

MINUTES OF THE REGULAR MEETING OF THE SHOW LOW PLANNING AND ZONING COMMISSION HELD ON SEPTEMBER 14, 2021, 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 Hephner called the meeting to order 7:00 p.m.

2. ROLL CALL

COMMISSION MEMBERS PRESENT: Vice Chairman Hephner, Commissioner Adams, Commissioner Barlow, Commissioner Hatch, Commissioner Hilgart, and Commissioner Roberts

COMMISSION MEMBERS ABSENT: Commissioner Lewis

STAFF MEMBERS PRESENT: Justen Tregaskes, Planning and Zoning Director; Morgan Brown, City Attorney and Katie Fechtelkotter, Planner

GUESTS PRESENT: Gerrie Cooley, Margaret Pendergast, Robert Pendergast, Ben Matthews, Susy Campbell, Eric Campbell, Bill Matthews, and others.

3. INVOCATION

Commissioner Adams gave the invocation

4. Pledge of Allegiance

Commissioner Barlow led the Commission and audience in the Pledge of Allegiance

5. OLD BUSINESS

NONE

6. NEW BUSINESS

A. Election of Officers

Vice Chairman Hephner said since Chair Bishop resigned that he temporarily stepped into the Chair position as Vice Chairman, so the Commission needs to elect a new Chair and Vice Chair.

VICE CHAIRMAN HEPHNER OPENED THE FLOOR TO ACCEPT NOMINATIONS FOR THE OFFICE OF CHAIR. COMMISSIONER ROBERTS NOMINATED VICE CHAIRMAN HEPHNER. COMMISSION MEMBERS ADAMS, BARLOW, HATCH, HILGART, AND ROBERTS VOTED FOR VICE CHAIRMAN HEPHNER WITH VICE CHAIRMAN HEPHNER ABSTAINING. VICE CHAIRMAN HEPHNER WAS DECLARED THE NEW CHAIRMAN

CHAIRMAN HEPHNER OPENED THE FLOOR TO ACCEPT NOMINATIONS FOR THE OFFICE OF VICE CHAIR. COMMISSIONER ROBERTS NOMINATED COMMISSIONER ADAMS. CHAIRMAN HEPHNER NOMINATED COMMISSIONER BARLOW. CHAIRMAN HEPHNER, AND COMMISSION MEMBERS, ADAMS, BARLOW, AND HILGART VOTED FOR COMMISSIONER BARLOW. COMMISSION MEMBERS HATCH AND ROBERTS VOTED FOR COMMISSIONER ADAMS. COMMISSIONER BARLOW WAS DECLARED THE NEW VICE CHAIRMAN.

- B. Conditional Use Permit submitted by Camptown Mobile Home Park to allow for the expansion of a Manufactured Home and RV Park located on property located at 1251 W. McNeil, that being A.P.N. 210-08-031D.

Ms. Fechtelkotter read the staff summary report. The Planning & Zoning Commission had previously approved Conditional use Permit (CUP) 602-04-179 on February 10, 2015, to allow 18 manufactured home and park models at the subject property. Since the project was not started within 12 months or completed within 18 months, the CUP expired. The applicant is now requesting the ability to place 22 park models on the subject property instead of the previously approved 18 units. The lots have been reduced in size to fit additional park models, which may affect the ability to place manufactured homes due to setback requirements.

Ms. Fechtelkotter read the findings of facts.

1. Camptown Mobile Home Park has submitted a CUP to allow for the expansion of a Manufactured Home and RV Park located at 1251 W. McNeil, that being A.P.N. 210-08-031D.
2. The Planning & Zoning Commission had previously approved Conditional use Permit (CUP) 602-04-179 on February 10, 2015 to allow 18 manufactured home and park models at the subject property. Since the project was not started within 12 months or completed within 18 months, the CUP expired.

