



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 20, 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 / ROLL CALL**
- 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 Meeting Minutes**

Consider approval of the minutes from the May 16, 2023 regular meeting.

A. Consider Approval of the May 16, 2023, Regular Planning and Zoning Meeting Minutes

- 4. NEW BUSINESS**

A. Community Garden Shed

Location: 301 Hull Avenue

Applicant/Owner: Town of Jerome

5. MEETING UPDATES

6. NEXT MEETING ITEMS

Potential items for the July 18, 2023, meeting.

7. 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

Table with 7 columns: Commissioner, Moved, Second, Aye, Nay, Absent, Abstain. Rows for Peterson, Ready, Riley, Schall.

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

Table with 7 columns: Commissioner, Moved, Second, Aye, Nay, Absent, Abstain. Rows for Peterson, Ready, Riley, Schall.

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
(928) 634-7943

Zoning Administrator Analysis Planning & Zoning Tuesday, June 20, 2023

Item :
Location: 301 Hull Avenue
Applicant/Owner: Town of Jerome
Zone: C-1
APN: 401-06-015
Prepared by: Will Blodgett, Zoning Administrator
Recommendation: Recommend Approval

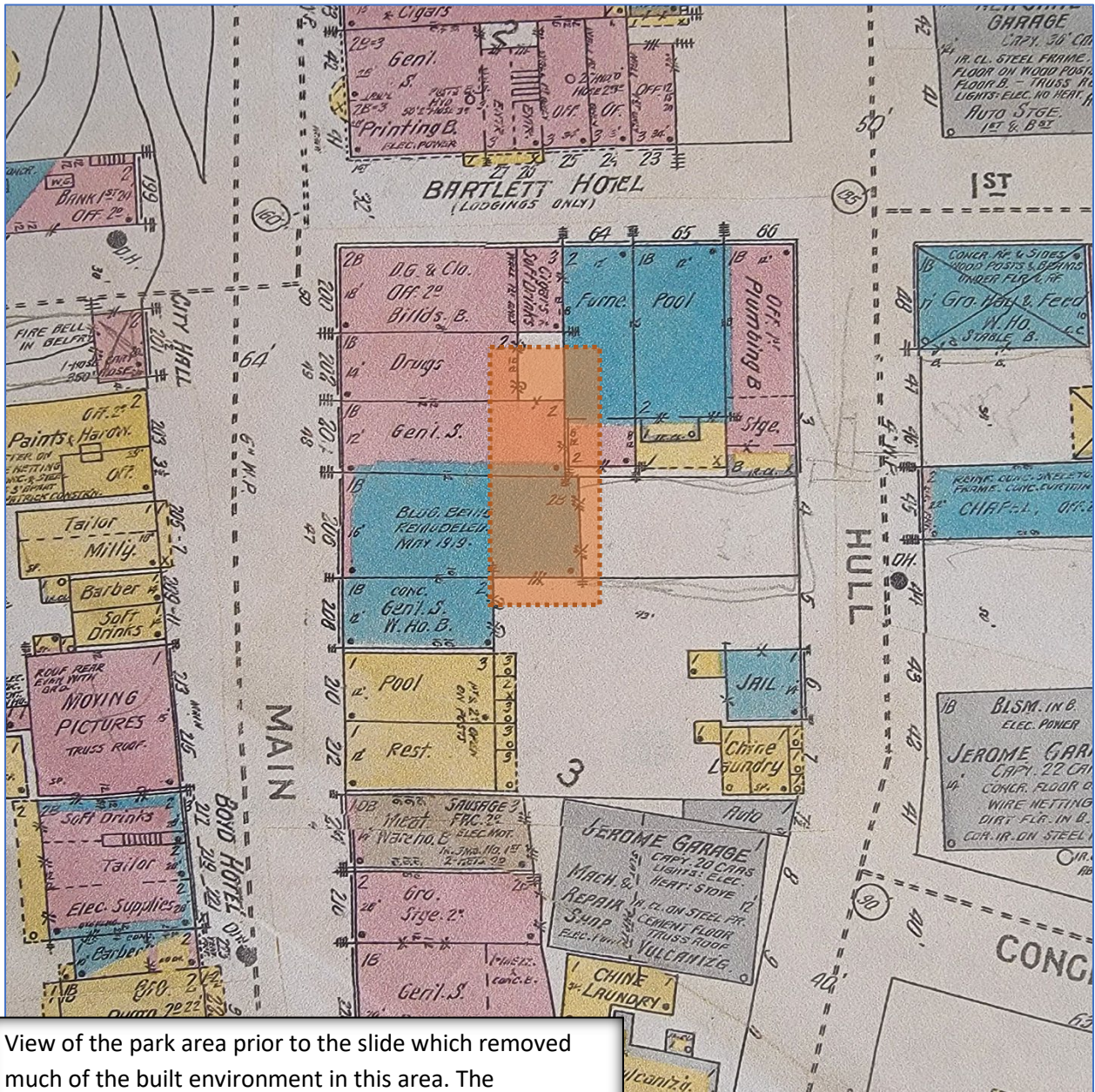
Background and Summary: The applicant is seeking approval to install a Garden shed for the Town of Jerome community Garden, located at 301 Hull Avenue in the center of Town. Of the various options presented, this is the final proposed shed variant that will best fit the location of the shed, and the vision of the community as previously stated during the review process. The shed has been reduced slightly in size to a 6' x 8' shed in order to best fit the area without having to redesign other aspects of the community garden.

