



# TOWN OF JEROME

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

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## AGENDA

### REGULAR MEETING OF THE PLANNING AND ZONING COMMISSION OF THE TOWN OF JEROME JEROME CIVIC CENTER 600 CLARK STREET, JEROME, ARIZONA

**TUESDAY, MARCH 17, 2026, AT 6:00 PM**

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

*Pursuant to A.R.S. 38-431.02 notice is hereby given to the members of the Council and to the General Public that the Jerome Town Council plans to hold the above meeting. Persons with a disability may request an accommodation such as a sign language interpreter by contacting Kristen Muenz, Deputy Clerk, at 928-634-7943. Requests should be made early enough to allow time to arrange the accommodation. For TTY access, call the Arizona Relay Service at 800-367-8939 and ask for the Town of Jerome at 928-634-7943.*

*Notice is hereby given that pursuant to A.R.S. 1-602.A.9, subject to certain specified statutory exceptions, parents have a right to consent before the State or any of its political subdivisions make a video or audio recording of a minor child. Meetings of the Town Council are audio and/or video recorded, and, as a result, proceedings in which children are present may be subject to such recording. Parents in order to exercise their rights may either file written consent with the Town Clerk to such recording, or take personal action to ensure that their child or children are not present when a recording may be made. If a child is present at the time a recording is made, the Town will assume that the rights afforded parents pursuant to A.R.S. 1-602.A.9 have been waived.*

**Members of the public are welcome to participate in the meeting via the following options:** By computer at <https://us02web.zoom.us/j/9286347943> or by telephone at **1 669 900 683**. **The Meeting ID is 928 634 7943**. A drive-up internet hotspot is now available in the parking lot in front of the Jerome Public Library. The network is Sparklight Yavapai Free Wi-Fi, and no password is required. **Please submit comments/questions at least one hour prior to the meeting** to Zoning Administrator William Blodgett at [w.blodgett@jerome.az.gov](mailto:w.blodgett@jerome.az.gov).

#### 1. CALL TO ORDER

#### 2. APPROVAL OF MINUTES

**A.** Approval of the Minutes from the regular meeting of 02.17.2026

#### 3. OLD BUSINESS

**A.** New Shed review for 776 East avenue, tabled from February meeting for additional information.

#### 4. NEW BUSINESS

**A.** The Planning & Zoning Commission will elect a new Chair & Vice-chair.

#### 5. NEXT MEETING ITEMS

**A.** The ZA will update the board regarding upcoming items.

#### 6. ADJOURNMENT

**CERTIFICATION OF POSTING OF NOTICE**

**The undersigned hereby certifies that this notice and agenda was posted at the following locations on or before 7 p.m. on \_\_\_\_\_ in accordance with the statement filed by the Jerome Town Council with the Jerome Town Clerk: (1) 970 Gulch Road, side of Gulch Fire Station, exterior posting case; (2) 600 Clark Street, Jerome Town Hall, exterior posting case; (3) 120 Main Street, Jerome Post office, interior posting case.**

\_\_\_\_\_  
**Kristen Muenz, Deputy Town Clerk**

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## DRAFT MINUTES

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

#### JEROME CIVIC CENTER

#### 600 CLARK STREET, JEROME, ARIZONA

### TUESDAY, FEBRUARY 17, 2026, AT 6:00 PM

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#### 6:00 (0:05) 1. CALL TO ORDER

Present were Chair Lance Schall, Vice Chair Jeanie Ready, and Commissioner Rebecca Miller  
Commissioner Jera Peterson had an excused absence.

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

#### 6:00 (0:37) 2. APPROVAL OF MINUTES

##### A. Minutes of the regular meeting of 01/20/2026

Chair Lance Schall introduced item 2A, the meeting minutes of the regular meeting held January 20<sup>th</sup>, 2026. He asked if there were any comments or corrections.

Vice Chair Jeanie Ready pointed out a small correction in the 1<sup>st</sup> paragraph, under approval of minutes, which indicated Commissioners Peterson and Schall were in approval of the new format rather than Commissioners Ready and Schall.

