

PLANNING & ZONING MEETING MINUTES
17 Feb 2026
SNOWFLAKE TOWN COUNCIL (ToS) CHAMBERS

PRESENT: Michael Lunt (chair), Justin White, Jenn Russell (new commissioner to be sworn-in), Trenton Lucas (new commissioner to be sworn-in), one commissioner vacancy
Staff: Scott Allen, Bruce Meyer

1. **Call to order** at 7:00 p.m.
2. **Prayer/Pledge:** Justin White / Trenton Lucas
3. **Installing New Commissioners / Election of Chair and Vice-Chair for 2026**
Mayor Byron Lewis: thanks all the commissioners for their willingness to serve the Town and challenges each commissioner to impartially evaluate requests for re-zoning, variances, Special Use Permits, and developments against ToS code using the General Plan as the guide as they discharge their duties. He then administered the oath to new commissioners Jenn Russell and Trenton Lucas (same oath used for Town Council members, mayor, etc.).
Michael Lunt: opened the selection of the 2026 chair; Justin White suggested Michael remain as chair as he has the most commissioner experience; all commissioners agreed, Michael is the 2026 chair.
Michael Lunt: opened the selection of the 2026 vice-chair; using similar logic as to length of service/commissioner experience all commissioners agreed that Justin White be the vice-chair for 2026.
4. **Call to the Public:**
Ladon Warner: misunderstood the agenda item and spoke to the commissioners about her concern for the re-zoning being considered for 290 S 3rd West Street; she opposed the re-zone, the parcel should remain single-family; parking from high school is already a major problem, the town doesn't need to add to the problem.
Ken Hales: expressed his concern over the lack of road maintenance and improvements needed on Snowflake Heights BLVD. *see his submission document attached at the end of these minutes.*
5. **Commissioner Reports:**
Justin White, ask about the burnt house on Putter Lane and the apparent use of an RV as living space. Scott Allen indicated that the builder, in the process of demolishing the house, is using the RV while completing the demolition. This builder is interested in reusing the existing foundation for the rebuilding of the house.
Michael Lunt, nothing to report.
6. **Approval of Previous Meeting Minutes:**
Motion by Lunt, 2nd by White to approve the minutes. Motion carried unanimously.

7. Public Hearing:

- A. Zoning Change Request for parcel 202-41-058, address 2112 W Cedarcrest Drive, from Residential-10,000 to Multi-family.

*Motion by Lunt, 2nd by White to open the public hearing for agenda items 7.
Motion carried unanimously.*

Steve Hess, owner of the parcel, restated the justification as in the application and wanted to present the plans for the project. Bruce Meyer acknowledged the plan submission then reminded the commissioners that the plans are not relevant to making the zoning decision (this is NOT a variance request), they are not to be considered in their decision process.

Local resident Richard Donnelly expressed concerns about the additional number of cars attracted with the rezone to multi-family and the additional storm water drainage into what he considered to be an already undersized ditch.

Local resident Marsha Kimberland expressed concerns about the increase in traffic and potential tenants parking on the street, kids playing on the street endangered by the increased congestion . . . just too many people.

Roger Anderson, the owners contractor, indicated that parking would be facilitated by the adequate garages planned to be built.

Local resident Keith Gardner, via email, expressed his concerns for the project and was not in favor of the rezone.

- B. Zoning Change Request for parcel 202-11-165F, address 290 S 3rd West Street, from Residential-10,000 to Residential-4500.

Dylan Kay, owner of the parcel, restated the justification as in the application and contained in the meeting agenda packet.

Local resident Ladon Warner had already voiced her concerns in Call to the Public.

No additional community comments were presented.

*Motion by Lucas, 2nd by Russell to close the public hearing for agenda items 7.
Motion carried unanimously.*

8. Discussion/Action Items:

- A. Zoning Change Request for parcel 202-41-058, address 2112 W Cedarcrest Drive, from Residential-10,000 to Multi-family.

Using the ToS ARCGis Scott Allen showed and informed the commissioners that due to the lot shape they should consider changing the parcel frontage to Hillcrest rather than leaving it on Cedarcrest as current code dictates. That frontage change would facilitate the drainage necessary for the lot and change the setback orientation.