Building Background: The Parcel that contains the Community Garden (APN# 401-06-015) was once the center of the commercial district in the heart of Jerome, which due to fires, slides and other misfortunes, has all but disappeared. A review of the 1917 Sanborn maps shows a number of established businesses in this location prior to the slide, and the subsequent change of ownership to the Town of Jerome. A graphic with these maps is provided following this analysis.

Purpose and Considerations: Section 304.B.8 of the Jerome Zoning Ordinance requires that the Design review Board to review the exterior of proposed new buildings (or accessory structure in this case) within the Historic overlay district, in order to ensure that new development is compatible with the surrounding environment, and to preserve and protect the historical character of the Town of Jerome.

Response: The area of the community garden is sited surrounded by open spaces (a Park as well as Parking spaces, as well as a soon-to-be completed public restroom). The footprint of Historic buildings no longer present is sometimes visible, but predominant is the use of "Arizona flagstone" remnants of these buildings to define spaces, walls and landscape features.

Regulations: Section 304.H.i of the Town of Jerome Zoning Ordinance says under the Review Criteria that; *"Garages, carports and sheds shall be visually compatible with buildings, structures and places to which they are visually related."*

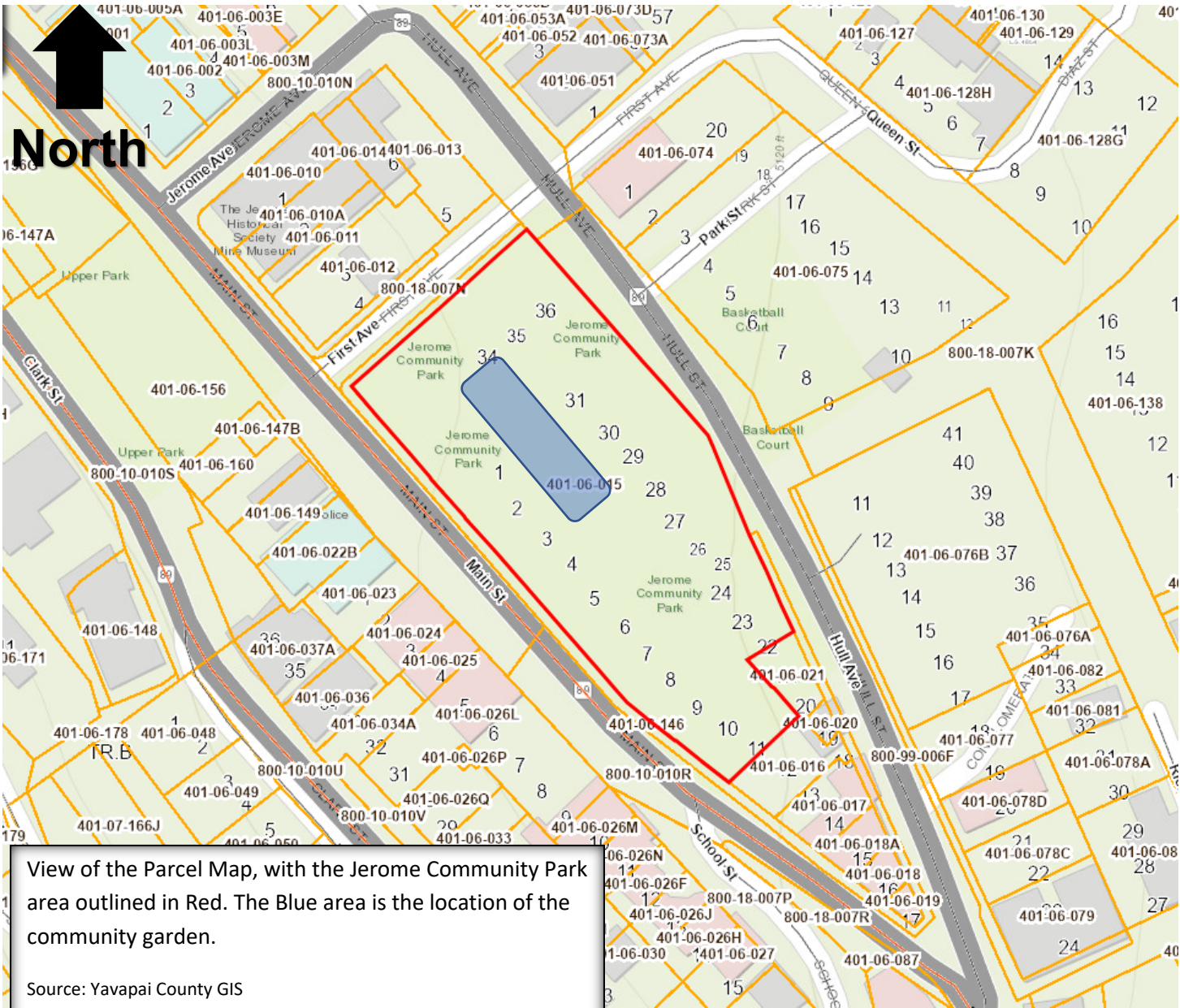


View of the park area prior to the slide which removed much of the built environment in this area. The Community Garden area is highlighted in orange.

Source: Sanborn fire risk maps, 1917



Aerial view of the Community Garden area (Outlined in orange) located at 301 Hull Avenue.
Source: Google Earth



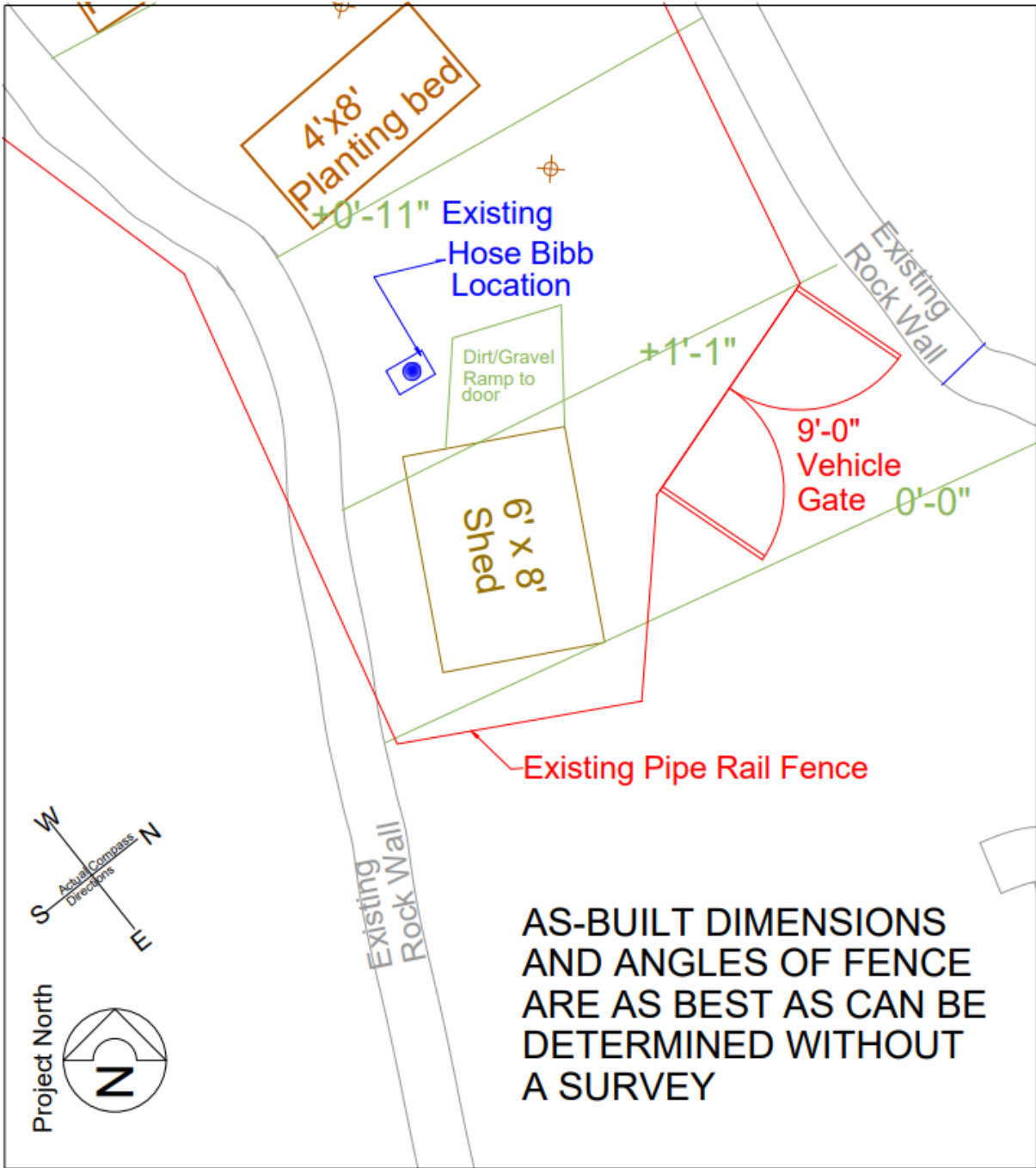
View of the Parcel Map, with the Jerome Community Park area outlined in Red. The Blue area is the location of the community garden.

