



**AGENDA AND NOTICE OF
PLANNING & ZONING HEARING
MONDAY, APRIL 07, 2025 AT 6:00 P.M.
DOORS OPEN AT 5:30 P.M.**

**Winslow Visitor's Center
523 West Second Street
Winslow, Arizona 86047**

Notice is hereby given to the general public that the City of Winslow will hold a Planning and Zoning hearing on Monday, April 07, 2025 at 6:00 p.m. in the main hall of the Winslow Visitor's Center, 523 West Second Street, Winslow, Arizona 86047. **MEMBERS OF THE PUBLIC MAY JOIN THE MEETING IN PERSON OR VIA ZOOM USING THE FOLLOWING LOG-IN INFORMATION:**

<https://us06web.zoom.us/j/85314906176?pwd=1e7S4BsQ7bfa37jPNTjIcAK40gLxEp.1>
Meeting ID: 853 1490 6176 / Passcode: 279986
Dial by your location: +1 699-900-6833 (US)

1. Call to Order – (Please Remember to Silence All Cell Phones)

2. Consideration and Action

- A.** Public Hearing, Consideration and Possible Action regarding a Request for a Property Split of Navajo County Assessor's Parcel Number 103-26-001B situated in Section 19, Township 19 North, Range 16 East, Gila and Salt River Meridian, City of Winslow, Navajo County, Arizona, located in the 1600 block of North Park Drive and zoned in the Commercial District.
- B.** Public Hearing, Consideration and Possible Action on a request from the Property Owner for a Conditional Use Permit for recreational vehicle parks, in compliance with Winslow Municipal Code, Section 17.76.010 and 17.76.020, located at 720 Transcon Lane, Winslow, Arizona, also identified as Navajo County Assessor's Parcel Number 103-31-007C, 007D.
- C.** Public Hearing, Consideration and Possible Action regarding amendment to Winslow Municipal Code of the City of Winslow, Arizona, Title 17, Zoning, Chapter 17.96, Preservation of Historic Sites and Structures, by amending Section 17.96.020(A) – Creation of Historic Preservation Commission, related to decreasing the composition of the Historic Preservation Commission from 7 to 5 appointed members.

3. Adjournment

The Planning and Zoning Officer reserves the right to move into executive session for legal advice under authority of A.R.S. 38-431.03(A)(3) on any of the above agenda items. A copy of the agenda background materials is available at City Hall, 102 East Third Street, Winslow, Arizona between the hours of 7:30 a.m. and 4:00 p.m., Monday through Friday.

Pursuant to the Americans with Disabilities Act (ADA) the City of Winslow endeavors to ensure the accessibility of its meetings to all persons with disabilities. Assistive listening devices are available for the public's use for meetings. Reasonable accommodations will be made upon request for persons with disabilities or for those who speak English other than very well. If you need an accommodation for a meeting, please call the City Clerk's Office at 928-289-1416 at least 48 hours prior to the meeting so that an accommodation can be arranged.

Notice is hereby given that pursuant to A.R.S. 1-602. A.9, subject to certain specified statutory exceptions, parents have a right to consent before the State or any of its political subdivisions make a video or audio recording of a minor child. Meetings of the Winslow Planning and Zoning Hearing Officer are audio and/or video recorded, and as a result, proceedings in which children are present may be subject to such recording. Parents in order to exercise their rights may either file written consent with the City Clerk to such recording, or take personal action to ensure that their child or children are not present when a recording may be made. If a child is present at the time a recording is made, the City will assume that the rights afforded parents pursuant to A.R.S. 1-602.A.9 have been waived.

Mayor
Roberta W. Cano

(928) 289-2422



Discover Winslow-A City in Motion

Council Members
Peter Cake
Samantha Crisp
Jim MacLean
Darcey McKee
Daniel T. Tafoya
Melcor Salazar

AGENDA DATE: April 7, 2025
TO: Planning and Zoning Hearing Officer
FROM: David Coolidge, City Manager
SUBJECT: Lot Split for Navajo County Assessor's Parcel Number 103-26-001B

OVERVIEW

The Subject Property is located on the east side of North Park Drive, South of the Travelodge/I-40 freeway and future Circle K, and across the street from the Safeway grocer-anchored shopping center and is zoned in the Commercial district. There is an existing McDonald's leasing a portion of the larger parcel. Although the City Council approved a lot split for this parcel on November 12, 2024, it was discovered shortly thereafter that there was an error with that request, so the split was never recorded at the request of the applicant. This report now addresses the applicant's corrected and resubmitted split request for the same parcel. The image below shows the assemblage of the parcels in red outline within the context of the surrounding area, see Figure 1 – Aerial Image, below:

