

MINUTES OF THE REGULAR MEETING OF THE SHOW LOW PLANNING AND ZONING COMMISSION HELD ON TUESDAY, OCTOBER 28, 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 Chairwoman Wilson, Commissioner Hatch, Commissioner Adams, Commissioner Whipple, and Commissioner Clark.

COMMISSION MEMBERS ABSENT: Commissioner Schnepf.

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

GUESTS: Renea Isaacs, Judy Hall, Belinda Barber, Kynlee Nikolaus, and Doug Roberts.

3. Invocation.

Commissioner Adams gave the invocation.

4. Pledge of Allegiance.

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

5. NEW BUSINESS:

- A. Consideration of Conditional Use Permit (CUP) 602-04-278 submitted by Timothy Barber on behalf of the Barber Family Living Trust, to allow for a guest house in conjunction with a residence located at 151 West Whipple, that being A.P.N. 210-30-020.

Ms. Saline said a Conditional Use Permit (CUP) application has been submitted by Timothy Barber on behalf of the Barber Family Living Trust, to allow for a guest house in conjunction with a residence located at 151 West Whipple, that being A.P.N. 210-30-020.

Per the records from Navajo County, the subject property is 4.27 acres or 186,000 square feet and is zoned MH (Manufactured Housing). The applicant intends to construct a detached guest house with living space of 1,121 square feet for a family member alongside their main residence, which will have 1,927 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 unit

and the guest house shall be served by a common single electric and water meter.

The applicant plans to install a septic tank with a leach field and understands that he is required to connect to the city's sewer system if it becomes available within 200 feet of his property line.

Under City Code 19.60.030(I), 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 ten thousand (10,000) 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 151 West Whipple, that being A.P.N. 210-30-020 submitted by Timothy Barber on behalf of the Barber Family Living Trust, meets all the necessary standards established by the City Code including minimum lot size and maximum guest house size.

FINDINGS OF FACT

1. Timothy Barber on behalf of the Barber Family Living Trust, has submitted a Conditional Use Permit application to allow for a guest house in conjunction with a residence at 151 West Whipple, that being A.P.N. 210-30-020.
2. According to Navajo County records, the subject property is 4.27 acres or 186,000 square feet and is zoned MH (Manufactured Housing).
3. The applicant intends to construct a detached guest house with the living space of 1,121 square feet for a family member alongside their main residence, which will have 1,927 square feet of living area.
4. 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.
5. Under City Code 19.60.030(I), 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 ten thousand (10,000) square feet of lot area per dwelling unit is permitted with a valid Conditional Use Permit.
6. The current zoning of the surrounding properties includes:
North: R1-7 (Single-Family Residential 7,000 square feet).
South: MH (Manufactured Housing).
East: MH (Manufactured Housing).
West: MH (Manufactured Housing).
7. The current land uses of the surrounding properties includes:
North: Residential
South: Vacant Residential

East: Residential
West: Vacant Residential

8. Transmittal memos were sent to all affected agencies. The Public Works Director made a remark regarding the sewer connection, recommending that they extend it and connect to the sewer line prior to beginning construction. Connection to city sewer and abandonment of any septic system will be required when city sewer is within 200 feet of the subject property.
9. 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 602-04-278 submitted by Timothy Barber on behalf of the Barber Family Living Trust, to allow for a guest house in conjunction with a residence at 151 West Whipple, that being A.P.N. 210-30-020 subject to the following conditions;

1. All development shall comply with all applicable federal, state and local requirements, including building code 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.
4. Connection to the city's sewer system will be required if the city's sewer system becomes available within 200 feet of the subject property.
5. Primary access to the property shall utilize West Whipple.

Vice Chairwoman Wilson asked about if the city sewer connection would be a requirement regardless of the CUP.

Director Tregaskes said yes, city code requires connection to city sewer if your property is within 200 feet of the sewer regardless of if they were doing a guest house. The city sewer is approximately 230 feet from the subject property, which is why staff wanted to make sure the requirement for connecting to City Sewer was very clear with the findings of fact as well as a condition of approval. If sewer ever does get extended, they will have to abandon their leach field, septic tank, and connect to the city sewer.

Commissioner Adams asked if there was anything different from this request from the other CUPs for guest houses.

Director Tregaskes said no. The guest house is smaller than allowed by City Code, the only difference is the septic system due to the availability of sewer.

He also said there is a concerned property owner who uses the easement to access their property, which is the only access to their home and the reason for the added condition to access the property off Whipple.

Chairman Barlow asked if staff could repeat the added condition.

