

MINUTES OF THE REGULAR MEETING OF THE SHOW LOW PLANNING AND ZONING COMMISSION HELD ON TUESDAY, MARCH 25, 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.

2. Roll Call.

COMISSION MEMBERS PRESENT: Chairman Barlow, Vice Chairman Roberts, Commissioner Schnepf, Commissioner Hatch, Commissioner Wilson, Commissioner Adams, Commissioner Whipple

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

GUESTS: Jeff Oakes, Chris Reed, Brandon & Becky Clark, Jill & Delwyn Skoufel and guests.

3. Invocation.

Vice Commissioner Roberts 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 (CUP) 602-04-272 submitted by Brandon and Rebecca Clark to allow for a guest house in conjunction with a residence located at 1860 West Miller, that being A.P.N. 309-37-068C.

Ms. Saline said a Conditional Use Permit (CUP) application has been submitted by Brandon and Rebecca Clark to allow for a guest house in conjunction with a residence located at 1860 West Miller, that being A.P.N. 309-37-068C.

Per the records from Navajo County, the subject property was divided in February 2024 into a parcel measuring 1.21 acres or 52,707 square feet and is zoned R1-7X (Single-Family Residential, Manufactured Homes Excluded 7,000 square feet). The applicants intend to construct a detached guest house with the living space of 1,232 square feet for a family member alongside their main residence, which will have 2,304 square feet of living area.

According to City Code, guest houses are defined as living spaces that consist of one or more rooms designed and intended for occupancy as separate quarters; these include facilities for cooking, sleeping, and sanitation and may be utilized for income purposes or not. It also states that both the principal and the guest house shall be served by a common single electric and water meter.

Under City Code 19.50.270(A)(2), One (1) additional single-family dwelling for use as a guest house not to exceed the total living area of the main dwelling, provided the total intensity of land use shall be a minimum of eight thousand (8,000) square feet of lot area per dwelling unit is permitted with a valid Conditional Use Permit.

The Conditional Use Permit (CUP) application for the guest house located at 1860 West Miller, that being A.P.N. 309-38-068C submitted by Brandon and Rebecca Clark, meets all the necessary standards established by the City Code, including minimum lot size and maximum guest house size.

FINDINGS OF FACT

- The current zoning of the surrounding properties includes:

North: R1-7X (Single-Family Residential, Manufactured Homes Excluded 7,000 square feet).

South: R1-7X (Single-Family Residential, Manufactured Homes Excluded 7,000 square feet).

East: R1-7X (Single-Family Residential, Manufactured Homes Excluded 7,000 square feet).

West: R1-7X (Single-Family Residential, Manufactured Homes Excluded 7,000 square feet).

- The current land uses of the surrounding properties includes:

North: Residential

South: Vacant Residential

East: Residential

West: Vacant Residential

- Transmittal memos were sent to all affected agencies. One comment was made regarding the size limit of the guest house which was addressed. Timber Mesa Fire made the comment that sprinklers and/or a fire hydrant were recommended but not required.
- The property was posted, and letters were sent to all property owners within three hundred (300) feet of the subject property. No applicable comments were received.

STAFF RECOMMENDATIONS

After reviewing the Standards for Review, Findings of Fact, discussions with the applicant, the City of Show Low Zoning and Land Ordinances, and the City of Show Low General Plan, staff recommends that the Planning and Zoning Commission approve Conditional Use Permit 602-04-272 submitted by Brandon and Rebecca Clark to allow for a guest house in conjunction with a residence at 1860 West Miller, that being A.P.N. 309-37-068C subject to the following conditions;

1. All development shall comply with all applicable federal, state and local requirements, including building codes and fire codes.
2. The proposed guest house shall conform to all development standards of the zoning district in which it exists, including primary residence setbacks, and shall utilize a shared driveway and utility connections.
3. A maximum of one dwelling unit per property may be utilized for income purposes.

Director Tregaskes referenced item number 10 and said that there was one phone call specifically from an area neighbor with general questions, but no opposition was received.

