

DRAFT MINUTES
Regular Meeting of the Planning and Zoning Commission
Tuesday, April 18, 2023, 6:00 pm
Jerome Civic Center, 600 Clark Street, Jerome Arizona, 86331

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

Present were Vice Chair Lance Schall, Commissioner Jera Peterson, and Commissioner Lori Riley. Chair Jeanie Ready joined the meeting via speakerphone.

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

Because Chair Ready was not physically present, Vice Chair Lance Schall chaired the meeting.

6:04 (0:44) Item 2: Petitions from the public
Possible Direction to Staff

There were no petitions from the public.

6:04 (0:53) Item 3: Approval of Minutes – Regular meeting of March 21, 2023

Motion to approve the minutes of the regular meeting of March 21, 2023

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

Old (continued) Business:

There were no Old Business items.

New Business:

6:05 (1:49) Item 4: New Shed construction

Applicant/Owner: Henry Vincent

Zone: R1-5

Address: 209 Third Street

APN: 401-07-025

Applicant is seeking approval to build a shed.

Discussion/Possible Action

Mr. Blodgett from his report that the applicant wished to build a new shed at the home at 209 Third St. The home, located in the R1-5 zone, was recorded in the 2007 Historic Survey as being built in 1953. Yavapai County lists it as having been constructed in 1937, and lists it as a contributor to the National Register of Historic Places. He said a survey is included in the analysis. The proposed shed will be 10 by 6-foot, 600 total square foot shed, and the parcel is 0.08 acres. The existing structure footprint with the addition of the proposed shed would bring the total parcel coverage to less than 50%, with is under the maximum of 60%, so there would be no conflict there. Mr. Blodgett further explained that the proposed shed's setbacks were well within limits and no additional parking would be required. The peak roof height of 8 feet is under the max height of 14 feet. He added that the applicant was present if there were any questions.

Vice Chair Lance Schall commented that it was a very impressive packet for a garden shed. He said that he was concerned with an image that showed a white cube, but the description showed it would use regular materials.

Mr. Blodgett explained that image showed the dimensional space the shed will fill.

Mr. Schall said, we have met lot setbacks, coverage, and height. He asked, is there anything out of the ordinary we should worry about?

Mr. Blodgett replied that there were no red flags, and he would recommend approval.

Mr. Schall commented that the shed would be located behind the neighbor's chimney, which was convenient, and said he had no issues.

Commissioner Lori Riley said that she also had no issues.

Commissioner Jera Peterson commented that it looked straightforward to her, and Ms. Riley agreed with that comment.

Chair Jeanie Ready agreed that it was straightforward as well. She said it looked like the setbacks had been met and the materials fit with the historic nature of the property, so she had no questions.

The applicant, Mr. Henry Vincent, thanked the commissioners for his approval and wished to compliment them on their handling of a contentious item at the last meeting.

Motion to approve the New Shed Construction at 209 Third Street

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

6:11 (7:43) Item 5: Replace and Upgrade Retaining Wall

Applicant/Owner: Steve Cheifetz (China Cat Investments)

Zone: R1-5

Address: 139 Juarez Ave

APN: 401-07-185

Applicant is seeking approval to replace a failed wood retaining wall, with poured concrete.

Discussion/Possible Action

Mr. Blodgett explained that the applicant, Steve Cheifetz at 139 Juarez, in the R1-5 zone, wished to rebuild a failed, wooden retaining wall with poured concrete. This would be a part of a strategy to reduce flood damage to the property. A later phase will involve working with Martin Boland, Public Works Director, to change the grade of the road. He then read a letter from Mr. Cheifetz which explained that 139 Juarez is a long-term rental property, and he also owns 120 Juarez across the street. The existing wood retaining wall has deteriorated to the point that dirt has escaped, and the fence is at risk of complete failure. The applicants said the company he would be using was Stewart & Sons, who had extensive experience working in Jerome. On a side note, Mr. Blodgett pointed out that the survey map and the Yavapai County map, as to where Juarez Street is, are incorrect. He explained where Juarez should appear on the map. He then pointed out that the bulging of the wall could be seen in the provided photographs. As for the specific engineering, that was in Building Inspector Barry Wolstencroft's wheelhouse; he will fine tune it and make sure is accurate.

Mr. Schall said that we can assume the engineering will work because, if the retaining wall is above a certain height limit, it has to be engineered.

Ms. Riley said that Mr. Wolstencroft would make sure it was correct.

Ms. Peterson asked, on page 6, is that where the wall is shown?

Mr. Blodgett said yes, you can see where the earth has eroded.

Ms. Peterson then asked, isn't the fence supposed to be 3 feet there?

Mr. Blodgett said that is a separate issue. There are requirements for fencing, and the fence has been part of his retaining wall strategy, but that has not been included with the new retaining wall. If he chose to put up a new fence afterward, that would be a separate thing.

Ms. Riley commented that the fence existed when he bought the property, he did not put it up.

Mr. Schall asked, the retaining wall will be built roughly at ground level, it is not on Juarez Street?

Mr. Blodgett confirmed it would be at ground level and on his property, adjacent to Juarez.

