



**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 March 2, 2016 TIME: 7:00 pm**  
**PLACE: Jerome Town Hall**  
**600 Clark St., JEROME ARIZONA, 86331**

**AGENDA**

**ITEM 1: CALL TO ORDER/ROLL CALL**

**ITEM 2: APPROVAL OF MINUTES FROM: 02/03/2016**

**Discussion/Possible Action/ Possible Direction to Staff**

**ITEM 3: PETITIONS FROM THE PUBLIC** – This time is NOT for discussion on Agenda items. Please make comments when that item is on the floor. Please complete a request form with your name and subject and submit to the Chair. When recognized by the Chair, please come to the front and state your name. Please observe the three minute time limit per speaker pursuant to the Town Code. The Commission may not discuss or take action on any comments under this agenda item other than to ask questions.

**ITEM 4: ELECTION OF CHAIR AND VICE-CHAIR**

**Discussion/Possible Action/Possible Direction to Staff**

**ITEM 5: PARTIAL DEMO AND REHAB OF THE WALSH APARTMENT BUILDING**

APPLICANTS: IDEAS-A-PLENTY

ZONE: C-1

ADDRESS: 446 CLARK ST.

APN'S: 401-06-032

OWNER OF RECORD: ABOVE

The applicant ask for approval to partially demo and rehabilitate the Walsh Apartment Building.

**Discussion/Possible Action/Possible Direction to Staff**

**ITEM 6: 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.

**Discussion/Possible Direction to Staff Only**

**ITEM 7: ADJOURNMENT**

**Action**

The undersigned hereby certifies that this notice and agenda was posted at the following locations on or before 7 p.m. on 2/18/2016

- 301 Main Street, second floor, exterior posting case
- 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

*Albert L Sengstock, Zoning Administrator, Attest*

*Persons with a disability may request a reasonable accommodation such as a sign language interpreter, by contacting the Deputy Town Clerk, Joni Savage at (928)637-7943. Requests should be made as early as possible to allow sufficient time to make arrangements. Anyone needing clarification on a Planning and Zoning Commission agenda item may call Jerome Town Hall at 634-7943 and ask to speak with Al Sengstock, Planning & Zoning Administrator and Historic Preservation Officer.*



# TOWN OF JEROME

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

## PLANNING AND ZONING COMMISSION

DATE: WEDNESDAY, February 3, 2015 TIME: 7:00 pm  
PLACE: JEROME CIVIC CENTER  
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 7:02 p.m.

Roll call was taken by Albert Sengstock, Zoning Administrator. Commission members present were Chair Leo Shakespeare, Lance Schall, Margie Hardie, Mike Parry and Hunter Bachrach.

Staff present were Albert Sengstock, Zoning Administrator, and Jennifer Julian, Minute Taker.

Members of the public present were Steve Knowlton and Nancy Robinson, residents; Ron Mills and Wendy Irving-Mills, applicants; and an unidentified individual.

### ITEM 2: APPROVAL OF MINUTES FROM JULY 1, 2015, OCTOBER 7, 2015, AND NOVEMBER 4, 2014

Commissioner Schall moved to approve the minutes of July 1, 2015 as revised. Commissioner Hardie seconded. The motion carried unanimously.

Commissioner Parry moved to approve the minutes of October 7, 2015 as presented. Commissioner Schall seconded. The motion carried unanimously.

Commissioner Schall moved to approve the minutes of November 4, 2015 as revised. Commissioner Hardie seconded. The motion carried unanimously.

Commissioner Bachrach abstained as he is a new member.

### ITEM 3: PETITIONS FROM THE PUBLIC

There were no petitions from the public.

### ITEM 4: PARCEL COMBINATION

APPLICANTS: RON AND WENDY-IRVING MILLS

ZONE: R-15

ADDRESS: MAGNOLIA AVE

APNs: 401-06-164, 165 & 166

OWNER OF RECORD: ABOVE

The applicant asks for approval to combine three (3) parcels into one.

The applicants were present.

Mr. Sengstock presented the request. The applicants propose to combine three lots into one. All three lots are conforming, over 5000 feet and meet the minimum widths and depths. The necessary surveys have been completed and the applicants have submitted the required forms and documents. The applicants have also gotten approval to abandon the old utilities easements. The combined lot will measure 18,083 square feet and meets the district zoning standards. Mr. Sengstock recommends approval.

Commissioner Hardie moved to approve the parcel combination. Commissioner Bachrach seconded. All were in favor and the motion passed unanimously.

