



**AGENDA AND NOTICE OF BOARD OF ADJUSTMENT
SPECIAL MEETING AND PUBLIC HEARING
MONDAY, JUNE 23, 2025 AT 5:30 P.M.
DOORS OPEN AT 5:00 P.M.**

**City Hall Conference Room
102 East Third Street
Winslow, Arizona 86047**

Pursuant to A.R.S. 38-431.02, notice is hereby given to the members of the Board of Adjustment of the City of Winslow, Arizona, and to the general public that the Board of Adjustment will hold a special meeting on Monday, June 23, 2025 at 5:30 p.m. at Winslow City Hall Conference Room, 102 East Third Street, Winslow, Arizona 86047. **MEMBERS OF THE BOARD OF ADJUSTMENT AND THE PUBLIC MAY JOIN THE MEETING IN PERSON OR TELEPHONICALLY BY DIALING 928-289-8412 AND ENTERING PIN# 123321.**

- 1. CALL TO ORDER – *Please Remember to Silence all Cell Phones***
- 2. PLEDGE OF ALLEGIANCE AND INVOCATION**
- 3. ROLL CALL – EXCUSE ABSENT MEMBERS**
- 4. CALL TO THE PUBLIC**
- 5. DISCUSSION AND/OR ACTION TO APPROVE MINUTES OF THE MAY 19TH SPECIAL MEETING & PUBLIC HEARING**
- 6. COMMISSION CONSIDERATION AND ACTION**
 - A.** Public Hearing and Discussion and/or Action regarding a request for variances from the front 20-foot setback and from the rear 20-foot setback back of a property located in the City of Winslow's R-2 Two Family Residence District at 709 N. Douglas Avenue, Winslow, Arizona, more particularly identified as Navajo County Assessor's Parcel No. 103-16-044G, situated in Township 19N, Range 15E, Section 24, Gila and Salt River Meridian, City of Winslow, Navajo County. These variances are requested by the owner to allow the construction of a 68-foot wide by 32-foot-deep single-family residence on the property. The depth of the structure will not meet front and rear setbacks as required by Winslow Municipal Code Chapter 17.32 R-2 Two Family Residence District, Section 17.32.030 Property Development Standards for Permitted Principal Uses.
- 7. ADJOURNEMENT**

The Board of Adjustment 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 already made available to Board Members is available at City Hall, 102 East Third Street, Winslow, Arizona between the hours of 7:30 a.m. and 4:30 p.m., Monday through Friday.

Pursuant to the Americans with Disabilities Act (ADA) the Board of Adjustment 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 Board 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.

These minutes are subject to approval and/or correction at their next special meeting.

Minutes of the special meeting and public hearing of the Winslow Board of Adjustment held on Monday, May 19, 2025 at 5:30 P.M. in the City Hall Conference Room, 102 E. Third Street, Winslow, Arizona.

MEMBERS PRESENT

Chairperson Pennington
Board Member Evans
Board Member Pruett

MEMBERS ABSENT

Board Member Harrison

STAFF

David Coolidge, City Manager (Telephonically)
Michelle Stinson, City Attorney (Telephonically)
Marshall Larsen, City Inspector
Larrilynn Oso, Recording Secretary

Chairperson Pennington called the meeting to order at 5:30 p.m. The Pledge of Allegiance was recited and the invocation was given by Marshall Larsen. Roll was called, Board Member Harrison was absent. Let the record reflect that applicants for Item A, Mr. and Mrs. Jana and Jerron Jordan were present.

Motion: Moved by Board Member Evans, seconded by Board member Pruett to excuse Board Member Harrison. Motion passed unanimously with Chairperson Pennington and Board Members Evans and Pruett voting yes.

CALL TO THE PUBLIC

None.

DISCUSSION AND/OR ACTION TO APPROVE MINUTES OF THE JANUARY 22, 2025 SPECIAL MEETING & PUBLIC HEARING

Motion: Moved by Board Member Pruett seconded by Board Member Evans, to approve the meeting minutes of January 22nd, 2025 with noted correction to recommendation number five (5) of Commission Consideration and Action. Motion passed unanimously with Chairperson Pennington and Board Members Evans, and Pruett voting yes.

COMMISSION CONSIDERATION AND ACTION

- A. Public Hearing and Discussion and/or Action regarding a request for variances for placement of a 12’X16’ (192 SF) shed in the south side yard of the residence located in the City of Winslow’s Multi-Family Residence District at 521 North Pope Avenue, Winslow, Arizona, more particularly identified as Navajo County Assessor’s Parcel No. 103-32-084B, situated in Sections 19 & 30, Township 19 N, Range 16 E, Gila and Salt River Meridian, City of Winslow, Navajo County. These variances are requested as construction of a utility shed in the side yard is not permitted by Winslow Municipal Code Chapter 17.36 Multi-Family Residence District, Section 17.36.050 Property Development Standards for Permitted Accessory Uses, and further, the proposed shed placement may encroach into the required 20-foot front yard setback.**

Chairperson Pennington provided a brief introduction of the item. Applicant Mrs. Jana Jordan added that if granted, the proposed shed will be constructed with strong, long-lasting materials or will be constructed from a pre-fabricated model that will match the color scheme of the home.