Ms. Saline said, "Primary access to the property shall utilize West Whipple."

Chairman Barlow asked if it is city code that a shared driveway access is required for a guest house.

Director Tregaskes said that is correct, city code requires guest houses utilize a shared driveway, single electric, water and gas meters.

Renea Issacs said she is concerned about the roadway access with a culvert instead of using the easement. She doesn't have an issue with the guest house, but has concerns with the use of the roadway, and said she would be happy with the condition.

Commissioner Clark asked if staff could clarify where the easement is on the property.

Director Tregaskes referenced the site plan that was submitted as part of the application shows a driveway coming off West Whipple. He also referenced the aerial photo of the property and said the yellow line goes over the top of the driveway and accesses the Isaacs' property.

Vice Chairwoman Wilson asked if there was a recorded easement.

Director Tregaskes said there is a warranty deed that describes what you're getting when you purchase property. In this case, they describe that as a road easement. Staff has not been able to find any documentation prior to 1982. It has been utilized as a private easement for the Isaacs property. There have been no other properties that utilize the easement.

Belinda Barber, the applicant said, they are under construction and digging trenches for the main home. There will be a 500-foot trench for power, and they will be digging it this coming weekend. She said they are not exactly sure where the driveway will be. They are only using the first 30 feet of the existing driveway until they can put in their own driveway.

Commissioner Hatch clarified that the Barbers would be installing the new driveway off West Whipple. He asked if they will gate off the easement and not use it in the future.

Ms. Barber said that is correct.

Ms. Isaacs said the original intent of the road was to access her property and there is no other way to access their property. She claims it's not an easement and it has been destroyed due to the construction.

Ms. Atencio said that the warranty deed that Director Tregaskes has referenced calls it a road easement. The commission is not here to litigate or dictate what goes on with the easement. If the applicant is willing to utilize a different driveway and is fine with that, that is up to them. The intent is not expressed in the warranty deed, that is a private issue between the property owners.

Chairman Barlow said it is very generous of the property owners to agree to install a separate driveway and that it is out of the scope of the commission and would leave that up to the property owners.

VICE CHAIRWOMAN WILSON MOVED TO APPROVE CUP 602-04-278 SUBMITTED BY TIMOTHY BARBER ON BEHALF OF THE BARBER FAMILY LIVING TRUST, TO ALLOW FOR A GUEST HOUSE IN CONJUNCTION WITH A RESIDENCE LOCATED AT 151 WEST WHIPPLE, THAT BEING A.P.N. 210-30-020 SUBJECT TO STAFF RECOMMENDATIONS.; SECONDED BY COMMISSIONER WHIPPLE; PASSED 6 TO 0 WITH CHAIRMAN BARLOW, VICE CHAIRWOMAN WILSON, COMMISSIONER HATCH, 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, September 23, 2025

VICE CHAIRWOMAN WILSON MOVED TO APPROVE THE PLANNING AND ZONING COMMISSION REGULAR MEETING OF TUESDAY, SEPTEMBER 23, 2025; SECONDED BY COMMISSIONER CLARK; PASSED 6 TO 0 WITH CHAIRMAN BARLOW, VICE CHAIRWOMAN WILSON, COMMISSIONER HATCH, COMMISSIONER ADAMS, COMMISSIONER WHIPPLE, COMMISSIONER CLARK VOTING IN FAVOR.

8. SUMMARY OF CURRENT EVENTS:

- A. Commission Members

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

Commissioner Whipple reminded everyone to enjoy the holiday season.

Commissioner Adams reminded the public that winter road conditions are coming and to be careful.

Vice Chairwoman Wilson said on Saturday, November 8th, the Police Department is honoring our fallen officer, Darrin Reed, at 6 p.m. at the police department and refreshments will be served.

Chairman Barlow said with Halloween coming up this weekend, make sure you're watching out for little ones on the roads, running out in front of cars. We just want to make sure everybody stays safe this weekend.

B. Planning and Zoning Director

Director Tregaskes said he wanted to echo what the Chairman has just said about watching out for kids on Halloween, be a little more cognizant of what's going on around you. Also, if you haven't had a chance yet, the Scarecrow Walk is in the city meadow where there are over 90 scarecrows done by creative individuals, so if you've got time go and check that out.

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 OCTOBER 28, 2025, AT 7:28 P.M.**

ATTEST:


Zach Barlow, Chairman

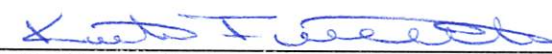
APPROVED:


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 October 28, 2025. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 10th day of February, 2026.


Katie Fechtelkötter