

**MINUTES OF THE REGULAR MEETING  
OF THE TOWN OF PINETOP-LAKESIDE PLANNING AND ZONING  
COMMISSION, HELD ON THURSDAY, APRIL 11, 2019  
AT TOWN OF PINETOP-LAKESIDE COUNCIL CHAMBERS  
325 W. WHITE MOUNTAIN BOULEVARD, LAKESIDE, AZ 85929**

**A. Call to Order**

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Chairman Staley called the meeting to order at 6:00 p.m.

**Roll Call:**

The following Members were present:

Adam Staley	Chairman
Richard Smith	Vice Chairman
John Salskov	Commission Member
Larry Agan	Commission Member
David Orris	Commission Member

The following Members were absent:

Tim Williams	Commission Member
Alison Stewart	Commission Member

Also Present:

Cody Blake	Community Development Director
Jill Akins	Deputy Town Clerk

**B. Call to the Public**

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Chairman Staley called for public comments. No comments were offered to the Commission.

**C. Minutes**

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**C.1 Minutes of the Regular Meeting of the Planning and Zoning Commission held on February 28, 2019.**

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Chairman Staley moved to approve the minutes of the regular meeting of the Planning and Zoning Commission held on February 28, 2019. Commissioner Orris seconded the motion and by show of hands the following vote was recorded:

<u><b>AYES</b></u>	<u><b>ABSTAIN</b></u>	<u><b>NAYS</b></u>
Adam Staley		
John Salskov		
Richard Smith		
Larry Agan		
David Orris		

Commissioners Williams and Stewart were absent.

**D. Staff Reports**

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Community Development Director Blake stated that Little Caesars remodel should have their Certificate of Occupancy by the middle of May 2019.

Community Development Director Blake announced that the owners of the Safeway plaza have submitted plans for the remodel and landscaping of the entire plaza. He has approved the plans and said they are now out for bid for the remodel and landscaping. They hope to begin the remodel and landscaping around the middle of May 2019.

Community Development Director Blake said the Commission has not reviewed the Lighting Ordinance in the Supplemental Provisions yet because of the Dark Sky Ordinance. There are new regulations with the Dark Sky Ordinance and he is adjusting the Code, but said he should be bringing this to the Commission soon and complete Supplemental Provisions.

**E. Old Business**

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No old business to report at this time.

**F. New Business**

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**F.1 Review and Discussion of Changes to Title 17, Chapter 17.04  
Mountainside Development Regulations.**

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Community Development Director Blake explained that Mountainside Development Regulations was written for only one development and that it has never been used. It was developed and created for Elk Ridge, which was going to be developed behind the Safeway, which never happened. He said it was hastily developed. He stated there is not a lot of mountainside development in the Town. He said the owners of Elk Ridge do not have any plans to develop the property.

Director Blake explained that he and the Commission have gone through the definitions in another section and said there were a lot of duplicates. He has gone through the Mountainside definitions and has removed the duplicates and said the Commission does not have to review mountainside definitions.

The following changes to Title 17, Chapter 17.04 Mountainside Development Regulations were discussed.

It was the consensus of the Commission to recommend the following changes:

**17.04.010 Introduction.**

As valuable scenic resources, the mountains and hillsides of the Town of Pinetop-Lakeside provide a permanent visual presence that exemplifies what is unique about this community. Where there exists a fifteen (15%) percent or greater slope, they require unique standards resulting from the characteristics of mountainside terrain.

**17.04.020 Purpose.**

This chapter exists to establish provisions to: (a) regulate the impact of development; (b) preserve and protect the mountainside environment; (c) provide for the safety and welfare of the Town and its residents; and (d) establish rules and procedures for mountainside development, building, and construction plans through the implementation of the following:

- A. Require buildings and other improvements to adapt to the natural mountainside topography thereby reducing the effects of development.
- B. Delete the entire statement.
- C. No change to this statement.

- D. Delete the entire statement.
- E. Require development and construction practices and methods that ensure greater forest protection.

Delete the last paragraph of the section.

#### 17.04.030 Implementation.

The provisions of this chapter shall apply to all lots where the natural terrain is an average slope of fifteen (15%) percent or greater. If there is a conflict between these mountainside development regulations and other Town regulations or the Town Code, the more restrictive regulation shall prevail.

Figure 1 – Delete

#### 17.04.050 Review and development process.

The Community Development Director shall review development plans, as outlined in Section 17.04.060 (B), prior to the issuance of any other development permit. The review and development process consists of the following stages:

- A. Pre-Development Review Meeting. The applicant, together with their architect and/or engineer, shall submit a completed application and the required fees to the Community Development Director at the time they request a concept plan review meeting. The purpose of this meeting is to discuss, review, and give suggestions and guidance to the applicant regarding the proposed development including: the entire subdivision layout, if a subdivision; the location of the building pad and accessory uses; how these relate to significant natural features; the preservation of existing vegetation; grading concepts and their adaptation to the natural mountainside topography; and how the requirements pursuant to these mountainside regulations and purpose statement will guide the proposed development.
- B. Formal Development Review. At this stage, in addition to those materials previously submitted, the applicant shall submit all materials outlined in Section 17.04.060 to the Town Engineer. The Director shall then review the submittal for compliance with the goals, purposes, and specific criteria of this title and either approve, approve with conditions or changes, or deny the submittal.

- C. Building Permit Review. The final construction plans for a mountainside subdivision, or a mountainside building, submitted to the Community Development Director for review and approval shall comply with the final approval. The Director may require a soils engineering report from a testing laboratory or registered geological engineer.

Mountainside Development Process graphic table will be deleted.

C.1. The plan for any development in a mountainside development area must be approved by the Town and all appropriate legal permit(s) issued before any clearing and grubbing, grading, bulldozing, or movement of earth is commenced. If development does not commence within twelve (12) months after securing such approval, no construction shall occur until such plans have been resubmitted and reapproved, a one (1) time six (6) month extension may be granted by the Community Development Director.

C.2. Add the words “or bond” after the word “assurance” in the first sentence of the statement. No changes to the rest of the statement.

Director Blake will research the multiplying factor of the cubic yards of cut fill and report back to the Commission.

Statement “E” will be deleted.

It was the consensus of the Commission to stop the review at section 17.04.060 Documentary requirements and certification.

**G. Discussion Regarding Any Future Agenda Items.**

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Community Development Director Blake stated that the April 25, 2019 Planning and Zoning Commission meeting would be cancelled. The next Planning and Zoning Commission meeting is scheduled for May 9, 2019.

**H. Adjournment:**

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There being no further business at this time, the meeting was adjourned at approximately 7:35 p.m.

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Chairman Staley