# TOWN OF JEROME

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## **ITEM 5: REVIEW SITE PLAN FOR A NEW SINGLE FAMILY HOME**

APPLICANTS: RON AND WENDY-IRVING MILLS

ZONE: R-15

ADDRESS: MAGNOLIA AVE

APNs: 401-06-164, 165 & 166

OWNER OF RECORD: ABOVE

The applicants ask review and approval of a site plan for the construction of a new single family home.

The applicants were present.

Mr. Sengstock presented the proposal. He has checked all the setbacks, building heights and other zoning standards and the site plan meets all of the requirements. The Town Building Inspector has examined the on-site drainage and construction and he had no concerns.

There were seven people who attended the neighborhood meeting. Their reaction was favorable. Mr. Sengstock received no complaints during the notification process.

The plan is a single family home in the R-15 zoning district. Mr. Sengstock gave a slide show of the building location and elevations. All minimum building setbacks are exceeded and there is an engineered drainage plan of the site.

Commissioner Hardie asked for an explanation of the drainage plan. Mr. Sengstock explained that water is retained and directed in a way that mitigates the flow as it leaves the property. There is no change in the amount of water entering and leaving the property as a result of the construction.

Commission Hardie asked if there will be a culvert or curb along Magnolia Avenue to collect the water. Ms. Irving-Mills explained that rainwater will be collected and directed to a cistern to be held and used for watering the landscaping.

Commissioner Shakespeare asked if the cistern will collect water from the whole property or only the roof. Ms. Irving-Mills answered that it will be primarily from the roof, as that will be the new impermeable surface on the site. They are primarily responsible for capturing the water off the impermeable surface to be released at a later date to match the historical flow off the property.

Commissioner Shakespeare asked about an apparent leak on the property now. Mr. Sengstock said that after investigation it was determined that it isn't a leak from the Town water lines, it is just water pooling and draining down the hill.

Commissioner Hardie asked about the location of the cistern. Ms. Irving-Mills indicated the cistern on the plan and noted that it may need to be moved closer to the house after excavation is done. Commissioner Hardie understood that the drip from the roof goes to the cistern and asked if anything is done with the water that naturally flows off the property. She said that water flowing down Magnolia has created a ditch that goes down to the next level. Mr. Sengstock explained that the flow off the property cannot be increased as a result of construction. The Public Works Department determined that the water referred to by Chair Shakespeare and Commissioner Hardie was residual drainage, but it may need to be explored further as the site is developed.

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Commissioner Bachrach asked about the capacity of the cistern and what happens to the water if the cistern is full. Ms. Irving-Mills said that the cistern's capacity is 1700 gallons, sized for a three-hour duration 100-year storm. There also is an 18-inch diameter pipe that is a detention pipe. Whatever is overflowing will then come down the driveway.

Commissioner Hardie asked if there will be retaining walls across the front. Ms. Irving-Mills answered yes and indicated that there will be retaining walls on either side of the driveway. They are keeping as much of the existing stone wall as they can.

Commissioner Parry asked about the square footage of the house. Ms. Irving-Mills replied that it is slightly over 2,000 square feet with a footprint of around 1,000 square feet. It is two stories with a basement. Commissioner Parry said that the size of buildings in Jerome is a concern. The proposed home will be large in comparison with the others on Magnolia Avenue, which is the Town's "crown jewel neighborhood." The roof pitch of the proposed home is cut off, unlike the Victorian homes in the neighborhood that have roofs with steep pitches. He is concerned with new large homes which don't seem to fit into their neighborhoods. He thinks it is an issue of volume and mass.

Mr. Sengstock said that the proposed home doesn't exceed the percentage of lot coverage or height restriction and meets the required setbacks. The volume is beyond the Commission's purview; it is a question for the Design Review Board. Commissioner Parry understands Mr. Sengstock's point but felt that asking whether the home will fit into the neighborhood is valid.

Commissioner Shakespeare mentioned other large homes in the vicinity of Magnolia Avenue. Commissioner Bachrach said that he thinks the proposed home looks like it fits in the neighborhood.

Commissioner Hardie asked about the median height. Ms. Irving-Mills said that it is 25 feet from the median grade and 35 feet total. Roof slopes are 8 and 12. The neighborhood has a mix of roof slopes: 4 and 12, 6 and 12, 12 and 12. A roof slope of 8 and 12 is perfect for solar panels.

A member of the public asked about drainage of the impermeable rock patios in the yard. Ms. Irving-Mills said there are catch basins in the flagstone area.

