



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, MARCH 18, 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 Board will review and vote on approval for the minutes of the regular meeting of 02/18/2025

3. OLD BUSINESS

- A.** A. The board may remove from the table to discuss and vote to appoint a new vice-chair.

4. NEW BUSINESS

- A.** The owner/applicant for 537 School Street is requesting dual-zoning (C-1 & R-2) for "use-by-right" for Residential property.

- B.** This analysis is for a proposed lot Combination to the primary lot at 659 Giroux St.

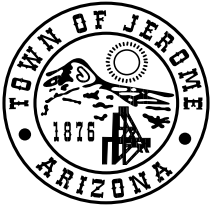
5. ADJOURNMENT

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, FEBRUARY 18, 2025, AT 6:00 PM

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

6:14PM (0:22) 1. CALL TO ORDER

Present were Chair Lance Schall, and commissioners Rebecca "Becca" Miller, Jera Peterson & Jeanie Ready.
Staff present included Zoning Administrator Will Blodgett and Accounting Clerk/Administrative Specialist Michele Sharif.

6:14PM (0:39) 2. APPROVAL OF MINUTES

A. Minutes from the regular meeting of 1/21/25
Chair Schall introduced the minutes and asked if anyone had any questions or corrections to request.
There were none.
Mr. Schall made a motion to approve the minutes.
Ms. Ready seconded the motion.
Mr. Schall called the question, and the meeting minutes were approved.

Motion to approve meeting minutes for January 21, 2025.

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

6:15PM (1:37) 3. OLD BUSINESS

There was no old business to address.

6:15PM (1:44) 4. NEW BUSINESS

A. The board will discuss and vote to appoint a new vice-chair.
Mr. Schall introduced the item. He said regarding the item that he would like the commission to consider tabling this item to the next meeting in March. He said it could be argued that March is the more appropriate time to do it and hoped that there would be a full board present, additionally it would be an appropriate time to vote and appoint a new Chair and Vice Chair at the same time.
Mr. Schall made the motion to table the item to next month.
Ms. Miller seconded the motion.
Mr. Schall called the question, and the item was tabled until the March meeting.

Motion to table until March meeting.

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

6:16PM (2:42) 5. NEXT MEETING ITEMS

Mr. Schall introduced the item.
Mr. Blodgett gave a quick update that he had a lot combination to consider at the next meeting, and hoped he would have some other projects ready for presentation, however at this time he was unsure if that would be the case. He shared a brief update regarding the

unfolding Federal landscape and said he would keep the Planning and Zoning Commission as well as the Design Review Board updated should any of the changes at the Federal level begin to impact the Town at the local level.

6:17PM (3:24) 6. ADJOURNMENT

Mr. Schall introduced item 6. He made the motion to adjourn the meeting.

Ms. Ready seconded the motion.

