



TOWN OF JEROME

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

AGENDA

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

TUESDAY, JUNE 16, 2026, AT 6:00 PM

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.

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- A. The board will vote on approval of the minutes from the regular meeting of 4.21.26.

3. NEW BUSINESS

- A. The owner of 168 North drive is requesting P&Z clearances for a new deck at 168 North Drive.
- B. The owner of 896 Hampshire Ave. is requesting approval and clearance to remodel and renovate the home, adding three additional bedrooms.

4. NEXT MEETING ITEMS

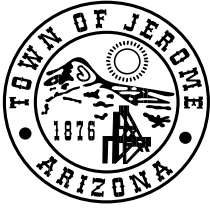
5. ADJOURNMENT

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.

Kristen Muenz, Deputy Town Clerk

Persons with a disability may request reasonable accommodations such as a sign language interpreter by contacting Town Hall at (928) 634-7943. Requests should be made as early as possible to allow enough time to make arrangements.



TOWN OF JEROME

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

Item A.

DRAFT MINUTES

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

TUESDAY, APRIL 21, 2026, AT 6:00 PM

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

6:06PM (0:23) 1. CALL TO ORDER

Present were Chair Lance Schall, Vice Chair Becca Miller and Board members Jeanie Ready and Jera Peterson. Staff present were Zoning Administrator Will Blodgett and Accounting Clerk/Administrative Specialist Michele Sharif.

6:06PM (0:00) 2. APPROVAL OF MINUTES

A. The Board will vote on the Minutes of the regular meeting of March 17, 2026.

Chair Schall introduced the minutes for approval.

Board member Ready raised a question regarding reliance on audio recordings for meeting documentation and asked whether a backup process exists if audio were unavailable in the future. Ms. Sharif confirmed that the issue had already been addressed moving forward. The group discussed that meeting minutes procedures were revised due to the availability of audio recordings and emphasized the need to ensure recordings are consistently captured. It was noted that the new minutes format is preferred and no longer intended to be a transcript. While the previous meeting did not involve controversial matters and no significant information was lost, members agreed on the importance of diligence moving forward. Ms. Sharif and Mr. Blodgett both confirmed steps had already been taken to address the issue. Ms. Ready expressed her confidence that they will continue to manage this responsibly. Board member Ready made a motion to approve the Planning and Zoning minutes of March 17, 2026, receiving a second by board member Peterson.

Chair Schall called the question and the motion carried.

Motion to approve Planning and Zoning Meeting minutes of March 17, 2026.

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

6:09PM (3:57) 3. OLD BUSINESS

A. The applicant is requesting a new shed for 776 East Avenue.

Chair Schall entered a motion to remove the item from the table, receiving a second from Vice Chair Miller.

Motion to remove item from the table

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

After the item was removed from the table, Mr. Blodgett explained that the previous questions about the connection of the shed to the house had been answered. He handed pencil drawings to the board members because they would not copy well. The proposed shed drawings were reviewed and confirmed that the shed will be attached to the house and constructed on an existing concrete slab, with no new slab added. The shed remains fully within the existing side-yard variance footprint and does not require an expansion of the variance. Members discussed drainage and potential rain gutter concerns due to proximity to the neighboring property, noting that drainage is typically addressed during plan review and that the shed is not expected to significantly alter existing drainage patterns. Setbacks appear consistent with historic conditions on the street. Lot coverage and overall square footage were discussed, with agreement that it is unlikely the shed would cause the property to exceed the lot

coverage limit. It was clarified that the existing slab was included in the original footprint calculations, and the shed height complies with requirements when accounting for site slope, resulting in minimal impact to surrounding properties. To address any remaining uncertainty, members supported conditional approval subject to meeting all applicable zoning requirements, and no additional concerns were raised prior to proceeding toward a vote. Board member Ready moved to approve the shed at 776 East Ave., receiving a second from Vice Chair Miller. Chair Schall called the question and the motion passed by unanimous vote.

