



**NOTICE OF A PUBLIC HEARING  
OF THE TOWN OF SNOWFLAKE  
PLANNING AND ZONING COMMISSION**

NOTICE IS HEREBY GIVEN TO MEMBERS OF THE TOWN OF SNOWFLAKE PLANNING AND ZONING COMMISSION AND TO THE GENERAL PUBLIC THAT THE TOWN OF SNOWFLAKE PLANNING AND ZONING COMMISSION WILL HOLD A PUBLIC HEARING ON TUESDAY MARCH 25, 2025 AT 7:00 PM IN THE SNOWFLAKE TOWN COUNCIL ROOM LOCATED AT 81 WEST 1ST SOUTH SNOWFLAKE, AZ.

Estimated Time 7:00 PM

1. Call to Order
2. Prayer and Pledge
3. Call to the Public

*Citizens desiring to speak on a matter that IS NOT on this agenda may do so at this time. Comments shall be limited to three minutes per person and shall be addressed to the Commission as a whole. Pursuant to the Arizona Open Meeting Law, the Commission cannot discuss or act on items presented at this time. At the conclusion of the Call to the Public, individual Commission Members may (1) respond to criticism made by those who have spoken (2) direct staff to review a matter, and (3) direct that a matter be put on a future agenda.*

4. Commissioner Reports
5. Approval of Previous Meeting Minutes

- A. Meeting Minutes 1/28/2025
- B. Meeting Minutes 2/18/2025

6. Discussion/Action Items

- A. PROPOSED TEXT AMENDMENTS OF TOWN CODE
- B. TENTATIVE MAP: AUTUMN HARVEST
- C. TENTATIVE MAP: FRONTIER VILLAGE

7. **Open Public Hearing**

- A. RESIDENTIAL RESERVE OVERLAY FOR A PORTION OF WEST GARDENS
- B. VARIANCE: 2040 E SNOWFLAKE BLVD: DAVIS: ALLOW THE SECONDARY STRUCTURES TO REMAIN
- C. VARIANCE: 658 W REIDHEAD AVE: CLIFFORD: PLACE A GARAGE IN THE FRONT YARD

8. **Close Public Hearing**

- A. RESIDENTIAL RESERVE OVERLAY FOR A PORTION OF WEST GARDENS
- B. VARIANCE: 2040 E SNOWFLAKE BLVD: DAVIS: ALLOW THE SECONDARY STRUCTURES TO REMAIN
- C. VARIANCE: 658 W REIDHEAD AVE: CLIFFORD: PLACE A GARAGE IN THE FRONT YARD

9. **Adjourn**



Dated and Posted 03-24-25

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Joseph Jarvis - Planning & Zoning  
Scott Allen - Building Official





**PLANNING AND ZONING MTG DATE:** March 25, 2025  
**ITEM NUMBER:** 5.A.

**TITLE:** Meeting Minutes 1/28/2025

**RECOMMENDATION**

It is recommended that the minutes be approved.

**BACKGROUND**

**ATTACHMENTS:**

Description	Upload Date	Type
Meeting Minutes	2/13/2025	Backup Material





**NOTICE OF A PUBLIC HEARING OF THE TOWN OF SNOWFLAKE  
PLANNING AND ZONING COMMISSION**

NOTICE IS HEREBY GIVEN TO MEMBERS OF THE TOWN OF SNOWFLAKE PLANNING AND ZONING COMMISSION AND TO THE GENERAL PUBLIC THAT THE TOWN OF SNOWFLAKE PLANNING AND ZONING COMMISSION WILL HOLD A PUBLIC HEARING ON TUESDAY January 28, 2025 AT 7:00 PM IN THE SNOWFLAKE TOWN COUNCIL ROOM LOCATED AT 81 WEST 1ST SOUTH SNOWFLAKE, AZ.

1. Call to Order **7:02p** Bruce Meyer, Michael Lunt, Derek Flake, and Justin White were present. Jeff Greer was absent.
2. Prayer White and Pledge Meyer
3. Call to the Public  
A member of the public expressed gratitude to the Commission about the work that they are doing.
4. Commissioner Reports  
Bruce Meyer introduced himself. Jarvis mentioned that he will now be requesting that applicants provide details as to how their request aligns with the General Plan.
5. Approval of Previous Meeting Minutes  
A. MEETING MINUTES 12/17/2024  
*Meyer moved to approve of the minutes as presented. Flake seconded the motion. The motion was unanimously approved with Greer absent.*
6. Discussion/Action Items
7. Open Public Hearing  
A. RESIDENTIAL RESERVE OVERLAY FOR A PORTION OF WEST GARDENS  
A member of the public asked for clarification about the wording of the overlay. Meyer referenced the General Plan, and he is not certain if placing the overlay is in line with the General Plan. The Commission discussed this further.  
  
B. PROPOSED TEXT AMENDMENTS  
The Commission supported incorporating how Navajo County manages Guest Houses into how the Town manages secondary dwellings. The Commission did not support allowing manufactured homes and park models to be placed as secondary dwellings. They also want to ensure that the site plan is reviewed for compliance with the Town Code and that the utility systems can support the additional dwelling.
8. Close Public Hearing Discussed after the item in 7.  
A. RESIDENTIAL RESERVE OVERLAY FOR A PORTION OF WEST GARDENS  
Discussion between Commissioners and staff about the process that has occurred.  
*Meyer moved to recommend the residential reserve overlay to the City Council for this*



*section of the community. Flake seconded the motion. The motion was unanimously approved with Greer absent.*

#### B. PROPOSED TEXT AMENDMENTS

The Commission supported the increase of fees for when someone completes work without a permit.

*Meyer moved to recommend the proposed text amendments to include the additional comments made by the Commission. Lunt seconded the motion. The motion was unanimously approved. With Greer absent.*

9. Adjourn **8:00p**





**PLANNING AND ZONING MTG DATE:** March 25, 2025  
**ITEM NUMBER:** 5.B.

**TITLE:** Meeting Minutes 2/18/2025

**RECOMMENDATION**

**BACKGROUND**

**ATTACHMENTS:**

Description	Upload Date	Type
Meeting Minutes	2/19/2025	Backup Material





**NOTICE OF A PUBLIC HEARING OF THE TOWN OF SNOWFLAKE  
PLANNING AND ZONING COMMISSION**

NOTICE IS HEREBY GIVEN TO MEMBERS OF THE TOWN OF SNOWFLAKE PLANNING AND ZONING COMMISSION AND TO THE GENERAL PUBLIC THAT THE TOWN OF SNOWFLAKE PLANNING AND ZONING COMMISSION WILL HOLD A PUBLIC HEARING ON TUESDAY February 18, 2025 AT 7:00 PM IN THE SNOWFLAKE TOWN COUNCIL ROOM LOCATED AT 81 WEST 1ST SOUTH SNOWFLAKE, AZ.

1. Call to Order **7:03p** Justin White, Michael Lunt, and Bruce Meyer were present. Jeff Greer and Derek Flake were absent.
2. Prayer **Meyer** and Pledge **White**
3. Call to the Public  
A property owner came and expressed support for small farmers and for low costs. This will allow more starter homes to be constructed.
4. Commissioner Reports  
White asked if the Town would allow modular homes to be placed within Town limits. Staff stated that these types of homes would be considered as part of the building permit process.
5. Approval of Previous Meeting Minutes  
A. MEETING MINUTES 1/28/2025  
Tabled until the next meeting.
6. Discussion/Action Items **Discussed after Item 8**  
A. Selection of Chairman of the Commission  
It was determined that Lunt will serve as Chair and Greer will serve as Vice Chair.  
  
B. PROPOSED TEXT AMENDMENTS OF TOWN CODE  
The Commission and staff focused on secondary dwellings. The suggested changes were noted and will be presented again before the Commission.  
  
C. Review of General Plan  
Meyer recommended that future applicants reference the General Plan and Town Code when they present their applications before the Commission.
7. Open Public Hearing  
A. SPECIAL USE PERMIT: 1328 W RUTLEDGE: PAWLIK: REQUEST FOR A WATCHMAN'S QUARTERS  
The applicant presented further details about their request. They are adding a range and a sleeping area to the building so this requires a SUP. The Commission and the applicant discussed the request further.  
  
B. SPECIAL USE PERMIT AND VARIANCE: 551 N 7TH E: FLAKE: CONSTRUCTION



## REQUESTS

The applicant provided additional details about their request. The SUP will allow two dwellings on the property. The variance is for requesting a rear set back of 20 feet and placing the garage in the front yard.

