



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 COUNCIL CHAMBERS, JEROME TOWN HALL 600 CLARK STREET, JEROME, ARIZONA

TUESDAY, SEPTEMBER 15, 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.

We acknowledge we are on the traditional lands of the Yavapai and Apache People and we, the Town of Jerome, pay respect to the elders both past and present.

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- A. Draft Minutes of the Special Joint Worksession of JTC & P&Z for Zoning Ordinance update from 08.18.2026

3. NEW BUSINESS

- A. Lot Split, three residential lots on Cemetery Road.

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
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Item A.

DRAFT MINUTES
SPECIAL JOINT WORK SESSION MEETING OF THE PLANNING
AND ZONING COMMISSION AND TOWN COUNCIL - ZONING
CODE UPDATE PUBLIC INFORMATION MEETING OF THE
TOWN OF JEROME
JEROME FIRE DEPARTMENT SECOND FLOOR ASSEMBLY
ROOM 101 MAIN STREET JEROME, ARIZONA
600 CLARK STREET, JEROME, ARIZONA
TUESDAY, AUGUST 18, 2026, AT 4:00 PM

(0:01) 4:00 P.M. 1. CALL TO ORDER

Council and Commissioners present include Mayor Alex Barber, Vice Mayor Jane Moore, Councilmember Sonia Sheffield P&Z Chair Lance Schall, P&Z Vice Chair Becca Miller, Commissioner Jera Peterson, and Commissioner Jeanie Ready.

Staff present included Zoning Administrator Will Blodgett, Deputy Clerk Kristen Muenz, Fire Chief Carl Whiting, and Firefighters James Brigante and Riley Callan.

2. NEW BUSINESS

Representatives from the Town's Consultants at The Planning Center will Present the Process and Revisions To-Date to the Council and Planning and Zoning Commission, and then Facilitate the Public Input Process; and Finally, Receive Direction from the Council and Commission

Conduct an informal and all-inclusive discussion for the updates and revisions to the Town's Zoning Code.

Zoning Administrator Will Blodgett introduced the representatives of The Planning Center, Brian Underwood and Garette Aldrete. Mr. Underwood and Mr. Aldrete then explained the purpose of the meeting, a public information and input meeting to discuss potential updates to the Town of Jerome Zoning Ordinance.

Members of the public present at the meeting included (in alphabetic order) Lonnie and Renee Anderson, Cynthia Barber, Rainbow Bernheim, Mike Blodgett, Tyler Christensen, Margie Hardie, Scott Hudson, Eric Jurisin, Jay Kinsella, Lori Leachman, Karen MacKenzie, Mike McDonald, Suzy Mound, Leslie Mouriquand, Wendy Olson, Wendy Schall, Carol Anne Teague, and Mary Wills.

A brief break was taken at 5:51 P.M., during which Commissioner Jeanie Ready needed to exit the meeting. The meeting resumed at 6:05 P.M.

3. ADJOURNMENT 7:33 P.M.

APPROVE:

ATTEST:

Alex Barber, Mayor

Brett Klein, Town Manager



TOWN OF JEROME

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

Zoning Administrator Analysis Planning & Zoning Tuesday, September 15th, 2026

Item :

Location: 804 Hampshire Blvd.
Applicant/Owner: Jerome Verde Development Co.
Zone: R1-5
APN: 401-03-001P
Prepared by: Will Blodgett, Zoning Administrator
Recommendation: Recommend Approval

Background and Summary: The applicant, Jerome Verde Development Co. owner of parcel 401-03-001P is requesting to divide the lot into three (3) R1-5 Residential Lots.

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

Code Requirements & Development Standards: Section 303.1.B of the Town of Jerome Zoning Ordinance requires that lot splits undergo review by the Planning & Zoning Commission, and then final approval from the Jerome Town Council.

"The Town of Jerome Subdivision Ordinance defines a subdivision as: Improved or unimproved land or lands divided for the purpose of financing sale or lease, whether immediate or future, into four (4) or more lots, tracts or parcels of land, or if a new street is involved, any such property that is divided into two (2) lots, tracts or parcels of land, or any such property, the boundaries of which have been fixed by a record Plat which is divided into more than two (2) parts. This definition includes land splits."

