

**MINUTES OF THE REGULAR MEETING OF THE SHOW LOW PLANNING AND ZONING COMMISSION HELD ON TUESDAY, OCTOBER 24, 2023, 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, Commissioner Roberts, Commissioner Schnepf, Commissioner Whipple, Commissioner Hatch, and Commissioner Wilson.

**COMMISSION MEMBERS ABSENT:** None.

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

**GUESTS:** Bruce Ironside, Curtis Fernau and others.

**3. Invocation.**

Commissioner Whipple 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 Preliminary Development Plan Submitted by Bison Ridge Twin Homes LLC for a Seven Building, 14 Unit Twin Home Development to be Called, "Bison Ridge Twin Homes". (Justen Tregaskes).

Chairman Barlow and Commissioner Hatch declared a conflict of interest and left the Council Chambers.

Commissioner Roberts took over the meeting for Chairman Barlow.

Director Tregaskes read the staff summary report. Bison Ridge Twin Homes LLC has submitted a preliminary development plan for a development to be known as Bison Ridge Twin Homes. This development is proposed to be constructed within the Bison Ridge Planned Unit Development (PUD). As submitted, this development is proposed to consist of a total of seven buildings with two units per building, for a total of 14 units.

The subject property is approximately 3.42 acres, with 2.29 acres designated as open space, utility easements, and landscaping. Maintenance of the common area would be by the Homeowners Association.

The subject property was previously approved by the city council for eight buildings, each consisting of eight condominium units, for a total of 64 units. This plat was withdrawn by the owner and was ultimately abandoned and reverted to acreage.

Staff has reviewed the submitted plat for Bison Ridge Twin Homes and has found that it meets the requirements of city code and the Bison Ridge Planned Unit Development. In addition, a letter of support from the Bison Ridge Homeowners Association has been provided.

### **FINDINGS OF FACT**

1. Bison Ridge Twin Homes LLC has submitted a Preliminary Development Plan for the Bison Ridge Twin Homes at Bison Ridge. This portion of the development is proposed to consist of seven twin homes with two units each, for a total of 14 units. The subject property is approximately 3.42 acres in size.
2. The submitted preliminary development plan is a replat of a previously approved development within Bison Ridge. The previously approved development allowed eight condominium buildings, with eight units within each building, for a total of 64 units. This previously approved development was ultimately withdrawn by the applicant and the plat was reverted to acreage.
3. The newly submitted preliminary development plan indicates a total of seven buildings, with two units in each building, for a total of 14 units. Approximately 2.29 acres will be dedicated for use as open space, utility easements, landscaping, and drainage. Total density is 4.1 units per acre.
4. The developer has indicated that the residential units will be privately owned. The common area will be maintained by the Homeowners Association.
5. Public utility easements are shown on the preliminary development plan. These easements are required to be dedicated to the public and meet minimum width requirements.
6. This area is shown on the approved conceptual plan for Bison Ridge as residential. The approved project narrative for Bison Ridge indicates that, "The Resort and Commercial PUD areas shall allow all Residential and C-2 uses". No residential unit count was included as part of the commercial areas.
7. Current land uses within the Bison Ridge Development include:

| <b>NAME</b> | <b>UNITS</b> | <b>LAND USE DESIGNATION</b> |
|-------------|--------------|-----------------------------|
|-------------|--------------|-----------------------------|

|                             |    |              |
|-----------------------------|----|--------------|
| Bison Ridge Unit 1          | 49 | Residential  |
| Bison Ridge Unit 2          | 77 | Residential  |
| Bison Ridge Unit 3          | 14 | Residential  |
| Bison Ridge Resort Cabins   | 13 | Residential  |
| The Cottages at Bison Ridge | 49 | Residential  |
| The Overlook at Bison Ridge | 36 | Commercial   |
| Bison Pass                  | 16 | Commercial   |
| The Heights at Bison Ridge  | 13 | Resort Units |
| Tatanka Villas              | 29 | Resort Units |

8. As indicated by the project narrative, the maximum allowed number of units in areas labeled residential or resort units on the conceptual plan is 325. A total of 244 units have been or are currently under development in the residential areas of Bison Ridge. Units located within The Overlook at Bison Ridge and Bison Pass are not counted against the total number of residential units because they are located in a Commercial PUD area within the Bison Ridge Development.

