



TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331
(928) 634-7943
www.jerome.az.gov

ACTION MINUTES

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

JEROME CIVIC CENTER
600 CLARK STREET, JEROME, ARIZONA

TUESDAY, MARCH 19, 2024, AT 6:00 PM

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

6:04PM (0:18) 1. CALL TO ORDER –

Present were Chair Jeanie Ready, Vice Chair Lance Schall, and Commission members Rebecca (Becca) Miller, Lori Riley and Issam (Izzy) Sharif.

Staff present included Zoning Administrator Will Blodgett and Accounting Clerk/Administrative Specialist Michele Sharif.

6:04PM (0:36) 2. PETITIONS FROM THE PUBLIC -

There were none.

A. We welcome a new member to the Planning & Zoning Commission

Chair Ready welcomes the new board member, Rebecca Miller.

Mr. Blodgett informed Ms. Miller that after the meeting he has some other documentation to provide for her.

6:05PM (1:15) 3. APPROVAL OF MINUTES -

A. Draft minutes of the regular meeting of the Planning & Zoning Commission, January 16, 2024.

Ms. Ready introduces the meeting minutes for approval.

Ms. Riley motions to approve the meeting minutes.

Ms. Ready seconds the motion.

Ms. Ready calls the question and with 4 ayes and 1 abstention the meeting minutes are approved.

Motion to approve the January 16, 2024 meeting minutes of the Planning & Zoning Commission

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

6:05PM 4. NEW BUSINESS -

6:05PM (2:10) A. The Planning and Zoning Commission shall elect a new Chair and a new Vice Chair.

Ms. Ready introduces the item and clarifies that this appointment will take effect at the next meeting.

Mr. Blodgett confirms she will remain Chair this meeting, appointments will take effect at the next meeting.

Ms. Ready asks if anyone has any nominations, adding Mr. Schall has been the Chair before, and that Ms. Riley has been on the commission for a couple years now.

Ms. Riley says please not her she has a lot going on right now.

Ms. Ready says we need someone who can dedicate the time.

Ms. Riley asks Mr. Sharif if he would do it.

Ms. Ready says she thinks he would be great if he is interested and would be comfortable with it.

Mr. Sharif expresses he is comfortable but shares that he is going to run for a Council seat and believes that it would mean he would need to step down from his role on the Commission.

Mr. Blodgett confirms that he would in fact have to step down. He shares if did happen then his Vice Chair would step into the role, and they would elect a new Vice Chair.

Mr. Schall clarifies if there is a restriction to being vice chair twice in a row.

Mr. Blodgett says that the election was not done last year, and he believes the language refers to both Chair and Vice Chair can't be held by the same person twice in a row.

Ms. Riley suggests electing Mr. Schall as Chair and Mr. Sharif as the Vice Chair. She nominates Mr. Schall as Chair.

Ms. Ready seconds the nomination.

Ms. Ready calls the question, and Mr. Schall is appointed as the new Planning and Zoning Commission Chair.

Motion to appoint Lance Schall as Chair of the Planning & Zoning Commission

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

Ms. Ready nominates Mr. Sharif for Vice Chair.

Ms. Riley seconds the nomination.

Ms. Ready calls the question, and Mr. Sharif is appointed as the next Planning and Zoning Commission Vice Chair.

Motion to appoint Issam (Izzy) Sharif as the Vice Chair of the Planning & Zoning Commission

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

6:09PM (6:09) B. Site Plan Review for proposed expansion and remodel of the Haunted Hamburger.

Applicant/Owner: Eric Jurisin

Zone: C-1

Address: 410 Clark St.

APN: 401-06-037A / 401-06-156H / 401-06-036

Discussion/Possible Action:

Ms. Ready introduces the item and defers to Mr. Blodgett for further introduction.

Mr. Blodgett begins by sharing that although he expects some have already read his written report, he is going to go through it very systematically again for clarity's sake to be sure everyone understands. He adds if there is anything not adequately clarified let him know and he will do his best to expand upon it, especially when it comes to parking and dealing with nonconforming buildings, which gets to the realm of almost theoretical and can become confusing and abstract. He says this he thinks is fairly easy but when dealing with theoretical it gets a little difficult trying to understand it. He then reads his analysis report, followed by reading a letter from the applicant.

