

SHOW LOW CITY COUNCIL
REGULAR MEETING - TUESDAY, MARCH 19, 2024

PURSUANT to A.R.S. Section 38-431.02, notice is hereby given to the Show Low City Council and to the general public, that a **Regular Meeting** of the Show Low City Council will be held on Tuesday, March 19, 2024, at 7:00 PM in the City Council Chambers, 181 North 9th Street, Show Low, Navajo County, Arizona. The agenda for this meeting is as follows:

1. Call to Order.
2. Roll Call.
3. Invocation.
4. Pledge of Allegiance.
5. **CALL TO THE PUBLIC:**

Any citizen desiring to speak on a matter that is within the jurisdiction of the City Council may do so at this time. Comments may be limited to three minutes per person and shall be addressed to the City Council as a whole, and not to any individual member. Issues raised shall be limited to those within the jurisdiction of the City Council. Pursuant to the Arizona Open Meeting Law, the City Council cannot discuss or act on items presented at this time. At the conclusion of the call to the public, individual City Council 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.

6. **SPECIAL EVENTS:**

- A. Presentation by Nexus Coalition for Drug Prevention
- B. Presentation by Navajo County Sheriff's Office

7. **CONSENT CALENDAR:**

- A. Consideration of Approval of Final Plat for Bison Ridge Twin Homes LLC (Justen Tregaskes)
- B. Consideration of Noncommercial Hanger Development and Ground Lease with Temark Investments, LLC and Termination of Ground Lease with Big Dog Development, LLC at Show Low Regional Airport (Anna Atencio)
- C. Consideration of Acceptance of Fools Hollow Subdivision Waterline Replacement Phase 1, City of Show Low Project No. W-0523 (Shane Hemesath)
- D. Consideration of Minutes of Show Low City Council meetings:
 1. Study Session of March 5, 2024

2. Regular Meeting of March 5, 2024

8. **NEW BUSINESS:**

- A. **PUBLIC HEARING** and Consideration of Application Submitted by Robert Paul Rose for #12, Restaurant, Liquor License on Behalf of Persnikkity's Cafe for its Location at 161 East Deuce of Clubs, #11, Show Low, Arizona (Rachael Hall)
- B. Consideration of Ordinance No. 2024-02 Amending Chapter 16.55 of the Show City Code and Adopting Resolution No. R2024-12 Declaring as Public Record that Document Titled "Revisions to Chapter 16.55, Registration of Short-Term Residential Rentals, of the Show Low City Code" (Justen Tregaskes)
- C. Consideration of Resolution No. R2024-13 Adopting Short-Term Rental Permit Fee (Justen Tregaskes)
- D. Consideration of Approval of List for Job Order Qualified Contractors for Manhole Replacement Projects, City of Show Low Project No. S-4924 (Shane Hemesath)
- E. Consideration of Acceptance of Facility Use Agreement with Rock-N-Roll, LLC (Anna Atencio)
- F. Consideration of Acceptance of Resignation of City Councilman Mike Allsop and Discussion of Appointment of New Council Member (Morgan Brown)

9. **SUMMARY OF CURRENT EVENTS:**

- A. Council Members
- B. Mayor
- C. City Manager

10. **SCHEDULE OF MEETINGS:**

Scheduling of meetings, which may be brought up at this time.

11. **EXECUTIVE SESSION:**

- A. Confidentiality Statement
- B. Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining, or resignation of a public officer, appointee, or employee of any public body. Pursuant to A.R.S. Section 38-431.03(A)(1)
 - (1) Annual Evaluation of City Manager
- C. Discussion or consideration of employment, assignment, appointment,

promotion, demotion, dismissal, salaries, disciplining, or resignation of a public officer, appointee, or employee of any public body. Pursuant to A.R.S. Section 38-431.03(A)(1)

(1) Annual Evaluation of City Attorney

12. POST EXECUTIVE SESSION:

A. Consideration of any item on the Executive Session portion of this agenda, which the Council may wish to take action upon in Open Session

13. ADJOURNMENT:

SCHEDULED MEETINGS/EVENTS:

DATE	TIME	EVENT
3/19/2024	7:00 P.M.	CITY COUNCIL - REGULAR MEETING
3/26/2024	7:00 P.M.	P&Z COMMISSION REGULAR MEETING

NOTICE TO PARENTS AND LEGAL GUARDIANS: Parents and legal guardians have the right to consent before the City of Show Low makes a video or voice recording of a minor child, pursuant to A.R.S. § 1-602(A)(9). The Show Low City Council regular meetings are recorded and may be viewed on the City of Show Low's website. If you permit your child to attend/participate in a televised City Council meeting, a recording will be made. You may exercise your right not to consent by not allowing your child to attend/participate in the meeting.

Pursuant to the Americans with Disabilities Act (ADA), the City Council endeavors to ensure the accessibility of its meetings to all persons with disabilities. If you need accommodation for a meeting, please call the City Clerk's office at (928) 532-4061 at least 48 hours prior to the meeting for accommodation.

Council Chambers will open at least fifteen minutes prior to the meeting to allow public access to the room. Council Chambers has a maximum occupancy of 139 people.

Rachael Hall, City Clerk

I, Rachael Hall, do hereby certify that the foregoing notice was posted on March 15, 2024.

**City of Show Low
STAFF SUMMARY REPORT**

AGENDA TITLE: Consideration of Approval of Final Plat for Bison Ridge Twin Homes LLC
(Justen Tregaskes)

RECOMMENDATION

I **MOVE** to approve the final plat for Bison Ridge Twin Homes submitted by Bison Ridge Twin Homes, LLC and authorize the Mayor to sign all associated documents.

BACKGROUND

At its regular meeting on November 7, 2023, the City Council voted to approve the preliminary development plan for Bison Ridge Twin Homes submitted by Bison Ridge Twin Homes, LLC. This development is proposed to be constructed within the Bison Ridge Planned Unit Development (PUD) and consists of seven buildings, each with two units, 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 done 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.

Staff has reviewed the submitted final plat and has found that it meets the requirements of City Code and the Bison Ridge Planned Unit Development.

ATTACHMENTS

1. 602-02-86A- TM Packet

FISCAL IMPACT

N/A

City of Show Low Planning & Zoning Transmittal Memo



180 N. 9th Street

Show Low, AZ 85901

(928) 532-4042

kblakeslee@showlowaz.gov

Date |

File No. |

Project Name |

Location |

P & Z Commission Meeting Date |

City Council Meeting Date |

Comments to be returned by |

- ☐ Conditional Use Permit ☐ Preliminary Plat/Development Plan ☐ Final Plat/Development Plan
- ☐ Zone Change ☐ Other _____

Copies to:

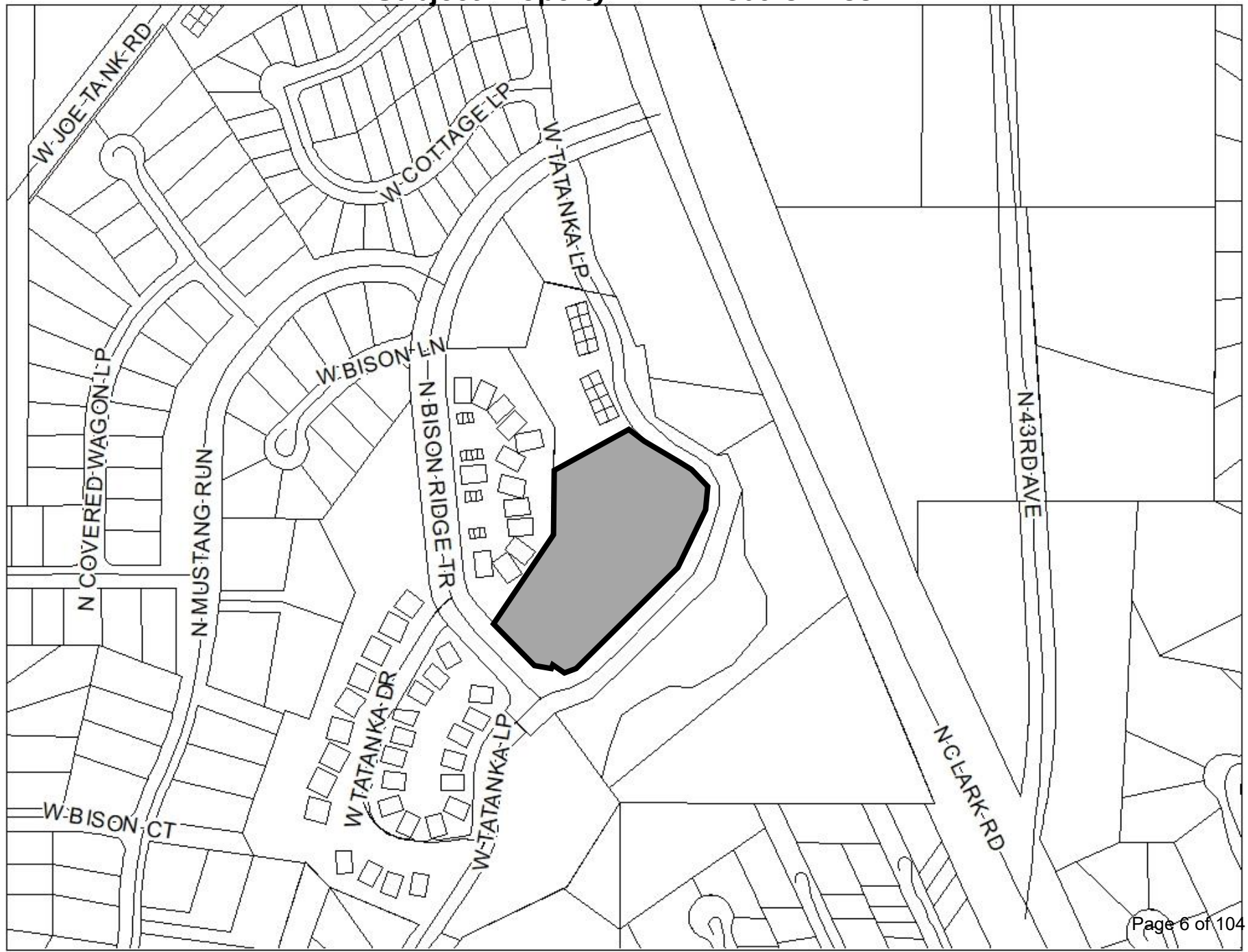
- | | | |
|---|---|--|
| ☐ ADOT | ☐ Frontier Communications | ☐ Show Low Public Works Director |
| ☐ APS Electric | ☐ Navajo County Board of Supervisors | ☐ Show Low Public Works Ops. Mgr. |
| ☐ Airport | ☐ Navajo County Health Department | ☐ Show Low School District |
| ☐ Building Official | ☐ Navajo County Health Department | ☐ Sparklight |
| ☐ City Attorney | ☐ Navopache Electric | ☐ Timber Mesa Fire & Medical District |
| ☐ City Manager | ☐ Show Low Planning & Zoning | ☐ Unisource |
| ☐ Community Services | ☐ Show Low Police Department | |

Instructions- Please mark the following below and note if there are any redlines on the plans.

- ☐ Reviewed
- ☐ Reviewed as noted:

By: |

Date: |





Subject Property:
A.P.N. 309-84-238



City of Show Low Planning & Zoning
180 N. 9th Street, Show Low, AZ 85901
(928) 532-4040

Final Plat Application
(Filing Fee: see page 3)

For Office Use Only

Date received: 2.27.24
Time received: 10 AM
Received by: CBF

Title 17.15.050 of the Land Development Ordinance

Please complete this application after a review of the referenced section of the Land Development Ordinance. Incomplete applications will not be considered accepted and may delay consideration of your project by the Planning and Zoning Commission. If you have questions regarding the process or requirements, please contact the Planning and Zoning Department at (928) 532-4042.

OWNER INFORMATION

Name: Bison Ridge Twin Home LLC attn: Jack Hooper

Address: 2547 E Jensen Circle
Street Address

Mesa AZ 85213
City State ZIP Code

Phone: 480-232-3428 Email: unicorn85213@gmail.com

APPLICANT INFORMATION (If different)

Name: Carl Strunk

Address: 2547 E Jensen Circle
Street Address

Mesa AZ 85213
City State ZIP Code

Phone: 480-423-1312 Email: ccarlstrunk@gmail.com

PROPERTY INFORMATION

Address of Property: N/A Parcel Number: 309-84-238A, 309-84-238B

Legal Description of Property: Parcel 'A' & 'B' Per Survey (2023-13882)

PROPOSAL

Name of proposed subdivision: Bison Ridge Twin Homes Number of proposed lots: 14

Current Zoning Classification: PUD Is a zone change proposed or required? ☐ Yes ☒ No

Provide a brief description of the proposed land development: Construction of 7 twin homes (14 units) within Bison Ridge on previously abandoned project area.

AUTHORIZED REPRESENTATIVES

PLEASE NOTE: In accordance with City Code, Title 19.15.010 D and E, you or your authorized representative must be present at all Planning and Zoning and/or City Council hearings or public meetings regarding this application. Below please list any person(s) authorized to represent you during this application process. Representations made during those meetings or hearings and designated in the record shall be deemed conditions of approval.

Jack Hooper

Carl Strunk

Bruce Ironside

Zach Barlow

CERTIFICATION

I certify that the information on this application form and attachments are true and correct to the best of my knowledge.

Signature of
Owner(s):

Jack Hooper

Date: 2-7-24

Signature of
Owner(s):

Date: _____

Signature of
Applicant:

Date: _____

Waiver of Claims Under Arizona Revised Statutes § 12-1134

I, JACK Hooper - sole member, the owner of the property described as A.P.N. 309-84-230 Show Low, Arizona, hereby waive any and all claims for diminution in value to my property which may arise under A.R.S. § 12-1134 as a result of my request and application for a FINAL PLAT. Further, I agree to defend, indemnify and hold harmless the City of Show Low, its officers, employees, and agents from and against any and all such claims for diminution in value to my property as defined in A.R.S. § 12-1134 arising out of my application or request for the applicable land use action as described above.

DATED this 7 day of February, 2024.

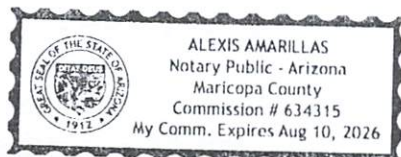
Jack Hooper
Signature of Property Owner

STATE OF ARIZONA)
) ss.
County of maricopa)

SUBSCRIBED AND SWORN before me this 7th day of February, 2024
by JACK Hooper
Name of Signer

[Signature]
Notary Public

[Notary Seal]



DEDICATION

STATE OF ARIZONA }
COUNTY OF NAVAJO }SS

BISON RIDGE TWIN HOMES, LLC, AN ARIZONA LIMITED LIABILITY COMPANY, AS OWNER, HAS HEREBY PLATTED UNDER THE NAME OF "BISON RIDGE TWIN HOMES", A SUBDIVISION PLAT OF A PORTION OF SECTION 14, TOWNSHIP 10 NORTH, RANGE 21 EAST OF THE GILA AND SALT RIVER BASE AND MERIDIAN, CITY OF SHOW LOW, NAVAJO COUNTY, ARIZONA, AS SHOWN HEREON AND HEREBY PUBLISHES THIS PLAT AS AND FOR THE PLAT OF SAID "BISON RIDGE TWIN HOMES", AND HEREBY DECLARES THAT SAID PLAT SETS FORTH THE LOCATION OF EACH LOT, AND THAT SAID PLAT GIVES A NUMBER TO EACH LOT. THE OWNER HEREBY DECLARES THAT TRACT A SHOWN HEREON, A PORTION OF THE COMMON ELEMENT, IS A PRIVATE ACCESSWAY FOR THE EXCLUSIVE USE OF THE LOT OWNERS WITHIN "BISON RIDGE TWIN HOMES" AND FOR OTHER PERSONS SPECIFIED IN THE DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS FOR BISON RIDGE AND FOR THE PERSONS OR ENTITIES SPECIFIED HEREON. THERE IS HEREBY DEDICATED TO THE CITY OF SHOW LOW AN EASEMENT OVER TRACT A FOR INGRESS AND EGRESS FOR REFUSE COLLECTION, PUBLIC UTILITIES, CABLE TELEVISION, AND EMERGENCY AND SERVICE TYPE VEHICLES AND DRAINAGE. THE BISON RIDGE OWNER ASSOCIATION, INC., AN ARIZONA NON-PROFIT CORPORATION (THE MASTER HOMEOWNERS ASSOCIATION), WILL GOVERN THE USE AND MAINTENANCE OF ALL AREAS WITHIN "BISON RIDGE TWIN HOMES"

IN WITNESS WHEREOF:

BISON RIDGE TWIN HOMES, LLC, AN ARIZONA LIMITED LIABILITY COMPANY, AS OWNER, HEREBY MAKES THIS DEDICATION AND PLAT THIS DAY OF , 2024.

BY: _____

JACK HOOPER, AUTHORIZED AGENT

ACKNOWLEDGEMENT

STATE OF ARIZONA: }
COUNTY OF : }SS

ON THIS DAY OF , 2024, BEFORE ME, THE UNDERSIGNED OFFICER, APPEARED , WHO ACKNOWLEDGED THEMSELVES TO BE AN AUTHORIZED AGENT OF BISON RIDGE TWIN HOMES, LLC AN ARIZONA LIMITED LIABILITY COMPANY, AND FURTHER ACKNOWLEDGED THAT THEY AS SUCH OFFICER, BEING DULY AUTHORIZED SO TO DO, EXECUTED THE FOREGOING INSTRUMENT FOR THE PURPOSES THEREIN CONTAINED.

IN WITNESS WHEREOF:

I HEREUNTO SET MY HAND AND OFFICIAL SEAL.

NOTARY PUBLIC

MY COMMISSION EXPIRES: _____

APPROVALS

APPROVED BY THE COUNCIL OF THE CITY OF SHOW LOW, ARIZONA

THIS DAY OF , 2024

BY: _____

MAYOR

ATTEST: _____

CITY CLERK

SITE DATA

SUBJECT PROPERTY/ZONING
EXISTING/PROPOSED ZONING
PLANNED UNIT DEVELOPMENT
(COSL ORDINANCE #509, 5-22-02)

TOTAL DEVELOPMENT AREA ACREAGE: 3.42 AC.± (APN 309-84-238A & 309-84-238B)

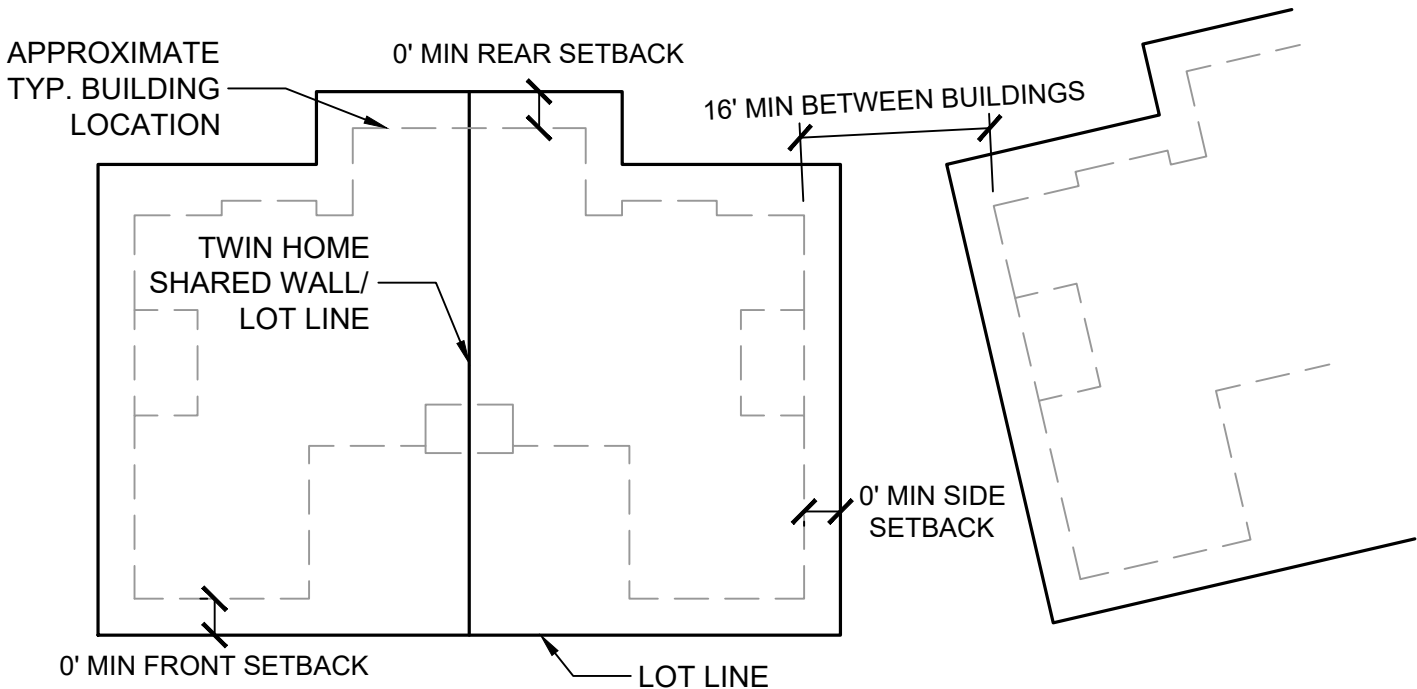
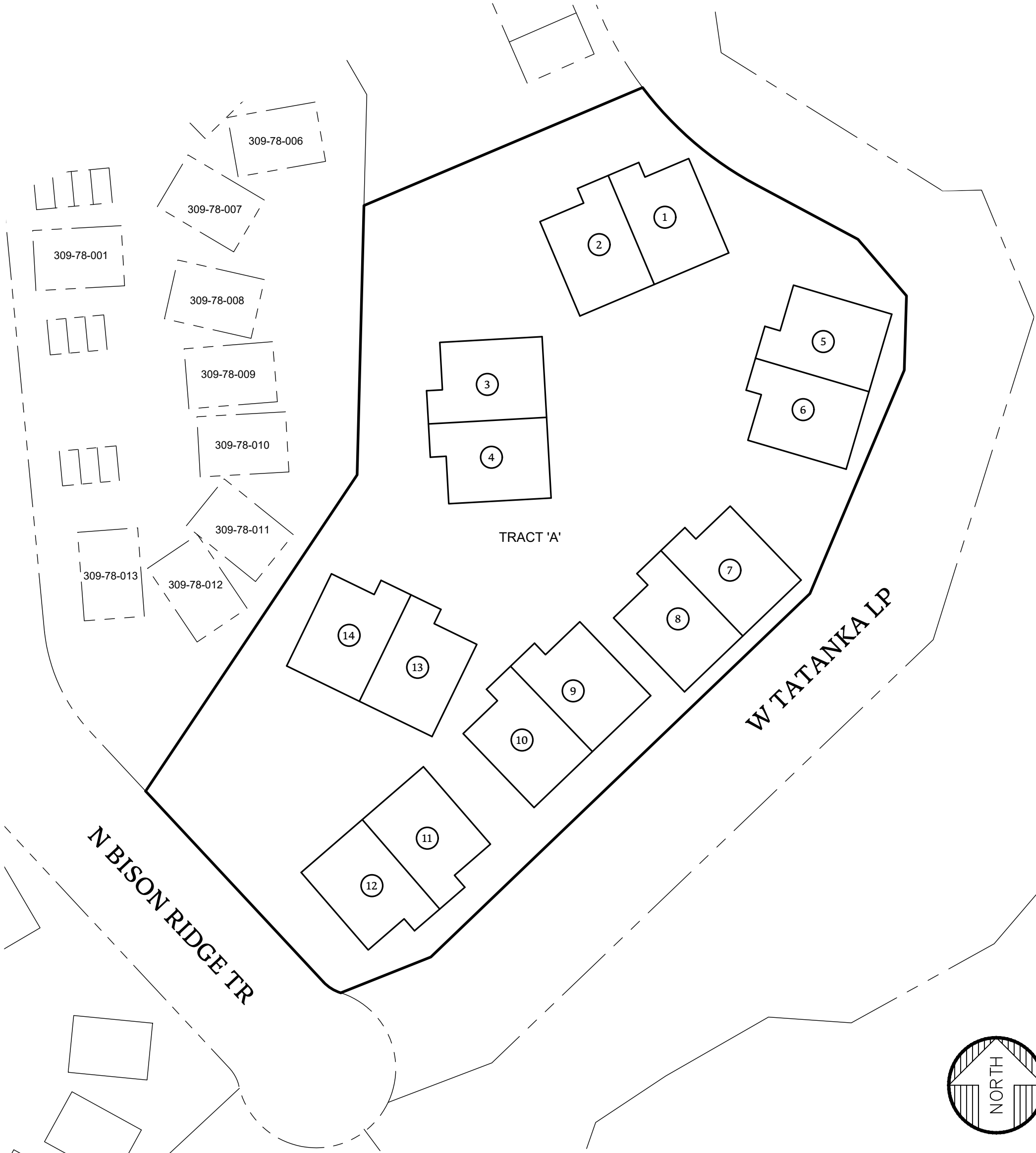
SUBDIVISION LOTS
NUMBER OF LOTS
PROPOSED LOT SIZE
RESIDENTIAL DENSITY
14 UNITS
3,506 SF.±
4.10 UNITS/ACRE

SUBDIVISION TRACTS
TRACT 'A': 2.29 AC.±
FOR USE INCLUDING OPEN SPACE, PRIVATE INGRESS/EGRESS, PRIVATE COMMON USE PARKING, PRIVATE UTILITIES, PUBLIC UTILITIES, LANDSCAPING, AND DRAINAGE TO BE MAINTAINED BY THE HOME OWNER'S ASSOCIATION.

FINAL PLAT
FOR
BISON RIDGE TWIN HOMES

A PLANNED UNIT DEVELOPMENT SUBDIVISION

LOCATED WITHIN SECTION 14, TOWNSHIP 10 NORTH, RANGE 21 EAST,
G. & S.R.M., CITY OF SHOW LOW, NAVAJO COUNTY, ARIZONA



TYPICAL BUILDING/LOT SETBACKS

N.T.S.

OWNER/REPRESENTATIVE

BISON RIDGE TWIN HOMES LLC
2547 E JENSEN CIRCLE
MESA, ARIZONA 85213
928-205-5070

ENGINEER/SURVEYOR

IRONSIDE ENGINEERING & DEVELOPMENT, INC.
P.O. BOX 1358
SHOW LOW, ARIZONA 85902
928-532-0880

BASIS OF BEARINGS (B.O.B.)