Commissioner Hatch asked if they would be able to utilize this as a short-term rental.

Director Tregaskes said through a CUP one of the homes could be utilized for income purposes if a family member was no longer utilizing it.

Commissioner Adams asked if there was anything out of the ordinary about this CUP.

Director Tregaskes said the lot size and setbacks both exceed the minimum requirement for the zoning.

Chairman Barlow said he noticed that there was a single shared driveway off West Miller, he asked whether the single shared driveway was just for the subject property, or for the parcel to the south of the subject property as well.

Director Tregaskes said there is a hammer-head turn around at the end of West Miller which is a City accepted turn around. They also meet the requirement for street frontage. When there is a primary residence with a guest house, the city code requires a single shared driveway from the city street to access each residence. The intent is to reduce the number of driveways onto City streets. In this case the applicant is planning on a single driveway that would serve both the subject property and the parcel to the south that will be part of the next agenda item.

Vice Chairman Roberts asked how the property owners would both be able to utilize the driveways legally, he asked if that could mean one of the properties would become land-locked.

Director Tregaskes said both properties have legal street access, but the owners should have an easement recorded to ensure future property owners are able utilize the same driveway.

Commissioner Whipple asked if it is common for a property with two dwellings

to share utilities.

Director Tregaskes said City code requires two dwellings on a single property to utilize common utilities. This is an attempt to prevent more than one of the dwellings to be rented out on a single property.

Commissioner Whipple asked if there is a procedure to ensure both dwellings have adequate, power and water supply.

Director Tregaskes said he would defer that question to the applicant, however, plans for the primary residence and guest unit have been submitted to the Building Department for review.

Vice Chairman Roberts asked if the property to the south of the subject property would be utilizing the same meters or if those would be separate.

Director Tregaskes said the property to the north would be on one set of utilities and the property to the south, which is the next agenda item, would be on its own set of utilities.

Jill Skoufel of 1740 W Nikolaus asked if they are building a guest house and a main home on each of the lots or just a guest house.

Director Tregaskes referred to the aerial photo, the subject property is outlined in red they will access the property from West Miller. The properties are currently vacant. They are planning to build a primary home along with a guest house on each property.

Ms. Skoufel asked if the guest house is smaller and if a garage would be included.

Director Tregaskes said the guest house would be smaller and referenced the elevation plans which show a cottage style home with an attached garage.

COMMISSIONER WILSON MOVED TO APPROVE CUP 602-04-272 SUBMITTED BY BRANDON AND REBECCA CLARK TO ALLOW FOR A GUEST HOUSE IN CONJUNCTION WITH A RESIDENCE LOCATED AT 1860 WEST MILLER, THAT BEING A.P.N. 309-37-068C SUBJECT TO STAFF RECOMMENDATIONS; SECONDED BY COMMISSIONER WHIPPLE; PASSED 7 TO 0 WITH CHAIRMAN BARLOW, VICE CHAIRMAN ROBERTS, COMMISSIONER SCHNEPF, COMMISSIONER HATCH, COMMISSIONER WILSON, COMMISSIONER ADAMS, COMMISSIONER WHIPPLE 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.

- B. Consideration of Conditional Use Permit (CUP) 602-04-273 submitted by Robert and Cathy Eiting to allow for a guest house in conjunction with a residence located at 1861 West Miller, that being A.P.N. 309-37-068D.

Ms. Saline said a Conditional Use Permit (CUP) application has been submitted by Robert and Cathy Eiting to allow for a guest house in conjunction with a residence located at 1861 West Miller, that being A.P.N. 309-37-068D.

As per the records from Navajo County, the subject property was divided in February 2024 into a parcel measuring 1.21 acres or 52,707 square feet and is zoned R1-7X (Single-Family Residential, Manufactured Homes Excluded 7,000 square feet). The applicants intend to construct a detached guest house with a living space of 1,232 square feet alongside their main residence, which will have 1,684 square feet of living area.