Parcel 401-03-001P is dual-zoned, AR and R1-5. The Applicant is seeking the highest density possible for Single-Family development which for this property is R1-5.

The property development standards for R1-5 are: 5,000 Sq. ft. minimum Lot size, 50ft. minimum lot width and a 10ft front yard setback, side yard 5ft and a rear yard no less than 20ft in depth.

Considerations & Response: The land splits proposed by the applicant generate three (3) new parcels, while the subdivision code threshold is four (4) and no new street is proposed to be created, so the requirements for a Subdivision according to the TOJ Subdivision Ordinance are not applied in this case. The minimum lot size is 5,000 square feet. Two of the proposed lots have an area that is 0.07 Acres (3,049.2 Sq. Ft.) and the southern lot which is proposed to be 0.08 Acres (3,484.8 Sq. Ft.). These lots fail to meet the minimum lot size for a lot-split, and will require a Variance from the Board of Adjustment.

The Area of Parcel 401-03-001P that is to be divided out is exhibited in Orange on the Aerial below.



North Parcel

EXHIBIT
LOCATED IN SECTION 23, T.16N., R.2E.,
GILA & SALT RIVER MERIDIAN,
YAVAPAI COUNTY, ARIZONA

401-03-043C
JEROME VERDE
DEVELOPMENT CO.

401-03-001P
JEROME VERDE
DEVELOPMENT

SOUTHWEST CORNER
OF A PARCEL PER
BOOK 3117 OF
OFFICIAL RECORDS,
PAGES 215-217 AND
THE SOUTHWEST
CORNER OF A 36.77
ACRE PER A RESULTS
OF SURVEY PREPARED
BY JOE JONES AND
ASSOCIATES, SEALED BY
JOSEPH D. JONES, RLS 4491,
DN 01/07/92, JOB NO. 91-140

401-03-001N
TOWN OF JEROME

N77°45'28"E 181.35'(M)
NORTHERLY LINE DUNDEE
PLACE SUBDIVISION

LOT 12

LOT 11

B L O C K 1

NORTH DRIVE

NORTH DRIVE



SEE PAGE 4 FOR LEGEND,
LINE AND CURVE DATA

TOWN OF JEROME		
		
825 COVE PARKWAY, SUITE A COTTOWOOD, ARIZONA 86326 (928) 634-5889 www.sec-landmgt.com		
EXHIBIT SECTION 23 T.16N., R.2E.		
DATE 07/11/25	DRAWN B.L.S.	PAGE 3 OF 4
SCALE NONE	CHECKED M.J.F.	59-110102 Town/Jerome Cemetery Road Tubill.dwg

LEGAL DESCRIPTION

A parcel of land located in Section 23, Township 16 North, Range 2 East of the Gila and Salt River Meridian, Yavapai County, Arizona, more particularly described as follows:

Commencing at a 1/2" rebar with plastic cap stamped "JJ&A LS 4491" at the common corner of Lot 12, Block 1 and Lot 1, Block 3 of Dundee Place as recorded in Book 3 of Maps and Plats, Page 10, Yavapai County, and as shown on Results of Survey recorded Instrument 2018-0029087, Yavapai County, Arizona, from which a scribed "X" in concrete at Corner No. 1 of said Dundee Place as shown on said Results of Survey, lies North 77°44'17" East, used as the **Basis of Bearings** for this description, a distance of 815.56 feet;

Thence, South 77°45'28" West, along the northerly line of said Lot 12, Block 1, a distance of 54.76 feet, to the southeast corner of a parcel per Book 3117 of Official Records, Page 215, Yavapai County Arizona;

Thence, North 17°46'23" West, along the easterly line of said parcel, a distance of 117.51 feet to the **True Point of Beginning**;

Thence, continuing, North 17°46'23" West, along the easterly line of said parcel, a distance of 50.00 feet to a point;

Thence, North 75°23'33" East a distance of 72.69 feet to a point;

Thence, South 08°11'59" West a distance of 53.20 feet to a point of tangent curvature to the left;

Thence, southwesterly along said curve to the left, having a delta of 00°50'10", a radius of 65.40 feet, a length of 0.95 feet, a chord bearing of South 07°46'54" West, and a chord distance of 0.95 feet, to a point;

Thence, South 75°23'33" West a distance of 48.94 feet to the **True Point of Beginning** and containing **0.07 acre** more less and being subject to any easements or encumbrances of record.