THE BASIS OF BEARINGS IS THE BASIS FOR THE TATANKA RESORT CASITAS AT BISON RIDGE FINAL PLAT (BOOK 26 OF PLATS, PAGES 11 & 12, NAVAJO COUNTY RECORDS)

FLOODPLAIN

NO PORTION OF THE DEVELOPMENT IS WITHIN A FLOODPLAIN PER FEMA FIRM MAP #04017C4489, SEPTEMBER 26, 2008. NEARBY FLOOD PLAIN AREAS PER SAID FEMA FIRM MAP ARE SHOWN HEREON.

DEVELOPMENT PHASING

THE PROJECT WILL BE DEVELOPED IN ONE PHASE.

UTILITIES

ELECTRIC
COMMUNICATION
WATER
SEWER
SOLID WASTE
FIRE PROTECTION
NAVOPACHE ELECTRIC
FRONTIER/SPARKLIGHT
CITY OF SHOW LOW
CITY OF SHOW LOW
WASTE MANAGEMENT
TIMBER MESA FIRE & MEDICAL DISTRICT

LEGEND

LINETYPES

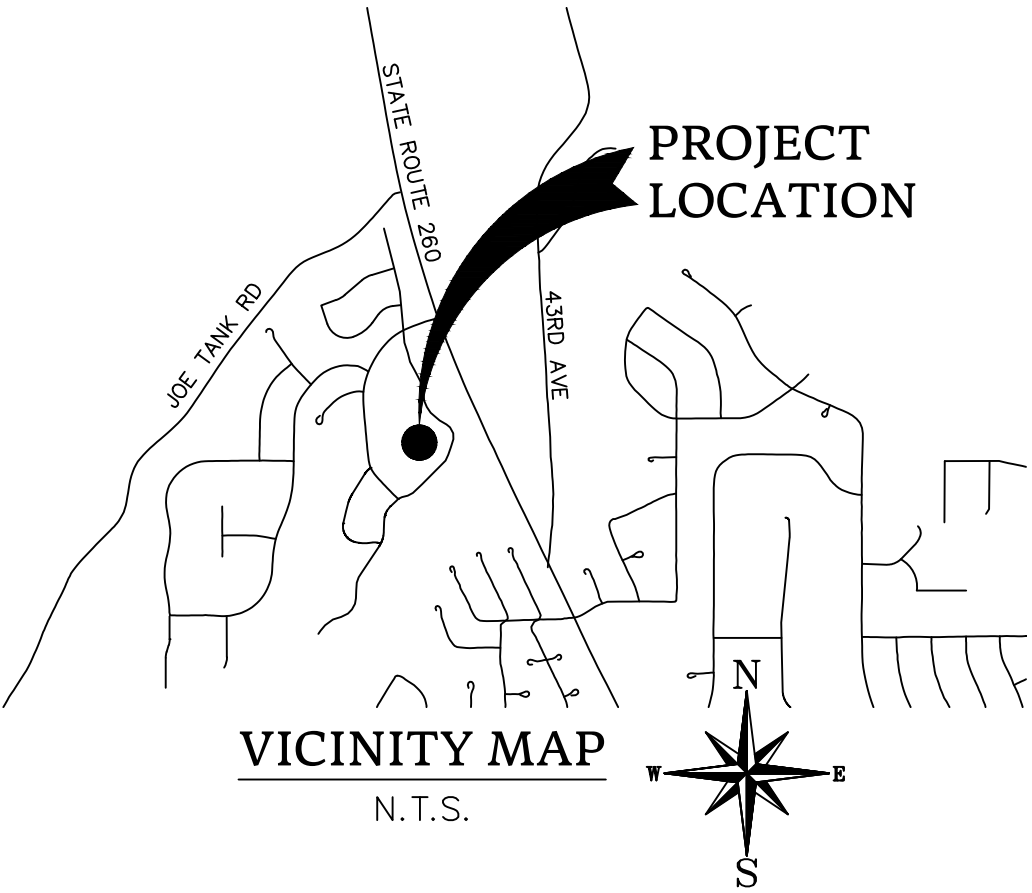
SUBDIVISION BOUNDARY
PARCEL LINE
PARCEL TIE
EXISTING RIGHT-OF-WAY
ADJACENT PROPERTY BOUNDARY
SECTION LINE TIE

SYMBOLS

FOUND SECTION CORNER, AS NOTED
FOUND ½" REBAR W/ PLASTIC CAP, L.S. 69497
LOT ID
SET ½" REBAR W/ PLASTIC CAP, L.S. 69497

ABBREVIATIONS

205-XX-XXX
NCRO
L.S.
ASSESSOR'S PARCEL NUMBER
NAVAJO COUNTY RECORDER'S OFFICE
LAND SURVEYOR



LAND DESCRIPTION

A PARCEL OF LAND LOCATED WITHIN SECTION 14, TOWNSHIP 10 NORTH, RANGE 21 E OF THE GILA AND SALT RIVER BASE AND MERIDIAN, CITY OF SHOW LOW, NAVAJO COUNTY, ARIZONA;

BEGINNING AT THE SOUTHWEST CORNER OF TRACT B OF "TATANKA RESORT CASITAS AT BISON RIDGE" AS RECORDED IN BOOK 26 PAGE 11 & 12 AND COMMON TO THE MOST SOUTHERLY CORNER OF "THE HEIGHTS AT BISON RIDGE" AS RECORDED IN BOOK 24 PAGE 45 BOTH RECORDED AT THE OFFICE OF THE NAVAJO COUNTY, ARIZONA, ALSO BEING THE POINT OF BEGINNING. SAID POINT OF BEGINNING ALSO LIES S53°59'04"E E 451.73 FEET FROM THE W 1/4 CORNER OF SAID SECTION 14.

THENCE N33°45'31"E 240.00 FEET ALONG THE WESTERLY BOUNDARY OF SAID TRACT B;

THENCE N01°27'24"E 170.00 FEET ALONG THE WESTERLY BOUNDARY OF SAID TRACT B;

THENCE N67°02'13"E 190.87 FEET TO A POINT ON THE EASTERLY BOUNDARY SAID TRACT B;

THENCE SOUTHEASTERLY 95.40 FEET ALONG THE EASTERLY BOUNDARY OF SAID TRACT B ALONG THE ARC OF A NON-TANGENT CURVE TO THE LEFT, HAVING A RADIUS OF 220.0 FEET, A CENTRAL ANGLE OF 24°50'46", AND A CHORD WHICH BEARS S49°25'36"E 94.66 FEET;

THENCE ALONG THE BOUNDARY OF SAID TRACT B FOR THE FOLLOWING EIGHT (8) COURSES AND DISTANCES:

THENCE S61°50'59"E 72.50 FEET;

THENCE S40°39'48"E 46.98 FEET;

THENCE S01°42'35"W 46.98 FEET;

THENCE S22°53'46"W 152.95 FEET;

THENCE S46°11'33"W 331.28 FEET;

THENCE S68°19'05"W 61.17 FEET TO A POINT ON THE EASTERLY RIGHT OF WAY BOUNDARY OF A PUBLIC STREET KNOWN AS BISON RIDGE TRAIL;

THENCE NORTHERLY 13.07 FEET ALONG THE ARC OF A NON-TANGENT CURVE TO THE RIGHT, HAVING A RADIUS OF 25.00 FEET, A CENTRAL ANGLE OF 29°57'29", AND A CHORD WHICH BEARS N57°56'48"W 12.92 FEET;

THENCE N42°57'31"W 164.50 FEET ALONG SAID BISON RIDGE TRAIL TO THE POINT OF BEGINNING.

SAID PARCEL OF LAND DESCRIBED HEREIN CONTAINS 3.42 ACRES, MORE OR LESS.

SURVEYOR'S CERTIFICATION

I HEREBY CERTIFY THIS PLAT AND THE SURVEY ON WHICH IT IS BASED WAS PERFORMED IN THE FIELD UNDER MY DIRECT SUPERVISION, AND THE INFORMATION CONTAINED HEREON IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND THAT EACH LOT CORNER IS OR WILL BE MONUMENTED WITHIN 6 MONTHS.

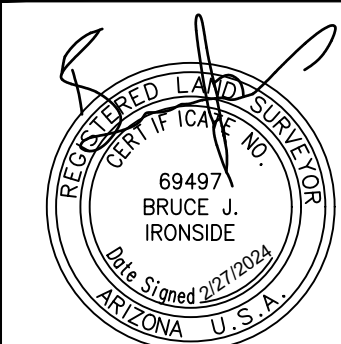
GENERAL NOTES

- CONSTRUCTION WITHIN EASEMENTS, EXCEPT BY PUBLIC AGENCIES AND UTILITY COMPANIES, SHALL BE LIMITED TO UTILITIES AND WOOD, WIRE OR REMOVABLE SECTION-TYPE FENCING AND/OR PLANTING OR TURF. IT IS UNDERSTOOD THAT THE UTILITY COMPANIES WILL NOT BE REQUIRED TO REPLACE ANY OBSTRUCTIONS OR PLANTINGS THAT MUST BE REMOVED DURING THE COURSE OF MAINTENANCE, CONSTRUCTION OR RECONSTRUCTION WITHIN ANY UTILITY EASEMENT. DRAINAGE EASEMENTS INTENDED TO REMAIN ON PROPERTY. "NATURAL, UNIMPEDED FLOW IS PREFERRED IN ALL DRAINAGE WAYS, WHEREVER PRACTICAL. NO STRUCTURE OF ANY KIND MAY BE CONSTRUCTED OR PLACED, NOR MAY ANY VEGETATION BE PLANTED NOR BE ALLOWED TO GROW WITHIN, ON OR OVER ANY DRAINAGE EASEMENT WHICH WOULD OBSTRUCT OR DIVERT THE FLOW OF STORM WATER. THE CITY MAY CONSTRUCT AND/OR MAINTAIN DRAINAGE FACILITIES ON OR UNDER THE LAND OR ANY DRAINAGE EASEMENT."
- FOR LOT DIMENSIONS SEE SHEET 2 OF 2.

NO.	DESCRIPTION	DATE

IRONSIDE
ENGINEERING & DEVELOPMENT

P.O. BOX 1358
SHOW LOW, AZ. 85902
(928) 532 - 0880



FINAL PLAT
BISON RIDGE TWIN HOMES
City of Show Low, AZ

CLIENT: BISON RIDGE TWIN HOMES, LLC	DESIGNER: KVD	REVIEWER: BUI	PROJECT #: 43401	DATE: 2/27/24
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SHEET
FP01
01 OF 02

SUBMITTED FOR REVIEW

Line Table		
Line #	Length	Direction
L1	64.64'	S22°57'47"E
L2	29.99'	N67°02'13"E
L3	10.00'	S22°57'47"E
L4	20.99'	S67°02'13"W
L5	20.99'	S67°02'13"W
L6	10.00'	N22°57'47"W
L7	29.99'	N67°02'13"E
L8	64.64'	N22°57'47"W
L9	50.98'	N67°02'13"E
L10	50.98'	N67°02'13"E
L11	74.64'	S22°57'47"E
L12	64.64'	S86°47'50"E
L13	29.99'	N3°12'10"W
L14	10.00'	N86°47'50"E
L15	20.99'	S3°12'10"E
L16	20.99'	S3°12'10"E
L17	10.00'	S86°47'50"W
L18	29.99'	N83°12'10"W
L19	64.64'	N86°47'50"W
L20	50.98'	N3°12'10"W
L21	50.98'	N3°12'10"W
L22	74.64'	N86°47'50"E
L23	64.64'	S73°35'33"E
L24	29.99'	N16°24'27"E
L25	10.00'	S73°35'33"E
L26	20.99'	N16°24'27"E
L27	20.99'	N16°24'27"E
L28	10.00'	N73°35'33"W
L29	29.99'	N16°24'27"E
L30	64.64'	N73°35'33"W
L31	50.98'	N16°24'27"E
L32	50.98'	N16°24'27"E
L33	74.64'	S73°35'33"E
L34	64.64'	S43°48'27"E
L35	29.99'	N46°11'33"E
L36	10.00'	S43°48'27"E
L37	20.99'	N46°11'33"E
L38	20.99'	N46°11'33"E
L39	10.00'	N43°48'27"W
L40	29.99'	N46°11'33"E
L41	64.64'	N43°48'27"W
L42	50.98'	N46°11'33"E
L43	50.98'	N46°11'33"E
L44	74.64'	S43°48'27"E
L45	64.64'	S43°48'27"E

Line Table		
Line #	Length	Direction
L46	29.99'	N46°11'33"E
L47	10.00'	S43°48'27"E
L48	20.99'	N46°11'33"E
L49	20.99'	N46°11'33"E
L50	10.00'	N43°48'27"W
L51	29.99'	N46°11'33"E
L52	64.64'	N43°48'27"W
L53	50.98'	N46°11'33"E
L54	50.98'	N46°11'33"E
L55	74.64'	S43°48'27"E
L56	64.64'	S40°51'37"E
L57	50.98'	N49°08'23"E
L58	50.98'	N49°08'23"E
L59	64.64'	N40°51'37"W
L60	29.99'	S49°08'23"W
L61	10.00'	N40°51'37"W
L62	20.99'	N49°08'23"E
L63	20.99'	N49°08'23"E
L64	10.00'	S40°51'37"E
L65	29.99'	S49°08'23"E
L66	74.64'	N40°51'37"W
L67	20.99'	N64°05'49"W
L68	10.00'	N25°54'11"E
L69	29.99'	S64°05'49"E
L70	64.64'	N25°54'11"E
L71	50.98'	S64°05'49"E
L72	50.98'	S64°05'49"E
L73	64.64'	S25°54'11"W
L74	29.99'	S64°05'49"E
L75	10.00'	S25°54'11"W
L76	20.99'	N64°05'49"W
L77	74.64'	S25°54'11"W
L78	47.37'	S2°55'04"W
L79	27.17'	S61°16'04"W
L80	62.22'	N22°30'15"E
L81	74.66'	S1°24'57"E
L82	21.41'	S83°34'11"W
L83	10.18'	N33°00'23"W
L84	14.81'	N38°37'19"E

Curve Table					
Curve #	Length	Radius	Delta	Chord Dist	Chord Bearing
C1	95.40'	220.00'	24°50'46"	94.66'	S49°25'36"E
C2	13.07'	25.00'	29°57'29"	12.92'	S57°56'48"E



DATE PLOTTED: Feb 27, 2024
FILE NAME: D:\Projects\434 - Bison Ridge Twin Homes\Entitlement - FPICAD Files\Bison Twin Homes FP.dwg

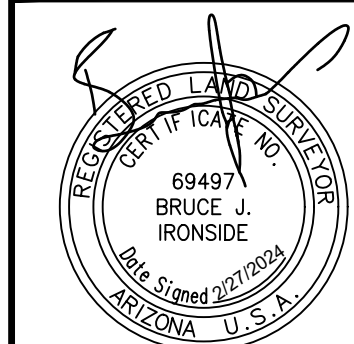
DATE PLOTTED: Feb 27, 2024
FILE NAME: D:\Projects\43.

FILE NAME:

NO.	DESCRIPTION	DATE
REVISIONS		

IRON SIDE
ENGINEERING & DEVELOPMENT

P.O. BOX 1358
SHOW LOW, AZ. 85902
(928) 532 - 0880



FINAL PLAT
BISON RIDGE TWIN HOMES
City of Show Low, AZ

CLIENT: BECON RIDGE TWIN HOMES LLC
DESIGNER: KVD
REVIEWER: BJI
PROJECT #: 43401
DATE: 2/27/24

SHEET
FP02
02 OF 02

**City of Show Low
STAFF SUMMARY REPORT**

AGENDA TITLE: Consideration of Noncommercial Hanger Development and Ground Lease with Temark Investments, LLC and Termination of Ground Lease with Big Dog Development, LLC at Show Low Regional Airport (Anna Atencio)

RECOMMENDATION

I **MOVE** to approve a noncommercial ground lease with Temark Investments, LLC, and terminate the noncommercial ground lease with Big Dog Development, LLC, at Show Low Regional Airport and authorize the Mayor to sign the documents on behalf of the City.

BACKGROUND

On May 17, 2022, the City Council approved a noncommercial ground lease at Show Low Regional Airport for eight hangars with Big Dog Development, LLC. Big Dog Development, LLC agreed to pay for the infrastructure to expand the hangar area and be reimbursed through the ground leases.

Temark Investments, LLC has requested a Noncommercial Hangar Development and Ground Lease per the airport ground lease policy for Hangar A and Hangar B of the ten-hangar area. As a result, the leases for Hangar A and Hangar B with Big Dog Development will be terminated. Temark Investments will begin making payments on the ground leases.

The terms and conditions of the agreement include the new annual lease rate of \$0.335 per square foot for 9,180 square feet for each hangar or \$3,334.55 for each hangar plus tax, insurance, and applicable monthly user fees for each hangar. The agreement includes an annual Consumer Price Index (CPI) increase. Temark Investments is responsible for paying all utility costs. The length of the agreement is 25 years, beginning March 19, 2024, with the option to extend the agreement for five additional five-year periods for a total lease period of 49 years.

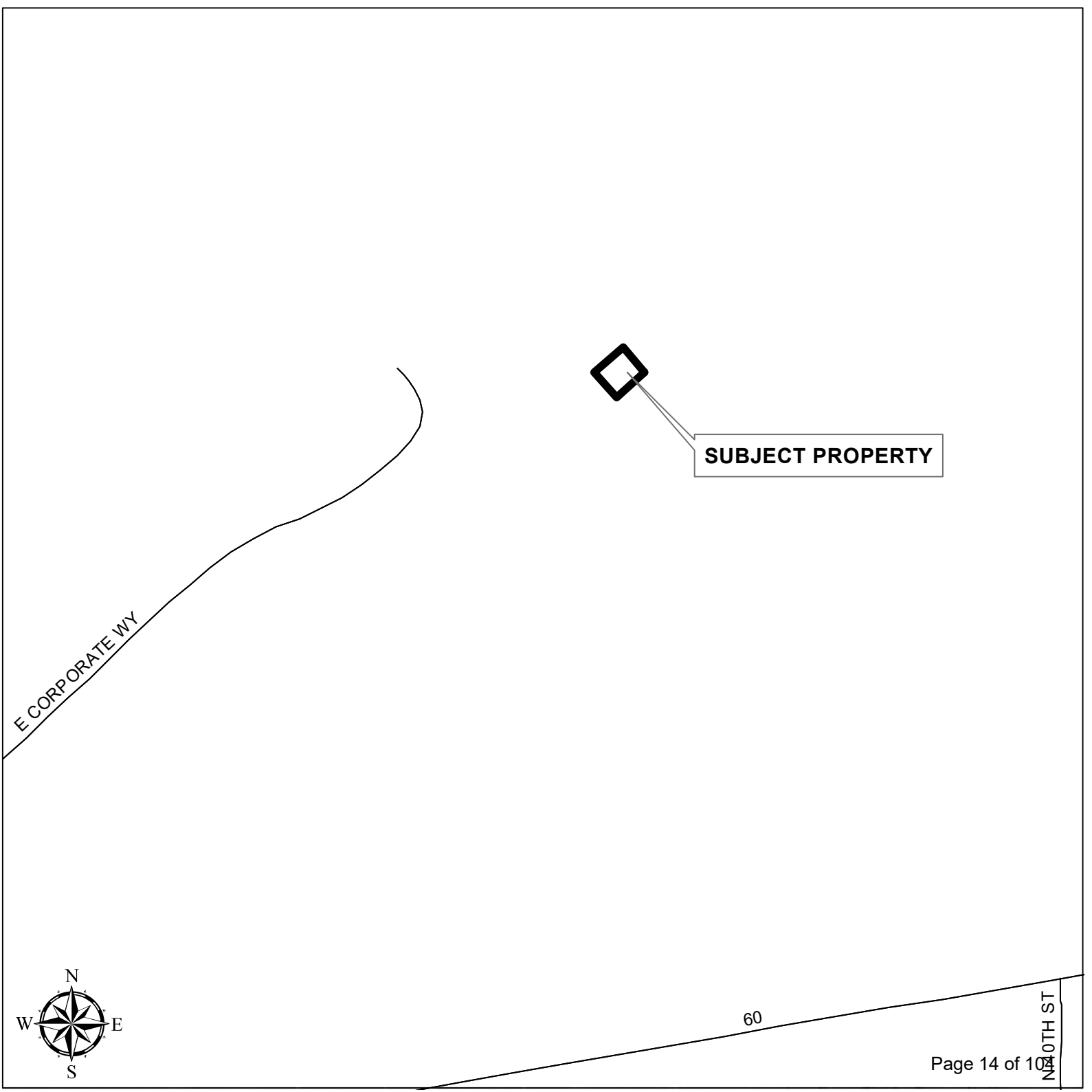
Staff recommends approving the noncommercial ground lease with Temark Investments, LLC, terminating the noncommercial ground lease with Big Dog Development, LLC, and authorizing the Mayor to sign the documents on behalf of the City.

ATTACHMENTS

1. Subject Map
2. Aerial Map
3. Hangar A Map and Legal Description
4. Hangar B Map and Legal Description

FISCAL IMPACT

Anticipated revenue: A total of \$6,669.10 per year ground lease (plus taxes), subject to increases stipulated in the lease. This will be used to pay for infrastructure costs to Big Dog Development, LLC.



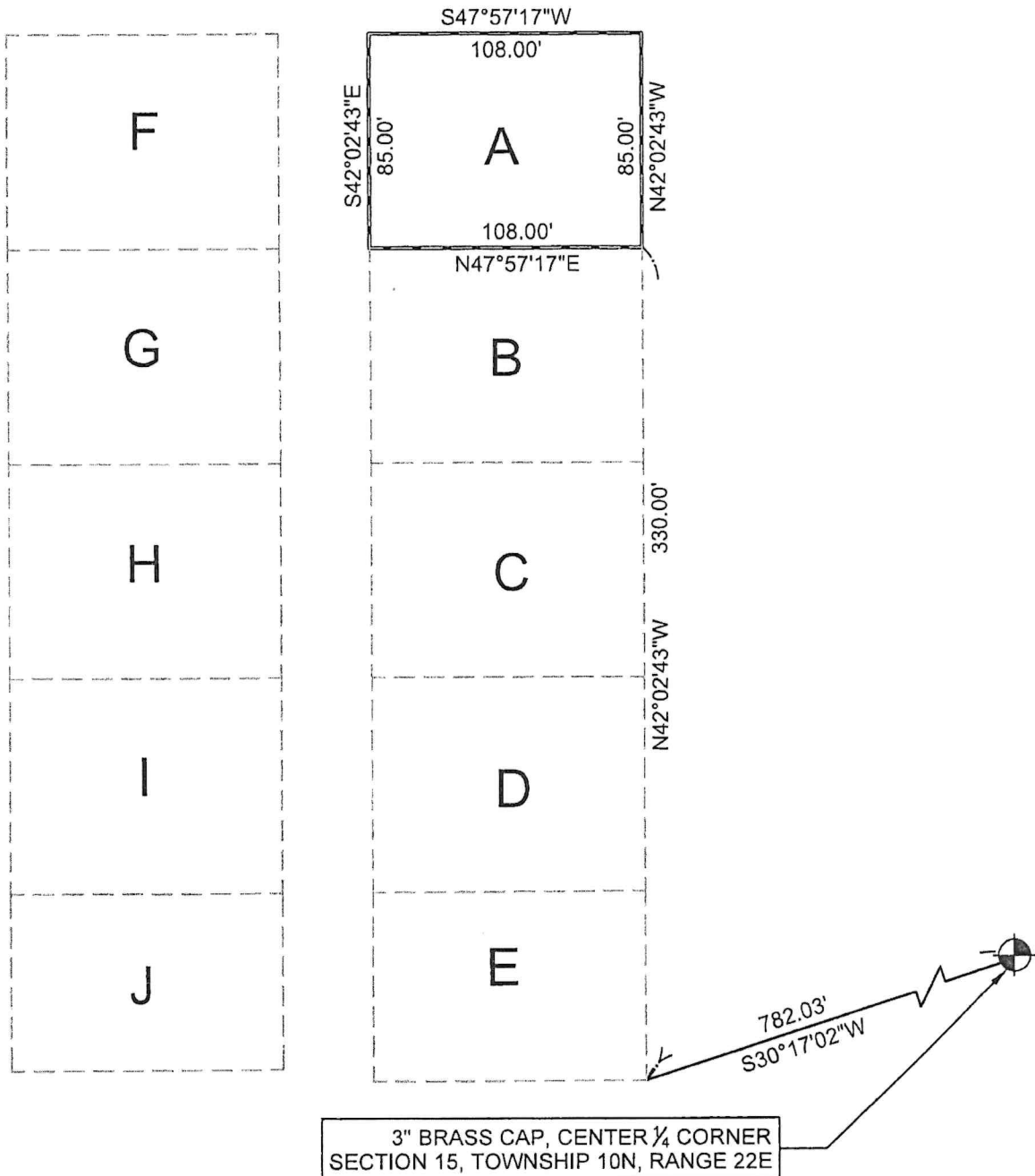


SUBJECT PROPERTY



PROPERTY SKETCH

DEPICTION OF PROPOSED HANGER 'A'



NOT TO SCALE

IRON SIDE

ENGINEERING & DEVELOPMENT

P.O. BOX 1358, SHOW LOW, AZ. 85902
(928) 532 - 0880

DATE: 05.02.2023

JOB NO: 10163

Page 16 of 104

LEGAL DESCRIPTION – HANGER A

A parcel of land lying and being situated within the West 1/2 of Section 15, Township 10 North, Range 22 East of the Gila and Salt River Meridian, Navajo County, Arizona, and being more particularly described as follows:

COMMENCING at a BLM Brass Cap monumenting the center of said Section 15, thence South 30°17'02" West, a distance of 782.03 feet; thence North 42°02'43" West, a distance of 330.00 feet to the TRUE POINT OF BEGINNING:

Thence North 42°02'43" West, a distance of 85.00 feet;

Thence South 47°57'17" West, a distance of 108.00 feet;

Thence South 42°02'43" East, a distance of 85.00 feet;

Thence North 47°57'17" East, a distance of 108.00 feet to the TRUE POINT OF BEGINNING;

Said parcel of land described herein contains 0.21 acres, more or less.

