



TOWN OF JEROME

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AGENDA

Regular Meeting of the Planning and Zoning Commission

Tuesday, April 18, 2023, 6:00 pm

Jerome Civic Center, 600 Clark Street, Jerome Arizona, 86331

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.

Item 1: Call to order / Roll Call

Item 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 commission. 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 state your name and please observe the three (3)-minute time limit. No petitioners will be recognized without a request. The commission'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.

Possible Direction to Staff

Item 3: Approval of Minutes – Regular meeting of March 21, 2023

Old (continued) Business: none

New Business:

Item 4: New Shed construction

Applicant/Owner: Henry Vincent

Zone: R1-5

Address: 209 Third Street

APN: 401-07-025

Applicant is seeking approval to build a shed.

Discussion/Possible Action

Item 5: Replace and Upgrade Retaining Wall

Applicant/Owner: Steve Cheifetz (China Cat Investments)

Zone: R1-5

Address: 139 Juarez Ave

APN: 401-07-185

Applicant is seeking approval to replace a failed wood retaining wall, with poured concrete.

Discussion/Possible Action

Meeting Updates:

Item 5: Updates of recent and upcoming meetings

- **March 21st P&Z Regular Meeting**– Approved final site plan for K. Foy at 121 Third Street.
- **March 28th DRB Regular Meeting**– Approved new sign for Cornish Pasty, Approved a Community Garden Shed Design, and approved new windows for the Gibson Market building.
- **April 11th Regular Council Meeting**– To be updated

Item 6: Potential items for April Planning & Zoning meeting, Tuesday May, 16 – Multiple items nearing readiness for review.

Item 7: Adjourn

The undersigned hereby certifies that this notice and agenda was posted at the following locations on or before 6 p.m. on _____
970 Gulch Road, side of Gulch fire station, exterior posting case ♦ 600 Clark Street, Jerome Town Hall, exterior posting case ♦ 120 Main Street, Jerome Post Office, interior posting case

Kristen Muenz, Deputy Town Clerk, Attest

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.

DRAFT MINUTES

Regular Meeting of the Planning and Zoning Commission

Tuesday, March 21, 2023, 6:00 pm

Jerome Civic Center, 600 Clark Street, Jerome Arizona, 86331

6:03 (0:01) Item 1: Call to order / Roll Call

Chair Jeanie Ready called the meeting to order at 6:03 p.m.

Present were Chair Jeanie Ready, Vice Chair Lance Schall, Commissioner Jera Peterson, and Commissioner Lori Riley.

Members of staff present included Zoning Administrator Will Blodgett and Deputy Clerk Kristen Muenz.

6:03 (0:39) Item 2: Petitions from the public

Possible Direction to Staff

Chair Ready said that there was a Petition to Speak submitted by Mr. Greg Worth, and her understanding was that Mr. Worth would like to reserve his speaking time for the end.

Mr. Blodgett confirmed that information.

6:04 (1:11) Item 3: Approval of Minutes – Regular meeting of January 17, 2023

Ms. Ready explained that she was absent from that meeting, so she could not make commentary on the minutes.

Vice Chair Lance Schall and Commissioner Lori Riley both commented that they had no complaints.

Commissioner Jera Peterson had no comments to add.

Ms. Ready abstained from voting due to not attending the meeting of January 17, 2023.

Motion to approve the minutes of the regular meeting of January 17, 2023

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

Old (continued) Business: none

New Business:

6:04 (1:56) Item 4: Seeking final site plan approval for Garage Remodel

Applicant/Owner: Kelly Foy

Zone: R1-5

Address: 121 Third Street

APN: 401-08-040

Applicant is seeking reapproval to remodel their Garage on 121 Third Street.

Discussion/Possible Action

Zoning Administrator Will Blodgett said he would like to summarize several points. He said would like to make clear that deciding if we will treat it as a remodel or as new construction, when involving historic preservation issues, that decision is made by our Historic Preservation Board, which is DRB. When it comes to changes to historic structures, and issues with historic preservation, they are the deciding board. He explained that the Zoning Ordinance does not define what the threshold is for a remodel. Instead, the intention, due to uniqueness of Jerome, the Design Review Board, acting in their role as the Historic Preservation Commission, take the cases on a case-by-case basis. Mr. Blodgett said that in retrospect, he would have reversed the order of the meetings because accepting it as a remodel is the purview of DRB, but we will move on as best we can. Mr. Blodgett then said that the last time we discussed this, the preliminary approval required him to verify the historic nature of the rock wall. He said that he has been recognized by Arizona SHPO as the town archaeologist, and has 19 years of experience. He said he felt satisfied that the rock wall was historic concrete; it is true to the time period and fits the context of the historic buildings in that area. Mr. Blodgett said that he would provide DRB with a letter of authenticity to support that. He said that the other main issue had been the calculations of the slope. He briefly explained the Zoning Ordinance requirements for calculating the slope for the median grade from the original grade. He said that the applicant has done that, and brought down the intended height of building by modifying the design and negating the 2nd floor. The building will now sit 14 feet above the median grade, which is in compliance. He explained that he had looked at various surveys to verify that, and found no discrepancies. He said there were also questions about the new structure connecting to the back wall, which he said it will, but will let Ms. Foy answer those questions directly. Mr. Blodgett said that the packet was much larger previously, but the last half of it was old information and was confusing so, to simplify, he removed some of the old information.

Ms. Ready said that she had some new questions based on what Mr. Blodgett stated. As to the issue of the Design Review Board deciding remodel versus new as it relates to a historical property, she was confused by that because she can still see the role of the Planning & Zoning Commission related to the nonconforming status of the property. She said we have to look at it and determine whether there is a basis to continue the nonconforming status; that is our purview.

Mr. Blodgett explained that DRB is the Historic Preservation Commission as part of our certified local government program which is part of our federal landmark status. As such, when it comes to a determination of remodel vs new construction, that clearly lands in the purview of the Historic

Preservation Commission.

Ms. Ready said, yet, they don't have the jurisdiction to grant a nonconforming status, which is relevant to us.

Mr. Blodgett replied, no, but one does inform the other.

Ms. Ready said she would definitely want to hear from the applicant and get more information, but she still felt that if we are going to say DRB makes the determination on new vs remodel, we can't make a determination on nonconforming status until we know if it is remodel or new construction.

Mr. Blodgett recommended that we treat it as a remodel at this stage in the process and, if DRB chooses to treat it as a new construction, we will go back to the applicant to redesign and start a new application. He said that is unfortunate, but it is the process as straightforward and legally as he knows how to do it. He repeated that in future, projects like this should be sent to DRB for a determination first because that has created a lot of the confusion we are dealing with. He said that, because we are this far into the project, and in fairness to the applicant, he felt that we should treat it as a remodel for our purposes and work to effect any changes necessary.

Ms. Ready said that we did address this at the last meeting; verifying the historic nature of the wall and confirming it would be tied in was one of the conditions.

Mr. Blodgett said that it is tied in.

Ms. Ready said she also had a question about the calculation of the grade and height of the building. She said the ordinance is clear that median is calculated based on original grade beneath the structure.

Ms. Peterson said it is an accessory building, that is her issue, it says in 504.7 E, not to be constructed at a height greater than 14 feet.

Mr. Blodgett said that height is to be calculated from the median grade. There was some discussion as to where the ordinance states the calculation for accessory buildings and Mr. Blodgett explained that the original grade of a structure could have changed.

Ms. Ready said there is nothing in here that informs us, where we find the original grade of the structure. She said, we have to go by the ordinance and "under the structure" is specified.

Mr. Blodgett said that we should let Kelley Foy explain this.

(17:18) Ms. Foy said that she had served on Planning & Zoning, and the diagram was the same one that everything was decided on. She said that one of the conditions had been that she go back and calculate the grade for just the garage and not the whole property. She explained that with her original drawing, when she previously applied in 2018, she had been approved for 22 feet based on the median grade for the whole property. She said this board had preliminarily approved based on the median grade of just the garage, with the understanding that we revisit the wall. She pointed out the highest and lowest grade in the drawings, explained how the grade had been measured, and said she had reduced to 14 feet to meet the standards.

Mr. Schall asked, the back retaining wall is 4 feet deep in dirt? He said that would count.

Ms. Foy replied, yes, that is what it is based on. She said the diagram was the one we had used when she was in P&Z.

