

MINUTES OF THE REGULAR MEETING OF THE SHOW LOW PLANNING AND ZONING COMMISSION HELD ON JANUARY 10, 2023, 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, Commissioner Roberts, and Commissioner Whitehead.

COMMISSION MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Justen Tregaskes, Planning and Zoning Director, Anna Atencio, City Attorney, Katie Fechtelkotter, Planner, and Ashley Duncan

GUESTS PRESENT: Ken Garvin, Lisa Garvin, Emery Ellsworth, Thomas Myers and guests.

3. INVOCATION

Commissioner Adams gave the invocation.

4. PLEDGE OF ALLEGIANCE

Commissioner Lewis led the pledge of allegiance.

5. ELECTION OF OFFICERS

Director Tregaskes gave an explanation on the election process.

COMMISSIONER HATCH MOVED TO NOMINATE VICE CHAIRMAN BARLOW FOR THE POSITION OF CHAIRMAN. COMMISSIONER ROBERTS SECONDED THE MOTION.

COMMISSIONER ADAMS MOVED TO NOMINATE COMMISSIONER LEWIS FOR THE POSITION OF CHAIRMAN. MOTION FAILED DUE TO LACK OF SECOND.

VICE CHAIRMAN BARLOW CALLED FOR THE VOTE OF VICE CHAIRMAN BARLOW FOR THE POSITION OF CHAIRMAN, PASSED 6 TO 0 WITH VICE CHAIRMAN BARLOW, AND COMMISSION MEMBERS LEWIS, ADAMS, HATCH, ROBERTS, AND WHITEHEAD VOTING IN FAVOR.

COMMISSIONER ADAMS MOVED TO NOMINATE COMMISSIONER LEWIS FOR THE POSITION OF VICE CHAIRMAN. COMMISSIONER ROBERTS SECONDED THE MOTION.

CHAIRMAN BARLOW CALLED FOR THE VOTE OF COMMISSIONER LEWIS FOR THE POSITION OF VICE CHAIRMAN, PASSED 6 TO 0 WITH, CHAIRMAN BARLOW, AND COMMISSION MEMBERS ADAMS, HATCH, LEWIS, ROBERTS, AND WHITEHEAD VOTING IN FAVOR.

6. NEW BUSINESS

- A. Conditional Use Permit submitted by Lisa Garvin of KGJ Roofing to allow for outdoor storage in conjunction with a contractor's office and a sea container for storage located at 1600 S. White Mountain Rd., that being A.P.N. 210-32-013.

Mrs. Fechtelkotter read the staff summary report.

Lisa Garvin of KGJ Roofing has submitted a Conditional Use Permit (CUP) to allow for outdoor storage in conjunction with a contractor's office and a sea container for storage located at 1600 S. White Mountain Rd., that being A.P.N. 210-32-013. There is an existing building and several outbuildings on the subject property. The applicant plans to utilize the existing building as an office and will have products for display for walk-in customers. In the future they may build an additional building on the northwest portion of the subject property for their operations.

The subject property is zoned C-2 (General Commercial) outdoor storage in conjunction with a contractor's office requires a CUP in the C-2 zone. The applicant has also requested to place a sea container for storage on the subject property. A sea container for storage in the C-2 zone is permitted with a CUP, a minimum 100-foot setback from any public right-of-way, and satisfactory screening. The applicant has indicated that the sea container will be placed behind the existing office building, a minimum from 100 feet from the property line and will be painted a neutral color that blends into the surrounding area. The applicant has also indicated that they plan to utilize a six-foot solid material fence to screen any outdoor storage. This fence will be similar to the fence utilized by Homeland Fence and Supply. A conceptual site plan has been included for review.