Motion to approve shed at 776 East Ave.

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

6:22PM (16:36) 4. NEW BUSINESS

A. The applicant is requesting to split lot 401-09-010F (876 Gulch Road) into two lots.

Chair Schall introduced new business.

Mr. Blodgett presented the lot split for 876 Gulch Road, dividing the existing parcel into Parcels C and D, both zoned AR. He shared that the project was designed to meet zoning standards, including minimum lot size, width, setbacks, and lot coverage. Both resulting parcels significantly exceed the 10,000-square-foot minimum, and the existing historic structure on Parcel C remains legally nonconforming without worsening its setbacks or placement. Parcel D provides ample space for future development that would comply with zoning requirements.

Board members questioned if any of this would affect the historic designation in Town. Mr. Blodgett confirmed the split does not impact the property's historic designation, and any future construction would still be subject to historic district review.

Board members sought clarification about access to Parcel D. It was confirmed that primary access to Parcel D will be from Gulch Road, ensuring the parcel is not landlocked, with access details to be formalized as needed. Mr. Blodgett also shared that a new septic system has been installed on Parcel C, representing a health and safety improvement over prior conditions. Overall, the general consensus was to recommend approval, stating the lot split meets applicable standards and raises no concerns related to access, zoning compliance, or historic impacts.

Chair Schall moved to approve the lot split at 876 Gulch Rd. receiving a second from Vice Chair Miller.

Chair Schall called the question and the motion carried unanimously.

Motion to approve lot split at 876 Gulch Road.

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

6:32PM (26:28) 5. NEXT MEETING ITEMS

Mr. Blodgett gave a brief update that there will be items on the next agenda, but what that is he is not sure at this time.

6:32PM (26:43) 6. ADJOURNMENT

Board member Ready moved to adjourn the meeting at 6:32 p.m., seconded by board member Peterson.

Chair Schall called the question and the meeting adjourned at 6:32 p.m.

Motion to adjourn at 6:32 p.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

Post Office Box 335, Jerome, Arizona 86331
(928) 634-7943

Zoning Administrator Analysis Planning & Zoning Commission Tuesday, June 16, 2026

Item :

Location: 168 North Drive
Applicant/Owner: Alward Steven J & Cindy K
Zone: R1-5
APN: 401-11-012M
Prepared by: Will Blodgett, Zoning Administrator
Recommendation: Discussion/Approval

Background and Summary: The Applicant is requesting Planning & Zoning Approval and clearances to construct a 12' x 13' Wood and metal deck on the North/Northwest end of the house (in the backyard) attached to the upper floor of the existing house and connected to ground level by a set of stairs.

Building Background: The 2007 Historic Property survey records this home as built in 2000, and as such is a noncontributor to the National Register of Historic Places.

Purpose: 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 an examination of all proposed site work, and excavation and grading regulations, with special regulation of work sites with extreme slope or unstable soils. Essential to this purpose is the review of possible impacts on surrounding properties.