The description hereon was prepared by SEC Inc. on July 11, 2025.

SEC Inc. and the registrant cited below will not be responsible for errors committed by others if this description is not reproduced in its entirety exactly as written above including this disclaimer. No liability is accepted for misuse or assumptions made by unauthorized users.

The description above is graphically depicted in the Exhibit attached hereto and made a part hereof without which this document is to be considered incomplete.

The author of this description is Mark J. Farr RLS 40829.

Middle Parcel

EXHIBIT

LOCATED IN SECTION 23, T.16N., R.2E.,
GILA & SALT RIVER MERIDIAN,
YAVAPAI COUNTY, ARIZONA

401-03-043C
JEROME VERDE
DEVELOPMENT CO.

SOUTHWEST CORNER
OF A PARCEL PER
BOOK 3117 OF
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ACRE PER A RESULTS
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BY JOE JONES AND
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JOSEPH D. JONES, RLS 4491,
DN 01/07/92, JOB NO. 91-140

401-03-001N
TOWN OF JEROME

N77°45'28"E 181.35'(M)
NORTHERLY LINE DUNDEE
PLACE SUBDIVISION
LOT 12

LOT 11

BLOCK 1

NORTH DRIVE



SEE PAGE 4 FOR LEGEND,
LINE AND CURVE DATA

TOWN OF JEROME



825 COWE PARKWAY, SUITE A
COTTONWOOD, ARIZONA 86326
(928) 634-5889
www.sec-landmgt.com

EXHIBIT
SECTION 23
T.16N., R.2E.

DATE 07/11/25	DRAWN B.L.S.	PAGE 3 OF 4
SCALE NONE	CHECKED M.J.F.	18-1101CE Town of Jerome Cemetery Road "Exhibit 23"

LEGAL DESCRIPTION

A parcel of land located in Section 23, Township 16 North, Range 2 East of the Gila and Salt River Meridian, Yavapai County, Arizona, more particularly described as follows:

Commencing at a 1/2" rebar with plastic cap stamped "JJ&A LS 4491" at the common corner of Lot 12, Block 1 and Lot 1, Block 3 of Dundee Place as recorded in Book 3 of Maps and Plats, Page 10, Yavapai County, and as shown on Results of Survey recorded Instrument 2018-0029087, Yavapai County, Arizona, from which a scribed "X" in concrete at Corner No. 1 of said Dundee Place as shown on said Results of Survey, lies North 77°44'17" East, used as the **Basis of Bearings** for this description, a distance of 815.56 feet;

Thence, South 77°45'28" West, along the northerly line of said Lot 12, Block 1, a distance of 54.76 feet, to the southeast corner of a parcel per Book 3117 of Official Records, Page 215, Yavapai County Arizona;

Thence, North 17°46'23" West, along the easterly line of said parcel, a distance of 55.01 feet to the **True Point of Beginning**;

Thence, continuing, North 17°46'23" West, along the easterly line of said parcel, a distance of 62.50 feet to a point;

Thence, North 75°23'33" East a distance of 48.94 feet to a point of non-tangent curvature to the left;

Thence, southeasterly along said curve to the right, having a delta of 57°25'26", a radius of 65.40 feet, a length of 65.54 feet, a chord bearing of South 21°20'54" East, and a chord distance of 62.83 feet, to a point;

Thence, South 75°23'33" West a distance of 52.87 feet to the **True Point of Beginning** and containing **0.07 acre** more less and being subject to any easements or encumbrances of record.

The description hereon was prepared by SEC Inc. on July 11, 2025.

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Middle Parcel

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GILA & SALT RIVER MERIDIAN,
YAVAPAI COUNTY, ARIZONA

401-03-043C
JEROME VERDE
DEVELOPMENT CO.