Commissioner Parry moved to approve the site plan as presented. Mr. Schall seconded. All were in favor and the item passed unanimously.

## **ITEM 6: FUTURE AGENDA ITEMS**

Commissioner Hardie asked for an update on home occupations. Mr. Sengstock said that he has researched the ordinances of other jurisdictions. He believes that simplicity is best, but the Commission may want to consider specific uses and impact. He needs direction from the Town Council to continue working on it, but hopes to let the Commission know by the next meeting.

Commissioner Parry welcomed new Commissioner Hunter Bachrach. Mr. Sengstock thanked Chair Leo Shakespeare for his service. Elections for new officers will be held at the next meeting.

## **ITEM 7: ADJOURNMENT**

Commissioner Schall moved to adjourn. Commissioner Bachrach seconded. All were in favor and the meeting was adjourned at 7:32 pm. Approval on next page.

# TOWN OF JEROME

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

## PLANNING AND ZONING COMMISSION

DATE: WEDNESDAY, November 4, 2015 TIME: 7:00 pm

PLACE: JEROME CIVIC CENTER  
600 Clark St., JEROME, ARIZONA 86331

## Minutes

*Respectfully submitted by Jennifer Julian on March 2, 2016.*

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

Attest: \_\_\_\_\_ Date: \_\_\_\_\_  
Vice Chair

# ZA P&Z Review/Analysis

Al Sengstock, Zoning Administrator

03/02/2016

## **ITEM 4: PARTIAL DEMO AND REHAB OF THE WALSH APARTMENT BUILDING**

APPLICANTS: IDEAS-A-PLENTY

ZONE: C-1

ADDRESS: 446 CLARK ST.

APN'S: 401-06-032

OWNER OF RECORD: ABOVE

The applicant ask for approval to partially demo and rehabilitate the Walsh Apartment Building.

### Analysis:

This property is in critical need of rehabilitation as it applies to health and safety and occupancy issues, as well as having become an eyesore to the town. The submitted plan meets all zoning requirements as a legal-nonconforming apartment building. The front and rear setbacks were established prior to the current zoning ordinance requirements; there are no setback requirements from the side lot lines. The use of the building as an apartment building will continue, and the number of apartments will remain the same.

The owner, Steve Knowlton, has already demonstrated his attention to detail, and his commitment to historical accuracy in the rehabilitation of his neighboring home site. I recommend that this request be approved.



# TOWN OF JEROME, ARIZONA

Al Sengstock, Planning & Zoning Administrator  
Historic Preservation Officer  
a.sengstock@jerome.az.gov

Founded 1876  
Incorporated 1899

Jerome Town Hall and Civic Center  
600 Clark Street  
P.O. Box 335, Jerome, AZ 86331  
(928) 634-7943 FAX (928) 634-0715

## APPLICATION FOR PLANNING & ZONING OR DESIGN REVIEW

(Please check one. A separate form is required for each.)

BY:  Planning & Zoning Commission  Design Review Board

PLEASE PRINT LEGIBLY SO THAT PROCESSING WON'T BE DELAYED.

APPLICANT'S NAME: IDEAS - A - PLENTY LLC

MAILING ADDRESS: P.O. BOX 997 JEROME AZ 86331

TELEPHONE: 603-355-7410 EMAIL: \_\_\_\_\_

PROJECT ADDRESS: 446 CLARK ST JEROME AZ. 86331

PARCEL NUMBER: 401-06-032 ZONE DISTRICT: C1

APPLICATION FOR (Please describe the project.): DEMO OF EXISTING (L) EXTENSION ON BUILDING, PRESENTLY STRUCTURALLY UNSAFE AND RECONSTRUCTION THE (L) EXTENSION AS SHOWN ON THE DRAWINGS SUBMITTED.

- I hereby apply for consideration and conditional approval by the above checked Board or Commission.
- I understand that any approval is not valid until application fees are received by the Town.
- I have obtained and reviewed information on the criteria used in evaluation by these bodies and/or reviewed the application provisions in the Town Zoning Ordinance.
- I understand that this application will not be scheduled for consideration until all required materials have been submitted and reviewed.

