

**MINUTES OF THE REGULAR MEETING OF THE SHOW LOW PLANNING AND ZONING COMMISSION HELD ON JANUARY 9, 2018 AT 7:00 PM IN THE CITY COUNCIL CHAMBERS, 181 NORTH 9TH STREET, SHOW LOW, NAVAJO COUNTY, ARIZONA**

**1. CALL TO ORDER**

Chairman Johnson called the meeting to order at 7:00 PM.

**2. ROLL CALL**

COMMISSION MEMBERS PRESENT: Chairman Bill Johnson, Vice Chairwoman Debbie Robertson, Commissioner Eric Bishop, Commissioner Kathleen Behrends, and Commissioner Brandt Clark

COMMISSION MEMBERS ABSENT: Commissioner James "Don" Berry and Commissioner Jon Adams

STAFF MEMBERS PRESENT: Justen Tregaskes, Planning and Zoning Director; Morgan Brown, City Attorney; Katie Fechtelkotter, Planner and Kim Seales, Administrative Assistant

GUESTS: Dan Biswas, Jeff Lee, Dan Kellett, Curt Fernau, and Andrew Morris

**3. INVOCATION**

Chairman Johnson gave the invocation.

**4. PLEDGE OF ALLEGIANCE**

Vice Chairwoman Robertson led the Commission and audience in the Pledge of Allegiance.

**5. OLD BUSINESS**

None

**6. NEW BUSINESS**

A. Election of Officers

***Commissioner Behrends nominated Chairman Johnson for the position of Chairman. Vice Chairwoman Robertson seconded the motion. Motion passed unanimously.***

***Chairman Johnson nominated Vice Chairwoman Robertson for the position of Vice Chair. Commissioner Clark seconded the motion. Motion passed unanimously.***

B. PUBLIC HEARING – Consideration of Updated 2018 General Plan

Mr. Tregaskes said that in October of 2007, the City Council adopted Resolution No. R2007-49. This resolution adopted the current version of the Show Low General Plan.

This plan was approved by the voters in March of 2008. The state's Growing Smarter and Growing Smarter Plus legislation mandates that all general plans must be updated every ten years and be presented to the voters for approval. The recommendation is to present the new 2018 General Plan to the voters in the next regularly scheduled election of August 2018.

The existing 2008 General Plan was developed in conjunction with a 14 citizen General Plan Advisory Committee. In response to rapid growth and growth patterns, the committee was charged with assisting in drafting a completely new 2008 General Plan. This new plan was created following committee meetings, community surveys, public open houses, Technical Advisory Committee input, and staff assistance and was presented to the voters in 2008.

As required by state law, cities and towns are required to adopt new plans, or re-adopt existing plans, every ten years. Staff presented a proposal to update the existing 2008 General Plan, rather than undergo a complete re-write of a new plan, to both the commission and the council in study sessions. Based on the economy of the previous ten years, and the subsequent lack of development, it was felt that the previous projections were still valid. The purpose of this update was to reflect new demographic data and to update various maps within the existing document to reflect current city limits and conditions. A review draft of the 2018 General Plan was presented to the Planning and Zoning Commission prior to the mandatory 60 day review period. Following this presentation, staff distributed the proposed 2018 General Plan to various agencies for the required 60 day review period. No comments have been received.

Staff recommends that the Planning and Zoning Commission approve the proposed 2018 General Plan, and forward this recommendation to the City Council.

Chairman Johnson opened the Public Hearing for comments. There were no comments. Chairman Johnson closed the Public Hearing.

C. Consideration of Recommendation to City Council of the Updated General Plan

***Vice Chairwoman Robertson made a motion to approve the updated 2018 General Plan as presented and forward this recommendation to the City Council. Commissioner Clark seconded the motion. Motion passed unanimously.***

D. Consideration of Conditional Use Permit 602-04-202 submitted by George Pasquel III of Withey Morris, PLC to allow for a grading permit, secondhand retail store and donation center at 4470 S. White Mountain Rd., that being A.P.N. 212-03-109 & 142.

Ms. Fechtelkotter said a Conditional Use Permit (CUP) application has been submitted by George Pasquel III of Withey Morris, PLC to allow for a grading permit, secondhand retail store and donation center at 4470 S. White Mountain Rd., that being A.P.N. 212-03-109 & 142.

The applicant represents Goodwill, a non-profit agency which operates secondhand retail stores and donation centers. Goodwill wishes to open a secondhand retail store and donation center on the subject property. The store will be open seven days a week from 9:00 AM to 9:00 PM, with somewhat shortened hours on Sundays. The applicant has stated that donations will only be accepted during regular business hours; in addition they have stated there will be no donation boxes for after-hours donations and will have security cameras installed at the donation area.

The applicant has submitted plans for review to Arizona Department of Transportation (ADOT); however the plans have not yet been approved. Based on ADOT approval, there may be some minor changes to the submitted site plan.

The subject property is zoned C-2 (General Commercial). Sales of second hand goods require a CUP in the C-2 zone. In addition, the applicant has requested a grading permit be issued prior to building permit approval, which also requires a CUP. Conceptual drawings and a site plan have been submitted to the City and have been attached for your review.

