



TOWN OF JEROME

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

WORK SESSION OF THE TOWN OF JEROME

PLANNING AND ZONING COMMISSION

DATE: Thursday, September 13, 2018 TIME: 5:00 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 & Zoning Commission and to the general public that the Planning & Zoning Commission will hold the above meeting in Council Chambers at Jerome Town Hall. Members of the Planning & Zoning Commission will attend either in person or by telephone, video or internet conferencing. The Planning & 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 Hardie called the meeting to order at 5:02 p.m.

Roll call was taken by Charlotte Page. Commission members present were Chair Margie Hardie, Vice Chair Lance Schall, Jane Moore, Henry Vincent and Scott Hudson.

Staff present were Charlotte Page, Acting Zoning Administrator, and Joni Savage, Deputy Clerk.

(:44) ITEM 2: P&Z REVIEW OF DEFINITIONS AND PROPERTY DEVELOPMENT STANDARDS IN REGARD TO ACCESSORY BUILDINGS

Chair Hardie said she could start with the definition on the top it says, "Draft text amendment accessory buildings" and in red **Text Editions as Proposed**, this is on page 1. There are different factors her definition reads as follows: An accessory building is a building or structure which is subordinate in size, use of and visually to the main building or structure or use on the same lot or parcel. An accessory building or structure may not be used for human habitation. The additions are size, use and visually subordinate. On page 2, number 7, which is set-backs, she stated she believes is fine. She wonders how good it would be to have this same definition, size and all of that for the AR, C1 or Light Industry zones. She believes those zones have different needs and spaces. In regard to AR we could add a barn.

Chair Hardie continued to sizes/height in other towns is anywhere from 12' to 16'. After walking around in her neighborhood, she has to say that the majority are 12' and no higher. She doesn't know if a height of 16' could be carried on a small building.

Mr. Hudson added that an average 8' ceiling home inside with a 4/12 pitch puts you at about a 14' outside. You would have a bigger pitch, which he added believes it looks nicer around here.

Vice Chair Schall added he believed it would be a nicer pitch.

Ms. Page believes a higher ceiling height is more desirable when working on vehicles.

Chair Hardie asked for an explanation on the height.

Mr. Hudson added it is 4" of lift per foot.

Ms. Moore explained every foot is 4" higher, 6" would be a steeper pitch.

Chair Hardie said her observations the buildings tend to be a 12' average. In the definitions in each and every zone, that Mr. Vincent suggested, for the sake of clarity. She wondered if we need the statement: Accessory buildings will not have a separate address or separate utility service. She doesn't see the relevance of it.

Vice Chair Schall explained that's one of those intent things, if it has a separate address and a separate utility, it begins to look like a rental unit.

Chair Hardie said "not for use of human habitation" should cover everything, we don't have to worry about sinks and

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showers. She finds in a lot of Towns that they use that statement. If we wanted to, take a list of what we're after, height, use, definitions and just cut to the chase.

Vice Chair Schall asked what happens if a taxpayer in Jerome wants to build a building bigger than an accessory building, would it not be another accessory building. Could they build a second home on their lot, if they had a lot big enough? What would prevent that?

Chair Hardie responded the zone says one single family home in the Residential zone.

The Commission discussed this and speculated ways that people could get around it.

Chair Hardie stated there is no permitted use for a "guest house" in any zone. It is in the definitions and shouldn't be there because they don't exist. She stated that any of these in existence would be grandfathered in. She added a subordinate use is something that would not trump the single-family home as a home.

Ms. Moore asked about the square footage of the accessory building.

Chair Hardie responded that would be constrained by the size of the lot and the set-backs.

Vice Chair Schall interjected if the lot was huge it could be three times the size of the house.

Chair Hardie said it would then no longer be subordinate to the size of the main building.

Ms. Moore doesn't believe subordinate says enough. (The definition of subordinate was discussed. It was decided a square footage should be used. Instead of just saying subordinate, it should say smaller than the footprint of the main building.)

Chair Hardie added it should say visually incidental.

The current definition says it can't be in the front yard.

Mr. Hudson asked didn't we talk about removing no accessory building should be in the front yard.

The Commission decided they wanted to leave it.

Chair Hardie said, "Let's do that definition, let's leave the yard lot and area requirements the same with the five-foot setbacks. An accessory building may not be used for human habitation.

Ms. Moore asked about the definition of subordinate, where does the size restriction go.

Chair Hardie responded in size the footprint is covered by the lot coverage. It is smaller than the foot print of the house, no more than the square footage. The subordinate building would be smaller than and no more than 50% of the square footage of the main structure.

