AGENDA

TUSAYAN PLANNING AND ZONING COMMISSION

PURSUANT TO A.R.S. § 38-431.02 & §38-431.03
Tuesday, February 25, 2014 @ 6:00pm
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 Planning and Zoning Commission and to the general public that the commission will hold a meeting open to the public on Tuesday, February 25, 2014 at the Tusayan Town Hall Building. The commission 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 Town Manager (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.

PLANNING AND ZONING COMMISSION AGENDA

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

2. **ROLL CALL**

   CHAIR ROBERT GOSSARD
   VICE CHAIR BETH HEARNE
   COMMISSIONER SANDRA ANGAT
   COMMISSIONER CLAYANN COOK
   COMMISSIONER JANET ROSENER

   TOWN COUNCIL LIAISON COUNCILMEMBER CRAIG SANDERSON

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

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

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

   None

5. **CONSENT AGENDA**

   Approval of the Minutes of the Regular Meeting held on 1/14/14

6. **PUBLIC HEARING (continued)**

   Final Draft of the Tusayan General Plan 2024

7. **ACTION ITEMS**

   A. **Consideration, discussion, and possible approval of Tusayan General Plan 2024 (continued)**

8. **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 February, 2014 at _____ pm in accordance with the statement filed by the Tusayan Town Council.

_____
Signature of person posting the agenda

ITEM NO. 5

TUSAYAN PLANNING AND ZONING COMMISSION
PURSUANT TO A.R.S. 38-431.02 & 38-431.03
TUESDAY, JANUARY 14, 2014 @ 6:00 pm
TUSAYAN TOWN HALL
845 Mustang Drive, Tusayan, Arizona

PLANNING AND ZONING COMMISSION MEETING SUMMARIZED MINUTES

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chair Gossard called the meeting to order at 6:00 pm and the Pledge of Allegiance was recited.

2. ROLL CALL

Upon roll call, the following were present:

CHAIR ROBERT GOSSARD
VICE CHAIR BETH HEARNE
COMMISSIONER SANDI ANGAT
COMMISSIONER CLAYANN COOK
COMMISSIONER JANET ROSENER

TOWN COUNCIL LIAISON: COUNCILMEMBER CRAIG SANDERSON - excused

Also present were:

Will Wright, Town Manager
Melissa Drake, Town Clerk
Mayor Greg Bryan
Vice Mayor Al Montoya
Councilmember Bill Fitzgerald

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

NONE

4. CEREMONIAL AND/OR INFORMATIONAL MATTERS

NONE

5. CONSENT AGENDA

Approval of the Minutes of the Regular Meeting held on 12/17/13

Commissioner Rosener made a motion to approve the minutes for the December 17, 2013 meeting. Commissioner Angat seconded the motion and it passed unanimously.

Chairman Gossard adjusted the order of the agenda and moved to Item 7B.

7.B. Consideration, discussion, and possible approval of Design Review Case No. DR2013-06, a Design Review for Interim Housing at Camper Village (continued)

Commissioner Angat recused herself on this item based on her employment with Stilo Development Group and left the dais.

Manager Wright gave an overview of the continuance from the last meeting and the status of the Interim Housing at Camper Village. He discussed recent additions to the plan based on input from the community. He stated that Red Feather Properties' attorney, Carolyn Oberholtzer, has been involved in discussions with the applicant and the Town Attorney. Revised Site Plans include grading and drainage plans, landscaping and screening have been added, and his recommendation concurs with the recommendation of Planner Richard Turner which is to approve the plan.

Robb Baldosky, speaking as the applicant, gave a review of the history of the project and stated that Stilo has agreed to the requests of the community. He urged the Commission to move forward.

Carolyn Oberholtzer of BFSO Law and representing Red Feather Properties said that there was no mention of the Flood Plain Management Overlay in the staff reports and that there is no exit for residents during a flood. She stated that there are possible flood issues for adjoining property owned by Red Feather Properties and that the statement that there hasn't been any earthwork is incorrect. She handed out photos of earthwork which she claimed has occurred in Camper Village. Ms. Oberholtzer stated that the Town seems to be waiving all of these items because the project has been labeled as "Interim" even though current Zoning Code requires more. She stated that the required 20 foot setbacks are being ignored and handed out a photo of space 2 which she claims is less than 5 feet from the Texaco Station. She stated that there is a manhole which is not shown on the site plan, as well as a retention basin. She urged the Commission to continue or deny the request.