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Thence, South 77°45'28" West, along the northerly line of said Lot 12, Block 1, a distance of 13.16 feet to the **True Point of Beginning**;

Thence, continuing, South 77°45'28" West, along the northerly line of said Lot 12, Block 1, a distance of 41.60 feet, to the southeast corner of a parcel per Book 3117 of Official Records, Page 215, Yavapai County Arizona;

Thence, North 17°46'23" West, along the easterly line of said parcel, a distance of 55.01 feet to a point;

Thence, North 75°23'33" East a distance of 52.87 feet to a point of non-tangent curvature to the right;

Thence, southeasterly along said curve to the right, having a delta of 03°27'040", a radius of 65.40 feet, a length of 3.94 feet, a chord bearing of South 51°47'09" East, and a chord distance of 3.94 feet, to a point of curvature to the right;

Thence, southeasterly along said curve to the right, having a delta of 40°29'27", a radius of 52.84 feet, a length of 37.13 feet, a chord bearing of South 33°15'58" East, and a chord distance of 36.36 feet, to a point;

Thence, South 34°51'16" West a distance of 29.31 feet to the **True Point of Beginning** and containing **0.08 acre** more less and being subject to any easements or encumbrances of record.

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JOSEPH D. JONES, RLS 4491,
ON 01/07/92, JOB NO. 91-140

401-03-001N
TOWN OF JEROME

N77°45'28"E 181.35'(M)

NORTHERLY LINE DUNDEE
PLACE SUBDIVISION

LOT 12

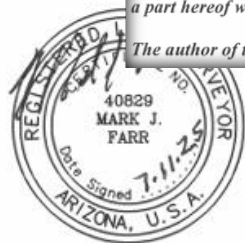
LOT 11

BLOCK 1

S44°28'02"W 49.54'(M)
S44°13'28"W 49.41'(R2)

