

## AGENDA

### TUSAYAN TOWN COUNCIL REGULAR MEETING

PURSUANT TO A.R.S. § 38-431.02 & §38-431.03

Wednesday, January 22, 2014 at 5:00pm

TUSAYAN TOWN HALL BUILDING

845 Mustang Drive, Tusayan Arizona

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Tusayan Town Council and to the general public that the Tusayan Town Council will hold a meeting open to the public on Wednesday, January 22, 2014 at the Tusayan Town Hall Building. If authorized by a majority vote of the Tusayan Town Council, an executive session may be held immediately after the vote and will not be open to the public. The Council may vote to go into executive session pursuant to A.R.S. § 38-431.03.A.3 for legal advice concerning any matter on the agenda, including those items set forth in the consent and regular agenda sections. The Town Council may change, in its discussion, the order in which any agenda items are discussed during the course of the meeting.

Persons with a disability may request a reasonable accommodation by contacting the Town Manager at (928) 638-9909 as soon as possible.

As a reminder, if you are carrying a cell phone, electronic pager, computer, two-way radio, or other sound device, we ask that you silence it at this time to minimize disruption of today's meeting.

### TOWN COUNCIL REGULAR MEETING AGENDA

#### 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

#### 2. ROLL CALL

MAYOR GREG BRYAN

VICE MAYOR AL MONTOYA

COUNCILMEMBER BILL FITZGERALD

COUNCILMEMBER JOHN RUETER

COUNCILMEMBER CRAIG SANDERSON

❖ *One or two Council Members may attend by telephone*

#### 3. CALL TO THE PUBLIC FOR ITEMS NOT ON THE AGENDA

***Members of the public may address the Council on items not on the printed agenda. The Council may not discuss, consider or act upon any matter raised during public comment. Comments will be limited to three minutes per person.***

***Members of the audience who wish to speak to the Council on an item listed as Public Hearing should complete a Request to Speak Card and turn it into the Town Clerk. Speakers will be limited to three minutes each.***

#### 4. CEREMONIAL AND/OR INFORMATIONAL MATTERS

**Presentation from Tami Ryall (Interim Public Management) and Pat Walker (Pat Walker Consulting, LLC) on Town of Tusayan Permit Fee Study**

#### 5. CONSENT AGENDA

**ITEMS ON THE CONSENT AGENDA ARE ROUTINE IN NATURE AND WILL BE ACTED ON WITH ONE MOTION AND ONE VOTE. PUBLIC HEARING ITEMS ARE DESIGNATED WITH AN ASTERISK (\*). MEMBERS OF THE COUNCIL OR STAFF MAY ASK THE MAYOR TO REMOVE ANY ITEM FROM THE CONSENT AGENDA TO BE DISCUSSED AND ACTED UPON SEPARATELY.**

**A. Minutes of the Town Council Regular Meeting on 1/8/14**

**B. Accounts Payable Billings**

**6. COMMITTEE REPORTS**

**A. Update on the Community Park Committee**

**B. Update on the Planning and Zoning Commission**

**7. PUBLIC HEARING**

**Final Draft of Tusayan General Plan 2024 (Staff recommends continuation until March 5, 2014 after Planning & Zoning Commission consideration on February 25, 2014)**

**8. ACTION ITEMS**

**A. Consideration, discussion, and possible approval of Design Review Case No. DR2013-06, a Design Review for Interim Housing at Camper Village**

**B. Consideration, discussion, and possible action on the First Amendment to the Pre-Annexation Development Agreement (PADA) between the Town and the Stilo Group and approval of Resolution No. 2014-01**

**The Town Council may decide to go into executive session pursuant to A.R.S. § 38-431.03.A.3 and A.4 for legal advice from, and to consult with, the Town Attorney concerning the current Stilo Development Agreement and the draft First Amendment. Following the executive session, the Town Council may elect to go into open session and to give the Town Attorney and Town negotiating representatives directions regarding negotiations concerning an amendment to the Stilo Development Agreement or to authorize the execution of the First Amendment.**

**C. Review of first draft of a request for proposal for engineering, planning, and building services and consideration, discussion, and possible determination of method of selection(s)**

**9. DISCUSSION ITEMS**

**A. Council Retreat**

**B. Future Meeting Dates**

**10. TOWN MANAGER'S REPORT**

**11. FUTURE AGENDA ITEMS**

**12. COUNCIL MEMBERS' REPORTS**

**13. MAYOR'S REPORT**

**14. MOTION TO ADJOURN**

**CERTIFICATION OF POSTING OF NOTICE**

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the General Store in Tusayan, Arizona on this \_\_\_\_\_ day of January, 2014, at \_\_\_\_\_ pm in accordance with the statement filed by the Tusayan Town Council.

\_\_\_\_\_  
Signature of person posting the agenda

ITEM NO. 5A

# **TUSAYAN TOWN COUNCIL MUNICIPAL CODE WORKSHOP**

PURSUANT TO A.R.S. § 38-431.02 & §38-431.03  
Wednesday, January 8, 2014 at 5:00pm  
TUSAYAN TOWN HALL BUILDING  
845 Mustang Drive, Tusayan Arizona

## **TOWN COUNCIL SUMMARIZED MINUTES**

### **1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Mayor Bryan called the meeting to order at 5:06pm and the Pledge of Allegiance was recited.

### **2. ROLL CALL**

Upon roll call, the following were present:

**MAYOR GREG BRYAN**  
**VICE MAYOR AL MONTOYA**  
**COUNCILMEMBER BILL FITZGERALD**  
**COUNCILMEMBER JOHN RUETER**  
**COUNCILMEMBER CRAIG SANDERSON** - arrived at 5:18pm

Also present were: Will Wright, Town Manager  
Melissa Malone, Town Clerk

### **3. REVIEW OF MUNICIPAL CODE STATUS**

Town Manager Will Wright reviewed the status of the Municipal Code Workshops. Mayor Bryan requested staff to prepare notebooks for each Councilmember with completed chapters from the Municipal Code.

### **4. DISCUSSION OF DRAFT LANGUAGE FOR THE TUSAYAN MUNICIPAL CODE**

#### **Chapter 11 – Offenses**

Manager Wright introduced the Chapter and discussed reviews requested of Coconino Sheriff's Department, Coconino County Williams Justice Court, and the Tusayan Fire District (TFD). The Sheriff's Department has not yet responded and TFD raised issues which should be considered.

The Council discussed the Chapter and made the following changes:

- Section 11-1-3 A - The curfew time was changed from 10pm to 10:30pm.
- Section 11-1-6 – Remove "The Council may approve...(wine only)."
- Section 11-1-6 – Remove "is required... Handbook."
- Section 11-1-10 – Add information requested by TFD.
- Section 11-1-11 – 1. Remove "to traffic on Interstate 17 or"
- Section 11-1-12 – Add information requested by TFD.
- Section 11-1-13 – Remove whole section since covered by state law

- Article 11-2-3 – Manager Wright will consult the Town Attorney to determine if the Town can prohibit the sale of fireworks.

**5. MOTION TO ADJOURN**

Councilmember Rueter made a motion to adjourn the meeting at 5:58pm.  
Councilmember Fitzgerald seconded the motion and it passed on unanimous vote.

**ATTEST:**

\_\_\_\_\_  
**Greg Bryan, Mayor**                      **Date**

\_\_\_\_\_  
**Melissa A. Malone, Town Clerk**

**CERTIFICATION**

State of Arizona            )  
  ) ss.  
Coconino County            )

**I, Melissa A. Malone, do hereby certify that I am the Town Clerk of the Town of Tusayan, County of Coconino, State of Arizona, and that the above minutes are a true and correct summary of the meeting of the Council of the Town of Tusayan held on January 8, 2014. I further certify that the meeting was duly called and held, and that a quorum was present.**

**DATED this 8<sup>th</sup> day of January, 2014.**

\_\_\_\_\_  
**TOWN CLERK**

## **TUSAYAN TOWN COUNCIL REGULAR MEETING**

PURSUANT TO A.R.S. § 38-431.02 & §38-431.03  
Wednesday, January 8, 2014 at 6:00pm  
TUSAYAN TOWN HALL BUILDING  
845 Mustang Drive, Tusayan Arizona

### **TOWN COUNCIL SUMMARIZED MINUTES**

#### **1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Mayor Bryan called the meeting to order at 6:06pm and the Pledge of Allegiance was recited.

#### **2. ROLL CALL**

**MAYOR GREG BRYAN  
VICE MAYOR AL MONTOYA  
COUNCILMEMBER BILL FITZGERALD  
COUNCILMEMBER JOHN RUETER  
COUNCILMEMBER CRAIG SANDERSON**

Also present were:

Will Wright, Town Manager  
Melissa M. Drake, Town Clerk

#### **3. CALL TO THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

Former Mayor Pete Shearer stated the flood study has been completed and since the National Forest Service received additional funds for the study, the South Grand Canyon Sanitary District is refunding \$11,735 to the Town. He presented a check to Mayor Bryan and urged the Town to put the funds toward the flood study within the Town.

#### **4. CEREMONIAL AND/OR INFORMATIONAL MATTERS**

**Presentation from Tami Ryall (Interim Public Management) and Pat Walker (Pat Walker Consulting, LLC) on Town of Tusayan Permit Fee Study**

The Presentation was postponed due to injury. Mayor Bryan stated that the consultants are willing to present at a special meeting on January 15<sup>th</sup> or the next Regular Meeting on January 22<sup>nd</sup>. The Council chose to have the presentation at the Regular Meeting on the 22<sup>nd</sup> and start the meeting at 5pm instead of 6pm.

#### **5. CONSENT AGENDA**

**A. Minutes of the Town Council Regular Meeting on 12/18/13**

**B. Accounts Payable Billings**

Councilmember Rueter made a motion to approve the Consent Agenda. Councilmember Fitzgerald seconded the motion. Mayor Bryan and Vice Mayor Montoya recused themselves on individual items of reimbursement to themselves. The motion passed on unanimous vote.

## 6. COMMITTEE REPORTS

### A. Update from the Community Park Committee

Manager Wright stated that work is continuing on the park. The Coconino County Jail Crew will be working on clearing on January 14. Placement of a storage building is still to be determined.

Councilmember Rueter requested a map of the Park to be available for reference at all future meetings. He also said that boundary stakes would be installed soon.

\*Mayor Bryan asked James Simino to introduce himself. He stated that he is the new District Ranger for the Tusayan Ranger District of the Kaibab National Forest.\*

### B. Update from the Planning and Zoning Commission

Manager Wright stated that Lawrence Tomasello is now serving as Town Planner since Richard Turner has retired.

The Council asked Manager Wright to forward to them Mr. Tomasello's bio and contact information.

Mayor Bryan requested information on the term dates of the Planning and Zoning Commissioners.

## 7. ACTION ITEMS

### A. Consideration, discussion, and possible approval of Design Review Case No. DR2013-06, a Design Review for Interim Housing at Camper Village (Staff recommends continuation until January 22, 2014 after Planning & Zoning Commission consideration on January 14, 2014)

Mayor Bryan stated that this item should be continued until January 22, 2014 after the Planning and Zoning review on January 14, 2014.

Councilmember Sanderson made a motion to continue this item until January 22, 2014. Vice Mayor Montoya seconded the motion. The vote was 4 in favor and 1 abstention. Councilmember Rueter abstained due to his employment at Camper Village.

### B. Consideration, discussion, and possible approval of Municipal Code Chapter 7 – Building Codes

Manager Wright introduced the Chapter as discussed and amended by the Council in previous workshops.

Councilmember Fitzgerald made a motion to adopt the building codes with the amendments listed in Chapter 11 of the Municipal Code. Vice Mayor Montoya seconded the motion. Councilmember Sanderson pointed out the following typographical errors: Page 5 - "four" should be removed, Page 6 - the blank

should be filled in, Page 6, 3<sup>rd</sup> paragraph, mid-paragraph – there should be a comma after flood plain.

Mayor Bryan asked if Councilmember Fitzgerald and Vice Mayor Montoya agreed with amending their motions to include the changes outlined by Councilmember Sanderson. They both agreed. The motion passed on unanimous vote.

**C. Consideration, discussion, and possible action on water bill for leak near water meter at employee housing unit**

Manager Wright gave an overview of the issues around a water leak which occurred at employee housing in early October. The leak was repaired by Town staff, notification of the issue was sent to the ProTek Group, and the airport has billed the Town for \$5,850 for the water loss. ProTek has claimed no responsibility and the Town Attorney stated that the cost of litigation or arbitration could be higher than the return. Manager Wright also stated that the lease for the property from the Airport included a defined monthly water charge of \$10 for the 10 years of the lease.

Councilmember Rueter asked if the bill includes sewer charges, if an inspection was done, if there is a warranty, and if other work done (on the other housing unit) at the same time has been inspected for similar problems. Manager Wright stated that he would research Councilmember Rueter's questions.

The Council directed Manager Wright to ask the Airport Manager for a breakdown of the billing, determine if there is a sewer component, clarify the lease and water billing, and bring back the information to the Council.

Councilmember Rueter suggested that Town staff read the water meters regularly to make sure leaks are found quickly.

Councilmember Sanderson stated that the Airport should take some responsibility in the issue since they were not reading the meter prior to the leak, which may have prompted an earlier detection of the problem.

**8. DISCUSSION ITEMS**

None

**9. TOWN MANAGER'S REPORT**

Manager Wright highlighted the following from his report:

- There are funds budgeted for this fiscal year for the AIRS program.
- He is still requesting a meeting with ADOT for several issues. The Mayor asked him to include in his conversations extending the sidewalk from Forest Service Road 302 to the airport.
- ADOT repaired the damaged curb in front of 7 Mile Lodge quickly.
- Councilmember Fitzgerald asked about Bill Bolen and internet improvements. Manager Wright stated that they need more information so a conference call will take place next week to include Mayor Bryan and Councilmember Rueter.



**CERTIFICATION**

State of Arizona        )  
                                  ) ss.  
Coconino County        )

I, Melissa M. Drake, do hereby certify that I am the Town Clerk of the Town of Tusayan, County of Coconino, State of Arizona, and that the above minutes are a true and correct summary of the meeting of the Council of the Town of Tusayan held on January 8, 2014. I further certify that the meeting was duly called and held, and that a quorum was present.

DATED this 15<sup>th</sup> day of January, 2014

\_\_\_\_\_  
Town Clerk

ITEM NO. 8A

# TOWN OF TUSAYAN

at the entrance to Grand Canyon National Park

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DATE: January 15, 2014  
TO: Mayor Bryan and Members of the Tusayan Town Council  
FROM: Will Wright, Manager  
SUBJECT: P&Z Commission Action on Camper Village Interim Housing, DR2013-06

This memo briefly reviews the recommendation of the Planning & Zoning Commission for the Camper Village Interim Housing Development with Design Review, which is case DR2013-06, that occurred at their January 14, 2014 meeting. The Commission, after considerable discussion, voted unanimously to send this item to the Council with a favorable recommendation.

The recommendation made by the Commission was updated from Richard's December 17, 2013 report that stated, "The interim housing Design Review application complies with the zoning approved for the property under Case No. Z2011-08-05-001. The applicant has offered additional measures that will improve the appearance of the property and the future dwellings that are consistent with the Town's Design and Review Guidelines. Accordingly, it is recommended that this application, DR2013-06, a design review application for Phases One and Two of interim housing at Camper Village located in the PC Zoning District be approved subject to the following requirements and (updated) conditions:"

- a) Development in accordance with plan of development entitled "Grand Canyon Camper Village Interim Housing Phase 1 and 2 Site Plan" consisting of 5 sheets dated January 10, 2014 revision and site modification to Space 1 showing building envelop setback from the floodway;
- b) Installation of the second fire hydrant prior to the installation of any housing shown on Phase Two of the project;
- c) The perimeter setbacks on Spaces 7 and 17 shall be 15 and 12 feet, respectively;
- d) Additional landscaping and screening in the form of tree clusters shall be installed on center beginning along the southern boundary, west of the floodway and the southwest corner, north to a point between Spaces 1 and 2. A six foot cedar fence shall also be installed in this location as well as the screening of propane tanks and trash enclosures shown on sheets C4 Landscape Plan and C5 screening details;
- e) Within 30 days of the approval of this application, the applicant shall submit to the Town Manager for approval an installation schedule that will include each of the improvements proposed by this application; and
- f) The interim housing shall be good for a period of five years with the ability to seek an extension.

It is recommended that the Town Council approve the Camper Village Interim Housing Development for Phases 1 and 2 with Design Review conditions added to the revised January 10, 2014 Site Plan including sheets C1 – C5. Also, consider the additional conditions noted above as recommended by the P&Z Commission.

# TOWN OF TUSAYAN STAFF REPORT

**Date:** December 17, 2013  
**To:** Tusayan Planning and Zoning Commission  
**From:** Richard Turner, AICP, Town Planner  
**Subject:** Design Review No. DR2013-06, Camper Village Interim Housing

**ISSUE:** This is a request by Robb Baldosky on behalf of Stilo Development USA for design review approval of interim housing at Camper Village.

**BACKGROUND:** The application and supporting plans are included with this report.

Camper Village is comprised of approximately 18 acres located behind a row of businesses, east of Highway 64, south of Coyote Lane. Camper Village was originally established as a campground several decades ago in unincorporated Coconino County. The County issued and extended conditional use permits for a campground on this property with the last extension approved on October 28, 2003 under case UP-03-44.

The property was rezoned from RM/10A to PC (Planned Community Zone) on November 2, 2011 under Case No. Z2011-08-05-001. The rezoning application contemplated the use of a portion of the property for interim housing. One of the conditions of approval of the rezoning states as follows:

13. "The temporary housing provisions shall include, at a minimum, the standards set forth in the application narrative, plus gravel roads, minimal landscaping, and compliance with all the regulatory agencies including Arizona Department of Environmental Quality, Northern Arizona Council of Governments, Coconino County Flood Control District, and any other applicable regulatory agencies as required in the development agreement."

