

MINUTES OF THE REGULAR MEETING OF THE SHOW LOW PLANNING AND ZONING COMMISSION HELD ON TUESDAY, MAY 13, 2025, AT 7:00 PM IN THE CITY COUNCIL CHAMBERS, 181 NORTH 9TH STREET, SHOW LOW, NAVAJO COUNTY, ARIZONA

1. Call to Order.

CHAIRMAN BARLOW CALLED THE MEETING TO ORDER AT 7:00 P.M.

CHAIRMAN BARLOW CALLED FOR A RECESS TO ALLOW FOR COMMISSIONER WILSON TO ARRIVE.

Commissioner Wilson arrived at 7:10 P.M.

CHAIRMAN BARLOW CALLED THE MEETING BACK TO ORDER.

2. Roll Call.

COMISSION MEMBERS PRESENT: Chairman Barlow, Commissioner Wilson, Commissioner Whipple, Commissioner Clark and Commissioner Schnepf,

COMMISSION MEMBERS ABSENT: Commissioner Hatch, Commissioner Adams

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

GUESTS: Lisbeth Smoot, Mark & Kim Marcuso, Roger & Linda Haythornewhite, Merilee Phillips, Joane Akers, Joe & Ellen Cataldo, Brenda & Bill Brown, Deborah & Timothy Bondet, Jim West, Randy & Kathy Hotchkis, Bob & Patti Edens, Donna & Don Cook, Paula Delatorre, Jenna Delatorre, Gaston & Tammy Mascarenas, Doug Roberts, Dawnelise Neilsen, Donn House and others.

3. Invocation.

Chairman Barlow gave the invocation.

4. Pledge of Allegiance.

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

5. **ELECTION OF OFFICERS:**

COMMISSIONER WHIPPLE MOVED TO CONTINUE THE ELECTION OF OFFICERS TO THE NEXT COMMISSION MEETING TO ALLOW FOR ALL COMMISSIONERS TO BE PRESENT; SECONDED BY COMISSIONER WILSON; PASSED 5 TO 0 WITH CHAIRMAN BARLOW, COMISSIONER

**SCHNEPF, COMMISSIONER WHIPPLE, COMMISSIONER WILSON, AND
COMMISSIONER CLARK VOTING IN FAVOR.**

6. NEW BUSINESS:

- A. Consideration of Conditional Use Permit 602-04-274 submitted by The Hampton Group, Inc to allow for a 96-unit apartment complex, located at the northeast corner of US 60 and Summit Trail that being the northern portion of A.P.N. 309-38-007Z.

Chairman Barlow declared a conflict of interest due to his involvement in the design of the project, he asked Commissioner Schnepf to lead the meeting and left the room.

Director Tregaskes reviewed the meeting procedures and protocols for the commission and public.

Ms. Saline said the Hampton Group, Inc has submitted a Conditional Use Permit (CUP) to allow for a 96-unit apartment complex located at the northeast corner of US 60 and Summit Trail that being the northern portion of A.P.N. 309-38-007Z. Multiple-family dwellings over 10 units require a CUP in the C-2 (General Commercial) zone and are required to meet the standards of the R2-7 (Single-Family and Multiple-Family Residential, 7,000 Square Feet) zone. A minimum lot area of 2,500 square feet is necessary for each apartment. Based on the property's total square footage the maximum number of apartments permissible on this parcel is 179 units.

On October 21st, 1986, Show Low City Council passed Ordinance No. 257 which designated this parcel as a PUD (Planned Unit Development). The parcel was then rezoned from PUD to C-2 (General Commercial) through Ordinance No. 2008-06 on May 21st, 2008. Condition three (3) of the ordinance requires a 35 foot no build buffer along the east side of the subject property. A conceptual site plan has been submitted that shows a total of 10.25 acres which has eight buildings, including six, two-story apartment complexes, one clubhouse, and a maintenance facility. The development will include 24 studios, 48 one-bedroom units, and 24 two-bedroom apartments. Each studio and one-bedroom apartment require 1.5 parking spaces, while the two-bedroom apartments require 2 parking spaces. Overall, a total of 156 parking spaces will be required. The plans indicate 156 parking spaces, with 96 being covered satisfying the minimum requirement. The proposed development intends to replicate the design and appearance of the applicant's existing 152-unit apartment complex, Elk Ridge and intends to be rented out at market rate value. As stated by the applicant, they aim to preserve as much natural vegetation as possible across the site, which includes approximately 4 acres of open space land throughout the project. They will also implement a minimum setback of 35 feet from the Snow Creek subdivision located on the eastern side of the property, along with