NORTH DRIVE

±0.08 ACRE

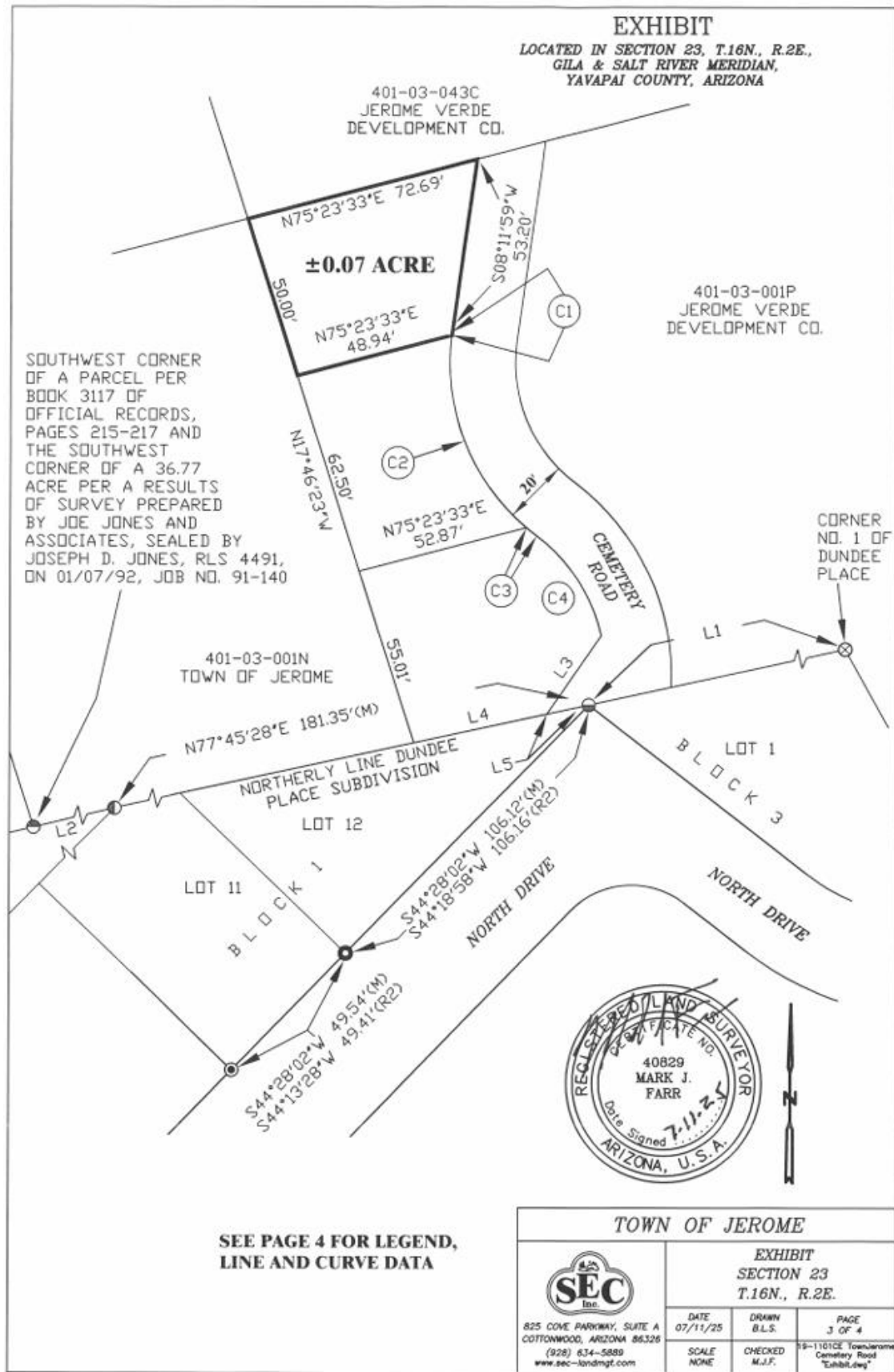


SEE PAGE 4 FOR LEGEND,
LINE AND CURVE DATA

TOWN OF JEROME

SEC Inc.		EXHIBIT SECTION 23 T.16N., R.2E.	
825 CONE PARKWAY, SUITE A COTTONWOOD, ARIZONA 86326 (928) 634-5889 www.sec-landmgt.com	DATE 07/11/25	DRAWN B.L.S.	PAGE 3 OF 4
	SCALE NONE	CHECKED M.J.F.	13-1161ICE Town/Jerome Cemetery Road "ENRRL.dwg"

Application & Related Information



EXHIBIT

LOCATED IN SECTION 23, T.16N., R.2E.,
GILA & SALT RIVER MERIDIAN,
YAVAPAI COUNTY, ARIZONA

LEGEND

- ⊖ INDICATES FOUND 1/2" REBAR WITH PLASTIC CAP STAMPED "JJ&A LS 4491"
- ⊗ INDICATES FOUND SCRIBED "X" IN CONCRETE
- ⊕ INDICATES FOUND 1/2" REBAR WITH OBLITERATED PLASTIC CAP
- INDICATES FOUND BENT 1/2" REBAR WITH BRASS TAG STAMPED "LS 29263"
- ⊙ INDICATES FOUND BENT 1/2" REBAR WITH PLASTIC CAP STAMPED "LS 29263"
- Ⓢ INDICATES FOUND 1/2" REBAR WITH PLASTIC CAP STAMPED "LS 33873"
- (M) INDICATES MEASURED DIMENSIONS
- (R1) INDICATES DIMENSIONS PER RESULTS OF SURVEY INSTRUMENT 2018-0029087
- (R2) INDICATES DIMENSIONS PER MINOR LAND DIVISION INSTRUMENT 2020-0036246

LINE DATA

L1
N77°44'17"E (BASIS OF BEARINGS PER G.P.S.)

