



# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

(928) 634-7943

[www.jerome.az.gov](http://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, JANUARY 20, 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.** Minutes of the regular meeting of the Planning & Zoning Commission from 12.16.2025

#### 3. NEW BUSINESS

- A.** The applicant is requesting approval for a lot combination, combining lots: 401-07-128A and 401-07-127A (804 Hampshire) for Tom Lopez
- B.** The applicant is requesting a Conditional Use Permit for conditional use in the AR zone to allow small events at the Powder-Box church (105 Douglas Rd.). This use is conditional and requires a CUP.
- C.** The board will discuss the ZO framework and organization with a focus on examples from other municipalities.

#### 4. NEXT MEETING ITEMS

- A.** The Zoning Administrator will update the board to future and ongoing projects.

## 5. 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.*

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**Kristen Muenz, Deputy Town Clerk**

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# TOWN OF JEROME

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Item A.

## MINUTES

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

**TUESDAY, DECEMBER 16, 2025, AT 6:00 PM**

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

#### **6:03PM (0:36) 1. CALL TO ORDER/ROLL CALL**

Present were Chair Lance Schall, Vice Chair Jeanie Ready and Commissioner Jera Peterson. Let the record show that Commissioner Rebecca Miller gave prior notice of her absence from this meeting.

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

#### **6:04PM (1:00) 2. APPROVAL OF MINUTES**

A. The board will vote on approval of the minutes from the regular meeting of 10/21/25

Prior to introducing the minutes Chair Schall stated that the record should show that 3 out of 4 members were present, constituting a quorum to conduct business. There were no corrections necessary for those minutes. Commissioner Peterson entered the motion to approve the meeting minutes from the regular P&Z meeting of October 21, 2025, with a second from Vice Chair Ready.

Chair Schall called the question and the motion carried with 3 aye votes.

**Motion to approve minutes of the Regular P&Z Meeting of October 21, 2025.**

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

#### **6:04PM (1:54) 3. NEW BUSINESS**

A. No new Business

*There was no new business. Mr. Blodgett informed the commission that this item was left on the agenda in error.*

#### **6:05PM (2:00) 4. MEETING UPDATES**

*This item was combined with item 5 on the agenda.*

#### **6:05PM (2:29) 5. NEXT MEETING ITEMS**

A. The ZA will update the board as to known, and possible future agenda items.

*Chair Schall introduced the item and deferred the conversation to Mr. Blodgett for further update.*

*Mr. Blodgett shared that the Town is preparing to begin a comprehensive zoning ordinance revision in the spring, in coordination with the Planning Center in Tucson. He said the initial phase will focus on evaluating the ordinance's overall framework, formatting, organization, and usability, rather than substantive policy changes. While Jerome's current zoning ordinance is noted to be relatively strong for a community of its size, and historic nature, opportunities exist to improve its organization, clarify provisions, provide clearer and proper definitions, and enhance the overall usability of the ordinance.*

Commissioners were asked to review zoning ordinances from other incorporated communities, with preference to those located in Arizona, but including comparable historic mining towns elsewhere. They should demonstrate effective organization, formatting, or approaches to historic preservation and nonconforming uses. Commissioners were advised to identify one or two ordinances to share at the next meeting during a planned study session. Historic preservation will remain a primary priority, and future workshops will address specific problem areas and policy considerations as the revision process moves forward.

## 6:17PM (14:14) 6. ADJOURNMENT

Chair Schall introduced adjournment.

Vice Chair Ready entered the motion to adjourn the meeting, with a second from Commissioner Peterson. Chair Schall called the question and the meeting adjourned at 6:17p.m.

