



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 17, 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 vote on approval of the minutes of the regular meeting from April 15, 2025.

3. OLD BUSINESS

4. NEW BUSINESS

- A.** The board will discuss the possibility of changing meeting times and meeting scheduling.
- B.** The board will engage in a study and work session regarding the TOJ commercial off-street parking regulations in section 510 of the Jerome Zoning Ordinance.

5. NEXT MEETING ITEMS

- A.** Updates on upcoming projects and meetings for July 2025.

6. 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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DRAFT MINUTES

REGULAR MEETING OF THE PLANNING AND ZONING COMMISSION OF THE TOWN OF JEROME JEROME CIVIC CENTER 600 CLARK STREET, JEROME, ARIZONA TUESDAY, APRIL 15, 2025, AT 6:00 PM

6:01 (0:01) 1. CALL TO ORDER

Present at the meeting were Chair Lance Schall and Commissioners Becca Miller, Jera Peterson and Jeanie Ready. Former Commissioner Lori Riley was absent as she had resigned at the prior meeting.

Staff present included Zoning Administrator Will Blodgett and Deputy Clerk Kristen Muenz.

6:02 (1:04) 2. APPROVAL OF MINUTES

A. Minutes of the regular meeting from March 18, 2025.

Chair Lance Schall asked if the members of the commission had reviewed the minutes and if they had any questions, comments, or suggestions.

Commissioner Jera Peterson said that she had some small corrections about the wording. She felt the word 'conditional' was left out on page 5, with 'use permit.'

Zoning Administrator Will Blodgett stated that, while technically the terminology could be more precise, it was still accurate.

Ms. Peterson responded, okay. She pointed out that on page 8 on the top, she had said future, as opposed to further.

Mr. Schall said that the minutes were very thorough.

Ms. Peterson motioned to approve the March 18th meeting minutes with the minor corrections.

Motion to approve the minutes of March 18, 2025, with minor corrections

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

6:04 (3:36) 3. OLD BUSINESS

A. The Commission may elect a new Chair and Vice-Chair.

Mr. Blodgett explained that the commission did not need a full board in order to vote, simply a quorum. He said he hoped to have enough candidates to fill the vacancies but recently, 2 applicants backed out. However, another individual is now interested. Should the commission choose to go ahead with the election for Chair and Vice Chair, he would encourage them to do so, but it was up to them as the decision-makers.

Ms. Peterson said she thought that they should because, if someone was absent, like when Mr. Schall was absent, things were up in the air.

Commissioner Jeanie Ready explained that the bylaws do account for that; the senior member of the board would step into that role. So, there is some guidance on that.

Mr. Schall said there is a backup plan, but on the other hand, we are probably not going to see a new member and then make them the Chair.

Ms. Ready said that her opinion is we move forward with electing Chair and Vice Chair.

Ms. Peterson asked if they should vote for the seats individually and Ms. Ready confirmed this.

Ms. Ready nominated Lance Schall as chairperson and Ms. Peterson seconded the nomination.

Mr. Schall asked if he could Chair a second time, and Mr. Blodgett confirmed that he could serve two terms in succession.

Ms. Ready agreed with this statement, and Mr. Schall said that he had no problem doing that.

Ms. Peterson also agreed.

Ms. Ready stated that we would appreciate Mr. Schall's experience and ability to manage the meetings.

Mr. Schall joked that he was quite wordy during meetings.

Ms. Peterson asked if someone else needed to call the vote and Ms. Ready said she felt he could.

There was some discussion on this, and it was decided that he would call the vote.

Motion to nominate Lance Schall to be Planning & Zoning Chair

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

Mr. Schall asked, who would like to be Vice Chair?

Ms. Peterson moved to nominate Jeanie Ready to be the Vice Chair.

Commissioner Becca Miller seconded the motion, and when asked by Ms. Peterson if she wanted to be Vice Chair, she replied with no, she still needed to learn.