solid fencing that aligns with the city's standards or another type of fence if Snow Creek HOA has another city approved preference. The closest building of the proposed apartment complex will be situated 74 feet away from Snow Creek's west property line, surpassing the required 35-foot setback distance by approximately 40 feet. Access to the new Mountain Ridge complex will be provided by two points on Summit Trail. In the City's General Plan under Circulation Goals, Summit Trail is considered a major collector and is shown to connect from US 60 through to South White Mountain Road. Additionally, a site view fence has been suggested along US 60 and Summit Trail. The lighting on the site will adhere to dark sky standards to reduce light pollution for residents and neighbors.

Official plans have not been submitted to the building department and the final development shall meet all requirements of City Code.

FINDINGS OF FACT

- Current zoning of the surrounding properties include.
North: RCD (Recreation Community Development)
South: C-2 (General Commercial)
East: PUD (Planned Unit Development)
West: RCD (Recreation Community Development)
- The current land uses of the surrounding properties include.
North: Vacant Planned Unit Development
South: Vacant Commercial
East: Snow Creek Subdivision
West: Torreon Subdivision
- Transmittal memos were sent to all affected agencies. Applicable comments received include: **ADOT:** A traffic impact statement (TGP-240 A) with trip generation is needed to determine if a full Traffic Impact Analysis will be required.
- The property was posted, and letters were sent to all property owners within three hundred (300) feet of the subject property. As of Friday, May 9th at noon, two people came in person, while there was also one email and three phone calls received. These comments consisted primarily with seeking general information and raised various concerns such as traffic issues, wildlife displacement, noise pollution, light pollution, air quality concerns, emergency response capabilities, and overall safety.

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 602-04-274 submitted by The Hampton Group, Inc to allow for a 96-unit apartment complex, located at the northeast corner of US 60 and Summit Trail that being the northern portion of A.P.N. 309-38-007Z, subject to the following conditions.

1. All development shall comply with all applicable federal, state, and local requirements, including building permit, parking, Fire District, and ADOT requirements.
2. All drainage on the subject property shall be designed in accordance with Chapter 17.20.50, Drainage Design, and shall not negatively affect any downstream properties.
3. The development shall comply with the R2-7 (Single-Family and Multiple-Family Residential 7,000 square feet) requirements of City Code, including density, height, and recreation area requirements.
4. Maximum building height shall be limited to a maximum of 35 feet.
5. Building design shall include mountain design architecture such as exposed wood beams, stone, split-face block, and other complimentary natural appearing materials.
6. All development shall comply with Chapter 19.110, Outdoor Light Control. Lights shall be fully shielded from adjacent properties and roadways.

Commissioner Wilson asked what would happen if the approved the CUP and there were issues with the required ADOT traffic impact study.

Director Tregaskes said since the project is adjacent to an ADOT highway. ADOT has requested a traffic impact study. He said as part of the approval any requirements, in addition to the conditions, would have to be implemented as part of this project.

Commissioner Wilson asked if there were any conditions on the fence.

Director Tregaskes said that the proposed site plan and city code would require a solid material fence along the project, however if the developer or Snow Creek requested a different type of fence, they can allow an option for the developer and Snow Creek to work together to come up with an acceptable fence between the property. He referenced the previous development of Snow Creek requested a wrought iron fence and not solid. A solid fence or if Snow Creek requests a different option, would be allowed.

Commissioner Schnepf opened the item for public comments.

Robert Eatons of Snow Creek asked if this project is already approved and going to happen because this was the first time he has heard of the project. He said he had concerns about what type of traffic study was done. He said Elk Ridge has two accesses, one onto Sierra Pines and one onto U.S. 60. He is upset they were not offered the same option for this development. He said Summit Trail is going to be used by Snow Creek, the new apartments, an additional proposed development and eventually connecting to White Mountain Rd. He thought that the community would be able to address these issues prior to the meeting.