Mr. Blodgett says he would applaud Mr. Jurisin for not going the demolition route on this.

Mr. Schall shares that he spent some time looking at the parking situation and recognizes it as a critical factor to take a close look at, adding overall he wants to see the project and the Haunted Hamburger succeed, while also being compliant with the ordinance and also fair to other business owners. He says he doesn't want it to appear there was any favoritism and that is the genesis for really examining the parking situation. He shares in the letter it says 3 of out 6 units were occupied and in the same paragraph it says to create 5 affordable housing units. He says he wants to make sure that he's counting all the apartments that come and go as well as the changes of use to make sure he's catching all of the parking, and asks if the Haskins had nonconforming imaginary parking spaces.

Mr. Blodgett answers yes, the residential units at the Haskins are considered legal nonconforming use, therefore has grandfathered parking.

Mr. Schall asks if there are or were 6 apartments there?

Mr. Blodgett shares there may have, at some point in time, been six different people renting spaces but as far back as records can be found it was a 4-plex, adding that County and Town records only reflect 4.

Ms. Ready interjects that she'd like to recognize the applicant, Mr. Jurisin.

Mr. Jurisin says it was 6, sharing there are 6 meters and apartments numbered to 6, but only 3 or 4 of them were rented some or most of the time.

Mr. Blodgett shares that he checked with the utility bill records and the Town had 4 listed. He says regardless of whether it was 4 or 6 the nonconformity stays in place. The ordinance states that because it existed in that use prior to the adopted zoning ordinance then it is grandfathered in. He continues, this means the residential use isn't counted, or essentially is ignored in the count, and as the use is not changing but is being maintained and updated, then in terms of counting parking spaces the residential use is legal nonconforming.

Mr. Schall clarifies that there are 4 units in the remodel.

Mr. Blodgett answers there are actually 5 units because there is still 1 in the Haunted Hamburger building.

Ms. Ready & Ms. Riley both confirm there will be 4 in the Haskins building and 1 in the Haunted building.

Mr. Schall says that sounds reasonable, adding it would get cloudy if the remodel made eight units.

Mr. Blodgett shares the way that would work would be to establish historically exactly how many apartments were there, which would become the new zero, and then start counting from there.

Ms. Ready clarifies that then new parking would be required.

Mr. Schall says in this case it seems reasonable to assume there's no change.

Mr. Blodgett answers yes, in terms of the apartments that are going to remain there is no change in use.

Ms. Riley asks if people renting those apartments can park in the Clark street parking lot, adding if so then parking shouldn't be an issue.

Mr. Blodgett shares ideally, even if they had to park remote, if it's employee housing, then they'll live right next to work making their commute not terrible.

Ms. Ready says but their car still needs a space.

Mr. Blodgett answers that parking does dive into theoretical, where sometimes with legal nonconforming buildings we're providing parking in spaces that don't actually exist in reality.

Ms. Ready adds they are keeping the same number of units and the same intensity of usage as now.

Mr. Sharif acknowledges a hand in the audience.

Jerome resident, Nancy Robinson, seeking clarification, points out on page 13, 2 apartments are shown on the plans.

Mr. Jurisin answers that it is one apartment.

Ms. Robinson shares that she counts two living rooms, two kitchens and two bedrooms.

Mr. Jurisin apologizes, he shares it is too small for two apartments and should be only one apartment.

There was discussion and clarification that the two apartments reflected on page 13 should only be 1 apartment. The page included in the packet incorrectly reflects two apartments. There will be 1 apartment in the Haunted building and 4 apartments in the Haskins building.

Mr. Blodgett confirms that there needs to be an updated page in the site plans.

Ms. Robinson asks for additional clarification regarding areas reflected in the plans on page 14.

Mr. Jurisin confirms that on that side technically there were 3 apartments.

Ms. Riley asks Mr. Jurisin if he has plans to do anything with them.

Mr. Jurisin confirmed no, they won't be apartments. There is too much restaurant activity there and are being used for storage and the walk-ins.

There is conversation regarding moving the placement of the kitchen and what purpose other areas of the building are currently being used for and what future use they may have.

