

**MINUTES OF TOWN COUNCIL
AND PLANNING AND ZONING
COMMISSION WORK SESSION
TOWN OF SNOWFLAKE
HELD 04/07/2026**

- 1. CALL TO ORDER/ROLL CALL at 5:08 PM; Council: Reid Stinnett, Travis Kay, Mark Sheen, Byron Lewis, Joe Bjornn, Cory Johnson; P&Z: Justin White, Jenn Russell, Heather Layton, Michael Lunt; Staff: Brian Richards, Katie Melser, Gary Fenstermaker**
- 2. PRAYER/PLEDGE Johnson/Sheen**
- 3. DISCUSSION ITEMS**

A Review of building permit process

Bruce Meyer explained that the building permit process may have the opportunity to be streamlined and improved.

Discussion about what general practice is right now and how it could be improved.

Discussion on how P&Z can be utilized more effectively; a suggestion by Sheen to add staff resources;

Brian- 10,000 sq ft or less is handled by staff; larger is brought to council; we're doing things like we should, but we could tighten up the code

Kay- nobody should be guessing what the process is; all expectations should be provided at the start of the process; no need to waste P&Z time for a residential home build, but for special permits they can be utilized

Bruce- we are managing by exception, but more than one set of eyes would be helpful on items; there are examples around town where projects weren't previously managed properly

Kay- change, adjustment, reclassification – yes; when you're just looking for opinion, no; when it is black and white, stick to the code

White- our job as the commission is different than the department of Planning and Zoning; the code differentiates P&Z Commission and Planning and Zoning

Kay- that is a question we may need to address

Stinnett- during the 16 years on P&Z, we weren't asked to help with these tasks, but at some point, P&Z can be used to help with forecast planning; most plans are typical, but some plans need review or other permits requiring review; many cases can be handled by staff, but others may need broader review; P&Z commissioners look at things just beyond typical; P&Z ought to be used for eyes and ears for items beyond typical

Lewis- let's make this be a deeper dive on a future agenda

Kay- what do you want from this?

Bruce- how and when do we address these things?

Sheen- the code is clear that responsibility is that P&Z commission manages this; want to be

sure the commissioners are empowered to make the decisions that the code dictates

Lewis- P&Z should have the final say building permit process; this needs more discussion

B Discussion of future road development

Lewis- would like to see a priority list for the next 3-5 years of road development

Kay- what do we see as priority over 5-10-15 years of road development

Lewis- the more structured you are, the more flexible you can become; Rodeo Rd and Centennial are priorities; when we know priorities we can make better decisions

Sheen- what are places in and around town that we want to place as a priority

Brian- Rodeo Rd, Centennial Blvd design, 7th S in several areas, traffic signal at Circle K, Porter Rd design, traffic signal at Rodeo Rd (in grant application stage), several others; dreams down the road would be Centennial going straight through to 277, second entrance into West Gardens, more 7th S improvements, the Centennial grant includes lots of design upgrades that would be done in phases as we can lobby for funds from the State;

Sheen- Frontier Parkway extension should be on the list

Allen Davis asked if there is a general plan, and was answered that yes, the town completed one in 2022; these projects are included on the general plan

Russell- would like to add sidewalks around Highland Primary, or at least from the school to the library

Fenstermaker- a lot of these are needed; we have one bridge that goes east of town, we could maybe see what the county is doing beyond there, there is no bypass if something happens to the bridge

Sheen- would like to see a corridor for that, it is harder because development has already begun; we need to get plans in place before more development occurs

Kay- this is our opportunity to decide where developments go; the town can support the growth by planning the access

Sheen- we need to get ahead of roads and planning, instead of behind

Russell- can we get a list of where development has been concentrated so we can use our crystal ball to decide where to build roads?

Sheen- it is important to know what is happening now, but we can incentivize with our own development where we want future development to go

Bruce- can put something like that together

C Discussion of town road maintenance

Sheen- what are we doing about roads that we have?