Pages 28 and 29 of the approved rezoning narrative report also address the interim housing use as follows:

3. Temporary housing shall comply with the following provisions of Section 13.1 of the Tusayan Zoning Ordinance:
- a. Section 13.1-5: General Requirements - With modification to the minimum required home space size. The minimum required home space size is 3,000 square feet
  - b. Section 13.1-6: Interior Site Development Standards – Provision A with modification to the required minimum home space size (3,000 square feet) and provisions B, H, J and L only
  - c. Section 13.1-7: Performance Standards - Provisions A, D, and E only
  - d. Section 13.1-8: Accessory Structures

The number of temporary housing units allowed shall not exceed 45 units. The placement of

temporary housing units shall generally conform to the location of proposed modular homes shown on the temporary housing site plan provided in Exhibit 4.

A copy of Exhibit 4 is attached to this report.

Interim housing at Camper Village is also addressed in the Pre-Annexation and Development Agreement (PADA) between the Town and Stilo Development Group USA, LP. Section 8 of the agreement refers to the rezoning application for the site and addresses the number of double wide, single wide and smaller units to be installed. It also provides a schedule for the installation of the units. An amendment to the PADA is currently being considered. One of the provisions in the amendment commits the applicant to more extensive improvements of the property as provided in the Zoning Ordinance, Section 13.1. These improvements include landscaping, minimum size of a manufactured home (400 square feet) and guest parking.

Camper Village has been developed with a variety of dwelling types, restroom buildings and other structures located throughout the property. The existing buildings and mobile homes are shaded in on the cover sheet of the plan set. Within the area that is the subject of this review (identified as phases one and two on the plans) 8 manufactured homes have been installed. These are also shown as shaded on the plans.

Property north of the site is zoned General and has been developed with a mobile home park. Land to the east is zoned Open Space in the Kaibab National Forest. Land south of Camper Village is zoned General and is undeveloped. Parcels to the west are zoned CG-10,000 and have been developed with a variety of commercial uses.

Access to the site is from Coyote Lane to the north that connects to Highway 64 a short distance to the west. The access plan also shows access to the National Forest on the east side of the site. Apparently this provides access for the Forest Service as well allowing access from the park to trails in the forest.

This application has been transmitted to the Fire Department, the School District, the Sanitary District, Arizona Public Service, Coconino County Community Development, Building Safety (Willdan) and the Forest Service. The Commission will be advised of any responses received by staff at this meeting.

The applicant has provided a copy of a communication dated August 14, 2012 from Ted Smith, Coconino County Hydrologist indicating that he completed his review of the floodplain delineation report and stormwater information. He has approved the hydrology information submitted for the interim housing at Camper Village.

**ANALYSIS:**

Many aspects of this project have been determined with the prior approval of the Planned Community Zoning Camper Village. This review concerns the degree to which the proposed construction complies with the provisions of Section 13.10 of the Zoning Ordinance, Design Review.

The Design Review Section of the Zoning Ordinance requires the submittal of architectural drawings and floor plans. This requirement has little meaning in this case. There are no permanent buildings proposed. While he has provided some general guidelines, the applicant cannot state precisely how each new manufactured home will look. It would be of little value to review renderings of the existing

restroom buildings, mobile homes, storage buildings and office. Staff did not request architectural drawings from the applicant.

The interim housing at Camper Village, when taken as a whole, has been determined by staff to be a type of manufactured home park. The Design Review regulations apply to manufactured home parks, but not to the individual manufactured homes located within the park. That being said, the owner of the property does have some control over the appearance of the units located within the park. Although not required, the application has addressed the color of the units, skirting and roof pitch. These standards are found in the Development Notes on Sheet C1 and appear reasonable for the proposed interim housing.

Three phases of development are shown on the plans. All of the proposed development will occur on the southern portion of the Camper Village property. Only the first two phases are being reviewed at this time. The Phase 3 development is subject to review by a separate application at a later date.

The site is divided by a significant wash. The flood plain and floodway for this wash are shown on the plans. While there is an existing restroom building in the floodway, there are no proposed structures or living units within the area of the floodway.

The proposed layout of the spaces, the building envelopes and the setbacks are in compliance with those portions of the Zoning Ordinance (Section 13.1) that this project must comply with according to the approved zoning. Ordinarily, the perimeter setback from the property line of another parcel to a manufactured home in a manufactured home park is 15 feet (Section 13.1-2). Spaces 7 and 17 would be impacted should the Planning Commission agree that this change would be appropriate. On Space 7 the setback at the boundary with other property would be increased from 5 to 15 feet and on Space 17 from 5 to 12 feet.

Interior streets and parking spaces will be surfaced with an ABC material which is also consistent with previously approved standards for this development. In addition to the two parking spaces designated for each manufactured home space, 12 guest parking spaces will be provided. Parking will be defined by the ABC surface material as well as wheel stops.

The concept of minimal landscaping was originally approved for the interim housing at Camper Village. The proposed amendment to the PADA states that landscaping will be provided per Section 13.1-6.E of the Zoning Ordinance or as otherwise authorized by the Town Council or its designee. This section of the Zoning Ordinance requires that at least 20 percent of each space will be landscaped and that the landscaping shall include a five gallon tree on each space. Credit will be given for existing landscaping. Proposed landscaping is shown on sheet 4 of the plans. Thirty-three existing Ponderosa Pines will remain. Clusters of Aspens will be added at 11 locations throughout phases one and two. Eight Chinese Elm trees are proposed. Three varieties of shrubs, a total of 35 plants, will also be installed.

Perimeter landscaping along most of the boundaries of phases 1 and 2 would not appear to be practical or necessary. Most of the western boundary is adjacent to the back of commercial development. A significant portion of the southern boundary is within the floodway. One area that may benefit from additional landscaping for the purpose of screening the park from adjacent property would be the southwest corner of the site. Staff suggests additional Aspen clusters, 20 foot on center, beginning along the southern boundary, west of the floodway and from the southwest corner of the site, north to a point between spaces 1 and 2.

Existing propane tanks are very visible on the site. The applicant has proposed to soften the appearance of the propane tanks with picket fencing that will extend at least one foot above the height of the tank.

The plans submitted with this application differ from the exhibit that was included with the approved zoning documents. The differences appear necessary to remove any future development from the floodway, eliminate a proposed access that was not actually available and modify setbacks to conform to the minimum requirements of the zoning and in deference to exiting easements. In this regard, the plans submitted with this application are a refinement of exhibit 4 that was included with the PC zoning.

**RECOMMENDATION:**

The interim housing Design Review application complies with the zoning approved for the property under Case No. Z2011-08-05-001. The applicant has offered addition measures that will improve the appearance of the property and the future dwellings that are consistent with the Town's Design Review Guidelines. Accordingly, it is recommended that this application, DR2013-06, a design review application for Phases One and Two of interim housing at Camper Village located in the PC Zoning District be approved subject to the following requirements and conditions:

- a. Development in accordance with plan of development entitled "Grand Canyon Camper Village Interim Housing Phase 1 and 2 Site Plan" consisting of 4 sheets dated revised December 8, 2013.
- b. Installation of the second fire hydrant prior to the installation of any housing shown in Phase Two of the project.
- c. The permimeter setbacks on Sapces 7 and 17 shall be 15 and 12 feet respectively.
- d. Additonal landscaping in the form of Aspen clusters shall be installed 20 feet on center beginning along the southern boundary, west of the floodway and from the southwest corner, north to a point between Spaces 1 and 2.
- e. Within 30 days of the approval of this application, the applicant shall submit to the Town Manager for approval an installation schedule that will include each of the improvements proposed by this application.

**Attachments:** Application, Site Plan (4 sheets), Space Exhibits (18 sheets), Exhibit 4

# TOWN OF TUSAYAN at the entrance to Grand Canyon National Park

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DATE: January 9, 2014  
TO: Members of the Tusayan P&Z Commission  
FROM: Will Wright, AICP, Town Manager  
SUBJECT: Design Review No. DR2013-06, Camper Village Interim Housing – Addendum to Report

This memo serves as an addendum to Richard Turner's December 17, 2013 staff report wherein he covered the background for this application with exhibit(s), analysis and recommendation indicating this "... Design Review complies with the zoning approved for the property under Case No. Z2011-08-05-001." Further, Richard stated the applicant had "... offered addition measures that will improve the appearance of the property ... consistent with the Town's Design Review Guidelines."

A review of approval for Phase 1 of this development was obtained over a year ago on September 10, 2012. The current development includes 6 units that have already been set and are inhabited, as well as 2 more units, which are set but remain vacant due to the stop work order issued by the town on November 14, 2013. This leaves 4 spaces available for development in Phase 1 and 5 spaces in Phase 2 for a total of 17 spaces for the Camper Village Interim Housing development.

It is worth noting that at the time of the initial approval of Phase 1 of Camper Village the town was working on its zoning codes that were adopted on December 5, 2012, which added to the confusion and somewhat complicated the processing of Phase 1 of the Camper Village Interim Housing development. However, the Stilo Group agreed to address areas in this Design Review (DR) application in order to bring the existing and proposed development into compliance with the Town's current design review standards, although they were not fully in place at the time of approval for Phase 1 of Camper Village Interim Housing at the end of 2012.

As Richard notes in the staff report, "many aspects of this project have been determined with the prior approval of the Planned Community Zoning Camper Village." This current application now includes a revised Site Plan for the Grand Canyon Camper Village Interim Housing including Phases 1 and 2 (5 pages) dated 1/2/14 and the details for each of the spaces also engineered by Woodson Engineering and Surveying, Inc. (18 pages) dated 1/2/14, which have been revised with plans from January 10, 2014, included in the information sent out separately to members of the Commission. These latest development plans were revised to address the comments and concerns expressed by some in the community as well as incorporate many of the current design review standards for the Camper Village Interim Housing Development.

There were a few exceptions granted by the Town Council with the approved PC zoning in the Pre-Annexation Development Agreement (PADA) for Phase 1, which have already been constructed or not, include: 1) gravel roads were permitted rather than asphalt; 2) sidewalks are not required due to the temporary nature of these dwellings; and 3) minimal landscaping was allowed, which Stilo has now agreed to upgrade to meet the 20% standard on each space and proposes to put in a clusters of Aspen and Chinese Elms trees for a green barrier on the southwestern portion of this development. Stilo agreed to put screening around all propane tanks and garbage containers as shown on the C5 details schedule and added parking spaces consistent with town standards, which Richard noted in his report. Further, a six foot cedar fence will be placed along a portion of the south and southwest boundaries (see C3 landscaping plan schedule).

Concerns about drainage were expressed since a significant wash runs through this site with the revised plans showing the flood plain and floodway in relation to the spaces. The revised plans modified some space(s) to insure the building envelopes were outside the floodway and were a minimum of five (5) feet from the floodway. Richard noted that Ted Smith, Coconino County Hydrologist sent a letter in August 2012 indicating, "he has approved the hydrology information submitted for the interim housing at Camper Village." The grading and access plan shows the construction diagram of the roads, which were to match existing elevation, therefore no grading was to occur on this site. Further, Stilo had received flood plain development permits for the twelve (12) spaces in Phase 1, which along with the grading and access plan should show no neighboring properties would be negatively impacted by any of the improvement of this development.

Finally, staff recognizes that there have been a number of questions presented over the past months regarding the Camper Village Interim Housing development. These comments and concerns have been passed on to the developer as well as negotiations have occurred throughout this process resulting in significant progress, thereby leading to these revisions to the Site Plan and space detail plans, addressing those technical, aesthetic and procedural issues raised by members of the community. Staff concurs with the recommendations provided by Richard in his final staff report and has seen Stilo continue to work with community members and staff in an effort to be responsive to their concerns regarding the Camper Village Interim Housing Development.

Based on the revised Site Plan on January 10, 2014, a couple of the recommendations Richard had in his staff report are updated to read as follows, including:

- 1) "a. Development in accordance with plan of development entitled "Grand Canyon Camper Village Interim Housing Phase 1 and 2 Site Plan" consisting of 5 sheets dated January 10, 2014 revision and site modification to Space 1 showing building envelop setback from the floodway."
- 2) "d. Additional landscaping and screening in the form of tree clusters shall be installed on center beginning along the southern boundary, west of the floodway and the southwest corner, north to a point between Spaces 1 and 2. A six foot cedar fence shall also be installed in this location as well as the screening of propane tanks and trash enclosures shown on sheets C4 Landscape Plan and C5 screening details."
- 3) The other items of b, c and e from Richard's report would remain as recommendations (see Richard's December 17, 2013 staff report for details of these recommendations in this packet).

# TOWN OF TUSAYAN

Contact information  
Willdan Engineering

P (480) 766-9567  
F (602) 870-7601

E (rturmer@willdan.com)  
(rbrooks@willdan.com)

## DESIGN REVIEW APPLICATION

### APPLICANT

Name Stilo Development USA

Mailing Address 7610 East McDonald Dr., Ste-L  
Scottsdale, AZ 85250

Contact Person Robb Baldosky

Phone 928-607-4597 Fax 928-635-4564

Email robb@robbcousa.com

### PROPERTY INFORMATION

Assessor's Parcel # 502-17-001P and 502-17-005

Subdivision HES

Unit # \_\_\_\_\_ Lot # 1P and 5

Address/Location 629 Cougar Dr/ Camper Village  
Tusayan, AZ 86023

Zoning PCZ

Existing Land Use Interim Housing

Lot Size 18.06 Acres

### DESIGN REVIEW REQUEST

Please provide a detailed description of the proposed development.

Development of Phase I & II Interim Housing

at Camper Village, to include 17 home spaces

on a portion of APN 502-17-001P & APN 502-17-005.

With limited improvements as depicted on the

Site Plan.

### SUBMITTAL CHECKLIST:

1. \$400 non-refundable filing fee.
2. Pre-application meeting with Town Planner
3. Electronic copies of site plan, landscape plan, architectural drawings, sign plan, lighting plan and grading and drainage plans.

### CERTIFICATION & SIGNATURE

Submittal of this application constitutes consent of the applicant in granting the Department of Community Development access to the subject property during the course of project review. No further consent or notice shall be required.

I hereby certify that the information in this application is correct and agree to abide by the regulations of this jurisdiction.

Signature of Applicant



Date 11/27/13

FOR STILO DEVELOPMENT USA  
Signature of Property Owner (if not the applicant)

Date \_\_\_\_\_

### OFFICE USE ONLY

Received By \_\_\_\_\_ Date \_\_\_\_\_

Receipt # \_\_\_\_\_ Fee \_\_\_\_\_

Case # \_\_\_\_\_

Related Cases \_\_\_\_\_

### PLANNING & ZONING COMMISSION ACTION

Approved with Conditions (see attachments)  Denied

Action By \_\_\_\_\_ Date \_\_\_\_\_

Expiration \_\_\_\_\_

## TOWN OF TUSAYAN

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E (rturner@willdan.com)  
(rbrooks@willdan.com)

### Requirements for Design Review Application

#### PLANS AND DRAWINGS REQUIRED FOR APPLICATION

An application for Design Review approval requires the submittal of electronic copies of the following plans. Each plan should be scaled and dimensioned. Text should be large enough to be legible in 8 ½ by 11 inch format. Additional full size prints may be required prior to the date of the Commission meeting.

\*Site plan detailing property boundaries; existing improvements and uses; and proposed improvements and uses. The site plan shall also indicate the locations of driveways, pedestrian walks, landscape areas, fences, walls, and off-street parking areas including entrances and exits and the direction of traffic flow into and out of off-street parking areas.

\*Landscape plan detailing the locations of existing trees (both to be retained and to be removed); the location and design of landscape areas; the number, varieties and sizes of proposed plant materials; and other landscape features including sprinkler and irrigation systems.

\*Architectural drawings including floor plans in sufficient detail to permit computation of yard and parking requirements; and elevations of all proposed structures as they will appear upon completion. All exterior surfacing materials and colors shall be specified. Color renderings or paint and material samples are required.

\*Sign plan detailing all existing and proposed signs, including their location, size, materials, color and method of illumination.

\*Lighting plan including location of all outdoor lighting fixtures and description of each (i.e. lamp type, lumen output, shielding).

\*Grading and drainage plans.

\*Any other plan as determined by the Town Manager.

#### PUBLIC MEETING – PLANNING AND ZONING COMMISSION

The Planning and Zoning Commission meets regularly. Applicants will be notified by phone, mail or e-mail of meeting dates, times and places. An incomplete application may delay the scheduling of a meeting. The action of the Planning and Zoning Commission on a Design Review application is final unless an appeal is filed with the Town Council within 15 days of Commission action.

June 30, 2011

Town of Tusayan  
c/o LVA Urban Design Studio  
attn: Mark Reddie, Planning Team Leader  
120 South Ash Avenue  
Tempe, Arizona 85281-2801

RE: Camper Village Authorization - Coconino County Parcel Numbers 502-17-002-K (Lot 2K),  
502-17-001-P (Lot 1P) and 502-17-005 (Lot 5)

Mr. Reddie:

The purpose of this letter is to formally authorize the firms and individuals identified below to file and process all necessary applications, including but not limited to: a conditional use permit for model homes / community outreach office at Camper Village and a zone change application, that may be related to securing the entitlements for a mixed-use development on behalf of the property owner of the above referenced parcels.

- Stilo Development Group USA, an Arizona Limited Liability Company, including but not limited to its representatives, Vittorio Bianchi, Federico Pelliccioli and Thomas De Paolo:
- The law firm of Gammage & Burnham P.L.C., including but not limited to its representatives, Grady Gammage, Manjula Vas and Rob Lane:
- The site and landscape design firm of Design Workshop, including but not limited to its representatives, Kurt Culbertson and Suzanne Richman: and,
- The public works, water resources, site development and cost estimating firm of Vantage Resources.

Logan-Luca, LLC has the development rights for Lots 1P and 2K and Tusayan Ventures, LLC has the development rights for Lot 5. All referenced parcels are fully described in Exhibit A enclosed with this authorization.