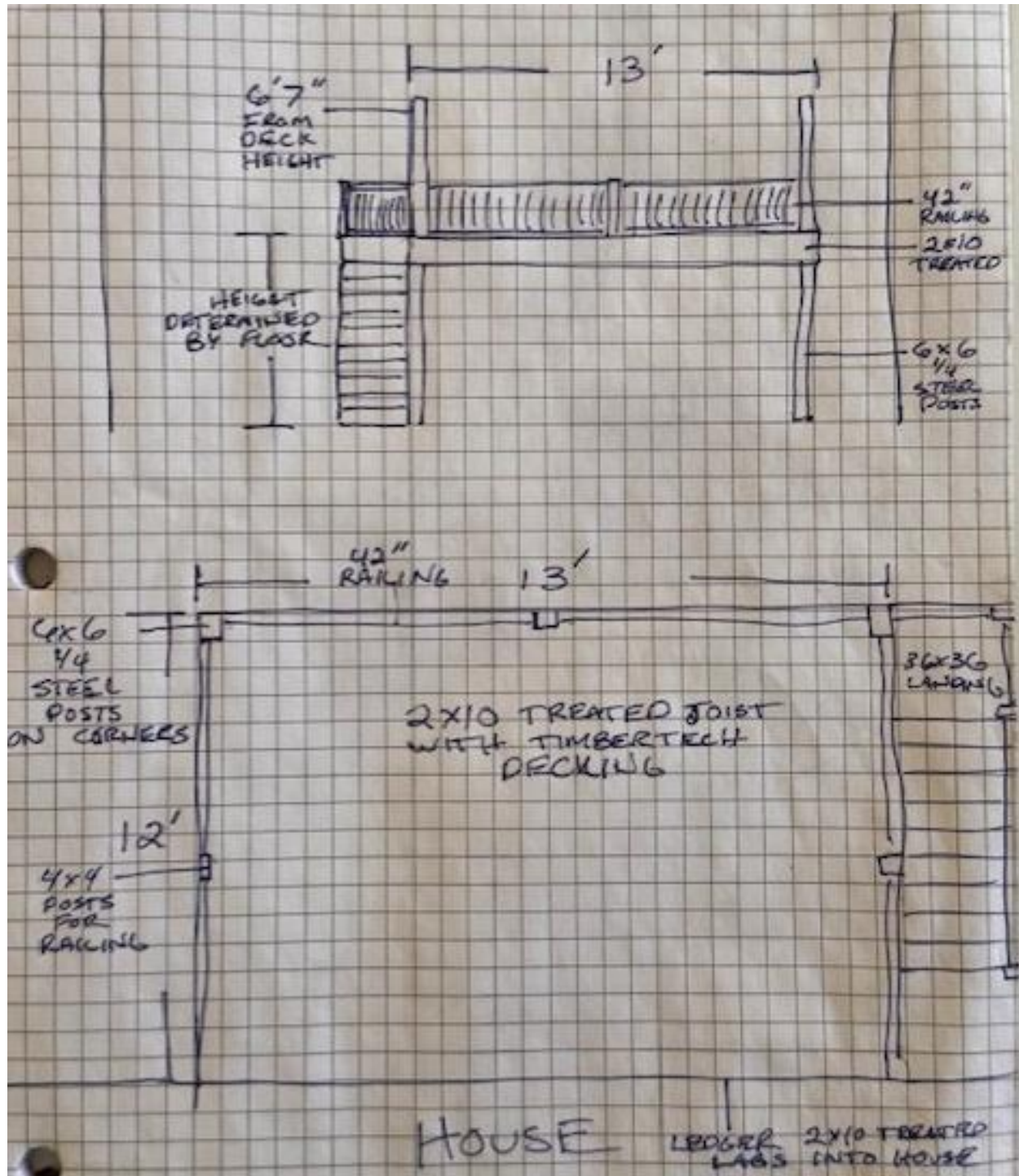
Property Standards: Section 303.1.B.2 of the Jerome Zoning Ordinance, lists "Decks" as requiring review by the Planning & Zoning Commission. Section 303.2.A.2 requires Zoning Ordinance compliance in the following; Lot Area, Lot Width, Maximum lot coverage, yard requirements, off-street parking and loading, building height, accessory building height, and any other property development standards applicable to that Zone.

Yard, Lot, and Area requirements in 502.H.10 (General Provisions) state that "No portion of any deck shall be located within (5) five feet of the lot line except in those districts where Residential use is not a permitted use. In those districts decks should conform to the required yard for that zone. Decks shall not encroach onto any public easement. Square footage of decks shall be included in lot coverage for each zoning district."

Lot Coverage standards for the R1-5 zone in the Jerome Zoning Ordinance require that "Not more than (60) Sixty percent of the net area of the lot may be covered by the main building and all accessory buildings."