### C. VARIANCE: 202-31-001G: BRIMHALL: ALLOW THE CONSTRUCTION OF AN ACCESSORY STRUCTURE BEFORE THE PRIMARY IS STARTED

The applicant's representative (the property owner) presented details about the request. It will be more than 100 feet from the road. He was asked to provide a site plan for the Council meeting.

### D. VARIANCE: 7926 EL RANCHO TRAIL: ALLEN: ALLOW THE PLACEMENT OF A SINGLE WIDE MANUFACTURED HOME

The applicant provided additional details about their request. Further conversation between the applicant and the Commissioners.

## 8. Close Public Hearing **Discussed after the related Item 7**

### A. SPECIAL USE PERMIT: 1328 W RUTLEDGE: PAWLIK: REQUEST FOR A WATCHMAN'S QUARTERS

*Meyer moved to recommend the request to the Town Council. White seconded the motion. The motion was unanimously approved. Jeff Greer and Derek Flake were absent.*

### B. SPECIAL USE PERMIT AND VARIANCE: 551 N 7TH E: FLAKE: CONSTRUCTION REQUESTS

*Meyer moved to recommend the request to the Town Council. White seconded the motion. The motion was unanimously approved. Jeff Greer and Derek Flake were absent.*

### C. VARIANCE: 202-31-001G: BRIMHALL: ALLOW THE CONSTRUCTION OF AN ACCESSORY STRUCTURE BEFORE THE PRIMARY IS STARTED

*White moved to recommend the request to the Town Council and requested that a site plan be presented to the Council. Meyer seconded the motion. The motion was unanimously approved. Jeff Greer and Derek Flake were absent.*

### D. VARIANCE: 7926 EL RANCHO TRAIL: ALLEN: ALLOW THE PLACEMENT OF A SINGLE WIDE MANUFACTURED HOME

*Meyer moved to recommend the request to the Town Council. Lunt seconded the motion. The motion was unanimously approved. Jeff Greer and Derek Flake were absent.*

## 9. Adjourn **8:29p**



**PLANNING AND ZONING MTG DATE: March 25, 2025**

**ITEM NUMBER: 6.A.**

**TITLE: PROPOSED TEXT AMENDMENTS OF TOWN CODE**

## **RECOMMENDATION**

## **BACKGROUND**

The Town Council, Planning and Zoning Commission, and staff have discussed the need to modifying sections of the Town Code. They pertain to business licenses, water/ sewer fees per unit, definitions about dwellings, accessory dwellings, and parking.

The Commission held a public hearing on 1/28/2025 to discuss the proposed text amendments. The Commission recommended a few changes, based on the example of how Navajo County manages guest houses. The Town Council discussed these text amendments on 2/4/2025. The Council was supportive except that they wanted the Commission to discuss the changes pertaining to secondary dwellings further.

The Commission has expressed support for all of the proposed changes, but they wanted to discuss the changes to 10-4-3 further. These are the only changes include in the packet this time.

## **ATTACHMENTS:**

Description	Upload Date	Type
Text Amendments	3/20/2025	Backup Material



## 10-4-3 Table

### C. Use Table:

Primary residence with accessory secondary dwelling (see 10-4-3 D.)	SU P	SU P
---	------	------

### D. Requirements for the accessory secondary dwelling:

1. The accessory structure will be constructed in compliance with the Town Code, which includes lot coverage, setbacks, parking, building permit requirements, etc..
2. Utilities
  - a. The dwelling may utilize the existing water and wastewater sources if it is shown that the sources have sufficient capacity.
  - b. If the dwelling utilizes the existing sources, then a tap fee will not be charged.
  - c. The dwelling will be charged impact fees, based on the source.
  - d. The dwelling will be charged a unit fee, based on the source.
3. The evaluation and design are complementary to the primary structure.
4. Is a site built or modular dwelling.
5. The dwelling is no more than 60% the size of the primary dwelling.



**PLANNING AND ZONING MTG DATE: March 25, 2025**

**ITEM NUMBER: 6.B.**

**TITLE: TENTATIVE MAP: AUTUMN HARVEST**

## **RECOMMENDATION**

## **BACKGROUND**

The applicant submitted a map for the development of properties along West Seventh South. Included in the packet are comments from staff and responses from the applicant. A printed copy of the map will be available during the Commission meeting.

Staff also received an addendum, geotechnical report about the strength of the proposed private road, subdivision plans, which are available for review.

The Tentative Map will also be presented to the Town Council for their consideration of approval.

## **ATTACHMENTS:**

Description	Upload Date	Type
Map	3/20/2025	Backup Material
Comments and Responses	3/20/2025	Backup Material
FD Comments	3/20/2025	Backup Material



TENTATIVE PLAT  
FOR AUTUMN HARVEST SUBDIVISION  
LOCATED IN THE S 1/2 OF SECTION 21, TOWNSHIP 13 NORTH, RANGE 21 EAST,  
GILA AND SALT RIVER BASE AND MERIDIAN,  
TOWN OF SNOWFLAKE, NAVAJO COUNTY, ARIZONA

LEGAL DESCRIPTION

A PORTION OF LAND, LOCATED IN SECTION 21, TOWNSHIP 13 NORTH, RANGE 21 EAST OF THE GILA AND SALT RIVER BASE AND MERIDIAN, NAVAJO COUNTY, ARIZONA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTH QUARTER-CORNER OF SAID SECTION 21, MONUMENTED WITH A 5/8" REBAR TAGGED RLS 28728, S 1/4 SEC 21, FROM WHICH A 1/2" REBAR WITH A 2" ALUMINUM CAP STAMPED, RLS 5570, BEARS SOUTH 89°39'03" EAST, A DISTANCE OF 655.00 FEET, IS THE BASIS OF BEARINGS AND ALL BEARINGS HEREIN CONTAINED ARE RELATIVE THERETO,

THENCE FROM THE POINT OF COMMENCEMENT, SAID POINT ALSO BEING THE NORTH RIGHT-OF-WAY LINE OF WEST SEVENTH STREET SOUTH AND THE TRUE POINT OF BEGINNING;

THENCE NORTH 89°48'26" WEST, ALONG THE NORTH RIGHT-OF-WAY LINE OF WEST SEVENTH STREET SOUTH, A DISTANCE OF 350.24 FEET TO THE SOUTHWEST CORNER OF SAID PORTION OF LAND MONUMENTED WITH A 1/2" REBAR WITH A 2" ALUMINUM CAP STAMPED, RLS 5570

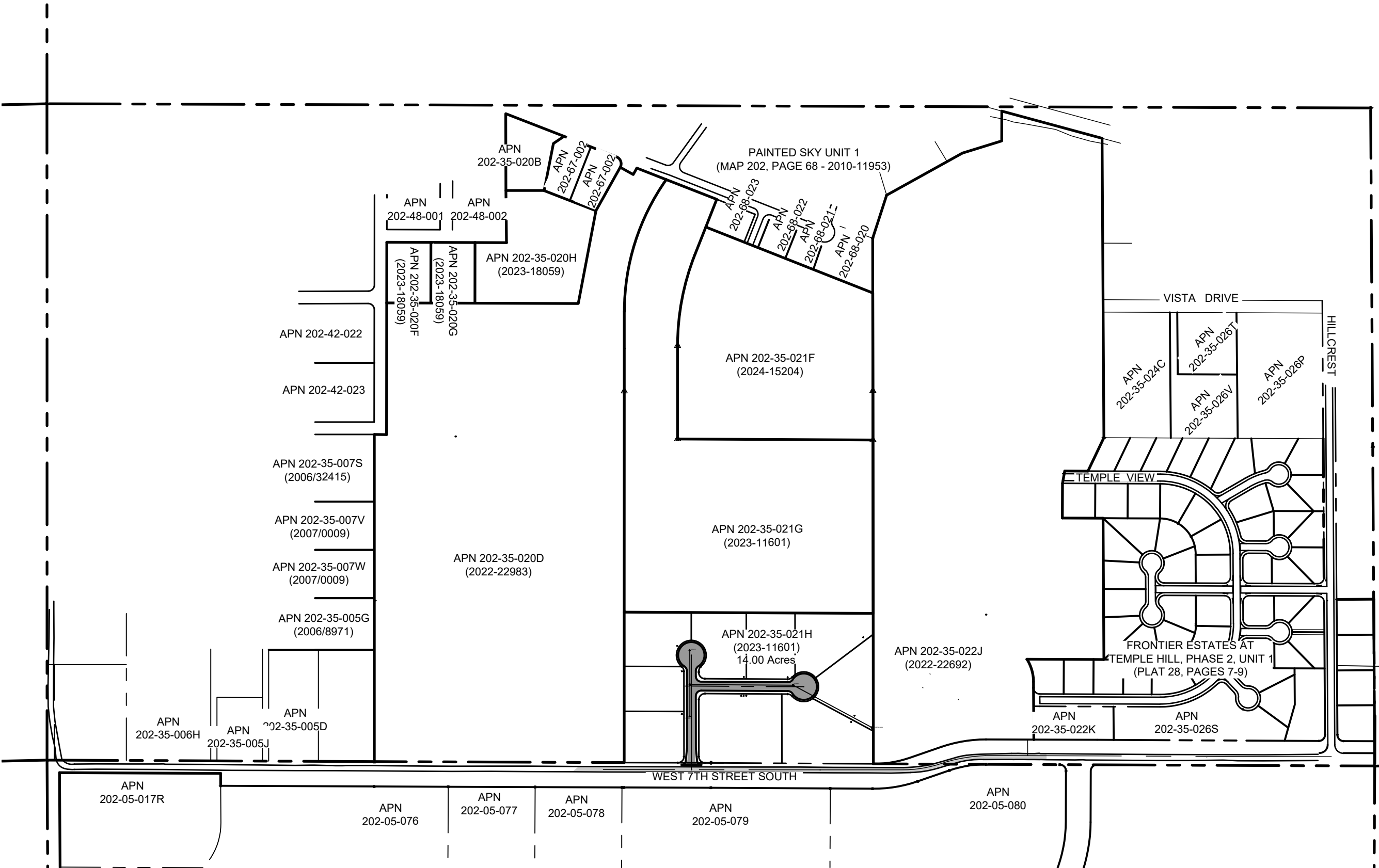
THENCE NORTH 00°00'25" EAST, A DISTANCE OF 607.25 FEET TO THE NORTHWEST CORNER OF SAID PORTION OF LAND;

