



# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331  
(928) 634-7943  
[www.jerome.az.gov](http://www.jerome.az.gov)

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## AGENDA

### REGULAR MEETING OF THE PLANNING AND ZONING COMMISSION OF THE TOWN OF JEROME JEROME CIVIC CENTER 600 CLARK STREET, JEROME, ARIZONA

**TUESDAY, DECEMBER 19, 2023, AT 6:00 PM**

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*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](mailto:w.blodgett@jerome.az.gov).

#### 1. CALL TO ORDER

#### 2. APPROVAL OF MINUTES

- A.** Minutes of the Regular Meeting of the Planning & Zoning Commission from September 19, 2023

#### 3. NEW BUSINESS

- A.** Shane Qualls (310 Queen Street) is requesting a Conditional Use Permit for x3 Apartment units.
- B.** Tom Bouquet (778 East Ave.) is proposing exterior changes with minor structural changes.
- C.** Lori Riley (211 Mine Road) is seeking approval for the installation of an elevator/lift and expanded decking for wheelchair access.

#### 4. MEETING UPDATES

#### 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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Founded 1876  
Incorporated 1899

# TOWN OF JEROME, ARIZONA

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(928) 634-7943

## DRAFT MINUTES

Regular Meeting of the **Planning and Zoning Commission**  
Tuesday, September 19, 2023, 6:00 pm  
Jerome Civic Center, 600 Clark Street, Jerome Arizona, 86331

**6:04 (0:06) Item 1: Call to order / Roll Call**

Present were Chair Jeanie Ready, and Commissioners Lori Riley and Jera Peterson. Vice Chair Lance Schall had a planned absence and was not in attendance.

Staff present included Zoning Administrator Will Blodgett and Accounting Clerk Michele Sharif.

**6:04 (1:05) Item 2: Petitions from the public  
Possible Direction to Staff**

There were no petitions from the public.

**6:05 (1:13) Item 3: Approval of Minutes - Regular meeting of May 16<sup>th</sup>, 2023**

Chair Ready asked if there were any questions or corrections for the May 16<sup>th</sup> regular meeting. After a short discussion amongst commissioners there were no comments, corrections or questions regarding the prior meeting minutes. Ms. Ready moved to approve the minutes as submitted.

**Motion to approve the Minutes of the Regular Meeting of May 16th, 2023, as submitted.**

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Peterson		X	X			
Ready	X		X			
Riley			X			
Schall					X	

**Old Business:** None

**New Business:**

**6:06 (2:10) Item 5: New Retaining Wall & Stairs for 139 Juarez**

Applicant/Owner: Steve Cheifetz (In attendance)

Zone: R1-5

Address: 139 Juarez

APN: 401-07-186

**Discussion/Possible Action**

Zoning Administrator, Will Blodgett provided a recap of the initial phase of this project (partial retaining wall), from April, which has since been completed.

Mr. Blodgett read the background and summary of the project as submitted in the meeting packet.

"The Applicant (Steven Cheifetz) is proposing to replace the remaining section of wooden retaining wall that is failing. The westernmost portion of the old retaining wall which had already failed, has been successfully replaced with a poured concrete wall, and this next step is proposing to continue the replacement along the front of the home. Simultaneously the applicant wishes to widen the stairs to help eliminate the stairs directing water toward his house, and to improve the ease of access for the occupants. In addition to these two changes, the Town crew is intending to replace and repair the storm drain system on Juarez Street in front of the applicant's house and help direct the runoff to this system."

Mr. Blodgett stated the applicant's house is on a down slope, and the stairs make a sharp right angle, making it nearly impossible to move furniture or anything large in or out of the home, and that the intention is to widen the stairs to provide additional turn radius and better access to the home.

Ms. Peterson inquired about the width of the new staircase increasing to 9'4"

Mr. Blodgett confirmed, and noted that steps will be widened, and the retaining wall will continue to wrap around from there.

Ms. Ready questioned if the retaining wall will wrap around as the old wall does where it abuts the staircase.

Mr. Blodgett confirmed.

Ms. Ready then asked "And is that what is being approved tonight, will be the remainder of that section to wrap around the corner."

Mr. Blodgett said yes and added that Mr. Cheifetz was in attendance if there were any questions, they'd like to ask him directly.

Ms. Ready said they'd already seen this project previously and that the previous section of completed wall looks very nice.

Ms. Peterson asked for clarification that what used to be wood will now just be concrete, which was confirmed.

There was conversation regarding the ground erosion around the current wooden wall.

Ms. Peterson asked, "Is it going to go up 4', is that what I am understanding."

Mr. Cheifetz confirmed that the wall height will be 4' but the above ground portion of the wall will be shorter, he also stated would be a railing installed.

Mr. Blodgett added, the railing being installed will be short enough that it doesn't fall under the requirements of fencing review.

Ms. Peterson noted the regulation for the front yard is 3'.

Mr. Blodgett confirmed that the top of the retaining wall will be at ground surface.

Ms. Peterson said "Ok I see what you're saying so the 4' is against the earth."

Mr. Cheifetz responded "right".

Ms. Riley stated this seems straightforward.

Ms. Peterson agreed yes, and added it's going on existing property.

Mr. Blodgett confirmed there are no changes to property ownership, parcel number, etc., and that this is normally 1 project, however one section of wall needed attention faster than the rest, that's why they split this project in half.

Mr. Cheifetz added he also wanted the time to design the stairs.

Ms. Ready asked "Is it my understanding that once the project is completed then that is when the town crew will come in to do improvements to the street drainage, is that the general plan?"

Mr. Cheifetz confirmed he has spoken a few times with the town and added that the main town storm sewer goes under Juarez just past his property.

Mr. Blodgett confirmed that Public Works Director, Marty Boland is aware and has a plan to approach this shortly after or during the project.

Ms. Peterson asked if the drainage was on his property.

Mr. Cheifetz confirmed yes, one is and the other one is probably right near the edge.

Ms. Riley questioned if the drainage is easement property.

Mr. Cheifetz said it might be, but he knows the previous owner put it in.

Ms. Ready inquired if there were any more questions or commentary regarding this.

Ms. Riley commented, anything we can do to make things safer for everybody.

Ms. Ready moved to approve the retaining wall and stairs at 139 Juarez.

