

PLANNING & ZONING MEETING MINUTES
21 Apr 2026
SNOWFLAKE TOWN COUNCIL (ToS) CHAMBERS

PRESENT: Michael Lunt (chair), Justin White (vice chair), Jenn Russell, Heather Layton, Sherida Slade (new commissioner)
Staff: Scott Allen, Bruce Meyer

1. **Call to order** at 7:02 p.m. by chair Lunt
2. **Prayer/Pledge:** Sherida Slade / Heather Layton
3. **Installing New Commissioners**
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 Heather Layton and Sherida Slade (same oath used for Town Council members, mayor, etc.).
4. **Call to the Public:**
None
5. **Commissioner Reports:**
Michael Lunt, nothing to report
Justin White, nothing to report
Jenn Russell, reported on 250 4th, URL: www.snowflaketaylor.org **Snowflake 250th Celebratory Committee** is inviting every citizen of Snowflake and Taylor to rise to the challenge — to grow, to serve, and to celebrate the values that built this nation
6. **Approval of Previous Meeting Minutes:**
Motion by Russell, 2nd by White to approve the minutes. Motion carried unanimously.
7. **Public Hearing: Motion by Layton, 2nd by Slade to open the public hearing for agenda items 7. Motion carried unanimously.**
 - A. Zoning Change request for parcel 202-38-016, no address yet, from Agriculture to Residential-1 One Acre under Town Code 10-9.

The current parcel is 5 acres in size, and the rezone request would allow the parcel to be split into 1-acre parcels.

Requestor/owner Derick Ortiz restated the application; plans on creating 2 one acre lots, leaving the remaining lot at 3 acres; presented to the commissioners an unofficial survey layout with easements and septic layout (attached).

Local resident Gary Fenstermaker reminded the commissioners that easements need to be clearly defined; public easements are essential for infrastructure improvements and ingress/egress of emergency vehicles.

Local resident Melissa Jacobson voiced concern about the loss of the country-feel that agriculture zoning implies. Used example of Stellar Air Park development in Chandler AZ where agriculture zoning was changed for housing development, residential growth brought

complaints about animal smell, etc. CDD Meyer shared that ToS has no horse property ordinance, ToS does limit the number of large animals allowed by property size.

Local resident Derek Jacobson voiced concern about storm water flow control, indicated that he had built berms around his property to redirect storm water flow. Was concerned that new access road(s) would not be useable when it rains. CDD Meyer shared that ToS is aware of the storm water flow in this area, it has been designated as a Special Flood Hazard Area (SFHA) and requires flood resistant building designs, base flood elevations (BFE), and similar code drainage requirements.

The commissioners were reminded of the public comments attached to this agenda item by email from adjacent property owner Mark Freeman (see attached).

No additional community comments were presented.

- B. Zoning Change request for parcel 202-31-034A, address 41 S Dewitt ST, from Agriculture to Residential-2 Two Acre.

The current parcel is 5 acres in size, and the rezone request would allow the parcel to be split into 2-acre parcels.

Requestor/owner Jared Bjorn reviewed the desired survey layout with the commission (see attached).

No community comments were presented.

Motion by Layton, 2nd by Slade to close the public hearing for agenda items 7. Motion carried unanimously.

8. Discussion/Action Items:

- A. Recommend for council approval or deny Zoning Change request for parcel 202-38-016, no address yet, from Agriculture to Residential-1 One Acre under Town Code 10-9.

Using the ToS ARCGis Scott Allen showed and reviewed with the commissioners the existing lots and current property access. A new road with the capacity to handle emergency vehicle traffic is required.

Motion by White to recommend the zoning change request to the Council for approval, 2nd by Layton. Motion carried unanimously.

