



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, JANUARY 21, 2025, 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. APPROVAL OF MINUTES

- A.** The Commission will vote on approval of the minutes of the regular meeting from 12/17/2024.

3. NEW BUSINESS

- A.** 103 Dundee Avenue. The applicant is proposing an accessory structure on his property at 103 Dundee. The planning & Zoning Commission will review the proposed project.

4. NEXT MEETING ITEMS

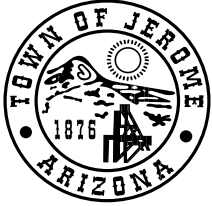
5. ADJOURNMENT

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

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TOWN OF JEROME

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MINUTES

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

JEROME CIVIC CENTER
600 CLARK STREET, JEROME, ARIZONA

TUESDAY, DECEMBER 17, 2024, AT 6:00 PM

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

6:00PM (0:35) 1. CALL TO ORDER

Present were Chair Lance Schall, and commissioners Rebecaa "Becca" Miller, Jera Peterson and Lori Riley. Vice Chair Jeanie Ready was absent due to illness. Also present were Zoning Administrator Will Blodgett and Accounting Clerk Michele Sharif

6:00PM (0:57) 2. PETITIONS FROM THE PUBLIC

There were no petitions from the public.

6:01 (1:12) 3. APPROVAL OF MINUTES

A. The Planning & Zoning Commission will review and vote on approval of the October 15th regular meeting minutes.

Mr. Schall introduced the minutes. He asked if anyone had any comments or changes.

There was discussion about Ms. Riley abstaining from the vote for minutes due to not being present for the October meeting. There was clarification provided regarding whether Ms. Riley could vote to accept the minutes. It was confirmed that she could vote on approving the minutes if she chooses to do so.

Mr. Schall asked if there were any changes to be made.

Ms. Peterson made the motion to accept the minutes.

Ms. Miller seconded the motion.

Mr. Schall called the question, and the meeting minutes from October 15th were approved.

Motion to approve meeting minutes from October 15th Regular Meeting.

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

6:03PM (2:42) 4. NEXT MEETING ITEMS

A. January will see more review items, including a potential re-zone, and a parcel combination.

Mr. Schall introduced the item and deferred to Mr. Blodgett for further introduction.

Mr. Blodgett shared that January was shaping up to be a busy month. He said board members can expect to see a rezone for a property on School St. It is a residential property in a C1 zone, but the owner purchased it to live in it and would like to have the residential use by right. There was brief conversation about which home he was referring to. It was also confirmed that it would remain commercial zoning and be dual zoned as R2, for multifamily, so that the new owners could legally use the home as a residence by right instead of needing to obtain a conditional use permit. There was a conversation regarding the zoning on School St. Mr. Blodgett further explained that this will clean up some of the legal zoning issues and might provide assistance or direction to other properties in town that are in similar scenarios. Mr. Blodgett then shared there would be a lot combination for Mr. Schall to be reviewed.

Mr. Schall acknowledged that he would have to recuse himself when it comes up on the agenda.

Mr. Blodgett said in the next few months there will be a project coming from MR. Keenan on Dundee, who will be expanding some wine equipment storage. He said while it is unique everything will be up to code, adding the new building will be using an existing building as the foundation and will not increase the footprint of the existing space.

Ms. Riley questioned if it hadn't been permitted previously would it be a problem?"

Mr. Blodgett answered that it had been permitted.

There was discussion regarding which structure each of them were referring to. Mr. Blodgett confirmed that a shade structure does not require a permit according to the language in our existing code. He said at this point the project manager is including him in early stages now. He said it's coming but there isn't even a package available yet and was just letting them know it would be coming because there will be a lot of information about that.

Mr. Schall suggested that it might be valuable to have a sight visit.

Ms. Riley said she knows he's pretty private about that.

Ms. Peterson said that if they're going to vote on it then the board needs to see it.

There was discussion regarding a previous generator project. The discussion detailed the fact that people in the community expressed to Mr. Blodgett that the project had been denied, and Mr. Schall confirmed he withdrew it because he said he was going to move it. Ms. Peterson interjected and said "correction, we did not say no."

Mr. Blodgett said exactly that was his point.

Mr. Schall said the original basement building approval included a sight visit.

Mr. Blodgett said he would ask about it. He said his only hesitation is security concerns and that the area is not the easiest to access. He said if it was possible then he would make the arrangements to do so.

Ms. Miller proposed, if they had were previously ok with Mr. Blodgett visiting the site maybe he could go and take some photos to bring back to the board.