Response: The total lot area is 8,276 sq. ft. The new deck (12' x 13') is 156 sq. ft added to the existing structure (1,383 sq. ft.) is 1,539 sq. ft. This is well under the 60% maximum lot coverage permitted by the zoning Ordinance. As the proposed deck is attached to the existing building and centered without

any extension toward either side set-back there is no concern about a negative impact to the side setbacks.







Application & Related Information



TOWN OF JEROME

Post Office Box 335, Jerome, Arizona 86331
(928) 634-7943

Zoning Administrator Analysis Planning & Zoning Commission Tuesday, May 19, 2026

Item :

Location: 896 Hampshire Avenue
Applicant/Owner: Pathway Real Estate Investments LLC
Zone: R2
APN: 401-11-005A
Prepared by: Will Blodgett, Zoning Administrator
Recommendation: Discussion/possible action

Background and Summary: The Applicant, Pathway Real Estate Investments LLC. Is requesting approval to add three bedrooms to the 5-bedroom single-family residence at 896 Hampshire. This would include the addition of windows that are required by code to serve as emergency egress. The drawing for these changes are provided within this analysis.

Building Background: 896 Hampshire Avenue is recorded by Yavapai County as having been built as a split-level Single-Family residence in 2009. The property is not contributing to the National Historic Landmark status for the Town of Jerome, but is still located within the Historic overlay.

Purpose: 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 an examination of all proposed site work, and excavation and grading regulations, with special regulation of work sites with extreme slope or unstable soils. Essential to this purpose is the review of possible impacts on surrounding properties.

Property Standards: The Town of Jerome Zoning Ordinance in section 303.1.B.a says that “*Additions and alterations to Residential, Commercial or Industrial structures...*” will require review by the planning and zoning commission.

SECTION 506. “R-2” ZONE, SINGLE- AND TWO-FAMILY RESIDENTIAL

A. PURPOSE

This district is intended to fulfill the need for medium density residential development regulations and property development standards are designed to allow maximum flexibility and variety in residential development while prohibiting all incompatible activities. Land use is composed chiefly of single- and two-family homes, together with required recreational, religious, and educational facilities.

