



## **TOWN OF SPRINGERVILLE PLANNING AND ZONING COMMISSION**

**TUESDAY, NOVEMBER 12, 2024, at 6:00 PM  
TOWN OF SPRINGERVILLE COUNCIL CHAMBERS  
418 E. MAIN STREET SPRINGERVILLE, AZ 85938**

Pursuant to A.R.S. Section 38-431.02, notice is hereby given to the members of the Springerville Planning and Zoning Commission and to the general public, that the Commission will hold a meeting open to the public at the Springerville Town Hall Council Chambers, 418 E. Main St., Springerville, Arizona. The Planning and Zoning Commission reserves the right to adjourn into Executive Session in accordance with Arizona Revised Statutes Section 38-431.03 (A)(1)(3)(4) and (7) for legal consultation on any of the following agenda items.

1. **CALL MEETING TO ORDER:** Chairwoman Shove called the meeting to order at 6:00 pm.
2. **PLEDGE OF ALLEGIANCE:** Tony Contreras led the Pledge of Allegiance.
3. **ROLL CALL:** Members of the Planning and Zoning Commission or Legal Counsel that are unable to be present in person at a scheduled Commission meeting, may participate in the meeting by telephone or video conference.

**Present:** Chairwoman Terry Shove; Commissioner Teresa Becker; Commissioner Bill Lucas; Commissioner Tony Contreras

**Absent:** None

A quorum is present.

**Staff Present:** Planning and Zoning Director Stormy Palmer

4. **PUBLIC PARTICIPATION:** This portion of the agenda is set aside for the public to address the Commission regarding items, whether they are listed on the agenda for discussion or not. However, the Commission cannot engage in discussion regarding any item that is not officially listed on the agenda for discussion and/or action. (A.R.S. §38-431.02(H)).

**NONE**

**5. CONSENT ITEMS:**

- A. Consider approval of the October 8, 2024, Planning and Zoning Commission regular meeting minutes.

**Motioned by:** Commissioner Becker; seconded by: Commissioner Contreras to approve consent item A as presented.

AYE: Chairwoman Shove, Commissioner Becker, Commissioner Lucas, Commissioner Contreras

**4-0 Passed – Unanimously**

- 6. ZONING ADMINISTRATORS REPORT:** Ms. Palmer advised the Commission that the old Honey Shack building has been demolished, and that the owner is thinking of placing some break-away type fencing to keep people from parking there. She told them that there had been very few permits issued in October, just one for a fence and the demo permit. She let them know that a Right-of-Way Permit had been issued to Ethos Broadband, who was placing the new internet cables in Springerville and Eagar. She explained that the company is working closely with public works as well, in locating lines and that the installation company has stated that in the event they need to close a road they will let everyone know. She stated that a reinspection of the Furniture Store was set for November 7<sup>th</sup>, she as well as RVFMD and the State Fire Marshal Deputy were there but there was no owner or representative on site to allow entry, at this point she is working on other avenues. She stated that she has updated several code enforcement cases, and sent out four or five letters last week, and will do inspections and updates as necessary. She advised that the annual inspection of the dispensary was completed on October 21<sup>st</sup>, the annual inspection is a condition of their CUP. The Fire Department as well as the Police Department attended. The dispensary is working on a building permit for the storage shed in the back, the shed was investigated and it is strictly storage for paper products, like receipt tape, and display shelves, no product is being stored there. Ms. Palmer stated that she has finally finished the review of the physical files in the Planning and Zoning Office. That with it being all completed and in order it will help with the address list the County is requesting is completed by the end of the year. The address list being completed will help with the GIS mapping and shape files on the County's website as well as the Town's. She stated that she will be working on the ordinance to update the building codes in Title 15, she has also received updates and tentative changes to the flood plain parts of Title 15 after a meeting with the FEMA representatives. Because the ordinance is so large changing it all at one time is more cost effective. She added that both ordinances will be on the Council's agenda for a first reading next week, she did state that a 2<sup>nd</sup> public hearing would need to be held, after review of the statute she wasn't sure that the advertising had been in compliance with it. She will have all public hearings advertised on the utility bills going forward to make sure she is in compliance.
- 7. LIAISON REPORT:** Chairwoman Shove stated that the last Council meeting was short, and that Title 6 has finally passed.

