

MINUTES OF THE REGULAR MEETING OF THE SHOW LOW PLANNING AND ZONING COMMISSION HELD ON TUESDAY, AUGUST 12, 2025, AT 7:00 PM IN THE CITY COUNCIL CHAMBERS, 181 NORTH 9TH STREET, SHOW LOW, NAVAJO COUNTY, ARIZONA

1. Call to Order.

Commissioner Schnepf called the meeting to order at 7:00 p.m.

2. Roll Call.

COMMISSION MEMBERS PRESENT: Commissioner Schnepf, Commissioner Hatch, Commissioner Wilson, Commissioner Adams, Commissioner Whipple, Commissioner Clark.

COMMISSION MEMBERS ABSENT: Chairman Barlow.

STAFF MEMBERS PRESENT: Planning and Zoning Director; Justen Tregaskes, Planner; Katie Fechtelkotter, Planner, Moriah Saline and City Attorney; Anna Atencio/

GUESTS: Adam Ullevig, Korbyn Ullevig, Sarah Ullevig, Hollis Ullevig, Rick & Kim Fernau, and others.

3. Invocation.

Commissioner Adams gave the invocation.

4. Pledge of Allegiance.

Commissioner Wilson led the Commission and audience in the pledge of allegiance.

5. **NEW BUSINESS:**

A. Consideration of Conditional Use Permit 602-04-276 submitted by Sarah and Adam Ullevig of Subie Row, LLC to allow vehicle repairs on property located at 1641 East Deuce of Clubs, that being A.P.N. 210-24-073 and 074C. (Moriah Saline)

Ms. Saline said Sarah and Adam Ullevig of Subie Row, LLC have submitted a Conditional Use Permit (CUP) to allow vehicle repairs on property located at 1641 E Deuce of Clubs, that being A.P.N. 210-24-073 and 074C. The property in question was previously utilized as an auto body repair shop and was granted a Conditional Use Permit (CUP) on June 17, 2017. However, it has not functioned in that role for many years. Condition four of the prior CUP states that it is non-transferable.

The site is zoned C-2 (General Commercial). City Code requires a CUP for vehicle repairs involving overnight storage within this zone. The hours of operation will be from 8 am to 6 pm, Monday through Saturday with Sundays by appointment only.

FINDINGS OF FACT

- 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: Snowy River Motel
 - South: Vacant Commercial
 - East: Commercial Shopping Center
 - West: Downtown 9 Motel
- Transmittal memos were sent to all affected agencies the following comments were received:
 - ADOT: Traffic Engineer requires a TGP-240-A form completed.
 - Timber Mesa Fire requires a fire inspection prior to opening.
 - Engineering requires the installation of a barrier at the northwest corner to restrict vehicle access across the sidewalk.
- The property was posted, and letters were sent to all property owners within three hundred (300) feet of the subject property. One phone call was received from a neighboring property owner supporting the business.

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 602-04-276 submitted by Sarah and Adam Ullevig of Subie Row, LLC to allow vehicle repairs on property located at 1641 E. Deuce of Clubs, that being A.P.N. 210-24-073 and 074C, subject to the following conditions:

1. All development shall comply with all applicable federal, state and local requirements, including noise requirements, building permit, and sign requirements.

2. Parking and lighting requirements of Title 19.105 and 19.110 of City Code shall be met.
3. Any outdoor storage, including vehicles, shall be screened by a solid material fence six (6) feet in height.
4. Landscaping will be required along North 16th Place.
5. A barrier must be installed at the northwest corner to restrict vehicle access across the sidewalk.
6. This Conditional Use Permit is non-transferable.

Commissioner Adams understood that this same use had been approved before but wanted to clarify that it has come back to the Commission because it was non-transferable.

Director Tregaskes said that is correct, there are two issues, the original CUP was non-transferable, and the previous business was vacated for a period of over 12 months, which means a new conditional use permit would be required either way.

Commissioner Adams asked if there were any major differences from the last CUP approval.

Director Tregaskes said it is very similar, but staff did add a couple of conditions. One is the landscaping along 16th; staff would like to see that dressed up just a little bit. The second is that staff requested barriers to be installed on the northwest corner because the Engineering department wants the existing driveway to be utilized rather than cars hopping the curb over the sidewalk.