FINDINGS OF FACT

1. Lisa Garvin of KGJ Roofing has submitted a CUP to allow for outdoor storage in conjunction with a contractor's office and a sea container for storage located at 1600 S. White Mountain Rd., that being A.P.N. 210-32-013
2. There is an existing building and several outbuildings on the subject property. The applicant plans to utilize the existing building as an office and will have

- products for display for walk-in customers. In the future they may build an additional building on the northwest portion of the subject property for their operations. The subject property is zoned C-2 (General Commercial) outdoor storage in conjunction with a contractor's office requires a CUP in the C-2 zone.
3. The applicant has also requested to place a sea container for storage on the subject property. A sea container for storage in the C-2 zone is permitted with a CUP, a minimum 100-foot setback from any public right-of-way, and satisfactory screening. The applicant has indicated that the sea container will be placed behind the existing office building, a minimum from 100 feet from the property line and will be painted a neutral color that blends into the surrounding area.
 4. The applicant has also indicated that they plan to utilize a six-foot solid material fence to screen any outdoor storage. This fence will be similar to the fence utilized by Homeland Fence and Supply. A conceptual site plan has been included for review.
 5. Current zoning of the surrounding properties include.

North: C-2 (General Commercial)
South: C-2 (General Commercial)
East: C-2 (General Commercial)
West: R1-15 (Single-Family Residential, Manufactured Homes Excluded, 15,000 Square Feet)
 6. The current land uses of the surrounding properties include.

North: Black Diamond/Safelite Auto glass
South: Barnet, Dulaney, Perkins Eye Center
East: Show Low Meadow
West: Vacant single family residential
 7. Transmittal memos were sent to all affected agencies. No applicable comments were received.
 8. No public comment has been received regarding the proposed development.

STAFF RECOMMENDATIONS

After reviewing the Zoning Ordinance, Standards for Review, Findings of Fact, 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 602-04-254 submitted by Lisa Garvin of KGJ Roofing to allow for outdoor storage in conjunction with a contractor's office and a sea container for

storage located at 1600 S. White Mountain Rd., that being A.P.N. 210-32-013 subject to the following conditions;

1. All development shall comply with all applicable federal, state, and local requirements, including permit, sign, Fire Code and Arizona Department of Transportation (ADOT) requirements.
2. An engineer shall certify any changes to drainage and grading on the site.
3. The surfacing of all access ways, interior driveways, and parking areas shall be surfaced in accordance with City Code and shall meet the minimum loading requirements outlined by TMFMD.
4. All vehicles parked/stored on the subject property shall be located at the rear of the property and shall be in useable condition.
5. All outdoor materials shall be screened by a six-foot solid material fence, and all materials shall be stored below fence height.
6. The sea container shall be located a minimum of 100 feet from the property line along S. White Mountain Rd. be painted a neutral color to blend into the surroundings and be screened from view from the right-of-way by being placed behind a fence, building or vegetation.
7. The right-of-way adjacent to the subject property shall be landscaped in a manner similar to the surrounding properties. Landscaping shall consist of primarily grass or sod and shall be maintained.

Chairman Barlow inquired into the existing uses of the subject property. Mrs. Fechtelkotter stated there is currently a boutique shop as well as a hot dog stand during the summer.

Chairman Barlow questioned if staff recommendation #7 is different to City Code. Director Tregaskes explained that properties in the vicinity along portion of White Mountain Road have all landscaped along the ADOT right of way with grass. Show Low City Code doesn't require landscaping in the right of way only on private property. Director Tregaskes further explained the reason for such landscape recommendations was to stay consistent with the surrounding area.

Chairman Barlow asked if the other businesses were required to landscape to such degree at time of construction or was the extent taken due to individual decision. Director Tregaskes explained that the properties to the north took landscaping upon themselves, the auto glass business landscaping was part of variance, the eye doctor was a staff recommendation, and the car lot was a CUP requirement.

Commissioner Hatch inquired if finished driveway access would be a requirement. Director Tregaskes explained that due to this being an existing business with expansion the concrete drive is sufficient with City Code; however, staff would request minor maintenance to the driveway and parking area be done.

Chairman Barlow invited the applicant to speak.

Ken Garvin, 1600 S. White Mountain Rd.

Commissioner Roberts asked if the previous business was linked to the auto glass business. Mr. Garvin advised he was uncertain in that, and he only can confirm a trust owns the proposed property.

Commissioner Roberts inquired if the applicant has discussed with Black Diamond Auto Glass about access to proposed property's driveway and continued use by neighboring property. Mr. Garvin advised that conversation has taken place and he has no concern with sharing the driveway.

With no further questions Chairman Barlow opened to public comments. There being no public comments Chairman Barlow entertained a motion.