Mr. Hudson reminded them that some of the houses in town were already so small that you couldn't put in an accessory building for something like a garage.

Mr. Vincent asked, "Don't you achieve that objective with setbacks and lot coverage?"

Ms. Moore responded not necessarily. We're trying to achieve that the accessory building doesn't look as big as the house, but that is easily interpreted as a foot shorter.

Mr. Vincent asked, "How did this come to us?"

Ms. Page responded that there was a lot of emotion around the last accessory building proposed. Both DRB and P & Z denied it and they appealed to the Council.

It was determined the guidelines needed to be better so that decisions wouldn't be subjective.

Guest houses are in the definitions, but they do not exist anywhere in the ordinance.

Mr. Vincent asked, "Are you outlawing guest houses?"

Chair Hardie responded, "You can't outlaw something that doesn't exist. It isn't even mentioned in the Zoning Ordinance."

Ms. Moore added that you are saying there is no human habitation for accessory buildings.

The Commission discussed guest houses and accessory buildings for quite some time.

Vice Chair Schall wants to leave the guest house definition alone, he wants to see the definition left and he doesn't

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want to discourage them. A guest house is not a vacation rental. (He referred to a scenario of having his elderly grandmother use the guest house.)

Chair Hardie believes that allowing a guest house to be built would just invite more vacation rentals.

Mr. Vincent believes that with all of the setbacks and lot coverage requirements involved it would be difficult for anyone to build a guest house on most of the lots in town.

Vice Chair Schall added that we cannot say no to vacation rentals, however we can control accessory buildings and discourage a bedroom.

Chair Hardie said, "My concern is the ultimate use, the ultimate use which is, could become, and the thing is this, once you've created a guest house, you don't have, and Charlotte put in here "having no cooking facilities," well 'Come see, come sigh.' But, if you build a guest house, it's fairly habitable and then one day it could be turned into a vacation rental."

Mr. Vincent read from the ordinance and said, "such quarters shall not be rented."

Chair Hardie added again, once you've built it no one can prevent you from renting it. She summarized, don't allow human habitation.

Ms. Moore is concerned about something being built that would dwarf the historic building. She doesn't believe the guidelines are clear enough at this time.

Chair Hardie referred to Ms. Pages suggestion for a Certificate of No Affect; there is a 10' x 12' building that is a pass through. She stated she could live in that size of a building over a weekend.

Ms. Moore would like to restrict the size and the use. Visually she would want it to be subordinate. Height limitation, not more than 2/3rds size of the footprint of the home.

Vice Chair Schall added nothing taller than 14 feet high and 600 square feet, that is basically a two-car garage.

Chair Hardie feels that setbacks and percentage of lot usage should be a part of the ordinance. The main issues are use, height, size and the look of it.

- 1) They agreed on a height of 14 feet.
- 2) They agreed on no bigger than 500 square feet or 2/3rds the size of the footprint of the home.
- 3) They agreed on not habitable for humans.

Ms. Page summarized: "Subordinate in size and use, and visually subordinate." She will change the definition of accessory building, and add the above items 1, 2 and 3. (Staff was instructed to find the standard size of a 2-car garage.)

Chair Hardie referred to section 502.H, accessory building, detached, yard lot requirements stay the same. She then asked what about the different zones.

Vice Chair Schall said, "Shouldn't we just say the setbacks for the accessory building has to match the zone it is in. Is there something wrong with that?"

Chair Hardie doesn't want to restrict C1 in light industrial, they're not houses or tiny lots. So, the commission decided that the setback is equal to the zone. She added we'll leave setbacks alone in the AR.

Chair Hardie moved on to Accessory Buildings, number seven (7) page three (3); she would like to change B1 to 14" and also she doesn't like any reference to a CUP or a variance. Strike that, "otherwise permitted." She doesn't think we need number two (2) at all, referring to separate address or separate utility.

Ms. Moore argued with that and gave an example of a home-based business.

Chair Hardie and Vice Chair Schall gave examples of how having a separate meter on an accessory building would be accommodating.

Ms. Page said she added number six (6) maximum main building height of 25' tall because she wanted to differentiate from the accessory.

Chair Hardie didn't think that was necessary. The commission decided to leave it in to make everything clearer.

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(1:21) ITEM 3: P&Z REVIEW OF ZONING ORDINANCE SECTION 304 DESIGN REVIEW, IN REGARD TO CERTIFICATES OF NO EFFECT

Mr. Hudson asked Ms. Page, "What is the main reason for this item being on the agenda?"