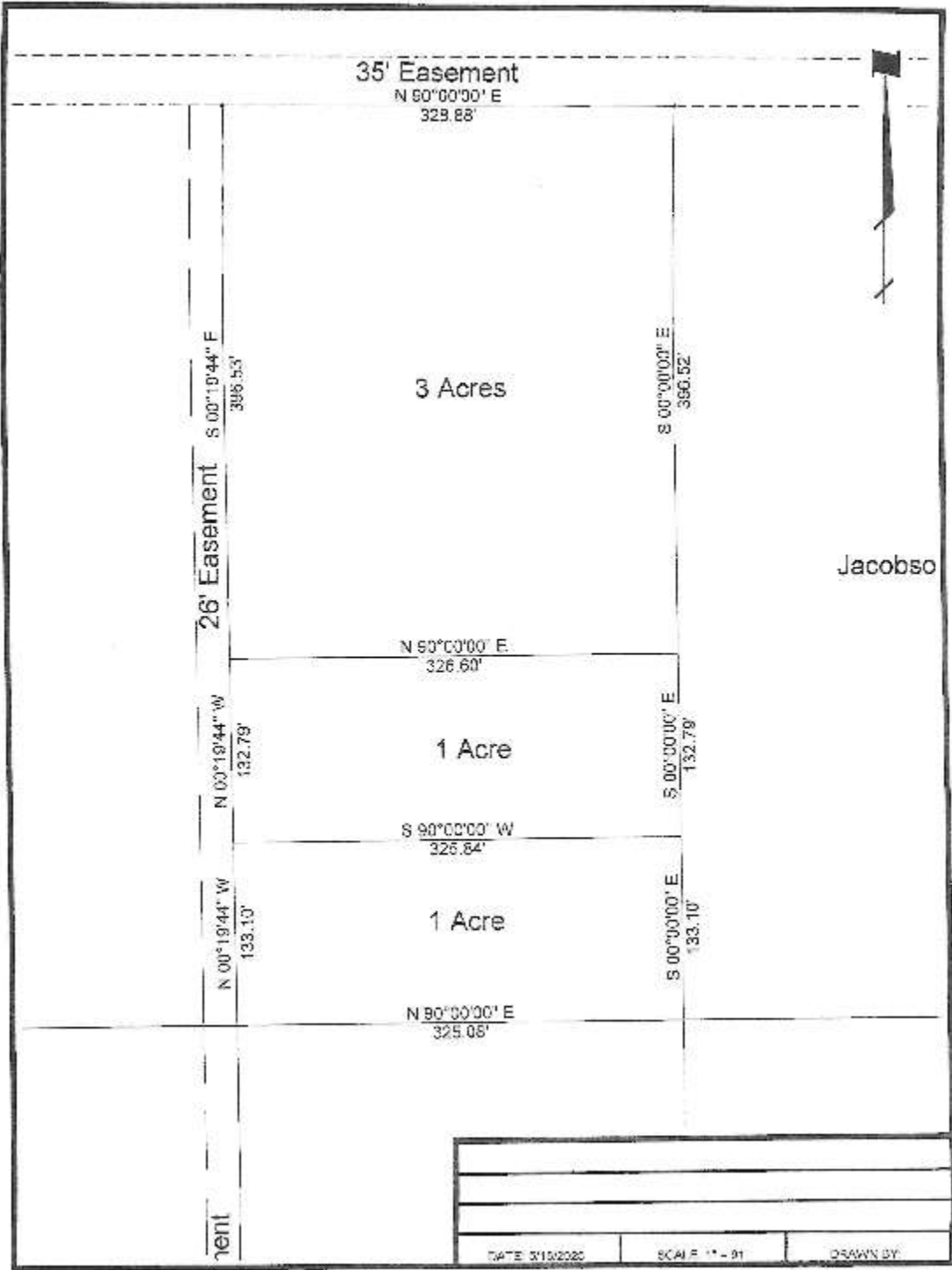
- B. Recommend for council approval or deny the Zoning Change request for 202-31-034A, address 41 S Dewitt ST, from Agriculture to Residential-2 Two Acre.