Ms. Ready said that she would accept, and the vote was taken and carried.

Motion to nominate Jeanie Ready to be Planning & Zoning Vice Chair

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

There was a brief discussion as to whether the Chair and Vice Chair needed to retake their Oaths of Office, and Mr. Blodgett said that he did not believe that was needed as there was continuity of service.

6:08 (9:20) 4. MEETING UPDATES

A. The Zoning Administrator will provide updates on recent meetings, issues and ongoing projects.

Mr. Blodgett explained that projects were shifting; he thought he had an upcoming house project, but that individual was no longer going to build because of the materials expenses. He said it may be interesting to see how many projects will stop due to this.

Mr. Schall agreed that building may slow down some.

Ms. Peterson suggested people could get a pre-built house

Mr. Blodgett said that either way, he did have a lot on his plate. Policy needed corrections that will come before the commission in a few weeks, and they will be busy talking about it and picking it apart.

Mr. Schall said if there is a lull in building, it will be a good time for us to do ordinance updates.

6:10 (10:27) 5. NEXT MEETING ITEMS

Mr. Schall asked Mr. Blodgett if there was anything for the next meeting and Mr. Blodgett did not have anything yet.

Ms. Peterson asked if she needed to send an email about the time change, if it was possible to vote on that.

Mr. Blodgett said he could agendaize that item.

Mr. Schall asked if she suggested meetings take place at 6:30 rather than 6:00.

Ms. Peterson said yes, and Mr. Schall followed with the comment that he could not talk about it yet because it was not on this agenda.

Ms. Ready said we could put it on the next agenda.

Ms. Muenz suggested the commissioners send their suggestions to Mr. Blodgett so that staff could gather the recommendations for meeting times.

There was some continued discussion of previous meeting times and administrative matters.

Mr. Schall suggested we do not hold a meeting just to discuss changing the meeting times, if there was nothing else on the agenda.

Ms. Peterson repeated that she suggested 6:30 P.M.

Mr. Blodgett then talked about an upcoming Arizona preservation conference. He said he would send them information about it if they were interested.

Mr. Schall asked if it was 1 day, on the 14th and Mr. Blodgett replied that it was 3 days.

Ms. Peterson asked if she could attend remotely, and Mr. Blodgett said that he would find out.

She asked where it was to be held, and Mr. Blodgett replied that it was in Phoenix.

Mr. Schall and Ms. Miller asked Mr. Blodgett to provide details via email.

Mr. Blodgett explained that there will be a lot of good information at the conference and he felt it was important for the commission to be able to attend.

6. ADJOURNMENT

Motion to adjourn at 6:15 P.M.

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

Approved: _____ Date: _____

Chair Lance Schall, Planning & Zoning Commission Vice Chair

Attest: _____ Date: _____

Kristen Muenz, Deputy Town Clerk

Consideration for amending section 510 (Parking) and 510.D Schedule of off-street parking requirements.

Historic buildings in the Downtown area have generally been able to continue their use through some degree of Nonconforming situation while newly constructed buildings since adoption of the 1977 Zoning Ordinance, have had to build and provide new parking according to 510.D. The continuation of this nonconforming status to many buildings is important as the current zoning ordinance pushes lower-intensity uses and this provides space for buildings such as Mixed-Uses, 3 and 4-plexes that don't quite fit the definition of an Apartment building, and so on to continue to be used. Parking is also a factor in this calculation, as some historic businesses, should they or the building they are in lose this status, then the parking requirements may become so burdensome that businesses may have to cease operations.

The TOJ Zoning Ordinance does not call out a range of intensified uses, but the concept is present with the list of Conditional uses. Conditional uses would normally exceed the threshold of intensification and a Conditional Use Permit would be subject to conditions of approval based on the context and circumstances of the proposed use. The checks and balances already exist within the Ordinance language with this intention in mind. Removing the commercial business requirement from 510.D would not create a "free-for-all" of business expansion. A major chain restaurant would likely struggle to find an existing building in town to convert for their use, but if so, the checks and balances to problem solve this already exist with the Planning & Zoning review process. Should a new building be proposed, the new construction would have to provide for parking in the same way that it currently does.