Source: Yavapai County GIS

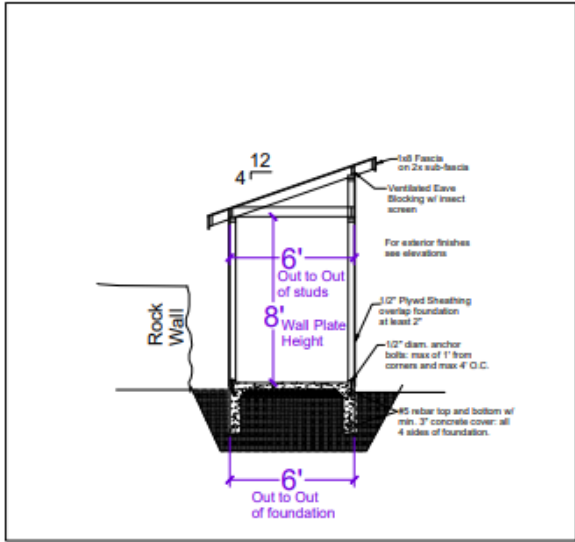


Two views of the community garden, (top) the first from the entrance looking northwest, (bottom) the second from the western end of the garden looking east.
Source: W. Blodgett

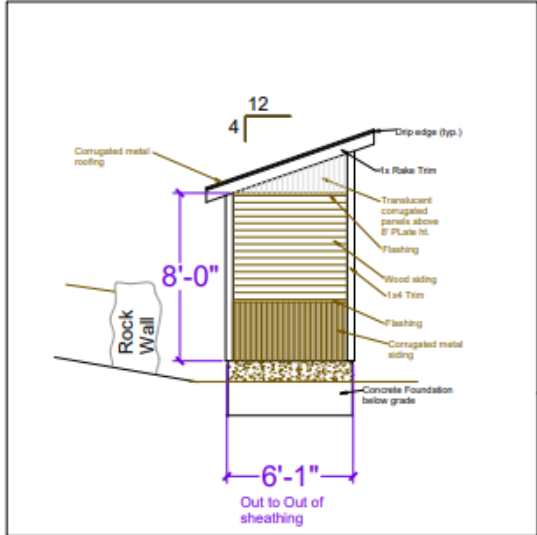




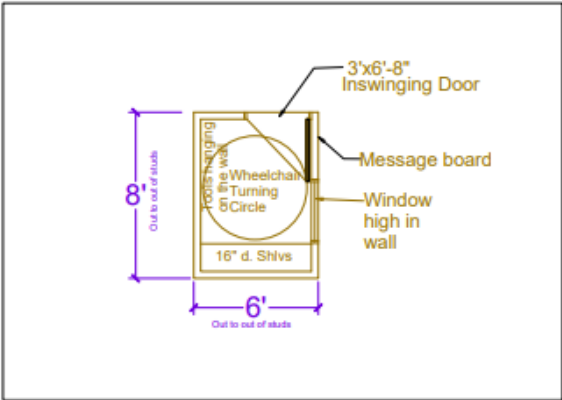
Jerome Community Garden Proposed Shed Option A Site Plan