VICE CHAIRMAN LEWIS MOVED TO APPROVE THE CONDITIONAL USE PERMIT SUBMITTED BY LISA GARVIN OF KGJ ROOFING TO ALLOW FOR OUTDOOR STORAGE IN CONJUNCTION WITH A CONTRACTOR'S OFFICE AND A SEA CONTAINER FOR STORAGE LOCATED AT 1600 S. WHITE MOUNTAIN RD., THAT BEING A.P.N. 210-32-013 SUBJECT TO STAFF RECOMMENDATIONS. COMMISSIONER ROBERTS SECONDED THE MOTION. PASSED 6 TO 0 WITH, CHAIRMAN BARLOW, VICE CHAIRMAN LEWIS AND COMMISSION MEMBERS ADAMS, HATCH, ROBERTS, AND WHITEHEAD 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.

B. Conditional Use Permit submitted by Thomas Meyers and James Della-Femina to allow for the expansion of mini storage located at 291 N. Central Ave., that being A.P.N. 210-19-064.

Mrs. Fechtelkotter read the staff summary report.

Thomas Myers and James Della-Femina have submitted a Conditional Use Permit (CUP) to allow for the expansion of mini storage located at 291 N. Central Ave., that being A.P.N. 210-19-064. The subject property is 1.38 acres in size with two existing 2,912 square foot storage buildings on the subject property that were built in the mid 1970's. There is an existing City sewer main that runs through the property and a chain

link fence with slats on the north property line. Chain link with no slats is on the east and south property lines. The property is lower than the adjacent property to the south.

The applicant plans to add four additional metal buildings ranging in size from 500 to 2,400 square feet for an additional 6,100 square feet of mini storage on the subject property. The subject property is zoned C-2 (General Commercial), mini storage requires a CUP and must be screened with a solid material fence in the C-2 zone. Any buildings in the C-2 zone are required to be treated in accordance with City Code section 19.70.120(F).

FINDINGS OF FACT

1. Thomas Myers and James Della-Femina have submitted a Conditional Use Permit (CUP) to allow for the expansion of mini storage located at 291 N. Central Ave., that being A.P.N. 210-19-064. The subject property is 1.38 acres in size with two existing 2,912 square foot storage buildings on the subject property that were built in the mid 1970's.
2. There is an existing City sewer main that runs through the property and a chain link fence with slats on the north property line. Chain link with no slats is on the east and south property lines. The property is lower than the adjacent property to the south.
3. The applicant plans to add four additional metal buildings ranging in size from 500 to 2,400 square feet for an additional 6,100 square feet of mini storage on the subject property.
4. The subject property is zoned C-2 (General Commercial), mini storage requires a CUP and must be screened with a solid material fence in the C-2 zone. Any buildings in the C-2 zone are required to be treated in accordance with City Code section 19.70.120(F).
5. Current zoning of the surrounding properties include.

North:	C-2 (General Commercial)
South:	C-2 (General Commercial)
East:	C-2 (General Commercial)
West:	C-2 (General Commercial)
6. The current land uses of the surrounding properties include.

North:	Dental Office
South:	Commercial strip mall
East:	Timothy McKay Memorial Park
West:	Mountain Comfort

7. Transmittal memos were sent to all affected agencies. Applicable comments received include.

Community Services Director- With the new Timothy McKay Memorial Park going in behind the property to the East, there needs to be some sort of visual barrier to protect the business and maintain the park views.

8. No public comment has been received regarding the proposed development.

STAFF RECOMMENDATIONS

After reviewing the Zoning Ordinance, Standards for Review, Findings of Fact, 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 602-04-255 submitted by Thomas Myers and James Della-Femina to allow for the expansion of mini storage located at 291 N. Central Ave., that being A.P.N. 210-19-064, subject to the following conditions.

1. All development shall comply with all applicable federal, state, and local requirements, including parking and loading requirements.
2. The applicant shall be responsible for coordinating with the City of Show Low Building Department and Timber Mesa Fire and Medical District to ensure that all applicable codes are being met and that the required permits and inspections are obtained.
3. Drainage and detention on the subject property shall be reviewed and approved by City staff in accordance with adopted City Code.
4. The buildings shall meet the building design requirements of City Code 19.70.120(F).
5. All access-ways, interior driveways, and parking areas shall be surfaced in accordance with City Code.
6. The property shall be screened from Timothy McKay Memorial Park with a six-foot solid material fence consisting of neutral colored wood or block.
7. Parking and lighting requirements of Chapter 19.105 of City Code shall be met.
8. A minimum of a 16' wide utility easement is required over any existing City sewer lines; no buildings or structures shall be located within these easements.