Commissioner Becca Miller agreed that she liked the new minutes format.

Deputy Clerk Kristen Muenz gave a brief explanation that the new summary style met requirements, while saving staff time, and stated that she would correct the error in the minutes.

Chair Schall moved to approve the minutes with the correction, which was seconded by Commissioner Miller. The motion passed unanimously.

#### Motion to approved Meeting Minutes of January 20, 2026, with minor correction

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

#### 6:03 (3:29) 3. NEW BUSINESS

##### A. New Shed for 776 East Avenue

Zoning Administrator Will Blodgett briefly explained item 3A, a proposed shed at 776 East Avenue. It was a new house and had previously been granted a variance for setbacks due to the slope of the parcel.

The foundation for the new shed was an existing one and will not be extended, so Mr. Blodgett said that he does not believe an additional variance is needed but if the board disagrees, he will happily assist with pursuing this.

Commissioner Miller asked if the shed would be closer than 5 feet to property line.

Mr. Blodgett replied that it might be, but he would need to measure from the property pin to be sure.

Commissioner Miller asked how close the structure is on the other side.

Mr. Blodgett said it is not close; there is no significant impact to the other property. The shed is multi-floor, and a portion will be visible from the street, under the existing roofline, but the remainder will be below, and not large enough for anything but storage. The total height is 14' 6", but the median average is well below 14'. The roofline is meant to match the existing roofline, facing East Avenue. Chair Schall asked if the lower level was similar to a basement, and Commissioner Miller replied that the door was only big enough to fit storage totes through. Vice Chair Ready asked if it was going to be constructed adjacent to the house. She asked, shouldn't it be 5 feet from it? Mr. Blodgett replied that he was not certain. She was correct in that if it was an accessory building, there should be a separation, but if it is attached, the code would treat it differently. There was some discussion as to whether the plans showed it as connected or not. Commissioner Miller commented that if it is an attached structure, we need to know the full square footage of the house because of the 60% limit to lot coverage. Vice Chair Ready added there needed to be clarification as to whether it was attached or not. Chair Schall said that we need more information on the previous variance to see if we need to extend it. Mr. Blodgett replied that he could gather this information. Vice Chair Ready moved to table the item pending further information, which was seconded by Commissioner Miller. The motion was passed unanimously.

**Motion to table item 3A, a New Shed for 776 East Avenue pending further information**

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

**6:14 (14:24) 4. NEXT MEETING ITEMS**

**A. Future meeting updates**

Mr. Blodgett explained that we will have some planning and zoning analysis for a house on Hampshire that had some unpermitted additions that the Building Inspector and himself put a stop to. He said the applicants will need to come before you for review and approvals. Further, he is still waiting for a meeting with the planning center from Tucson in order to have a better timeline for the ordinance improvements. He also met with a geologist to get lidar data for the region, which will scan our C1 district. He commented that all things we have talked about are slowly starting to happen, so he is optimistic.

**5. ADJOURNMENT**

**Motion to adjourn at 6:16 P.M.**

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

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Chair Lance Schall, Planning & Zoning Commission Chair

Attest: \_\_\_\_\_ Date: \_\_\_\_\_

Kristen Muenz, Deputy Clerk



# TOWN OF JEROME

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## Zoning Administrator Analysis Planning & Zoning Tuesday, February 17, 2026

**Item :**  
**Location:** 776 East Avenue  
**Applicant/Owner:** Lurette Eric & Barber Cynthia  
**Zone:** R1-5  
**APN:** 401-07-099B  
**Prepared by:** Will Blodgett, Zoning Administrator  
**Recommendation:** Recommend discussion / Approval

**Background and Summary:** The applicant is seeking approval to install a tool and storage shed adjacent to the existing residential structure. The Shed design incorporates the existing limitations and the slope-angle on which the property sits.

**Building Background:** Parcel number 401-07-099B (776 East avenue) is a new construction completed within the past few years. The house itself is not historic but all properties have an impact on the neighborhood aesthetic.