Ms. Riley asks for clarification regarding the kitchen and the blank spot on basement level drawings.

Mr. Jurisin shares the original plan was to put the kitchen below the restaurant, but then he bought the land from the Town resulting in the second set of plans, and then Mr. Bartell passed away and he was able to buy the Haskins, resulting now in the third set of plans. He shares this is likely where the mix up in drawings came from.

Mr. Schall asks Mr. Jurisin if the lower floor will be remodeled.

Mr. Jurisin says it is likely those areas will remain in use for storage or office space.

Ms. Ready acknowledges another question.

Ms. Robinson seeks further clarification regarding the apartments and their associated parking.

Mr. Blodgett clarifies for everyone that the parking calculations, based on what is being proposed, did not increase the need for parking. He further reiterates that there is also no such thing as a parking credit.

Ms. Robinson asks if the apartment reflected on page 18 will be where the kitchen is currently.

Mr. Jurisin answers yes, it is part of the trade in the building because currently it is a dining space for 24 people.

Ms. Robinson asks if all of the parking for this is just invisible.

Mr. Blodgett confirms yes, but had the expansion included higher intensity guest seating then he would have needed more parking but more of this project is more of a reorganization.

Ms. Ready asks if Mr. Schall has anything further.

Mr. Schall defers to Mr. Blodgett to finish his analysis presentation.

Mr. Blodgett continues reading his analysis of the project until Mr. Schall asks a question.

Mr. Schall asks if the new seating on the new patio comes from the upstairs seating.

Mr. Blodgett confirms yes and continues with his report.

Mr. Schall asks for point of clarification, what is OCC?

Mr. Blodgett confirms that is occupancy.

Mr. Schall asks if the occupancy on page 17 for the view deck will impact the seating or be used in calculation for parking.

Mr. Blodgett says no, the view deck is not included in the parking calculation.

Ms. Riley asks what HH Truck is on the drawings.

Mr. Jurisin confirms it's a parking spot for the Haunted Hamburger pickup truck.

Mr. Blodgett continues to read his analysis, sharing as this project expands and evolves, Mr. Jurisin may need to come back to ask for changes or variations. He adds the largest visible change is the addition of a new patio area. He then finishes reading his analysis noting that we have full size site plan prints on hand and asks if anyone has any other questions.

Ms. Riley asks if there will be two patio spaces, or will the existing one be enclosed.
 Mr. Jurisin answers that they will melt together and all start to look the same. He adds that by changing things up he'll be able to use more glass to keep the area warmer since some of the interior seating will be moved out onto the new patio.
 Ms. Ready asks for more information about the outdoor kitchen in the new patio area.
 Mr. Jurisin shares it will be more of a specialty thing. He says we have to come up with a way to bring people up the mountain at night, so think it's a Tuesday and we're doing something like pork tacos or pulled pork sandwiches.
 There is further discussion about the outdoor kitchen however the main kitchen preparations will remain indoors. His hope is with a bigger kitchen they'll be able to expand the menu and continue to be in business another 30 years.
 Ms. Ready acknowledges a question from the audience seeking clarification on the path of travel for wait staff and the safety of patrons that may be waiting in the ADA area.
 There was a brief discussion regarding the path of travel used by staff currently compared to what the new path will be when the project is completed.
 Ms. Ready adds that she was trying to understand the flow.
 Mr. Jurisin shares the bridge is going to be where their beverage station is currently, so staff are only walking a few additional feet from where the current service station is.
 Ms. Ready comments she imagines that still will be easier than using the dumbwaiter.
 There was a brief discussion regarding the dumbwaiter. It was discussed that previous owners had installed it.
 Ms. Riley asks if the bar will be reconfigured.
 Mr. Jurisin shares yes, but not much. It will be rearranged so that customers will walk by the desserts like they used to. There was further clarification regarding the placement of the truck; it will be level with Clark St.
 Ms. Ready shares that she has a good grasp on the deck extension, she thought the bridge was a brilliant idea.
 Mr. Jurisin confirms it will be wide enough for travel in both directions.
 Ms. Ready asks if there are any additional questions.
 Ms. Riley says that she wants to thank him for saving the Haskins building.
 Mr. Jurisin shares that contractors did not want to save it. He adds logistically this is not going to be easy, being landlocked and in between other buildings on Main St. means that certain things will need to be craned in or out.
 Ms. Riley asks if the restaurant will have to be closed down for any period of time.
 Mr. Jurisin answers no he doesn't believe so.
 Ms. Robinson asks about easements for utilities, noting there are two manhole covers on the property for the new deck.
 Mr. Jurisin says that he is moving the light pole and will be working with APS for that and any necessary curb cuts.
 There was further discussion regarding placement of the pole.
 Ms. Robinson asks if his purchase included the concrete stairs.
 Mr. Jurisin says no.
 There was discussion regarding the state of the stairs and the retaining wall, including the mention of the need for a NACOG grant to repair the stairs.
 Mr. Blodgett confirmed he checked with Mr. Boland regarding accessing utilities under the new deck and Mr. Boland confirmed that there was no issue with it.
 Ms. Ready shares this is the initial site plan review and that there could be additional changes along the way. She says her only concern recommending approval is the one change on the plans will need to be clarified on the record.
 Mr. Schall says we can give it a conditional approval.
 Mr. Blodgett confirms that can be done and then can be revisited if changes are needed.
 Ms. Miller asks to revisit page 18 the second level. She asks if it will be an apartment or what the new space will be.
 Mr. Jurisin confirms it will be rented out through the Clinkscale, the same as the other side.
 Ms. Ready asks if there are any questions or if anyone wants to make a motion on it.
 Mr. Schall moves to approve the packet as submitted with the condition that the two apartments shown on page 13 in error should be one apartment.
 Ms. Riley seconds the motion.
 Ms. Ready calls the question and the motion is passed unanimously.

