

## AGENDA

### TUSAYAN TOWN COUNCIL REGULAR MEETING

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

Wednesday, September 2, 2015 at 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 Town Council and to the general public that the Tusayan Town Council will hold a meeting open to the public on Wednesday, September 2, 2015 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**

**COUNCILMEMBER AL MONTOYA**

**VICE MAYOR CRAIG SANDERSON**

**COUNCILMEMBER JOHN RUETER**

❖ *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

None

#### 5. CONSENT AGENDA

*Items on the consent agenda are routine in nature and will be acted on with one motion and one vote. 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 Special Meetings on 7/28/15 and 8/11/15 and the Regular Meeting on 8/5/15**

**B. Accounts Payable Billings**

**C. Quarterly and Annual Finance Reports**

#### 6. WORK GROUP AND COMMITTEE REPORTS

**A. Update on the Sports Complex Work Group – No new action**

- B. Update on the Planning and Zoning Commission – No new action
- C. Update on Affordable Housing – Verbal information to be provided

**7. ACTION ITEMS**

- A. Consideration, discussion, and possible approval of Town of Tusayan Sports Complex CDBG project #119-14 Bid
- B. Consideration, discussion, and possible approval of 2015 Independence Day activities request for support
- C. Consideration, discussion, and possible approval of Town Council Vacancy Applicant review and Invitation to Interview

**8. DISCUSSION ITEMS**

- A. Discussion of the Grand Canyon National Park Medical Clinic status
- B. Update on Tusayan Zoning Code revision and process
- C. Discussion of the Tusayan Subdivision Ordinance review and process
- D. Update on CenturyLink and other Broadband options
- E. Update on the Arizona Trail Memorial Bench donation and placement
- F. Update on the US Forest Service access application process

**9. TOWN MANAGER'S REPORT**

**10. FUTURE AGENDA ITEMS**

**11. COUNCIL MEMBERS' REPORTS**

**12. MAYOR'S REPORT**

**13. 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 August, 2015, 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 SPECIAL MEETING**

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

Tuesday, July 28, 2015 at 5pm

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 5:05pm and the Pledge of Allegiance was recited.

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

Upon roll call, the following were present:

**MAYOR GREG BRYAN**

**VICE MAYOR CRAIG SANDERSON**

**COUNCILMEMBER BILL FITZGERALD** - excused

**COUNCILMEMBER AL MONTOYA**

**COUNCILMEMBER JOHN RUETER** – joined at 5:14pm

Also present were:

Eric Duthie, Interim Town Manager

Melissa M. Drake, Town Clerk

#### **3. CONSENT AGENDA**

##### **Accounts Payable Billings**

Councilmember Montoya made a motion to approve the consent agenda. Vice Mayor Sanderson seconded the motion and it passed on unanimous vote.

**Mayor Bryan introduced Eric Duthie as Interim Town Manager. Mr. Duthie gave a brief summary of his background.**

#### **4. PUBLIC HEARING ON LIQUOR LICENSE ACQUISITION OF CONTROL FOR PLAZA BONITA RESTAURANT**

Mayor Bryan opened the public hearing and requested comments. There were none.

Mayor Bryan closed the public hearing.

#### **5. ACTION ITEMS**

- A. Consideration, discussion, and possible approval of Liquor License Acquisition of Control for Plaza Bonita Restaurant**

Mayor Bryan asked the applicant, Miguel Arceo, to describe the change in percentage ownership. Mr. Arceo stated that he currently has 51% and will have 100%.

Councilmember Montoya made a motion to approve the acquisition of control for the liquor license. Vice Mayor Sanderson seconded the motion and it passed on unanimous vote.

**B. Consideration, discussion, and possible ratification of Council Subcommittee selection of the consultant Eric Duthie as Interim Town Manager**

Mayor Bryan reviewed the changes in the Town Manager position with Mr. Wright retiring and the selection of the consultant, Eric Duthie.

**Councilmember John Reuter joined the meeting at 5:14pm.**

Councilmember Montoya made a motion to ratify the selection of Eric Duthie as Interim Town Manager. Vice Mayor Sanderson seconded the motion and it passed on unanimous vote.

**C. Consideration, discussion, and possible approval of Resolution 2015-08 and an amended IGA between the Town and the Grand Canyon School District granting an easement for potable water and sewer utility installation at the Sports Complex**

Interim Manager Duthie stated that the School District Board has approved the IGA and requested approval by the Town Council. Mr. Duthie and Vice Mayor Sanderson attended the School Board Meeting when this IGA was approved by them.

Mayor Bryan stated that the terminology for the project should be Sports Complex, not Park.

Clarinda Vail stated that Section 4 should be corrected to list the Bonnie Thurston Trust, John Thurston, Clarinda Vail, and Bess Foster.

Vice Mayor Sanderson made a motion to adopt Resolution 2015-08 and approve the IGA with the School District changing the term "Park" to "Sports Complex" and listing the Trust appropriately. Councilmember Reuter seconded the motion and it passed on unanimous vote.

**6. DISCUSSION ITEM**

**Status of CDBG Project**

Manager Duthie stated that the project is now progressing. The request for bid for the restroom building is out with a closing date of August 10, 2015. The piping bid should be issued in late August with completion in October.

**7. MOTION TO ADJOURN**

Councilmember Montoya made a motion to adjourn the meeting at 5:33pm.  
Councilmember Reuter seconded the motion and it passed on unanimous vote.

**ATTEST:**

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

**Date**

\_\_\_\_\_  
**Melissa M. Drake, Town Clerk**

**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 July 28, 2015. I further certify that the meeting was duly called and held, and that a quorum was present.

DATED this 25<sup>th</sup> day of August, 2015

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

## **TUSAYAN TOWN COUNCIL SPECIAL MEETING**

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

Tuesday, August 11, 2015 at 5:30pm

TUSAYAN TOWN HALL BUILDING

845 Mustang Drive, Tusayan Arizona

### **TOWN COUNCIL SUMMARIZED MINUTES**

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

Vice Mayor Sanderson called the meeting to order at 5:42pm and the Pledge of Allegiance was recited.

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

Upon roll call, the following were present:

**MAYOR GREG BRYAN – via phone  
VICE MAYOR CRAIG SANDERSON  
COUNCILMEMBER AL MONTOYA  
COUNCILMEMBER JOHN RUETER  
VACANT COUNCILMEMBER SEAT**

Also present was:

Eric Duthie, Interim Town Manager

#### **3. CONSENT AGENDA**

##### **Accounts Payable Billings**

Councilmember Reuter made a motion to approve the consent agenda.  
Councilmember Montoya seconded the motion and it passed on unanimous vote.

#### **4. ACTION ITEMS**

##### **A. Consideration, discussion, and possible award of contract for Tusayan Sports Complex Pre-cast Restroom**

Interim Town Manager Eric Duthie presented the single bid received. The bid met all requirements and was for \$144,400. The timetable for setting of the building is approximately 12 weeks from final signature of contracts. The Council inquired about the utility installation and foundation preparation. Manager Duthie answered their questions.

Councilmember Rueter made a motion to award the contract to CXT Concrete Buildings in the amount of \$144,400.00 (One Hundred Forty-Four Thousand, Four Hundred dollars). Councilmember Montoya seconded the motion and it passed on unanimous vote.

**B. Consideration, discussion, and possible action to direct Interim Town Manager to institute public notice and process for filling vacant Council Member Seat, as noticed by incumbent**

Manager Duthie presented the Council with drafts of a Council procedure, timetable, a Council vacancy public notice, and two drafts of Council vacancy applications. The Council directed the timetable to be developed to target the appointment of the vacancy left by Councilmember Bill Fitzgerald by September 16, 2015. The Council also approved the public notice, pending confirmation from the Town Attorney as to the Financial Statement requirements. The Council discussed the two application drafts and directed a single application be developed using questions from each draft, as well as deleting other questions.

Councilmember Montoya made a motion to direct the Interim Town Manager to institute public notice and process for filling the vacant Council Member seat, as discussed. Councilmember Reuter seconded the motion and it passed on unanimous vote.

**7. MOTION TO ADJOURN**

Councilmember Montoya made a motion to adjourn the meeting at 6:48pm. Councilmember Reuter seconded the motion and it passed on unanimous vote.

\_\_\_\_\_  
Craig Sanderson, Vice Mayor      Date

**ATTEST:**

\_\_\_\_\_  
Melissa M. Drake, Town Clerk

**CERTIFICATION**

State of Arizona      )  
                                  ) ss.  
Coconino County      )

I, Eric Duthie, do hereby certify that I am the Interim Town Manager 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 August 11, 2015.

I further certify that the meeting was duly called and held, and that a quorum was present.

DATED this 24<sup>th</sup> day of August, 2015

\_\_\_\_\_  
INTERIM TOWN MANAGER

## **TUSAYAN TOWN COUNCIL REGULAR MEETING**

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

Wednesday, August 5, 2015 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 6:00pm and the Pledge of Allegiance was recited.

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

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

Also present were:

Eric Duthie, Interim Town Manager  
Melissa M. Drake, Town Clerk

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

None

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

##### **Tusayan Fire District FireWise presentation**

Chrystal Schoppmann gave a presentation regarding FireWise, a program to help community members manage wildfire risks. She also stated that some insurance companies give discounts to property owners in a Fire Wise Community.

Interim Town Manager, Eric Duthie, stated that some communities in Arizona have passed ordinances supporting FireWise. Mayor Bryan directed staff to contact the Cooperative Extension and schedule a presentation for the Council.

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

**A. Minutes of the Town Council Special Meetings on 6/3/15, 6/4/15, and 6/24/15 and the Regular Meeting on 6/24/15**

**B. Accounts Payable Billings**

Councilmember Reuter made a motion to approve the Consent Agenda.  
Councilmember Montoya seconded the motion and it passed on unanimous vote.

## **6. WORKGROUP AND COMMITTEE REPORTS**

### **A. Update on the Sports Complex Work Group**

Manager Duthie noted that a meeting has not been held. Mayor Bryan stated that a meeting should be scheduled soon to discuss changes at the Complex.

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

Manager Duthie stated that the Planning and Zoning Commission met earlier this evening and recommended to the Council the Tusayan Subdivision Regulations. He thanked the Commission, Woodson Engineering, and the community for their work on the Subdivision Regulations.

### **C. Update on Affordable Housing**

Manager Duthie stated that Catalyst Architecture has sent the mailer to the printer. He also stated that the Forest Service will have more information on the access application process at the end of the month.

## **7. ACTION ITEMS**

### **A. Consideration, discussion, and possible approval of establishing a date for first reading of the Tusayan Subdivision Ordinance**

Manager Duthie stated that the next step is the first reading of the Ordinance and he suggests that be in the first meeting in September.

Vice Mayor Sanderson made a motion to have the first reading of the Tusayan Subdivision Ordinance at the September 2, 2015 Council Meeting. Councilmember Reuter seconded the motion and it passed on unanimous vote.

Town Engineer Mark Woodson stated that the Red Feather Properties Attorney sent a letter noting a few concerns. He stated that he addressed her concerns and the Commission approved. The Council discussed a few specific points of the regulations with Mr. Woodson.

### **B. Consideration, discussion, and possible ratification of Certificate of Deposit (CD) renewal of July 23, 2015**

Manager Duthie noted his memo which was in the agenda packet. He stated that the first Town CD matured on July 23, 2015. After consulting with the Mayor, he reinvested the money for 60 months at a much higher interest rate and requested the Council's action to ratify this reinvestment.

Councilmember Reuter made a motion to ratify the reinvestment of \$247,000 in a CD for 60 months at 2.35% interest. Councilmember Montoya seconded the motion and it passed on unanimous vote.

**C. Consideration, discussion, and possible approval of renewal of CD maturing on August 12, 2015**

Councilmember Reuter made a motion to approve the reinvestment of \$247,000 in a CD for 60 months at 2.35% interest. Councilmember Montoya seconded the motion and it passed on unanimous vote.

Mayor Bryan requested a quarterly financial report from the bookkeeper.

The Town Manager will bring back this topic in December to review status and next steps.

**D. Consideration, discussion, and possible ratification of "Diamonds Back" Youth Field Building Grant Application**

Manager Duthie stated that the grant application was submitted with last year's information prior to the deadline.

Councilmember Montoya made a motion to ratify the "Diamonds Back" Youth Field Building Grant Application. Councilmember Reuter seconded the motion and it passed on unanimous vote.

**E. Consideration, discussion, and possible approval of an Assurance Agreement in support of funds for the Broadband grant**

Manager Duthie noted the letter and Assurance Agreement which were included in the Agenda Packet. He stated that no new funds will be expended as the \$40,000 have already been allocated.

Councilmember Reuter made a motion to approve the Assurance Agreement. Councilmember Montoya seconded the motion. Manager Duthie noted that the letter must also be signed.

Councilmember Reuter amended motion to include approval of signing the letter. Councilmember Montoya agreed to amend his second and the amended motion passed on unanimous vote.

**F. Consideration and discussion of street-side seating; possible acceptance of public bench donation**

Manager Duthie noted a letter to the Mayor from Janet Rosener regarding a donation to the Town in memory of Dale Shewalter who was one of the founders of the Arizona Trail.

The Council discussed how to handle this donation and possible future donations. Councilmember Reuter asked if an ADOT encroachment permit would be required. Manager Duthie will look at the IGA with ADOT and Clerk Drake will distribute the IGA to the Council.

Mayor Bryan made a motion to accept the bench donation to be placed at a location of the Council's choice subject to any prohibition found in the IGA. Councilmember Montoya seconded the motion and it passed on unanimous vote.

**G. Consideration, discussion, and possible approval of League of Arizona Cities and Towns Resolutions Committee recommendations**

Manager Duthie stated that Councilmember Reuter has been designated to represent the Town on the Resolutions Committee at the upcoming League Conference.

Manager Duthie recommended (and the Council discussed) the following:

- Opposing the Scottsdale-sponsored resolution which would not be in the interest of small cities and towns
- Supporting the Prescott-sponsored resolution to provide for additional revenue generation authority
- Supporting the Yuma-sponsored resolution regarding public records requests
- Supporting proposals to retain local control and reject unfunded proposals
- Supporting restoration of the Arizona Housing trust Fund
- Supporting the prohibition of State sweeps of HURF and restoring it to FY2008 levels

The Council took no action but stated expectations that Councilmember Reuter will represent the Council as appropriate.

**H. Consideration, discussion, and possible approval of a Special Council Meeting on August 11, 2015 to award the CDBG prefabricated restroom bid recommendation; approval of cancelling the August 19, 2015 Council Meeting due to Council and Staff attendance of the annual Conference of the League of Arizona Cities and Towns**

Manager Duthie noted that the bid opening is on August 10<sup>th</sup> and we would like to make the award quickly. Mayor Bryan stated that he would have to call in for this meeting.

Mayor Bryan stated that Councilmember Fitzgerald turned in his key today in resignation from the Council. He stated that there should be an agenda item for the August 11<sup>th</sup> meeting for staff to advertise for the open seat.

Mayor Bryan made a motion to cancel the meeting scheduled for August 19, 2015 and to hold a special meeting at 5:30pm on August 11, 2015 to award the restroom bid and to set a process to fill the Council vacancy. Councilmember Reuter seconded the motion and it passed on unanimous vote.

**8. DISCUSSION ITEMS**

**A. Update and Discussion of CDBG Project**

Bid opening is on the 10<sup>th</sup> and the piping bid will be advertised with a possible award on September 2, 2015.

**B. Update on broadband potential for Tusayan**

Manager Duthie noted a phone call with CenturyLink where they stated federal funding was allocated based on population of living units which excludes this area. CenturyLink also estimated the cost of running fiber from Williams to Tusayan at \$8M. Additional meetings are upcoming.

Manager Duthie noted a call today from a CenturyLink Telecommunications Specialist about requests from the area. He directed her back to her own company for information on this issue.

Councilmember Reuter stated that there have been long waiting lists with CenturyLink, and QWest before them, for over 10 years. He stated that we are exploring every avenue to bring additional broadband to Tusayan. He also stated that Team Fishel has made a proposal to begin work and asked the Town Manager to follow up with them. Councilmember Reuter proposed moving forward with building out a fiber network within the Town.

Mayor Bryan stated that at the Squire they have installed a conduit with the specific intent of installing future fiber.

## **9. TOWN MANAGER'S REPORT**

Manager Duthie stated the following:

- The Municipal Code is still in process
- He has renewed a request to the Lions Club & Chamber for signs
- He is working with Willdan Engineering on updating the Zoning Code
- Woodson is working on setting up a meeting with a local rancher on detention basins
- ADOT shoulder widening on Highway 64 sometime between March and November 2016 and will take about 3 months
- ADEQ has awarded a grant for the cleanup of the former Canyon Trading Post

## **10. FUTURE AGENDA ITEMS**

8/11/15 – CDBG & vacancy  
9/2/15 – Workshop at 5pm to review Subdivision Regulations  
9/2/15 – NPS presentation on the status of the Medical Clinic (withdrawing subsidy)  
9/2/15 – Status of filling the vacancy on the Council  
9/2/15 – Quarterly Finance Report  
9/2/15 – Update on meeting with CenturyLink  
9/16/15 – Broadband update  
9/2 or 16/15 – Update on the FS access  
9/16/15 – Update on League Conference  
9/16/15 – Discussion of art in Town  
October – FireWise

## **11. COUNCIL MEMBERS' REPORTS**

None

## **12. MAYOR'S REPORT**

- Mayor Bryan stated the following:
- the Coconino Plateau Water Advisory Council (CPWAC) meeting last week presented a water source map which is now on their website and stated that the Council will be focusing on education
  - NACOG meeting upcoming



ITEM NO. 5B

ITEM NO. 5C

## Town of Tusayan Profit & Loss Budget vs. Actual April through June 2015

| Q4 -FY15   | TOTAL             |                   |                   |               |
|--|-------------------|-------------------|-------------------|---------------|
|  | Apr - Jun 15      | Budget            | \$ Over Budget    | % of Budget   |
| <b>REVENUES</b>                                    |                   |                   |                   |               |
| 1-3110 · Urban Revenue Sharing                     | 45,396.06         | 45,600.00         | -203.94           | 99.55%        |
| 1-3120 · City Sales Tax                            | 893,721.28        | 575,001.00        | 318,720.28        | 155.43%       |
| 1-3130 · State Sales Tax                           | 13,438.96         | 12,500.00         | 938.96            | 107.51%       |
| 1-3200 · Business Licenses                         | 100.00            | 0.00              | 100.00            | 100.0%        |
| 1-3210 · Permit Fees                               | 639.44            | 18,750.00         | -18,110.56        | 3.41%         |
| 1-3610 · Interest Income                           | 256.70            | 1,251.00          | -994.30           | 20.52%        |
| 2-3140 · HURF                                      | 15,263.98         | 13,752.00         | 1,511.98          | 111.0%        |
| 2-3150 · Vehicle License Tax                       | 6,945.26          | 5,952.00          | 993.26            | 116.69%       |
| 4-3650 · Receipts-StiloGroup Development           | 0.00              | 0.00              | 0.00              | 0.0%          |
| 5-3650 · Receipts - Grant                          | 0.00              | 50,000.00         | -50,000.00        | 0.0%          |
| <b>TOTAL REVENUES</b>                              | <b>975,761.68</b> | <b>722,806.00</b> | <b>252,955.68</b> | <b>135.0%</b> |
| <b>EXPENDITURES</b>                                |                   |                   |                   |               |
| <b>11 · Mayor &amp; Council</b>                    |                   |                   |                   |               |
| 11-4156 · Technology Stipend                       | 181.64            | 1,500.00          | -1,318.36         | 12.11%        |
| 11-4160 · Travel & Training                        |                   |                   |                   |               |
| 11-4500 · Mileage/Lodging/Meals                    | 1,028.38          | 3,000.00          | -1,971.62         | 34.28%        |
| 11-4510 · Registration Fees                        | 665.00            | 2,000.00          | -1,335.00         | 33.25%        |
| <b>Total 11-4160 · Travel &amp; Training</b>       | <b>1,693.38</b>   | <b>5,000.00</b>   | <b>-3,306.62</b>  | <b>33.87%</b> |
| 11-4260 · Employee & Volunteer Program             | 0.00              | 1,250.00          | -1,250.00         | 0.0%          |
| 11-4310 · Public Notices and Advertising           | 1,848.98          | 3,126.00          | -1,277.02         | 59.15%        |
| 11-4380 · Office Supplies                          | 38.97             | 1,251.00          | -1,212.03         | 3.12%         |
| 11-4390 · Insurance                                | 9,025.00          | 2,500.00          | 6,525.00          | 361.0%        |
| 11-4410 · Licenses, Permits, Fees                  | 746.00            | 3,125.00          | -2,379.00         | 23.87%        |
| 11-4430 · Council Member Compensation              |                   |                   |                   |               |
| 11-4100 · Salaries & Wages                         | 3,900.00          | 3,750.00          | 150.00            | 104.0%        |
| <b>Total 11-4430 · Council Member Compensation</b> | <b>3,900.00</b>   | <b>3,750.00</b>   | <b>150.00</b>     | <b>104.0%</b> |
| 11-5150 · Elections                                | 0.00              | 0.00              | 0.00              | 0.0%          |
| <b>Total 11 · Mayor &amp; Council</b>              | <b>17,433.97</b>  | <b>21,502.00</b>  | <b>-4,068.03</b>  | <b>81.08%</b> |
| <b>12 · Manager &amp; Support</b>                  |                   |                   |                   |               |
| 12-4160 · Travel & Training                        |                   |                   |                   |               |
| 12-4500 · Mileage/Lodging/Meals                    | 1,147.29          | 2,250.00          | -1,102.71         | 50.99%        |
| 12-4510 · Reistration Fees                         | 693.95            | 1,250.00          | -556.05           | 55.52%        |
| <b>Total 12-4160 · Travel &amp; Training</b>       | <b>1,841.24</b>   | <b>3,500.00</b>   | <b>-1,658.76</b>  | <b>52.61%</b> |
| 12-4165 · Public Relations & Events                | 0.00              | 1,250.00          | -1,250.00         | 0.0%          |
| 12-4360 · Marketing/Promotional Supplies           | 0.00              | 25,000.00         | -25,000.00        | 0.0%          |
| 12-4380 · Office Supplies                          |                   |                   |                   |               |
| 12-4440 · Postage and Delivery                     | 62.66             | 150.00            | -87.34            | 41.77%        |
| 12-4380 · Office Supplies - Other                  | 571.35            | 849.99            | -278.64           | 67.22%        |
| <b>Total 12-4380 · Office Supplies</b>             | <b>634.01</b>     | <b>999.99</b>     | <b>-365.98</b>    | <b>63.4%</b>  |
| 12-4430 · Employees                                |                   |                   |                   |               |
| 12-4100 · Salaries & Wages                         | 84,303.30         | 52,500.00         | 31,803.30         | 160.58%       |