According to City Code, guest houses are defined as living spaces that consist of one or more rooms designed and intended for occupancy as separate quarters; these include facilities for cooking, sleeping, and sanitation and may be utilized for income purposes or not. It also states that both the principal and the guest house shall be served by a common single electric and water meter.

Under City Code 19.50.270(A)(2), One (1) additional single-family dwelling for use as a guest house not to exceed the total living area of the main dwelling, provided the total intensity of land use shall be a minimum of eight thousand (8,000) square feet of lot area per dwelling unit is permitted with a valid Conditional Use Permit.

The Conditional Use Permit (CUP) application for the guest house located at 1861 West Miller, that being A.P.N. 309-38-068C submitted by Robert and Cathy Eiting meets all the necessary standards established by the City Code including minimum lot size and maximum guest house size.

FINDINGS OF FACT

- The current zoning of the surrounding properties includes:

North: R1-7X (Single-Family Residential, Manufactured Homes Excluded 7,000 square feet).

South: R1-7X (Single-Family Residential, Manufactured Homes Excluded 7,000 square feet).

East: R1-7X (Single-Family Residential, Manufactured Homes Excluded 7,000 square feet).

West: R1-7X (Single-Family Residential, Manufactured Homes Excluded 7,000 square feet).

- The current land uses of the surrounding properties includes:

North: Vacant Residential

South: Residential

East: Residential

West: Vacant Residential

- Transmittal memos were sent to all affected agencies. One comment was made regarding the size limit of the guest house which was addressed. Timber Mesa Fire made the comment that sprinklers and/or a fire hydrant were recommended but not required.
- 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 with general questions.

STAFF RECOMMENDATIONS

After reviewing the Standards for Review, Findings of Fact, discussions with the applicant, the City of Show Low Zoning and Land Ordinances, and the City of Show Low General Plan, staff recommends that the Planning and Zoning Commission approve Conditional Use Permit 602-04-273 submitted by Robert and Cathy Eiting to allow for a guest house in conjunction with a residence at 1861 West Miller, that being A.P.N. 309-37-068D subject to the following conditions;

1. All development shall comply with all applicable federal, state and local requirements, including building codes and fire codes.
2. The proposed guest house shall conform to all development standards of the zoning district in which it exists, including primary residence setbacks, and shall utilize a shared driveway and utility connections.
3. A maximum of one dwelling unit per property may be utilized for income purposes.

Commissioner Wilson asked if this was the same as the other request and that staff had no concerns since they met all code requirements.

Director Tregaskes said that was correct and said the size of the property, the size of the dwelling and setbacks all meet or exceed the requirements of City Code.

COMMISSIONER ADAMS MOVED TO APPROVE CUP 602-04-273 SUBMITTED BY ROBERT AND CATHY EITING TO ALLOW A GUEST HOUSE IN CONJUNCTION WITH A RESIDENCE LOCATED AT 1861 WEST MILLER, THAT BEING A.P.N. 309-37-068D SUBJECT TO STAFF RECOMMENDATIONS; SECONDED BY VICE CHAIRMAN ROBERTS; PASSED 7 TO 0 WITH CHAIRMAN BARLOW, VICE CHAIRMAN ROBERTS, COMISSIONER SCHNEPF, COMMISSIONER HATCH, COMMISSIONER WILSON, COMMISSIONER ADAMS, COMMISSIONER WHIPPLE 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.

- C. Consideration of Conditional Use Permit 602-04-274 submitted by ChangePoint Integrated Health to allow for an apartment complex up to 40 units, located at 2500 East Cooley that being a portion of A.P.N. 210-24-078A.

Ms. Saline said ChangePoint Integrated Health has submitted a Conditional Use Permit (CUP) to allow for an apartment complex up to 40 units, located at 2500 East Cooley, that being a portion of A.P.N 210-24-078A. The proposed project is on the north side of the parcel, is zoned C-2 (General Commercial) and currently has a 24,000 square foot building on the south end of the subject property that is owned by the applicant according to Navajo County records. The total area of the subject property, including the existing office building and the proposed apartments, is approximately 4.09 acres.