9. The current zoning of the surrounding properties includes:

North: P.U.D. (Planned Unit Development)  
South: P.U.D. (Planned Unit Development), MH (Manufactured Homes)  
East: R1-7 (Single Family Residential, 7,000 square feet), C-1 (Neighborhood Commercial)  
West: P.U.D. (Planned Unit Development)

10. The current land uses of the surrounding properties includes:

North: Bison Ridge Subdivision  
South: Bison Ridge Subdivision, Fairway Park  
East: Vacant Residential, Vacant Commercial  
West: Bison Ridge Subdivision

11. Transmittal memos were sent to all affected agencies. No applicable comments were received.

11. A letter of support from the Bison Ridge HOA was submitted to staff. No other public comment has been received regarding this proposed development.

### **STAFF RECOMMENDATIONS**

After reviewing the Standards for Review, the City of Show Low zoning ordinance, the P.U.D. zoning for the Bison Ridge development, 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 the Preliminary Development Plan submitted by Bison Ridge Twin Homes LLC for the Bison Ridge Twin Homes at Bison Ridge with the following conditions:

1. All development shall comply with all applicable federal, state, and local requirements.
2. All easements shall meet minimum easement width requirements. Easements and bearings shall be shown on the final plat.

Director Tregaskes said staff as well as the applicant are available for questions.

Commissioner Roberts said that with the significant reduction of unit count, he does not see any issues with this project. Commissioner Wilson agreed.

**COMMISSIONER WILSON MOVED TO RECOMMEND APPROVAL OF THE PRELIMINARY DEVELOPMENT PLAN SUBMITTED BY BISON RIDGE TWIN HOMES LLC, FOR A SEVEN BUILDING, 14 UNIT TWINHOME DEVELOPMENT TO BE CALLED, "BISON RIDGE TWIN HOMES", SUBJECT TO THE CONDITIONS OF APPROVAL SPECIFIED BY STAFF AND FORWARD THIS RECOMMENDATION TO THE CITY COUNCIL; SECONDED BY COMMISSIONER WHIPPLE; PASSED 4 TO 0 WITH COMMISSIONER ROBERTS, COMMISSIONER SCHNEPF, COMMISSIONER WHIPPLE, AND COMMISSIONER WILSON VOTING IN FAVOR.**

Director Tregaskes said this item would be considered at the next City Council Meeting, which is on November 7, 2023, in the Council Chambers at 7:00PM.

Chairman Barlow and Commissioner Hatch returned to the Council Chambers.

**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 September 12, 2023.

**COMMISSIONER ROBERTS MOVED TO APPROVE THE MINUTES OF THE SEPTEMBER 12, 2023, PLANNING AND ZONING COMMISSION MEETING; SECONDED BY COMMISSIONER WILSON; PASSED 6 TO 0 WITH CHAIRMAN BARLOW, COMMISSIONER ROBERTS, COMMISSIONER WILSON COMMISSIONER WHIPPLE, COMMISSIONER SCHNEPF, AND COMMISSIONER HATCH VOTING IN FAVOR.**

**8. SUMMARY OF CURRENT EVENTS:**

**A. Commission Members**

Commissioner Hatch said it was a great day in Show Low.

Commissioner Schnepf had nothing to report.

Commissioner Whipple said the Show Low High School girls' soccer team is still undefeated. They have a home game on Thursday, October 26, 2023, at 6:00 PM. If they win that game, they will be heading to the state championship game on Saturday. He encouraged the community to support the players and attend the game on Thursday night.

Commissioner Wilson thanked the people who come every Tuesday and welcomed others in the community to attend the meetings as they are open to the public.

Commissioner Roberts welcomed Director Tregaskes back and thanked Ms. Fechtelkotter for her assistance during his absence. He also wanted to remind everyone, even though it is no longer summer, to be careful when driving around town because he has seen several accidents recently.

Chairman Barlow had nothing to report.

**B. Planning and Zoning Director**

Director Tregaskes said that it is good to be back. He also said that the Annual Trunk or Treat will be this weekend on Saturday, October 27 and it will not be held in the Downtown area as it has in years past. This year, the location has changed and instead it will be held at Hatch Toyota in the Northern Arizona Automall. Finally, he reminded the public to be cautious of children in costumes when driving because of Halloween.

**9. ADJOURNMENT:**

There being no further business to be brought before the Commission, **CHAIRMAN BARLOW ADJOURNED THE REGULAR MEETING OF THE SHOW LOW PLANNING & COMMISSION MEETING OF OCTOBER 24, 2023, AT 7:14 P.M.**

ATTEST:

  
\_\_\_\_\_  
Planning and Zoning Director

APPROVED:

  
\_\_\_\_\_  
Zachary Barlow, 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 October 24, 2023. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 14<sup>th</sup> day of November, 2023.

  
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Katie Fechtelkotter, Planner