## Town of Tusayan Profit & Loss Budget vs. Actual April through June 2015

| Q4 -FY15  | TOTAL             |                  |                   |                |
|---|-------------------|------------------|-------------------|----------------|
|   | Apr - Jun 15      | Budget           | \$ Over Budget    | % of Budget    |
| 12-4120 · Pension Expense                       | 5,237.10          | 0.00             | 5,237.10          | 100.0%         |
| 12-4130 · Employee Benefits                     | 7,611.69          | 0.00             | 7,611.69          | 100.0%         |
| 12-4150 · Payroll Taxes                         | 8,510.62          | 0.00             | 8,510.62          | 100.0%         |
| 12-4430 · Employees - Other                     | 0.00              | 0.00             | 0.00              | 0.0%           |
| <b>Total 12-4430 · Employees</b>                | <b>105,662.71</b> | <b>52,500.00</b> | <b>53,162.71</b>  | <b>201.26%</b> |
| 12-4431 · Contract Services                     |                   |                  |                   |                |
| 12-4442 · Finance & Accounting                  |                   |                  |                   |                |
| 12-5010 · Audit                                 | 0.00              | 2,499.99         | -2,499.99         | 0.0%           |
| 12-5011 · Bookkeeping Services                  | 5,829.75          | 5,000.01         | 829.74            | 116.6%         |
| <b>Total 12-4442 · Finance &amp; Accounting</b> | <b>5,829.75</b>   | <b>7,500.00</b>  | <b>-1,670.25</b>  | <b>77.73%</b>  |
| 12-5420 · Consulting Services - Misc.           | 0.00              | 1,250.00         | -1,250.00         | 0.0%           |
| <b>Total 12-4431 · Contract Services</b>        | <b>5,829.75</b>   | <b>8,750.00</b>  | <b>-2,920.25</b>  | <b>66.63%</b>  |
| 12-4450 · ASRS Start Up Fee                     | 0.00              | 0.00             | 0.00              | 0.0%           |
| 12-5400 · Telephone                             | 479.96            | 1,251.00         | -771.04           | 38.37%         |
| 12-5410 · Internet/Web                          | 5,250.00          | 2,250.00         | 3,000.00          | 233.33%        |
| <b>Total 12 · Manager &amp; Support</b>         | <b>119,697.67</b> | <b>95,500.99</b> | <b>24,196.68</b>  | <b>125.34%</b> |
| 13 · Legal Services                             |                   |                  |                   |                |
| 13-4431 · Contract Services                     |                   |                  |                   |                |
| 13-4420 · General Counsel                       | 10,094.00         | 21,000.00        | -10,906.00        | 48.07%         |
| 13-4421 · Special Counsel                       | 0.00              | 2,500.00         | -2,500.00         | 0.0%           |
| <b>Total 13-4431 · Contract Services</b>        | <b>10,094.00</b>  | <b>23,500.00</b> | <b>-13,406.00</b> | <b>42.95%</b>  |
| 13-4432 · Litigation Allowance                  | 0.00              | 12,500.00        | -12,500.00        | 0.0%           |
| <b>Total 13 · Legal Services</b>                | <b>10,094.00</b>  | <b>36,000.00</b> | <b>-25,906.00</b> | <b>28.04%</b>  |
| 14 · Planning & Studies                         |                   |                  |                   |                |
| 14-4431 · Contract Services                     |                   |                  |                   |                |
| 14-4411 · Housing Needs Study                   | 9,245.90          | 10,000.00        | -754.10           | 92.46%         |
| 14-4412 · General Plan Update                   | 0.00              | 0.00             | 0.00              | 0.0%           |
| 14-4413 · General Engineering                   | 54,557.73         | 6,250.00         | 48,307.73         | 872.92%        |
| 14-4414 · Re-Write Zoning Code Project          | 675.00            | 5,001.00         | -4,326.00         | 13.5%          |
| 14-4415 · Contract Planning Services            | 2,588.75          | 15,000.00        | -12,411.25        | 17.26%         |
| 14-4416 · Subdivision Regulations               | 11,544.94         | 8,750.00         | 2,794.94          | 131.94%        |
| 14-7064 · Parking Study                         | 0.00              | 5,000.00         | -5,000.00         | 0.0%           |
| 14-7070 · Planning&Design for Town Parcel       | 0.00              | 10,000.00        | -10,000.00        | 0.0%           |
| <b>Total 14-4431 · Contract Services</b>        | <b>78,612.32</b>  | <b>60,001.00</b> | <b>18,611.32</b>  | <b>131.02%</b> |
| <b>Total 14 · Planning &amp; Studies</b>        | <b>78,612.32</b>  | <b>60,001.00</b> | <b>18,611.32</b>  | <b>131.02%</b> |
| 15 · Court & Prosecutor                         |                   |                  |                   |                |
| 15-4431 · Contract Services                     |                   |                  |                   |                |
| 15-4421 · Contract Prosecutor/Defender          | 6,080.50          | 5,000.00         | 1,080.50          | 121.61%        |
| <b>Total 15-4431 · Contract Services</b>        | <b>6,080.50</b>   | <b>5,000.00</b>  | <b>1,080.50</b>   | <b>121.61%</b> |
| <b>Total 15 · Court &amp; Prosecutor</b>        | <b>6,080.50</b>   | <b>5,000.00</b>  | <b>1,080.50</b>   | <b>121.61%</b> |
| 16 · Development & Permits                      |                   |                  |                   |                |
| 16-4414 · Advertising                           | 0.00              | 1,875.00         | -1,875.00         | 0.0%           |
| 16-4415 · Supplies & Printing                   | 0.00              | 625.00           | -625.00           | 0.0%           |

## Town of Tusayan Profit & Loss Budget vs. Actual April through June 2015

| Q4 -FY15                                    | TOTAL             |                   |                   |                |
|---|-------------------|-------------------|-------------------|----------------|
|   | Apr - Jun 15      | Budget            | \$ Over Budget    | % of Budget    |
| <b>16-4431 - Contract Services</b>          |                   |                   |                   |                |
| 16-4412 - Building Permit Services          | 0.00              | 12,501.00         | -12,501.00        | 0.0%           |
| 16-4413 - Plan Review                       | 85.00             | 6,249.00          | -6,164.00         | 1.36%          |
| 16-4417 - Fee Analysis                      | 0.00              | 1,250.00          | -1,250.00         | 0.0%           |
| <b>Total 16-4431 - Contract Services</b>    | <b>85.00</b>      | <b>20,000.00</b>  | <b>-19,915.00</b> | <b>0.43%</b>   |
| <b>Total 16 - Development &amp; Permits</b> | <b>85.00</b>      | <b>22,500.00</b>  | <b>-22,415.00</b> | <b>0.38%</b>   |
| <b>17 - Public Safety</b>                   |                   |                   |                   |                |
| 17-4431 - Sheriff                           | 113,648.00        | 90,000.00         | 23,648.00         | 126.28%        |
| 17-4432 - Public Safety - Special Events    | 0.00              | 2,500.00          | -2,500.00         | 0.0%           |
| 17-4433 - Law Enforcement Needs Study       | 0.00              | 0.00              | 0.00              | 0.0%           |
| 17-4434 - Public Safety Enhancements        | 0.00              | 6,250.00          | -6,250.00         | 0.0%           |
| 17-4435 - Fire District Subsidy             | 23,382.42         | 25,000.00         | -1,617.58         | 93.53%         |
| 17-4436 - Animal Control - County Health    | 0.00              | 2,500.00          | -2,500.00         | 0.0%           |
| <b>Total 17 - Public Safety</b>             | <b>137,030.42</b> | <b>126,250.00</b> | <b>10,780.42</b>  | <b>108.54%</b> |
| <b>18 - Facilities &amp; Grounds</b>        |                   |                   |                   |                |
| 18-4390 - Insurance                         | 0.00              | 1,500.00          | -1,500.00         | 0.0%           |
| 18-4490 - Custodial & Supplies              | 288.71            | 2,500.00          | -2,211.29         | 11.55%         |
| 18-4700 - Maintenance Facilities            | 423.36            | 2,500.00          | -2,076.64         | 16.93%         |
| <b>18-5420 - Utilities</b>                  |                   |                   |                   |                |
| 18-5421 - Telephone - Land Line             | 766.46            | 750.00            | 16.46             | 102.2%         |
| 18-5423 - Broadband                         | 160.06            | 150.00            | 10.06             | 106.71%        |
| 18-5425 - Utilities Facilities & Grounds    | 2,718.29          | 3,050.00          | -331.71           | 89.12%         |
| 18-5426 - Utilities - Housing               | 120.59            | 999.99            | -879.40           | 12.06%         |
| 18-5427 - Utilities - Park                  | 31.67             | 50.01             | -18.34            | 63.33%         |
| <b>Total 18-5420 - Utilities</b>            | <b>3,797.07</b>   | <b>5,000.00</b>   | <b>-1,202.93</b>  | <b>75.94%</b>  |
| <b>18-6250 - Rent Expense</b>               |                   |                   |                   |                |
| 18-6252 - ADOT Ground Rental                | 6,460.48          | 7,500.00          | -1,039.52         | 86.14%         |
| <b>Total 18-6250 - Rent Expense</b>         | <b>6,460.48</b>   | <b>7,500.00</b>   | <b>-1,039.52</b>  | <b>86.14%</b>  |
| 18-7020 - Office Furniture                  | 201.45            | 937.50            | -736.05           | 21.49%         |
| 18-7030 - Equipment                         | 1,227.38          | 937.50            | 289.88            | 130.92%        |
| <b>Total 18 - Facilities &amp; Grounds</b>  | <b>12,395.45</b>  | <b>20,875.00</b>  | <b>-8,476.55</b>  | <b>59.39%</b>  |
| <b>19 - Parks &amp; Recreation</b>          |                   |                   |                   |                |
| <b>19-4700 - Maintenance</b>                |                   |                   |                   |                |
| <b>    19-4430 - Employees</b>              |                   |                   |                   |                |
| 19-4100 - Salaries & Wages                  | 9,262.44          | 9,000.00          | 262.44            | 102.92%        |
| <b>Total 19-4430 - Employees</b>            | <b>9,262.44</b>   | <b>9,000.00</b>   | <b>262.44</b>     | <b>102.92%</b> |
| 19-4710 - Maintenance Park                  | 1,108.77          | 7,500.00          | -6,391.23         | 14.78%         |
| <b>Total 19-4700 - Maintenance</b>          | <b>10,371.21</b>  | <b>16,500.00</b>  | <b>-6,128.79</b>  | <b>62.86%</b>  |
| 19-4702 - Projects Planning                 | 0.00              | 6,250.00          | -6,250.00         | 0.0%           |
| 19-7040 - Vehicles/Equipment                | 0.00              | 5,000.00          | -5,000.00         | 0.0%           |
| 19-7041 - Vehicle/Equipment Operation       | 1,230.21          | 2,500.00          | -1,269.79         | 49.21%         |
| <b>Total 19 - Parks &amp; Recreation</b>    | <b>11,601.42</b>  | <b>30,250.00</b>  | <b>-18,648.58</b> | <b>38.35%</b>  |

2 - Street Fund

**Town of Tusayan**  
**Profit & Loss Budget vs. Actual**  
 April through June 2015

| Q4 -FY15                                       | TOTAL             |                   |                    |               |
|--|-------------------|-------------------|--------------------|---------------|
|  | Apr - Jun 15      | Budget            | \$ Over Budget     | % of Budget   |
| 2-4484 · Maintenance - Sidewalk                | 1,431.74          | 11,250.00         | -9,818.26          | 12.73%        |
| 2-4485 · Maintenance - Landscape               | 3,772.47          | 5,000.00          | -1,227.53          | 75.45%        |
| 2-4486 · Bus Stop Maintenance                  | 0.00              | 2,500.00          | -2,500.00          | 0.0%          |
| <b>Total 2 · Street Fund</b>                   | <b>5,204.21</b>   | <b>18,750.00</b>  | <b>-13,545.79</b>  | <b>27.76%</b> |
| <b>20 · Capital Improvement Projects</b>       |                   |                   |                    |               |
| 20-4416 · Fiber Optic Implementation           | 8,220.00          | 20,000.00         | -11,780.00         | 41.1%         |
| 20-4701 · Park Development                     | 6,991.87          | 37,500.00         | -30,508.13         | 18.65%        |
| 20-7055 · Tusayan Employee Housing Projec      | 0.00              | 0.00              | 0.00               | 0.0%          |
| 20-7056 · Town Hall Parking Improvements       | 200.19            | 5,000.00          | -4,799.81          | 4.0%          |
| 20-7058 · Tusayan Affordable Housing Proj      | 18,612.25         | 12,501.00         | 6,111.25           | 148.89%       |
| 20-7059 · Natural Gas Extension                | 0.00              | 15,000.00         | -15,000.00         | 0.0%          |
| 20-7060 · Drainage Study/ Model Update         | 0.00              | 28,750.00         | -28,750.00         | 0.0%          |
| 20-7061 · Bus Stop Art Program/ Public Ar      | 0.00              | 10,000.00         | -10,000.00         | 0.0%          |
| 20-7062 · Trail System & Improvements          | 0.00              | 9,575.00          | -9,575.00          | 0.0%          |
| 20-7063 · Utility Undegrounding Study          | 0.00              | 7,500.00          | -7,500.00          | 0.0%          |
| <b>Total 20 · Capital Improvement Projects</b> | <b>34,024.31</b>  | <b>145,826.00</b> | <b>-111,801.69</b> | <b>23.33%</b> |
| <b>21 · Contingency</b>                        |                   |                   |                    |               |
| 21-1000 · Contingency                          | 25,000.00         | 62,500.00         | -37,500.00         | 40.0%         |
| <b>Total 21 · Contingency</b>                  | <b>25,000.00</b>  | <b>62,500.00</b>  | <b>-37,500.00</b>  | <b>40.0%</b>  |
| 4-4650 · Disbursements-StiloGroup Devel.       | 1,340.00          | 12,500.00         | -11,160.00         | 10.72%        |
| 5-4650 · Disbursements - Grant                 | 7,832.80          | 50,000.00         | -42,167.20         | 15.67%        |
| <b>TOTAL EXPENDITURES</b>                      | <b>466,435.07</b> | <b>707,454.99</b> | <b>-241,019.92</b> | <b>65.93%</b> |
| <b>REVENUES OVER EXPENDITURES</b>              |                   |                   |                    |               |
| <b>509,326.61</b>                              |                   |                   |                    |               |

**Town of Tusayan**  
**Profit & Loss Budget vs. Actual**  
July 2014 through June 2015

| FY15                                     | TOTAL               |                     |                   |                |
|--|---------------------|---------------------|-------------------|----------------|
|  | Jul '14 - Jun 15    | Budget              | \$ Over Budget    | % of Budget    |
| <b>REVENUES</b>                          |                     |                     |                   |                |
| 1-3110 · Urban Revenue Sharing           | 181,584.24          | 182,400.00          | -815.76           | 99.55%         |
| 1-3120 · City Sales Tax                  | 3,236,979.04        | 2,300,000.00        | 936,979.04        | 140.74%        |
| 1-3130 · State Sales Tax                 | 46,553.00           | 50,000.00           | -3,447.00         | 93.11%         |
| 1-3200 · Business Licenses               | 530.00              | 100.00              | 430.00            | 530.0%         |
| 1-3210 · Permit Fees                     | 36,836.82           | 75,000.00           | -38,163.18        | 49.12%         |
| 1-3610 · Interest Income                 | 1,957.10            | 5,000.00            | -3,042.90         | 39.14%         |
| 2-3140 · HURF                            | 47,577.72           | 55,000.00           | -7,422.28         | 86.51%         |
| 2-3150 · Vehicle License Tax             | 21,851.01           | 23,800.00           | -1,948.99         | 91.81%         |
| 4-3650 · Receipts-StiloGroup Development | 6,735.00            | 0.00                | 6,735.00          | 100.0%         |
| 5-3650 · Receipts - Grant                | 22,139.14           | 200,000.00          | -177,860.86       | 11.07%         |
| <b>TOTAL REVENUES</b>                    | <b>3,602,743.07</b> | <b>2,891,300.00</b> | <b>711,443.07</b> | <b>124.61%</b> |

|  |                  |                  |                   |               |
|--|------------------|------------------|-------------------|---------------|
| <b>EXPENDITURES</b>                                |                  |                  |                   |               |
| <b>11 · Mayor &amp; Council</b>                    |                  |                  |                   |               |
| 11-4156 · Technology Stipend                       | 735.87           | 6,000.00         | -5,264.13         | 12.27%        |
| 11-4160 · Travel & Training                        |                  |                  |                   |               |
| 11-4500 · Mileage/Lodging/Meals                    | 3,746.65         | 12,000.00        | -8,253.35         | 31.22%        |
| 11-4510 · Registration Fees                        | 665.00           | 8,000.00         | -7,335.00         | 8.31%         |
| <b>Total 11-4160 · Travel &amp; Training</b>       | <b>4,411.65</b>  | <b>20,000.00</b> | <b>-15,588.35</b> | <b>22.06%</b> |
| 11-4260 · Employee & Volunteer Program             | 0.00             | 5,000.00         | -5,000.00         | 0.0%          |
| 11-4310 · Public Notices and Advertising           | 6,937.38         | 12,500.00        | -5,562.62         | 55.5%         |
| 11-4380 · Office Supplies                          | 2,095.28         | 5,000.00         | -2,904.72         | 41.91%        |
| 11-4390 · Insurance                                | 18,404.00        | 10,000.00        | 8,404.00          | 184.04%       |
| 11-4410 · Licenses, Permits, Fees                  | 14,551.40        | 12,500.00        | 2,051.40          | 116.41%       |
| 11-4430 · Council Member Compensation              |                  |                  |                   |               |
| 11-4100 · Salaries & Wages                         | 12,600.00        | 15,000.00        | -2,400.00         | 84.0%         |
| <b>Total 11-4430 · Council Member Compensation</b> | <b>12,600.00</b> | <b>15,000.00</b> | <b>-2,400.00</b>  | <b>84.0%</b>  |
| 11-5150 · Elections                                | 4,868.88         | 10,000.00        | -5,131.12         | 48.69%        |
| <b>Total 11 · Mayor &amp; Council</b>              | <b>64,604.46</b> | <b>96,000.00</b> | <b>-31,395.54</b> | <b>67.3%</b>  |

|  |                 |                  |                  |               |
|--|-----------------|------------------|------------------|---------------|
| <b>12 · Manager &amp; Support</b>            |                 |                  |                  |               |
| 12-4160 · Travel & Training                  |                 |                  |                  |               |
| 12-4500 · Mileage/Lodging/Meals              | 6,681.78        | 9,000.00         | -2,318.22        | 74.24%        |
| 12-4510 · Reistration Fees                   | 1,935.90        | 5,000.00         | -3,064.10        | 38.72%        |
| <b>Total 12-4160 · Travel &amp; Training</b> | <b>8,617.68</b> | <b>14,000.00</b> | <b>-5,382.32</b> | <b>61.56%</b> |
| 12-4165 · Public Relations & Events          | 0.00            | 5,000.00         | -5,000.00        | 0.0%          |
| 12-4360 · Marketing/Promotional Supplies     | 4,792.50        | 100,000.00       | -95,207.50       | 4.79%         |
| 12-4380 · Office Supplies                    |                 |                  |                  |               |
| 12-4440 · Postage and Delivery               | 558.25          | 600.00           | -41.75           | 93.04%        |
| 12-4380 · Office Supplies - Other            | 1,737.30        | 3,400.00         | -1,662.70        | 51.1%         |
| <b>Total 12-4380 · Office Supplies</b>       | <b>2,295.55</b> | <b>4,000.00</b>  | <b>-1,704.45</b> | <b>57.39%</b> |
| 12-4430 · Employees                          |                 |                  |                  |               |
| 12-4100 · Salaries & Wages                   | 196,115.37      | 210,000.00       | -13,884.63       | 93.39%        |

