



TOWN OF JEROME

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

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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

AGENDA

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).

Before calling the meeting to order, the Deputy Clerk or Commission Chair will administer the oath of office to: Jessamyn Ludwig

ITEM 1: CALL TO ORDER/ROLL CALL

ITEM 2: PETITIONS FROM THE PUBLIC — Pursuant to A.R.S. § 38-431.01(H), public comment is permitted on matters not listed on the agenda, but the subject matter must be within the jurisdiction of the Commission. All comments are subject to reasonable time, place and manner restrictions. All petitioners must fill out a request form with their name and subject matter. When recognized by the chair, please step to the podium, state your name and please observe the three (3) minute time limit. No petitioners will be recognized without a request. The Commission's response to public comments is limited to asking staff to review a matter commented upon, asking that a matter be put on a future agenda, or responding to criticism.

Possible Direction to Staff

ITEM 3: APPROVAL OF MINUTES: Minutes of Regular Meeting April 3, 2019

Discussion/Possible Action/ Possible Direction to Staff

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.

Discussion/Possible Action/Possible Direction to Staff

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.

Discussion/Possible Action/Possible Direction to Staff

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.

Discussion/Possible Action/Possible Direction to Staff



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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.

Discussion/Possible Action/Possible Direction to Staff

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.

Discussion/Possible Action/Possible Direction to Staff

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.

Discussion/Possible Action/Possible Direction to Staff

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.

Discussion/Possible Action/Possible Direction to Staff

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.

Discussion/Possible Direction to Staff

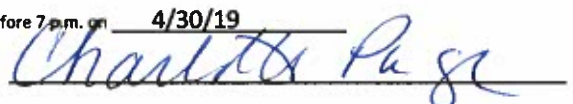
ITEM 12: FUTURE AGENDA ITEMS

Discussion/Possible Direction to Staff

ITEM 13: ADJOURN

Discussion/Possible Action

The undersigned hereby certifies that this notice and agenda was posted at the following locations on or before 7 p.m. on 4/30/19
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


Charlotte Page, 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) 634-7943. Requests should be made as early as possible to allow sufficient time to make arrangements. Anyone needing clarification on a P&Z Commission agenda item may call Jerome Town Hall at (928) 634-7943 and ask to speak with Charlotte Page, Zoning Administrator.



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REGULAR MEETING OF THE TOWN OF JEROME

PLANNING AND ZONING COMMISSION

DATE: Wednesday, April 3, 2019 TIME: 7:00 pm

PLACE: JEROME CIVIC CENTER

600 Clark St., JEROME, ARIZONA 86331

MINUTES

ITEM 1: CALL TO ORDER/ROLL CALL

Chair Schall called the meeting to order at 7:05 p.m.

Roll call was taken by Charlotte Page. Commission members present were Chair Lance Schall, Scott Hudson and Henry Vincent. Joe Testone arrived later in the meeting.

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

7:05 (00:45) ITEM 2: PETITIONS FROM THE PUBLIC – There were no petitions from the public.

7:05 (00:55) ITEM 3: APPROVAL OF EXECUTIVE SESSION MINUTES MARCH 6, 2019:

Note: Because this executive session was conducted without the Town Attorney present, these minutes are a public record, available for public review and will be filed accordingly.

Motion to Approve the Executive Session Minutes of March 6, 2019

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

7:06 (02:17) ITEM 4: APPROVAL OF MINUTES: Minutes of Special Meetings of February 25, 2019 and December 5, 2018, the Special Joint Meeting of Town Council/DRB/BOA and P&Z of January 16, 2019 and the Regular Meeting minutes of March 6, 2019

Motion to Approve the Special Meeting Minutes of December 5, 2018 and February 25, 2019, the Special Joint Meeting Minutes of Town Council/DRB/BOA and P & Z of January 16, 2019 and the Regular Meeting Minutes of March 6, 2019

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



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7:08 (03:12) ITEM 5: CONDITIONAL USE PERMIT REVIEW, 128 FIRST ST., RESIDENTIAL USE IN C-1 ZONE.

APPLICANT: Lee Christensen

ADDRESS: 128 First St., (128 School St.)

ZONE: C-1

OWNER OF RECORD: Don & Paula Nord

APN: 401-10-006

Review of Conditional Use Permit for Residential Use in C-1 Zone. Site is historical home that has been vacant for some time.

Ms. Page explained that the footprint of the building actually gets smaller.

Chair Schall said residential use in a commercial zone typically has less of an impact. He sees no issues.

Motion to Approve the Conditional Use Permit for 128 First Street

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

7:10 (5:27) ITEM 6: DRAFT TEXT AMENDMENT, REFERENCE TO SOLAR GUIDELINES -- ORDINANCE VERSION FOR PRESENTATION TO COUNCIL

Review of Ordinance drafted for Solar Reference, with copies of public hearing draft as approved February 6, 2019.

Ms. Page said this was here to review it as an ordinance.

Chair Schall said let the record show that Joe Testone has arrived and has voted on Item 6.

Motion to Advance to Council

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

7:14 (9:27) ITEM 7: DRAFT TEXT AMENDMENT, ARTICLE III PROCEDURES, ADDITION OF REFERENCE TO A.R.S. 9-462.04 PUBLIC HEARING NOTICES.

Review of Ordinance drafted to be presented to Council for consideration.

Motion to Forward to the Council for Their Consideration

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



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7:17 (12:30) ITEM 8: DRAFT TEXT AMENDMENT, R-2 & ZONING ORDINANCE

Commission to review proposed text amendment to Article II Definitions and Article V Use Regulations, about R-2 and other zones and possible creation of additional zone.

The commission discussed the changes.

Ms. Page explained the next step is a public hearing.

Chair Schall gave direction to staff to move this on to public hearing and put into ordinance format.

7:22 (18:35) ITEM 9: REVIEW - SECTION 301(D)(3), REQUIRING $\frac{3}{4}$ VOTE TO OVERRIDE P&Z DECISIONS.

Commission to review request from Council to draft change to 'majority vote' for override of P&Z decisions.

Chair Schall said this is to correct an anomaly in our own procedure. He went on to say the Town Attorney agrees this is unusual and recommend it be stricken.

Commissioner Vincent asked why change it, if it's been like that since the adoption of the ordinance.

Ms. Page said she didn't know other than changes are made to the ordinance from time to time. She said there are different reasons.

Chair Schall directed them to read the memo from Candace Gallagher, he believes her explanations give a good reason to change.

Ms. Page explained that Council has requested that this Commission consider a majority vote instead of a super majority.

Commissioner Vincent asked does this diminish the effectiveness of this body.

Chair Schall said he doesn't mind surrendering the power and he is compelled by the Town Attorneys recommendation.

Motion to Approve Change and Prepare a Draft Text Amendment

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

7:34 (29:25) ITEM 10: REVIEW - SECTION 106(B), CONSIDER ELIMINATING P&Z LIAISON TO DESIGN REVIEW BOARD.

Commission to review request from Council to draft change to eliminate Planning & Zoning liaison to Design Review Board.

Ms. Page explained the input from Council is one member sitting on two boards has two votes.

Chair Schall agreed and asked for discussion.



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Commissioner Hudson asked if the ordinance says specifically there has to be a liaison. It was confirmed it did. Specifically, a member of Planning and Zoning sits on Design Review. Commissioner Vincent asked how the Chair of the Design Review Board felt, isn't that the Board that would be affected. He asked Ms. Page if she had received any feedback from him. Ms. Page responded she didn't know if he was even aware of it. Chair Schall would like to receive input from Design Review. Commissioner Vincent asked Ms. Page how she feels about having that role. Ms. Page said she believes the continuity between the two boards is very helpful. Chair Schall gave direction to staff to check with Design Review first and put it on the May agenda.

7:39 (34:02) ITEM 11: ZONING ADMINISTRATOR UPDATE ON CONDITIONAL USE PERMITS FOR RESIDENTIAL USE IN COMMERCIAL ZONES.

Ms. Page explained in 1977 legal nonconforming situations were grandfathered. Building occupancy was not documented well. However, there was a piece in the non-conforming section of the zoning ordinance (which had been removed from the ordinance in 1997) and she read, "A nonconforming building, in the purpose of this section, the fact that the dwelling is not occupied shall not be considered a discontinuance of that use." So, for residential use in the commercial zone any building that had been historically occupied as residential was allowed. She had prepared a spread sheet and went over it with the Commission showing the buildings that have a conditional use permit. She would like this commission to decide whether a conditional use permit would be needed.

Chair Schall doesn't believe there is a need to go back and ask all of these homeowners to get CUP's. He would be inclined to document each one of them as okay for residential use.

Commissioner Vincent asked Ms. Page if there was something they could do to help her with this.

Commissioner Testone does not see the need for this, he doesn't see why it couldn't be a permitted use as long as it wasn't contrary to the infrastructure or conditions of the building. We should consider that because we don't have enough affordable housing in Town.

Chair Schall stated residential is a less intensive use and at the same time he would hate to see store fronts turn into residential use. He sees no problem with apartments above stores.

Commissioner Testone, after listening to Chair Schall's compelling synopsis, changed his position.

Chair Schall doesn't want to make these homes in the Commercial district get CUP's. Direction to staff to clean this up and document it administratively. We can have this Commission vote on it, but we'll just grant CUP's.

Ms. Page said this board can only recommend to Council.

Chair Schall said some kind of solution along those lines, it would be a fair and appropriate approach.

8:01(56:35) ITEM 12: ZONING ADMINISTRATOR UPDATE ON DRAFT TEXT AMENDMENT FOR CERTIFICATE OF NO EFFECT.

Ms. Page said Design Review requested she come up with a "Small Projects" application.



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Chair Schall asked her if she had a list of projects that a short form could be used.

The commission asked Ms. Page to come up with a list of projects.

Chair Schall gave direction to staff to come back with a list of small projects.

8:07 (1:02:05) ITEM 13: FUTURE AGENDA ITEMS

Ms. Page said we have a lot line adjustment coming. Next month she will bring a report on sheds allowed with no P & Z approval, there are ten structures built with DRB approval, but not P & Z approval.

Chair Schall explained how the debacle possibly occurred.

ITEM 14: ADJOURN

The Meeting Adjourned at 8:10 p.m.

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

Approval on next page.



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PLANNING AND ZONING COMMISSION

DATE: Wednesday, April 3, 2019 TIME: 7:00 pm

PLACE: JEROME CIVIC CENTER

600 Clark St., JEROME, ARIZONA 86331

Respectfully submitted by Joni Savage on May 1, 2019

Approved: _____ Date: _____
Planning & Zoning Commission Chair

Attest: _____ Date: _____
Planning & Zoning Commission Vice Chair

DRAFT MINUTES



TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

OFFICE (928) 634-7943 FAX (928) 634-0715

ZONING ADMINISTRATOR ANALYSIS PLANNING & ZONING COMMISSION

May 1, 2019

ITEM 4: ZONING ADMINISTRATOR UPDATE ON CONDITIONAL USE PERMITS FOR RESIDENTIAL USE IN COMMERCIAL ZONES.

Residential uses in the C-1 Zone are legal nonconforming situations if dating prior to the enactment of the Zoning Ordinance in 1977. This information, what and/or how buildings were occupied in 1977 is not well documented. Historically, we rely on collective memory and local knowledge to document the current need for Conditional Use Permits (CUP) for residential use in the commercial zone, unless it is a brand new residential use.

In 1997, there was a change in the Zoning Ordinance. Prior to this time, **Section 501(C), Nonconforming Situations** made this exception: **(11) For the purposes of this section, the fact that a dwelling unit is not occupied shall not be considered a discontinuance of that use.** This exception in Nonconforming Situations may be one reason many residential uses in C-1 Zone do not have CUP for that purpose. Buildings revitalized prior to the 1997 change in the Ordinance may not have required any CUP if they had history of residential use.

A map is provided that shows properties within the C-1 Zone that are currently residential use or mixed residential/retail uses. It also documents what CUP(s) are in the C-1 Zone.

The list of C-1 Residential CUP issued for a new homes or new use in the C-1 Zone include:

Juarez St., 1984

Mix retail/residential use in 1992 on Hull Ave., new building

Catholic Church, 1998

Boyd Hotel, new use 2001

553 Main, new home in 2005

460 Clark, restoration 2005

40 Rich St., new home 2006

527 Main St., new use 2008

314 Queen St., new home 2012, has not yet been built

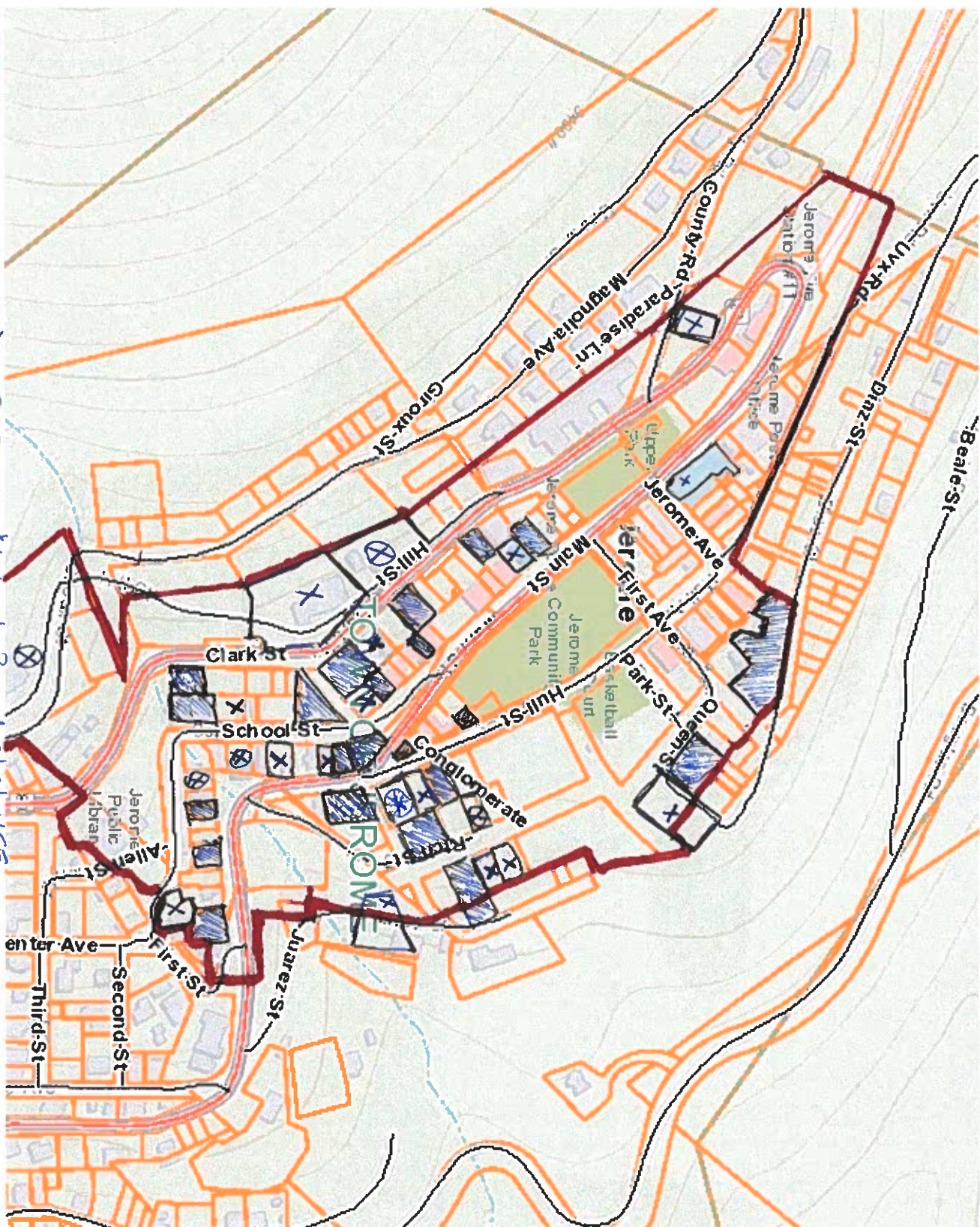
38 Rich, built in 1995, CUP given by appeal to Council 2015

It is possible that more than one residence or multi use project was built in the commercial zone without obtaining the CUP that could have been required. One example, 38 Rich St., built in 1995, is listed above and was given a 'use permit' by Council Action in 2015.

