been changed to reflect that fact." Number 1 last time was, "The business owner is responsible to assure that there is no pedestrian congestion resulting from this use."

Mr. Sengstock agreed it would need to be changed. He went on to say that she could make the motion to redo the conditions that she thought should be included and those removed from the motion and in the order that she would like them.

Commissioner Hardie compared the motion from the last meeting and read her list of conditions that she thought

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should be included and those removed from the motion. She does not see why Abide by all Town of Jerome zoning ordinance requirements has to be there, it is a given. Another item she believes is an "N/A" is Obtain Design Board approval. It is in the zoning ordinance and is a part of the process. Number 1, prevent the pedestrians from blocking the sidewalk. Number 2, proof of parking and lease. She wants to keep the item about signing up for a trash account. She adjusted the fourth condition referencing the parking use permit. She continued by stating she wanted to keep the condition about reviewing after ninety days for compliance. And then number 7 was to obtain the required business license, which I was going to say didn't apply, but now that that new ordinance is in effect it involves all the different, fire, police, zoning and all that...MINUTE TAKER NOTE: She did not complete the sentence.

Mr. Sengstock asked her to put it in the context of the motion.

Commissioner Hardie said she could write it all down.

Chair Shakespeare asked about the document that Mr. Sengstock was to provide, the original document showing the transfer of the "parking space" Mr. Tovrea had bequeathed to the Billingsley's. (Mr. Sengstock left the meeting to retrieve the document from his office.)

The commission discussed how the motion should read.

Mr. Sengstock returned and provided the document giving the property owner the right to four parking spaces.

Chair Shakespeare determined that since they had the document in hand it would no longer need to be one of the conditions of the motion.

Mr. Sengstock stated that because of the history of the building he wanted to be very clear on the conditions.

Commissioner Hardie said, "The business license, I doesn't see it in the previous motion."

Mr. Sengstock replied, "In the minutes we described it and they already have the business license."

Commissioner Hardie asked, "Should we include it in the motion?"

Mr. Sengstock said, "It is automatically required anyway, but that's fine."

Chair Shakespeare said, "It is another one of those redundant things."

Commissioner Hardie asked, "Like an N/A? We don't need the business license because that is also part of the process."

Commissioner Hardie made a motion to approve the conditional use permit with the following conditions: #1 The business owner is responsible to assure that there is no pedestrian congestion resulting from this use. #2 The documents giving the property owner the right to four parking spaces for a fee of \$4000.00 and a copy of the lease giving one of these four parking spaces to this use is included in the file prior to issuing a Notice of Decision. #3 Sign up for a trash account with the Town. #4 Should the property owner decide to develop the neighboring property to the extent that all four purchased parking spaces are needed then the use permit requires an alternative approved off street parking space. #5 The Zoning Administrator will review the "use permit" for compliance after ninety days and after one year. Vice Chair Schall seconded the motion. Chair Shakespeare called the vote. Motion carried unanimously.

Mr. Tovrea, the owner of the property, asked for clarification on the ninety days.

Mr. Sengstock said that he would go by and check on them for compliance after ninety days and one year.

ITEM 5: 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.

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Mr. Sengstock said he would bring up District Signs in upcoming agendas.

Ms. Hardie asked why that would concern them.

Mr. Sengstock told her that District Signs are a zoning issue.

Mr. Schall explained to her about District Signs and how it would involve them.

Mr. Shakespeare explained that a District Sign is off-site and in addition to the two signs a business is allowed on premise.

Ms. Hardie would like to start discussion about Home Occupations; she would like to see limitations and recommendations from Mr. Sengstock.

ITEM 6: ADJOURNMENT

Commissioner Margie Hardie moved they adjourn. Commissioner Lance Schall seconded the motion. Motion carried unanimously.

The meeting adjourned at 7:23 p.m.

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

Approved: 
Leo Shakespeare, Planning and Zoning Chair

Date: 7-1-15

Attest: 
Lance Schall, Planning and Zoning Vice Chair

Date: 7/1/2015