

**MINUTES OF THE REGULAR MEETING OF THE SHOW LOW PLANNING AND ZONING COMMISSION HELD ON JUNE 9, 2020 AT 7:00 P.M. IN THE CITY COUNCIL CHAMBERS, 181 NORTH 9TH STREET, SHOW LOW, NAVAJO COUNTY, ARIZONA**

**1. CALL TO ORDER**

Vice Chairman Bishop called the meeting to order 7:00 p.m.

**2. ROLL CALL**

**COMMISSION MEMBERS PRESENT:** Vice Chairman Bishop, Commissioner Bess, Commissioner Wilson, Commissioner Hephner, Commissioner Jon Adams, and Commissioner Josh Adams

**COMMISSION MEMBERS ABSENT:** Commissioner Robertson

**STAFF MEMBERS PRESENT:** Justen Tregaskes, Planning and Zoning Director; Morgan Brown, City Attorney; Katie Fechtelkotter, Planner and Linda Haynes, Administrative Assistant

**GUESTS PRESENT:** Ryan Ellsworth, Sharon Stone, Pamela Jones, Sandy Stewart and John Ellsworth

**3. INVOCATION**

Commissioner Jon Adams gave the invocation.

**4. Pledge of Allegiance**

Commissioner Rob Hephner led the Commission and audience in the Pledge of Allegiance

**5. OLD BUSINESS**

NONE

**6. NEW BUSINESS**

A. Election of Officers

Mr. Tregaskes explained to the commission the process of the election of officers.

**COMMISSIONER JON ADAMS MOVED TO ELECT VICE CHAIRMAN ERIC BISHOP TO OFFICE OF CHAIRMAN. PASSED 5**

**TO 0 WITH COMMISSION MEMBERS BESS, WILSON, JOSH ADAMS, JON ADAMS, AND HEPHNER VOTING IN FAVOR. COMMISSIONER BISHOP ABSTAINED FROM THE VOTE.**

**COMMISSIONER JOSH ADAMS MOVED TO ELECT COMMISSIONER ROB HEPHNER TO OFFICE OF VICE CHAIR. SECONDED BY COMMISSIONER WILSON PASSED 6 TO 0 WITH COMMISSION MEMBERS BESS, WILSON, BISHOP, JOSH ADAMS, JON ADAMS, AND HEPHNER VOTING IN FAVOR.**

- B. Conditional Use Permit application submitted by Ryan Ellsworth, to allow for market rate apartments located at 40 S. 11<sup>th</sup> St., that being A.P.N. 210-16-157.

Ms. Fechtelkotter read the staff summary.

Ryan Ellsworth has submitted a Conditional Use Permit (CUP) to allow market rate apartments located at 40 S. 11<sup>th</sup> St., that being A.P.N. 210-16-157.

On November 6, 2019 a neighborhood meeting was held by an organization that had proposed a zone change of the property in order to allow for a use described as a homeless shelter by City Code. Following this meeting, the organization decided to not follow through with the zone change request and has been looking for alternative locations. The current applicant and proposed use, is in no way related to the previous organization.

The applicant has requested to remodel the existing building into an 11 unit market rate apartment building with nine (9) two-bedroom and two (2) one-bedroom apartments. The property is zoned C-1 (Neighborhood Commercial), apartments require a CUP in the C-1 zone and shall meet the standards of the R2-7 (single-family and multiple-family residential, seven thousand square feet) zone. The building was previously utilized as the Jefferson Academy charter school and has been vacant since the school closed in December 2016. A preliminary site plan and floor plan has been attached for your review.

Staff held a pre-submittal meeting with the applicant. Because both the original foot-print of the building and the parking area will not be increased, the City Engineer stated that there will not be any additional drainage submittals needed for this project.

The current zoning of the surrounding properties includes:

North: C-1 (Neighborhood Commercial)  
South: C-1 (Neighborhood Commercial)

East: C-1 (Neighborhood Commercial)  
West: C-1 (Neighborhood Commercial)

The current land uses of the surrounding properties includes:

North: Residential  
South: Arrowhead Mobile Healthcare  
East: Glen Haven Trailer Park  
West: Residential

Transmittal memos were sent to all affect agencies. Applicable comments received include:

Timber Mesa Fire and Medical District- This will be a change of occupancy to R-2. The existing fire sprinkler must be evaluated by a properly licensed contractor. The project must meet the requirements of the 2015 IFC with approved amendments.

