



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, SEPTEMBER 19, 2023, 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.

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.

1. CALL TO ORDER

2. PETITIONS FROM THE PUBLIC - Pursuant to A.R.S. § 38-431.01(H), public comment is permitted on matters not listed on the agenda, but the subject matter must be within the jurisdiction of the Council. All comments are subject to reasonable time, place and manner restrictions. All petitioners must fill out a request form with their name and subject matter. When recognized by the chair, please step to the podium, state your name and please observe the three (3) minute time limit. No petitioners will be recognized without a request. The Council's response to public comments is limited to asking staff to review a matter commented upon, asking that a matter be put on a future agenda, or responding to criticism.

3. APPROVAL OF MINUTES

A. Minutes of the May 16th Regular Meeting

4. OLD BUSINESS

5. NEW BUSINESS

A. New retaining wall & stairs for 139 Juarez (Steve Cheifetz)

6. MEETING UPDATES

7. NEXT MEETING ITEMS

8. 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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TOWN OF JEROME

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

DRAFT MINUTES

Regular Meeting of the Planning and Zoning Commission

Tuesday, May 16, 2023, 6:00 pm

Jerome Civic Center, 600 Clark Street, Jerome Arizona, 86331

6:00 (0:12) Item 1: Call to order / Roll Call

Present were Vice Chair Lance Schall, and Commissioners Jera Peterson and Lori Riley. Chair Jeanie Ready joined via telephone. Staff present included Zoning Administrator Will Blodgett and Deputy Town Clerk Kristen Muenz.

6:01 (1:02) Item 2: Petitions from the public

Possible Direction to Staff

There were no petitions from the public.

6:01 (1:11) Item 3: Approval of Minutes – Regular meeting of April 18th, 2023

Vice Chair Schall asked if there were any questions or correction of the minutes from the commissioners and, hearing none, moved to approve the minutes as submitted.

Motion to approve the Minutes of the Regular Meeting of April 18th, 2023, as submitted

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

Old (continued) Business: none

New Business:

6:02 (2:16) Item 4: Structural changes to 711 East (Door/Window)

Applicant/Owner: Eric Jurisin

Zone: R1-5

Address: 711 East Ave.

APN: 401-07-102

Applicant is seeking approval to replace x1 door with a window, replace decking and replace the roof.

Discussion/Possible Action

Zoning Administrator Will Blodgett read his analysis of the structural changes. The applicant had submitted a proposal to remove a sliding glass door located on the upper floor, frame it in, and add a window. The window will be the same size, manufacture, and style as an existing window on the same structure, a picture of which was included in the packet.

Commissioner Jera Peterson asked for clarification, they are not moving the side window, they are just matching it?

Mr. Blodgett confirmed that they were just matching the existing window, not removing it.

Commissioner Lori Riley commented that it looked pretty cut and dried to her, which Ms. Peterson agreed with.

Mr. Schall said that it looked fine to him. He said he didn't have a lot to talk about because most of the project would be a Design Review concern. Also, when our Building Inspector does a plan review, he will make sure it is going to stand up and meets fire and egress and whatever else is important. This doesn't change the height of the building, the setback, the easements, or parking.

Mr. Blodgett replied that he did not find any code language or any property development standards or general regulations that would impact this. It is simply that the language of the ordinance states any structural changes need to come before Planning & Zoning need to come before Planning & Zoning. He said that is something in the language that we can tighten up in the future, so we are not taking little items like this and making the process bigger than it needs to be.

Mr. Schall said that he would not object to some kind of administrative approval for something as simple as this, but he understood the wording in the ordinance. He asked if there were any complaints.

For clarification, Ms. Peterson asked, "we are just voting on the door becoming a window in that wall?"

Mr. Blodgett confirmed that was the case and said even such a very minor structural change falls under the purview of this commission.

Ms. Peterson said that is what we deal with, and Mr. Blodgett responded, yes ma'am.

Mr. Schall said he supposed that it is the definition of structural change, at least one we can see.