Mr. Schall said that it was the appendix of the ordinance.

For clarification, Ms. Ready said that her understanding was that the P&Z Board in 2018 did not approve; it was approved in an appeal.

Ms. Foy explained that, in 2018, it was a preliminary approval through appeal because of three out of four in the quorum. Regardless of that, she adjusted the height based on your new requirements. You decided in your interpreting the ordinance that it was based on the median grade of this building.

Ms. Ready replied that we made that determination based on the ordinance, and that is our job. With all due respect, let's not make it sound as if we just determined this, it is what the ordinance requires.

Ms. Foy said she understood that, and with all due respect, interpretation is what we called what we did, and that is not my saying you pulled it out of anywhere. She said she respects what you were saying, and that is why she adjusted her drawings for this meeting based on your interpretation.

Ms. Ready asked, based on your research and applying the diagram, the original grade under the structure is the same as the low grade of Center Street?

Ms. Foy said we are calculating from the original high point grade and low point of the building.

Ms. Riley said that if you look at Center, it goes lower.

Ms. Foy said it is calculated from the front, which is on Third Street.

Ms. Peterson said that it says enclosed portion, which is the definition she is holding to. The building is an accessory, separate from the other, and that enclosed portion is flat and there should be nothing taller than 14 feet; she said that is how she interprets it.

Ms. Foy asked for a citation.

Ms. Peterson said it was in section 201, Accessory Building, Height Of. She read the section.

Mr. Blodgett explained that it was saying the measurements must be taken within the building footprint.

Ms. Foy said that under the roofline includes the enclosed structure. She said it was well within that area.

Ms. Peterson repeated that within the footprint of the building, it is flat, and she was interpreting that it should not be higher than 14 feet.

Mr. Blodgett explained that if the new structure was going to be built in front of the retaining wall, and not incorporate it, she would be correct. But it does incorporate the retaining wall, which is why it is a remodel.

Ms. Peterson asked, the retaining wall is higher?

Mr. Blodgett answered, it is.

Ms. Peterson asked, in good faith, how can we vote on something that we don't know will be included?

Mr. Blodgett replied he is asking for it to be treated as a remodel because that is how we treated it from the beginning. If DRB, as our Historic Preservation Commission, decides they don't like it, then we start over again.

Ms. Peterson said that it seemed clear when she read it that the low grade would start at the structure, the wall is not enclosed within the

structure.

Mr. Schall replied that it is part of the structure.

Mr. Blodgett explained that it will be part of the new structure, that is the intention.

There was more discussion as to the location of the wall, how it will be incorporated and how the grade was determined.

Ms. Foy explained that what the diagram is saying is that the low point is Center Avenue, and the high point is the original grade. She said the other point of the building is on Third Street, and that is the pitch, that footprint is 4 feet above. The wall will be enclosed and clad because it is at the earth, so you have to build a shorter wall at the higher point.

Ms. Ready said that she was questioning the starting point. Why are we beginning with the low grade on Center?

Ms. Foy said we are talking about under the structure, under the structure, at the street, is the low grade. Under the structure, inside the building next to the house, it looks four stories higher than that because of the grade. We are only measuring the grade where the garage is, but it happens to go up the hill that my house is on. So, you start at Center Street and go up to the end of the garage and there is the original four-foot grade. There was more discussion of the location of the garage and the height measurements and Mr. Schall described to the other commissioners how the high grade was taken from the top of the retaining wall because it was holding up the soil from the original grade and Ms. Riley repeated that it had been determined to be historic.

Mr. Blodgett commented that he appreciated the attention to detail.

As a point of order, Ms. Ready asked those in attendance to move on. She said that Mr. Blodgett had mentioned the previous letter from Chief Rusty Blair and asked if he had looked at the changes and if he had any concerns.

Mr. Blodgett replied that he had no new concerns, it was the same as he expressed previously. His concerns are always about setbacks and access for emergency services. He said we do try to provide that when and where possible, however, living in a historic town, we do have to make concessions for historic remodels and properties in general.

Ms. Ready commented that improving the materials will help reduce the fire hazard.

Mr. Blodgett said it will reduce the flammability of the structure and he felt that is important, because the original garage that was destroyed in fire, so flammability is a concern. Again, Chief Blair's concerns are about setbacks, gaining access between buildings, and the way the setbacks are designed it is currently not viable. If DRB decides to treat it as a historic remodel, it gets to keep its nonconforming status.

Ms. Ready said it is important to point out that the existing structure is basically wood and is flammable, so there is some benefit to improving those materials. She said she also noticed the historic wall is sometimes referred to as the west wall and sometimes as the south.

Ms. Ready asked for clarification as to which wall was being referred to as the west wall.

Ms. Foy explained that currently there are two walls. The main wall that she is keeping is the west wall; the south wall is deteriorating concrete and will be removed. She said that there were items in the packet from the old design.

Mr. Blodgett said that he had wanted to show the changes to the original design to illustrate the changes the applicant had incorporated.

Ms. Foy said that she had provided a survey showing original footprint that will not change, and page 22 of the packet shows the architectural drawing. She said everything else in the packet is old. She said that survey is a legal document and could be trusted.

Ms. Ready thanked Ms. Foy for clarifying.

Ms. Peterson asked, because it is going to be raised up and go onto the deck next door, would anything be done to prevent runoff?

Ms. Foy replied that the runoff has been improved, but clarified that it has never run off the adjoining property. She said it slopes directly to the street, and now it will be sloped between her property and the street, and she would put a gutter on the line. Ms. Foy said it does not affect the adjoining property whatsoever.

Mr. Blodgett said that it might help clarify that the inside headroom is consistently 10 foot 11 inches.

Ms. Ready said it looks like dimensions are 24 by 32 feet. She asked about a frosted wall on page 11.

Ms. Foy repeated that that was an old document from 2018 that she did not want included in the packet. She said that she had provided new documents and to reference her survey and the page created by the architect on pages 21 and 22 to see the footprint, which was 25 by 30 feet.

Ms. Foy said there is a planter there that will be behind it, but everything else is in the simplified architect's drawing to show you. She said she is keeping the same footprint we agreed upon, she is keeping the wall, and making it a metal structure so it is more fireproof. She said she had asked for the packet to be simplified, but Mr. Blodgett had tried to make it more extensive.

Ms. Peterson asked, will it be just a single story now?

Ms. Foy answered that it will be a single story. Before, there was going to be a mezzanine for storage, but now it will be just the single-story garage 100%, used as her studio.

Mr. Ready asked if there were any other questions from the board, or if Ms. Foy would like to add anything.

Ms. Foy said she would like to thank them for taking the time to understand this and for asking specific questions. She said it really isn't complicated when you get down to it and she was trying to work with them and simplify it as much as possible. Ms. Foy said it has been done before; a garage was built next door to her house just like it, but the difference was they did not increase the height, but they did the same thing. She said that the extra information in the packet had made it confusing, but she tried to make it basic and straightforward.

Ms. Ready thanked Ms. Foy and invited Mr. Worth to speak.

Jerome resident Gregory Worth said that we [his family] are homeowners next to [Ms. Foy] and we did do remodel of garage next to the property. He said he is really confused when she says, "this page doesn't apply, that page doesn't apply. This should be deleted, that should be deleted." I do not understand it now because I don't remember which page she said to keep. Mr. Worth said he would like to see it simplified. He said, before anything is decided, he cannot understand it right now, for example, page 11 says she is going to use setbacks of 5 feet.

Mr. Riley clarified that was not what she had put in the packet.

Mr. Worth replied, but it is in the packet. He said he doesn't care who put it there, it is in the packet currently and if this is going to be a record of decision, you need to revise this record of decision and say, delete this package, and state where it was shown. He said he disagrees with pages

21 and 22 providing everything you need. Page 22 is not dimensioned. You should not have the committee getting out a scale and measuring this, it should be a properly dimensioned drawing that shows where the building is going on the site. He said it is very hard to read this engineering drawing and determine where it sits. Mr. Worth said he had a number of issues that he raised to the board.

Ms. Foy asked how long he had for his petition and Mr. Blodgett responded that he had three minutes.

Mr. Worth continued that he had a number of questions and the packet seemed very confusing. It has incorrect numbers as far as he can tell and a number of mistakes.

Ms. Foy said that Mr. Worth is making random statements.

For several seconds, several people spoke over one another, and Chair Ready called for a point of order. Mr. Blodgett explained that meant we needed to get back on task.