Sincerely,

Logan-Luca, an Arizona Limited Liability  
Company

Its Member

Tusayan Ventures, an Arizona Limited Liability  
Company

By Federico Pelliccioli

Its MEMBER

From: "Smith, Ted" <TSmith@coconino.az.gov>  
Subject:  
Date: August 14, 2012 2:16:44 PM MST  
To: Rick Schuller <rschuller@woodsoneng.com>, Larry Hostetler <larryh@robbcousa.com>, "Pratt, Sue" <spratt@coconino.az.gov>  
Cc: Robb Baldosky <robb@robbcousa.com>, "Kearly, Mike" <mkearly@coconino.az.gov>, "Ebers, Jon" <jebbers@coconino.az.gov>

---

8/14/12

To All:

With the SWPPP, copy of the NOI, additional plan sheets, and commitment to a sentence change of page 11 of the SWPPP, I have completed my review of the floodplain delineation report and the requested SWPPP/stormwater information. All requested additional information has been satisfactorily provided. This email constitutes my hydrology approval of the floodplain delineation report and the SWPPP in support of the Grand Canyon Camper Village development as proposed.

Ted Smith, CFM, RG  
Coconino County Hydrologist

June 30, 2011

Town of Tusayan  
c/o LVA Urban Design Studio  
attn: Mark Reddie, Planning Team Leader  
120 South Ash Avenue  
Tempe, Arizona 85281-2801

RE: Camper Village Authorization – Coconino County Parcel Numbers 502-17-002-K (Lot 2K),  
502-17-001-P (Lot 1P) and 502-17-005 (Lot 5)

Mr. Reddie:

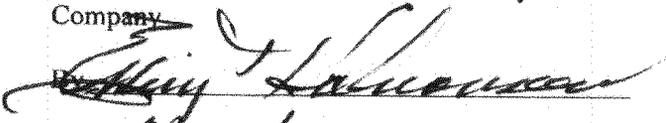
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Sincerely,

Logan-Luca, an Arizona Limited Liability  
Company

  
Its Member

Tusayan Ventures, an Arizona Limited Liability  
Company

By Federico Pellicoli  
Its MEMBER

## CAMPER VILLAGE INTERIM HOUSING

### SITE PLAN REVIEW COMMENTS

11-20-13

These are comments on plans entitled "Grand Canyon Camper Village Temporary Housing Construction Plans" consisting of sheets C-1 through and including C-7, dated revised 8/29/12 and 9/6/12 and "Camper Village - Lot Exhibits" consisting of 13 sheets dated 11/14/12 and 1/8/13.

These plans were filed with the Town by the applicant for the purpose of securing official approval by the Town of plans for the existing and proposed interim housing at Camper Village.

These plans were reviewed against the applicable requirements of Sections 13.1 (Manufactured Home Park) and 13.10 (Design Review) of the Zoning Ordinance. The approval of PCD zoning for Camper Village in 2011 established some exceptions from compliance with certain requirements of Section 13.1.

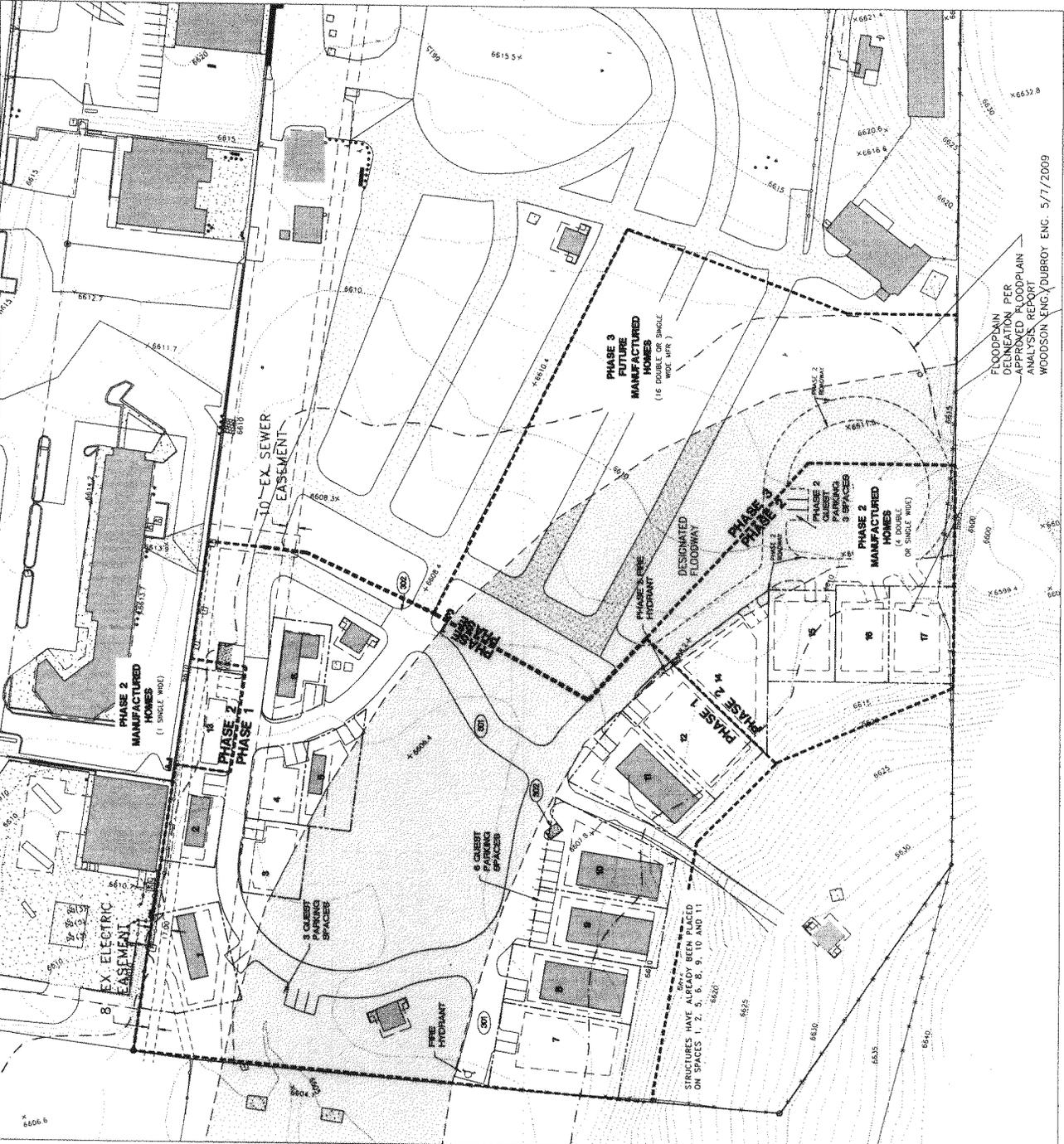
1. If this is an application for plan approval, then I suggest a formal application and filing fee be submitted.
2. Clearly show which part of the Camper Village property is the subject of this application on all plans that include the site.
3. The area of this application should show the total number of spaces proposed. The first amendment states up to 33 spaces for single or double wide manufactured home spaces would be allowed. The first amendment does not refer to park models and I assume they are not permitted. Please remove the Park Model typical from the plan (C-3).
4. Correct the references to future units on sheet C-3 as these exceed the allowed number of units.
5. The arrangement of spaces on sheets C-1, C-3, C-4, C-5 and C-7 does not reflect the space configurations shown on the lot exhibits. Please correct the "C" sheets.
6. Adequate information has been provided for spaces 1 through 12. Please provide space dimensions, setbacks, parking spaces and building envelopes for the remaining spaces.
7. Any items that are not shown on the plans but are in the legend (C-1) should be removed from the legend.
8. It is too difficult to distinguish between existing and proposed structures based on the shading used in the legend on sheet C-1. Please revise to make this clearer.
9. Clearly show the locations of the six existing units on an exhibit that also shows building envelopes and parking spaces.
10. Provide a table that lists each space by number with the space size and size of the building envelope. Indicate the number of spaces per acre.

11. Please screen all propane tanks and show in a "typical" how this will be done. (Section 13.1-7.A)
12. Is there any outdoor lighting existing or proposed for the area? A symbol for an outdoor light is shown in the legend, but I could not find the symbol on the plans. If lighting is proposed, please note the location, type (including lamp information) and height on the plans.
13. I found the location of one fire hydrant on the plan. Please submit a letter from the fire department concurring in the number and location of hydrants for this park.
14. How will the residents know where the edges of the streets are if the streets are not paved? How will they know where to park? Is there any inexpensive colored material that could be placed on the streets/parking areas to aid in their identification? If so, I recommend using it.
15. Please add to the plan a note on skirting as stated in Section 3.1-6 (B)(10) of the Zoning Ordinance.
16. Continue the directional traffic arrows into the subject area on sheet C-7.
17. On the individual space detail sheets, show parking spaces wholly within the spaces they serve and outside of the building envelopes.
18. Please try to make space lines coincide with street lines to the extent possible. Avoid having the street within the space (Space 2).
19. All parking spaces should measure 18 feet by 9 feet minimum. Please check the plans in this regard.
20. The detail for lot (space) 2 does not appear to be to scale. Please check this and others to be sure they are to scale.
21. Some lots (spaces) appear too small for single wide units. Please check spaces 4 and 5.
22. Consistent with the Design Review standards, please indicate the type of siding that will be used on the units. Also indicate the optional colors that will be used and provide a colored exhibit that displays this information. Include the type and color of roofing material. Use more than one color for each housing unit (a trim color).
23. Continuing with Design Review comments: note the minimum allowed slope of the roofs (no flat roofs) and note the minimum eave width (I recommend 2 or 3 feet). I suggest covered entries and the use of some faux stone on the facades.
24. What is the purpose of the drive between spaces 10 and 11? If this is an access drive, the setbacks to the units on the adjacent spaces should be 10 feet.
25. I believe there is room to provide guest parking. I recommend one guest space for every 4 manufactured home spaces. These should not be provided on manufactured home spaces and can be located in groups throughout the site.

26. Note that the minimum unit size shall be 400 square feet.

27. Submit a landscape plan that reflects Ordinance requirements (20 % of each space including 1-5 gallon tree/space). (Section 13.1-6(B)(5)).





**CONSTRUCTION NOTES**  
**PRIVATE IMPROVEMENTS**  
 1. FINISH AND SURFACE ROADS WITH A.B.C. PER SECTION BEING ON SHEET 5.  
 2. CONSTRUCT A.B.C. DUMPSTER PAD AND 6' CEDAR WOOD FENCE ENCLOSURE. SEE SHEET 5 FOR DETAILS.

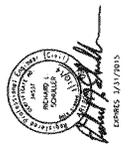
SPACE #	AREA (SQ. FT.)	USE OF BUILDING ENVELOPE
1	3500	1664
2	3500	1664
3	3500	1664
4	3500	1664
5	3500	1664
6	3500	1664
7	3500	1664
8	3500	1664
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95	3500	1664
96	3500	1664
97	3500	1664
98	3500	1664
99	3500	1664
100	3500	1664

**WOODSON**  
 ENGINEERING & ARCHITECTURE, INC.  
 12515 Willows Rd., Suite 200, Kirkland, WA 98034  
 PH: (206) 835-1100 FAX: (206) 835-1101

**LOGAN LUCA LLC**  
 TUSAYAN, ARIZONA  
 GRAND CANYON CAMPER VILLAGE  
 12515 Willows Rd., Suite 200, Kirkland, WA 98034

**INTERIM HOUSING PHASE 1 AND 2 SITE PLAN**

PROJECT NO.	112658
DATE	12/01/12
REVISIONS	03/07/13
	12/14/13
	1/10/14
SHEET NO.	

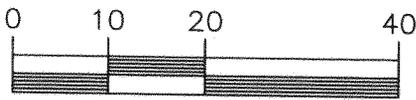
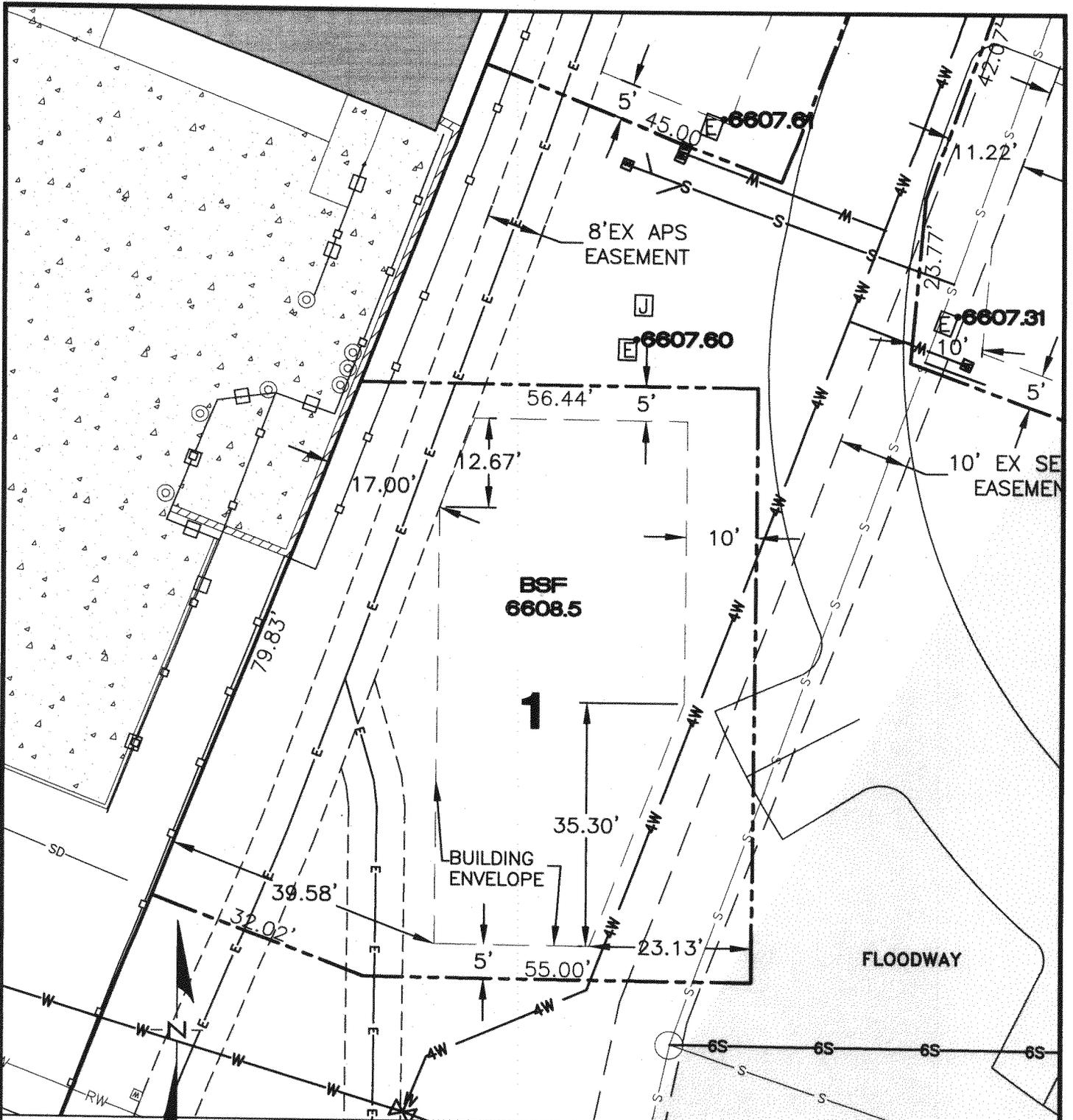


**SITE PLAN**









SCALE: 1" = 20'  
 CONTOUR INTERVAL: 1'

**NOTE:**

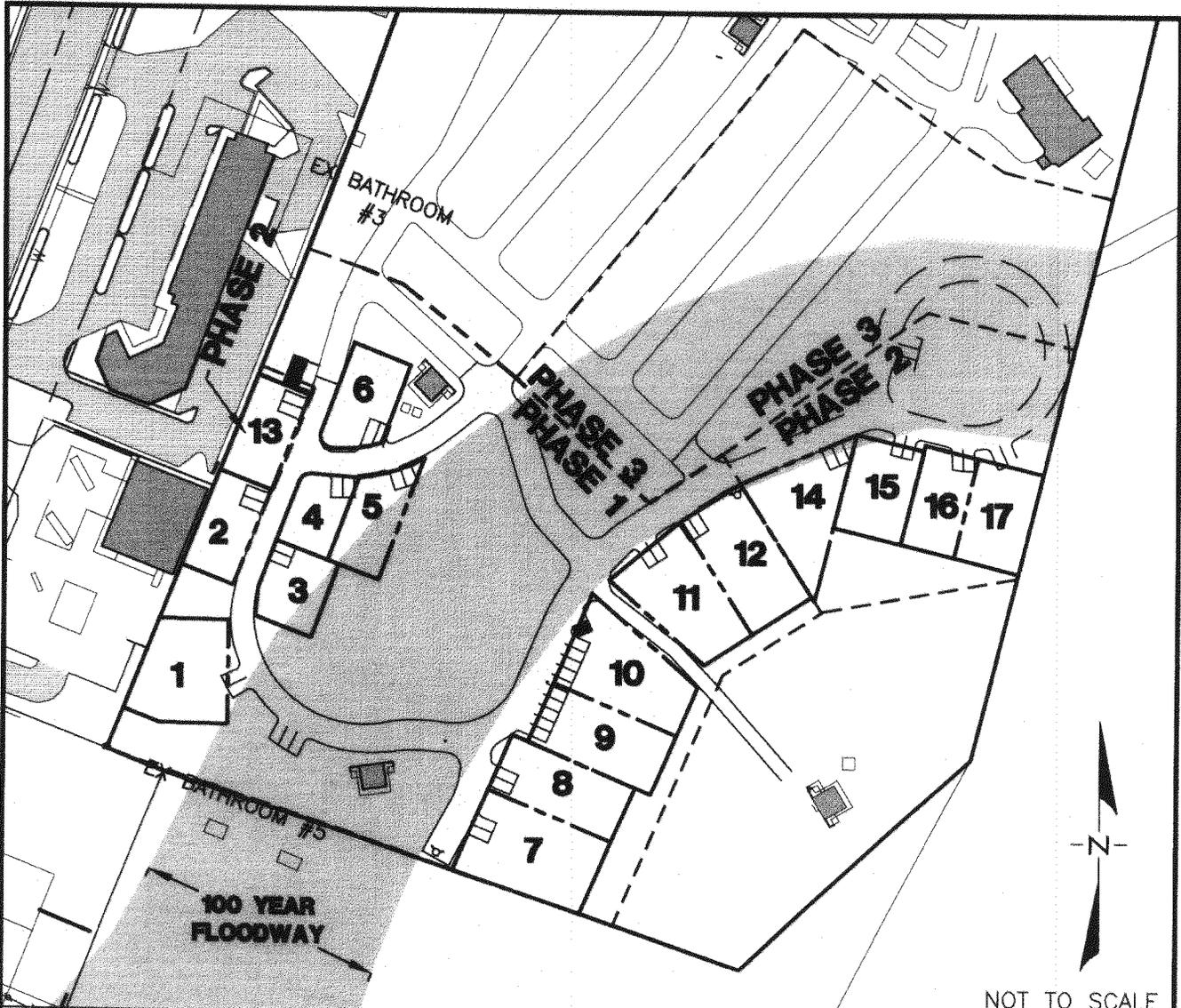
THE BASE OF THE STRUCTURAL FRAME (BSF) MUST BE CONSTRUCTED TO THE ELEVATION SHOWN. THE ELEVATION OF THE ELECTRICAL PEDESTAL HAS BEEN PROVIDED FOR REFERENCE.