Building Official- A permit will be required and the building shall comply with all building codes.

The property was posted and letters were sent to all property owners within three hundred (300) feet of the subject property. Staff received a phone call from a resident with general questions about the project. No public comment has been received regarding this CUP at the time the staff summary report was prepared.

After reviewing the Standards for Review, the Zoning Ordinance, discussions with the applicant, and because the request is consistent with the City of Show Low General Plan, staff recommends that the Planning and Zoning Commission approve Conditional Use Permit 602-04-229, submitted by Ryan Ellsworth to allow for market rate apartments on property located at 40 S. 11<sup>th</sup> St., that being A.P.N. 210-16-157, subject to the following conditions:

1. All development shall comply with all applicable federal, state and local requirements, including building permit requirements.
2. Parking and lighting shall comply with Section 15-1-46. Parking and loading requirements of City Code.
3. The development shall comply with Section 15-1-56. R2-7 zone, single-family and multiple-family residential (seven thousand square feet) of City Code, including recreation area requirements.

4. The development shall be in substantial conformance with submitted documents.
5. The applicant shall coordinate any proposed street improvements with City staff.

Mr. Tregaskes added to the staff summary stating that the building was previously used as Jefferson Academy Building which closed in 2016 and property has been vacant since then. Also, we did hear from an adjacent property owner after the staff summary was prepared. There were questions about the existing wall that is there on the property between the property to the north, they wanted to make sure that would be taken care of. They also indicated that they appreciated Mr. Ellsworth as there was some wind last week which blew debris onto their property and once Mr. Ellsworth was notified crews were sent out to clean up.

Vice Chairman Hephner asked if there was street parking in that area as he has concerns that there was a lot of overflow parking for UPS and what will happen with the impact of that area due to overflow parking. Mr. Tregaskes said that there is on-street parking in front of the building and to the north. Mr. Tregaskes advised that they have discussed on street parking with the applicant and the applicant shares the same concerns as staff as they want it to be a safe corridor and attractive looking. That is why there is the last condition of the conditions to state that the applicant shall coordinate any proposed street improvements with City staff. There is a lot of moving parts in this part of the city and we want to work with property owners to ensure any work that is done will not have to be torn out and will work for the neighborhood. The parking is proposed to stay and the Public Works Director and City Engineer will need to be a part of that discussion.

Commissioner Jon Adams asked if there is a landscaping plan put together as it does look a little run down. Mr. Tregaskes said for R2-7 zoning there is no specific landscape described in code. There was a discussion with applicant about landscaping and they stated that they will be landscaping and maintaining this area.

**VICE CHAIRMAN HEPHNER MOVED TO APPROVE CUP 602-04-229 SUBMITTED BY RYAN ELLSWORTH TO ALLOW FOR MARKET RATE APARTMENTS ON PROPERTY LOCATED AT 40 S. 11<sup>TH</sup> ST. THAT BEING A.P.N. 210-16-157, SUBJECT TO STAFF RECOMMENDATIONS. COMMISSIONER JOSH ADAMS SECONDED THE MOTION. PASSED 6 TO 0 WITH, CHAIRMAN BISHOP, VICE CHAIRMAN HEPHNER AND COMMISSION MEMBERS WILSON, BESS, JOSH ADAMS, AND JON ADAMS VOTING IN FAVOR.**

Mr. Tregaskes said as with any Conditional Use Permit, there is a seven day appeal period. If no appeal is received by the City Clerk within those seven days, this Conditional Use Permit will be considered effective.

7. **CALL TO THE PUBLIC – Any citizen desiring to speak on a matter that is within the jurisdiction of the Planning and Zoning Commission may do so at this time. Comments may be limited to three minutes per person and shall be addressed to the Planning and Zoning Commission as a whole, and not to any individual member. Issues raised shall be limited to those within the jurisdiction of the Planning and Zoning Commission. Pursuant to the Arizona Open Meeting Law, the Planning and Zoning Commission cannot discuss or act on items presented at this time. At the conclusion of the call to the public, individual Planning and Zoning Commission members may (1) respond to criticism made by those who have spoken, (2) ask staff to review a matter, and (3) ask that a matter be put on a future agenda.**

#### 8. APPROVAL OF MINUTES

- A. Planning and Zoning Commission Regular Meeting of May 26, 2020.