The City Inspector provided additional information on the existing housing structure and read the Zoning Administrator recommendations for approval of this variance as follows:

1. Special conditions and circumstances exist on this property that are not applicable to other properties in this zoning district due to this property's small square footage and lack of a rear yard. This means that the literal interpretation of the zoning code would deprive appellant of rights commonly enjoyed by other properties in the zoning district. These conditions existed prior to the appellant purchasing the property, were not a result of the appellant's own actions, and the hardship caused by the literal interpretation of the zoning code would be more than a personal inconvenience or financial hardship.
2. This is the minimum variance that will make possible the reasonable use of the appellant's land.
3. Granting of the variance will not confer a special privilege to the appellant.
4. Granting of the variance will not interfere with or substantially or permanently injure the appropriate use of adjacent conforming properties in the same zoning district.
5. Granting the variance will be in harmony with the general purpose and intent of the zoning code and will not be injurious to the neighborhood, or otherwise detrimental to the public welfare.

Motion: Moved by Board Member Evans, seconded by Board Member Pruett, to approve the variance requested by the applicant based upon and adopting the findings of the City Inspector's Staff Report. Motion passed unanimously with Chairperson Pennington and Board Members Evans and Pruett voting yes.

ADJOURNMENT

Motion: Moved by Board Member Pruett, seconded by Board Member Evans, to adjourn at 5:41 p.m. Motion passed unanimously with Chairperson Pennington and Board Members Evans, and Pruett voting yes.

Chairperson Pennington

ATTEST:

Larrilynn Oso
Recording Secretary

Mayor
Roberta W. Cano

(928) 289-2422



Discover Winslow-A City in Motion

Council Members

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

AGENDA DATE: June 23, 2025

TO: Board of Adjustment

FROM: Marshall Larsen, City Inspector

SUBJECT:

- A.** Public Hearing and discussion and/or action regarding a request for a variance from Winslow Municipal Code Chapter 17.32 R-2 Two-Family Residence District Section 17.32.030 Property Development Standards for Permitted Principal Uses from the required front and rear setbacks of 20 feet each to allow the construction of a 32-foot deep by 68-foot-wide, measured from eave to eave, single-family residence at 709 Douglas Avenue.

DISCUSSION:

Item A:

Mr. Steve Henling is proposing the construction of a 32-foot-deep by 68-foot-wide single-family residence on a lot located at 709 Douglas Avenue. The lot is approximately 50+feet deep and 100+ feet long or approximately 6100 square feet. The lot is considered legal nonconforming because it does not meet the minimum lot square footage of 7,000 as required by the WMC.

Mr. Henling is requesting a variance from the 20-foot required front setback to allow a 10-foot front setback. He is also requesting a variance from the required 20-foot rear setback to allow an approximate 7–8-foot rear setback. Please see the attached site plan included with the application and the attached pictures below of the 709 Douglas property.

Because the entrance to the property must be made off Douglas Avenue the orientation of the house must be east and west. This orientation reduces the land available, 56 feet, to meet both the required 20'-front and 20'-rear setbacks and still have a livable width for a house. A reduction in the depth of the house may allow the house to meet one of the setbacks but not both.

CHAPTER 17.32 – R-2 TWO-FAMILY RESIDENCE DISTRICT

17.32.030 Property Development Standards for Permitted Principal Uses

- A. Minimum lot width: 50'
- B. Front yard setback: 20'
- C. Minimum lot size: 7,000 square feet
- D. Side yard setback: 5'
- E. Rear yard setback: 20'
- F. Maximum building height 35'

RECOMMENDATION:

Staff recommends the Board approve the variance for the following reasons after a discussion with the applicant about possibly reducing the depth of the house to be constructed.

- A. That special conditions and circumstances exist which are peculiar to the land, structure or building involved, and which are not applicable to other lands, structures or buildings in the same zoning district,
- B. That literal interpretation of the provisions of this title would deprive the appellant of rights commonly enjoyed by other properties in the same zoning district under the terms of this title,
- C. That the alleged hardship caused by literal interpretation of the provisions of this title includes more than personal inconvenience and financial hardship, and is not the result of actions by the appellant,
- D. That granting the variance will not confer upon the appellant any special privilege that is denied by this title to other land, structures or buildings along the west side of Douglas Avenue,
- E. That granting the variance will not interfere with or substantially or permanently injure the appropriate use of adjacent conforming properties in the same district.

Picture #1 shows the existing houses along Douglas Avenue with existing 11-foot setbacks and the existing rear setbacks.



Picture #2 shows the stakes for the proposed 11-foot front and 7-8-foot rear setbacks for the Henling property at 709 Douglas Avenue.





