

PLANNING & ZONING WORK SESSION MEETING MINUTES
18 Jun 2026
SNOWFLAKE TOWN COUNCIL (ToS) CHAMBERS

PRESENT: Michael Lunt (chair), Justin White (vice chair), Jenn Russell, Heather Layton, Sherida Slade
Staff: Scott Allen (as inspection scheduled permitted), Bruce Meyer

1. **Call to order** at 8:05 a.m. by chair Lunt
2. **Prayer/Pledge:** Michael Lunt / Sherida Slade
3. **Discussion Items:**
 - A. Commissioners discussed/reasoned/documented the edits/additions to existing RV definitions within the Code through each Code chapter applicable; see attached suggested revisions.
 - B. Commissioners discussed/reasoned/documented the edits/additions to existing RV park and manufactured home park Code; created a new extended-stay park; see attached revisions.
 - C. Commissioners began discussion on enforcement triggers, due to time, commissioner pushed additional discussion/work to a later, yet to be scheduled session.
 - D. Commissioners pushed discussion/work to a later, yet to be scheduled, session.
 - E. Commissioners pushed discussion/work to a later, yet to be scheduled, session.
4. **Adjournment:** 5:25 p.m.

AMENDMENTS TO SNOWFLAKE TOWN CODE

TOWN CODE 10-3-2

EXTENDED-STAY PARK: A parcel of land under single ownership on which 3 or more recreational vehicles and/or factory-built buildings, as defined by Town Code 10-3-2, regardless of whether or not a charge is made for use of the park. Rental agreements terms in an extended stay parks shall be no less than 30 consecutive days. Recreational vehicles in an extended-stay park with a rental agreement term of 180 days or more are subject to: ARS Title 33 Property, Chapter 19 Arizona Recreational Vehicle Long-Term Rental Space Act. Such parks, at the discretion of the landlord, may include but not limited to, a park office, recreational facilities, enclosed areas for maintenance of equipment and facilities, a convenience store to serve the needs of the tenants, and other structures customarily incidental to park use, including storage sheds and garages.

LANDLORD: The owner, lessor or sub-lessor of the dwelling unit, recreational vehicle space, and/or manufactured home space or the building of which it is apart, and it also means a park manager of the premises who fails to disclose as required by ARS 33-1322.

MANUFACTURED HOME PARK: A parcel of land under single ownership on which three (3) or more manufactured homes and/or factory-built buildings, regardless of whether or not a charge is made for use of the park. Such parks, at the discretion of the landlord, may include facilities intended to serve the needs of tenants residing within the park and buildings and structures customarily incidental to the tenants' use of the park, including but not limited to, such things as a park office, recreational facilities, storage sheds, carports, swimming pools, awnings and garages.

PARK MANAGER: The person who is primarily responsible for the day-to-day operation of a manufactured home, recreational vehicle/campground and/or extended stay park.

PREMISES: A dwelling unit, recreational vehicle space and/or manufactured home space, and the structure of which it is a part and existing facilities and appurtenances therein including furniture and utilities where applicable, and grounds, areas and existing facilities held out for the use of tenants and/or transient guests generally or whose use is promised to the tenant and/or transient guests.

RECREATIONAL VEHICLE: A vehicular type of unit, as defined by ARS 33-2102(18), which is any of the following:

- A. A portable camping trailer mounted on wheels and constructed with collapsible partial sidewalls which fold for towing by another vehicle and unfold for camping.
- B. A motor home designed to provide temporary living quarters for recreational, camping or travel use and built on or permanently attached to a self-propelled motor vehicle chassis or on a chassis cab or van that is an integral part of the completed vehicle.
- C. A park trailer or park model built on a single chassis, mounted on wheels or originally mounted on wheels and from which the wheels have been removed and designed to be connected to utilities necessary for operation of installed fixtures and appliances and has a gross trailer area of not less than three hundred twenty square feet and not more than four hundred square feet when it is set up, except that it does not include fifth wheel trailers.
- D. A travel trailer mounted on wheels, designed to provide temporary living quarters for recreational, camping or travel use, of a size or weight that may or may not require special highway movement permits when towed by a motorized vehicle and has a trailer

area of less than three hundred twenty square feet. This subdivision includes fifth wheel trailers. If a unit requires a size or weight permit, it shall be manufactured to the standards for park trailers in A 119.5 of the American national standards institute code.

E. A portable truck camper was constructed to provide temporary living quarters for recreational, travel or camping use and consisting of a roof, floor and sides designed to be loaded onto and unloaded from the bed of a pickup truck.