Ms. Ready said that she will give Ms. Foy a chance to reply once Mr. Worth has had his chance to speak. She said let's have no more interruptions, please.

Mr. Worth said he sent a list of things, and the confusion is mixing directions and descriptions. He said if you look at the packet and say, delete this delete that, yes, it will make it much clearer if deleted, so he would like to see the packet revised to see is being asked for. Mr. Worth said he is not opposed of this, but he wants it to be noted what we are building so everyone understands what is being built and we can go forward with that. He repeated that he would like to see it revised to show what is in the packet, not who did or didn't put it there. Submit a packet that has everything that is needed, and go forward. He said that is his request. Mr. Worth said we can have a sensible discussion, and most things addressed verbally, but it was not in the packet.

Mr. Blodgett said he would like to take a moment to respond and Ms. Ready asked him to please do. Mr. Blodgett said his response is that he used the information that was available from the applicant, and we had a lot of information. He said he was asked to remove a lot of it, but then other people were upset it was removed and he had to put some back. Now, at this point, there is some information that he is learning fight now, but this packet has remained essentially unchanged for two months, so he would appreciate in the future that people will be proactive in talking to him about these issues, especially as we have been busier than we have in years. Mr. Blodgett said he is using available information to try to make the most sense of it. Granted, there are some things we to fix, so he does not disagree that we need to redo this in writing to have a solid packet for the record so that people in his position in the future have the opportunity to go into the record and understand what is going on. He said verbally, we are on the same page, but we need it on the record as well. Mr. Blodgett said he would appreciate the opportunity to go through, incorporate some of the new information, and diagrams that the applicant has that he didn't have.

Ms. Ready thanked Mr. Blodgett for his response.

Mr. Worth asked to make one more comment; he said there is no definition anywhere of how the wall is being incorporated in this building.

Ms. Ready replied that we had not gotten to that yet, she believed that was another question we wanted to ask. She thanked Mr. Worth for speaking, and asked if Ms. Foy would like to say anything.

Ms. Foy said she would. She said it has been very clear that for months, [Mr. Worth] has been trying to drag out this process by claiming all these little details; posted signs aren't posted in the right places or in time, or the packet is incorrect, whatever he can find. She said she did not appreciate him making comments that there is something that she had, Ms. Foy said she had no control over whether Mr. Blodgett took items out of the packet that she wanted him to. She said that when she served on P&Z, what they were interested in was information. It didn't have to be perfect, it had to be accessible, and questions have to be answered to make those decisions. She said they don't need to go on and on for perfection of mistakes that someone in administration or the application makes. The point is to help residents build projects and do it properly and when you have the information and when that discussion is clear, those decisions can be made. Ms. Foy said we have building inspectors for that purpose, to make sure that everything is built properly, the structure is secure, the new structure is attached to the old wall appropriately. She said she was confused why there was so much scrutiny over building because her neighbor, Greg Worth, was able to build an entirely new garage under the guise that it was a remodel to maintain the setbacks that he had. She said that he tore the garage down and kept the exact footprint, tearing down every wall, and the Planning & Zoning Administration had no issue with it. She said that she did not question it, or the contractors, or complain, or come to meetings because she trusted the board and the town to follow through and make sure things were done properly. Ms. Foy said she is not sure why he feels that it is his job to attack her when he has had carte blanche to do whatever he wants. She said she has followed this to the letter and hates coming back and keep hiring a draftsman, an architect, and an attorney to review all these things. She said she is not sure what the issue is: she is building a garage; it is 14 feet tall. She said it is ridiculous at this point and she feels like she is being harassed, not by you, but by my neighbor. So, all she asks is for you just to be reasonable. Have the questions you asked me been answered? And if you have any more, please ask them because she would like to move forward. She said that the inspector will make sure it is built properly and we don't need to do this meeting 6 times.

Ms. Ready responded that is a good point because she wanted to also make a point that this board is an advisory board, and we have a limited purview of things that we look at, and then goes to next step. When it comes to things like electrical details, plumbing and all of those details, that comes later in the building and inspection process, and we can't get bogged down with those types of details. She said, yes, we are going to be thorough in looking at how each project complies with the existing ordinances. And for clarification, Ms. Ready said that not all of us were on the P&Z board for the other project Ms. Foy referenced. She said she appreciated that we spend the time on this board to ask the questions but at the same time, you are right, we are here to guide the process, not to obstruct the process. Again, withing the purview of the Zoning Ordinances; aside from that, other details are someone else's problem.

Mr. Schall asked if Administrator Blodgett could correct his recollection, but when we did the preliminary review, it also hinged on whether it was a historic remodel. We were going to allow the original setbacks because the applicant was going to be using the original footprint. So, we made that determination and it not only applied to grade, the back wall, and also the front and back setback. And while the side does not meet the setback, that was also part of the purview of a historic footprint remodel. So, if this commission makes the determination that we are happy with it, we would disregard the setback, right? We would assume the setback as it exists now would be allowed, and for the purposes of the grade, assume the back

wall of the garage is historic and that defines the grade. We would make those two assumptions; that was what we did when we granted the preliminary approval.

Mr. Blodgett replied, correct.

Mr. Schall continued that what he was saying, if it comes to pass that the town attorney and DRB decide it is not a remodel, it is a new build, both of those stipulations would be questioned. If it is not historic and it is going to be demolished or rebuilt, then legal setbacks and the grade could be up for discussion.

Mr. Blodgett said that what could potentially happen if they decided to treat it as a new construction is the applicant could then apply for a variance to the Zoning Ordinance so that she could enjoy the same privileges enjoyed by her neighbors. By that definition alone, if the variance were granted, there would be no problem with this either.

Mr. Schall said he wanted to know the guidelines if this commission is supposed to make a decision tonight.

Mr. Blodgett responded that an approval tonight would still have to go before DRB, and go through the regular design items of aesthetics, color, but then they would have the added burden to decide whether to treat it as a remodel vs new construction. However, the same argument for a remodel that you have heard would apply to that. Speaking as the Town HPO and Town Archaeologist, it is an authentic historic wall. If DRB chooses to accept that as the linchpin of the remodel, then that would be the end of it for the applicant.

Ms. Peterson asked, isn't it up to the applicant to prove that it is historic?

Mr. Blodgett explained that we asked her, we said we wanted to verify that as one of the conditions of the preliminary approval. So, he arranged with the applicant to go down and look at it. He said he did that, and took some pictures, and based on his expertise, it is unquestionably a historic wall which fits in with the time period, and has the right inclusions for the concrete using the aggregate from the smelters. It also has the expected weathering and degradation and, lastly, it fits into the context of the historic structures that would have been there.

Ms. Peterson asked, wouldn't there be a historic record for when the wall was put in?

Mr. Blodgett replied that 1900 was in the documentation from the 2007 historic property survey.

There was some discussion of the nonconforming status and the height, and Mr. Blodgett said that the height would not be affected.

Mr. Schall said that the setbacks could be up for debate, and the solution for that would be to move the structure over three feet. He said that Mr. Worth had a good point in that, however we decide, it should be clear what we are voting on. He said we can make a condition that what we are approving are the elevation and diagrams on pages 21 and 22 of the packet, none of the others.

There was discussion as to whether there should be a follow-up meeting to submit a revised packet, and how best to avoid unnecessary delays to the project.

(1:05:26) Ms. Ready said her feeling is that it is unfair to the applicant for us to delay this further based on the administrator's confusing packet.

Mr. Blodgett said that he agreed.

Ms. Ready further said that if a decision is made tonight, it needs to be clear what that decision is based on, and it needs to be clearly referenced in the record.

Ms. Peterson said there is going to have to be an amendment to the findings of DRB.

Ms. Ready said that if new information shows up that we didn't have tonight, that is going to be a problem.

Mr. Blodgett said the information is not new, but it needed to be updated because he either missed it, or didn't have it.

Ms. Ready said, let me ask Ms. Foy, it is your position that the survey on page 21 and the plan of elevation on page 22...

Ms. Foy responded that is accurate information and what your determination should be based on.

Ms. Ready asked, and everything else in this packet is not relevant, is that correct?

Ms. Foy replied that you may find it relevant, but as far as details, no. Your decision should be based on pages 21 and 22, and we could use those for DRB with the addition of samples. They are not going to get a different footprint, and they are not going to get a different height or drawing explanation than on pages 21 and 22. Please, make a decision based on those.