APPLICANT'S SIGNATURE: Steve Knowlton DATE: 2/10/16

### TOWN USE BELOW

RECEIVED FROM: Steve Knowlton DATE: 2-10-16

Received the sum of \$ 100<sup>00</sup> as:  Check No. 110  Cash  Credit Card

Per Fee schedule - Ordinance 332

BY: J. Savage

FOR: Planning/Zoning

PLANNING & ZONING - Please review ZONING ORDINANCE, SECTION 303

ZONING DISTRICT: C-1 DISTRICT

PROPOSED USE: CONTINUED WITH (5) APTS AS EXIST

PERMITTED USE?:

CONDITIONAL USE?:

PROPERTY DESCRIPTION

1. Non-conforming lot of record? \_\_\_\_\_
2. Name of connecting public street CLARK ST. 89A
3. Public water (domestic)? YES TOWN EXISTING Public Sewer? YES TOWN EXISTING  
Public water (fire suppression?) YES Public Septic? N/A
4. Lot area 7,925 SQ FT Required for zone N/A
5. Lot width 112.5' Required for zone N/A
6. Square footage of building 5664 Required for zone N/A  
Square footage of footprint 2,268 SQ FT
7. Percentage of lot covered 28.6%
8. Yards  
Front EXISTING EDGE OF SIDEWALK Front of buildings within 100' SAME  
Side yard (1) WEST SIDE RT. ON PROPERTY LINE Side yard (2) EAST SIDE LEFT SIDE 43'  
Rear yard BUILDING ON PROPERTY LINE NORTH SIDE  
Single or double frontage SINGLE
9. Building height from median 25'-4" EXISTING Maximum face 18'-5" EXISTING  
*Engineering may be required on Items 10 and 11*
10. Fill required? LESS THAN 50 yd<sup>3</sup> Evidence of safety of fill N/A
11. Excavation required? TERRACING EXISTING SLOPE Evidence of safety of excavation N/A
12. Design Review required? YES.
- Sign proposed? N/A

13. Performance Standards – Please review and indicate compliance with the following:

Standard	Compliance Guaranteed
Noise	<u>YES 7AM-7PM CONSTRUCTION ONLY</u>
Smoke	<u>N/A</u>
Glare or heat	<u>N/A</u>
Vibration	<u>CONSTRUCTION MINIMAL</u>
Fly ash, dust, fumes, vapors, gases or other forms of air pollution	<u>N/A</u>
Liquid and solid waste	<u>N/A</u>
Odors	<u>N/A</u>

14. Is land suitable for building? (Engineering verification may be necessary.) YES

Slope EXISTING

Engineering report submitted? N/A

15. Home occupation? NO

16. Exterior lighting? N/A

17. Walls and fences? TERRACING > 30" MAX

18. Accessory building(s)? NONE

Square footage N/A Height N/A

19. Projections from building (type of projection in feet) NONE EXISTING

PORCH

WALSH

BUILDING RESTORATION

446 CLARK STREET  
JEROME, ARIZONA 86331

IDEAS-A-PLenty LLC,  
460 CLARK STREET  
JEROME, ARIZONA 86331  
603-355-7410

PAGE: COVER PAGE 1 OF 4	<b>KNOWLTON'S CONSTRUCTION</b> PO BOX 684 W. SWANZEY, N.H. 03449	PHONE: 603-357-4950 FAX: 603-357-9925	 <b>RESIDENTIAL &amp; COMMERCIAL DESIGNS</b>	PROJECT NAME: WALSH BUILDING RESTORATION	DESIGNED BY: STEVE KNOWLTON
				ADDRESS: 460 CLARK STREET JEROME, ARIZONA	SCALE: N/A
					DATE: 2/06/16

89-A  
CLARK  
STREET

STEVE KNOWLTON  
NANCY ROBINSON

STEVE KNOWLTON  
NANCY ROBINSON  
EXISTING  
76' +/-

EXISTING  
112'-5"