B. PERMITTED USES

1. One (1) single-family dwelling or one (1) two-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.

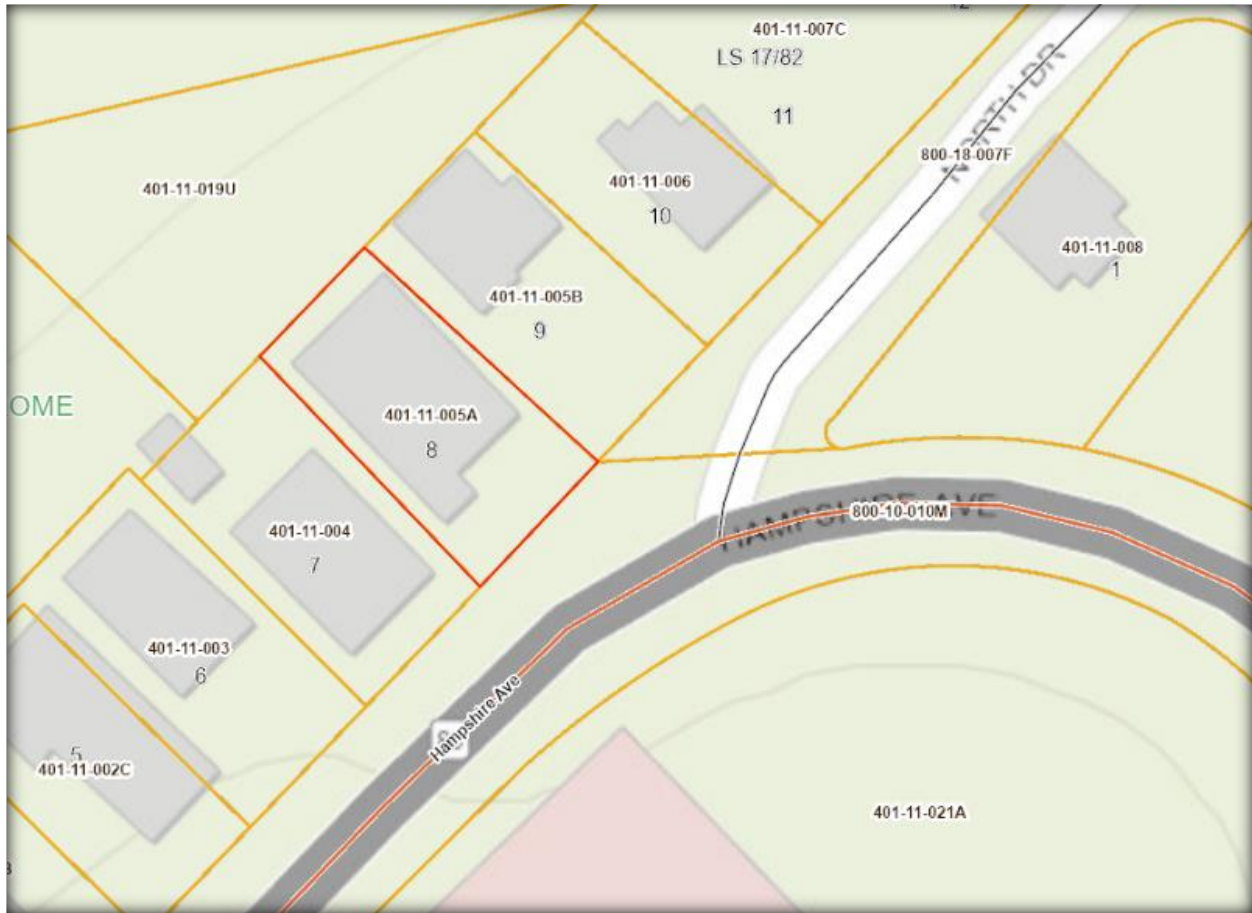
Response: The owner of 896 Hampshire, currently a 5-Bedroom single-family dwelling that is located within the R-2 Zoned strip of Hampshire. The owner desires to add 3 additional Bedrooms by removing the current living room area on the top floor. Each new Bedroom will require by code, a window that can act as emergency egress. The addition of three bedrooms would not increase the number of legal dwelling units as the required kitchen aspect that partly defines a dwelling unit is not changing, keeping the existing Single-Family use. The TOJ Zoning Ordinance does not place a limit or restriction upon the number of bedrooms within a dwelling unit. The regulations within the Ordinance limit the number of dwelling units allowed within a structure. This use is defined as:

Dwelling - a building portion thereof designed exclusively for residential purposes, including one-family, two-family, three-family and multiple dwellings; but not including hotels, fraternity and sorority houses, rest homes and nursing homes, or child care nurseries.

Dwelling, One-Family - a detached building designed exclusively for occupancy by or occupied by one (1) family for residential purposes.

KEY NOTES

- ① EXISTING MAIN RESIDENCE (1ST FLOOR) TO BE REMODED (LIVABLE)
- ② EXISTING 3 CAR GARAGE TO REMAIN INTACT (NON-LIVABLE)
- ③ EXISTING FRONT PORCH TO REMAIN INTACT (NON-LIVABLE)
- ④ EXISTING REAR PORCH TO REMAIN INTACT (NON-LIVABLE)
- ⑤ EXISTING MAIN RESIDENCE (2ND FLOOR) TO BE REMODED (LIVABLE)



896 Hampshire Avenue (401-11-005A) in Red.

Source: Yavapai County GIS

PROPERTY DESCRIPTION

OWNER'S INFORMATION: PATHWAY REAL ESTATE INVESTMENTS LLC

PROPERTY ADDRESS: 896 HAMPSHIRE AVE JEROME, AZ 86331

PARCEL# (APN): 401-11-005A

LOT SIZE: 5,000 SQ. FT
LOT COVERAGE: 58.36% MAX COVERAGE: 60%

PROPERTY INFORMATION:
SECTION TOWNSHIP RANGE: S23 T16N R02E
JURISDICTION: CITY OF JEROME **ZONING:** R-2
LOT#: 08

CONSTRUCTION YEAR: 2026

PROJECT DESCRIPTION:
NEW INTERIOR REMODEL TO DIVIDE EXISTING LIVING ROOM TO 4 NEW
BEDROOMS & CREATE A HALF BATH TO FULL BATH

