



TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA (928) 634-7943

AGENDA

Regular Meeting of the Planning and Zoning Commission

Tuesday, May 16, 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 6833. 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 April 18th, 2023

Old (continued) Business: none

New Business:

Item 4: Structural changes to 711 East (Door/Window)

Applicant/Owner: Eric Jurisin

Zone: R1-5

Address: 711 East Ave.

APN: 401-07-102

Applicant is seeking approval to replace x1 door with a window, replace decking and replace the roof.

Discussion/Possible Action

Meeting Updates:

Item 5: Updates of recent and upcoming meetings

- **April 18th P&Z Regular Meeting**– Approved a new shed construction at 209 Third, and a retaining wall at 139 Juarez.
- **April 25th DRB Regular Meeting**- Approved multiple signs (x4) and a Garage remodel at 121 Third Street.
- **April 11th Regular Council Meeting**- Minutes available for review.

Item 6: Potential items for April Planning & Zoning meeting, Tuesday June, 20 – 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, April 18, 2023, 6:00 pm
Jerome Civic Center, 600 Clark Street, Jerome Arizona, 86331

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

Present were Vice Chair Lance Schall, Commissioner Jera Peterson, and Commissioner Lori Riley. Chair Jeanie Ready joined the meeting via speakerphone.

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

Because Chair Ready was not physically present, Vice Chair Lance Schall chaired the meeting.

6:04 (0:44) Item 2: Petitions from the public

Possible Direction to Staff

There were no petitions from the public.

6:04 (0:53) Item 3: Approval of Minutes – Regular meeting of March 21, 2023

Motion to approve the minutes of the regular meeting of March 21, 2023

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

Old (continued) Business:

There were no Old Business items.

New Business:

6:05 (1:49) 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

Mr. Blodgett from his report that the applicant wished to build a new shed at the home at 209 Third St. The home, located in the R1-5 zone, was recorded in the 2007 Historic Survey as being built in 1953. Yavapai County lists it as having been constructed in 1937, and lists it as a contributor to the National Register of Historic Places. He said a survey is included in the analysis. The proposed shed will be 10 by 6-foot, 600 total square foot shed, and the parcel is 0.08 acres. The existing structure footprint with the addition of the proposed shed would bring the total parcel coverage to less than 50%, with is under the maximum of 60%, so there would be no conflict there. Mr. Blodgett further explained that the proposed shed's setbacks were well within limits and no additional parking would be required. The peak roof height of 8 feet is under the max height of 14 feet. He added that the applicant was present if there were any questions.

Vice Chair Lance Schall commented that it was a very impressive packet for a garden shed. He said that he was concerned with an image that showed a white cube, but the description showed it would use regular materials.

Mr. Blodgett explained that image showed the dimensional space the shed will fill.

Mr. Schall said, we have met lot setbacks, coverage, and height. He asked, is there anything out of the ordinary we should worry about?

Mr. Blodgett replied that there were no red flags, and he would recommend approval.

Mr. Schall commented that the shed would be located behind the neighbor's chimney, which was convenient, and said he had no issues.

Commissioner Lori Riley said that she also had no issues.

Commissioner Jera Peterson commented that it looked straightforward to her, and Ms. Riley agreed with that comment.

Chair Jeanie Ready agreed that it was straightforward as well. She said it looked like the setbacks had been met and the materials fit with the historic nature of the property, so she had no questions.

The applicant, Mr. Henry Vincent, thanked the commissioners for his approval and wished to compliment them on their handling of a contentious item at the last meeting.

Motion to approve the New Shed Construction at 209 Third Street

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

6:11 (7:43) 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

Mr. Blodgett explained that the applicant, Steve Cheifetz at 139 Juarez, in the R1-5 zone, wished to rebuild a failed, wooden retaining wall with poured concrete. This would be a part of a strategy to reduce flood damage to the property. A later phase will involve working with Martin Boland, Public Works Director, to change the grade of the road. He then read a letter from Mr. Cheifetz which explained that 139 Juarez is a long-term rental property, and he also owns 120 Juarez across the street. The existing wood retaining wall has deteriorated to the point that dirt has escaped, and the fence is at risk of complete failure. The applicants said the company he would be using was Stewart & Sons, who had extensive experience working in Jerome. On a side note, Mr. Blodgett pointed out that the survey map and the Yavapai County map, as to where Juarez Street is, are incorrect. He explained where Juarez should appear on the map. He then pointed out that the bulging of the wall could be seen in the provided photographs. As for the specific engineering, that was in Building Inspector Barry Wolstencroft's wheelhouse; he will fine tune it and make sure is accurate.