Ms. Riley said that she had no issues.

Mr. Schall moved to approve the structural change at 711 East Avenue.

Motion to approve the structural changes (Door/Window) to 711 East Avenue

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

Meeting Updates:

6:07 (6:38) Item 5: Updates of recent and upcoming meetings

- **April 18th P&Z Regular Meeting**– Approved a new shed construction at 209 Third, and a retaining wall at 139 Juarez.
- **April 25th DRB Regular Meeting**- Approved multiple signs (x4) and a Garage remodel at 121 Third Street.
- **April 11th Regular Council Meeting**- Minutes available for review.

Mr. Schall asked Mr. Blodgett if he had any updates for the commission.

Mr. Blodgett briefly explained the recent meeting activity for the Design Review Board, which included approval of several signs.

Mr. Schall asked if that included the replacement of the Cornish Pasty sign, which had an upside-down “S.”

Mr. Blodgett replied, “Yes sir.” There was some discussion as to the previous sign and Mr. Blodgett said that at least now it was an approved sign within size regulations.

Mr. Schall said he couldn’t complain, it was much improved.

Ms. Peterson suggested that maybe they wanted the “s” that way, like when you make a Turkish rug.

Mr. Schall said that if they wanted it that way, they could have put the other “s” that way, but now the issue was a matter of public record because we have talked about it in this meeting.

Mr. Blodgett explained that DRB also chose to treat the Foy garage project as a remodel, so that was approved. The building permit has not been issued yet as the Building Inspector is off work for a little while.

6:09 (8:50) Item 6: Potential items for April Planning & Zoning meeting, Tuesday June 20 – Multiple items nearing readiness for review.

Mr. Blodgett said that he had multiple items that were in progress, but none have proceeded to the point that an application is ready yet. He said the ball is in the applicants’ court and as of right now, he does not have a project scheduled for next month’s meeting.

Mr. Schall said that there is still time before next month for an applicant to get their information together.

Mr. Blodgett agreed there was time, and if an applicant got their information together, that could change. He said that as he has more time himself, he has some things he would like to bring to P&Z outside of normal applications, things he has observed, planning problems, and little fixes here and there. He said he definitely would like the benefit of the commissioner’s experience to see if there were better ideas, and so we will have some work study sessions for the future. Mr. Blodgett said he will try to make that information available well ahead of time, but it will be a few months.

Mr. Schall said that he is always up for a work session to look at stuff whenever it is ready.

Item 7: Adjourn

Motion to adjourn at 6:12 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



TOWN OF JEROME

Post Office Box 335, Jerome, Arizona 86331
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Zoning Administrator Analysis Planning & Zoning Commission Tuesday, September 19, 2023

Item :

Location: 139 Juarez
Applicant/Owner: Steven Cheifetz
Zone: R1-5
APN: 401-07-186
Prepared by: Will Blodgett, Zoning Administrator
Recommendation: Discussion/possible action

Background and Summary: 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 applicants house and help direct the runoff to this system.

Building Background: The 2007 Historic Property survey records this home as built in 1995, 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: 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.

Response: The total wall length proposed by the applicant is 24’, in three sections. The main, or middle segment is 16’ in length with two 4’ segments coming off of the main at roughly 45 degree angles. For issuance of a Building Permit the proposed designs will have to meet compliance with all applicable building codes

Applicants Letter:

Steve Cheifetz
3442 North 53rd Street
Phoenix, Arizona 85018
Phone (602) 980-8181
E Mail swcheifetz@gmail.com

139 Juarez Wall/Stair Replacement Narrative

This project seeks to replace a failing wood retaining wall and wood stairs in front of the home at 139 Juarez with a new concrete retaining wall and wider wood stairs, all as depicted in the attached drawing. This new portion of the retaining wall will connect to the concrete retaining wall approved by this Commission on April 18th, 2023, and run across the front of the home to the new wider wood stairs. The wall shall be 8 inches thick to match the wall recently constructed. I am also replacing the old wood stairs that wrap around the South side of the home, but since those stairs are simply replacing the existing wood stairs, I do not believe that portion of the project needs Commission approval.