### Motion to adjourn at 6:17p.m.

| BOARD MEMBER | MOTION | SECOND | AYE | NAY | ABSENT | ABSTAIN |
|--------------|--------|--------|-----|-----|--------|---------|
| MILLER       |        |        |     |     | X      |         |
| PETERSON     |        | X      | X   |     |        |         |
| READY        | X      |        | X   |     |        |         |
| SCHALL       |        |        | 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, January 20<sup>th</sup>, 2026

**Item :**

**Location:** 804 Hampshire Blvd.

**Applicant/Owner:** Thomas Lopez

**Zone:** R1-5

**APN:** 401-07-127A & 401-07-128A

**Prepared by:** Will Blodgett, Zoning Administrator

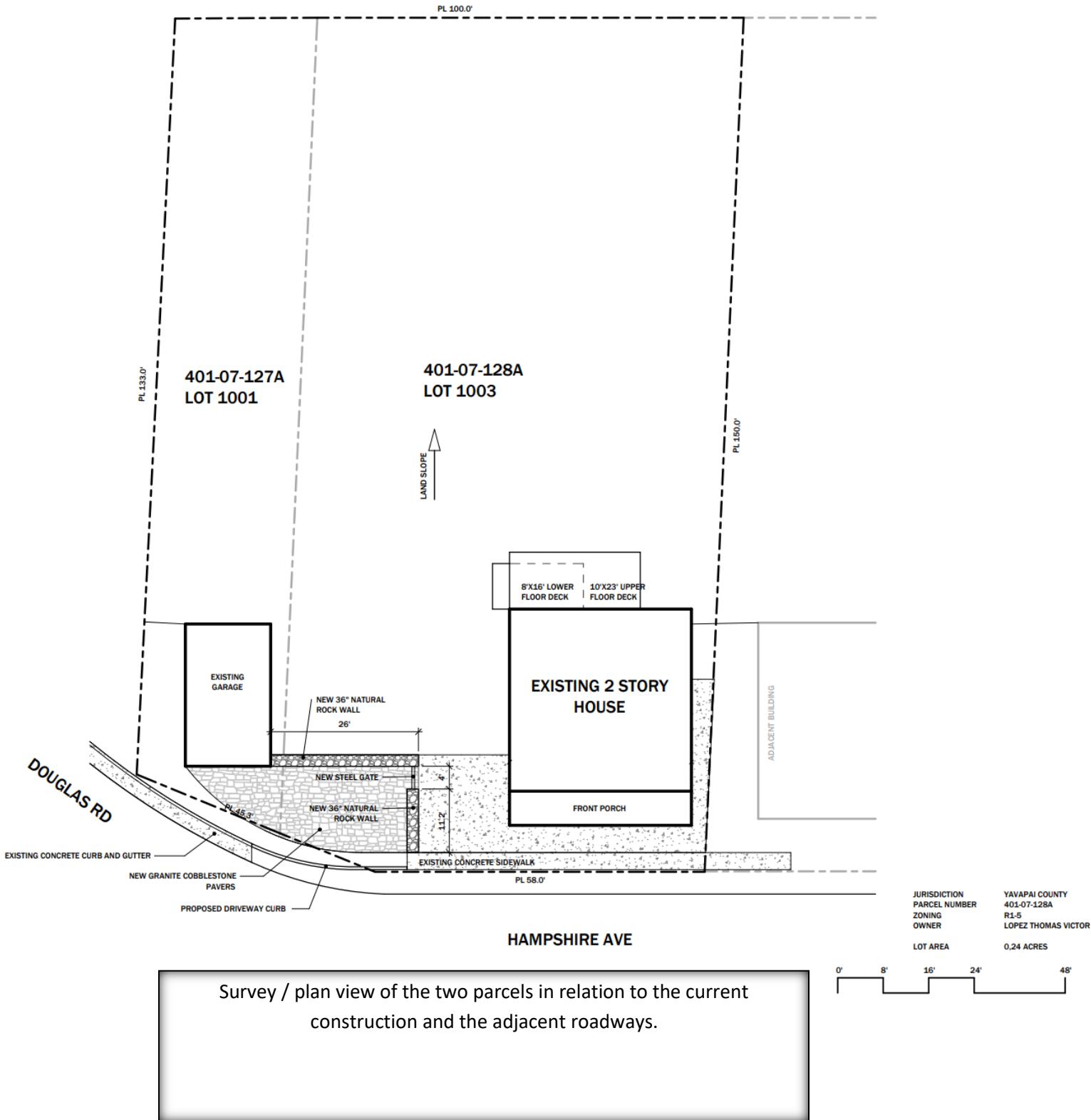
**Recommendation:** Recommend Approval

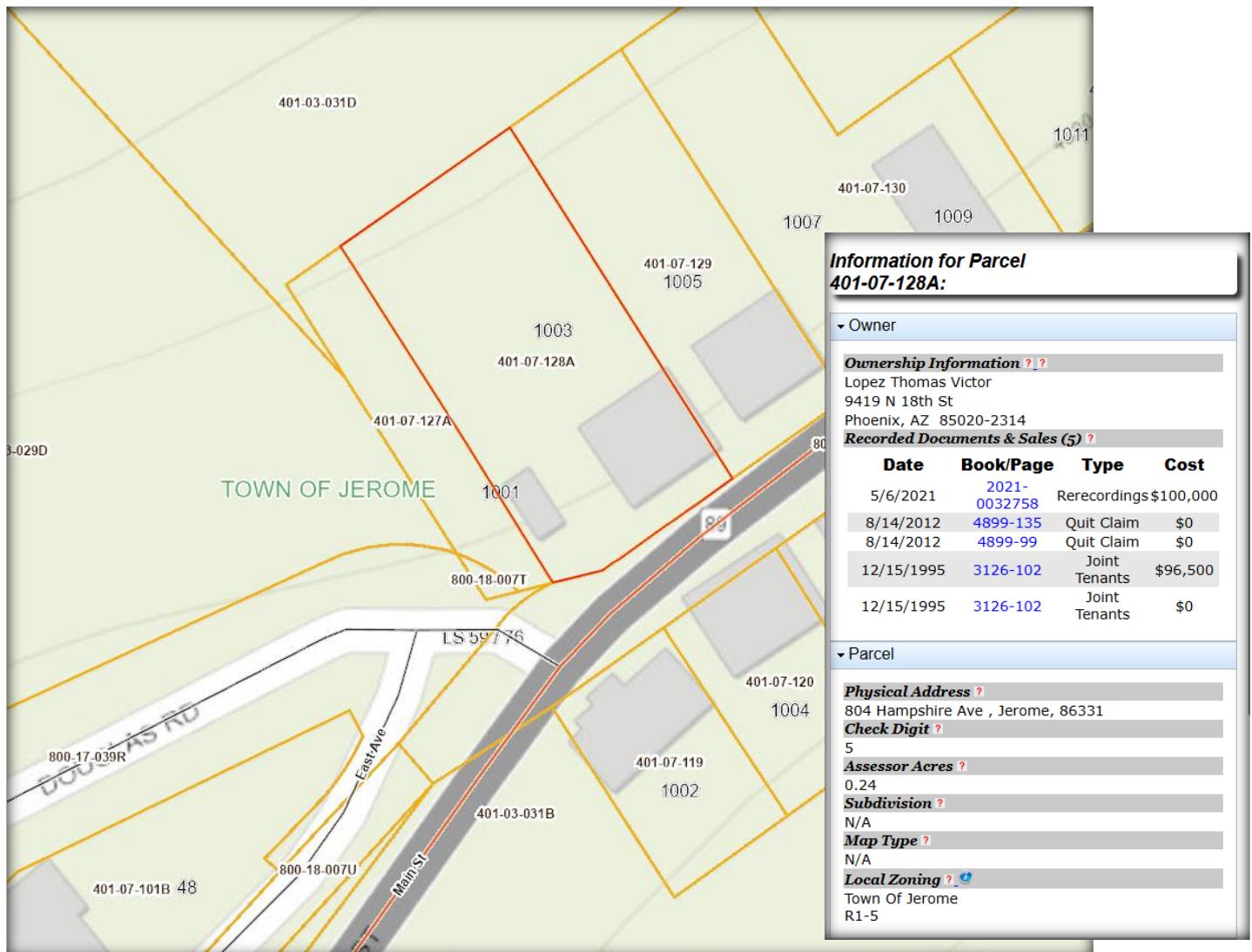
**Background and Summary:** The applicant (Thomas Lopez), owner of 804 Hampshire (401-07-128A) and the parcel adjacent to the southwest (401-07-127A) is requesting approval to combine the two parcels.

