Founded 1876
Incorporated 1899

TOWN OF JEROME

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MINUTES

REGULAR MEETING OF THE JEROME TOWN COUNCIL

JEROME CIVIC CENTER - 600 CLARK STREET - COUNCIL CHAMBERS

TUESDAY, OCTOBER 8, 2019, AT 7:00 P.M.

ITEM #1:

CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE

Mayor/Chairperson to call meeting to order.

Mayor Alex Barber called the meeting to order at 7:00 p.m.

Town Clerk to call and record the roll.

Town Manager/Clerk Candace Gallagher called the roll. Present were Mayor Barber, Vice Mayor Sage Harvey, and Councilmembers Mandy Worth, Jane Moore and Dr. Jack Dillenberg.

Additional staff present were: Fire Chief Rusty Blair; Duty Officer Kylie Streck; Police Chief Allen Muma; Melanie Atkin, Accounting Clerk; John Knight, Zoning Administrator; and Joni Savage, Deputy Clerk.

Mayor or Mayor's designee to lead the Pledge of Allegiance.

Mayor Barber led the pledge.

Mayor Barber then moved to items 7A and 7B.

ITEM #2:
7:43
(43:00)

FINANCIAL REPORTS

Budget to Actual reports, vendor ledger and balance sheet for September 2019

Motion to Approve the Financial Reports

COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER	X		X			
DILLENBERG			X			
HARVEY		X	X			
MOORE			X			
WORTH			X			

ITEM #3:
7:44
(43:32)

STAFF AND COUNCIL REPORTS

Written staff reports by the Town Manager/Clerk, Deputy Town Clerk, Utilities Clerk, Accounting Clerk, Public Works Department, Building Inspector, Library, Municipal Court, Police Chief, and Fire Chief, and verbal reports from Council members.

Ms. Gallagher gave updates from her report.

Motion to Approve Staff Reports

COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER		X	X			
DILLENBERG			X			
HARVEY	X		X			
MOORE			X			
WORTH			X			

ITEM #4:
7:49
(49:49)

ZONING ADMINISTRATOR'S PLANNING AND ZONING AND DESIGN REVIEW REPORT AND MINUTES

Minutes are provided for the information of Council and do not require action.

Mr. Knight provided an update from his report and handed out a draft map of the paid parking areas.

ITEM #5:
7:56
(56:20)

APPROVAL OF MINUTES

September 10, 2019 regular meeting; September 19, 2019 special meeting

Motion to Approve the Regular Meeting Minutes of September 10, 2019

COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER			X			
DILLENBERG		X	X			
HARVEY	X		X			
MOORE			X			
WORTH			X			

Motion to Approve the Special Meeting Minutes of September 19, 2019

COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER			X			
DILLENBERG		X	X			
HARVEY	X		X			
MOORE			X			
WORTH			X			

DRAFT

ITEM #6:

PETITIONS FROM THE PUBLIC

7:57(57:20) Curtis Lindner, a Jerome resident, gave an update from the Yavapai County Board of Supervisors.

8:01(1:00:50) Tim McCune, resident and business owner, spoke about the residential parking ordinance. At 8:07, Mayor Barber advised Mr. McCune that he had exceeded the three-minute limit and said that Council would be discussing this again next month.

ITEM #7

PRESENTATIONS

7:00 (01:00)

ITEM #7A: PRESENTATION TO JEROME FIRE DEPARTMENT

The Mayor and Council will present a plaque to the Jerome Fire Department recognizing their heroic firefighting work in saving a home on East Avenue, August 16, 2019.

Mayor Barber presented Chief Blair and Duty Officer Streck with a plaque reading, "Presented to the JEROME FIRE DEPARTMENT in recognition of your heroic firefighting efforts in saving a home in Jerome on August 16, 2019. Thank you for all you do for our town. Mayor Alex Barber and the Jerome Town Council, October 8, 2019."