THENCE SOUTH 89°42'18" EAST, A DISTANCE OF 1004.41 FEET TO THE NORTHEAST CORNER OF SAID PORTION OF LAND;

THENCE SOUTH 00°04'15" EAST, A DISTANCE OF 607.25 FEET TO THE SOUTHEAST CORNER OF SAID PORTION OF LAND AND NORTH RIGHT-OF-WAY LINE OF WEST SEVENTH STREET SOUTH, MONUMENTED WITH A 1/2" REBAR WITH A 2" ALUMINUM CAP STAMPED, RLS 5570;

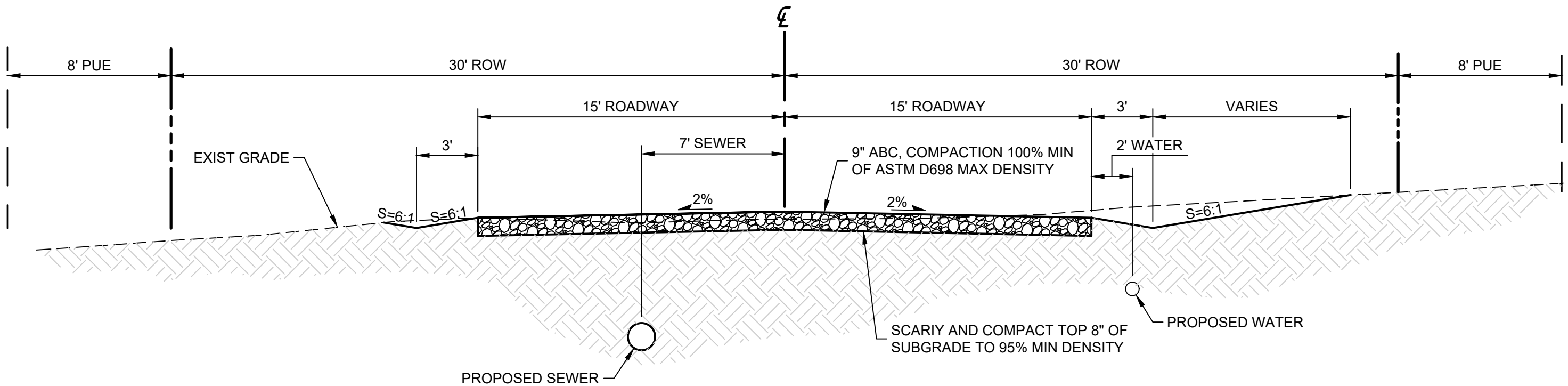
THENCE NORTH 89°39'03" WEST, ALONG THE NORTH RIGHT-OF-WAY LINE OF WEST SEVENTH STREET SOUTH, A DISTANCE OF 655.00 FEET TO THE POINT OF BEGINNING.

CONTAINING 14.00 ACRES, MORE OR LESS.



KEY MAP  
N.T.S.

0 200' 400' 800'  
SCALE: 1" = 400'



TYPICAL ROADWAY SECTION  
N.T.S.

OWNER / DEVELOPER

DOUGLAS LEE BRIMHALL  
176 NORTH MAIN STREET  
SNOWFLAKE, AZ 85937

UTILITY PROVIDERS

ELECTRIC: ARIZONA PUBLIC SERVICE  
TELEVISION: SPARKLIGHT  
GAS: UNISOURCE  
SOLID WASTE: TBS WASTE  
SEWER: TOWN OF SNOWFLAKE  
WATER: TOWN OF SNOWFLAKE  
FIRE PROTECTION: TAYLOR - SNOWFLAKE FIRE & MEDICAL DEPARTMENT

SITE DATA

GROSS AREA OF PROJECT = 14.00 ACRES  
TOTAL NO. OF LOTS = 9  
GROSS ACRE/LOT = 14.00 ACRES  
AVERAGE LOT SIZE = 1.38 ACRES  
MAXIMUM LOT SIZE = 2.14 ACRES  
MINIMUM LOT SIZE = 1.00 ACRES

TRACT A - PRIVATE INGRESS AND EGRESS, PUBLIC UTILITIES, AND PRIVATE UTILITIES = 1.56 ACRES

ZONING:

ZONED R-10 (10,000 SF MIN), PER CITY OF SNOWFLAKE ZONING REGULATIONS (TO REMAIN).  
BUILDING SETBACKS;  
STREET SIDES - 20'  
SIDE YARD - 10'  
REAR YARD - 30'

FLOOD ZONE

BASED ON F.I.R.M. PANEL NUMBER 04017C4038E, NAVAJO COUNTY, ARIZONA AND INCORPORATED AREAS. DATED: SEPTEMBER 26, 2008  
ZONE X, AREA OF MINIMAL FLOOD HAZARD

APPROVAL

THIS PLAT IS APPROVED BY THE PLANNING AND ZONING COMMISSION ON THIS \_\_\_\_ DAY OF \_\_\_\_, 20 \_\_\_\_.

CHAIRMAN

MAYOR

VARIANCE REQUESTS

- RIGHT-OF-WAY WIDTH FOR RESIDENTIAL STREET WITH UTILITIES (STREETS 1-3, & 5). TOWN CODE 11-2-4.F
- ROADWAY IMPROVEMENTS OF CURBING, GUTTER AND SIDEWALKS TO 7TH STREET SOUTH. TOWN CODE 11-2-2.A & 11-2-2.D
- PRIVATE ROADWAY NO ASPHALT, NO CURB AND NO SIDEWALKS. TOWN CODE 11-6-2.D
- ROADWAY CUL-DE-SAC TO BE LONGER THAN 400'. TOWN CODE 11-2-4. D
- SUBDIVISION HAS ONLY ONE ACCESS POINT. TOWN CODE 11-2-16. A
- SUBDIVISION FENCING IS PERMITTED BUT NOT REQUIRED. TOWN CODE 11-2-18. A
- PRIVATE ROADWAY WIDTH FOR RESIDENTIAL STREETS WITH NO CURB AND GUTTER. TOWN CODE 11-6-2.B
- PRIVATE ROADWAY TO BE ACCEPTED BY TOWN IF ROADWAYS ARE BROUGHT UP TO CURRENT TOWN CODE. TOWN CODE 11-6-3
- DEVELOPED IN PHASES, FIRST TWO (2) DEVELOPABLE LOTS BY MINOR LAND DIVISION, THEN BY FINAL PLAT(S).



PROJECT LOCATION: CLIENT INFORMATION:

Snowflake, Arizona  
Navajo County

Douglas Lee Brimhall  
176 North Main Street  
Snowflake, Arizona 85937

PROJECT NO: CLIENT PROJECT NO:

180421-23001

180421-23001

PROJECT NOTES:

ISSUED:

Painted Sky Engineering and Surveying, LLC

176 North Main Street  
Snowflake, Arizona 85937  
PHONE: 928.537.7218

<http://www.paintedskyes.com>

VICINITY MAP:















# MEMO

To: Joseph Jarvis

Cc: Scott Allen, Brian Richards

From: Doug Brimhall, P.E.