**Motion to approve retaining wall and stairs as presented for 139 Juarez.**

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Peterson			X			
Ready	X		X			
Riley		X	X			
Schall					X	

**Meeting Updates:**

**6:13 (10:30) Item 6: Updates of recent and upcoming meetings**

Mr. Blodgett said he has more applications in the process of being put together and reviewed now, that the board will likely see them on the agenda in the next couple months.

Mr. Blodgett also updated that by the next meeting they will likely be talking to and seating the 5<sup>th</sup> P&Z board member, the application will go in front of Town Council at the next meeting, and that he has received additional backup applications should another seat vacate.

**6:15 (12:37) Item 7: Potential items for October Planning & Zoning meeting, Tuesday October 17**

Mr. Blodgett said he didn't have specifics yet, as of right now he is waiting for applicants to gather information and finish their designs to be submitted.

Ms. Peterson inquired about the "Tamale Lady's" property.

Mr. Blodgett stated nothing has been presented yet.

There was additional discussion between Mr. Blodgett and Ms. Peterson regarding the specific property as well as the chimney currently standing on the property.

Ms. Ready called a point of order as this is not an agenda item at this time.

**Item 8: Adjourn**

**Motion to adjourn at 6:18 p.m.**

Commissioner	Moved	Second	Aye	Nay	Absent	Abstain
Peterson			X			
Ready		X	X			
Riley	X		X			
Schall					X	

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
 Chair Jeanie Ready, Planning & Zoning Commission Chair

Attest: \_\_\_\_\_ Date: \_\_\_\_\_  
 Kristen Muenz, Deputy Town Clerk



# TOWN OF JEROME

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## Zoning Administrator Analysis Planning & Zoning Commission Tuesday, December 19, 2022

**Item :** 1  
**Location:** 310 Queen Street  
**Applicant/Owner:** Shane Qualls  
**Zone:** C-1  
**APN:** 401-06-128H  
**Prepared by:** Will Blodgett, Zoning Administrator  
**Recommendation:** Recommend Approval

**Background and Summary:** The applicant is seeking approval for a Conditional Use Permit (CUP) for three (3) Residential apartment units at 310 Queen Street. The building was built in or around 1993, and consists of two structures connected by a breezeway. Since the building's construction it has contained a residential unit that has been in use over the years. The new owner, Shane Qualls is asking for a Conditional Use Permit to allow for Multi-family dwelling, or three Apartment units. These units are slated as long term rentals, and already tentatively have locals lined up to rent.

**Purpose:** It is the express purpose of this (TOJ Zoning Ordinance) Ordinance that any use for which a Conditional Use Permit is required shall be permitted as a Principal Use in the particular zoning district, provided that all special conditions and requirements of this Ordinance are met. Therefore the action of the Commission shall be one of approval or denial based upon its judgement as to whether the specified conditions have been or will be met. In order to grant any use permit, the findings of the Commission must be that the establishment, maintenance, or operation of the use of building applied for will not be detrimental to the public health, safety, peace, convenience, comfort, and general welfare of persons residing or working in the neighborhood of such proposed use or be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the town.

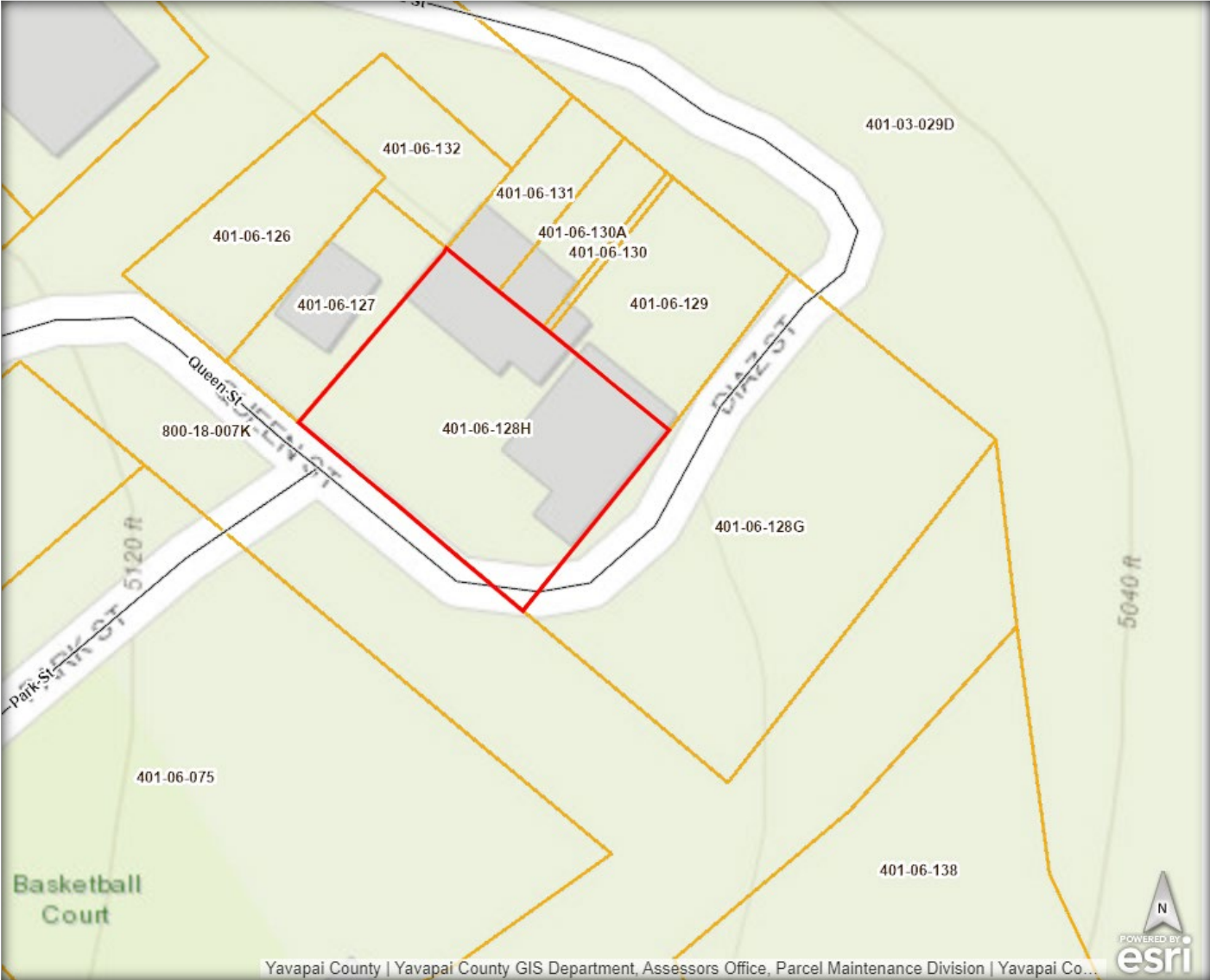
**Property Standards:** The Town of Jerome Zoning Ordinance in section 507.C.1 says that within the Commercial C-1 zone a Conditional use can be; *"Any "Permitted" or "Conditional" uses in the "R1-10", "R1-5" or "R-2" Zones."* This means that any of the Residential uses from those Zones is conditionally permitted within the C-1 zone.

