

MINUTES OF THE REGULAR MEETING OF THE SHOW LOW PLANNING AND ZONING COMMISSION HELD ON TUESDAY, AUGUST 23, 2022, 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 Barlow called the meeting to order at 7:00 p.m.

2. ROLL CALL

COMMISSION MEMBERS PRESENT: Vice Chairman Barlow, Commissioner Adams, Commissioner Hatch, Commissioner Lewis, and Commissioner Roberts.

COMMISSION MEMBERS ABSENT: Commissioner Whitehead

STAFF MEMBERS PRESENT: Justen Tregaskes, Planning and Zoning Director; and Katie Fechtelkotter, Planner

GUESTS PRESENT: None

3. INVOCATION

Commissioner Adams gave the invocation.

4. PLEDGE OF ALLEGIANCE

Commissioner Roberts led the pledge of allegiance.

5. NEW BUSINESS

Vice Chairman Barlow declared a conflict of interest due to being a family member of the applicant and because he works for the firm who prepared the plans. He recused himself.

- A. Consideration of a preliminary development plan for The Flats at VMD, a 21-lot recreational vehicle subdivision submitted by Bruce Ironside of IKD Investment, LLC located on a portion of A.P.N. 212-04-143B & 212-03-159T. Ms. Fechtelkotter read the staff summary report.

Bruce Ironside, of IKD Investment, L.L.C., has submitted a Preliminary Development Plan (PDP) for a project to be called The Flats at VMD Recreational Vehicle Park (RV Park). This project is proposed to be located within the White Mountain Vacation Village property boundary and is approximately 2.91 acres in size. Maximum proposed total unit count is 21 units. The submitted PDP indicates an overall density

of 7.2 units per acre, with a 19-foot-wide private one-way road consisting of a 14-foot-wide improved surface and modified roll curb.

Ordinance 364, approved by the City Council in July of 1993 established the White Mountain Vacation Village (WMVV) Planned Unit Development (PUD). This PUD established the criteria for development within White Mountain Vacation Village. Included in these criteria was the allowance for private streets, with a minimum width of 12 feet, and 100 acres of RV Park, with a maximum overall density of 13.5 units per acre. A copy of ordinance 364 has been included in the packet for review.

The applicant has stated that they are proposing to develop this project as a long-term RV Park, or lots for small site-built homes ranging from 400 to 1,000 square feet in size. The typical lot layout indicates a minimum size of 34 by 31-foot lots with a zero (0) foot front yard setback, 10-foot rear setback and five (5) foot side setbacks. This is consistent with the Conceptual Masterplan which indicates that up to 100 acres of WMVV may be utilized as an RV Park. A Final Plat will be required to be approved by the city prior to the sale of any lots within the Flats at VMD development.

Staff has reviewed the submitted PDP and has found it meets the requirements of city code as well as the WMVV PUD requirements.

FINDINGS OF FACT

1. Bruce Ironside, of IKD Investment, L.L.C., has submitted a PDP) for a project to be called The Flats at VMD RV Park. This project is proposed to be located within the White Mountain Vacation Village property boundary and is approximately 2.91 acres in size. Maximum proposed total unit count is 21 units. The submitted PDP indicates an overall density of 7.2 units per acre, with a 19-foot-wide private one-way road consisting of a 14-foot-wide improved surface and modified roll curb.
2. Ordinance 364, approved by the City Council in July of 1993 established the White Mountain Vacation Village (WMVV) Planned Unit Development (PUD). This PUD established the criteria for development within White Mountain Vacation Village. Included in these criteria was the allowance for private streets, with a minimum width of 12 feet, and 100 acres of RV Park, with a maximum overall density of 13.5 units per acre. A copy of ordinance 364 has been included in the packet for review.
3. The applicant has stated that they are proposing to develop this project as a long-term RV Park, or lots for small site-built homes ranging from 400 to 1,000 square feet in size. The typical lot layout indicates a minimum size of 34 by 31-foot lots with a zero (0) foot front yard setback, 10-foot rear setback and five (5) foot side setbacks. This is consistent with the Conceptual Masterplan which indicates that up to 100 acres of WMVV may be utilized as an RV Park. A Final Plat will be required to be approved by the city prior to the sale of any lots within the Flats at VMD development.