Figure 1 - Aerial Image

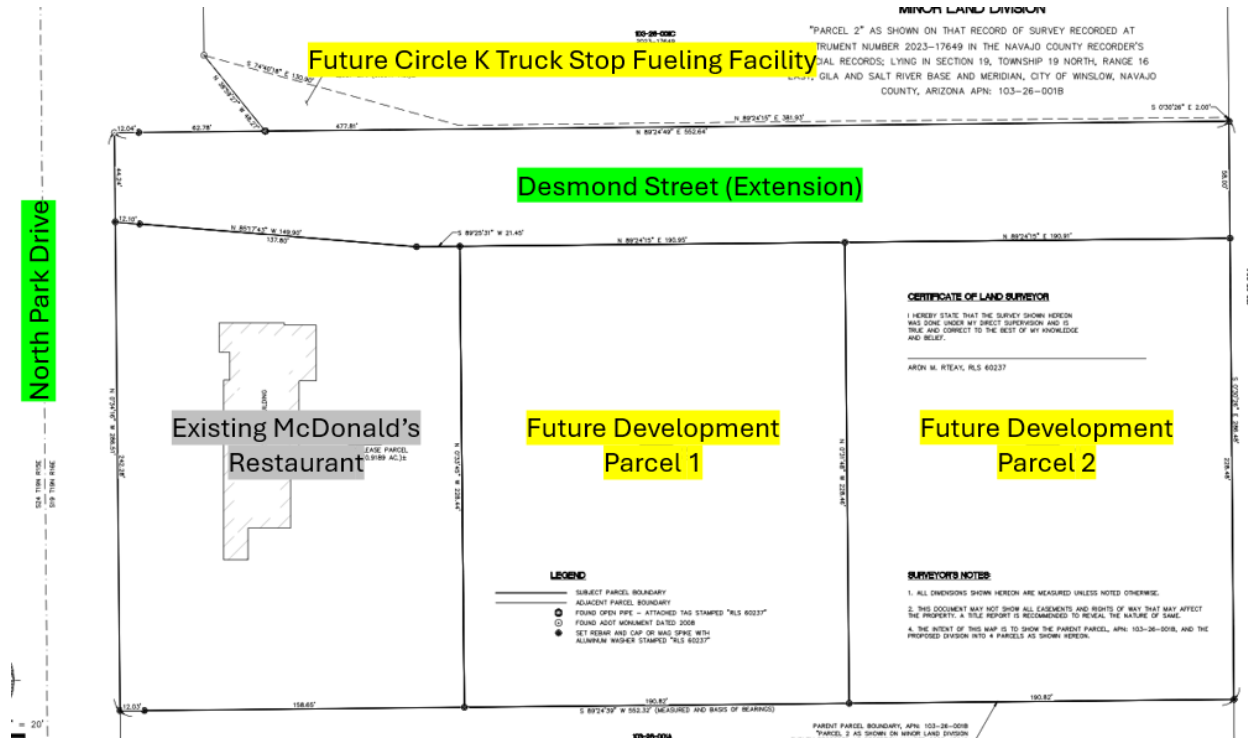


City Hall ~ 102 E. Third Street ~ Winslow, Arizona 86047 ~ (928) 289-2422
www.winslowaz.gov

ITEM 2A

The lot split application intends to split the McDonald's parcel in four so that two new properties are created for development when combined with the new extension of Desmond Street providing access. This split will also take the existing private ingress/egress and utility easement and create a right-of-way parcel for the new Desmond Street extension. Although the split is resulting in four different parcels, one of the four parcels is only for right-of-way to be dedicated as Desmond Street to the city and does not constitute a lot from the perspective of Subdivision Regulations.

Figure 2 – Parcels Created by Proposed Split



Per the Winslow Zoning Map, the Property is zoned Commercial ("C") and includes the following surrounding land uses and zoning:

Direction	Zoning	Land Use
North	Commercial	Future Circle K Gas Station
East	Commercial	Undeveloped church property
South	Commercial	Empty big box store
West	Commercial	Safeway grocer and other shops

Figure 3 – Parcel Street View Photos

Eastbound view from N. Park Drive – Entry Drive and McDonald's



Southbound view from N. Park Drive – McDonald's and Safeway Parking Lot



Westbound view from N. Park Drive – Taco Bell and Clarion Hotel



Northbound view from N. Park Drive – Clarion Hotel, Vacant Lot, Coffee Shop, I-40 Freeway on/off ramps



DISCUSSION

Pursuant to Winslow Municipal Code, Section 16.28.010, lot splits must conform to the procedures of this section and comply with the regulations as established in this title for subdivision and prepare technical exhibits showing the proposed lots, boundaries, dimensions, legal description(s) and other technical data necessary for a complete review of the request. They are also required to be sealed by a licensed registrant which they were. Based on the application provided, it appears that all of these documents have been correctly provided by the applicant, and the lot split further meets the requirements of the Commercial zoning district for within it is located.

RECOMMENDED MOTION

City staff recommends approval of the application to the Planning and Zoning Hearing Officer, subject to the technical exhibit provided by the applicant as sealed by the registered land surveyor.

LEGAL DESCRIPTION
ARDURRA JOB# 222271
DESMOND STREET EXTENSION
FEBRUARY 13, 2025
APN: 103-26-001B
PARCEL 1

The following is a description for a parcel of land being a portion of "Parcel 2" as shown on that Record of Survey map recorded at Reception Number 2023-17649 in the Navajo County Recorder's official records; lying in Section 19 Township 19 North, Range 16 East, Gila and Salt River Base and Meridian, City of Winslow, Navajo County, Arizona; more particularly described as follows:

Commencing for reference at the northwest corner of said Section 19, from which the north quarter corner of said Section 19 bears South 89°09'08" East 2623.26 feet (measured and Basis of Bearing for this description);

Thence South 0°33'02" East, 567.50 feet to a point on the west line of said Section 19;

Thence North 89°27'23" East, 36.00 feet to a point on the east right of way line of North Park Drive and the northwest corner of said Parcel 2 and the True Point of Beginning;

Thence North 89°24'49" East, 552.64 feet to the northeast corner of said Parcel 2;

Thence South 0°30'26" East, 58.00 feet to a point on the east line of said Parcel 2;

Thence South 89°24'19" West, 403.31 feet ;

Thence North 85°17'43" West, 149.90 feet to a point on the east right of way line of North Park Drive and the west line of said Parcel 2;

Thence North 0°34'16" West, 44.24 feet to the True Point of Beginning;

Containing 0.7126 acres, more or less.