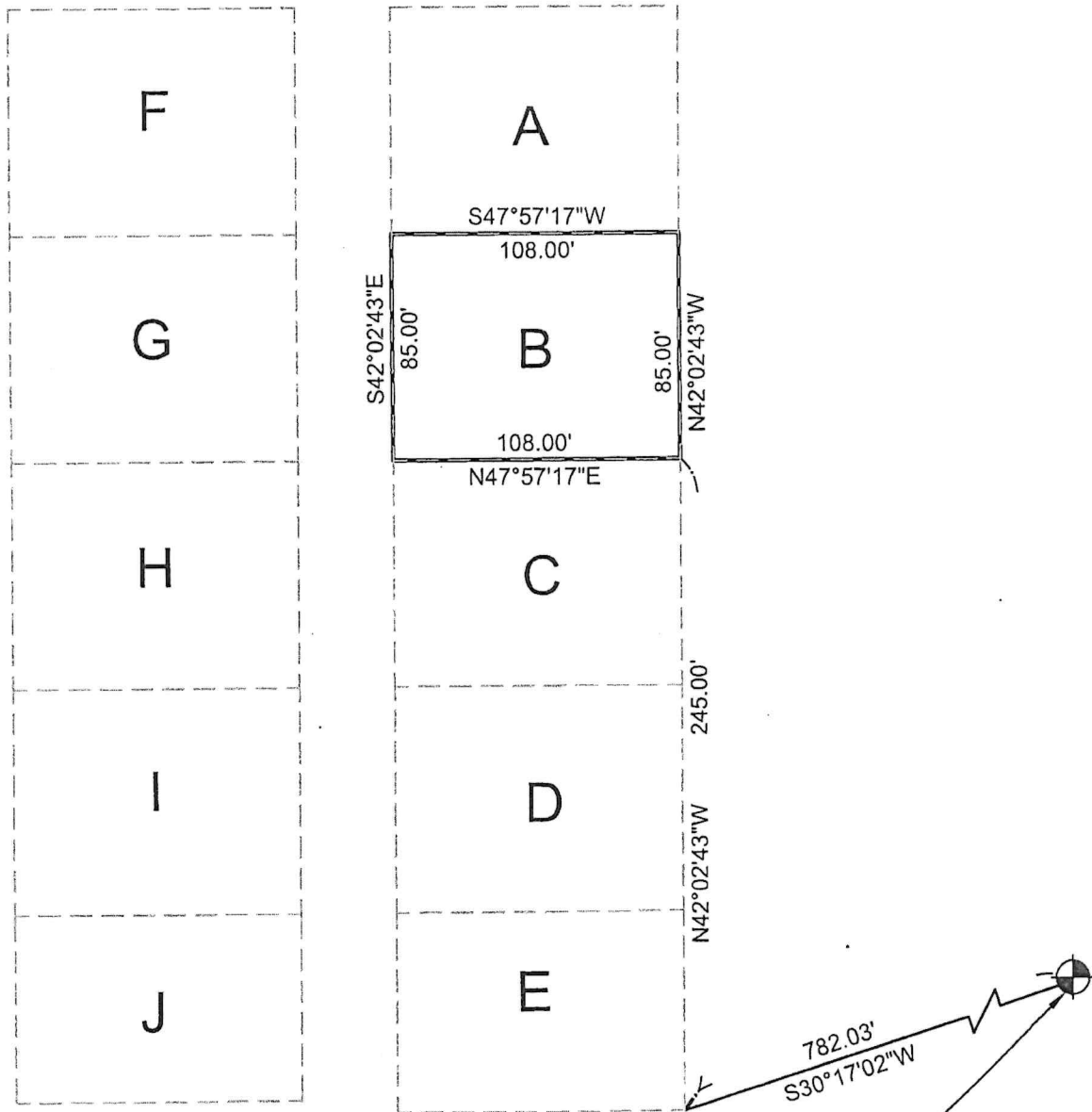
The Basis of Bearings for this legal description is the North line of the West ½ of said Section 15 bearing North 89°41'33" East.

RESERVING, SUBJECT TO, AND TOGETHER WITH all easements of record.



PROPERTY SKETCH

DEPICTION OF PROPOSED HANGER 'B'



3" BRASS CAP, CENTER ¼ CORNER
SECTION 15, TOWNSHIP 10N, RANGE 22E



NOT TO SCALE

IRONSIDE

ENGINEERING & DEVELOPMENT

P.O. BOX 1358, SHOW LOW, AZ. 85902

(928) 532 - 0880

DATE: 05.02.2023

JOB NO: 10163

Page 18 of 104

LEGAL DESCRIPTION – HANGER B

A parcel of land lying and being situated within the West 1/2 of Section 15, Township 10 North, Range 22 East of the Gila and Salt River Meridian, Navajo County, Arizona, and being more particularly described as follows:

COMMENCING at a BLM Brass Cap monumenting the center of said Section 15, thence South 30°17'40" West, a distance of 782.03 feet; thence North 42°02'43" West, a distance of 245.00 feet to the TRUE POINT OF BEGINNING:

Thence North 42°02'43" West, a distance of 85.00 feet;

Thence South 47°57'17" West, a distance of 108.00 feet;

Thence South 42°02'43" East, a distance of 85.00 feet;

Thence North 47°57'17" East, a distance of 108.00 feet to the TRUE POINT OF BEGINNING;

Said parcel of land described herein contains 0.21 acres, more or less.

The Basis of Bearings for this legal description is the North line of the West ½ of said Section 15 bearing North 89°41'33" East.

RESERVING, SUBJECT TO, AND TOGETHER WITH all easements of record.



**City of Show Low
STAFF SUMMARY REPORT**

AGENDA TITLE: Consideration of Acceptance of Fools Hollow Subdivision Waterline Replacement Phase 1, City of Show Low Project No. W-0523 (Shane Hemesath)

RECOMMENDATION

I **MOVE** to accept the Fools Hollow Subdivision Waterline Replacement Phase 1, City of Show Low Project No. W-0523, with a final cost of \$1,165,553.98, release the retainage, and initiate the two-year warranty period.

BACKGROUND

At its regular meeting on April 4, 2023, the City Council awarded a construction contract to Apache Underground and Excavating for the Fools Hollow Waterline Replacement Phase 1 project at a construction cost of \$1,203,331.00. The scope of work included constructing approximately 6,500 linear feet of new eight-inch C-900 PVC waterline, including fire hydrants, new water services, and required fittings. The scope of work also included installing any concrete or pavement removed during the work. The work took place in the Fools Hollow Subdivision along North 22nd Drive, West Willis, West Savage, North 26th Drive, West Sylvester, and North 27th Drive in Show Low, Arizona.

The improvements to the Fools Hollow Subdivision Waterline Replacement Phase 1 have been completed for a final project cost of \$1,165,553.98.

Staff recommends accepting Fools Hollow Subdivision Waterline Replacement Phase 1, City of Show Low Project No. W-0523, with a final cost of \$1,165,553.98, releasing the retainage, and initiating the two-year warranty period.

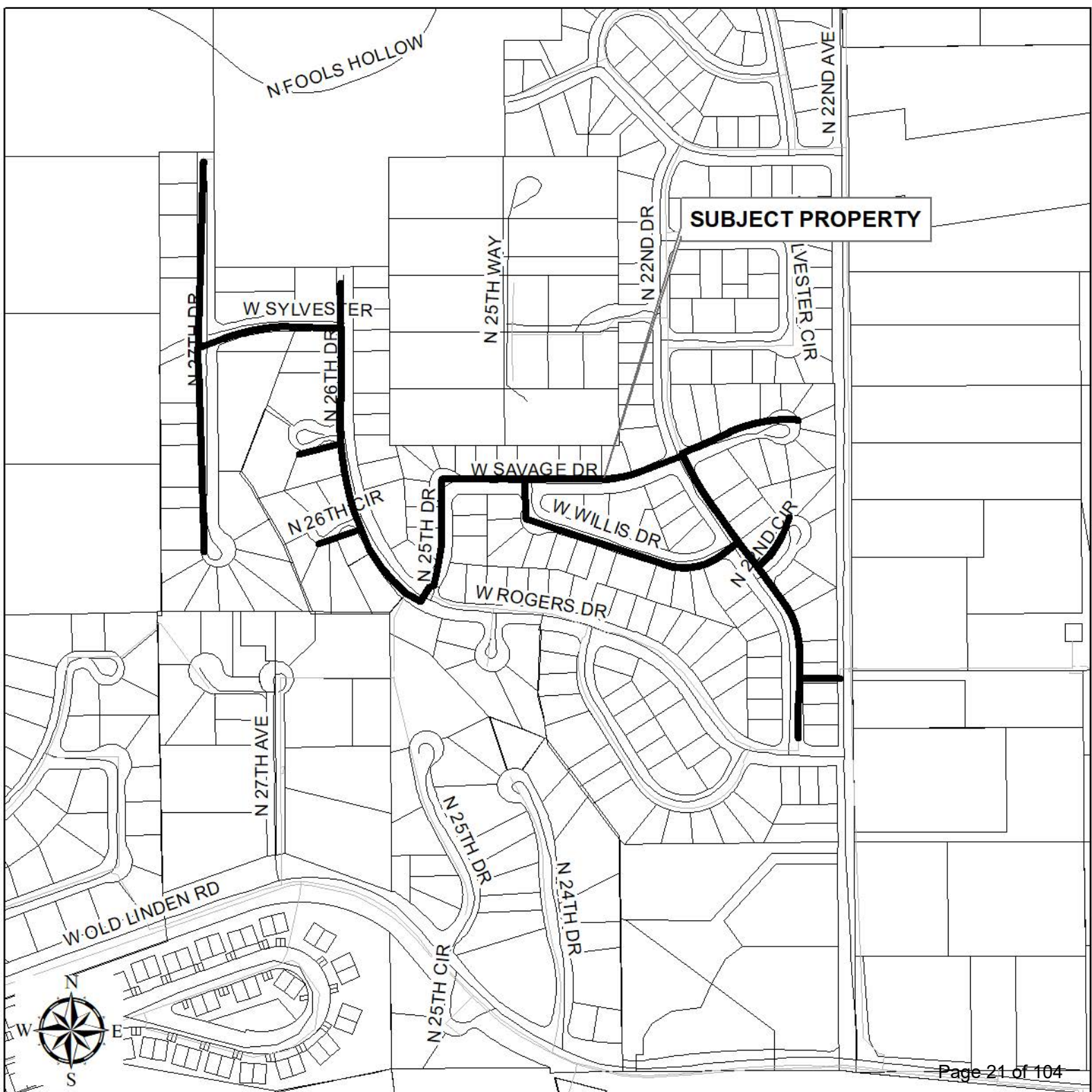
ATTACHMENTS

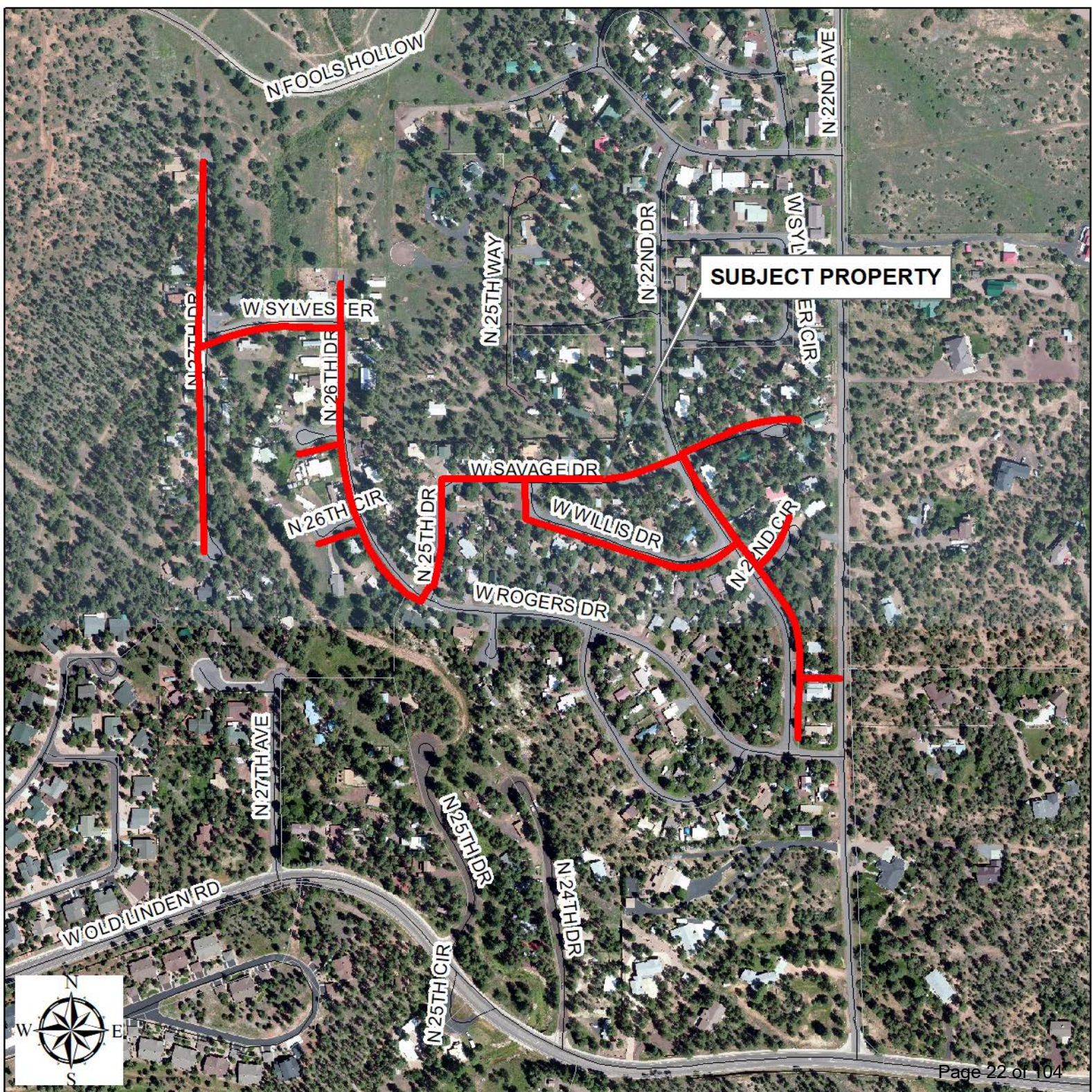
1. W-0523 Subject Map
2. W-0523 Aerial Map

FISCAL IMPACT

Anticipated cost: \$1,165,553.98

Funding source (account no.): Park Valley-Fools Hollow AC Replacement Phase I (43-760-180-1620-0000/7602033)





N FOOLS HOLLOW

N 22ND AVE

SUBJECT PROPERTY

W SYLVESTER

N 26TH DR

N 25TH WAY

N 22ND DR

W SYLVESTER CIR

N 26TH CIR

W SAVAGE DR

W WILLIS DR

N 25TH DR

W ROGERS DR

N 24TH DR

N 27TH AVE

W OLD LINDEN RD

N 25TH CIR

N 24TH DR



MINUTES OF THE STUDY SESSION OF THE SHOW LOW CITY COUNCIL HELD ON TUESDAY, MARCH 5, 2024, AT 6:00 PM IN THE CITY COUNCIL CHAMBERS, 181 NORTH 9TH STREET, SHOW LOW, NAVAJO COUNTY, ARIZONA

1. Call to Order.

Mayor Leech called the meeting to order at 6:00 p.m.

2. Roll Call.

COUNCIL MEMBERS PRESENT: Mayor Leech, Councilman Allsop, Councilman Hatch, Councilman Judd, Councilman Adams, Councilman Clark

COUNCIL MEMBERS ABSENT: Vice Mayor Kakavas

STAFF MEMBERS PRESENT: Morgan Brown, City Manager; Anna Atencio, City Attorney; Justin Johnson, Deputy City Manager; Bill Kopp, Public Works Director; Trampas Johnston, Engineering Project Manager; Rick Austin, Public Works Manager; Shannon Adams, Grants Coordinator; Kathy Clements, Assistant City Clerk; and Rachael Hall, City Clerk.

GUESTS: None.

3. Discussion Regarding Preservation of Reidhead House. (Bill Kopp)

A. Reidhead House Condition Assessment

Mr. Kopp introduced Trampas Johnston, the City's Engineering Project Manager. He said Mr. Johnston had been with the City for about ten years and had a master's degree in architecture.

Mr. Johnston thanked the City Council for their time. He said he wanted to review the City's progress on the Reidhead House and present some options for moving forward as decisions needed to be made on how to proceed.

Mr. Johnston said some early work was done on the Reidhead House last year once the City had acquired it. At that time, staff realized that there needed to be a more in-depth look into the structure, especially looking towards historic preservation. At the August 15 Council meeting, the City Council approved hiring Motley Design Group, an architectural consultant, to put together a historic building preservation plan and assess the structure to see if it was eligible for nomination on the national registers for historic properties. Motley worked with local families and the Historical Society, toured the home, and drafted an assessment.

Mr. Johnston said the project scope included the condition assessment, recommendations on restorations, and evaluation of the property for nominations to the National Park Service, the National Register of Historic Places, and the Arizona Register of Historic Places. The draft report of the building condition and needs assessment was received, and the staff sought directions on which era of the house to represent, and the level of restoration work the City Council would like to see done.

Mr. Johnston said he wanted to review the identified eras significant to Show Low and the Reidhead House. The first era was from 1914 to 1939, when Charles and Margaret Reidhead constructed the home. The next era goes from 1930 to 1960. The house was renovated and modernized, including tourist cabins and an office for renting out the cabins. Also, an addition was made on the northeast corner of the east side of the house, and the porches were changed. He said the house was reroofed with appropriate roofing for that period.

Mr. Johnston said the next period was 1960 to 1980. In the 1970s, the interior was remodeled pretty significantly with carpeting and installation of what was then a modern kitchen and bath. The last era was from 1980 to the present and the house received significant restoration work again. The kitchen and bath were modernized again. New roofing was installed, windows were replaced, the interior floor structure was repaired, the flooring was replaced, and the interior woodwork was restored.

Mr. Johnston said the goal was to have this historic house represent itself as a museum. The Motley group defined restoration as the act or process of a property, making it appear during a particular period, removing some features from other periods in history, and reconstructing missing features to represent that restoration period. There was a need to depict the house during a consistent period. A house this old had undergone many changes in its lifetime.

Mr. Johnston said there was a need to look at what was most significant to the house and Show Low history and represent that in the home. That would be known as the period of restoration. Motley identified two important periods. The first period was the home's initial construction from 1914 to 1939. That was the purest approach because it represented the house when it was brand new and the founding of Show Low. It represented the typical architecture found in settlements throughout northern Arizona at that time. He said that if this area were selected for restoration, it would include removing the addition on the northeast corner of the house, modifications to the porch, modern changes made during the third and fourth periods, and sidewalks because they did not exist until the cabins were built later.

Mr. Johnston said the second period identified as significant in the home's history was from 1939 to 1960. This was the more practical approach. If this era were selected, it would represent the house's role in supporting the Reidhead family during the ongoing development and growth in the area, especially as tourism began to take off. He said the house's appearance today closely matched how it looked during that time period, so less significant restoration work would be required.

Mr. Johnston said three priorities were identified. Critical priority was the most important. Much of the work that would be done during the critical priority phase was stabilizing the structure and then making repairs to the structure. It would include repairing the foundation's exterior walls, adding a rear door access with a landing and stairs, repairing or refinishing interior plaster walls that have experienced cracking, reinstalling the plank floors, reinstalling trim, reconnecting the plumbing, reconnecting and repairing the wiring as needed, and make sure everything was functional and up to code.

Mr. Johnston said the cost was the same regardless of the period selected because the amount of work was the same. It mostly involved making the house safe for people to tour. As far as actual historic preservation, that would happen in the next phases.

Mr. Johnston said the next priority identified was the serious priorities. This included things like repairing stucco along the foundation, repairing wall trim, doors, and porch slabs, removing carpet on the second floor and stairs, restoring the second floor and stairs to more period-appropriate flooring, repairing the interior finish, and installing a museum-quality HVAC system. Those costs were slightly different depending on the period selected. Period one was a little less expensive because a little less needed to be done during this priority versus the second period.

Mr. Johnston said the next priority identified would be a minor priority. These were less important things that would need to be done to this house. These things included replacing exterior shingle siding with actual wood shingles, replacing the porch columns with period posts and capital spaces, replacing exterior doors with period replicas or originals if they could be found, replacing vinyl windows with wood sash windows, removing the porch slabs and replacing it with the wood porch structure and floor, replacing the roof with wood shingles, replacing interior doors with period replicas, installing a picture rail throughout the first floor, removing the wood stove, and restoring the brick fireplace and replacing modern lighting with historic lighting or period replicas. He said the period one cost was a little higher because the work required to remove many modern things and restore the building to its original 1914 appearance was a little more substantial.

Mr. Johnston said the two periods being considered were 1914 to 1939. That was the purest approach to the home's appearance when originally built. The second period would be from 1939 to 1960. This approach was a little more practical, with less substantial work.

Mr. Johnston said the cost breakdowns of the different recommendations, from critical to serious to minor, and the total costs for the different periods were as follows.

	Critical	Serious	Minor	Total
Period 1: 1914-1939	\$374,929	\$109,024	\$323,715	\$807,667
Period 2: 1939-1960	\$374,929	\$113,247	\$240,149	\$728,326

There were more details in the actual report provided by Motley.

Mr. Johnston said as far as action items, it needed to be decided which period of restoration the City would like to move forward with, as well as which level of restoration, whether it was just getting the foundation and things taken care of at the critical level or doing all of it to make it a museum quality structure.

Mayor Leech asked if the City qualified for any grants or if we had applied for any grant funds. Ms. Adams, the Grant Coordinator, said the City received a grant of just over \$70,000.00. It was more for the superficial work that would be done at the end. The Heritage Fund, through the Arizona State Parks, provided the grant that was used for the

historical restoration. Staff had been notified that they were not funding that grant opportunity in the next fiscal year because of the Arizona state budget.

Mayor Leech asked if we could keep applying. Ms. Adams said yes, but no funds were available this year. However, the City would apply for funds in the future.

Mayor Leech asked the Council what their period preference was. He said 1939 to 1960 seemed to make the most sense.

Councilman Allsop asked if the foundation was stable enough for the City to put off work and wait until grant money was available. Mr. Johnston said the architect installed some crack feeders on the significant cracks, and staff checked those monthly. There was still some movement on the back porch. That could be typical settling with what was done, but the staff was watching it closely. The rest of the structure was pretty stable. He said a lot of the recommended changes listed as critical were just more cosmetic and did not necessarily address any further foundation issues.

Councilman Allsop said he would like to see if the City could get more grant money. The restoration cost a lot, and he would like to see everything done at the same time.

Mr. Johnston said the restoration of Reidhead House was set up so that the City could address the critical phase first and then move into future phases without repeating efforts. The architects worked hard to ensure the restoration could be set up that way. If the project was not done all at once, staff could plan year after year to spread out the costs.

Councilman Allsop asked if the critical phase was done first, what would be the time frame before the City needed to address the serious or minor phases.

Mr. Johnston said there was no time frame. It was a lot of cosmetic stuff, and the materials were either there or would have to be made anyway, so there was not a time crunch to get it done. He thought the sooner it could be completed and open to the public, the better. But it was a tremendous expense, so the work and cost could be spread out.

Mayor Leech said when he was giving a tour of the Reidhead House a couple of weeks ago he noticed tape on the walls where they were separating. He asked if the structure was moving more than staff thought.

Mr. Kopp said the foundation repair contractor put up the tape to see if the cracks had closed. He said when you moved a foundation several inches, cracking would take a while to manifest inside the building. The cracks were changing, some of them getting bigger, some of them getting smaller. But the building's foundation was stable. But the cracks would need to be fixed.

Mr. Johnston said he went to the Reidhead House once a month, took pictures of all the measurements, and sent them to the architect for review. The only movement or change seen was on the back porch by the water heater.

Mayor Leech said that the City Council needed to figure out a direction, and then finding

the funds would come later.

Mr. Brown said there was some money in the budget for this year to proceed with some of the repairs, and staff could budget funds for next year. However, staff needed to know the City Council's priority and what level to go to. He suggested starting with the critical items as indicated, and if grant funds were received, staff could budget for items in other budget years to reach the point where we need to be.

Mayor Leech asked how much the City currently had in the budget for this project. Mr. Johnson said the City budgeted \$252,000.00 for the year and had spent \$32,000.00, which left about \$220,000.00 in this year's budget.

Mayor Leech asked if the Council preferred to focus on 1939 to 1960 or 1914 to 1939.

Councilman Judd said 1939 to 1960 was his personal preference. Councilman Allsop and Councilman Adams agreed with Councilman Judd.

Mayor Leech said the staff had a direction, and he appreciated the staff for the work they had done.

4. Adjournment.

There being no further business to be brought before the Council, **MAYOR LEECH ADJOURNED THE STUDY SESSION OF THE SHOW LOW CITY COUNCIL OF MARCH 5, 2024, AT 6:20 P.M.**

ATTEST:

APPROVED:

Rachael Hall

John Leech, Jr., Mayor

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Study Session of the City Council of Show Low held on March 5, 2024. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this _____ day of _____, 20____.

Rachael Hall

MINUTES OF THE REGULAR MEETING OF THE SHOW LOW CITY COUNCIL HELD ON TUESDAY, MARCH 5, 2024, AT 7:00 PM IN THE CITY COUNCIL CHAMBERS, 181 NORTH 9TH STREET, SHOW LOW, NAVAJO COUNTY, ARIZONA

1. Call to Order.

Mayor Leech called the meeting to order at 7:00 p.m.

2. Roll Call.

COUNCIL MEMBERS PRESENT: Mayor Leech, Councilman Adams, Councilman Allsop, Councilman Clark, Councilman Hatch, Councilman Judd

COUNCIL MEMBERS ABSENT: Vice Mayor Kakavas

STAFF MEMBERS PRESENT: Morgan Brown, City Manager; Anna Atencio, City Attorney; Justin Johnson, Deputy City Manager; Greg Westover, Police Commander; Jay Brimhall, Community Services Director; Justen Tregaskes, Planning and Zoning Director; Bill Kopp, Public Works Director; Rick Austin, Public Works Manager; Scott Tipton, City Magistrate; Steve North, Business Development; Shannon Adams, Grants Coordinator; Kathy Clements, Assistant City Clerk; and Rachael Hall, City Clerk.