We may find buildings that were built in more contemporary times were reviewed and approved by P&Z and DRB, with appropriate building permits issued. In some cases, residential use may have long history without the required Residential CUP in place.

Zoning Administrator asks Commission for recommendation for Council to consider if Residential CUP may be documented retroactively for projects where the requirement was overlooked in the approval and building process, and in cases where the change of the Ordinance effective 1997 could have waived the requirement.

Charlotte Page, Zoning Administrator



Possible historic nonconforming & actual Residential use
X = CUP
(X) B + G

X = CUP

⑧ $B + g / \text{total boarding pass}$

Verified Discontinued Use



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TOWN OF JEROME

RESIDENTIAL CUP'S Jerome 2019 Review

DATE GRANTED	LOCATION	DESCRIPTION	CONDITIONS	LAST REVIEW DATE	UPDATE 2018
1/23/1984	Juarez St.	Residence in C-1/AR Zone	R1-5 Use & Develop Standards	2018, VOID	2018, RESIDENTIAL USE
10/7/1985	Juarez St.	B&B in C-1	rev 6 mo	Apr-86	2018, VOID
11/25/1985	Hampshire?	B&B in R1-5 zone	rev 6 mo	Jun-88	2018, VOID
1/16/1986	880 Hampshire	Residential & retail in I-1 Zone		2018, VOID	Copper Shop
10/12/1992	420 Hull Ave	Apartment in C-1 Zone	approved		2018, mixed residential/retail use new owner
10/25/1993	Entrance on Main St noted.	Boarding House, C-1	granted	1996	parking variance granted 3 spaces 12/1/93, discussion 10/21/96 calls this 6 rm B&B
10/25/1993	unknown	B&B	granted w/transferrable to new owner noted		2018, VOID
7/25/1994	101 Hill	B&B, C-1	granted w/smoke alarms installed		2018, Current B&B 2018

DATE GRANTED	LOCATION	DESCRIPTION	CONDITIONS	LAST REVIEW DATE	UPDATE 2018
8/8/1994	UV Hospital	Hotel in C-1	granted w/amendment to include one residence		2018, Current site of Grand Hotel
9/1/1995	120 Juarez	B&B, not clear C-1/AR	granted		2018, VOID – address not found
5/7/1996	401-07-102	B&B, R1-5	granted 2 rms only, fire extinguishers and clear exits, on site parking		2018, VOID
10/1/1996	401-07-076	B&B, R1-5	tabled		2018, VOID
12/17/1997	880 Hampshire	Residential Use in I-1	granted/parking to be developed prior to occupancy		2018 Still has residential use & retail.
6/2/1998	101 County Road 401-06-156C	Residential use in C-1	granted no review to follow		2018, still has residential use
11/17/1999	164 Main St.	caretaker residence C-1	approved subject to FD & BI inspector for safety		2018, No longer in use
3/16/2001	403 Clark St.	Time Shares UV, Apartments C-1	forward to Council		2018, not current business
3/16/2001	United Verde	Time Shares hotel like	forward to Council		not current business
6/5/2001	37 Rich St.	Multi family residence in C-1	tabled/6/20 approved w/lease on 401-06-076A parcel	2018, Void	2018, currently occupied as LT Rental 2 units.
8/7/2001	333 Main St.	Boyd 4 apartments	approved 3 w/5 parking spaces at Episcopal Church		
11/6/2001	Boyd	1 apartment in C-1 total 4 apartments	install sign: parking for Boyd Apartments		2018, in use

4/2/2002	894 Hampshire	B&B, R1-5			2018, VOID
4/2/2003	37 Rich St	B&B, R1-5			2018, currently occupied as LT Rental - 2 units
10/5/2005	460 Clark St. 401-06-030	Residential apartment in C-1 Zone			2018, residence
1/4/2006	40 Rich St.	Residential apartment in C-1 Zone			2018, occupied residence
5/3/2006	511 School St.	Residential apartment in C-1 Zone			2018 is for sale as residence with 2 entrances at street level, 2 bedrooms down and main entrance on upper level. 2019, STR
3/7/2007	778 East Ave	B&B, R1-5			2018, VOID
4/4/2007	898 Hampshire	B&B, R1-5			2018, VOID
6/4/2008	527 Main St.	Residential apartment in C-1 Zone	must record easement for parking space		sold in 2018, is 2nd floor ST Rental, w/retail space downstairs
5/6/2009	527 Main St.	Mix commercial residential use C-1			2018 occupied as retail wine & tasting downstairs w/ST Rental upstairs - no change of use 2018
4/6/2011	323 Main St	Mix commercial residential use C-1			2018, still currently in use
6/6/2012	314 Queen St.	Residential Use in C-1 Zone			2018, structure unoccupied, building permit open
1/2/2013	509 (511) Main St.	Residential Use in C-1 Zone	Mixed use retail & residential		2018, mix residential retail use
4-Jun-14	537 School St.	B&B in C-1 Zone	inspect by FD & Building Insp, rev in 1 year, no on street parking		reported as 'expired' in 11/4/15 minutes - also request for a duplex at that time.
7/1/2015	123 Beal St.	B&B one room AR Zone	per zoning ordinance restrictions		2018, currently in use

[illegible]



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TOWN OF JEROME, ARIZONA

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ORDINANCE NO. 293

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF JEROME, ARIZONA, AMENDING ORDINANCE NO. 177, COMMONLY KNOWN AS THE JEROME ZONING ORDINANCE.

WHEREAS, by authority conferred by Title 9-462.01 of the Arizona Revised Statutes Annotated, the Town of Jerome is authorized and empowered to enact a Zoning regulation; and

WHEREAS, under Section 201 of the Jerome Zoning Ordinance, the Planning and Zoning Commission held a public hearing on September 23, 1997; and

WHEREAS, the Planning and Zoning Commission has recommended an amendment to the Jerome Zoning Ordinance to the Council of the Town of Jerome; and

WHEREAS, there has been no objection, request for public hearing, or other protest;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF JEROME, THE FOLLOWING AMENDMENT TO THE JEROME ZONING ORDINANCE;

REVISION OF:

A. SECTION 303 - PLAN REVIEW

B. SECTION 507. B. C. AND D. - C-1 ZONE

C, SECTION 501. NONCONFORMING USES AND STRUCTURES

Passed and adopted by the Mayor and Common Council of the Town of Jerome, Arizona, this 14 day of October, 1997.

John Scarcella, Mayor

APPROVED AS TO FORM:

Corbin Vandemoer, Town Attorney

Attest:

Al Palmieri, Town Clerk

4/4 106
ORDINANCE NO. 293

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF JEROME, ARIZONA, AMENDING ORDINANCE NO. 177, COMMONLY KNOWN AS THE JEROME ZONING ORDINANCE.

WHEREAS, by authority conferred by Title 9-462.01 of the Arizona Revised Statutes Annotated, the Town of Jerome is authorized and empowered to enact an Zoning regulation; and

WHEREAS, under Section 201 of the Jerome Zoning Ordinance, the Planning and Zoning Commission held a public hearing on April 1, 1997; and

WHEREAS, the Planning and Zoning Commission has recommended an amendment to the Jerome Zoning Ordinance to the Council of the Town of Jerome; and

WHEREAS, there has been no objection, request for public hearing, or other protest;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF JEROME, THE FOLLOWING AMENDMENT TO THE JEROME ZONING ORDINANCE;

DELETION OF:

SECTION 501. NONCONFORMING USES AND STRUCTURES

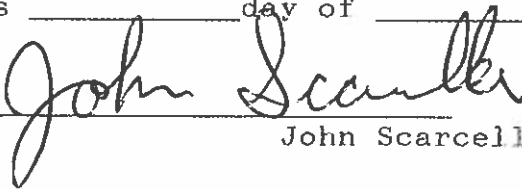
C. APPLICATION:

11 and 17. Delete entirely. Deleted wording is shown with strikeouts below:

11. ~~For the purposes of this section, the fact that a dwelling unit is not occupied shall not be considered a discontinuance of that use.~~

17. ~~All nonconforming uses shall be discontinued as soon as is reasonably possible, but in no event, shall the nonconforming use exist for a period in excess of five years.~~

Passed and adopted by the Mayor and Common Council of the Town of Jerome, Arizona, this _____ day of _____, 1997.



John Scarcella, Mayor

APPROVED AS TO FORM:



Corbin Vandemoer, Town Attorney

Attest:

Lucy Abbot, Town Clerk



Town of Jerome, Arizona

PO Box 335, Jerome, Arizona 86331
Al Sengstock, Planning & Zoning Administrator
Historic Preservation Officer

Office: (928) 634-7943 Fax: (928) 634-0715 a.sengstock@jerome.az.gov

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Celebrating Our 116th Anniversary
1899-2015

NOTICE OF DECISION

Copy

November 11, 2015

Mr. Hunter Bachrach
Ms. Charlotte Page
PO Box 4401
Cottonwood, AZ 86326

Re: Use Permit for a Duplex 38 Rich Street APN: 401-06-135A

On November 10, 2015, your request for a Use Permit for a Duplex, was approved by the Town Council.

Your request was approved with the following condition and rights:

- The Use Permit was granted retroactively, due to past miscues by The Town.
- Your historic on-street parking, satisfies all parking standards for this use.
- This Use Permit runs with the land, and need not be renewed by any future property owner, unless they wish to change the use from a duplex to some other B-1 Use.

Signed

Albert L Sengstock,
Zoning Administrator

If you have any questions regarding this Notice of Decision please contact Al Sengstock, Zoning Administrator.



TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

OFFICE (928) 634-7943 FAX (928) 634-0715

ZONING ADMINISTRATOR ANALYSIS PLANNING & ZONING COMMISSION

May 1, 2019

ITEM 5: FINAL SITE PLAN REVIEW, 221 DUNDEE AVE., SINGLE FAMILY RESIDENCE

APPLICANT: Lee Christensen for Scott & Wendy Prior ZONE R1-5 APN: 401-11-019S

At preliminary approval applicant site plan was accepted with note to have more detailed explanation of the final height of the proposed building for final review.

This proposal is a single-family residence with unfinished lower level including carport/garage below the first floor. The main floor is at street level, the garage level is below the living space. The lofted interior has no upper living space and measures 25' from the median under the footprint with a maximum face of 33' at the rear of the building.

An elevation is provided to demonstrate the height of the structure with a site plan including additional topographical information.

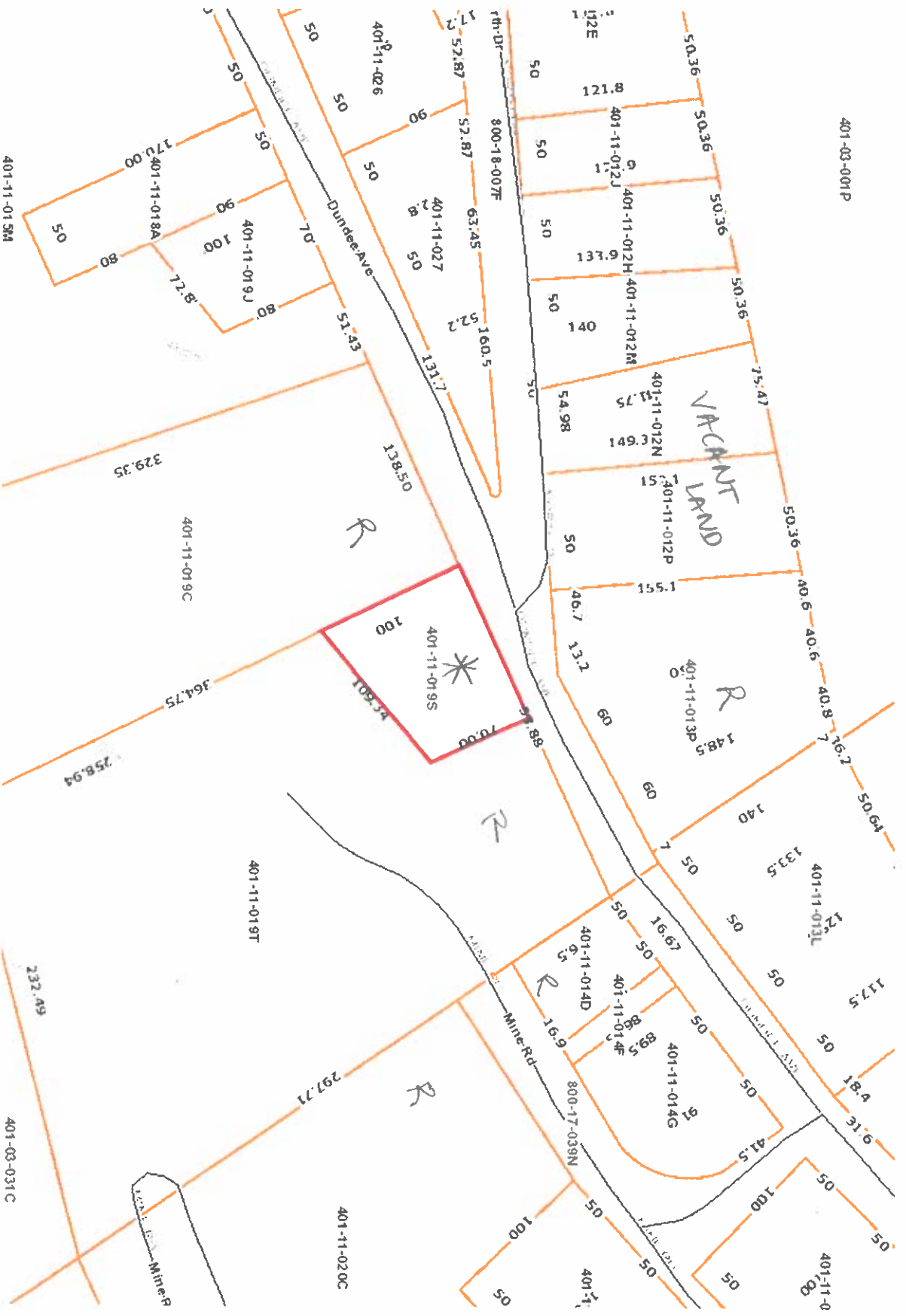
At preliminary review the site plan and vicinity map were accepted, and all necessary Property Development Standards for the R1-5 Zone were reviewed.

Building inspector, Fire Chief and Zoning Administrator have reviewed the plans. Fire Department will review final plans to confirm final proposed square footage prior to issue of building permits. Buildings over 3000 square foot are required to have fire suppression.

After final P&Z approval, building permits and inspection for all phases of development will be required.

Charlotte Page
Zoning Administrator

Vicinity - Developed adjacent properties are residential use.





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ZONING ADMINISTRATOR ANALYSIS
PLANNING & ZONING COMMISSION
May 1, 2019

ITEM 6: PRELIMINARY SITE PLAN REVIEW, 324 QUEEN ST. NEW BUILDING IN COMMERCIAL ZONE.

APPLICANT: Windy Jones

ZONE: C-1

APN: 401-06-127

Applicant requests preliminary site plan review for new construction. The building is planned to be three story mixed use with a retail space and rooming/lodging spaces developed. Front set back is planned at 0 as allowed by association of 222 First St. and La Victoria's historic facade nearby. Side set backs are planned at 0 as allowed in C-1 Zone. Rear yard is planned with 10' set back as required. The lodging includes 4 rooms and retail space will occupy 525 ft². A total of five spaces will be required. The 5 spaces may be provided by a variance granted in 2009. The certificate that granted the variance will be provided. This matter has been reviewed by Town's Attorney, if requested an executive session may be scheduled for further details.

Height is allowed as consistent with averages of properties to each side (within 100') of a project in the C-1 Zone. The facade of La Victoria lies within 100' to the west and Queen's Neighbor is to the east representing the average height that would be allowed. This information will be presented by the applicant.

The maximum face for this project will be 23 ft. at the front facade facing Queen St, the lower level accounts for 10' of the overall height. At the rear of the building, the height is planned to be 33' at the final grade.

Additional information from the Building Inspector regarding ADA parking and the Fire Chief regarding fire safety requirements is provided.

ITEM 7: RESIDENTIAL CUP FOR 324 QUEEN ST. NEW BUILDING IN COMMERCIAL ZONE.

