Coconino County Planning and Zoning Commission
Meeting of May 29, 2019
Board of Supervisors’ Meeting Room
County Administrative Center
219 East Cherry
Flagstaff, Arizona

Members Present
Don Walters – Chairman
Tammy Ontiveros – Vice Chair
Sat Best
John Ruggles
Tyanna Burton
Jim Clifford
Ray Mayer

Members Absent
Mary Williams

Staff Present
Jay Christelman, Director
Jess McNeely, Assistant Director
Bob Short, Principal. Planner
Zach Schwartz, Sr. Planner
Ashley DeBoard, Deputy County Attorney
Irene Lokcik, Recording Secretary

Chairman Walters called the meeting to order at 5:30 PM. He noted procedures to the audience.

I. PLEDGE OF ALLEGIANCE

II. APPROVAL OF MINUTES

MOTION: Mr. McNeely informed the Commission that on page 4 of the April 24, 2019 minutes, the motion for CUP-19-004 needs to be changed to expire in 2019. Commissioner Ruggles made the motion with this change, Commissioner Best seconded, the vote was 6-0 with Commissioner Ontiveros abstaining.
III. PUBLIC HEARINGS

1. Case No ZC-18-010 and SUB-18-004: A request for a change of zoning regulations with approval of a master development plan to provide for modified RM-20/A standards where CH-10,000 standards currently apply and a 94-lot subdivision preliminary plat on two parcels totaling 8.02 acres in the PC (Planned Community) Zone. The subject properties are located north of Shadow Mountain Drive and east of the Pilot Travel Center and the Days Inn in Bellemont and are identified as Assessor’s Parcel Numbers 203-47-001F and a portion of 203-47-001M.

Property Owner: Flagstaff Meadows, LLC, Queen Creek, AZ
Property Owner: McCleve LC and DR Revocable Living Trust DTD, Queen Creek, AZ
Applicant: Tim Campbell, Finesse Properties, Queen Creek, AZ
County Supervisor District: 3 (Matt Ryan)

CONTINUANCE REQUESTED TO JUNE 26, 2019

Motion: Commissioner Ontiveros made a motion to continue ZC-18-010 to June 26, 2019, Commissioner Best seconded, vote was 7-0. Commissioner Ontiveros made a motion to continue SUB-18-004 to June 26, 2019, Commissioner Ruggles seconded, vote was 7-0.

2. Case No. SUB-19-002: A request for a Subdivision Amended Final Plat of Pinewood Unit 12 Subdivision to allow a utility easement to be moved on two parcels (Lots 194 and 195) totaling .52 acres in the RS-6,000 (6,000 sq. ft. minimum parcel size) Zone. The parcels are located at 17390 and 17400 S. Stallion Dr. in Munds Park and also identified as Assessor’s Parcel Numbers 400-69-138 and 139.

Property Owner: Wild West Management, LLC, Scottsdale, AZ
Applicant: Lou Lagomarsino, Scottsdale, AZ
County Supervisor District: 3 (Matt Ryan)

Mr. Christelman summarized the staff report, gave a Power Point presentation. The applicant had no issues, no one from the public spoke. All Commissioners stated they could make the findings.

MOTION: Commissioner Ruggles made a motion to approve as recommended, Commissioner Burton seconded and it passed unanimously.

3. Case No ZC-19-004: A request for a Zone Change from CG-10,000 (Commercial General, 10,000 sq. ft. minimum parcel size) Zone to AR (Agricultural Residential,
one acre minimum parcel size) Zone on a 1.23 acre parcel. The parcel is located at 1151 Ragweed Trail in Forest Lakes and is also identified as Assessor’s Parcel Number 403-50-072.

Property Owner/Applicant: Michael and Andrea O’Brien, Phoenix, AZ
County Supervisor District: 4 (Jim Parks)

Mr. Short summarized the staff report along with a Power Point presentation. The applicant had no issues. Commissioner Ruggles asked if the applicant understood this is a down zoning. The applicant stated he understood. No one from the public spoke. All Commissioners stated they could make the findings.