**Building Background:** The building background at 804 Hampshire is not relevant to this analysis as the buildings will not be impacted by this process.

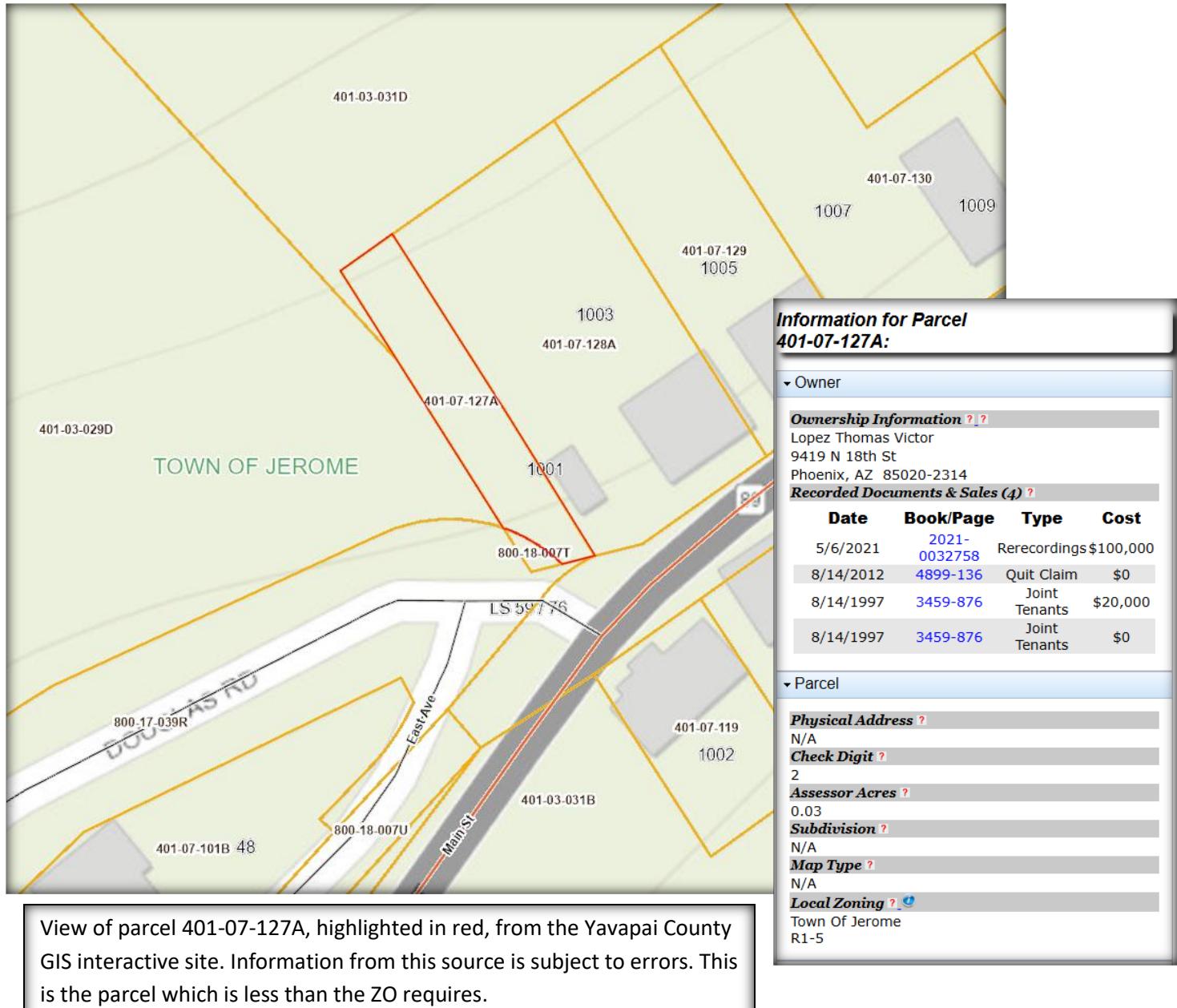
**Considerations:** This is a minor lot combination, with no parcel configuration/geometry changes other than a combination. The parcels have been surveyed, prior to start of the current construction. The lot combination will not create a situation to either parcel that is counter to the intentions of the ordinance. 401-07-127A is a nonconforming parcel at this time, having an accessory building ( Historic garage ) which the Zoning Ordinance requires be subordinate to a primary structure. This new lot configuration will satisfy those requirements of the ZO by removing the nonconformity in the built environment as well as the undersized lot.