APPLICANT: Windy Jones

ZONE: C-1

APN: 401-06-127

Development of rooming/lodging spaces in the C-1 Zone requires Conditional Use Permit. With preliminary review of the planned building, applicant has also submitted for Conditional Use Permit for Residential use in the C-1 Zone.

Charlotte Page, Zoning Administrator



Jerome Fire Department

P.O. Box 1025 Jerome, AZ 86331 Tel. (928) 649-3034 Fax (928) 649-3039
e-mail: blair@jeromefire.us

4-23-19

Preliminary plan
324 Queen St.
Jerome AZ
Parcel # 401-06-127

1. Fire suppression will be required for the entire building.
2. The plan shows one side of the proposed building to the property line and abutting the building at 310 Queen St. This portion of the building will require masonry wall without penetrations. The current plan does not indicate any windows on this side.
3. The opposite side lot line abuts a vacant lot APN# 401-06-126, owned by the Town of Jerome. This is also built to the lot line and is allowed, windows would be allowed and are shown on the lower level only in the current plan. However, if that vacant lot was developed with a building to the lot line all windows would have to be blocked with masonry.
4. An exit plan for fire safety will be determined before P&Z review for final approval. Window sizes will be checked and exit signage and emergency lighting will be required, need for a fire escape will be evaluated.

Rusty Blair

Rusty Blair

Fire Chief, Fire code enforcer
Jerome Fire Department



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TOWN OF JEROME, ARIZONA

POST OFFICE BOX 335, JEROME, ARIZONA 86331

Barry Wolstencroft , Building Official

Office: (928) 634-7943 Fax: (928) 634-0715 b.wolstencroft@jerome.az.gov

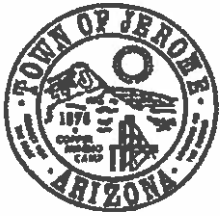
The Town has adopted the 2010 ADA Standards for Accessible Design.

Section 208 Parking Spaces. 208.1 General.

Where parking spaces are provided, parking spaces shall be provided in accordance with 208.

Barry Wolstencroft
Building Inspector, Town of Jerome

Barry Wolstencroft
4/18/19



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TOWN OF JEROME, ARIZONA

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 COMMISSION

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

APPLICANT'S NAME: Windy Jones & Josh Lindner
MAILING ADDRESS: 2549 Haskell Springs Rd, Clarkdale, AZ 86324
TELEPHONE: 714-306-8079 EMAIL: swalwindyj@yahoo.com
PROJECT ADDRESS: 324 Queen St, Jerome AZ 86331
PARCEL NUMBER: 401-06-127 ZONE DISTRICT: C-1
APPLICATION FOR (Please describe the project.): New C-1 building

- I hereby apply for consideration and conditional approval by the above Planning & Zoning 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: [Signature]

DATE: 4-18-19

TOWN USE BELOW

RECEIVED FROM: _____ DATE: _____

Received the sum of \$ _____ as: ☐ Check No. _____ ☐ Cash ☐ Credit Card

Per Fee schedule - Ordinance 332

BY: _____ FOR: _____

PLANNING & ZONING

Please review ZONING ORDINANCE, ALL OF SECTION §303. Conditional Use Permits must also be approved by Council.

ZONING DISTRICT: C-1PROPOSED USE: Mixed retail + rooming/lodging housePERMITTED USE?: ☐CONDITIONAL USE?: ☐**PROPERTY DESCRIPTION**1. Nonconforming lot of record? No2. Name of connecting public street Queen3. Public water (domestic)? yes Public Sewer? yesPublic water (fire suppression?) _____ Public Septic? —4. Lot area 2303 Required for zone No min5. Lot width 30.8 Required for zone No min6. Square footage of building 4857 Required for zone No min/maxSquare footage of footprint 19837. Percentage of lot covered 86% No requirement

8. Yards

Front ØFront of buildings within 100' 222 First St + La VictoriaSide yard (1) ØSide yard (2) ØRear yard 10' required 10'Single or double frontage single9. Building height from median 23' Maximum face 35'**Engineering may be required on Items 10 and 11.**10. Fill required? yes, around lower level new foundation Evidence of safety of fill _____11. Excavation required? No Evidence of safety of excavation _____12. Design Review required? yes

Sign proposed? N/A

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

N/A

Standard	Compliance Guaranteed
Noise	_____
Smoke	_____
Glare or heat	_____
Vibration	_____
Fly ash, dust, fumes, vapors, gases or other forms of air pollution	_____
Liquid and solid waste	_____
Odors	_____



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

Slope 15%

Engineering report submitted? _____

15. Home occupation? N/A

16. Exterior lighting? ? D.R.B.

17. Walls and fences? Existing fence; see survey

18. Accessory building(s)? N/A

Square footage _____ Height _____

19. Projections from building (type of projection in feet) N/A

PARKING AND LOADING – Please review ZONING ORDINANCE, SECTION §510.

1. Use Mixed retail and rooming / lodging house
2. Is this a change of use or a new use of a preexisting structure? New
3. Loading requirement N/A

How will requirements be fulfilled? _____

4. Parking requirement 5 spaces


How will requirement be fulfilled? By variance 2009

5. Off-street parking

Spaces required	<u>5</u>
Spaces provided	<u>5</u>
Access from public street (which street)	<u>yes</u>
Dimensions	<u>N/A</u>
Grading required	<u>N/A</u>
Surface	<u>N/A</u>
Circulation pattern and exiting procedure	<u>N/A</u>

PLAN REVIEW

Each application for design approval will be filed with the Zoning Administrator to be forwarded to the Planning & Zoning Commission. The application for approval shall be submitted with eight (8) identical copies of the plan. Each copy shall be on one or more sheets of paper, not measuring more than twenty-four (24) inches by thirty-six (36) inches, drawn to a scale not smaller than forty (40) feet to the inch, which show the features referenced in Section 303 I.C. 1-11 of the Zoning ordinance. The following checklist is provided for the applicant's convenience to ensure inclusion of all necessary data.

<input checked="" type="checkbox"/>	Eight (8) copies of the site plan enclosed	
<input checked="" type="checkbox"/>	North arrow 	
<input checked="" type="checkbox"/>	Scale - printed 24" x 36"	
<input checked="" type="checkbox"/>	Lot dimensions	
<input checked="" type="checkbox"/>	Street dedications	
<input type="checkbox"/> N/A	Easements	V/A
<input checked="" type="checkbox"/>	Utilities	
<input checked="" type="checkbox"/>	Property lines	
<input checked="" type="checkbox"/>	Location of all buildings and structures and number of stories (building height)	
<input checked="" type="checkbox"/>	Vicinity sketch	GIS Map
<input checked="" type="checkbox"/>	Adjacent properties and their uses	on GIS Map
<input checked="" type="checkbox"/>	Dimensions of all required yards	
<input checked="" type="checkbox"/>	Lot coverage	
<input checked="" type="checkbox"/>	Space between buildings	NE SIDE TO R
<input type="checkbox"/> N/A	Dimensions of all proposed walls and fences	
<input type="checkbox"/>	Exterior lighting	D.R.B. item
<input checked="" type="checkbox"/>	Parking and loading	by variance - town has existing spaces/ADA
<input type="checkbox"/>	Location of spaces	
<input type="checkbox"/> 5	Number of spaces	Retail = 556 \div = 1 space
<input type="checkbox"/>	Dimension of spaces	4 Rooming/ Boarding = 4 spaces
<input type="checkbox"/>	Circulation patterns	total 5
<input type="checkbox"/>	Surface materials	
<input type="checkbox"/>	Existing and proposed drainage	
<input type="checkbox"/>	Existing natural features (rock outcroppings, washes, etc.)	
<input type="checkbox"/>	Existing man-made features (roads, walkways, stairways, etc.)	
<input type="checkbox"/>	Existing and proposed grades	
<input checked="" type="checkbox"/>	Slope of property	15%
<input type="checkbox"/>	Proposed excavation and grading	
<input type="checkbox"/>	Engineering reports where needed	

PLAN REVIEW CHECKLIST CONTINUED ON NEXT PAGE

NA

Driveways - proposed

Location

Number

Dimensions

Circulation patterns

Surface materials

NA

Other access ways - proposed

Location

Number

Dimensions

Circulation patterns

Surface materials

Y = 1

Pedestrian walkways and stairways - proposed

Location

1

Number

✓

Dimensions *see floor plan*

Circulation patterns

✓

Surface materials *concrete; see floor plan*

✓

Legal description of property to be developed *401-06-127*

Additional information requested by Zoning Administrator

Additional information requested by Design Review Board

PLEASE NOTE:

After Planning & Zoning Commission approval and Design Review Board approval, building projects must then be submitted to the Building Inspector for review, approval, and issuance of building permit(s).

REGARDING BUILDING PERMITS:

Additional fees are required for building permits to reimburse the Town for costs of providing plan review and construction inspection services. Please refer questions to the Building Inspector. Commercial projects and some residential projects generally require plans to be prepared and/or sealed by an Arizona registrant, such as a licensed architect or engineer, per A.R.S. §32-144. Licensed contractors are required for construction projects per A.R.S. §32-1121.



STAFF CONTACT:
c.page@jerome.az.gov

WEBSITE:
www.jerome.az.gov

OFFICE PHONE:
928-634-7943

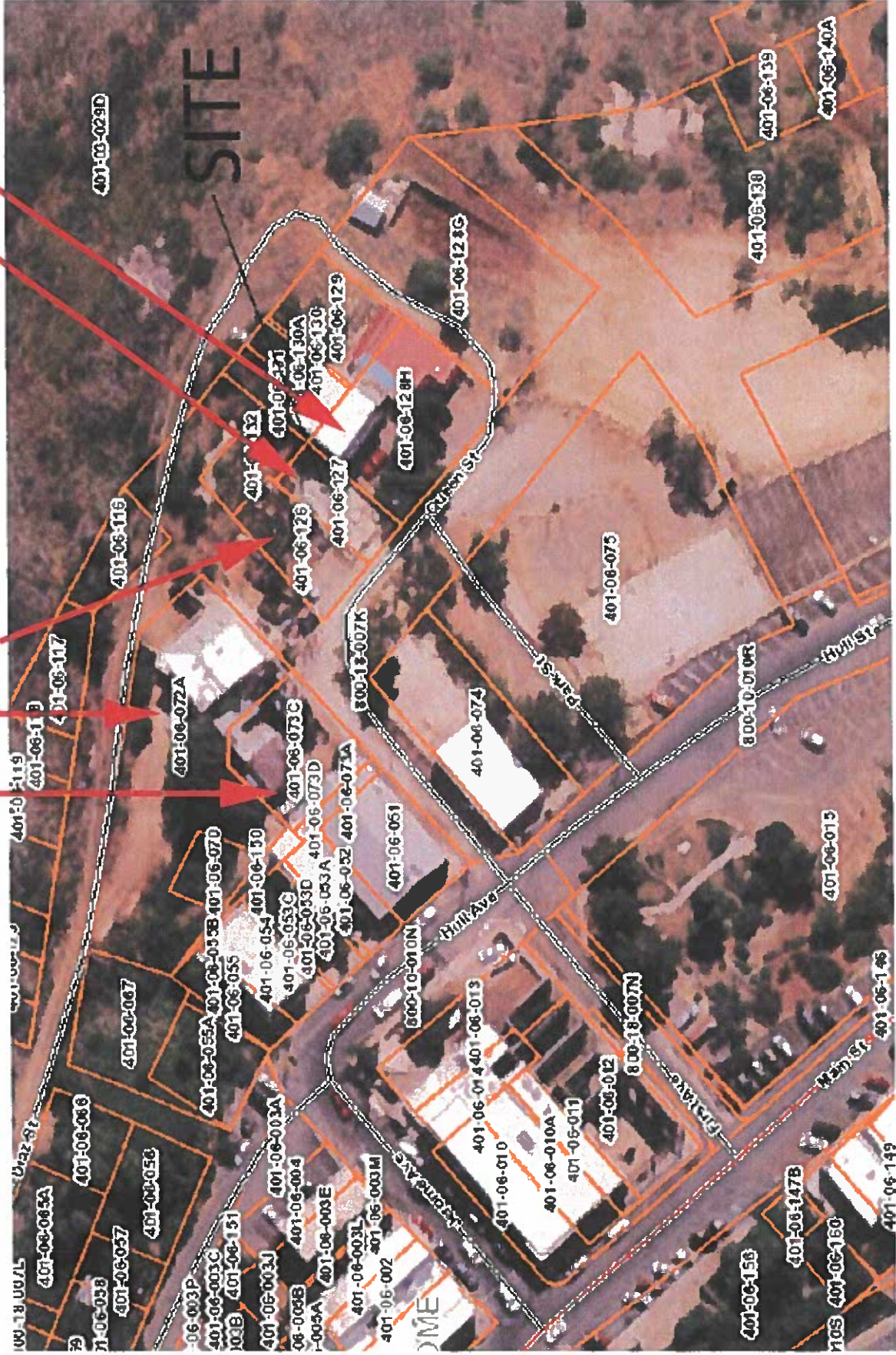
TOWN HALL ADDRESS:
600 CLARK STREET

Neighborhood Plan

- 073 - Retail
- 072 - Residential
- 126 - Town owned parking

127 - Site

128 - Residential/Retail





Town of Jerome

Permit #: V2009-324C
Effective Date: 5/21/2009

Approved by the Board of Adjustment

Name: Allan and Wendy Rackov

Address: 324 Queen St.

Parcel #: 401-06-127

Zone: C-1

Variance for Five (5) Parking Spaces

** Variance will run with the land upon completion of building project; all provisions pursuant to Section 305 apply*



Signed:

Annie M. Kelly

Annie Mae Kelly, Planning & Zoning Administrator and Historic Preservation Officer




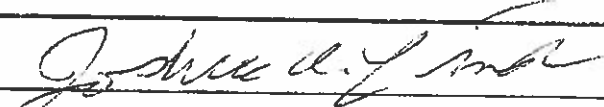
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TOWN OF JEROME

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PH: (928) 634-7943 FAX: (928) 634-0715 c.page@jerome.az.gov

PLANNING & ZONING COMMISSION

APPLICANT		FOR OFFICE USE ONLY CONDITIONAL USE PERMIT			
Project Name: Cuban Queen Borello Rooming House		Fee			
Project Address: 324 Queen St. Jerome AZ 86331		Receipt			
Parcel Number(s): 401-06-127		Zone			
		Date			
		Taken By			
		Parking Req's:	Met	Y	N
		Final action		A	D
Property Owner(s): Windy Jones + Josh Lindner	Applicant/Agent: Windy Jones + Josh Lindner				
Mailing Address: 2549 Haskell Springs Rd	Mailing Address: 2549 Haskell Springs Rd				
City: Clarkdale	City: Clarkdale				
State: AZ	State: AZ				
Zip Code: 86324	Zip Code: 86324				
Phone: 714-306-8079	Phone: 714-306-8079				
Email: socialwindyj@yahoo.com	Email: socialwindyj@yahoo.com				
State Request (proposed usage requiring permit and other information pertinent to the consideration of granting requested permit):					
Building a mixed use retail and rooming/lodging house.					
I hereby certify that the information submitted on this application is complete and accurate to the best of my knowledge and that I am the owner or authorized agent of the same as stated in the attached documentation.					
Signature: 					
Print Name: Windy Jones		Josh Lindner			
Date: 4-18-19					



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ZONING ADMINISTRATOR ANALYSIS PLANNING & ZONING COMMISSION

May 1, 2019

ITEM 8: SHED REPORT, RECOMMENDATION TO ZONING ADMINISTRATOR

APPLICANT: ZONING ADMINISTRATOR

A report of sheds built in the past five years is included in this packet. These were approved by Zoning Department with review of DRB only. Commission to recommend any action necessary to follow up on this administrative error.

Charlotte Page, Zoning Administrator



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TOWN OF JEROME

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REPORT OF ZONING ADMINISTRATOR – APRIL 2, 2019 COMPLAINT INVESTIGATION - SHED AT 700 HOLLY AVE., JEROME, ARIZONA

On March 11, 2019 I received emails from Vice Mayor Harvey and then P&Z Commissioner Hardie regarding a shed being built at 700 Holly Ave., in Jerome.