Multiple-family dwellings over 10 units require a CUP in the C-2 zone and are required to meet the standards of the R2-7 (Single-Family and Multiple-Family Residential, 7,000 Square Feet) zone. A site plan has been provided illustrating two two-story structures, with each structure consisting of four two-bedroom apartments and 16 one-bedroom apartments which will be constructed in two phases. The applicant has indicated that the proposed apartments are intended for individuals who may be receiving behavioral health services.

City code requires a minimum of 10,000 square feet of recreational area for 40 units. A minimum of 64 parking spaces are required for this number and type of apartments. The preliminary plans indicate the open area is 15,302 square feet and has a total of 77 parking spaces.

A minimum of 2,500 square feet of lot area is required per apartment. Total apartments available will be based on the square footage of the property dedicated for use by the apartments, including the building footprint, open space/recreation areas, and parking. Maximum building height is not to exceed 35 feet. 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: C-2 (General Commercial)
South: C-1 (Neighborhood Commercial)
East: I-1 (Light Industrial)
West: C-2 (General Commercial)

- The current land uses of the surrounding properties include.

North: Roberts Tire and Vacant Commercial

South: Art Alliance of the White Mountains/County Complex

East: Vacant Industrial

West: Vacant Commercial

- 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. No applicable comments were received.

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 602-04-258 submitted by ChangePoint Integrated Health to allow for an apartment complex up to 40 units, located at 2500 East Cooley that being a portion of A.P.N. 210-24-078A subject to the following conditions.

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

7. East Brady Street shall have a 20-foot depth of landscaping and adhere to the C-2 (General Commercial) district standards.

Vice Chairman Roberts asked if there were any comments on the development.

Director Tregaskes said that was correct, no comments were received.

Commissioner Adams asked if there was anything out of the ordinary with this application.

Director Tregaskes said ChangePoint staff has said there will be up to 40 apartment units, which is based on the total area, however there are requirements of 2,500 square feet recreation area per unit, setbacks, parking, open space and landscaping.

Commissioner Hatch asked if there was a change of ownership there was a concern that these are mostly one-bedroom units, with a few two-bedroom units.

Director Tregaskes said the applicant has proposed two buildings each with 20 units, which includes 16 one-bedroom and four two-bedroom units. He said staff did not receive any concern regarding one or two-bedroom units.

Vice Chairman Roberts asked if there was a way to determine the market rate for the rent on the units and whether that would meet the requirements for the City's workforce housing incentives.

Director Tregaskes said that the workforce housing incentives are meant for housing that meet specific criteria, under the existing proposal he was not sure if this project would qualify, however there isn't anything that would prevent this from being used for workforce housing in the future.

Commissioner Hatch said he understood that this project would be built in two phases and asked the applicant which building would be built first.

Jeff Oakes, CEO of ChangePoint Integrated Health, said they plan to build the west building closest to Penrod Road first. The company has been around since 1966, and they employ over 250 people, so they don't plan to close.

Vice Chairman Roberts asked what type of tenants would be in the building, if they are clients specifically of ChangePoint.

Mr. Oakes said the tenants may be clients of ChangePoint, but it is not a requirement.

Commissioner Hatch clarified that these apartments wouldn't be restricted to just clients of ChangePoint, but anyone who needs housing would be eligible to rent the units.

Mr. Oakes said that was correct, it would not be a licensed facility. He said that ChangePoint is currently renovating the building to the east of the subject property for a clinic.

Commissioner Wilson asked if the apartments would be for assisted housing of ChangePoint clients.

Mr. Oakes said it is meant to provide supportive health services nearby, but it won't be a licensed facility.

Commissioner Wilson said she knows they have homes for individuals who receive services of ChangePoint, so it would not be like those.

Mr. Oakes said that was correct, it won't be a licensed facility and there will not be staff.

Commissioner Whipple asked why they are doing so many single apartments, when there is a greater need for two and three-bedroom apartments.