Date: Tuesday, March 04, 2025

Subject: Autumn Harvest, West 7<sup>th</sup> Street South, Snowflake, AZ

Joe,

I received your comments in regard to the review of the Autumn Harvest Tentative Plat. The comments below in Red are my response.

Compliance with Town Code:

11-2-2 A 2 & 3 Staff will suggest that the proposed streets not become cul-de-sacs but rather continue into parcels 202-35-021G and 022J.

It is the intent of my wife and I to keep this subdivision for family members only and keep the roadways private. I have attached with this response copies of the adjacent proposed developments and it is clear that their projects would not be dependent upon crossing through this parcel. The major southbound traffic off of Highway 277 will come across Porter. The internal traffic from Country Club Drive will eventually go south through the property to the west, or it will go east. We do not mind not having direct access to the west, north, or east of the property.

In reading the map, I was not able to confirm the following- that the map is in compliance with 11-2-6, 7, 8, 11, 12, 13, & 11-5-4; and we need to receive printed copies of the map 11-3-2 A

11-2-6. The slopes of the roadways are shown on Sheet V-102.

11-2-7. There are no curves in the subdivision.

11-2-8. The streets are at right angles and on Sheet V-102 it shows the radius of 25 feet.

11-2-11. The block is less than 1,500 feet long.

11-2-12. There are no thru lots, all the lots are commencing from a common parcel, each lot is over one acre with adequate building space.

11-2-13. With a right of way wide of 60 feet, with 8 foot public utility easements along the front of each lot, there is adequate room for utilities. No street lights will be incorporated into the subdivision.

11-5-4. Attached with this memo is a deed of trust showing ownership of Doug and Jeanette Brimhall.



Staff will ask P&Z if they are willing to accept the roads in a few years. If so, then 2, 3, 6, 8 could be reasonable, but staff will recommend that the improvements be completed before the roads are accepted. If P&Z wants to accept 1, 4, & 7, then the wording of the Town Code should be modified.

It is the intent to keep the roadways private. If for some reason, we would like them to become public streets then they would need to be brought to current roadway standards.

For 3, we need proof that the proposed road can support 75,000 pounds per international fire code appendix D102.1 and that it would not be affected by inclement weather Per international fire code 503.23

Attached to this memo is a copy of a Geotechnical Engineering Report and addendum addressing the required thickness of the roadway base to support a 75,000 pound fire apparatus. The roadways will be graded to drain.

For 7, staff will recommend that no parking be allowed on the east side of Potomac and the south side of Layton. This would be supported by the international fire code appendix D103.6.2. Preventing parking in these locations would only affect lot 1, whereas the opposite side of the roads would affect lots 2 through 6. Staff also will request no parking in the cul-de-sacs as 96 feet is the minimum diameter, while I do see they are doing 100 feet if you allow parking, you would be removing 8 feet from each side, which would leave us a total of 84 feet unobstructed.

Town code for these size of lots require a minimum of 50 feet of right of way. This subdivision shows a proposed right of way width of 60 feet. The minimum roadway width is shown as 26 feet. The typical roadway section is showing the roadway to be 30 feet wide. There is an additional 15 feet of area between the edge of the roadway and the property line. It is our intent to make some of this area available for parking on both sides of the roadway. We agree that parking in cul de sacs will impact the ability of a truck to turn around and will discourage any parking other than delivery trucks, or other short term parking in the cul de sacs.

I recommend that you provide additional details to address these details as soon as possible. That way I can provide P&Z with the most up to date information, rather than working through details at the meeting scheduled for 3/25/2025.

Please find attached a copy of preliminary improvements and subdivision plans for this subdivision. I would like to know how to make a formal submittal of these documents to have the Town review these plans as soon as possible so that when the Tentative Plat is approved by planning and zoning, work on the subdivision can commence immediately. It is my intent to submit building plans for a homesite on the original parcel. As this Tentative Plat is approved and the infrastructure is installed, I will be working towards either getting some type of financial assurances acceptable to the Town and receive Final Plat approval, or complete construction of the project, then seeking Final Plat approval. I understand that Final Plat approval will provide 9 official, buildable lots. After the Tentative Plat is approved, and before the Final Plat is approved, I would like to request approval on a Minor Land Division from Planning and Zoning to allow me to create three parcels that could be constructed on prior to Final Plat approval.





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**Re: Frontier Village Subdivision**

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**From** Justin Kriter <justin.kriter@TAYLORAZ.GOV>

**Date** Sat 3/15/2025 2:08 PM

**To** Joe Jarvis <JJarvis@snowflakeaz.gov>

Joe,

Sorry this is what I get for trying to read things on my phone screen.

So if the depth of the road and cul-de-sac is less than 150 feet then according to the Fire code, there's really no turnaround requirement. If it's more than 150 feet everything I previously said, still stands. Regardless of length if any building is over 30 foot tall, it requires aerial fire apparatus access road which is 26 foot unobstructed.

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**From:** Justin Kriter <justin.kriter@TAYLORAZ.GOV>

**Sent:** Saturday, March 15, 2025 1:43:34 PM

**To:** Joe Jarvis <JJarvis@snowflakeaz.gov>

**Subject:** Re: Frontier Village Subdivision

Joe,

Unfortunately, I am out of the office so I'll have to do most of this from memory. It looks like when he says 48 feet he's talking about the radius not the diameter which would make 96 feet so we are fine with that as long as it's understood that there will be no parking. He does state that parking should not be necessary however he needs to understand that it would be prohibited and needs to be developed as such i.e. fire lane signs and no parking signs.

I have the same concerns with the 30 foot roadway as I did on the autumn harvest project any road less than 32 feet but greater than 26 feet needs to be labeled as no parking on one side of the road.

Also, they potentially would be limiting their building height to nothing over 30 feet as anything over 30 feet (grade to highest roof surface) would require an aerial fire apparatus access road which at a minimum is 26 foot unobstructed.

We should also be having a conversation with the police department regarding enforcement of no parking if developers are going to continue to insist on minimum clearances. I feel like the police department probably is not going to want to be parking enforcement and that if we are not enforcing it, nobody will follow it.

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**PLANNING AND ZONING MTG DATE: March 25, 2025**  
**ITEM NUMBER: 6.C.**

**TITLE: TENTATIVE MAP: FRONTIER VILLAGE**

**RECOMMENDATION**

**BACKGROUND**

The applicant submitted a map for the development of properties along North Frontier Ave. Included in the packet are comments from staff and responses from the applicant. A printed copy of the map will be available during the Commission meeting.

The Tentative Map will also be presented to the Town Council for their consideration of approval.

**ATTACHMENTS:**

Description	Upload Date	Type
Map	3/20/2025	Backup Material
Comments and Responses	3/20/2025	Backup Material
FD Comments	3/20/2025	Backup Material



# TENTATIVE PLAT FOR FRONTIER VILLAGE

LOCATED IN THE NW 1/4 OF SECTION 22, TOWNSHIP 13 NORTH, RANGE 21 EAST, GILA & SALT RIVER BASE & MERIDIAN,  
TOWN OF SNOWFLAKE, NAVAJO COUNTY, ARIZONA



## PROJECT LOCATION: CLIENT INFORMATION:

Snowflake, Arizona  
Navajo County

Joseph Holland  
P.O. Box 265  
Snowflake, Arizona 85937

## PROJECT NO:

180251 - 22001

## CLIENT PROJECT NO:

180251 - 22001

## PROJECT NOTES:

## OWNER / DEVELOPER

Paradise Property Development, LLC  
P.O. Box 265  
Snowflake, AZ 85937  
Contact: Joseph Holland

## UTILITY PROVIDERS

Telephone:	Frontier Communications
Electric:	Arizona Public Service
Television:	Sparklight
Gas:	Unisource
Solid Waste:	TBS Waste
Water:	Town of Snowflake
Sewer:	Town of Snowflake
Fire Protection:	Taylor/Snowflake Fire Department

## SITE DATA

Gross Area of Project = 4.494 AC  
Total No. of Lots = 15  
Gross Acre/Lot = 0.300 AC  
Average Lot Size = 0.254 AC  
Maximum Lot Size = 0.266 AC  
Minimum Lot Size = 0.241 AC

Tract A - Public Ingress and Egress,  
Public Utilities = 0.242 AC

Tract B - Public Ingress and Egress,  
Public Utilities = 0.242 AC

Tract C - Public Ingress and Egress,  
Public Utilities = 0.242 AC

Tract D - Private Ingress and Egress = 0.143 AC

## ZONING:

Zoned R-10 (10,000 SF Min), Per City of Snowflake  
Zoning Regulations (to remain).  
Building Setbacks:  
Street Sides - 20'  
Side Yard - 10'  
Rear Yard - 30'

## FLOOD ZONE

Based on F.I.R.M. panel number 04017C4038E,  
Navajo County, Arizona and Incorporated Areas.  
Dated: September 26, 2008  
ZONE X, Area of minimal flood hazard

## PHASING

The project will be developed in  
one phase.