Mr. Schall said that we can assume the engineering will work because, if the retaining wall is above a certain height limit, it has to be engineered.

Ms. Riley said that Mr. Wolstencroft would make sure it was correct.

Ms. Peterson asked, on page 6, is that where the wall is shown?

Mr. Blodgett said yes, you can see where the earth has eroded.

Ms. Peterson then asked, isn't the fence supposed to be 3 feet there?

Mr. Blodgett said that is a separate issue. There are requirements for fencing, and the fence has been part of his retaining wall strategy, but that has not been included with the new retaining wall. If he chose to put up a new fence afterward, that would be a separate thing.

Ms. Riley commented that the fence existed when he bought the property, he did not put it up.

Mr. Schall asked, the retaining wall will be built roughly at ground level, it is not on Juarez Street?

Mr. Blodgett confirmed it would be at ground level and on his property, adjacent to Juarez.

Ms. Peterson asked, is this fence going to remain?

Mr. Blodgett answered no, and the wall will not replace the fence, the wall will be at ground level. Once the project is complete, he may decide to put up a fence later.

Mr. Schall that would be a separate thing, a 3-foot fence, or if he wants it higher, he can ask for a variance or put up a trellis.

Mr. Blodgett said that he recommended approval; it was an important project as the whole town deals with erosion issues. So, anytime we can do a retaining wall properly, he supports that.

Mr. Schall commented that it was good that Mr. Blodgett and the applicant were already working with Mr. Boland and the town.

Ms. Peterson asked if it would be going before the Building Inspector and Mr. Blodgett confirmed that it would.

Ms. Riley said that if they don't do this, it is going to compromise the building eventually.

To clarify, Ms. Peterson asked if it is reinforcing what is there.

Mr. Blodgett replied that they will be removing what is there with the new wall taking its place. The shape may change a little so that the ends of the wall become wings to add stability.

Ms. Peterson suggested, like flying buttresses. She asked if it would be just the existing wall being replaced or would it be extended.

Mr. Blodgett replied that it will only be extended as far as engineering and stability requires. He added that Building Inspector Barry Wolstencroft has more experience and felt there was no issue with it, so he is following Mr. Wolstencroft's lead.

Ms. Ready asked, will the new concrete wall be the same height as the existing wooden wall, and not higher?

Mr. Blodgett answered that it should not extend above ground level and will not act as a replacement for the fence. After the retaining wall, the applicant may choose to add a similar fence but most of the concrete work will be below the grade, at the level of Juarez.

Ms. Ready asked, once the concrete wall was built, is there a timeline for addressing the site drainage issues?

Mr. Blodgett replied that we are not applying a timeline to the applicant; he has been proactive and reached out. So, we are already talking with Mr. Boland about when is best to do this; the Town Crew has a number of large projects they are involved in. The applicant wants to start construction on this wall, potentially in the next month, to get it done before the monsoons.

Ms. Peterson asked, is the drainage on public access or on their property? She pointed to a picture of the property.

Mr. Blodgett replied that the drainage is coming off the town road.

Looking at the picture, Mr. Schall asked, is that the town's catch basin?

Mr. Blodgett said he believed that was a catch basin installed by Mr. Boland. He may need to ask because he was not sure that was accurate.

Mr. Schall replied that, if that catch basin needed to be upgraded, that may fall to the town to do, and Mr. Blodgett agreed.

Ms. Peterson asked, where does the drainage go?

Mr. Blodgett explained that the drainage naturally goes down slope, and there is a pipe that runs from the catch basin that drains into the gully. This will be better incorporated into his design so the drainage can last, hopefully another 100 years.

Mr. Schall said that sounded good, without the explanation he would have assumed the catch basin drained into his basement.

Ms. Riley commented that it is compromising the house a little bit.

Mr. Blodgett confirmed that the applicant did have some serious drainage issues that we are trying to resolve.

Ms. Ready said that it was fairly obvious that the retaining wall needed to be replaced, and she understood why that would need to be done as a first step before moving on with site drainage. She said she felt her questions had been answered.

Vice Chair Schall asked if there were any further questions and, hearing none, he motioned to approve Item 5.

Motion to approve the Replacement of the Retaining Wall at 139 Juarez Avenue

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

Meeting Updates:

6:26 (22:17) Item 6: 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

Mr. Blodgett read a brief recap of recent meetings.

Mr. Schall asked if a building permit had been issued for the garage at 121 Third Street and Mr. Blodgett explained that the plans had to go before Design Review first.