103-26-001C

PARCEL 1

DESMOND STREET EXTENSION
31,040 S.F. (0.7126 AC.)±

PARCEL 4

43,608 S.F. (1.0011 AC.)±

PARCEL 3

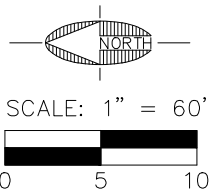
43,608 S.F. (1.0011 AC.)±

103-25-004

PARCEL 2

McDONALD'S LEASE PARCEL
40,027 S.F. (0.9189 AC.)±

TRUE
POINT OF
BEGINNING



NORTH PARK DRIVE



Shepherd Wesnitzer, Inc.
An ARDURRA Company

75 Kallof Place
Sedona, AZ 86336
928.282.1061
928.282.2058 fax
www.ardurra.com

JOB NO.	222271
DATE	FEB 25
SCALE	1"=60'
DRAWN	AMR
DESIGN	MW
CHECKED	AMR

ROMAN CATHOLIC CHURCH OF THE DIOCESE OF GALLUP

WINSLOW
ARIZONA

EXHIBIT TO ACCOMPANY LEGAL DESCRIPTION
APN: 103-26-001B
PARCEL 1

SHEET

2

OF 2

LEGAL DESCRIPTION
ARDURRA JOB# 222271
McDONALD'S LEASE PARCEL
FEBRUARY 13, 2025
APN: 103-26-001B
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Commencing for reference at the northwest corner of said Section 19, from which the north quarter corner of said Section 19 bears South 89°09'08" East 2623.26 feet (measured and Basis of Bearing for this description);

Thence South 0°33'02" East, 611.58 feet to a point on the west line of said Section 19;

Thence North 89°27'23" East, 36.11 feet to the northwest corner of said Parcel 2 and the True Point of Beginning;

Thence South 0°34'16" East, 242.28 feet to a point on the east right of way line of North Park Drive and the southwest corner of said Parcel 2;

Thence North 89°24'39" East, 170.68 feet to a point on the south line of said Parcel 2;

Thence North 0°33'45" West, 228.44 feet;

Thence South 89°25'31" West, 21.45 feet;

Thence North 85°17'43" West, 149.90 feet to the True Point of Beginning;

Containing 0.9189 acres, more or less.



103-26-001C

PARCEL 1

DESMOND STREET EXTENSION
31,040 S.F. (0.7126 AC.)±

PARCEL 4

43,608 S.F. (1.0011 AC.)±

PARCEL 3

43,608 S.F. (1.0011 AC.)±

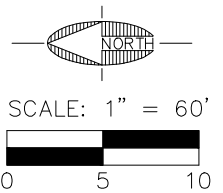


103-25-004

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ARIZONA

EXHIBIT TO ACCOMPANY LEGAL DESCRIPTION
APN: 103-26-001B
PARCEL 2

SHEET

2

OF 2

LEGAL DESCRIPTION
ARDURRA JOB# 222271
FEBRUARY 13, 2025
APN: 103-26-001B
PARCEL 3

The following is a description for a parcel of land being a portion of "Parcel 2" as shown on that Record of Survey map recorded at Reception Number 2023-17649 in the Navajo County Recorder's official records; lying in Section 19 Township 19 North, Range 16 East, Gila and Salt River Base and Meridian, City of Winslow, Navajo County, Arizona; more particularly described as follows:

Commencing for reference at the northwest corner of said Section 19, from which the north quarter corner of said Section 19 bears South 89°09'08" East 2623.26 feet (measured and Basis of Bearing for this description);

Thence South 0°33'02" East, 611.58 feet to a point on the west line of said Section 19;

Thence North 89°27'23" East, 36.11 feet to a point on the east right of way line of North Park Drive;

Thence South 85°17'43" East 149.90 feet;

Thence South 89°25'31" West 21.45 feet;

Thence North 89°24'15" East, 190.95 feet;

Thence South 0°31'48" East, 228.46 feet;

Thence South 89°24'39" West, 190.82 feet to a point of non-tangency;

Thence North 0°33'45" West 228.44 feet to the True point of Beginning.

Containing 1.0011 acres, more or less.