**Purpose and Considerations:** The purpose of the Site Plan review is to provide for the public health, safety and general welfare, and to protect the environment and the historical character of the Town of Jerome. The plan review will include examination of all proposed site work and excavation and grading regulations, with special regulation work on sites with extreme slope or unstable soils. Essential to this purpose is the review of possible impacts on surrounding properties. Sections 303.1.B.7 states under the heading "Projects requiring review by the Planning & Zoning Commission": 7. *Sheds and accessory structures.*

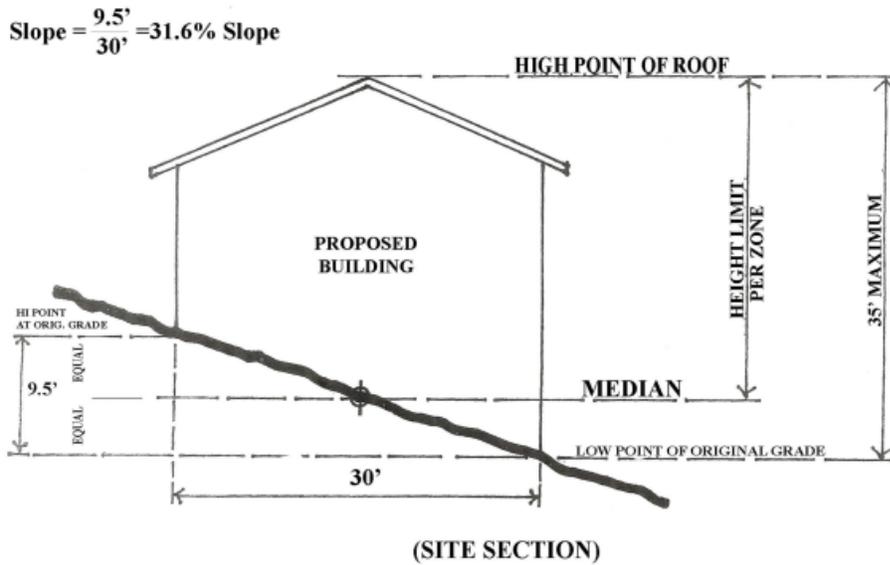
Section 303.2.A.2 requires compliance with the following considerations: *lot area, lot width, maximum lot coverage, yard requirements, off-street parking and loading, building height, accessory building height, any other property development standards specific to the zone.*

The property standards for Accessory structures in the R1-5 Zone are;

7. **ACCESSORY BUILDINGS**
  - a. Accessory buildings shall be considered in determining yard, lot and area requirements.
  - b. Accessory buildings shall not be used for human habitation.
  - c. Detached accessory buildings shall meet all required setbacks and maintain a space of five (5) feet from the main building or other structures.
  - d. Detached accessory buildings shall be constructed to a height not greater than fourteen (14) feet to the peak or highest point of the roof, as defined in "Accessory Building, Height of."

[Ord. No. 446]

**Response:** The applicant was granted a Variance for setbacks from the property line as the parcel configurations were set long before the adoption of modern Zoning codes. Historic preservation best-practices recommended the continuation of historic setbacks for the sake of the overall neighborhood's historic aesthetic. It will be determined if that Variance covers this issue as the footprint of the proposed shed is already established, however if so determined this approval may be conditional upon receiving a Variance for the setbacks. The total height of the building at it's peak is 14'6", which on a flat surface is too great. Due to the steep slope-angle the actual height is calculated using this method below in which the height calculations (off of the median) are below 14'. In the drawings provided by the applicant 8' of the shed is visible from street level and allowing the roof pitch to math that of the main structure.