Robb Baldosky requested to clarify some issues. He stated that the recreation area is an open area for play and the flood study has been completed. The flood study will apply to Phase 2 and permits have been obtained from Coconino County and from the State Office of Manufactured Housing. He stated that this is supposed to be a Design Review looking at the visual aspects of the project, not the nuts and bolts of it.

Commissioner Cook asked about the grading and drainage plans mentioned by Carolyn Oberholtzer. Mr. Baldosky stated that he has them for Phase 1. He said that Sheet C3 is an access plan and the retention basin was built to deal with water running off the Texaco Station property. Manager Wright stated that grading and drainage is covered in the revised plan. Commissioner Cook said the green space was originally delineated well and now it's not as evident. Mr. Baldosky said that everything in the floodway, bordered by the roads, is the recreation area and that they've planted grass in those areas.

Commissioner Rosener stated that the issue Ms. Oberholtzer mentioned about the setbacks on Space 2 is that the Texaco fence is 4 feet on the Camper Village property.

The Commissioners discussed the issues. They asked Manager Wright if he had seen the permits issued by the County. He said yes. Mr. Baldosky said that railroad ties have been installed to a scour depth around the homes as required and everything has been done which is required for resident to get flood insurance. He stated that Camper Village is the only construction in Town which has received all permits. He stated that the Zoning Code states that the Town has 45 days to either approve or deny an application or else the application through non-action, is deemed approved. The Stilo Group has agreed to one continuance but will not agree to another. He urged the Commission to approve the application.

Ms. Oberholtzer stated that the missing piece is the Flood Plain Management Overlay which is required by the Zoning Ordinance. The County only reviewed the home sites, not the overall development.

Manager Wright stated that there is no grading in the central area to submit and that Flood Study and certificates have been provided to Town Staff and to Ms. Oberholtzer. He stated that he believes Mr. Baldosky has met all requirements.

The Commission discussed the options. Commissioner Rosener asked about setting a requirement for the Interim Housing time length so that the homes must be moved within a certain amount of time. The Commission discussed possible requirements including defining a timeline for removal of the interim housing, allowing requests for extensions, and limits on time for construction.

Chair Gossard made a motion to approve DR2013-06 request pursuant to conditions outlined by staff and that Phases 1 – 3 be complete within 24 months, and that the interim housing units be moved out within 5 years with the potential of a 2 year extension to bring the total to 7 years. Manager Wright stated that the request covers only Phases 1 & 2, not Phase 3. Commissioner Rosener made a motion to remove the 24 month stipulation due to potential issues with financing. She also clarified that the Commission's action here is to recommend approval to the Town Council, not approve at this point. Vice Chair Hearne seconded Commissioner Rosener's motion and it passed on unanimous vote. The Commission then voted on the new amended motion and it passed unanimously.

Commissioner Angat returned to the meeting.

7.C. Consideration, discussion, and possible approval of Design Review Case No. DR2014-01, a Design Review of an Expansion of Big E Steakhouse

Chair Gossard and Commissioner Cook recused themselves from Item 7.C. based on their employment at Big E Steakhouse. Manager Wright gave an overview of the staff report and the recommendation to approve and waive the parking requirement since the addition is not for customer use. The exterior of the expansion will match the existing building. Commissioner Cook spoke as the applicant explaining the need for the addition. She stated that, if approved, she may be able to have it

completed by mid-March. Commissioner Angat made a motion to approve DR2014-01. Commissioner Rosener seconded the motion and it passed unanimously.

Chair Gossard and Commissioner Cook returned to the meeting.

The Commission took a break at 7:20 until 7:29pm.

6. PUBLIC HEARING (continued)

Final Draft of the Tusayan General Plan 2024

Manager Wright stated that additional comments (5 individuals) have been received since the end of the 60 day review.

Bill Towler, former Coconino County Community Development Director, spoke on behalf of the Grand Canyon Chapter of the Sierra Club. He stated that there is not a section in the General Plan on "Vision." He stated that this is an opportunity for to Tusayan to become THE standard for gateway communities to National Parks. Mr. Towler said that the "Park & Ride" is a positive but water is an important interest to the Sierra Club and this section of the Plan is "short-changed." There is no mention of other water sources, water needs for fire protection, roads, or environmental impact. There should be a section of the plan about natural resource protection.