103-26-001C

PARCEL 1

DESMOND STREET EXTENSION
31,040 S.F. (0.7126 AC.)±

PARCEL 4

43,608 S.F. (1.0011 AC.)±



PARCEL 3

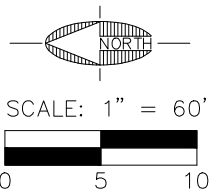
43,608 S.F. (1.0011 AC.)±

103-25-004

TRUE POINT
OF BEGINNING

PARCEL 2

McDONALD'S LEASE PARCEL
40,027 S.F. (0.9189 AC.)±



NORTH PARK DRIVE

LEGAL DESCRIPTION
ARDURRA JOB# 222271
FEBRUARY 13, 2025
APN: 103-26-001B
PARCEL 4

The following is a description for a parcel of land being a portion of "Parcel 2" as shown on that Record of Survey map recorded at Reception Number 2023-17649 in the Navajo County Recorder's official records; lying in Section 19 Township 19 North, Range 16 East, Gila and Salt River Base and Meridian, City of Winslow, Navajo County, Arizona; more particularly described as follows:

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Thence South 0°33'02" East, 611.58 feet to a point on the west line of said Section 19;

Thence North 89°27'23" East, 36.11 feet to a point on the east right of way line of North Park Drive;

Thence South 85°17'43" East 149.90 feet;

Thence South 89°25'31" West 21.45 feet;

Thence North 89°24'15" East, 190.95 feet to the True Point of Beginning;

Thence North 89°24'15" East, 190.91 feet;

Thence South 0°30'26" East, 228.48 feet;

Thence South 89°24'39" West, 190.82 feet;

Thence North 0°13'48" West 228.46 feet to the True point of Beginning.

Containing 1.0011 acres, more or less.



103-26-001C

PARCEL 1

DESMOND STREET EXTENSION
31,040 S.F. (0.7126 AC.)±

TRUE POINT
OF BEGINNING

PARCEL 4

43,608 S.F. (1.0011 AC.)±

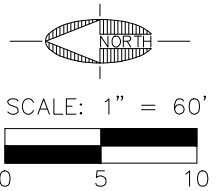
PARCEL 3

43,608 S.F. (1.0011 AC.)±

103-25-004

PARCEL 2

McDONALD'S LEASE PARCEL
40,027 S.F. (0.9189 AC.)±



NORTH PARK DRIVE

Mayor
Roberta W. Cano

(928) 289-2422



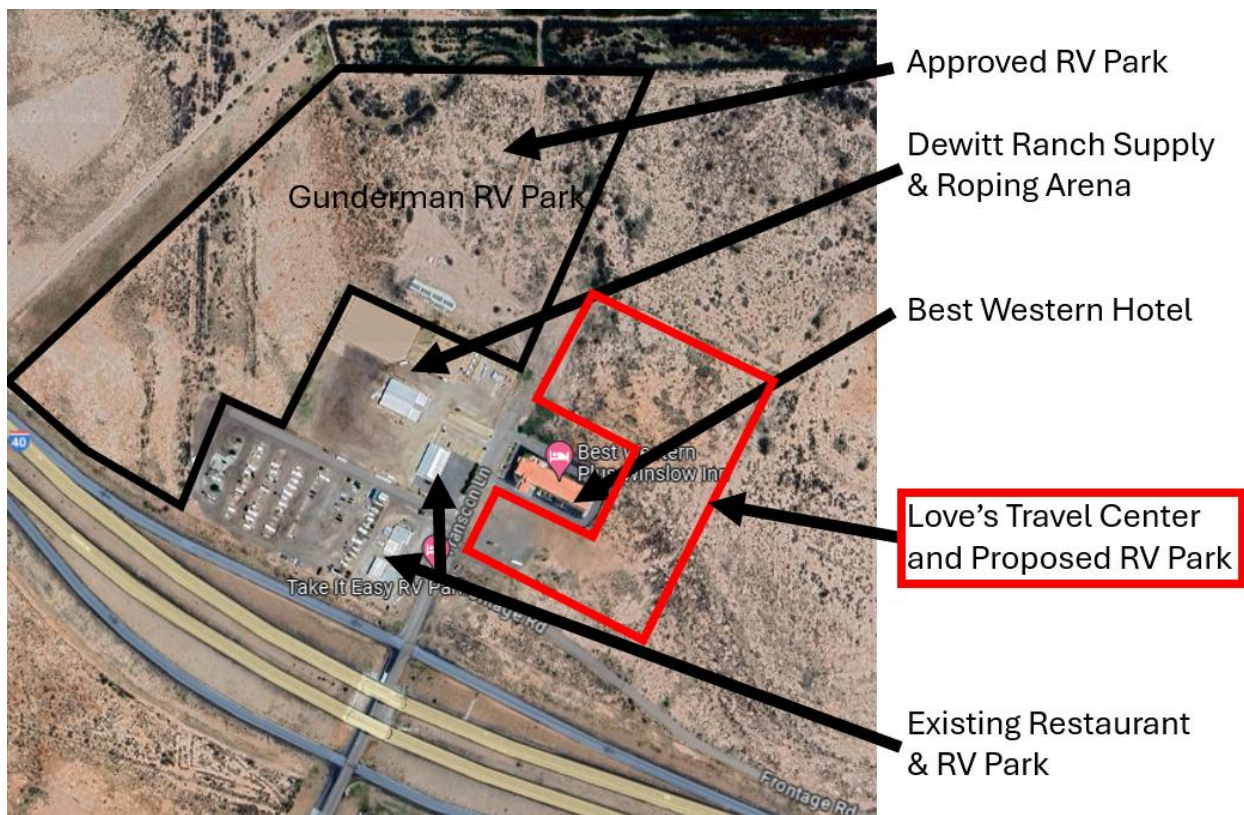
Council Members
Peter Cake
Samantha Crisp
Jim MacLean
Darcey McKee
Daniel T. Tafoya
Melcor Salazar

