

**MINUTES OF THE REGULAR MEETING OF THE SHOW LOW PLANNING AND ZONING COMMISSION HELD ON MARCH 12, 2019 AT 7:00 P.M. IN THE CITY COUNCIL CHAMBERS, 181 NORTH 9TH STREET, SHOW LOW, NAVAJO COUNTY, ARIZONA**

**1. CALL TO ORDER**

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

**2. ROLL CALL**

**COMMISSION MEMBERS PRESENT:** Chairman Bill Johnson, Vice Chairwoman Debbie Robertson, Commissioner Kathleen Behrends, Commissioner Eric Bishop, Commissioner Jon Adams, and Commissioner Chris Hudson

**COMMISSION MEMBERS ABSENT:** Commissioner Brandt Clark

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

**GUESTS PRESENT:** Casey Williams, Anthony Kugler, Steve Laird and Beverly Laird

**3. INVOCATION**

Commissioner Johnson gave the invocation.

**4. Pledge of Allegiance**

Vice Chairwoman Robertson led the Commission and audience in the Pledge of Allegiance.

**5. OLD BUSINESS**

NONE

**6. NEW BUSINESS**

- A. Conditional Use Permit application submitted by Arrowhead Fire and Medical Authority, Inc. to allow for an Ambulance Station on property located at 500 East Deuce of Clubs, that being A.P.N. 210-19-004.

Ms. Fechtelkotter read the Staff Summary.

Arrowhead Fire and Medical Authority, Inc. has submitted a Conditional Use Permit (CUP) to allow an ambulance station located at 500 East Deuce of Clubs, that being A.P.N. 210-19-004.

The applicant has requested to add an ambulance station on a portion of the subject property. Currently there is a solar business in the adjacent suite on the subject property. Most recently the vacant suite was utilized by a church. The property is zoned C-2 (General Commercial), an ambulance station requires a CUP in the C-2 zone.

The applicant has stated that this will be a secondary location with an office area and will utilize the location as an ambulance station during the day. They do not plan to have crew quarters at this station. The applicant also stated that they will only use sirens when necessary and only once the unit is on the Deuce of Clubs.

Ms. Fechtelkotter read the Findings of Facts.

Arrowhead Fire and Medical Authority, Inc. has submitted a CUP to allow an ambulance station located at 500 East Deuce of Clubs, that being A.P.N. 210-19-004.

The applicant requested additional time to complete and install landscaping until the threat of winter weather is over.

The applicant stated that the property owner plans to pave the parking lot in August.

The current zoning of the surrounding properties includes:

North: C-2 (General Commercial)  
South: C-2 (General Commercial)  
East: C-2 (General Commercial)  
West: C-2 (General Commercial)

The current land uses of the surrounding properties includes:

North: New Image Autobody  
South: Title Max  
East: Video Dome  
West: Woody's Gas Station

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

Timber Mesa Fire and Medical District- The building historically has been used as a “B” occupancy and would remain as such provided there are no crews sleeping there.

The property was posted and letters were sent to all property owners within three hundred (300) feet of the subject property. No public comment has been received regarding this CUP.

Ms. Fechtelkotter read the 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 Conditional Use Permit 602-04-217, submitted by Arrowhead Fire and Medical Authority, Inc. to allow for an ambulance station on property located at 500 East Deuce of Clubs, that being A.P.N. 210-19-004, subject to the following conditions:

1. All development shall comply with all applicable federal, state and local requirements, including building permit requirements.
2. Landscaping will be required; the owner/applicant shall coordinate with the Arizona Department of Transportation (ADOT) and city staff to update the existing landscaping on the subject property. The owner/applicant shall have until June 1st, 2019 to install and maintain the landscaping in substantial conformance with the submitted site plan.
3. The parking lot shall be upgraded to substantial conformance with the submitted site plan. The parking lot shall be paved by June 1, 2019.
4. Prior to crews being permitted to sleep at the location, the applicant shall coordinate with the Building Official to ensure compliance with building occupancy.

Commissioner Behrends asked how many ambulances there would be and where would they be parked. Mr. Tregaskes stated there will be one ambulance and they are proposing to park the ambulance on the east side of building, which gives them approximately 20 feet from property line. They can only do a one way driveway without being on the neighboring property. Mr. Tregaskes suggested that the applicant work with the neighboring property owners for reciprocal ingress and egress to circle through and utilize the driveways. This will allow direct access to the Deuce of Clubs and the three additional parking stalls to back out and circle around the back of the building.

Commissioner Adams asked the applicant if any employees will be sleeping in the building.

Kasey Williams at 100 East Mills in Show Low, Arizona, said that right now the ambulance will run for 12 hours during the day and no employees will sleep at the building. If a 24 hour service truck is required then they will get with the City of Show Low Building Department and make sure the station would pass for occupancy as a 24 hour life safety building.

Chairman Johnson opened the floor to the Public.

Beverly Laird at 894 Cavallo Trail said she owns the Video Dome next door and has concerns about the parking lot flow, safety of customers and the proposed ambulance parking. Ms. Laird said that the parking spot the ambulance is proposed to park in is not a good location due to the fact that they have had customers parked there in the past and when they have backed up they have backed into cars that have been in that spot.