## VARIANCE REQUESTS

Frontier Village  
11-2-4-D. - Cul-De-Sac Turn around less the 100'.  
11-2-4-F. - Roadways with Utilities 50 feet, with  
Public Utility Easements.  
11-2-12-C. - Lot width less than 50 feet.  
11-2-13-D. - No Street Lights.  
11-6-2-D. - Asphalt width less than 38 feet wide  
and no sidewalks.

## APPROVAL

THIS PLAT IS APPROVED BY THE PLANNING AND ZONING  
COMMISSION ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_.

CHAIRMAN

MAYOR

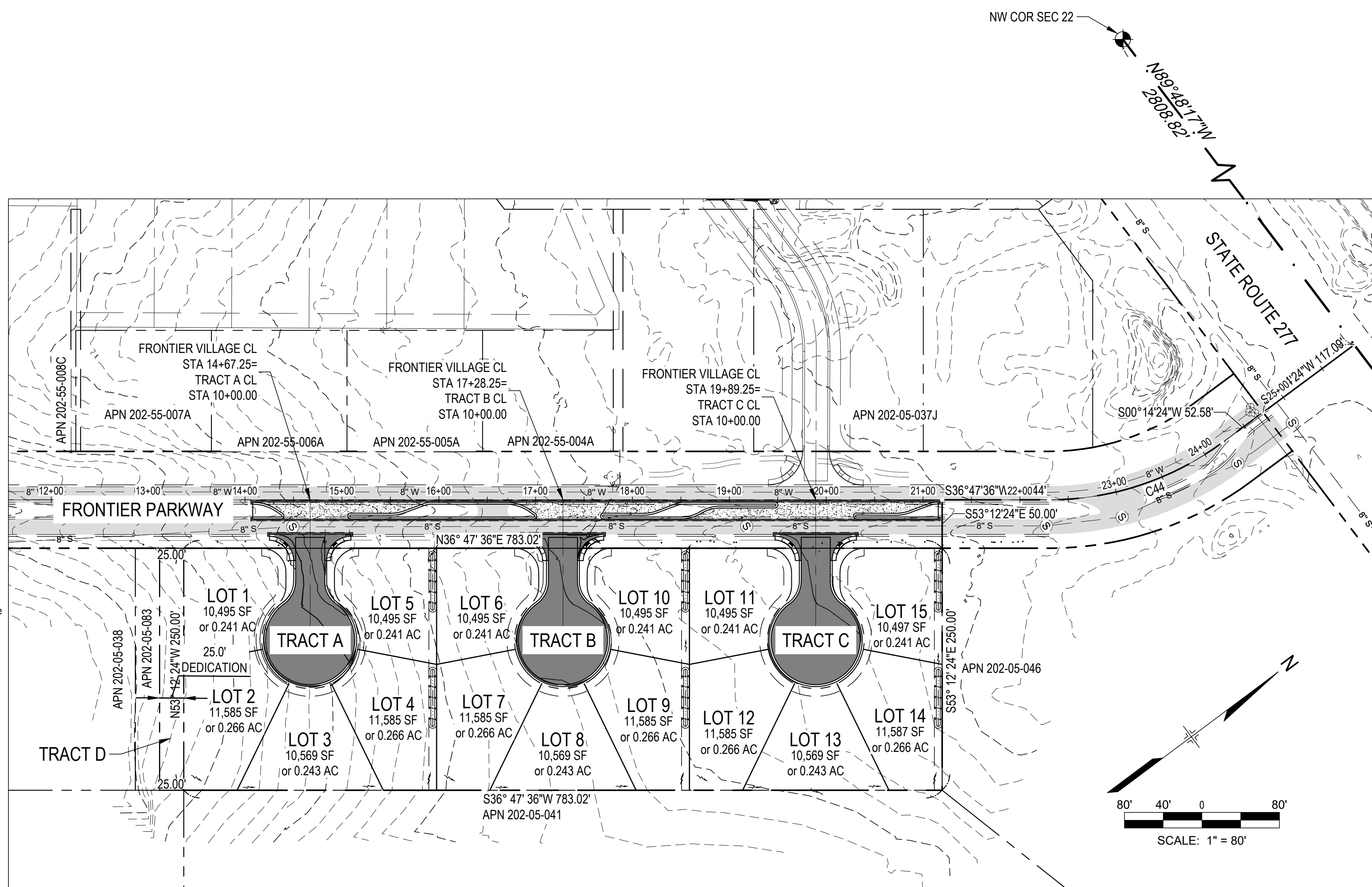
## LEGEND

### Existing

- 8" W - Exist 8" Water
- 4" S - Exist 4" Sewer
- 8" S - Exist 8" Sewer
- Exist Right-of-Way
- Exist Sewer Manhole
- Exist Water Valve
- Exist Fire Hydrant
- Exist Water Meter
- Exist Street Light
- Exist Pavement

### Proposed

- 8" W - Prop 8" Water
- 8" S - Prop 8" Sewer
- Prop Flow Line
- Prop Right-of-Way
- Prop Drainage Easement
- Prop Sewer Manhole
- Prop Sewer Cleanout
- Prop Sewer Flow Arrow
- Prop CMP/Storm Drain Pipe
- Prop Water Valve
- Prop Water Meter
- Prop Fire Hydrant
- Prop Blow Off
- Prop Street Light
- Slope Arrow
- Drainage Flow Direction
- Prop Pavement
- Prop Concrete



## KEY MAP

SCALE: 1" = 80'

## PROPERTY DESCRIPTION

All that portion of the Northwest-quarter of Section 22, Township 13 North, Range 21 East of the Gila and Salt River Meridian, Town of Snowflake, Navajo County, Arizona, more particularly described as follows:

COMMENCING at the Northwest corner of said Section 22, from which the Northeast corner of said section bears South 89°48'17" East, a distance of 5,331.03 feet; thence South 89°48'17" East, along the North line of said Section 22, a distance of 2,808.82 feet to the intersection of said North section line and the center-line of Frontier Parkway as shown on the final plat of TEMPLE HILL ESTATES, UNIT 1, recorded in Book 22 of Plats, Page 6 of the Navajo County Recorder's Office; thence South 00°45'28" West, along said center-line, a distance of 169.67 feet to the beginning of a tangent curve to the right, having a radius of 300.00 feet; thence along said curve to the right, and said center-line, an arc distance of 191.39 feet, having a chord bearing South 19°02'04" West and a distance of 188.16 feet; thence South 36°47'36" West, along said center-line, a distance of 110.44 feet, thence perpendicular to said center-line, South 53°12'24" East, a distance of 50.00 feet to the Easterly Right of Way of said Frontier Parkway, THE POINT OF BEGINNING.

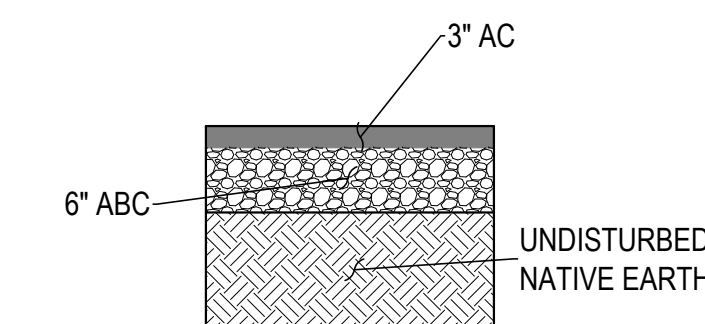
Thence, continuing South 53°12'24" East, a distance of 250.00 to a point;

Thence South 36°47'36" West, a distance of 833.02 feet to a point;

Thence North 53°12'26" West, a distance of 250.00 feet to the Easterly Right of way of said Frontier Parkway;

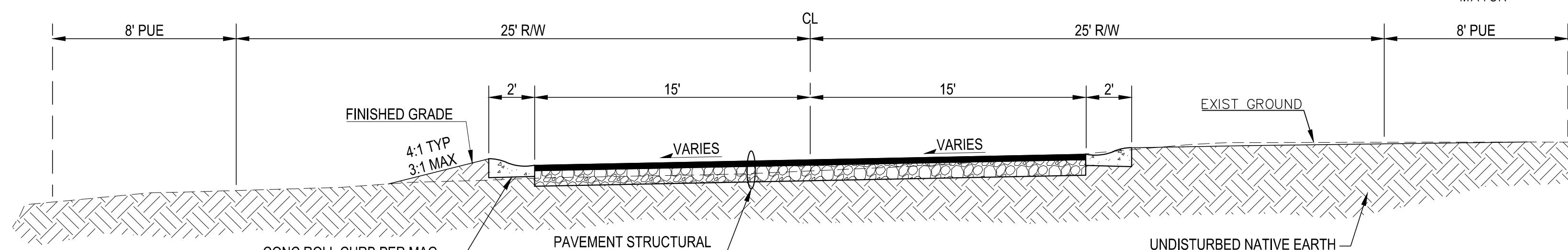
Thence along said Right of Way, North 36°47'36" East, a distance of 833.02 feet to THE POINT OF BEGINNING.