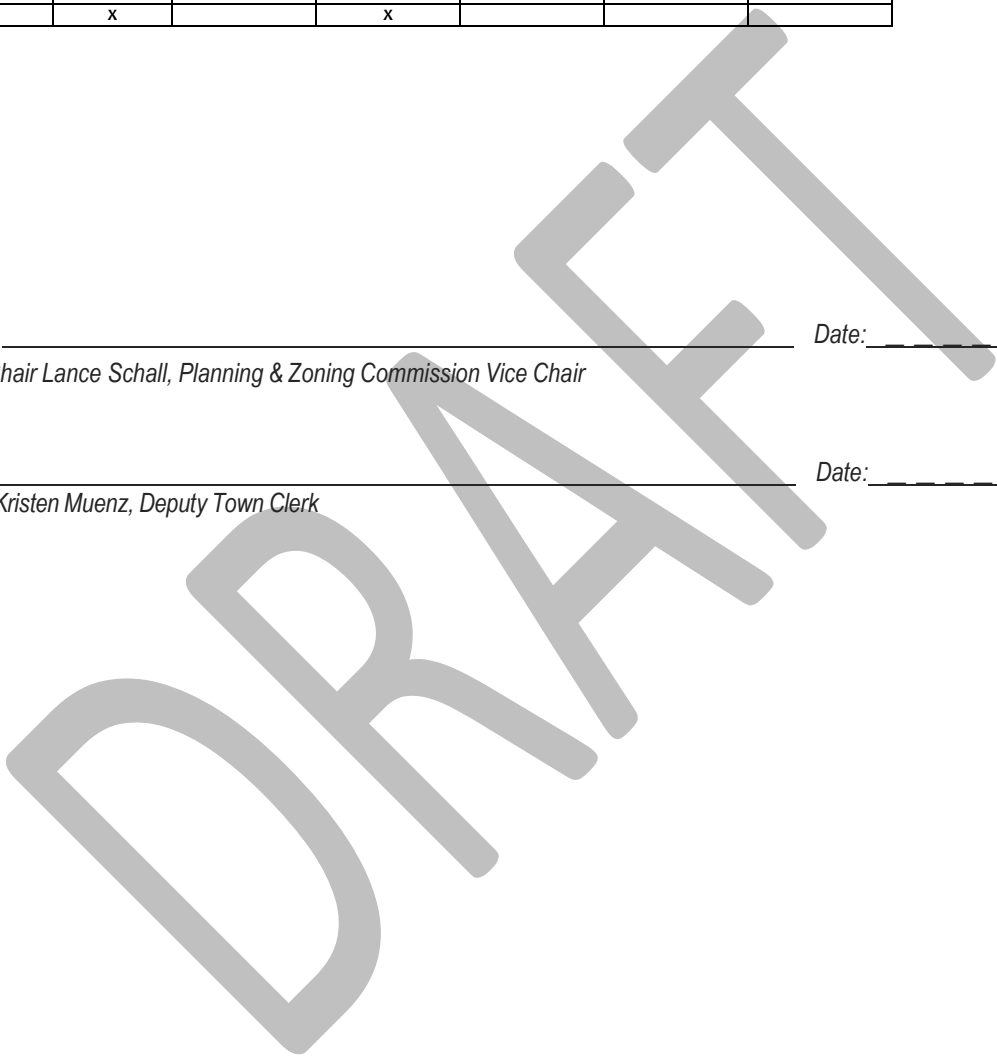
Mr. Schall called the question and meeting adjourned at 6:17p.m.

Motion to adjourn at 6:17p.m.

BOARD MEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
MILLER		X	X			
PETERSON			X			
READY			X			
RILEY					X	
SCHALL	X		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, March 18, 2025