Mr. Towler made additional comments on behalf of himself, as a private citizen. He said that many of these comments are the same as Sierra club. As a retired former County Employee, he is commenting because he cares. He strongly urged the addition of a vision statement. He stated that future development should be guided by the Plan and this version is lacking. He believes the sections on water, housing, and land use are weak and that there should be a use plan map in the General Plan. He believes there should be a summary of the use permits currently in effect and a history of conditional use permits allowed under the County which would not be allowed today. He stated that it needs more work to become the document that he believes the Commission and Council desire it to be.

John Vail spoke as a Board Member of the Tusayan Fire District (TFD) and the South Grand Canyon Sanitary District. He believes development plans should require approval from the 2 districts. TFD is the local representative of the State Fire Marshall and the Sanitary District is the designated agency for the NACOG 208 Water Quality Technical Review Committee in this area. He also stated that there is a minor error in the Plan stating that TFD has 3 apparatus when the correct number is 4.

Chair Gossard asked Manager Wright about Mr. Vail's requests for approval authority. Manager Wright stated that this is a Town document so the Town Council is the approving body.

Martha Hahn, Chief of Science and Research Management at Grand Canyon National Park, representing the Park Superintendent, spoke about concerns with water development. She stated that they would like to see how the specific comments that

they have submitted will be addressed. They only see that 2 sentences have been added to address their concerns.

Carolyn Oberholtzer, representing Red Feather Properties, (who was also on the Technical Review Committee) stated that Arizona Statute requires a land use element and a circulation element in the General Plan. She listed the following issues with the Plan in its current draft:

- that comments provided in May were not incorporated into the Plan
- the Committee never got the opportunity to review it
- housing policies are not included
- the Plan needs to show that the TFD station is located on Red Feather property and is commercial property, not public
- Major amendments can only be made once per year. Any change in a residential density of 5% is a major amendment. This dis-incentivizes housing progress.
- Any change from residential to commercial should be a major amendment.
- The July 2, 2013 meeting of the Technical Review Committee was not well attended; several people were not able to attend (herself, Andrew Aldaz, and Chair Gossard among them). The meeting on December 30, 2013 was in response to the comments received in the Commission meeting held on December 17, 2013.

Manager Wright said the document, in draft form, has been on the Town website since August.

Clarinda Vail stated that since the beginning of the Town, she has provided the Tusayan Area Plan and the DRO to 37 people as guiding documents for the vision of the Town so she was in favor of making the General plan a more comprehensive document that will guide future use. She also spoke in favor of TFD & the Sanitary District having approval rights. She stated that the Technical Review Committee should see all the comments which have been submitted, not just a summary.

Andrew Aldaz, who was a member of the Technical Review Committee, stated that there never was a formal meeting of the Committee about the overall plan so the Plan needs more time and collaboration.

Chair Gossard suggested extending the Public Hearing for 30 days and having 1 or 2 formal meetings of the Technical Review Committee with specific goals like adding a vision statement for the plan as suggested by Bill Towler. Commissioner Cook agreed and asked if there were consequences for not completing the plan yet. Manager Wright stated that the Town is still covered by the Tusayan Area Plan.

Mayor Greg Bryan spoke, as a resident, not for the Town Council, stating that there should be specific direction from the Commission to the staff on actions or information gathering that should take place during the continuance.

Commissioner Angat asked if a deadline could be set and "loose ends" could be caught by the Council. Commissioner Cook stated that she is not comfortable with turning over anything with "loose ends." Manger Wright outlined what options are available: continuance or closure and reopening Public Hearing. The Commission discussed the options.

Commissioner Cook made a motion to continue the Public Hearing to February 25, 2014, direct staff to hold at least 1 more meeting of the Technical Review Committee before that date, to add a vision statement, and more specifics as requested during this hearing. Vice Chair Hearne seconded the motion and it passed on unanimous vote.

7. ACTION ITEMS

A. Consideration, discussion, and possible approval of Tusayan General Plan 2024 (continued)

This item was continued until February 25, 2014.

8. MOTION TO ADJOURN

Vice Chair Hearne made a motion to adjourn at 8:41 pm. Commissioner Rosener seconded the motion and it passed unanimously.

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Robert Gossard, Chair **Date**

ATTEST:

_____

Melissa M. Drake, Town Clerk

CERTIFICATION

State of Arizona)

) ss.

Coconino County)

I, Melissa 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 Planning and Zoning Commission of the Town of Tusayan held on January 14, 2014. I further certify that the meeting was duly called and held, and that a quorum was present.

DATED this 18th day of February, 2014

_____

Melissa M. Drake, Town Clerk