Ms. Page responded, "There is a subset in town that will not come in at all. We probably can't fix this with this, but there are a fair amount of questions that come to us about maintenance. Where we talk about maintenance it is fairly vague. This was actually before my time, Mr. Dabney had started this process."

Mr. Hudson asked if she was referring to 304J.

Ms. Page responded it is the only section that talks about general maintenance not being included. (Zoning Ordinance, page 41, section 304-J)

Mr. Hudson doesn't agree with the fee.

Ms. Page said she already crossed that off. This form is a way for the building inspector to be more informed and this would allow the general public a tool to use.

Mr. Vincent asked if everyone was okay with this form.

Chair Hardie said she is not.

Ms. Page said there could be a list of items limited to this.

Mr. Hudson spoke about repairs, every time he does any repair he would have to come and talk to the zoning administrator, he does not agree with that.

Vice Chair Schall agreed with Mr. Hudson as far as repairs. He suggested removing Item #1.

Mr. Hudson wanted to streamline the list and not have a fee.

Ms. Page gave an example of a shed that just showed up on someone's property. The owner told her Mr. Dabney had approved it, but when she checked the parcel file there was no documentation.

The commission discussed accessory buildings and how they would need to go before both boards.

Vice Chair Schall summarized stated we have listed replace with like repair.

Chair Hardie said we don't need this form for that. She asked Ms. Page if she wanted to review paint on historic buildings.

Ms. Page gave an example and thought it could be on the Certificate of No Effect.

Chair Hardie doesn't believe it should go under the purview of the zoning administrator. She doesn't want the Certificate of No Effect. She doesn't think you should go before Design Review for paint color and she would like to change that requirement. Her point is, if these things are so insignificant they should be removed from Design Review considerations.

Ms. Page explained the purpose of the document and how it could be useful for the public when they're applying for things.

Vice Chair Schall said it doesn't really give permission, however it is a way for you to be aware of it.

Chair Hardie said it sounds like you want a list of projects that we could publicize to tell citizens what they are allowed to do. She believes this will just add more work for Ms. Page.

Vice Chair Schall suggested that they simplify this and put it under exclusions, this doesn't affect us, the Planning and Zoning Commission. However, he hears Ms. Page, and this form is some added level that will help her do her job.

Chair Hardie feels some of these decisions should be made by the Design Review of five people versus one person. She also added that if Ms. Page said no to an applicant they have the right to go on to DRB.

Ms. Page explained how she would want an approved list to work from and she would not say no, she would send them to DRB.

Chair Hardie stated again she feels this is a waste of time.

Vice Chair Schall added we are just trying to simplify the process.

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Mr. Vincent talked about the three items at the last Design Review meeting and how Ms. Page probably spent more time preparing those items for the agenda versus using a Certificate of No Effect.

Chair Hardie said if the applicant doesn't agree with your decision they would still have the option of going to DRB. She doesn't want stuff on the list that would create people violating the ordinance. Whatever is on the exclusion list it stays.

Ms. Page said that's the problem, there is no exclusion list.

Chair Hardie recommended Ms. Page comes up with that list.

Vice Chair Schall spoke about like for like and similar paint colors.

Chair Hardie directed staff to come up with a definition for the Certificate of No Effect. Also, she asked staff to make a list of things she would like.

(1:58) ITEM 4: POSSIBLE REVIEW OF 509 SIGN ORDINANCE

Chair Hardie said she would like to table Item 4.

(1:58) ITEM 5: FUTURE AGENDA ITEMS

Chair Hardie said her future agenda item would be to bring number 4 to the next meeting. She believes it may need to be another work session.

Mr. Vincent asked about the Club House project.

Ms. Page said they would have a Conditional Use Permit at the next meeting. This was discussed further.

ITEM 6: ADJOURN

The meeting adjourned at 7:06 p.m.

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Hardie			x			
Hudson	X		x			
Moore			x			
Schall		X	x			
Vincent			x			

Approval on next page.

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SPECIAL MEETING OF THE TOWN OF JEROME PLANNING AND ZONING COMMISSION

DATE: Thursday, Sept 13, 2018 TIME: 5:00 pm

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

Respectfully submitted by Joni Savage on October 3, 2018

Approved:


Marge Hande
Planning & Zoning Commission Chair

Date:

10/3/18

Attest:


L. K. Allen
Planning & Zoning Commission Vice Chair

Date:

10/3/2018