AGENDA DATE: April 7, 2025
TO: Planning and Zoning Hearing Officer
FROM: David Coolidge, City Manager
SUBJECT: Conditional Use Permit (CUP) to Allow an RV Park at the Love's Travel Center

OVERVIEW

The Subject Property is located at 917 Transcon Lane, Winslow, AZ 86047 with Navajo County parcel numbers 103-31-010B, see Figure 1 – Aerial Image, below:

Figure 1 - Aerial Image

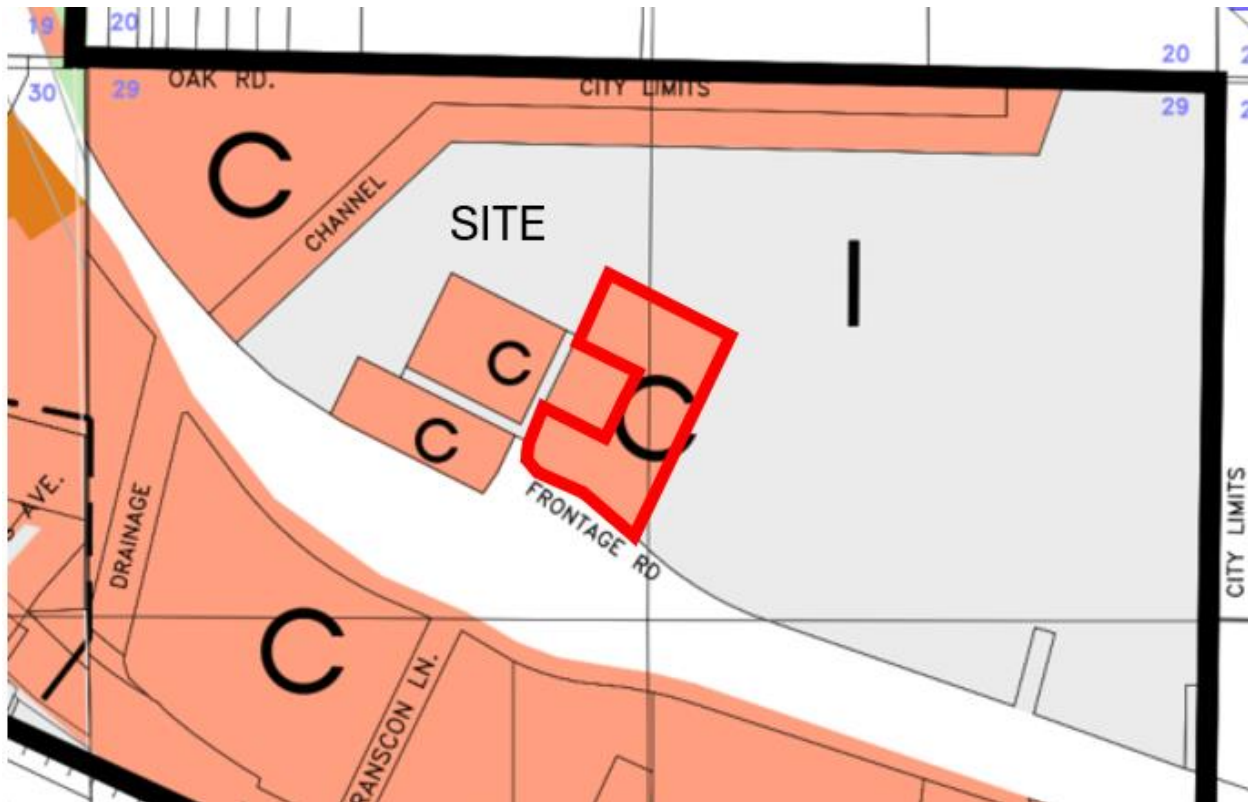


ITEM 2B

Per the Winslow Zoning Map, the property is zoned Commercial (“C”) and includes the following surrounding land uses and zoning include:

Direction	Zoning	Land Use
North	Industrial	Drainage Channel, undeveloped
East	Industrial	Undeveloped
South	Undesignated	Interstate 40 and off-ramp
West	Commercial & Industrial	Dewitt Ranch Supply, hotel, restaurants, RV parks

The Zoning Map depicts the area as follows, with the site outlined in RED:

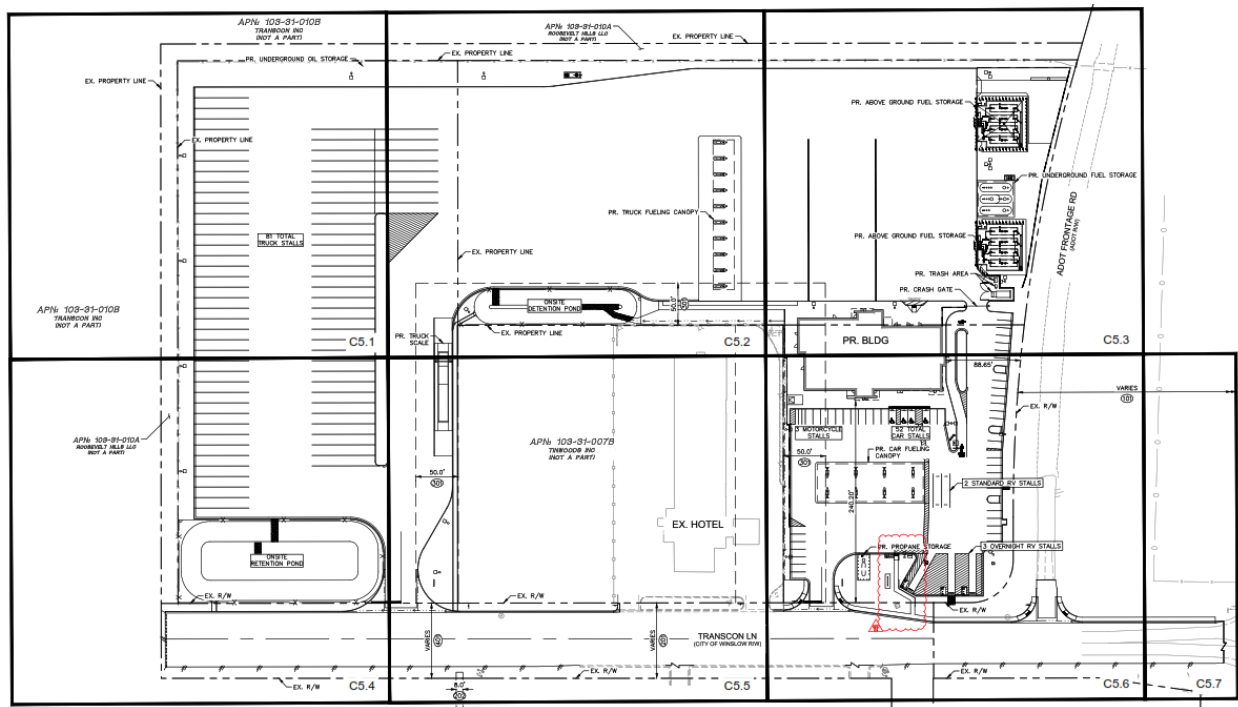


DISCUSSION

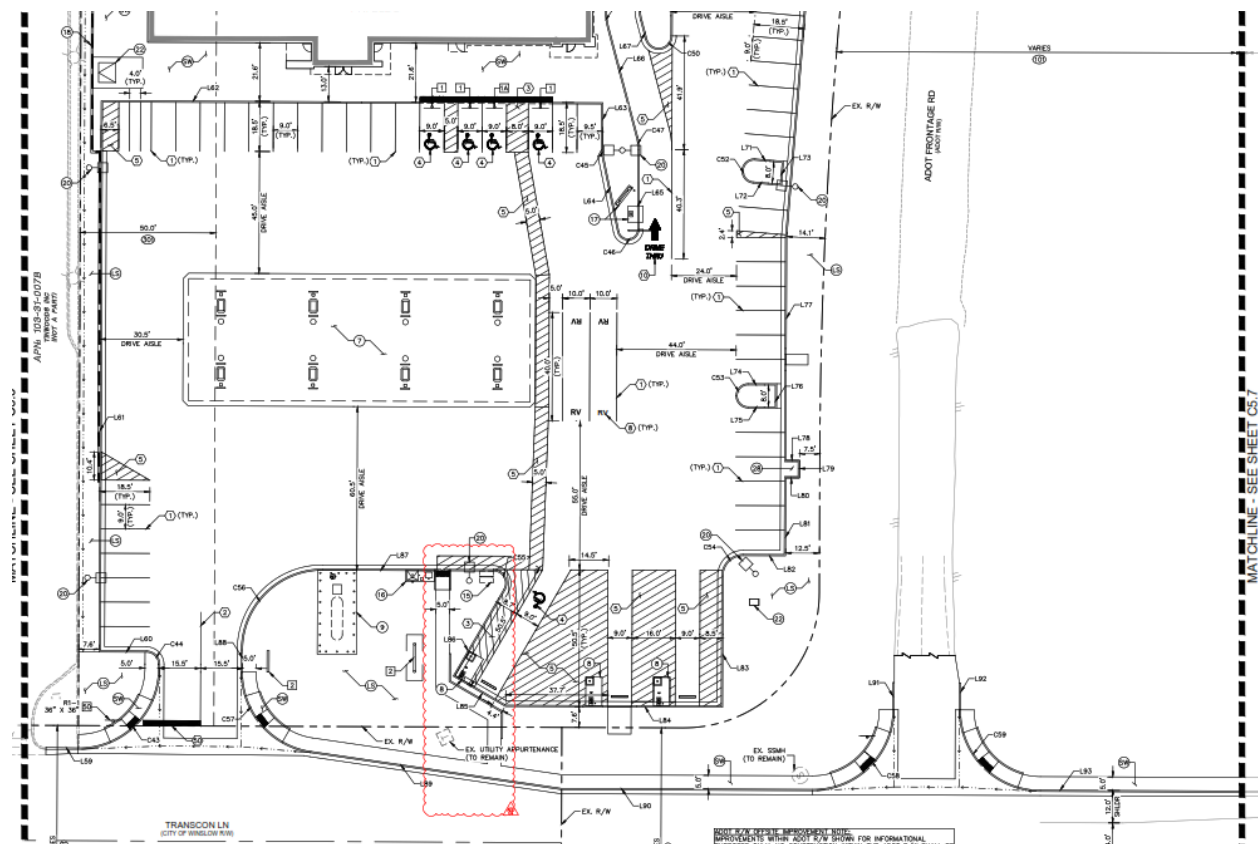
The Love’s Travel Center is currently under construction on a large site that wraps around the existing Best Western Hotel and a vacant parcel immediately north of the hotel. Transcon Lane provides nearby I-40 access with an offramp and onramp available just outside of the facility’s driveways. The site is highly visible from nearby interstate traffic.

