



TOWN OF JEROME

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DRAFT MINUTES

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

TUESDAY, APRIL 21, 2026, AT 6:00 PM

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

6:06PM (0:23) 1. CALL TO ORDER

Present were Chair Lance Schall, Vice Chair Becca Miller and Board members Jeanie Ready and Jera Peterson. Staff present were Zoning Administrator Will Blodgett and Accounting Clerk/Administrative Specialist Michele Sharif.

6:06PM (0:00) 2. APPROVAL OF MINUTES

A. The Board will vote on the Minutes of the regular meeting of March 17, 2026.

Chair Schall introduced the minutes for approval.

Board member Ready raised a question regarding reliance on audio recordings for meeting documentation and asked whether a backup process exists if audio were unavailable in the future. Ms. Sharif confirmed that the issue had already been addressed moving forward. The group discussed that meeting minutes procedures were revised due to the availability of audio recordings and emphasized the need to ensure recordings are consistently captured. It was noted that the new minutes format is preferred and no longer intended to be a transcript. While the previous meeting did not involve controversial matters and no significant information was lost, members agreed on the importance of diligence moving forward. Ms. Sharif and Mr. Blodgett both confirmed steps had already been taken to address the issue. Ms. Ready expressed her confidence that they will continue to manage this responsibly. Board member Ready made a motion to approve the Planning and Zoning minutes of March 17, 2026, receiving a second by board member Peterson.

Chair Schall called the question and the motion carried.

Motion to approve Planning and Zoning Meeting minutes of March 17, 2026.

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

6:09PM (3:57) 3. OLD BUSINESS

A. The applicant is requesting a new shed for 776 East Avenue.

Chair Schall entered a motion to remove the item from the table, receiving a second from Vice Chair Miller.

Motion to remove item from the table

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

After the item was removed from the table, Mr. Blodgett explained that the previous questions about the connection of the shed to the house had been answered. He handed pencil drawings to the board members because they would not copy well. The proposed shed drawings were reviewed and confirmed that the shed will be attached to the house and constructed on an existing concrete slab, with no new slab added. The shed remains fully within the existing side-yard variance footprint and does not require an expansion of the variance. Members discussed drainage and potential rain gutter concerns due to proximity to the neighboring property, noting that drainage is typically addressed during plan review and that the shed is not expected to significantly alter existing drainage patterns. Setbacks appear consistent with historic conditions on the street. Lot coverage and overall square footage were discussed, with agreement that it is unlikely the shed would cause the property to exceed the lot

coverage limit. It was clarified that the existing slab was included in the original footprint calculations, and the shed height complies with requirements when accounting for site slope, resulting in minimal impact to surrounding properties. To address any remaining uncertainty, members supported conditional approval subject to meeting all applicable zoning requirements, and no additional concerns were raised prior to proceeding toward a vote. Board member Ready moved to approve the shed at 776 East Ave., receiving a second from Vice Chair Miller. Chair Schall called the question and the motion passed by unanimous vote.

Motion to approve shed at 776 East Ave.

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

6:22PM (16:36) 4. NEW BUSINESS

A. The applicant is requesting to split lot 401-09-010F (876 Gulch Road) into two lots.

Chair Schall introduced new business.

Mr. Blodgett presented the lost split for 876 Gulch Road, dividing the existing parcel into Parcels C and D, both zoned AR. He shared that the project was designed to meet zoning standards, including minimum lot size, width, setbacks, and lot coverage. Both resulting parcels significantly exceed the 10,000-square-foot minimum, and the existing historic structure on Parcel C remains legally nonconforming without worsening its setbacks or placement. Parcel D provides ample space for future development that would comply with zoning requirements.

Board members questioned if any of this would affect the historic designation in Town. Mr. Blodgett confirmed the split does not impact the property’s historic designation, and any future construction would still be subject to historic district review.

Board members sought clarification about access to Parcel D. It was confirmed that primary access to Parcel D will be from Gulch Road, ensuring the parcel is not landlocked, with access details to be formalized as needed. Mr. Blodgett also shared that a new septic system has been installed on Parcel C, representing a health and safety improvement over prior conditions. Overall, the general consensus was to recommend approval, stating the lot split meets applicable standards and raises no concerns related to access, zoning compliance, or historic impacts.

Chair Schall moved to approve the lot split at 876 Gulch Rd. receiving a second from Vice Chair Miller.

Chair Schall called the question and the motion carried unanimously.

Motion to approve lot split at 876 Gulch Road.

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

6:32PM (26:28) 5. NEXT MEETING ITEMS

Mr. Blodgett gave a brief update that there will be items on the next agenda, but what that is he is not sure at this time.

6:32PM (26:43) 6. ADJOURNMENT

Board member Ready moved to adjourn the meeting at 6:32 p.m., seconded by board member Peterson.

Chair Schall called the question and the meeting adjourned at 6:32 p.m.

Motion to adjourn at 6:32 p.m.

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

Approved: _____ Date: _____

Chair Lance Schall, Planning & Zoning Commission Chair

Attest: _____ Date: _____

Kristen Muenz, Deputy Clerk