3. The applicant is now requesting the ability to place 22 park models on the subject property instead of the previously approved 18 units. The lots have been reduced in size to fit additional park models, which may affect the ability to place manufactured homes due to setback requirements. All previous conditions of approval will still apply and are outlined in the staff recommendations of this staff report.
4. The applicant is responsible for complying with City Code roadway requirements for Manufactured Home and RV Parks.
5. City Staff and the property owner are working on an equitable solution for a sewer easement.
6. Current zoning of the surrounding properties includes:
 - North: R1-7 (single-family residential, seven thousand square feet)
 - South: MH (manufactured housing)
 - East: R2-7 (single-family and multiple-family residential, seven thousand square feet)
 - West: MH (manufactured housing)
7. Current land uses of the surrounding properties includes:
 - North: Fox Canyon Subdivision
 - South: Residential
 - East: Ponderosa Park Apartments
 - West: Camptown Mobile Home Park
8. Transmittal memos were sent to all affected agencies. No applicable comments were received.
9. The property has been posted and letters were sent to all property owners within 300 feet of the subject property. No applicable comments were received.

Ms. Fechtelkotter said 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 602-04-234, by Camptown Mobile Home Park to allow for the expansion of a Manufactured Home and RV Park located at 1251 W. McNeil, that being A.P.N. 210-08-031D, subject to the following conditions:

1. All development shall comply with all applicable federal state and local requirements including Planning and Zoning, Building Department, Fire District, and Public Works requirements
2. The development shall be in substantial conformance with the submitted site plan, including a twenty (20) setback from property boundaries and privacy fencing, consisting of a six-foot solid wood fence or similar along the south and east property lines.

Commissioner Adams asked if there were any changes to City code since the last approval that might affect this CUP, Ms. Fechtelkoter replied there were not.

Vice Chairman Barlow asked if there were any conditions that were included the last time the CUP but were not included in the current CUP. Ms. Fechtelkoter stated there was a condition regarding the dedication of a sewer easement in the previous CUP. Vice Chairman Barlow asked if that issue had been resolved. Director Tregaskes said that an easement has been agreed upon however, the City Attorney is still working on the formal document for both parties to sign.

Chairman Hephner asked about the difference between RVs and manufactured homes. Ms. Fechtelkoter explained that manufactured homes are built to Housing and Urban Development (HUD) standards, are inspected in a factory, and require a building permit to be placed. She further explained that RVs are under 399 square feet, park models are considered RVs, are not built in the same way that manufactured homes are and do not require a building permit to be placed.

Gerrie Cooley of 1221 W McNeil, Show Low came forward to answer several questions for the Commission. Commissioner Hatch asked if there will be decks and sunrooms added to the units. Ms. Cooley responded that she plans to put awnings, skirting and decks on the units. Commissioner Hatch asked if the units would be individually owned and that they would be renting the space. Ms. Cooley replied that was correct.

Commissioner Roberts asked if the units would be like RVs coming and going frequently. Ms. Cooley replied that she sets up the park models to be permanent like manufactured homes. Commissioner Roberts asked if there is an age limit for the RVs or park models. Ms. Cooley stated that the new units are mostly from the late 1990's or newer.

Commissioner Hilgart said she saw in the application that there is a 55 plus age requirement and asked Ms. Cooley if they planned to keep the age

requirement because she stated that there are young families who need housing. Ms. Cooley replied there is a large need in the community for that type of housing, but Camptown is for people over 55.

Commissioner Roberts asked if the 55 plus requirement would allow for some younger residents. Ms. Cooley replied that there are caregivers who are in their 20's who take care of some residents who are in their 80's, as well as residents who are grandparents who sometimes take care of their grandchildren. Commissioner Roberts asked Ms. Cooley if this will relieve some of the need for low-cost employee housing. Ms. Cooley replied that it would.

Chairman Hephner opened public comment.