## Town of Tusayan Profit & Loss Budget vs. Actual July 2014 through June 2015

| FY15  | TOTAL             |                   |                    |                |
|---|-------------------|-------------------|--------------------|----------------|
|   | Jul '14 - Jun 15  | Budget            | \$ Over Budget     | % of Budget    |
| 12-4120 · Pension Expense                       | 25,663.63         | 0.00              | 25,663.63          | 100.0%         |
| 12-4130 · Employee Benefits                     | 27,512.83         | 0.00              | 27,512.83          | 100.0%         |
| 12-4150 · Payroll Taxes                         | 9,615.11          | 0.00              | 9,615.11           | 100.0%         |
| <b>Total 12-4430 · Employees</b>                | <b>258,906.94</b> | <b>210,000.00</b> | <b>48,906.94</b>   | <b>123.29%</b> |
| 12-4431 · Contract Services                     |                   |                   |                    |                |
| 12-4442 · Finance & Accounting                  |                   |                   |                    |                |
| 12-5010 · Audit                                 | 8,150.00          | 10,000.00         | -1,850.00          | 81.5%          |
| 12-5011 · Bookkeeping Services                  | 17,339.90         | 20,000.00         | -2,660.10          | 86.7%          |
| <b>Total 12-4442 · Finance &amp; Accounting</b> | <b>25,489.90</b>  | <b>30,000.00</b>  | <b>-4,510.10</b>   | <b>84.97%</b>  |
| 12-5420 · Consulting Services - Misc.           | 474.00            | 5,000.00          | -4,526.00          | 9.48%          |
| <b>Total 12-4431 · Contract Services</b>        | <b>25,963.90</b>  | <b>35,000.00</b>  | <b>-9,036.10</b>   | <b>74.18%</b>  |
| 12-4450 · ASRS Start Up Fee                     | 28,074.69         | 50,000.00         | -21,925.31         | 56.15%         |
| 12-5400 · Telephone                             | 1,459.03          | 5,000.00          | -3,540.97          | 29.18%         |
| 12-5410 · Internet/Web                          | 9,483.38          | 9,000.00          | 483.38             | 105.37%        |
| <b>Total 12 · Manager &amp; Support</b>         | <b>339,593.67</b> | <b>432,000.00</b> | <b>-92,406.33</b>  | <b>78.61%</b>  |
| 13 · Legal Services                             |                   |                   |                    |                |
| 13-4431 · Contract Services                     |                   |                   |                    |                |
| 13-4420 · General Counsel                       | 35,828.50         | 84,000.00         | -48,171.50         | 42.65%         |
| 13-4421 · Special Counsel                       | 0.00              | 10,000.00         | -10,000.00         | 0.0%           |
| <b>Total 13-4431 · Contract Services</b>        | <b>35,828.50</b>  | <b>94,000.00</b>  | <b>-58,171.50</b>  | <b>38.12%</b>  |
| 13-4432 · Litigation Allowance                  | 0.00              | 50,000.00         | -50,000.00         | 0.0%           |
| <b>Total 13 · Legal Services</b>                | <b>35,828.50</b>  | <b>144,000.00</b> | <b>-108,171.50</b> | <b>24.88%</b>  |
| 14 · Planning & Studies                         |                   |                   |                    |                |
| 14-4431 · Contract Services                     |                   |                   |                    |                |
| 14-4411 · Housing Needs Study                   | 9,245.90          | 40,000.00         | -30,754.10         | 23.12%         |
| 14-4413 · General Engineering                   | 144,375.44        | 25,000.00         | 119,375.44         | 577.5%         |
| 14-4414 · Re-Write Zoning Code Project          | 25,808.75         | 20,000.00         | 5,808.75           | 129.04%        |
| 14-4415 · Contract Planning Services            | 14,722.24         | 60,000.00         | -45,277.76         | 24.54%         |
| 14-4416 · Subdivision Regulations               | 33,638.14         | 35,000.00         | -1,361.86          | 96.11%         |
| 14-7064 · Parking Study                         | 0.00              | 20,000.00         | -20,000.00         | 0.0%           |
| 14-7070 · Planning&Design for Town Parcel       | 0.00              | 40,000.00         | -40,000.00         | 0.0%           |
| <b>Total 14-4431 · Contract Services</b>        | <b>227,790.47</b> | <b>240,000.00</b> | <b>-12,209.53</b>  | <b>94.91%</b>  |
| <b>Total 14 · Planning &amp; Studies</b>        | <b>227,790.47</b> | <b>240,000.00</b> | <b>-12,209.53</b>  | <b>94.91%</b>  |
| 15 · Court & Prosecutor                         |                   |                   |                    |                |
| 15-4431 · Contract Services                     |                   |                   |                    |                |
| 15-4421 · Contract Prosecutor/Defender          | 21,350.39         | 20,000.00         | 1,350.39           | 106.75%        |
| <b>Total 15-4431 · Contract Services</b>        | <b>21,350.39</b>  | <b>20,000.00</b>  | <b>1,350.39</b>    | <b>106.75%</b> |
| <b>Total 15 · Court &amp; Prosecutor</b>        | <b>21,350.39</b>  | <b>20,000.00</b>  | <b>1,350.39</b>    | <b>106.75%</b> |
| 16 · Development & Permits                      |                   |                   |                    |                |
| 16-4414 · Advertising                           | 0.00              | 7,500.00          | -7,500.00          | 0.0%           |
| 16-4415 · Supplies & Printing                   | 0.00              | 2,500.00          | -2,500.00          | 0.0%           |
| 16-4431 · Contract Services                     |                   |                   |                    |                |
| 16-4412 · Building Permit Services              | 40,258.26         | 50,000.00         | -9,741.74          | 80.52%         |
| 16-4413 · Plan Review                           | 9,534.63          | 25,000.00         | -15,465.37         | 38.14%         |

**Town of Tusayan**  
**Profit & Loss Budget vs. Actual**  
July 2014 through June 2015

| FY15  | TOTAL             |                   |                   |               |
|---|-------------------|-------------------|-------------------|---------------|
|   | Jul '14 - Jun 15  | Budget            | \$ Over Budget    | % of Budget   |
| 16-4417 · Fee Analysis                      | 0.00              | 5,000.00          | -5,000.00         | 0.0%          |
| <b>Total 16-4431 · Contract Services</b>    | <b>49,792.89</b>  | <b>80,000.00</b>  | <b>-30,207.11</b> | <b>62.24%</b> |
| <b>Total 16 · Development &amp; Permits</b> | <b>49,792.89</b>  | <b>90,000.00</b>  | <b>-40,207.11</b> | <b>55.33%</b> |
| <b>17 · Public Safety</b>                   |                   |                   |                   |               |
| 17-4431 · Sheriff                           | 340,944.00        | 360,000.00        | -19,056.00        | 94.71%        |
| 17-4432 · Public Safety - Special Events    | 0.00              | 10,000.00         | -10,000.00        | 0.0%          |
| 17-4433 · Law Enforcement Needs Study       | 0.00              | 0.00              | 0.00              | 0.0%          |
| 17-4434 · Public Safety Enhancements        | 0.00              | 25,000.00         | -25,000.00        | 0.0%          |
| 17-4435 · Fire District Subsidy             | 86,317.00         | 100,000.00        | -13,683.00        | 86.32%        |
| 17-4436 · Animal Control - County Health    | 2,000.00          | 10,000.00         | -8,000.00         | 20.0%         |
| <b>Total 17 · Public Safety</b>             | <b>429,261.00</b> | <b>505,000.00</b> | <b>-75,739.00</b> | <b>85.0%</b>  |
| <b>18 · Facilities &amp; Grounds</b>        |                   |                   |                   |               |
| 18-4390 · Insurance                         | 0.00              | 6,000.00          | -6,000.00         | 0.0%          |
| 18-4490 · Custodial & Supplies              | 777.38            | 10,000.00         | -9,222.62         | 7.77%         |
| 18-4700 · Maintenance Facilities            | 7,892.76          | 10,000.00         | -2,107.24         | 78.93%        |
| 18-5420 · Utilities                         |                   |                   |                   |               |
| 18-5421 · Telephone - Land Line             | 3,052.28          | 3,000.00          | 52.28             | 101.74%       |
| 18-5423 · Broadband                         | 538.71            | 600.00            | -61.29            | 89.79%        |
| 18-5425 · Utilities Facilities & Grounds    | 8,822.19          | 12,200.00         | -3,377.81         | 72.31%        |
| 18-5426 · Utilities - Housing               | 923.83            | 4,000.00          | -3,076.17         | 23.1%         |
| 18-5427 · Utilities - Park                  | 127.57            | 200.00            | -72.43            | 63.79%        |
| 18-5420 · Utilities - Other                 | 0.00              | 0.00              | 0.00              | 0.0%          |
| <b>Total 18-5420 · Utilities</b>            | <b>13,464.58</b>  | <b>20,000.00</b>  | <b>-6,535.42</b>  | <b>67.32%</b> |
| 18-6250 · Rent Expense                      |                   |                   |                   |               |
| 18-6252 · ADOT Ground Rental                | 27,793.24         | 30,000.00         | -2,206.76         | 92.64%        |
| <b>Total 18-6250 · Rent Expense</b>         | <b>27,793.24</b>  | <b>30,000.00</b>  | <b>-2,206.76</b>  | <b>92.64%</b> |
| 18-7020 · Office Furniture                  | 201.45            | 3,750.00          | -3,548.55         | 5.37%         |
| 18-7030 · Equipment                         | 4,033.33          | 3,750.00          | 283.33            | 107.56%       |
| <b>Total 18 · Facilities &amp; Grounds</b>  | <b>54,162.74</b>  | <b>83,500.00</b>  | <b>-29,337.26</b> | <b>64.87%</b> |
| <b>19 · Parks &amp; Recreation</b>          |                   |                   |                   |               |
| 19-4700 · Maintenance                       |                   |                   |                   |               |
| 19-4430 · Employees                         |                   |                   |                   |               |
| 19-4100 · Salaries & Wages                  | 33,928.52         | 36,000.00         | -2,071.48         | 94.25%        |
| <b>Total 19-4430 · Employees</b>            | <b>33,928.52</b>  | <b>36,000.00</b>  | <b>-2,071.48</b>  | <b>94.25%</b> |
| 19-4710 · Maintenance Park                  | 3,860.86          | 30,000.00         | -26,139.14        | 12.87%        |
| 19-4720 · Maintenance Facilities            | 0.00              | 0.00              | 0.00              | 0.0%          |
| 19-4700 · Maintenance - Other               | 0.00              | 0.00              | 0.00              | 0.0%          |
| <b>Total 19-4700 · Maintenance</b>          | <b>37,789.38</b>  | <b>66,000.00</b>  | <b>-28,210.62</b> | <b>57.26%</b> |
| 19-4701 · Park Development Old              | 0.00              | 0.00              | 0.00              | 0.0%          |
| 19-4702 · Projects Planning                 | 0.00              | 25,000.00         | -25,000.00        | 0.0%          |
| 19-7040 · Vehicles/Equipment                | 4,727.76          | 20,000.00         | -15,272.24        | 23.64%        |
| 19-7041 · Vehicle/Equipment Operation       | 4,567.17          | 10,000.00         | -5,432.83         | 45.67%        |
| <b>Total 19 · Parks &amp; Recreation</b>    | <b>47,084.31</b>  | <b>121,000.00</b> | <b>-73,915.69</b> | <b>38.91%</b> |

2 · Street Fund

**Town of Tusayan**  
**Profit & Loss Budget vs. Actual**  
 July 2014 through June 2015

| FY15  | TOTAL               |                     |                      |               |
|---|---------------------|---------------------|----------------------|---------------|
|   | Jul '14 - Jun 15    | Budget              | \$ Over Budget       | % of Budget   |
| 2-4484 · Maintenance - Sidewalk                 | 41,732.15           | 45,000.00           | -3,267.85            | 92.74%        |
| 2-4485 · Maintenance - Landscape                | 5,267.27            | 20,000.00           | -14,732.73           | 26.34%        |
| 2-4486 · Bus Stop Maintenance                   | 0.00                | 10,000.00           | -10,000.00           | 0.0%          |
| <b>Total 2 · Street Fund</b>                    | <b>46,999.42</b>    | <b>75,000.00</b>    | <b>-28,000.58</b>    | <b>62.67%</b> |
| <b>20 · Capital Improvement Projects</b>        |                     |                     |                      |               |
| 20-4416 · Fiber Optic Implementation            | 8,220.00            | 80,000.00           | -71,780.00           | 10.28%        |
| 20-4701 · Park Development                      | 7,830.16            | 150,000.00          | -142,169.84          | 5.22%         |
| 20-7056 · Town Hall Parking Improvements        | 15,760.31           | 20,000.00           | -4,239.69            | 78.8%         |
| 20-7058 · Tusayan Affordable Housing Proj       | 32,575.50           | 50,000.00           | -17,424.50           | 65.15%        |
| 20-7059 · Natural Gas Extension                 | 0.00                | 60,000.00           | -60,000.00           | 0.0%          |
| 20-7060 · Drainage Study/ Model Update          | 0.00                | 115,000.00          | -115,000.00          | 0.0%          |
| 20-7061 · Bus Stop Art Program/ Public Ar       | 0.00                | 40,000.00           | -40,000.00           | 0.0%          |
| 20-7062 · Trail System & Improvements           | 0.00                | 38,300.00           | -38,300.00           | 0.0%          |
| 20-7063 · Utility Undegrounding Study           | 0.00                | 30,000.00           | -30,000.00           | 0.0%          |
| <b>Total 20 · Capital Improvement Projects</b>  | <b>64,385.97</b>    | <b>583,300.00</b>   | <b>-518,914.03</b>   | <b>11.04%</b> |
| <b>21 · Contingency</b>                         |                     |                     |                      |               |
| 21-1000 · Contingency                           | 126,115.96          | 250,000.00          | -123,884.04          | 50.45%        |
| <b>Total 21 · Contingency</b>                   | <b>126,115.96</b>   | <b>250,000.00</b>   | <b>-123,884.04</b>   | <b>50.45%</b> |
| <b>4-4650 · Disbursements-StiloGroup Devel.</b> | <b>7,330.00</b>     | <b>50,000.00</b>    | <b>-42,670.00</b>    | <b>14.66%</b> |
| <b>5-4650 · Disbursements - Grant</b>           | <b>24,167.80</b>    | <b>200,000.00</b>   | <b>-175,832.20</b>   | <b>12.08%</b> |
| <b>TOTAL EXPENDITURES</b>                       | <b>1,538,467.58</b> | <b>2,889,800.00</b> | <b>-1,351,332.42</b> | <b>53.24%</b> |
| <b>REVENUES OVER EXPENDITURES</b>               |                     | <b>2,064,275.49</b> |                      |               |

ITEM NO. 7A

# TOWN OF TUSAYAN

at the entrance to Grand Canyon National Park



To: Tusayan Town Council  
From: Interim Town Manager Eric Duthie  
Date: August 26, 2015  
Re: CDBG "piping" bid

On August 10, 2015, the Northern Arizona Council of Governments (NACOG) issued an invitation to bid on the Town of Tusayan Sports Complex CDBG project #119-14.

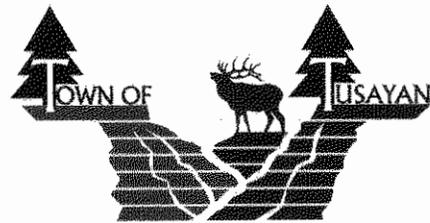
Notice was given that sealed bids were being solicited from qualified general contractors registered with the Arizona Registrar of Contractors for construction of Community Park ADA improvements in the Town of Tusayan, Arizona. The project is funded in part by Community Development Block Grant funds and all Federal, State, and local rules and regulations applied. The types of work on this project shall include, but not be limited to the following: Construction of ADA-compliant sidewalks, truncated domes, and parking; and extension of water and sewer lines to location of new pre-fabricated restrooms. The construction time to complete the project was 60 calendar days from the date of the Notice to Proceed.

The Town did not receive any bids by the August 25, 2015, 2p.m. deadline. Due to this failure to receive a bid, NACOG is evaluating options and will report on "next steps" shortly.

ITEM NO. 7B

# TOWN OF TUSAYAN

at the entrance to Grand Canyon National Park



To: Tusayan Town Council  
From: Interim Town Manager Eric Duthie  
Date: August 26, 2015  
Re: 4<sup>th</sup> of July funding and support request

On June 15, 2015, a request for support was received from the Grand Canyon Chamber & Visitors Bureau concerning the 2015 Independence Day celebration. Unfortunately, town response was minimal, possibly due to the Town Manager transition, and this request was not addressed.

In 2014, the Town paid the Southwest Barricades invoice for traffic control and safety, as required in the ADOT Parade permit. The current request is to again pay for the traffic control and safety vendor (again Southwest Barricades) in the amount of \$2,513.76 (Two thousand, five hundred, thirteen dollars and seventy-six cents. Staff recommends the town pay this invoice from the Public Relations & Events section of the FY16 budget.

Although, I have not been present for Independence Day activities in Tusayan, having started this position on July 6, each community in which I have lived, or served, actively supported Independence Day activities financially and logistically. As such, it is anticipated this will become an annual request for funding and/or logistical support for Independence Day activities.

Therefore, in addition to approving this specific request, it is recommended Council direct staff to prepare a policy and procedure to address such funding/logistical requests in the future.

The recommended motion may state:

“Move to approve the request from the Grand Canyon Chamber & Visitors Bureau to pay Southwest Barricade invoice in the amount of \$2,513.76, for service during the 2015 Tusayan Independence Day Parade; and to direct staff to prepare a policy and procedure to address such funding/logistical requests in the future.”



June 15, 2015

Town of Tusayan  
Manager & Council Members  
P.O. Box 709  
Grand Canyon, AZ 86023

Dear Council Members,

On behalf of the Grand Canyon Chamber & Visitors Bureau Board (chamber) we would like to ask the town for a letter of support for our ADOT permit and ask the town for financial support of the (37<sup>th</sup> Annual) 4<sup>th</sup> of July Celebration Parade. Again this year the chamber is trying to get all items donated or the cost covered by donations for the events.

Southwest Barricades from Phoenix is doing the traffic control for the event again this year. At the same price as last year- \$2,513.76

I have attached the plan for the parade. I also attached a flyer with information about the events.

The chamber thought it appropriate to ask the Town of Tusayan for financial help with this vital component of the day. Any extra funds towards other 4<sup>th</sup> of July costs, which the town would like to sponsor, would be appreciated as well.

The chamber has operated these events for many years in Tusayan and the Town's financial support would be greatly appreciated. Thank you for your consideration.