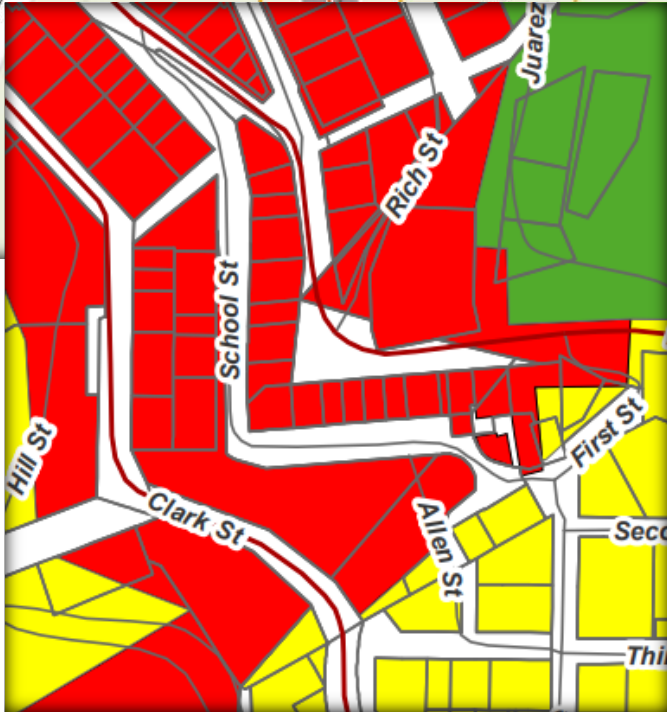
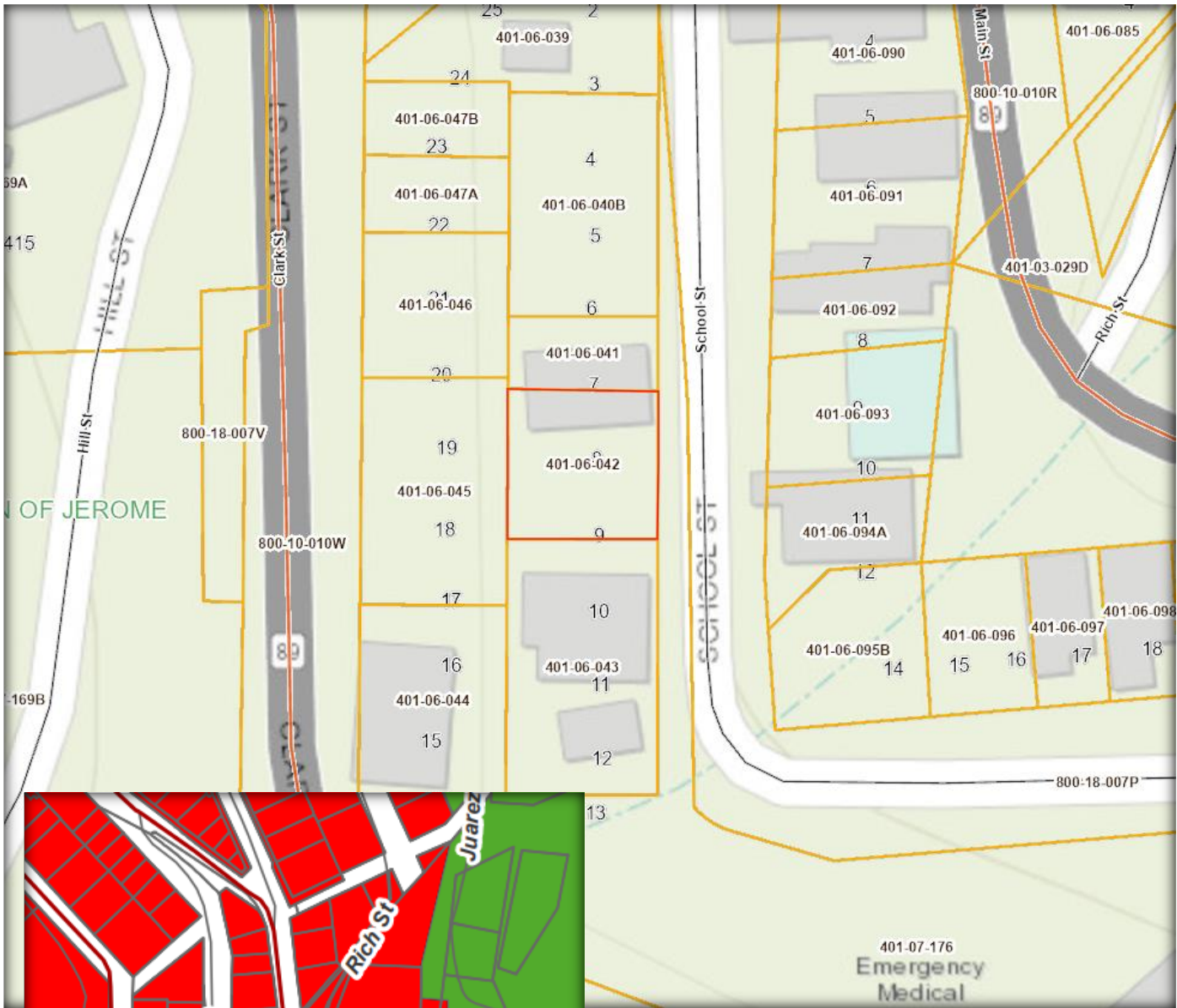
Item :