Said parcel of land described herein contains 7.67 acres, more or less.



## PAVEMENT STRUCTURAL SECTION

NTS



## TYPICAL ROADWAY SECTION

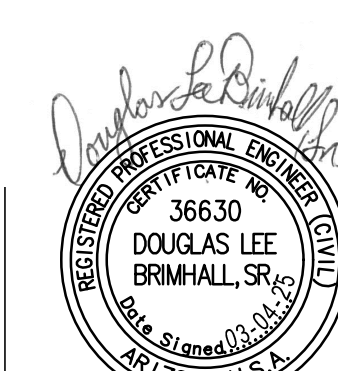
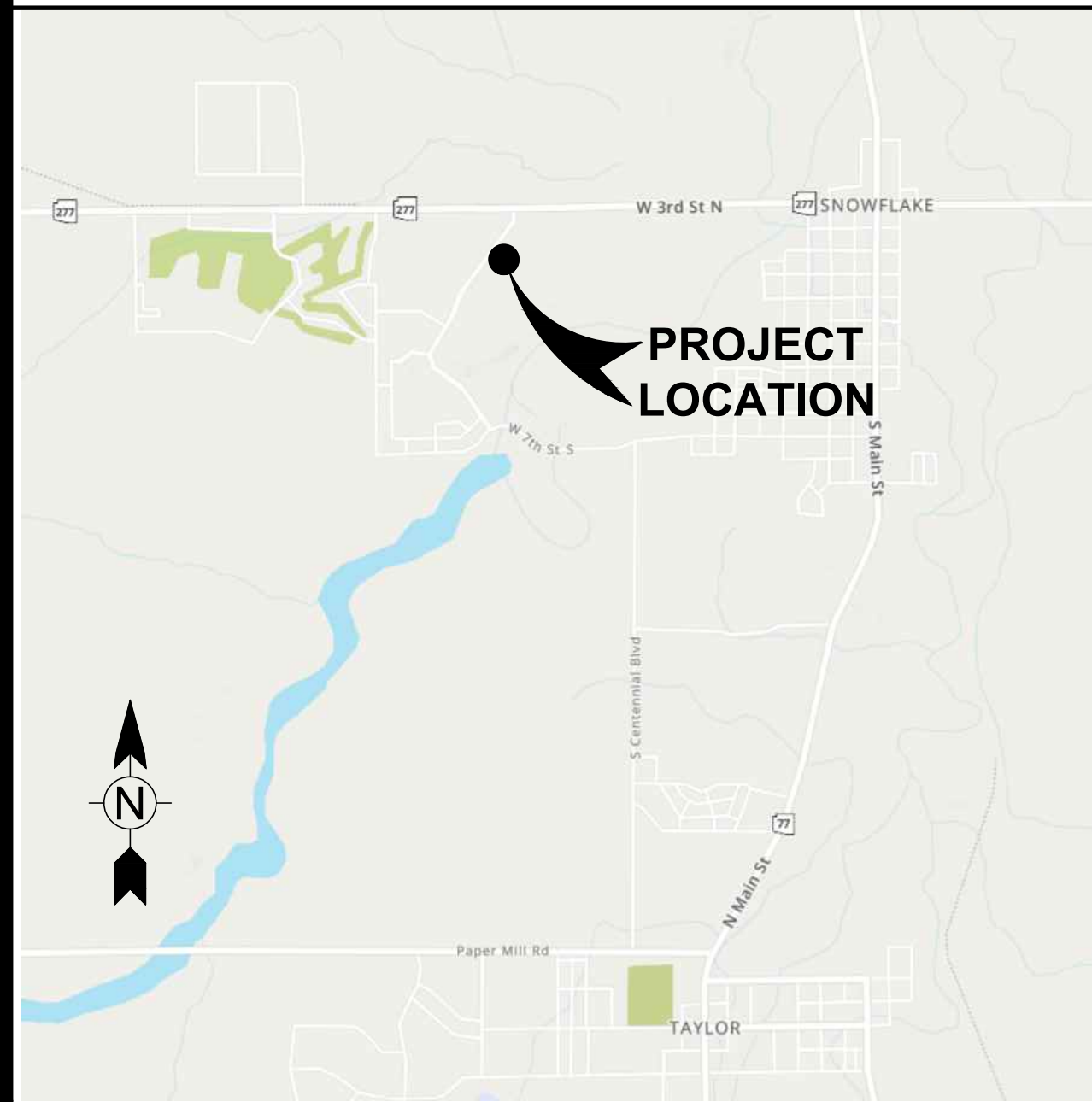
NTS

## Painted Sky Engineering and Surveying, LLC

176 North Main Street  
Snowflake, Arizona  
PHONE: 928.537.7218

<http://www.paintedskyes.com>

## VICINITY MAP:









Doug,

Staff has completed our preliminary review of the Frontier Village Tentative Map. There are many aspects that meet the Town's expectations for a Tentative Map. There are pieces that need to be explained further and/or provided.

- An official Tentative Map per Town Code 11-3-2 & 4 has not yet been received and so the timeline had not begun per 11-3-10

Please find attached a digital copy of the revised Tentative Plat. The developer will bring in two copies of the drawing and also pay the fee.

- Provide justification (per 10-8-7) for the requested variances

11-2-4-D. - Cul-De-Sac Turn around less the 100'.

Variance Request of 96 feet of hard drivable surface is being requested, and that diameter will be larger than the other cul des sacs in Frontier Estates, which is 42 feet to the back of curb, and this variance request is appropriate for the area.

11-2-4-F. - Roadways with Utilities 50 feet, with Public Utility Easements.

Variance Request of 50 feet right of way, with 8 foot Public Utility Easements along front of lots. This is consistent with Frontier Estates and is appropriate for the area.

11-2-12-C. - Lot width less than 50 feet.

Variance Requested because the lots are all wider than 50 feet as measured from the 8 foot public utility easement, pie shaped, so there is ample room for building area on each lot.

11-2-13-D. - No Street Lights.

Variance Requested to conform with housing in the area.

11-6-2-D. - Asphalt width less than 38 feet wide and no sidewalks.

Variance Requested to conform with roadway widths of Frontier Estates, which are only 28 feet wide. We will provide a 30 foot wide roadway, two car garages, and parking in front of the garages, such that on-street parking will not be necessary.

- The Town recommends 6-inch water lines

The Tentative Plat now shows a 6 inch water line all the way to the back of the cul de sacs.

- Articulate how me how your map meets 11-2-7

There are no curves or jogs as described in 11-2-7(A) and (B), and the distance between the centerline of each roadway is 261feet.

- Direct me to where I can find the size of the new lots

The size of each lot has been added to the Tentative Plat, Sheet C-101, shown in square feet and acres.

- Provide evidence that the map is in compliance with 11-2-13 A & B, 11-3-7 F ~ K, & 11-6-7

Utility lines will be located in the right of way, which is 50 feet wide, and with the 8 foot public utility easement, and there will be ample room for utility services.

Drainage Easements and detention pond locations are shown on the Tentative Plat on the northerly lots of each cul de sac. A drainage easement has been added to the northwesterly lots of each cul de sac. A drainage memo is being prepared and will be submitted this week.

No covenants will be recorded against the property.

No private streets.

No tree planting.

No wells will be installed.

The engineer's name is located on the stamp on the cover sheet and the address and company name is shown there as well.

The drainage infrastructure for this subdivision will not be located in tracts, but rather in drainage easements located on various lots, as to be shown in drainage memo.