Sincerely,

Clarinda Vail  
Chamber 4<sup>th</sup> of July Committee  
928-606-0360- Cell



3014 E. Mohawk Lane #102  
Phoenix, Arizona 85050

Office:(602) 788-2222

Fax:(602) 867-1155

# Invoice

Invoice #: 00027817qb

Invoice Date: 7/10/2015

Due Date: 7/10/2015

Project Address

P.O. Number:

Service Date 7/10/2015

**Bill To:**

town of tusayan

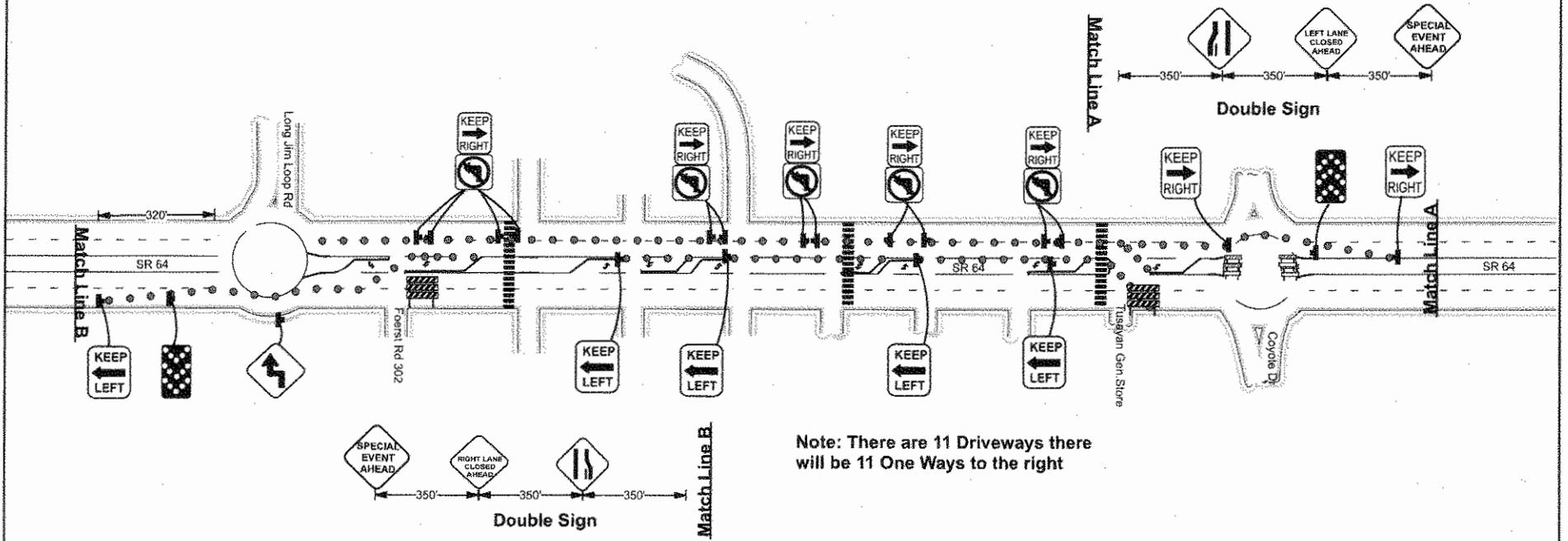
| Description                   | Days/Units | Rate     | Amount   |
|-------------------------------|------------|----------|----------|
| Equipment Rental an re-rented | 1          | 171.61   | 171.61   |
| One Time Sale                 | 1          | 124.50   | 124.50   |
| Labor Revenue - Traffic       | 1          | 2,025.00 | 2,025.00 |
| Arizona Retail rate           |            | 8.30%    | 192.65   |

**Total** \$2,513.76

**Payments/Credits** -\$2,513.76

**Balance Due** \$0.00

**FOR BILLING QUESTIONS:**  
602-788-2222  
Email: [billing@swbarricades.com](mailto:billing@swbarricades.com)



Note: There are 11 Driveways there will be 11 One Ways to the right

|  |                            |  |  |   |  |  |  |
|--|----------------------------|--|--|---|--|--|--|
| <p><b>Southwest BARRICADES</b><br/>BAR08000</p> <p>DRAWN BY Mark Lennartz<br/>P-602-626-8272<br/>P-602-788-2222<br/>tcp@swbarricades.com</p> | <p><b>POSTED SPEED</b></p> | <p><b>EQUIPMENT</b></p> <ul style="list-style-type: none"> <li>Sigh Symbol</li> <li>Vertical Panel</li> <li>Type 1</li> <li>Type 2</li> <li>"A" Lights</li> <li>"B" Lights</li> <li>"C" Lights</li> <li>Arrow Panel</li> <li>High Level</li> </ul> |  | <p>Date Drawn: 6/13/14</p> <p>PRE-WARNING: 36" X 36"</p> <p>48" X 48"</p> <p>DG</p> | <p>START DATE: 7/4/15</p> <p>TIME: 3:00pm-5:00pm</p> <p>DURATION: 7/4/15</p> <p>DRAWING NOT TO SCALE</p> | <p>P.C.P. NAME: 14-1084</p> <p>CONTRACTOR: Town Of Tusayan</p> <p>AGENCY: Town of Tusayan</p> <p>LOCATION: Tusayan Forest Rd 302</p> |  |
|  |                            |  |  |   |  |  |  |
|  |                            |  |  |   |  |  |  |
|  |                            |  |  |   |  |  |  |

# Grand Canyon Chamber & Visitors Bureau

## 37th Annual 4th of July Celebration

**CELEBRATING THE GRAND CANYON NATIONAL  
PARKS FOUNDING FATHERS**



### KID'S ZONE

Games & Races  
Bike Decorating-  
Starts at 10:45 AM at  
parking lot south of IMX



The Chamber will have  
bike decorating supplies for  
those children that want to  
participate in the parade.



### GREAT FOOD!

Local Vendors Serving  
Corn Dogs, Cotton Candy, Snow  
Cones, Beer, Wine & More

### LIVE MUSIC

By:



Exit  
64

\*Parade Starts at NOON\* \*Party from 12:30pm-5 pm\*

# Happy Birthday U.S.A.!

ITEM NO. 7C

# Tusayan Town Council Application

Thank you for your interest in serving on the Tusayan Town Council. Please read the following instructions carefully before filling out your application:

- Type or print clearly in ink only
- Use additional pages, if necessary
- A resume is not required, but desirable

RECEIVED  
AUG 18 2015

11:15 AM

BY MMD

All information submitted is public information, subject to disclosure in response to a public records request. Return your completed application to the Town Clerk at 845 Mustang Drive, Tusayan, AZ 86023.

FULL LEGAL NAME: John Jason Schoppmann  
ADDRESS: #17 Canyon Pines Tusayan Az 86023  
MAILING ADDRESS: Box 3104 Grand Canyon Az 86023  
PHONE: Home 928 255 8143 Work 928 255 8143  
E-MAIL ADDRESS: johnschoppmann@yahoo.com

○ Do you currently live within the incorporated boundaries of Tusayan? Yes or No (Please circle one)

○ How many years have you lived in Tusayan? 2.5

○ Why do you wish to be a Tusayan Councilmember?  
See Attached

○ What skills do you possess which will enable you to carry out the duties required by this appointment?

○ Please discuss/list any other civic organizations and activities you have been involved in.

○ Please discuss the 3 most important issues facing Tusayan as a whole, and what approach you would use to address each issue.

○ Additional comments which you feel we should know about you (pertinent background, education and experience).

Thank you for your interest in serving the Town of Tusayan.

1. Why do you wish to be a Tusayan Councilmember?
  - I have a sincere desire to better the Town of Tusayan and help promote its future growth.
2. What skills do you possess which will enable you to carry out the duties required by this appointment:
  - I have extensive background in building projects from planning stage to full build out. I also have design, problem solving and analytical talents, as well as having a keen instinct to quickly effect change and improvement. I believe my strong leadership talents with a natural ability to establish consensus among cross-functional parties will be an asset to the Town of Tusayan Council.
3. Please discuss/list any other civic organization and activities you have been involved with:
  - I currently serve on the Town of Tusayan Planning and Zoning Commission.
4. Please discuss the 3 most important issues facing Tusayan as a whole, and what approach you would use to address each issue.
  - (a) Housing/Affordable Living for residents of Tusayan – I believe the Town is heading in the right direction with its current efforts to secure affordable housing for the residents of Tusayan. I also believe the Town should encourage other entities/property owners to develop such housing.
  - (b) Internet – Efforts should be made to explore increasing internet capabilities through private entities. These efforts should include increasing the amount of broadband within our area.
  - (c) Retail and Mercantile opportunities for residents – This coincides with affordable housing efforts. I believe any and all efforts should be explored to encourage the possibility of affordable retail and mercantile opportunities for our residents.
5. Additional comments which you feel we should know about you (pertinent background, education and experience.)
  - As an interested member of our community, I would like to volunteer my time, skills, and talents to assist in planning the future of our great Town. I currently work for Papillion Airways and have extensive background in planning and developing various projects, both personal and professionally. These experiences have provided me the opportunity to better understand the challenges of managing our growth, improving our infrastructure, and further developing our business center.

John Jason Schoppmann - [johnschoppmann@yahoo.com](mailto:johnschoppmann@yahoo.com)

Box 3104, South Long Jim Loop, Canyon Pines #17

Tusayan, AZ 86023

928-255-8143

**Profile**

**Solid background in residential and commercial construction and marina management with progressive levels of positions in all prior jobs.**

**Education,  
Licenses,  
Certificates or  
Training**

- 2013 - Backflow Prevention & Cross Connection Refresher Course
- 2010 - Arizona School of Real Estate & Business - Residential and Commercial Contractors Licensing Course - (License Test not yet taken)
- 2007 - Certificate of Completion for U.S. Small Business Administration "Small Business Primer" Course
- 2007 - Certificate of Completion for Arizona Alcohol Training Program - Arizona Department of Liquor Licenses & Control
- 2007 - Food Handler's Certificate - Coconino County Health Department
- 2005 - Certificate of Achievement - Excel for Beginners and Advanced - Coconino Community College
- 2005 - Certificate of Completion for Hazardous Materials Technician - Level III Course - Hazard Prevention Institute
- 2002 - Certificate of Achievement and Completion for Propellers 1 - Mercury Marine's Technical Service Education
- 2002 - Certificate of Achievement and Completion for Marina Technician Fundamentals - Mercury Marine's Technical Service Education
- 2001 - Westerbeke Service Training Award - Southern Nevada Vocational Technical Center
- 2000 - Certificate of Merit and Completion in Basic Supervision - Padgett-Thompson
- 1999 - Certificate of Accomplishment and Completion - Norcold Service Training Seminar
- 1992 - Backflow Prevention Assembly General Tester - American Water Works Association (cert. not current)
- 1992 - Cross-Connection Control General Tester - EPA Regions IX Training Center (cert. not current)
- 1991 - Page High School - Diploma - Page, AZ

## Career History

### *Pavilion Airways - Tucson, AZ 86023*

Jan 13 - current

#### *Maintenance Director*

- Perform a variety of general maintenance, carpentry, roofing, flooring (all types), plumbing, painting (exterior and interior) and remodeling/repair of existing structures - both residential and commercial
- Currently learning layout of all structures related to job duties to replace current Maintenance Director upon his retirement

### *Rent My Husband, Page, AZ 86040*

Jan 09 - Jan 13

#### *Owner - Commercial/Residential Construction, Repair and Remodel*

- Perform a variety of general maintenance, carpentry, roofing, flooring (all types) and remodeling/repair of existing structures - both residential and commercial
- Prepare bids, plans, and specs. for each job
- Setting of forms, footings, foundations and complete lay-out and installations for driveways, walkways, patios, curbs and gutters for residential and commercial
- Residential and commercial plumbing jobs
- Residential exterior and interior painting of buildings and houses
- Experienced in operation of heavy equipment, such as: backhoes, trackhoes, forklifts, front end loaders, snow plows and various power tools necessary for both residential and commercial construction projects

### *Antelope Point Marina, Page, AZ 86040*

April 04 - Jan 09

#### *Consultant/General Manager (GM)/Construction Manager/Dry Storage Manager (DSM)*

- Last Position served as a Consultant for various construction projects involved in development of a large scale marina with associated land and water based infrastructure and facilities.
- Oversaw the direction of 9 departments - with up to 300 total employees during summer season - General Manager
- Oversaw and managed Phase I and Phase II of a IV Phase development plan for an \$80 million Marina - including the largest, floating concrete structure in the world to date. (will discuss more in detail if requested) - Construction Manager/General Manager
- Knowledge of preparation and monitoring of departmental budgets - extensive knowledge of personal computers and related equipment and software
- Made sure accurate reporting for National Park Service and Navajo Nation was completed. General Manager
- Made sure accurate reporting for Arizona Department of Environmental Quality and Environmental Protection Agency was completed - GM
- Made sure appropriate regulations were being adhered to for National Park Service and The Navajo Nation - General Manager
- Coordinated yearly boat shows in Arizona, Utah, and California - acted as representation for Marina at shows - GM and DSM
- Implemental in startup of a successful 40 acre Dry Storage Department, inclusive of Standard Operating Procedures, contracts, etc. - DSM
- Implemental in procuring a \$150,000 (annual) sales/service contract with Mercury Marine - DSM

**Skippediner Yachts, Inc. - Page, AZ 86040**

July 97 - April 04

**Western Region Service Manager/Laborer**

- Oversaw crew of 18 - crew was responsible for all vessel service and maintenance of over 320 vessels (ranging in size from 14' runabouts to 75' full-scale luxury houseboats). Hired, counseled and disciplines all employees - Service Manager
- Coordinated, set up and represented company for boats shows in Arizona and Utah - Service Manager and Laborer
- Established and maintained all business contacts relating to sales and service of all vessels - Service Manager
- Operate vessels varying in length from 14' - 75' - Laborer
- Minor vessel engine repair - Laborer
- Construction of new cabinets and framing, repair and remodeling of a variety of freestanding and build-in wood and steel structure, furniture and fixtures available on houseboats and other large luxury vessels - Laborer
- New construction and repair of existing PVC, polybutylene, hard and soft copper, and ABS plumbing in houseboats and large luxury vessels - Laborer

**Self Employed Laborer/Carpenter/General Handyman**

May 94 - Feb 97

**Self Employed**

- Performed a variety of general maintenance, carpentry and remodeling/repair of existing structures - both residential and commercial.
- Prepared bids, plans, and specs. for each job - setting of forms, footings, foundations and complete lay-out and installations for driveways, walkways, patios, curbs and gutters for residential and commercial
- Residential and commercial plumbing jobs

**Hohmann Plumbing - Page, AZ 86040**

Aug 1991 - May 1994

**Labor Foreman**

- Supervised crew for plumbing repairs and new construction on residential and commercial plumbing jobs. Knowledgeable in all aspects of both new and old plumbing requirements and repair/service projects.
- Backflow prevention testing and cross-connection testing

RECEIVED

AUG 25 2015

BY: MMD 9:30AM

# Tusayan Town Council Application

Thank you for your interest in serving on the Tusayan Town Council. Please read the following instructions carefully before filling out your application:

- > Type or print clearly in ink only
- > Use additional pages, if necessary
- > A resume is not required, but desirable

All information submitted is public information, subject to disclosure in response to a public records request. Return your completed application to the Town Clerk at 845 Mustang Drive, Tusayan, AZ 86023.

FULL LEGAL NAME: Kathryn Marie Whistler  
 ADDRESS: 830 Hellcat Ally Tusayan AZ 86023  
 MAILING ADDRESS: P.O. Box 3308 Grand Canyon AZ 86023  
 PHONE: Home 928-526-5610 Work \_\_\_\_\_  
 E-MAIL ADDRESS: Cutyatuti@inbox.com

- o Do you currently live within the incorporated boundaries of Tusayan? Yes or No (Please circle one)
- o How many years have you lived in Tusayan? 8 months

o Why do you wish to be a Tusayan Councilmember?  
I believe in community. I feel that the town council can give me an out-let to help the community. I feel it is important to listen to the concerns of the people in the town. This is a way to listen and help make change if needed!

o What skills do you possess which will enable you to carry out the duties required by this appointment?  
I am a stay at home mom. I home school my children. I can carry out tough decisions, if in the end it will make life better for everyone. I can listen and empathize. As well as also understanding there are two sides (a more) to every situation!

o Please discuss/list any other civic organizations and activities you have been involved in.  
I was the US Grand Canyon soccer coach this summer. I am starting in September a 6-7yr. old Cub scout group & will be the leader. I have my degree in education. Although I'm not teaching in public school. I am helping new teachers get in touch w/ master teachers to help guide them!

o Please discuss the 3 most important issues facing Tusayan as a whole, and what approach you would use to address each issue.  
I feel that water, housing + economic growth are the three big ones. Water + economic growth go together. This is a huge issue that will affect everyone who lives in the Grand Canyon area as well as Flagstaff. I believe there has to be a viable way to get water + space for growth that both sides could be happy with.

o Additional comments which you feel we should know about you (pertinent background, education and experience).  
I went to NAU. I grew up in Flagstaff. My husband works here for ADOT. We love this community. I have worked in FUSD as a teacher for deaf + blind children. I one on one taught a severe ADHD child for 3 yrs. I was a personal trainer in San Diego for 2 yrs. My husband + I had our own business for 5 yrs. I have 3 boys 7, 5 + 2 yrs old.

Thank you for your interest in serving the Town of Tusayan.

# Tusayan Town Council Application

RECEIVED  
AUG 27 2015

BY: MMA 11:18 AM

Thank you for your interest in serving on the Tusayan Town Council. Please read the following instructions carefully before filling out your application:

- > Type or print clearly in ink only
- > Use additional pages, if necessary
- > A resume is not required, but desirable

All information submitted is public information, subject to disclosure in response to a public records request. Return your completed application to the Town Clerk at 845 Mustang Drive, Tusayan, AZ 86023.

FULL LEGAL NAME: Robert D Baldosky  
ADDRESS: 549 Camper Village Ln, Space #7, Tusayan, AZ. 86023  
MAILING ADDRESS: Po Box 3118 Tusayan, AZ. 86023  
PHONE: Home 928.607.4597 Work \_\_\_\_\_  
E-MAIL ADDRESS: robb@robbcousa.com

- Do you currently live within the incorporated boundaries of Tusayan? Yes or No (Please circle one)

How many years have you lived in Tusayan? 24 years at Grand Canyon South Rim 12 years as resident of Tusayan

- Why do you wish to be a Tusayan Councilmember?

For the past 24 years Tusayan has been the place where I have built a business, raised my children and called home.

Now that Tusayan is incorporated I am compelled to be a part of it's pathway to becoming a greater community, and if I am to contribute for my civic duty - it would be here that I could offer the most.

- What skills do you possess which will enable you to carry out the duties required by this appointment?

I am versed in codes, ordinances, statutes and contractual obligations. I've been involved in all aspects of commercial and residential development for the past 18 years. I have performed many contracts over the years with just about every entity of this and surrounding communities, noteworthy government contracts such as: NPS, FAA, USFS, ADOT, NACOG, Native Tribes... as well as the Town of Tusayan and believe that in our towns infancy - These are valuable skills needed to represent our community.

- Please discuss/list any other civic organizations and activities you have been involved in.

Valle-Wood Volunteer Fire Department (Treasurer)

- Please discuss the 3 most important issues facing Tusayan as a whole, and what approach you would use to address each issue.

1. Residential development to include land ownership opportunities 'independent of employment' for ALL who wish to achieve.

2. Entrepreneurial opportunity and encouragement for ALL our residents; to diversify economical development and enhance visitor experience.

3. Community development policies that represent the community as a whole when legislating.

All three issues require the use & understanding of our current laws while acting as a liaison between the town and it's residents.

- Additional comments which you feel we should know about you (pertinent background, education and experience).

I deeply care about this community and have chosen to live out my life here...with ideas that our generations to come will have an opportunity to live the dream built from the foundation we have left behind.

Thank you for your interest in serving the Town of Tusayan.

# Tusayan Town Council Application

RECEIVED  
AUG 27 2015

BY: JMD ..... 3:47 PM

Thank you for your interest in serving on the Tusayan Town Council. Please read the following instructions carefully before filling out your application:

- > Type or print clearly in ink only
- > Use additional pages, if necessary
- > A resume is not required, but desirable

All information submitted is public information, subject to disclosure in response to a public records request. Return your completed application to the Town Clerk at 845 Mustang Drive, Tusayan, AZ 86023.

FULL LEGAL NAME: Clarinda Thurston Vail  
ADDRESS: 120 Shimmy Lane Tusayan, AZ 86023  
MAILING ADDRESS: P.O. Box 1427 Grand Canyon, AZ 86023  
PHONE: Home 928-638-0624 Workcell 928-606-0360  
E-MAIL ADDRESS: cjvail1@msn.com

Do you currently live within the incorporated boundaries of Tusayan? Yes or No (Please circle one)

How many years have you lived in Tusayan? 42+

Why do you wish to be a Tusayan Councilmember?

1 Please see attached typed answers.

What skills do you possess which will enable you to carry out the duties required by this appointment?

2 Please see attached resume and I already attend most every meeting of the town council.

Please discuss/list any other civic organizations and activities you have been involved in.

3 Please see attached resume.

Please discuss the 3 most important issues facing Tusayan as a whole, and what approach you would use to address each issue.

4 Please see attached typed answers.

Additional comments which you feel we should know about you (pertinent background, education and experience).

5 Please see attached resume.

Resume - 5 pages Thank you for your interest in serving the Town of Tusayan.

6.

**Why do I wish to be a Tusayan Councilmember?**

I love this unique area and care for it deeply.

I want to see a Tusayan that is sustainable in all aspects. Sustainable both economically and environmentally, and that is safe for the both the adult/youth residents and the tourists it serves.

4.

**3 Most important issues facing Tusayan and what approach I would take?**

1. Continue to improve housing.

Approach: The company I work for has done this in the past year. Look at every option available for company and non-company improvements.

2. More services in the future. Examples: Better internet, natural gas, more parks and recreation. Protect some services that we have. Example: Clinic

Approach: Continue the work the town has begun on all of these fronts.

3. Tusayan is already heavily taxed by property taxes to support our local school. Keeping taxes at a rate that won't put companies out of business, in certain years, or make them uncompetitive in the area.

Approach: Continue to build a on the relationship with the school for this and other issues, and become more a part of each other's culture.

w/Clairinda Vail Application.

## Clarinda Thurston Vail

P.O. Box 1427

Grand Canyon, AZ 86023

(928) 638-0624 or (928) 606-0360-Cell

cjvail1@msn.com

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### Objective

Obtain a seat on the Tusayan City Council.

### Relevant Information

- ◆ Third generation living in Tusayan.
- ◆ I have lived in Tusayan over forty-two years and love it.
- ◆ Have dealt with many types of development in the area. From purchasing sanitary district bonds to building new housing and hotel rooms.
- ◆ Family still owns and operates the Red Feather Lodge, the oldest hotel now outside of the Grand Canyon National Park.

### Personal Qualifications

- ◆ Strong written and oral communication ability
- ◆ Forty-two years experiencing tourism at the Grand Canyon/Tusayan
- ◆ Advanced computer skills
- ◆ Knowledgeable about many issues of this area
- ◆ Motivated, hard working and eager to see this entity be successful and respectful of our unique location to the Grand Canyon.