Motion to approve as presented with the condition that the pg13 blueprints where 2 apartments are reflected in error, should only be 1 apartment

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

6:58PM (55:08) 5. NEXT MEETING ITEMS -

Mr. Blodgett shares that he is posting for a public hearing for the adoption of a new exterior lighting ordinance. He says the public hearing will be with next month's P&Z meeting.
 Ms. Riley asks if it is street lighting or building lighting.
 Mr. Blodgett answers that it will be all exterior lighting. He says the current ordinance has about 2 sentences and we have

a new draft that will add a lot of definitions and will resolve a lot of things going forward. It allows us to hopefully obtain a Dark Sky status down the road but codifies into our ordinance some basic stuff that we honestly didn't have.

Ms. Ready asks if the public hearing in preparation for revising the ordinance.

Mr. Blodgett answers yes.

Ms. Ready asks if that is our goal.

Mr. Blodgett he says yes it is a draft ordinance and you will be some of the first ones to look at it, adding he'll provide them with information much earlier than normal because the draft ordinance is already out publicly available.

Mr. Schall asks if it was a Council project and if Mr. Blodgett drafted it.

Mr. Blodgett answers no actually Michele did it.

Mr. Sharif asks if this is preemptive to the Dark Sky.

Mr. Blodgett he says yes before we can have a Dark Sky ordinance we have to have some good exterior lighting ordinance language on the books and this is setting the steps in that direction.

Mr. Sharif asks if this will also help to nudge APS to give us proper bulbs and temperature?

Mr. Blodgett answers he hopes so.

Mr. Sharif shares that he was aware that we've had some bulbs replaced in town that are extremely bright.

Mr. Blodgett answers that started the conversation that led to this, we realized we had no real language to regulate exterior lighting and so we are getting the language set now and is nothing that we don't already practice.

Ms. Riley asks for confirmation of the date of next month's meeting.

Mr. Blodgett confirms it as Tuesday April 16.

Ms. Riley shares that she will be out of town.

Mr. Blodgett says he is still working to schedule training sessions, so there will be more to come.

7:04pm (59:45) 6. ADJOURNMENT –

Ms. Ready moves to adjourn the meeting.

Mr. Sharif seconds the motion.

Ms. Ready calls the question and the meeting is adjourned at 7:04PM

Motion to adjourn at 7:04PM

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

Approved: _____ Date: _____

Lance Schall, Planning & Zoning Commission Chair

Attest: _____ Date: _____

Kristen Muenz, Deputy Town Clerk