4. Staff has reviewed the submitted PDP and has found it meets the requirements of city code as well as the WMVV PUD requirements.
5. Master drainage plans have been previously submitted to the city for review in conjunction with prior development plans. The applicant has indicated that this project will comply with the previously approved drainage plans.
6. The applicant has provided a draft copy of the Declaration of Covenants, Conditions and Restrictions (CC&RS). Staff has reviewed the CC&RS and has found no conflict with city code requirements
7. Previous phases of White Mountain Vacation Village include WMVV Unit 2, Phase 1, WMVV Unit 2, Phase 2, WMVV Unit 2, Phase 3, WMVV Unit 3, Phase 1, WMVV Unit 3, Phase 2, WMVV Unit 4, Woodfield RV Park, and Woodside RV Park.
8. Development information for previous phases of White Mountain Vacation Village includes:

NAME	UNITS	MIN	MAX	AVG	AREA	DENSITY
WMVV Unit 2 Phase 1	216	.05 Acre (2,178 sq. feet)	.43 acre (18,730 sq. feet)	.09 acre (4,003 sq. feet)	24.11 acres	9 units/acre
WMVV Unit 2, Phase 2	99	.04 acre (1,742 sq. feet)	.13 acre (5,662 sq. feet)	.07 acre (3,049 sq. feet)	9.84 acres	10 units/acre
WMVV Unit 2, Phase 3	7	.09 acre (3,920 sq. feet)	.13 acre (5,662 sq. feet)	.10 acre (4,542 sq. feet)	.77 acres	9 units/acre
WMVV Unit 3, Phase 1	22	.08 acre (3,485 sq. feet)	.13 acre (5,662 sq. feet)	.10 acre (4,542 sq. feet)	3.78 acres	6 units/acre
WMVV Unit 3, Phase 2	41	.08 acre (3,485 sq. feet)	.16 acre (6,970 sq. feet)	.11 acre (4,792 sq. feet)	8.31 acres	5 units/acre
WMVV Unit 4	87	.06 acre (2,613 sq. feet)	.25 acre (10,890 sq. feet)	.10 acre (4,356 sq. feet)	10.55 acres	8 units/acre
Woodfield	174	.03 acre (1,400 sq. feet)	.09 acre (4,000 sq. feet)	.06 acre (2,474 sq. feet)	14.29 acres	12 units/acre
Woodside	84	.03 acre (1,400 sq. feet)	.07 acre (3,187 sq. feet)	.05 acre (2,177 sq. feet)	7.24 acres	11.6 units/acre

The Flats at VMD	21	.05 acre (2,068 sq. feet)	.08 acre (3,390 sq. feet)	.05 acre (2,237 sq. feet)	2.91 acres	7.2 units/acre
TOTAL	751	.03 acre (1,400 sq. feet)	.43 acre (18,730 sq. feet)	.09 acre (3,920 sq. feet)	81.8 acres	9.2 units/acre
Masterplan	1,347				100 acres	13.5 units/acre

9. Zoning of the surrounding properties includes:
 North: P.U.D. (Planned Unit Development)
 South: C-2 (General Commercial)
 East: P.U.D. (Planned Unit Development) and C-2 (General Commercial)
 West: C-2 (General Commercial)

10. Land uses of the surrounding properties includes:
 North: Undeveloped portion of WMVV
 South: Park Pineway Shopping Plaza
 East: Woodfield RV Park
 West: Vacant Commercial

11. Transmittal memos were sent to all affected agencies, applicable comments include.

Arizona Department of Transportation (ADOT) – The developer is responsible for complying with all ADOT permitting requirements.

Timber Mesa Fire and Medical District – The roadway surface is to be engineered to 2018 International Fire Code (IFC) requirements per appendix D, hydrant may be needed, and the minimum fire flow for this development is 1,000 gallons per minute (GPM).