Mr. Schall asked, will the Cornish Pasty sign be smaller?

Mr. Blodgett confirmed it would be significantly smaller because the sign that was put up is well over the maximum size.

He has instructed them to leave the current sign in place until they can install the smaller sign, which should be up soon.

There was some more discussion on signs, sizes of signs, and the total amount of allowable signs. Mr. Blodgett added that there are a few more signs that were mounted before approval that will be coming up soon, so we are slowly cleaning house and taking care of the little things that have slipped through the cracks.

6:28 (24:55) Item 7: Potential items for April Planning & Zoning meeting, Tuesday May, 16 – Multiple items nearing readiness for review.

Mr. Schall read aloud the description of “Multiple items nearing readiness,” and asked if we would have things coming up.

Mr. Blodgett said that there were multiple items in process, but he was waiting for responses before completing a packet, none of the projects were ready yet.

Mr. Schall asked, there is nothing for the Commissioners to study up on?

Mr. Blodgett confirmed that was correct, but there would be items on the agenda next month.

Item 8: Adjournment

Motion to adjourn at 6:30 p.m.

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

Approved: _____ Date: _____
 Vice Chair Lance Schall, Planning & Zoning Commission Vice Chair

Attest: _____ Date: _____
 Kristen Muenz, Deputy Town Clerk



TOWN OF JEROME

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

Zoning Administrator Analysis Planning & Zoning Commission Tuesday, May 16, 2023

Item : 4

Location: 711 East Avenue
Applicant/Owner: Eric Jurisin
Zone: R1-5
APN: 401-07-102
Prepared by: Will Blodgett, Zoning Administrator
Recommendation: Recommend Approval

Background and Summary: The applicant is seeking approval to completely remove a two-pane sliding glass door on the rear of the home, and in its place add a window, the same style and dimensions as the adjacent window. Upgrades to the decks, deck-railing, and roof are also planned, as well as limited replacement of existing ship-lap siding with cedar shingles. This application is being simultaneously submitted to Design Review.

Building Background: The 2007 Historic Property Inventory records this structure as having been built in 1996, and thus is not a contributing member to the National Historic Landmark designation.

Purpose: The purpose for 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.

Property Standards: The Town of Jerome Zoning Ordinance in section 303.1.B, *"Projects requiring review by the Planning & Zoning Commission"* line 1 lists; *"Additions and alterations to Residential, Commercial, or Industrial structures"* line 2 lists; *"Decks"*

Response: The applicant is intending to make a number of changes and alterations to the home at 711 East Avenue. The first alteration is the removal of a sliding glass door on the rear of the home, with the void framed in and a window (matching style and size of adjacent windows) is intended to be added. In addition to this alteration the replacement and upgrading of wooden railings along the first and second floors from wooden railing to metal railing is intended.

To aid with a more holistic review, elements of the project which are under the purview of the Design Review Board are also included within this analysis in order to fully understand and appreciate the scope of the proposed work. Be mindful during this review that the primary focus for Planning & Zoning considerations are the Door removal and window addition, which is a minor structural change. Additionally the Decks are all being replaced without a change in the footprint or orientation, and the existing wooden railing are intended to be replaced with metal railing.



View of the 711 East Avenue (APN# 401-07-102) from the Yavapai County GIS map. The building and parcel frontage is located on East ave.

Source: W. Blodgett / Yavapai County



Aerial view of 711 East Avenue.