View of 804 Hampshire ( 401-07-128A), highlighted in red, from the Yavapai County GIS interactive site. Information from this source is subject to errors.



*Item A.*

# Application & Related Information



# TOWN OF JEROME

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(928) 634-7943

## Zoning Administrator Analysis Planning & Zoning Commission Tuesday, January 20<sup>th</sup>, 2026

**Item :**

**Location:** 105 Douglas Road  
**Applicant/Owner:** Mary Gale & Scott Gale  
**Zone:** AR (Agricultural Residential)  
**APN:** 401-03-029C  
**Prepared by:** Will Blodgett, Zoning Administrator  
**Recommendation:** Approval

**Project Summary:** The applicant is requesting a Conditional Use Permit to utilize the property for small events, or gatherings. The applicant, understanding the limited space provided by this historic building is seeking the ability to use the structure for small events, such as weddings, end-of-life celebrations and the like. This type of use would normally be protected under Arizona's Short-term Rental laws, but the applicant wishes to proceed through the Town of Jerome's policies and work within them.

**Building Background:** The Powder Box Church was constructed in 1925 and is listed as a contributing element to our Historic Landmark. The historic properties survey describes it as 2 ½ stories (with basement) and is a 1,400 square foot structure, bilaterally symmetrical in its design. There are 4 towers (one on each corner) with ridge-hip roof designs. There is a single main tower that is symmetrically placed on the front façade and has a unique concave ridge-hip roof design. The building gets its name from the fact that dynamite box wood was used for much of the wall lath.

**Purpose:** It is the express intent of this Ordinance that any use for which a Conditional Use Permit is required shall be permitted as a Principal Use in the particular zoning district, provided that all special conditions and requirements of this Ordinance are met. Therefore, the action of the Commission shall be one of approval or denial based upon its judgment as to whether the specified conditions have been or will be met. The Commission shall consider not only the nature of the use and the special conditions influencing its location in the particular district, but also the proposed location of buildings, parking and other facilities within the site, the amount of traffic likely to be generated and how it will be accommodated, and the influence that such factors are likely to exert on adjoining properties. The Commission may make such suggestions as it considers desirable and shall provide all possible guidance to the applicant in his preparation of application, plans, and data in such manner as to satisfy the intent of this Section. In order to grant any use permit, the findings of the Commission must be that the establishment, maintenance, or operation of the use or building applied for will not be detrimental to the public health, safety, peace, convenience, comfort, and general welfare of persons residing or working in the neighborhood of such proposed use or be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the Town.

**Response:** The property is Zoned AR, in which church and basic assembly uses are conditional uses. A conditional use permit is required by the Town of Jerome's Zoning Ordinance for these uses, however the Town feels that this is a positive, allowing the applicant to feel assured to invest time and money into ongoing improvements and repairs of this structure. Jerome Fire Department will inspect

the site and provide an occupancy prior to the start of the conditional use, if approved. The occupancy for this use will still remain below a threshold of significance as to not warrant specific conditions for aspects such as Parking, traffic generation, etc. If in the future the set occupancy is exceeded, a temporary use, or special events permit will be required.

**Property Standards:**

The Town of Jerome Zoning Ordinance reads:

**SECTION 503. "AR" ZONE, AGRICULTURAL RESIDENTIAL**

**A. PURPOSE**

This district is intended to promote and preserve low density residential development and noncommercial farming and agriculture. Land use is composed chiefly of individual homes, together with required recreational, religious, and educational facilities.