Motion: Commissioner Best made a motion to approve as recommended, Commissioner Ruggles seconded. The motion was passed unanimously.

4. Case No. CUP-19-019: A request for a Conditional Use Permit for a 20 space self-storage facility on a 1.38 acre portion of a 5.23 acre parcel in the CG-10,000 (Commercial General, 10,000 sq. ft. minimum parcel size) Zone. The remainder of the parcel is zoned AR (Agricultural Residential, one acre minimum parcel size) Zone. The parcel is located at 963 W. Canyon Road in Kaibab Estates West Annex Unit 5 Subdivision and is also identified as Assessor’s Parcel Number 206-36-010K.

Property Owner/Applicant: John Rilage, Ash Fork, AZ
County Supervisor District: 1 (Art Babbott)

Mr. Schwartz summarized the staff report and gave a Power Point presentation. The applicant stated he agrees with the staff recommendation but feels the buffer is unnecessary as he intends to rezone the residential portion to commercial and possibly expand the storage business. Commissioner Ontiveros asked if the buffer should be waived as the applicant would be screening from himself, and future buyers in the area would know what is on the property. Commissioner Ontiveros asked if staff could respond. Mr. Schwartz responded that staff could work with the applicant on a flexible buffer plan. Commissioner Best asked if the buffer could be something easily movable. Chairman Walters stated that the Director has flexibility in approving a buffer. Commissioner Mayer stated that future buyers would know what they are getting. Commissioner Best noted that staff has some flexibility. Commissioner Ruggles stated that he likes Condition #2 as written and likes the flexibility to be in character with Ash Fork, and that he likes the applicant’s railroad tie and wire fence. Commissioner Clifford stated he can make the findings. Commissioner Burton stated that she doesn’t see a need for a buffer. Commissioner Ontiveros stated that she is now good with Condition #2 as written.

MOTION: Commissioner Ontiveros made a motion to approve as recommended, Commissioner Mayer seconded. The motion was passed unanimously.
5. Case No. CUP-19-020: A request for a Conditional Use Permit for a 150 foot monopine wireless telecommunications facility on a .23 acre portion of a 2.98 acre parcel. The wireless facility would be located in the AR (Agricultural Residential, one acre minimum parcel size) Zone. The remainder of the parcel is located in the RM-10/A (Residential Multiple Family, one half acre minimum parcel size) Zone. The parcel is located at 1508 Merzville Road in Forest Lakes and is also identified as Assessor’s Parcel Number 403-45-024C.

- Property Owner: Forest Lakes Fire District, Forest Lakes, AZ
- Applicant: DW Tower, LLC, Flagstaff, AZ
- Representative: Ken Jacobs, Flagstaff, AZ
- County Supervisor District: 4 (Jim Parks)

Mr. Short summarized the staff report and gave a Power Point presentation. Ken Jacobs, representing the applicant indicated he agreed with the staff report but stated that they preferred a 20-year time on Condition 4. He explained that the Zoning Ordinance limits cell towers to a 10-year term. Reg Destry representing Verizon stated he was there to answer questions. Chairman Walters asked Mr. Destry if this is a shared facility. Mr. Destry stated that it was. Commissioner Ontiveros stated that the Zoning Ordinance time limit should possibly be longer. Commissioner Ruggles explained the pivot flange design that allows the tower to fall within an area less than the tower height. Commissioners Mayer, Best, Clifford and Burton stated that they had no issues and could meet the findings.

**MOTION:** Commissioner Best made a motion to approve with the following changes to the conditions: Amend Condition 2 to remove the second part of the condition so that it reads: “A building permit shall be obtained prior to construction of the facility”. Amend Condition 3 to indicate a five foot setback rather than 4 1/2 foot setback. Amend Condition 4 to provide for a ten-year term rather than a five-year term. Commissioner Burton seconded, and it was unanimously approved.