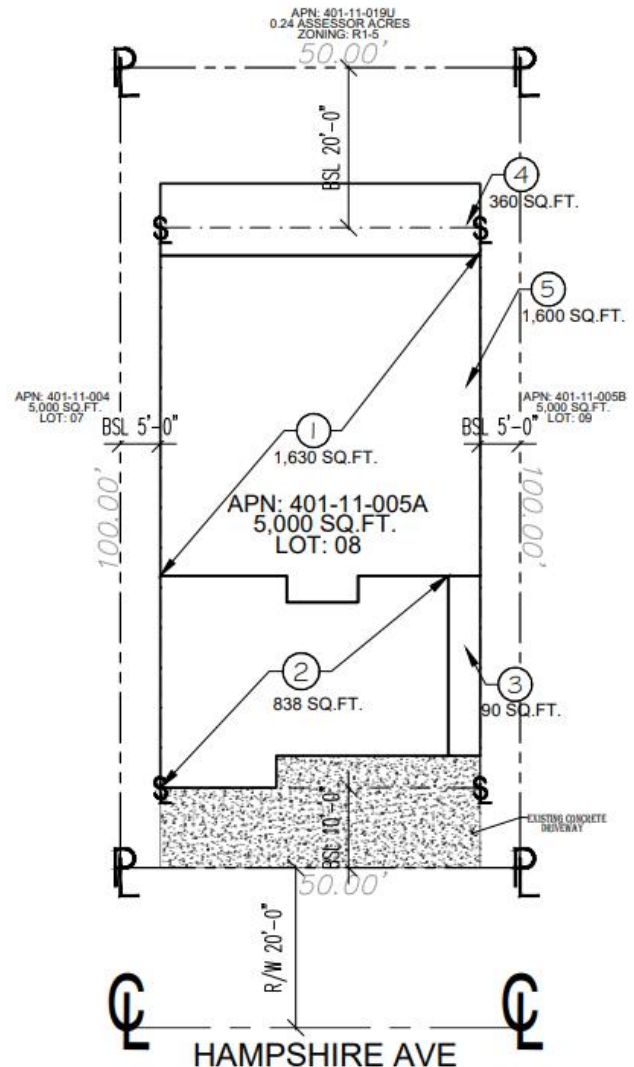
LIVABLE AREA

1. EXISTING MAIN RESIDENCE (1ST FLOOR) TO BE REMODELED (NEW 5 BEDROOMS)	1,630	SQ. F.
5. EXISTING MAIN RESIDENCE (2ND FLOOR) TO BE REMODELED (FULL BATH)	1,600	SQ. F.
IN TOTAL (LIVABLE):	3,230	SQ. F.

NON-LIVABLE AREA

2. EXISTING 3 CAR GARAGE TO REMAIN INTACT	838	SQ. FT.
3. EXISTING FRONT PORCH TO REMAIN INTACT	90	SQ. FT.
4. EXISTING REAR PORCH TO REMAIN INTACT	360	SQ. FT.
IN TOTAL (NON-LIVABLE):	1,288	SQ. FT.