Ms. Ready said that is what this board is concerned with tonight; to look at the footprint and height. One more thing, we did not get into how the historical wall is tied into the structure.

Ms. Foy said it will be tied into the structure and clad by the metal, it will have a plate on it, and attached to a post that will be inside that metal wall. It will not just be attached; it will be part of the interior of the building.

Ms. Ready said so, it is going to be incorporated into the structure.

Ms. Foy said it will be completely incorporated; only if you are invited into the garage will you ever see the wall.

Ms. Riley asked if the engineering of that will support the wall to keep it from crumbling in the future.

Ms. Foy responded yes, and because we reduced it to 14 feet, she has overengineered it. She said it behooves her to make sure it lasts because it is connected to everything, so it has been engineered and properly done.

Ms. Ready recognized Greg Worth.

Mr. Worth said he was still confused.

There was some discourse between Mr. Worth and Ms. Foy and Chair Ready asked that they refrain from talking amongst themselves during the meeting.

(1:10:15) Mr. Worth said he still had a question on the wall being incorporated into the building. He asked, is the building sitting on it, is the building around it, in front of it? He said there is no definition in any of the drawings, including the one on pages 21 and 22 on how it will be done. Mr. Worth said it is key to this whole proposal, how it will be incorporated, and there needs to be a diagram somewhere.

In response, Ms. Ready said that as we stated, we are looking at the footprint and the height of the building. The reason we were concerned with the wall is as it relates to continuing the nonconforming status. Ms. Foy described her plan and she said she is certain, as the project progresses there will be more details, and more specifications. But she believes Ms. Foy has answered the questions as it relates to our review.

Mr. Blodgett added that the questions that were raised as conditions of the preliminary, Ms. Foy has answered, even if the packet does not reflect

that, he will make sure to fix that.

Ms. Ready asked, is it necessary that we have a new packet?

Mr. Blodgett answered that he does not feel it is necessary, but he does feel it is necessary to update it for the permanent record. He said that if we have things going concurrently, he can have it ready for the next meeting so that you can look at it and make sure that it reflects the conditions, the things we talked about tonight, and show you the changes that were made.

Mr. Schall said he would be happy to entertain a conditional motion to approve what is on pages 21 and 22 and look at the Improved packet at the next meeting as a matter of information. He said he did not think he needed to wait to make his decision, I'm good with you saying this is the elevation you are using.

Ms. Peterson asked the chairman, can there be an amendment to the fact that, from DRB, it's nonconditional? That is how she is voting because it is like we are voting for something ahead, like the horse before the cart.

Ms. Ready responded that her understanding is, if DRB determines that it is something different, then it negates everything that we did.

Ms. Riley said it would come back.

Mr. Blodgett explained that was not necessarily the case. If DRB has a problem with it being a remodel, then we treat it as a new construction and what Ms. Foy would have to do is seek a variance for the setbacks. The definition of a variance is to allow a use in the way the neighbors are allowed use. Mr. Blodgett said that, especially on Center, what she is asking for is not out of realm of what exists there, so if she needs a variance at that point, then we seek it. Either way, he would not delay the process.

Ms. Peterson asked, so it would go to the Board of Adjustment?

Mr. Blodgett clarified that if DRB said no, it would go to BOA.

Ms. Peterson said then it would come back to us as a new build.

Mr. Blodgett replied that if it comes back to you, it will be new.

Ms. Ready asked if there were any more comments.

Mr. Schall moved to approve the applicant's new garage, specifically the elevations and floorplans on pages 21 and 22 of the packet.

Motion to approve the Garage Remodel on 121 Third Street, specifically approving the elevations and floorplans on pages 21 and 22.

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

Meeting Updates:

7:18 (1:16:46) Item 5: Updates of recent and upcoming meetings

- **February 21st P&Z Regular Meeting**– Meeting Cancelled
- **February 28th DRB Regular Meeting**- Meeting Cancelled
- **March 14th Regular Council Meeting**- To be updated

7:20 (1:18:36) Item 6: Potential items for April Planning & Zoning meeting, Tuesday April, 25 – Multiple items nearing readiness for review.

Mr. Blodgett said there would be a number of items pending for upcoming meetings and we will be busy.

Ms. Peterson requested that packets be available a week ahead of a meeting.

Mr. Blodgett said that normally that is what we try to do; this case has been more challenging, but we will be working on it.

Ms. Ready commented that we are putting short time constraints on town staff. From the time someone files an application, what it is, two weeks? It has to be at the next meeting.

Mr. Blodgett said we are allowed 15 days for review, but if we try to get it out a week early, that oftentimes leaves me only 1 week to do it.

Ms. Muenz apologized because short staffing has also placed more of the burden on Mr. Blodgett for this meeting.

Ms. Ready responded that we ask a lot of our town staff and generally everyone does double duty. So, she said she would like to say she appreciates you and thinks you do a wonderful job with what you've got and the time you do it in. She agreed that it would be nice, especially with more complex projects and we need time to digest.

Mr. Blodgett said that our Town Manager spoke to him this morning about this, and he will be trained on the new agenda management system which will radically increase his efficiency. He said he is looking forward to that, and trying to improve. He said he knows there have been problems, and a learning curve, and while he wishes he could have done some things differently, he did not want to stop the process for the sake of the applicant.

Mr. Schall said we appreciate that, and we all have a different skill set.

Ms. Peterson said that she would like to see the property, and do proper diligence because that is what we are supposed to do.

Ms. Ready said that the agendas are generally posted on the website, we just might not always have the packets yet.

Mr. Blodgett said that we do try to get them out as soon as possible. He briefly explained that state law and town code required posting agendas at least 24 in advance, however, that does not address packets. We are not going to change that, and we want packets to be available as soon as possible because we want you to be educated and know if there is a problem.

Ms. Peterson said she feels like she needs to check out the site because she is not as familiar with everything as some people.

Mr. Blodgett said he recognizes there is room for improvement, and we are working toward it.

Item 7: Adjourn

Motion to adjourn at 7:25 P.M.

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

Approved: _____ Date: _____
Chair Ready, Planning & Zoning Commission 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, April 18, 2023

Item : 4

Location: 209 Third Street
Applicant/Owner: Henry P. Vincent
Zone: R1-5
APN: 401-07-025
Prepared by: Will Blodgett, Zoning Administrator
Recommendation: Recommend discussion / Approval

Background and Summary: The applicant is seeking approval to install a garden shed on the side yard of the property at 209 Third Street.

Building Background: Parcel number 401-07-025 (209 Third Street) is recorded by the 2007 Historic Properties Survey as having been built in 1953 (Yavapai County lists the construction date as 1937) and lists the building as a contributor to the National Register of Historic Places. The survey lists the property as a Single-Family Residence in GOOD condition. The survey records for the 2007 Historic Properties Survey are included at the end of this Analysis.

Purpose and Considerations: 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 examination of all proposed site work and excavation and grading regulations, with special regulation work on sites with extreme slope or unstable soils. Essential to this purpose is the review of possible impacts on surrounding properties. Sections 303.1.B.7 states under the heading "Projects requiring review by the Planning & Zoning Commission": 7. *Sheds and accessory structures.*

Section 303.2.A.2 requires compliance with the following considerations: *lot area, lot width, maximum lot coverage, yard requirements, off-street parking and loading, building height, accessory building height, any other property development standards specific to the zone.*

Response: The applicant's proposed shed is 10' x 6' (600sq. ft.). The parcel (401-07-025) is 0.08 Acres (3,484sq. ft.) and the existing structure footprint is 1,079 sq. ft. An addition of 600sq. ft. brings the parcel coverage up to 1,679 sq. ft., just under 50% lot coverage where the property development standards in the R1-5 zone require less than 60% lot coverage.

Property development standards require a front and side yard setback, and for the proposed shed the applicant has provided 13' of setback from the 3rd street and 7' of setback from the adjacent property to the East. Development standards require 10' of setback from the front lot line, and 5' from the side yard, so the applicant has provided for additional space.

No additional parking is required for this project.

The maximum height of an accessory building is 14' from median grade. In the case before us, the applicant is planning for a peak roof height of 8'.