Chairman Barlow asked if the light requirements under item #7 are the same requirements as under a parking lot. Mrs. Fechtelkotter stated that any business open after dark is required to meet city code. Director Tregaskes further explained that due to most storage units allowing 24-hour access if the applicant installed motion sensor lights that would meet the item #7 requirement.

Chairman Barlow inquired if item #4 included existing buildings. Mrs. Fechtelkotter explained they are not required to be brought to code however, any new building construction must meet all city and building codes.

Commissioner Roberts inquired if the screening between the park requested by the Community Services Director has been addressed. Director Tregaskes explained the east property line is standard chain link with no screening. He stated that staff's recommendation #6 corresponds with the Community Services Directors request.

Chairman Barlow inquired if there was an official reason for such an extensive drainage analysis. Director Tregaskes advised that during the pre-application held for this application concerns of drainage were mentioned due to the proximity to the park and flood plain. He further stated it was his opinion the applicant is getting a jump start on future requirements.

Chairman Barlow opened the meeting for public comment.

Emery Ellsworth 176 N Main St., Snowflake

Mr. Ellsworth requested clarification on fencing requirements. Director Tregaskes responded by clarifying all fencing could remain as is with the exception of the east property line adjacent to the Timothy McKay Memorial Park which will require a solid material fence constructed of block or wood.

COMMISSIONER ROBERTS MOVED TO APPROVE THE CONDITIONAL USE PERMIT SUBMITTED BY THOMAS MYERS AND JAMES-DELLA FEMINA TO ALLOW FOR THE EXPANSION OF MINI STORAGE LOCATED AT 291 N. CENTRAL AVE., THAT BEING A.P.N. 210-19-064 SUBJECT TO STAFF RECOMMENDATIONS. COMMISSIONER ADAMS SECONDED THE MOTION. PASSED 6 TO 0 WITH, CHAIRMAN BARLOW, VICE CHAIRMAN LEWIS AND COMMISSION MEMBERS ADAMS, HATCH, ROBERTS, AND WHITEHEAD VOTING IN FAVOR.

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.

7. APPROVAL OF MINUTES

A. Planning and Zoning Commission Regular Meeting of December 13, 2022.

COMMISSIONER ADAMS MOVED TO APPROVE THE PLANNING AND ZONING COMMISSION REGULAR MEETING MINUTES OF DECEMBER 13, 2022. COMMISSIONER ROBERTS SECONDED THE MOTION. PASSED 6 TO 0 WITH, CHAIRMAN BARLOW, VICE CHAIRMAN LEWIS AND COMMISSION MEMBERS ADAMS, HATCH, ROBERTS, AND WHITEHEAD VOTING IN FAVOR.

8. SUMMARY OF CURRENT EVENTS

Commission Members

Commissioner Adams stated he was happy to be there.

Commissioner Whitehead wished everyone a Happy New Year.

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

Commissioner Roberts wished everyone a Happy New Year

Vice Chairman Lewis reminded the community that there are people in our community that suffer and to please be patient and kind to your neighbors.

Chairman Barlow wished the community a Happy New Year and he was glad to be a part of the community and is looking forward to taking advantage of winter weather.

Planning and Zoning Director

Director Tregaskes wanted to remind the community about the Annual Ground Hog Day Breakfast in addition, he gave a reminder there is a vacancy on the commission.

9. ADJOURNMENT

There being no further business to be brought before the Planning and Zoning Commission, CHAIRMAN BARLOW ADJOURNED THE REGULAR MEETING OF THE SHOW LOW PLANNING AND ZONING COMMISSION OF JANUARY 10, 2023, AT 7:39 PM.

ATTEST:

APPROVED:

Justen Tregaskes
Planning and Zoning Director

Zachary Barlow
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 January 10, 2023. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this _____ day of _____, 20____.

Ashley Duncan