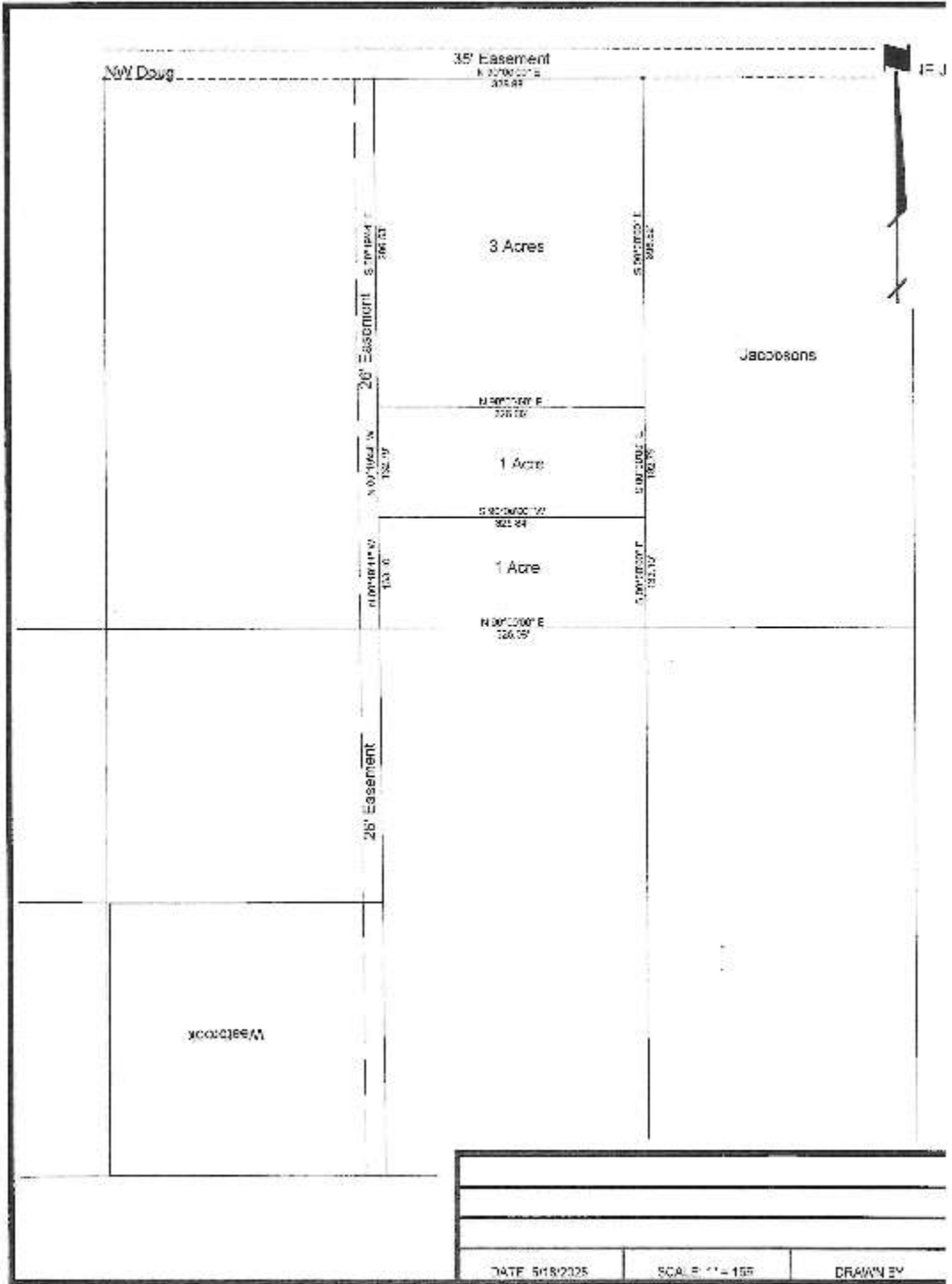
Using the ToS ARCGis Scott Allen showed the commissioners the parcel and surrounding streets/homes with their current zoning.