**ZA Response:** The Zoning use is not problematic, but the question of use always hinges on available off-street parking. In this particular case, the property at 310 Queen Street already has an approved parking plan from prior owners in place that provides for x10 On-site parking spaces. The Zoning Ordinance requires 1.5 Parking Space per unit, the sum of which equals 4.5 spaces. The ordinance requires that calculations be rounded up, so that the required parking is 5 spaces, which the applicant can readily provide.



**Top:** Overview Aerial photograph showing the property at 310 Queen Street and the adjacent properties and roadways. The trees in front of the structure partially block the view of some of the available parking spaces for the project.

Source: W. Blodgett / Google Earth



**Top:** View of 310 Queen Street from the Yavapai County GIS Parcel map. Note that there is a margin of error for this GIS, and the structures are actually fully within parcel 401-06-128H. Some parts of Diaz Street shown in the above are additionally no longer a Town Right-of-Way.

Source: W. Blodgett

# Application & Related Information









# TOWN OF JEROME

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## Zoning Administrator Analysis Planning & Zoning Commission

**Item :** 2  
**Location:** 778 East Avenue  
**Applicant/Owner:** Tom Bouquet  
**Zone:** R1-5  
**APN:** 401-07-101B  
**Prepared by:** Will Blodgett, Zoning Administrator  
**Recommendation:** Discussion/possible action

**Background and Summary:** The Applicant, Tom Bouquet is proposing a number of renovations to the house at 778 East avenue. The applicant is seeking approval for additional decking on the rear of the house that coincides with a change to the windows on the north side of the living-room wall into a sliding door. A new shed dormer is intended over the garage door, adding stylistic elements as well as resolving an asymmetry issue with the existing one. The remainder of the proposed changes are architectural features (stylistic elements) commonly called “gingerbread” elements throughout the home.

**Building Background:** 778 East Avenue is a Single-Family home built in 1995. The home was built with elements of Victorian architecture in the shape and special relationship of the building. It is not a Historic building, and not considered to be contributing to the Town’s Historic landmark status or the National Register of Historic Places. The Structure is still subject to Historic District regulations nonetheless.

**Purpose:** 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 an examination of all proposed site work, and excavation and grading regulations, with special regulation of work sites with extreme slope or unstable soils. Essential to this purpose is the review of possible impacts on surrounding properties.

**Property Standards:** The Town of Jerome Zoning Ordinance in section 303.1.B.a says that “*Additions and alterations to Residential, Commercial or Industrial structures...*” will require review by the planning and zoning commission.

**Response:** The work that the applicant has proposed includes adding a new deck on the back side of the house, connected to the existing livingroom via a sliding door that will replace an existing window. This is a minor structural change and should only serve to enhance the enjoyment of views provided by the home’s location. On the opposite side of the livingroom, over the garage is a shed dormer that is not centered on the garage leaving this part of the home with a sense of asymmetry. A new shed dormer is intended to replace the existing one, correcting the symmetry and adding elements of Victorian “gingerbread”. The final part of the project includes the addition of architectural elements that represent Victorian features of the era to which Jerome’s historic buildings mostly belong. These elements to my mind will allow the building to blend in with the surrounding historic neighborhood elements better than it current does. Concerns within Historic Preservation about keeping structures

from trying to mimic too closely historic structures, enough to be attempting to “fool the onlooker” are not a concern here. This home is without a question modern at the core of it’s design, with the two-car attached garage that informs any Architectural historian that this building is not a historic structure.

All the proposed work is subject to building permits and inspections by the Town building inspector.



**Top:** View of 778 East avenue from the street looking north. Note the attached garage which marks this as a modern construction.

Source: W. Blodgett



**Top:** View of 778 East avenue from the street looking west, close up on the attached garage. Note the Shed Dormer which sits off-center from the garage.

Source: W. Blodgett



**Top:** Detail view of the front façade of 778 East avenue.  
Source: W. Blodgett



**Top:** Detail view of 778 Avenue focused on the wrap-around porch on the front, and north facing facades.  
Source: W. Blodgett