Commissioner Hatch clarified where the landscaping area is on 16th because he thought most of it was concrete.

Director Tregaskes said there is a rough cinder area a little further down 16th where the applicant is going to install some landscaping. They have included plans with the application of what they plan to do there. Staff does not expect the existing concrete area to be removed.

The applicant Adam Ulliveg came forward for questions.

Commissioner Wilson asked the applicant what type of work would be done on the vehicles as she knows this type of work can potentially be very loud for the neighbors in the area.

The applicant said there is a very large demand for Subaru service, and their business is geared towards service on newer Subarus.

Commissioner Wilson asked the applicant to clarify on the drawing what was provided for the landscaping.

The applicant said they are planters, they plan to place them on the property, so people don't drive over the curb.

Commissioner Hatch asked the applicant how they will handle overflow vehicles, and if they will be using the back of the property.

The applicant said they do have access to the back of the property and there is an existing six-foot-tall fence and plan to install a security system.

Commissioner Hatch asked how many vehicles they could store at the location.

The applicant said they are thinking about 15 to 20 vehicles including the area in the back, inside the shop as well as four parking spaces in front for that they will keep clear for customers.

COMMISSIONER WILSON MOVED TO APPROVE CUP 602-04-276 SUBMITTED BY SARAH AND ADAM ULLEVIG OF SUBIE ROW, LLC TO ALLOW VEHICLE REPAIRS ON PROPERTY LOCATED AT 1641 E. DEUCE OF CLUBS, THAT BEING A.P.N. 210-24-073 AND 074C, SUBJECT TO STAFF RECOMMENDATIONS.; SECONDED BY COMMISSIONER WHIPPLE; PASSED 6 TO 0 WITH COMMISSIONER SCHNEPF, COMMISSIONER HATCH, COMMISSIONER WILSON, COMMISSIONER ADAMS, COMMISSIONER WHIPPLE, COMMISSIONER CLARK VOTING IN FAVOR.

Director Tregaskes said there is a seven-day appeal period, if no appeal is received by the City Clerk from an aggrieved individual, then the CUP will become effective.

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.

None.

7. **APPROVAL OF MINUTES:**

A. Planning and Zoning Commission Regular Meeting of Tuesday, May 13, 2025.

COMMISSIONER WILSON MOVED TO APROVE THE PLANNING AND ZONING COMMISSION REGULAR MEETING MINUTES OF MAY 13, 2025; SECONDED BY COMMISSIONER ADAMS; PASSED 6 TO 0 WITH COMISSIONER SCHNEPF, COMMISSIONER HATCH, COMMISSIONER WILSON, COMMISSIONER ADAMS, COMMISSIONER WHIPPLE, COMMISSIONER CLARK VOTING IN FAVOR.

8. **SUMMARY OF CURRENT EVENTS:**

A. Commission Members

Commissioner Wilson reminded people to stay safe with all the summer traffic and vehicle collisions.

Commissioner Clark agreed with Commissioner Wilson and reminded everyone that school is back in session and to watch out for children while driving.

Commissioner Whipple had no report.

Commissioner Adams thanked staff for preparing the staff summary report and all the work they do even when there are no Planning & Zoning Commission meetings.

Commissioner Hatch said it's a great day in Show Low.

Commissioner Schnepf thanked staff for helping him direct the meeting in Chairman Barlow's absence.

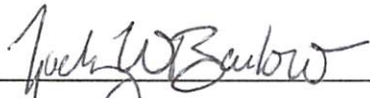
B. Planning and Zoning Director

Director Tregaskes thanked Commissioner Schnepf for stepping into the Chairman's role. He also wanted to let the Commission know there will be a Planning and Zoning Commission meeting on the second Tuesday in September. It is not finalized but asked the Commission to block that out on their calendars.

9. **ADJOURNMENT:**

There being no further business to be brought before the Commission
COMMISSIONER SCHENPF ADJOURNED THE REGULAR MEETING OF THE SHOW LOW PLANNING & ZONING COMMISSION MEETING OF AUGUST 12, 2025, AT 7:15 P.M.

ATTEST:



Zach Barlow, Chairman



Justen Tregaskes, P&Z Director

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 12, 2025. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 23rd day of September, 2025.



Katie Fechtelkotter