Motion by Layton to recommend the zoning change request to the Council for approval, 2nd by Lunt. Motion carried unanimously.

- C. Commissioners discussed and suggested clarification/edits/additions to the memorandum for staff to incorporate and return to the commission for review; indicated they understand the intent and agree it should be used once reviewed/approved for permit requestors.
- D. Commissioners had no definitions/clarifications ready for review/approval/recommendation to Council from the work session.

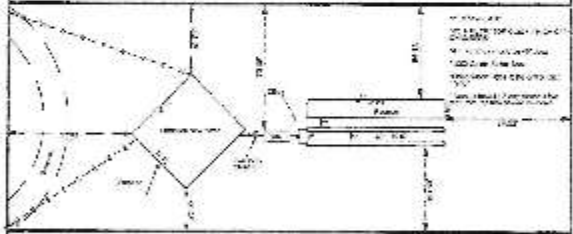
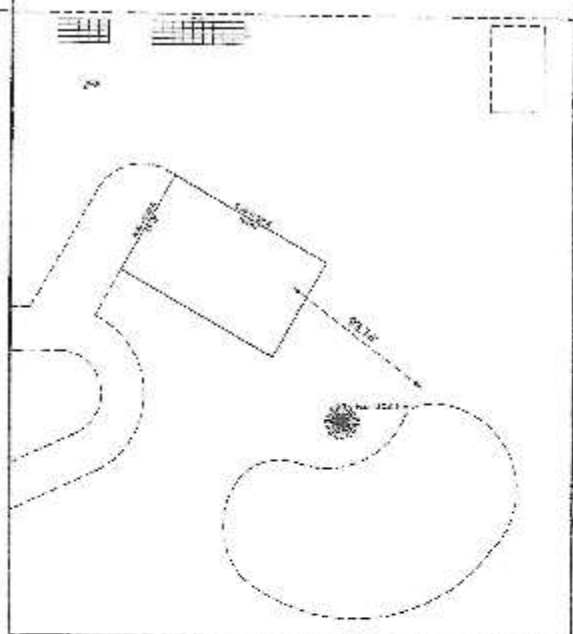
9. **Adjournment:** 9:15 p.m.





35' Easement

S 90° 00' 00" W
120.00'



EXISTING
PROPOSED
EASEMENT

DATE: 6/18/2025	SCALE: 1" = 50'	DRAWN BY:

Easement on North side
of Property

2007-27426
Page 1 of 2
Requested By: LandAmerica Transaction Title
NAVAJO COUNTY RECORDER - LAURETTE
JUSTMAN
10-16-2007 04:15 PM Recording Fee \$13.00

When recorded mail to:
Dee Johnson
PO Box 754
Snowflake, AZ 85937

10-20317-LM2


GRANT OF EASEMENT

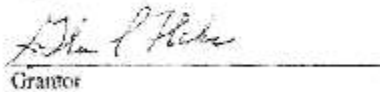
For the consideration of Ten Dollars, and other valuable consideration, I/we, Glen L. Flake and Janet S. Flake, as Co-Trustees of the Glen L. Flake and Janet S. Flake Revocable Living Trust dated May 4, 2004 as to an undivided 1/2 interest and Sanford D. Flake and Louise B. Flake, as Co-trustees of the Sanford D. Flake and Louise B. Flake Revocable Living Trust dated February 24, 2001 as to an undivided 1/2 interest as Grantor(s), do hereby convey to THE PUBLIC

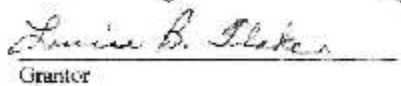
as Grantee(s), a perpetual easement for ingress, egress, and public utilities across the following described real property situated in Navajo County, Arizona;

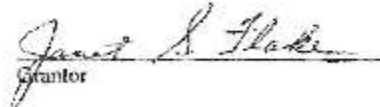
Covering the South 35 feet of Section 9, Township 13 North, Range 21 east, of the Gila and Salt River Base and Meridian, Navajo County, Arizona