RECREATIONAL VEHICLE/CAMPGROUND PARK: A parcel of land under single ownership on which three (3) or more recreational vehicles as defined by Town Code 10-3-2, A, B, D and E (excluding C) are permitted in a recreational vehicle/campground park regardless of whether or not a charge is made for use of the park. Temporary tents or open-air camping spaces are permitted. Landlord may, at their discretion, reduce the maximum consecutive days for temporary occupancy in their recreational vehicle parks, however, occupancies shall not exceed 29 consecutive days. Such parks, at the discretion of the landlord, may include but not limited to, a park office, recreational facilities, enclosed areas for maintenance of equipment and facilities, a convenience store to serve the needs of the transient guests, and other structures customarily incidental to the principal use, including storage sheds and garages.

RECREATIONAL VEHICLE SPACE: A parcel of land for rent that has been designed to accommodate a recreational vehicle and provide the required sewer and utility connections.

RENTAL AGREEMENT: An oral or written lease or agreement and valid rules embodying the terms and conditions concerning the use and occupancy of the dwelling unit, recreational vehicle space and/or manufactured home space or the building of which it is apart.

TENANT: A person signing a rental agreement or otherwise agreeing with a landlord for the occupancy of a dwelling unit, recreational vehicle space and/or manufactured home space for more than 29 consecutive days.

TRANSIENT GUEST: A person who either at the person's own expense or at the expense of another obtains lodging space or the use of lodging space on a daily or weekly basis, or on any other basis for less than 29 consecutive days.

TOWN CODE 10-6-6

MANUFACTURED HOME PARK, EXTENDED-STAY PARK, RECREATIONAL VEHICLE/ CAMPGROUND PARK DESIGN:

Applications for zoning clearances or special use permits for recreational vehicle/campground, extended-stay and/or manufactured home parks must be accompanied by scale drawn site plans prepared by an architect, professional engineer or other person qualified to do the work, in compliance with all Arizona Department of Environmental Quality and ARS requirements. All site plans must be approved by the town. Such site plan must indicate how each of the following requirements will be met:

- A. Space Requirements: Space requirements for each unit pad in feet:

	Front	Side	Rear	Min. Space Size	Min. Width	Min. Depth	Max. space Coverage(	Parking	Pad Required
Tents	10	7	7	600	20	30	N/A	400 Sq ft	N/A
Factory-built	10	7	7	2000	30	---	75%	400 sq ft	Structure size
Manufactured Home Single Section	10	10	10	4,600 sq. ft.	46	---	75%	400 sq ft	Structure size
Manufactured Home Double Section	10	10	10	7680 sq. ft.	64	120	75%	400 sq ft	Structure size
Manufactured Home trip[le Section	10	10	10	9360 sq. ft.	78	120	75%	400 sq ft	Structure size
Recreational	7 ²	10	10	1,500 sq. ft.	30	50	60%	400 sq ft	N/A
Vehicle parks									

B. Roadways: All park roadways must be built and continuously maintained with valley gutters and in a dust-free condition by application of a four (4) aggregate base course (ABC), crowned with a one and one-half percent (1.5%) side slope and covered by double penetration and chip seal coat with a fog coat, or other dust-free surface, and must have a minimum width of twenty-four feet (24'). On-street parking is prohibited on park streets.

C. Fencing: All parks must be enclosed by a six-foot (6') tall sight-obscuring fence.

D. Off-Street Parking: Two (2) parking spaces adjacent to each space shall be provided for each manufactured home, extended-stay and/or recreation vehicle/campground space at a minimum of 400 square feet. Additional overflow parking must be provided at a minimum of ten percent (10%) of the total spaces within the park. (Ord. 132, 6-10-1997)

TOWN CODE 10-6-8(A)(1)

Add to the Table in this code the following 3 items:

USE	ONE PARKING SPACE IS REQUIRED FOR EACH UNIT NOTED BELOW
Extended-Stay Park Space for Tenants	2 parking spaces adjacent to each space at a minimum of 400 square feet
Manufactured Home Park Space for Tenants	2 parking spaces adjacent to each space at a minimum of 400 square feet
Recreational Vehicle/Campground Park Space for Transient Guests	2 parking spaces adjacent to each space at a minimum of 400 square feet

TOWN CODE 10-6-13(A)(1)(f)

Factory built buildings located on conventional lots (not in approved manufactured home parks and/or extended stay parks) are to be placed so that the orientation of the wide side of the home is parallel to the front lot line. In addition, the use of pitched roofs, nonmetal roofing materials (such as tiles) and finished exteriors (nonmetal) is also required.