**COMMISSIONER JON ADAMS MOVED TO APPROVE THE PLANNING AND ZONING COMMISSION REGULAR MEETING MINUTES ON MAY 26, 2020. COMMISSIONER JOSH SECONDED THE MOTION. PASSED 5 TO 0 WITH CHAIRMAN BISHOP, VICE CHAIRMAN HEPHNER AND COMMISSION MEMBERS WILSON, JOSH ADAMS, JON ADAMS AND HEPHNER VOTING IN FAVOR. COMMISSIONER BESS ABSTAINED FROM THE VOTE.**

#### 9. SUMMARY OF CURRENT EVENTS

##### Commission Members

Commissioner Jon Adams said to be careful with the wind and fire season.

Commissioner Josh Adams reminded everyone to wash their hands, practice social distancing and be safe.

Commissioner Bess stated that he is grateful to be on the Commission and help make Show Low a better place.

Commissioner Hephner said that it has been windy and cold for this time of year and is ready for summer. Commissioner Hephner also said that he is glad to see people out and about and following social distancing.

Chairman Bishop welcomes the new Commissioners, Dawn Wilson and Bill Bess. He also thanked the previous Commissioner Kathleen Behrends and Chairman Brandt Clark for their time on the commission.

#### Planning and Zoning Director

Mr. Tregaskes welcomed the new commissioners and thanked the current commissioners for serving. He stated that the fire danger is real in the state and we have a number of fires burning. Mr. Tregaskes encourages summer visitors and year round visitors to be careful and use common sense.


Mr. Tregaskes advised that you may see evidence of the census on the doorknobs for the census. The initial stage was conducted via postcard to physical addresses and if you had a PO Box you would not get one. If you did not send in your Census by mail or phone, they might show up to remind you to participate. The Census is a Constitutional Mandate, since 1787, and the benefit of the census brings three thousand dollars to the counted area per person for funding such as, fixing potholes and paving roads. People comment and say they would like to see a specific store or retailer in the area and all of these businesses have a checklist they go by to come to an area. One of the things on the checklist is population. An accurate census can help with an accurate count of population.

There will be no Planning and Zoning Commission meeting schedule for June 23, 2020, however there is one scheduled tentatively for July 14, 2020.

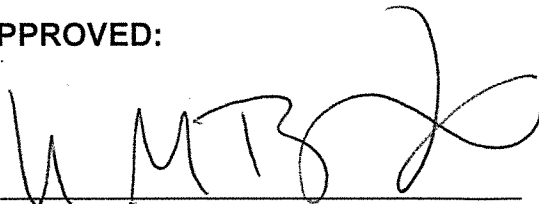
#### 10. ADJOURNMENT

There being no further business to be brought before the Planning and Zoning Commission, CHAIRMAN BISHOP ADJOURNED THE REGULAR MEETING OF THE SHOW LOW PLANNING AND ZONING COMMISSION OF JUNE 9, 2020 AT 7:24 PM.

**ATTEST:**

  
\_\_\_\_\_  
Justin Tregaskes  
Planning and Zoning Director

**APPROVED:**

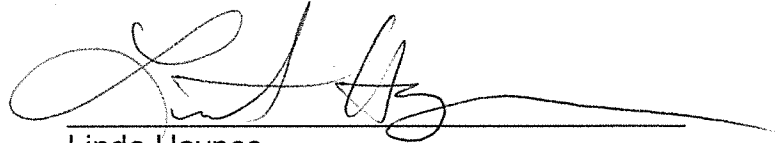
  
\_\_\_\_\_  
ERIC BISHOP  
Chairman

#### CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the **REGULAR MEETING** of the Planning and Zoning Commission of Show Low

held on June 9, 2020. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 29 day of July, 2020.

A handwritten signature in black ink, appearing to read 'Linda Haynes', written over a horizontal line.

Linda Haynes  
Administrative Assistant