Dated this 11 day of October, 2007


Grantor


Grantor


Grantor


Grantor

UNOFFICIAL DOCUMENT

2026-00772
Page 1 of 2
Navajo County Recorder - Timothy Jordan
Requested By: Douglas Westbrook
01-20-2026 11:56 AM Recording Fee \$38.00

When Recorded, Return to:

Douglas Westbrook

3102 W. 11th St. N.

Snowflake, AZ 85937

Dedicated Easement

For the consideration of FIVE DOLLARS (\$5.00) and other valuable considerations Douglas and Janna Westbrook (as owners of Navajo County Parcel Number 202-38-019E) and hereby dedicate an easement for ingress, egress, and utilities to the public on the property legally described as follows:

The EAST 26 feet of the following described properties:

See Exhibit A:

This easement shall run with the land.

IN WITNESS WHEREOF, said and/or a duly authorized agent of the conveying party has executed, signed, and sealed this document on the date above written.

X Douglas Westbrook
Douglas Westbrook

X Janna Westbrook
Janna Westbrook

STATE OF ARIZONA

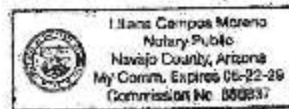
County of Navajo

On this 20 day of January, 2026 before me, the undersigned Notary Public, personally appeared Douglas and Janna Westbrook, whose identity was proven to me on the basis of satisfactory evidence to be the person whose name is subscribed to this instrument and acknowledged that he executed the same.

WITNESS my hand and official seal

X [Signature]
Notary

My commission expires 06/22/29



UNOFFICIAL DOCUMENT

Bruce Meyer

From: Mayor Freeman <Mayor.Freeman@MesaAZ.gov>
Sent: 1 April, 2026 10:50 AM
To: Bruce Meyer
Cc: LeeAnn Freeman <lafrmn@yahoo.com>
Subject: P &Z zoning request

Mr. Meyer:

We are sold the parcel/property to the Ortiz's, we do own a parcel connected to the property and currently we would not oppose the re-zone request to split into two 1-acre properties. As long as that does not exceed that request we are fine.

My question : the remaining 3 acres stay together and cannot be split anymore ? Thank you.

Get [Outlook for iOS](#).

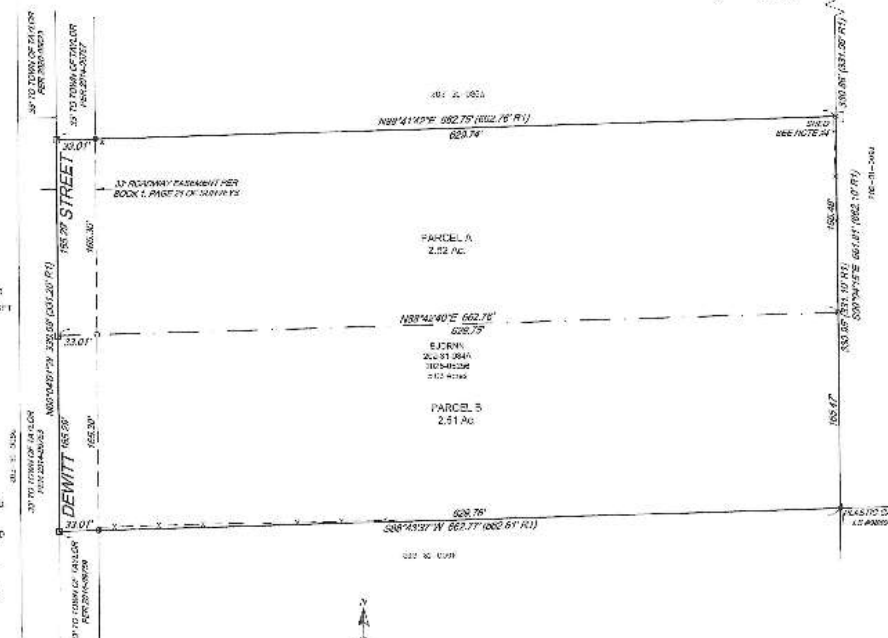
RECORD OF SURVEY - MINOR LAND DIVISION
ASSESSORS PARCEL NUMBER 202-31-034A
A PORTION OF THE NORTH HALF OF THE WEST HALF OF TRACT 10
LOCATED IN SECTION 20, TOWNSHIP 13 NORTH,
RANGE 21 EAST, GILA AND SALT RIVER MERIDIAN,
NAVAJO COUNTY, ARIZONA

