



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 June 4, 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 7:04 pm.

Roll Call by Zoning Administrator, Rebecca Borowski.

Commissioners Present: Lance Schall, Mike Parry, Leo Shakespeare, Frank Vander Horst

Public Present: Deni Phinney, Margie Hardie, Doug Freund

ITEM 2: APPROVAL OF MINUTES: Minutes of April 2, 2014

Commissioner Parry made a motion to approve the minutes of April 2, 2014 as presented. Second by Commissioner Shakespeare. Motion carried unanimously.

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

ITEM 4: ZONING ADMINISTRATOR'S REPORT ON FORMAL INTERPRETATION OF HOME OCCUPATION

The Zoning Administrator reported to the Commission on a formal interpretation, directed by Town Council, of a home occupation with regard to a microbrewery. Factual findings included: odors emitted from the production process are not customary to a residential area; use of a vehicle which is reserved for transportation of a product is a "delivery vehicle"; and State Liquor Department requirements to inspect production equipment is a service which is not customary to a residence. Therefore, the determination was that a microbrewery does not conform to the Jerome Zoning Ordinance Section 502.M. and is not a home occupation.

****OPENING OF PUBLIC HEARING****

Chair Lance Schall opened the Public Hearing at 7:10pm.

ITEM 5: DRAFT ORDINANCE REFERRAL FROM TOWN COUNCIL REGARDING ZONING ORDINANCE 410 AMENDMENT FOR TERM-LIMITS OF CHAIRS AND VICE CHAIRS OF BOARDS AND COMMISSIONS

The Commission shall conduct a public hearing on a proposed amendment to the Jerome Zoning Ordinance, Sections 104 C., 105 C. AND 106 D. to provide that Chairs and Vice Chairs of the Planning and Zoning Commission and Design Review Board may only serve two consecutive one-year terms and to make those sections gender neutral, and amending Section 106 B. regarding membership of the Design Review Board. The Commission has set this hearing pursuant to Jerome Zoning Ordinance Section 301(C) 1 Commission Action and ARS 9.462.04.

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Margie Hardie, a Jerome resident, commented that the title of the Ordinance is misleading and should be more specific to read "...that Chairs and Vice Chairs of the Planning and Zoning Commission and Design Review Board may only serve two consecutive one-year terms AS CHAIR OR VICE CHAIR..."

No other comments were received from the Public.

CLOSE OF PUBLIC HEARING

Chair Lance Schall closed the Public Hearing at 7:15 pm.

ITEM 6: RECOMMENDATION TO TOWN COUNCIL REGARDING ZONING ORDINANCE 410 AMENDMENT FOR TERM-LIMITS OF CHAIRS AND VICE CHAIRS OF BOARDS AND COMMISSIONS

The Commission shall, at the conclusion of the public hearing, make a recommendation to Council to either adopt the ordinance as written, adopt the ordinance with changes, or not adopt the Zoning Ordinance amendments as referenced in Item 4 above.

Chair Lance Schall made a motion to adopt the Ordinance as written with changes to the title . Second by Commissioner Mike Parry. Motion carried unanimously.

ITEM 7: APPLICATION FOR CONDITIONAL USE PERMIT – BED AND BREAKFAST

REPRESENTATIVE: Deni Phinney

ADDRESS: 537 School Street.....OWNER OF RECORD: William and DeNeill Phinney

ASSESSORS PARCEL NUMBERS: 401-06-041 and 401-06-042.....ZONE:C-1

The applicant requests a Conditional Use Permit for a Bed and Breakfast in the Commercial Zone. The Commission will review the request for compliance with the Zoning Ordinance. The Commission may approve, conditionally approve, or deny the application.

Commissioner Frank Vander Horst asked the applicant if the garage is the only out-building on the property and if the garage has a bedroom or accommodations within. Mrs. Phinney responded that the garage is the only out-building and has no accommodations. She further explained that a drainage issue, water running through and under the floor, would prevent the building to be used in any other manner. Commissioner Mike Parry expressed that his main concern was with parking but understands that off-street parking is provided. Mrs. Margie Hardie, a Jerome resident, asked why a proper site-plan was not provided as it has been in the past. Staff provided driveway and parking area dimensions.

Chair Lance Schall made a motion to recommend approval of the application for a conditional use permit provided that the applicant submit a site plan with the application. Second by Commissioner Leo Shakespeare.

Staff reminded the Commission of the suggested stipulations, outlined within the Staff Report for this item: 1) non-transferable, 2) must obtain inspections from fire department and building inspector prior to offering the accommodations, 3) review in one-year from issue date, and 4) on-street guest parking will constitute a violation of the conditional use permit.

Chair Lance Schall amended his motion to recommend approval of the application for a conditional use permit, with the suggested stipulations, provided that the applicant submit a site plan. Second by Commissioner Leo Shakespeare. Chair Schall called the question and the motion carried 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.

Commissioner Mike Parry suggested Planning and Zoning Commission review the Solar Design Guidelines which are currently being drafted by the Design Review Board. Building inspection should occur prior to commencement of Solar projects. Chair Lance Schall suggested once the Guidelines are farther along, Planning and Zoning Commission should be involved with devising a process and procedure for bringing solar projects to Planning and Zoning.

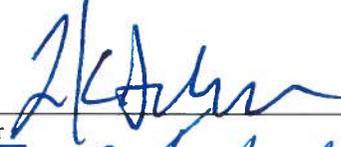
Following adoption of Ordinance 410, the Commission will need to hold elections for a new Chair and Vice Chair. Commissioner Frank Vander Horst would still like to discuss meeting dates. Chair Lance Schall suggested both these items be on the same agenda in August.

ITEM 9: ADJOURNMENT

Motion by Commissioner Mike Parry to adjourn. Second by Commissioner Frank Vander Horst. Motion carried unanimously.

The meeting adjourned at 7:26 pm.

Respectfully submitted by Rebecca Borowski on the 5th of August, 2014.

Approved:  Date: 10/1/2014
Planning and Zoning Chair

Attest:  Date: 10/1/14
Planning and Zoning Vice-Chair