Mr. Blodgett shared that they have plenty of photos, he added he doesn't disagree with the site visit, it will just be complicated to make the arrangements.

Ms. Peterson asked if the placement would be the same area as where they originally proposed the generator that was moved.

Mr. Blodgett confirmed yes it is the same space. He said because the roof of the existing storage area is at ground level and the new storage area will start at ground level and all design incorporates all the necessary requirements such as roof high and slope. He said his question for the longest time was "is it an addition to an existing building?" and he came to his answer as no. It is a new building using an existing building as a foundation, which is unique.

Ms. Peterson suggested once it's done, could they have a zoom meeting to ask questions.

Mr. Blodgett said he's happy to facilitate whatever means it takes to get everyone the information that is required.

Ms. Peterson said she is not going to give a vote on something they're not seeing.

Mr. Blodgett said they are not rubber stamping anything and are double checking everything. He said he is not sure that this will happen in January, it might be a few months out yet. He said we may be looking at March and that there are still a lot of "I don't know" and "I'm not sure yet" because there is still coordination needed, and they haven't reached that step yet.

Ms. Peterson said she thinks it's important that decisions be made not just on his suggestion. They've had it before and she will not make a vote unless it can be seen and questions be answered.

Mr. Blodgett reassured board members that what they are asking for is appropriate and to let him work to coordinate it.

There was discussion regarding Mr. Keena's privacy and cameras present on his property.

Ms. Riley pointed out that no one comes and goes down that street without him taking a photograph of us.

Mr. Blodgett confirmed he will do whatever he can to get them access to the site. He said if the access seems a little sketchy then he'll find an alternative.

There was discussion about accessing the site.

Mr. Blodgett said there is a lot of stuff coming and he hopes that none of it proves to be stressful or controversial. He said there is interest in other things coming up such as people purchasing properties, 2025 looks like it is going to be a busy year.

Ms. Riley asked if a lot of the lots have been sold this year.

Mr. Blodgett said there is interest, and some have already sold. He is trying to give the board as much information as he can without leading down the road of speculation.

Mr. Schall commented that it sounds fun and introduced item 5.

Ms. Peterson asked if she could make a request on North Dr regarding the tamale lady's house. She asked how long it is going to sit looking like a junkyard?

Mr. Blodgett said the contractor that was working with that property owner, and a handful of others, as far as he's aware, has skipped town.

Ms. Peterson confirmed he's being sued.

Mr. Blodgett said he's skipped town and likely the property owners are struggling, like everyone else to find a contractor. He said he has two options. He can let it go for a while and hopefully the property owners who've expressed the desire to do a thing with the property can find someone to do the thing with the property. But if he goes in using code enforcement powers to tell them to clean up the property, then all the historic materials there, that were saved for reconstruction, he is technically legal forcing them to clean it up. He said there is a careful balance to walk here, but there is a point where it becomes a health and safety hazard, and we have to act. But these are the options in front of us.

Ms. Peterson said she just wondered if there was a time frame because it's just sitting looking junky.

Mr. Blodgett said technically he could start writing letters now telling them to remove the trash from the property, but he wants to give them every opportunity to retain and reuse the material.

Mr. Schall agreed, adding that it then becomes a demo permit which they didn't intend. He said take all that historic material saved for refurbishment and throw it away. It's not what we really wanted to do.

Mr. Blodgett agreed and said they approved a demo permit with the intent that they dismantle it and save it for use in the reconstruction.

Mr. Schall agreed and reiterated the same information.

Mr. Blodgett said here's where negotiating compromise with the property owner is probably the best course of action but the one thing it's dependent on is his time. He said right now he doesn't have any time and the earliest he can get to it is in January.

Ms. Riley asked if she could ask a question regarding the house on Dundee under construction. She said she was made privy to information that the property owner had a new contractor, but that the contractor didn't want to touch it until the foundation was fixed.

Mr. Blodgett confirmed that Barry (Wolstencroft) has been having conversations with that contractor and there are a lot of things the contractor has inherited that are a mess. He said that it is outside of his realm of conversations.

Mr. Schall commented that they can't talk about things too much that aren't on the agenda.

Mr. Blodgett said he should formally agendize a section of to and from/directions to staff. He said he likes the conversations so he can inform them about upcoming things, but we do need to maintain good record keeping and so should agendize something that allows a little more conversation.

6:19PM (19:00) 5. ADJOURNMENT

Mr. Schall reintroduced item 5. He said he would entertain a motion.

Ms. Peterson made the motion to adjourn the meeting.

Ms. Riley seconded the motion.

Mr. Schall called the question, and the meeting was adjourned at 6:20 p.m.