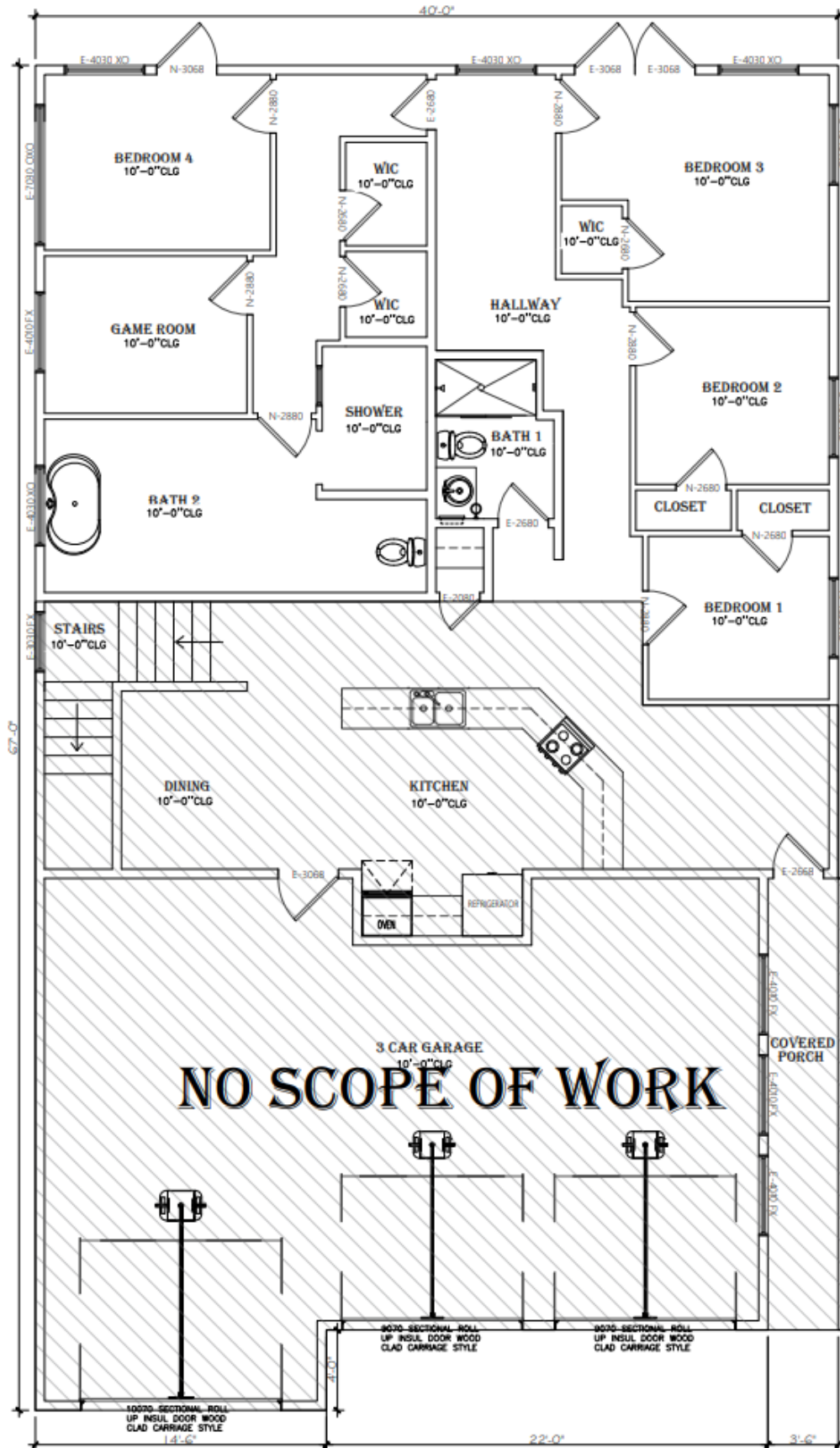
TOTAL (LIVABLE + NON-LIVABLE) :	4,518 SQ. F
TOTAL (LIVABLE + NON-LIVABLE) LOT COVERAGE :	2,918 SQ. F