GUESTS: John Hannah, Revone Bauwens, Doug Brimhall, Bryan Layton, Steven and Karen Slaton, Diana North, Daris, Gibbons, Cathy Huling, Sunshine Brewer, Rick Goodman, Donald Laughlin, Russ Yelton, Gabe Gardner, Daryl, Seymore, Gary Martinson, and others.

3. Invocation.

Councilman Judd gave the invocation.

4. Pledge of Allegiance.

Councilman Hatch led the Council and audience in the pledge of allegiance.

5. **CALL TO THE PUBLIC:**

Any citizen desiring to speak on a matter that is within the jurisdiction of the City Council may do so at this time. Comments may be limited to three minutes per person and shall be addressed to the City Council as a whole, and not to any individual member. Issues raised shall be limited to those within the jurisdiction of the City Council. Pursuant to the Arizona Open Meeting Law, the City Council cannot discuss or act on items presented at this time. At the conclusion of the call to the public, individual City Council 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.

Revone Bauwens, 560 South Creekside Drive, Show Low, Arizona, spoke about using secular invocations instead of using one particular faith's invocation at City Council meetings to provide representation for residents that did not have any religious affiliation or had a different religious affiliation.

Mayor Leech asked staff to look into the information provided.

6. **SPECIAL EVENTS:**

A. Business Incubator and Commercial Kitchen Feasibility Study Presentation

Mr. Yelton and Mr. Laughlin thanked the Council members for the opportunity to present the Business Incubator Feasibility Study results.

Mr. Laughlin said that in gathering the information for this study, they conducted many interviews with stakeholders, City employees, and community members. They interviewed potential users, hosted a kitchen and construction roundtable, and participated in a High School Future Business Leaders assembly.

Mr. Yelton said that incubators generally provided space, programming, and rules of engagement for a limited period to assist companies in growing and scaling. Incubators could be developed to support specific industries. There were lots of rules and guidelines and required participation in a clearly developed program. Accelerators may or may not provide space. They provided programming and general financial support and would typically own a portion of the company. Graduation usually resulted in the sale of the company. Co-work space provided space to work. There were no rules or engagement requirements. This type of space allowed entrepreneurs to meet and find opportunities to work together. There were no graduation requirements or participation in a program.

Mr. Laughlin said the project findings were consistent. He said the primary issues included diversifying the local economy, increasing labor availability, skills, and motivation, and providing affordable housing. The community also needed support and communication structures to enable business growth and training, education, and opportunities to keep local youth on the mountain.

Mr. Laughlin said the secondary issues dealt with work perception and motivation. This included the perception of a lack of jobs in the region and low motivation displayed by people combined with the high expectations displayed by businesses. Regional low pay might contribute to dissatisfaction. There was also a skills gap between the workforce available and what was needed.

Mr. Yelton said the possible findings and outcomes included No Go, which meant insufficient support for a proposed program for additional consideration, so no additional research was required. Conditional Go meant there was enough support for a proposed program for additional consideration, and Go meant substantial support and direction for a proposed program that should be implemented and started.

Mr. Yelton said their findings for Show Low were a Conditional Go. This meant there was support from community stakeholders for a program and demonstrated interest from at least several different verticals who would

consider utilizing the proposed program. This support meant that further exploration of the possible program should continue, including developing a business plan, financial operating estimates, management and administration, reporting, potential facility usage, construction, financial long-term support, and a sustainability plan.

Mr. Yelton said the first program recommendation was a general-use incubation program, which included creating a program, curriculum, organization, and process for general instruction around business start-up and growth to educate program participants. This could support almost any type of industry within a community. Individuals and companies would participate in potential program focus categories in general training and could receive help with facilitating issues in specialized areas. He recommended coordinating with local partners around training needs so as not to redevelop the work or programs that have already been created and that were available.

Mr. Yelton said the second program recommendation was a shared commercial kitchen. There was a significant demand with very limited access. Restaurant owners, food truck operations, and stand-alone food entrepreneurs were in desperate need of such facilities. Restaurant owners had to choose between closing their restaurants to meet catering demands or turning away business. Food truck operators struggled to find adequate space and locations for daily food preparation and service of their vehicles. He said stand-alone operators worked out of their own kitchens under a cottage license or had no license, putting them and the public at risk.

Mr. Yelton said shared commercial kitchens provided, prep areas, freezers and coolers, stoves and ovens, packaging support, and entrepreneurial business development and support.

Mr. Laughlin said the third recommendation was a construction trades program. There was a large unmet demand in the area for construction support, including new construction and residential and commercial maintenance services. He said there was the ability to partner with Northland Pioneer College (NPC). There was a need for coordinated workforce development and training. He said existing construction firms desired more coordination amongst themselves and the municipalities in the region.

Mr. Laughlin said the concerns raised with a construction trades program included permitting and regional permitting coordination, strategic zoning, workforce availability, affordable housing, and childcare. The construction industry also faced challenges with equipment and material costs and supply chain issues.

Mr. Laughlin said the fourth recommendation was a youth Information Technology (IT) focused program. Many youth in the region did not see good job opportunities available in the community; the cost of housing amplified the issues. Many remote IT jobs were becoming available, with some not requiring

degrees. He said expanded broadband in the region expanded this opportunity. There was the ability to utilize NPC's existing IT programs for further advancement.

Mr. Yelton said the City Campus facility's strengths included an existing structure, so there was no need to build from the ground up. The building had existing ramps for bringing in supplies. There was strong community support for the adaptive reuse of the facility and the existing food entrepreneurial community had an immediate need. He said the weaknesses included the condition of the building, and it was located near residential homes, so there could be possible noise issues. The facility could not easily handle unloading from an 18-wheeler and could not service multiple food trucks simultaneously.

Mr. Yelton said the opportunity presented at the City Campus facility included that the building could be a good first step in starting a program with appropriate renovations. Momentum and growth of this program could lead to the need for additional new/adaptive reuse of future space. The facility could become a hub to support the growth of local and regional businesses. NPC was considering a culinary program and expressed interest in providing training at the incubator. He said the threats included neighborhood reaction to noise. Zoning would need to be addressed. There were challenges in moving supplies in and out of the building and the ability to service multiple food trucks.

Mr. Laughlin said that four program recommendations were presented. To move forward with the Conditional Go recommendations, the City should finalize the list of proposed programs to be offered and determine if the proposed site would meet the needs of the proposed programs. A complete business plan should be developed for the operation, including financials, to determine if the program could be fully self-sustaining or if it would need outside funding for start-up and/or ongoing operations. The City should further develop relationships with stakeholders, the community, and regional partners. He said if the proposed site was selected, determine the actual costs of rehabilitation and outfitting, or determine alternate locations and costs.

Mr. Laughlin introduced Mr. Gabe Gardner, Director of Food Entrepreneurship for Local First Arizona.

Mr. Gardner said Local Arizona First was a 501c3 nonprofit organization focused on economic development. He said they ran four community kitchens. Community kitchens were a space to build, grow, or start a food business. Limited or no access to a licensed, permitted, and affordable commercial kitchen was a barrier that prevented many businesses from beginning or participating in the food economy in a formal way. The Community Kitchen model removed this barrier by providing a space for the local food economy to thrive. Each business received one-on-one technical assistance specific to their operation, allowing industry professionals to ensure success.

Mr. Gardner said their Good Food Boot Camp provided a six-week virtual

course that equipped entrepreneurs with analysis, expertise, and mentorship to help establish a food business and set entrepreneurs on a successful path. He said weekly topics with guest speakers included county permits, digital marketing, food service math, profit and loss, scaling and logistics, and access to capital.

Mr. Gardner said leveraging a community kitchen to meet the community's needs could be done through thoughtful cooking and nutrition classes for youth or adults. The spaces could also hold gatherings, convenings, and fundraisers. Community kitchens could serve as spaces to aggregate and distribute food for those experiencing food insecurity.

Mayor Leech said the presentation sounded good but asked about the next step. Mr. Yelton said the next step would be to put a business plan together, solidify the areas the City wanted to focus on and put costs together.

Mayor Leech asked if NPC would be a good partnership for a community kitchen on their campus. Mr. Yelton said NPC did not have plans to move forward with a kitchen on campus.

Councilman Allsop said he heard from community youth that they would like to stay on the Mountain, but there were no opportunities for them. He said he saw this program as an extension of a great learning tool. Mr. Gardner said this proposed facility would create a pipeline to keep high school and college students engaged.

Mr. Laughlin said the participants at the food roundtable were very transparent, and there was a whole community of people who wanted the ability to run their businesses the right way and were trying to figure out how that could be done.

Councilman Judd asked who would run the Incubator. Mr. Yelton said that would be determined with the development of the business plan. The things the City needed to consider were whether it had an existing entity to run the incubator, whether it could bring on an entity to run the program for a period of time, and whether an entity needed to be created.

Councilman Clark said this was a great opportunity for the City and would like to see a business plan as soon as possible. He also wanted to ensure that the program was not solely based on food but also other businesses. Mr. Yelton said they agreed with that consensus.

Mayor Leech thanked Yelton and Associates for the time and stated the City was ready to proceed with the next steps. Mr. Brown said staff met with Yelton and Associates and discussed the next steps to move forward.

B. Navajo County Community Update with Supervisor Daryl Seymore

Daryl Seymore, Navajo County Supervisor, said he looked forward to providing an update and overview of what was happening in the County. The City of Show

Low was central to Navajo County and was a great partner.

Supervisor Seymore said the County had experienced a great deal of change over the last 60 years. So, as the County examined changes in the area, it considered access to services, safety and security, sustainability, community engagement, and staff development.

Supervisor Seymore said two of the big projects he wanted to announce were the large Solar Farm called Snowflake Inc., a multimillion-dollar project located north of Holbrook, and the Winslow Levy. This \$100,000,000.00 project was approved and funded.

Supervisor Seymore said one of the recently approved projects at the County Complex was solar-covered parking. Solar energy would offset 90 percent of the energy usage of public works facilities. The energy production would pay for the construction costs, and energy savings were guaranteed.

Supervisor Seymore said public health and safety were a big part of the County's role in the community. The County's public health services included immunizations, infectious disease, family planning, the Women, Infant, and Children's program, public health emergency preparedness, and code enforcement. The County provided outreach and education for tobacco and substance use, mental health, nutrition, death review teams, injury prevention, teen health, child healthcare consultants, health disparities, and chronic disease.

Supervisor Seymore said the numbers show that County health services were mostly utilized in the southern part of the County, so they looked into ways to expand services. He said many of the opportunities available to the County were through American Rescue Plan grants, partnerships, utilizing the fluid service model, and expansion with substance use, mental health, and nutrition grants.

Supervisor Seymore said the County was looking at its South County operations as more business comes from this area. He said the South County kiosk was the most used in the County. Ninety-one percent of code compliance complaints and 92 percent of the permits were from Snowflake and South.

Supervisor Seymore said when looking at the fiscal year 2023 general fund state shared revenues and where the general budget was that revenues exceeded the budget, and expenditures were less than what was budgeted. The County was on pace to grow three and a half to five percent. The general fund balance was around \$30,000,000.00, a healthy balance so the County could do some planned projects.

Supervisor Seymore said property tax revenue was a small percentage of operating revenue. Navajo County had the fourth lowest property taxes in the state.

Supervisor Seymore said the County received about \$22,000,000.00 from ARPA and set \$10,000,000.00 aside for broadband. The rest of the funds were used to partner with other organizations, including the Kayenta Fire Department, the splash pad in Show Low, funds for Chapter Houses on the Reservation, the Rim Country Senior Center, White Mountain Coalition Against Homelessness, Walking Down Ranch Veterans Shelter, Winslow Public Library, and many other projects.

Supervisor Seymore said that in addition to the \$10,000,000.00 set aside for broadband, the County successfully got another \$9,700,000.00 in grant funds for the project. The Middle-Mile Broadband project would break ground on April 23, 2024.

Supervisor Seymore said the Building Division had been separated from the Roads Division, and the County adopted a new building permit fee schedule. Fees had not been raised for 19 years. In fiscal year 2022, the average time to get a permit was 55.5 days. The average approval time in fiscal year 2023 was 15.6 days. This change brought in a little over \$930,000.00 in additional revenue.

Supervisor Seymore said some additional accomplishments included hiring a hearing officer for code compliance, adopting a new ordinance for wireless cell towers, increasing communications with the Highway User Revenue Fund exchange, and implementing the five-year improvement plan.

Supervisor Seymore said the County evaluated all the roads to determine which ones were in good and bad condition. They also met with contractors to find more efficient ways to maintain the roads. He said there were 744 miles of roads in Navajo County to take care of.

Supervisor Seymore said the Sheriff's Office and the Show Low Police Department had a valued partnership. The Sheriff had worked to obtain funds and received a \$4,000,000.00 border technology grant and a \$3,000,000.00 prosecution and imprisonment grant.

Supervisor Seymore said the County was experiencing a huge increase in fentanyl. There were over 7,000 overdoses in Arizona last year, resulting in 490 deaths. He said crime had increased along with the increase in drugs. Along with those increases was an increase in jail detox cases and medical transport expenses.

Supervisor Seymore said the County was working on its marketing of Navajo County and had updated its branding and colors. As part of this marketing update, the County would be installing new Monument signage.

Supervisor Seymore thanked the City Council for their partnership.

Mayor Leech thanked Supervisor Seymore for the presentation and partnership.

Councilman Allsop thanked Supervisor Seymore for everything the County does.

7. **CONSENT CALENDAR:**

- A. Consideration of Resolution No. R2024-11 Renewing Intergovernmental Agreement with Arizona Game and Fish Commission for Community Fishing Program at Show Low Creek (Jay Brimhall)
- B. Consideration of Minutes of Show Low City Council meetings:
 - 1. Study Session of February 20, 2024
 - 2. Regular Meeting of February 20, 2024

COUNCILMAN ALLSOP MOVED TO APPROVE THE CONSENT CALENDAR AS PRESENTED; SECONDED BY COUNCILMAN ADAMS; PASSED 6 TO 0 WITH MAYOR LEECH, COUNCILMAN ADAMS, COUNCILMAN ALLSOP, COUNCILMAN CLARK, COUNCILMAN HATCH, COUNCILMAN JUDD VOTING IN FAVOR.

8. **NEW BUSINESS:**

- A. **PUBLIC HEARING** and Consideration of Application Submitted by Gary Arthur Martinson and Dana Gail Foster for #3, Microbrewery Liquor License on Behalf of Buffalo Nickel Brewery for its Location at 402 North Clark Road, Show Low, Arizona (Rachael Hall)

Ms. Hall said Gary Arthur Martinson and Dana Gail Foster, representing Buffalo Nickel Brewery, submitted a liquor application for a #3, Microbrewery Liquor License for its location at 402 North Clark Road. As required by state law, the property was posted, and no public input was received.

Mr. Hall said the Show Low Police Department conducted a background check on the applicants and found nothing amiss. The Department of Liquor Licenses and Control conducts its own internal investigations and background checks. Based on the investigator's findings and the recommendation of the City Council, the State Liquor Board would decide whether to approve or deny the application. If the City Council recommended denial of the application, the motion must state the reasons for the denial.

Mayor Leech opened the matter for a public hearing.

There being no input, Mayor Leech closed the public hearing.

COUNCILMAN CLARK MOVED TO RECOMMEND APPROVAL TO THE STATE LIQUOR BOARD OF THE APPLICATION SUBMITTED BY GARY

ARTHUR MARTINSON AND DANA GAIL FOSTER FOR A #3, MICROBREWERY LIQUOR LICENSE ON BEHALF OF BUFFALO NICKEL BREWERY FOR ITS LOCATION AT 402 NORTH CLARK ROAD, SHOW LOW, ARIZONA; SECONDED BY COUNCILMAN HATCH; PASSED 6 TO 0 WITH MAYOR LEECH, COUNCILMAN ADAMS, COUNCILMAN ALLSOP, COUNCILMAN CLARK, COUNCILMAN HATCH, COUNCILMAN JUDD VOTING IN FAVOR.

- B. **PUBLIC HEARING** and Consideration of Application Submitted by Dana Gail Foster and Gary Arthur Martinson for #6, Bar, Liquor License on Behalf of Buffalo Nickel Brewery for its Location at 402 North Clark Road, Show Low, Arizona (Rachael Hall)

Ms. Hall said Dana Gail Foster and Gary Arthur Martinson, representing Buffalo Nickel Brewery, submitted a "location transfer" application for a #6, Bar, Liquor License for its location at 402 North Clark Road. The request would transfer the existing #6, Bar license from the current location at 400 North Clark Road in Show Low, to the new location. As required by state law, the property was posted, and no public input was received.

Ms. Hall said the Show Low Police Department conducted a background check on the applicants and found nothing amiss. The Department of Liquor Licenses and Control conducts its own internal investigations and background checks. Based on the investigator's findings and the recommendation of the City Council, the State Liquor Board would decide whether to approve or deny the application. If the City Council recommended denial of the application, the motion must state the reasons for the denial.

Mayor Leech opened the matter for a public hearing.

There being no input, Mayor Leech closed the public hearing.

COUNCILMAN JUDD MOVED TO RECOMMEND APPROVAL TO THE STATE LIQUOR BOARD OF THE APPLICATION SUBMITTED BY DANA GAIL FOSTER AND GARY ARTHUR MARTINSON FOR A #6, BAR, LIQUOR LICENSE ON BEHALF OF BUFFALO NICKEL BREWERY FOR ITS LOCATION AT 402 NORTH CLARK ROAD, SHOW LOW, ARIZONA; SECONDED BY MAYOR LEECH; PASSED 6 TO 0 WITH MAYOR LEECH, COUNCILMAN ADAMS, COUNCILMAN ALLSOP, COUNCILMAN CLARK, COUNCILMAN HATCH, COUNCILMAN JUDD VOTING IN FAVOR.

- C. **PUBLIC HEARING** and Consideration of Application Submitted by Gary Arthur Martinson and Dana Gail Foster for #12, Restaurant, Liquor License on Behalf of Buffalo Bills Tavern & Museum for its Location at 400 North Clark Road, Show Low, Arizona (Rachael Hall)

Ms. Hall said Gary Arthur Martinson and Dana Gail Foster, representing Buffalo Bills Tavern & Museum, submitted a liquor application for a #12, Restaurant, Liquor License for its location at 400 North Clark Road. As required by state law, the property was posted, and no public input was received.

Ms. Hall said the Show Low Police Department conducted a background check on the applicants and found nothing amiss. The Department of Liquor Licenses and Control conducts its own internal investigations and background checks. Based on the investigator's findings and the recommendation of the City Council, the State Liquor Board would decide whether to approve or deny the application. If the City Council recommended denial of the application, the motion must state the reasons for the denial.

Mayor Leech opened the matter for a public hearing.

There being no input, Mayor Leech closed the public hearing.

COUNCILMAN CLARK MOVED TO RECOMMEND APPROVAL TO THE STATE LIQUOR BOARD OF THE APPLICATION SUBMITTED BY GARY ARTHUR MARTINSON AND DANA GAIL FOSTER FOR A #12, RESTAURANT, LIQUOR LICENSE ON BEHALF OF BUFFALO BILLS TAVERN & MUSEUM FOR ITS LOCATION AT 400 NORTH CLARK ROAD, SHOW LOW, ARIZONA; SECONDED BY COUNCILMAN ADAMS; PASSED 6 TO 0 WITH MAYOR LEECH, COUNCILMAN ADAMS, COUNCILMAN ALLSOP, COUNCILMAN CLARK, COUNCILMAN HATCH, COUNCILMAN JUDD VOTING IN FAVOR.

- D. Consideration of a Preliminary Plat for Entrada, a forty (40) lot subdivision submitted by Gary Stapley of Dasia Equities & Fidelity Limited, located on A.P.N. 309-27-014E, 015B, and 999C. (Justen Tregaskes)

Mr. Tregaskes said at its regular meeting of February 27, 2024, the Planning and Zoning Commission approved, by a vote of seven to zero, the preliminary plat submitted by Gary Stapley of Dasia Equities & Fidelity Limited for a project to be called Entrada. This project was to be located on A.P.N. 309-27-014E, 015B, and 999C and was directly south of the Whispering Trails subdivision located on Smith Ranch Road. The subject property was approximately 16.97 acres in size and zoned R1-7X (Single-family Residential, 7,000 Square Feet, Manufactured Homes Excluded).

Mr. Tregaskes said the submitted plat indicated a total of forty (40) lots, with average, maximum, and minimum lot sizes of .33 acres (14,374 square feet), .54 acres (23,522 square feet), and .23 acres (10,018 square feet) respectively. This project was located directly south of the existing Whispering Trails subdivision. Average, maximum, and minimum, lot sizes in Whispering Trails were .27 acres (11,761 square feet), .37 acres (16,117 square feet), and .23 acres (10,018 square feet) respectively. The developer indicated that they would utilize the same CC and Rs as Whispering Trails utilized. Access would be from Smith Ranch Road, with emergency access to 43rd Avenue. As indicated on the plat, a sidewalk was proposed on the south side of Smith Ranch Road adjacent to the subdivision. The existing block wall on SR 260 would be retained. The existing block wall on 43rd Avenue would also be retained and extended to the southern portion of the property along 43rd

Avenue. A new, corrugated metal fence similar to the fence utilized at Eagle Mountain would be utilized on the north and south property lines.

Mr. Tregaskes said the property was rezoned from P.U.D (Planned Unit Development) to R1-7X (Single-family Residential, 7,000 Square Feet, Manufactured Homes Excluded) through Ordinance 2006-17. All Conditions of this ordinance have been met.

Mr. Tregaskes said there were several Findings of Fact. He said this property was originally included in the application for Whispering Trails and was substantially similar to the originally approved preliminary plat. This plat was approved by the City Council at their regular meeting on September 19, 2006. Due to the length of time from the original approval, this portion of the preliminary plat required a resubmittal. Smith Ranch Road improvements were approved based on the original conceptual layout for both phases of Whispering Trails.

Mr. Tregaskes said the zoning of the surrounding properties included North - R1-7X (Single-family Residential, 7,000 Square Feet, Manufactured Homes Excluded), South - P.U.D. (Planned Unit Development); East - P.U.D. (Planned Unit Development), and West - AR-43 (Agricultural-Residential, 43,000 square feet).

Mr. Tregaskes said the land uses of the surrounding properties included North - Whispering Trails Subdivision, South - Vacant Residential, East - Eagle Mountain Planned Unit Development, and West - Forest Service, SR 260.

Mr. Tregaskes said the transmittal memos were sent to all affected agencies. Applicable comments were received from the Arizona Department of Transportation (ADOT). As received from ADOT, "ADOT would like a TGP 240-A (Traffic Impact Analysis pre-submittal) completed to see if Smith Ranch Road can handle the additional lots." This comment was forwarded to the applicant's engineer for response and action.

Mr. Tregaskes said 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, the Planning and Zoning Commission approved the preliminary plat for Entrada, a 40 lot subdivision, subject to the following conditions. First all development shall comply with all applicable federal, state, and local requirements, including ADOT requirements and second, a final plat shall be approved by the City Council within 12 months of approval of the preliminary plat.

Mr. Tregaskes said that items that were not included as actual conditions of approval but discussed with the Commission and the applicant's representative were a request that the sidewalk be detached from the road rather than right along the curb line and also that the drainage report or similar documents include culvert sizes for a substantial drainage easement.

Mayor Leech asked if there would be an exit out of the development onto 43rd. Mr. Tregaskes said the access onto 43rd was not a permanent access but would only be utilized for emergency access for the subdivision.

COUNCILMAN CLARK MOVED TO APPROVE THE PRELIMINARY PLAT FOR ENTRADA, A FORTY (40) LOT SUBDIVISION SUBMITTED BY GARY STAPLEY OF DASIA EQUITIES & FIDELITY LIMITED, LOCATED ON A.P.N. 309-27-014E, 015B, AND 999C, SUBJECT TO THE CONDITIONS OF APPROVAL SPECIFIED BY THE PLANNING AND ZONING COMMISSION; SECONDED BY COUNCILMAN ALLSOP; PASSED 6 TO 0 WITH MAYOR LEECH, COUNCILMAN ADAMS, COUNCILMAN ALLSOP, COUNCILMAN CLARK, COUNCILMAN HATCH, COUNCILMAN JUDD VOTING IN FAVOR.

- E. Consideration of Award of Purchase and Installation of Pool Filters and Authorization of Associated Budget Transfers (Rick Austin)

Mr. Austin said that in fiscal year 2024, funds were allocated to purchase new sand filters for the aquatic center. The existing filters were obsolete, and parts, like the lids, had to be fabricated, causing long delays for replacements.

Mr. Austin said due to the increase in pool use, backwash operations had to be increased two to three times the normal cycle to keep the pool at operating standards. This was very labor-intensive and took staff from other duties. Lastly, without proper turnover, the pool surfaces must be cleaned more often to keep the tile from yellowing, causing customer complaints. The new filters would keep the pool compliant with the Arizona Health Code water quality standards.

Mr. Austin said the City would like to utilize the City of Tempe's Cooperative Purchasing Contract T24-088-01 to purchase and install the sand filters at the aquatic center.

Mr. Austin said staff recommended awarding Commercial Pool Repair the purchase and installation of aquatic center sand filters contract in an amount not to exceed \$94,479.83 and approving the associated budget transfers.

COUNCILMAN ALLSOP MOVED TO AWARD THE PURCHASE AND INSTALLATION OF AQUATIC CENTER SAND FILTERS TO COMMERCIAL POOL REPAIR IN AN AMOUNT NOT TO EXCEED \$94,479.83 AND APPROVE ASSOCIATED BUDGET TRANSFERS; SECONDED BY COUNCILMAN ADAMS; PASSED 6 TO 0 WITH MAYOR LEECH, COUNCILMAN ADAMS, COUNCILMAN ALLSOP, COUNCILMAN CLARK, COUNCILMAN HATCH, COUNCILMAN JUDD VOTING IN FAVOR.

- F. Consideration of Award of Construction Contract for City Campus Restroom, City of Show Low Project No. FM-6224 and Authorization of Associated Budget Transfers (Bill Kopp)

Mr. Kopp said the City of Show Low 2024 Budget included funding for constructing a public restroom. This restroom would be in the pickleball complex at City Campus. The work included, but was not necessarily limited to, constructing a restroom facility that would include three ADA-accessible restrooms in a single building. There would be one separate men's restroom with two stalls, one water closet and one urinal, one separate women's restroom with two water closet stalls, and a family restroom with a single water closet and an ADA adult changing station.