BUILDING MAY NOT BE CONSTRUCTED OVER ANY EXISTING UTILITY LINE OR WITHIN THE FLOODWAY.

DRAFTED BY: AAS  
 DATE: 1/2/14  
 PROJ. NO.: 112658  
 FN: SPACE EXHIBITS

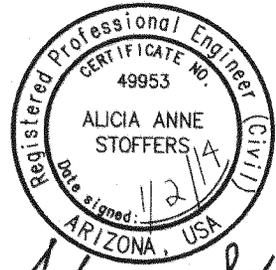
**WOODSON**  
 ENGINEERING AND SURVEYING, INC.  
 124 N. ELDEN ST.  
 FLAGSTAFF, AZ 86001  
 PHONE: (928) 774-4636 FAX: (928) 774-4646

**CAMPER VILLAGE**  
 SPACE 1



**LEGEND**

- SPACE BOUNDARY
- - - - SETBACK
- EDGE OF GRAVEL ROAD
- - - - EXISTING EASEMENT
- WATERLINE (NUMBER INDICATES DIAMETER)
- SEWERLINE (NUMBER INDICATES DIAMETER)
- [E] ELECTRICAL PEDESTAL
- [W] WATER METER
- [S] SEWER CLEAN OUT

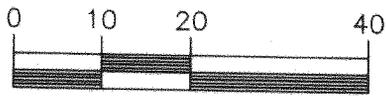
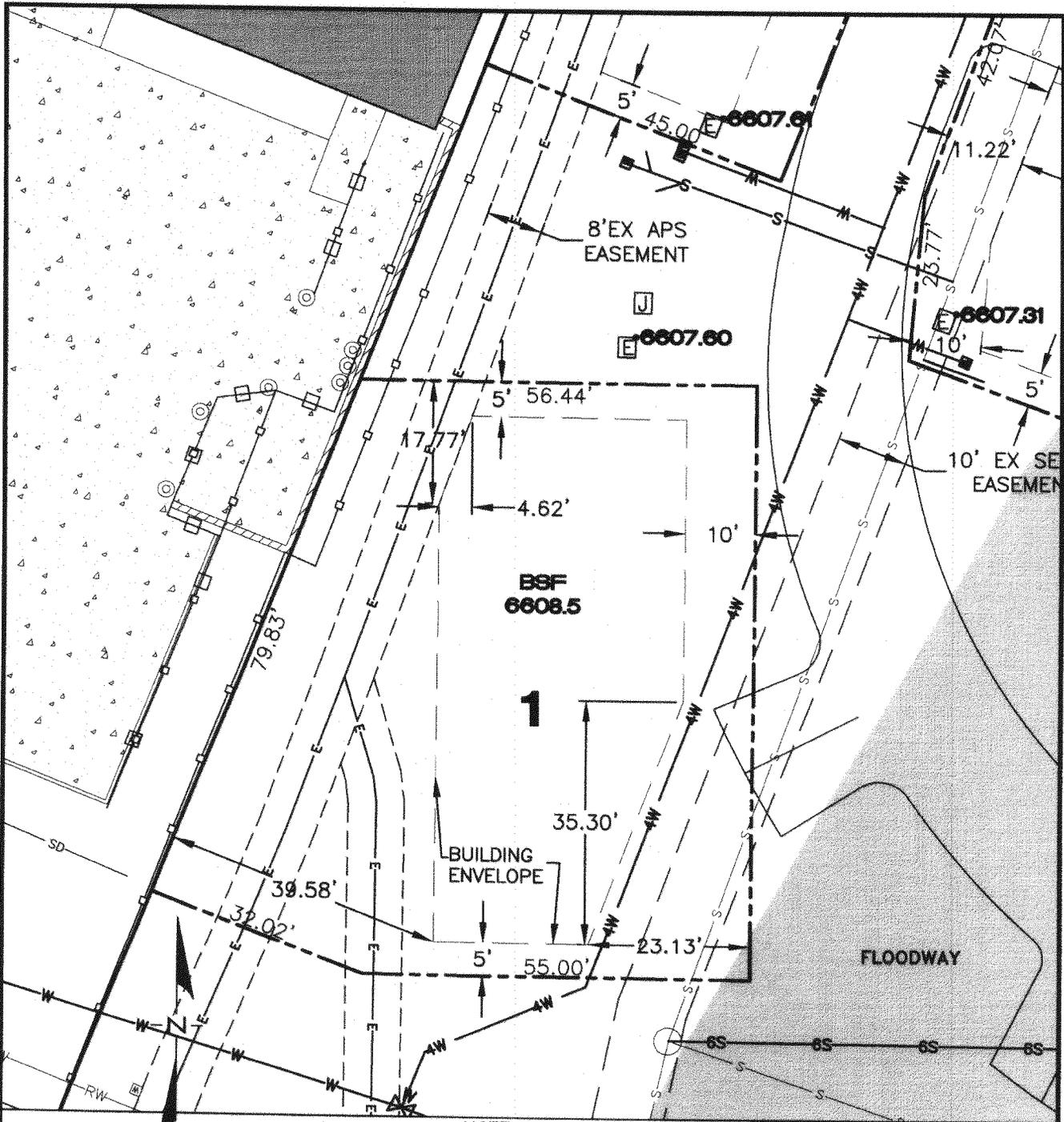


*Alicia Stoffers*  
 EXPIRES 9/30/2018

DRAFTED BY: AAS  
 DATE: 1/2/14  
 PROJ. NO.: 112658  
 FN: SPACE EXHIBITS

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**CAMPER VILLAGE**  
 INTERIM HOUSING  
 SPACES 1-17



SCALE: 1" = 20'  
 CONTOUR INTERVAL: 1'

**NOTE:**

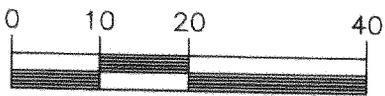
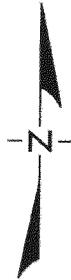
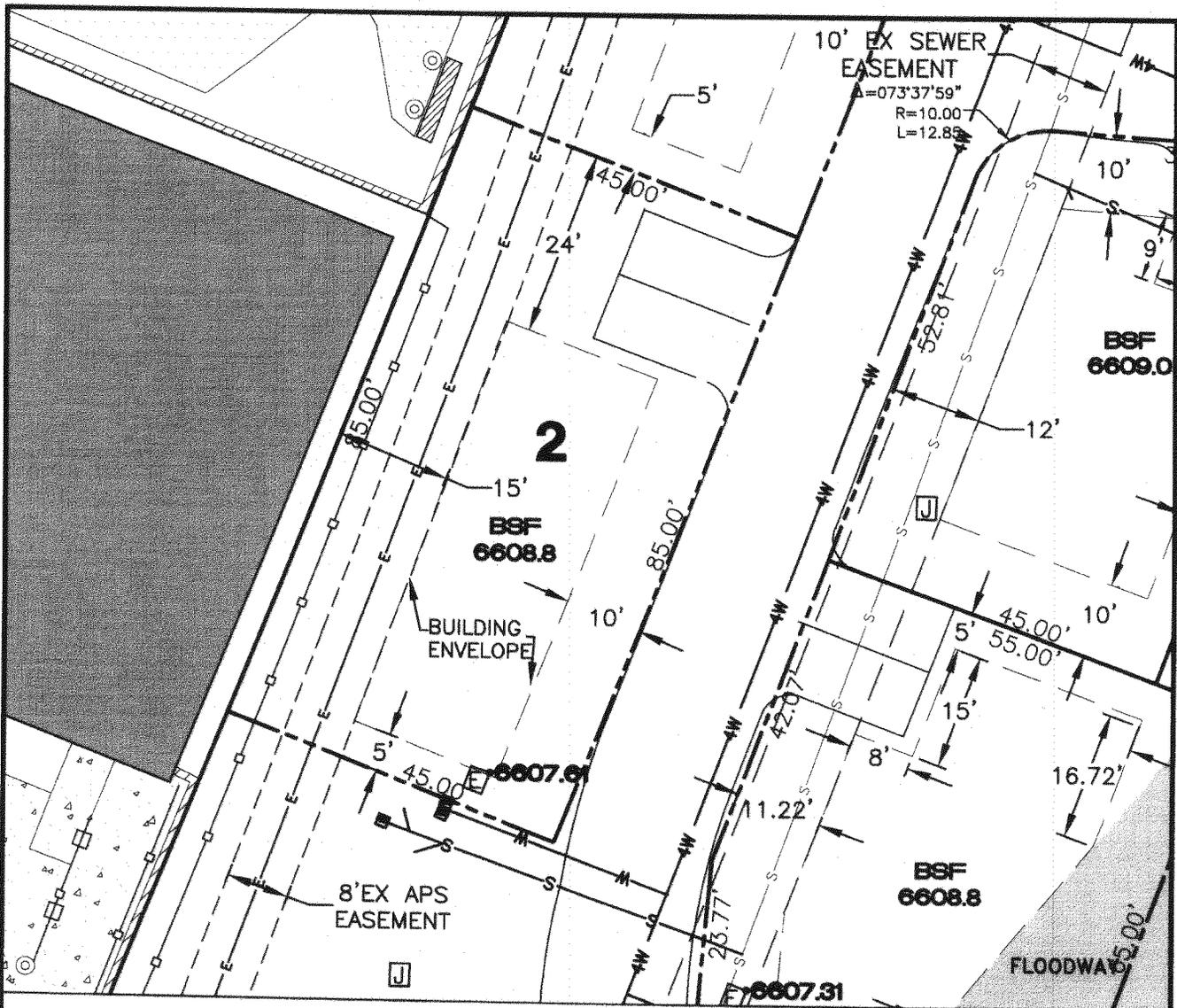
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 PROJ. NO.: 112658  
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**CAMPER VILLAGE**  
**SPACE 1**



SCALE: 1" = 20'  
 CONTOUR INTERVAL: 1'

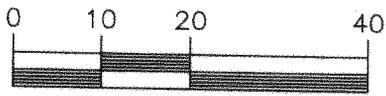
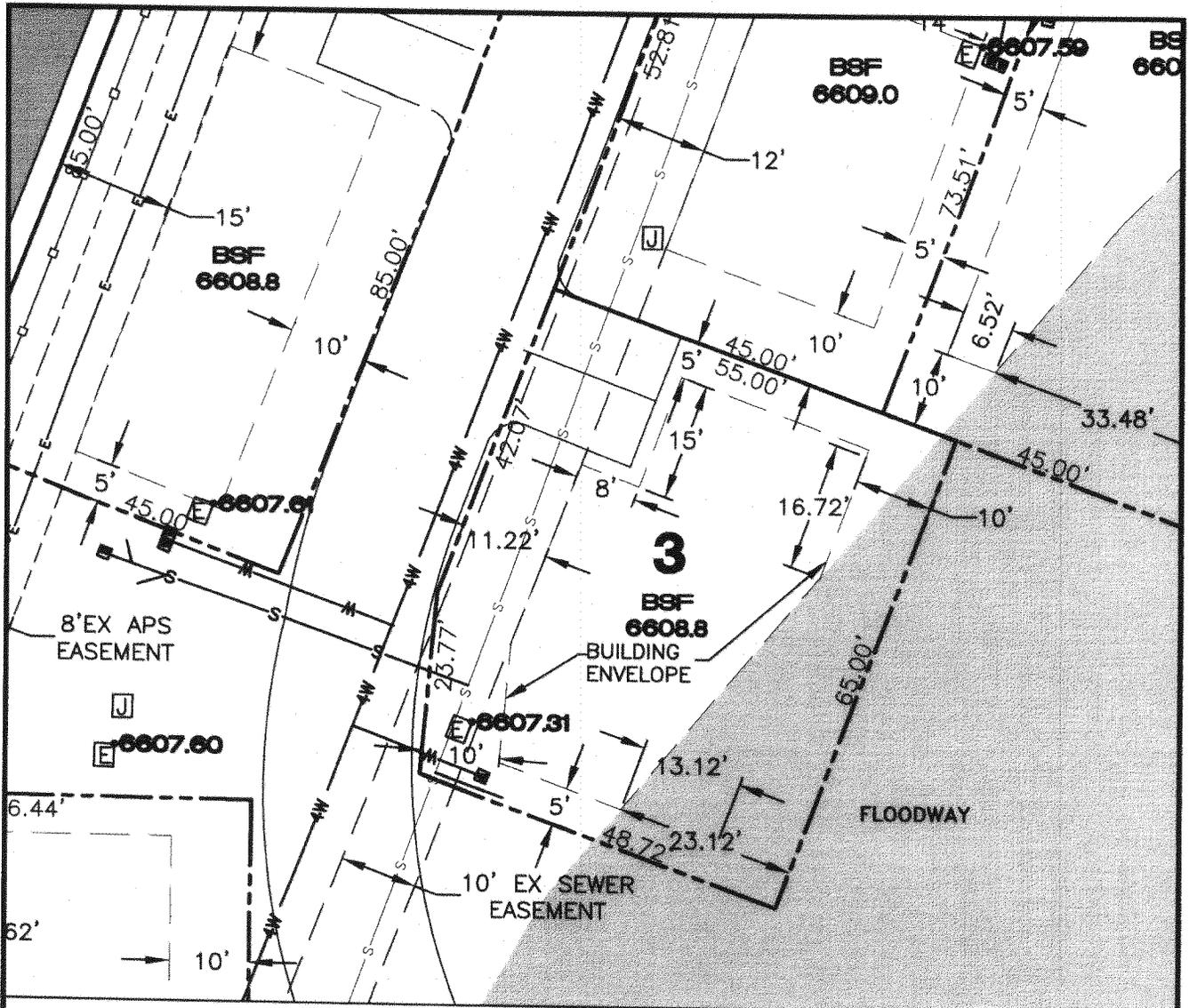
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CAMPER VILLAGE  
 SPACE 2



SCALE: 1" = 20'  
 CONTOUR INTERVAL: 1'

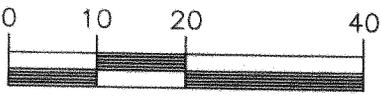
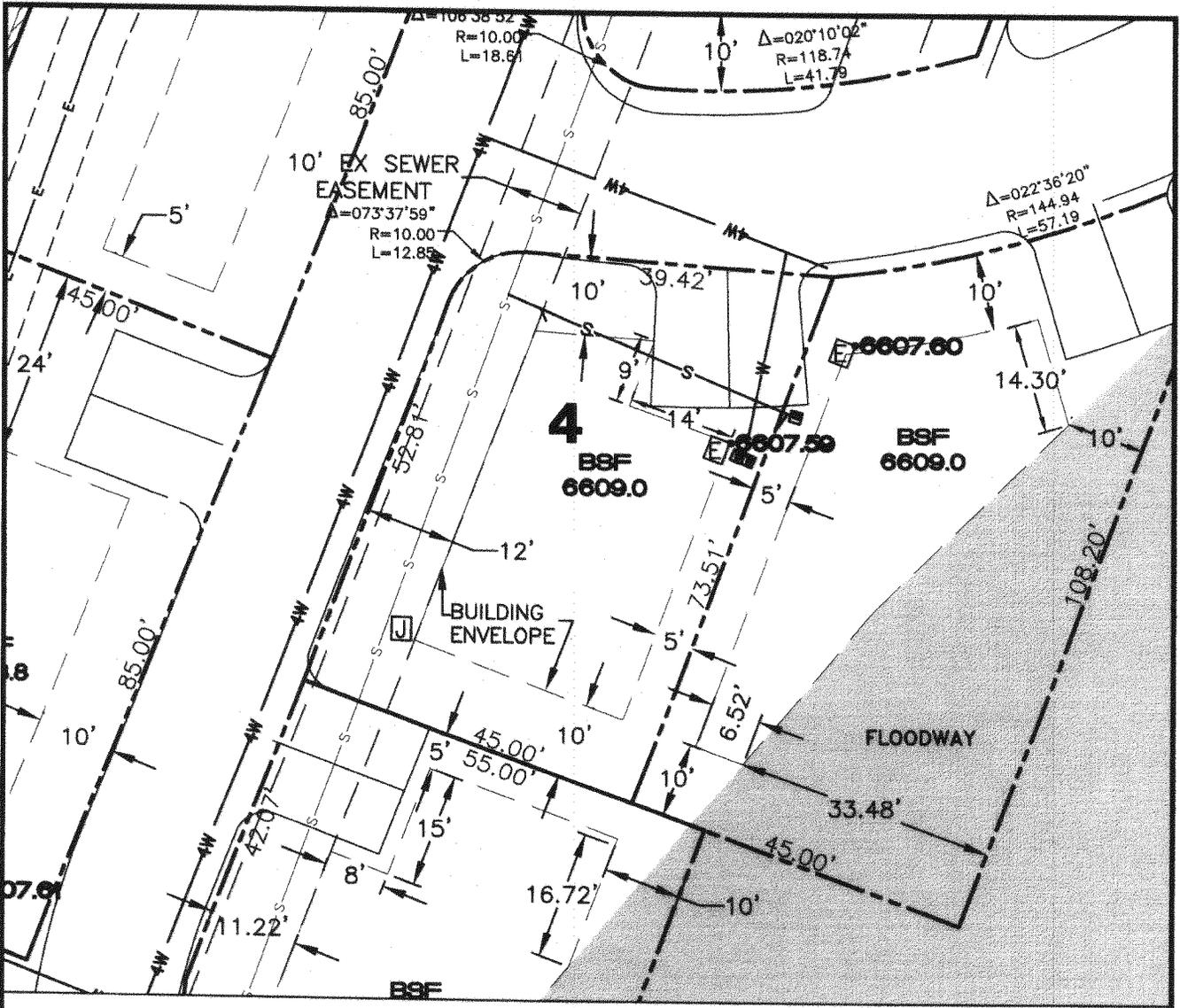
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CAMPER VILLAGE  
 SPACE 3