Ms. Harvey inquired if a permit was issued and Ms. Hardie requested a file review for Planning & Zoning (P&Z) approval as she had no recollection of this structure being reviewed by the P&Z Commission.

In reviewing the file, it was found that a Design Review Board (DRB) approval was obtained in March of 2018. P&Z approval was not in the file. The Building Inspector confirmed that a permit was not issued for the structure as it is exempt under International Residential Code, due to its size. Accessory structures up to 200 ft.² are not required to submit for building permit. A site visit confirmed the size (9.5 x 15 = 145.5 ft.²) of the structure. The setback from side property line is five foot as required for side property line setbacks in the R1-5 Zone.

The owner worked with the Zoning Department in obtaining DRB review and was given permission by the prior Zoning Administrator to proceed without P&Z approval. The prior Zoning Administrator was contacted, he recalled he had permitted other small accessory structures in this manner. He believed that projects requiring no building permit were not required to have P&Z review.

Close review of the Zoning Ordinance does not support that decision. This and other projects completed in this manner were required to have both DRB and P&Z reviews.

From discussion with the prior Zoning Administrator I've identified the following accessory structures which were allowed with authorization of the Zoning Department and no P&Z review.

145 North Dr. – not confirmed if built, phone call outstanding no visible shed at property
222 Fourth St.
540 School St.
222 First Ave.
700 Holly Ave., two sheds were constructed with approval of DRB only
111 Third St.
687 Main St. – built in 2015 with approval of DRB and P&Z approval dated 2011

Further inquiry about the expiration of a Design Review approval was received. Design Review approvals can expire in 6 months. Owners may ask for an extension of approval if they are unable to get

a building permit prior to the 6-month expiration date. In this case no building permit was required, so the owner was asked to document when work was started.

The property owner reported the following information about the building process for the structure 3/21/19 by email.

I have the approval document from Kyle - with the approval coming at the 3/12/18 DRB meeting. I had to get a lot line surveyed and recorded as part of the process for approval. The structure (SHED) - as per original design, will replicate an entrance into an old copper mine with the appearance - matching stones, old wood on property.

My best recollection of the progress of the work is this:

- 4/12/18: The removal of the existing hot tub and removal of built in benches, stones and thorough cleaning (demolition) of area.
- 5/18/18: Cut out stone entry way and remove old electrical wiring for hot tub.
- 6/29/18: Grout existing stone and stone wall. The exterior wall of the shed will match the existing stone wall to give appearance of being the entrance.
- 9/18/18: Cored old concrete floor - which resulted learning that a new concrete floor had to be poured.
- 12/20/18: Formed and braced wall to floor for pour to tied steel.
- 1/20/19: Poured concrete.
- 2/4/19. Started framing.

The project is progressing well. I am so happy that three of my neighbors are working on it. I did everything that I was asked to do by Kyle and the Town at the time.

At the time of the initial review of the complaint about the second Holly Ave. shed, the Town Manager and Zoning Administrator recommended that the Town accept responsibility for the prior approvals given in error.

For clarification, the prior Zoning Administrators' decisions about these projects conflicts with the Zoning Ordinance requirement to have both DRB and P&Z approve all new construction.

Photos in this report document some of the specific structures. It is recommended that both DRB and P&Z be made aware of these projects and that future projects follow the Zoning Ordinance requiring both DRB and P&Z approvals, until such time as the requirements of the Ordinance are modified.

Requesting the owners of the sheds listed above to seek approvals retroactively is not recommended and they would not be obligated to comply.

For information, Clarkdale requires building permits for all accessory structures and inspects to confirm these projects are located as proposed on submitted plans and meet required setbacks. These approvals and reviews are done by the Community Development Department and Building Inspector. Clarkdale's Design Review Board only reviews commercial projects in the historic district.

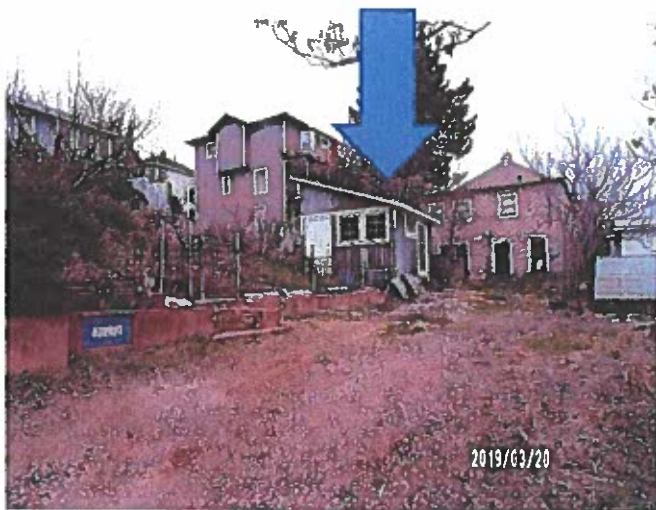
Cottonwood allows small accessory structures to be built without a building permit as exempted in the International Residential Code if the use is described as storage. Cottonwood's Historic Preservation

Commission would not review any structure of this type. Their Planning & Zoning Commission is more involved in zoning reviews and subdivisions than single projects that require building permits. Permits are issued in the Community Development Department and larger projects require predevelopment meetings that include Fire Department, Utility/Public Works Department as well as the Community Development Department.

The Zoning Administrator and Town Manager support the Town's taking responsibility for the approvals given by the prior Zoning Administrator and would like to have resolution documented in the parcel files for these properties.

Respectfully submitted: Charlotte Page, Zoning Administrator

222 Fourth St.

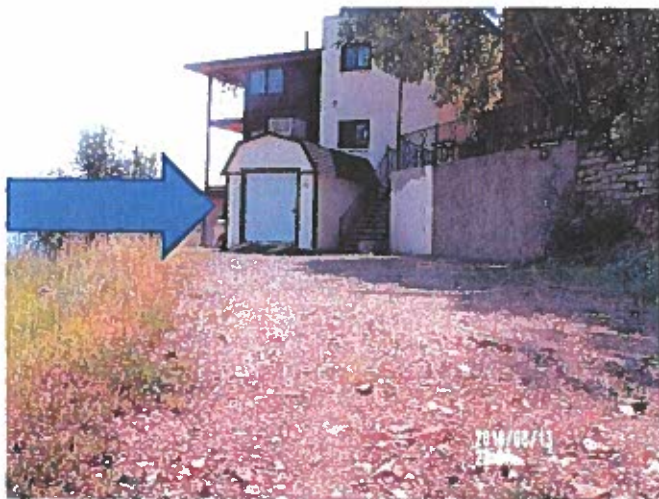


Driveway, front & side yard setback



Rear w/side yard setback

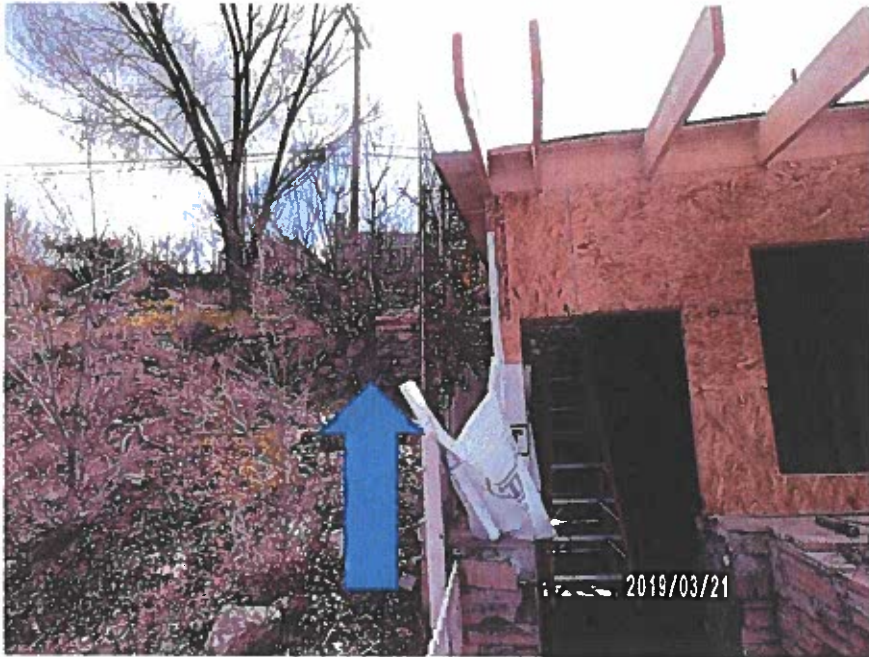
222 First Ave.



700 Holly, Second Shed

540 School St.

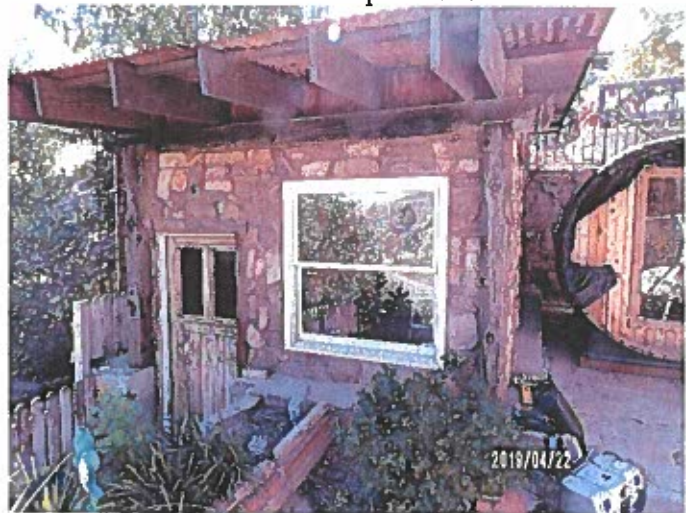




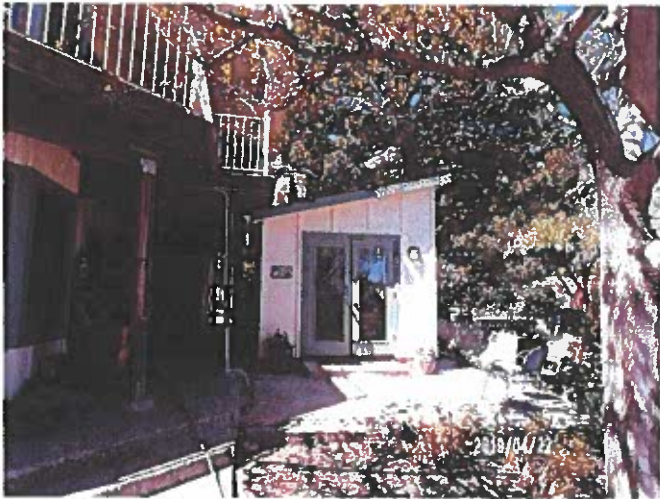
Property line is 5' from existing fence – Survey stake at up Arrow.

Shed is partially built into existing rock structure

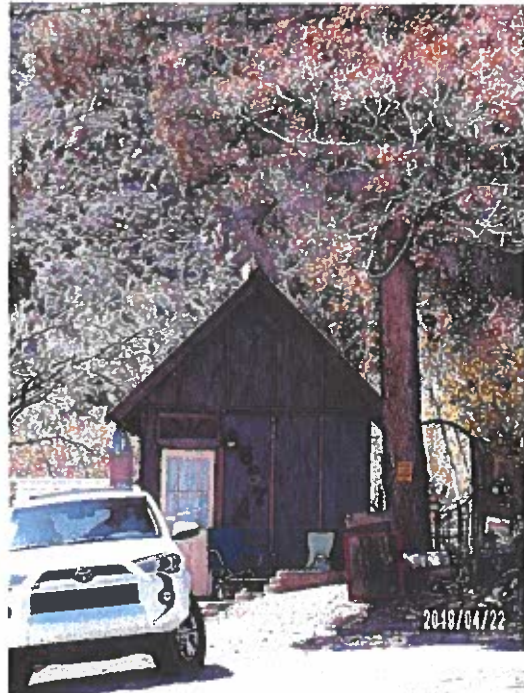
exterior April 2019



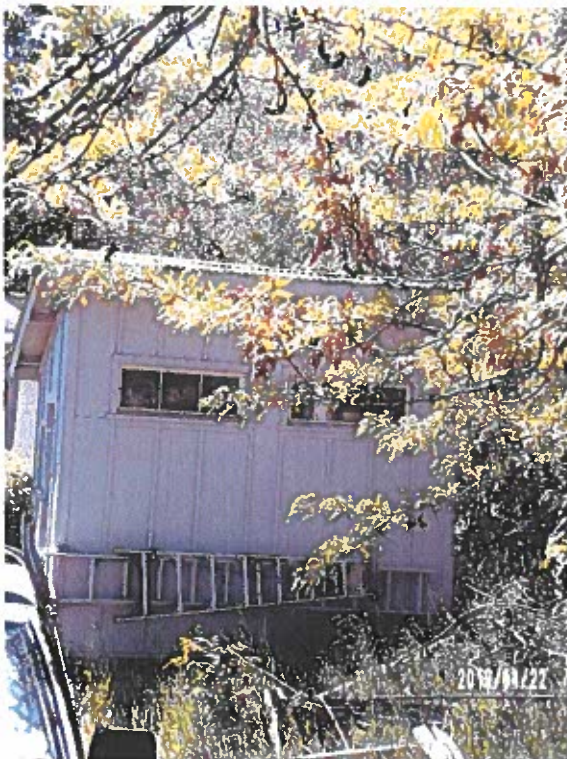
700 Holly First Shed



687 Main St.



111 Third St.





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ZONING ADMINISTRATOR ANALYSIS PLANNING & ZONING COMMISSION

May 1, 2019

ITEM 9: REVIEW - SECTION 301(D)(3), REQUIRING ¾ VOTE TO OVERRIDE P&Z DECISIONS.

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

Charlotte Page, Zoning Administrator



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TOWN OF JEROME

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(928) 634-7943 FAX (928) 634-0715

ORDINANCE NO. xxx

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING SECTION 301, "AMENDMENTS OR ZONE CHANGES," OF THE JEROME ZONING ORDINANCE

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AS FOLLOWS:

Section 1. Paragraph 3 of Subsection D, "Council Action," of Section 301, "Amendments or Zone Changes," of the Jerome Zoning Ordinance is hereby amended as follows (additions underlined; deletions in strikeout text):

D. COUNCIL ACTION

3. If the Council's recommendation is to overrule the recommendation of the Commission, such decision shall require the vote of ~~three fourths (3/4) of all~~ a majority of the number of members of the Council voting on the question qualified to vote on the matter. For example, if one Council member is disqualified from voting due to a conflict of interest, a majority of the remaining four members would be required to overrule the recommendation.

Section 2. Following its adoption, this Ordinance shall be published by the Town Clerk in accordance with the requirements of A.R.S. § 39-203 *et seq.*

Section 3. All ordinances or parts of ordinances that are in conflict with the provisions of this Ordinance are hereby repealed to the extent of their inconsistency herewith.

Section 4. Should any section or provision of this Ordinance be declared invalid by a court of competent jurisdiction, such decision shall not affect the validity of this Ordinance, any provision incorporated by reference and any other provision of the Town Code as a whole or any part thereof other than the part so declared invalid.

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, THIS ____ DAY OF ____ 2019.

Christina "Alex" Barber, Mayor

ATTEST:

APPROVED AS TO FORM:

Candace Gallagher, Town Manager/Clerk

William J. Sims, Esq.
Town Attorney

ARTICLE III Procedures

SECTION 301. Amendments or Zone Changes

- f. Payment of a filing fee in an amount established by a schedule adopted by resolution of the Council and filed in the offices of the Town Clerk. No part of the filing fee shall be returnable. Payment of filing fee shall be waived when the change or amendment is initiated by the Council or the Commission or when the petitioner is the Town, County, State or Federal government.
2. Upon receipt of a complete application for amendment, the Zoning Administrator shall forward the application to the Planning and Zoning Commission.
3. Any plan approved by the Zoning Administrator under the provisions of Section 303 must substantially conform to the Tentative Development Plan submitted as part of the petition for a change of district boundaries.