Mr. Kopp said staff solicited bids from builders to construct the building. The request for bids was based on previously approved plans prepared by City staff. The building would be a duplicate of the recently constructed restrooms at City Park. City personnel would extend water, sewer, and power utilities to the building location.

Mr. Kopp said the project was publicly advertised per statutory requirements, and two bids were received. The bid results were as follows:

<u>Contractor</u>	<u>Total Bid</u>
LD&B LLC	\$131,500.00
Pointe Companies	\$161,200.00

Mr. Kopp said staff recommended awarding the construction contract for Show Low Public Restroom, City of Show Low Project No. FM-6224, to LD&B LLC in an amount not to exceed \$131,500.00 and authorizing associated budget transfers.

Mr. Kopp said the City originally thought the grant fund would cover the cost of the restroom at the pickleball courts; however, they did not. So, the City would use the funds budgeted for the McCarty Park restrooms this year and rebudget them next year.

MAYOR LEECH MOVED TO AWARD THE CONSTRUCTION CONTRACT FOR CITY CAMPUS RESTROOM, CITY OF SHOW LOW PROJECT NO. FM-6224, TO LD&B LLC IN AN AMOUNT NOT TO EXCEED \$131,500.00 AND AUTHORIZE THE ASSOCIATED BUDGET TRANSFERS; SECONDED BY COUNCILMAN ADAMS; PASSED 6 TO 0 WITH MAYOR LEECH, COUNCILMAN ADAMS, COUNCILMAN ALLSOP, COUNCILMAN CLARK, COUNCILMAN HATCH, COUNCILMAN JUDD VOTING IN FAVOR.

9. **SUMMARY OF CURRENT EVENTS:**

A. Council Members

None.

B. Mayor

None.

C. City Manager

Mr. Brown said that in public works projects, the City's contractor continued to work on the City Park Waterline Replacement Project. The contractor was getting ready to start work on the East Mills Parking lot by Nikolaus Park. Construction on the City Park Detention project would begin soon. The Fools Hollow Waterline Replacement Phase 1 project should be finished soon.

Mr. Brown said the City had partnered with a company to help get Youth Flag Football up and running again. Look for that information to start signing up.

10. **SCHEDULE OF MEETINGS:**

Scheduling of meetings, which may be brought up at this time.

Mr. Brown said there would be a budget study session at 6:30 p.m. on April 2 before the Regular City Council meeting.

The Show Low City Council recessed into Executive Session at 8:16 p.m.

11. **EXECUTIVE SESSION:**

A. Confidentiality Statement

B. Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining, or resignation of a public officer, appointee, or employee of any public body. Pursuant to A.R.S. Section 38-431.03(A)(1)

(1) Annual Evaluation of City Magistrate

C. Discussion or consideration of records exempt by law from public inspection, including the receipt and discussion of information or testimony that is specifically required to be maintained as confidential by state or federal law. Pursuant to A.R.S. Section 38-431.03(A)(2)

- (1) Executive Session Minutes of December 5, 2023
- (2) Executive Session Minutes of January 16, 2024
- (3) Executive Session Minutes of February 6, 2024
- (4) Executive Session Minutes of February 20, 2024

12. **POST EXECUTIVE SESSION:**

A. Consideration of any item on the Executive Session portion of this agenda, which the Council may wish to take action upon in Open Session

The Show Low City Council reconvened to Open Session at 8:45 p.m.

- B. Consideration of Approval of the Minutes of the Executive Session of the Show Low City Council Held on December 5, 2023, January 16, 2024, February 6, 2024, and February 20, 2024.

COUNCILMAN ALLSOP MOVED TO APPROVE THE EXECUTIVE SESSION MINUTES OF DECEMBER 5, 2023, JANUARY 16, 2024, FEBRUARY 6, 2024, AND FEBRUARY 20, 2024; SECONDED BY COUNCILMAN HATCH; PASSED 6 TO 0 WITH MAYOR LEECH, COUNCILMAN ADAMS, COUNCILMAN ALLSOP, COUNCILMAN CLARK, COUNCILMAN HATCH, COUNCILMAN JUDD VOTING IN FAVOR.

13. **ADJOURNMENT:**

There being no further business to be brought before the Council, **MAYOR LEECH ADJOURNED THE REGULAR MEETING OF THE SHOW LOW CITY COUNCIL OF MARCH 5, 2024, AT 8:54 P.M.**

ATTEST:

APPROVED:

Rachael Hall, City Clerk

John Leech, Jr., Mayor

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Meeting of the City Council of Show Low held on March 5, 2024. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this _____ day of _____, 20____.

Rachael Hall, City Clerk

**City of Show Low
STAFF SUMMARY REPORT**

AGENDA TITLE: PUBLIC HEARING and Consideration of Application Submitted by Robert Paul Rose for #12, Restaurant, Liquor License on Behalf of Persnikkity's Cafe for its Location at 161 East Deuce of Clubs, #11, Show Low, Arizona (Rachael Hall)

RECOMMENDATION

I **MOVE** to recommend approval to the State Liquor Board of the application submitted by Robert Paul Rose for #12, Restaurant, Liquor License on behalf of Persnikkiity's Cafe for its Location at 161 East Deuce of Clubs, #11, Show Low, Arizona.

OR

I **MOVE** to recommend denial to the State Liquor Board of the application submitted by Robert Paul Rose for #12, Restaurant, Liquor License on behalf of Persnikkiity's Cafe for its Location at 161 East Deuce of Clubs, #11, Show Low, Arizona (and stating the reasons for denial).

BACKGROUND

Robert Paul Rose, representing Persnikkity's Cafe, submitted a liquor application for a #12 Restaurant Liquor License for its location at 161 East Deuce of Clubs. As required by state law, the property was posted, and no public input was received.

The Show Low Police Department conducted a background check on the applicants and found nothing amiss. The Department of Liquor Licenses and Control conducts its own internal investigations and background checks. Based on the investigator's findings and the recommendation of the City Council, the State Liquor Board will decide whether to approve or deny the application. Note that if the City Council chooses to recommend denial of the application, the motion must state the reasons for the denial.

ATTACHMENTS

1. Liquor License Application
2. Subject Map
3. Aerial Map

FISCAL IMPACT

N/A

State of Arizona
Department of Liquor Licenses and Control

Created 02/23/2024 @ 03:11:47 PM

Local Governing Body Report

LICENSE

Number:		Type:	012 RESTAURANT
Name:	PERSNIKKITY'S CAFE		
State:	Pending		
Issue Date:		Expiration Date:	
Original Issue Date:			
Location:	161 E DEUCE OF CLUBS #11 SHOW LOW, AZ 85901 USA		
Mailing Address:	221 N CANYON LOOP SHOW LOW, AZ 85901 USA		
Phone:	(928)251-1965		
Alt. Phone:	(928)369-8844		
Email:	ROBERTROSE480@YAHOO.COM		

AGENT

Name:	ROBERT PAUL ROSE
Gender:	Male
Correspondence Address:	221 N CANYON LOOP SHOW LOW, AZ 85901 USA
Phone:	(928)369-8844
Alt. Phone:	
Email:	ROBERTROSE480@YAHOO.COM

OWNER

Name:	RAMBLING ROSE LLC		
Contact Name:	ROBERT PAUL ROSE		
Type:	LIMITED LIABILITY COMPANY		
AZ CC File Number:	L18607620	State of Incorporation:	AZ
Incorporation Date:	07/19/2013		
Correspondence Address:	221 N CANYON LOOP SHOW LOW, AZ 85901 USA		
Phone:	(928)369-8844		
Alt. Phone:			
Email:	ROBERTROSE480@YAHOO.COM		

Officers / Stockholders

Name:
ROBERT PAUL ROSE

Title:
Member

% Interest:
100.00

RAMBLING ROSE LLC - Member

Name: ROBERT PAUL ROSE
Gender: Male
Correspondence Address: 221 N CANYON LOOP
SHOW LOW, AZ 85901
USA
Phone: (928)369-8844
Alt. Phone:
Email: ROBERTROSE480@YAHOO.COM

APPLICATION INFORMATION

Application Number: 255510
Application Type: New Application
Created Date: 08/18/2023



QUESTIONS & ANSWERS

012 Restaurant

- 1) Are you applying for an Interim Permit (INP)?
No
- 2) Are you one of the following? Please indicate below.
Property Tenant
Subtenant
Property Owner
Property Purchaser
Property Management Company
property tenant
- 3) Is there a penalty if lease is not fulfilled?
No
- 4) Is the Business located within the incorporated limits of the city or town of which it is located?
Yes
- 5) What is the total money borrowed for the business not including the lease?
Please list each amount owed to lenders/individuals.
0
- 6) Are there walk-up or drive-through windows on the premises?
No
- 7) Does the establishment have a patio?
No
- 8) Is your licensed premises now closed due to construction, renovation or redesign or rebuild?
No
- 9) What type of business will this license be used for?
restaurant

DOCUMENTS

DOCUMENT TYPE	FILE NAME	UPLOADED DATE
RECORDS REQUIRED FOR AUDIT	audit record.pdf	11/13/2023
QUESTIONNAIRE	robert manager.pdf	11/13/2023
RESTAURANT OPERATION PLAN	operation plan.pdf	11/13/2023
QUESTIONNAIRE	jillyan questionnaire.pdf	11/13/2023
MENU	Metro Cafe Half Page Menu (6).pdf	11/13/2023
MENU	Cafe 2022.pdf	11/13/2023
DIAGRAM/FLOOR PLAN	Cafe 2.0 floor plan.pdf	11/13/2023
	Cafe 2.0 floor plan.pdf	12/11/2023
	alien status.pdf	12/11/2023
	controlling person.pdf	12/11/2023
	agent.pdf	12/11/2023
	drivers license.pdf	12/11/2023



RESTAURANT/HOTEL/MOTEL OPERATION PLAN

Arizona Dept. of Liquor Licenses and Control
800 W. Washington St. 5th Floor Phoenix, AZ 85007
(602) 542-5141

Type or Print with **Black Ink**

1. Name of restaurant (Please print): Persnickity's Cafe

2. Must indicate the equipment below by Make, Model, and Capacity:

LIST ONLY THE FOLLOWING - NO ATTACHMENTS	
Grill	1 Grill 36 X 18 1 Grill 24 X 18 AVANTCO
Oven	COOKING PERFORMANCE 536-50-N 60 X 36
Freezer	Embra E-KB25WF 30.6"
Refrigerator	MOTAR MSD-ZDL-Bal 54"
Sink	Regency 60" 3 Compartment
Dish Washing Facilities	Regency 60" 3 Compartment
Food Preparation Counter (Dimensions)	5 FT X 12 in
Other	

3. Attach a copy of your FULL menu with pricing **INCLUDING NON-ALCOHOLIC BEVERAGES**

4. What percentage of your public premises is used primarily for restaurant dining?

(Do not include kitchen, bar, hi-top tables, or game area.) 50 %

5. Does your restaurant have a bar area that is distinct and separate from the dining area? ☐ YES ☒ No

(If yes, what percentage of the public floor space does this area cover?) _____ %

6. List the **seating capacity** for:

a) Restaurant dining area of your premises: 92

(DO NOT INCLUDE PATIO SEATING)

b) Bar area 4

TOTAL = 96

7. What type of dinnerware is primarily used in your restaurant? ☐ Reusable ☐ Disposable ☒ Both

8. Does your restaurant contain any **games, televisions, or any other entertainment**? ☐ YES ☒ No

If yes, specify what types and how many (examples: 4-TV's, 2-Pool Tables, 1-Video Game, etc.)

9. Do you have live entertainment or dancing? ☐ YES ☒ No

If yes, what type and how often (example: DJ-2 x a week, Karaoke-2 x a month, Live Band-1 x a month, etc.)

10. List number of employees for each position:

Position	How many
Cooks	5
Bartenders	
Hostesses	
Managers	2
Servers	5
Other (Dishwasher)	2
Other (Prep Cook)	1
Other ()	

I, (Print Full Name) Robert Paul Rose, hereby swear under penalty of perjury and in compliance with A.R.S. § 4-210(A)(2) and (3) that I have read and understand the foregoing and verify that the information and statements that I have made herein are true and correct to the best of my knowledge.

Applicant Signature: 

TWISTED BRUNCH *ALL DAY*

STRAWBERRY-YOGURT-GRANOLA PARFAIT 6.0

TWISTED ACAI BOWL 9.0

banana | strawberry | chia seeds
coconut | granola

BAGEL & CREAM CHEESE 3.0

BASIC B* 5.0

avo toast | sourdough | avocado | garlic poppy
spice

I.D.K. BAGEL 7.0

"everything" bagel | cream cheese | avocado
cucumber | sprouts | red pepper

AVOCADO TOAST 6.5

wheat | avo | feta | pepitas | green onion
sprouts | heirloom tomato | red pepper

JALAPEÑO BAGEL 8.0

"everything" bagel | jalapeño ranch
2 eggs* | bacon | green chili | jack

EGG & CHEESE CROISSANT 7.0

2 eggs* pick swiss or jack or american
add bacon | ham | avocado

BREAKFAST PITA 8.0

bacon | ham | sausage | scrambled | jack cheese
sriracha aioli | warm pita

MAIN STREET BAGEL 7.5

plain bagel | 2 eggs* | american | bacon
avocado | sriracha aioli

BACON AVO BURRITO 9.0

crispy bacon | scrambled | cheddar
avocado | sriracha aioli | chunky potato flour
tortilla

TACKLE BOX BURRITO 10.0

spinach | tomato | grilled onion mushroom
red peppers | scrambled | chunky potatoes | feta
avocado | flour tortilla

CHIPOTLE CHORIZO BURRITO 9.0

chorizo | cheddar | scrambled | avocado creamy
chipotle sauce | chunky potatoes flour tortilla

BLACK BEAN BURRITO 10.0

black bean | jalapeño | red pepper scrambled
jack cheese | chipotle sauce | chunky potato
served enchilada style twisted green chili

SOUTHWEST BURRITO 9.0

sausage | green chili | pico gringa | scrambled
jack | jalapeño ranch | chunky potato | flour
tortilla

persNIKKItY's

• BREAKFAST 7AM - 11 AM •

• twisted french toast •

PERSNIKK'S 8.5

the O.G. twisted up | nutella | fresh strawberries
sliced banana | whipped cream

CINNA-MAPLE PEANUT BUTTER 7.0

topped with a sweet cinnamon maple butter
creamy peanut butter drizzle
add banana 1.0

NUTTY PIG 9.5

the O.G. topped with fresh banana | crispy bacon
peanut butter drizzle

add bacon and eggs 3.5

THE O.G. 6.0

2 thick cut buttery brioche dunked in vanilla custard
maple cinnamon butter | sweet-sugar dusting

BANANA PECAN 7.5

the O.G. topped with banana slices | toasted pecans

FRUITY TOOTY 7.0

vanilla dunked brioche | fruity cereal crunch
whipped cream

STRAWBERRIES N CREAM 7.5

the O.G. topped with fresh strawberries
whipped cream

CHICKEN & NOT WAFFLES 10.5

our O.G. french toast | crispy chicken | spicy maple |
chopped bacon | green onion

• local favorites •

BISCUITS N GRAVY half 8.0 full 11.0

buttermilk biscuits | 2 eggs* | hashbrown
country gravy or sausage gravy

BAJA CHORIZO BENNYS 11.5

english muffin | hashbrown | poached eggs*
chorizo | spicy hollandaise | avocado | pico
add blackened salmon 5.0

CLASSIC BENNYS 10.5

toasted English muffin | black forest ham | poached
eggs* | hollandaise | smoked paprika | hashbrown
*sub spinach | tomato

toast

Sourdough | Wheat | English Muffin
Croissant \$1 | Bagel \$1

TWISTED CORNED BEEF SKILLET 12.0

slow braised beef brisket | hash brown | red bells
caramelized onion | frazzles | heirloom tomato
scallion | 2 eggs* | toast

HEARTY SCRAMBLER SKILLET 10.5

hashbrown | 2 eggs* | ham | sausage | red bells
onion | cheddar | scallion | country gravy | toast

TACKLE BOX SKILLET 10.5

hashbrown | 2 eggs* | spinach | red bells
caramelized onion | portobello | heirloom tomato
avocado | feta | hollandaise | toast

MY EGGS 7.0

toast | hashbrowns | 2 eggs*
add bacon or sausage 2.0
add turkey sausage 3.0

coffee

old

LONDON FOG

earl grey tea | lavender | cream

ICED COLD BREW

ICED MAYAN CHAI LATTE

brew

CINNA* TOAST CRUNCH COLD BREW

cold brew | vanilla | cinnamon oat milk cold foam

TOASTED COCONUT COLD BREW

HONEY VANILLA COLD BREW

SALTED CARAMEL WHITE CHOCOLATE C.B.

• smoothies •

STRAWBERRY

MANGO

BANANA

BLUEBERRY

MATCHA GREEN TEA

BERRY GREEN MATCHA

ADD A SCOOP OF PROTEIN ➤

ADD A SCOOP OF B12 ENERGY ➤

• zappuccino •

PICK ANY FLAVORS

our twist on a blended coffee drink, we like to call it a
"milk shake with espresso"

• breakfast 7AM - 11 AM •

• grilled breakfast burritos •

our burritos are made with 3 eggs* and crispy potatoes

GARDEN 8.5

feta | spinach
heirloom tomato | avocado

"QUICHE LORRAINE" BURRITO 9.0

bacon | onion | spinach | hollandaise

BLACK BEAN VG 9.5

black beans | jalapeño | red pepper | roasted corn
pepper jack | twisted green chili sauce
enchilada style | crispy tilla strips | lime wedge

SOUTHWEST 8.5

pepper jack | sausage | pico
chili | jalapeño ranch

TRIO 9.0

bacon | ham
sausage | cheddar

CALIFORNIA CHORIZO 8.5

chorizo | cheddar
avocado | sriracha aioli

• a.m. sandwiches •

add hashbrowns 1.0

KETO SCRAMBLE 8.0

frittata style scrambled egg | spinach
bacon or ham or sausage
avocado | feta | sprouts heirloom tomato

JALAPENO BAGEL 8.0

2 eggs* | sriracha aioli | chili | jalapeño
bacon | pepper jack | "everything" bagel

TWISTED B.L.T. 9.5

cracked pepper aioli | lettuce | tomato
2 eggs* | hollandaise | applewood
smoked bacon | croissant

PIG N' BLANKET 6.5

croissant | grilled ham | swiss | tomato
add 2 eggs \$

SAUSAGE MUFFIN 5.5

english muffin | egg | american cheese

ROBERTO'S BEAST MODE BAGEL 11.0

loaded with hashbrowns | cheddar
ham | sausage | bacon
jalapeño | cracked pepper aioli
2 eggs* | sausage gravy

MAIN STREET BAGEL 7.5

2 eggs* | bacon | avocado
american cheese | plain bagel | sriracha aioli

FRIED EGG N CHEESE 6.0

croissant or biscuit | 2 eggs* | cheese
cracked pepper mayo
add bacon or sausage 2.0
add blackened salmon 5.0

• morning extras •

TWISTED HASHBROWN 5.0

caramelized onion | cheddar | gravy

TOAST 3.0

EGGS/ WHITES 2.5

BACON 4.0

SAUSAGE 4.0

TURKEY SAUSAGE 5.0

• bowls •

CHICKEN & BISCUIT 11.0

crispy potato | 2 eggs* | crispy chicken strips
country gravy | crumbled bacon | green onion

SUNRISE BOWL 10.0

sweet potato chunks | wilted spinach
turkey sausage | 2 eggs*
heirloom tomato | avocado | toast

SPINACH QUINOA 9.5

sweet potato chunks | wilted spinach | mushroom
quinoa | 2 eggs* | feta | pepitas | toast
add turkey sausage 3.0
add blackened salmon 5.0

COUNTRY SCRAMBLE 10.5

crispy potatoes | ham | sausage | bacon | scrambled
eggs* | cheddar | green onion | country gravy | toast

• STRAWBERRY PARFAIT 6.0

vanilla yogurt | granola
fresh strawberries

F

FRUIT CUP 3.0

seasonal fresh fruit

A

S

AVOCADO TOAST VG 6.5

wheat toast | sliced avocado
green onion | sprouts | feta | pepitas
heirloom tomato | red pepper flake
add an egg \$

T

BAGEL & CREAM CHEESE 3.0

plain | everything

B

THE BOB 6.0

1 egg* | toast | sausage or bacon
house coffee
no substitutions please :)

R

E

I.D.K. BAGEL VG 7.0

"everything" bagel | cream cheese
avocado | spinach | cucumber
sprouts | red pepper flake
add blackened salmon \$5

A

K

• BASIC B* 5.0

sourdough | avocado | garlic poppy spice

Consumer Advisory: Consumption of undercooked meat, poultry, eggs, or seafood may increase the risk of food-borne illnesses.
Alert your carrier if you have special dietary requirements.

persNIKKItY's

• LUNCH ALL-DAY •

• sammiches •

sourdough | wheat | wrap
croissant \$1 | bagel \$1

ALMOND CHICKEN SALAD 9.5
citrus braised chicken kissed with mayo
dried cranberry | toasted almonds
raspberry vinegar

SMOKED TURKEY CLUB 11.0
cracked pepper aioli | avocado
applewood smoked bacon
smoked turkey | swiss | lettuce | tomato
add ham 2.0

DEVILED EGG SALAD 7.5
mayo | yellow mustard | salt & pepper
add avocado 1.5
add bacon 2.0

B.B.L.T. 9.0
applewood smoked bacon | lettuce
tomato | cracked pepper aioli
add avocado 1.5
add salmon 5.0

TURKEY AND SPROUTS 10.50
pepper aioli | spinach | turkey
cucumber | tomato | shaved red onion | swiss | sprouts

BLACKENED SALMON 13.0
potato bun | blackened salmon | jalapeno ranch
spinach | grilled jalapeño | southern slaw | bacon | lime

TWISTED BEEF PHILLY 13.5
hoagie | shaved sirloin | grilled onion
red peppers | portobello | swiss | korean bbq
sub chicken

BAJA BLACK BEAN BURGER  10.5
potato bun | jalapeno ranch | cheddar | avocado
pico | crispy tilla strips | lime

GREEN CHILI CHICKEN 10.5
potato bun | lettuce | tomato
jalapeno ranch | bacon
roasted hatch chili | pepper jack

TURKEY AVOCADO BURGER 10.0
potato bun | cracked pepper aioli | spinach
tomato | sprouts | avocado
add cheese 1.0
add bacon 2.0

CRISPY NASH' CHICKEN  11.0
cheesy toasted bun | crispy chicken strips | Nash' hot
sauce | pickles | frazzles | bleu peppercorn ranch

• gluten free •

BUN / BREAD  1.5	LETTUCE WRAP
MADDY MARIE'S TORTILLA  2.0	

• pitas N wraps •

SWEET CHILI VEGGIE WRAP  9.0
sweet chili aioli | grilled onion | mushroom | heirloom
tomatoes | red peppers | shaved jalapeño | spinach
sweet potatoes | grilled tortilla
add grilled or crispy chicken 4.0
salmon 5.0

GREEK GYRO 11.0
mediterranean spiced beef and lamb | tzatziki sauce
shredded lettuce | tomato | shaved red onion
crumbled feta | warm pita
sub grilled chicken

CRISPY BBQ CHICKEN WRAP 10.5
crispy chicken | bbq ranch | bacon crumbles
crispy tilla strips | shredded cheddar
chopped romaine | flour tortilla

ASIAN CHICKEN WRAP 10.5
chopped romaine | grilled lemon-herb chicken
cilantro slaw | mandarin orange | toasted almonds
crispy wontons | wasabi aioli
sesame ginger sauce | flour tortilla

FALAFEL PITA  9.5
crispy chickpea cakes | tzatziki sauce
heirloom tomato | cucumber
red onion | shredded lettuce
add feta .50

SPICY CHICKEN PITA  10.5
lemon-herb grilled chicken
applewood smoked bacon | caramelized onion
shaved jalapeño | pepper jack | sriracha aioli | tomato
extra chicken 3.0

• pick a side •

LEMON PESTO PASTA SALAD
cavatappi pasta | lemon | basil pesto | red pepper
green peas | feta | green onion

SOUTHERN SLAW
cabbage | kale | shaved sprouts | cranberry
pecan | apple cider

PARMESAN FRIES
DEEP RIVER KETTLE CHIP
WAFFLE-CUT SWEET POTATO FRIES 1.0

SALAD 2.0
romaine | feta | heirloom tomato
cucumber | sprout | crouton

FRUIT 2.0
seasonal

SOUP 2.0

smash.

burgers.

FIRE HOUSE single 11.5 double 13.5
sriracha aioli | shaved jalapeno | hatch chili
bacon | pepper jack | frazzles

MUSHROOM SWISS single 10.0 double 12.0
cracked pepper aioli | swiss | grilled crimini mushrooms

CALI single 10.5 double 12.5
jalapeno ranch | bacon
avocado | swiss | frazzles
add fried egg 5

COWBOY single 10.5 double 12.5
sweet baby ray's bbq sauce | bacon
american | frazzles

BIG HAWAIIAN single 11.0 double 13.0
cracked pepper mayo | black forest ham
grilled fresh pineapple | swiss | korean bbq

CHEESY CHEESE single 8.0 double 10.0
pick 2... swiss | pepperjack | american | cheddar
add bacon 2.0
add avocado 1.5
add roasted green chili 1.0

our burgers are fresh 1/4#
100% angus beef, hand-pressed served on a
grilled buttery potato bun

Lettuce.Tomato.Onion.Pickle. ON REQUEST

• salads •

served with a mozzarella stuffed breadstick

CHIPOTLE CHICKEN & QUINOA 12.0
chopped romaine | lemon-herb chicken | quinoa
black bean | pico | avocado | lime wedge
dairy-free jalapeño ranch | chipotle vinaigrette

SOUTHWEST COBB 12.0
chopped romaine | lemon-herb chicken | bacon
jack cheese | egg | pico | avocado
crispy 'tilla strips | jalapeño ranch

STRAWBERRY PECAN 10.5
spinach | romaine | strawberry | pecans | feta
bacon | cucumber | sprouts | raspberry vin.