12. No public comment has been received regarding this proposed development.

STAFF RECOMMENDATIONS

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 the Preliminary Development Plan for The Flats at VMD a Recreational Vehicle Park, located in White Mountain Vacation Village, that being a portion of A.P.N. 212-04-143B and 212-03-159T subject to the following conditions:

1. All development shall comply with all applicable federal, state, and local requirements including fire code, building code requirements for setbacks from property lines and ADOT permitting requirements.

2. The project, including number of lots and overall density, shall be developed in substantial compliance to the submitted Preliminary Development Plan.
3. Prior to construction taking place on the subject property, the city shall approve all required infrastructure design including street layout, drainage plans, fire hydrant locations, and water and wastewater plans. The applicant shall submit the master drainage plan, with a stamped letter indicating compliance with the master drainage plan.
4. All roads shall be surfaced in accordance with city code chapter 17.20 Development Standards. Radius requirements for emergency vehicles shall be met.
5. Individual lots shall not be sold unless developed in accordance with an approved Final Plat.
6. Trees are of an utmost importance. As much as possible, street design, lot layouts and unit placements shall be coordinated to save trees.

CONDITIONS OF ORDINANCE 364

1. A preliminary development plan shall be submitted and approved by the Planning and Zoning Commission and City Council within two years
2. A minimum of a 20-foot buffer be provided on the perimeter boundaries adjacent to residential zoning (either County or City).

Commissioner Roberts inquired if a similar plan was approved a few months back. Mrs. Fechtelkötter advised that was correct. Commissioner Roberts further requested verification the previous approval has no conflict with this, and Mrs. Fechtelkötter confirmed no conflict.

COMMISSIONER HATCH MOVED TO APPROVE THE CONDITIONAL USE PERMIT SUBMITTED BY BRUCE IRONSIDE TO ALLOW FOR A 21-LOT RECREATIONAL VEHICLE SUBDIVISION CALLED THE FLATS AT VMD, THAT BEING A.P.N. 212-04-143B & 212-03-159T SUBJECT TO STAFF RECOMMENDATIONS. COMMISSIONER ROBERTS SECONDED THE MOTION. PASSED 4 TO 0 WITH COMMISSION MEMBERS ADAMS, HATCH, LEWIS, AND ROBERTS, VOTING IN FAVOR.

Vice Chairman Barlow returned to the meeting.

6. 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.

7. APPROVAL OF MINUTES

A. Planning and Zoning Commission Regular Meeting of August 9, 2022.

COMMISSIONER ROBERTS MOVED TO APPROVE THE PLANNING AND ZONING COMMISSION REGULAR MEETING MINUTES OF AUGUST 9, 2022. COMMISSIONER ADAMS SECONDED THE MOTION. PASSED 5 TO 0 WITH, VICE CHAIRMAN BARLOW AND COMMISSION MEMBERS ADAMS, HATCH, LEWIS, AND ROBERTS VOTING IN FAVOR.

8. SUMMARY OF CURRENT EVENTS

Commissioner Adams stated he was happy to be here.

Commissioner Hatch stated it was another great day in Show Low.

Commissioner Roberts thanked staff for work done and a reminder school was back in session and watch for kids.

Commissioner Lewis stated life was good.

Vice Chairman Barlow agreed.

Director Tregaskes reminded the public there is still a vacant seat on the commission and to contact the city clerk if interested.

9. ADJOURNMENT

There being no further business to be brought before the Planning and Zoning Commission, VICE CHAIRMAN BARLOW ADJOURNED THE REGULAR MEETING OF THE SHOW LOW PLANNING AND ZONING COMMISSION OF AUGUST 23, 2022, AT 7:16 PM.

ATTEST:

APPROVED:

Justen Tregaskes
Planning and Zoning Director

Zachary Barlow
Vice 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 August 23, 2022. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this _____ day of _____, 20____.

Ashley Duncan