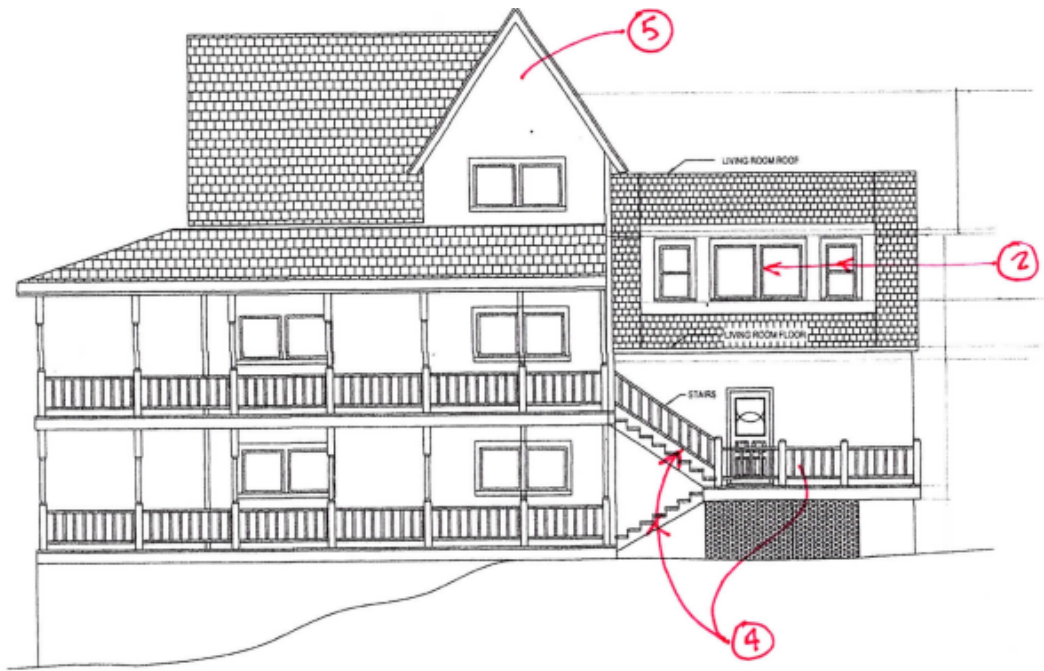




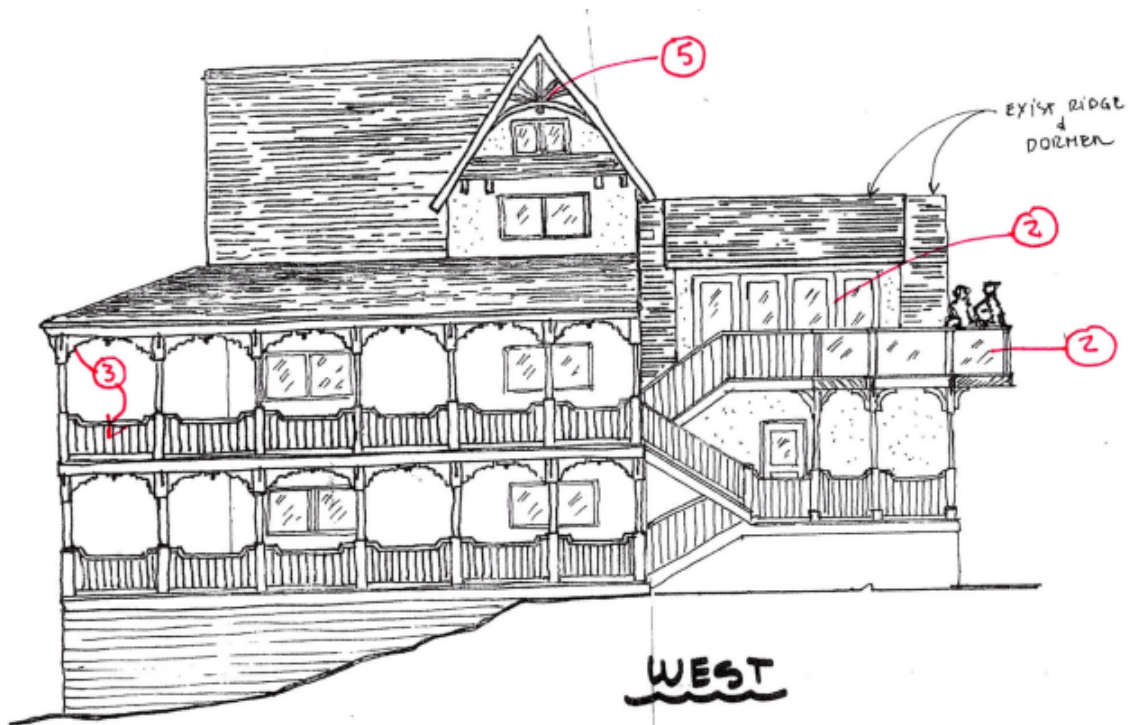
EAST ELEVATION



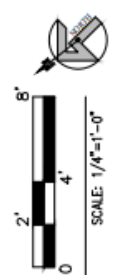
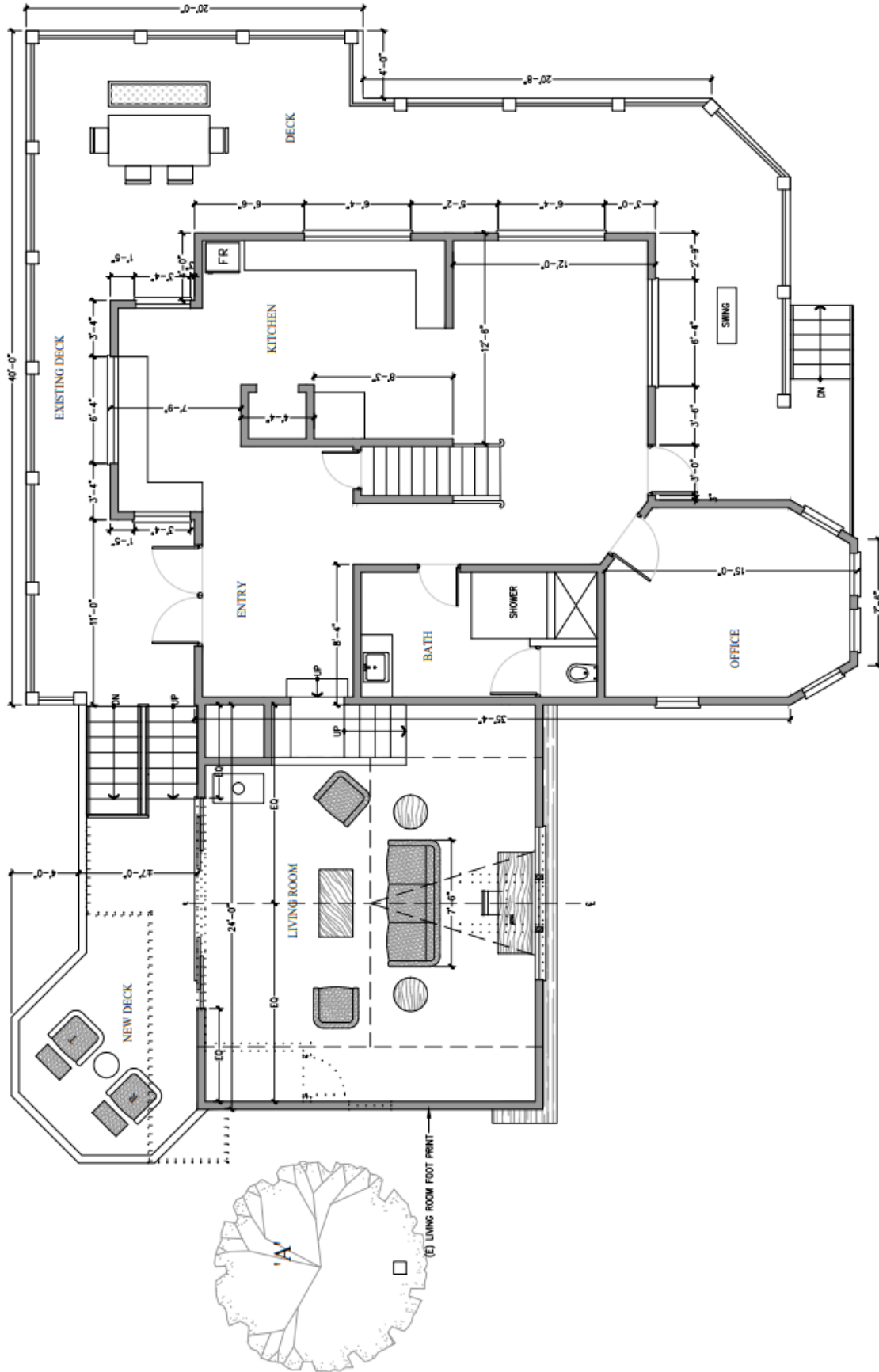
EAST