- How will compliance with 11-2-18 & 11-6-8 be achieved  
Developer will install a pre-cast concrete fence around the perimeter of the subdivision.

Based on these details, the Town is not ready to present this to the Planning and Zoning Commission. We can prepare for the March 18<sup>th</sup> meeting.

Joseph Jarvis

---

**From:** Doug Brimhall, P.E. <[doug.brimhall@paintedskyes.com](mailto:doug.brimhall@paintedskyes.com)>  
**Sent:** Friday, January 24, 2025 11:53 AM  
**To:** Joe Jarvis <[JJarvis@snowflakeaz.gov](mailto:JJarvis@snowflakeaz.gov)>  
**Cc:** Joseph Holland <[joseph@hollandsaline.com](mailto:joseph@hollandsaline.com)>  
**Subject:** RE: Frontier Village Subdivision

Joe,  
Would you be willing to preliminarily review the improvement plans for this subdivision? They are attached.



Doug Brimhall, PE  
Principal Engineer  
Business +1 (928) 537-7218 | (928) 474-4636 | Mobile +1 928-243-3026  
[doug.brimhall@paintedskyes.com](mailto:doug.brimhall@paintedskyes.com)

176 North Main Street, Snowflake, AZ 85937  
4672 Maverik Lane, Lakeside, AZ 85929

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**From:** Joe Jarvis <[JJarvis@snowflakeaz.gov](mailto:JJarvis@snowflakeaz.gov)>  
**Sent:** Thursday, January 23, 2025 3:39 PM  
**To:** Doug Brimhall, P.E. <[doug.brimhall@paintedskyes.com](mailto:doug.brimhall@paintedskyes.com)>  
**Cc:** Joseph Holland <[joseph@hollandsaline.com](mailto:joseph@hollandsaline.com)>  
**Subject:** RE: Frontier Village Subdivision

Doug,  
I just received this and so I will not be able to get it on the agenda for Tuesday with P&Z. I will prepare for this to be shared with the Commission during their February meeting.  
Joe

---

**From:** Doug Brimhall, P.E. <[doug.brimhall@paintedskyes.com](mailto:doug.brimhall@paintedskyes.com)>  
**Sent:** Tuesday, January 14, 2025 2:58 PM  
**To:** Joe Jarvis <[JJarvis@snowflakeaz.gov](mailto:JJarvis@snowflakeaz.gov)>  
**Cc:** Joseph Holland <[joseph@hollandsaline.com](mailto:joseph@hollandsaline.com)>  
**Subject:** Frontier Village Subdivision

Joe,





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**Re: Frontier Village Subdivision**

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**From** Justin Kriter <justin.kriter@TAYLORAZ.GOV>

**Date** Sat 3/15/2025 2:08 PM

**To** Joe Jarvis <JJarvis@snowflakeaz.gov>

Joe,

Sorry this is what I get for trying to read things on my phone screen.

So if the depth of the road and cul-de-sac is less than 150 feet then according to the Fire code, there's really no turnaround requirement. If it's more than 150 feet everything I previously said, still stands. Regardless of length if any building is over 30 foot tall, it requires aerial fire apparatus access road which is 26 foot unobstructed.

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**From:** Justin Kriter <justin.kriter@TAYLORAZ.GOV>

**Sent:** Saturday, March 15, 2025 1:43:34 PM

**To:** Joe Jarvis <JJarvis@snowflakeaz.gov>

**Subject:** Re: Frontier Village Subdivision

Joe,

Unfortunately, I am out of the office so I'll have to do most of this from memory. It looks like when he says 48 feet he's talking about the radius not the diameter which would make 96 feet so we are fine with that as long as it's understood that there will be no parking. He does state that parking should not be necessary however he needs to understand that it would be prohibited and needs to be developed as such i.e. fire lane signs and no parking signs.

I have the same concerns with the 30 foot roadway as I did on the autumn harvest project any road less than 32 feet but greater than 26 feet needs to be labeled as no parking on one side of the road.

Also, they potentially would be limiting their building height to nothing over 30 feet as anything over 30 feet (grade to highest roof surface) would require an aerial fire apparatus access road which at a minimum is 26 foot unobstructed.

We should also be having a conversation with the police department regarding enforcement of no parking if developers are going to continue to insist on minimum clearances. I feel like the police department probably is not going to want to be parking enforcement and that if we are not enforcing it, nobody will follow it.

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**PLANNING AND ZONING MTG DATE: March 25, 2025**

**ITEM NUMBER: 7.A.**

**TITLE: RESIDENTIAL RESERVE OVERLAY FOR A PORTION OF WEST GARDENS**

## **RECOMMENDATION**

## **BACKGROUND**

Following multiple presentations before and discussions with the Commission, staff was asked to prepare for and hold a public hearing to consider applying the Residential Reserve Overlay to a portion of the West Gardens neighborhood. This time, staff sent notices to two sections of the neighborhood. So two maps were created, while the public notice and letter was the same for both areas.

Included with the agenda packet is the letter sent to impacted property owners and the two maps that were included with the letters, based on the area.

## **ATTACHMENTS:**

Description	Upload Date	Type
Map #1	3/20/2025	Backup Material
Map #2	3/20/2025	Backup Material
Letter	3/20/2025	Backup Material





# Phase 2, Map 1 Requested Area for RRO West Gardens

 Impacted Parcels







## Phase 2, Map 2 Requested Area for RRO West Gardens

 Impacted Parcels







**NOTICE OF A PUBLIC HEARING  
OF THE TOWN OF SNOWFLAKE  
PLANNING AND ZONING COMMISSION**

At the request of impacted property owners, notice is hereby given to the public that the Snowflake Planning and Zoning Commission will hold a Public Hearing at Town Hall [81 W. 1st St. South Snowflake, AZ 85937] on March 25, 2025, at 7:00 P.M.

The purpose of the hearing is to consider applying the Residential Reserve Overlay to properties within these boundaries:

Northwest corner of parcel 202-38-014 to the northeast corner of 202-38-005 to N Cherry Blossom Ln & W Grapevine Ln to the southwest corner of parcel 202-38-007E

AND

W Grapevine Ln & N Cherry Blossom Ln to N Pear Blossom Ln & W Grapeview Ln to the southeast corner of parcel 202-36-007R to the southwest corner of parcel 202-36-001A

The Town Council must also consider the request, if it is to be approved.

Details about the Residential Reserve Overlay from the Town Code:

10-5C-1: PURPOSE: This Zone is applied to properties which, because of their existing uses, surrounding areas, or special topography or location provide special amenities for single-family residential development in the Town.

10-5C-2: PERMITTED DEVELOPMENT: All uses permitted in the underlying zone are permitted in areas covered by this overlay, except for manufactured homes.

If you do not want the overlay to be applied to your property, then you must submit your request in one of the following ways: send an email to Joseph Jarvis at [jjarvis@snowflakeaz.gov](mailto:jjarvis@snowflakeaz.gov), drop off or mail a letter (addressed to Mr. Jarvis) to Town Hall, or attend the public hearing and share your request. Comments will be received until the final decision can be made by the Town Council.

If you have questions pertaining to this notice, please attend the public hearing or contact Mr. Jarvis, Assistant Town Manager at Town Hall, 928-536-7103 ext. 200, or [jjarvis@snowflakeaz.gov](mailto:jjarvis@snowflakeaz.gov).





**PLANNING AND ZONING MTG DATE: March 25, 2025**  
**ITEM NUMBER: 7.B.**

**TITLE: VARIANCE: 2040 E SNOWFLAKE BLVD: DAVIS: ALLOW THE SECONDARY STRUCTURES TO REMAIN**

## **RECOMMENDATION**

## **BACKGROUND**

The applicant was notified that a building permit need to be obtained for the pole barn for horses and a barn for hay. In addition, a variance would need to be obtained for the primary structure has not yet been permitted.

Upon receiving notification, the applicant submitted the appropriate paperwork.

Variance request per Town Code Section 10-8-7. Tina Davis is requesting a variance to allow the two barns to remain on the property, before a building permit is obtained for the primary structure. The parcel number is 303-01-019B, which is ~3 acres, and is zoned R-1.

The public notification process was completed. No comments were received.

## **ATTACHMENTS:**

Description	Upload Date	Type
App	3/20/2025	Backup Material





**REQUESTS FOR P&Z AND THE TOWN COUNCIL CONSIDERATION:**

PROPERTY LOCATION: 2040 E Snowflake Blvd  
APPLICANT: Tina Davis PHONE #: 928-577-7299  
APPLICANT ADDRESS: 1227 W Mountain View Dr Taylor  
EMAIL ADDRESS: tmhall1967@gmail.com

PLANNED AREA DEVELOPMENTS ☐ Town Code Section 10-8-5

SPECIAL USE PERMIT ☐ Town Code Section 10-8-6

VARIANCE REQUEST ☒ Town Code Section 10-8-7

ZONING CHANGE REQUEST ☐ Town Code Section 10-9

The Town evaluates the application according to the applicable Town Code Section. Applicants should review the applicable section before submitting their application.