The intention of the Ordinance, is to allow for the continued use of buildings built prior to the adoption of the ordinance in 1977 but also aims to bring these structures into compliance (or rather, out of nonconformities or nonconforming situations) over time. There are situations which will likely never be fully compliant, but the goal is to improve the situation to the best of our ability.

Commercial uses that are permitted do not constitute enough of a change to be called a change-of-use, and nor would a conditional use, as the conditions attached to the use permit are meant to mitigate the intensification. A Change of use according to our Ordinance would be a Commercial use, changing to a Residential use, or vice-versa. This is a whole separate use category, even if the use would be a permitted use as well. A change-of-use of this sort would most likely require mitigating the need for additional parking, which again is possible with existing ordinance language.

Our parking strategy for the Historic Downtown should not be to push businesses to purchase and develop as much paved parking in the C-1 as possible, but rather to come up with more creative and holistic solutions. The Shuttle program is at the core of this mitigation, even within our General Plan it calls out for enhanced and expanded shuttle operations.

The first step to whichever solution we adopt should be the exemption of the existing buildings in the Historic Commercial District (C-1 Zone) from the schedule of required parking in section 510.D At least two previous Zoning Administrators were working toward this exact same goal, though via different pathways. One advocates for addition of the C-1 District to the Nonconforming section of the Zoning Ordinance, exempting the buildings through use of nonconformities. The other is remarkable similar to my proposed changes.

My proposed plan takes into consideration future changes and updates to the Zoning Ordinance which would attempt to limit nonconforming situations, and prioritizes methods of achieving legal conformity within an expanded zoning framework. With this in mind I do not recommend using the nonconformity method, but rather adding similar language to section

510 itself, while removing some confusing language simultaneously. These proposed changes look something like this; (Proposed changes in red)

SECTION 510. PARKING AND LOADING REQUIREMENTS

A. PURPOSE

The purpose of this section is to alleviate or prevent congestion of the public streets, and to promote the safety and welfare of the public by establishing minimum requirements for the off-street parking of motor vehicles in accordance with the use to which the property is put. **Jerome is a Historic Town with a Federal Designation as a National Historic Landmark. The Town was founded prior to the introduction of Automobiles. The Town was not designed with Automobiles in mind. Modern day planning in the Town of Jerome now requires flexibility and creative solutions in order to accommodate automobiles. The topography in Jerome limits the available land suitable for expanding parking.** Where it is the further purpose of this section to place upon the property owner the primary responsibility, **within a reasonable effort**, for relieving public streets of the burden of on-street parking.

B. GENERAL REGULATIONS

1. A parking space shall mean an area of not less than one hundred sixty (160) square feet with a minimum width of eight (8) feet and a minimum depth of twenty (20) feet which is specifically designated for and used for the parking of automobiles and light trucks.
2. An applicant for a new building permit must submit plans showing the off-street parking required by this subsection. These plans must show location, arrangement, and dimensions of the off-street parking, turning spaces, drives, aisles, and ingress and egress, and must be approved by the Zoning Administrator in accordance with the provisions of Section 303.
- ~~3. Whenever a permit has been issued in compliance with the requirements of this section, subsequent use of the structure, or use of land is conditioned upon the unqualified availability of off-street parking as shown in the plans submitted prerequisite to receiving the permit.~~
- ~~4. A base number of parking spaces shall be established for an existing building's designated use, at the time of the passage of the ordinance. A building's subsequent change of use that would normally decrease the number of off-street parking spaces shall not reduce the established base number of parking spaces. A change of use that would decrease the parking spaces would be able to change back to a higher use without penalty of losing spaces for five (5) years. Any subsequent change of use that requires an increase of off-street parking spaces beyond the established base number of parking spaces shall be in accordance with the schedules set forth in Section 510.D.~~
5. It is unlawful to reduce the amount of existing parking below the minimum required by this section without first supplying other spaces as are required.
6. In the event of mixed uses, the total requirement for off-street parking spaces is the sum of the requirements of the various uses computed separately.
7. All off-street parking shall have access to/from a public street.
8. In calculating the total number of required off-street parking spaces, fractional amounts over fifty (50) percent shall be regarded as the next highest number.
9. A minimum of one (1) space is required for any use.