## OLD BUSINESS

8. Discussion and possible action regarding recommendation to the Town Council to adopt the updated Planning and Zoning Rules of Procedure.

Chairwoman Shove introduced the item, and asked if anyone had comments before she starts, no one had comments at this time. Chairwoman Shove states that she has her notes and that "we" didn't do well and states to Ms. Palmer "Storm, you missed a bunch of stuff." At this time Chairwoman Shove has a different copy of the Rules of Procedure in her hand, Ms. Palmer asks her if she has the old copy or the new copy; Chairwoman Shove states that she has the copy that is in the agenda and the "original," that was from when Ms. Palmer was given direction. Ms. Palmer reminds Chairwoman Shove that those (the "original") were never adopted and that she researched from 1999 forward and that the copy that is in the agenda is the only one that she could find that was adopted by Council, and we have to go by what was adopted. Chairwoman Shove then stated that she was confused and asked if there were two sets of Rules in the agenda packet; Ms. Palmer stated there are not two sets, that one is the original adopted copy and the other is a red-lined copy from the changes requested. Chairwoman Shove states she understands, and she still has some issues, she passes out papers with a paragraph on them and then reads Item B from the unadopted set of Rules "Chair will preside at all meetings, decide points of order, review the Commission agenda, and perform other duties," she states that this statement does not seem to be in the "new" Rules anywhere. Chairwoman Shove then states she would like the following added to the Rules "The Zoning Administrator, in the role of Secretary, will gather agenda items and documentation for those items and create an agenda. The Secretary then will share the agenda with the Commission Chair for discussion, before sending the agenda to the commission. The Chair will approve the items on the agenda and/or suggest other needed agenda items." Chairwoman Shove states that this comes from procedures of three other boards that she is on, that the Chair sees the agenda before it is published. Ms. Palmer states that she disagrees, that they should be able to review agenda items together, but part of the problem is certain things or items that have time constraints, with advertisements, public hearings, or letters that needs to be sent out weeks in advance with certain applications. She continued, that with the Chair having to approve the agenda a week before it's sent out does not fit with the time constraints. Ms. Palmer furthered that she's happy to discuss what items are tentatively on there, but things change consistently. She then goes on to say that to have the Chair have final approval, when the Town Manager already approves the agenda, she doesn't understand why that would be necessary. Chairwoman Shove states that is the procedure on other boards she is on, but if that isn't the procedure here, it isn't the procedure here. Ms. Palmer responds she does not know, but usually, and even with the Council agenda, the Town Manager has final approval and at this point Mr. Rasmussen and Ms. Miller usually discuss what is going to be on the agenda, and they keep whiteboards with upcoming items, and that she has started keeping a whiteboard with agenda items for both the Commission and Council. Chairwoman Shove states that what reminded her was the comment that was on the other set that she had. Ms. Palmer says that if Chairwoman Shove wants it added it can be added, but that she still disagrees, because the other agendas are not done that way. She adds that if the Chair, or any other Commission member, would like to add an item she is more than willing to do so, if the item has advertising or hearings that need to be set it may

need to go on the next agenda, depending on time. Commissioner Lucas states he concurs, that is a Zoning Administrator job function, they are responsible for putting it (the agenda) together. He continues that the Chair, or any person on the Commission, that would like an item on the agenda, that has questions, should get with the Administrator. Chairwoman Shove takes a few moments at this time to look over her notes and the other copies of the Rules, and then states she doesn't have any other comments. There is no further discussion on this matter.