BOARD OF ADJUSTMENT APPLICATION

Address of Site: N Douglas Ave Parcel 103-16-044G

Name of Applicant: Steve Henling Phone: [REDACTED]

Applicant Address: 1501 N Warren Ave / Email [REDACTED]

City: Winslow State: AZ Zip Code: 86047

Owner of Property: _____ Phone: _____
(If Different from Applicant)

Owner Address: _____

City: _____ State: _____ Zip Code: _____

County Assessor's Parcel Number: 103-16-044G Zoning District: _____

☒ **TYPE OF VARIANCE REQUESTED**

Ordinance Requirement: R2 Setback from back of property 20'

Your Request: To build no closer than 5' from back of property

☐ **APPEAL TO A DECISION**

Code Section: _____

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

SIGNATURE Steve A Henling **DATE** 05-12-2025
Property Owner or Authorized Representative

FOR OFFICE USE ONLY

CITY FILE NO: _____ DATE: 5-13-25 RECEIPT NO. [REDACTED]

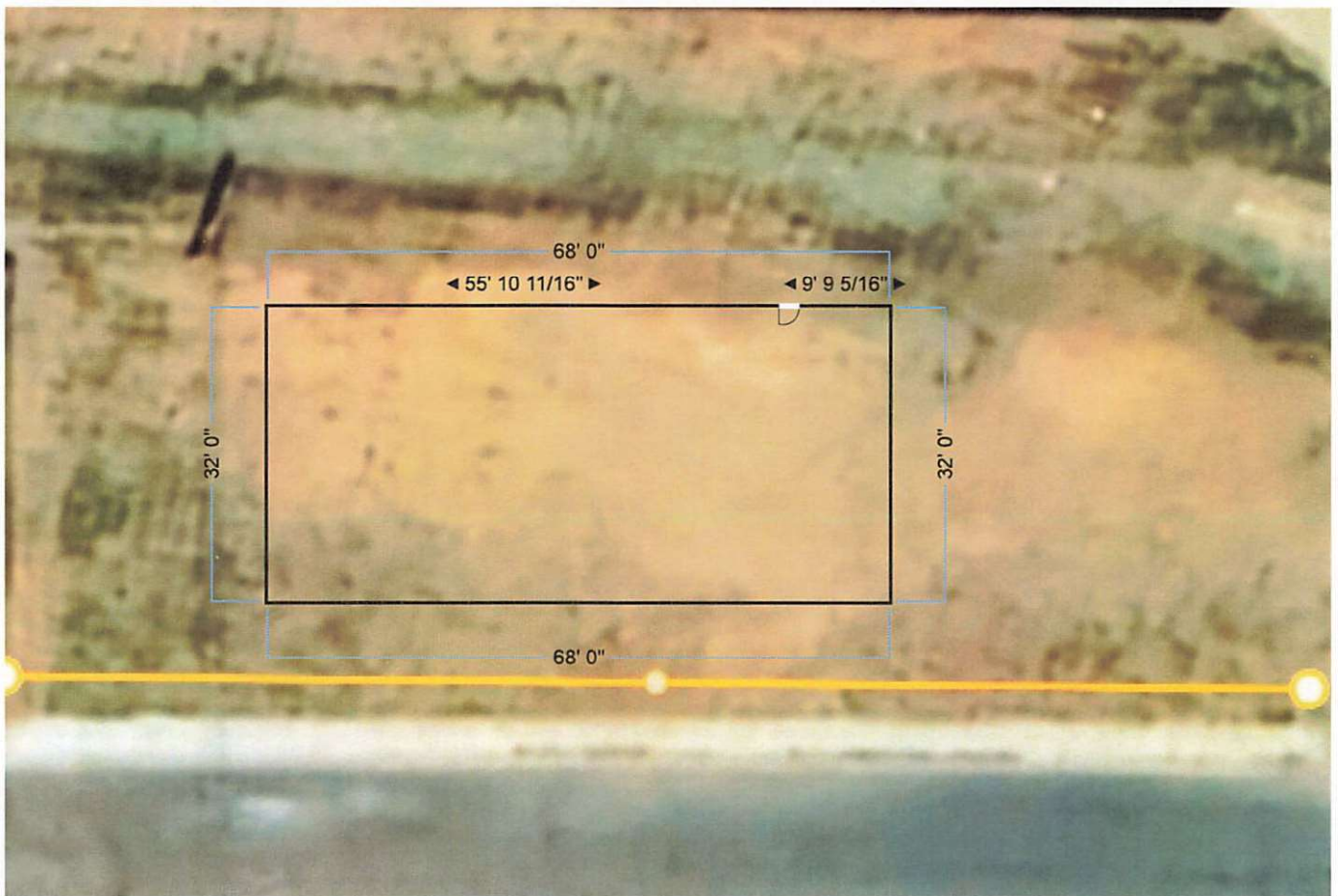
AMOUNT PAID: 250.00 CASH: _____ CHECK NO. _____

WRITTEN JUSTIFICATION:

AGENDA DATE: _____

PAID
MAY 13 2025

BY: [Signature]



Single Family Residence with eaves set 10' from street side property line
This is the same as the rest of the houses going south on Douglas.

This will leave approx 12' from the back of the property line as well.

The dimension of the single family residence with eaves is 68'x32'