The expanded staircase in front of the home is to be better built to avoid water running down the stairs during major rainstorms. I want to install a 2-foot concrete pad in front of the stairs that is elevated sufficiently to prevent run off from Juarez Street. On each side of the stairs will be a masonry wall that rises a few inches above grade. Once this project is complete we expect the town will be installing a new storm sewer on Juarez that drains into the large storm sewer pipe that already runs under Juarez Street just north of this property. I also expect to install landscaping in front of the completed wall that will further prevent run off from approaching the house.

RECORD of SURVEY

ASSESSOR'S PARCEL No. 401-07-186 JEROME, AZ

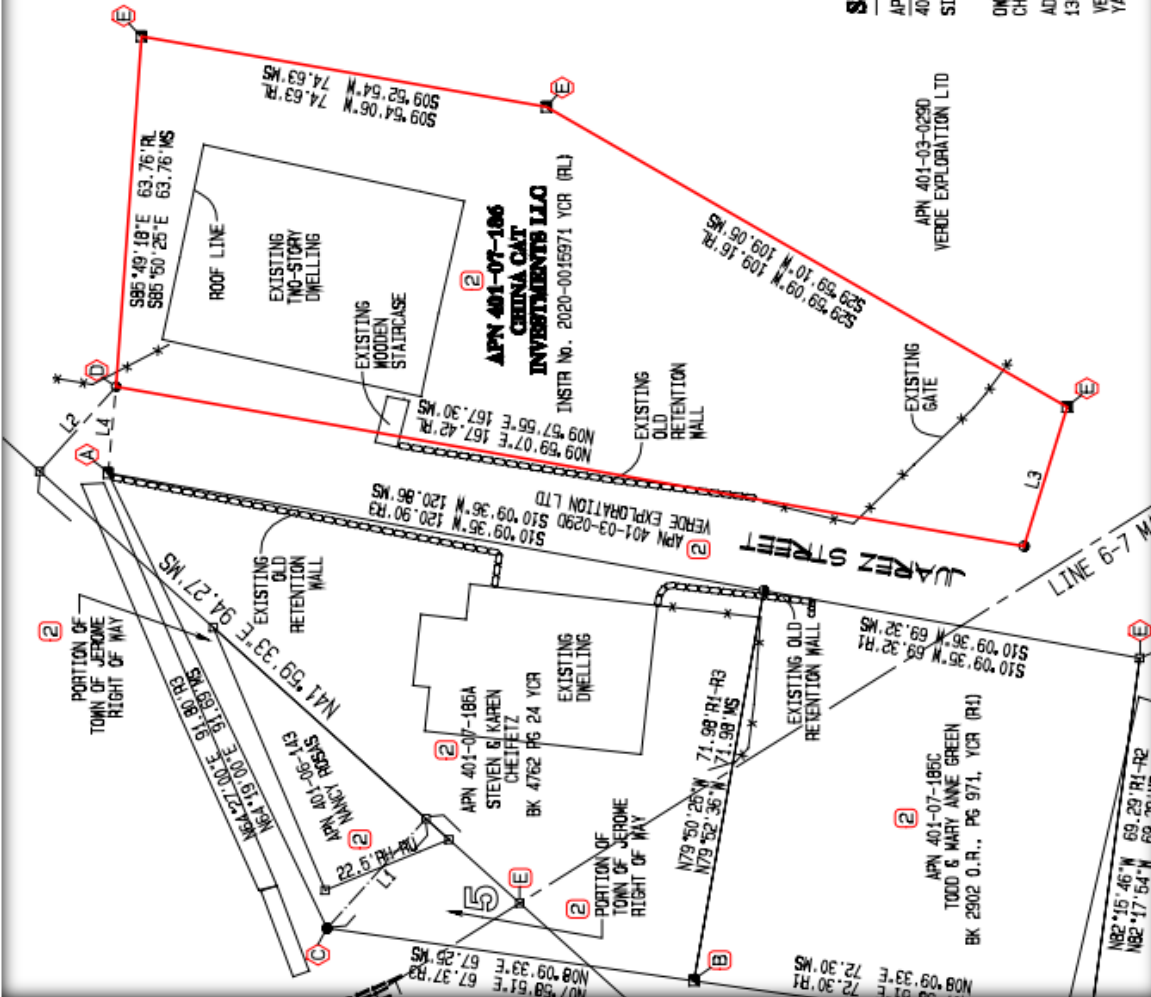
SITUATED IN A PORTION OF SECTION 23,
TOWNSHIP 16 NORTH, RANGE 2 EAST
GILA AND SALT RIVER MERIDIAN,
YAVAPAI COUNTY, ARIZONA.