**REASON/JUSTIFICATION FOR REQUEST OR INTENDED USE OF THE PROPERTY:**

I bought the land to put my horses on  
due to Taylor notified MR Avila horses had to  
be moved. I moved here from Mohave Valley  
with my horses in 9/23 and sold my horse.  
I apologize for not reading Snowflake's code  
but I was despete. I put the hay shed and  
the Pen's in a resonable place and my home  
will be going to the back of my property  
Thank you very much.

**PROCESS:**

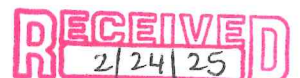
Received applications are reviewed by staff and placed on the next available Planning and Zoning Commission meeting agenda as a public hearing. All property owners within 300 feet will be notified of the public hearing and an advertisement for the hearing will be placed in the paper. Following the public hearing, the application will be placed on the next available Town Council agenda for their consideration.

I hereby certify that the information on this application and all related submittals are true and correct.

SIGNATURE: Tina Davis DATE: 2/23/25

For internal use

Date received: \_\_\_\_\_







**PLANNING AND ZONING MTG DATE: March 25, 2025**  
**ITEM NUMBER: 7.C.**

**TITLE: VARIANCE: 658 W REIDHEAD AVE: CLIFFORD: PLACE A GARAGE IN THE FRONT YARD**

## **RECOMMENDATION**

## **BACKGROUND**

Variance request per Town Code Section 10-8-7. Douglas and Chauna Clifford are requesting a variance to allow the construction of a garage in the front yard of their property. The property address is 658 W Reidhead, which is ~15.2 acres, and is zoned AG.

The public notification process was completed and no comments were received.

## **ATTACHMENTS:**

Description	Upload Date	Type
App	3/20/2025	Backup Material
Site Plan	3/20/2025	Backup Material





**REQUESTS FOR P&Z AND THE TOWN COUNCIL CONSIDERATION:**

PROPERTY LOCATION: 658 W REIDHEAD AVE.

APPLICANT: DOUGLAS CLIFFORD PHONE #: 928 961 0646

APPLICANT ADDRESS: 658 W REIDHEAD

EMAIL ADDRESS: DOUGCL55@OUTLOOK.COM

PLANNED AREA DEVELOPMENTS ☐ Town Code Section 10-8-5

SPECIAL USE PERMIT ☐ Town Code Section 10-8-6

VARIANCE REQUEST ☒ Town Code Section 10-8-7

ZONING CHANGE REQUEST ☐ Town Code Section 10-9

The Town evaluates the application according to the applicable Town Code Section. Applicants should review the applicable section before submitting their application.

**REASON/JUSTIFICATION FOR REQUEST OR INTENDED USE OF THE PROPERTY:**

HOUSE LOCATION BAD BACK NOT VIABLE,  
WOULD LIKE TO PUT BESIDE FRONT YARD  
TO LEFT OF HOUSE ACCORDING TO DRAWING

**PROCESS:**

Received applications are reviewed by staff and placed on the next available Planning and Zoning Commission meeting agenda as a public hearing. All property owners within 300 feet will be notified of the public hearing and an advertisement for the hearing will be placed in the paper. Following the public hearing, the application will be placed on the next available Town Council agenda for their consideration.

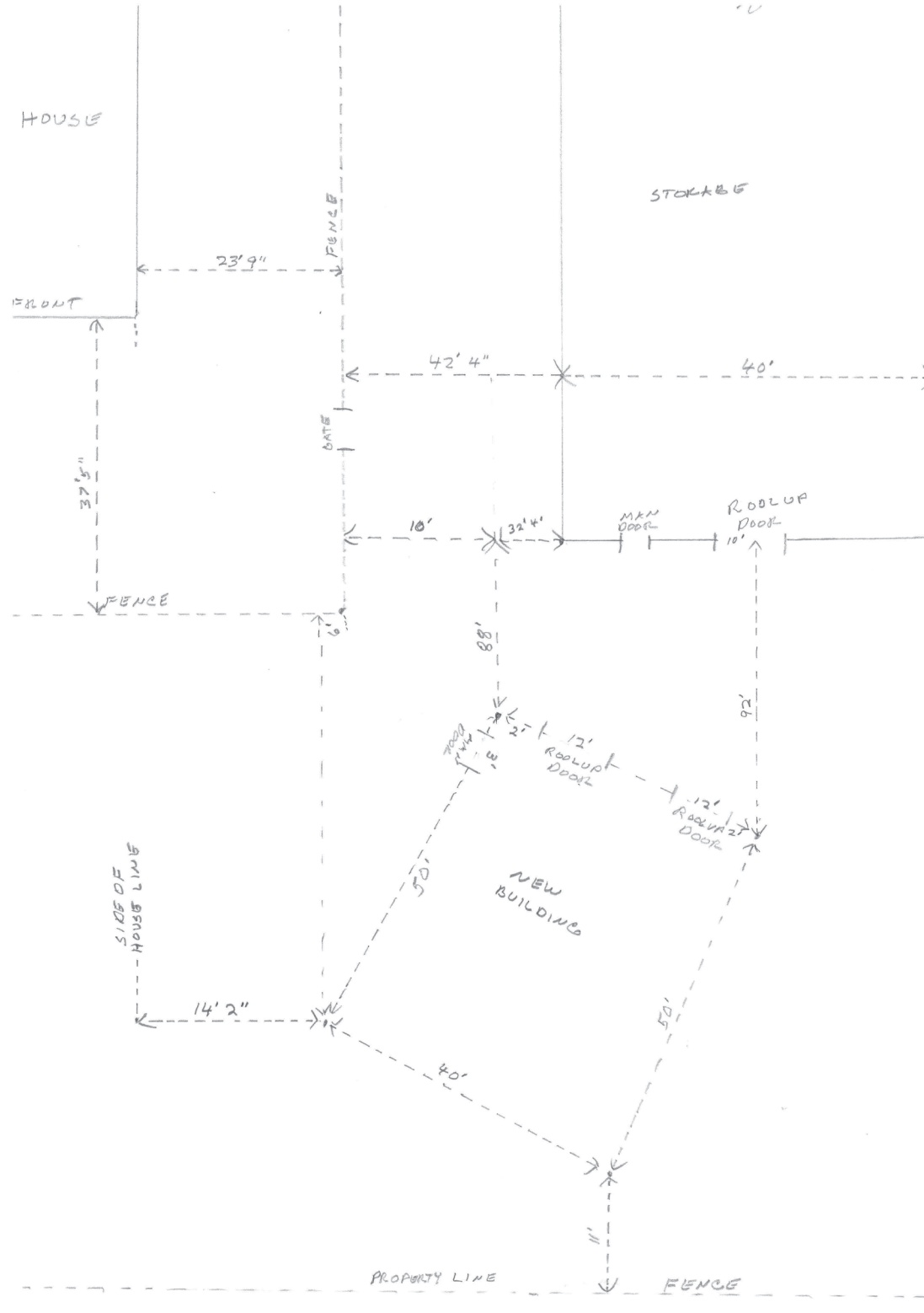
I hereby certify that the information on this application and all related submittals are true and correct.

SIGNATURE: Douglas L. Clifford DATE: JAN 29 2025

For internal use

Date received: 1/30/2025









**PLANNING AND ZONING MTG DATE: March 25, 2025**

**ITEM NUMBER: 8.A.**

**TITLE: RESIDENTIAL RESERVE OVERLAY FOR A PORTION OF WEST GARDENS**

## **RECOMMENDATION**

## **BACKGROUND**





**PLANNING AND ZONING MTG DATE: March 25, 2025**

**ITEM NUMBER: 8.B.**

**TITLE: VARIANCE: 2040 E SNOWFLAKE BLVD: DAVIS: ALLOW THE SECONDARY STRUCTURES TO REMAIN**

## **RECOMMENDATION**

## **BACKGROUND**





**PLANNING AND ZONING MTG DATE: March 25, 2025**

**ITEM NUMBER: 8.C.**

**TITLE: VARIANCE: 658 W REIDHEAD AVE: CLIFFORD: PLACE A GARAGE IN THE FRONT YARD**

## **RECOMMENDATION**

## **BACKGROUND**