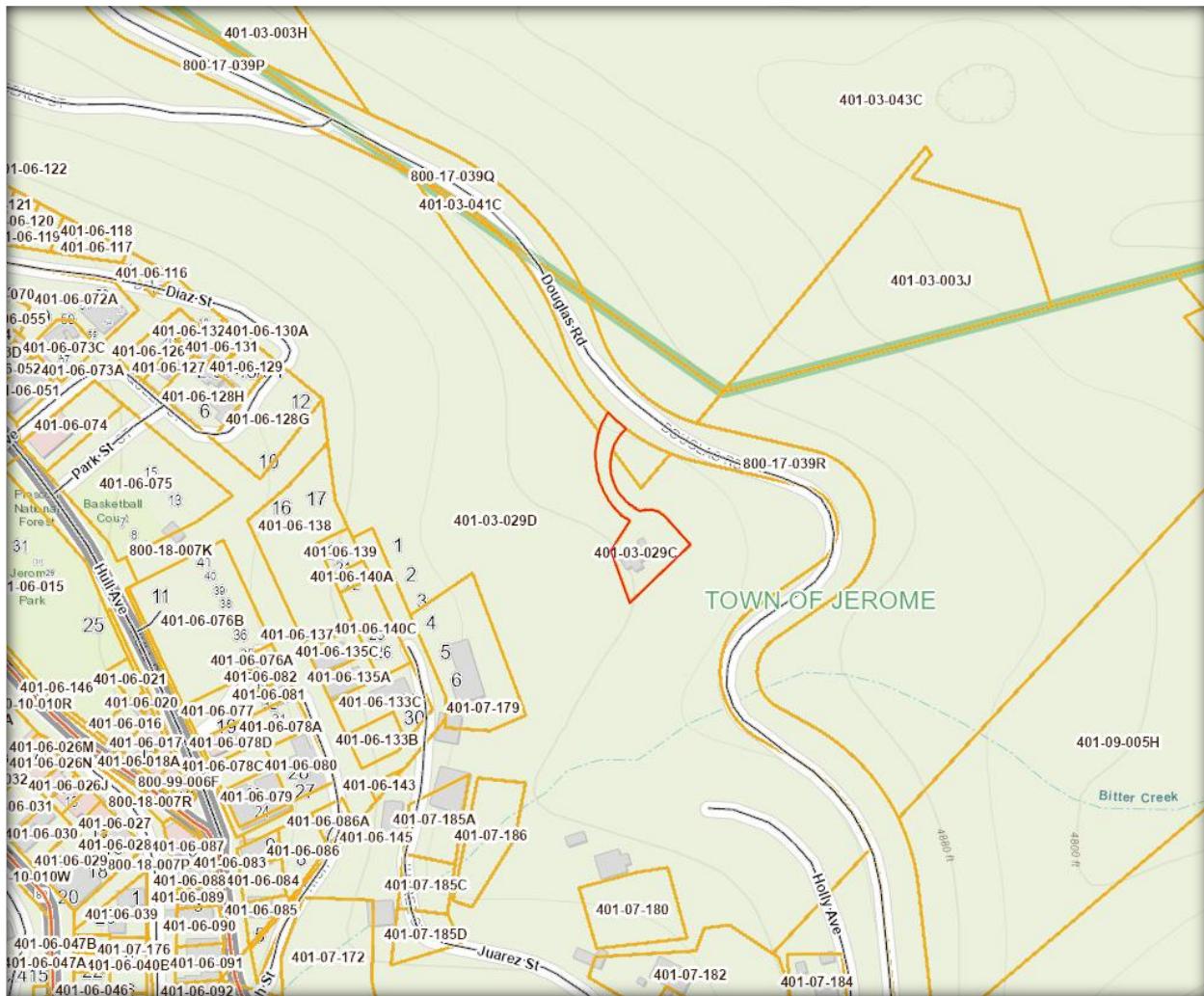
**B. PERMITTED USES**

1. One (1) single-family dwelling or one (1) modular home per lot. Mobile homes are prohibited.
2. Customary accessory uses and buildings, provided such uses are incidental to the principal use.
3. Temporary buildings for uses incidental to construction work, which buildings shall be removed upon completion of or abandonment of the construction work.
4. Publicly owned and operated parks and recreation areas and centers.
5. Home occupations.
6. Noncommercial farming and agriculture, not including the keeping of livestock.
7. Keeping of cattle and horses owned by members of the family occupying the premises, but not to exceed one (1) head per 20,300 square feet of lot area.