SITE INFORMATION:

APN:	ZONING: (PER ASSESSOR)	AREA:
401-07-186	AR	0.21 AC
SITE AREA TOTAL		0.21 AC

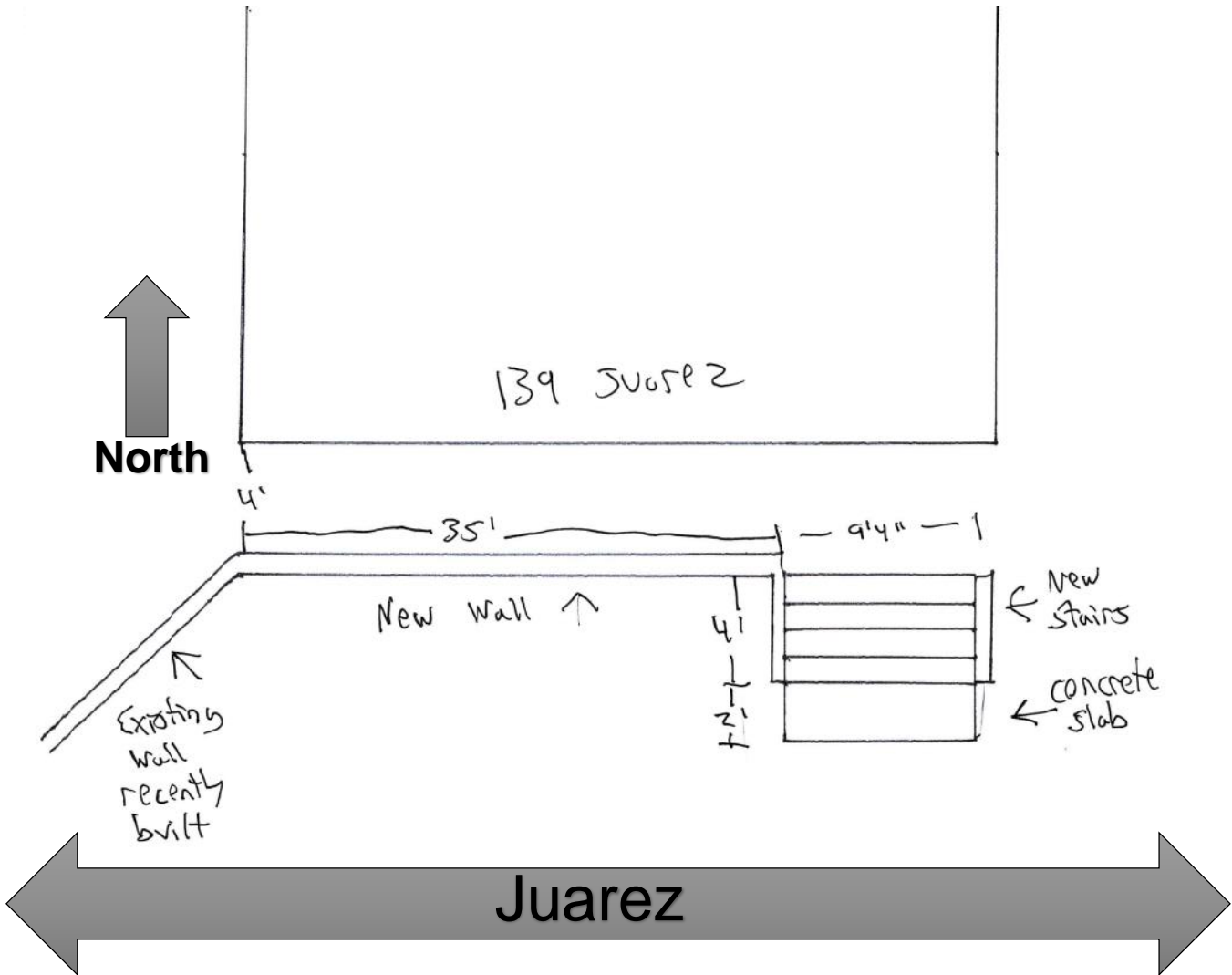
OWNER:
CHINA CAT INVESTMENTS LLC
ADDRESS:
139 JUAREZ STREET JEROME AZ 86331
VESTING DEED: INSTRUMENT No. 2020-0016974,
YAVAPAI COUNTY, AZ (RL).