Ms. Katenay was not yet ready to present the census information (Item #7B), so Council moved on to Item #9A.

7:29 (29:50)

ITEM #7B: 2020 CENSUS

Kimberly Robinson will present information regarding the upcoming 2020 Census.

Michele Katenay (who presented instead of Ms. Robinson) introduced herself as a Partnership Specialist and presented information about the 2020 Census. She provided her phone number (928.632.3918) and her email (Michele.Katenay@2020 census.gov) in case anyone had questions. She noted that the population of Jerome is currently estimated at 457.

Mayor Barber suggested putting something in the newsletter regarding the Census.

ITEM #8

ORDINANCES

8:08 (1:08:21)

ITEM #8A: SECOND READING AND POSSIBLE ADOPTION – ORDINANCE NO. 457, AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING SECTION 509, "SIGNS," OF ARTICLE V, "USE REGULATIONS," OF THE JEROME ZONING ORDINANCE

Council may conduct the second reading of and adopt Ordinance 457, which would amend the Jerome Zoning Ordinance regarding signs. The Planning and Zoning Commission conducted a public hearing on the ordinance on August 7, 2019 and has recommended its approval.

Vice Mayor Harvey questioned the need to change the maximum number of days per calendar year for temporary signs to be displayed. The original ordinance cited 90 days, and the draft ordinance would change that to 100 days. No one present could explain why that change had been recommended. It was generally agreed that the time limit should remain at 90 days.

Ms. Harvey also said that she would like to have holiday decorations removed 30 days after the holiday.

Ms. Gallagher suggested that references to temporary holiday decorations be removed from the sign ordinance altogether, as they are not signs, and that they be addressed separately.

Motion to Adopt Ordinance No. 457, with no change to the current 90 day limit, and with removal of references to holiday decorations.

COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER		X	X			
DILLENBERG			X			
HARVEY	X		X			
MOORE			X			
WORTH			X			

ITEM #9:

UNFINISHED BUSINESS

7:04 (4:00)

ITEM #9A: RESIDENTIAL PERMIT PARKING

Council will review the current residential permit parking ordinance and consider what changes may be beneficial and may direct staff to prepare an ordinance for consideration at the next meeting.

Vice Mayor Harvey and Chief Muma discussed problem areas to be addressed in the ordinance. Vice Mayor Harvey presented her comments.

Councilmember Worth listed the items that she would like addressed.

Mayor Barber asked Vice Mayor Harvey, Councilmember Worth and Chief Muma to work together to put something together for the next meeting.

DRAFT

Motion to Take a Ten-Minute Break at 8:16 p.m.

COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER	X		X			
DILLENBERG			X			
HARVEY		X	X			
MOORE			X			
WORTH			X			

Mayor Barber reconvened the meeting at 8:27 p.m.

8:27 Pt 2 (00:20)

ITEM #9B: PARKING OVERLAY ZONE

Council will review a proposal by the Zoning Administrator for the creation of a parking overlay zone within the C-1 District as a limited pilot program to address parking deficiencies in that district and will seek direction on developing an ordinance to effect same.

Mr. Knight spoke about parking and issues with meeting parking requirements in the Commercial Zone. He described a proposed "Parking Overlay District" and explained that it would be a pilot project.

Staff was asked to continue to explore this option and to provide additional information at the next meeting.

8:39 (12:34)

ITEM #9C: COMPOSITION OF DESIGN REVIEW BOARD

Council will consider whether to amend the Zoning Ordinance to eliminate the provision that one member of the Design Review Board shall be a member of the Planning and Zoning Commission designated annually by that Commission, and may direct staff in that regard.

Mayor Barber stated that Danny Smith told her that he is opposed to removing this provision because of the high Zoning Administrator turnover we have experienced in the past.

Letters had been received on this topic from Henry Vincent and Brice Wood[1].

Vice Mayor Harvey argued that one person should not have votes on two different boards.