WEST ELEVATION







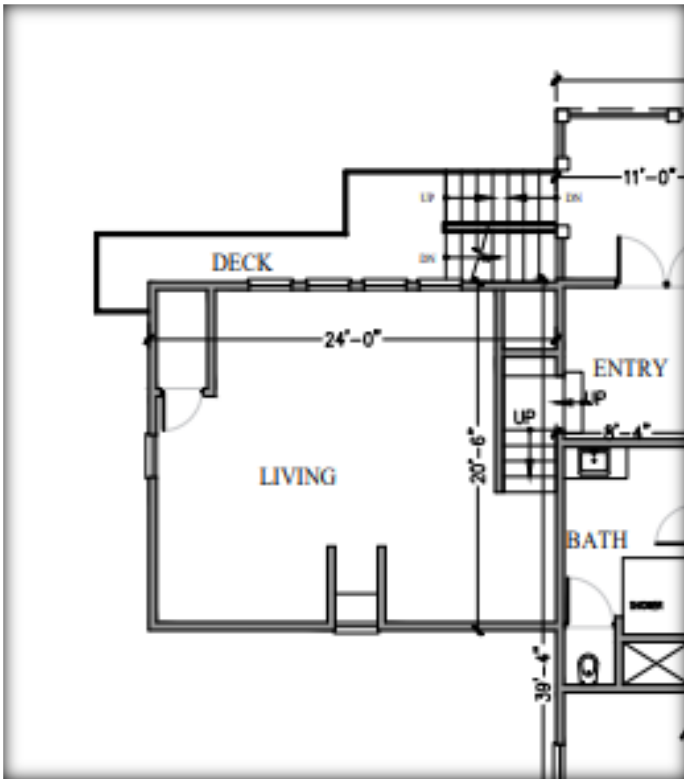
PROPOSED SECOND FLOOR PLAN

SYMBOLS LIST

- EXISTING
- NEW
- DEMOL




# EXISTING SECOND FLOOR PLAN

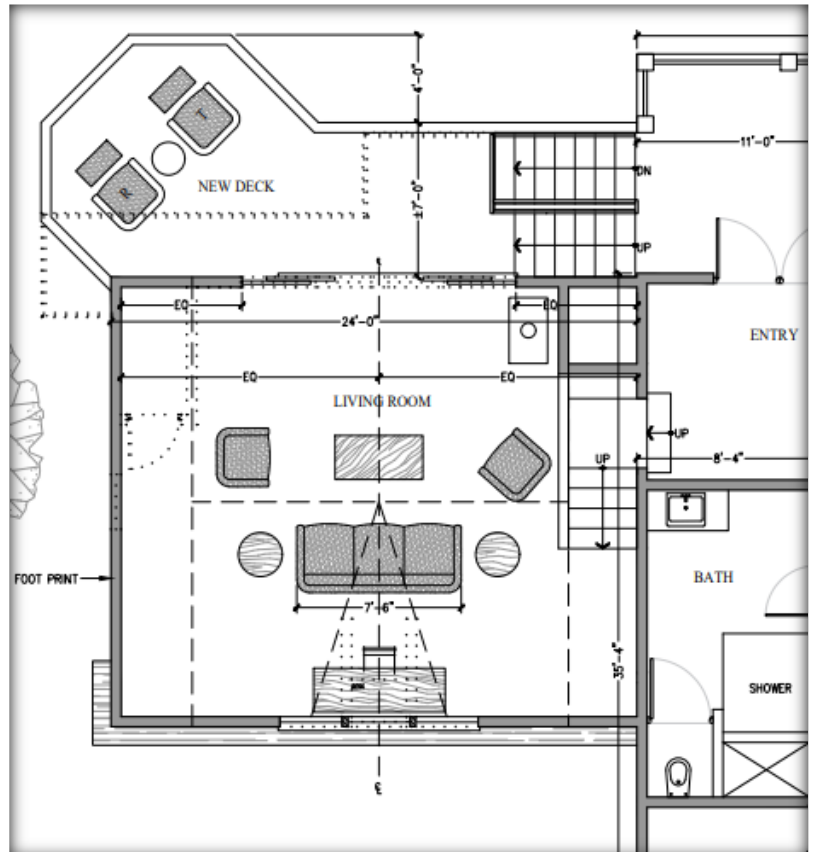
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# PROPOSED SECOND FLOOR PLAN

## SYMBOLS LIST

-  EXISTING
-  NEW
-  DEMO



# Application & Related Information





# TOWN OF JEROME

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## Zoning Administrator Analysis Planning & Zoning Commission

**Item :** 3  
**Location:** 211 Mine Road  
**Applicant/Owner:** Lori Riley  
**Zone:** AR/R1-5  
**APN:** 401-11-019T  
**Prepared by:** Will Blodgett, Zoning Administrator  
**Recommendation:** Discussion/possible action

**Background and Summary:** The Applicant, Lori Riley, is proposing to expand an existing second level porch as part of the installation of a wheelchair elevator or lift to increase accessibility for a disabled family member. The installation of the lift will require additional porch space on the second floor that will provide access to a sliding door that can easily accommodate wheelchairs.

**Building Background:** The existing building is currently a workshop and office space that is not a legal dwelling unit. The building is a customized prefabricated building and not a historic building that is on or contributing to the national register of historic places or the Town's historic landmark status.