SCALE: 1" = 20'  
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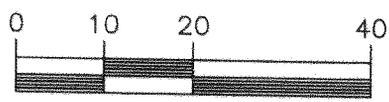
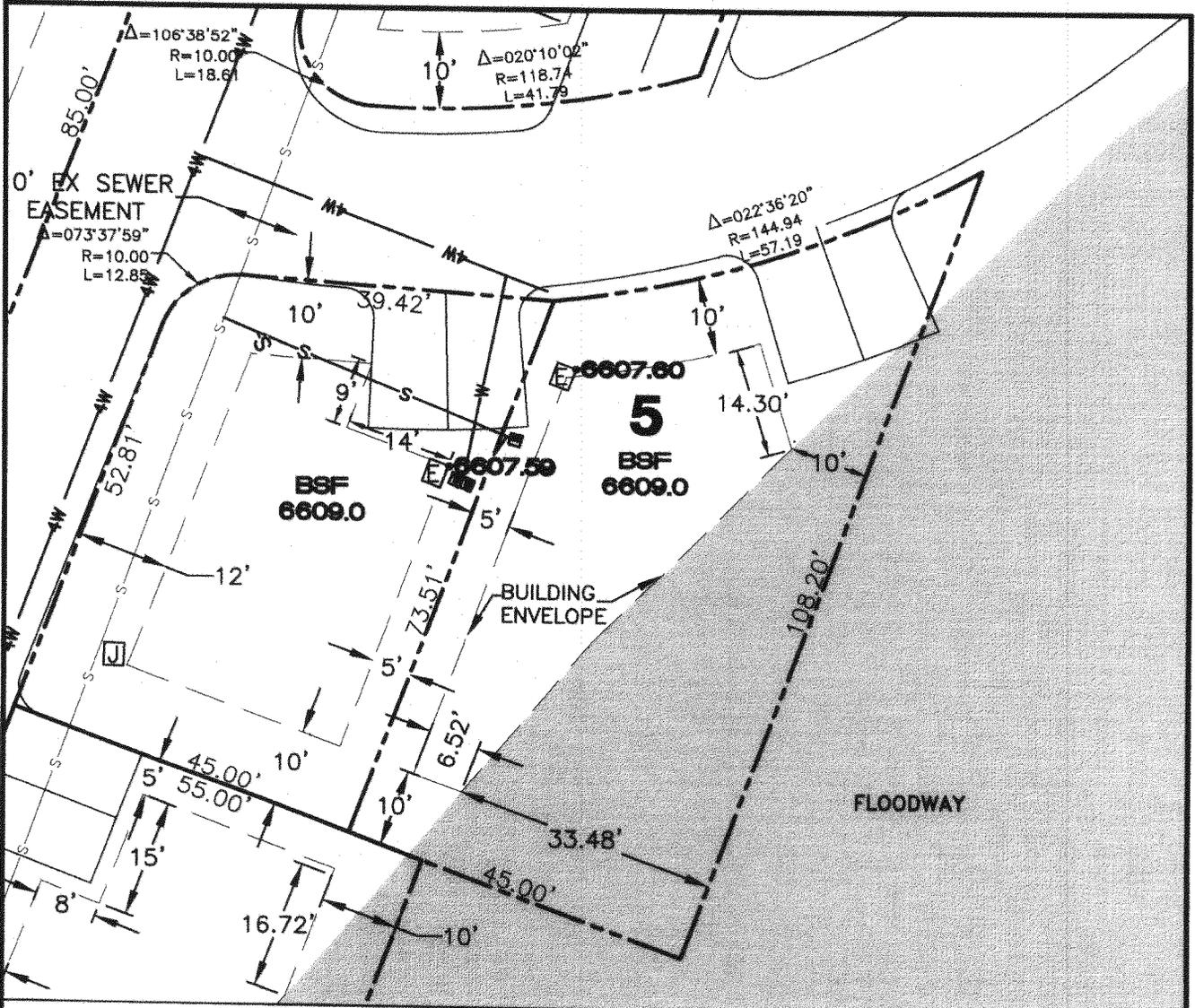
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CAMPER VILLAGE  
 SPACE 4



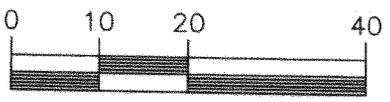
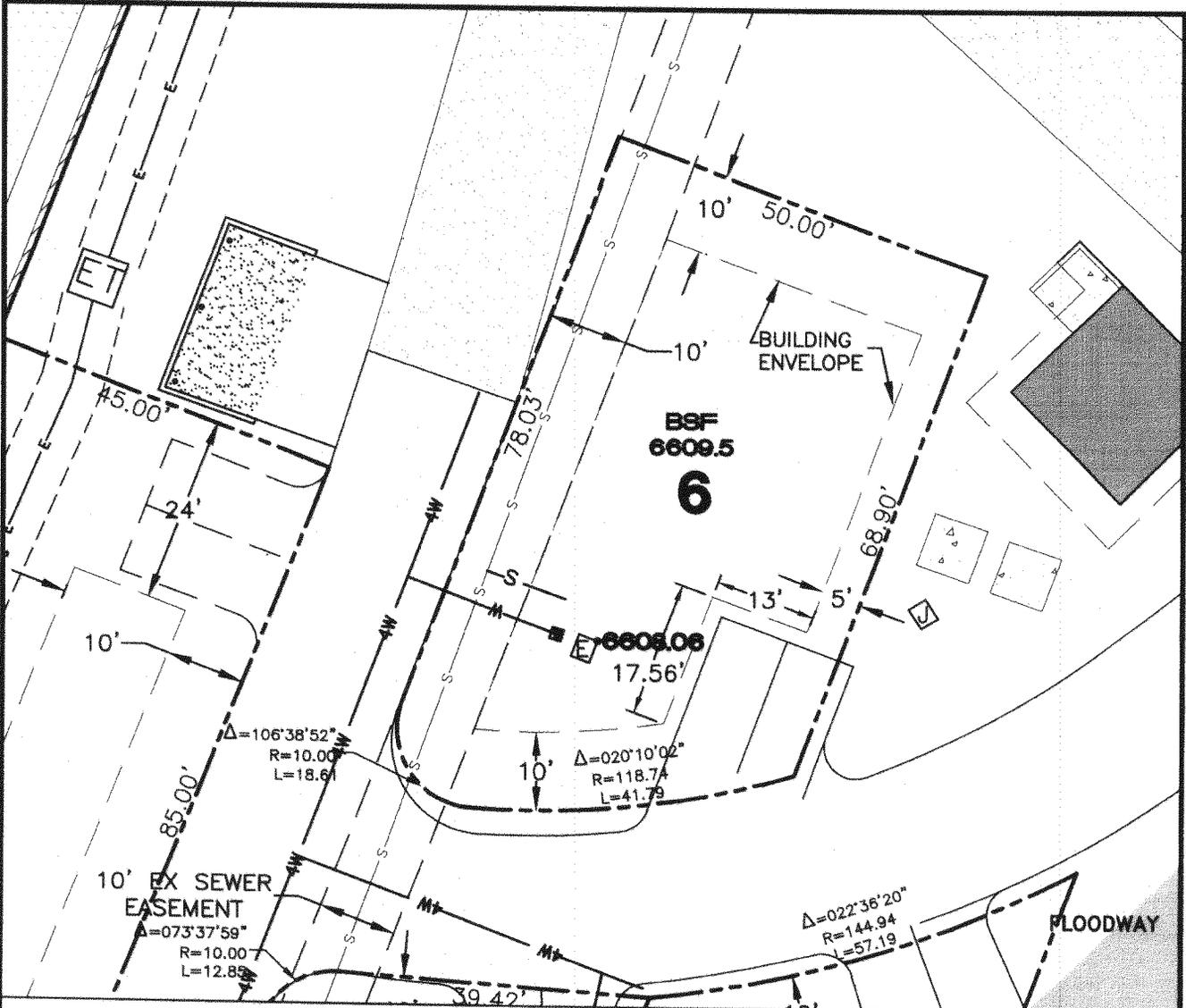
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BUILDING MAY NOT BE CONSTRUCTED OVER ANY EXISTING UTILITY LINE OR WITHIN THE FLOODWAY.

DRAFTED BY: AAS  
 DATE: 1/2/14  
 PROJ. NO.: 112658  
 FN: SPACE EXHIBITS

**WOODSON**  
 ENGINEERING AND SURVEYING, INC.  
 124 N. ELDEN ST.  
 FLAGSTAFF, AZ 86001  
 PHONE: (928) 774-4636 FAX: (928) 774-4646

CAMPER VILLAGE  
 SPACE 5



SCALE: 1" = 20'  
 CONTOUR INTERVAL: 1'

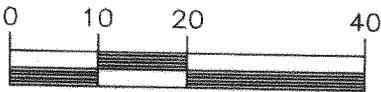
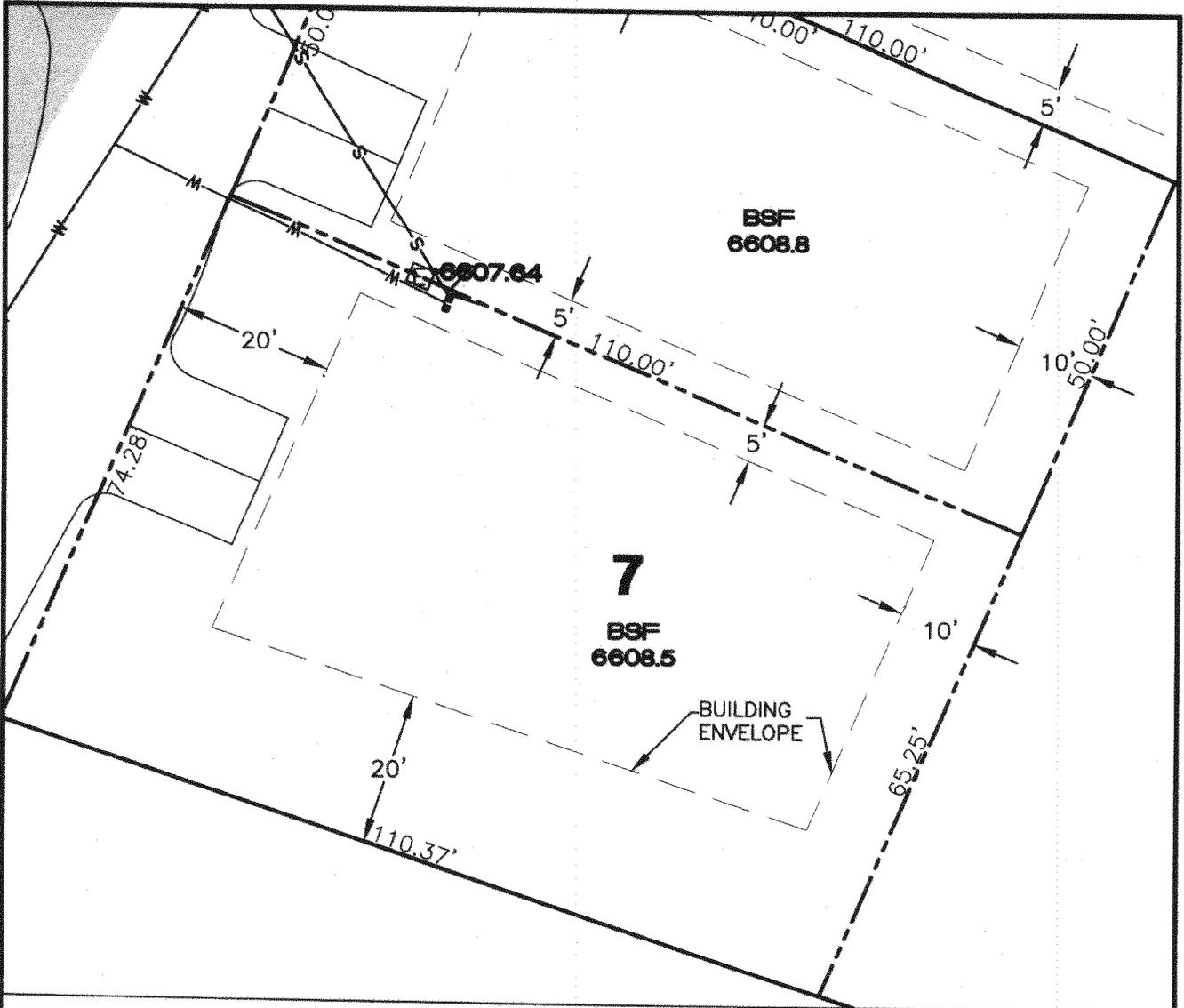
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CAMPER VILLAGE  
 SPACE 6



SCALE: 1" = 20'  
 CONTOUR INTERVAL: 1'

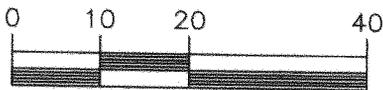
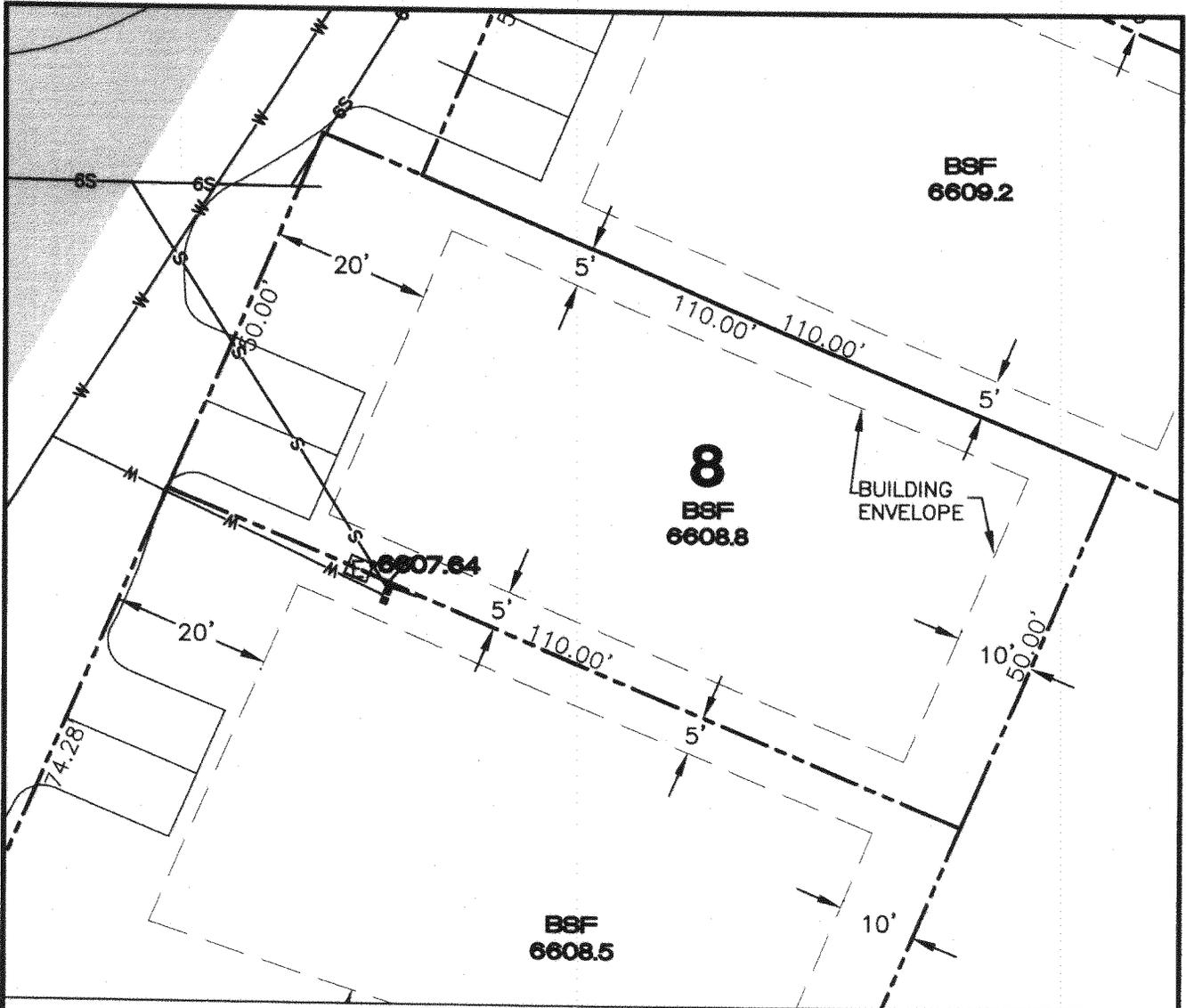
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CAMPER VILLAGE  
 SPACE 7



SCALE: 1" = 20'  
 CONTOUR INTERVAL: 1'