N77°45'00"E 815.56'(R1)
815.56'(M)

L2
N77°20'45"E 777.34'(M)

L3
S34°51'16"W 29.31'

L4
S77°45'28"W 41.60'

L5
S77°45'28"W 1316'

CURVE DATA

(C1)
Delta = 00°50'10"
Radius = 65.40'
Length = 0.95'
Chd. Brg. = S07°46'54"W
Chd. Dist. = 0.95'

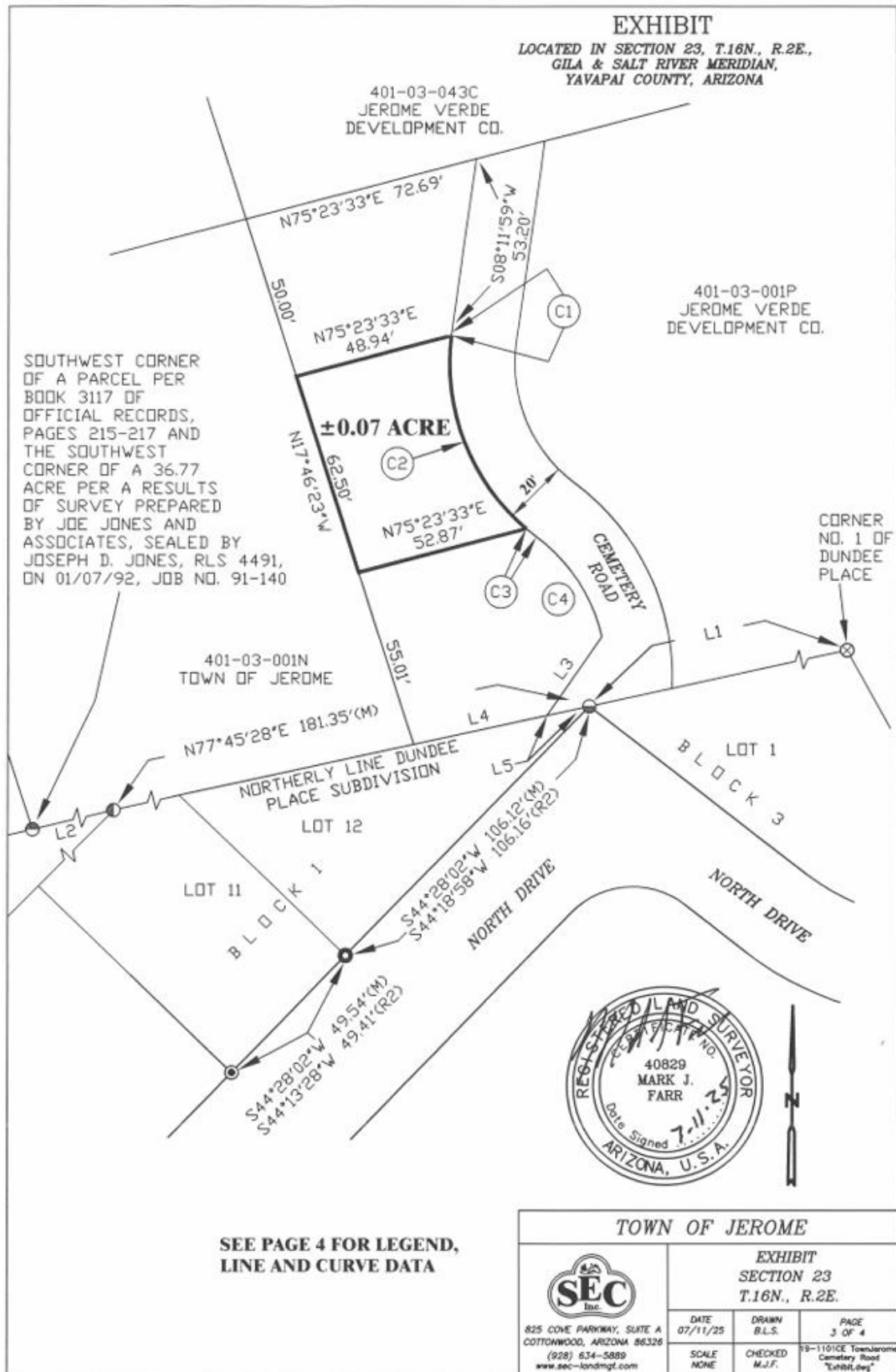
(C2)
Delta = 57°25'26"
Radius = 65.40'
Length = 65.54'
Chd. Brg. = S21°20'54"E
Chd. Dist. = 62.83'