HENRY VINCENT
209 THIRD STREET – P O BOX V
JEROME, AZ 86331

March 16, 2023

Mr. William Blodgett, Zoning Administrator
Members of the Design Review Board
Town of Jerome, Arizona

Dear Madams and Sirs,

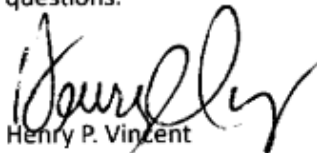
My application to construct a shed on my property at 209 Third Street is attached.

The proposed project is to build a 6 foot by 10 foot storage shed next to my home.

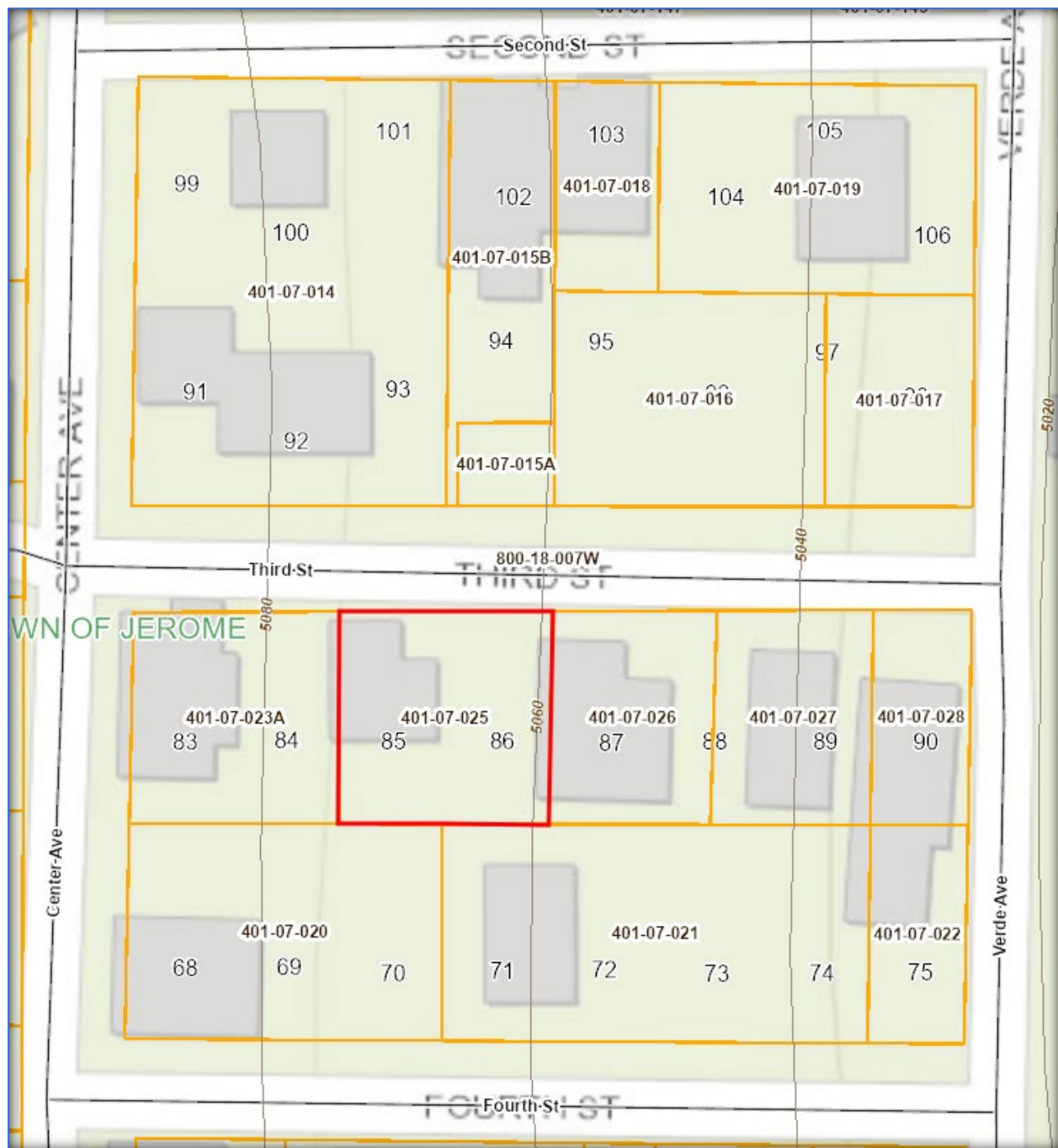
The proposed shed will be set back 13 feet from Third Street. It will be set back from the eastern lot line by six feet and from the house by 7 feet. The distance from the shed to the southern lot line is approximately 36 feet. The shed will be 8 feet high.

The roof will be corrugated galvanized steel. The exterior walls will be HardiePlank which was chosen to closely match the home's cedar siding. Images of both materials are provided herewith. The shed and trim will be painted the same colors as my home.

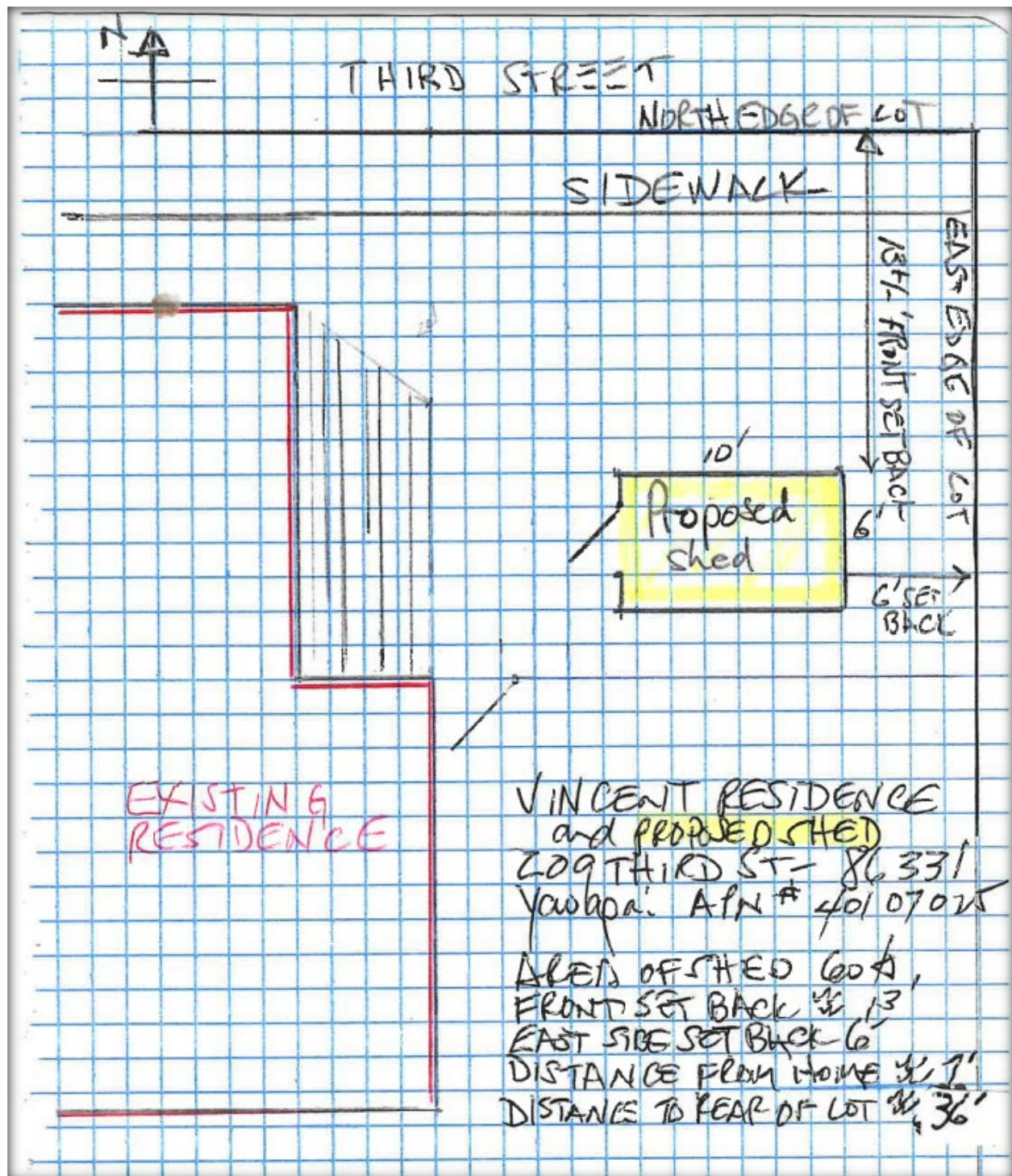
Thank you for considering my application. I will plan to attend your DRB meeting to answer any questions.