TWISTED FALAFEL 11.0
chopped romaine | crispy falafel | heirloom tomato |
cucumber | sprouts | red onion | feta | balsamic

AVOCADO CAESAR 9.5
chopped romaine | heirloom tomato | bacon
shaved parmesan | egg | crouton | avocado caesar

VEGGIE EXPRESS 8.0
spinach | romaine | feta | heirloom tomato
cucumber | sprout | crouton | egg | buttermilk ranch

PERSNIKKITY'S CHEF 11.0
chopped romaine | smoked turkey | black forest ham
cheddar | egg | cucumber | tomato | crouton
bleu peppercorn ranch

SESAME CHICKEN 11.0
romaine | toasted almonds | pepitas | mandarins
dried cranberry | cucumber | sprout | crispy wontons
lemon-herb chicken | sesame ginger dressing

• scratch soups •

TWISTED GREEN CHILI  cup 4.0 bowl 6.0
hatch chili | potato | roasted corn
black and white bean | cilantro

TODAY'S SOUP cup 3.5 bowl 5.5

add grilled or crispy chicken 4.0
add blackened or grilled salmon 5.0

persNIKKItY's

• LUNCH ALL-DAY •

• sammiches •

sourdough | wheat | wrap
croissant \$1 | bagel \$1

ALMOND CHICKEN SALAD 9.5

citrus braised chicken kissed with mayo
dried cranberry | toasted almonds
raspberry vinegar

SMOKED TURKEY CLUB 11.0

cracked pepper aioli | avocado
applewood smoked bacon
smoked turkey | swiss | lettuce | tomato
add ham 2.0

DEVILED EGG SALAD 7.5

mayo | yellow mustard | salt & pepper
add avocado 1.5
add bacon 2.0

B.B.L.T. 9.0

applewood smoked bacon | lettuce
tomato | cracked pepper aioli
add avocado 1.5
add salmon 5.0

TURKEY AND SPROUTS 10.50

pepper aioli | spinach | turkey
cucumber | tomato | shaved red onion | swiss | sprouts

BLACKENED SALMON 13.0

potato bun | blackened salmon | jalapeno ranch
spinach | grilled jalapeño | southern slaw | bacon | lime

TWISTED BEEF PHILLY 13.5

hoagie | shaved sirloin | grilled onion
red peppers | portobello | swiss | korean bbq
sub chicken

BAJA BLACK BEAN BURGER 10.5

potato bun | jalapeno ranch | cheddar | avocado
pico | crispy tilla strips | lime

GREEN CHILI CHICKEN 10.5

potato bun | lettuce | tomato
jalapeno ranch | bacon
roasted hatch chili | pepper jack

TURKEY AVOCADO BURGER 10.0

potato bun | cracked pepper aioli | spinach
tomato | sprouts | avocado
add cheese 1.0
add bacon 2.0

CRISPY NASH' CHICKEN 11.0

cheesey toasted bun | crispy chicken strips | Nash' hot
sauce | pickles | frazzles | bleu peppercorn ranch

• gluten free •

BUN / BREAD  1.5 LETTUCE WRAP

MADDY MARIE'S TORTILLA  2.0

• pitas N wraps •

SWEET CHILI VEGGIE WRAP 9.0

sweet chili aioli | grilled onion | mushroom | heirloom
tomatoes | red peppers | shaved jalapeño | spinach
sweet potatoes | grilled tortilla
add grilled or crispy chicken 4.0
salmon 5.0

GREEK GYRO 11.0

mediterranean spiced beef and lamb | tzatziki sauce
shredded lettuce | tomato | shaved red onion
crumbled feta | warm pita
sub grilled chicken

CRISPY BBQ CHICKEN WRAP 10.5

crispy chicken | bbq ranch | bacon crumbles
crispy 'tilla strips | shredded cheddar
chopped romaine | flour tortilla

ASIAN CHICKEN WRAP 10.5

chopped romaine | grilled lemon-herb chicken
cilantro slaw | mandarin orange | toasted almonds
crispy wontons | wasabi aioli
sesame ginger sauce | flour tortilla

FALAFEL PITA 9.5

crispy chickpea cakes | tzatziki sauce
heirloom tomato | cucumber
red onion | shredded lettuce
add feta .50

SPICY CHICKEN PITA 10.5

lemon-herb grilled chicken
applewood smoked bacon | caramelized onion
shaved jalapeño | pepper jack | sriracha aioli | tomato
extra chicken 3.0

• pick a side •

LEMON PESTO PASTA SALAD

cavatappi pasta | lemon | basil pesto | red pepper
green peas | feta | green onion

SOUTHERN SLAW

cabbage | kale | shaved sprouts | cranberry
pecan | apple cider

PARMESAN FRIES

DEEP RIVER KETTLE CHIP

WAFFLE-CUT SWEET POTATO FRIES 1.0

SALAD 2.0

romaine | feta | heirloom tomato
cucumber | sprout | crouton

FRUIT 2.0

seasonal

SOUP 2.0

persNIKKItY's

• LUNCH ALL-DAY •

• sammiches •

sourdough | wheat | wrap
croissant \$1 | bagel \$1

ALMOND CHICKEN SALAD 9.5
citrus braised chicken kissed with mayo
dried cranberry | toasted almonds
raspberry vinegar

SMOKED TURKEY CLUB 11.0
cracked pepper aioli | avocado
applewood smoked bacon
smoked turkey | swiss | lettuce | tomato
add ham 2.0

DEVILED EGG SALAD 7.5
mayo | yellow mustard | salt & pepper
add avocado 1.5
add bacon 2.0

B.B.L.T. 9.0
applewood smoked bacon | lettuce
tomato | cracked pepper aioli
add avocado 1.5
add salmon 5.0

TURKEY AND SPROUTS 10.50
pepper aioli | spinach | turkey
cucumber | tomato | shaved red onion | swiss | sprouts

BLACKENED SALMON 13.0
potato bun | blackened salmon | jalapeno ranch
spinach | grilled jalapeno | southern slaw | bacon | lime

TWISTED BEEF PHILLY 13.5
hoagie | shaved sirloin | grilled onion
red peppers | portobello | swiss | korean bbq
sub chicken

BAJA BLACK BEAN BURGER **VG** 10.5
potato bun | jalapeno ranch | cheddar | avocado
pico | crispy tilla strips | lime

GREEN CHILI CHICKEN 10.5
potato bun | lettuce | tomato
jalapeno ranch | bacon
roasted hatch chili | pepper jack

TURKEY AVOCADO BURGER 10.0
potato bun | cracked pepper aioli | spinach
tomato | sprouts | avocado
add cheese 1.0
add bacon 2.0

CRISPY NASH' CHICKEN **🔥** 11.0
cheesy toasted bun | crispy chicken strips | Nash' hot
sauce | pickles | frazzles | bleu peppercorn ranch

• gluten free •

BUN / BREAD GF 1.5	LETTUCE WRAP
MADDY MARIE'S TORTILLA GF 2.0	

• pitas N wraps •

SWEET CHILI VEGGIE WRAP **VG** 9.0
sweet chili aioli | grilled onion | mushroom | heirloom
tomatoes | red peppers | shaved jalapeño | spinach
sweet potatoes | grilled tortilla
add grilled or crispy chicken 4.0
salmon 5.0

GREEK GYRO 11.0
mediterranean spiced beef and lamb | tzatziki sauce
shredded lettuce | tomato | shaved red onion
crumbled feta | warm pita
sub grilled chicken

CRISPY BBQ CHICKEN WRAP 10.5
crispy chicken | bbq ranch | bacon crumbles
crispy tilla strips | shredded cheddar
chopped romaine | flour tortilla

ASIAN CHICKEN WRAP 10.5
chopped romaine | grilled lemon-herb chicken
cilantro slaw | mandarin orange | toasted almonds
crispy wontons | wasabi aioli
sesame ginger sauce | flour tortilla

FALAFEL PITA **VG** 9.5
crispy chickpea cakes | tzatziki sauce
heirloom tomato | cucumber
red onion | shredded lettuce
add feta .50

SPICY CHICKEN PITA **🔥** 10.5
lemon-herb grilled chicken
applewood smoked bacon | caramelized onion
shaved jalapeño | pepper jack | sriracha aioli | tomato
extra chicken 3.0

• pick a side •

LEMON PESTO PASTA SALAD
cavatappi pasta | lemon | basil pesto | red pepper
green peas | feta | green onion

SOUTHERN SLAW
cabbage | kale | shaved sprouts | cranberry
pecan | apple cider

PARMESAN FRIES

DEEP RIVER KETTLE CHIP
WAFFLE-CUT SWEET POTATO FRIES 1.0

SALAD 2.0
romaine | feta | heirloom tomato
cucumber | sprout | crouton

FRUIT 2.0
seasonal

SOUP 2.0



RECORDS REQUIRED FOR AUDIT RESTAURANT/HOTEL/MOTEL

Arizona Dept. of Liquor Licenses and Control
800 W. Washington St. 5th Floor Phoenix, AZ 85007
(602) 542-5141

Type or Print with Black Ink

In the event of an audit, you will be asked to provide to the Department any documents necessary to determine Compliance with A.R.S. §4-205.02(G). Such documents requested may include however, are not limited to:

1. Name of restaurant (Please print): Persnikkity's Cafe
2. All invoices and receipts for the purchase of food and spirituous liquor for the licensed premises.
3. A list of **all** food and liquor vendors
4. The restaurant menu used during the audit period
5. A price list for alcoholic beverages during the audit period
6. Mark-up figures on food and alcoholic products during the audit period
7. A recent, **accurate** inventory of food and liquor (taken within two weeks of the Audit Interview Appointment)
8. Monthly Inventory Figures - beginning and ending figures for food and liquor
9. Chart of accounts (copy)
10. Financial Statements-Income Statements-Balance Sheets

11. General Ledger

A. Sales Journals/Monthly Sales Schedules

- 1) Daily sales Reports (to include the name of each waitress/waiter, bartender, etc. with sales for that day)
- 2) Daily Cash Register Tapes - Journal Tapes and Z-tapes
- 3) Dated Guest Checks
- 4) Coupons/Specials/Discounts
- 5) Any other evidence to support income from food and liquor sales

B. Cash Receipts/Disbursement Journals

- 1) Daily Bank Deposit Slips
- 2) Bank Statements and canceled checks

12. Tax Records

- A. Transaction Privilege Sales, Use and Severance Tax Return (copies)
- B. Income Tax Return - city, state and federal (copies)
- C. Any supporting books, records, schedules or documents used in preparation of tax returns

13. Payroll Records

23 NOV 17 Ltr. Lic. PM1249

- A. Copies of all reports required by the State and Federal Government
- B. Employee Log (A.R.S. §4-119)
- C. Employee time cards (actual document used to sign in and out each work day)
- D. Payroll records for all employees showing hours worked each week and hourly wages

14. Off-site Catering Records (must be complete and separate from restaurant records)

- A. All documents which support the income derived from the sale of food off the license premises.
- B. All documents which support purchases made for food to be sold off the licensed premises.
- C. All coupons/specials/discounts

The sophistication of record keeping varies from establishment to establishment. Regardless of each licensee's accounting methods, the amount of gross revenue derived from the sale of food and liquor must be substantially documented.

**REVOCATION OF YOUR LIQUOR LICENSE MAY OCCUR IF YOU FAIL TO COMPLY WITH
A.R.S. §4-210(A)7 AND A.R.S. §4-205.02(G).**

A.R.S. §4-210(A)7

The licensee fails to keep for two years and make available to the department upon reasonable request all invoices, records, bills or other papers and documents relating to the purchase, sale and delivery of spirituous liquors and, in the case of a restaurant or hotel-motel licensee, all invoices, records, bills or other papers and documents relating to the purchase, sale and delivery of food.

A.R.S. §4-205.02(G)

For the purpose of this section:

1. "Restaurant" means an establishment which derives **at least forty percent (40%)** of its gross revenue from the sale of food
2. "Gross revenue" means the revenue derived from all sales of food and spirituous liquor on the licensed premises regardless of whether the sales of spirituous liquor are made under a restaurant license issued pursuant to this section or under any other license that has been issued for the premises pursuant to this article.

I, (Print Full Name) Robert Paul Rose, hereby swear under penalty of perjury and in compliance with A.R.S. § 4-210(A)(2) and (3) that I have read and understand the foregoing and verify that the information and statements that I have made herein are true and correct to the best of my knowledge.

Applicant Signature: _____

MAKE A COPY OF THIS DOCUMENT AND KEEP IT WITH RECORDS REQUIRED BY THE STATE

LC: _____
Amount: _____

*24 FEB 23 Lique. Lic. PM 2 39



AGENT/CONTROLLING PERSON QUESTIONNAIRE

Arizona Dept. of Liquor Licenses and Control
800 W. Washington St. 5th Floor Phoenix, AZ 85007
(602) 542-5141

DLIC USE ONLY

Job #	255510
Date Accepted:	11-13-2023
CSR:	Chay

Type or Print with Black Ink

License Number: _____

ATTENTION APPLICANT: This is a legally binding document. An investigation of your background will be conducted. Incomplete applications will not be accepted. False or misleading answers may result in the denial or revocation of a license or permit and could result in criminal prosecution.

Attention local governments: Social security and birth date information is confidential. This information will be given to law enforcement agencies for background checks only.

QUESTIONNAIRE IS TO BE COMPLETED ACCORDINGLY AND SUBMITTED TO THE DEPARTMENT WITH A BLUE OR BLACK LINED FINGERPRINT CARD AND \$22 FEE. FINGERPRINTS MUST BE DONE BY A LAW ENFORCEMENT AGENCY OR BONA FIDE FINGERPRINT SERVICE.

1. Check the
Appropriate
Box →

☒ Agent

☒ Controlling Person

2. Name: Rose Robert Paul Birth Date: [REDACTED]
First Middle (NOT a public record)

3. Social Security # [REDACTED] Drivers License #: d05211111 State Issued: Arizona

4. Place of birth: Glendale AZ USA Height: 6'0 Weight: 235 Eyes: Blue Hair: Brown
City State COUNTRY

5. Name of current/most recent spouse: Rose Jillyan Nickole Birth Date: [REDACTED]
Last First Middle (NOT a public record)

6. Are you a bonafide resident of Arizona? Yes ☒ No ☒ If yes, what is your date of residency? 07/13/1986

7. Daytime telephone number: 9283698844 Email address: robertrose480@yahoo.com

8. Premises Name: Persnikkity's Cafe Business Phone: 928 251 1965

9. Premises Address: 161 E Deuce of Clubs Show Low AZ Navajo 85901
Street (do not use PO Box) City State County Zip

10. List your employment or type of business during the past five (5) years, if unemployed, retired, or student, list place of residence address. (ATTACH ADDITIONAL SHEET IF NECESSARY)

FROM Month/Year	TO Month/Year	DESCRIBE POSITION OR BUSINESS	EMPLOYERS NAME OR NAME OF BUSINESS (Street Address, City, State & Zip)
04/2011	CURRENT	Restaurant owner	Persnikkitys Cafe 1650 e deuce of clubs show low az 85901
03/2010	01/2020	service advisor	Hatch Toyota 1051 n automall parkway show low az 85901

11. Provide your residence address information for the last five (5) years A.R.S. §4-202(D) (ATTACH ADDITIONAL SHEET IF NECESSARY)

FROM Month/Year	To Month/Year	Street	City	State	Zip
05/2017	CURRENT	221 n canyon loop	show low	arizona	85901

(ATTACH ADDITIONAL SHEET IF NECESSARY)

12. As an Agent or Controlling Person, will you be managing the day to day operation of the licensed premises? If you answered YES, then answer #13 below. If NO, skip to #14 Yes ☒ No ☐
13. Have you attended a DLLC approved Basic and Management Liquor Law Training Course within the past 3 years? **MUST** attach copies of both training certificates. Yes ☐ No ☒
14. Have you been cited, arrested, indicted, convicted, or summoned into court for violation of ANY criminal law or ordinance, regardless of the disposition, even if dismissed or expunged, within the past five (5) years? Yes ☐ No ☒
15. Are there ANY administrative law citations, compliance actions or consents, criminal arrests, indictments or summons pending against you? (Do not include civil traffic tickets) A.R.S. §4-202, 4-210 Yes ☐ No ☒
16. Has anyone EVER obtained a judgement against you the subject of which involved fraud or misrepresentation? Yes ☐ No ☒
17. Have you had a liquor application or license rejected, denied, revoked or suspended in or outside of Arizona within the last five years? A.R.S. §4-202(D) Yes ☐ No ☒
18. Has an entity in which you are or have been a controlling person had an application or license rejected, denied, revoked, or suspended in or outside of Arizona within the last five years? A.R.S. §4-202(D) Yes ☐ No ☒

If you answered "YES" to any Question 14 through 18 **YOU MUST** attach a signed statement. Give complete details including dates, agencies involved and dispositions. CHANGES TO QUESTIONS 14-18 MAY NOT BE ACCEPTED

I, (Print Full Name) **Robert Rose** hereby swear under penalty of perjury and in compliance with A.R.S. § 4-210(A)(2) and (3) that I have read and understand the foregoing and verify that the information and statements that I have made herein are true and correct to the best of my knowledge.

Signature: _____

Date: **12/11/2023**

10. List your employment or type of business during the past five (5) years, if unemployed, retired, or student, list place of residence address. (ATTACH ADDITIONAL SHEET IF NECESSARY)

FROM Month/Year	TO Month/Year	DESCRIBE POSITION OR BUSINESS	EMPLOYERS NAME OR NAME OF BUSINESS (Street Address, City, State & Zip)
	CURRENT		

11. Provide your residence address information for the last five (5) years A.R.S. §4-202(D) (ATTACH ADDITIONAL SHEET IF NECESSARY)

FROM Month/Year	To Month/Year	Street	City	State	Zip
	CURRENT				

(ATTACH ADDITIONAL SHEET IF NECESSARY)

12. As an Agent or Controlling Person, will you be managing the day to day operation of the licensed premises? If you answered YES, then answer #13 below. If NO, skip to #14 Yes ☐ No ☐
13. Have you attended a DLLC approved Basic and Management Liquor Law Training Course within the past 3 years? **MUST** attach copies of both training certificates. Yes ☐ No ☐
14. Have you been cited, arrested, indicted, convicted, or summoned into court for violation of ANY criminal law or ordinance, regardless of the disposition, even if dismissed or expunged, within the past five (5) years? Yes ☐ No ☐
15. Are there ANY administrative law citations, compliance actions or consents, criminal arrests, indictments or summons pending against you? (Do not include civil traffic tickets) A.R.S. §4-202, 4-210 Yes ☐ No ☐
16. Has anyone EVER obtained a judgement against you the subject of which involved fraud or misrepresentation? Yes ☒ No ☐
17. Have you had a liquor application or license rejected, denied, revoked or suspended in or outside of Arizona within the last five years? A.R.S. §4-202(D) Yes ☐ No ☐
18. Has an entity in which you are or have been a controlling person had an application or license rejected, denied, revoked, or suspended in or outside of Arizona within the last five years? A.R.S. §4-202(D) Yes ☐ No ☐

If you answered "YES" to any Question 14 through 18 **YOU MUST** attach a signed statement. Give complete details including dates, agencies involved and dispositions. **CHANGES TO QUESTIONS 14-18 MAY NOT BE ACCEPTED**

I, (Print Full Name) robert rose hereby swear under penalty of perjury and in compliance with A.R.S. § 4-210(A)(2) and (3) that I have read and understand the foregoing and verify that the information and statements that I have made herein are true and correct to the best of my knowledge.

Signature: [Signature] Date: 03/12/2024



FINGERPRINT VERIFICATION FORM

Arizona Department of Liquor Licenses and Control
800 W. Washington St. 5th Floor Phoenix, AZ 85007
(602) 542-5141

DLIC USE ONLY

Job #:	255510
Date Accepted:	11-13-2023
CSR:	Chay

Fee taken under
Robert Paul Rose

ATTENTION FINGERPRINT TECHNICIAN:

Please follow the instructions below for fingerprinting this applicant.

1. Please fill out or ensure that the applicant has filled out all the required boxes on the fingerprint card prior to taking the fingerprints.
2. Request a valid, unexpired government-issued photo ID from the applicant and compare the physical descriptors on the applicant's photo ID to the applicant and to the information on the fingerprint card.
3. Fill out the information in the boxes below. **Please print clearly.**
4. Once the prints have been taken, place the fingerprint card and this form into the envelope and seal it. Please write your name or identification across the edge of the seal. Return the sealed envelope to the applicant.
Do not give the applicant the fingerprint card without first sealing it inside the envelope.
5. **Write applicants name on front of sealed envelope.**

PRINT the following information:

Date <i>12/14/23</i>	Name of Applicant: <i>Robert Paul Rose</i>
Name of Fingerprint Technician: <i>P I Evans - #6005</i>	
Fingerprint technician's Signature: <i>P I Evans</i>	
Fingerprint technician's Agency/company Name: <i>Show Low Police Dept.</i>	Phone Number: <i>(928) 537-5091</i>
Type of Photo ID Provided (check one):	
☒ Driver's License ☐ Passport ☐ Other (Please specify)	



ALIEN STATUS

Arizona Dept. of Liquor Licenses and Control
800 W. Washington St, 5th Floor Phoenix, AZ 85007
(602) 542-5141

Type or Print with Black Ink

Title IV of the federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (the "Act"), 8 U.S.C. § 1621, provides that, with certain exceptions, only United States citizens, United States non-citizen nationals, non-exempt "qualified aliens" (and sometimes only particular categories of qualified aliens), nonimmigrant, and certain aliens paroled into the United States are eligible to receive state, or local public benefits. With certain exceptions, a professional license and commercial license issued by a State agency is a State public benefit.

Arizona Revised Statutes § 41-1080 requires, in general, that a person applying for a license must submit documentation to the license agency that satisfactorily demonstrates the applicant's presence in the United States is authorized under federal law.

Directions: All applicants must complete Sections I, II, and IV. Applicants who are not U.S. citizens or nationals must also complete Section III.

Submit this completed form and a copy of one or more document(s) from the attached "Evidence of U.S. Citizenship, U.S. National Status, or Alien Status" with your application for license or renewal. If the document you submit does not contain a photograph, you must also provide a government issued document that contains your photograph. You must submit supporting legal documentation (i.e. marriage certificate) if the name on your evidence is not the same as your current legal name.

SECTION I – APPLICANT INFORMATION

APPLICANT NAME (Print or type)

Robert Paul Rose

SECTION II – CITIZENSHIP OR NATIONAL STATUS DECLARATION

Are you a citizen or national of the United States? ☒ Yes ☐ No - If yes, indicate place of birth:

City Glendale State Arizona COUNTRY USA

If you answered **Yes, 1)** Attach a legible copy of a document from the list below.

2) Name of document: Drivers License

If you answered **No**, you must complete Sections III.

EVIDENCE OF U.S. CITIZENSHIP, U.S. NATIONAL STATUS, OR ALIEN STATUS

You must submit supporting legal documentation (i.e. marriage certificate) if the name on your evidence is not the same as your current legal name.

Evidence showing authorized presence in the United State includes the following:

1. An Arizona driver license issued after 1996 or an Arizona non-operating identification card.
2. A driver license issued by a state that verifies lawful presence in the United States.
3. A birth certificate or delayed birth certificate showing birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after Jan. 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time)
4. A United States certificate of birth abroad.
5. A United States passport. ***Passport must be signed***
6. A foreign passport with a United States visa.
7. An I-94 form with a photograph.
8. A United States citizenship and immigration services employment authorization document or refugee travel document.
9. A United States certificate of naturalization.
10. A United States certificate of citizenship.
11. A tribal certificate of Indian blood.
12. A tribal or bureau of Indian affairs affidavit of birth.
13. Any other license that is issued by the federal government, any other state government, an agency of this state or a political subdivision of this state that requires proof of citizenship or lawful alien status before issuing the license.

SECTION III - QUALIFIED ALIEN DECLARATION

Applicants who are not citizens or nationals of the United States. Please indicate alien status by checking the appropriate box. Attach a legible copy of a document from the attached list or other document as evidence of your status.

Name of document provided

Qualified Alien Status (8 U.S.C. §§ 1621(a)(1), -1641(b) and (c))

- ☐ 1. An alien lawfully admitted for permanent residence under the Immigration and Nationality Act (INA)
- ☐ 2. An alien who is granted asylum under Section 208 of the INA.
- ☐ 3. A refugee admitted to the United States under Section 207 of the INA.
- ☐ 4. An alien paroled into the United States for at least one year under Section 212(d)(5) of the INA.
- ☐ 5. An alien whose deportation is being withheld under Section 243(h) of the INA.
- ☐ 6. An alien granted conditional entry under Section 203(a)(7) of the INA as in effect prior to April 1, 1980.
- ☐ 7. An alien who is a Cuban/Haitian entrant.
- ☐ 8. An alien who has, or whose child or child's parent is a "battered alien" or an alien subject to extreme cruelty in the United States

Nonimmigrant Status (8 U.S.C. § 1621(a)(2))

- 9. A nonimmigrant under the Immigration and Nationality Act [8 U.S.C. § 1101 et seq.] Non-immigrants are persons who have temporary status for a specific purpose. See 8 U.S.C. § 1101(a)(15).

Alien Paroled into the United States for Less Than One Year (8 U.S.C. § 1621(a)(3))

- 10. An alien paroled into the United States for less than one year under Section 212(d)(5) of the INA

Other Persons (8 U.S.C. § 1621(c)(2)(A) and (C))

- 11. A nonimmigrant whose visa for entry is related to employment in the United States, or
- 12. A citizen of a freely associated state, if section 141 of the applicable compact of free association approved in Public Law 99-239 or 99-658 (or a successor provision) is in effect (Freely Associated States include the Republic of the Marshall Islands, Republic of Palau and the Federate States of Micronesia, 48 U.S.C. § 1901 et seq.);
- 13. A foreign national not physically present in the United States.
- 14. **Otherwise Lawfully Present**
- 15. A person not described in categories 1-13 who is otherwise lawfully present in the United States.