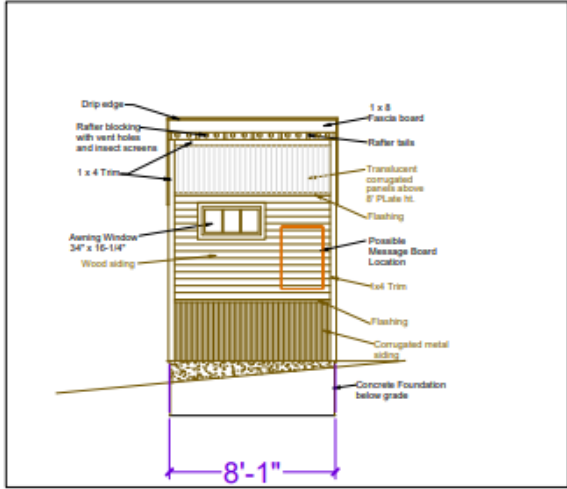
SHED SECTION



SOUTH ELEVATION



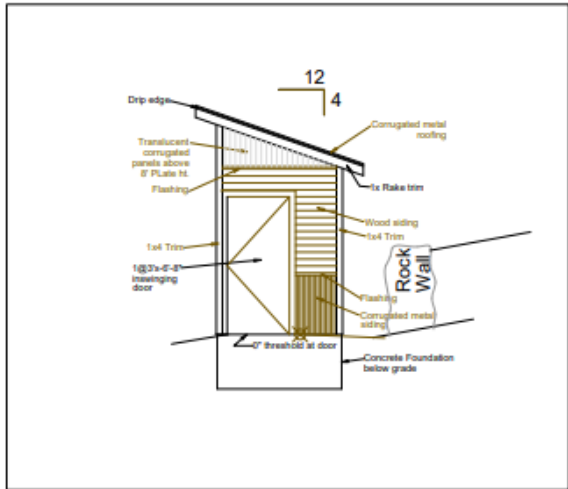
SHED PLAN



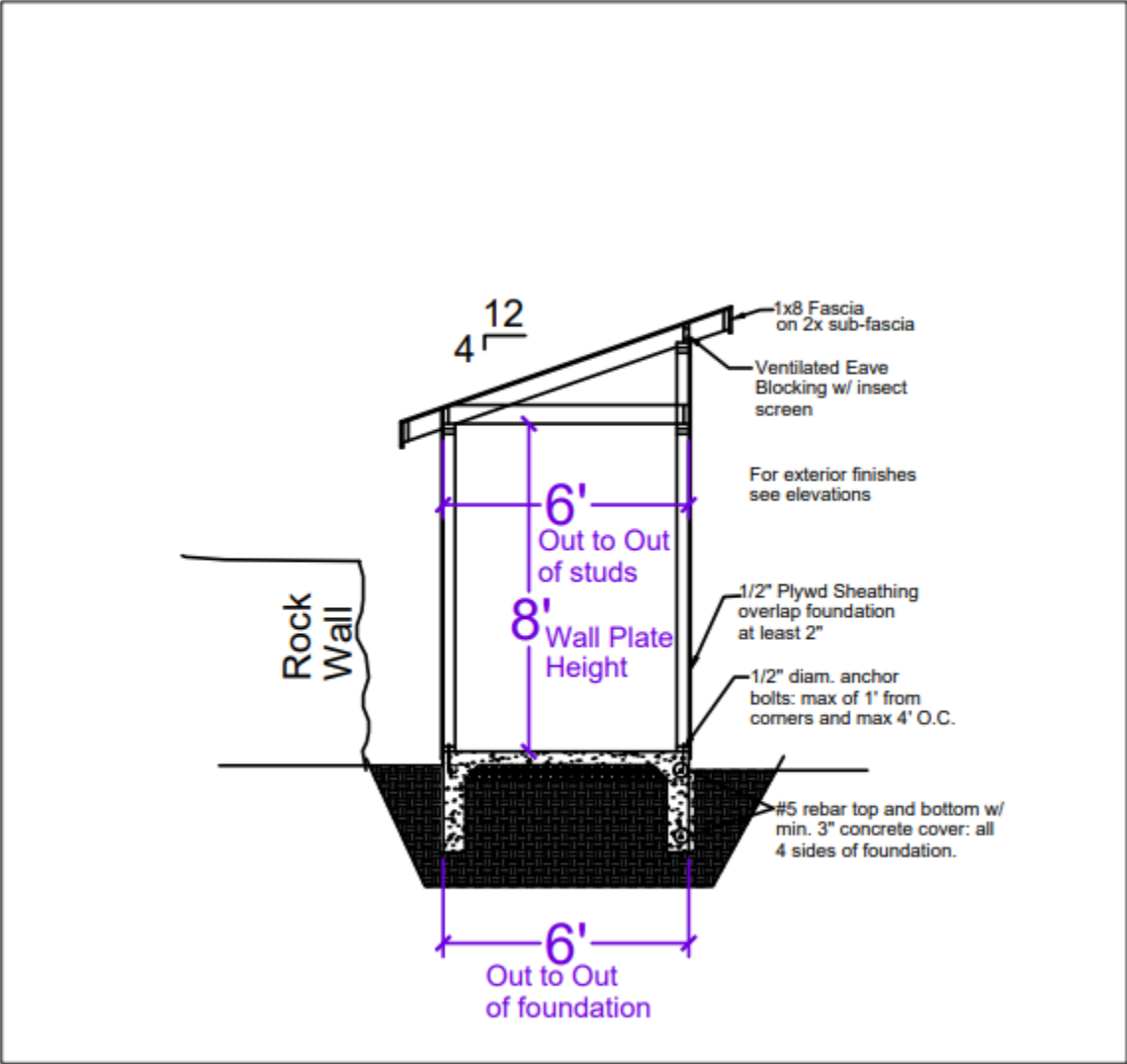
EAST ELEVATION

Jerome Community Garden
Proposed Garden Shed
Option A (6' x 8')