Marceline Camoo of Snow Creek said she has signatures of the community members. They are not concerned about the growth of Show Low, but the main concern is the location of the development. She said she has a grave concern that this will impact the ability to get out of the community in an emergency with all the existing homes and an additional 96 apartment units. She reminded the commissioners that this area is where all the visitors from the valley come into town. They have had to replace the guard-rail multiple times due to elk and vehicle crashes.

Randy Hotchkiss of Snow Creek said he received a notice for the project, he said if the project is going to be like Elk Ridge he is going to be okay with it. He said there is no lighting on S.R. 60, he is surprised there are not more accidents. He wanted to know what the developer plans to do regarding lighting at the entrance of this proposed development. He also was concerned with the time of construction during asked if it could be limited during the week from 7:00 A.M. to 5:00 P.M. as well as concerns of the dust, noise, and light pollution. He asked about the Snow Creek buffer and asked if they could do trees instead of a fence, he felt a tree lined barrier would screen the project better.

Roger Haythornwhite of Snow Creek had concerns that the proposed site plan doesn't show the whole property between the proposed project and the existing Elk Ridge apartments, he would like to know what the use of the property is beyond this and if there will be multiple phases of the project as well as what would be across the road. He also expressed traffic concerns especially due to only having one access out of Snow Creek, so there is only one gate that may be used. He said the city should consider allowing additional access into Sierra Pines.

Don Cook, of Snow Creek said he heard Ms. Saline talk about White Mountain Road and S.R. 60 connecting. He said there are way too many trucks, and you can hear the trucks very easily, it is downhill, so he is unable to ride his bicycle along the road due to the truck traffic. He suggested that the connection to White Mountain Road is like Sierra Pines and not straight.

Dawnelise Neilson, of Snow Creek had concerns with all the development, apartments, housing complex, the Forest Service land that was swapped and now is commercial and available for development. When she purchased her property, she was told it was Forest

land behind her. She moved there because of the forest and now understands that Summit Trail will connect to Fawnbrook, that will be lots of traffic. She wanted to know what will be done on the west side of the road including the traffic study and ADOTs input for the 96 apartments as well as the additional development in the area. She wanted to know why the access for the apartments is from Summit Trail and not from U.S. 60.

Liz Smut of Snow Creek asked if the apartments would be long term or used as VRBOs (short term rentals).

Jim West recently purchased a lot in Snow Creek. He asked if the proposed apartments would fit in front of the existing Elk Ridge apartments, he feels that would be a better fit. He also asked if the corner could be used for retail instead of apartments. He also agrees with what everyone else said.

There being no additional comments, Commissioner Schnepf closed the public comment portion of the meeting.

Commissioner Wilson asked that since U.S. 60 is an ADOT highway does the city have any input whether access is allowed onto the highway.

Director Tregaskes said he would address questions asked by the public as that was a question asked by several members of the public which would answer her question as well as several others. Robert Eatons had asked if this was a done deal and what the public notice process was. Director Tregaskes clarified that this request is for a CUP, not a zone change. The notification requirements are in City Code; there is no requirement for a neighborhood meeting for a CUP. If this was a zone change, then a neighborhood meeting is required before any formal meetings with the Commission. In addition, a meeting with the City Council would be required and it is a more involved process. For a CUP staff must post the property a minimum of 10 days prior and are also required to send letters to all property owners within 300 feet of subject property. He said the property was posted and letters were sent a week ago Friday, which is a little bit more than the 10 days that are required. He also said the city uses Navajo County for the mailing addresses. He addressed the traffic study and why there is no access onto S.R. 60, which may be addressed by the applicant, also a traffic study is required by ADOT. Director Tregaskes clarified that traffic studies typically do not take place before meetings like this because they are expensive. If the Commission decides not to approve this request the developers would have to spend money for no reason. Developers could also change how things are laid out and they would have to re-do the study. They must comply with the findings of the traffic study, for example if the study said a traffic signal is needed, the applicant would be responsible for installing a traffic signal. This answer may change as the area develops, what this project is, and will those developments trigger those improvements. Marcelina Camoo had questions about the location of Summit Trail. Director Tregaskes said Summit Trail will eventually connect to White Mountain Road,