Mr. Oakes said that is what they believe would best serve their clients and appreciated the input from the commissioners regarding units more than one or two-bedrooms.

Commissioner Schnepf asked if there was any concern with the industrial uses so close to apartment units.

Mr. Oakes said no, they hoped to get another bus stop nearby in the future.

Vice Chairman Roberts asked if they had the estimated rent they would charge the tenants.

Mr. Oakes said no.

Commissioner Wilson said she is disappointed with the types of apartments she was hoping for more supportive housing options.

Vice Chairman asked if the units would qualify for section eight housing.

Mr. Oakes said he is not knowledgeable about those requirements.

VICE CHAIRMAN ROBERTS MOVED TO APPROVE CUP 602-04-274 SUBMITTED BY CHANGEPOINT INTEGRATED HEALTH TO ALLOW FOR AN APARTMENT COMPLEX UP TO 40-UNITS, LOCATED AT 2500 EAST COOLEY THAT BEING A PORTION OF A.P.N. 210-24-078A; SECONDED

BY COMMISSIONER WILSON; PASSED 7 TO 0 WITH CHAIRMAN BARLOW, VICE CHAIRMAN ROBERTS, COMISSIONER SCHNEPF, COMMISSIONER HATCH, COMMISSIONER WILSON, COMMISSIONER ADAMS, COMMISSIONER WHIPPLE 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, February 25, 2025.

COMMISSIONER WILSON MOVED TO APPROVE THE PLANNING AND ZONING COMMISSION REGULAR MEETING MINUTES OF TUESDAY, FEBRUARY 25, 2025; SECONDED BY VICE CHAIRMAN ROBERTS; PASSED 7 TO 0 WITH CHAIRMAN BARLOW, VICE CHAIRMAN ROBERTS, COMISSIONER SCHNEPF, COMMISSIONER HATCH, COMMISSIONER WILSON, COMMISSIONER ADAMS, COMMISSIONER WHIPPLE VOTING IN FAVOR.

8. SUMMARY OF CURRENT EVENTS:

- A. Commission Members

Commissioner Wilson said she is sad to see Vice Chairman Roberts leave the Commission.

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

Commissioner Whipple said it is springtime and to get out enjoy all the fun events and weather, but to be mindful of the fire danger.

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

Vice Chairman Roberts thanked everyone for working with him on the Commission, he enjoyed his time and plans to continue to stay involved. He said the city is still not out of fire danger and be aware of that.

Chairman Barlow said he has enjoyed serving on the Commission with Vice Chairman Roberts and wished him the best.

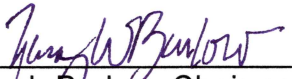
B. Planning and Zoning Director

Director Tregaskes said there will not be a Planning & Zoning Commission meeting on April 8th. Director Tregaskes reminded the public that the City is still in Stage one fire restrictions despite the moisture. He said the city has several programs coming up to take advantage of, there will be green disposal, and excess waste at no charge. Director Tregaskes thanked Vice Chairman Roberts for his service on the Planning & Zoning Commission. He served for six years and missed only one meeting, he made it a point to be at the meeting tonight despite being run over by a truck recently. Director Tregaskes shared a story about Vice Chairman Roberts, he was at City Hall when someone couldn't get the vehicle chargers to work with their vehicle and Vice Chairman spent his own time helping them find the right charger and drove them all the way to Pinetop.

9. **ADJOURNMENT:**

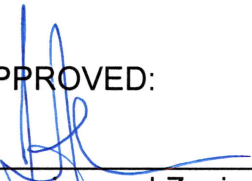
There being no further business to be brought before the Commission, **CHAIRMAN BARLOW ADJOURNED THE REGULAR MEETING OF THE SHOW LOW PLANNING & ZONING COMMISSION MEETING OF MARCH 25, 2025, AT 7:43 P.M.**

ATTEST:



Zach Barlow, Chairman

APPROVED:



Planning and Zoning 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 March 25, 2025. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 13th day of May, 2025.



Katie Fechtelkötter