Henry P. Vincent



Top: View of 209 Third Street (Parcel #: 401-07-025) taken from Yavapai County GIS.



Top: Sketch map showing the location of the shed footprint in relation to front and side yard setbacks, as well as the setback from the main structure.

Source: Henry Vincent (Applicant)



Top left:

Rough rendering showing a 3D outline of the proposed shed dimensions. View facing South.

Source: Henry Vincent



Bottom left:

Additional view showing a 3D outline of shed dimensions and location. View facing East/S.East

Source: Henry Vincent



Top: View of the proposed shed location as demarked by stakes and white flagging. View facing South/S. East

Source: Henry Vincent



Top: Alternate view of the proposed shed location, as demarked by stakes and white flagging. Third street is visible beyond the property.

Source: Henry Vincent

Bottom: View of the property at 209 Third street, taken from Third street and looking South/S. West -up- Third street.

Source: Henry Vincent



HardiePlank HZ5 5/16 in. x 8.25 in. x 144 in. Fiber Cement Primed Cedarmill
Lap Siding

★★★★★ (93) Questions & Answers (80)



Top: Shed siding is intended to be HardiePlank fiber cement composite, which will match the main structures existing shiplap, and continue the color theme over to the Shed as well.

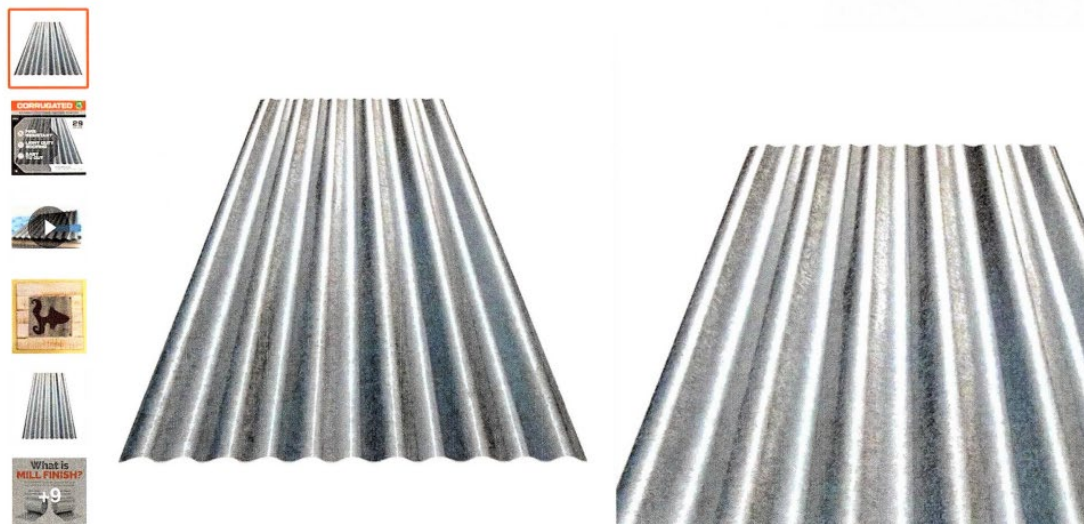
Source: Henry Vincent / Home Depot & Manufacturers Website

Bottom: Shed roofing is intended to utilize 6ft panels of 29-gauge galvanized steel, keeping with the aesthetics of the historical building practices for accessory buildings throughout Town.

Source: Henry Vincent / Home Depot

6 ft. Corrugated Galvanized Steel 29-Gauge Roof Panel

★★★★★ (126) Questions & Answers (34)



Application & Related Information



Site Plan Review Application Checklist

Each application will be filed with the zoning administrator and forwarded to the Jerome Design Review Board once the application has been reviewed by staff and determined to be complete. All application materials must be submitted electronically in PDF format (8.5-by-11 inches or 11-by-17 inches). Contact the zoning administrator at 928-634-7943 if assistance is needed regarding submitting materials.

- ☒ General Land Use Application Form
- ☒ Written narrative of the proposed project (include uses, hours of operation, number of employees, etc.)
- ☒ Plot plan or site layout, including all improvements drawn to scale
- ☐ Location, dimension, and calculation of required parking spaces
- ☒ Dimensions of all setbacks (front, rear, sides)
- ☐ Diagram and calculation of median grade and maximum building height
- ☐ Topographic survey (note: may be waived for some projects)
- ☐ Existing and proposed grades
- ☒ Location and dimensions of property lines, street right-of-way boundaries, and easements
- ☒ Location and dimensions of all existing buildings, structures, and nearby features
- ☒ Square footage and coverage of existing and proposed buildings
- ☒ Elevations and dimensions of all sides of proposed building walls
- ☐ Location and dimensions of existing and proposed pedestrian walkways and stairways
- ☒ Photographs showing all sides of existing structures
- ☐ Location of trees and other natural features
- ☐ Utility locations and connections
- ☐ Method of disposal for storm drainage (including energy dissipaters and retention/detention)
- ☐ Fire sprinkler and fire safety components
- ☐ Landscape plan
- ☐ Lighting plan and lighting fixtures
- ☐ Signage (if applicable)
- ☒ Photographs showing adjoining properties, buildings, and structures
- ☐ Explanation and location of any building or structure to be demolished or removed
- ☐ Depth and volume of any cut and fill or other proposed excavation
- ☐ Additional information requested by zoning administrator
 - ☐ _____
 - ☐ _____
 - ☐ _____



TOWN OF JEROME, ARIZONA
600 Clark Street, P.O. Box 335, Jerome, AZ 86331
(928) 634-7943

File #: _____

Town Use

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: Henry P Vincent	Owner: Henry Vincent Rv. Living Trust
Applicant mailing address: P O Box V 86331	Property owner mailing address: 209 Third St. 86331
Applicant role/title:	
Applicant phone: 9282740374	Owner phone: same
Applicant email: on file	Owner email: same
Project address: 209 Third St. 86331	Parcel number: 401-07-025
Describe project: Construct 10 X 6 foot shed	

- 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: Henry Vincent Date: 3/16/23

Property Owner Signature: Same Date: _____

For Town Use Only	
Received from: _____	Date: _____
Received the sum of \$ _____ as: <input type="checkbox"/> Check No. _____ <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card	
By: _____	For: _____
Tentative Meeting Date/s - DRB: _____ P&Z: _____	



2007 Town of Jerome Arizona HISTORIC PROPERTIES SUMMARY SURVEY

PROPERTY IDENTIFICATION

For properties identified through survey: Site No. **122** Survey Area Jerome Subdivision

Historic Name(s)

(Enter the name(s). If any, that best reflects the property's historic importance.)

Address **209 Third Street**

City or Town ☒ Town Jerome ☐ vicinity County Yavapai Tax Parcel No. **401-07-025**
Township 16 Range 2E Section 23 Quarters Acreage 0.08
Block Lot(s) 85,86 Plat (Addition) Year of plat (addition)
UTM reference: Zone Easting Northing
USGS 7.5' quadrangle map:

ARCHITECT

☐ not determined ☐ known Source

BUILDER

☐ not determined ☐ known Source

CONSTRUCTION DATE **1953**

☐ known ☒ estimated Source Co. Assessor

STRUCTURAL CONDITION

☒ Good (well maintained; no serious problems apparent)

☐ Fair (some problems apparent) Describe:

☐ Poor (major problems; imminent threat) Describe:

☐ Ruin/Uninhabitable

USES/FUNCTIONS

Describe how the property has been used over time, beginning with the original use.