there is no current timeframe for the connection or exact location. The road will be developer driven due to the cost. The city would like the area to look nice as well. The developer is planning open space with the design of buildings to match those at Elk Ridge. Director Tregaskes said that construction times by city code are limited to 7:00 A.M. to 10:00 P.M., however typically construction work stops at dark. The Commission could discuss changing the end time of construction. He also discussed that a screen line barrier with trees is an option if the commission, developer and Snow Creek would prefer an open area, with no fence, that is an option that could be discussed. Roger Haythornwhite had asked about the development of the remainder of the property. Director Tregaskes said there is another map that was provided that shows the remainder of the property and it is part of a regional detention area that also serves the existing Elk Ridge Apartments. The commission is not approving any other development; they cannot come in with another 96 apartments without going through the CUP process again. The traffic and gates were designed with the original developer of Snow Creek and concerns of Sierra Pines residents. As Summit Trail develops the road eventually will give an option to access out to the east to White Mountain Road. Don Cook had questions and concerns about trucks and road design from S.R. 60 to White Mountain Road. Staff anticipates there will be traffic calming measures. There is lots of topography, the road will wind around, it may contain roundabouts however, it has not been designed yet. There is no current timeline for development of the road. Director Tregaskes referenced the public notification requirements earlier in reference to Mr. Eaton's question. The property to the east of Snow Creek is currently zoned GA-5. If they want to do anything other than 5 acre lots that would need to go through the zone change process, with neighborhood meetings, and public meetings. They will need to provide conceptual plans and what they plan to do with the property including how the road will go through, which will require public comment and review prior to the public meetings. There was a question whether the corner lot could be utilized for retail purposes. Director Tregaskes said that property is currently zoned C-2, General Commercial. There are several pages of permitted uses. A few examples include a grocery store, a hotel up to 45 feet tall, pretty much what you see along the Deuce of Clubs would be permitted on this property with no public meeting process. However, since this request is for apartments over 10 units, this requires a CUP and the reason for the request tonight.

Don Cook wanted to clarify that he didn't suggest a tree line vs wall, but wall plus trees.

Gaston Mascarenas had concerns with the road connecting Summit Trail to White Mountain Road, he said soon there will be lots of traffic and no adequate traffic calming, creating a bypass of Show Low. He asked the Commission to take a long-term approach and plan for the future.

Commissioner Schnepf asked the applicant to come forward to address the additional concerns of the public.

The applicant, Donn House, managing director and owner of The Hampton Group, came forward.

Commissioner Whipple asked the applicant why they had not proposed any access onto S.R. 60.

The applicant said ADOT did not want to give any additional access onto S.R. 60 because they did not feel there was enough room between Sierra Pines and Summit Trail for additional access because of the requirement of acceleration and deceleration lanes. He also said there is at least a 10-foot drop with the regional drainage area, which also poses a problem for vehicle safety. ADOT felt the best access to the development is through Summit Trail. The applicant said they do not participate in VRBO and that the residents sign leases that do not permit short-term rentals.

Commissioner Whipple asked the applicant what their typical work time for construction is.

The applicant said when pouring concrete work can start early in the morning, however they typically don't pour concrete in the evening. A typical workday generally starts at 7:00 A.M to 8:00 A.M. and they are typically done no later than 4:00 P.M.

Commissioner Whipple asked about the lighting conditions at the entrance to the development.

The applicant said they want the entrance to be safe and look nice, and they will follow all City guidelines.

Commissioner Whipple asked what the estimated timeframe for project is.

The applicant said they are currently working on constructions drawings. They plan to start construction at the end of summer and expect it to take about 12-14 months.

Commissioner Schnepf asked if they would be willing to meet with Snow Creek HOA to discuss the options for a fence between the developments.

The applicant said they have already met with a representative of Snow Creek but would be willing to meet with them again to discuss the fence options. He said they will not be cutting any trees in the setback and buffer area; they are trying to save as many trees as they can. The applicant said the area in front of Elk Ridge is part of the regional drainage area, that was done back in 2008, used by Snow Creek. The applicant said there is no demand for a store or restaurant at this location, the best use of the property is apartments. They try to be considerate neighbors, and the apartments will be like the Elk Ridge apartments. They give incentives to police officers, firefighters, nurses and doctors. They tend to have good quality residents, with a safe environment, and expect these apartments to be very similar to Elk Ridge.

Director Tregaskes explained the options for the commission, they could approve the CUP with no additional conditions, approve with additional conditions, or chose to deny and state the reason for denial.