6. Case No CUP-19-021: A request for a Conditional Use Permit for a cottage industry to allow a machine shop business and for two 8’X 20’ metal storage containers on a 9.53 acre parcel in the G (General, 10 acre minimum parcel size) Zone. The parcel is located at 2054 W. Honeysuckle Road in Red Lake and also identified as Assessor’s Parcel Number 202-33-010E.

- Property Owner/Applicant: Michael and Valerie Thompson, Castaic, CA
- County Supervisor District: 3 (Matt Ryan)

Mr. Schwartz summarized the staff report, gave a Power Point presentation and explained that the Zoning Ordinance requires Condition #4 to be 3 years. The applicant stated he was in agreement with the staff recommendation, he explained the prism he manufactures and gave details on its’ capability. Commissioner Ruggles asked what manufacturing equipment is used. The applicant responded that a CNC machine, drill press, machining tools and typical equipment is used. Commissioner Ruggles confirmed that the sound
analysis was done correctly, and the building insulation helps. Chairman Walters asked if sales are done online and if UPS trucks would come to the site. The applicant responded yes, but most business is with government. Commissioners Burton, Clifford, Best and Mayer stated they could make the findings. Commissioner Ruggles stated he could make the findings and he had been to the site. Commissioner Ontiveros asked if future administrative renewals could be extended to five years. Mr. Schwartz stated that the portion of the Zoning Ordinance related to administrative CUP renewals does not allow for staff to extend the time period that was approved from the original case, but there have been times in the past where the commission modified the language of the original condition so that staff may be able to do so. He asked Ms. DeBoard to craft language for a condition that would allow staff to do so. Ms. DeBoard proposed new language for the condition. Ms. DeBoard from the CAO stated that if administrative renewal requirements are met, it can be administratively renewed for up to 5 years. Commissioner Ontiveros stated she was good with this.

**MOTION:** Commissioner Ontiveros made a motion to approve CUP-19-021 with the four conditions as stated in the staff report, with a modification to condition #4 saying that the use permit shall be valid for a period of three years to expire May 29, 2022, before which time a new application shall be submitted for renewal if continuation of the use is desired beyond that expiration date. If all conditions are met for administrative approval, the period may be extended to 5 years during the administrative renewal process. Commissioner Ruggles seconded the motion and it passed unanimously.

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7. Case No. CUP-19-023: A request for a Conditional Use Permit renewal (of CUP-04-02) for a church with modifications to allow an accessory structure and a food pantry on a 3.33 acre parcel in the AR (Agricultural Residential, one acre minimum parcel size) Zone. The parcel is located at 2440 N. Double Ranch Road north of Ash Fork and also identified as Assessor’s Parcel Number 206-36-008B.

**Property Owner:** International Church of the Foursquare Gospel, Ash Fork, AZ  
**Applicant:** Ash Fork Foursquare Church, Ash Fork, AZ  
**Representative:** David Payne, Ash Fork, AZ  
**County Supervisor District:** 1 (Art Babbott)

Mr. Schwartz summarized the staff report and gave a Power Point presentation. Rev. Michael Payne agreed with the staff report. Chairman Walters and Commissioner Ontiveros thanked the applicants for their community efforts. Carol Young, a 5-year resident runs a food bank from the KEW Fire Station, they are including schools, fire, probationers in their efforts. The community lacks fresh produce. Commissioner Ontiveros stated that she is good with the 10-year recommendation. Commissioners Mayer, Clifford and Burton stated support and thanked the applicants. Commissioner Best thanked the applicants and recommended that they remember the 10-year renewal. Commissioner Ruggles agrees with the staff recommendation and noted that he visited the site.
MOTION: Commissioner Ruggles made a motion to approve as recommended, Commissioner Burton seconded and it was unanimously approved.

CALL TO PUBLIC FOR ITEMS NOT ON THE AGENDA

No one from the public spoke.

Chairman Walters adjourned the hearing at 7:13 pm.

Chairperson, Coconino County Planning and Zoning Commission

ATTEST:

Secretary, Coconino County Planning and Zoning Commission