## Relevant Experience

**President/Member, Grand Canyon Unified School District #4, Grand Canyon (2005-2013- 7 years as President)**

- ◆ First publicly elected in 2004 and again in 2008.
- ◆ Work with a public budget.
- ◆ During my term on the board we achieved property acquisitions, International Baccalaureate curriculum, transportation to Valle, discovery discipline program and many other goals.
- ◆ Dealt with many types of bonds. Including a rare judgment bond process.
- ◆ Worked with federal, state and county entities.
- ◆ Legislative activism

**Treasurer/ Fundraiser, Kaibab Learning Center, Grand Canyon (2001-2013)**

- ◆ Elected by the membership in 2001.
- ◆ Took a one year break during 2001-2010 was asked to return and did so.
- ◆ Work with a non-profit budget and variety of grants and public funding for childcare and early childhood education.
- ◆ Conducted numerous fundraising activities. \$20,000-\$50,000 per year average, while I was fundraising chair.

**Red Feather Properties, LTD, Tusayan (1998-present)**

**Manager of all rented/leased and vacant properties**

- ◆ Fourteen different sites in Tusayan.
- ◆ Negotiate and follow up on land leases. Both residential and commercial.
- ◆ Land tax issues
- ◆ Work with town, state and county entities.
- ◆ Work with local water, sewer, and fire entities.
- ◆ Collect rent/lease payments.
- ◆ Pay new town lease taxes

- ◆ Maintenance of general areas.

#### **Thurston Properties, Tusayan (1988-present)**

##### **One-Third Owner of leased and vacant properties**

- ◆ Negotiate and follow up on all land leases. Both residential and commercial.
- ◆ Land tax issues
- ◆ Work with state and county entities.
- ◆ Work with local water, sewer, and fire entities.
- ◆ Responsible for public relations.
- ◆ Collect lease payments.
- ◆ Pay town lease taxes
- ◆ Maintenance of general areas.

#### **Take-A-Peek Antique, Tusayan (1996-1999)**

##### **Owner/Manager**

- ◆ Buy and sell antiques.

#### **Holiday Inn Express, Grand Canyon-Tusayan (1994-1996)**

##### **Assistant Manager/Guest Service Manager**

- ◆ Implemented procedure and operation standards for much of property.
- ◆ Managed front desk and front desk staff. Responsible for all training.
- ◆ Managed property sales and marketing.
- ◆ Handled large budget, profit and loss statements.

#### **Hit the Spot Bar and Grill, Tusayan (1991-1993)**

##### **Owner and Manager**

- ◆ Solely operated all aspects of bar and restaurant.
- ◆ Managed a medium sized staff.
- ◆ Handled taxes, budget, profit and loss statements.

Thurston's Gas, Tusayan (1977-1990)

Clerk

- ◆ Started working very young, which has helped in running our families businesses.

## Education

Graduate, New Mexico Military Institute (5/90)

Roswell, NM

- ◆ High school and some college courses
- ◆ Strong military environment
- ◆ 3.8 G.P.A.

K-10 Grade Schooling, Grand Canyon Unified School

Grand Canyon, AZ

## Additional Information

1990- Current- (Years vary with each entity) Have served with many local non-profit entities including the Grand Canyon Rotary, Grand Canyon Ballet, Grand Canyon Youth and Booster Club.

2001- Prior to board membership, worked closely with local district and the legislature to get children that were removed from Grand Canyon School back in. Along with Pete Shearer, got the law for the formula changed to reduce the impact of money lost in small school funding to Grand Canyon School.

2001-2008- served on the Education Land Grant Act Committee to acquire 80 acres of property for the Grand Canyon School from the Forest Service.

2003-2005- Worked with Tusayan/Grand Canyon Sustainable Energy Project Committee to study the feasibility of a COGEN project in the Tusayan area. USDA and APS grants awarded.

2003-2007-Appointed by Grand Canyon Chamber and Visitors Bureau to the Tusayan Task Force Committee which studied the pros and cons of incorporation prior to the first vote.

2004- Honored with the Community Leader of the Year Award from the Grand Canyon Rotary Club.

2004-2005- Participated with the Tusayan Fire District and Kaibab National Forest Service and, personally and at no cost, wrote the Tusayan Community Wildfire Protection Plan. Was one of the first fully approved Community Wildfire Protection plans in the State of Arizona. Helps all local and federal agencies conduct fire management in the area with less processes and sets rules and guidelines for the area.

2005- Appointed by the Governor as a community representative to the short lived Grand Canyon National Park Airport Authority board.

2008ish- served on the Havasupai Business Enterprise Board on behalf of the tribal council for their tourism enterprises. This board increased profit by nearly 700% in 2 years.

2008- Honored, along with Pete Shearer, with Co-Grand Marshall for the 4<sup>th</sup> of July parade from the Grand Canyon Chamber and Visitor's Bureau.

2009- Honored to speak in front of Congress to the Subcommittee on National Parks, Forest and Public Lands regarding uranium mining near the Grand Canyon.

2010- Appointed by Coconino County Bd. of Supervisors to first Town Of Tusayan first council.

2013-current. Grand Canyon Chamber and Visitors Bureau board member- (Was recently appointed president.)

I am in  
the UK  
on 9/16/15.  
Clarinda

ITEM NO. 8C

# WOODSON

ENGINEERING & SURVEYING, INC.

124 N. Elden St., Flagstaff, AZ 86001

928-774-4636 • Fax 928-774-4646

## TOWN OF TUSAYAN

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### STAFF REPORT

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DATE: August 25, 2015

TO: Tusayan Town Council

FROM: Mark Woodson, Town Engineer - Woodson Engineering

SUBJECT: Draft Subdivision Standards

Woodson Engineering is presenting the Draft Subdivision Standards for the Councils Consideration and Public Hearing. The draft Subdivision Standards were approved by the Planning and Zoning Commission on August 5, 2015 with two revisions (See attached Memo dates 8/5/15). The Draft Subdivision Standards presented to Council is the approved document with the revisions completed as required by the Commission. The current Draft Standards are dated August 20, 2015 and are the subject of the meeting.

There is an additional revision that we would like to recommend to Council on page 13-34 in regards to offsite access improvements as shown below.

#### Section 13-4-1 G(9)

Where the property being developed is separated from an existing improved public street by an unimproved section of Public Street; if the existing roadway use and the first phase of the development cumulatively generates less than 250 ADT, then the access to the subdivision will be the minimum required improvement for Emergency Access as outlined in 13.3.1B. After the 250 ADT is reached (generally equivalent to 25 dwelling units) the applicant will be required to construct the Roadway typical section required by the Design Standards for the proposed traffic generation. Nothing in this paragraph shall be construed as modification of the necessity to provide Emergency Access and good engineering practice. If there are additional undeveloped properties adjacent who could benefit from the improvements in the future, a Recapture Agreement (See Section 13-4-3) could be created.

We are here to answer any questions about the Standards and to obtain any comments on the above materials, written or verbal, for consideration into the Subdivision Standards. The first Public Hearing for the Standards will occur during this meeting (Sept. 2<sup>nd</sup>) and a second Public Hearing is scheduled for the next Council meeting (Sept. 16<sup>th</sup>).

Thank you again for the opportunity to work with you and feel free to contact us if you have any questions, comments or need any additional information.

TITLE 13  
SUBDIVISION STANDARDS - Draft

**Contents**

CHAPTER 13-1. ADMINISTRATION ..... 3

CHAPTER 13-2. APPLICATION PROCEDURES ..... 5

    13-2-1. General Provisions ..... 5

    13-2-2. Pre-application Conference ..... 7

    13-2-3. Concept Plan ..... 7

    13-2-4. Development Master Plan ..... 9

    13-2-5. Preliminary Plat ..... 11

    13-2-6. Subdivision Technical Review ..... 14

    13-2-7. Final Plat ..... 15

    13-2-8. Assurances for Public Improvements ..... 19

    13-2-9. Minor Land Divisions ..... 21

    13-2-10. Lot Line Adjustments ..... 23

CHAPTER 13-3. DESIGN PRINCIPLES ..... 24

    13-3-1. Street Location and Arrangement ..... 24

    13-3-2. Streets ..... 25

    13-3-3. Blocks ..... 26

    13-3-4. Lots ..... 27

    13-3-5. Easements ..... 27

    13-3-6. Water, Sewer and Reclaimed Water Facilities ..... 27

    13-3-7. Drainage ..... 28

    13-3-8. Street Lights ..... 28

CHAPTER 13-4. IMPROVEMENT REQUIREMENTS ..... 29

    13-4-1. Public Improvement Requirements ..... 29

    13-4-2. Development Agreement ..... 36

    13-4-3. Recapture Agreement ..... 38

CHAPTER 13-5. MODIFICATIONS, APPEALS AND ENFORCEMENT ..... 39

    13-5-1. Modifications ..... 39

    13-5-2. Appeals ..... 39

13-5-3. Enforcement..... 39  
13-5-4. Severability..... 40  
CHAPTER 13-6. TERMINOLOGY..... 41  
13-6-1. Usage..... 41  
13-6-2. Definitions..... 41

## CHAPTER 13-1. ADMINISTRATION

- A. **Title:** These regulations shall be known as the Town of Tusayan Subdivision Standards, may be cited as such, and will be referred to herein as "these Standards."
- B. **Purpose and scope:** The purpose of these Subdivision Standards is to ensure the orderly growth and harmonious development of the Town of Tusayan; to provide convenient traffic circulation on a coordinated street system with major thoroughfares adjoining subdivisions; to ensure the adequate provision of water, drainage facilities, sanitary sewerage, and other utilities; to provide adequate sites for schools, recreation areas, and other public facilities; and to facilitate the accurate conveyance of ownership of land by accurate legal description; and to provide procedures for the achievement of these purposes.

These regulations accommodate growth by considering the need for services generated by development together with public ability to provide and/or private willingness to contribute to the costs of these services. It applies to all properties proposed for subdivision, land split, or lot line adjustment within the Town limits. No building or other development permit required by the Town may be issued for property which has been divided or adjusted in violation of these Subdivision Standards.

A "Subdivision" is defined as improved or unimproved land or lands divided for the purpose of financing, sale or lease, whether immediate or future, into four (4) or more lots, tracts or parcels of land, or if a new street is involved, any such property which is divided into two (2) or more lots, tracts or parcels of land, or any such property, the boundaries of which have been fixed by a recorded Plat, which is divided into more than two (2) parts. "Subdivision" also includes any condominium, cooperative, community apartment, townhouse or similar project containing four (4) or more parcels, in which an undivided interest in the land is coupled with the right of exclusive occupancy of any unit located thereon, but Plats of such projects need not show the buildings or manner in which the buildings or airspace above the property shown on the Plat are to be divided. "Subdivision" does not include the following:

1. The sale or exchange of parcels of land to or between adjoining property owners if such sale or exchange does not create additional lots.
2. The partitioning of land in accordance with other statutes regulating the partitioning of land held in common ownership.
3. The leasing of apartments, offices, stores or similar space within a building or trailer park, nor to mineral, oil or gas leases.

- C. **Application and Interpretation:** Circumvention of these Subdivision Standards is prohibited.

No person may sell, offer to sell, or divide any portion of any lot or parcel of land, or change the location of a property line of an existing lot or parcel within the Town limits without obtaining the approval of the Town as required by these Subdivision Standards. No land may be divided, and no property line location may be changed, in a way that would result in the creation of a property that would not conform to the requirements of the Town of Tusayan Zoning Code or these Subdivision Standards.

The interpretation and application of the provisions of these Subdivision Standards shall be made by the Town Manager, (Manager). Where any provision of these Subdivision Standards imposes restrictions different from those imposed by any other provision, or any other ordinance, rule or regulation, or other provision of law, the provision which is more restrictive or imposes higher standards controls. Nothing contained in these regulations shall be construed as releasing a Developer, as defined in Chapter 13-6 Terminology of these Subdivision Standards, from the requirements of the Arizona Revised Statutes.

- D. **Administration:** The Town Manager is hereby authorized to receive, process, and otherwise act upon a Concept Plan, Preliminary and Final Subdivision Plats in accordance with these regulations. The Town Planning and Zoning Commission and Town staff are hereby designated as advisory agents to the Town Manager and to the Town Council and are charged with the duty of investigating and reporting upon matters referred to them in accordance with these regulations.
- E. **Fees:** Fees for Town services provided in the administration of these Subdivision Standards shall be set by Resolution of the Town Council.

## CHAPTER 13-2. APPLICATION PROCEDURES

### 13-2-1. General Provisions

- A. **In general:** Every land division and lot line adjustment shall conform to the goals and objectives of the Town of Tusayan Zoning Code and other ordinances adopted by the Town Council and laws of the State of Arizona that specifically relate to subdivisions and the development of land.
- B. **Reservation of public land:** Where a tract to be subdivided contains all or any part of a park, school, flood control facility or other area shown on the general plan as a public area, or required by Town Council as a public area, the Town may require such site shall be dedicated to the public or reserved for acquisition by the public within a specified time period.

The Town may reserve land within a proposed subdivision for public schools and parks, recreational facilities, open space, water and wastewater facilities and public safety annexes, subject to the following conditions:

1. The required reservations are in accordance with principles and standards adopted by the Town Council.
  2. The land reserved shall be in the size and shape as to permit the remainder of the land area in which the reservation is located to develop in an orderly and efficient manner.
  3. The public agency for whose benefit an area has been reserved shall have a period of one year or such extended period as may be mutually agreed upon after the recording of the Final Plat to enter into an agreement to acquire such reserved land area. The purchase price shall be the fair market value thereof at the time of the filing of the Preliminary Plat plus the taxes against such reserved area from the date of the reservation, and any other costs incurred by the Developer in the maintenance of such reserved area, including interest costs incurred on any loan covering such reserved area by such public agency and the Developer.
  4. If the public agency for whose benefit an area has been reserved does not exercise the reservation agreement set forth in paragraph three above, within the agreed upon period of time, the reservation of such area shall terminate unless a mutually agreeable time extension is consummated.
- C. **Owner/agent authorization:** Applications may only be submitted by property owners or their authorized representatives. The Town Manager may require proof of ownership or authorized representation prior to accepting an application.

- D. **Mandatory Applicant Attendance:** Applicants, or their representative with authority to speak for and bind the Applicant, shall be present at all meetings and public hearings required under this Section. If the Applicant or the Applicant's representative failed to attend a meeting and public hearing required under these Subdivision Standards, the Town may conduct such meeting and public hearing without the attendance of the Applicant or the Applicant's representative.
- E. **Representations of Applicant Binding:** All representations by the Applicant, or by the Applicant's authorized Representative, made in writing, or during any Town public meeting or public hearing or by any submitted plan, Plat, drawing, or other graphic depiction in support of the application, and designated in the record by the Planning and Zoning Commission and/or Town Council shall be deemed to be part of the project record.
- F. **Zoning Standards:** Proposed Subdivisions must be designed to meet the specific requirements of the Zoning District in which they are located. In the event that a change in zoning is required to enable the development to be built as proposed, any necessary zoning amendment must be initiated by the property owner (or authorized representative) in accordance with the applicable procedures for processing applications for changes in zoning set forth in the Town of Tusayan Zoning Code. No subdivision Final Plat for which a zone change is required may be approved by the Town until the required zone change has been approved by the Town Council. Submission and review for the zone change and the subdivision Final Plat may occur concurrently.
- G. **Outline of the review process:** The preparation, review and approval of Subdivisions within the Town limits shall proceed through the following progressive stages:
1. Pre-application conference with Town Manger (informal, non-mandatory, 13-2-2)
  2. Concept Plan with the Development Review Committee (Sec13-2-3)
  3. Development Master Plan (Sec 13-2-4, If required by Town Manager)
  4. Preliminary Plat submittal considered by Planning and Zoning Commission and Town Council (Sec 13-2-5)
  5. Subdivision technical review – considered and reviewed by Town staff in coordination with pertinent service providers. (Sec 13-2-6)
  6. Final Plat submittal – considered by Town Council (Sec 13-2-7)

### **13-2-2. Pre-application Conference**

The pre-application conference stage of the development planning process is an informal investigatory period which precedes actual preparation of plats or improvement plans by the Developer that is not mandatory. During this time, the Developer makes their intentions known to the Town, is advised of specific public objectives related to the subject tract, and is provided detailed information regarding platting procedures and requirements by the Town Manager.

### **13-2-3. Concept Plan**

#### **A. Application Procedures and Requirements**

The Concept Plan stage of land subdivision involves general subdivision planning, submittal, review, and approval of the Concept Plan. The Concept Plan must be accompanied by payment of the prescribed fees. The Developer must provide all essential information outlined below to enable the Town to determine the character and general acceptability of the proposed subdivision

#### **B. Concept Plan Submission**

1. A non-refundable Concept Plan filing fee (See Tusayan Resolution, Fee Schedule);
2. A brief project narrative with a description of the proposed project.
3. The required number of copies as specified in the Town of Tusayan Subdivision Application packet.
4. Concept Plan shall show:
  - a. Land use(s), street alignments, lot(s) arrangement and tentative lot sizes
  - b. Concept locations of water, wastewater, solid waste, drainage and other applicable service providers.
5. Preliminary Utility Statement-A sealed statement from a registered engineer that will address the proposed utility connections including sewer, water and dry utilities. It will also specifically list the approvals that will be required to be obtained with the construction documents (ie ADEQ, Sanitary District or other service provider approvals and a determination if a Utility Impact Analysis is required per the Tusayan Design Standards.
6. Preliminary Traffic Statement : A sealed statement from a registered engineer that will address the impact of new subdivision on existing

roadways, the condition and capacity of existing streets, typical cross-sections, and determine if a Traffic Impact Analysis is required per the Tusayan Design Standards.

7. Preliminary Drainage Report: A sealed preliminary report from a registered engineer that addresses detention, floodplains, the proposed drainage system, the impacts of increased runoff due to development, the impacts to downstream property, and determine if a Drainage Impact Analysis is required per the Tusayan Design Standards.

**C. Concept Plan Review and Approval Process:**

1. The Development Review Committee will meet to discuss the proposal with the Developer and provide input and suggestions regarding procedural steps, public policy objectives, design and improvement standards, and general platting requirements. Then, depending upon the scope of the proposed subdivision, the Committee will:
  - a. Check existing zoning standards applicable to the tract/property and advise if changes in zoning and/or variances are necessary.
  - b. Determine per the Design Standards if Impact Analysis may be required to be submitted by the Developer to determine the adequacy of existing or proposed public places and facilities for servicing the proposed development.
  - c. Inspect the site or otherwise determine its relationship to major streets, utility systems, and adjacent land uses, and identify any unusual problems such as those related to topography, utilities, drainage, etc.
  - d. Identify the third party approvals that will be required prior to the approval of the Preliminary Plat, including but not limited to ADOT, the Forest Service, Sanitary District, Water Provider, and Fire District.
  - e. Determine whether a Development Master Plan (13-2-4) will be required prior to the preparation of a Preliminary Plat.
2. Review Timelines are specified in the Tusayan Subdivision Application Packet.
3. After the review of the Concept Plan by the Development Review Committee, the Town Manager will direct the Developer to the appropriate next step in the process.
  - a. **Preliminary Plat:** If the Concept Plan involves a subdivision only, the Town Manager will advise the Developer to proceed with the preparation of a Preliminary Plat to be considered by the Planning and Zoning Commission and the Town Council.

- b. **Development Master Plan:** A Development Master Plan (DMP) may be required by the Town Manager prior to the preparation of a Preliminary Plat if there is not a zoning change required and one or more of the following conditions apply:
- i. The tract/property is sufficiently large to comprise an entire neighborhood,
  - ii. The tract/property is to be developed in multiple phases,
  - iii. The tract/property is a portion of a larger contiguous landholding of the Developer, or
  - iv. The tract/property is part of a larger land area that is complicated by unusual topographic, utility, land use, land ownership, or other conditions.

### **13-2-4. Development Master Plan**

#### **A. Application Procedures and Requirements**

1. If directed to prepare a Development Master Plan by the Town Manager, the Plan must be submitted within six (6) months of approval of Concept Plan. If this requirement is not met, the Developer may be required to resubmit a Concept Plan.
2. The Town Manager may require the Developer to prepare a Development Master Plan (DMP) if one of the conditions above is applicable to the site and a zoning change is not required for the project. If a zoning change is required, the requirements of the Town of Tusayan Zoning Code shall apply. The entire land area covered by the DMP need not be under the Developer's control.

#### **B. Development Master Plan Submission**

1. A non-refundable Development Master Plan filing fee (See Tusayan Resolution, Fee Schedule);
2. A brief project narrative with a description of the proposed project.
3. The required number of copies of the Development Master Plan as specified in the Subdivision Application packet showing:
  - a. General street pattern with particular attention to collector streets and future circulation throughout the development.
  - b. General location and size of existing and proposed school sites, parks, and other public areas.
  - c. Location of shopping centers, multi-family residential or other non-residential land uses.
  - d. Methods proposed for sewage disposal, water supply and

- storm drainage.
- e. Approximate densities and intensities of various land uses.

**C. Development Master Plan review and approval**

1. Review Timelines are specified in the Tusayan Subdivision Application Packet. Upon acceptance of an application for approval of a Development Master Plan, the Town Manager will advise the applicant if the submittal is complete
2. Copies of complete applications will be forwarded to the Town staff and other third party agencies and service providers their review and comment:
3. The reviewing agencies and departments may submit their comments and recommendations in regard to the application to the Town Manager. The Town Manager will then summarize the received comments and recommendations, prepare a staff report and present it to the Planning and Zoning Commission.
4. The Planning and Zoning Commission shall consider the proposed Development Master Plan at its next regularly scheduled meeting no sooner than twenty-one (21) calendar days after an application has been approved by staff. Upon a recommendation of approval, approval with conditions, or denial by the Commission on the Development Master Plan, the Town Council shall consider the proposed Development Master Plan within sixty (60) calendar days of the Commission's recommendation.
5. Development Master Plan approval by the Town Council constitutes authorization for the Developer to proceed with the preparation and submittal of the Preliminary Plat.
6. Upon approval of the general design approach by the Planning and Zoning Commission and Town Council, the DMP shall be followed by the preparation of a Preliminary Plat. If development is to take place in several phases, the DMP must be submitted as a supporting document for each phase. The DMP must be kept up to date by the Developer as modifications take place.