(C3)
Delta = 03°27'04"
Radius = 65.40'
Length = 3.94'
Chd. Brg. = S51°47'09"E
Chd. Dist. = 3.94'

(C4)
Delta = 40°29'27"
Radius = 52.54'
Length = 37.13'
Chd. Brg. = S33°15'58"E
Chd. Dist. = 36.36'

**TOWN OF JEROME**

EXHIBIT SECTION 23 T.16N., R.2E.			
 825 COVE PARKWAY, SUITE A COTTONWOOD, ARIZONA 86326 (928) 634-5889 www.sec-landmgt.com	DATE 07/11/25	DRAWN B.L.S.	PAGE 4 OF 4
	SCALE NONE	CHECKED M.J.F.	18-1101CE Yavapai County Cemetery Road "Exhibit.dwg"



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YAVAPAI COUNTY, ARIZONA

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L4
S77°45'28"W 41.60'

L5
S77°45'28"W 1316'

CURVE DATA

(C1)
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Chd. Dist. = 0.95'

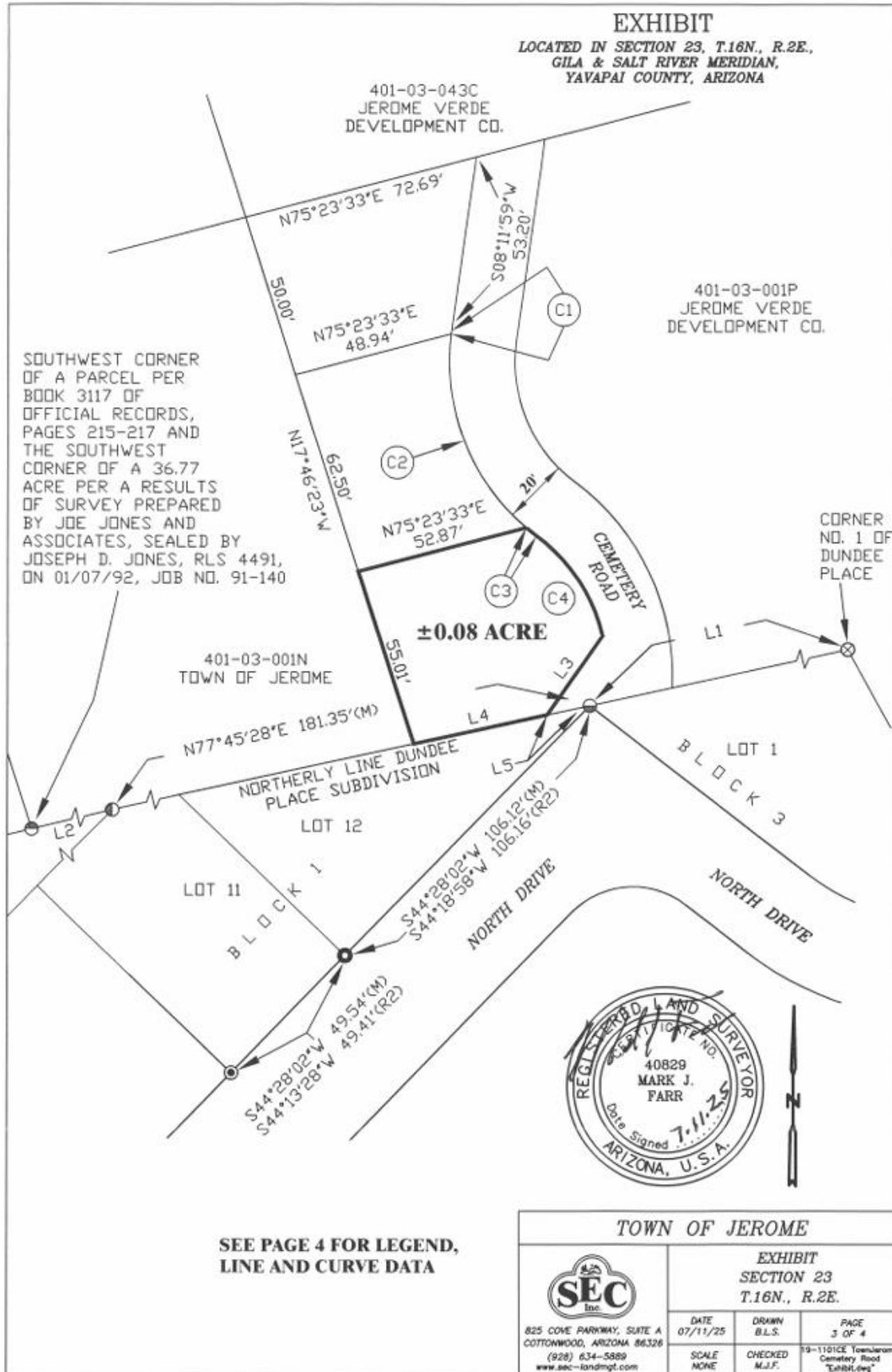
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Length = 65.54'
Chd. Brg. = S21°20'54"E
Chd. Dist. = 62.83'