C. COMMISSION ACTION

1. Upon receipt of any complete application for, and prior to holding a public hearing on, rezoning or ordinances that impose a new land use regulation or modify an existing land use regulation, a Neighborhood Meeting shall be required in accordance with Section 306 of this zoning ordinance. The Commission shall then fix a reasonable time for the hearing of the proposed zone change, amendment, or addition and shall give notice thereof to interested parties and to the public by publication of a notice in the official newspaper of the Town, and by posting the area included in the proposed change, not less than fifteen (15) days prior to the hearing. The notice shall set forth the time and place of the hearing including a general explanation of the matter to be considered and including a general description of the area affected. The Commission may for any reason, when it deems such action necessary or desirable, continue such hearing to a time and place certain. Within thirty (30) days after the close of the hearing, the Commission shall render its decision in the form of a written recommendation to the Council. The recommendation shall include the reasons for the recommendation.
2. Prior to publishing a petitioned Zoning Map change, the Commission may, on its own motion, delimit or extend the boundaries of such area, so as to constitute a more reasonable zone district boundary.
3. The Commission may on its own motion propose any amendments to this ordinance and map. After holding a public hearing as required by this section, the Commission shall either:
 - a. Transmit such proposal to the Council which shall thereupon proceed as set forth herein for any other amendment, or
 - b. Vote to quash the Commission initiated proposal, in which case no further action need be taken by the Commission or Council.

[Ord. No. 406]

D. COUNCIL ACTION

1. Once the Commission has held a public hearing, the Council may adopt the recommendations of the Commission without holding a public hearing if there is no objection, request for public hearing, or other protest. The Council shall hold a public hearing if requested by the party aggrieved or any member of the public or of the governing body. Notice of the time and place of the hearing shall be given in the time and manner provided for the giving of notice of the hearing by the Commission as specified in Subsection C. In addition the Town may give notice of the hearing in such other manner as it may deem necessary or desirable.

2. If the owners of twenty (20) percent or more either of the area of the lots included in a proposed change, or of those immediately adjacent in the rear or any side thereof extending one hundred fifty (150) feet therefrom, or of those directly opposite thereto extending one hundred fifty (150) feet from the street frontage of the opposite lots, file a protest in writing against a proposed amendment, it shall not become effective except by the favorable vote of three-fourths (3/4) of all members of the Council. If any members of the Council are unable to vote on such a question because of a conflict of interest, then the required number of votes for passage of the question shall be three-fourths (3/4) of the remaining membership of the Council, providing that such required number of votes shall in no event be less than a majority of the full membership of the legally established governing body.
3. If the Council's recommendation is to overrule the recommendation of the Commission, such decision shall require the vote of three-fourths (3/4) of all members of the Council voting on the question.
4. The Council shall not make any changes in any proposal recommended by the Commission until the proposed changes have been referred back to the Commission for a report, Failure of the Commission to file a report back to the Council within thirty (30) days from date of receipt of the recommended changes shall be deemed to be approval of the proposed change(s) as recommended by the Council.
5. At the time of rezoning, the Council shall establish a schedule for development of the specific use or uses for which rezoning is requested. If at the expiration of this period the property has not been improved for the use for which it was conditionally approved, it shall revert to its former zoning classification without legislative action.

E. RECONSIDERATION OF DENIED AMENDMENTS

In the event that a petition for an amendment is denied by the Council, or is withdrawn after the Commission hearing, the Commission shall not consider the petition or any other petition for the same amendment of this Ordinance as it applies to the same property described in the original petition, or any part thereof, within a period of one (1) year from the date of such denial action, unless the conditions upon which the original denial was based have changed.

F. EXCEPTIONS

In the event that a request for amendment concerns only the amendment of general requirements of this Ordinance, no signature of affected property owners or posting of property shall be required; provided, however, that all other provisions of this Section shall be complied with.



TOWN OF JEROME
POST OFFICE BOX 335, JEROME, ARIZONA 86331
OFFICE (928) 634-7943 FAX (928) 634-0715
ZONING ADMINISTRATOR ANALYSIS
PLANNING & ZONING COMMISSION
May 1, 2019

ITEM 10: DRAFT TEXT AMENDMENT, R-2 & ZONING ORDINANCE

Commission to review Council recommendations regarding proposed text amendment to Article V Use Regulations, about R-2 and C-1 Zones.

Council has requested that the Planning and Zoning Commission create an ordinance to amend permitted uses in the R-2 Zone so that it will allow single-family and duplex dwellings. Three-family and multi-family dwellings and apartment houses would be added to Conditional Uses in the C-1 Zone.

At the recommendation of the Town Attorney, this ordinance also changes the definition of 'modular housing' to 'modular home' to be consistent with the term's use later in the Zoning Ordinance.

Charlotte Page, Zoning Administrator



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TOWN OF JEROME

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

MEMO

FROM: Candace Gallagher, Town Manager/Clerk
TO: Charlotte Page, Zoning Administrator
CC: Mayor and Council
SUBJECT: R-2 Zone and rezoning
DATE: April 24, 2019

At the regular Council meeting of April 9, 2019, Council conferred with the Town Attorney in executive session regarding the rezoning requests that were recommended by the Commission for Council approval. It was discussed in open session at the April 18, 2019 special meeting, where Council tabled their response to the Commission's recommendation.

At the April 9 meeting, Council requested that the Planning and Zoning Commission create an ordinance to amend permitted uses in the R-2 Zone so that it will allow single-family and duplex dwellings, but not "multiple-family" dwellings or apartment houses. They may consider the recommended rezoning requests once the R-2 Zone has been amended.

I have drafted the attached ordinance effecting this change for the Commission's consideration. The ordinance also amends Conditional Uses in the C-1 zone to add three-family and multi-family dwellings and apartment houses, because conditional uses in C-1 currently include all permitted uses in R-2, and those would be eliminated otherwise. That change preserves the status quo in this regard.

At the attorney's recommendation, this ordinance also changes the definition of "modular housing" to "modular home" in order to be consistent with the term's use later in the Zoning Ordinance.

Please note that this ordinance deals only with PERMITTED uses in the R-2 zone and has not addressed conditional uses. If the Commission wishes to amend this draft, prior to making its recommendation to Council, to remove any of the conditional uses in R-2, those should then be added at the same time to conditional uses in the C-1 zone.

Please contact me if you have any questions.



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TOWN OF JEROME

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ORDINANCE NO. xxx

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING SECTION 201, "DEFINITIONS," AND SECTION 506, "R-2 ZONE, MULTIPLE FAMILY RESIDENTIAL," OF THE JEROME ZONING ORDINANCE

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AS FOLLOWS:

Section 1. The definition of "Modular Housing" included in Section 201, "General," of Article II, "Definitions," of the Jerome Zoning Ordinance is hereby amended as follows (additions underlined; deletions in strikeout text):

Modular ~~Housing~~ Home- a dwelling unit or habitable room thereof which is either wholly or in substantial part manufactured at an off-site location to be assembled on site, except that it does not include a mobile home as defined in this article.

Section 2. Section 506, "R-2 Zone – Multiple Family Residential," is hereby amended as follows (additions underlined; deletions in strikeout text):

SECTION 506. "R-2" ZONE, ~~MULTIPLE SINGLE- AND TWO-FAMILY RESIDENTIAL~~

A. PURPOSE

This district is intended to fulfill the need for medium density residential development regulations and property development standards are designed to allow maximum flexibility and variety in residential development while prohibiting all incompatible activities. Land use is composed chiefly of ~~individual and multiple~~ single- and two- family homes, together with required recreational, religious, and educational facilities.

B. PERMITTED USES

1. One (1) single-family dwelling or one (1) two-family dwelling or one (1) modular home per lot. Mobile homes are prohibited.
- ~~2. Multiple family dwellings and apartment houses.~~
- ~~3.2.~~ Customary accessory uses and buildings, provided such uses are incidental to the principal use.
- ~~4.3.~~ Temporary buildings for uses incidental to construction work, which buildings shall be removed upon completion of or abandonment of the construction work.
- ~~5.4.~~ Publicly owned and operated parks and recreation areas and centers.
- ~~6.5.~~ Home occupations.

Section 3. Paragraph C., "Conditional Uses," of Section 507, "C-1 Zone, General Commercial," is hereby amended to add "three-family dwellings," "multi-family dwellings" and "apartment houses" as conditional uses.

Section 4. Following its adoption, this Ordinance shall be published by the Town Clerk in accordance with the requirements of A.R.S. § 39-203 *et seq.*

Section 5. All ordinances or parts of ordinances that are in conflict with the provisions of this Ordinance are hereby repealed to the extent of their inconsistency herewith.

Section 6. Should any section or provision of this Ordinance be declared invalid by a court of competent jurisdiction, such decision shall not affect the validity of this Ordinance, any provision incorporated by reference and any other provision of the Town Code as a whole or any part thereof other than the part so declared invalid.

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA,
THIS _____ DAY OF _____ 2019.

Christina "Alex" Barber, Mayor

ATTEST:

APPROVED AS TO FORM:

Candace Gallagher, Town Manager/Clerk

William J. Sims, Esq.
Town Attorney

Date of first reading: _____

Dates of publication: _____

Date of adoption: _____

Date of posting: _____

Voting record at adoption:

	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER						
DILLENBERG						
HARVEY						
MOORE						
WORTH						



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PLANNING & ZONING COMMISSION
May 1, 2019

ITEM 11: DRAFT OF APPLICATIONS FOR P&Z

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

The main application is reorganized to emphasize the Site Plan Review, instruction is given for projects that will need review by Fire Department and a short section is devoted to documenting additional review necessary by Fire Department.

The rest of the document is organized into one section with additional property description and a section devoted to elements that are specific to projects in the commercial and industrial zones.

The 'small project' application attempts to simplify application for citizens doing smaller projects. This application may be used for:

- additions or accessory buildings under 200 ft²
- enclosing existing porch with screen or siding
- landscaping plans that include decks, stairs, walkways, walls
- grading for driveway or walkway

Commission to suggest any additional projects that would be appropriate for a simpler application, and give input for the process to complete the 'simple application' and amend the current application.

This process is also being done with Design Review Board, they are doing a 'simple project' application and a one page 'paint' application. Town Council has also committed to review the fee schedule.

Charlotte Page, Zoning Administrator



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TOWN OF JEROME, ARIZONA

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 COMMISSION

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

APPLICANT'S NAME: _____

MAILING ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

PROJECT ADDRESS: _____

PARCEL NUMBER: _____ ZONE DISTRICT: _____

APPLICATION FOR (Please describe the project.): _____

- I hereby apply for consideration and conditional approval by the above Planning & Zoning 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: _____ DATE: _____

TOWN USE BELOW

RECEIVED FROM: _____ DATE: _____

Received the sum of \$ _____ as: ☐ Check No. _____ ☐ Cash ☐ Credit Card

Per Fee schedule – Ordinance 332

BY: _____ FOR: _____

PLANNING & ZONING – Please review ZONING ORDINANCE, ALL OF SECTION §303. Conditional Use Permits must also be approved by Council.

ZONING DISTRICT: _____ PROPOSED USE: _____

PERMITTED USE?: ☐ CONDITIONAL USE?: ☐

PROPERTY DESCRIPTION

1. Nonconforming lot of record? _____

2. Name of connecting public street _____

3. Public water (domestic)? _____ Public Sewer? _____

Public water (fire suppression?) _____ Public Septic? _____

4. Lot area _____ Required for zone _____

5. Lot width _____ Required for zone _____

6. Square footage of building _____ Required for zone _____

Square footage of footprint _____

7. Percentage of lot covered _____

8. Yards

Front _____ Front of buildings within 100' _____

Side yard (1) _____ Side yard (2) _____

Rear yard _____

Single or double frontage _____

9. Building height from median _____ Maximum face _____

Engineering may be required on Items 10 and 11.

10. Fill required? _____ Evidence of safety of fill _____

11. Excavation required? _____ Evidence of safety of excavation _____

12. Design Review required? _____

Sign proposed? _____

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

Standard	Compliance Guaranteed
Noise	_____
Smoke	_____
Glare or heat	_____
Vibration	_____
Fly ash, dust, fumes, vapors, gases or other forms of air pollution	_____
Liquid and solid waste	_____
Odors	_____

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

Slope _____

Engineering report submitted? _____

15. Home occupation? _____

16. Exterior lighting? _____

17. Walls and fences? _____

18. Accessory building(s)? _____

Square footage _____ Height _____

19. Projections from building (type of projection in feet) _____

PARKING AND LOADING – Please review ZONING ORDINANCE, SECTION §510.

1. Use _____
2. Is this a change of use or a new use of a preexisting structure? _____
3. Loading requirement _____
How will requirements be fulfilled? _____
4. Parking requirement _____
How will requirement be fulfilled? _____
5. Off-street parking
 - Spaces required _____
 - Spaces provided _____
 - Access from public street (which street) _____
 - Dimensions _____
 - Grading required _____
 - Surface _____
 - Circulation pattern and exiting procedure _____

PLAN REVIEW

Each application for design approval will be filed with the Zoning Administrator to be forwarded to the Planning & Zoning Commission. The application for approval shall be submitted with eight (8) identical copies of the plan. Each copy shall be on one or more sheets of paper, not measuring more than twenty-four (24) inches by thirty-six (36) inches, drawn to a scale not smaller than forty (40) feet to the inch, which show the features referenced in Section 303 I.C. 1-11 of the Zoning ordinance. The following checklist is provided for the applicant's convenience to ensure inclusion of all necessary data.

- _____ Eight (8) copies of the site plan enclosed
- _____ North arrow
- _____ Scale
- _____ Lot dimensions
- _____ Street dedications
- _____ Easements
- _____ Utilities
- _____ Property lines
- _____ Location of all buildings and structures and number of stories (building height)
- _____ Vicinity sketch
- _____ Adjacent properties and their uses
- _____ Dimensions of all required yards
- _____ Lot coverage
- _____ Space between buildings
- _____ Dimensions of all proposed walls and fences
- _____ Exterior lighting
- _____ Parking and loading
 - _____ Location of spaces
 - _____ Number of spaces
 - _____ Dimension of spaces
 - _____ Circulation patterns
 - _____ Surface materials
- _____ Existing and proposed drainage
- _____ Existing natural features (rock outcroppings, washes, etc.)
- _____ Existing man-made features (roads, walkways, stairways, etc.)
- _____ Existing and proposed grades
- _____ Slope of property
- _____ Proposed excavation and grading
- _____ Engineering reports where needed

PLAN REVIEW CHECKLIST CONTINUED ON NEXT PAGE

_____ Driveways - proposed

_____ Location

_____ Number

_____ Dimensions

_____ Circulation patterns

_____ Surface materials

_____ Other access ways – proposed

_____ Location

_____ Number

_____ Dimensions

_____ Circulation patterns

_____ Surface materials

_____ Pedestrian walkways and stairways - proposed

_____ Location

_____ Number

_____ Dimensions

_____ Circulation patterns

_____ Surface materials

_____ Legal description of property to be developed

_____ Additional information requested by Zoning Administrator

_____ Additional information requested by Design Review Board

PLEASE NOTE:

After Planning & Zoning Commission approval and Design Review Board approval, building projects must then be submitted to the Building Inspector for review, approval, and issuance of building permit(s).

REGARDING BUILDING PERMITS:

Additional fees are required for building permits to reimburse the Town for costs of providing plan review and construction inspection services. Please refer questions to the Building Inspector. Commercial projects and some residential projects generally require plans to be prepared and/or sealed by an Arizona registrant, such as a licensed architect or engineer, per A.R.S. §32-144. Licensed contractors are required for construction projects per A.R.S. §32-1121.



STAFF CONTACT:
c.page@jerome.az.gov



WEBSITE:
www.jerome.az.gov



OFFICE PHONE:
928-634-7943



TOWN HALL ADDRESS:
600 CLARK STREET



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TOWN OF JEROME, ARIZONA

Jerome Town Hall and Civic Center
600 Clark Street

P.O. Box 335, Jerome, AZ 86331
(928) 634-7943 FAX (928) 634-0715 www.jerome.az.gov

APPLICATION FOR PLANNING & ZONING COMMISSION

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

APPLICANT'S NAME: _____

MAILING ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

PROJECT ADDRESS: _____

PARCEL NUMBER: _____ ZONE DISTRICT: _____

APPLICATION FOR (Please describe the project.): _____

- I hereby apply for consideration and conditional approval by the above Commission.
- I understand that application fee is due at submission and review will not be scheduled until fee is paid to the Town.
- I have obtained and reviewed information on the criteria used in evaluation by the Planning & Zoning Commission 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: _____ DATE: _____

TOWN USE BELOW

RECEIVED FROM: _____ DATE: _____

Received the sum of \$ _____ as: ☐ Check No. _____ ☐ Cash ☐ Credit Card

Per Fee schedule – Ordinance 332

BY: _____ FOR: _____

PLEASE NOTE:

After Planning & Zoning Commission approval and Design Review Board approval, building projects must then be submitted to the Building Inspector for review, approval and issuance of building permit(s).