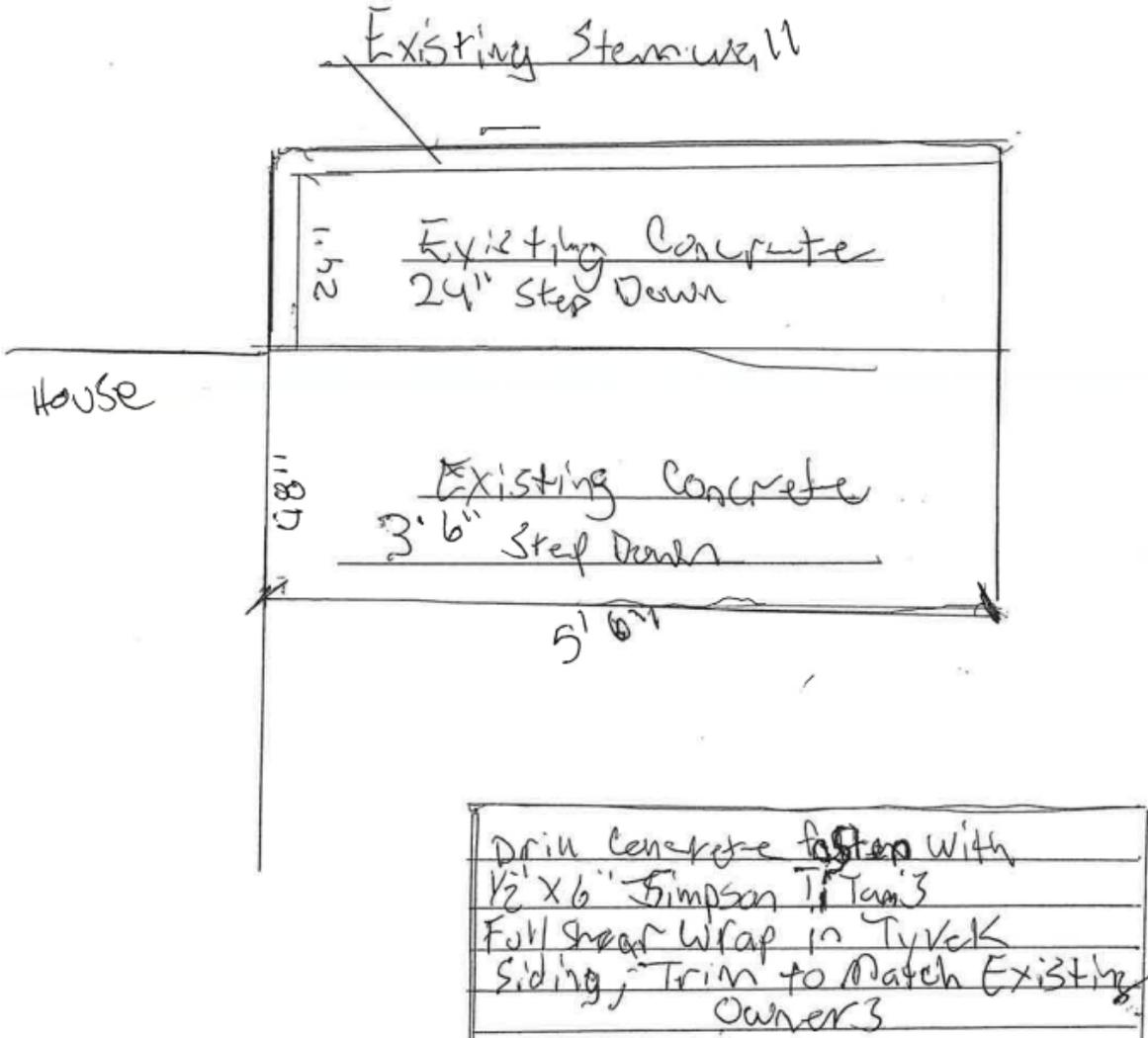
**DIAGRAM 1**  
BB 1.98

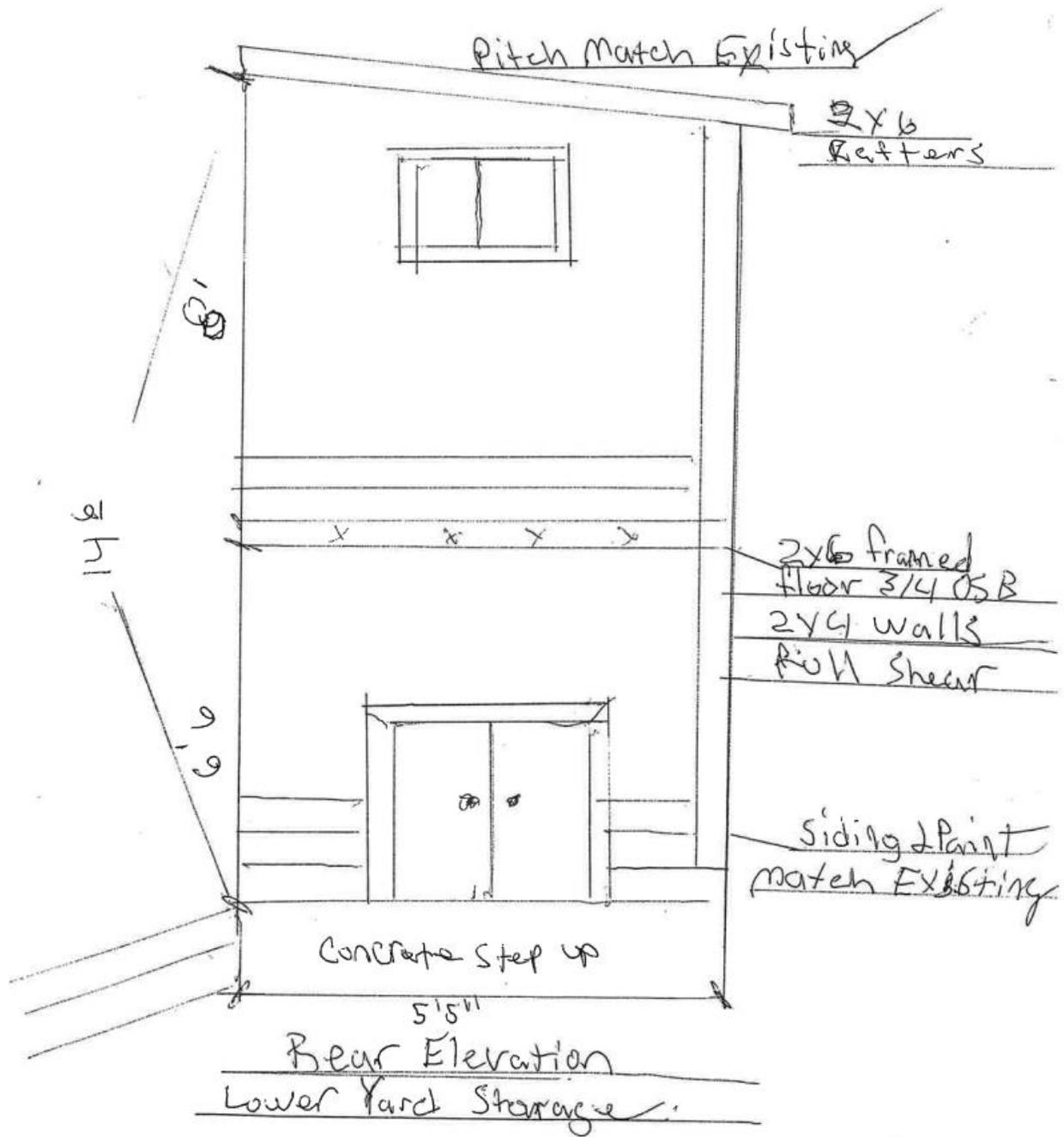


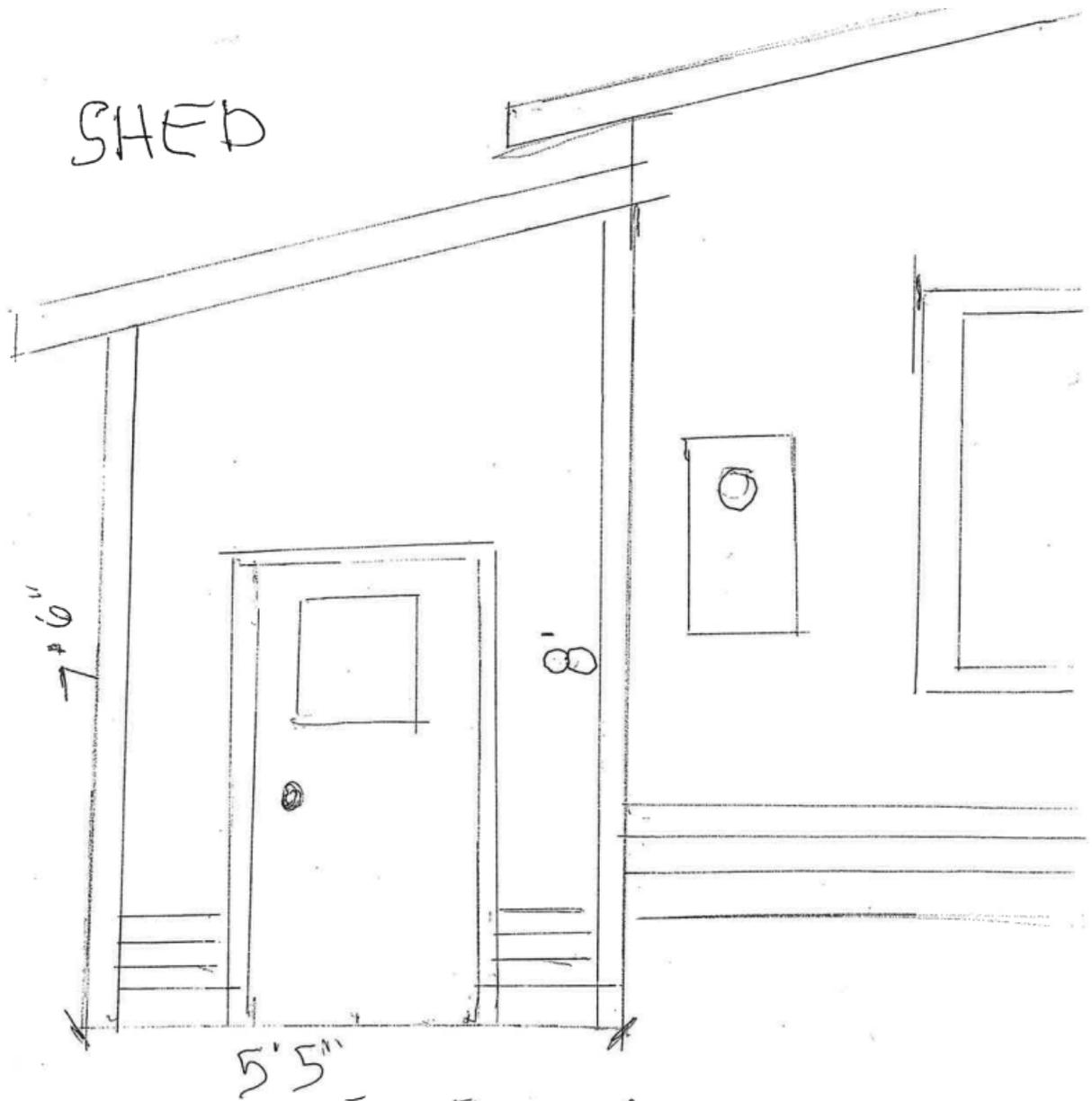
View of the frontage of 776 East ave. The location in the center of the photo is where the proposed shed is intended to be built, with a width of 5'6" starting adjacent to the main structure and extending 5 ½ ft ending near the wood RR ties in the photo.

Plan-view of the shed location with the existing concrete “steps” that will serve as the shed foundation.









Front Elevations  
siding + Paint to Match House

776 EAST 7 AVE  
JEROME AZ

# Application & Related Information