Across the street from the Love’s Travel Center are a couple of restaurants and the Dewitt Ranch Supply Store. The supply store received a CUP approval on March 13, 2023 to allow a roping arena on the property. More recently, another new RV park (Gunderson) was approved through a CUP on May 13, 2024. A third, older, existing RV park is located behind the restaurants on the west side of Transcon Ln. All of the properties in this short extension of Transcon Ln. are buffered from land uses beyond by the existing drainage channel that wraps the site. Transcon Ln. currently dead ends just beyond this site but is anticipated to extend across the channel and to the northwest through future improvements.

The overall site plan layout is as follows:



The zoomed in site plan of the RV parking area is as follows:



Pursuant to Winslow Municipal Code, Section 17.76.010, Recreation vehicle parks can be approved by the city through a Conditional Use Permit (CUP). CUP provisions noted in this code section include a number of development standards as listed in section 17.76.020. Some of these standards are outdated and no longer enforceable, such as A and B, requiring partner agency approvals (health code and national fire codes).

The applicant has provided the full permit set of improvement plans for the facility, so the City has been able to verify that the zoning code requirements for the RV park portion of the facility have been met.

SUMMARY OF FINDINGS

The Zoning Ordinance states that the Zoning Hearing Officer shall make the following findings before granting a CUP:

- That the proposed use will not be materially detrimental to the health, safety, or general welfare of the neighborhood or the City.
- That the site is adequate in size and shape to accommodate the proposed use including necessary parking, setbacks, and landscaping.
- That the use will not generate traffic beyond what would normally be expected from uses in this district.

The proposed RV park is basically a small overnight parking area that is near the customer fueling pumps in front of the facility. There are three overnight RV stalls with utility hook ups and two additional standard RV spaces intended just for parking. Love's customers can shop, eat, and bathe in their facilities that also service similar trucking industry needs. The proposed RVs and support facilities will not have a negative impact on those nearby users. Rather, the temporary visitors of the Love's RV park may support area commercial businesses by refueling their RVs at the Love's Travel Center, purchasing goods, and eating in the nearby restaurants. Also, unlike some RV parks that often have long-term visitor stays, Love's visitors are not expected to stay more than a night or two. The park is a functional, convenient pit stop facility for customers that are passing through that will not be materially detrimental to the health, safety, or general welfare of the neighborhood or the City.

The site plan illustrates how the site has created an effective and logical RV park layout with excellent access to the nearby transportation corridors of Transcon Lane and the I-40 interchange. While the RV parking spaces are along the Transcon Ln. right-of-way, they are not expected to have a negative impact on nearby properties since the overall nature of this facility is comprised of large trucks and vehicles already. The property size is adequate in size and detail to accommodate the proposed RV parking area.

The underlying zoning for the RV park is Commercial. The proposed RV park is not anticipated to generate any noticeable traffic beyond the typical operations found in a large truck stop that operates 24/7/365.

RECOMMENDED MOTION

City staff recommends approval of the application to the Planning and Zoning Hearing Officer, subject to the following conditions:

1. The Conditional Use Permit is approved, subject to the exhibits provided by the applicant.
2. All RV park spaces shall conform with the development standard requirements set forth in Section 17.76.020 of the Winslow Zoning Ordinance.



Please note: Submitted Preliminary Civil Improvement Plans for Love's Travel Stop - City of Winslow - APN: 103-31-007C, 103-31-007D, and 103-31-007E can be reviewed upon request at Winslow City Hall

CONDITIONAL USE PERMIT APPLICATION

(Not For Child Care)

ADDRESS OF SITE: 720 Transcon Lane, Winslow, AZ 86047

Proposed Use: Recreational Vehicle Park

Applicant: Jessica Richey / Pascal Aughtry & Associates

Phone: [REDACTED]

Address: [REDACTED]

City: Oklahoma City State: Oklahoma

Zip Code: 73114

Owner of Property: Love's Travel Stops & Country Stores,

Phone: [REDACTED]

Address: Attn: Jerrod Marsh, [REDACTED]

City: Oklahoma City State: Oklahoma

Zip Code: 73126

County Assessor's Parcel Number: 103-31-007C -007D

Zoning District: C - Commercial

SIGNATURE *Jessica Richey*
eSigned via SeamllessDocs.com
Key: 0f3291d53c411f1d90c656ac28afab
Property Owner or Authorized Representative

DATE 03-03-2025

The applicant expressly acknowledges that all development must occur in compliance with the site plan, as approved, all conditions attached, and all pertinent City of Winslow Municipal Codes.