Location: 537 School Street
Applicant/Owner: Scott McCoy
Zone: C-1
APN: 401-06-042
Prepared by: Will Blodgett, Zoning Administrator
Recommendation: Recommend discussion / Approval

Background and Summary: The applicant/Owner of 537 School street is seeking a rezone, to a dual-zoned property. The current zoning for this parcel (401-06-042) is Commercial C-1, and the owner would like to be able to use the property (Historically in Residential use, and built as a Residential property) as a residence by-right. Currently, residential properties on School street are required to have a conditional use permit for the residential use. This is especially problematic for properties that were Residential prior to rezoning School Street, and have since remained Residential. Dual zoning of the property would allow for the residential use without conditional approval or possible denials.

Building Background: Parcel number 401-06-042 (537 School Street) is listed has having been built in 1896 as a split, or bi-level Residence, commonly called a duplex.

Considerations: The Commercial rezoning of School street created multiple situations where traditionally residential properties were rezoned to commercial without the actual use of the building changing, yet now requiring a Conditional Use Permit to allow for continued use, of what was once a permitted use-by-right. Without these Conditional Use Permits running with the building, a new permit is required every time a building changes ownership. This is potentially problematic legally and ethically. Dual-Zoning will add the zoning type that allows for the use-by-right, and also identifying the property density with more clarity (i.e. R-2, two-unit dwelling) as opposed to a non-conforming situation, the zoning of which may not be defined at all. I recommend approval of this as my suggested short-term fix to this issue on this property, and others in similar circumstances.



Application & Related Information



TOWN OF JEROME

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Zoning Administrator Analysis Planning & Zoning Tuesday, March 18, 2025

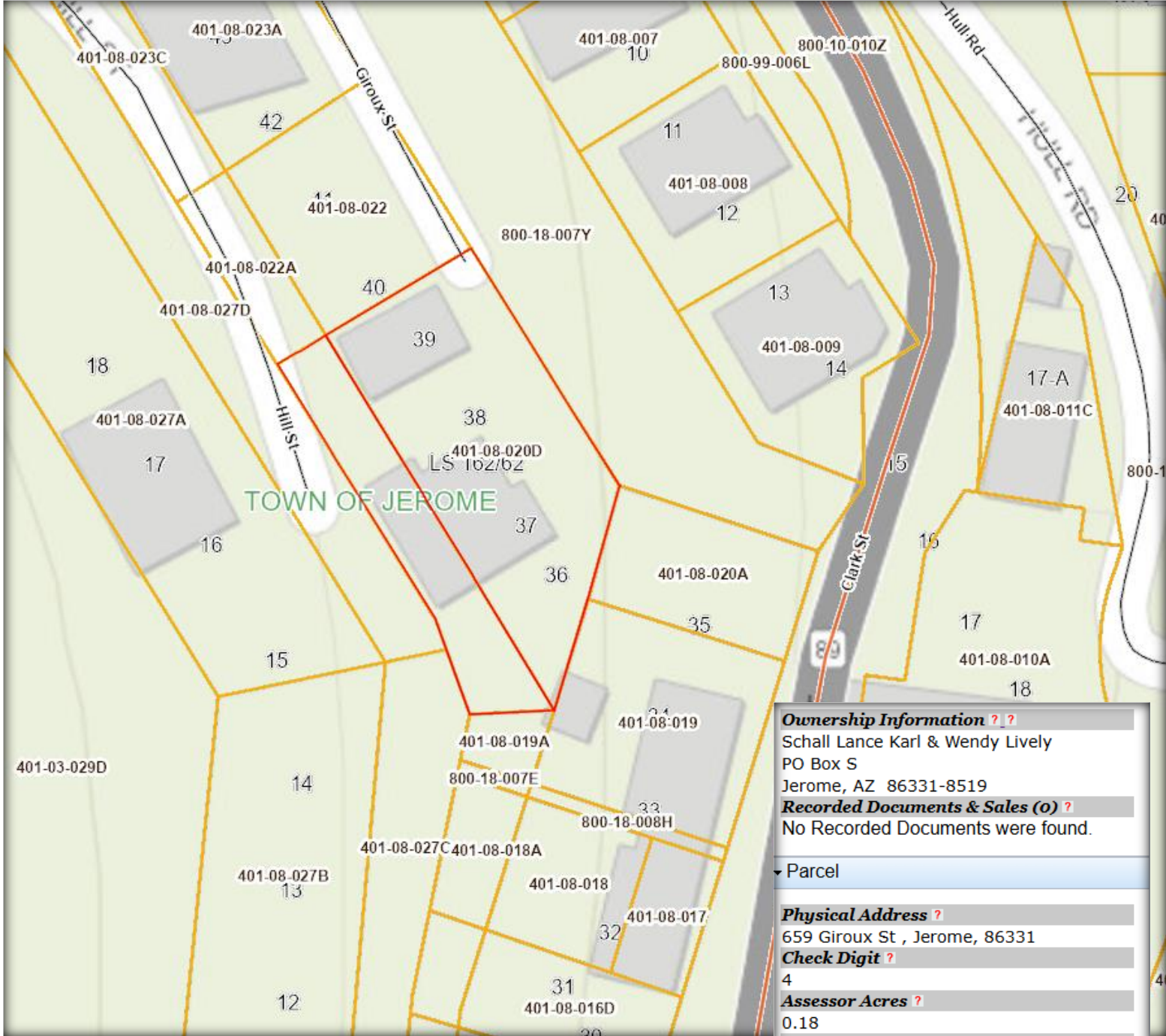
Item :