**NOTE:**

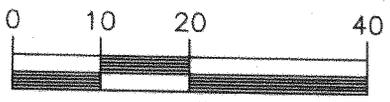
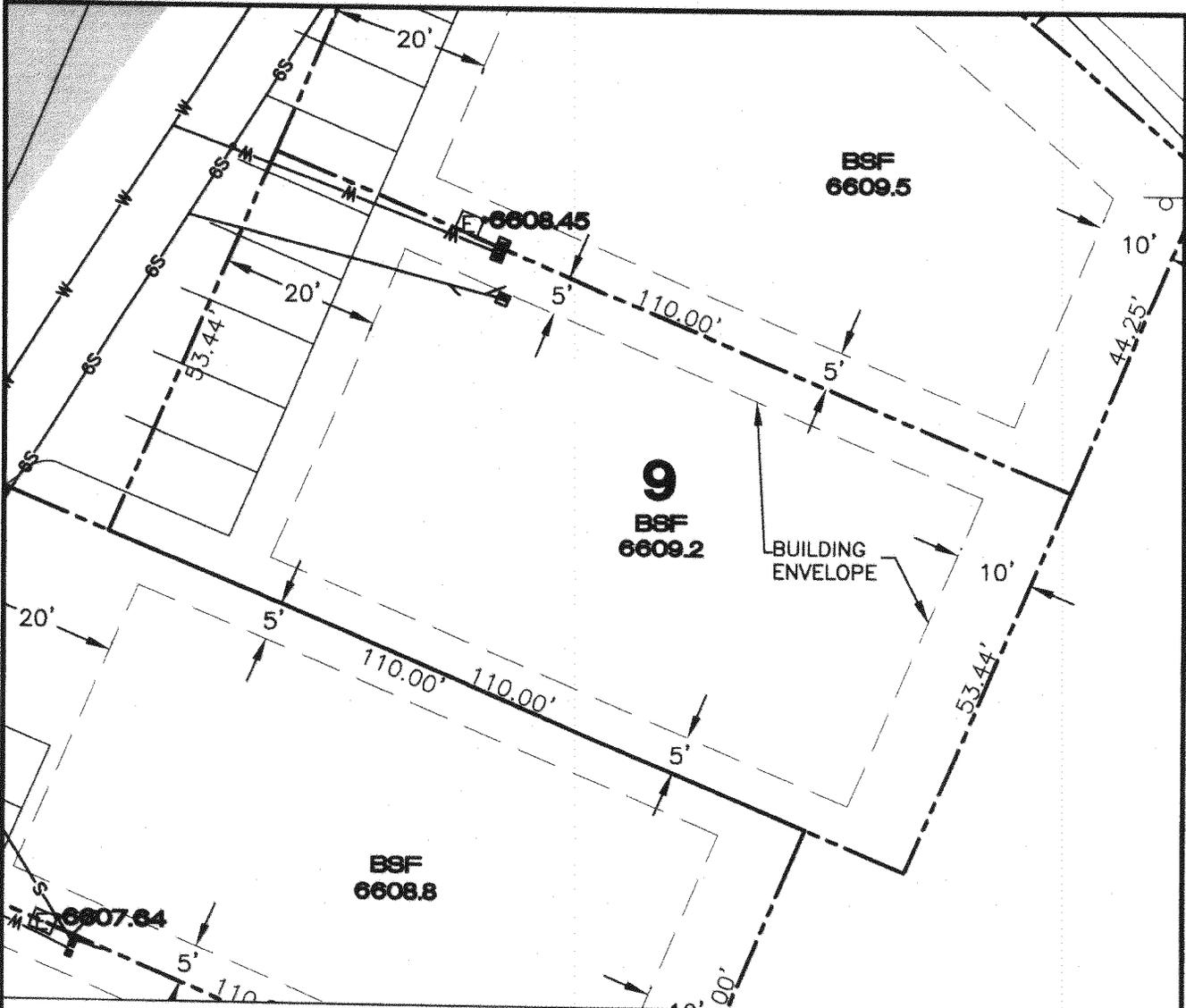
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CAMPER VILLAGE  
 SPACE 8



SCALE: 1" = 20'  
 CONTOUR INTERVAL: 1'

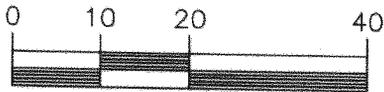
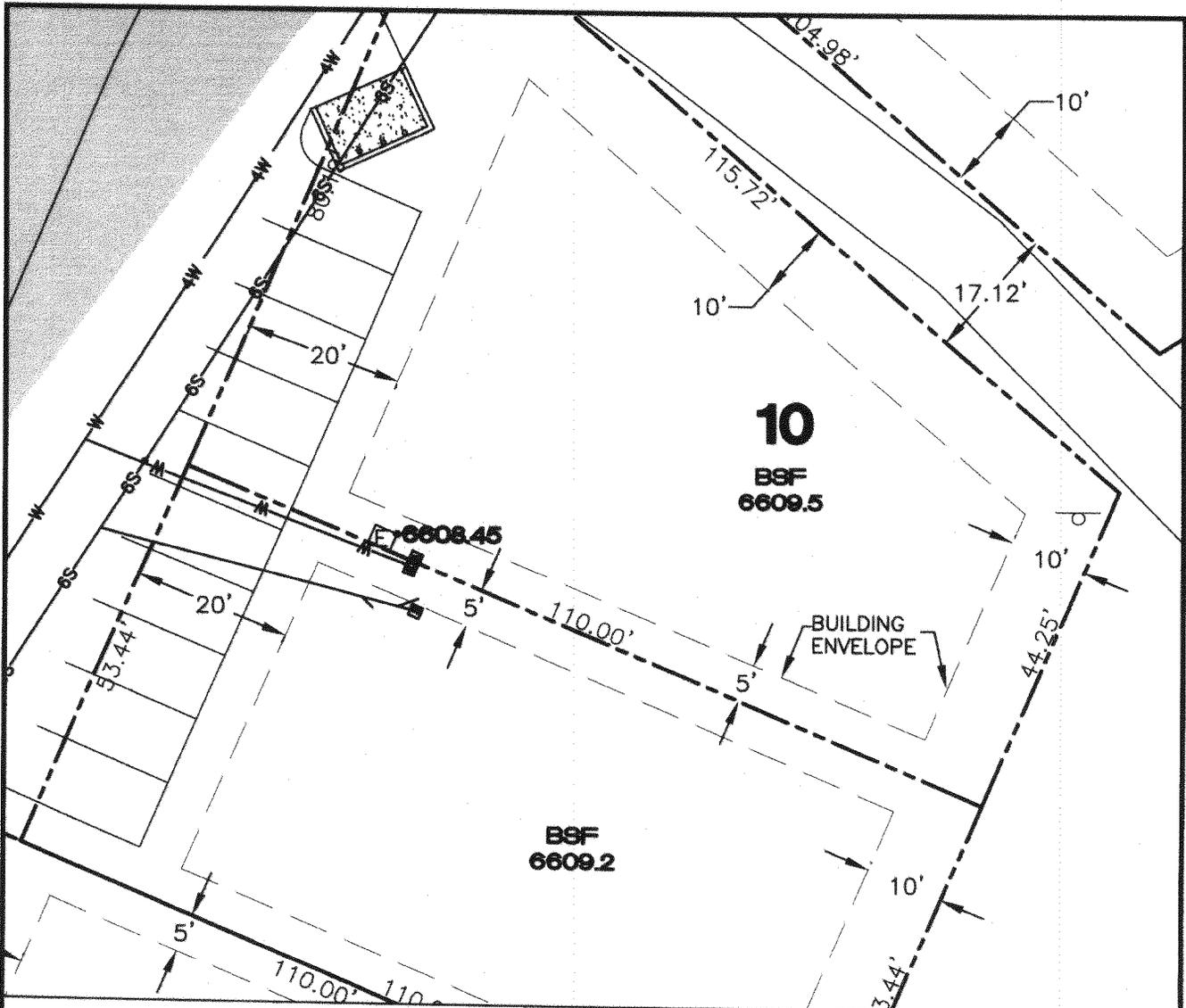
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 PHONE: (928) 774-4636 FAX: (928) 774-4646

CAMPER VILLAGE  
 SPACE 9



SCALE: 1" = 20'  
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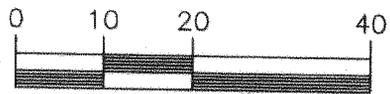
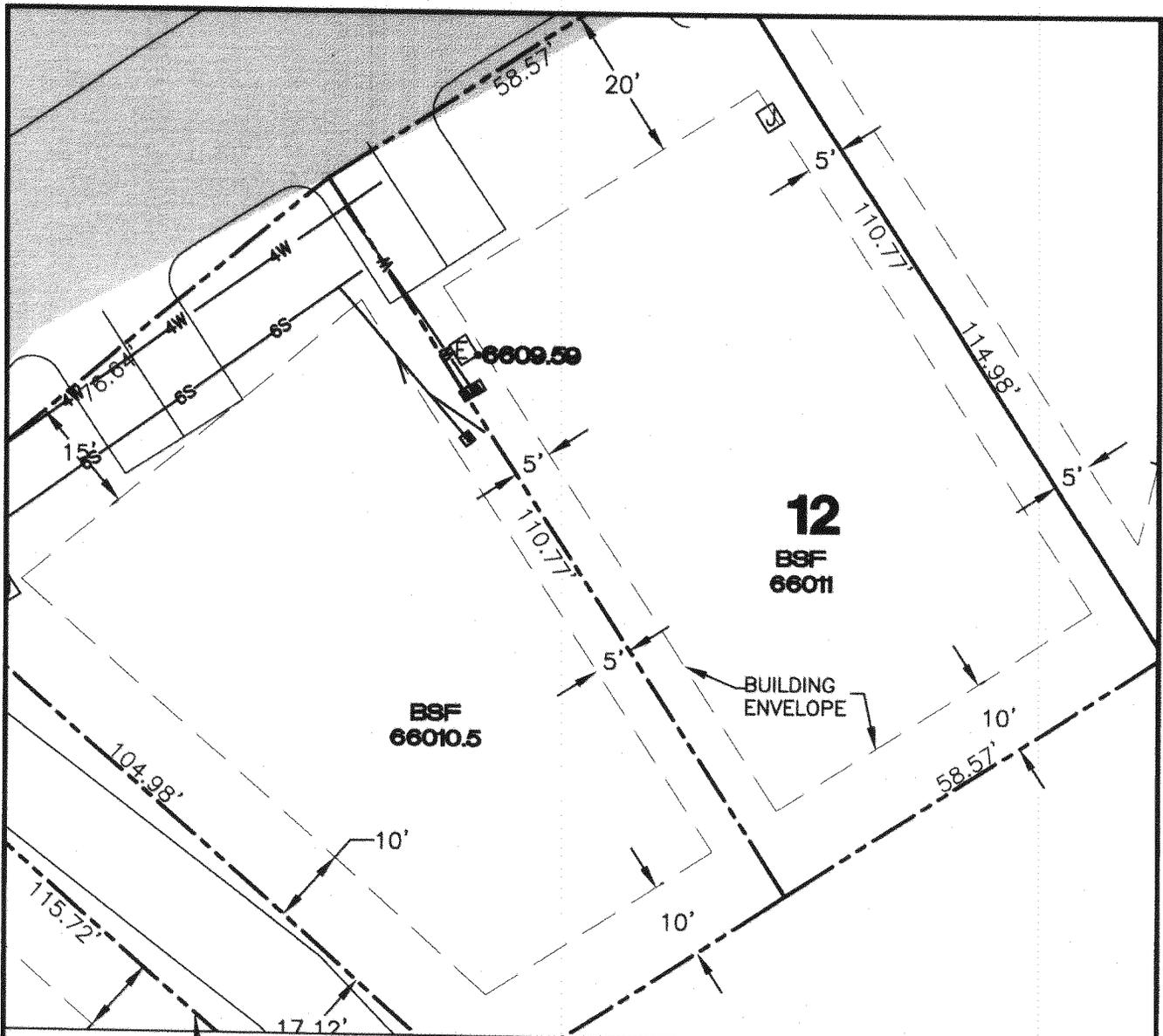
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CAMPER VILLAGE  
 SPACE 10





SCALE: 1" = 20'  
 CONTOUR INTERVAL: 1'

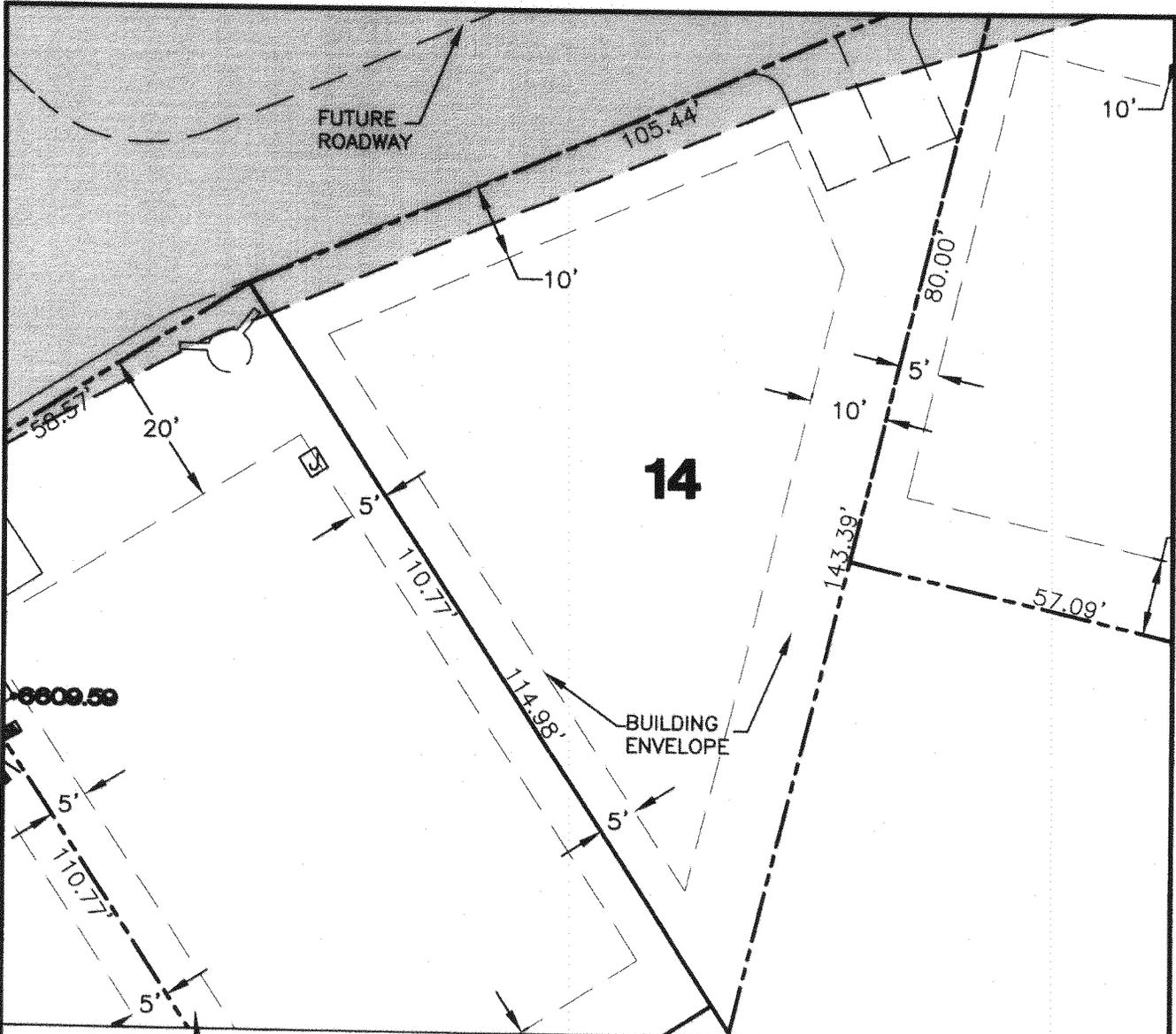
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 FLAGSTAFF, AZ 86001  
 PHONE: (928) 774-4636 FAX: (928) 774-4646

CAMPER VILLAGE  
 SPACE 12

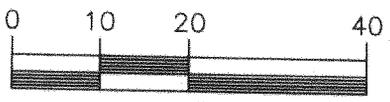


**14**

FUTURE ROADWAY

BUILDING ENVELOPE

N



SCALE: 1" = 20'  
CONTOUR INTERVAL: 1'

NOTE:  
THIS UNIT IS IN PHASE 2

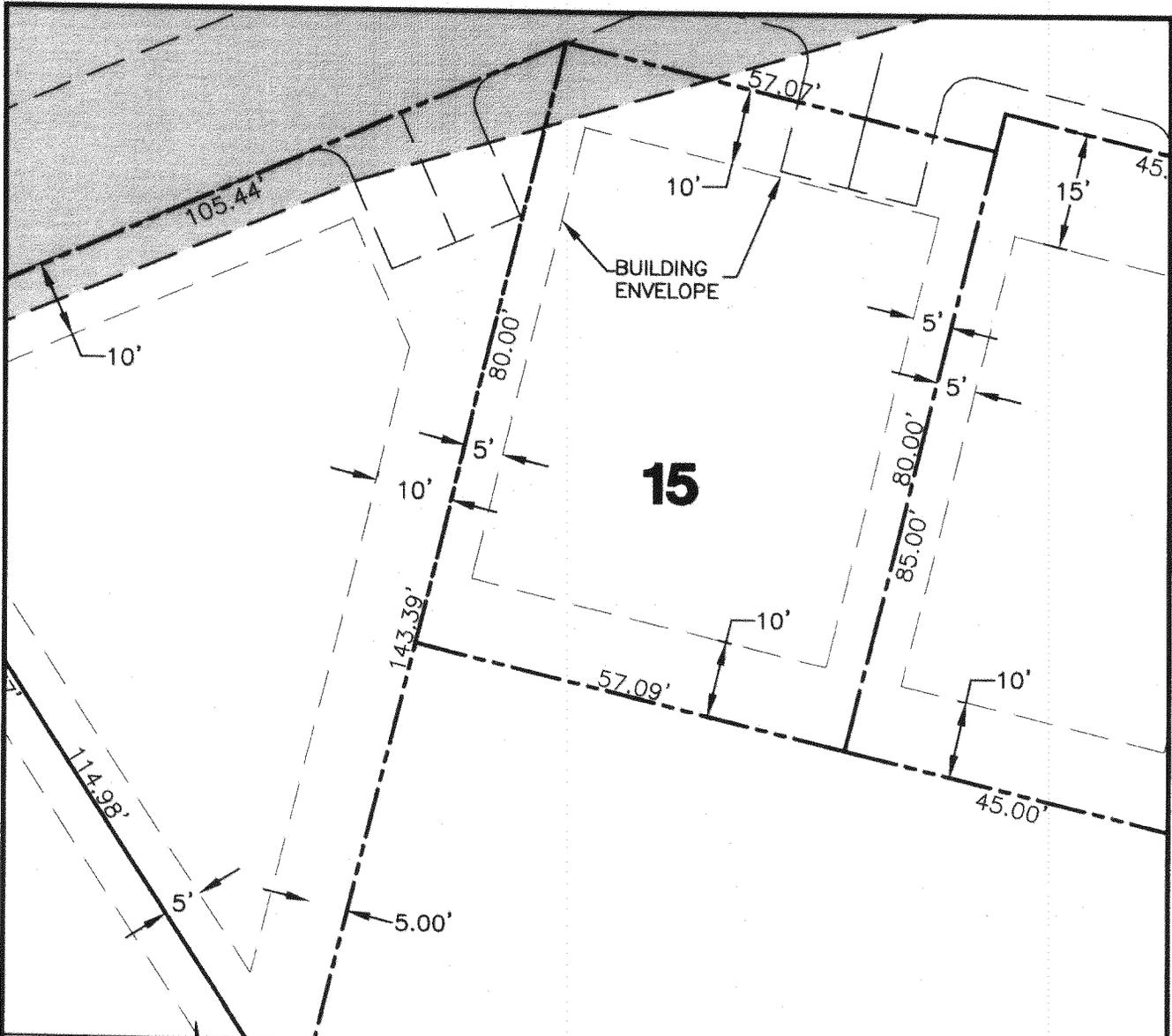
THE BASE OF THE STRUCTURAL FRAME (BSF) ELEVATION  
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FLAGSTAFF, AZ 86001  
PHONE: (928) 774-4636 FAX: (928) 774-4646