**C. CONDITIONAL USES**

1. Animals, fowl, and other typical farm livestock, except as otherwise prohibited herein.
2. Commercial stables
3. Churches or similar places of worship
4. Schools: Public or private elementary and high.
5. Colleges, universities, and professional schools having a regular curriculum.
6. Nursery Schools and Day Care Centers.
7. Privately owned and operated recreation areas and centers.
8. Public buildings other than hospitals.
9. Public utility buildings, structures, or appurtenances thereto for public service use.
10. Model Homes
11. Bed and Breakfast
12. Viniculture use, pursuant to Chapter 16, "Vineyards," of the Jerome Town Code.
13. Beekeeping

[Ord. No. 380; Ord. No. 474]



View of parcel 401-03-029C highlighted in red. The property has parking on site, as well as plans for overflow traffic utilizing the 300 level parking and being shuttled to the site.

# **Application Information**

### General Land Use Application – Check all that apply

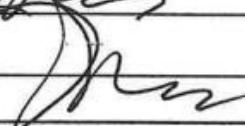
|   |  |  |
|---|--|--|
| <input type="checkbox"/> Site Plan Review \$300 | <input type="checkbox"/> Design Review \$25 to \$500 | <input checked="" type="checkbox"/> Conditional Use Permit (CUP) \$500 |
| <input type="checkbox"/> Demolition \$50/\$200  | <input type="checkbox"/> Signage/Awning \$50         | <input type="checkbox"/> Paint/Roofing \$25                            |
| <input type="checkbox"/> Time Extension \$200   | <input type="checkbox"/> Other: _____                | <input type="checkbox"/> Other: _____                                  |

Note: Refer to the corresponding Project Application Checklist/s for additional submittal requirements.

|   |   |
|---|---|
| Applicant: <b>MARY G. GALE &amp; SCOTT GALE</b>                 | Owner: <b>POUNDRYBOX HOLDINGS LLC</b>                                       |
| Applicant mailing address: <b>9914 N. GIBSON PL. P.V. BG 34</b> | Property owner mailing address: <b>9721 N. FOUR PEAKS WAY FOUNTAIN HILL</b> |
| Applicant role/title: <b>MANAGERS</b>                           | <b>112 85768</b>  |
| Applicant phone: <b>928 300 2947</b>                            | Owner phone: <b>928 300 2947</b>  |
| Applicant email: <b>112gallmail@gmail.com</b>                   | Owner email: <b>SCOTT</b>   |
| Project address: <b>109 TOWNE AS RD.</b>                        | Parcel number: <b>4010302907</b>  |
| Describe project: <b>EROME AZ 86331</b>                         |   |
| <b>USE BUILDING AND GROUNDS AS EVENT SPACE</b>                  |   |

- I understand that review by the Jerome Design Review Board, Planning and Zoning Commission, and Town Council is discretionary.
- I understand that the application fee is due at submission and review will not be scheduled until fee is paid to the Town.
- I understand review criteria are used in evaluation by the Jerome Design Review Board and/or Planning and Zoning Commission. These criteria are included in the Jerome Zoning Ordinance.
- I understand that this application will not be scheduled for consideration until all required materials have been submitted and the application is determined to be complete.

Applicant Signature:  Date: **8/27/25**

Property Owner Signature:  Date: **8/27/25**

|                                       |   |  |
|---------------------------------------|---|--|
| Received from: <b>Mary Gale</b>       | For Town Use Only   | Date: <b>1/5/26</b>  |
| Received the sum of \$ <b>500</b>     | as: <input checked="" type="checkbox"/> Check No. <b>5454</b> | <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card |
| By: <b>T. Card</b>                    | For: <b>Conditional Use</b>                                   |  |
| Tentative Meeting Date/s - DRB: _____ |   |  |

*Item B.*