Single Family Residential

Sources 81 Survey, Sanborn Maps,
Yavapai Assessor

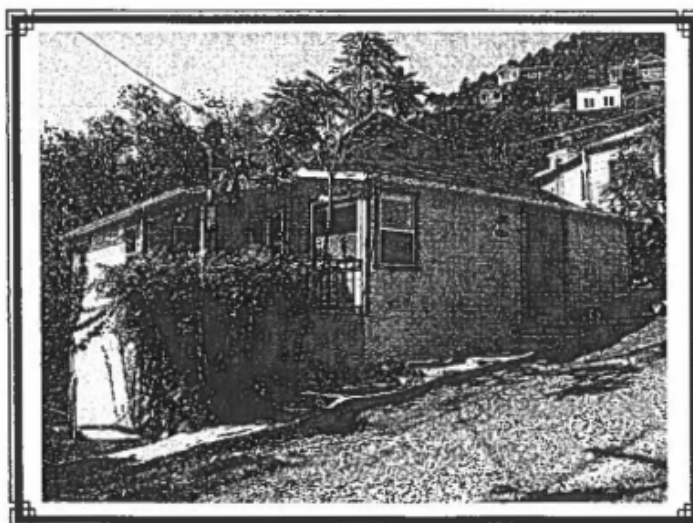
PHOTO INFORMATION

Date of photo **2007**

View Direction (looking towards)

South

Negative No. 209 Third Street





2007 Town of Jerome Arizona

HISTORIC PROPERTIES SUMMARY SURVEY

A. HISTORIC EVENTS/TRENDS. Describe any historic events/trends associated with the property.

B. PERSONS. List and describe persons with an important association with the building.

C. ARCHITECTURE. Style Vernacular

☐ no style

Stories one ☒ Basement Roof form Pyramid Hipped w/, extended shed

Describe other character-defining features of its massing, size, and scale One story o/, basement. Partial Coved deck on East side.

INTEGRITY

To be eligible for the National Register, a property must have integrity, i.e., it must be able to visually convey its importance. The outline below lists some important aspects of integrity. Fill in the blanks with as detailed a description of the property as possible.

LOCATION. ☒ Original Site ☐ Moved: date original site

DESIGN. Describe alterations from the original design, including dates. Circa 1953 open front porch enclosed. New Siding., Update Window assembly.

MATERIALS. Describe the materials used in the following elements of the property.

Walls (structure) Wood Walls (sheathing) Vinyl Clad Siding
Windows Vinyl clad wood Describe window structure Fixed, Dbl Hung
Roof Comp Shingles o/, wood framing Foundation Conc. Wood

SETTING. Describe the natural and/or built environment around the property. West side of dwelling cut into hill side

How has the environment changed since the property was constructed?

WORKMANSHIP. Describe the distinctive elements, if any, of craftsmanship or method of construction.

NATIONAL REGISTER STATUS (if listed, check the appropriate box)

☐ Individually Listed; ☒ Contributor ☐ Noncontributor to
Date Listed ☐ Determined eligible by Keeper of National Register (date)

Historic District

RECOMMENDATIONS ON NATIONAL REGISTER ELIGIBILITY (opinion of SHPO staff or survey consultant)

Property ☐ is ☐ is not eligible individually.
Property ☐ is ☐ is not eligible as a contributor to a listed or potential historic district.
☐ More information is needed to evaluate.
If not considered eligible, state reason:

FORM COMPLETED BY

Name and Affiliation:
Mailing Address:

Gregory C. Hunt
D.A.P.A. Studio
P.O. Box 8 Cottonwood, AZ. 86326

Date: Nov. 2007
Phone #: 928-646-9205



TOWN OF JEROME

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

Zoning Administrator Analysis Planning & Zoning Commission Tuesday, April 18, 2023

Item : 5

Location: 139 Juarez
Applicant/Owner: Steven Cheifetz
Zone: R1-5
APN: 401-07-186
Prepared by: Will Blodgett, Zoning Administrator
Recommendation: Discussion/Approval

Background and Summary: The Applicant (Steven Cheifetz) is proposing to rebuild a failing retaining wall, that is currently wood and wood fencing, with a poured concrete retaining wall. This is part of a larger strategy to reduce flood potential for this property by replacing the failed retaining wall first, then later redirecting the drainage coming off of Juarez Street at a later phase. This Review is strictly for the retaining wall.

Building Background: The 2007 Historic Property survey records this home as built in 1995, and as such is a noncontributor to the National Register of Historic Places.

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 total wall length proposed by the applicant is 24', in three sections. The main, or middle segment is 16' in length with two 4' segments coming off of the main at roughly 45 degree angles. For issuance of a Building Permit the proposed designs will have to meet compliance with all applicable building codes. Given the natural topography and drainage through the immediate area, the problem is likely to get worse over time without action. A poured concrete retaining wall would have strength and longevity that a wooden retaining wall simply will not have. This wall is the first step in a multi-part plan to mitigate these drainage issues and prevent serious damage to the property in the future.

Applicants Letter:

139 Juarez Wall Replacement Narrative

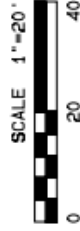
139 Juarez is owned by China Cat Investments LLC as a long-term rental property. I am the managing member and owner of 120 Juarez across the street. I have been working with Marty Boland to address drainage issues on Juarez Street resulting from recent significant rainfall. Unfortunately, the existing wood retaining wall located on the North side of 139 Juarez has deteriorated to the point where it allows dirt to escape through holes in the fence, causing the ground located on the Juarez side of the fence to sink and become increasingly unstable. The fence is at risk of a complete failure.

I would like to replace the failing portions of the existing wood retaining wall with a concrete wall to be constructed by Stewart and Sons Contracting, who has extensive experience constructing retaining walls in Jerome. To provide added strength, the wall would extend South to replace a portion of an existing wood retaining wall in front of the house and would extend further North to replace a portion of the wood retaining wall that is not currently failing. I have attached a drawing of the proposed wall.

RECORD of SURVEY

ASSESSOR'S PARCEL No. 401-07-186
JEROME, AZ

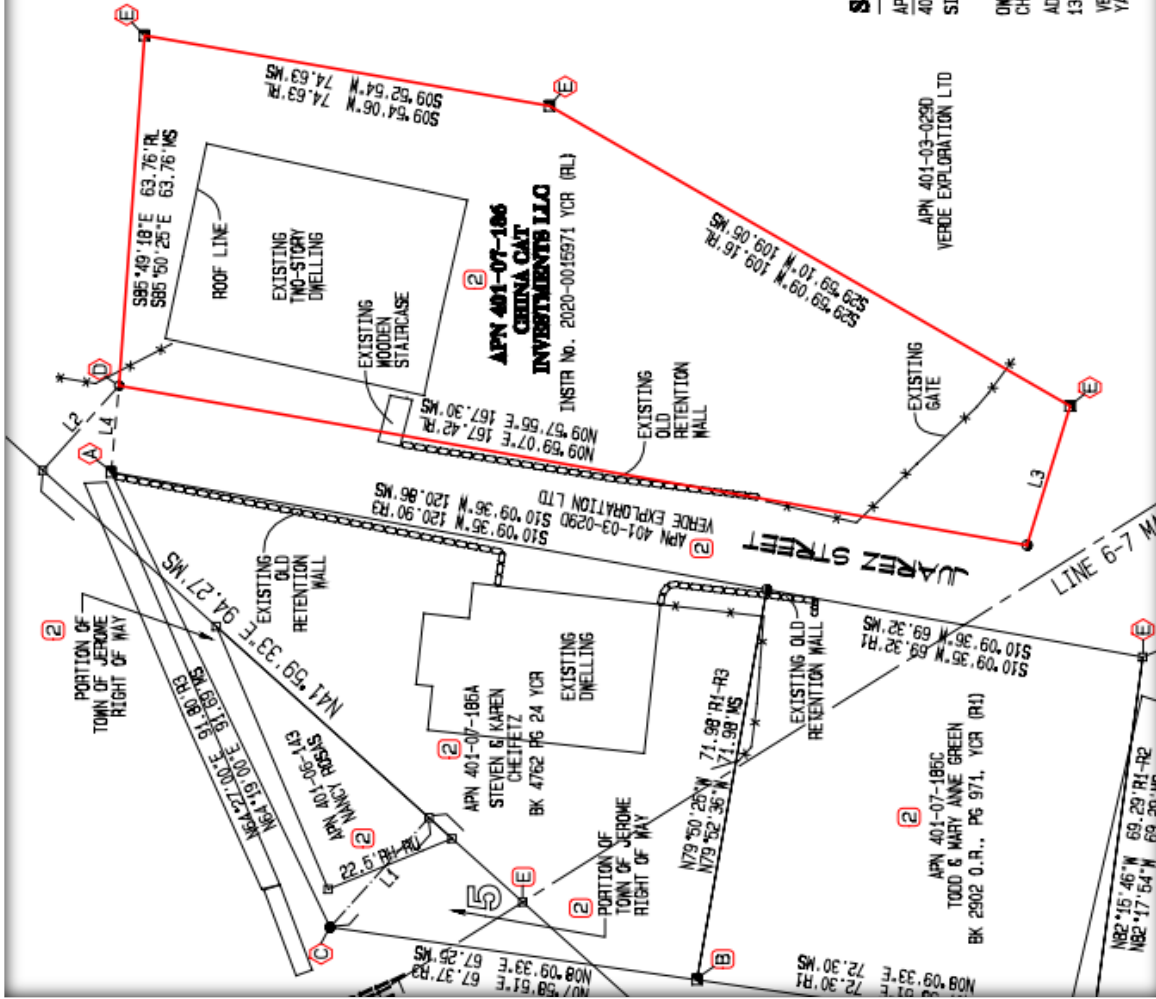
SITUATED IN A PORTION OF SECTION 23,
TOWNSHIP 16 NORTH, RANGE 2 EAST
GILA AND SALT RIVER MERIDIAN,
YAVAPAI COUNTY, ARIZONA.