The current zoning of the surrounding properties includes:

North:	C-2 (General Commercial)
South:	C-2 (General Commercial)
East:	C-2 (General Commercial)
West:	C-2 (General Commercial)

The current land uses of the surrounding properties include:

North:	Pizza Hut
South:	Crystal Dragon
East:	Park Pineway Shopping Center
West:	Vacant Commercial

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

The property was posted and letters were sent to all property owners within three hundred (300) feet of the subject property. Staff received several phone calls from neighboring property owners regarding the nature of the request, with one caller

expressing concerns regarding donations at the subject property; however, no opposition to the proposed project has been received.

## STAFF RECOMMENDATIONS

After reviewing the Standards for Review, the Zoning Ordinance, discussions with the applicant, and because the request is consistent with the City of Show Low General Plan, staff recommends that the Planning and Zoning Commission approve Conditional Use Permit CUP 602-04-202 submitted by George Pasquel III of Withey Morris, PLC to allow for a grading permit, secondhand retail store and donation center at 4470 S. White Mountain Rd., that being A.P.N. 212-03-109 & 142, subject to the following conditions:

1. All development shall comply with all applicable federal, state and local requirements, including building permit, sign, and ADOT requirements.
2. Plans shall be submitted to and approved by the City of Show Low Engineering Department prior to the issuance of a grading permit by the City.
3. Donations shall only be accepted during regular business hours.
4. No outdoor storage of second hand goods shall be permitted.
5. Any delivery vehicle associated with the business shall be parked at the rear of the structure when not being utilized and shall comply with section 15-1-45(F)(i) of City Code.
6. Landscaping meeting the requirements of City Code Section 15-1-60(D)(7) shall be installed and maintained.
7. Parking and lighting requirements of Section 15-1-46 of City Code shall be met.
8. All development shall be in substantial conformance with the submitted site plan, with allowance for changes based upon ADOT requirements.
9. This conditional use permit is non-transferable.

Chairman Johnson opened the floor for questions.

Vice Chairwoman Robertson asked if there was going to be signage regarding no after hour drop-offs. Ms. Fechtelkotter said that the applicant did state that they would put up signage as well as having surveillance.

Chairman Johnson asked for clarification on the current ingress/egress. Ms. Fechtelkotter stated that one proposal is to use the Pizza Hut access and come into the parking lot from

the back. Chairman Johnson asked if the proposed new ingress/egress on the eastern end of the property was just ingress since it was very close to the intersection. Ms. Fechtelkotter said that we are still waiting for ADOT approval.

**Commissioner Bishop made a motion to approve CUP 602-04-203 submitted by, George Pasquel III of Withey Morris, PLC to allow for a grading permit, secondhand retail store and donation center at 4470 S. White Mountain Rd., that being A.P.N. 212-03-109 & 142, subject to staff recommendations. Commissioner Behrends seconded the motion. Motion passed unanimously.**

Mr. Tregaskes said that with any conditional use permit, there is seven day appeal period. If no appeal is received by the City Clerk within those seven days, the conditional use permit would become effective.

7. **CALL TO THE PUBLIC** Any citizen desiring to speak on a matter that is within the jurisdiction of the Planning and Zoning Commission may do so at this time. Comments may be limited to three minutes per person and shall be addressed to the Planning and Zoning Commission as a whole, and not to any individual member. Issues raised shall be limited to those within the jurisdiction of the Planning and Zoning Commission. Pursuant to the Arizona Open Meeting Law, the Planning and Zoning Commission cannot discuss or act on items presented at this time. At the conclusion of the call to the public, individual Planning and Zoning Commission members may (1) respond to criticism made by those who have spoken, (2) ask staff to review a matter, and (3) ask that a matter be put on a future agenda.

None

## 8. APPROVAL OF MINUTES

- A. Planning and Zoning Commission Regular Meeting of November 28, 2017

Mr. Tregaskes said that the minutes had inadvertently been left out of the agenda packet; therefore, we will approve at the next meeting. No action required tonight.

## 9. SUMMARY OF CURRENT EVENTS

- A. Commission Members

Commissioner Behrends is hoping for moisture and snow.

Vice Chairwoman Robertson said Happy New Year and be careful with the weather we are expecting.

B. Planning and Zoning Director


Mr. Tregaskes announced that William Thomas passed away unexpectedly. He was a former city councilman and we appreciate his service to the City in that position. We offer condolences to his family, friends and loved ones. Funeral arrangements have not been announced.

10. ADJOURNMENT

There being no further business to be brought before the Planning and Zoning Commission, CHAIRMAN JOHNSON ADJOURNED THE REGULAR MEETING OF THE SHOW LOW PLANNING AND ZONING COMMISSION OF JANUARY 9, 2018 AT 7: 21 PM.

ATTEST:

APPROVED:



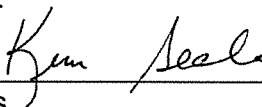
\_\_\_\_\_  
Justen Tregaskes  
Planning and Zoning Director

\_\_\_\_\_  
William Johnson  
Chairman

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the **REGULAR MEETING** of the Planning and Zoning Commission of Show Low held on January 9, 2018. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 25<sup>th</sup> day of January, 2018.

  
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Kim Seales  
Administrative Assistant