



TOWN OF JEROME

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

DRAFT MINUTES

Regular Meeting of the Planning and Zoning Commission

Tuesday, May 16, 2023, 6:00 pm

Jerome Civic Center, 600 Clark Street, Jerome Arizona, 86331

6:00 (0:12) Item 1: Call to order / Roll Call

Present were Vice Chair Lance Schall, and Commissioners Jera Peterson and Lori Riley. Chair Jeanie Ready joined via telephone. Staff present included Zoning Administrator Will Blodgett and Deputy Town Clerk Kristen Muenz.

6:01 (1:02) Item 2: Petitions from the public

Possible Direction to Staff

There were no petitions from the public.

6:01 (1:11) Item 3: Approval of Minutes – Regular meeting of April 18th, 2023

Vice Chair Schall asked if there were any questions or correction of the minutes from the commissioners and, hearing none, moved to approve the minutes as submitted.

Motion to approve the Minutes of the Regular Meeting of April 18th, 2023, as submitted

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Peterson		X	X			
Ready			X			
Riley			X			
Schall	X		X			

Old (continued) Business: none

New Business:

6:02 (2:16) Item 4: Structural changes to 711 East (Door/Window)

Applicant/Owner: Eric Jurisin

Zone: R1-5

Address: 711 East Ave.

APN: 401-07-102

Applicant is seeking approval to replace x1 door with a window, replace decking and replace the roof.

Discussion/Possible Action

Zoning Administrator Will Blodgett read his analysis of the structural changes. The applicant had submitted a proposal to remove a sliding glass door located on the upper floor, frame it in, and add a window. The window will be the same size, manufacture, and style as an existing window on the same structure, a picture of which was included in the packet.

Commissioner Jera Peterson asked for clarification, they are not moving the side window, they are just matching it?

Mr. Blodgett confirmed that they were just matching the existing window, not removing it.

Commissioner Lori Riley commented that it looked pretty cut and dried to her, which Ms. Peterson agreed with.

Mr. Schall said that it looked fine to him. He said he didn't have a lot to talk about because most of the project would be a Design Review concern. Also, when our Building Inspector does a plan review, he will make sure it is going to stand up and meets fire and egress and whatever else is important. This doesn't change the height of the building, the setback, the easements, or parking.

Mr. Blodgett replied that he did not find any code language or any property development standards or general regulations that would impact this. It is simply that the language of the ordinance states any structural changes need to come before Planning & Zoning need to come before Planning & Zoning. He said that is something in the language that we can tighten up in the future, so we are not taking little items like this and making the process bigger than it needs to be.

Mr. Schall said that he would not object to some kind of administrative approval for something as simple as this, but he understood the wording in the ordinance. He asked if there were any complaints.

For clarification, Ms. Peterson asked, "we are just voting on the door becoming a window in that wall?"

Mr. Blodgett confirmed that was the case and said even such a very minor structural change falls under the purview of this commission.

Ms. Peterson said that is what we deal with, and Mr. Blodgett responded, yes ma'am.

Mr. Schall said he supposed that it is the definition of structural change, at least one we can see.

Ms. Riley said that she had no issues.

Mr. Schall moved to approve the structural change at 711 East Avenue.

Motion to approve the structural changes (Door/Window) to 711 East Avenue

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Peterson			X			
Ready			X			
Riley		X	X			
Schall	X		X			

Meeting Updates:

6:07 (6:38) Item 5: Updates of recent and upcoming meetings

- **April 18th P&Z Regular Meeting**– Approved a new shed construction at 209 Third, and a retaining wall at 139 Juarez.
- **April 25th DRB Regular Meeting**- Approved multiple signs (x4) and a Garage remodel at 121 Third Street.
- **April 11th Regular Council Meeting**- Minutes available for review.

Mr. Schall asked Mr. Blodgett if he had any updates for the commission.

Mr. Blodgett briefly explained the recent meeting activity for the Design Review Board, which included approval of several signs.

Mr. Schall asked if that included the replacement of the Cornish Pasty sign, which had an upside-down “S.”

Mr. Blodgett replied, “Yes sir.” There was some discussion as to the previous sign and Mr. Blodgett said that at least now it was an approved sign within size regulations.

Mr. Schall said he couldn’t complain, it was much improved.

Ms. Peterson suggested that maybe they wanted the “s” that way, like when you make a Turkish rug.

Mr. Schall said that if they wanted it that way, they could have put the other “s” that way, but now the issue was a matter of public record because we have talked about it in this meeting.

Mr. Blodgett explained that DRB also chose to treat the Foy garage project as a remodel, so that was approved. The building permit has not been issued yet as the Building Inspector is off work for a little while.

6:09 (8:50) Item 6: Potential items for April Planning & Zoning meeting, Tuesday June 20 – Multiple items nearing readiness for review.

Mr. Blodgett said that he had multiple items that were in progress, but none have proceeded to the point that an application is ready yet. He said the ball is in the applicants’ court and as of right now, he does not have a project scheduled for next month’s meeting.

Mr. Schall said that there is still time before next month for an applicant to get their information together.

Mr. Blodgett agreed there was time, and if an applicant got their information together, that could change. He said that as he has more time himself, he has some things he would like to bring to P&Z outside of normal applications, things he has observed, planning problems, and little fixes here and there. He said he definitely would like the benefit of the commissioner’s experience to see if there were better ideas, and so we will have some work study sessions for the future. Mr. Blodgett said he will try to make that information available well ahead of time, but it will be a few months.

Mr. Schall said that he is always up for a work session to look at stuff whenever it is ready.

Item 7: Adjourn

Motion to adjourn at 6:12 p.m.

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Peterson	X		X			
Ready			X			
Riley			X			
Schall		X	X			

Approved: _____ Date: _____
 Vice Chair Lance Schall, Planning & Zoning Commission Vice Chair

Attest: _____ Date: _____
 Kristen Muenz, Deputy Town Clerk