



PURSUANT TO ARS 38-431.02 NOTICE IS HEREBY GIVEN TO MEMBERS OF THE SNOWFLAKE TOWN COUNCIL AND TO THE GENERAL PUBLIC THAT **THE SNOWFLAKE PLANNING AND ZONING WILL HOLD A PLANNING AND ZONING MEETING:**

7:00 PM , December 16, 2025

IN THE COUNCIL ROOM LOCATED AT 81 WEST 1ST STREET SOUTH, SNOWFLAKE, ARIZONA

--AMERICANS WITH DISABILITIES ACT (ADA)-THE SNOWFLAKE TOWN COUNCIL ENDEAVORS TO ENSURE THE ACCESSIBILITY OF ITS MEETINGS TO ALL PERSONS WITH DISABILITIES. IF YOU NEED AN ACCOMMODATION FOR A MEETING, PLEASE CONTACT THE TOWN CLERK'S OFFICE AT (928)536-7103 AT LEAST 48 HOURS PRIOR TO THE MEETING. --TOWN MEETING NOTICES AND AGENDAS ARE POSTED IN THE SNOWFLAKE POST OFFICE, 761 S 1ST WEST; SNOWFLAKE LIBRARY, 418 S 4TH WEST; SNOWFLAKE TOWN HALL AND WEBSITE WWW.SNOWFLAKEAZ.GOV

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. Public Hearing

A

Consider a Variance request pertaining to Town Code Section **10-4-3-D-5 and 10-6-3-1**.

Derek Flake is proposing a rental unit/accessory dwelling unit in an existing structure. The current structure doesn't meet the minimum setback requirements for a dwelling unit as required by Town Code 10-6-3-1 and the existing structure is more than 60% of the size of the primary structure which is in opposition to Town Code 10-4-3-D-5. The address is 119 E 9th South St, Snowflake, AZ 85937. The parcel is zoned Residential 10KSQFT (R-10). APN 202-15-030B.

B

Consider a Variance request pertaining to Town Code Section **10-6-3-1**. Jolene Victor is proposing a rental unit/accessory dwelling unit in an existing structure. The current structure doesn't meet the minimum setback requirements for a dwelling unit as required by Town Code 10-6-3-1. The address is 1763 W Sandtrap Ln, Snowflake, AZ 85937. The parcel is zoned Residential 10KSQFT (R-10). APN 202-53-009.

6. Discussion/Action Items

Items will be considered for recommendation of approval or denial.

A

Consider a Variance request pertaining to Town Code Section **10-4-3-D-5 and 10-6-3-1**. Derek Flake is proposing a rental unit/accessory dwelling unit in an existing structure. The current structure doesn't meet the minimum setback requirements for a dwelling unit as required by Town Code 10-6-3-1 and the existing structure is more than 60% of the size of the primary structure which is in opposition to Town Code 10-4-3-D-5. The address is 119 E 9th South St, Snowflake, AZ 85937. The parcel is zoned Residential 10KSQFT (R-10). APN 202-15-030B.

B

Consider a Variance request pertaining to Town Code Section **10-6-3-1**. Jolene Victor is proposing a rental unit/accessory dwelling unit in an existing structure. The current structure doesn't meet the minimum setback requirements for a dwelling unit as required by Town Code 10-6-3-1. The address is 1763 W Sandtrap Ln, Snowflake, AZ 85937. The parcel is zoned Residential 10KSQFT (R-10). APN 202-53-009.

7. Adjourn

I, Katie Melser, certify that the foregoing notice was posted on 12/15/2025