REGARDING BUILDING PERMITS:

There are additional fees required for building permits to reimburse the Town for costs of providing plan review and construction inspection services. Please refer questions to the Building Inspector. Commercial projects, and some residential projects, generally require plans to be prepared and/or sealed by an Arizona registrant, such as a licensed architect or engineer, per A.R.S. §32-144. Licensed contractors are required for construction projects per A.R.S. §32-1121.

PLANNING & ZONING REVIEW**REQUIRED ITEMS ARE PER ZONING ORDINANCE SECTION 503****NOTE: FIRE SAFETY; A PLAN REVIEW WILL BE CONDUCTED FOR SUBMISSIONS INVOLVING EXPANSION OF NON-CONFORMING STRUCTURES, ALL NEW HOMES AND ALL PROJECTS IN COMMERCIAL OR INDUSTRIAL ZONES**

Application will be filed with the Zoning Administrator, reviewed by Building Inspector and Fire Department if appropriate, then forwarded to the Planning & Zoning Commission. Each copy shall be on one or more sheets of paper, not measuring more than twenty-four inches (24") by thirty-six inches (36"), drawn to a scale not smaller than forty feet (40') to the inch. The following checklist is provided for the applicant's convenience to ensure inclusion of all necessary data.

Eight (8) copies of the site plan, include all required items referenced in Section 303 I.C. 1-11 of the Zoning Ordinance.

- _____ North arrow
- _____ Scale – no smaller than 1" = 40'
- _____ Lot dimensions
- _____ Street dedications
- _____ Easements
- _____ Utilities
- _____ Property lines
- _____ Location of all existing and proposed buildings and structures and number of stories (building heights & Sq Ft.)
- _____ Exterior lighting – existing and proposed
- _____ Dimensions of all required yard depths; show setback for front, side and rear yards
- _____ Space between buildings, existing and proposed, show on site plan
- _____ Location and height of all existing and proposed walls and fences
- _____ Existing man-made features (roads, walkways, stairways, etc.)
- _____ Existing natural features (rock outcroppings, washes, etc.)
- _____ Location and dimension of parking spaces – existing and proposed
- _____ Location and dimension of driveways – existing and proposed
- _____ Location and dimension of pedestrian walkways and stairways – existing and proposed

Grading/Excavating – Engineering reports may be required

- _____ Existing and proposed drainage, indicate high and low on site plan and general direction of flow → on site
- _____ Existing and proposed grades
- _____ Slope of property, calculation example on page 5
- _____ Proposed excavation

Vicinity sketch, may be presented on site plan or as separate document

- _____ Include the site, relation to streets and adjacent properties

PROPERTY DESCRIPTION, ADDITIONAL INFORMATIONPROPOSED USE: _____ PERMITTED USE?: ☐ CONDITIONAL USE?: ☐

1. Non-conforming lot of record? _____
2. Name of connecting public street _____
3. Public water (domestic)? _____ Public Sewer? _____
Public water (fire suppression)? _____ Public Septic? _____
4. Lot area _____ Required for zone _____
5. Lot width _____ Required for zone _____
6. Square footage of building _____ Required for zone _____
Square footage of footprint _____
7. Lot coverage; add footprints of existing & proposed buildings ÷ total lot area x 100 = %lot coverage _____ %
8. Yards: Front _____ Front of buildings within 100' _____
Side yard (1) _____ Side yard (2) _____
Rear yard _____ Single or double frontage _____
9. Proposed building height from median _____ Maximum face _____
10. Accessory Buildings, describe size and use for existing, proposed modifications or new accessory buildings:
Existing Sq Ft. _____ Proposed Sq Ft. _____

Engineering may be required on Items 10 and 11

11. Fill required? _____ Evidence of safety of fill _____
12. Excavation required? _____ Evidence of safety of excavation _____
13. Design Review required? _____
14. Is land suitable for building? (Engineering verification may be necessary.) _____
Slope _____
Engineering report submitted? _____

COMMERCIAL & INDUSTRIAL DEVELOPMENT

_____ Fire Safety Review Required: Plan reviewed by: _____ Date: _____

_____ Fire Escape Plan, if required will be submitted to Building Inspector

_____ Sprinkler Plan interior, if required will be submitted to Building Inspector

PARKING AND LOADING – Please review ZONING ORDINANCE, §510

1. Use _____

2. Is this a change of use or a new use of a pre-existing structure? _____

3. Loading requirement _____

How will requirements be fulfilled? _____

4. Parking requirement _____

How will requirement be fulfilled? _____

5. Off-street parking

Spaces required _____

Spaces provided _____

Access from public street (which street) _____

Dimensions _____

Grading required _____

Surface _____

Circulation pattern and exiting procedure _____

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

Standard**Compliance Guaranteed**

Noise _____

Smoke _____

Glare or heat _____

Vibration _____

Fly ash, dust, fumes, vapors, gases
or other forms of air pollution _____

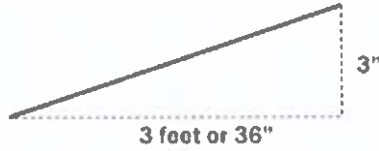
Liquid and solid waste _____

Odors _____

CALCULATING SLOPES – SLOPES OVER 35% REQUIRE TOPOGRAPHIC SURVEY BY LICENSED ENGINEER OR SURVEYOR

GRADIENT RISE:RUN

3" = X or rise 3'=Y or run



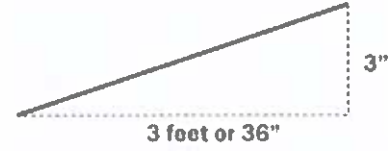
SLOPE = 1 : 12

SLOPE GRADIENT = X:Y

X = RISE (HIGH TO LOW)

Y = RUN (OVER WHAT DISTANCE)

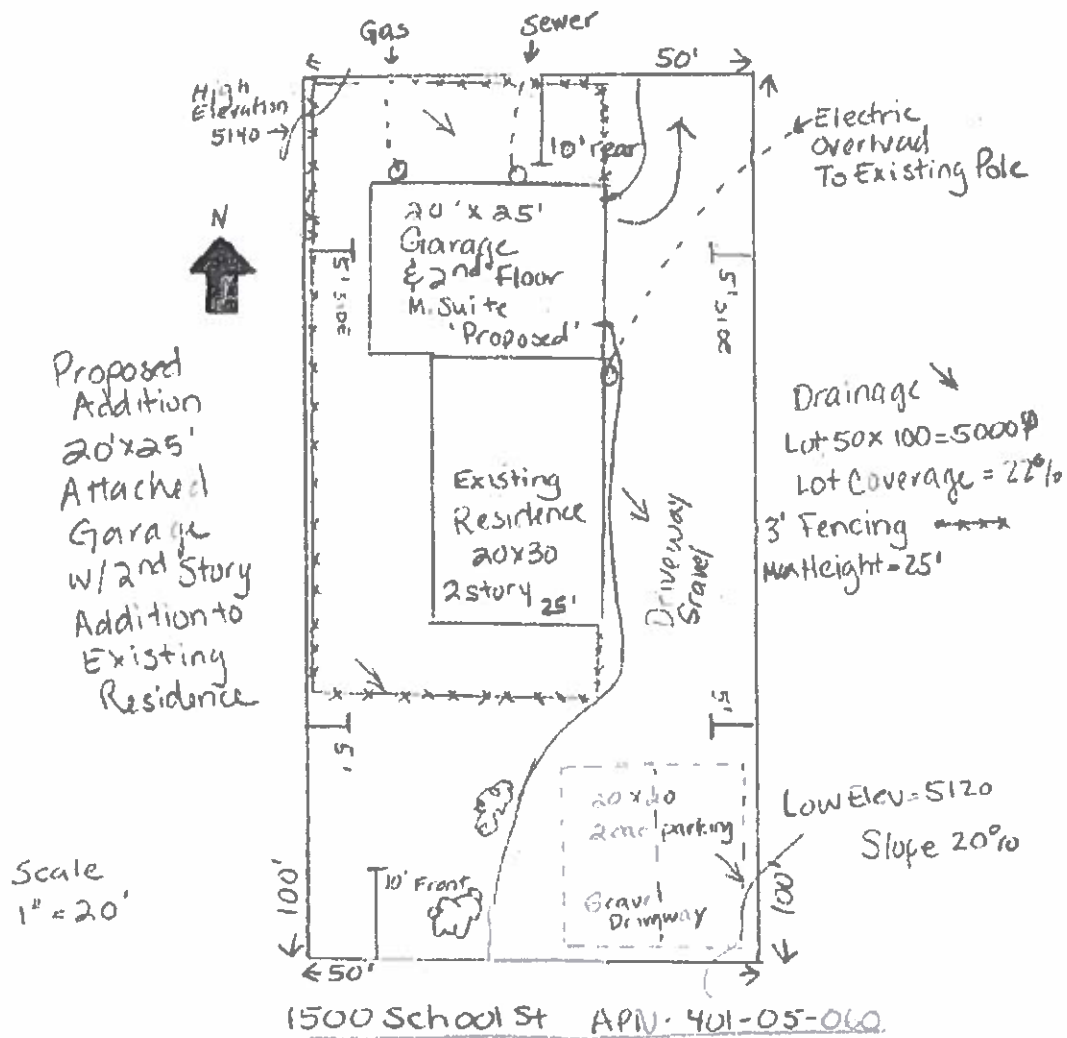
SLOPE PERCENT CALCULATION



$$\text{SLOPE} = \frac{3''}{36''} = 0.083 \times 100 = 8.3\%$$

$$\text{RISE} + \text{RUN} = (X) \times 100 = \%$$

SAMPLE SITE PLAN ↓





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TOWN OF JEROME, ARIZONA

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

SMALL PROJECT APPLICATION, PLANNING & ZONING COMMISSION

NOT FOR NEW BUILDINGS OVER 200 SQ FT.

PLEASE PRINT LEGIBLY SO THAT PROCESSING WON'T BE DELAYED

ADDITIONS & ACCESSORY STRUCTURES UNDER 200 FT², ENCLOSING/SCREENING EXISTING PORCH, LANDSCAPING AND GRADING

APPLICANT'S NAME: _____

MAILING ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

PROJECT ADDRESS: _____

PARCEL NUMBER: _____ ZONE DISTRICT: _____

PERMITTED USE?: ☐ CONDITIONAL USE?: ☐

APPLICATION FOR (Please describe the project.): _____

- I hereby apply for consideration and conditional approval by the above Commission.
- I understand that application fee is due at submission and review will not be scheduled until fee is paid to the Town.
- I have obtained and reviewed information on the criteria used in evaluation by the Planning & Zoning Commission 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: _____ DATE: _____

TOWN USE BELOW

RECEIVED FROM: _____ DATE: _____

Received the sum of \$ _____ as: ☐ Check No. _____ ☐ Cash ☐ Credit Card

Per Fee schedule – Ordinance 332

BY: _____

FOR: _____

ZONING DISTRICT: _____

PROPOSED USE: _____

PLANING & ZONING REVIEW – ITEMS REQUIRED PER ZONING ORDINANCE SECTION 503

NOTE: FIRE SAFETY; A PLAN REVIEW WILL BE CONDUCTED FOR SUBMISSIONS INVOLVING EXPANSION OF NON-CONFORMING STRUCTURES, ACCESSORY BUILDINGS AND PROJECTS IN COMMERCIAL OR INDUSTRIAL ZONES.

Each application for Site Plan Approval will be filed with the Zoning Administrator to be forwarded to the Planning & Zoning Commission. The application for approval shall be submitted with eight (8) identical copies of the plan. Each copy shall be on one or more sheets of paper, not measuring more than twenty-four inches (24") by thirty-six inches (36"), drawn to a scale not smaller than forty feet (40') to the inch, which show the features referenced in Section 303 I.C. 1-11. The following checklist is provided for the applicant's convenience to ensure inclusion of all necessary data.

Eight (8) copies of the site plan – include items below

- _____ North arrow
- _____ Scale – No Smaller than 1" = 40'
- _____ Property lines & lot dimensions
- _____ Street names
- _____ Location of all existing and proposed buildings and structures and number of stories (describe building height)
- _____ Exterior lighting – proposed new
- _____ Indicate setbacks for required yards at project site
- _____ Space between buildings, existing and proposed – 5' required for new construction
- _____ Dimensions of all proposed new walls and fences
- _____ Existing man-made features (roads, walkways, stairways, etc.)
- _____ Parking; location, number and dimension of spaces
- _____ Driveways or other access ways – proposed new & existing
- _____ Pedestrian walkways and stairways – proposed new & existing

Grading/Excavating – Engineering reports may be required

- _____ Existing and proposed drainage, indicate high and low on site plan and general direction of flow → on site
- _____ Existing and proposed grades
- _____ Slope of property, calculation example on page 5
- _____ Proposed excavation

Vicinity sketch, may be presented on site plan or as separate document

- _____ Include the site, relation to streets and adjacent properties

COMMERCIAL & INDUSTRIAL DEVELOPMENT

_____ Fire Safety Review Required: Plan reviewed by: _____ Date: _____

Notes: _____

PROPERTY DESCRIPTION, ADDITIONAL INFORMATIONPROPOSED USE: _____ PERMITTED USE?: ☐ CONDITIONAL USE?: ☐

1. Name of connecting public street _____
2. Lot area _____ Required for zone _____
3. Lot width _____ Required for zone _____
4. Square footage of existing buildings _____ Proposed Project Sq. Ft. _____
5. Percentage of lot covered (if adding square footage or new building to lot) _____
6. Yards (fill out this section if proposed project includes new structure within 5' of any property line).

Front _____	Front of buildings within 100' _____
Side yard (1) _____	Side yard (2) _____
Rear yard _____	Single road? _____ Double road frontage? _____
7. New Exterior lighting? _____
8. New Walls or fences? _____
9. New accessory building(s)? _____

Square footage _____	Height _____
----------------------	--------------

PARKING AND LOADING – Please review ZONING ORDINANCE, §510

1. Off-street parking	Existing	New
Spaces required	_____	_____
Spaces provided	_____	_____
New? Describe Access from public street	_____	_____
New? Indicate Dimensions (8' x 20' req.)	_____	_____

PLEASE NOTE:

After Planning & Zoning Commission approval and Design Review Board approval, building projects must then be submitted to the Building Inspector for review, approval and issuance of building permit(s).

REGARDING BUILDING PERMITS:

There are additional fees required for building permits to reimburse the Town for costs of providing plan review and construction inspection services. Please refer questions to the Building Inspector. Commercial projects, and some residential projects, generally require plans to be prepared and/or sealed by an Arizona registrant, such as a licensed architect or engineer, per A.R.S. §32-144. Licensed contractors are required for construction projects per A.R.S. §32-1121.



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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, April 3, 2019 TIME: 7:00 pm

PLACE: JEROME CIVIC CENTER

600 Clark St., JEROME, ARIZONA 86331

MINUTES

ITEM 1: CALL TO ORDER/ROLL CALL

Chair Schall called the meeting to order at 7:05 p.m.

Roll call was taken by Charlotte Page. Commission members present were Chair Lance Schall, Scott Hudson and Henry Vincent. Joe Testone arrived later in the meeting.

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

7:05 (00:45) ITEM 2: PETITIONS FROM THE PUBLIC – There were no petitions from the public.

7:05 (00:55) ITEM 3: APPROVAL OF EXECUTIVE SESSION MINUTES MARCH 6, 2019:

Note: Because this executive session was conducted without the Town Attorney present, these minutes are a public record, available for public review and will be filed accordingly.