Motion to adjourn meeting at 6:20p.m.

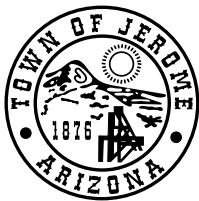
BOARD MEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
MILLER			X			
PETERSON	X		X			
READY					X	
RILEY		X	X			
SCHALL			X			

Approved: _____ Date: _____

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
(928) 634-7943

Zoning Administrator Analysis Planning & Zoning Tuesday, January 21, 2025

Item :
Location: 103 Dundee Avenue
Applicant/Owner: Matt Lavoire / Merkin Harry Trust
Zone: R1-5 / AR
APN: 401-11-015M
Prepared by: Will Blodgett, Zoning Administrator
Recommendation: Recommend discussion / Approval

Background and Summary: The applicant is seeking approval to construct a new Barrel storage shed over an existing, semi-subterranean structure. The property at 103 Dundee is a total of 2.13 acres dual-zoned R1-5 and AR. The property has a primary structure that is recorded as 5992sq. ft.in size. The property also contains portions currently in agricultural use (Viticulture) and associated processes to support wine-making. The property does not currently have space to store barrels on site which requires transportation of these up and down Highway 89A as they are needed or put in storage. This proposed structure is to provide storage for wine barrels on site.

Building Background: Parcel number 401-11-015M is recorded as having the primary structure built in 1992 with the adjacent utility/accessory structure built in 2005. As such the properties are not listed within the National Register and are non-contributors to the Town's historic landmark status. This area of Jerome is commonly referred to as "the Experimental zone".

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.*

****Note for Reviewing parties/Board Members**

Some maps have been reduced in size and quality in order to fit within the space provided on this page. Full size versions will be in the appendix section of the printed version of this analysis and can be made available upon request.

103 Dundee Barrel Storage Accessory Structure

The proposed accessory structure for 103 Dundee would be build primarily for the purpose of empty barrel/container storage.

Over the course of the year, containers are filled and emptied with wine, either for aging purposes, or simply for transport down to Cottonwood for bottling.

Currently, empty barrels and containers are store off-site, due to lack of space at 103 Dundee. This means that several times a year, we are transporting barrels and containers up and down Highway 89. Having this accessory building will reduce barrel transport time and labor, as well as reduce traffic on Dundee.

The space will be temperature controlled and humidified, due to the delicate nature of oak barrels. Once they dry and shrink, they are very difficult to restore to usefulness.

Thank you,

Matt LaVoire, Project Manager
Caduceus Cellars

Project Data

Zoning Categories:	R1-5 and AR
Parcel Size:	2.13 acres = 92,783 sf
Existing home footprint:	4660 sf (inc. 700 sf buried)
Existing garage footprint	2650 sf (inc. 2515 buried)
<u>Existing outbuilding (mech)</u>	<u>880 sf (all buried)</u>
Total existing building footprint	8190 sf (inc. 4095 buried)
Proposed addition	2650 sf (above grade)
Lot Coverage (no change)	8190/92,783 = 8.83%

Response:

Lot Area & Lot Width: The total lot area is 2.13 Acres as previously stated. The scope of this proposed project is not going to alter or change this number.

Maximum lot coverage: The proposed project is utilizing an existing, semi-subterranean structure as a foundation for the shed. The footprint of the proposed building is designed to fit inside, and match the existing structure to have no increase or impact to the maximum lot coverage. The proposed addition is 2650sq. ft but with no change as the footprint was previously established, lot coverage remains at 8190sq.ft /92783sq.ft. for 8.83% lot coverage.

Yard requirements: The setbacks are currently established and the proposed building, intended to fit within an existing building footprint so that no yard requirements previously set will be impacted.

Off-street Parking & loading: The arrangement of this property for the functions of the viticulture efforts provide for ample on-site space for parking and unloading, and this project should have no impact to street-parking, street congestion or other negative impacts.

Building Height: The building height is capped at 14' from grade as required by the TOJ Zoning ordinance for an accessory building. The proposed structure was designed with these regulations in mind, with the roof of the shed designed to match the natural grade of the existing topography.