PLEASE NOTE: The federal Personal Responsibility and Work Opportunity Reconciliation Act may make persons who fall into this category ineligible for licensure. See 8 U.S.C. §

Robert Paul Rose

Print Name



Signature

12/11/2023

Date

'24 FEB 23 Lir. Lic. PM 2:39

Arizona DRIVER LICENSE USA



9 CLASS D
10 END NONE
11 REST B
1 ROSE
2 ROBERT PAUL
3 221 N CANYON LOOP
SHOW LOW, AZ 8609014183
4b EXP 05/24/2029 4a ISS 05/24/2021
15 SEX M 16 EYES BLU
15 HGT 6'-00" 18 HAIR BRO
17 WGT 235 lb
DONOR ♥
5 DD 005500D0ER040005

RP

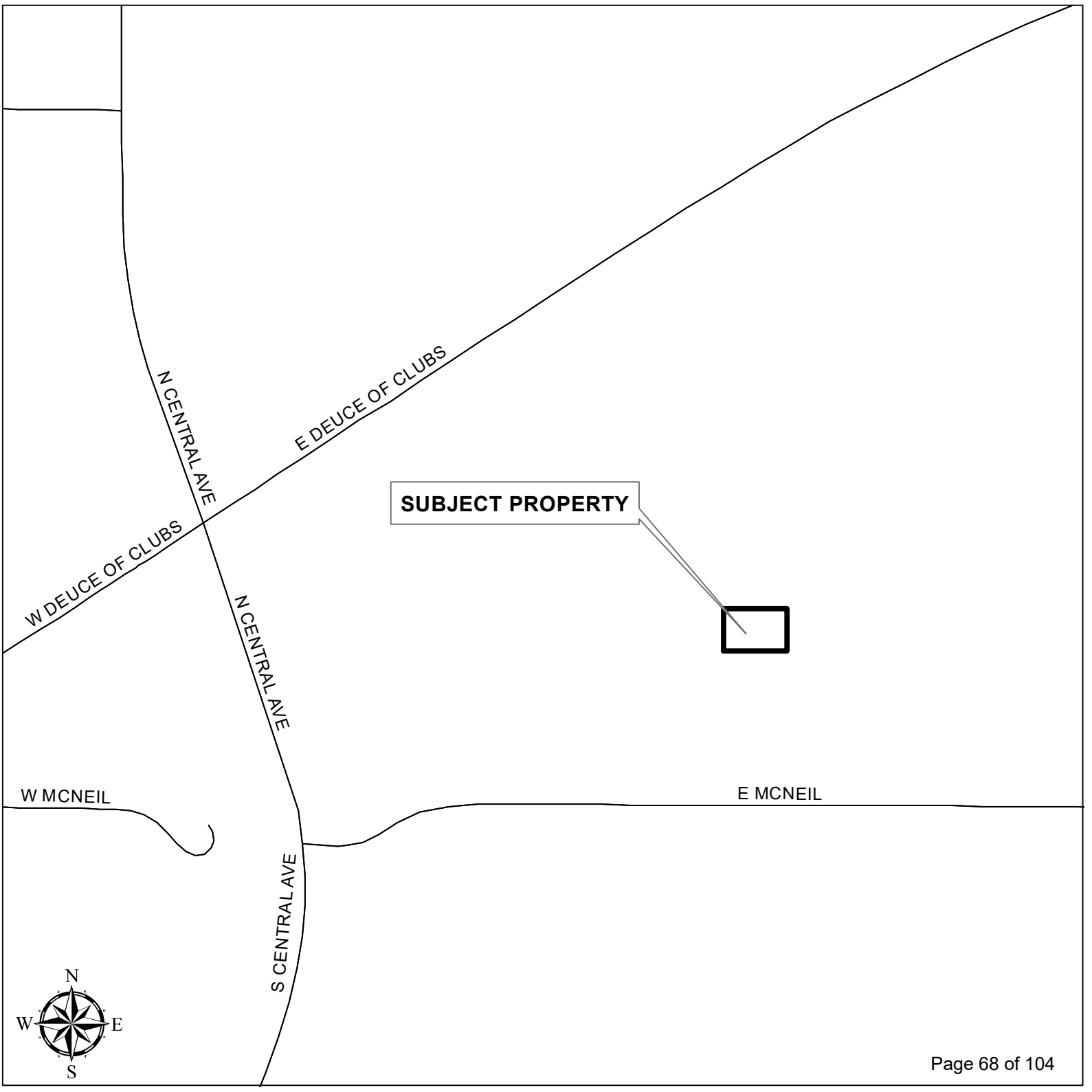
'24 FEB 23 11:47 AM 2 139

[REDACTED]

CLASS: D-Operator
ENDORSEMENTS: None
RESTRICTIONS: B-Corrective Lens Must Be Worn
Rev 02/14/2014
You Must Report a Change of Address

[REDACTED]

211 44A200686709903



SUBJECT PROPERTY





**City of Show Low
STAFF SUMMARY REPORT**

AGENDA TITLE: Consideration of Ordinance No. 2024-02 Amending Chapter 16.55 of the Show City Code and Adopting Resolution No. R2024-12 Declaring as Public Record that Document Titled "Revisions to Chapter 16.55, Registration of Short-Term Residential Rentals, of the Show Low City Code" (Justen Tregaskes)

RECOMMENDATION

By unanimous consent, read Ordinance No. 2024-02 by title only, as all Council members have a copy.

I **MOVE** to adopt Ordinance No.2024-02, amending Chapter 16.55 of the Show City Code and adopting Resolution No. R2024-12 declaring as a public record that document titled "Revisions to Chapter 16.55, Registration of Short-Term Residential Rentals, of the Show Low City Code."

BACKGROUND

At the City Council Retreat held on October 25, 2023, staff presented information related to short-term vacation rentals. Included in this presentation were concerns from property owners near vacation rentals and law enforcement concerns. In response to these concerns, staff has prepared revisions to existing City Code related to short-term rentals, as found in Chapter 16.55, Short-Term Rentals and Vacation Rentals to the Show Low City Code. State statute restricts cities and towns from prohibiting short-term rentals. The proposed revisions are consistent with all provisions of Arizona law. The proposed Code revisions will regulate residential units rented for transient lodging. Some highlights of the proposed changes are the implementation of an annual permit fee, which will be used to offset the cost of purchasing software to track short-term rentals and personnel for enforcement of the Code; an emergency point of contact, which must be available within 60 minutes upon the request of law enforcement; specifies grounds for permit approval, denial, and suspensions; sets forth prohibited uses for short-term rentals; and, creates and clearly sets forth penalties for non-compliance.

The short-term rental permit fee will be presented as part of Resolution No. R2024-13.

Once adopted and effective, this ordinance will apply to all newly registered short-term rentals and existing short-term rentals. Short-term rentals currently registered with the City will not be required to pay the required registration fee until they renew their existing registration at the end of this year.

ATTACHMENTS

1. Ordinance No. 2024-02

2. Resolution No. R2024-12

FISCAL IMPACT

N/A

CITY OF SHOW LOW ORDINANCE NO. 2024-02

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF SHOW LOW, ARIZONA, AMENDING THE CODE OF THE CITY OF SHOW LOW, ARIZONA BY AMENDING CHAPTER 16.55 RELATING TO REGULATING SHORT-TERM RENTALS AND VACATION RENTALS; INCORPORATING THE RECITALS BY REFERENCE; ESTABLISHING A PURPOSE; SETTING FORTH DEFINITIONS; REQUIRING REGISTRATION TO OPERATE A SHORT-TERM RENTAL OR VACATION RENTAL WITHIN THE CITY BOUNDARIES; ESTABLISHING REGULATIONS; ADOPTING NOTIFICATION AND DISCLOSURE REQUIREMENTS; ADOPTING APPLICATION FEES; ESTABLISHING FINES AND PENALTIES FOR VIOLATIONS; PROVIDING FOR ENFORCEMENT; PROVIDING FOR THE REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, local governments may regulate short-term rentals and vacation rentals (“vacation rentals”) except as limited by Arizona Revised Statutes (“A.R.S.”) § 9-500.39;

WHEREAS, the City of Show Low deems it necessary to adopt certain regulations regarding the use of property as a vacation rental to protect the health, safety, and welfare of the City residents;

WHEREAS, a central and significant goal for the City is to protect the health, safety, and welfare of the City residents, preserve its housing stock, and maintain the quality and character of residential neighborhoods;

WHEREAS, the City will require all vacation rentals to obtain and maintain a valid City permit, pay permitting fees, provide an emergency point of contact to respond to compliance and emergencies in a timely manner, disclose certain information about the vacation rental in each advertisement;

WHEREAS, the City will require all short-term rentals to obtain and maintain a valid transaction privilege tax (“TPT”) license number, provide proof of the TPT license to the City, and require disclosure of the TPT number on each advertisement;

WHEREAS, the City retains the right to change its fees after review and approval from City Council;

WHEREAS, the City deems it necessary to establish penalties and fines that apply to vacation rentals; and

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Show Low, Navajo County, Arizona:

Section 1

The Code of the City of Show Low, Arizona, hereby amends Chapter 16.55, *Registration of Short-Term Residential Rentals*, to read as follows:

CHAPTER 16.55. SHORT-TERM RENTALS AND VACATION RENTALS

Section 2

Any person found in violation of this ordinance shall be guilty of a civil infraction and shall be fined a sum of \$500.00, \$1,000.00, or \$3,500.00 as set forth in the Chapter 16.55, Short-term Rentals and Vacation Rentals, which penalty clauses are set forth in the attached Exhibit A. Any violation which is continuing in nature shall constitute a separate offense on each successive date the violation continues, unless otherwise provided.

Section 3

All ordinances and parts of ordinances in conflict with the provisions of this Ordinance or any part of the Code adopted herein by reference, are hereby repealed.

Section 4

The recitals above are fully incorporated in this Ordinance by reference.

Section 5

The effective date of this Ordinance shall be 30 days following adoption by the City Council.

Section 6

This Ordinance does not affect the rights and duties that matured, penalties that were incurred, or proceedings that were begun before the effective date of this Ordinance.

Section 7

That certain document titled "*Chapter 16.55. Short-Term Rentals and Vacation Rentals* " of the Show Low City Code, three copies of which are on file in the office of the City Clerk of the City of Show Low, Arizona, which document was made a public record by Resolution No. R2024-12 of the City of Show Low, Arizona, is hereby referred to, adopted and made a part hereof as if fully set out in this ordinance.

Section 8

If any section, subsection, sentence, clause, phrase or portion of this Ordinance or any part of the Code adopted herein by reference, is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

PASSED AND ADOPTED by the Mayor and Council of the City of Show Low, Arizona, this 19th day of March, 2024.

CITY OF SHOW LOW

John Leech, Jr., Mayor

ATTEST:

Rachael Hall, City Clerk

APPROVED AS TO FORM:

Anna M. Atencio, City Attorney

Attachment:

Exhibit A - Short-Term Rental Code - Penalty Clauses

EXHIBIT A

Short-Term Rental Code - Penalty Clauses

*** Text is omitted for purposes of brevity

Section 16.55.030 Permit Required; Penalties.

(H) Operating Without a Permit; Penalties. A vacation rental that fails to apply for a permit within thirty (30) days of the permit application being made available by the City shall immediately cease operations. In addition to any other penalty pursuant to the City Code, the City may impose a civil penalty of up to \$1,000 per month against the owner if the owner or owner's designee fails to apply for a permit within 30 days of receiving the written notice of violation from the City. Representations or advertisements including online listings that reference the property, house, or dwelling unit location within the City is prima facie evidence that a vacation rental is operating in the City.

Section 16.55.040 Emergency Point of Contact Requirements; Penalties.

(E) Penalties. In addition to any other penalty pursuant to the City Code, an owner shall be subject to civil penalties of up to \$1,000 for every thirty (30) days the owner fails to provide notice to the City as required under this subsection. Before imposing the initial civil penalty, the City shall provide thirty (30) days' notice to the owner by emailing or mailing a notice of violation to the owner's email address or mailing address that was provided to the City. The notice of the violation shall inform the applicant of the right to appeal the denial as provided for in Section 16.55.100. Notwithstanding the date of the notice of violation, the date for calculating the penalties shall be the first day the vacation rental is occupied following the owner's failure to provide the notice to the City regarding the change.

Section 16.55.090 Enhanced Penalties.

(A) The remedies in this Chapter are cumulative and the City may proceed under one or more such remedies.

(B) In addition to any other penalty pursuant to the City Code, and notwithstanding any other law, the City may impose a civil penalty of the following amounts against an owner if the owner causes, allows, facilitates, aides, or abets a verified violation of any provision of this Chapter or fails to perform any act or duty required by this Chapter, related to the same vacation rental property within the same twelve-month period:

(1) Up to \$500 or up to an amount equal to one night's rent for the vacation rental as advertised, whichever is greater, for the first violation.

(2) Up to \$1,000 or up to an amount equal to two nights' rent for the vacation rental as advertised, whichever is greater, for the second violation.

(3) Up to \$3,500 or up to an amount equal to three nights' rent for the vacation rental as advertised, whichever is greater, for a third and any subsequent violation. If multiple violations arise out of the same response to an incident at a vacation rental, those violations are considered one violation for the purpose of assessing civil penalties.

(C) In addition to any other penalty pursuant to the Code, any property that operates as a vacation rental and fails to apply for a short-term rental permit in accordance with this Chapter within thirty (30) days of the application process being made available by the City, must cease operations immediately. In addition to any fines imposed pursuant to this Section, the City may impose a civil penalty of up to one thousand dollars (\$1,000) per month against the owner if the owner or owner's designee fails to apply within thirty (30) days of receiving written notice of the failure to comply with this Chapter.

CITY OF SHOW LOW RESOLUTION NO. R2024-12

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF SHOW LOW, ARIZONA, DECLARING AS A PUBLIC RECORD THAT CERTAIN DOCUMENT FILED WITH THE CITY CLERK AND TITLED “CHAPTER 16.55. SHORT-TERM RENTALS AND VACATION RENTALS” OF THE SHOW LOW CITY CODE”

RECITALS:

WHEREAS, Arizona Revised Statutes § 9-802 provides for the adoption of a code or public record by reference; and

WHEREAS, it is the purpose of this resolution to declare “*Chapter 16.55 Short-Term Rentals and Vacation Rentals of the Show Low City Code*” to be a public record for adoption by reference.

ENACTMENTS:

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Show Low, Arizona, as follows:

THAT certain document titled “*Chapter 16.55 Short-Term Rentals and Vacation Rentals of the Show Low City Code*”, three copies of which are on file in the office of the City Clerk, is hereby declared to be a public record, and said copies are ordered to remain on file with the City Clerk.

PASSED AND ADOPTED this 19th day of March, 2024, by the Mayor and Council of the City of Show Low, Arizona.

John Leech, Jr., Mayor

ATTEST:

Rachael Hall, City Clerk

APPROVED AS TO FORM:

Anna M. Atencio, City Attorney

**Revisions to
Chapter 16.55, Registration of Short-Term Residential Rentals,
of the Show Low City Code**

Revision 1

Chapter 16.55, Registration of Short-Term Residential Rentals, shall be amended as follows:

Chapter 16.55 Short-Term Rentals and Vacation Rentals

~~16.55.010 Registration of short-term residential rental.~~

~~(A) It is unlawful for any person to operate a short-term residential rental as defined in A.R.S. § [9-500.39](#) in violation of the City Code and this chapter.~~

~~(B) A short-term residential rental is defined as any residential property utilized as a residential rental for less than thirty (30) consecutive days. All short-term residential rentals shall comply with the following:~~

~~(1) The owner of the property shall provide to the city the address of the property, and the name, phone number, address, and email of the owner on the form provided by the city.~~

~~(2) The owner of the property shall provide to the city the name, phone number, address, and email of the emergency contact on the form provided by the city.~~

~~(3) The owner of the property is responsible for ensuring that the property complies with all applicable federal, state, and local laws, including noise, parking, refuse collection, and property maintenance.~~

~~(4) Short-term rentals shall be utilized for residential purposes only and shall not be utilized for commercial purposes. Short-term rentals shall not be utilized for sober living homes or the housing of sex offenders.~~

~~(5) The owner of the vacation rental must display the phone number and email address of the property owner or property owner's agent who has authority and responsibility to respond to a complaint in person, over the phone, by email, or text at any time of the day. This information must be displayed in a conspicuous place visible to the outside within ten (10) feet of the primary entrance to the short-term rental.~~

~~(C) Within thirty (30) days after a verified violation, the city shall notify the Department of Revenue and the owner of the short-term rental of the verified violation of the city's applicable laws, regulations, and ordinances and, if the owner of the short-term rental received the verified violation, whether the city imposed a civil penalty on the owner of~~

~~the short-term rental and the amount of the civil penalty, if assessed. (Ord. No. 2020-06, § 1, 12-1-20, 1976 Code § 8-8-1)~~

Section 16.55.010 Purpose.

Section 16.55.020 Definitions.

Section 16.55.030 Permit Required; Penalties.

Section 16.55.040 Emergency Point of Contact Requirements; Penalties.

Section 16.55.050 Compliance with the Law; Prohibited Uses.

Section 16.55.060 Advertisement Requirements.

Section 16.55.070 Posting on the Property Required.

Section 16.55.080 Permit Suspensions.

Section 16.55.090 Enhanced Penalties.

Section 16.55.100 Appeals.

Section 16.55.110 Judicial Relief.

Section 16.55.120 Severability.

Section 16.55.010 Purpose.

This Chapter is adopted to protect the health, safety, and welfare of the community of the City by enacting reasonable regulations for short-term rentals and vacation rentals. These regulations are in addition to other codes of the City.

Section 16.55.020 Definitions.

In this Chapter, unless the context or definitions in A.R.S. § 9-500.39 indicate otherwise, the following terms or phrases are defined as follows:

“Online Lodging Marketplace” has the same meaning prescribed in A.R.S. § 42-5076.

“Short-term rental” and “vacation rental” are interchangeable for purposes of this Chapter and mean any dwelling unit, or any unit or group of units in a condominium or cooperative, that is also a transient public lodging establishment or owner-occupied residential home offered for transient use. “Vacation rental” does not include:

- (i) Property that is classified for property taxation under A.R.S. § 42-12001; or**
- (ii) any unit that is used for any nonresidential use, including a special event that would otherwise require a permit, retail, restaurant, banquet space, or other similar use.**

“Transaction privilege tax license” is the license issued by the State of Arizona pursuant to A.R.S., Title 42.

“Transient” has the same meaning prescribed in A.R.S. § 42-5070.

“Advertisement” means any method of soliciting the use of property for vacation rental purposes.

“Applicant” means the owner or owner’s designee who applies with the City for a permit or renewal of a permit.

“Days” shall mean calendar days unless stated otherwise.

“Designee” and “Agent” are interchangeable for purposes of this Chapter and mean any person or persons with the charge, care, or control of any property, dwelling unit, or portion thereof.

“Designee” includes the “emergency point of contact.”

“Emergency point of contact” means the owner or individual designated by the owner to: (i) serve as the local twenty-four (24) hour emergency point of contact for the vacation rental; and (ii) respond to complaints and emergencies relating to the vacation rental in a timely manner as required by this Chapter.

“Nonresidential use” means any use that is not permitted in a residential zoning district pursuant to a City zoning ordinance.

“Owner” means any person who, alone or with others, has title or interest in a property, dwelling unit, or portion thereof, with or without accompanying actual possession thereof, and includes any person who as agent, executor, administrator, trustee, or guardian has charge, care, or control of any property, dwelling unit, or portion thereof.

“Permit” means authorization by the City to operate a vacation rental in accordance with this Chapter.

“Person” means an individual, public entity, firm, corporation, partnership, limited liability company, trust, association, or any other business entity or juridical person, whether operating on a for-profit or nonprofit basis.

“Timely manner” means responding to complaints and emergencies in person, by phone, or by email within one (1) hour from the request by public safety personnel.

Section 16.55.030 Permit Required; Penalties.

(A) Permit required. Prior to use of a property as a vacation rental, the owner shall obtain an annual short-term rental permit from the City. Renting, or offering for rent, a vacation rental without complying with the permit requirement in this Section is prohibited.

(B) Permit applications. The owner of a proposed vacation rental shall submit to the City a permit application on a form furnished by the City. The permit application shall be signed by the applicant and shall contain the following minimum information, which shall be made publicly available:

- (1) The physical address of the residential property proposed to be used as a vacation rental.
- (2) The name, address, and telephone number of the owner for which the vacation rental registration certificate is to be issued. If the property owner is an entity, the legal name of the entity and its statutory agent.
- (3) The name, address, and telephone number of each designee of the owner, if any.
- (4) The full name, address, and twenty-four (24) hour telephone number of the individual who will serve as the emergency point of contact.
- (5) Proof of a valid transaction privilege tax license.

(6) Acknowledgment by the owner of an agreement to comply with all applicable laws, regulations, and ordinances, including the requirement that the owner and each designee shall not be a registered sex offender, been convicted of any felony act that resulted in death or serious physical injury, or been convicted of any felony use of a deadly weapon within the past five years.

(C) Permit fee. Every application, including any renewal application, for a short-term rental permit under this Chapter shall be accompanied by a non-refundable fee established by City Council resolution.

(D) Issuance; reasons for denial. The City shall issue or deny the permit within seven (7) business days after receipt of a complete application, except that the City may deny issuance of a permit for any of the following reasons:

(1) The applicant failed to provide the information required under subsection B;

(2) The applicant failed to pay the permit fee required under subsection C;

(3) The applicant provided false information;

(4) The owner or designee of the owner: (i) is a registered sex offender; (ii) has been convicted of any felony act that resulted in death or serious physical injury; or (iii) has been convicted of any felony use of a deadly weapon within five (5) years of submitting the application; or

(5) At the time of application, the owner has a suspended permit for the same vacation rental.

(E) Notice of denial; appeal. The Planning and Zoning Director or designee shall give notice of the denial of an application to the applicant by mailing or emailing the notice to applicant at the address listed on the application. The notice of the denial shall inform the applicant of the right to appeal the denial as provided for in Section 16.55.100.

(F) Maintaining Accurate Information; Violations. All applicants and persons holding permits issued pursuant to this Chapter shall give prior written notice to the Planning and Zoning Director or designee of any change in information submitted in connection with an application for a permit or renewal of a permit. The notice shall be provided to the Planning and Zoning Director or designee not less than seven (7) days prior to the effective date of the change. Any information required for an application under this Section is deemed to be material for purposes of this Section. A violation of this subsection is a civil offense.

(G) Term of Permit; Renewal application. All permits issued under this Chapter shall be valid for that calendar year and shall be renewed January 1st of each year. Yearly permits are valid unless or until suspended or revoked. Except where the City has received a new application along with the requisite fees, it shall be unlawful for any person to operate a vacation rental after the expiration date recorded upon the face of the short-term rental permit.

(H) Operating Without a Permit; Penalties. A vacation rental that fails to apply for a permit within thirty (30) days of the permit application being made available by the City shall immediately cease operations. In addition to any other penalty pursuant to the City Code, the City may impose a civil penalty of up to \$1,000 per month against the owner if the owner or owner's designee fails to apply for permit within 30 days of receiving the written notice of violation from the City. Representations or advertisements including online listings that reference the property, house or dwelling unit location within the City is prima facie evidence that a vacation rental is operating in the City.

(I) Non-transferable. No permit shall be transferable either as to location or as to person.

(J) Implementation. The Planning and Zoning Director or designee shall develop the necessary forms and/or database necessary to implement this Section.

Section 16.55.040 Emergency Point of Contact Requirements; Penalties.

(A) Emergency Responses; Violations. When requested by a police officer, the owner or emergency point of contact whose name appears on the permit application must be on the vacation rental premises, or be available over the phone or text, within sixty (60) minutes of the request.

(B) Non-emergency Responses; Violations. The owner or emergency point of contact shall respond to all other complaints relating to the vacation rental in person, over the phone, by email, or by text within twenty-four (24) hours of the request.

(C) Maintaining Accurate Emergency Information. All applicants and persons holding permits issued pursuant to this Chapter shall give prior written notice to the Planning and Zoning Director or designee of any change to the contact information provided to the Planning and Zoning Director or designee for the emergency point of contact. The notice shall be provided to the Planning and Zoning Director or designee not less than ten (10) days prior to the effective date of the change.

(D) Violations. In addition to any other penalty pursuant to the City Code, a violation of this Section shall be a civil offense.

(E) Penalties. In addition to any other penalty pursuant to the City Code, an owner shall be subject to civil penalties of up to \$1,000 for every thirty (30) days the owner fails to provide notice to the City as required under this subsection. Before imposing the initial civil penalty, the City shall provide thirty (30) days' notice to the owner by emailing or mailing a notice of violation to the owner's email address or mailing address that was provided to the City. The notice of the violation shall inform the applicant of the right to appeal the denial as provided for in Section 16.55.100. Notwithstanding the date of the notice of violation, the date for calculating the penalties shall be the first day the vacation rental is occupied following the owner's failure to provide the notice to the City regarding the change.

Section 16.55.050 Compliance with the Law; Prohibited Uses.

(A) A vacation rental shall comply with the federal, state, and local laws, including laws relating to public health and safety, sanitation, solid waste, hazardous waste, tax privilege licensing, property tax registration, traffic control, pollution control, noise, property maintenance, and nuisance abatement.

(B) No person or entity shall operate a vacation rental in violation of this Chapter or other law. In addition, the use of a vacation rental property for any of the following uses or purposes is strictly prohibited:

- (1) Any nonresidential use;
- (2) Holding a special event that requires a permit or license pursuant to a city ordinance or state law or rule;
- (3) Operating a retail business, restaurant, event center, banquet hall or similar use;
- (4) Housing sex offenders;

- (5) Operating or maintaining a sober living home;
- (6) Selling liquor, illegal drugs, or pornography;
- (7) Operating a nude or topless dancing;
- (8) Obscenity;
- (9) Adult-oriented business; or
- (10) Any other use prohibited by A.R.S. § 9-500.39 or the City Code.

(C) A vacation rental lacking a valid transaction privilege tax license issued by the State of Arizona shall not be rented or offered for rent.

(D) No person or entity may receive payment or accept a fee, directly or indirectly, for facilitating the rental of a vacation rental operating in violation of this Code or other law.

(E) In addition to any other penalty pursuant to the City Code, any person who causes, allows, facilitates, aides, or abets any violation of this Chapter shall be subject to a civil offense.

(F) The failure of any designee to comply with this Chapter shall not relieve the owner of liability under this Chapter.

Section 16.55.060 Advertisement Requirements.

(A) Required Disclosure. To protect the peace, health, safety, and general welfare of the City's residents and visitors, the owner or owner's designee shall be

responsible for displaying the permit number issued by the City on each advertisement for such vacation rental.

(B) Violations. In addition to any other penalty pursuant to the City Code, a violation of this Section shall be a civil offense. Each advertisement in violation of this Section shall constitute a separate violation.

Section 16.55.070 Posting on the Property Required.

(A) Posting at the Vacation Rental. The owner of the vacation rental must display the name, phone number, and email address of the owner or designee and emergency point of contact in a conspicuous place within 6 (six) feet of the primary entrance of the vacation rental.