Ms. Peterson asked, is this fence going to remain?

Mr. Blodgett answered no, and the wall will not replace the fence, the wall will be at ground level. Once the project is complete, he may decide to put up a fence later.

Mr. Schall that would be a separate thing, a 3-foot fence, or if he wants it higher, he can ask for a variance or put up a trellis.

Mr. Blodgett said that he recommended approval; it was an important project as the whole town deals with erosion issues. So, anytime we can do a retaining wall properly, he supports that.

Mr. Schall commented that it was good that Mr. Blodgett and the applicant were already working with Mr. Boland and the town.

Ms. Peterson asked if it would be going before the Building Inspector and Mr. Blodgett confirmed that it would.

Ms. Riley said that if they don't do this, it is going to compromise the building eventually.

To clarify, Ms. Peterson asked if it is reinforcing what is there.

Mr. Blodgett replied that they will be removing what is there with the new wall taking its place. The shape may change a little so that the ends of the wall become wings to add stability.

Ms. Peterson suggested, like flying buttresses. She asked if it would be just the existing wall being replaced or would it be extended.

Mr. Blodgett replied that it will only be extended as far as engineering and stability requires. He added that Building Inspector Barry Wolstencroft has more experience and felt there was no issue with it, so he is following Mr. Wolstencroft's lead.

Ms. Ready asked, will the new concrete wall be the same height as the existing wooden wall, and not higher?

Mr. Blodgett answered that it should not extend above ground level and will not act as a replacement for the fence. After the retaining wall, the applicant may choose to add a similar fence but most of the concrete work will be below the grade, at the level of Juarez.

Ms. Ready asked, once the concrete wall was built, is there a timeline for addressing the site drainage issues?

Mr. Blodgett replied that we are not applying a timeline to the applicant; he has been proactive and reached out. So, we are already talking with Mr. Boland about when is best to do this; the Town Crew has a number of large projects they are involved in. The applicant wants to start construction on this wall, potentially in the next month, to get it done before the monsoons.

Ms. Peterson asked, is the drainage on public access or on their property? She pointed to a picture of the property.

Mr. Blodgett replied that the drainage is coming off the town road.

Looking at the picture, Mr. Schall asked, is that the town's catch basin?

Mr. Blodgett said he believed that was a catch basin installed by Mr. Boland. He may need to ask because he was not sure that was accurate.

Mr. Schall replied that, if that catch basin needed to be upgraded, that may fall to the town to do, and Mr. Blodgett agreed.

Ms. Peterson asked, where does the drainage go?

Mr. Blodgett explained that the drainage naturally goes down slope, and there is a pipe that runs from the catch basin that drains into the gully. This will be better incorporated into his design so the drainage can last, hopefully another 100 years.

Mr. Schall said that sounded good, without the explanation he would have assumed the catch basin drained into his basement.

Ms. Riley commented that it is compromising the house a little bit.

Mr. Blodgett confirmed that the applicant did have some serious drainage issues that we are trying to resolve.

Ms. Ready said that it was fairly obvious that the retaining wall needed to be replaced, and she understood why that would need to be done as a first step before moving on with site drainage. She said she felt her questions had been answered.

Vice Chair Schall asked if there were any further questions and, hearing none, he motioned to approve Item 5.

Motion to approve the Replacement of the Retaining Wall at 139 Juarez Avenue

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

Meeting Updates:

6:26 (22:17) Item 6: Updates of recent and upcoming meetings

- **March 21st P&Z Regular Meeting**– Approved final site plan for K. Foy at 121 Third Street.
- **March 28th DRB Regular Meeting**- Approved new sign for Cornish Pasty, Approved a Community Garden Shed Design, and approved new windows for the Gibson Market building.
- **April 11th Regular Council Meeting**- To be updated

Mr. Blodgett read a brief recap of recent meetings.

Mr. Schall asked if a building permit had been issued for the garage at 121 Third Street and Mr. Blodgett explained that the plans had to go before Design Review first.

Mr. Schall asked, will the Cornish Pasty sign be smaller?

Mr. Blodgett confirmed it would be significantly smaller because the sign that was put up is well over the maximum size.

He has instructed them to leave the current sign in place until they can install the smaller sign, which should be up soon.

There was some more discussion on signs, sizes of signs, and the total amount of allowable signs. Mr. Blodgett added that there are a few more signs that were mounted before approval that will be coming up soon, so we are slowly cleaning house and taking care of the little things that have slipped through the cracks.

6:28 (24:55) Item 7: Potential items for April Planning & Zoning meeting, Tuesday May, 16 – Multiple items nearing readiness for review.

Mr. Schall read aloud the description of “Multiple items nearing readiness,” and asked if we would have things coming up.

Mr. Blodgett said that there were multiple items in process, but he was waiting for responses before completing a packet, none of the projects were ready yet.

Mr. Schall asked, there is nothing for the Commissioners to study up on?

Mr. Blodgett confirmed that was correct, but there would be items on the agenda next month.

Item 8: Adjournment

Motion to adjourn at 6:30 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