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TOWN OF JEROME, ARIZONA

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

DRAFT MINUTES

Regular Meeting of the **Planning and Zoning Commission**
Tuesday, September 19, 2023, 6:00 pm
Jerome Civic Center, 600 Clark Street, Jerome Arizona, 86331

6:04 (0:06) Item 1: Call to order / Roll Call

Present were Chair Jeanie Ready, and Commissioners Lori Riley and Jera Peterson. Vice Chair Lance Schall had a planned absence and was not in attendance.

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

6:04 (1:05) Item 2: Petitions from the public Possible Direction to Staff

There were no petitions from the public.

6:05 (1:13) Item 3: Approval of Minutes - Regular meeting of May 16th, 2023

Chair Ready asked if there were any questions or corrections for the May 16th regular meeting. After a short discussion amongst commissioners there were no comments, corrections or questions regarding the prior meeting minutes. Ms. Ready moved to approve the minutes as submitted.

Motion to approve the Minutes of the Regular Meeting of May 16th, 2023, as submitted.

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

Old Business: None

New Business:

6:06 (2:10) Item 5: New Retaining Wall & Stairs for 139 Juarez

Applicant/Owner: Steve Cheifetz (In attendance)

Zone: R1-5

Address: 139 Juarez

APN: 401-07-186

Discussion/Possible Action

Zoning Administrator, Will Blodgett provided a recap of the initial phase of this project (partial retaining wall), from April, which has since been completed.

Mr. Blodgett read the background and summary of the project as submitted in the meeting packet.

"The Applicant (Steven Cheifetz) is proposing to replace the remaining section of wooden retaining wall that is failing. The westernmost portion of the old retaining wall which had already failed, has been successfully replaced with a poured concrete wall, and this next step is proposing to continue the replacement along the front of the home. Simultaneously the applicant wishes to widen the stairs to help eliminate the stairs directing water toward his house, and to improve the ease of access for the occupants. In addition to these two changes, the Town crew is intending to replace and repair the storm drain system on Juarez Street in front of the applicant's house and help direct the runoff to this system."

Mr. Blodgett stated the applicant's house is on a down slope, and the stairs make a sharp right angle, making it nearly impossible to move furniture or anything large in or out of the home, and that the intention is to widen the stairs to provide additional turn radius and better access to the home.

Ms. Peterson inquired about the width of the new staircase increasing to 9'4"

Mr. Blodgett confirmed, and noted that steps will be widened, and the retaining wall will continue to wrap around from there.

Ms. Ready questioned if the retaining wall will wrap around as the old wall does where it abuts the staircase.

Mr. Blodgett confirmed.

Ms. Ready then asked "And is that what is being approved tonight, will be the remainder of that section to wrap around the corner."

Mr. Blodgett said yes and added that Mr. Cheifetz was in attendance if there were any questions, they'd like to ask him directly.

Ms. Ready said they'd already seen this project previously and that the previous section of completed wall looks very nice.

Ms. Peterson asked for clarification that what used to be wood will now just be concrete, which was confirmed.

There was conversation regarding the ground erosion around the current wooden wall.

Ms. Peterson asked, "Is it going to go up 4', is that what I am understanding."

Mr. Cheifetz confirmed that the wall height will be 4' but the above ground portion of the wall will be shorter, he also stated there would be a railing installed.

Mr. Blodgett added, the railing being installed will be short enough that it doesn't fall under the requirements of fencing review.

Ms. Peterson noted the regulation for the front yard is 3'.

Mr. Blodgett confirmed that the top of the retaining wall will be at ground surface.

Ms. Peterson said "Ok I see what you're saying so the 4' is against the earth."

Mr. Cheifetz responded "right".

Ms. Riley stated this seems straightforward.

Ms. Peterson agreed yes, and added it's going on existing property.

Mr. Blodgett confirmed there are no changes to property ownership, parcel number, etc., and that this is normally 1 project, however one section of wall needed attention faster than the rest, that's why they split this project in half.

Mr. Cheifetz added he also wanted the time to design the stairs.

Ms. Ready asked "Is it my understanding that once the project is completed then that is when the town crew will come in to do improvements to the street drainage, is that the general plan?"

Mr. Cheifetz confirmed he has spoken a few times with the town and added that the main town storm sewer goes under Juarez just past his property.

Mr. Blodgett confirmed that Public Works Director, Marty Boland is aware and has a plan to approach this shortly after or during the project.

Ms. Peterson asked if the drainage was on his property.

Mr. Cheifetz confirmed yes, one is and the other one is probably right near the edge.

Ms. Riley questioned if the drainage is easement property.

Mr. Cheifetz said it might be, but he knows the previous owner put it in.

Ms. Ready inquired if there were any more questions or commentary regarding this.

Ms. Riley commented, anything we can do to make things safer for everybody.

Ms. Ready moved to approve the retaining wall and stairs at 139 Juarez.

Motion to approve retaining wall and stairs as presented for 139 Juarez.

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

Meeting Updates:

6:13 (10:30) Item 6: Updates of recent and upcoming meetings

Mr. Blodgett said he has more applications in the process of being put together and reviewed now, that the board will likely see them on the agenda in the next couple months.

Mr. Blodgett also updated that by the next meeting they will likely be talking to and seating the 5th P&Z board member, the application will go in front of Town Council at the next meeting, and that he has received additional backup applications should another seat vacate.

6:15 (12:37) Item 7: Potential items for October Planning & Zoning meeting, Tuesday October 17

Mr. Blodgett said he didn't have specifics yet, as of right now he is waiting for applicants to gather information and finish their designs to be submitted.

Ms. Peterson inquired about the "Tamale Lady's" property.

Mr. Blodgett stated nothing has been presented yet.

There was additional discussion between Mr. Blodgett and Ms. Peterson regarding the specific property as well as the chimney currently standing on the property.

Ms. Ready called a point of order as this is not an agenda item at this time.

Item 8: Adjourn

Motion to adjourn at 6:18 p.m.

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

Approved: _____ Date: _____

Chair Jeanie Ready, Planning & Zoning Commission Chair

Attest: _____ Date: _____

Kristen Muenz, Deputy Town Clerk