



TOWN OF SPRINGERVILLE PLANNING AND ZONING COMMISSION

TUESDAY, April 9, 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:** Teresa Becker 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; Vice-Chairwoman Trinity Raymer; Commissioner Teresa Becker; Commissioner Brian Hayes (Telephonically)

Absent: None

A quorum is present.

Staff Present: Planning and Zoning Director Stormy Palmer; Town Manager Tim Rasmussen

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

6. **CONSENT ITEMS:**

- A. Consider approval of the March 12, 2024, Planning and Zoning Commission meeting minutes.

Motioned by: Commissioner Becker; seconded by: Vice-Chairwoman Raymer to approve consent item 5A. as presented.

AYE: Chairwoman Shove, Vice Chairwoman Raymer, Commissioner Becker, Commissioner Hayes

4-0 Passed – Unanimously

7. **ZONING ADMINISTRATORS REPORT:** Ms. Palmer updated the Commission on the CUP for 345 S. Tumbling T (Hightower) notifying them that she had received written permission from Apache County that the RV could be connected to the septic system. The Commission was given copies of the email exchange, where it was clarified that the RV dwelling was temporary. Ms. Palmer also stated that she and Assistant Chief Pena of RVFD went and conducted the safety inspection required for the CUP; the RV is properly connected and leveled as well as a separate set of stairs with non-skid steps installed.

Ms. Palmer gave the Commission a copy of Town Code Section 17.12.050, which states that the Planning and Zoning Commission “shall make and publish rules and regulations.” She also gave them a copy of Rules and Procedure for the Planning and Zoning Commission, and explained that it is unknown when they were written or if they were approved/adopted. She requested a work session to be scheduled tentatively for June before the regular meeting so that she could research. Previous meetings are not digital so the research will take time. The Commission all stated that they would be available in June for a work session on this matter.

Ms. Palmer then explained other projects that she has been working on, including an updated fee schedule (gave copies of the draft and reasonings to the Commission). She has also been working on the tentative subdivision, Collins Park, located at intersection of Highway 60 and Tumbling T. She wants the Commission to have all the information regarding subdivisions so she is reviewing and making notes on Title 16 for them.

She also stated that there is an item on the agenda for 63 N. D St., to formally revoke CUPs issued for manufactured, or multi-family housing. The new owner of the property has asked to meet with her and the Town Manager this week, so she would like to table the item until that meeting is completed.

8. **LIAISON REPORT:** Chairwoman Shove gave the liaison report; stated that there was a presentation regarding the audit, multiple requests for tourism tax money, discussion about the new town logo and the selling of the old NPC building on Main Street in Eagar, the building is owned by both towns.

OLD BUSINESS

8. Continued discussion and direction to Staff regarding clarification of Springerville Municipal Town Code Title 17:
 - a. General Provisions sections: 17.28.050 Building Height Requirements; 17.28.060 Height Limitations on Corner Lots; 17.28.070 Walls and Fences-Discussion was held, Ms. Palmer stated that currently a conditional use permit is required for fences over the dimensions in code. Through research other municipalities allow an administrative review instead of a conditional use permit. Also, the Town does not currently charge for a fence permit, and with the fee schedule changes the cost of a conditional use permit is going to increase, and the time it takes to issue the conditional use permit extends the process. Ms. Palmer asked if the Commission would allow her to take the direction of changing the code to allow fence permits with an administrative review which would include the Planning and Zoning, Public Works, Police, and Fire Departments input to approve. The Commission agreed to give Ms. Palmer the direction.

9. Discussion and possible action regarding review and formal revocation of Conditional Use Permit for 225 West Main Street (Parcels #105-18-001A/B/C) issued on April 14, 2010, and amended on February 13, 2013. Permit was issued to allow manufactured home sales. Business has since closed and property is being utilized for another purpose. Brief discussion held.

Motioned by: Commissioner Becker; seconded by: Vice-Chairwoman Raymer to formally revoke the Conditional Use Permit allowing manufactured home sales.

AYE: Chairwoman Shove, Vice Chairwoman Raymer, Commissioner Becker, Commissioner Hayes

4-0 Passed – Unanimously

10. Discussion and possible action regarding review and formal revocation of Conditional Use Permit for 318 East Main Street (Parcel #105-21-089) issued on May 12, 2010, and amended on October 12, 2011. Permit was issued to allow patio dining. Business has since closed and another business is in residence at the location.

Motioned by: Vice Chairwoman Raymer; seconded by: Commissioner Becker to formally revoke the Conditional Use Permit allowing patio dining.

AYE: Chairwoman Shove, Vice Chairwoman Raymer, Commissioner Becker, Commissioner Hayes

4-0 Passed – Unanimously

11. Discussion and possible action regarding review and formal revocation of Conditional Use Permit for 63 North D Street (Parcel #105-42-046A) issued on October 14, 2015. Permit was issued to allow the construction of an 11 unit manufactured home complex. Multiple extensions were issued for this CUP, property owner has since sold the property with no project

completions. Brief discussion held where Chairwoman Shove reminds the Commission that this item is the one Ms. Palmer requested be tabled due to the fact there was a meeting scheduled with the new property owner.

Motioned by: Commissioner Becker; seconded by: Vice Chairwoman Raymer to table this item.

AYE: Chairwoman Shove, Vice Chairwoman Raymer, Commissioner Becker, Commissioner Hayes

4-0 Passed – Unanimously

NEW BUSINESS

12. None

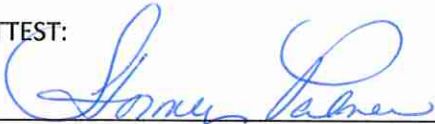
13. ADJOURNMENT:

Meeting adjourned at 6:46 PM



Terry Shove Chairperson

ATTEST:



Planning & Zoning Administrator

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 April 9, 2024. I further certify that the meeting was duly called, and a quorum was present.

Dated this 14th day of May, 2024



Planning & Zoning Administrator