(B) Failure to Comply. In addition to any other penalty pursuant to the City Code, a violation of this Section shall be a civil offense. Each day a vacation rental does not display the information required by this Section shall constitute a separate violation.

Section 16.55.080 Permit Suspensions.

(A) Permit suspensions. The City may initiate an administrative process to suspend a short-term rental permit for a period of up to twelve (12) months for any of the following:

(1) Three verified violations of this Chapter within a twelve (12) month period, not including any such violation based on an aesthetic, solid waste disposal or vehicle parking violation that is not also a serious threat to public health and safety.

(2) One verified violation that results in or constitutes any of the following:

(a) A felony offense committed at or in the vicinity of a vacation rental by the owner of the vacation rental or by the owner's designee;

(b) A serious physical injury or wrongful death at or related to a vacation rental resulting from the knowing, intentional or reckless conduct of the owner of the vacation rental or the owner's designee;

(c) The owner of the vacation rental or the owner's designee knowingly or intentionally housing a sex offender, allowing offenses related to adult oriented businesses, sexual offenses, or prostitution, or operating or maintaining a sober living home; or

(d) The owner of the vacation rental or the owner's designee knowingly or intentionally allowing the use of a vacation rental for a special event that would otherwise require a permit or license pursuant to the City Code or a state law or rule or for a retail, restaurant, banquet space or other similar use.

(B) Appeals. A decision to suspend a permit may be appealed by the owner as set forth in Section 16.55.100.

Section 16.55.090 Enhanced Penalties.

(A) The remedies in this Chapter are cumulative and the City may proceed under one or more such remedies.

(B) In addition to any other penalty pursuant to the City Code, and notwithstanding any other law, the City may impose a civil penalty of the following amounts against an owner if the owner causes, allows, facilitates, aides, or abets a verified violation of any provision of this Chapter or fails to perform any act or

duty required by this Chapter, related to the same vacation rental property within the same twelve-month period:

- (1) Up to \$500 or up to an amount equal to one night's rent for the vacation rental as advertised, whichever is greater, for the first violation.
- (2) Up to \$1,000 or up to an amount equal to two nights' rent for the vacation rental as advertised, whichever is greater, for the second violation.
- (3) Up to \$3,500 or up to an amount equal to three nights' rent for the vacation rental as advertised, whichever is greater, for a third and any subsequent violation. If multiple violations arise out of the same response to an incident at a vacation rental, those violations are considered one violation for the purpose of assessing civil penalties.

(C) In addition to any other penalty pursuant to the Code, any property that operates as a vacation rental and fails to apply for a short-term rental permit in accordance with this Chapter within thirty (30) days of the application process being made available by the City, must cease operations immediately. In addition to any fines imposed pursuant to this Section, the City may impose a civil penalty of up to one thousand dollars (\$1,000) per month against the owner if the owner or owner's designee fails to apply within thirty (30) days of receiving written notice of the failure to comply with this Chapter.

Section 16.55.100 Appeals.

(A) Any person aggrieved by any decision with respect to the denial of or a refusal to issue a short-term rental permit, the suspension of a short-term rental permit, or a penalty imposed pursuant to this Chapter may appeal the decision by filing a written notice of appeal with the City Manager no later than ten (10) days

from the date of the decision letter. The notice of appeal shall be on a form approved by the City.

(B) An appeal under this Section does not operate as a stay of the permit suspension.

(C) This Section is not applicable to judicial actions brought pursuant to Section 16.55.110 or to penalties including fines imposed by a court.

Section 16.55.110 Judicial Relief.

(A) Notwithstanding Section 16.55.080, any attempted or completed felony act, arising from the occupancy or use of a vacation rental that results in a death, or actual or attempted serious physical injury, shall be grounds for judicial relief in the form of a suspension of the property's use as a vacation rental for a period that shall not exceed twelve (12) months.

(B) The City attorney may initiate proceedings in the City court or other court of competent jurisdiction to enforce this Section.

Section 16.55.120 Severability.

In the event any section or provision of this Chapter shall be declared by a court of competent jurisdiction to be invalid or unconstitutional, such decision shall not affect the validity of this Chapter as a whole or any part thereof other than the part so declared to be invalid or unconstitutional.

MTG DATE: 3/19/2024
ITEM: 8.C

**City of Show Low
STAFF SUMMARY REPORT**

AGENDA TITLE: Consideration of Resolution No. R2024-13 Adopting Short-Term Rental Permit Fee (Justen Tregaskes)

RECOMMENDATION

I **MOVE** to adopt Resolution No. R2024-13 adopting a short-term rental permit fee of _____.

BACKGROUND

At the City Council Retreat held on October 25, 2023, staff presented information related to short-term vacation rentals. Included in this presentation were concerns from property owners near vacation rentals and enforcement options. Following this discussion, staff met with three companies that provide property owner information, as well as location and rental history of properties utilized for vacation rentals.

Staff is recommending changes to the licensing requirements for short-term rentals as a separate agenda item. As part of these changes to licensing requirements, staff is recommending that the City Council adopt an annual short-term rental permit fee. State statute allows for an annual short-term rental registration fee of up to \$250.00 per rental.

Currently, the City does not charge any fees to register a short-term rental. While state statute allows cities and towns to charge up to \$250.00 per unit, a minimum annual fee of \$150.00 per rental is being recommended to cover the cost of the licensing software as well as anticipated staff time related to administration and enforcement of short-term rental requirements. Short-term rentals currently registered with the City would not be required to pay this fee until Jan 1, 2025. Fees for violation of the short-term rental requirements are in accordance with those outlined in state statute and are listed in Ordinance No. 2024-02.

ATTACHMENTS

1. Resolution No. R2024-13

FISCAL IMPACT

N/A

CITY OF SHOW LOW RESOLUTION NO. R2024-13

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY
OF SHOW LOW, ARIZONA, ADOPTING A SHORT-TERM
RENTAL PERMIT FEE FOR THE CITY SHOW LOW.**

RECITALS:

WHEREAS, Section 2.35.010 of the Show Low City Code allows the City Code authorizes the City Council to establish and set by resolution the amount of charges for administrative services.

WHEREAS, the City desires to implement a short-term annual permit fee.

ENACTMENT:

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Show Low, Arizona as follows:

As authorized by Section 2.35.10 of the Show Low City Code, an annual short-term rental permit fee of \$_____ for short-term rentals is hereby adopted.

PASSED AND ADOPTED this 19th day of March 2024, by the Mayor and Council of the City of Show Low, Arizona.

John Leech, Jr., Mayor

ATTEST:

Rachael Hall, City Clerk

APPROVED AS TO FORM:

Anna M. Atencio, City Attorney

**City of Show Low
STAFF SUMMARY REPORT**

AGENDA TITLE: Consideration of Approval of List for Job Order Qualified Contractors for Manhole Replacement Projects, City of Show Low Project No. S-4924 (Shane Hemesath)

RECOMMENDATION

I **MOVE** to approve the list of qualified contractors for Manhole Replacement Projects, City of Show Low Project No. S-4924.

BACKGROUND

The annual Capital Improvement Project budget includes approximately \$190,000.00 each year for Wastewater Manhole Replacement citywide. Wastewater manholes deteriorate over time and require replacement to allow the City access to maintain our wastewater collection system. The scope of work includes removing the deteriorated manhole, replacing the manhole with a new concrete or polymer manhole, and replacing any concrete or asphalt to adjust the replacement to grade. The work shall take place at various locations citywide in Show Low, Arizona.

Due to the yearly nature of the work, a Job Order Contract is used to manage the projects. A three-year Job Order Contract (with two additional one-year extensions possible) was advertised to request a submittal of qualifications to select contractors that are qualified to bid on the yearly job orders.

Two contractors submitted Statements of Qualifications to highlight their capabilities to perform the requested work. A review panel meeting the qualifications outlined in the Arizona State Statutes was assembled to review the statement of qualifications.

Contractors that submitted Statements of Qualifications:

Apache Underground and Excavating
Central Arizona Civil Construction Company

After review of the Statement of Qualifications, the review panel determined that both companies are qualified for the Manhole Replacement Job Order Contract.

Staff recommends approving the list of qualified contractors for the Manhole Replacement Job Order Contract, City of Show Low Project No. S-4924. Job Order #1 will be released later this month, allowing the selected contractors to bid on the replacement work.

ATTACHMENTS

None

FISCAL IMPACT

Anticipated cost: \$190,000.00

Funding source (account no.): I & I - Manhole Replacement Program (42-755-495-7300-5871)

**City of Show Low
STAFF SUMMARY REPORT**

AGENDA TITLE: Consideration of Acceptance of Facility Use Agreement with Rock-N-Roll, LLC (Anna Atencio)

RECOMMENDATION

I **MOVE** to approve the Facility Use Agreement with Rock-n-Roll, LLC and associated budget transfers.

BACKGROUND

Over the years, the City of Show Low has been a sponsor of the Deuce's Wild Rodeo. The rodeo has been a centerpiece of summer activities. Residents and visitors alike enjoyed the rodeo. In 2020, the Village Arena in Show Low was sold, and the new owner has plans for redevelopment other than an arena.

Linden Valley Arena, owned by Rock-N-Roll, LLC, operates an arena in close proximity to Show Low. The City has been in discussion with Linden Valley Arena about the use of the arena for a rodeo during the summer months, between June through September. A family-friendly rodeo is envisioned. Upgrades will be needed to accommodate a public rodeo. Immediate improvements include new bleachers with guardrails and accessible seating that are compliant with the Americans with Disabilities Act (ADA). Bucking chutes would be needed for anticipated events.

Linden Valley Arena obtained quotes for the bleachers and chutes.

Bleachers, installation, tax, and freight from Desert Recreation	\$256,036.24
Bucking chutes from Priefert	\$43,409.26

To accommodate any additional incidental costs, the City would pay up to \$300,000.00 towards the specified improvements. Rock-n-Roll, LLC will pay any and all expenses in excess of \$300,000.00. Rock-n-Roll, LLC will contribute a minimum of \$50,000.00 in-kind services towards improvements. Rock-n-Roll, LLC, will provide the concrete and the quoted \$15,600.00 sub-base for the bleachers. Rock-n-Roll, LLC will maintain the rodeo grounds and the improvements through the term of the Agreement. The City will have use of the rodeo grounds for a minimum of three consecutive days, between June through September, for a term of ten years. Additional yearly use of the rodeo grounds would be upon mutual agreement.

The City's contribution would come from Development Funds.

Staff recommends approving the Facility Use Agreement with Rock-N-Roll, LLC and associated budget transfers in an amount not to exceed \$300,000.00.

ATTACHMENTS

1. Facility Use Agreement

FISCAL IMPACT

Anticipated cost: \$300,000.00

Funding source (account no.): Rodeo Partnership (11-402-430-8130-0024)

Description	Account	Approved Budget	Transfer	Amended Budget
Development Opportunities	11-402-430-8130-0000	\$600,000	(300,000)	\$300,000
Rodeo Partnership	11-402-430-8130-0024	\$0.00	300,000	\$300,000
Total		\$600,000	\$0.00	\$600,000

AGREEMENT FOR USE OF FACILITIES

THIS AGREEMENT (hereinafter the "Agreement") is entered into as of this 19th day of March, 2024, by and between the **ROCK-N-ROLL, L.L.C.**, an Arizona Limited Liability Company (hereinafter "Rock-n-Roll"), and the **CITY OF SHOW LOW**, an Arizona Municipal Corporation (hereinafter "City").

WITNESSTH

WHEREAS, Rock-n-Roll operates the Linden Valley Arena, a rodeo arena and adjoining grounds, located in Linden, Arizona, adjacent to the City of Show Low; and

WHEREAS, the City has an interest in local outdoor recreation and community events, such as the Deuce's Wild Rodeo, for residents and visitors. The rodeo arena in Show Low, formerly known as Village Arena, is no longer available for rodeo use; and

WHEREAS, Rock-n-Roll has developed a rodeo arena, equipment, general infrastructure and parking, (hereinafter "rodeo grounds") for rodeo and equestrian events; and

WHEREAS, said rodeo grounds will accommodate the City's desire for outdoor recreation opportunities and community events;

NOW, THEREFORE, in consideration of the mutual covenants and agreements of the parties, the City and Rock-n-Roll hereby agree as follows:

Section 1-Facility Use. The parties agree that the City will have use of the rodeo grounds, in its entirety, for a City sponsored rodeo, annually, on mutually agreed upon dates between June 1st and September 30th, dates including a weekend, for a minimum of three consecutive days. The parties by mutual written agreement may agree on other dates for use of the facilities. Rent for the rodeo grounds will be offset by the City's contribution towards improvements as set forth in Section 2.

Section 2 – Improvements to Rodeo Grounds. The parties agree to improvements of the rodeo grounds as follows: improvements will include bucking chutes and new bleachers with guardrails and ADA accessible seating. The City will pay up to \$300,000.00 towards the listed improvements, with Rock-n-Roll paying any and all expenses in excess of \$300,000.00 for said improvements. Rock-n-Roll shall contribute \$50,000 in-kind services towards improvements. Hence forward, Rock-n-Roll will continue to maintain the rodeo grounds, including agreed upon improvements, in a safe and workable condition for the stated purpose of rodeo grounds, for the duration of the term, as set forth in Section 4. The quotes for costs for the bleachers, bucking chutes and architectural drawings for said improvements are attached as Exhibit A, B and C to this contract.

Section 3 - Insurance. Rock-n-Roll will obtain and/or maintain all insurance(s), including event insurance, for the facility and use of the facility. Further, Rock-n-Roll will obtain and/or maintain sufficient insurance to maintain, restore or replace said improvements as set forth in Section 2, in the event of loss or damage for the Term of this Agreement, as set forth in Section 4.

The City will obtain and/or maintain insurance for the City sponsored event(s), including general liability and property damage. The City will provide a certificate of insurance to Rock-n-Roll for said event(s).

Section 4 - Term. This Agreement shall commence on the date included in the introductory paragraph of this Agreement (the "Date of Commencement"). This Agreement is for a term of ten (10) years, the term begins upon completion of improvements as set forth in Section 2. In the event the rodeo grounds are sold in whole or part before the expiration of ten (10) years, the obligations under this agreement shall run with the land and or the business.

Section 5 - Effective Date. This Agreement shall become effective upon being executed by the parties hereto and shall remain in full force and effect until the expiration of the term set forth in this Agreement as provided in Section 4 hereof.

Section 6 - No Partnership. Nothing contained herein shall be deemed or construed by the parties hereto, nor by any third party, as creating the relationship of principal and agent or of partnership or of joint venture between the parties hereto, it being understood that nothing contained herein, or any acts of the parties hereto other than the relationship as set forth in this agreement.

Section 7 - Notices. Any notice, request, demand, approval, consent or other communication which City or Rock-n-Roll may be required or permitted to give to the other party shall be in writing and shall be mailed or hand delivered to the other party at the addresses set forth below:

ROCK-N-ROLL: Rock-N-Roll, L.L.C.
Attn: Eldon Perkins
6360 AZ HWY 260
Show Low, AZ 85901

CITY: City of Show Low
Attn: City Manager
180 N. 9th Street
Show Low, AZ 85901

or to such other address as either party shall have designated by notice to the other pursuant to this paragraph. The time of the rendition of such notice shall be one of the following: (1) ten (10) days after same is deposited in an official United States Post Office with postage prepaid, and with certified or registered mail, return receipt requested; (2) the date of when same is hand delivered; or (3) the date delivered by overnight courier with confirmation of delivery required.

Section 8 - Authorization. City and Rock-n-Roll hereby represent and warrant to the other that as of the date of this Agreement, the undersigned are duly authorized to execute this Agreement on behalf of City and Rock-n-Roll, respectively.

Section 9- Choice of Law; Venue. This Agreement and the provisions contained herein shall be construed, controlled, and interpreted in accordance with the laws of the State of Arizona. Venue for any dispute arising as a result of this Agreement shall be Navajo County.

Section 10- Compliance. Parties agree to comply with all applicable laws, rules, codes, and/or other regulation governing such operation; obtain any and all necessary consents or approvals, and to display same as required by any law, rule, code, or regulation.

Section 11- Attorney's Fees. In connection with any legal proceedings arising out of this Agreement, the prevailing party shall be entitled to recover its costs, expenses, attorney and paralegal fees, including without limitation, incurred at trial and in any administrative, arbitration, mediation, bankruptcy or appellate proceedings.

Section 12 - Time of the Essence. Time is of the essence of the Agreement.

Section 13 - Severability. If any sentence, phrase, paragraph, provision or portion of this Agreement is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect the validity of the remaining portion hereto.

Section 14 - Indemnification. To the fullest extent permitted by Arizona law, Rock-n-Roll shall defend, indemnify and hold harmless the City, its agents, officers, officials and employees from and against all claims, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings) relating to, arising out of or resulting from the negligent acts, errors, mistakes, omissions, work or services of Rock-n-Roll, its agents, employees or subcontractors in the performance of this agreement. Rock-n-Roll's duty to defend, hold harmless and indemnify the City, its agents, officers, officials, and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death or injury to, impairment or destruction of property including loss of use resulting therefrom, caused in whole or in part by any negligent act, error, mistake or omission in the performance of this Agreement including those by any person for whose negligent acts, errors, mistakes or omissions Rock-n-Roll may be liable.

During City sponsored events at the rodeo grounds, to the fullest extent permitted by Arizona law, the City shall defend, indemnify and hold harmless the Rock-n-Roll, its agents, officers, officials and employees from and against all claims, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings) relating to, arising out of or resulting from the negligent acts, errors, mistakes, omissions, work or services of the City, its agents, employees or subcontractors in the performance of this agreement. The City's duty to defend, hold harmless and indemnify Rock-n-Roll, its agents, officers, officials, and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death or injury to, impairment or destruction of property including loss of use resulting therefrom, caused in whole or in part by any negligent act, error, mistake or omission in the performance of this Agreement including those by any person for whose negligent acts, errors, mistakes or omissions the City may be liable.

AGREED TO by the parties hereto as of the date first above written.

CITY OF SHOW LOW

By: _____
John Leech, Mayor

Attest:

Rachael Hall, City Clerk

Approved as to Form:

Anna M. Atencio, City Attorney

ROCK-N-ROLL:

By: _____
Eldon Perkins, Managing Member

STATE OF ARIZONA)
) ss.
COUNTY OF NAVAJO)

Acknowledged before me this _____ day of March 2024 by Eldon Perkins

Notary Public

My Commission Expires:

DESERT RECREATION, INC.**"Your Park & Playground Specialist"****PROPOSAL**

P.O. Box 12940
Scottsdale, AZ 85267
Phone: 480-317-3072
Fax: 480-317-3074

Date: 2/21/24
F.O.B. Job Site
Freight: Prepaid
Terms: Deposit
Ship Via: Best Way
Quote Valid: 30 Days
Delivery 10-12 Weeks

SHIP TO / BILL TO:

Perkins Cinders
Attn. Brandon Perkins
Show Low, AZ

QTY.	MODEL#	DESCRIPTION	PRICE
1	C-36A-15097-06CL09	●Bleachers 36" Elevated – 15 Row – 97'-6" Long Alum. Planks Chainlink Guardrail System (Seating Capacity 813 + 9 ADA Seats):	\$150,350.00
1	HEADERS	●Form and Pour 17 – 12" x 12' x 36' Headers: Excavation of Spoils to be stockpiled on Site, Concrete to be supplied by Perkins Cinders:	\$ 36,000.00
1	SUB BASE	●Furnish/Install 4" compacted sub base:	<u>\$ 15,600.00</u>
Materials Total:			\$201,950.00
Installation:			\$ 41,150.00
Sales Tax:			\$ 13,036.24
Freight:			<u>\$ 15,500.00</u>
TOTAL:			\$271,636.24

• Prices are for materials, freight, and assembly / installation only. Freight is prepaid and add F.O.B. Destination and does not include off-loading or storage of equipment.. Prices do not include any permits, bonds.. To order please issue your deposit and your purchase order to Desert Recreation, Inc. with the ship to and bill to address. Balance of payment due upon completion.

SUBMITTED BY:

R. Scott Harter
R. Scott Harter
DESERT RECREATION, INC.

ACCEPTED BY:

P.O. #: _____



2630 South Jefferson Ave • Mount Pleasant, TX 75455
Phone - 903-572-1741 • Fax - 903-572-2798

Quotation

A-0079834
Sold To: Linden Valley Arena
1020 Pearce Rd
Show Low, AZ 85901
US

Ship To: Linden Valley Arena
1020 Pearce Rd
Show Low, AZ 85901
US

A-0079834
Bill to: Linden Valley Arena
1020 Pearce Rd
Show Low, AZ 85901
US

Phone: 928-242-0581

Number.....: QT-231210-1

Date.....: 2/7/2024
Page.....: 1 of 1
Sales order.....:
PO Number.....:
Your ref.....:
Our ref.....: 08381
Quotation deadline.....: 3/7/2024
Payment.....: Cash in Advance
FOB.....: FOB Origin
Ship Via.....: TL

Total Weight.....: 10,175.90

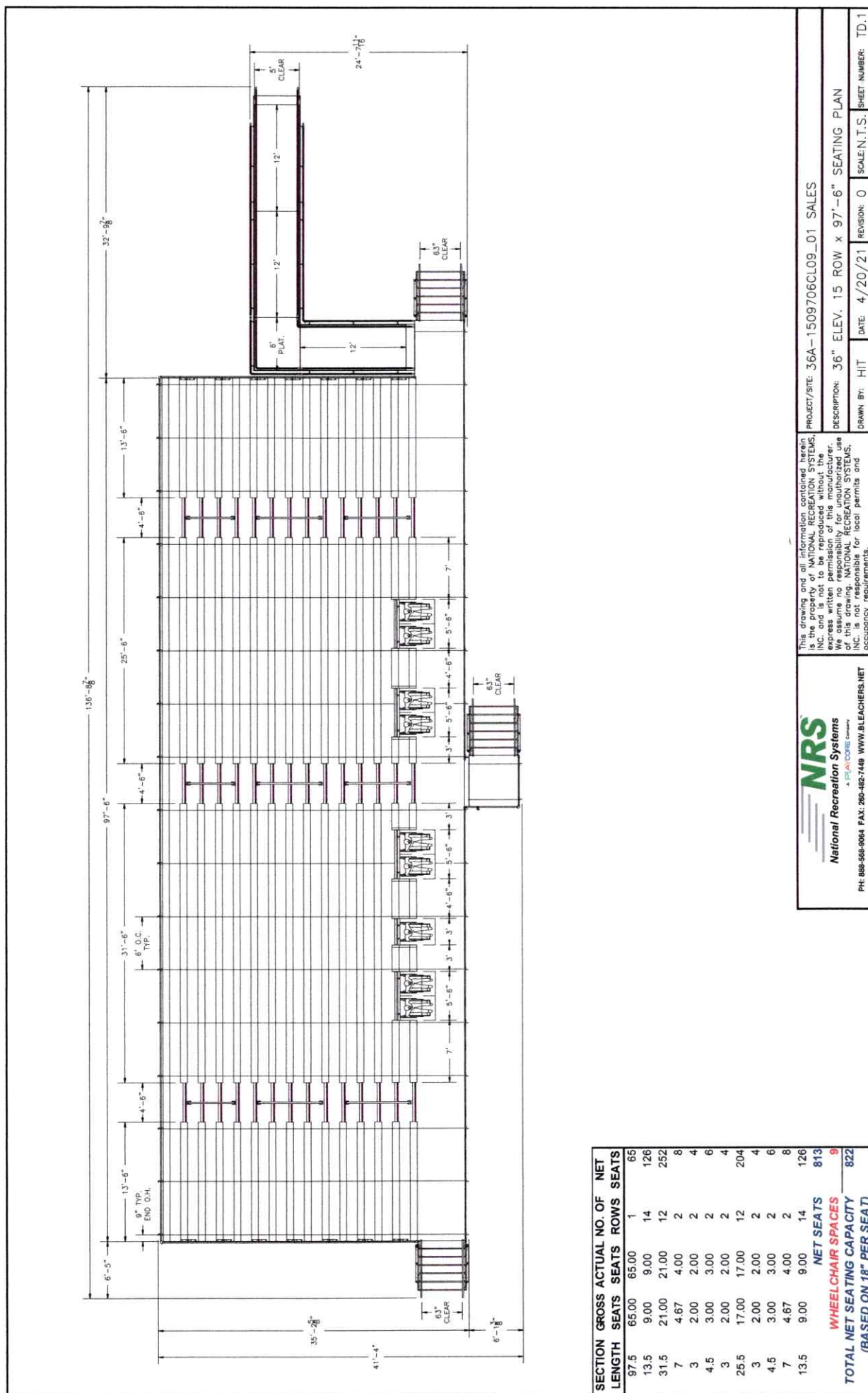
Item Number	Description	Quantity	Unit	Price	Unit	Weight	Amount
BCLRAOba/gy	BUCKING CHUTE LEFT RUB. ADDON	1.00	Pc	5,794.52	Pc	1,560.00	5,794.52
BC4LRbe/gy	BUCKING CHUTES 4 LEFT RUBBER	1.00	Pc	24,926.48	Pc	6,618.00	24,926.48
RSSP10GY	PANEL 10' ROUGH STOCK SHEET	1.00	Pc	439.58	Pc	182.00	439.58
RSAGRGY	ALLEY GATE, RS ROLL CMPL.	5.00	Pc	852.50	Pc	1,290.00	4,262.50
RSBGD107GY	BOW GATE DRAG 10'X7' RS	1.00	Pc	920.08	Pc	314.90	920.08
RSWT10GY	WALK THRU 10' ROUGH STOCK	1.00	Pc	616.90	Pc	211.00	616.90

All prices shown in USD.

Sub total: 36,960.06
Freight: 3,400.00
Tax: 3,049.20
Total: 43,409.26

This Quote does not include shipping cost.

For any questions or inquiries regarding this quote please contact Priefert Manufacturing directly.
You may reach us at 800-527-8616 or by email at direct@priefert.com.
This Quote is good for 30 days and subject to change sooner with written communication.



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NRS
National Recreation Systems
A PLACER COMPANY
PH: 888-568-9064 FAX: 260-482-7448 WWW.BLEACHERS.NET

PROJECT/SITE: 36A-1509706CL09_01 SALES
DESCRIPTION: 36" ELEV. 15 ROW x 97'-6" SEATING PLAN
DRAWN BY: HIT DATE: 4/20/21 REVISION: 0 SCALE: N.T.S. SHEET NUMBER: TD.1