C. DESIGN AND LOCATION OF PARKING SPACES

1. Residential Uses:
 - a. Required off-street parking shall be located on the same lot or parcel as the use it is intended to serve.
 - b. Off-street parking spaces, driveways, and access ways shall be properly graded to prevent

impoundment of surface water.

2. Non-residential Uses:

- a. Required off-street parking shall be located within the C.1. Zone. Whenever the use of a separate lot or parcel is proposed for fulfillment of minimum parking requirements the owner shall submit as part of his application satisfactory assurance that the separate lot or parcel is permanently committed to parking use by deed restriction or recorded easement.
- b. Off-street parking spaces, driveways, and access ways shall be fully improved with an all-weather, dust-free surface, and properly drained to prevent impoundment of surface water.
- c. Off-street parking spaces shall be situated in a manner which will not result in automobiles backing onto a public street.

A variance from the requirement of Section C.2.c. may be granted by the Board of Adjustment if compliance with this section is geographically impossible. If such a variance is granted, it shall be required as a condition of the variance that traffic signs shall be placed by the Town, after approval by the Design Review Board, and paid for by the applicant, alerting crossing traffic of automobiles backing onto public streets in all areas except those abutting the State highway.

- d. Existing Structures under existing use categories as of _____, and are located within the Commercial district are exempt from the following table (Schedule of required off-street parking spaces), recognizing the Historic Non-conforming nature of the district.
- e. New approved development must comply with the provisions of Section D, "Schedule of Required off-street parking spaces". Consideration of shared-parking agreements, shuttle services, valet services, variances, development agreements and other creative solutions may make proposed developments workable.

D. SCHEDULE OF REQUIRED OFF-STREET PARKING SPACES

1. Off-street parking spaces shall be provided for each specified use in accordance with the following schedule. "Usable area" as used herein shall mean the area capable of being devoted to the specified use (does not include such spaces as kitchens, restrooms, hallways, etc.). If the use of any structure is changed, off-street parking shall be required and provided under the new use.

USE	SPACE REQUIRED
a. Bowling alley	4 spaces per alley or lane
b. Church or other place of worship	1 space per 6 seats (each 30 inches of bench space is considered 1 seat), plus 1 space per 50 sq. ft. of usable area not used for seating
c. Day care center	2 spaces plus 1 space per 500 sq. ft. of usable floor area
d. Home occupation	No additional space
e. Hospital or nursing home	1 space per 2 beds
f. Hotel	1 space per rental unit
g. Manufacturing, industry	1 space per 500 sq. ft. of wholesaling usable area
h. Medical, dental office, or clinic	3 spaces per doctor
i. Offices	1 space per 300 sq. ft. of usable area
j. Public assembly place such as auditorium meeting hall or theater	1 space per 6 seats (each 30 inches of bench space is considered 1 seat), plus. 1 space per 100 sq. ft. of usable area

k.	Residential (except apartment)	2 spaces per dwelling unit
l.	Residential (apartment)	1 1/2 spaces per dwelling unit
m.	Restaurant or bar	1 space per 6 seats (each 30 inches of bench space is considered 1 seat) plus 1 space per 100 sq. ft. of usable area
n.	Retail and service uses	1 space per 300 sq. ft. of usable area
o.	School (elementary and middle)	1 space per employee
p.	School (other than elementary and middle)	1 space per 10 seats in main auditorium or 3 spaces per classroom whichever is greater