FOR OFFICE USE ONLY

FEE: \$ 250.00

CITY FILE NO: _____ DATE: 3-4-25

RECEIPT NO: [REDACTED]

AMOUNT PAID: 250.00 CASH: _____

CHECK NO: _____

Ashley Salyers
Staff Signature

AGENDA DATE: _____

PAID
MAR 04 2025

BY: *Ashley Salyers*

March 3, 2025

City of Winslow
Attn: Community Development
102 E. Third Street
Winslow, AZ 86047
928-289-1476
comdevelopment@winslowaz.gov

**Re: Love's Travel Stop #971
720 Transcon Lane
Winslow, AZ 86047**

To Whom It May Concern,

This submittal is for a Conditional Use Permit for the RV Stops at the new Love's Travel Stop in Winslow, AZ.

Enclosed are:

- One (1) completed Conditional Use Permit Application
- One (1) letter of Approval to Construct from the Navajo County Public Health Services Department
- One (1) set of plans for the Love's Travel Stop

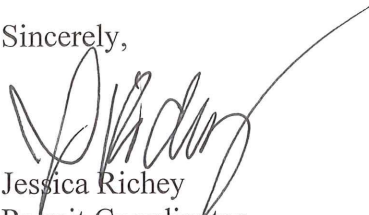
The Love's Travel Stop is open 24 hours a day, 7 days a week, 365 days a year. The Travel Stop mostly attracts traffic from travelers and truckers passing through that stop to fuel, grab food, or use the facilities. The reservable RV sites are provided as a safe space for RV travelers to stay for the night and directs them away from parking in the truck parking lot which poses a safety threat. Their reservation includes water, electrical, sewer, and wi-fi hook-ups, and they are able to access the travel center at any time for restrooms, showers, laundry facilities, and an emergency telephone. RV stays are generally reserved for single nights, but Love's has the capacity to limit the length of stay through their reservation app.

The Conditional Use Permit to consider the RV sites as a Recreational Vehicle Park will not significantly increase the volume of traffic in the area. The RV's will already be traveling through and/ or reserving a night stay. The Conditional Use Permit allows the water and sewer hook-ups at the sites, allowing Love's to charge more for these sites, which will bring in more tax dollars.

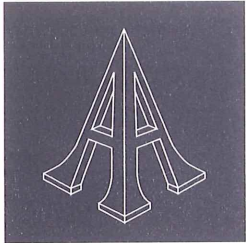
Love's currently has over 60 locations with over 1,200 RV hookups total across the country. A list of RV sites with photos can be found at www.camplife.com/campground/Loves+RV+Stops and a list of FAQ's on RV Stops can be found at www.loves.com/RVFAQs

Please feel free to reach out if I can be of assistance, my contact information is below. We look forward to hearing from you.

Sincerely,



Jessica Richey
Permit Coordinator
Pascal Aughtry & Associates



Mayor
Roberta W. Cano

(928) 289-2422



Discover Winslow-A City in Motion

Council Members
Peter Cake
Samantha Crisp
Jim MacLean
Darcey McKee
Daniel T. Tafoya
Melcor Salazar

AGENDA DATE: April 7, 2025

TO: Planning and Zoning Hearing Officer

FROM: David Coolidge, City Manager

SUBJECT: Amendments to City Zoning Ordinance Related to Historic Preservation
Commission Membership

OVERVIEW

The Winslow Historic Preservation Commission is currently comprised of seven volunteers who have demonstrated interest, experience, and knowledge in history, architecture, planning, archaeology, historic archaeology, real estate, historic preservation, law, or a related field. The members are appointed by the Mayor and the City Council for no more than three, three-year staggered terms.

The Commission was created to:

- advise the Mayor and the City Council regarding historic preservation in the City;
- review and make recommendations for nominations to the National Register of Historic Places;
- prepare and maintain a comprehensive inventory of history buildings and districts in the City;
- increase public awareness of the value of historic, architectural, archaeological and cultural preservation by developing and participating in public information programs;
- make recommendations to the Mayor and City Council concerning the utilization of to promote historic preservation in the City;
- make known to the owners of historic properties the public standards for architectural review;
- evaluate and comment upon decisions by other public agencies affecting the physical development and land use patterns in historic districts as appropriate;
- hold public hearings as specified in this ordinance; and
- develop, propose, and amend a Historic Sites and Structures Ordinance to be reviewed by the Planning and Zoning Hearing Officer for recommendation to the City Council.

DISCUSSION

The Commission plays an important role in historic preservation in the City of Winslow. While the section 17.96.020 currently provides for seven members to serve on the Commission, the City Council believes the functions could be conducted more efficiently with five members. Specifically, it has been difficult for City staff to find qualified candidates willing to volunteer for this role and to manage a seven-member commission. For example, it has been difficult to convene at a time convenient for a sufficient number of members to garner a legally required quorum. These difficulties would be decreased by reducing the number of members who serve on the commission to five.

In summary, the proposed changes will modify the City's zoning ordinance to reduce the number of members on the Historic Preservation Commission from seven to five members.

City Hall ~ 102 E 3rd Street ~ Winslow, Arizona 86047 ~ (928) 289-2422
www.winslowaz.gov

ITEM 2C

RECOMMENDED MOTION

Staff recommendation of approval to the Planning and Zoning Hearing Officer of the Zoning Code amendment as drafted, as it aligns with state law and the general plan, promotes economic growth, and maintains appropriate safeguards to protect public health and safety.