**CAMPER VILLAGE**  
SPACE 14



SCALE: 1" = 20'  
 CONTOUR INTERVAL: 1'

NOTE:  
 THIS UNIT IS IN PHASE 2

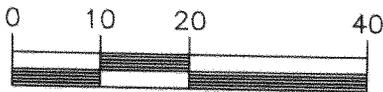
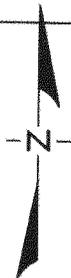
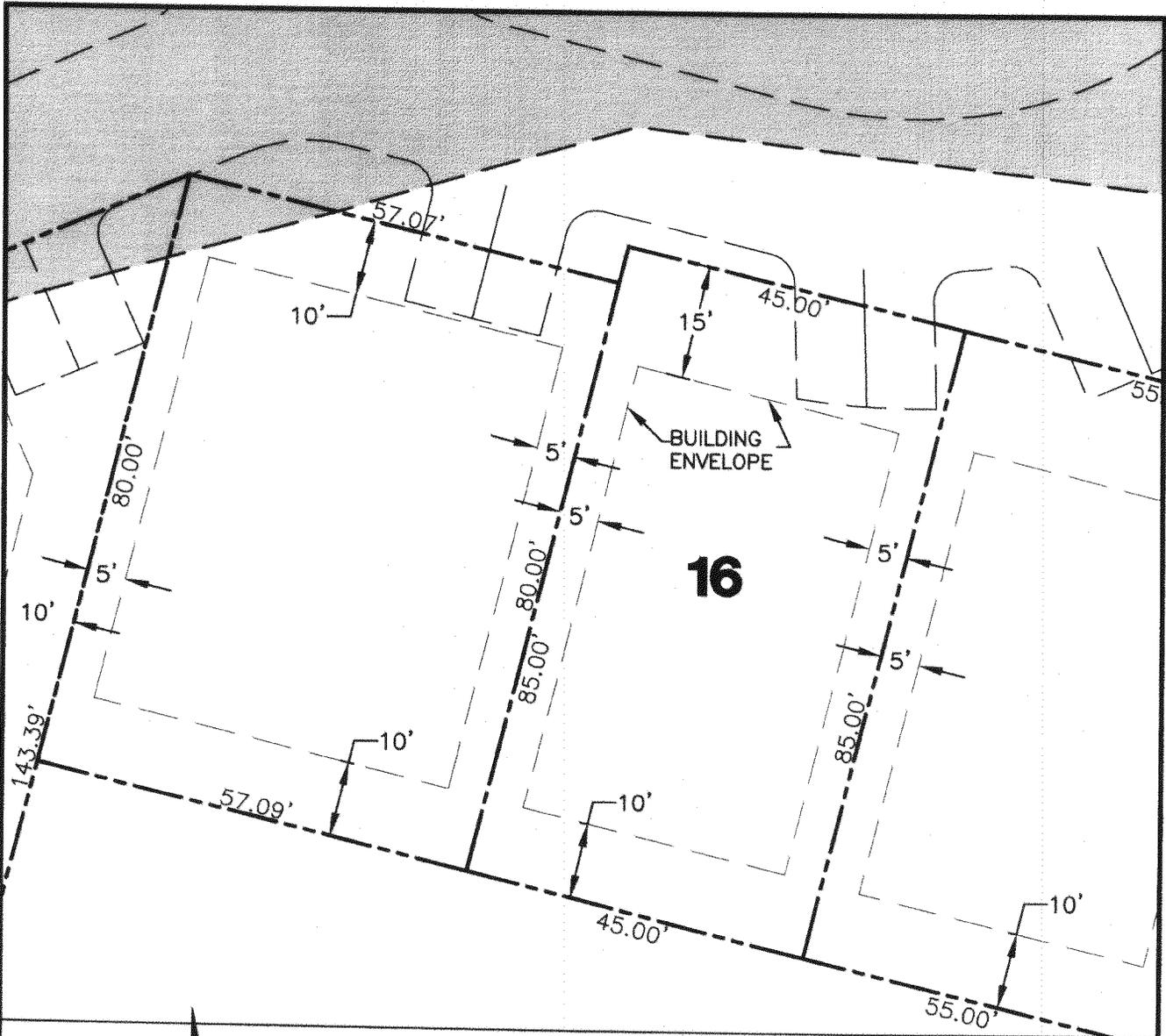
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 124 N. ELDEN ST.  
 FLAGSTAFF, AZ 86001  
 PHONE: (928) 774-4636 FAX: (928) 774-4646

**CAMPER VILLAGE**  
 SPACE 15



SCALE: 1" = 20'  
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DRAFTED BY: AAS

DATE: 1/2/14

PROJ. NO.: 112658

FN: LOT EXHIBITS

**WOODSON**

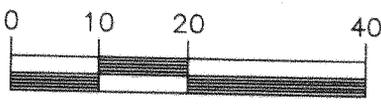
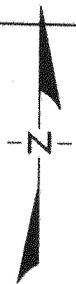
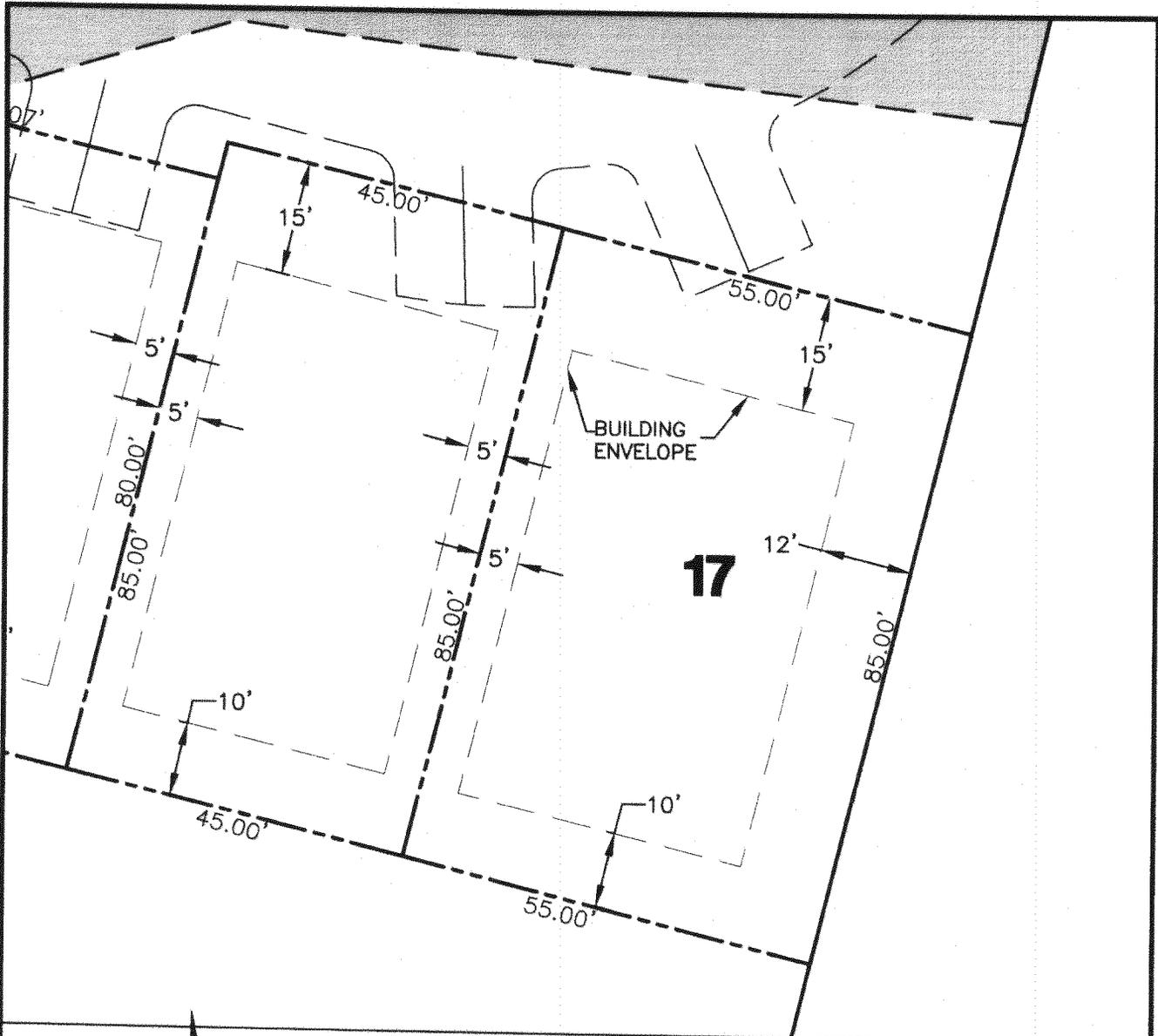
ENGINEERING AND SURVEYING, INC.

124 N. ELDEN ST.

FLAGSTAFF, AZ 86001

PHONE: (928) 774-4636 FAX: (928) 774-4646

CAMPER VILLAGE  
 SPACE 16



SCALE: 1" = 20'  
 CONTOUR INTERVAL: 1'

NOTE:  
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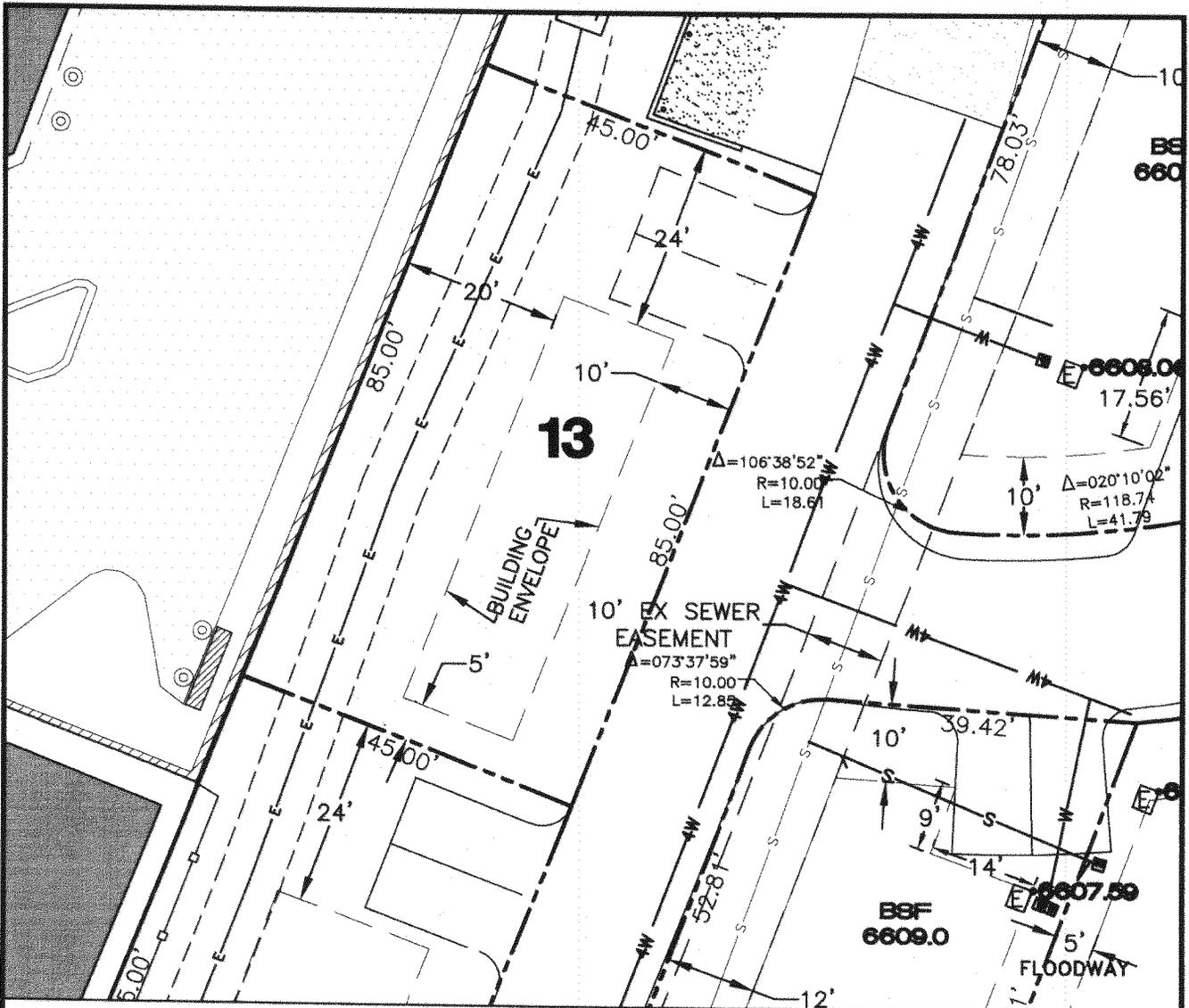
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CAMPER VILLAGE  
 SPACE 17



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 124 N. ELDEN ST.  
 FLAGSTAFF, AZ 86001  
 PHONE: (928) 774-4636 FAX: (928) 774-4646

CAMPER VILLAGE  
 SPACE 13

**SODEN**  
 Planning & Design, Inc.  
 LAND PLANNERS  
 LAND DESIGN  
 LANDSCAPE ARCHITECTURE  
 1841 East Camelback Trail  
 Phoenix, AZ 85016  
 Telephone: 480.252.0277  
 www.soden.com

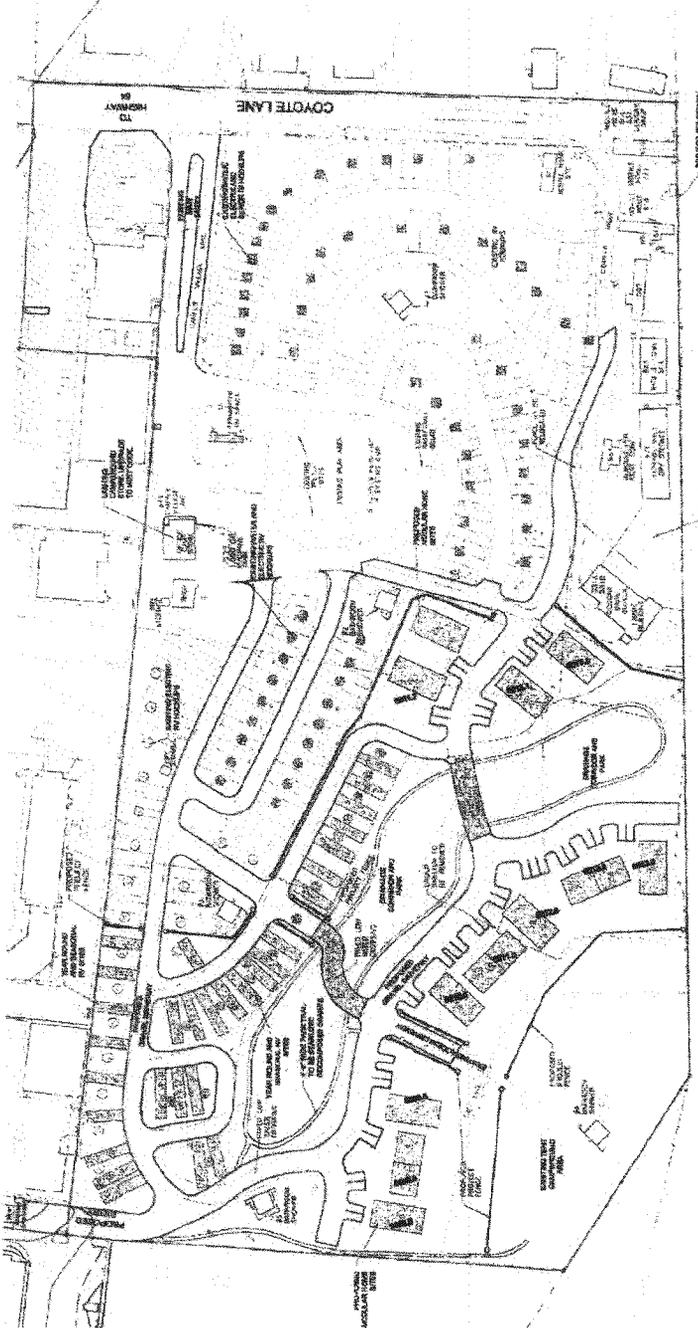
**MOORESON**  
 CONSULTING ENGINEERS, P.C.  
 10000 N. CENTRAL EXPRESSWAY, SUITE 100  
 PHOENIX, ARIZONA 85028

**LOGAN LUCA LLC**  
 TUSAYAN, ARIZONA  
 GRAND CANYON CAMPER VILLAGE  
 12515 WILLOW RD., SUITE 200, KIMBERLY, WA 98034  
 SECOND SUBMITTAL

THE ABOVE IS THE PRELIMINARY PLAN AND THE CLIENT HAS NOT BEEN ADVISED BY THE ARCHITECT THAT THE PLAN IS NOT TO BE USED FOR CONSTRUCTION WITHOUT THE ARCHITECT'S WRITTEN CONSENT.

