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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, May 1, 2019 TIME: 7:00 pm

PLACE: JEROME CIVIC CENTER

600 Clark St., JEROME, ARIZONA 86331

MINUTES

The Deputy Clerk administered the oath of office to Jessamyn Ludwig.

ITEM 1: CALL TO ORDER/ROLL CALL

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

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

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

7:01 (02:05) ITEM 2: PETITIONS FROM THE PUBLIC – There were no petitions from the public.

7:01 (02:15) ITEM 3: APPROVAL OF MINUTES: Minutes of Regular Meeting April 3, 2019

Motion to Approve the Regular Minutes of April 3, 2019 With Review of Item 10

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

7:04 (5:03) ITEM 4: ZONING ADMINISTRATOR REVIEW OF CONDITIONAL USE PERMITS FOR RESIDENTIAL USE IN COMMERCIAL ZONES.

Review of existing residential use in C-1 Zones, historic practices and granted CUP(s) for this purpose.

Ms. Page presented and explained a map she had made regarding the topic.

Chair Schall would like to do a blanket CUP effort for all of them. He does not want to investigate each one of them. He believes Council should determine the scope of the project.

Mr. Testone doesn't believe this is a real priority and would leave it to the schedule of the Zoning Administrator.

Motion For This Commission to Recommend to the Council to Consider the Residential CUP documentation that the Zoning Administrator Provided. Investigated by the Zoning Administrator as Time Allows, With the Intention to Clean Up the Mess and Issue an Administrative CUP to These Properties

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



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7:13 (13:50) ITEM 5: FINAL SITE PLAN REVIEW, 221 DUNDEE AVE., SINGLE FAMILY RESIDENCE

APPLICANT: Lee Christensen for Scott & Wendy Prior

MAILING ADDRESS: 3694 Via Bernado, Oceanside CA 92056

ZONE: R1-5

PROJECT ADDRESS: 221 Dundee Ave

APN: 401-11-019S

OWNER OF RECORD: Prior Family 2008 Revocable Trust, and Scott & Wendy Prior

Applicant requests final site plan review for a new home proposed at a 221 Dundee Ave.

Chair Schall asked Ms. Page to explain the changes, which she did. The mid-point line had been added to the current drawings. He then asked if she reviewed it with the architect's scale and make sure it falls under our appendix for the height.

Ms. Page said she did not.

Chair Schall said he assumed it was good. He asked for a drawing that directly showed the elevation in the direction of the greatest slope of the land.

Ms. Page asked Mr. Christensen to explain.

7:17 (17:23) Lee Christensen clarified the mid-point of 25 feet and that the roof does not exceed 25 feet. It was determined that the mid-point was well under the 25 feet.

7:18 (18:11) Mr. Christensen continued to explain his drawings. He is well within what is allowed.

Chair Schall asked him about a garage in the back.

7:19 (18:57) Mr. Christensen acknowledged there is a drive underneath the house. He thinks the house might shift lower.

Commissioner Vincent asked if the mid-point should be staked by a surveyor. He also asked if it was lower if that change should come back to the Commission.

Chair Schall said as long as it is gets shorter, we wouldn't have to look at it. He then asked if he had done anything special for drainage.

7:21 (21:15) Mr. Christensen directed them to the site plans and explained the slope and planters that will have an outlet and will slow the water coming down.

Chair Schall asked about a swale along the street to direct the runoff.

7:21 (22:05) Mr. Christensen said they would put one across the driveway.

7:21 (22:20) George Riley, neighbor to the property, said he is below them and he has no rivers running through his property currently, and he wants to make sure the water is being directed properly.

7:22 (22:40) Mr. Christensen explained how it will all work.

7:23 (23:21) Mr. Riley asked where the septic tank would go.

7:22 (23:26) Mr. Christensen said it would be at the top between the road and the house.

7:23 (23:50) Mr. Riley asked about the excavation and the effect on the boulders.

7:24 (24:12) Mr. Christensen said they shouldn't even be near those.

Motion to Approve the Final Site Plan of 221 Dundee Avenue

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



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7:25 (26:23) ITEM 6: PRELIMINARY SITE PLAN REVIEW, 324 QUEEN ST. NEW BUILDING IN COMMERCIAL ZONE.