Steve Laird at 894 Cavallo Trail, owner of the Video Dome, said that he is concerned that if a car is parked parallel in front of the Video Dome, there will be an issue for the ambulance to leave on call due to the parking spaces.

Vice Chairwoman Robertson asked if there a way to put parking on the other side of the building. Mr. Tregaskes stated that this is a conceptual plan and from our standpoint, we are flexible to have both property owners to work on a parking plan proposal to the city. As long as the plan does not conflict with city code it would be okay. We look at existing circulation patterns with the understanding that customers will come in and use both properties for parking as if they were one property. The intent is to show that they are self-sufficient with parking and work with the adjacent property owner in compliance with city code.

Chairman Johnson asked for clarification on why its states that the pavement is to take place by August, but the Staff Recommendation says to be done by June. Mr. Williams said that the property owner would need up until August to have the property paved. Mr. Tregaskes stated that the reason why Staff Recommendations says June instead of August is because staff is concerned that monsoons may interfere with paving due to the moisture content. Mr. Williams indicated they would work with townner to have it done by June.

Commissioner Hudson asked applicant if striping will be done during paving. Mr. Williams said yes, and will meet with the property owners and help stripe parking lot on east side. Commissioner asked if it possible to park on the other side.

Mr. Williams stated will have to ask those property owners, but would want to work with all property owners to ensure the ambulance does not get backed into.

**VICE CHAIRWOMAN MOVED TO APPROVE CONDITIONAL USE PERMIT 602-04-217, SUBMITTED BY ARROWHEAD FIRE AND MEDICAL AUTHORITY, INC. TO ALLOW FOR AN AMBULANCE STATION ON PROPERTY LOCATED AT 500 EAST DEUCE OF CLUBS, THAT BEING A.P.N. 210-19-004, SUBJECT TO STAFF RECOMMENDATIONS WITH THE ADDITION OF CONDITION NUMBER 3, THAT THE APPLICANT SHALL WORK WITH THE ADJACENT PROPERTY OWNER IN DETERMINING THE MOST APPROPRIATE LOCATION FOR AMBULANCE PARKING IN ACCORDANCE WITH CITY CODE. BISHOP SECONDED. PASSED 6 TO 0 WITH CHAIRMAN JOHNSON, VICE CHAIRWOMAN ROBERTSON, AND COMMISSION MEMBERS BEHREND, BISHOP, ADAMS AND HUDSON VOTING IN FAVOR.**

Mr. Tregaskes stated that with all Conditional Use Permits there is 7 day appeal a ten day waiting period. If anyone would like to appeal to the City Council within those seven days, they need to submit a request to the City Clerk. If no appeal is received within those seven days, this Conditional Use Permit becomes 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.**

None.

## **8. APPROVAL OF MINUTES**

Planning and Zoning Commission Regular Meeting of February 26, 2019.

**VICE CHAIRWOMAN ROBERTSON MOVED TO APPROVE THE PLANNING AND ZONING COMMISSION REGULAR MEETING MINUTES ON FEBRUARY 26, 2019. COMMISSIONER BEHREND SECONDED THE MOTION. PASSED 6 TO 0 WITH CHAIRMAN JOHNSON, VICE CHAIRWOMAN ROBERTSON, AND COMMISSION MEMBERS BEHREND, BISHOP, ADAMS AND HUDSON VOTING IN FAVOR.**

## 9. SUMMARY OF CURRENT EVENTS

### Commission Members:


Commissioner Hudson wished his son a happy 14<sup>th</sup> Birthday and stated to be safe with the current weather.

Commissioner Adams, Commissioner Behrends, and Commissioner Bishop thanked the Commission members that were leaving for their service on the Commission.

Vice Chairwoman Robertson said she will miss Chairman Johnson and thanked him and the other Commissioner leaving as well.

Chairman Johnson said that when he was elected for the Commission chair the only person here in the room was Mr. Tregaskes. At that time his son was only three years old and he is now fifteen. Ms. Fechtelkotter was in the interview stage, City Attorney Brown was in a private practice, Commissioner Clark was still in Law school and Ms. Haynes was the fourth Administrative Assistant he has worked with. There are several Planning & Zoning Commission members that he has commissioned with and that have served on City Council. He is proud to say that he has only missed two meetings in his twelve years of service. As a member on the Capital Improvements meetings he was able to see how hard all departments of the City work to make sure all resources available are used. He also served on the American Disabilities Act committee and is amazed how proactive the city is with the ADA requirements. Chairman Johnson was thankful to have served on the Commission.

### Planning and Zoning Director

 Mr. Tregaskes thanked the Commission members for attending the meeting tonight as he knows it is difficult when the weather is bad and there are other personal obligations happening. He expressed his appreciation to the Commissioners that are leaving and thanked Commissioner Hudson for stepping in when Commissioner Berry passed away. He also thanked Chairman Johnson for his service of over twelve years on the Commission

## 10. ADJOURNMENT

There being no further business to be brought before the Planning and Zoning Commission, CHAIRMAN JOHNSON ADJOURNED THE REGULAR MEETING OF THE SHOW LOW PLANNING AND ZONING COMMISSION OF MARCH 12, 2019 AT 7:41 PM.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Justen Tregaskes  
Planning and Zoning Director

\_\_\_\_\_  
William Johnson  
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 March 12, 2019. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Linda Haynes  
Administrative Assistant