(C3)
Delta = 03°27'04"
Radius = 65.40'
Length = 3.94'
Chd. Brg. = S51°47'09"E
Chd. Dist. = 3.94'

(C4)
Delta = 40°29'27"
Radius = 52.54'
Length = 37.13'
Chd. Brg. = S33°15'58"E
Chd. Dist. = 36.36'



TOWN OF JEROME			
 825 COVE PARKWAY, SUITE A COTTONWOOD, ARIZONA 86326 (928) 634-5889 www.sec-landmgt.com		EXHIBIT SECTION 23 T.16N., R.2E.	
		DATE 07/11/25	DRAWN B.L.S.
SCALE NONE		CHECKED M.J.F.	15-1101CE TownJerome Cemetery Road "LuhRL.dwg"



EXHIBIT

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GILA & SALT RIVER MERIDIAN,
YAVAPAI COUNTY, ARIZONA

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**TOWN OF JEROME**

EXHIBIT SECTION 23 T.16N., R.2E.		
DATE 07/11/25	DRAWN B.L.S.	PAGE 4 OF 4
SCALE NONE	CHECKED M.J.F.	19-110101 Town of Jerome Cemetery Road "Exhibit.dwg"

2.4 Upon written request by Verde and submission to the Town of stamped grading and drainage plans that comply with all applicable Town regulations, the Town shall, at its sole cost and expense, bury any sewer lines located within the Easements to be acquired under this Settlement Agreement that conflict with the grading and drainage plans to the depths required by applicable building codes, if such work is necessary. This obligation includes, without limitation, that if Verde's grading and drainage plans include the construction of a new roadway, the Town shall be solely responsible for all costs associated with burying the sewer lines to the required depths beneath the new roadway.

2.5 Verde may, at its discretion, seek variances from the Board of Adjustment to allow the creation of three distinct lots from Verde Parcel 401-03-001P, situated west of the existing Cemetery Road and with access to Cemetery Road, with the remainder of the parcel existing as a separate, standalone parcel. Should Verde elect to pursue such variances, the Town expressly agrees not to oppose Verde's variance applications and, to the extent legally permissible, Town through its planning staff agrees to affirmatively support Verde's position before the Board of Adjustment or any other necessary municipal or regulatory body by submitting letters of support, testimony, or other assistance, as may be requested by Verde and as permitted by law. In the sole event that the Board of Adjustment denies the requested variances, the Town shall, at its sole expense, relocate the portion of Cemetery Road immediately adjacent to the proposed parcels during the construction of the wastewater treatment plant. The relocation shall be executed in a location determined by the Town but subject to Verde's reasonable approval, which approval shall not be unreasonably withheld, conditioned, or delayed. The resulting realignment shall provide for the creation of three parcels, each measuring not less than 5,000 square feet, for a cumulative minimum total area of 15,000 square feet. The Town shall bear all costs associated with surveying, design,

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engineering, permitting, construction, and related activities necessary to complete the road relocation, if required.