**Motioned by:** Commissioner Becker; seconded by: Commissioner Lucas to recommend the Town Council the updated Rules of Procedure.

AYE: Chairwoman Shove, Commissioner Becker, Commissioner Lucas, Commissioner Contreras

#### **4-0 Passed – Unanimously**

9. Continued discussion and direction to staff regarding draft ordinance regulating backyard fowl in single-family residential zones.

Chairwoman Shove introduced the item. Ms. Palmer stated that one copy of the ordinance is adjustments she made after the last meeting after the Commission discussed wanting a definition of a coop and other items. She stated the other is a more defined version that the attorney drafted. She explained that she liked some of the parts of each, but that it was the Commission's decision if they wanted to keep one or the other, or have a mixture of both drafted. That because of the recent signing of the bill by the Governor, they were starting from scratch, and it could be redone as many times as need be until they liked it. Commissioner Lucas stated that he liked what the attorney set forward in the parts about mobile home parks. Commissioner Lucas inquired if there would be a permit requirement, or if enforcement would be complaint based. Ms. Palmer stated that will most likely be complaint based, with a two-pronged approach between code enforcement, and animal control. Chairwoman Shove stated that she's not one to over-regulate, but she likes the ordinance the attorney wrote. Commissioner Becker stated that the attorney is more detailed with the definitions added. Further discussion is held regarding parts of each draft that they liked. Staff was directed to make a combination of the two drafts and bring it back at a later meeting for review.

10. Discussion and direction to staff regarding draft ordinance regulated home occupations regarding delivery vehicles and conditional use permits.

Chairwoman Shove introduced the item. Ms. Palmer stated that the draft has been legally reviewed, and the intent of changing the delivery vehicle portion was to modernize the code somewhat. Commissioner Lucas asked questions and discussion was held regarding the requirement of business licenses in Town. Chairwoman Shove stated that no further changes were needed for this draft. Staff was directed to set the matter for a public hearing at the next regularly scheduled meeting.

#### **NEW BUSINESS**

11. Discussion and possible action regarding conditional use permit application for 1751 East 2<sup>nd</sup> Street (Parcel #105-48-001). Applicant is wanting to utilize two (2) shipping containers/Connex

boxes for temporary storage, and then later turn them into a barn/shop structure on the property.

Chairwoman Shove introduced the item. The applicant, Michael Taylor came up to the podium and explained his application, he stated that he would like to build the structure within a year. Commissioner Lucas asked Mr. Taylor if these are the containers that currently exist on property on Becker Lake Road. Mr. Taylor responded that they are, that they are currently on his son-in-law's property, but would like to move them to his property. Further discussion was held regarding if this would be a storage barn or a barn to house animals, building permit requirements and time frames to build.

**Motioned by:** Commissioner Lucas; seconded by: Commissioner Becker to not schedule a meeting in December.

AYE: Chairwoman Shove, Commissioner Becker, Commissioner Lucas, Commissioner Contreras

**4-0 Passed – Unanimously**

**12. Discussion and possible action regarding scheduling a meeting in December.**

Chairwoman Shove introduced the item. Ms. Palmer stated that generally there is no Town Council meeting held in December, and currently there is nothing time sensitive on the calendar.

**Motioned by:** Commissioner Lucas; seconded by: Commissioner Becker to approve the Conditional Use Permit with a 12-month time frame, and that all Town Ordinances and zoning requirements are followed.

AYE: Chairwoman Shove, Commissioner Becker, Commissioner Lucas, Commissioner Contreras

**4-0 Passed – Unanimously**

**13. ADJOURNMENT:**

Meeting adjourned at 7:07 PM

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Terry Shove Chairperson

ATTEST:

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Planning & Zoning Administrator

I hereby certify that the foregoing is a true copy of the minutes of the Springerville Planning and Zoning Commission in a regular meeting held on October 8, 2024. I further certify that the meeting was duly called, and a quorum was present.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Planning & Zoning Administrator

DRAFT