Brian- we try to do our best on road maintenance

Kay- there was some big sewer maintenance that also required road maintenance and shifted priorities

Brian- we chase and fix potholes, we do crack sealing, we blade some dirt roads but not very often, there are many dirt roads that we don't maintain; Main Street is an ADOT road

Brian- code says we don't maintain any roads that aren't brought up to an approved standard; there are many, many dirt roads in town that don't get maintained; we had an engineer rate our roads in town and what they need; our HURF revenue keeps staying the same, but costs keep going up and we have to try to subsidize the maintenance with general funds

Russell- how does P&Z help with the wildcat roads? What do we require?

Stinnett- consider that when people want to develop their property, they should know

Fenstermaker- most of the roads have never been deeded to the town and it is illegal to spend public funds on those roads; one thing to do would be to look at lot splits, and what the potential for the future is, not just what the current person is splitting

Mortensen- own property on a dirt road that used to be graded regularly, but don't know the last time it was touched; when did it fall into being somebody else's job instead of the town? It is part of this community

Discussion on who has previously maintained dirt roads and who should maintain them

Kay- we have a \$300,000 budget to maintain roads

Lewis- would be interested in looking into partnerships with homeowners on dirt roads

Stinnett- what can be done to increase the budget for road maintenance or on how it can be handled better?

Allen Davis- many same issues in other areas; they would make them pay a percentage of the road improvement cost and once they had enough, to develop it

Brian- the County has a solar farm north of Old Woodruff Rd and he has spoken with the County about having those developers kick in for maintenance

Sheen- there are ways to raise revenues in the different types of taxation

Kay- each home owner could put into their fees for road maintenance

Brian- doesn't think that is a good idea for the town

Sheen- if you use the road, get with your neighbors and figure out how to improve it

Lewis- some of the entrances like West Gardens are up for discussion because they are a safety issue

Kay- most of our improvements and upgrades are from grants from state and federal funds

D Discussion of town code changes regarding RV Parks

There is a desperate need for transient parking. We want to provide the spaces. How do we do it without it turning into an undesirable situation?

Council- what does the code say? Bruce- it is incredibly limited; the parameters are not defined; we could come up with minimum code for how to manage RV parks

Layton- the code is super limited; don't want eyesore and public nuisance issues; we need parameters that the RV park owners can have to adjust their leases appropriately; for example, length of stay, how many people;

Kay and Sheen- shouldn't necessarily be limiting the length of stay

Kay- there are stipulations we can make like fences; the special use classifies what can be done, the development review approves what plans go through with stipulations

Sheen- what specific limitations should we put in for RV parks?

White- who enforces the expectations and codes? Would be done through reports by neighbors and then the code enforcement department; would not like them next to schools because we don't know who the transient people are

Kay- lots of types of residences can be transient, so where would we draw the line?

Layton- there should be some parameters for parking

Mortensen- think the cars that come with the RV should park with the RV

McDowell- the traffic density is already a lot, why would we want to add more traffic to that?

Sheen- 10 year plan talks about the additional use of property, providing opportunities for high density and low income development; it is a need to better use the property that is land locked and have a need for low income housing and population density; problems come with that, parking and density is certainly included.

Kay- it should be stated as affordable housing, not necessarily low-income housing

McDowell- not trying to dictate, just trying to be thoughtful; density needs to be discussed

Sheen- so you're saying there should be a density limit? What should the limit be? We have to be able to put it in town code.

Bruce- how do we meet needs and guide the development? What do we want to allow? Do we do this by code, or do we have guidelines? We need to make it enforceable but how do we do that?

Kay- if you have thoughtful suggestions that aren't too restrictive you can bring those to us

Sheen- there should be a lot size restriction; let's set P&Z loose to see what we need to implement

Fenstermaker- they don't put it in to support transient need, they do it to make money

Lewis- Snowflake is growing, we need planning

4. ADJOURNMENT at 6:40