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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, September 4th, 2019 TIME: 7:00 pm
PLACE: JEROME CIVIC CENTER
600 Clark St., JEROME, ARIZONA 86331

MINUTES

ITEM 1: CALL TO ORDER/ROLL CALL

Chair Lance Schall called the meeting to order at 7:00 p.m.

Roll call was taken by Joni Savage. Commission members present were Chair Lance Schall, Vice Chair Joe Testone, Commissioners Jessamyn Ludwig, Scott Hudson and Henry Vincent.

Staff present were John Knight, Zoning Administrator and Joni Savage, Deputy Clerk.

7:00 (01:15) ITEM 2: PETITIONS FROM THE PUBLIC– There were no petitions from the public.

7:00 (01:25) ITEM 3: Approval of Minutes: Minutes of the Regular Meeting of August 7, 2019

Ms. Savage noted the corrections made to the minutes.

Motion to Approve the Minutes of August 7, 2019

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Hudson			X			
Ludwig			X			
Schall	X		X			
Testone		X	X			
Vincent			X			

7:02 (3:10) ITEM 4: Continued Items from Previous Meetings – There were none.

7:03 (3:38) ITEM 5: Preliminary and Final Site Plan Review for Deck on Ex. Home

APPLICANT: Karen Tomlinson

ADDRESS: 750 Verde Ave.

ZONE: AR

OWNER OF RECORD: Karen Tomlinson

APN: 401-07-167C

Applicant is seeking approval to replace an existing at grade deck, add a 2nd story deck and add an overhead trellis.

Mr. Knight explained the application.

Chair Schall commented he sees no issues.

Motion for Final Site Plan Approval for Deck at 750 Verde Avenue

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Hudson		X	X			
Ludwig			X			
Schall	X		X			
Testone			X			
Vincent			X			

7:07 (7:42) ITEM 6: Zoning Administrator Work Program/Goal Setting

Information/Discussion on future work items for the Zoning Administrator. A formal Goal Setting Setting Session with Council, P&Z, and DRB is tentatively scheduled for October 8th.

Mr. Knight gave them a preview of what is coming up. He talked about a special joint session with Council and P & Z and he will invite DRB to attend.



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7:13 (13:40) ITEM 7: Small Projects Definition

Information/Discussion on definition and policy on how to address “small projects”. P&Z to provide direction and clarification on how/what constitutes small projects – this might include re-painting, color/material changes, new accessory structures, small decks, etc. This should also include a list of exempt projects that do not require review by P&Z and/or DRB. A similar discussion will be held with the DRB.

Mr. Knight explained there is nothing in the code that talks about this. He wants to open discussion about preparing a policy or list of items that are small projects. We can amend the code to identify what a small project is.

7:22 (22:42) ITEM 8: Parking Problems and Potential Solutions in the C-1 Zone

Information and update on the status of parking problems and proposed solutions that will affect the downtown area. Note - this is scheduled for Council discussion on Sept. 10th at their regular meeting. Should Council wish to proceed with changes to the Zoning Ordinance to address parking in the C-1, the item will return to P&Z as a Workshop and/or Public Hearing.

Mr. Knight introduced his parking concerns and wanted to give them a preview of what would be at the Council meeting. He handed them maps he had printed.

7:35 (36:02) ITEM 9: Sidewalk Encroachment Policy

Information and update on the status of encroachments placed in the sidewalk right of way. This may include benches, hostess stations, “café tables”, and other possible encroachments.

Mr. Knight explained that he had walked through the C1 zone and there are all kinds of things on the sidewalks. We need to maintain an appropriate space on the sidewalk.

7:40 (40:42) Charlotte Page came forward and spoke about the sign ordinance.

Chair Schall noted that we just need to make a consistent policy.

7:53 (53:43) ITEM 10: Education Items

- Variances - Information and discussion on Zoning Code criteria regarding variances
- Non-conforming Use & Non-conforming structure
- Future Education Items – open for Commission Discussion

Mr. Knight updated them on this line item and there was discussion with the commission.

8:06 (1:006:54) ITEM 11: Zoning Administrator Informational Items

- Update on P&Z Projects from previous Council Meetings – Cuban Queen Parking Direction (8/13 e-session), R-2 Zone Ordinance Update (8/13), Sliding Jail Property Buyback (8/13) and Parking Kiosk Program (8/16)
- Future Projects – Hotel Jerome, Comprehensive Code Update
- Code Enforcement – 860 Hampshire
- Jerome Clubhouse
- Other Items

Mr. Knight explained the purpose of this line item.

8:18 (1:19:10) ITEM 12: Potential items for next P&Z Agenda (Oct. 2nd)

- Jerome Winery Relocation – CUP – relocate to 114 Jerome Ave. (currently Jerome Jewelry & Gifts)
- Downtown Parking Solutions – possible workshop or hearing and discussion
- Small Projects Definition/Policy
- Policy on Benches/Hostess Stations/and other Sidewalk Encroachments



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ITEM 13: ADJOURN

Motion to Adjourn at 8:21

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Hudson			X			
Ludwig			X			
Schall	X		X			
Testone		X	X			
Vincent			X			

Approval on next page.



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PLANNING AND ZONING COMMISSION**
DATE: Wednesday, September 4, 2019 TIME: 7:00 pm
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600 Clark St., JEROME, ARIZONA 86331

Respectfully submitted by Joni Savage on October 2, 2019

Approved: *[Signature]*
Planning & Zoning Commission Chair

Date: 10/2/2019

Attest: *[Signature]*
Planning & Zoning Commission Vice Chair

Date: 10/2/19