Location: 659 Giroux St
Applicant/Owner: Lance Schall & Wendy Lively
Zone: R1-5
APN: 401-08-020D & 401-08-019A
Prepared by: Will Blodgett, Zoning Administrator
Recommendation: Recommend discussion / Approval

Background and Summary: The applicant/Owner of 659 Giroux street, recently acquired a parcel of land adjacent to his, from former Town residents who have since moved. The owners/applicants wish to combine this newly acquired parcel (401-08-019A) with their primary parcel, where their home is located (401-08-020D).

Building Background: The building background at 659 Giroux is not pertinent to this analysis or discussion.

Considerations: This is a minor lot combination, with no parcel configuration/geometry changes other than a combination. It was felt by myself, as well as the Town Engineer, that requiring a survey for this project is not required. The final parcel configuration will be updated by Yavapai County if approved. The new parcel (401-08-019A) is less than 0.01 Acres in size, with no existing improvements. The bulk of this parcel has an existing utility easement that continues onto adjacent properties. The addition of this parcel will not have a significant impact on the use of the land or that of neighboring properties.



Ownership Information ? ?
Schall Lance Karl & Wendy Lively
PO Box S
Jerome, AZ 86331-8519

Recorded Documents & Sales (0) ?
No Recorded Documents were found.

Parcel

Physical Address ?
659 Giroux St , Jerome, 86331

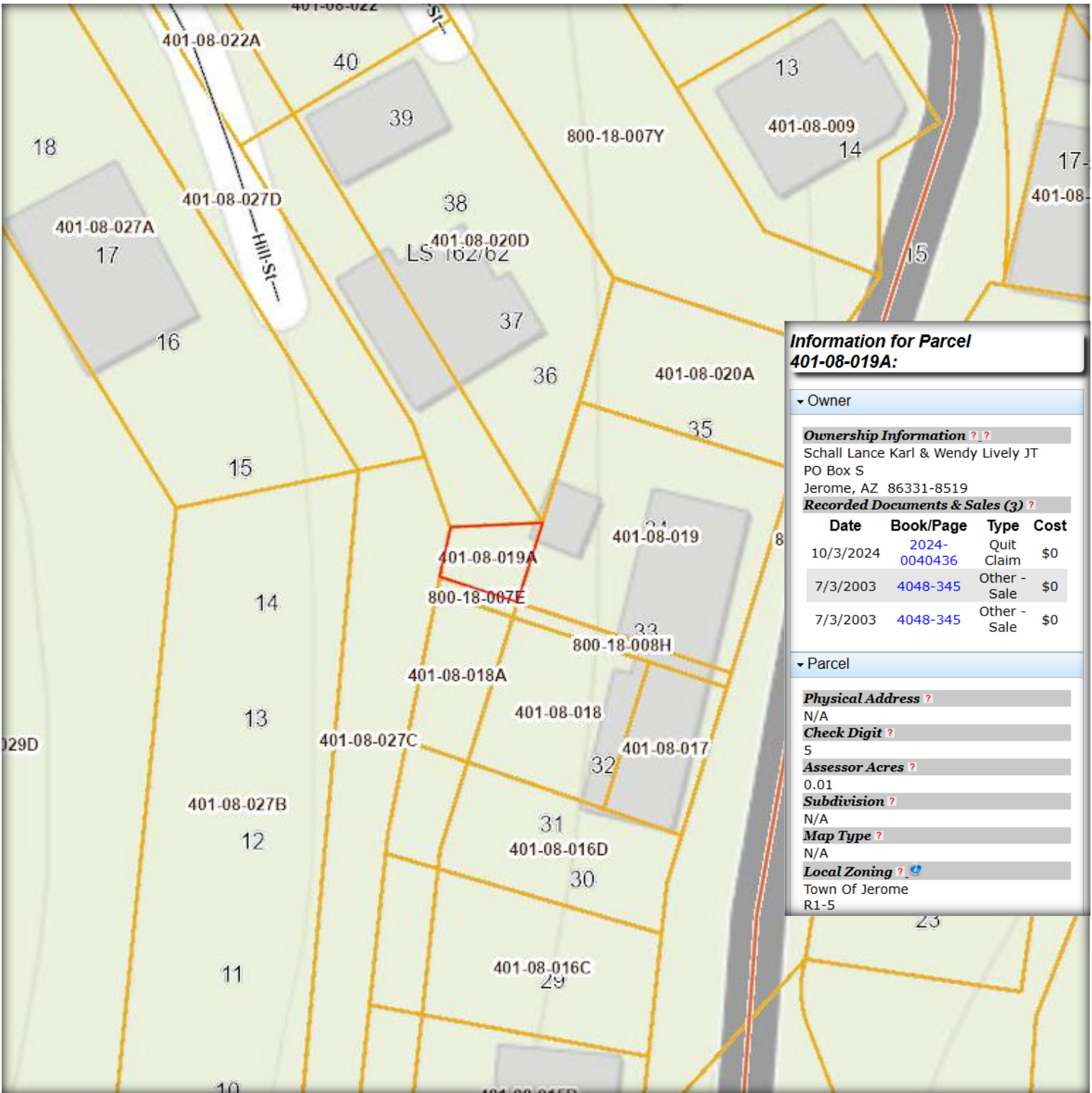
Check Digit ?
4

Assessor Acres ?
0.18

Subdivision ?
N/A

Map Type ?
N/A

Local Zoning ?
Town Of Jerome
R1-5
R1-5



Information for Parcel 401-08-019A:

Owner

Ownership Information ? ?

Schall Lance Karl & Wendy Lively JT
PO Box 5
Jerome, AZ 86331-8519

Recorded Documents & Sales (3) ?

Date	Book/Page	Type	Cost
10/3/2024	2024-0040436	Quit Claim	\$0
7/3/2003	4048-345	Other - Sale	\$0
7/3/2003	4048-345	Other - Sale	\$0

Parcel

Physical Address ?

N/A

Check Digit ?

5

Assessor Acres ?

0.01

Subdivision ?

N/A

Map Type ?

N/A

Local Zoning ?

Town Of Jerome
R1-5





Application & Related Information