## 13-2-5. Preliminary Plat

### A. Application Procedures and Requirements

1. **In general:** The Preliminary Plat stage of land subdivision involves detailed subdivision planning, submittal, review, and approval of the Preliminary Plat. The Preliminary Plat must substantially conform to the Concept Plan and may only be submitted subsequent to the approval by Town Manager, and must be accompanied by payment of the prescribed fees. The Developer must provide all essential information outlined below to enable the Town to determine the character and general acceptability of the proposed subdivision.
2. Within six (6) months of approval of Concept Plan or the Development Master Plan (DMP), an applicant shall apply for a Preliminary Plat for a subdivision. If this requirement is not met, the Developer may be required to resubmit a Concept Plan.
3. **Diminution of fair market value waiver required:** An executed, notarized waiver by the owner of the subject property of any and all claims for diminution in fair market value as defined by A.R.S. § 12-1134, must be submitted with the Preliminary Plat application. The Town may request an updated waiver at subsequent stages in the Town review and approval process, including following final Town Council approval.

### B. Preliminary Plat Submission: In addition to a completed Preliminary Plat application form, a complete submittal shall include:

1. A non-refundable Preliminary Plat filing fee (See Tusayan Resolution, Fee Schedule);
2. A brief project narrative with a description of the proposed project.
3. The required number of copies of the Preliminary Plat as specified in the Subdivision Application packet showing:
  - a. **Identification and descriptive data**
    - i. Proposed subdivision name, location by township, range, and section, and reference by dimension and bearing to a section or quarter section corner.
    - ii. North arrow, scale and date of preparation.
    - iii. Name, address and phone number of the owner, and of the engineer, surveyor, landscape architect or land planner who prepared the Plat.
    - iv. Professional Seal

- v. Vicinity map showing the relationship of the proposed subdivision to main traffic arteries and any other landmarks that would help to locate the project.
- vi. Assessor's parcel numbers for all abutting properties.

**b. Existing conditions data**

- i. Topography by one- (1), two- (2) or five- (5) foot contour intervals adequate to reflect the character and drainage of the land as determined by the Town Engineer, and related to U.S. Coastal and Geodetic Survey (USC&GS) datum, or other approved datum.
- ii. Surveyed location of all existing improvements on public rights of way and private property including land use, structures and fences, walls, shacks, barns, utility lines, wells, streams, irrigation canals and structures, private and public culverts, ditches, washes, lakes, water features of all types, direction of flow, flow pattern, location and extent of areas subject to inundation, and whether such inundation is frequent, periodic, or occasional and data regarding frequency.
- iii. Location, width, and names of all platted or otherwise defined streets, drainage and utility easements, public areas, and municipal boundaries within, adjacent to, or extending from the property.
- iv. Location of historic and archaeological sites, if any.
- v. Acreage and zoning of the property and abutting properties.
- vi. Complete boundary dimensions of the property.
- vii. Evidence of legal access from an existing public right-of-way.

**c. Proposed conditions data**

- i. Proposed lot configuration, including approximate size and dimensions of each lot, and identification of each lot by number, and total number of lots; building setback lines; street light locations; hydrant locations; street layout, including location, width, curve radii, and proposed names.
- ii. Identification of average and minimum lot size(s).
- iii. Designation of all land(s) to be dedicated and reserved for public use with use and acreage for each indicated.
- iv. Location of all proposed private, public and controlled access streets and identification of all access devices on local streets within the subdivision; their means of accomplishing access control (e.g. signage, traffic barriers, gates, etc.) and monitoring devices and facilities; and their hours of operation and standards and procedures for admittance.
- v. If phasing is proposed, it must be indicated on the Preliminary

Plat.

3. Statement of process to comply with ARSS **9-463.01.Q** for the Determination of Water Adequacy shall be included.
4. Approvals from the pertinent service providers that state that the subdivision can be served.
5. **A Sewer and/or Water Impact Analysis**, if required per the Design Standards, must be submitted and approved by the Town Engineer before the Preliminary Plat will be approved.
6. **A Traffic Impact Analysis**, if required per the Design Standards, must be submitted and approved by the Town Engineer before the Preliminary Plat will be approved.
7. **A Drainage Impact Analysis**, if required per the Design Standards, must be submitted and approved by the Town Engineer before the Preliminary Plat will be approved.
8. **CCRs**: If necessitated by the subdivision (as determined by the Town Manager), a preliminary draft or outline of protective Covenants, Conditions and Restrictions (CCR's) that demonstrate the proposed theme and character of the proposed subdivision. The possible necessity of CCR's will be discussed at the Pre-Application Conference.
9. **Development Agreement**: If necessitated by the subdivision (as determined by the Town Manager), a preliminary draft of the Development Agreement (DA). The possible requirement of a Development Agreement will be discussed with the Concept Plan.
10. Such other information determined by the Town Manager to be necessary to complete a thorough analysis of the Preliminary Plat in terms of its compliance with all Town codes, ordinances, rules and regulations.

**C. Preliminary Plat review and approval**

1. Review Timelines are specified in the Tusayan Subdivision Application Packet. Upon acceptance of an application for a Preliminary Plat, the Town Manager will advise the applicant if the submittal is complete.
2. Copies of complete applications will be forwarded to the Town staff, pertinent service providers, and public safety agencies for their review and comment.
3. The Town staff, pertinent service providers, and public safety agencies will submit comments and recommendations in regards to the

application to the Town Manager within 21 days. The Town Manager will then summarize the received comments and recommendations, prepare a staff report and present it to the Planning and Zoning Commission.

4. The Planning and Zoning Commission shall consider the proposed Preliminary Plat at its next regularly scheduled meeting no sooner than twenty-one (21) calendar days after an application has been determined to be complete. Upon a recommendation of approval, approval with conditions or denial, by the Commission, the Town Council shall consider the proposed Preliminary Plat within sixty (60) calendar days of the Commission recommendation.
5. Preliminary Plat approval constitutes authorization for the Developer to proceed with the preparation and submittal of engineering plans and specifications for public infrastructure improvements and the Final Plat. Preliminary Plat approval does not assure Final Plat approval and expires without further action of the Town if a Final Plat is not submitted within one year or such other period of time specified at the time of Preliminary Plat approval. An extension of up to one (1) year may be granted by the Town Manager provided an application for extension is approved by the Town Manager prior to the expiration date. If an additional extensions beyond one (1) year are requested, Town Council must approve the extension. A request for extension must be submitted, at minimum, 30 days prior to the expiration of the approval.

#### **13-2-6. Subdivision Technical Review**

- A. The Developer shall provide the Town Manager with complete sets of engineering plans and specifications prepared by a civil engineer who is currently registered in the State of Arizona. Such plans and specifications must be designed based upon the approved Preliminary Plat and may be prepared prior to or in conjunction with the Final Plat.
- B. Approval of engineering plans and specifications for the installations of required street, streetlight, sewer, electric and water facilities, drainage, flood control, adequacy of water and improvements are required prior to recordation of an approved Final Plat.
- C. The Final Plat will not be considered by the Town Council until all engineering plans as noted above have been approved by the Town Engineer, the Fire District, and other pertinent service providers.
- D. The Service Provider for the water and sewer mains must approve the design per their standards and agree take ownership for operation and maintenance in accordance with their policies and regulations. The water and sewer mainline extensions must be constructed to meet the requirements of the Arizona

Department of Environmental Quality. Prior to the approval of the engineering plans, the Town shall require written approval from the service providers and documentation of the ADEQ Approval.

- E. Prior to approval of the engineering plans, the following ADEQ permits are required to have been obtained as applicable to the Subdivision: An Approval of Sanitary Facilities for Subdivision, an Approval to Construct Drinking Water Facilities, and a Construction Authorization for a Sewage Collection System/ Onsite Wastewater Treatment.
- F. Street light design, as required by the Tusayan Subdivision Standards, Tusayan Zoning Code and the Tusayan Design Standards shall be included in the engineering plans and specifications and must be approved by the Town Engineer.

### 13-2-7. Final Plat

#### A. **Application procedure and requirements:**

1. **In general:** The Final Plat stage involves the final design of the subdivision, submittal of engineering plans and specifications (if not already completed), final Covenants, Conditions and Restrictions (CC&Rs), satisfactory assurance documentation, and execution of a Development Agreement, if applicable.
2. No later than one (1) year after the approval of a Preliminary Plat, a Developer may apply for approval of a Final Plat. Failure to do so will automatically nullify the approval of the Preliminary Plat without any action by the Town unless the Town Manager has approved an extension prior to the expiration of one year. A request for extension must be submitted, at minimum, 30 days prior to the expiration of the approval.
3. **Zoning:** The zoning of a tract/property must permit the proposed subdivision. Zoning changes required to enable the property to be divided as proposed must be approved through the applicable process in the Tusayan Zoning Code by the Town Council prior to or in conjunction with the approval of a Final Plat.
4. In phased developments, the Final Plat shall show future phases as tracts subject to future platting. Assurances are only required for the current phase of development.

#### B. **Final Plat Submission** - In addition to a completed Final Plat application form and fee payment, a complete submittal shall include:

1. A non-refundable Final Plat filing fee (Tusayan Resolution, Fee Schedule);
2. A brief project narrative with a description of the proposed project.
3. The required number of copies of the Plat as specified in the Tusayan Subdivision Application packet.
4. In compliance with ARS 9-463.01, a determination on the adequacy of the Water Supply is required to be stated on the Final Plat.
5. A certificate or letter from each service provider indicating approval of the method of the proposed utility installations and confirming the availability of services.
6. An Arizona Department of Transportation access permit, where required
7. If applicable and not already completed with the Preliminary Plat, the Development Agreement or Public Improvement Agreement between the Developer and the Town shall be recorded.
8. A completion date for the construction of the improvements shall be declared and notice given to the Town Manager, which date shall be approved by the Town Council. The completion date for the improvements shall not exceed two (2) years from the date of such approval. Failure to complete the improvements by the completion date may entitle the Town to draw on the assurances described hereafter, in Subsection (B)(12).
9. A Final Plat, in recordable form, on disk in digital format.
10. If applicable, a copy of the protective CC&Rs in the form for recording shall be submitted and recorded with the Final Plat. The CC&Rs shall include, at a minimum, a mechanism to allow the capability for home or property owners to establish or create a homeowners' association subsequent to the declarant conveying a majority of the subdivided properties to other parties. The CC&Rs shall state that notwithstanding any other provision of the CC&Rs a lot owners' association may be created by lot owners' majority vote thereof, subsequent to the conveyance of a majority of the platted lots by the declarant.
11. Right of Way and Easements: It shall be the responsibility of the Developer to provide on the Final Plat, prior to plat recordation, such Right of Way and easements in such location and width as required for public utility purposes or public access. The following notation shall be placed on all Final Plats: "Construction within easements, except by public agencies and utility companies, shall be limited to utilities and wood, wire or

removable section-type fencing and/or plantings or turf. It is understood that the utility companies will not be required to replace any obstructions or plantings that must be removed during the course of maintenance, construction, or reconstruction within any utility easement on private property.”

12. Final Plat Requirements;

a. Identification and descriptive data

- i. North arrow, scale, and date.
- ii. A title which includes the name of the subdivision and its location by section, township, range and county.
- iii. Name, address, registration number, and valid seal of the registered land surveyor preparing the Plat.

b. Survey data

- i. The Final Plat shall identify all boundary lines and corners, together with courses and distances and all curve or angle data. Subdivision corners, other monuments, lot corners, and other survey points must be described and located. One tie must be made by true course and distance to a GLO corner, or, if none exists, to a corner of common acceptance. Proposed subdivisions adjacent to existing subdivisions must tie to the corners of the existing subdivisions. Adjoining property must be identified by subdivision name. Un-subdivided, and Forest Service lands must be noted. All connecting streets, private and public and Forest Service roads must be shown and named.
- ii. The Final Plat shall include name, courses, length and width of all public streets, radii, points of tangency, and central angles of all curvilinear streets; radii of all rounded street line intersections; location, dimensions, bearings, radii, arcs, and central angles of all sites to be dedicated to the public; and a statement noting that the streets dedicated on the Plat will not be accepted for Town maintenance until they are brought up to minimum Town standards.
- iii. A registered professional land surveyor must certify that all lots are staked, or will be staked within six months.

c. Existing conditions data

- i. Utility easements intended to remain on the property. The notation as described in Section 13-2-5(A)3 above shall be on the Final Plat.

- d. Descriptive data required
  - i. Name, right-of-way lines, courses, lengths, width of all public streets, crosswalks, utility easements; radii, points of tangency and central angles of all curvilinear streets and rounded street line intersections.
  - ii. Utility easements needed in conjunction with the new Plat to include the notation as cited in Section 13-2-5(A)3 above.
  - iii. Location and dimension of all lots, including identification of each lot by number and size of each lot, total number of lots and average and minimum lot sizes.
  - iv. All residential lots shall be numbered by consecutive numbers throughout the Plat. "Exception", "tracts", and parks shall be so designated, lettered or named and clearly dimensioned.
  - v. Locations, dimensions, bearings, radii, arcs, and central angles of all sites to be dedicated to the public with the use clearly indicated.
  - vi. Location of all adjoining subdivisions with date, map and page number of recordation noted, or if unrecorded or un-subdivided, so marked.
  
- e. Dedication and acknowledgment - A statement dedicating all streets and easements for public use by the person holding legal title of record to the property. If the property contains any liens, all lienholders shall execute an appropriate release for all dedications. If the Plat shows private access ways, it must note that public utilities, including refuse collectors, shall reserve the right to install, conduct and maintain utilities in such access ways. The signatures following this dedication and acknowledgment shall be notarized.

### **C. Final Plat review and approval**

1. Upon acceptance of an application for approval of a Final Plat, the Town Manager will have ten (10) calendar days to advise the applicant if the submittal is complete.
2. Copies of complete applications will be sent to the Town staff, service providers, and public safety agencies. When an application has been determined to be complete, the Town Council shall consider for approval

the proposed Final Plat no sooner than twenty-one (21) calendar days after an application has been determined to be complete.

3. Town Council shall consider the Final Plat for approval. When the Final Plat is approved it will be forwarded to the Town Manager for recordation
4. If the Developer does not provide the required assurances and documents necessary to record the Final Plat within one (1) year after the approval by Council, the Final Plat approval will be nullified without any action by the Town unless the Town Manager has approved an extension prior to the expiration of one year. If additional extensions beyond one (1) year are requested, Town Council must approve the extension. A request for extension must be submitted, at minimum, 30 days prior to the expiration of the approval.
5. Recordation: Upon receipt of the required assurances, Town Council approval, **and notation on the plat as required by ARS § 9-463.01.Q regarding the adequacy (or lack thereof) of water supply**, The Town Manager will have the Final Plat recorded and provide a recorded copy of the Plat to the applicant.

#### **13-2-8. Assurances for Public Improvements**

In order to ensure proper installation of public improvements, the Developer shall designate the type of assurance in a form and method acceptable to the Town Attorney and approved by Town Council in conjunction with review of the Final Plat. Approved forms of assurance are available from the Town Manager. A final copy of said assurance shall be submitted to and approved by staff. If public Improvements are required for a project that is not part of a subdivision platting process, the assurances must be submitted to and approved by staff prior to the Town issuing a Construction permit. The amount of said assurance shall be based on a cost estimate prepared by a registered civil engineer in an amount to cover one hundred ten percent (110%) of the complete installation of the public improvements. This assurance shall provide for its forfeiture to the Town in the event the improvements are not accepted by the Town by the declared completion date due to the default of the Developer or the appropriate real part in interest. Any portion of the forfeiture in excess of the expenses incurred by the Town in connection with the installation or repair of the improvements shall be returned to the Developer or the appropriate real party in interest at the end of the warranty period. The Developer must provide the Town with one of the following types of financial assurances for the completion of the construction of the public improvements required for the development of the subdivision:

- A. Cash, surety bond, or letter of credit

1. The Developer shall deposit with the Town Clerk cash or surety bond, or an irrevocable letter of credit issued by an approved institution.
2. The surety bond shall be executed by the Developer with a corporation duly licensed and authorized to transact surety business in the State of Arizona, as surety. The bond shall be in favor of the Town, shall be continuous in form, and shall require that the total aggregate liability of the surety for all claims shall be limited to the face amount of the bond, regardless of the number of years the bond is in force, and shall provide that:
  - a. The bond, cash, or letter of credit shall be released upon satisfactory completion of the work. Progress payments may be made in accordance with standards established by the Town Engineer.
  - b. The bond or letter of credit may be cancelled by the Developer, provided that other security, satisfactory to the Town Attorney has been deposited which will cover the obligations of the Developer which remain to be performed.
  - c. Any work abandoned or not completed by the Developer may be completed by the Town, which shall recover the construction and repair costs from the Developer, the bonding agent, or approved lending institution.

**B. Assurance of construction through loan commitment**

In lieu of providing assurance of construction in the manner provided above, the Developer may provide assurance of construction of all required utility and infrastructure improvements, by delivering to the Town in a manner described above, an appropriate agreement acceptable to the Town Attorney between an approved lending institution and the Developer, which provides:

1. A statement that funds sufficient to cover the entire cost of installing the required improvements, including engineering and inspection costs, and the cost of replacement or repairs of any existing streets or improvements demanded by the Town in the course of development of the subdivision have been deposited with such approved lending institution by the Developer. The agreement shall provide that the funds in the approved amount are specifically allocated, and will be used by the Developer, or on his behalf, only for the purpose of installing the subdivision improvements.
2. That the Town shall be the beneficiary of such agreement, or the Developer's rights shall be assigned to the Town, and the Town Engineer shall approve each disbursement of such funds.

**C. Alternative assurances:** In lieu of providing a surety bond or an agreement between the Developer and an approved lending institution, the Town Attorney may approve and recommend to Town Council such alternative assurances that it deems sufficient to guarantee and assure construction and repair of the required public improvements.

- D. An approved lending institution for purposes of these Subdivision Standards is an FDIC-insured bank or savings and loan association licensed and authorized to do business in Arizona.

### **13-2-9. Minor Land Divisions**

- A. Purpose and Intent of these regulations is:

1. To provide for the partitioning of land into two or three lots, tracts or parcels of land or the combination of lots, tracts or parcels through a process that is more expeditious than the subdivision process;
2. To assure that the proposed parcels are in conformance with the Town's Subdivision standards;
3. To obtain accurate surveying and permanent public record of the separate interests created and conveyed by the division of lands;
4. To assure adequate access and to provide a coordinated street system; and,
5. If a new street is involved, land that is divided into two or more lots is considered a subdivision and a minor land division is not applicable.

- B. Land Split or Combination Procedures and Requirements

The preparation, submittal, review, and approval of all land splits or combinations located within the Town limits shall proceed through the following progressive stages, except as otherwise provided in this chapter:

1. Optional pre-application conference with the Town Manager.
2. Submittal by the Developer, and review and approval of the land split or combination application and map by the Town Manager.
3. Recordation of the approved land split or combination map and associated legal description with the Coconino County Recorder's office.

- C. Pre-Application Conference

1. The pre-application conference stage of land split or combination review is an optional investigatory period preceding the preparation and submittal of the land split or combination application by the Developer. The Developer shall initially present the land split or combination proposal to the Town Manager who shall advise the Developer of specific public objectives, standards, and regulations related to the property and the procedure for land split or combination review.
2. An application for land split or combination approval shall include a sketch plan of the proposed land split or combination so that the Town Manager can determine whether the approval process authorized by this Section can and should be utilized. The Town Manager may require the applicant to submit additional information deemed necessary for making this

determination, including, but not limited to, a copy of the Coconino County Assessor's Map showing the land being divided and all lots or parcels previously divided from that tract of land and all contiguous land under the same ownership for the 15 years prior to the date of submittal.

D. Land Split and Combination Applications

1. All submittals shall be checked by the Town Manager for completeness. If the application is determined to be incomplete, the submittal may be rejected and returned to the applicant for revision and resubmittal.
2. Application Submittal: All land split or combination applications shall include the following materials:
  - a. The copies of the land split or combination map showing the proposed land split or combination, existing conditions including the location of all structures, and anticipated setbacks from existing and proposed property lines;
  - b. Any information required as part of the land split or combination submittal shall be shown graphically, or by note, or by letter, or in combination on the plans, and may if necessary comprise several sheets showing various elements of the required data. All mapped data for the same map shall be drawn at the same engineering scale, said scale not to be greater than 100 feet to an inch;
  - c. A completed land split or combination application form;
  - d. Legal description in a form approved by the Coconino County Recorder's office;
  - e. A non-refundable land split or combination application fee (See Tusayan Resolution: Fee Schedule), available as a separate document from the Town); and,
  - f. Complete contact information for the Developer.
  - g. Professional Seal of Surveyor/Engineer registered in the state of Arizona.