Motion by White to recommend the re-zone to the Council with stipulation, the frontage address must be changed to Hillcrest, 2nd by Lucas. Motion carried, White, Lucas, Lunt in favor, Russell against.

- B. Zoning Change Request for parcel 202-11-165F, address 290 S 3rd West Street, from Residential-10,000 to Residential-4500.
Using the ToS ARCGis Scott Allen showed the commissioners the parcel and surrounding streets/homes/school.

Motion by Russell to recommend the re-zone to the Council, 2nd by Lunt. Motion carried unanimously.

- C. Town clean-up directives from Council:
Commissioners reviewed the agenda elements in the agenda packet and briefly discussed their ideas. Trenton Lucas accepted the responsibility to look at current ToS code concerning trash containers, size, location, removal from curb after collection and special circumstances and then make recommendations at the next meeting. Jenn Russell accepted the responsibility to generate ideas that the Council might use to incentivize/encourage ToS residents to engage in clean-up as part of the Nation's 250 celebrations and then make recommendations at the next meeting.
- D. Policy changes for plan review, development review, building permit issue:
Bruce Meyer presented the ToS Code areas that seem to be creating challenges for all due to ToS enforcement ambiguity or phrasing within the ToS adopted 2018 IBC. Commissioners reviewed the agenda elements in the agenda packet and briefly discussed their ideas and asked clarifying questions. Justin White accepted the responsibility to look at current ToS code and work with Bruce Meyer on those elements that need to be codified directly to remove the current ambiguity or if a building official policy should suffice and then make recommendations at the next meeting.

9. **Adjournment:** 8:45 p.m.

Feb 17, 2026

My name is Ken Hales. My wife and I bought property on Snowflake Heights Blvd in July of 2024, and moved here in October of 2025 when our house was nearly finished. we are now permanent residents of this town.

My purpose of addressing this board is to discuss road improvements specifically on the one I live on. The first mile of Snowflake Heights Blvd is paved up to a cattle guard. We live about 9/10 further on, which is unpaved.

Two weeks ago I attended the Town of Snowflake board meeting, where I spoke on the need to start maintaining the unpaved portion on Snowflake Heights Blvd up to the town limits.

This portion of the road is pretty rough. If your vehicle has a stiff suspension, it is a bone-jarring ride. The road is full of potholes and ruts. We have learned to stick to the sides of this very wide section of road, because previously applied AB gravel is still there. Even so, even parts of that route are eroding.

I am asking the town to consider maintaining the road. Having more AB applied, then having a grader smooth it out periodically would be a great start.

I refer you to the Snowflake General Plan / Policy plan, which is found online at <https://www.snowflakeaz.gov/wp-content/uploads/2023/04/Snowflake-GP-Policy-Plan-FINAL-Feb-2022.pdf>. Starting on page 36 of this 80 page document, it addresses transportation issue-identification and transportation planning. Without getting specific at this time, it talks about establishing plans to improve the existing street network while maintaining the existing rural lifestyle, and paving roads as is necessary. I believe this section of the General Plan should be a topic that the planning and zoning board would consider on a regular basis.

I was told, after addressing the Town board, that the only way to make something happen in this regard is to keep "making noise" . While I intend to do this, I think that approach is inadequate. At this point I would like to know what the town budget is in regard to road maintenance. Is this documented anywhere? In addition I would like to know if there is a plan and accompanying budget regarding short and long term road improvements. I ask that I be informed of and referred to any documents and / or plans that address this.

If there is no such plan, I urge the town to work on it. I would be happy to participate. Although my priorities on the plan could initially be somewhat biased, this is my home town now, and I would be inclined to be fair about the condition of all roads here.

In closing, as I mentioned at the town board meeting: I have heard the argument made that we knew the condition of the road when we purchased land along it. While that is true, the same argument could be made about the families that originally moved to Snowflake and founded a town. That didn't stop them from making improvements, otherwise the whole town would still be unpaved.

Please don't ignore me or set this topic aside. Let me know what can be done and how I can help.

Thank you for your time.