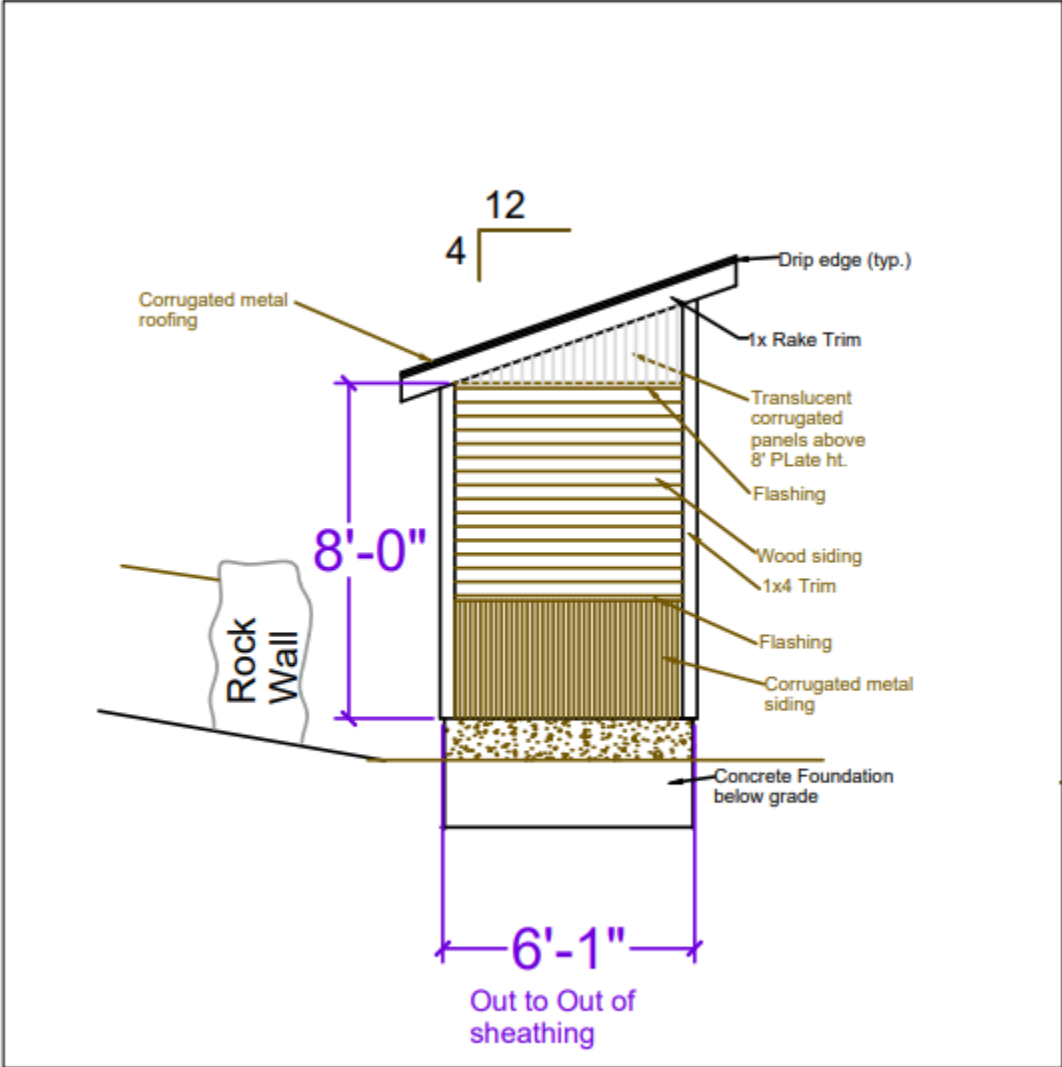
Date: 2023-04-19
Drawn by: WIM
Scale: 1/8" = 1'-0"



