

MINUTES OF THE REGULAR MEETING OF THE SHOW LOW PLANNING AND ZONING COMMISSION HELD ON JANUARY 23, 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, Commissioner Brandt Clark, Commissioner James "Don" Berry and Commissioner Jon Adams

COMMISSION MEMBERS ABSENT: None

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

GUESTS: Diana Young, Kevin Young, Jerry Howell and Vicki Howell

3. INVOCATION

Commissioner Adams gave the invocation.

4. PLEDGE OF ALLEGIANCE

Commissioner Berry led the Commission and audience in the Pledge of Allegiance.

5. OLD BUSINESS

None

6. NEW BUSINESS

- A. Consideration of Conditional Use Permit 602-04-203 submitted by THB Coffee Express, LLC to allow for a drive-through coffee shop at 4450 S. White Mountain Road, that being A.P.N. 212-03-141.

Ms. Fechtelkotter stated that a Conditional Use Permit (CUP) application has been submitted by THB Coffee Express, LLC to allow for a drive-through coffee shop at 4450 S. White Mountain Rd., that being A.P.N. 212-03-141.

The subject property is the location of the former White Mountain Paint Store. The applicant has stated that they plan to demolish the existing building and build an entirely new building to suit their needs for a drive-through coffee shop. The proposed building will have double drive-throughs, with windows on both sides of the building. Some onsite seating will also be available.

The subject property is zoned C-2 (General Commercial). A drive-through use requires a CUP in the C-2 zone.

A site plan has been submitted along with the CUP application; staff has reviewed it for compliance with City Code and has determined that there are issues with setbacks and landscaping. Staff has spoken with the designer of the plans and they have indicated that there should be no problem correcting those issues.

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: | Park Pineway Shopping Center |
| South: | Pizza Hut |
| East: | Park Pineway Shopping Center |
| West: | Vacant Commercial |

Transmittal memos were sent to all affected agencies. Applicable comments received include:

- Arizona Department of Transportation (ADOT): An encroachment permit for the driveway access would be required to be submitted by the applicant and approved by ADOT.

The property was posted and letters were sent to all property owners within three hundred (300) feet of the subject property. No opposition to the 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 602-04-203 submitted by THB Coffee Express, LLC to allow for a drive-through coffee shop at 4450 S. White Mountain Road, that being A.P.N. 212-03-141, 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. The applicant shall coordinate with the Public Works Department to ensure that adequate backflow protection will be installed.
3. Landscaping meeting the requirements of City Code Section 15-1-60(D)(7) shall be installed and maintained.
4. Parking and lighting requirements of Section 15-1-46 of City Code shall be met.
5. A new site plan shall be submitted indicating compliance with setbacks and landscaping. All development shall be in substantial conformance with the submitted site plan, with allowance for changes based upon ADOT and City requirements.
6. This conditional use permit is non-transferable.

Chairman Johnson opened the floor for questions of staff or the applicant.

Applicant Diane Young stepped up to the podium.

Commissioner Adams asked Ms. Young if the hill on the corner of the lot would be removed. Ms. Young stated that if that was a requirement, it would be done. She said that there was some electrical in the area, but she does plan to landscape the area.

Chairman Johnson opened for floor for questions by the public.

Jerry Howell stepped up to the podium. He wanted to clarify that the name of the previous business on the parcel was The Mountain Paint Center LLC.

Commissioner Berry made a motion to approve CUP 602-04-203 submitted by THB Coffee Express, LLC to allow for a drive-through coffee shop at 4450 S White Mountain Road, that being A.P.N. 212-03-141, subject to staff recommendations. Commissioner Adams seconded the motion. Motion passed unanimously.

Mr. Tregaskes said as with any Conditional Use Permit, there is a seven day appeal period. If no appeal is received by the City Clerk within those seven days, this Conditional Use Permit will be considered 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

Commissioner Berry moved to approve the Planning and Zoning Commission Regular Meeting Minutes of November 28, 2017. Vice Chairwoman Robertson seconded the motion. Motion passed unanimously.

- B. Planning and Zoning Commission Regular Meeting of January 9, 2018

Vice Chairwoman Robertson moved to approve the Planning and Zoning Commission Regular Meeting Minutes of January 9, 2018. Commissioner Bishop seconded the motion. Motion passed unanimously.

9. **SUMMARY OF CURRENT EVENTS**

- A. Commission Members

Commissioner Behrends said she is grateful for the moisture received last weekend.

Commissioner Berry prays that we do better with the cold and flu that is going around.

Chairman Johnson is also grateful for the moisture and hopes it continues.


B. Planning and Zoning Director

No report

10. ADJOURNMENT

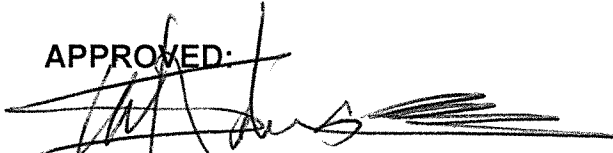
There being no further business to be brought before the Planning and Zoning Commission, CHAIRMAN JOHNSON ADJOURNED THE REGULAR MEETING OF THE SHOW LOW PLANNING AND ZONING COMMISSION OF JANUARY 23, 2018 AT 7:13 PM.

ATTEST:



Justen Tregaskes
Planning and Zoning Director

APPROVED:

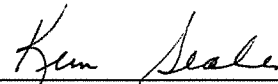


William Johnson
Chairman

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 23, 2018. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 20th day of February, 20 18.



Kim Seales
Administrative Assistant