Robert Pendergast of 51 N. Canyon Loop expressed concern with the lack of a traffic study due to the high-density housing along the road. West McNeil can be like a racetrack as it is narrow & hard to navigate in some places. Mr. Pendergast feels that the expansion of the park will funnel traffic right to his to backdoor and add 42 more vehicles along West McNeil. Mr. Pendergast stated that he is opposed to expansion of Camptown along with several community members who he was speaking on behalf of.

Eric Campbell of 61 N. Canyon Loop also expressed traffic concerns and feels that the wall along his property line isn't tall enough, which causes privacy issues. Mr. Campbell said that West McNeil is a highly trafficked street and people come into his cul-de-sac all times of the day. Mr. Campbell is supportive of low-income housing, but the resources to provide for more people is limited. There is already a lack of goods and stores, Show Low is a small town, but getting necessities can be difficult. Mr. Campbell feels that the Camptown expansion will bring more individuals to the area and the community is not able to provide the necessities for additional residents to live a quality life.

Ben Matthews of 200 Fox Run stated that there are quite a few concerned neighbors about the expansion of Camptown in Fox Canyon. His street, Fox Run ends up being a cut through to Old Linden Rd. He likes that Show Low is a small town, with family-oriented values and the hub of White Mountain region. Mr. Ben Matthews said Fox Canyon is very family oriented and there are lots of kids in the subdivision. He feels that more trailers will detract from that and is concerned about declining property values. They have made efforts to make their neighborhood nice, but Camptown is still a trailer park.

Bill Matthews of 161 N. Fox Canyon bought his property because of the surrounding zoning of single-family homes. Mr. Bill Matthews stated that the area is great for families and agrees with what others have said about the traffic

issues with on West McNeil. He feels Ms. Cooley's comments about the Camptown were inconsistent. He said he was a builder by trade and thinks that the trailers in Camptown are a motley collection of housing which is not well controlled. Mr. Bill Matthews asked the Commission to question what will be allowed in Camptown. He feels Ms. Cooley is inconsistent in her responses and is against the expansion.

Chairman Hephner asked Ms. Cooley to respond to some of the neighbors' concerns. Ms. Cooley stated the park is very quiet, as most of the park are seniors. She estimated that about 35% of the population of Camptown does not drive and use the bus system, so the park expansion is not going to be adding much more traffic. Ms. Cooley also explained that they can't discriminate against caregivers living in the park and clarified that the people she was talking about who work are seniors between the ages of 55 to 75. Ms. Cooley said that she has worked with the city on the plans for Camptown and the expansion will have a community garden for the entire park, with walkways, and plants. She doesn't feel the expansion of Camptown would have a negative impact on the neighborhood.

Vice Chairman Barlow asked about the 55 plus age requirement. Ms. Cooley explained that the park already had the 55 plus age requirement when she bought the park, the people who live there don't want it to be changed.

Commissioner Roberts wanted to confirm that the zoning on the property was not being changed. Director Tregaskes said that was correct, Camptown is zoned MH (manufactured housing). He explained that there are three different categories for land use. A permitted use, an example would be building a new home if the minimum lot size and setbacks are met, they would just apply for a building permit, no special meetings are needed. Then there are uses that are not permitted, such as a nuclear waste facility. Finally, a conditional use requires higher level of review, the commission can approve, deny, or approve a CUP with conditions if they are necessary to make the use more compatible with the neighborhood. If the commission denies a CUP, there are very specific conditions that must be met. Director Tregaskes explained that the use of this property as a Manufactured Home and RV park requires a CUP. Commissioner Roberts asked for clarification on RVs and park models. Director Tregaskes said that there are many terms that mean different things a mobile home was built before 1976 prior to HUD standards while a manufactured homes are built after 1976 and meets the HUD standards. While a trailer is a camp trailer pulled behind a vehicle. A park model isn't constructed to HUD standards and are considered the same as an RV as far as a legal

designation as they are titled like a vehicle. Park models typically are placed on a property and stay there for an extended period.