SIDEWALK

LOT 26

LOT 27

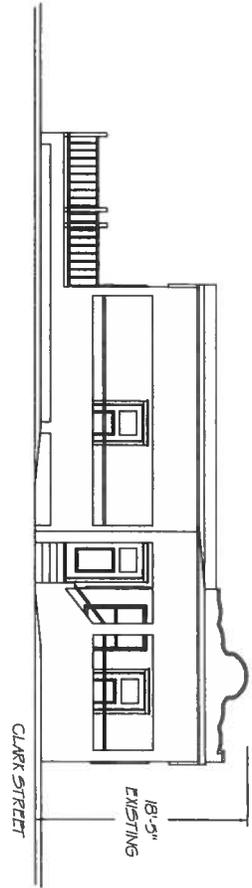
LOT 28

LOT 29

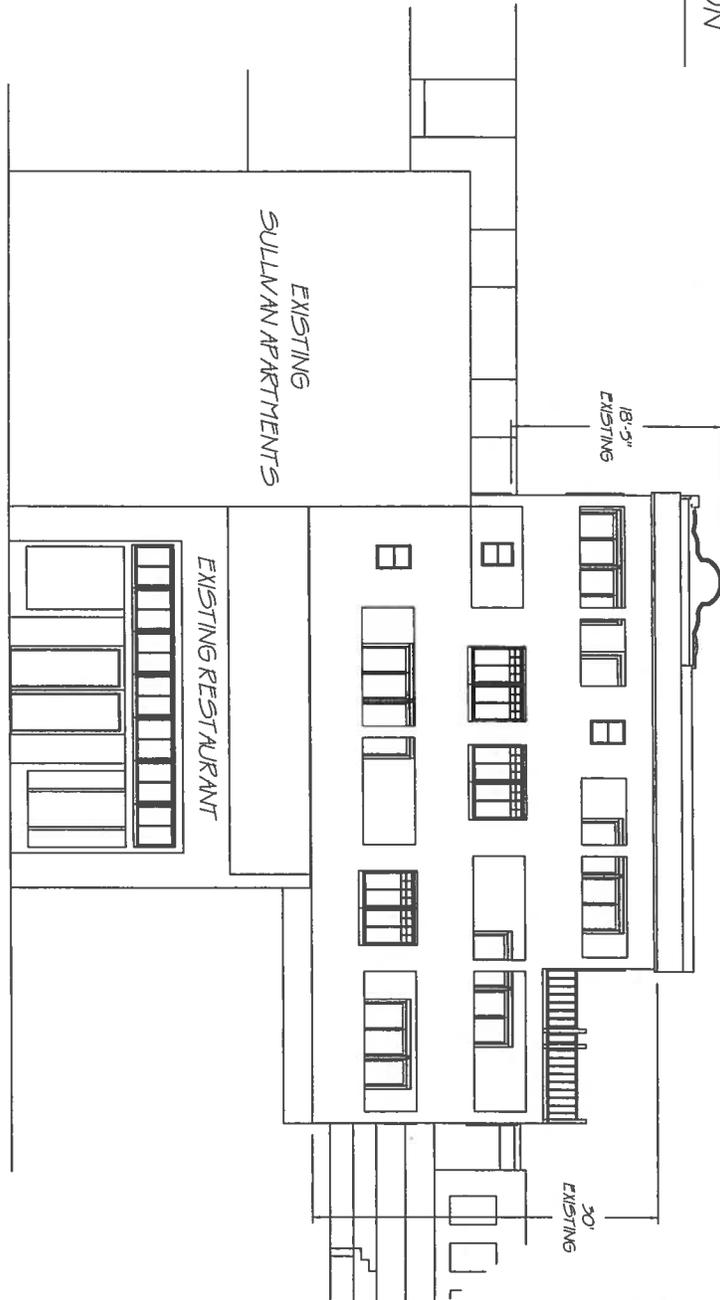
LOT 30



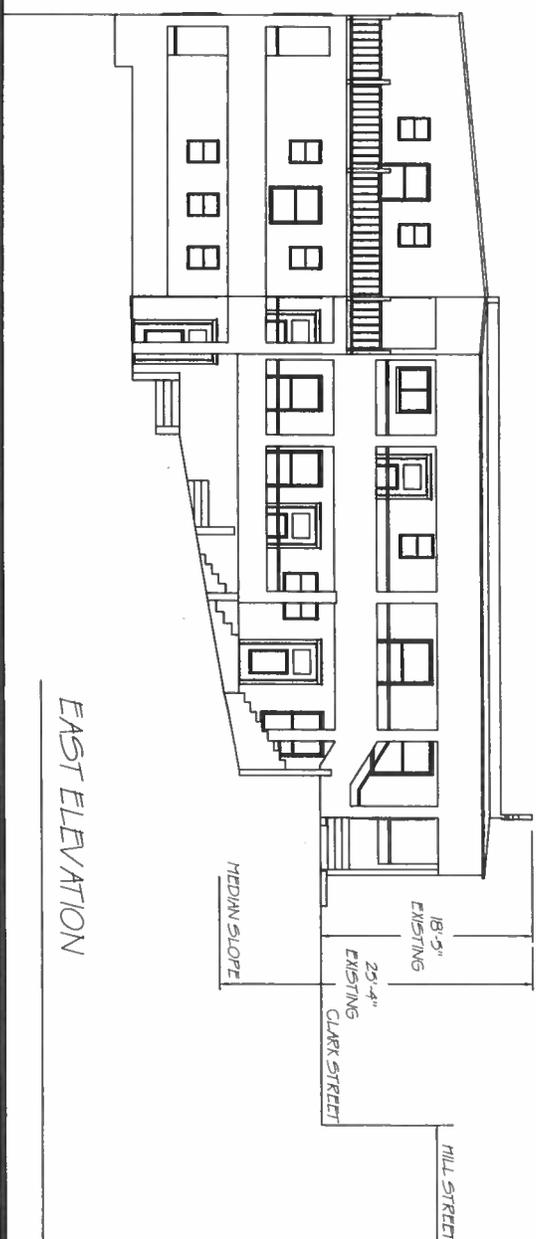
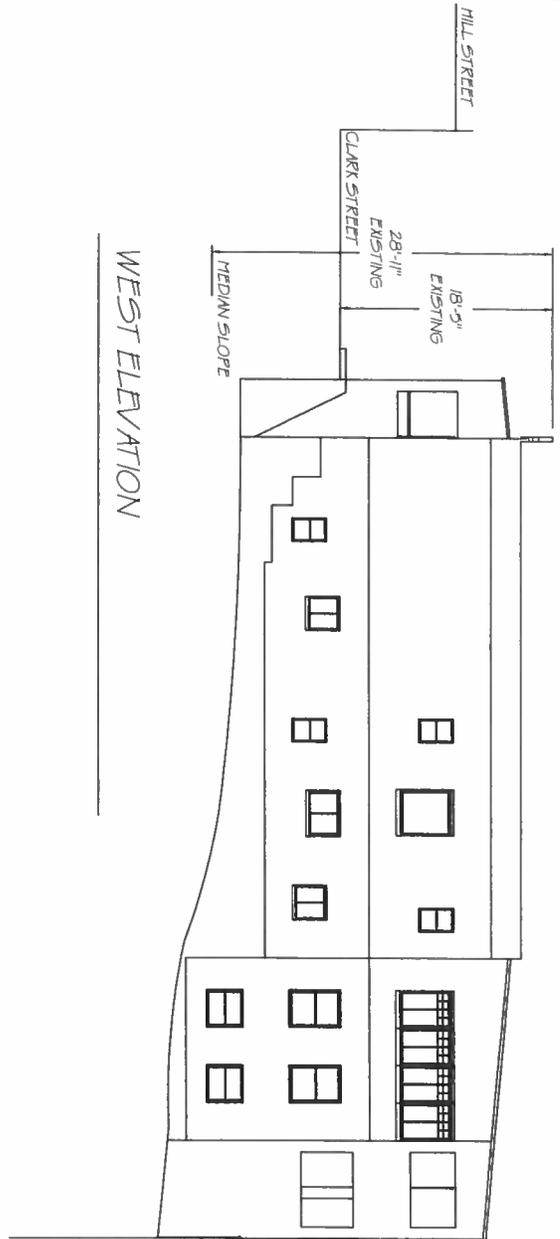
CLARK STREET (SOUTH) ELEVATION



NORTH ELEVATION



NORTH & SOUTH ELEVATIONS PAGE 2 OF 4	<b>KNOWLTON'S CONSTRUCTION</b> PO BOX 684 W. SWANZEY, N.J. 03449			<b>RESIDENTIAL &amp; COMMERCIAL DESIGNS</b>		PROJECT NAME: WALSH BUILDING RESTORATION	DESIGNED BY: STEVE KNOWLTON
	PHONE: 603-357-4950 FAX: 603-357-9923			ADDRESS: 460 CLARK STREET JEROME, ARIZONA	SCALE: 3/32" = 1"		
					DATE: 2-6-16		



**KNOWLTON'S CONSTRUCTION**  
 PO BOX 684  
 W. SWANZEY, N.H. 03449  
 PHONE: 603-357-4950  
 FAX: 603-357-9925



**RESIDENTIAL  
 &  
 COMMERCIAL  
 DESIGNS**

PROJECT NAME:  
 WALSH BUILDING RESTORATION  
 ADDRESS:  
 460 CLARK STREET  
 JEROME, ARIZONA

DESIGNED BY:  
 STEVE KNOWLTON  
 SCALE:  
 3/32" = 1"  
 DATE:  
 2/06/16