COMMISSIONER WHIPPLE MOVED TO APPROVE CONDITIONAL USE PERMIT 602-04-274 SUBMITTED BY THE HAMPTON GROUP, INC TO ALLOW FOR A 96-UNIT APARTMENT COMPLEX, LOCATED AT THE NORTHEAST CORNER OF US 60 AND SUMMIT TRAIL THAT BEING THE NORTHERN PORTION OF A.P.N. 309-38-007Z, SUBJECT TO STAFF RECOMMENDATIONS AND THE ADDITIONAL CONDITIONS THAT THE APPLICANT WILL WORK WITH SNOW CREEK RESIDENTS TO DESIGN A FENCE THAT IS AGREEABLE TO BOTH PARTIES AND THE APPLICANT WILL ALSO COMPLY WITH ALL RECOMMENDATIONS OF THE ADOT TRAFFIC STUDY.; SECONDED BY COMISSIONER CLARK; PASSED 4 TO 0 WITH COMISSIONER SCHNEPF, COMMISSIONER WHIPPLE, COMMISSIONER CLARK AND COMMISSIONER WILSON 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.

Chairman Barlow returned to the meeting.

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:**

A. Planning and Zoning Commission Regular Meeting of March 25, 2025

COMMISSIONER WILSON MOVED TO APPROVE THE PLANNING AND ZONING COMMISSION REGULAR MEETING MINUTES OF MARCH 25, 2025; SECONDED BY COMISSIONER SCHNEPF; PASSED 5 TO 0 WITH CHAIRMAN BARLOW, COMISSIONER SCHNEPF, COMMISSIONER

**WHIPPLE, COMMISSIONER CLARK AND COMMISSIONER WILSON
VOTING IN FAVOR.**

9. **SUMMARY OF CURRENT EVENTS:**

A. Commission Members

Commissioner Schnepf said it is dry and said to be safe with the current fires in Whiteriver and Greer.

Commissioner Wilson apologized for being late to the meeting, she also welcomed Commissioner Clark to the Commission and invited the public to attend the Market at the White Mountain Arts Alliance off Penrod Road on Sundays from 10:00 A.M. to 2:00 P.M.

Commissioner Clark said he is excited to serve on the Commission.

Commissioner Whipple also welcomed Commissioner Clark and reminded the public to be Firewise and safe and to keep Whiteriver and Greer in their prayers.

Chairman Barlow welcomed Commissioner Clark, he also thanked staff for preparing the packets for the Commission each week.

B. Planning and Zoning Director

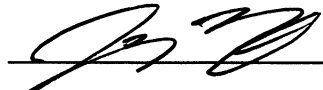
Director Tregaskes thanked Commissioner Schnepf for filling in for the Chairman last minute, he had to miss some of his son's end of year band concert. He also welcomed Commissioner Clark and appreciated the Commissioner's insight tonight. He announced the City of Show Low and surrounding jurisdictions entered Stage 2 Fire Restrictions as of 6:00 P.M. today. The following acts are prohibited, no campfires, no charcoal fires, fires for cooking or warmth only are permitted. There had been a serious structure fire caused by charcoal grill falling under deck. Smoking is prohibited except in an enclosed building or vehicle or barren area, do not throw cigarette butts out the window, no motor vehicles off trails, don't drive through grass, be careful with trailer chains so they aren't dragging, make sure to double check there are no chains dragging after loading the trailer. Using an explosive, fuses, rockets, fireworks, tracer rounds, exploding targets, or operating a chainsaw or other similar equipment is restricted. Please contact Timber Mesa Fire if welding on a commercial project. Director Tregaskes asked people to follow the regulations so we can avoid serious issues such as those that happened in Greer this afternoon.

10. **ADJOURNMENT:**

There being no further business to be brought before the Commission,
CHAIRMAN BARLOW ADJOURNED THE REGULAR MEETING OF THE SHOW

**LOW PLANNING & ZONING COMMISSION MEETING OF MAY 13, 2025, AT
8:16 P.M.**

ATTEST:



Jeremy Schnepf, Commissioner

APPROVED:

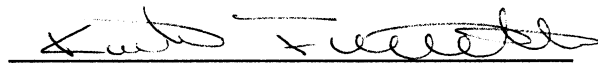


Justen Tregaskes, P & Z Director

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 May 13, 2025. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 12th day of August, 2025



Katie Fechtelkott