Yavapai County GIS (with the subject parcel highlighted in red) with a significant error. Juarez road is placed west of its actual location, which should be between the subject parcel, and 401-07-185A / 401-07-185C on the left of the map. The survey map on the previous page notes the correct location of Juarez.

Source: Yavapai County GIS



Above: Sketch map explaining the location, and dimensions of the proposed project. The new section of wall will stay at 8" thick (the same as the wall approved in April) and continue it for 35' along the front of the house, to the stairs.



Top: View of 139 Juarez (on right) from the south end of Juarez looking Northwest.
Source: W. Blodgett



Top: View of the front of 139 Juarez from Juarez street facing Northeast. The new proposed section of Retaining wall will replace the wooden wall and railing that currently exists.

Source: W. Blodgett



Left: Detail view of the wooden stairs leading down to 139 Juarez from street level. Note the 2x4 boards on the left of the stairs that serve as the existing retaining wall. This wraps around the left and continues along the front of the home.

Source: W. Blodgett



View showing the direction of water flow / drainage that has been negatively impacting the residence. The drainage patter will be addressed by the Town crew.

Source: W. Blodgett



Top: The recently poured retaining wall section is visible in the lower left corner of the photo above. The new section will continue this to the stairs in the upper right of the photo.

Source: W. Blodgett

Application & Related Information

File #: _____
Town Use



TOWN OF JEROME, ARIZONA
600 Clark Street, P.O. Box 335, Jerome, AZ 86331
(928) 634-7943

General Land Use Application – Check all that apply

- Site Plan Review \$300
- Demolition \$50/\$200
- Time Extension \$25 to \$200
- Design Review \$25 to \$500
- Signage/Awning \$50
- Other: _____
- Conditional Use Permit (CUP) \$500
- Paint/Roofing \$25
- Other: _____

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

Applicant: <u>steve cheifetz</u>	Owner: <u>China Cat Investments LLC</u>
Applicant mailing address: <u>3442 N. 53rd St. Phoenix AZ 85018</u>	Property owner mailing address: <u>3442 N. 53rd St. Phoenix AZ 85018</u>
Applicant role/title: <u>Managing Member</u>	
Applicant phone: <u>602-980-8181</u>	Owner phone: <u>602-980-8181</u>
Applicant email: <u>swcheifetz@att.net</u>	Owner email: <u>swcheifetz@att.net</u>
Project address: <u>139 SW 1st Jerome</u>	Parcel number: <u>401-07-186</u>
Describe project: <u>see Attached Narrative</u>	

- 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: [Signature] Date: 9/11/2023
 Property Owner Signature: [Signature] Date: 9/11/2023

For Town Use Only

Received from: _____ Date: _____

Received the sum of \$ _____ as: Check No. _____ Cash Credit Card

By: _____ For: _____

Tentative Meeting Date/s - DRB: _____ P&Z: _____

