



TOWN OF JEROME

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MINUTES

REGULAR MEETING OF THE PLANNING AND ZONING COMMISSION OF THE TOWN OF JEROME

TUESDAY, JANUARY 16, 2024, AT 6:00 PM
JEROME CIVIC CENTER, 600 CLARK STREET, JEROME, ARIZONA

Due to the length of this meeting, Council may recess and reconvene at the time and date announced.

6:02PM (0:15) Item 1. CALL TO ORDER/Roll Call

Present were Chair Jeanie Ready, Vice Chair Lance Schall, and Commissioners Jera Peterson, Lori Riley, and Issam (Izzy) Sharif.

Staff present were Zoning Administrator Will Blodgett and Deputy Clerk Kristen Muenz.

6:02PM (0:35) Item 2. APPROVAL OF MINUTES

A. Minutes of the December 19 Regular meeting of the Planning & Zoning Commission

Ms. Ready introduces the minutes sharing corrections to be made. First, page 1 of the minutes in the 2nd paragraph, Ms. Riley is referred to as Mr. Riley. On the same page, the vote indicates she abstained from voting, but she voted aye. She shares the new board member abstained because he was not at the previous meeting.

Mr. Schall adds, the table doesn't match the description. He abstained as well because he was not at the previous meeting.

Ms. Ready says the abstentions should be attributed to Mr. Schall and Mr. Sharif and the other 3 votes are ayes. She says there is just one more correction on page 6 of the packet; there are 2 seconds recorded, she knows there was a tie, but she believes on the record it was attributed to one or the other.

Mr. Sharif shares that he seconded after Ms. Riley on that vote.

Ms. Ready says to check the record and correct the X in table. She asks if anyone else had any comments.

Mr. Schall moves to approve the minutes as amended.

Ms. Ready seconds the motion. She calls the question and the motion to approve the minutes is with amendments.

Motion to approve minutes as amended

BOARD MEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
PETERSON			X			
READY		X	X			
RILEY			X			
SCHALL	X		X			
SHARIF			X			

6:06PM (4:30) Item 3. OLD BUSINESS

There was none

Item 4. NEW BUSINESS

6:06PM (4:40) A. Deck Repairs and Expansion at 713 Main Street for Mary Wills and Sally Dryer

Applicant/Owner: Mary Wills & Sally Dryer

Zone: AR

Address: 713 Main Street

APN: 401-07-114D

Discussion/Possible Action

Mr. Blodgett reads the background and summary analysis provided in the meeting packet, sharing the applicant will be making repairs to a large section of the existing deck as well as a slight expansion, which will include replacing a top floor window with a door. He adds, the structure as it currently stands has no interior connection between floors and the expansion of the decking will help accommodate movement between the areas. He shares that the packet does include a letter from the applicant, who is also in attendance should there be any additional information needed or questions answered. He reads the property standards from the provided analysis, including the response which states the proposed expansion area faces southward, away from the highway and neighboring structures, and will not exceed the lot coverage limit for the AR zone of 40%. He adds the extension will not impact public easements or rights of way, nor will it extend the height as the expansion is lateral not vertical, and finally, all building permits and codes will be required and inspected

by the building inspector ensuring compliance. He shares that we do have a letter from the applicant, he can read it aloud or the applicant can share in their own words.

Ms. Ready asks the applicant if she would like to add anything or introduce the project in her own words.

Applicant Mary Wills says she doesn't have anything else to add.

Mr. Blodgett offers to read the letter into the record, which states, the project is designed to extend the existing deck as well as attach the deck to the upper floor. The property never provided a connection from the main residence downstairs to the upper floor. In connecting the two floors externally it will allow the applicant(s) to access the upstairs floor without walking out to their driveway and back to re-enter the home on the upper level. The structure is designed with cement footings and hemp fir lumber as noted in architectural drawings, will appear the same as the existing structure, and the stairway will lead to a door which will replace an existing window. Approximate measurements of the current structure are 15' x 13'6" and the addition will double the length of the existing structure, approximately.

Ms. Peterson asks if it is extending out by the tree or is it going over the tree?

Ms. Wills answers it will go around the tree.

Ms. Peterson confirms with the applicant it's the middle part that will go over the tree.

Mr. Blodgett shares he has the full size plans available for anyone who wants to review them.

There is discussion between commissioners Jera Peterson and Lori Riley regarding the tree.

Ms. Wills shares that it is not visible from the street, it is on the back of the house.

Ms. Riley says to Ms. Peterson that they will be going around the tree.

Ms. Wills says it's a single family house that was designed as duplex, that is why it's not connected.

Ms. Ready says I bet it has been quite a challenge trying to access the space without them being connected. She asks if anyone else has any other questions.

Mr. Schall and Mr. Sharif both answer no.

Ms. Ready shares it's pretty straight forward as far as it meets the ordinance and is clearly within the boundaries.

Mr. Blodgett says he doesn't see any problems.