Motion to Approve the Executive Session Minutes of March 6, 2019

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

7:06 (02:17) ITEM 4: APPROVAL OF MINUTES: Minutes of Special Meetings of February 25, 2019 and December 5, 2018, the Special Joint Meeting of Town Council/DRB/BOA and P&Z of January 16, 2019 and the Regular Meeting minutes of March 6, 2019

Motion to Approve the Special Meeting Minutes of December 5, 2018 and February 25, 2019, the Special Joint Meeting Minutes of Town Council/DRB/BOA and P & Z of January 16, 2019 and the Regular Meeting Minutes of March 6, 2019

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



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7:08 (03:12) ITEM 5: CONDITIONAL USE PERMIT REVIEW, 128 FIRST ST., RESIDENTIAL USE IN C-1 ZONE.

APPLICANT: Lee Christensen

ADDRESS: 128 First St., (128 School St.)

ZONE: C-1

OWNER OF RECORD: Don & Paula Nord

APN: 401-10-006

Review of Conditional Use Permit for Residential Use in C-1 Zone. Site is historical home that has been vacant for some time.

Ms. Page explained that the footprint of the building actually gets smaller.

Chair Schall said residential use in a commercial zone typically has less of an impact. He sees no issues.

Motion to Approve the Conditional Use Permit for 128 First Street

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

7:10 (5:27) ITEM 6: DRAFT TEXT AMENDMENT, REFERENCE TO SOLAR GUIDELINES – ORDINANCE VERSION FOR PRESENTATION TO COUNCIL

Review of Ordinance drafted for Solar Reference, with copies of public hearing draft as approved February 6, 2019.

Ms. Page said this was here to review it as an ordinance.

Chair Schall said let the record show that Joe Testone has arrived and has voted on Item 6.

Motion to Advance to Council

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

7:14 (9:27) ITEM 7: DRAFT TEXT AMENDMENT, ARTICLE III PROCEDURES, ADDITION OF REFERENCE TO A.R.S. 9-462.04 PUBLIC HEARING NOTICES.

Review of Ordinance drafted to be presented to Council for consideration.

Motion to Forward to the Council for Their Consideration

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



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7:17 (12:30) ITEM 8: DRAFT TEXT AMENDMENT, R-2 & ZONING ORDINANCE

Commission to review proposed text amendment to Article II Definitions and Article V Use Regulations, about R-2 and other zones and possible creation of additional zone.

The commission discussed the changes.

Ms. Page explained the next step is a public hearing.

Chair Schall gave direction to staff to move this on to public hearing and put into ordinance format.

7:22 (18:35) ITEM 9: REVIEW - SECTION 301(D)(3), REQUIRING $\frac{3}{4}$ VOTE TO OVERRIDE P&Z DECISIONS.

Commission to review request from Council to draft change to 'majority vote' for override of P&Z decisions.

Chair Schall said this is to correct an anomaly in our own procedure. He went on to say the Town Attorney agrees this is unusual and recommend it be stricken.

Commissioner Vincent asked why change it, if it's been like that since the adoption of the ordinance.

Ms. Page said she didn't know other than changes are made to the ordinance from time to time. She said there are different reasons.

Chair Schall directed them to read the memo from Candace Gallagher, he believes her explanations give a good reason to change.

Ms. Page explained that Council has requested that this Commission consider a majority vote instead of a super majority.

Commissioner Vincent asked does this diminish the effectiveness of this body.

Chair Schall said he doesn't mind surrendering the power and he is compelled by the Town Attorneys recommendation.

Motion to Approve Change and Prepare a Draft Text Amendment

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

7:34 (29:25) ITEM 10: REVIEW - SECTION 106(B), CONSIDER ELIMINATING P&Z LIAISON TO DESIGN REVIEW BOARD.

Commission to review request from Council to draft change to eliminate Planning & Zoning liaison to Design Review Board.

Ms. Page explained the input from Council is one member sitting on two boards has two votes.

Chair Schall agreed and asked for discussion.



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Commissioner Hudson asked if the ordinance says specifically there has to be a liaison.

It was confirmed it did. Specifically, a member of Planning and Zoning sits on Design Review.

Commissioner Vincent asked how the Chair of the Design Review Board felt, isn't that the Board that would be affected. He asked Ms. Page if she had received any feedback from him.

Ms. Page responded she didn't know if he was even aware of it.

Chair Schall would like to receive input from Design Review.

Commissioner Vincent asked Ms. Page how she feels about having that role.

Ms. Page said she believes the continuity between the two boards is very helpful.

Chair Schall gave direction to staff to check with Design Review first and put it on the May agenda.

7:39 (34:02) ITEM 11: ZONING ADMINISTRATOR UPDATE ON CONDITIONAL USE PERMITS FOR RESIDENTIAL USE IN COMMERCIAL ZONES.

Ms. Page explained in 1977 legal nonconforming situations were grandfathered. Building occupancy was not documented well. However, there was a piece in the non-conforming section of the zoning ordinance (which had been removed from the ordinance in 1997) and she read, "A nonconforming building, in the purpose of this section, the fact that the dwelling is not occupied shall not be considered a discontinuance of that use." So, for residential use in the commercial zone any building that had been historically occupied as residential was allowed. She had prepared a spread sheet and went over it with the Commission showing the buildings that have a conditional use permit. She would like this commission to decide whether a conditional use permit would be needed.

Chair Schall doesn't believe there is a need to go back and ask all of these homeowners to get CUP's. He would be inclined to document each one of them as okay for residential use.

Commissioner Vincent asked Ms. Page if there was something they could do to help her with this.

Commissioner Testone does not see the need for this, he doesn't see why it couldn't be a permitted use as long as it wasn't contrary to the infrastructure or conditions of the building. We should consider that because we don't have enough affordable housing in Town.

Chair Schall stated residential is a less intensive use and at the same time he would hate to see store fronts turn into residential use. He sees no problem with apartments above stores.

Commissioner Testone, after listening to Chair Schall's compelling synopsis, changed his position.

Chair Schall doesn't want to make these homes in the Commercial district get CUP's. Direction to staff to clean this up and document it administratively. We can have this Commission vote on it, but we'll just grant CUP's.

Ms. Page said this board can only recommend to Council.

Chair Schall said some kind of solution along those lines, it would be a fair and appropriate approach.

8:01(56:35) ITEM 12: ZONING ADMINISTRATOR UPDATE ON DRAFT TEXT AMENDMENT FOR CERTIFICATE OF NO EFFECT.

Ms. Page said Design Review requested she come up with a "Small Projects" application.



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Chair Schall asked her if she had a list of projects that a short form could be used.

The commission asked Ms. Page to come up with a list of projects.

Chair Schall gave direction to staff to come back with a list of small projects.

8:07 (1:02:05) ITEM 13: FUTURE AGENDA ITEMS

Ms. Page said we have a lot line adjustment coming. Next month she will bring a report on sheds allowed with no P & Z approval, there are ten structures built with DRB approval, but not P & Z approval.

Chair Schall explained how the debacle possibly occurred.

ITEM 14: ADJOURN

The Meeting Adjourned at 8:10 p.m.

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

Approval on next page.



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PLANNING AND ZONING COMMISSION

DATE: Wednesday, April 3, 2019 TIME: 7:00 pm

PLACE: JEROME CIVIC CENTER

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Respectfully submitted by Joni Savage on May 1, 2019

Approved: _____ Date: _____
Planning & Zoning Commission Chair

Attest: _____ Date: _____
Planning & Zoning Commission Vice Chair

PROJECT:
CUBAN QUEEN
BORDELLO
ROOMING HOUSE

324 QUEEN ST.
JEROME, AZ 86331



ANOTHER LOOK
2506 E CAMPBELL AVE
PHOENIX, AZ 85016
MATTHEW HANKS
T. 480.286.8183
matt.hanks@gmail.com

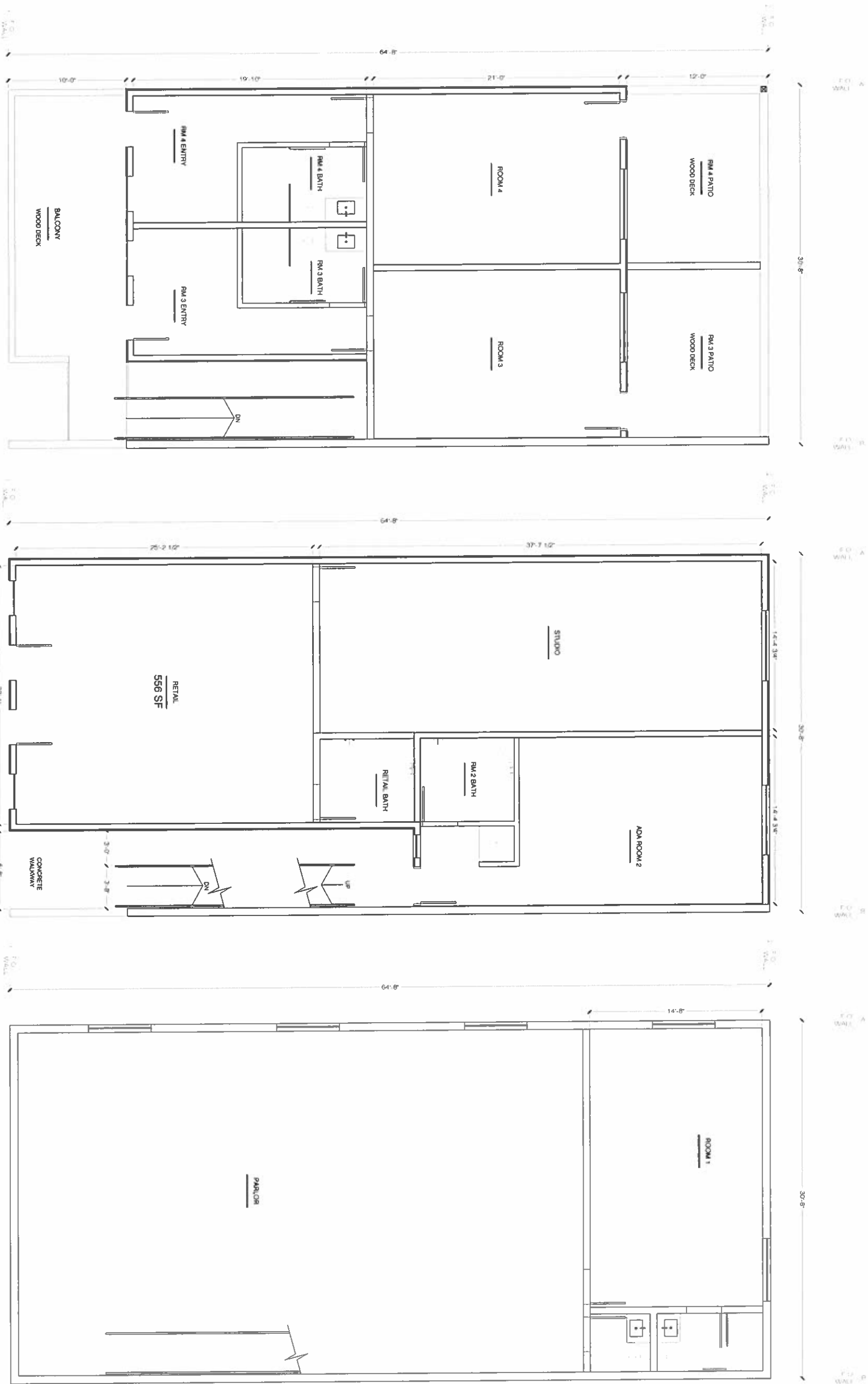
issued	rev	date
CITY SUBMITTAL		

FLOOR PLAN

Drawing Title

AS NOTED
Scale

A200
Drawing No.



LEVEL 3 (UPPER) FLOOR PLAN

SCALE 1/8"=1'-0"

LEVEL 2 (STREET) FLOOR PLAN

SCALE 1/8"=1'-0"

LEVEL 1 (BASEMENT) FLOOR PLAN

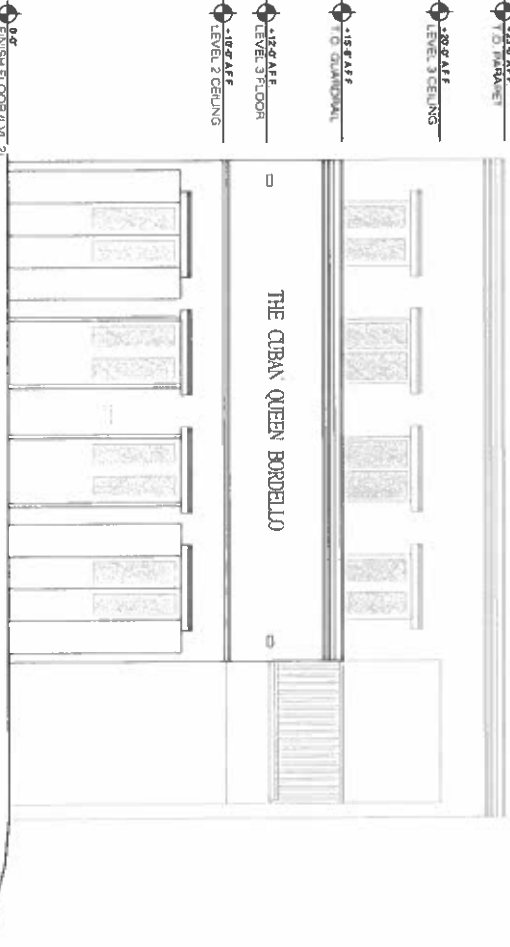
SCALE 1/8"=1'-0"

PROJECT:
**CUBAN QUEEN
BORDELLO
ROOMING HOUSE**

**324 QUEEN ST.
JEROME, AZ 86331**

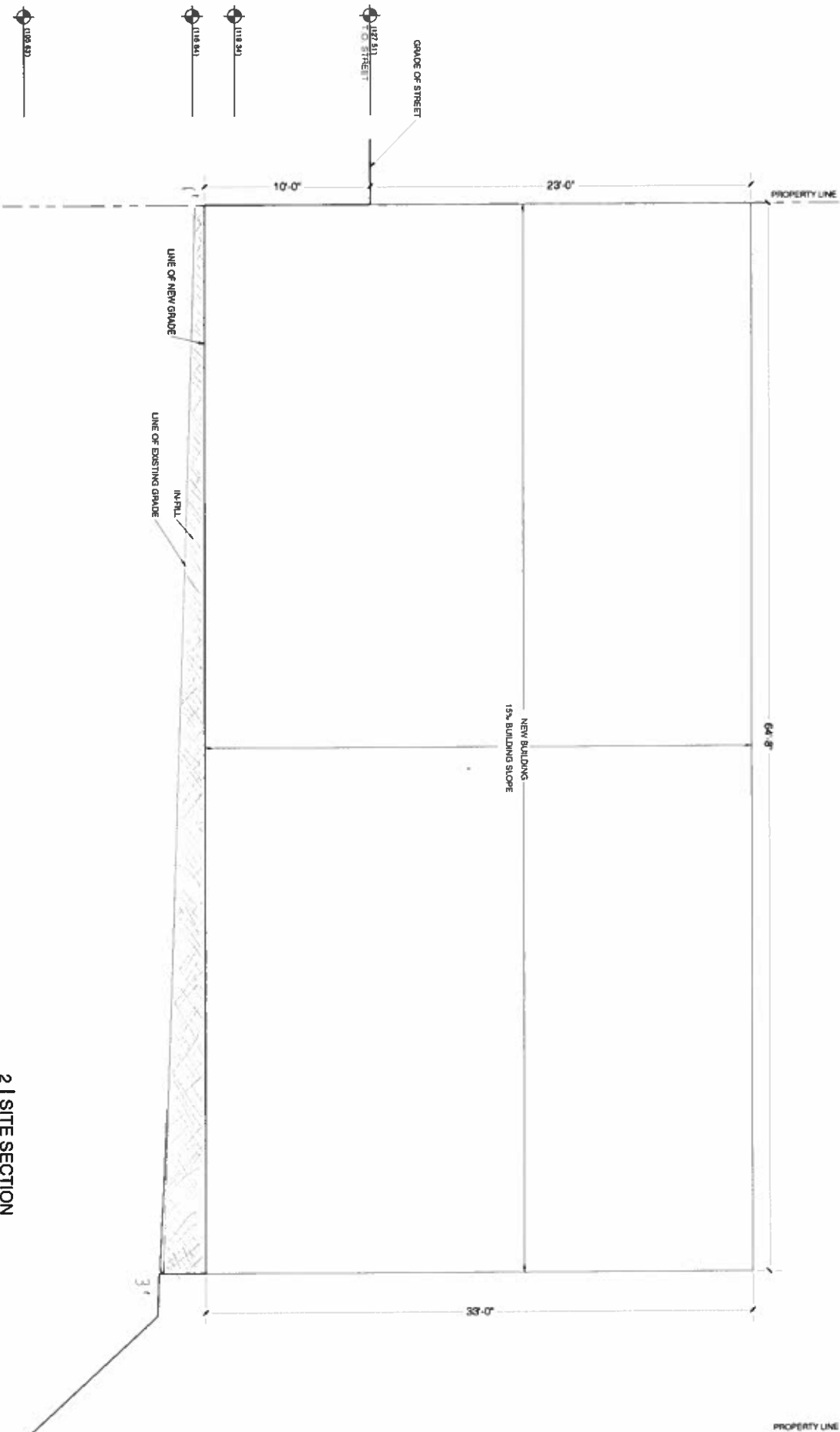


ANOTHER LOOK
2505 E. CAMPBELL AVE
PHOENIX, AZ 85016
MATTHEW LIMM
T. 480.285.5183
mat.limm@gmail.com



- 22'-0" AFF TO FINISH
- 20'-0" AFF LEVEL 3 CEILING
- 15'-0" AFF TO FINISH
- 12'-0" AFF LEVEL 3 FLOOR
- 10'-0" AFF LEVEL 2 CEILING

1 | SOUTH ELEVATION
SCALE: 1/4"=1'-0"



2 | SITE SECTION
SCALE: 1/4"=1'-0"

**ELEVATION &
SECTION**

Drawing Title

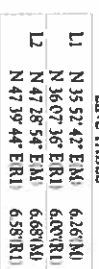
AS NOTED
Scale

A300

Drawing No.