Councilmember Dillenberg noted that these are two separate boards, and said that he doesn't feel it is an issue.

Councilmember Moore pointed out that, contrary to Mr. Vincent's letter, she had never spoken with Brice Wood about the liaison position. She added that, aside from that, she did think that Mr. Vincent made good points in his letter.

Councilmember Worth suggested that this be included on the agenda of the upcoming joint meeting of Council, P&Z and DRB.

8:54 (28:19)

ITEM #9D: CDBG FUNDING

Council will discuss the upcoming round of CDBG funding, the timeline and possible projects for same, and may accept funding and schedule the required public hearings.

Mayor Barber confirmed that this is a guaranteed funding round.

Ms. Gallagher explained that it is not appropriate to select a project yet; we will need to have public hearings first. She provided a detailed staff report[2] which indicated a timeline, to include, at this meeting, a motion to accept the CDBG funds and to schedule public hearings.

Councilmember Moore said that she would like to hear from Public Works and Mr. MacVittie regarding potential projects.

Councilmember Worth recommended that project suggestions be listed without reference to who sponsored them.

Motion to Accept Public Funding and Schedule Public Hearings as recommended by the Town Manager

COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER		X	X			
DILLENBERG			X			
HARVEY			X			
MOORE			X			
WORTH	X		X			

ITEM #10

NEW BUSINESS

9:00 (33:03)

ITEM #10A: SIDEWALK ENCROACHMENT POLICY

Zoning Administrator John Knight will lead Council in a discussion regarding sidewalk/ROW encroachments and seek direction on developing a policy.

John Knight presented extensive information regarding existing sidewalk encroachments and requested guidance from Council on how they would like to address this.

Councilmember Worth said that she would like DRB and P & Z to be involved in this discussion.

9:17 (49:35) John McDonald, a resident and DRB member, spoke about the issue and private property rights.

Mayor Barber gave direction to staff to develop a policy.

[1] Both letters are included at the end of these minutes.

[2] Ms. Gallagher's staff report on this topic is included at the end of these minutes.

DRAFT

9:19 (52:00)

ITEM #10B: LANDSCAPING NEAR SLIDING JAIL

Council will discuss the possibility of planting trees and landscaping near the Sliding Jail.

Councilmember Moore, who sponsored this item, explained that she is thinking of the terraced area below the sliding jail, and installing native trees to hold the hillside.

Councilmember Worth suggested that students might want to get involved.

Councilmember Barber said that she would contact Brad Lancaster (an expert in the field of rainwater harvesting and water management who lives in Tucson) and invite him to come and speak about the rapid slide area.

ITEM #11: 9:32 (1:06:00)

TO AND FROM THE COUNCIL

Council may direct staff as to items of pending importance that they would like placed on a future meeting agenda.

Councilmember Dillenberg reported that he is working on a "tiny home" idea to propose to Freeport-McMoRan for the 500 level, and that he would like to develop or sell the acreage owned by the Town in Clarkdale.

Councilmember Worth spoke about the Hotel Jerome, and the need for a fire safety inspection there. She suggested that we ask Assistant Fire Chief Tim Irwin to assist with this. Ms. Gallagher advised Council that she had just received Mr. Irwin's resignation.

Ms. Worth also requested feedback from staff regarding whether the Town should have a Code Enforcement Officer.

Vice Mayor Harvey asked about heating and air conditioning and added that potholes in town need to be patched before the weather gets too cold.

Councilmember Moore agreed, and added that our parking spaces and loading zones need to be more clearly designated.

ITEM #12:

ADJOURNMENT

Motion to Adjourn 9:43 p.m.

COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER	X		X			
DILLENBERG			X			
HARVEY		X	X			
MOORE			X			
WORTH			X			

APPROVE:

Christina "Alex" Barber, Mayor

ATTEST:

Candace B. Gallagher, CMC, Town Manager/Clerk

Date: _____

DRAFT