**Purpose:** 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 an examination of all proposed site work, and excavation and grading regulations, with special regulation of work sites with extreme slope or unstable soils. Essential to this purpose is the review of possible impacts on surrounding properties.

**Property Standards:** The Town of Jerome Zoning Ordinance in section 303.1.B.a says that "*Additions and alterations to Residential, Commercial or Industrial structures...*" will require review by the planning and zoning commission.

**Response:** The Town of Jerome Zoning Ordinance states that accessory buildings in the R1-5 shall not be used for Human habitation, and the work space in question is not a legal dwelling unit. The changes to the building required for this project do include structural changes, such as the additional covered decking and the addition of a sliding door in place of an existing window. The most significant change is the additional of a "Ram" brand elevator or lift that will allow access to the top floor of the office space via wheelchair. Increased accessibility projects such as this are generally strongly supported by the Town of Jerome. Details of the elevator lift are contained toward the end of this review.





**Top:** Aerial View of the property at 211 Mine Road. The structure for this project and review is designated in the exhibit.

Source: Google Earth

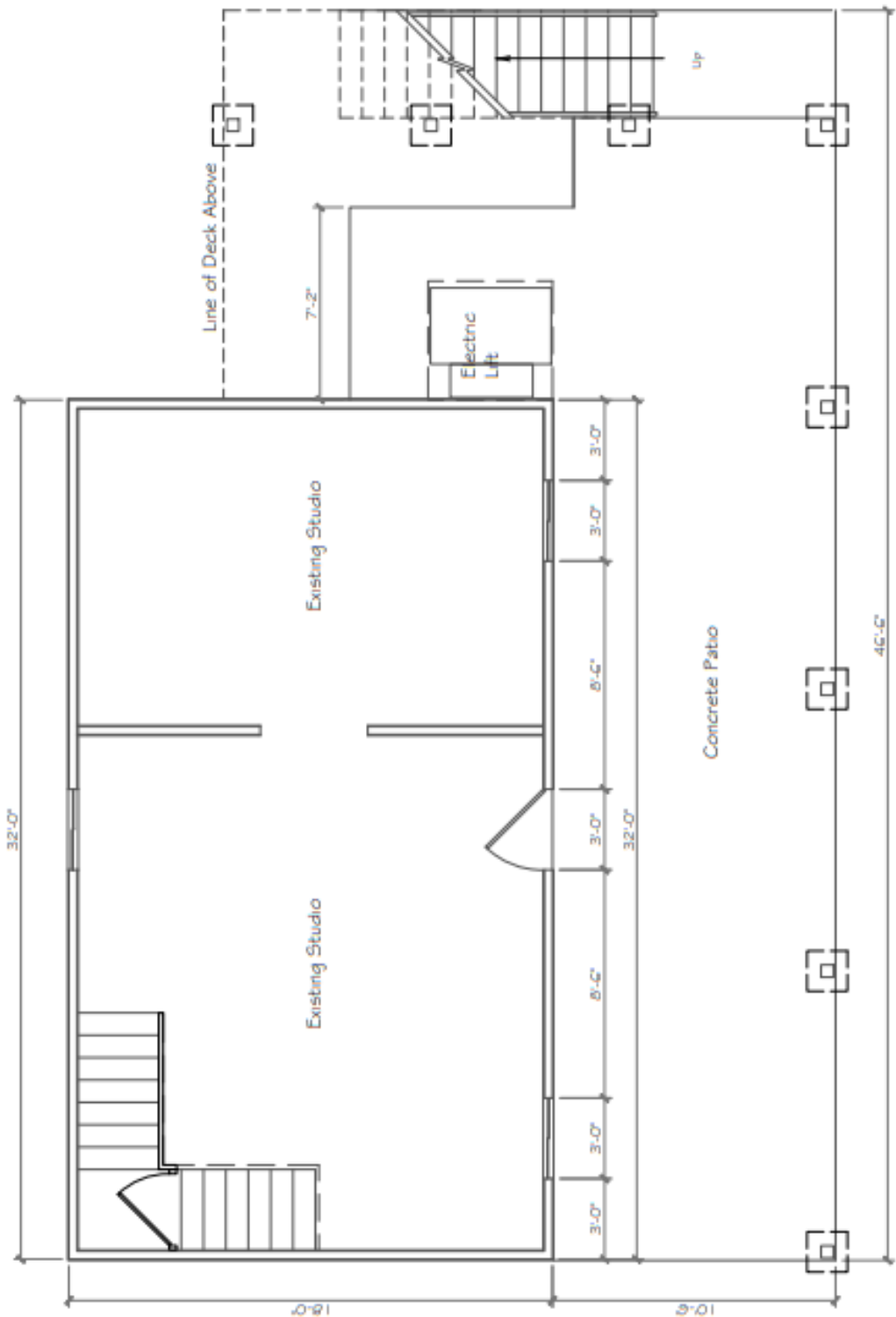


**Top:** Front elevation view of the workspace structure at 211 Mine Road. The middle window is intended to be replaced with a sliding-door.