E. Application Approval Standards:

1. All land split or combination applications shall be designed to comply with the requirements of the specific zoning district within which it is located, including minimum lot area, lot depth, lot width and minimum access requirements.
2. No lot or parcel shall be divided in such a way that any division contains more density than are permitted by the zoning regulations in the district in which the lot or parcel is situated.

F. Process for Approval.

1. The Developer shall submit all of the documents, information, data, and other requirements for approval of a land split or combination to the Town Manager. The Developer shall also furnish to the Town Manager any additional information and materials relevant to the application that are reasonably believed to be necessary in order for the Town Manager to evaluate, analyze, or understand the subject matter of the application, and to ensure compliance with the requirements of this division. Compliance shall be determined by the Town Manager.
2. The procedures for approval, modification, or denial of land split or combination applications shall be as follows:
  - a. The Town Manager shall approve or disapprove applications for land splits or combinations pursuant to the provisions of this Section and shall ensure compliance with any applicable conditions of approval.
  - b. A Developer may appeal a final action of the Town Manager to the Town Council in accordance with Article 13-5, Appeals, of these Subdivision Standards.

#### **13-2-10. Lot Line Adjustments**

- A. When a common lot line between two adjoining parcels requires adjustment, the submittal requirements and procedures for a land split provided in these Subdivision Standards, Land Splits or Combinations, shall be followed for review and approval by the Town manager.
- B. In addition to the submittal requirements for a land split or combinations established in these Subdivision Standards, Land Split and Combination Applications, the written consent of all owners of the real property associated with the proposed boundary adjustment.

## CHAPTER 13-3. DESIGN PRINCIPLES

### 13-3-1. Street Location and Arrangement

- A. The arrangement, character, extent, width, grade, and location of all streets shall conform to the Town's General Plan and shall ensure public safety and convenience, and respond to existing natural features of terrain, vegetation, and drainage.
- B. At a minimum, access to any subdivision must be capable of transporting fire and other emergency vehicles. The access must have all weather capability, minimum 14 feet overhead clearance, and a 20 foot or wider surface capable of supporting vehicles weighing 42,000 pounds or more. Nothing in this paragraph shall be construed as modification of the necessity to conform to the Tusayan Design Standards and good engineering practice. A Geotechnical Report shall be required to determine the bearing capacity of the roadway.
- C. Street layout shall provide for the continuation of existing principal streets through new subdivisions. Principal streets typically follow section or mid-section lines, however, if the alignment is impractical then right-of-way shall be provided at least every ½ mile (2640 feet).
- D. Certain proposed streets, shall be extended to the tract boundary to provide future connection with adjoining un-platted lands.
  - 1. Street connections to an adjoining platted tract shall be made only to those extended streets of the platted tract.
  - 2. Street connections shall be designed to accommodate the amount of increased traffic flow generated by the proposed subdivision, as determined by an engineered traffic study or as approved by the Town Engineer.
- E. Cul-de-sac streets shall be constructed with a minimum unobstructed turn-around radius of forty-five (45) feet which shall be free from parked vehicles. The Town Engineer may recommend an equally convenient form of turning and backing areas where extreme conditions justify. The maximum length of cul-de-sac streets shall be one thousand two hundred (1,200) feet, as measured from the intersection of right-of-way lines to the extreme depth of the turning circle along the street centerline or a maximum of twenty-five (25) lots.
- F. Any subdivision exceeding fifty (50) lots shall require a minimum of two (2) access points, one of which shall be the applicable street section required by the Tusayan Design Standards. An exception may be made where topography or geographical constraints may justify.
- G. Where a proposed subdivision abuts or contains an existing or proposed arterial

and collector routes, sufficient right-of-way may be required for access, frontage streets, and/or turning movements or for reverse frontage combined with a one-(1) foot non-access easement abutting the major route; or for such other treatment as may be justified for protection of residential properties from function of the major route.

- H. Where a subdivision abuts or contains the right-of-way of a limited access highway or an irrigation canal or abuts a commercial or industrial land use, the Town Engineer may require location of a street approximately parallel to and on each side of such right-of-way at a distance suitable for appropriate use of the intervening land. Such distance shall be determined with due regard for approach grades, drainage, bridges or future grade separations.
- I. Streets shall be of reasonable gradient and shall facilitate adequate drainage.
- J. No alleys may be constructed in subdivisions, except that the Town Council may waive the requirements in certain areas because of topography, open area provided or service access.
- K. A minimum of two (2) permanent reference survey monuments shall be required for a street as a recoverable point for future surveys. These monuments shall have a geometric tie to the Town of Tusayan geometric coordinate system.

### **13-3-2. Streets**

All streets in the Town, public or private, unless otherwise specified in these Subdivision Standards, shall be designed to the requirements in the Town of Tusayan Design Standards and as follows:

#### **A. Minimum required right-of-way width**

- 1. Arterial streets as indicated by Tusayan Design Standards shall be no less than one hundred (100) feet.
- 2. Collector streets as indicated by current Tusayan Design Standards shall be no less than eighty (80) feet.
- 3. Local streets as indicated by current Town standards shall be no less than sixty (60) feet.
  - a. Cul-de-sac streets shall terminate in a circular right-of-way fifty (50) feet in radius with a minimum improved traffic turning circle forty five (45) feet in radius. The Town Engineer may approve an equally convenient form of space where extreme conditions justify.
  - b. Dead end streets will not be approved except in locations designated by the Town Engineer as necessary to future extension

in development of adjacent lands. A dead end street serving more than four lots shall provide a temporary turning circle with a forty-(40) foot radius or other acceptable design to accomplish adequate access.

4. Access or frontage streets - As required by a Traffic Impact Analysis or as needed for principle arterials.
5. All streets shall be paved in accordance with the Town of Tusayan Design Standards.

#### **B. Private Streets**

1. Private streets shall be constructed to conform to current Town of Tusayan street standards, including but not limited to right-of-way widths, sidewalks, trails, street lights, signs, roadway geometric criteria, and pavement structural section.
2. If private streets are proposed for a subdivision, then the following additional requirements must be met:
  - a. A homeowners association shall be established at the time the Final Plat is approved.
  - b. An emergency rapid entry system for unrestricted entry of police and fire emergency vehicle at all gated location shall be provided.
  - c. Finally, a note shall be placed on the Final Plat that states, "All private streets that are identified as a "tract" or "common areas" shall be maintained by the homeowners association. The Town shall not maintain these roads.
3. Any deviation or variance from these requirements shall require Town Council approval.

#### **C. Trails**

The Town may require a Developer to dedicate trail easements for public access to maintain and/or replace existing social trails and encourage pedestrian connectivity to the community. An easement with a minimum width of 10' shall be dedicated to the Town for maintenance of the trails. The location must meet with the written approval of the Town Engineer.

#### **13-3-3. Blocks**

- A. Blocks shall not exceed one thousand three hundred and twenty (1,320) feet in length between street centerlines. Variation from this requirement may be justified where topography or optimal lot configurations are achieved or when lot sizes average one-half acre or greater. Variations shall be approved by

the Town Engineer.

- B. Blocks shall have sufficient width for an optimal layout of two tiers of lots of the size required by the Town of Tusayan Zoning Code Development Standards (unless located on a collector road).
- C. Where practical, pedestrian ways with a minimum easement/right-of-way width of ten (10) feet may be required at mid-block and/or internal connection locations where essential for access to schools, playgrounds, common open space or other community facilities. Pedestrian ways may be used for utility purposes.

#### **13-3-4. Lots**

- A. Lot width, depth, and area shall comply with the minimum development standards of the applicable zoning district in the Town of Tusayan Zoning Code.
- B. Lots having double frontage should be avoided except where necessary to provide separation of the residential development from traffic collectors and arterials. A symbol establishing which side will be driveway accessible is required for each double-fronting lot. A non-vehicular access (NVA) easement shall be shown on the opposite side of the lot.

#### **13-3-5. Easements**

Generally, a Public Utility Easement (PUE) shall be sixteen (16) feet in width. In cases of steep [greater than a six percent (6%) slope] or unusual topography, the PUE may be increased or decreased in width as needed. The Town Engineer and the owner of the utility lines must approve the reduction of the easement width. Additional width may be required for depths over eight (8) feet or additional utility lines. Easements must be able to accommodate the separation of utilities in accordance with utility requirements and the AAC R18-5-502 Minimum Design Criteria for Water and Sewer Mains.

#### **13-3-6. Water, Sewer and Reclaimed Water Facilities**

- A. Water, Sewer and Reclaimed Water Facilities shall be designed by the developer and approved by the Service Provider. The design must meet the Service Providers' standards and requirements. The approval of the design by the Service Provider must be submitted in writing to the Town of Tusayan before the Town shall approve the engineering plans.
- B. Subdivision utility facilities will conform to the standards of the Building Codes, and Arizona Department of Environmental Quality (ADEQ).
- C. If the utility system is providing fire flow, the Developer must obtain approval of the design from the Fire District.
- D. The Town will not issue any certificates of occupancy until the subdivision utility

improvements are completed to the requirements of ADEQ and are accepted for maintenance and operation by the service provider.

### **13-3-7. Drainage**

- A. Any development that contains a floodplain must meet the requirements of the Floodway Overlay Zone from the Tusayan Zoning Code and get the approval from the Floodplain Management Agency, as determined by A.R.S Section 48-3610.
- B. Drainage and topography shall be a primary consideration of any subdivision.
- C. The preservation of natural flood areas, streams, washes, arroyos, rivers or ephemeral drainage courses shall be maintained, if possible, in their natural riverine environment. The only exceptions, if approved by the Floodplain Management Agency, are for roadway crossings and utility lines, if no other alternative exists.
- D. Subdivision improvements that propose grading and/or grade changes shall not have an adverse impact on surrounding property. At the boundaries of the subdivision, all drainage and floodwaters shall be accepted and released so that the flow characteristics are minimally disturbed by providing appropriate entrance and exit transitions.
- E. A Drainage Report which addresses the hydrologic and hydraulic components relating to onsite and off-site drainage shall be developed and prepared by a registered Arizona Professional Engineer. The Drainage Report shall be approved before the street improvement plans and Final Plat are approved. If the subdivision will be developed in phases, a master drainage plan will be required.
- F. An operation and maintenance manual shall be provided for storm water detention facilities. Operation and maintenance (O&M) shall be the responsibility of the homeowners association and the O&M manual shall be an attachment to the CC&Rs for the development. If a development does not have a homeowners association, the O&M manual will be required in the form of a recorded agreement. This agreement shall assign permanent responsibility for the operation and maintenance of the facility.

### **13-3-8. Street Lights**

- A. Street lights shall conform to the Town of Tusayan Zoning Code and Town of Tusayan Design Standards.
- B. Where street light lines are to be installed, the Developer shall provide adequate easements for public utilities (to include side lot lines if necessary).

## CHAPTER 13-4. IMPROVEMENT REQUIREMENTS

### 13-4-1. Public Improvement Requirements

- A. Purpose: It is the intent and purpose of this section to set forth the minimum acceptable standards for public improvements; to define the responsibility of the applicant in planning, constructing and financing public improvements; and to set forth the Town's responsibilities in the review and acceptance of public improvements.
- B. Development of plans and specifications
1. The "Uniform Standard Specifications and Details for Public Works Construction" as published by the Maricopa Association of Governments (MAG Specifications) are recognized as acceptable construction specifications and standard details. Because of variations in climate, soils, and availability of materials, modifications to the MAG Specifications may be implemented by the Town. The MAG Specifications shall be utilized at the direction and approval of the Town Engineer.
  2. Other pertinent manuals for the development of plans and specifications include "A Policy on Geometric Design of Highways and Streets" as distributed by AASHTO; all design manuals, specifications, and standard details as distributed by the Arizona Department of Transportation; all engineering bulletins as distributed by the Arizona Department of Environmental Quality; "Manual on Uniform Traffic Control Devices for Streets and Highways" as distributed by the U.S. Department of Transportation, Federal Highway Administration; and the various design manuals, procedures, and guidelines as published by professional organizations and governmental agencies.
  3. The documents described in Subparagraphs B.1 and B.2 are adopted by reference pursuant to A.R.S. § 9-802 and at least three (3) copies of the documents described above, and any future amendments or revisions, shall be kept on file in the office of the Town Clerk. All copies shall be readily available for inspection, including any supplementary pamphlets or explanatory booklets for distribution to the public.
  4. All design and construction for public and private grading shall be in accordance with these standards and:
    1. The currently adopted International Building Codes.

2. The Town of Tusayan Zoning Code.
3. The Engineered soils report (if applicable)

- C. Responsibilities: It shall be the responsibility and duty of the applicant to plan, construct, and finance all public improvements associated with subdivisions and land development, unless a Development Agreement specifically provides otherwise. These public improvements must be completed to the standards required by the Town and formally accepted for maintenance and operation before the Town will issue a certificate of occupancy for any building or structure within the subdivision or on the property. The applicant must have an engineer registered in the State of Arizona prepare a complete set of improvement plans for constructing required public improvements. Such plans shall be based on the approved Preliminary Plat, zoning case, Site Plan, and/or staff approval stipulations. The applicant must prepare these plans in conjunction and in conformance with the Final Plat. Improvement plans shall be subject to Town approval prior to recordation of the Final Plat.
- D. Public Improvements Defined: Public improvements mean any right-of-way, easement, access right or physical improvement which, upon formal acceptance by the Town, becomes the responsibility of the Town for ownership, maintenance and repair. Such public improvements may include, but are not limited to, roadways and alley sections including pavement, base course, street lights, curbs and gutters, sidewalks or trails, traffic control improvements, right-of-way landscaping and irrigation systems, drainage facilities, fire hydrants and utilities, including water, sewer, gas, electric power, telephone, and cable television, and all other improvements, which upon completion, are intended to be for the use and enjoyment of the public.
- E. Public improvement Agreement: If, pursuant to Section C, Responsibilities, above, the applicant's subdivision, zoning change or development, either new development on existing, vacant or undeveloped property or an addition or expansion to existing developed property, creates the need for the dedication, acquisition, installation, construction or reconstruction of public improvements, then, after such determination has been made, the applicant shall enter into a public improvement agreement prior to the Town's approval and/or issuance of the Preliminary Plat, site plan or Building Permit. The Developer shall provide assurances in accordance with 13-2-7 of these Subdivision Standards for public improvements. The public improvement agreement shall be in a form approved by the Town and shall provide for the dedication and/or construction of necessary public improvements by the applicant. If appropriate, the terms of the public improvement agreement may be incorporated into a Town-approved Development Agreement. The public improvements agreement may, if approved by the Town Engineer, provide that the installation, construction or reconstruction of public improvements shall be in specified phases. If construction in phases is approved, the provisions of this division shall apply to each phase as if it were a separate and

distinct public improvements agreement. Any such phase shall be an integrated, self-contained development consisting of all public improvements necessary to serve the property to be developed as part of said phase.

Construction of a single-family detached residence or a duplex residence of any value or an addition or alteration to an existing single-family residence or existing duplex residence, sized in accordance with the minimum requirements provided in the Tusayan Zoning Code are exempt from offsite Public Improvements. All requirements of the Town of Tusayan Zoning Code and the DRO still apply.

#### F. Impact Analysis Required

1. Pursuant to the Tusayan Design Standards, the Town Engineer shall require the applicant to furnish impact studies to assess the impact of new development on the existing streets, utilities and drainage infrastructure.
2. When an impact study identifies impacts to the infrastructure that are attributable to the proposed development, impact mitigation is required. The design and construction of improvements to mitigate the identified impacts shall be constructed by the applicant.
3. If impacts are determined to occur within utilities, an agreement for mitigation must be reached between the Developer and the service provider to facilitate service to the subdivision.

#### G. Minimum Requirements

The public improvements required pursuant to these Subdivision Standards shall have a rational nexus with, and shall be roughly proportionate to, the impact(s) created by the subdivision as determined by the studies described in Section F, Impact Analysis Required, above. The presumptive minimum requirements that are required for public improvements are:

1. Right-of-Way. If, as determined by the Town Engineer, the property to be developed does not have adequate rights-of-way due to the new development, or will not accommodate proposed or contemplated public improvements, then necessary right-of-way shall be granted to the Town. The Town Engineer may impose special requirements to assure future right-of-way needs as may be contemplated under the existing General Plan or other approved land use documents.
  - a. In the event that the granting of right-of-way or drainage way creates a nonconforming lot due to the decrease in land, the remaining portion shall be considered a legal nonconforming lot.

- b. When it is necessary for a development to improve a street and sufficient right-of-way is not available from other area property owners not subject to the provisions of these Subdivision Standards, the Town Manager, with the approval of the Council, may pursue all legally permissible steps in order to obtain the property necessary for the right-of-way provided there is a demonstrated public need for the additional right-of-way.

2. Water System

- a. Water system improvements shall be sized and located as required by and approved by the Service Provider
- b. Water mains shall be extended to the property being developed.
- c. Water lines shall be extended by the Developer to and across the full front, side, and/or rear boundaries of the property being developed where needed, as determined by the Service Provider.
- d. Additionally, where needed as determined by the Service Provider, water lines sized in accordance with established criteria and protocols to accommodate future development shall be extended through the property being developed to the property boundaries to provide future connection with adjoining lands.

3. Sanitary Sewer System

- a. Sanitary sewer system improvements shall be sized and located as required by and approved by the Service Provider.
- b. Sewer mains shall be extended to the property being developed.
- c. Sewer lines shall be extended to and across the full front, side, and rear boundaries of the property being developed where needed, as determined by the Service Provider.
- d. Additionally, where needed as determined by the Service Provider, sewer lines sized in accordance with established criteria and protocols to accommodate future development shall be extended through the property being developed to the property boundaries to provide future connection with adjoining land.

4. Drainage.

- a. Any development that contains a floodplain must meet the requirements of the Floodway Overlay Zone from the Tusayan

Zoning Code and get the approval from the Floodplain Management Agency, as determined by A.R.S Section 48-3610.

- b. When developments are required to perform a Drainage Impact Analysis (DIA) and the approved DIA identifies impacts to the public drainage system as a result of the proposed development, impact mitigation by the applicant is required. Design and construction of improvements that mitigate the impacts attributable to the development, as identified in the approved DIA, shall be the sole responsibility of the applicant.
  - c. Public drainage improvements are applicable to adjacent right-of-way and on-site based on the findings of required drainage reports, applicable Stormwater master plans and General Plan improvements or other documents that clearly demonstrate the need for drainage facilities.
5. Franchise Utilities. All telephone, electric power, cable television, natural gas, or other wires or cables necessary to serve the subdivision in accordance with the Service Provider requirements and the Tusayan Design Standards are required.
6. Alley/Lane Improvements. When property access is necessary or proposed via an alley/lane, full width alley/lane improvements along the full property frontage in accordance with the Town of Tusayan Design Standards. Alley/lane improvements shall also be extended to the nearest public street if no improved alley or lane connection presently exists.
7. Trails System Improvements. Full width trail improvements may be required in accordance with the Tusayan Design Standards along alignments as required by the Town Engineer.
8. Traffic Control Related Improvements. When subdivisions or land splits are required to perform a traffic impact analysis (TIA) in accordance with the Tusayan Design Standards, and the approved TIA identifies impacts to the public road system as a result of the proposed development, impact mitigation by the applicant is required. Design and construction of improvements that mitigate the impacts attributable to the development, as identified in the approved TIA, shall be the sole responsibility of the applicant.
9. Street Improvements. Street improvements shall be constructed to and across the full front, side and rear boundaries of the property being developed where needed, as determined by the Town Engineer, as follows:

- a. Any multi-residential or non-residential construction shall be required to construct a minimum 24-foot wide street to accommodate two-way traffic and emergency vehicles as well as if required, on-street parking or bike lanes for the full frontage(s) of the subdivision property boundaries which abut existing or proposed public streets.
    - i. Street types adequate to serve the anticipated traffic volumes generated by the subdivision and the projected neighborhood growth patterns resulting in future developments as may be contemplated under the existing General Plan or other approved land use documents will be required.
    - ii. Street Design Standards for required roadway elements are in the Tusayan Design Standards. The Average Daily Traffic (ADT) determines the street section requirements.
    - iii. If the property being developed is not adjacent to an existing improved public street, Subsection b, below, shall apply.
  - b. Where the property being developed is separated from an existing improved public street by an unimproved section of Public Street; if the first phase of the development generates less than 250 ADT, then the access to the subdivision will be the minimum required improvement for Emergency Access as outlined in 13.3.1B. After the 250 ADT is reached (generally equivalent to 25 dwelling units) the applicant will be required to construct the Roadway typical section required by the Design Standards for the proposed traffic generation. Nothing in this paragraph shall be construed as modification of the necessity to provide Emergency Access and good engineering practice. If there are additional undeveloped properties adjacent who could benefit from the improvements in the future, a Recapture Agreement (See Section 13-4-3) could be created.
  - c. Full width pavement improvements shall be required for adjacent streets. Curb and sidewalk shall be installed on adjacent side only. A fee in lieu of improvements may be substituted as approved by the Town Council.
  - d. In a phased development, the street improvements can be built in stages that are adequate to the proposed traffic generation. A Traffic Impact Analysis is required to demonstrate that the roadway is sufficient to the proposed ADT. Emergency Access must be provided to a development regardless of the phasing of a project.
10. The Developer is required to mitigate impacts of the subject subdivision or land split. If at the time of development the Town wishes to make improvements to its general public infrastructure capacities, the Town may bear the additional cost(s) associated with the upgrading of capacities of

those improvements. The limits of the Town's participation shall be determined by the difference in the approved design and actual construction costs with and without mitigated capacity increases of those improvements.