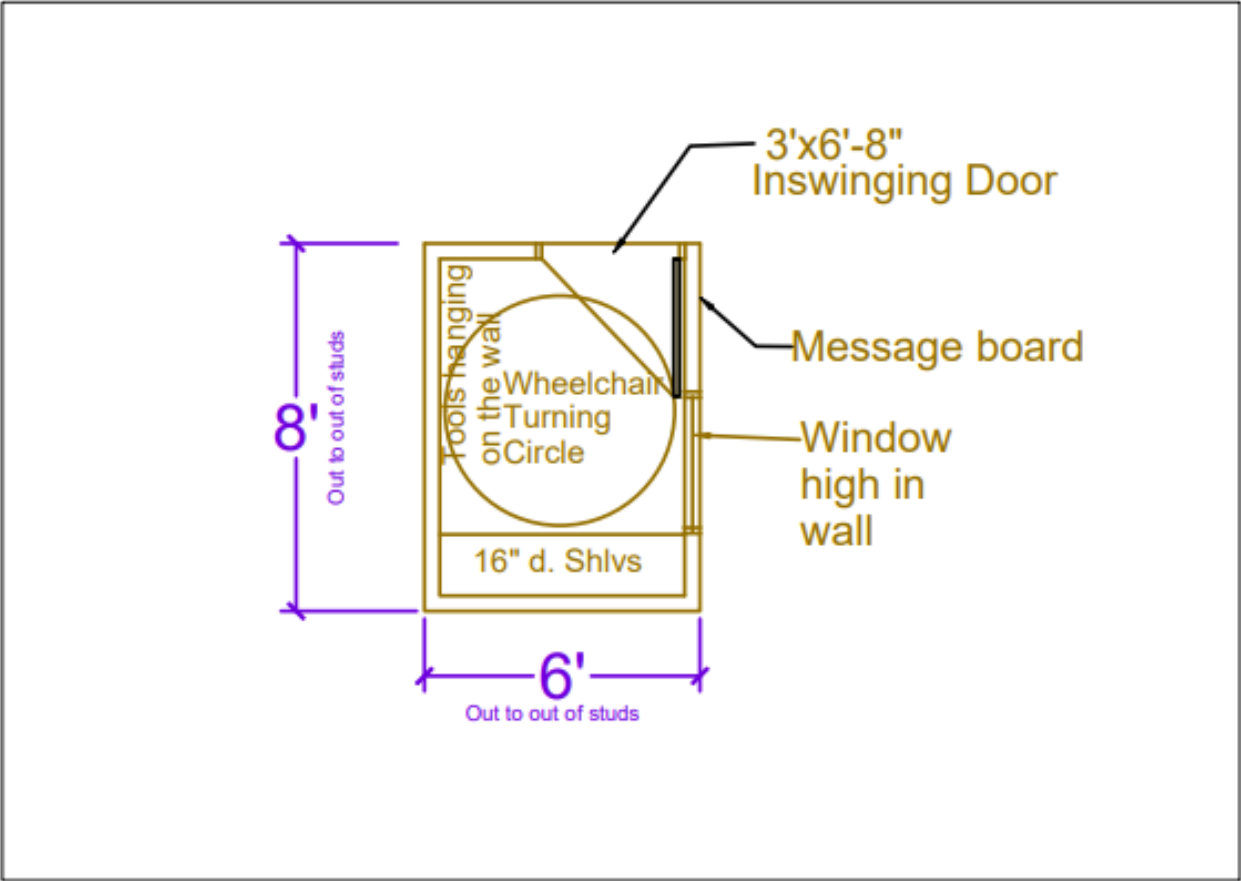
NORTH ELEVATION



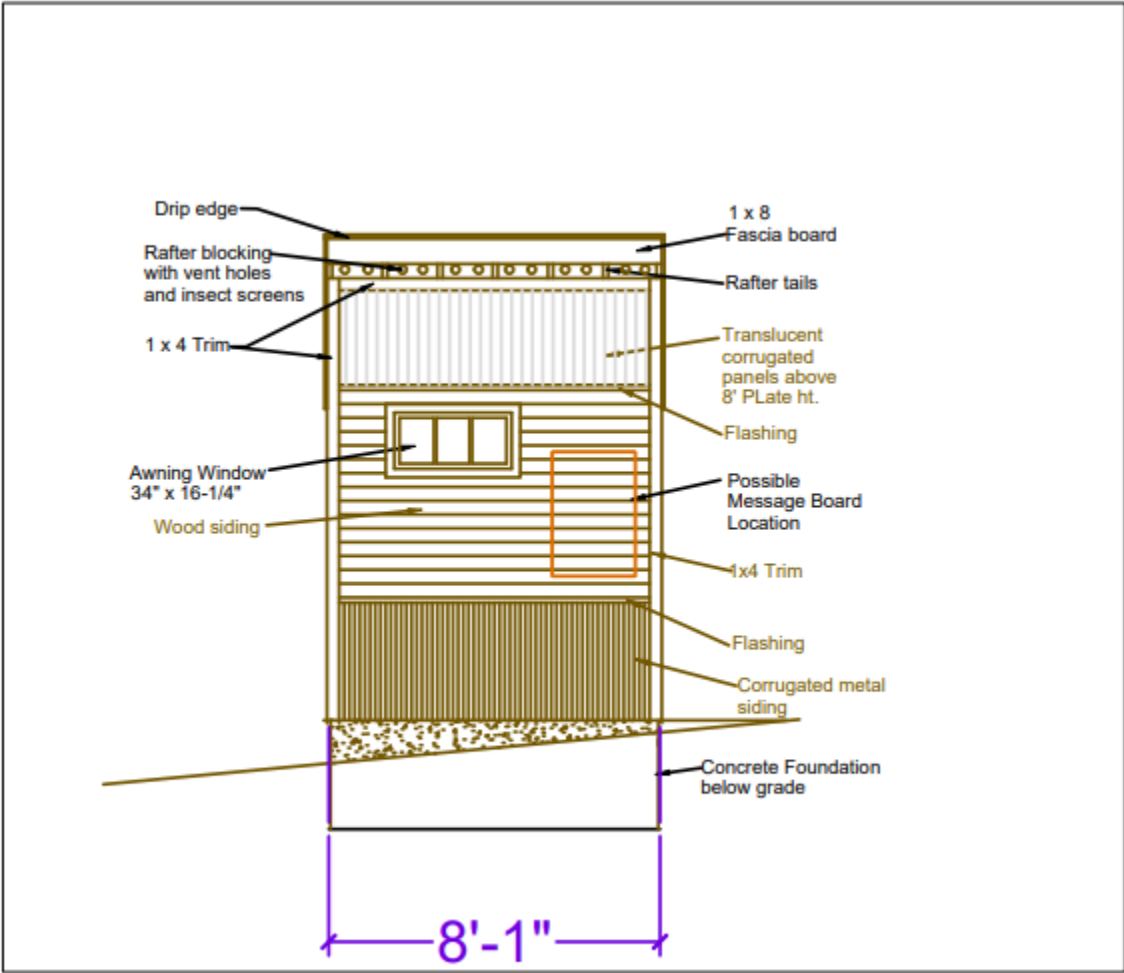
SHED SECTION



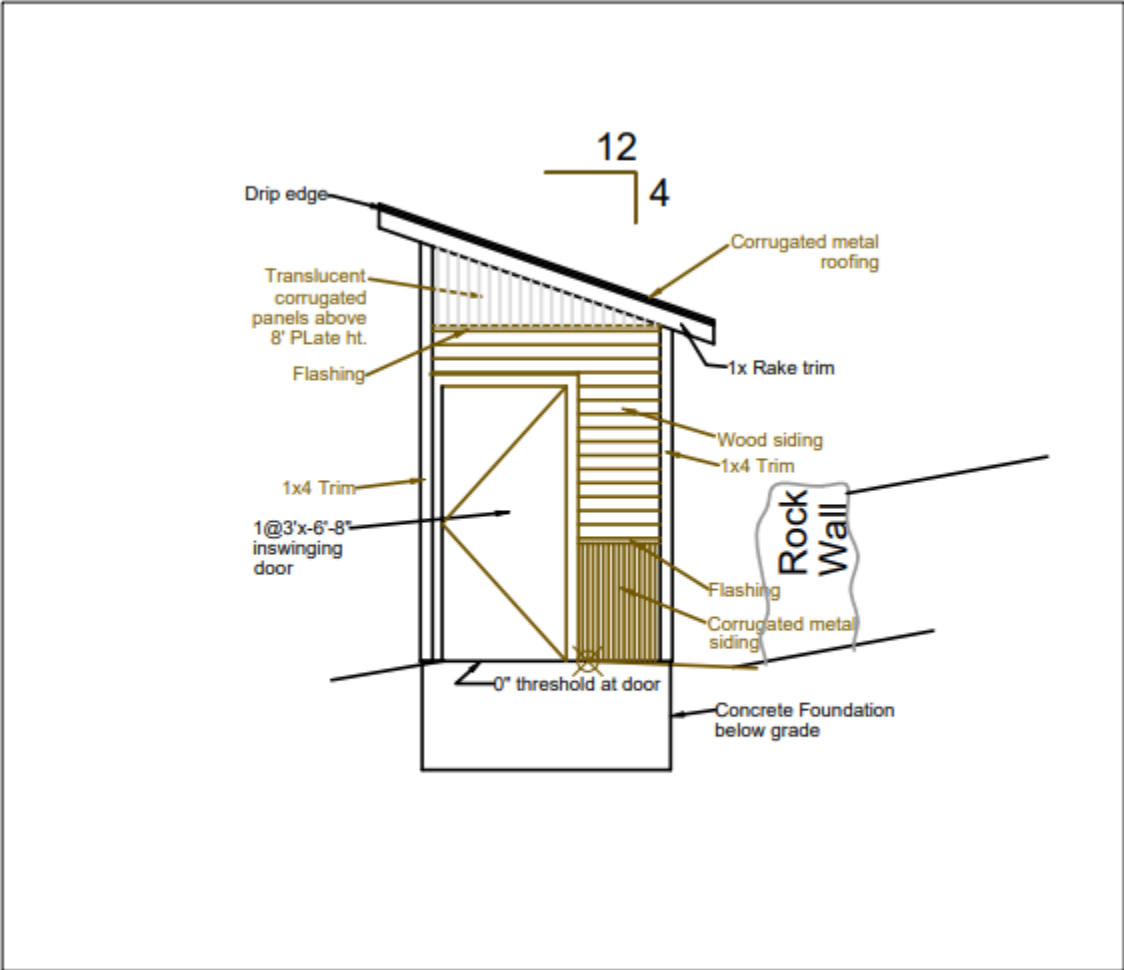
SOUTH ELEVATION



SHED PLAN



EAST ELEVATION



NORTH ELEVATION

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

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

Applicant: <u>Town of Jerome</u>	Owner: <u>TOW</u>
Applicant mailing address: <u>PO Box 335</u>	Property owner mailing address:
<u>Jerome AZ 86331</u>	<u>PO Box 335, Jerome AZ</u>
Applicant role/title: <u>Community member TOW</u>	
Applicant phone: <u>928-634-7943</u>	Owner phone: <u>928-634-7943</u>
Applicant email: <u>w.blodgett@jerome.az.gov</u>	Owner email:
Project address:	Parcel number:
Describe project: <u>Install Prefabricated 4'x8' shed in community garden. Specs attached.</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: Sage Q. Hawley Date: 12-19-22
Council member

Property Owner Signature: _____ Date: _____

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: _____