Other property standards: The roof of the building is sloped to match the natural grade of the topography in order to minimize the viewshed impact to neighboring properties and Dundee Avenue adjacent. All other property development standards required by the Town of Jerome's Zoning Ordinance are being met for this proposed project

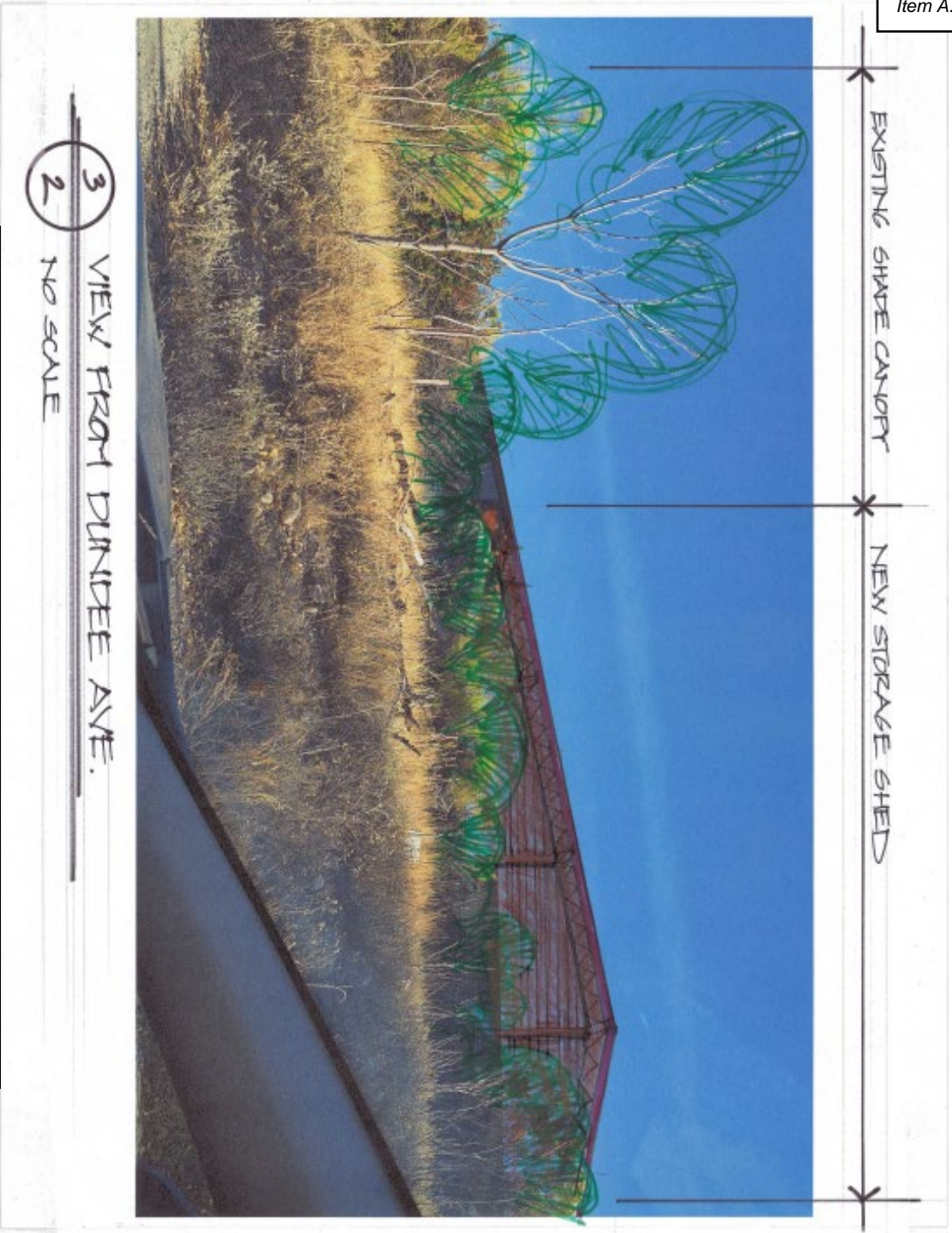
If the project is approved, the applicant is responsible for obtaining a building permit and is subject to required inspections and the 2012 IBC. An approval from DRB is valid for up to 6 months, in which time the applicant needs to obtain a building permit, or apply for an extension to the approval.



Aerial photograph with the proposed building footprint highlighted in orange.

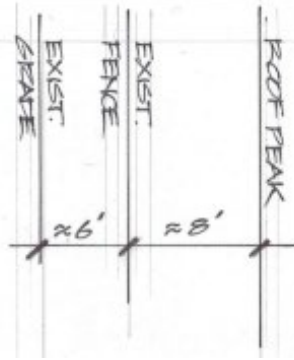


Parcel map from Yavapai County GIS, with the property at 103 Dundee (APN- 401-11-015M) in the center.