Vice Chairman Barlow said he understood that there is a city waterline that goes through Camptown and was concerned that the water line easement on the front part of lot 16 through 22 could limit the buildable area of the lots. Director Tregaskes said staff has reviewed the easement and worked with Ms. Cooley far as the location of the easement which worked best for placement of the water line and the development of Camptown. Ms. Cooley stated that the easement is in the road which is 24 feet wide, and the easement is 16 feet wide, so it wouldn't affect the lots.

Chairman Hephner asked how many lots would be able to fit manufactured homes. Director Tregaskes said when the expansion was originally approved for 18 lots, they were larger to allow manufactured homes along east side of the property adjacent to the apartments. In the current request for 22 lots, the sizes of the lots were reduced to fit mainly park models.

Commissioner Roberts asked whether the expansion would have direct access onto McNeil. Director Tregaskes said that there will be no access to McNeil from the individual lots, as it is dangerous to have vehicles backing out onto McNeil. He said there is a proposed driveway out onto McNeil between lot one and 22. There is also an interior access connecting it to the existing portion of Camptown, so they are adding a total of one additional ingress and egress onto West McNeil.

Commissioner Adams asked what the 2015 conditions of approval were. Director Tregaskes said that there is an existing sewer line that runs through the property, which is one of the very first sewer lines in the City. It is very old and needs to be replaced and runs under several RVs and park models. The city is working to locate a new sewer line to service the subdivision to the south, City Park, Safeway, and ties into Fox Canyon. The previous condition was that an easement acceptable to the property owner and city be dedicated prior to the issuance of a building permit. Staff didn't put it as a condition since the city is close to finalizing the easement with the property owner.

VICE CHAIRMAN BARLOW MOVED TO APPROVE CUP 602-04-234 SUBMITTED BY CAMPTOWN MOBILE HOME PARK TO ALLOW FOR THE EXPANSION OF A MANUFACTURED HOME AND RV PARK LOCATED AT 1251 W. MCNEIL, THAT BEING A.P.N.210-08-031D SUBJECT TO STAFF RECOMMENDATIONS. COMMISSIONER ADAMS SECONDED THE MOTION. PASSED 6 TO 0 WITH CHAIRMAN HEPHNER, VICE CHAIRMAN

BARLOW AND COMMISSION MEMBERS ADAMS, HATCH, HILGART, AND ROBERTS 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 August 10, 2021.

VICE CHAIRMAN BARLOW MOVED TO APPROVE THE PLANNING AND ZONING COMMISSION REGULAR MEETING MINUTES OF AUGUST 10, 2021. COMMISSIONER ADAMS SECONDED THE MOTION. PASSED 6 TO 0 WITH, CHAIRMAN HEPHNER, VICE CHAIRMAN BARLOW AND COMMISSION MEMBERS ADAMS, HATCH, HILGART, AND ROBERTS VOTING IN FAVOR.

9. **SUMMARY OF CURRENT EVENTS**

- A. Commission Members

Commissioner Hilgart appreciates opportunity to serve and looks forward getting to know everyone.

Commissioner Roberts welcomed Commissioner Hilgart & reminded everyone that COVID is still dangerous and encouraged everyone to be safe.

Vice Chairman Barlow said he is thankful to serve as Vice Chairman on the Commission.

Chairman Hephner thanked commission for voting for him to office of chairman and is thankful for the work that staff does. He also mentioned that the Fishers of Men had put together wonderful display for 9/11.

B. Planning and Zoning Director Tregaskes thanked Commissioner Hilgart for being willing to serve on the Commission.

10. ADJOURNMENT

There being no further business to be brought before the Planning and Zoning Commission, CHAIRMAN HEPHNER ADJOURNED THE REGULAR MEETING OF THE SHOW LOW PLANNING AND ZONING COMMISSION OF SEPTEMBER 14, 2021, AT 7:52 PM.

ATTEST:

APPROVED:

Justen Tregaskes
Planning and Zoning Director

Robert Hephner
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 September 14, 2021. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this _____ day of _____, 20____.

Katie Fechtelkotter
Planner