PAINTED SKY
 Surveyors & Land
 www.paintedsky.com
 4872 Highway 190, Suite 202
 Phoenix, AZ 85042
 Phone: 602-974-7181
 Fax: 602-974-7182

- LEGEND:**
- FOUND SECTION MONUMENT
 - ▲ FOUND AS NOTED
 - FOUND BY REBAR, OR AS NOTED
 - ◆ FOUND BY REBAR, OR AS NOTED
 - FOUND BY REBAR, OR AS NOTED
 - FOUND BY REBAR, OR AS NOTED
 - 1/2" REBAR W/ PLASTIC CAP, PLS VERIFY
 - CALCULATED POINT, NOTING FOUND OR SET
 - MONUMENT, PLS
 - 4" X 4" BRASS TAG, PLS VERIFY
 - N.C.P.D. NAVAJO COUNTY RECORDERS OFFICE
 - PROPERTY BOUNDARY
 - SPLITTING PROPERTY LINES
 - EASEMENT
 - ADJACENT BOUNDARY
 - EXISTING FENCE

- NOTES:**
- THE BASIS OF BEARINGS AND DISTANCES IS BY OUR OBSERVATIONS AND IS TRUE NORTH. INSTRUMENTS AND CIRCULAR SCALE USED IN THIS SURVEY.
 - SURVEY FIELD BOOK CASE # 1100 IN JANUARY 2005 FOR JARED & AMBERLY BUDWIN, OWNER OF RECORD.
 - PERFORMED WITHOUT THE BENEFIT OF A TITLE. I FORGIVE ALL CLAIMS AND RECORDS ANY OR MAY NOT BE SHOWN.
 - REMARKS OF SEE ADJACENT RECORDS #17 INTO THE NE CORNER OF PROPERTY.

- REFERENCE DOCUMENTS:**
- RECORD OF SURVEY RECORDING FILE # 2002-0340, N.C.P.D.
 - INHERENTLY BEING, RECORDING FILE # 2002-0340, N.C.P.D.
 - RECORD OF SURVEY RECORDING FILE # 2016-0222, N.C.P.D.
 - RECORD OF SURVEY BOOK 1 OF SURVEYS, PAGE 21, N.C.P.D.
 - RECORD OF SURVEY - BOOK 92 OF SURVEYS, PAGE 51, N.C.P.D.
 - RECORD OF SURVEY RECORDING FILE # 2002-0338, N.C.P.D.
 - RECORD OF SURVEY RECORDING FILE # 2002-0362, N.C.P.D.



SURVEYOR'S CERTIFICATION:
 I CERTIFY THAT THIS SURVEY WAS MADE UNDER MY DIRECT SUPERVISION AND THAT ALL THE INFORMATION CONTAINED HEREON IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

D. Allen Foster
 D. Allen Foster
 Surveyor
 No. 2730
 State of Arizona
 12/11/2011

JARED & AMBERLY BUDWIN
 RECORD OF SURVEYFIELD OF APN
 202-31-034A, LOCATED IN SECTION 20,
 TOWNSHIP 13 NORTH, RANGE 21 EAST,
 GILA AND SALT RIVER MERIDIAN,
 NAVAJO COUNTY, ARIZONA

PROJECT NO:	1111528901
DRAWING NO:	
SHEET NO:	125
CHECKED BY:	242