Issued	rev	date
CITY SUBMITTAL		

LOCATED IN SECTION 22 & 23, T16N, R2E, U.&S.R.&M.
YAVAPAI COUNTY, ARIZONA

=NOT FOUND
OR SET

THIS MAP WAS PREPARED FOR A SPECIFIC PURPOSE

SURVEYOR'S CERTIFICATE:

THIS RESULTS OF SURVEY MAP AND THE FIELD SURVEY ON WHICH IT IS BASED WERE CONDUCTED DURING THE MONTH OF OCTOBER, 2018, UNDER MY DIRECT SUPERVISION IN ACCORDANCE WITH THE STANDARDS GOVERNING THE CREATION OF LAND SURVEY BOUNDARIES WITHIN THE STATE OF ARIZONA, AND IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SCOPE OF SERVICES

THE SERVPROVIDED IN THIS BOUNDARY SURVEY INCLUDES THE FOLLOWING:

1. LOCATING EXISTING, BOUNDARY MONUMENTS AND RECKLING MISSING OR MONUMENTS ON SUBJECT PROPERTY.
2. SHOWING EXISTING MONUMENTS USED TO DETERMINE POSITION OF MONUMENTS ON SUBJECT PROPERTY.
3. SHOWING ON THIS PLAT CERTAIN CLAIMANTS' SEE NOTE.
4. SHOWING VISIBLE ENCROACHMENTS THAT AFFECT SUBJECT PROPERTY.

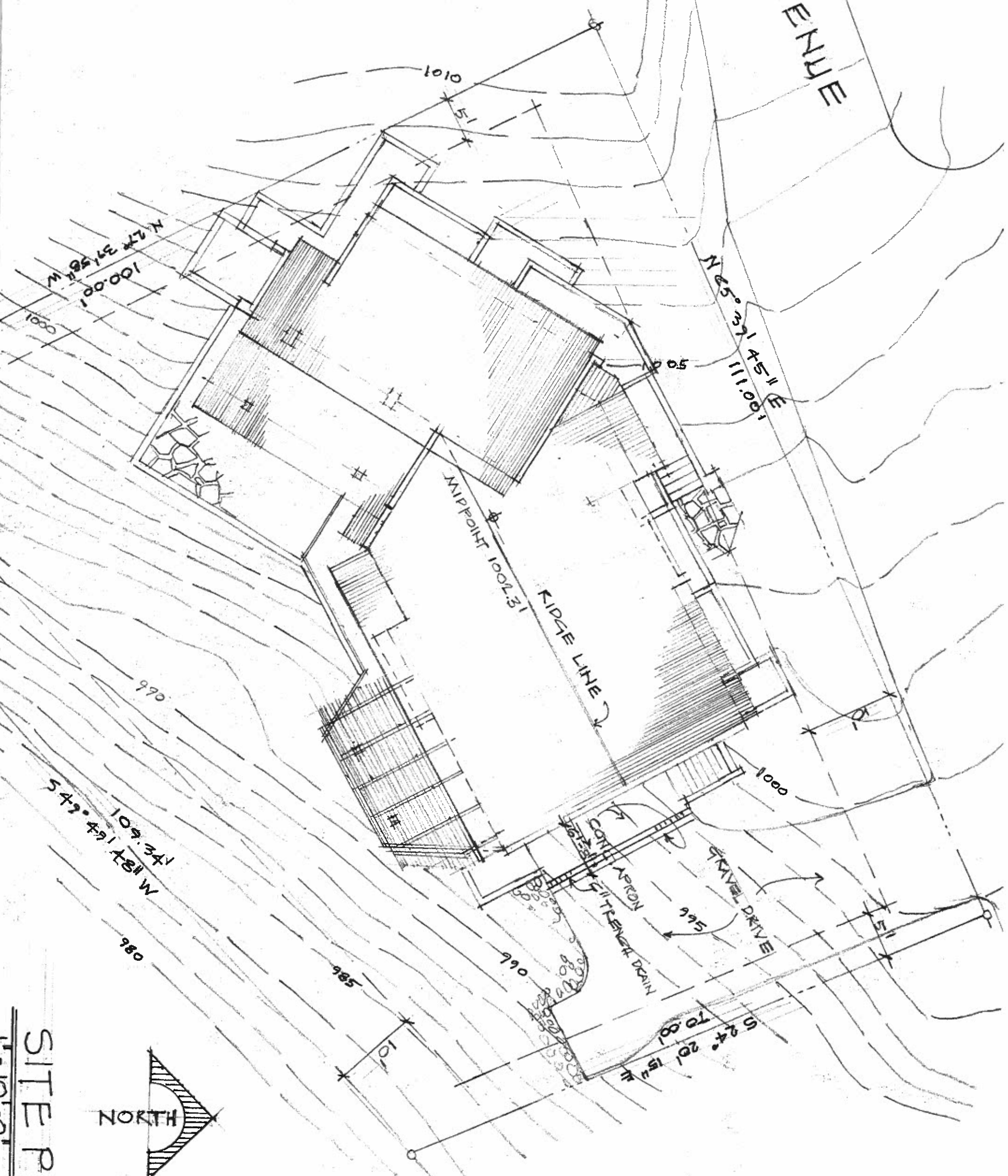
ACCEPTANCE OF THIS PLAT SIGNIFIES THE ACCEPTANCE OF THESE SERVICES

LIMITATION OF LIABILITY. The Surveyor's Certification is subject to a limitation of liability. The general public and client are on notice that this Survey is subject to a limitation of liability not to exceed the price of the contract between Hannes Surveying LLC and said client.

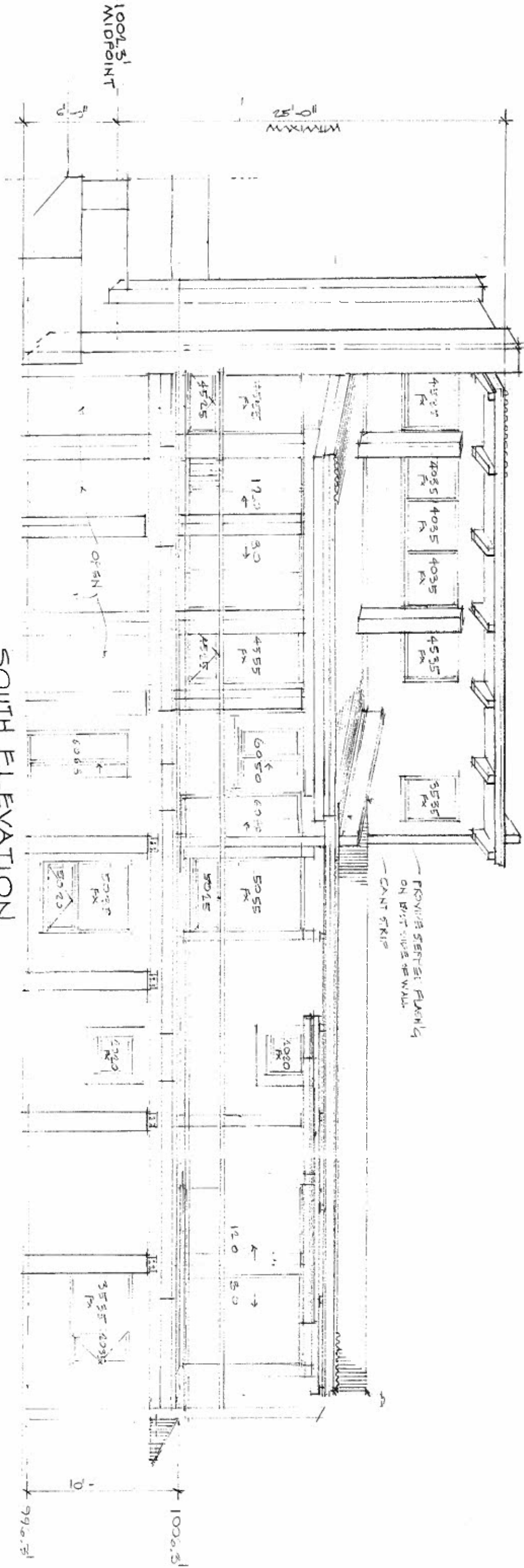
10-17-2018
HAMMES SURVEYING LLC
2100 VIA SILVERADO
CAMP VERDE, AZ. 86322
(928) 282-5686 (928) 567-2833



UNDEE AVENUE

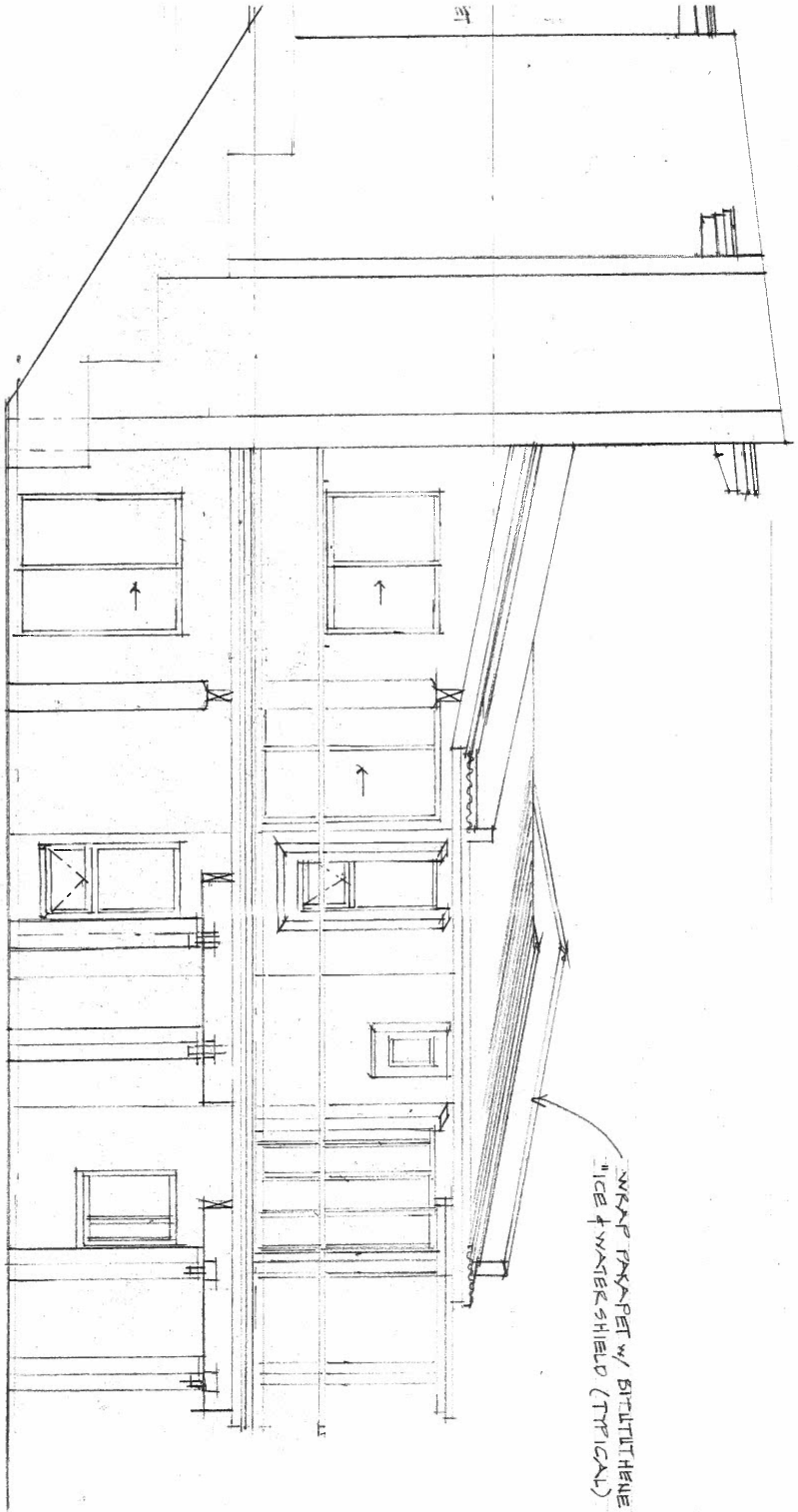


SITE PLAN



SOUTH ELEVATION

WEST ELEVATION



WRAP PAPER w/ BITUMULIUM
ICE & WATER SHIELD (TYPICAL)

2x10 FACIA w/ 2x4 TLM-WRAP
w/ ANOD. ALUM. METAL CLADDING

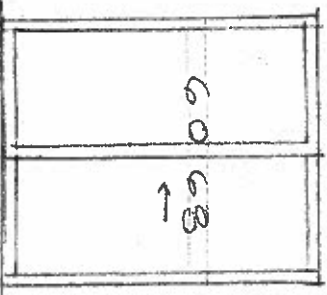
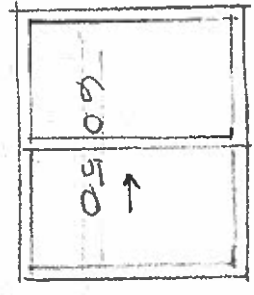
5/8x10 1/2" GLB w/ SLOPED END
CUT 1'-6" w/ 1/2" STEP

5/8x12" GLB EXP. ON INSIDE
3x8 LEDGE w/ 1/2" A.B. @
16" O.C. w/ 1/2" OFFSET

CORR. SH. METAL COKE D
ROOF ON T-11 CELL'G w/
EXP. 2x6 RS RAFTERS &
6x8 FILLING RS

1'-6" HORIZ. CUT w/ 1/2" OFFSET
6x10 RS BEAM

2x6 TREX DECK ON RS
2x10 FLR JOISTS
6x12 RD BEAM



OPEN

5/8x9" GLB

5/8x12" GLB
w/ BEAM ROCKETS

#4 CONT

#5 @ 16" O.C.

HEAVY DLO-WIRE @ 8" VERT.
THOROSSEAL W.P.

APPLY 2 COATS PER
MANUF. SPECS.

#4 @ 12" O.C. EX. WAT

#4 @ 10" O.C. CONT w/ 3" CLEAR COVER (TYP. @ BOTTOM BARS)
#5 @ 16" O.C. w/ 1/2" CLEAR COVER

#4 @ 12" O.C. EX. WAT
2'6" x 3'0" CONC FTG x 12" DP