

**TUSAYAN PLANNING AND ZONING COMMISSION**

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

Tuesday, October 23, 2012 @ 6:00 P.M.

TUSAYAN TOWN HALL

845 Mustang Drive, Tusayan, Arizona

**PLANNING AND ZONING COMMISSION PUBLIC HEARING  
AND REGULAR MEETING SUMMARIZED MINUTES**

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

Chair Gossard called the meeting to order at 6:05 p.m.

**2. ROLL CALL**

On roll call, the following were present:

**CHAIR ROBERT GOSSARD  
VICE CHAIR BETH HEARNE  
COMMISSIONER SANDI ANGAT - excused  
COMMISSIONER CLAYANN COOK  
COUNCILMEMBER CRAIG SANDERSON**

Also present were:

Tami Ryall, Interim Town Manager  
Melissa Malone, Town Clerk

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

None

**4. CONSENT AGENDA**

**A. Consideration and possible approval of minutes of June 26, 2012**

Commissioner Hearne made a motion to approve the Consent Agenda. Commissioner Cook seconded the motion and it passed on unanimous vote.

**5. ACTION ITEMS**

None

**6. DISCUSSION ITEMS**

**Process for the upcoming General Plan**

Interim Town Manager Ryall gave an overview of the General Plan development process:

- Public Participation Plan
  - Arizona Revised Statutes require the adoption of a Public Participation Plan (PPP) as an initial step in the General Plan process
  - The proposed PPP encompasses all of the key features required by state law
  - One key aspect of the PPP is the creation of a web page for the General Plan. The web page will allow residents to view the schedule for upcoming plan meetings, see plan drafts, and provide comment.
- General Plan Review Committee
  - The General Plan Review Committee (GPRC) would consist of residents appointed by the Town Council to assist in the review of the draft components of the plan
  - A GPRC helps to ensure that a broad perspective on issues is included in the process.
  - One member of the Planning and Zoning Commission may serve on this committee.
  - All meetings of the committee would be subject to the requirements of the open meeting law
- Research
  - Review of various approved planning documents and a literature survey of all adjacent/overlapping governmental agencies & available GIS information
- Initial Issue Identification
  - Collect existing information, conduct stakeholder interviews, hold a public open house, etc.
- Plan Elements
  - Land Use Element (mandated)
  - (Transportation and Circulation Element (mandated)
  - Open Space and Recreation Element
  - Growth Areas Element
  - Public Services and Facilities Element
  - Housing Element
  - History
  - Plan Implementation and Amendment
  - Base Mapping
- Timeline
  - Month One
    - Discuss/approve Public Participation Plan
    - Appoint General Plan Review Committee
    - Research planning documents, site visits
    - Develop/refine Stakeholder interview questions
    - Design and post web page
    - Meet with GPRC
    - Begin stakeholder interviews
  - Month Two
    - Finish stakeholder interviews
    - Host an open house meeting
    - Meet with GPRC
    - Begin drafting Plan, including trail concepts
    - Begin drafting goals, objectives and policies
  - Month Three
    - Finish Plan draft

- Meet with GPRC
- Month Four
  - Host second open housing meeting
  - Circulate draft Plan for required review
  - Schedule a Planning & Zoning Commission workshop
  - Revise draft Plan based on feedback/input
  - Schedule a Town Council workshop
  - Revise draft Plan based on feedback/input
- Month Five
  - Notice for Planning & Zoning Commission Public Hearing
  - Conduct Planning & Zoning Commission Public Hearing
- Month Six
  - Notice for Town Council Public Hearing
  - Conduct Town Council Public Hearing
  - Final format and review of the General Plan

**7. FUTURE AGENDA ITEMS**


None

**8. MOTION TO ADJOURN**

Commissioner Cook made a motion to adjourn the meeting. Commissioner Hearne seconded the motion and it passed on unanimous vote.

  
CHAIR ROBERT GOSSARD      2-26-13  
 Date

**ATTEST:**


  
TOWN CLERK

CERTIFICATION

State of Arizona        )  
                                  ) ss.  
Coconino County        )

I, Melissa Malone, do hereby certify that I am the Town Clerk of the Town of Tusayan, County of Coconino, State of Arizona, and that the above minutes are a true and correct summary of the meeting of the Planning and Zoning Commission of the Town of Tusayan held on October 23, 2012. I further certify that the meeting was duly called and held, and that a quorum was present.

DATED this 16<sup>th</sup> day of January, 2013.

  
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TOWN CLERK