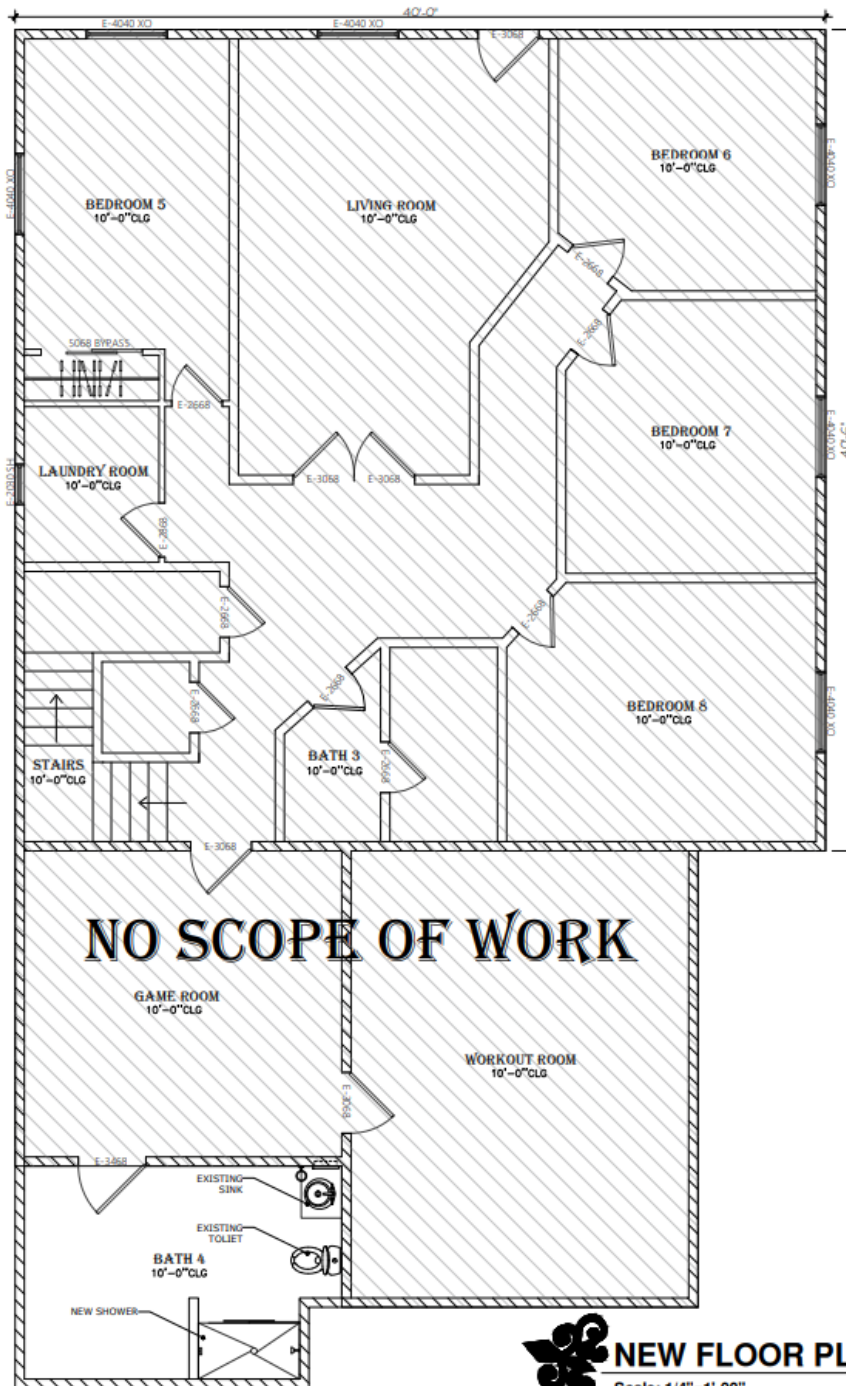
Property description information (left) and a site-plan showing the placement of the existing structure on the parcel.







Plan view of the proposed changes to the top floor, showing the removal of the living room in exchange for additional Bedrooms.



Plan view of the bottom floor, where only an additional shower is being added to an existing bathroom.



NEW FLOOR PLAN

Scale: 1/4"=1'-00"





Application & Related Information