Source: L. Riley

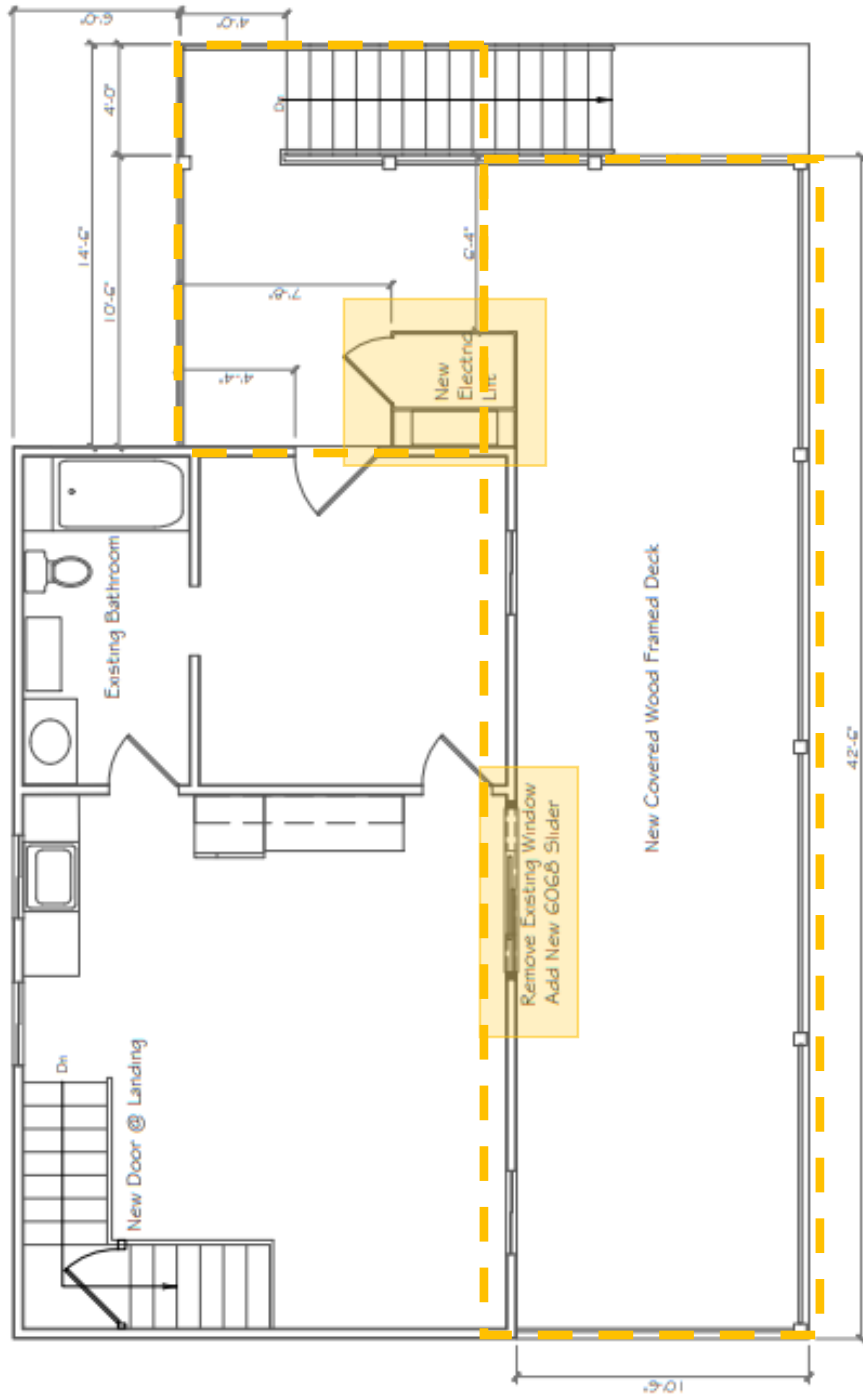


**Top:** Front and north elevation view of the workspace structure at 211 Mine Road. This angle shows the decking which will be extended to wrap around the front façade.



**Top:** First floor Plans of the office / workspace, that show changes to the deck and stairway footprint to accommodate the addition of a lift.

**Paul Raymond Walter**  
 Architect, P.L.L.C. Collaborative Design  
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**Paul Raymond Walter**  
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 Email: info@paulwalter.com www.paulwalterarchitect.com

**Top:** Second floor plans show the new covered deck and electric lift access as well as the new slider door that will provide wheelchair access.

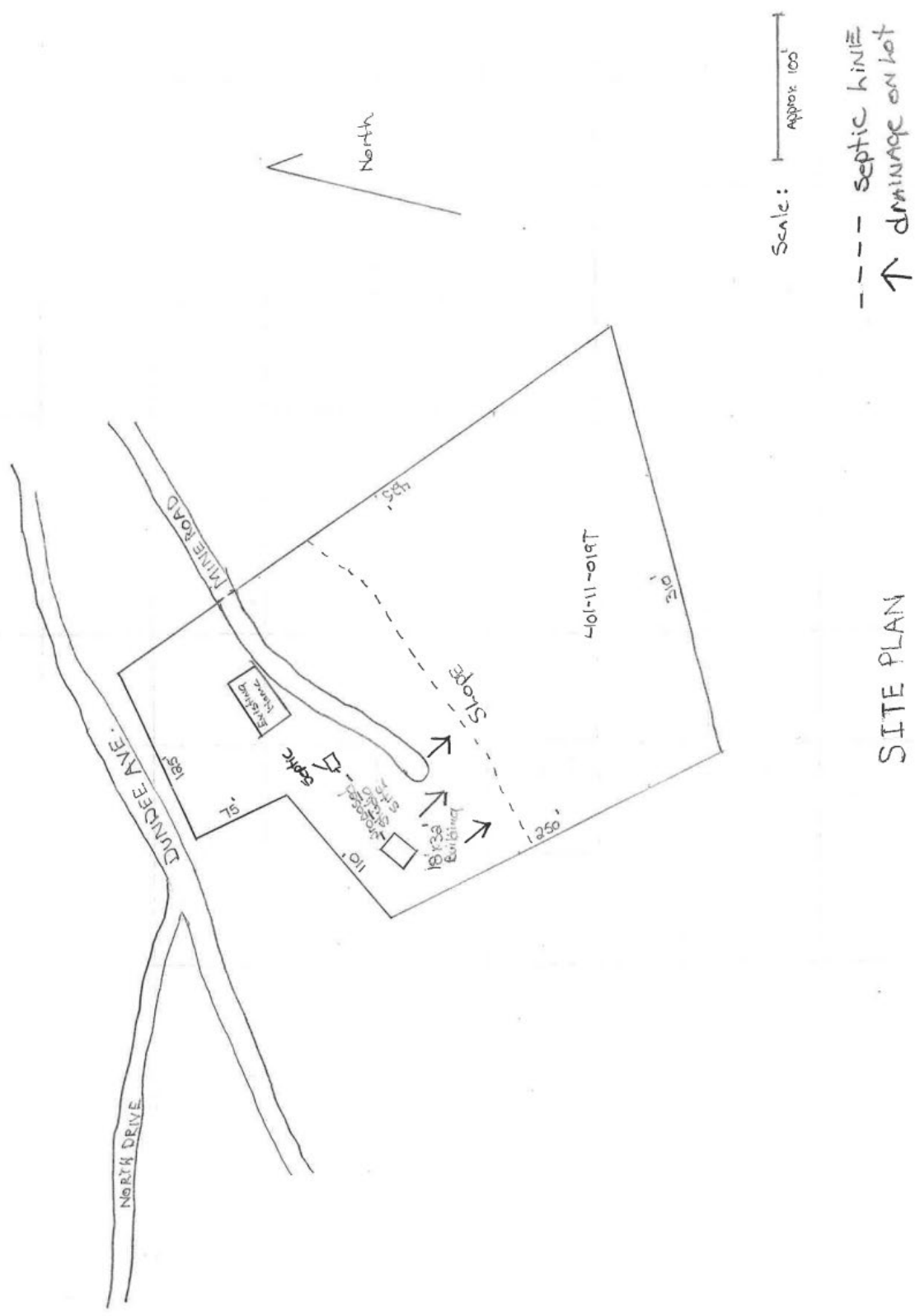


**Top:** Front elevation showing the new deck addition and the covering for the deck. Note the sliding door that replaces the middle window on the second floor.