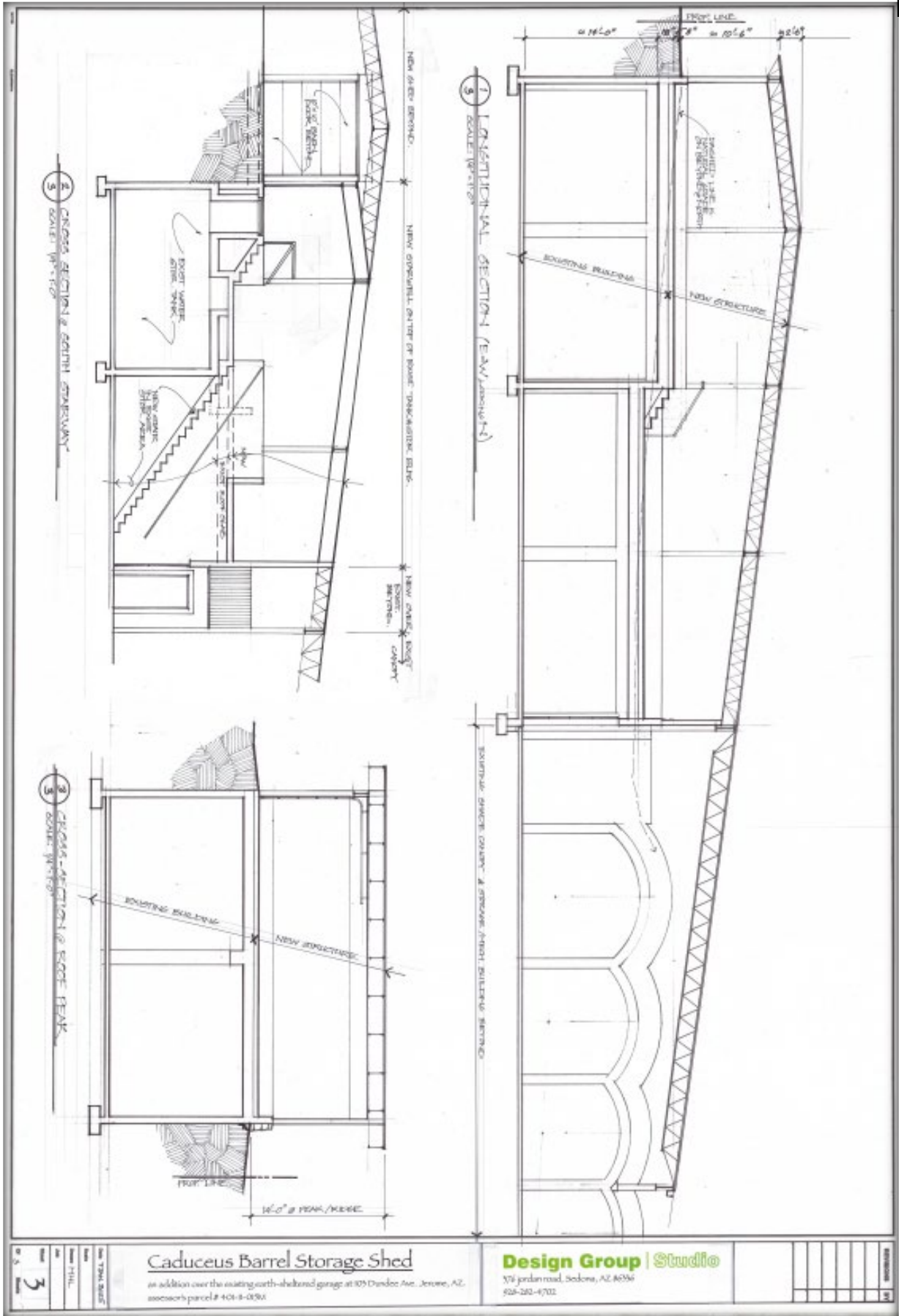


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2

VIEW FROM DUNDEE AVE.
NO SCALE



Street-view photograph with a rough overlay that highlights the portion of the structure that would be visible from Dundee Ave. Note the slope of the roofline is designed to match the natural grade of the topography.



Elevations for the new proposed building at 103 Dundee.

Application & Related Information



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

Town Use

General Land Use Application - Check all that apply

- Site Plan Review \$300
Demolition \$50/\$200
Time Extension \$200
Design Review \$25 to \$500
Signage/Awning \$50
Other:
Conditional Use Permit (CUP) \$500
Paint/Roofing \$25
Other:
\$300 + 50 = \$350

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

Table with applicant and owner information: Applicant: Matt LaVoire, Owner: Maynard Keenan, addresses, phone numbers, emails, and project description: Accessory structure.

- 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.
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: 1/9/25
Property Owner Signature: [Signature] Designated Agent Date: 1/9/25