

**TUSAYAN PLANNING AND ZONING COMMISSION**  
PURSUANT TO A.R.S. 38-431.02 & 38-431.03  
WEDNESDAY, SEPTEMBER 10, 2014 @ 6:00 pm  
TUSAYAN TOWN HALL  
845 Mustang Drive, Tusayan, Arizona

**PLANNING AND ZONING COMMISSION MEETING SUMMARIZED MINUTES**

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

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

**2. ROLL CALL**

Upon roll call, the following were present:

**CHAIR ROBERT GOSSARD  
VICE CHAIR BETH HEARNE  
COMMISSIONER CLAYANN COOK  
COMMISSIONER JANET ROSENER  
COMMISSIONER JOHN SCHOPPMANN**

**TOWN COUNCIL LIAISON: COUNCILMEMBER CRAIG SANDERSON** – arrived at 6:32pm

Also present were:

Will Wright, Town Manager  
Lawrence Tomasello, Town Planner  
Melissa Drake, Town Clerk

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

Tusayan Fire District Chief Robbie Evans requested additional information from the Town (via Willdan Engineering) on a regular basis regarding construction/renovation. He stated that the checklist that he currently receives does not give him enough information to make approvals.

Robert Petzholdt, Tusayan Sanitary District, echoed Chief Evans' comments stating that the Sanitary District also needs additional information. Construction and renovation is currently occurring without signoff from the District. He also stated that the Sanitary District should be notified early in the process for any development.

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

**Oath of Office for new Commissioner John Schoppmann**

Town Clerk, Melissa Drake, issued the oath of office to John Schoppmann.

**5. CONSENT AGENDA**

**Approval of the Minutes of the Regular Meeting held on 2/25/14**

Commissioner Rosener made a motion to approve the Consent Agenda. Vice Chair Hearne seconded the motion and it passed unanimously.

## **6. ACTION ITEMS**

### **A. Selection of Tusayan Planning and Zoning Commission Chair**

Commissioner Cook made a motion to nominate John Schoppmann as Commission Chair. Vice Chair Hearne seconded the motion and it passed on unanimous vote.

### **B. Selection of Tusayan Planning and Zoning Commission Vice Chair**

Commissioner Cook made a motion to nominate Robert Gossard as Commission Vice Chair. Commissioner Rosener seconded the motion and it passed on unanimous vote.

Chair Schoppmann requested that Vice Chair Gossard continue leading the meeting.

### **C. Consideration, discussion, and possible approval of Master Plan for an Expansion of Best Western Premier Grand Canyon Squire Inn and Design Review Case No. DR2014-02, a Design Review of Phase I of the expansion**

Commissioner Hearne recused herself from this discussion since she is employed by the applicant.

Planner Tomasello stated that there are 2 issues for the Commission to consider: the first is the Master Plan for the expansion and the second is Phase 1. His recommendation is to approve the Master Plan as presented and Phase 1 should be approved with the condition that a detailed landscaping plan be presented to and approved by the Planning and Zoning Commission prior to issuing the Certificate of Occupancy.

Peter Stricker with Stricker Cato Murphy Architects and Jim McPhetridge with Halvorson Construction presented the Master Plan for the Squire Inn to the Commission covering the phases proposed, building out additional parking, and drainage improvements

Commissioner Cook asked for the timeline for the project. Mr. McPhetridge stated that the plan is to complete the project in the spring of 2016.

Vice Chair Gossard asked about increasing employee housing to coincide with the growth of the hotel. Greg Bryan, General Manager of the Squire Inn, stated that there would be no increase on the property for employee housing but increases would occur in Valle.

Commissioner Rosener made a motion to approve the Master Plan for expansion for the Squire Inn as presented. Commissioner Cook seconded the motion and it passed on unanimous vote.

Mr. Stricker and Mr. McPhetridge presented information to the Commission on Phase 1 of the proposed expansion at the Squire Inn covering floor plans, heaters, guest laundry, exterior stonework, paint colors, roof lines, and stucco-like surfaces.

The Commissioners discussed the expansion with the presenters and among themselves.

Commissioner Rosener made a motion to approve Design Review 2014-02, Phase 1 for expansion for the Squire Inn as presented with the requirement recommended by staff (prior to issuing a Certificate of Occupancy, a detailed landscaping plan must be approved by the Commission). Chair Schoppmann seconded the motion and it passed on unanimous vote.

Commissioner Hearne rejoined the meeting.

**7. DISCUSSION ITEM**

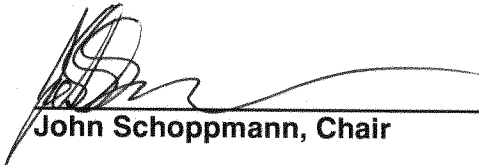
**Review of Planning and Zoning Handbook Selections**

Manager Wright presented the Commission with selections of a handbook which was included in the agenda packet.

Manager Wright stated that the Council hired Woodson Engineering to produce subdivision regulations and Willdan Engineering (Planner Lawrence Tomasello) to reconcile the Zoning Code with the new General Plan which will include a zoning map.

**8. MOTION TO ADJOURN**

Commissioner Hearne made a motion to adjourn at 7:13 pm. Commissioner Rosener seconded the motion and it passed unanimously.

  
\_\_\_\_\_  
John Schoppmann, Chair

10/28/14  
\_\_\_\_\_  
Date

ATTEST:

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

**CERTIFICATION**

State of Arizona     )  
                                  ) ss.  
Coconino County     )

I, Melissa Drake, do hereby certify that I am the Town Clerk of the Town of Tusayan, County of Coconino, State of Arizona, and that the above minutes are a true and correct summary of the meeting of the Planning and Zoning Commission of the Town of Tusayan held on September 10, 2014. I further certify that the meeting was duly called and held, and that a quorum was present.

DATED this 11<sup>th</sup> day of September, 2014

  
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Melissa M. Drake, Town Clerk