SITE INFORMATION:

APN:	ZONING: (PER ASSESSOR)	AREA:
401-07-186	AR	0.21 AC
SITE AREA TOTAL		0.21 AC

OWNER:
CHINA CAT INVESTMENTS LLC
ADDRESS:
139 JUAREZ STREET JEROME AZ 86331
VESTING DEED: INSTRUMENT No. 2020-0015971,
YAVAPAI COUNTY, AZ (RL).





Yavapai County GIS (with the subject parcel highlighted in red) with a significant error. Juarez road is placed west of its actual location, which should be between the subject parcel, and 401-07-185A / 401-07-185C on the left of the map. The survey map on the previous page notes the correct location of Juarez.

Source: Yavapai County GIS



Top: View of 139 Juarez (on right) from the south end of Juarez looking Northwest.

Source: W. Blodgett



Bottom: View of 139 Juarez (on left) from the northwest end of Juarez.

Source: W. Blodgett



Top: View of the wooden fence that rests on the failed wooden retaining wall, taken from Juarez.

Source: W. Blodgett

Left: Additional view of erosion from recent storms at the foot of the wooden fence above the failed retaining wall.

Source: W. Blodgett



Top: Detail view showing the southern section of wooden fence and the wooden retaining wall that is failing.

Source: W. Blodgett



Left: Detail view along the wooden fence and retaining wall, showing previous efforts to stabilize that have failed.

Source: W. Blodgett



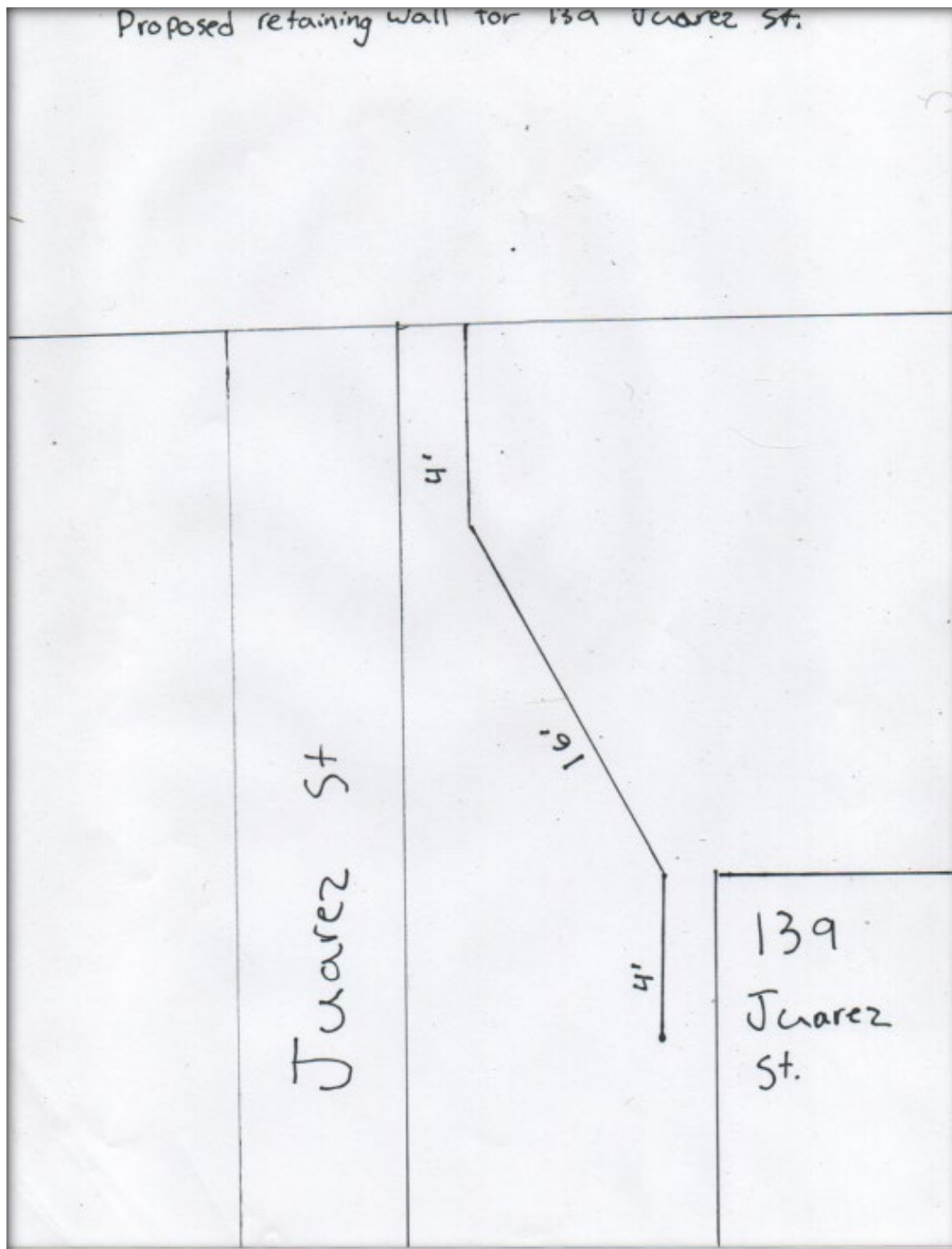
View showing the direction of water flow / drainage that has been negatively impacting the residence. The drainage patten will be addressed in a different project but does factor in as an impact to the failing wall section.

Source: W. Blodgett



Aerial photograph showing the location of the proposed retaining wall. The topography shows a natural drainage between 139 Juarez and it's northern neighbor, which indicates the erosive action will continue unless mitigated.

Source: W. Blodgett / Google Earth



Sketch map showing the location of the proposed retaining wall, as well as the lengths of the three segments. Width of the retaining wall will be dictated by the Building code and best practices already established, and enforced by the Town Building Inspector.

Source: S. Cheifetz (Applicant)

Application & Related Information



TOWN OF JEROME, ARIZONA
600 Clark Street, P.O. Box 335, Jerome, AZ 86331
(928) 634-7943

File #:

Town Use

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>Steve Cheifetz</u>	Owner: <u>China Cat Investments LLC</u>
Applicant mailing address: <u>3442 N. 53rd St. Phx Az 85018</u>	Property owner mailing address: <u>3442 N. 53rd St. Phx Az 85018</u>
Applicant role/title: <u>Managing Member</u>	
Applicant phone: <u>602 980 8181</u>	Owner phone: <u>602 980 8181</u>
Applicant email: <u>swcheifetz@gmail.com</u>	Owner email: <u>swcheifetz@gmail.com</u>
Project address: <u>139 SUPER JEROME</u>	Parcel number: <u>401-07-186</u>
Describe project: <u>SEE ATTACHED NARRATIVE</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: [Signature] Date: 4/7/2023
Property Owner Signature: [Signature] Date: 4/7/2023

For Town Use Only	
Received from: _____	Date: _____
Received the sum of \$ _____ as: <input type="checkbox"/> Check No. _____ <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card	
By: _____	For: _____
Tentative Meeting Date/s - DRB: _____	P&Z: _____

Steve Cheifetz
3442 North 53rd Street
Phoenix, Arizona 85018
Phone (602) 980-8181
E Mail swcheifetz@gmail.com

139 Juarez Wall Replacement Narrative

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