Ms. Ready notes there are no issues with encroachments or setbacks.

Ms. Peterson asks Mr. Blodgett if he's saying with the extension, it's all within the 40%?

Mr. Blodgett answers yes, there is a requirement that no more than 40% of the lot area is covered in structures. The ordinance requires calculating deck square footage into that total. In doing so we are still well under the cap of 40% coverage area.

Ms. Peterson says it looks pretty straight for her too, she has nothing glaring or anything else to add.

Mr. Schall moves to approve the deck expansion as presented.

Mr. Sharif seconds the motion.

Ms. Ready calls the question, and the motion is approved unanimously.

Motion to approve Deck Repairs and Expansion at 713 Main St. as Presented

BOARD MEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
PETERSON			X			
READY			X			
RILEY			X			
SCHALL	X		X			
SHARIF		X	X			

Ms. Peterson asks Ms. Ready after the vote about not asking about comments from the public.

Ms. Ready says it's usually on the agenda and asks Mr. Blodgett if there were any petitions to speak from the public, as she assumed he would advise them if there were any.

Mr. Blodgett shares no there are no petitions and yes, he would make them aware if there were any.

B. Site-Plan review for Deck additions for 713 Main Street

Item B was added in error, all information, motion, and vote included with item A above.

6:15PM (13:37) Item 5. MEETING UPDATES

Finance Director Kristen Muenz shares board members may have noticed on the dais a copy of the Zoning Ordinance for each of them, this was at the request of Council. In the previous meeting minutes it was noticed that questions were asked about a specific ordinance, so Council requested everyone have a copy at every meeting for review as needed. She says these are their copies, to remain in the Chamber Hall, so that they don't have to bring their personal copies with them.

Mr. Blodgett follows, he thinks this is a great idea and supports it however it may be due to misspeaking at the last meeting. He says he used a generic term 'multifamily' housing, yet our zoning ordinance doesn't call it that. He continues, that may have been confusing, apologizing he says he will try to keep it square going forward.

Mr. Blodgett shares in the Spring they will start to get busy, adding has some trainings planned. Likely over the course of the next few months, they'll add 30 minutes of training to each meeting. He says, if you'd like to have a single 2 hour training session instead, or if take it in chunks the preference is entirely up to board members.

Mr. Schall shares he'd like it added to the meeting and included it in the agenda, so they are prepared.
 Mr. Sharif shares his agreement.
 Ms. Ready says depending on the subject of the work session, 30 minutes may not be enough.
 Mr. Blodgett said he was going to break it down into smaller sections.
 Ms. Riley adds, it's easier to remember that way.
 Ms. Ready says she's all for smaller chunks as long as they don't overwhelm themselves.
 Ms. Peterson suggests an hour.
 Mr. Blodgett answers the ½ hour would be in addition to the regular meeting. That way they take care of regular business, do some training, and don't have to have special meetings, keeping scheduling to a minimum.
 Mr. Schall says that could work for him; he already accounts for 1 – 1 ½ hours for the meeting but very often they are able to get their work done in 30 minutes. He asks if Mr. Blodgett could not add the training to the end of a long meeting.
 Mr. Blodgett responds that he will use his best judgement.
 Mr. Schall says it will fit his schedule better due to already counting on 1 – 1 ½ hours on Tuesday night anyway.
 Ms. Ready says let's start with that plan and see how it goes.
 Mr. Schall imparts particularly if you agendaize it last in the meeting and we notice it's going over...
 Mr. Blodgett interjects we can table it.
 Mr. Schall adds yes, we can table it, and that way public doesn't have to wait for us to hear their issue while watching us.
 Ms. Ready says then they can move on to item 6.
 Ms. Peterson asks if she can make an announcement, she informs the board that this will be her last meeting.
 Ms. Ready says she appreciates her service, but also recognizes her own limitation and desire not to overextend herself. She shares that the board will her.
 Ms. Riley says she liked Ms. Peterson's insight to all of this.
 Ms. Ready shares she feels like Ms. Peterson offered a new perspective, and you always have questions that others maybe didn't think about, and it's important to have that variety of input.
 Ms. Peterson says she might come back later.
 Ms. Ready says good luck at school.
 Ms. Riley says she's not resigning and filled out her application to renew.
 Ms. Ready shares she is not resigning, her commission is up in February, but she is also renewing.
 Mr. Sharif says is not going anywhere, he just got here.

6:23PM (20:03) 6. ADJOURNMENT

Ms. Riley motions to adjourn the meeting.
 Ms. Peterson seconds the motion.
 Ms. Ready calls the question and the meeting is adjourned at 6:23PM.

Motion to adjourn at 6:23PM

BOARD MEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
PETERSON		X	X			
READY			X			
RILEY	X		X			
SCHALL			X			
SHARIF			X			

Approved: _____ Date: _____

Chair Jeanie Ready, Planning & Zoning Commission Chair

Attest: _____ Date: _____

Kristen Muenz, Deputy Town Clerk