Source: W. Blodgett / Google Earth



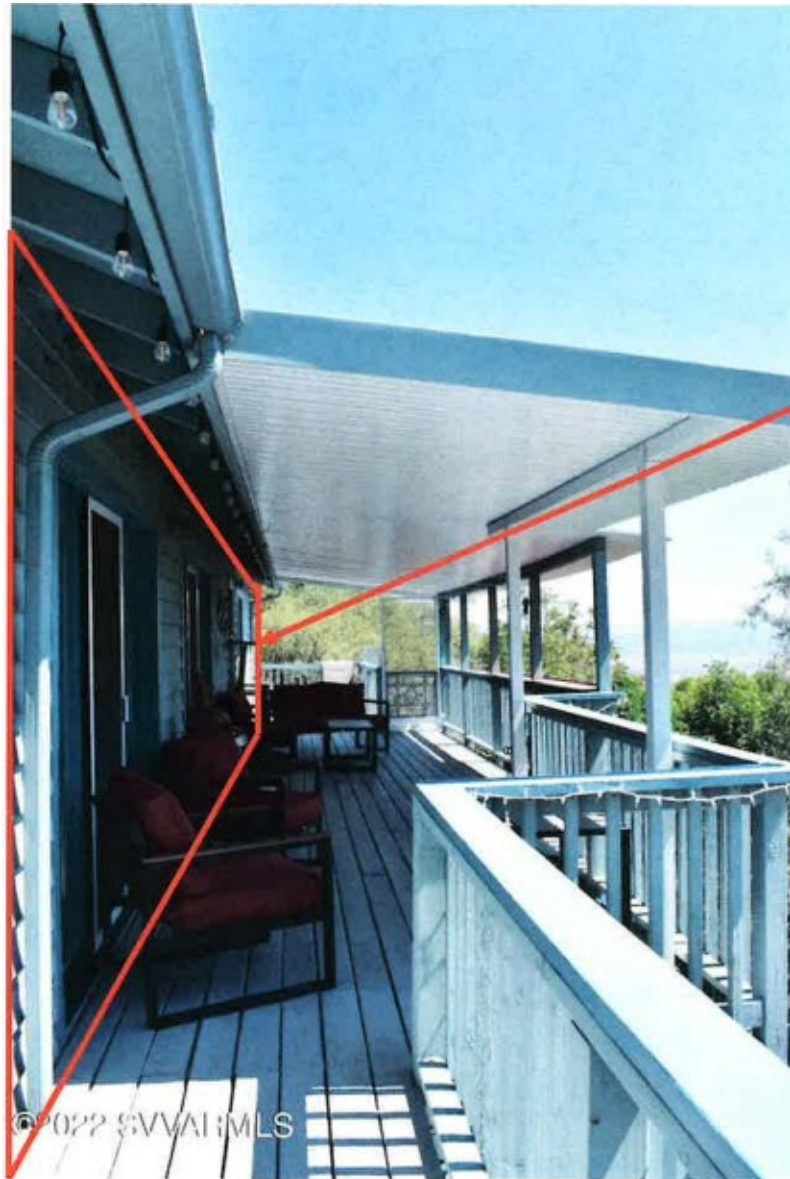
Window to match existing
window on side of house

Distance between
corner of house and
window equal on
each side



Views of the proposed work to 711 East Avenue. View is on the rear of the home (E. / S.E.) with arrows and diagrams showing the planned location of the additional window, after removal of the sliding door.

Source: E. Jurisin



Siding to be replaced
with cedar shingles
on rear of second
floor



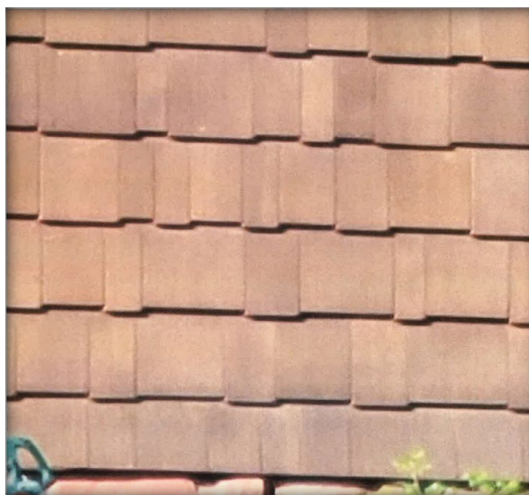
View of proposed work, showing the location of shiplap siding to be replaced with Cedar shingles.

Source: E. Jurisin



Additional view of 711 East Ave. showing the west side of the structure and the proposed location of additional cedar shingles that will replace the existing ship-lap siding.

Source: W. Blodgett / Google Earth



Siding to be replaced with cedar shingles.



Trim around windows to be black and exterior painted white. Three columns to be left natural wood.

Replace existing railing with metal railing on all decks to match.



Example of the metal railing with safety wire-mesh, to prevent falling through or under the railing.

Source: E. Jurisin

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: Eric Jurisin	Owner:
Applicant mailing address: po 896 Jerome Az 86331	Property owner mailing address:
Applicant role/title:	
Applicant phone: 928 301 0168	Owner phone:
Applicant email: jeromepalace@gmail.com	Owner email:
Project address: 711 East Ave	Parcel number: 401-07-102
Describe project: Change paint colors - remove and replace deck- remove exterior door and replace with a window	
Install fence along 89A - replace roof	

- 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: _____ Date: **5-3-2023**

Property Owner Signature: _____ Date: _____

For Town Use Only

Received from: _____ Date: _____

Received the sum of \$ _____ as: ☐ Check No. _____ ☐ Cash ☐ Credit Card

By: _____ For: _____

Tentative Meeting Date/s - DRB: _____ P&Z: _____