**Bottom:** Right side elevation showing the continuation of the wrap-around porch as well as placement of the lift.



4 New Right Side Elevation  
Scale: 1/4" = 1'-0"



### SITE PLAN

**Top:** Sketch-map of the property showing the structure in relation to slope, septic and the road / driveway.

# THE HIGHLIGHTS

## IDEAL FOR:



Private  
Residence



Indoor  
Use



Outdoor  
Use



Wheelchairs

## LIFTING CAPACITY:

**750 LBS**

## TRAVEL SPEED:

**8 FT/MIN**

## TRAVEL DISTANCE:

**UP TO 14 FT**

## ENTRANCE/EXIT POINTS:

**in-out same side, straight  
through, adjacent**

## MAX PLATFORM SIZE:

**W42" x L60"  
(18 square feet)**

## CUSTOMIZATION:

**custom colours, trim, handrail,  
push button and entrance  
safety devices are available.  
Trus-T-Lifts can also be  
custom built to accommodate  
three-stops and/or atypical  
platform sizes to best meet  
your unique needs.**



[trustram.com](http://trustram.com)  
1-800-563-4382

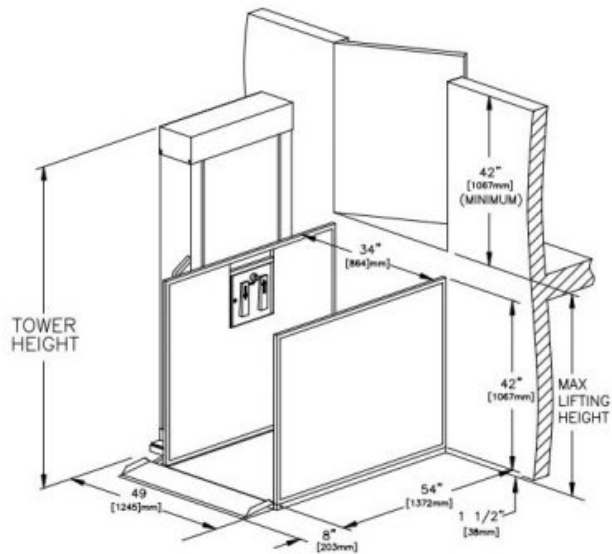


## Sizing

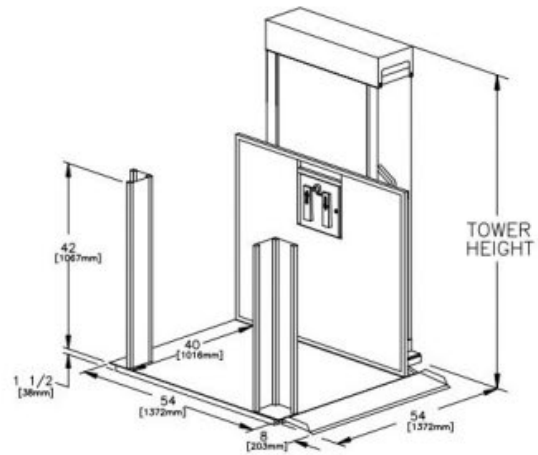
	Platform Size	Total Footprint (with tower)	Tower Heights	
			Lifting Height	Tower Height
<b>Straight Through Access</b>	W34" x L54"	W49" x L54"	28"	50.5"
			52"	74.5"
			72"	94.5"
<b>Adjacent Access</b>	W40" x L54"	W54" x L54"	96"	120.5"
			120"	144.5"
			144"	168.5"
			168"	192.5"

\*Custom platform sizes available upon request.

Straight Through Access



Adjacent Access



trustram.com  
1-800-563-4382





# KEY FEATURES

## Zero-Load Start Design

RAM's patented zero-load-start design allows the motor reach full speed before lifting the load. This unique feature allows for full functionality during extreme weather and extends the life of all power & drive components.

## Soft Touch Paddle

The patented RAM Soft Touch Paddle controls are oversized and responsive, allowing users to get moving with ease.

## Total Customization

Customize your Trus-T-Lift's colours, trim, doors/gate, handrails and more. The lift can also be modified to accommodate three-stops and atypical platform sizes.

## Easy to Install

The Trus-T-Lift comes with easy to manoeuvre components that can be assembled quickly with minimum site preparation.

## All-Electric Drive System **RA**

RAM's field-proven electric drive system is reliable, powerful and whisper-quiet.

Plus, no hydraulic fluid = no harsh smells.

**RA** = RAM Advantage, an essential feature found in all of our products.



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1-800-563-4382





## Superior Reliability

Three tiers of emergency auxiliary power are available for every RAM product:

1. Emergency manual crank (Standard)
2. Battery backup lowering will run the motor in the down direction during a power outage (Optional)
3. Full battery 40-cycle backup that will run the motor with full load for 40 cycles during a power outage (Optional)



## Installation Considerations

Important things to consider for the installation location:

- Power availability – 15amp, 110V dedicated circuit no more than 8 feet away
- Mounting to a wall – especially for lifts with travel greater than 52in
- For exterior installations a secure footing – typically a concrete pad 5ft x 5ft

## Code Relevance

Designed to meet ASME A18.1, CSA B613 and CSA B355 safety standards when properly equipped.

While RAM VPLs meet national standards, it is imperative to check State/Provincial and Local code requirements before installing to ensure compliance. All State/ Provincial and Local compliance is the responsibility of the purchaser. Some states may require fees for site preparation and permits.



[trustram.com](http://trustram.com)  
1-800-563-4382



# Application & Related Information