Contemporary flat roof design may be considered when appropriate to the style or architecture.

Additional definitions needed based on these amendments: Lodging Space, Roadway, Pad & Space Coverage.

Town Code 10-5D-3 contradicts current 10-6-6 but also contradicts what we drafted in 10-6-6 as to roadway widths and possibly confuses other issues-consider consolidating to one area.

We need to add definitions to Town Code 4-3-3 & 9-2-1 regarding slum property designations as required by ARS 33-1901 & ARS 33-1904(A)(2).

From: Heather Layton <heathernlayton@outlook.com>

FW: RV Town Code Definitions

Hi Bruce & Katie

I cleaned up the attached that Justin had sent me after the meeting and made sure all the verbiage/formatting was the same and just moved things into alphabetical order as the definitions currently stand in Town Code (the only thing I didn't clean-up was the excel table in the Word document). Basically, just clerical work so we can have less for the attorney to do. I also added what I mentioned in our meeting under the 10-6-8 uses which is the same verbiage we put in 10-6-6. Lastly, I added some notes at the bottom of the attached Word document of items we will need to address in the future. One of which I found while searching our town code for a definition on a roadway. It was a hidden away section on Mobile Home Parks; which is frustrating. This section already contradicts other areas in town code and also will continue to contradict what we drafted as to the width of roadways in a park. I had never discovered it before under the Overlay Section of Town Code and we should discuss consolidating it with the design town code section for a manufactured home park. Here is that town code:

10-5D-3: DETAILS:

A. Manufactured Home Parks and Subdivisions.

1. Permitted Uses.

a. One manufactured home on each approved space. No dwelling units of conventional construction shall be permitted on any space for living purposes, except as specified below.

b. Manufactured home accessory structures.

c. Storage buildings, attached or detached, subject to:

(1) A maximum area of 150 square feet;

(2) A maximum height of 10 feet;

(3) Location within the buildable area unless placed in the rear quarter of the space or lot and separated from the manufactured home by at least 6 feet.

d. Manager's office and residence, which may be of conventional construction and not to exceed a maximum height of 25 feet.

e. Recreation and social centers, which may be used for dancing, crafts, hobbies, games, childcare, meetings, banquets, theatrical performances, movie

viewing, and similar entertainment uses which are intended and used primarily as a resident amenity. Such facility may be of conventional construction and not to exceed a maximum height of 25 feet.

f. Outdoor recreation facilities such as parks, swimming pools, ramadas, playground equipment, shuffleboard and tennis courts, putting greens, and similar recreational uses intended for use by the residents of the park.

g. Common-use laundry facilities, maintenance buildings, and security guard houses, which may be of conventional construction.

h. Designated areas for boat and recreational vehicle storage which are used solely by the residents of the park.

i. Recreation center parking lots and guest parking areas.

B. Development Requirements.

1. A minimum of five percent of the required recreational area shall be enclosed within a recreation hall or building. Public or private streets, vehicle storage areas, and exterior boundary landscaping areas shall not be included when calculating required recreational area.

2. A six-foot-high screen wall shall be required along all park and subdivision boundaries. Such wall shall be placed on the interior side of the required landscape strip.

3. Access to lots or spaces shall be from the interior of the park or subdivision.

4. Private streets shall be paved to a minimum width of 32 feet including required sidewalks when flush with the surface of the paving.

5. Concrete sidewalks at least 3 feet in width shall be provided on each side of interior private streets.

6. Required parking spaces shall be paved with either two inches of asphalt or four inches of concrete.

7. Comply with Section [10-6-13](#) (A)(2) of this code. (Res. 2023-01, 3-7-2023)

Let me know if you need anything else. FYI, I also sent the attached and a similar email to Justin, just so he could see I didn't unilaterally change the wording but only cleaned up what we did on Thursday. I did not send to any other commissioners.

Thank you

From: Justin White <justin.white@npc.edu>

Sent: Thursday, June 18, 2026 4:45 PM

To: Heather Layton <heathernlayton@outlook.com>

Subject: RE: RV Town Code Definitions

Justin White
Director of Facilities and Transportation
Email: justin.white@npc.edu
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NORTHLAND PIONEER COLLEGE



From: Heather Layton <heathernlayton@outlook.com>

Sent: Thursday, June 18, 2026 9:22 AM

To: Justin White <justin.white@npc.edu>

Subject: Fwd: RV Town Code Definitions

EXTERNAL SENDER: This email originated from a non-NPC server and/or email domain. Only click links or open attachments if you trust the sender and know the content is safe.

Heather N. Layton