DATE:	10/15/11
PROJECT:	GRAND CANYON CAMPER VILLAGE
SCALE:	AS SHOWN
PROJECT NO.:	11-0000
DATE:	10/15/11

4 OF 1



**SITE PLAN**

**DISCLAIMER:**  
 THE ARCHITECT HAS CONDUCTED VISUAL INSPECTIONS OF THE SITE AND HAS OBSERVED THE EXISTING CONDITIONS AND HAS FOUND NO OBVIOUS OBSTACLES TO THE PROPOSED DEVELOPMENT. THE ARCHITECT HAS NOT CONDUCTED A GEOTECHNICAL SURVEY OR A STRUCTURAL ANALYSIS OF THE EXISTING BUILDINGS OR FOUNDATIONS. THE ARCHITECT HAS NOT CONDUCTED A TRAFFIC SURVEY OR A NOISE ANALYSIS. THE ARCHITECT HAS NOT CONDUCTED AN ENVIRONMENTAL IMPACT STUDY OR A SOCIAL IMPACT STUDY. THE ARCHITECT HAS NOT CONDUCTED A HISTORICAL ARCHITECTURAL SURVEY OR A CULTURAL RESOURCE SURVEY. THE ARCHITECT HAS NOT CONDUCTED A VISUAL QUALITY ANALYSIS OR A SCENIC QUALITY ANALYSIS. THE ARCHITECT HAS NOT CONDUCTED A LIGHT POLLUTION ANALYSIS OR A NIGHT SKY QUALITY ANALYSIS. THE ARCHITECT HAS NOT CONDUCTED A CLIMATE CHANGE ANALYSIS OR A CARBON FOOTPRINT ANALYSIS. THE ARCHITECT HAS NOT CONDUCTED A WATER QUALITY ANALYSIS OR A WATER QUANTITY ANALYSIS. THE ARCHITECT HAS NOT CONDUCTED A SOIL QUALITY ANALYSIS OR A SOIL QUANTITY ANALYSIS. THE ARCHITECT HAS NOT CONDUCTED A PLANT AND ANIMAL LIFE ANALYSIS OR A BIODIVERSITY ANALYSIS. THE ARCHITECT HAS NOT CONDUCTED A CULTURAL RESOURCE ANALYSIS OR A HISTORICAL ARCHITECTURAL ANALYSIS. THE ARCHITECT HAS NOT CONDUCTED A VISUAL QUALITY ANALYSIS OR A SCENIC QUALITY ANALYSIS. THE ARCHITECT HAS NOT CONDUCTED A LIGHT POLLUTION ANALYSIS OR A NIGHT SKY QUALITY ANALYSIS. THE ARCHITECT HAS NOT CONDUCTED A CLIMATE CHANGE ANALYSIS OR A CARBON FOOTPRINT ANALYSIS. THE ARCHITECT HAS NOT CONDUCTED A WATER QUALITY ANALYSIS OR A WATER QUANTITY ANALYSIS. THE ARCHITECT HAS NOT CONDUCTED A SOIL QUALITY ANALYSIS OR A SOIL QUANTITY ANALYSIS. THE ARCHITECT HAS NOT CONDUCTED A PLANT AND ANIMAL LIFE ANALYSIS OR A BIODIVERSITY ANALYSIS. THE ARCHITECT HAS NOT CONDUCTED A CULTURAL RESOURCE ANALYSIS OR A HISTORICAL ARCHITECTURAL ANALYSIS.

ITEM NO. 8B

**RESOLUTION NO. 2014-01**

**A RESOLUTION OF THE OF MAYOR AND COUNCIL OF THE TOWN OF TUSAYAN, COCONINO COUNTY, APPROVING THE FIRST AMENDMENT TO THE PRE-ANNEXATION DEVELOPMENT AGREEMENT (PADA) WITH THE STILO GROUP FOR THE DEVELOPMENT OF CAMPER VILLAGE, KOTZIN RANCH AND TEN X RANCH.**

**WHEREAS**, the Town of Tusayan entered into a Pre-Annexation Development Agreement (PADA) with the Stilo Group on July 1, 2011; and

**WHEREAS**, the Town of Tusayan is interested in working with the Stilo Group for the development of Camper Village, Kotzin Ranch and Ten X Ranch and has in good faith negotiated this First Amendment of the PADA; and

**WHEREAS**, the Stilo Group has determined that this First Amendment to the PADA is in their best interest and necessary in order to proceed with the development of Camper Village, Kotzin Ranch and Tex X Ranch;

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Town Council hereby approve the First Amendment to the Pre-Annexation Development Agreement (PADA) with the Stilo Group for the development of Camper Village, Kotzin Ranch and Ten X Ranch; and that the Mayor and Town Council of Town of Tusayan, Coconino County hereby state that the terms of the PADA and this First Amendment to the PADA create a legally binding obligation of the Town of Tusayan based on the legal opinion of the Tusayan Town Attorney.

**PASSED AND ADOPTED BY** the Town Council of the Town of Tusayan this 22<sup>nd</sup> day of January, 2014.

---

Greg Bryan, Mayor

ATTEST:

---

Melissa M. Drake, Town Clerk

APPROVED AS TO FORM:

---

Bill Sims, Town Attorney

ITEM NO. 8C

**REQUEST FOR PROPOSALS FROM  
ENGINEERING AND/OR PLANNING AND/OR BUILDING SERVICES FIRMS  
FOR THE TOWN OF TUSAYAN, ARIZONA**

Service Solicitation includes: Engineering, Planning, and Building Services outlined in this RFP.

**REQUEST FOR PROPOSALS**

The Town of Tusayan invites qualified engineering firms and/or planning firms and/or building services firms (collectively referred to as "Consultants") to submit a Proposal for the above referenced services.

**1.0 INSTRUCTIONS**

Sealed Proposals will be received at the Town Clerk's Office, via US Mail at PO Box 709, Grand Canyon, AZ 86023 or in person at 845 Mustang Drive, Tusayan, AZ 86023 until 4 p.m. Arizona Time, February 28, 2014. One (1) original and six (6) copies of the Proposal must be submitted in a sealed envelope clearly marked: "Proposal for Engineering/Planning/Building Services: Project Name: On-Call Engineering/Planning/Building Projects".

**2.0 Any Statement of Qualifications/Proposal received at the wrong location, unsealed, or after the time specified will not be accepted and shall be returned without being opened.**

The Proposal shall include a one-page cover letter, plus a maximum of twelve (12) pages to address the RFP criteria specified.

**Please be advised that failure to comply with the following criteria will result in disqualification:**

- Receipt of submittal by the cut-off date and time specified.
- Receipt of submittal at the proper location.
- Receipt of a sealed submittal package.
- The number of originals and/or copies of the submittal specified.
- Adherence to maximum page requirements.
- Acknowledgement of all addenda in the cover letter.

**3.0 GENERAL DESCRIPTION OF PROJECT**

The Town plans to contract for engineering, planning, and building services with a more detailed description of tasks found in Section 4 – Scope of Work.

#### 4.0 SCOPE OF WORK

**Engineering services** may include pre-design, design, bidding and construction phase services in support of construction of various projects as the need arises in the town.

**Planning services** may include matters related to the town's general plan, zoning code, amendments and interpretation, subdivision regulations, site plan review, rezoning applications, use permits and variances with experience staffing committees, writing reports to guide above activities as outlined in ordinances and make recommendations.

**Building services** may include receipt and processing of building permit applications, plan review and building inspection duties. Qualified 'consultants' may provide a proposal for any or all of these services for which they are qualified and interested as the Town may select one or several consultants to provide the services requested for each of these tasks.

#### 5.0 FORMAT AND SCORING

The selection criteria and relative weights for selecting the Consultants on the final list are as follows:

MANAGEMENT	MAXIMUM SCORE
Firms Understanding of Service Areas	5
Firms Approach to Service Delivery	5
Quality Control Ability	5
EXPERIENCE	
Firm Experience and Capability for Work	25
Proposed Project Manager	20
Proposed Project Staff	10
REFERENCES	
References (letters of recommendation acceptable)	15
COST OF SERVICES	15
TOTAL MAXIMUM POINTS	100

#### 6.0 SELECTION PROCESS

##### 6.1 Selection Committee:

A Selection Committee will review the Proposals and develop a final list for any or all of these services with a minimum of three (3) and maximum of five (5) firms on the list based on the included "Evaluation Criteria". The criteria to be used to determine the firms on the final list are set forth in Section 7.0.

##### 6.2 Key Personnel:

The firm shall ensure that key personnel identified in its Proposal shall be the key personnel assigned to perform the duties for any or all of these services. Such key personnel shall not be replaced without prior written acceptance of the Town of Tusayan. Unauthorized replacements may result in disqualification of the proposal or breach of the Engineering, Planning or Building Services agreement(s).

## 7.0 CONTENTS OF PROPOSAL

Statements of qualifications shall be scored in accordance with Section 5.0 and contain the following information:

### 7.1 Service Understanding:

Response must demonstrate firm's comprehension of the objectives and services for which the Town of Tusayan is conducting this solicitation. Do not merely duplicate the description of work described in this Request for Proposal. Describe and demonstrate your firm's/team's comprehension of the goals and objectives of the services being solicited by Tusayan.

### 7.2 Service Approach:

Describe your proposed team's general approach to managing the design of assigned project(s). Discuss whether the statement of services is sufficiently explicit for the work. Define any assumptions made in formulating criteria response. Describe the method(s) your proposed team will employ for service delivery.

### 7.3 Quality Control Ability:

Response must demonstrate firm's ability to provide quality control oversight of the firm's activities throughout all phases of the Contract. Describe the method(s) your proposed team will employ for the services.

### 7.4 Consultant Experience and Capability for Work

The Proposal shall list at least one (1) project awarded to your firm engineering services during the last three (3) years (Arizona projects are preferred). For each project provide the project description, client name and contact, award date (note if pending), construction costs, status of completion, and estimated completion date. As part of the selection process, the Town of Tusayan will consider similar services provided to other governments that show abilities to provide similar requested services, the resource investment of the firm in other similar service projects, and the amount of previous work performed applicable to the services to be performed.

### 7.5 Proposed Project Manager:

Response must name the Project Manager directly responsible and engaged in the work for the services. Describe each Project Manager's specific qualifications and experience. Focus on the proposed project manager's specific duties and responsibilities and how experience is relevant to the proposed contract.

- Identify Professional Registrations.
- Indicate length of time with firm.
- Indicate state of residency.
- Describe the individuals' qualifications in terms of education and experience, including engineering, planning or building management experience and any particular style and skills that will benefit Tusayan.
- List professional references (contact persons and telephone numbers) for the projects listed above.
- Discuss both current and potential time commitments of the proposed Project Manager to all clients.

**7.6 Proposed Project Staff:**

Response shall name the key staff from the firm, and its subconsultants, who will perform the functions deemed necessary to accomplish the Engineering Services. Describe the work to be performed by each key staff member. For each key staff member of the firm and its subconsultants who will be involved provide the information requested below.

- Identify Professional Registrations, if applicable.
- Indicate length of time with firm.
- Indicate state of residency.
- Identify the staff members' responsibility on a typical project within the proposed discipline.
- Describe the individuals' qualifications in terms of education and experience, including design experience and any particular style and skills that will benefit the Town of Tusayan.
- List professional references (contact persons and telephone numbers).
- Discuss both current and potential time commitments of the key staff members in service delivery to the Town of Tusayan.

**7.7 References:**

Provide a list of references (minimum of three) that includes the company name, employee contact name, title, project name with a brief summary of tasks performed, contact information that would allow town representatives to make contact with this reference. It would be useful if applicant used some of the above projects listed in this proposal as reference, but other projects may be included as long as above information is provided for follow up purposes.

**7.8 Cost of Services:**

Firms may provide any method for the fees and costs associated with any or all of the services that they are proposing to provide the town. However, the town for comparison purposes will need to have sufficient fee and/or cost information to understand hourly labor, equipment and incidental costs for the provision of any and/or all services being proposed. This will include any and all administrative costs to perform these services being proposed with sufficient details, such as overhead, equipment and material costs as well as how travel costs will be calculated so that a complete understanding is provided the town representatives in order to make an accurate comparison for evaluation purposes.

ITEM NO. 10

Manager's Report  
January 22, 2014

- I. ADMINISTRATION:
  - a) I have talked with the Local Government Investment Pool (LGIP), which the Chase Bank representative indicated appears to be the best investment strategy for the town.
  - b) I contacted Coconino County regarding possibility of working with them for Building Services in Tusayan.
  - c) Staff has almost completed the RFQ and RFP for building services, planning and engineering services for the town.
  
- II. ADOT – I haven't received an answer to my email with ADOT representative regarding permits and/or assistance for replacing the pole by the south roundabout that held several service agency banners, extending the sidewalk on the southeast corner to FS Road 302, what options are available for improving the safety for the crosswalks in town, and to obtain the necessary permitting to add the Gateway Community sign to an existing sign. ADOT did fix the curbing by the Seven Mile Lodge access road. I'm still working with Right-of-Way representatives regarding a Special Event Permit Application for the placement of the Christmas lights on the light poles through town.
  
- III. AIRS – Mark Venuti, who works for Guardian and sits on the AIRS board, made a presentation at the October 2nd Council meeting on the AIRS program. He gave good information and direction for the town to join this program, but it will cost approximately \$35,000.
  
- IV. BROADBAND – I talked with Bill Bolin, contractor for IT for Coconino County and Jim Simms, another IT business owner familiar with Coconino County and Tusayan. They sent some follow up questions to our discussion and then will come to make a presentation to the Council in the next couple of months. Bill and Jim are going to be following up with me to get a better idea of what is needed to proceed with improvements to our system.
  
- V. BUDGET – completed for FY 2014 at about the same amounts as last fiscal year.
  
- VI. CDBG – Staff met with NACOG representative and completed various forms for the ERR (environmental review report) which is required before we get final approval for this project.
  
- VII. COMMUNITY PARK – A crew from the Coconino Jail has come out a couple of times to continue clearing and grubbing of small brush and to do some rock work and apparently will continue this practice with the most recent help coming on 1/14/14. L.P.'s Excavating has been bringing in dirt from the Grand Hotel project. In addition, I need to follow up with Art Babbott regarding the County Parks and Open Space (CPOS) program to express Tusayan's interest in participating in this program.
  
- VIII. COUNCIL FOLLOWUP:
  - a) Fire District hired Tyler Krombeen EMT/FF and invoice represents the Town's financial obligation for salary, benefits and housing. TFD has recently been interviewing to fill the Administrative position which should conclude soon;
  - b) Coconino County Health Dept. submitted data on animal control that I emailed to Council and will follow up with them about costs for these services; and
  - c) Council decided February 7<sup>th</sup> or 8<sup>th</sup> (Friday or Saturday) for a retreat, which staff has been in discussion with League staff regarding topics of interest, but this will be reconsidered soon by the Council.

- IX. DEVELOPMENT/P&Z MEETING – On January 14, 2014 P&Z held a public hearing continued from December 17, 2013 on the final draft of the General Plan as well as the Design Review for Camper Village Interim Housing Development and the DR for a small addition to the Big E Steakhouse. The Commission continued the General Plan hearing until its February 25, 2014 meeting. However, the Camper Village Design Review was forwarded on to the Council for their consideration at their January 22, 2014 meeting. The design review for the Big E Steakhouse addition was approved. Lawrence Tomasello is the new planner from Willdan. His email is [lawrence\\_tomasello@yahoo.com](mailto:lawrence_tomasello@yahoo.com) and his number is (520) 826-9352. I know he's worked as a planner in California and in Arizona, but don't have the specifics to share as yet.
- X. DRAINAGE – J2 Engineering is continuing to work on phase 2 of the drainage study which will be under the \$40,000 cap for estimated costs for this study. I contacted ADOT for aerial maps of this area to assist J2's drainage study of Tusayan. However, ADOT has changed the way it responds to municipal requests for mapping and we've not received these maps as yet. There is a grant opportunity through the Secure Rural Schools program, which was recently suspended by federal government, which may make federal funds available for the town to assist with the engineering, design and possible construction of several drainage basins on the Forest Service.
- XI. MUNICIPAL CODE – Working through a process of putting municipal code information together for the Council and committee to review according to schedule shown on future meetings. Staff recently provided an overview of the codes that had been approved by the Council and a schedule of the remaining codes to be considered by the Council. Staff is working to put approved codes in a binder for Council to have as we move forward. The Council approved the Building Codes at their last meeting in January 2014. I expect the Coconino Department of Health Services will be presenting a proposal for Animal Control Services for the town to consider.
- XII. PUBLIC OUTREACH – Lieutenant Jim Coffey came on December 18<sup>th</sup> to make a report regarding law enforcement activities in Tusayan. Tami Ryall and Pat Walker will make a presentation on January 22, 2014 regarding their work on the town's building services program. James Simino is the new Forest Service District Ranger for the Tusayan District, which we plan to invite to a future Council meeting.
- XIII. SIGNS – town hall signs were installed and still trying to find a way to add the address without spending about \$700. Also, will need signage for park with new rules which the Council approved the draft at their September 4<sup>th</sup> Council meeting, but forwarded them to the School for their input. I did find out that the Park Service creates signs that we may be able to utilize their service.
- XIV. STILO – The Stilo agreement is currently on hold until development issues with Camper Village are resolved hopefully at the July 22, 2014 meeting. At this time, it is expected that the Council will move forward on the First Amendment to the PADA with Stilo.