APPLICANT: Windy Jones & Josh Lindner

MAILING ADDRESS: 2549 Haskell Springs Rd. Clarkdale, AZ 86324

PROJECT ADDRESS: 324 Queen St.

ZONE: C-1

OWNER OF RECORD: Cuban Queen Bordello LLC

APN: 401-06-127

Applicant requests preliminary site plan review for new construction.

Chair Schall reviewed the memos from Candace Gallagher and would like to honor the request that they have a joint session with Council and the Town Attorney. At this time he would like to table item's 6 (six) and 7 (seven).

7:27 (27:20) Glen Odegard, representative for the applicants, asked what the sticky points are.

Chair Schall responded he did not know.

Motion to Table Item 6 and 7

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

ITEM 7: CONDITIONAL USE PERMIT, 324 QUEEN ST. BOARDING/LODGING HOUSE

APPLICANT: Windy Jones & Josh Lindner

MAILING ADDRESS: 2549 Haskell Springs Rd. Clarkdale, AZ 86324

PROJECT ADDRESS: 324 Queen St.

ZONE: C-1

OWNER OF RECORD: Cuban Queen Bordello LLC

APN: 401-06-127

Applicant requests review for Conditional Use Permit for boarding/lodging house use for proposed new construction.

Item 7 was tabled with the Item 6 motion.

7:27 (28:28) ITEM 8: ZONING ADMINISTRATOR, SHED REPORT, REVIEW OF NO P&Z APPROVAL.

ZA requests review of sheds constructed in past five years without Planning & Zoning approval.

Chair Schall gave direction to staff to put documents in the property files.

7:32 (32:48) ITEM 9: DRAFT TEXT AMENDMENT REVIEW - SECTION 301(D)(3), REQUIRING ¾ VOTE TO OVERRIDE P&Z DECISIONS.

Commission to review draft of text amendment requested by Council to draft change to 'majority vote' for override of P&Z decisions.

Motion to Approve This Draft Amendment and Move on to Public Hearing

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



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7:33 (34:10) ITEM 10: DRAFT TEXT AMENDMENT, R-2 & ZONING ORDINANCE

Commission to review Council recommendations regarding proposed text amendment to Article V Use Regulations, possible amendment to R-2 and C-1 Zones with minor change to definitions per request of Town Attorney.

Ms. Page explained this was the new recommendation from Council to include no tri-plex and conditional uses went into the commercial zone.

Chair Schall said he is fine with these changes.

Commissioner Vincent asked, "You have circulated the forms for the owners to acquiesce?"

Ms. Page responded yes, they have.

Commissioner Vincent asked will the process start again.

Ms. Page didn't know for sure.

Chair Schall asked if the 207 waiver, would have to be re-written.

Ms. Page confirmed it would.

Motion to Approve This Ordinance Change and Move it to a Public Hearing

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

7:37 (37:49) ITEM 11: DRAFT OF APPLICATIONS FOR P&Z

Zoning Administrator requests review of administrative action to update current application and add new application to simplify submissions for small projects.

The Commission discussed the revised applications.

Chair Schall commented it looks like she has cleaned up the paperwork. He asked what the next step was.

Ms. Page said there was no motion or direction required.

7:43 (43:53) ITEM 12: FUTURE AGENDA ITEMS

Vice Chair Testone would like to see the liaison position between P & Z and DRB put back on the agenda. He believes Council would like to hear from them.

Commissioner Vincent said he believes the DRB are in support of this and he thought there would be something coming forth from the DRB, and it should be on their agenda this month.

Chair Schall asked that it be put on the next agenda so that both commissions can have input to the Council.

Commissioner Vincent inquired about the status of the Feher's garage application.

Ms. Page said they could bring another design in within the next six months, the ball was now in their court. She also noted they would be working with the Fire Chief on any designs.



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ITEM 13: ADJOURN

The Meeting Adjourned at 7:49 p.m.

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

Approval on next page.



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DATE: Wednesday, May 1, 2019 TIME: 7:00 pm
PLACE: JEROME CIVIC CENTER
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Respectfully submitted by Joni Savage on June 5, 2019

Approved: _____

[Handwritten Signature]
Planning & Zoning Commission Chair

Date: _____

6/5/2019

Attest: _____

[Handwritten Signature]
Planning & Zoning Commission Vice Chair

Date: _____

6/5/2019