#### H. Inspection and Acceptance of Public Improvements

1. The Town Engineer shall provide for inspection of required public improvements during construction to ensure their satisfactory completion.
2. If the Town Engineer finds upon inspection that any of the required public improvements have not been constructed in accordance with the Tusayan Design Standards and the approved construction plans, the applicant shall be responsible for completing or replacing such improvements as to the specifications of the Town.
3. Final inspection of public improvements will be scheduled with the Town Engineer prior to their acceptance.
4. The Town Engineer must receive approval of the improvements from applicable Service Providers prior to final acceptance.
5. The Town will not accept the required public improvements nor release any assurance (See 13-2-7 Assurances) until the development is accepted by the Town Engineer. The Town Engineer shall issue a letter of completion upon final acceptance.
6. The Town will not issue any certificates of occupancy until the public improvements are completed to the standards in these Subdivision Standards and in the Tusayan Design Standards required by the Town and accepted for maintenance and operation by the Town Council.

#### I. Appeals

Any person, firm or corporation may appeal the dedication or exaction required as a condition of granting approval for the use, improvement or development of real property, in accordance with the appeal provisions established in Article 13-5 Modifications, Appeals and Enforcement.

#### J. Warranty Period

The subdivider shall warrant and guarantee that required public improvements constructed under the Public Improvement agreement will remain in good condition and meet operating specifications for one (1) year, commencing with probationary acceptance of such public improvements or until such improvements have been granted final acceptance by the City Council. Such warranty includes defects in design, workmanship, materials and any damage to improvements caused by the Developer, its agents or others engaged in work to be performed under the subdivision agreement.

## 13-4-2. Development Agreement

- A. Purpose: The purpose of this section of the Subdivision Standards is to provide procedures for the processing of Development Agreements in compliance with A.R.S. § 9-500.05. An application for a Development Agreement may only be filed by a person owning or having a legal interest in the subject real property, or a person authorized to act on the owner's behalf.
- B. Contents of Development Agreements
1. Provisions Allowed: A Development Agreement may include any of the provisions specified in A.R.S. § 9-500.05, as applicable to the development proposal that is the subject of the Development Agreement as determined by the Town.
  2. Provisions Required: A Development Agreement must include, but are not limited to, the following provisions:
    - a. The duration of the Development Agreement;
    - b. Provisions for the protection of environmental resources, if applicable;
    - c. The public benefit offered by the applicant as consideration for entering into the Development Agreement; and,
    - d. A waiver of claims for diminution in value for any changes in land use law relating to the subject property and the related proposed development.
  3. Provisions Prohibited: A Development Agreement shall not include requirements for the City to exercise its legislative or quasi-judicial powers in a particular way, except to vest certain rights as permitted by ARS Section 9-500.05.
- C. Consideration and Decision
1. Staff Responsibilities
    - a. The Town Manager in consultation with the Town Attorney and Town Engineer shall direct the negotiations with the applicant regarding terms of the Development Agreement.
    - b. Once negotiations are completed, the Town Manager shall schedule the proposed Development Agreement for approval by the Council in compliance with this division.
  2. Planning Commission Recommendation: When considering a development proposal at a public hearing for a Zoning Map amendment, Pre-annexations, Preliminary Plat, or other development proposal for which a Development Agreement is proposed, the Planning Commission may, but

is not required to, make a recommendation on the contents of a draft Development Agreement for that development.

3. Council Determination

- a. The Council shall consider approval of the Development Agreement at a public meeting. When also considering a development proposal for a Zoning Map amendment, Pre-annexations, subdivision Preliminary Plat, or other development proposal for the subject property, approval of the Development Agreement may be made conditional upon approval of the related application.
- b. When approving the Development Agreement, the Council shall make the following findings:
  - i. The Development Agreement provides benefit to the Town;
  - ii. The Development Agreement is consistent with the purpose, intent, goals, policies, programs and land use designations of the General Plan, any applicable specific plans, The Town of Tusayan Zoning Code, and these Subdivision Standards; and,
  - iii. The Development Agreement complies with the requirements of A.R.S. § 9-500.05.
- c. Approval of the Development Agreement shall be by resolution or ordinance and shall not be enacted by emergency clause. The effective date of the agreement may be more but not be less than 30 calendar days after the Council's approval of the Development Agreement.

4. Execution and Recordation

- a. The persons authorized to sign the Development Agreement on behalf of the applicant(s), owner(s), and all persons having an interest in the subject property shall execute the Development Agreement prior to approval by the Council.
- b. If changes are made at the Council meeting where the Development Agreement is considered, the persons authorized to sign the Development Agreement on behalf of the applicant(s), owner(s), and all persons having an interest in the subject property shall execute the revised Development Agreement prior to the City signing the Development Agreement and an updated Proposition 207 waiver.
- c. Within 10 calendar days after all parties, including the City, have executed the Development Agreement, the City Clerk shall record a copy, at the applicant's expense, of the Development Agreement with the County Recorder. Recordation of the Development Agreement constitutes notice of the Development Agreement to all persons.

D. Amendment and Cancellation: A Development Agreement may be amended or cancelled, in whole or in part, by mutual consent of the parties to the Development

Agreement or by their successors in interest or assigns using the same procedure for entering into the agreement in compliance with Subsection C, above.

### **13-4-3. Recapture Agreement**

- A. Recapture Agreements are only applicable to Town owned infrastructure. Improvements to Sanitary District or water provider systems must be coordinated with the owner of the infrastructure.
- B. If a Developer extends a roadway, water or sewer main across undeveloped property to reach his development or property, and wishes to be reimbursed for the cost of installing said extension by future customers along the length of the lines, he may request a recapture agreement be drawn up by the Town. Developers may request a recapture agreement when an improvement is constructed across the frontage of parcels not currently receiving service from the Town. When the owner of the designated parcel requests service, a pro-rated cost of the line is collected by the Town and returned to the developer. Recapture agreements are set up through the Town Manager. For questions or details on the procedure to initiate an agreement, contact the Town Manager.
- C. The maximum period of time of the recapture agreement shall be ten (10) years.

## CHAPTER 13-5. MODIFICATIONS, APPEALS AND ENFORCEMENT

### 13-5-1. Modifications

#### A. Modification of Standards

The Town Engineer may approve a waiver of the requirements in these Subdivision Standards as they apply to a particular property when there exist unusual conditions of topography, land ownership, adjacent development or other circumstances which would not be able to be addressed to best serve the interests of the citizens of the Town if the requirements of these Subdivision Standards were strictly applied.

#### B. Modification of Final Plat

No change, erasure, modification or revision shall be made on or of any Final Plat after approval by the Town Council unless the Town Council first approves any proposed alteration; and any alteration shall be void unless approval thereof is endorsed upon the Final Plat by the Town Council.

### 13-5-2. Appeals

- A. **Appeals:** Any decision, or interpretation, of these Subdivision Standards may be appealed to the Town Manager; decisions of the Town Manager may be appealed to the Town Council. The agency to which a decision has been appealed may either: (a) uphold, (b) reverse, (c) modify, or (d) refer the decision back to its author for reconsideration. Zoning Amendments must follow the procedure in the Town of Tusayan Zoning Code.
- B. **Time limits:** Appeals will only be considered if they are filed within ten (10) calendar days of a decision. Decisions are final after the ten- (10) day appeal period has passed, if no appeal has been filed.
- C. **Stays of proceedings:** An appeal suspends the action taken and stays all proceedings in the matter, unless the Town certifies that a stay would cause imminent peril to life or property. Upon such certification, proceedings shall not be stayed except by restraining order as injunctive relief granted by a court of record on application and notice to the Town. Proceedings shall not be stayed if the appeal requests relief which has been previously denied except pursuant to a special action in Superior Court.

### 13-5-3. Enforcement

- A. **Fines/imprisonment:** Any person, as principal, owner, agent, tenant, employee,

or otherwise found violating these Subdivision Standards, or violating or failing to comply with any order or regulation made hereunder, shall be guilty of a civil violation punishable as provided in the Town Code. Such person shall be deemed guilty of a separate offense for each and every day during which any such violation or failure to comply with these regulations is committed, continued or permitted. All remedies provided for herein shall be cumulative and exclusive. A finding of guilty or responsibility and punishment of any person hereunder shall not relieve such person from the responsibility to correct prohibited conditions. In addition to the other remedies provided herein, any adjacent or neighboring property owner who is damaged by the violation of any provision of these Subdivision Standards may institute any action in law or equity to prevent or abate such violation.

- B. **Enforcement action:** Any division of property contrary to these Subdivision Standards is hereby declared to be a public nuisance and the Town Attorney may, upon order of the Town Council, or on his own initiative, immediately commence all necessary actions or proceedings for the abatement, enjoinder, and removal thereof in the manner provided by law; and may take such other lawful steps as may be necessary, and shall apply to such court or courts as may have jurisdiction to grant such relief as will abate, enjoin, and restrain any person from violating these Subdivision Standards.

#### **13-5-4. Severability**

It is the intention of the Town that the provisions of these Subdivision Standards are separable such that if any court of competent jurisdiction shall adjudge invalid: (1) any provision of these Subdivision Standards, such judgment shall not affect any other provision of these Subdivision Standards not specifically included in said judgment; or (2) the application of any provision of these Subdivision Standards to a particular property, or structure, such judgment shall not affect the application of said provision to any other property, or structure, not specifically included in said judgment.

## CHAPTER 13-6. TERMINOLOGY

### 13-6-1. Usage

For purposes of these Subdivision Standards, certain terms, phrases, words, and their derivations shall be construed as specified herein. The word "person" includes a firm, association, organization, partnership, trust, company, or corporation as well as an individual. The word "shall" is mandatory and the word "may" is permissive, except when used in the negative. When not inconsistent with the context, the present tense includes the future, the singular includes the plural, and the plural includes the singular. Where terms are not defined, they have their ordinarily accepted meanings within the context in which they are used. Webster's Dictionary of American English provides the ordinarily accepted word meanings referred to above.

### 13-6-2. Definitions

**Abutting** – The condition of two adjoining properties having a common property line or boundary, including cases where two or more lots adjoin only at a corner(s).

**Access point** – Emergency or permanent all-weather access.

**Alley** – A public way, other than a street, which affords a secondary means of vehicular access to abutting property and not intended for general traffic circulation.

**All-weather road** – Roadway capable of transporting fire and other emergency vehicles. The access must have a minimum 14 feet overhead clearance, and a 20 foot or wider surface capable of supporting vehicles weighing 42,000 pounds or more.

**ARS** - The Arizona Revised Statutes as they may be amended from time to time.

**Basin, drainage** – A geographical area that contributes surface runoff to a particular concentration point.

**Block** – A piece or parcel of land or group of lots entirely surrounded by public or private streets, streams, washes, parks, or a combination thereof of sufficient magnitude as to interrupt the continuity of development.

**Building setback line** – The required minimum distance, as prescribed by the Town of Tusayan Zoning Code, between the property line and the closest point of any building or structure.

**CC&Rs** - Covenants, Conditions and Restrictions placed on the ownership of the property.

**Commission** - The Town's Planning and Zoning Commission.

**Concept Master Plan** – The planning level master plan submitted for first review of a large-scale development with multiple phases.

Concept Plan – A preliminary presentation of a proposed subdivision or site plan of sufficient accuracy to be used for discussion purposes and identification of any items of controversy or issues of concern.

Council – The Town Council of the Town of Tusayan.

Dedication - The intentional conveyance appropriation having the effect of conveyance of land by its owner for any general or public use, with no special rights reserved to said owner.

Design Standards, Town of Tusayan – The Design Standards are a section of the Town Code, adopted by the Town Council that provides specific design standards for Public Improvements.

Developer –A person, firm, partnership, joint venture, trust, syndicate, association, corporation, limited liability company or other legal entity who desires to improve or otherwise engage in any development of property within the Town, including the owner of the property.

Development – The utilization of land for public or private purposes.

Development Review Committee – An informal review panel as designated by the Town Manger to review submittals consisting primarily of town staff, service providers, and other stakeholders. This may include but is not limited to the Sanitary District, the Fire District, Water Provider, ADOT, Forest Service and the school district.

Easement – A grant by the owner of the use of land by the public, a corporation or person for the specific uses designated.

Exception – Any parcel of land that is not owned by the Developer or not included in the recorded Plat.

Fill – Soil, rock, or other material deposited at a location by man that raises the grade at that location.

Final Plat – A Final Plat of a subdivision, including supporting data, in substantial conformance to an approved Preliminary Plat and all stipulations or conditions placed upon it by the Commission or Town Council, prepared by an Arizona registered land surveyor, in accordance with these Subdivision Standards and the Arizona Revised Statutes.

Finished grade – The final grade and elevation of the ground surface after grading is completed and in conformance with the approved grading plans.

Fire District – The Tusayan Fire District provides fire protection for the Town and will be involved in the review process

Floodplain – Low lands adjoining the channel of a river, stream or watercourse, lake or other body of water, which have been or may be inundated with floodwater, and those other areas subject to flooding. A floodplain may be that area further defined as shown on Federal Emergency Management Agency (FEMA) Flood Insurance Rate Plats (FIRM) or an approved flood control study.

Floodplain Administrator –the person responsible for implementing the requirements of the Floodplain Management Agency.

Floodplain Management Agency- The agency responsible for floodplain management pursuant to ARS Section 48-3610.

Highway – A roadway owned, operated and maintained by the Arizona Department of Transportation.

Improvements – Required installations, pursuant to these Subdivision Standards and any zoning stipulations, including, but not limited to, grading, sewer, water, utilities, streets, curbs, gutters, sidewalks, trails, street lights, traffic control devices and landscaping as a condition to the approval of the Final Plat, before recordation.

Improvement Plans – A set of plans setting forth the profiles, cross-sections, details, specifications, instructions and procedures to be followed in the construction of public or private improvements in the Town that are prepared and bear the seal of an Arizona-registered land surveyor, engineer, architect or landscape architect in accordance with the approved Preliminary Plat, and zoning stipulations and in compliance with standards of design and construction that are to be approved by the Town Engineer, other Town departments and all applicable utilities.

Improvement standards – A set of regulations and exhibits setting forth the details, specifications and instructions to be followed in the design and construction of required improvements.

Land division - Any change in an existing property line involving subdivision, a regulated land split or a lot line adjustment.

Land split - A division of a property of 2½ acres or less, which does not involve a subdivision, into two or three separate lots.

Lot - A single piece of property having frontage on a publicly dedicated and accepted street or a private road approved and accepted by the Town and which has been established by a recorded subdivision Plat or otherwise established by some legal instrument of record which is described and noted as such.

Lot corner – The intersection of two (2) or more lot lines, or angle point or change in direction of a lot line.

Lot, corner – A lot located at the intersection of two (2) or more streets (corner lot).

Lot, interior – A lot other than a corner lot.

Lot line – A line dividing one (1) lot from another or from a street or any public place.

Lot, through - A lot that abuts a street along its front and rear property lines.

Lot line adjustment - The relocation of a line dividing two properties.

Notice to Proceed - A notice issued by the Town Manager informing the applicant for approval to proceed with the next stage in the subdivision process.

Open space – Any parcel or area of land or water, natural or improved and set aside, dedicated or reserved for the use and enjoyment of all the residents of the subdivision or the public in general. Open space does not include vacant or undeveloped lots, bike lanes or sidewalks attached to the back of the curb.

Owner – The person or persons holding title by deed to land, or holding title as a vendor under a land contract, or holding any other title of record.

Parcel - A property described by metes and bounds or aliquot description by the government rectangular survey system, and not included in any subdivision.

Plat – A plat meeting the provisions of this chapter that provides for changes in land use or ownership.

Preliminary Plat – A Plat including supporting data, indicating a proposed subdivision design, prepared by a registered civil engineer, or a registered land surveyor, in accordance with these Subdivision Standards and the Arizona Revised Statutes.

Preliminary Utility Statement – A letter or report submitted with the Preliminary Plat from a registered engineer that will address the proposed utility connections including sewer, water and dry utilities. It will also specifically list the approvals that will be required to be obtained with the construction documents (ie ADEQ, Sanitary District or other private utility approvals).

Pre-application conference – An initial meeting between Developer and Development Review Committee that affords the Developer the opportunity to present his proposals

informally with a Concept Plan and discuss the project and address any items of controversy or requirements before the Preliminary Plat is submitted.

Public Improvements - Any right-of-way, easement, access right or physical improvement which, upon formal acceptance by the Town, becomes the responsibility of the Town for ownership, maintenance and repair. Such public improvements may include, but are not limited to, roadways and alley sections including pavement, base course, street lights, curbs and gutters, sidewalks or trails, traffic control improvements, right-of-way landscaping and irrigation systems, drainage facilities, fire hydrants and utilities, including water, sewer, gas, electric power, telephone, and cable television, and all other improvements, which upon completion, are intended to be for the use and enjoyment of the public.

Recorder – The recorder of Coconino County.

Recorded plat – A Final Plat bearing all certificates of approval required by these Subdivision Standards and the Arizona Revised Statutes and duly recorded in the Coconino County recorder's office.

Replat – Re-subdivision.

Re-subdivision - A change in the boundaries of a lot or tract of land which has previously been described in a recorded subdivision.

Review Agencies – Include but are not limited to the Fire District, Private Water Provider, Sanitary District, ADOT, franchise utilities, School District, etc.

Right-of-way – Any public or private access way required for ingress or egress, including any area required for public use pursuant to any official plan; rights-of-way may consist of fee title dedications or easements.

Service Provider – The entity that owns and operates a utility system or provides a public service.

Sidewalk – A pedestrian way constructed of Portland cement concrete or other material approved by Town Engineer. Width shall be determined based on the classification of the adjacent roadway in the Tusayan Design Standards.

Street - As defined in ARS §9-463(8), as amended.

Street, arterial - As shown on the Town's General Plan, or a heavily traveled street of considerable continuity and used primarily as a traffic artery for intercommunication between areas.

Street, collector - As shown on the Town's General Plan.

Street, cul-de-sac – A local street having one (1) end permanently terminated in a vehicular turnaround, or an equally convenient form of turning, with backing areas as may be recommended by the Town Engineer.

Street, frontage – A local street parallel to an arterial or collector street or road which intercepts the residential traffic and controls access to the arterial and collector roads.

Street, local – Provides for direct access to residential or other abutting land and serve local traffic movement with connections to roadways of higher classification.

Street, private – Any road or street that is not publicly maintained providing access to lots or units over a common parcel, primarily by the owners or occupants of the common parcel, and necessary service and emergency vehicles, but from which the public may be excluded. Design of which must meet the Town design and construction standards.

Street, public - A street that has been dedicated by easement or deed to the Town for public access and meets Town design and construction standards.

Subdivision - Improved or unimproved land or lands divided for the purpose of financing, sale or lease, whether immediate or future, into four (4) or more lots, tracts or parcels of land, or if a new street is involved, any such property which is divided into two (2) or more lots, tracts or parcels of land, or any such property, the boundaries of which have been fixed by a recorded plat, which is divided into more than two (2) parts. "Subdivision" also includes any condominium, cooperative, community apartment, townhouse or similar project containing four (4) or more parcels, in which an undivided interest in the land is coupled with the right of exclusive occupancy of any unit located thereon, but plats of such projects need not show the buildings or manner in which the buildings or airspace above the property shown on the Plat are to be divided. "Subdivision" does not include the following:

1. The sale or exchange of parcels of land to or between adjoining property owners if such sale or exchange does not create additional lots.
2. The partitioning of land in accordance with other common ownership.
3. The leasing of apartments, offices, stores or similar space within a building or trailer park, nor to mineral, oil or gas leases.

Technical review – The detailed review of the Development Master Plans, site plans, Preliminary Plats, improvement plans and Final Plats by the Development Review Committee, for compliance with Town codes, ordinances, standards or conditions of approval by the Commission or Town Council. Other utilities and public agencies are invited to review the Plat as it relates to their conditions of service or need.

Town Engineer - The Town's Engineer or a designee.

Tract – A parcel of land in a subdivision which is dedicated for a specific use other than

as a lot. Uses may include common areas, private roads, drainage facilities, recreation sites, parks, open space or other uses.

USC&GS – The United States Coastal and Geodetic Survey.

Utility easement – A public easement for the installation of public utilities; also known as a public utility easement, or “PUE.”

Watercourse – Any lake, river, stream, creek, wash, arroyo or other body of water or channel having banks and bed through which waters flow at least periodically.

Water supply, adequate - The Water Adequacy Program implements A.R.S. § 45-108, requiring a developer of subdivided land outside an AMA to obtain a determination from the Arizona Department of Water Resources regarding the availability of water supplies before the land may be marketed for sale or lease to the public. In some cases developers are required to disclose a determination that the water supply is inadequate to potential buyers as required by A.R.S. § 9-463.01.Q

Zone – A District classification established by the Town of Tusayan Zoning Code that limits or permits various or specific uses.

Zoning District – A zone area in which the same Zoning Ordinances apply throughout the District.