

TUSAYAN TOWN COUNCIL MEETING

10:00 am
April 20th, 2010
Zuni Room
Best Western Squire Inn
74 State Route. 64, Tusayan, AZ

MINUTES

Call to order

by Mayor Pete Shearer at 10:05 am and Pledge of Allegiance.

Item #16- Call to the Public- Moved up to be the first item

Mayor Shearer asked to move this item to the first item with no objections from the rest of the council. Andrew Hamby, City of Williams Councilman, announcing he is just here to observe and happy to help forge relationship with the new town,

Roll Call

Member in Attendance:

Mayor Pete Shearer

Vice Mayor Greg Bryan

Council member Al Montoya

Council member Ann Wren

Council member Clarinda Vail

Item #3- Discussion/Possible Action- authorization of signing the landscape maintenance agreement with ADOT for the SR64 Highway Project

Mayor Shearer gives the overview of the agreement needed with ADOT.

Vice Mayor Bryan moved to sign the document, as long as the attorneys review, to authorize the Mayor to sign the agreement. Mr. Montoya seconded the motion, and added the comment that as long as he agrees to take payment later. The motion carried unanimously.

Item #4- Presentation by Bill Towler, Director of CC Community Development

Mayor Shearer introduces Mr. Towler. Mr. Towler hands out a few copies of the report to the public and attorneys. The board already had the report.

A copy of the report Mr. Towler gave to the town council will be an attachment to these minutes as it describes what he presented in more detail.

Mr. Towler explained what his department does.

The department has a number of divisions.

Building Division- Is the largest, about 2/3 of his staff. Fees cover 100% of the services, if the town contracted for those services there would be no cost.

Planning and Zoning Division- Are three separate functions. The planning and zoning are two separate things. Planning involves the preparation of County Comprehensive plans, area plans and other planning documents. County Comprehensive Plan adopted in 2003 and Tusayn Area Plan adopted in 1995. There are nine other community plans plus the Flagstaff regional plan, which are all amendments to the County Comprehensive Plan. Zoning which is primarily reacting to applications and all that involves.

Zoning Enforcement- Respond to zoning violations on a complaint basis. Currently have two zoning enforcement officers that cover the whole county and he has been trying to fill a third position for over a year.

For planning and zoning the fees do not cover the full cost of the service. There are no fees recovered for the cost of planning. So the county general fund covers 100% of that cost. There are no revenues for it.

For zoning enforcement there are also no revenues. Occasionally we collect fines, quite frankly we are not in the business of collecting fines we would much rather have the violator use funds to cure the violation.

There are a number of outstanding planning and zoning cases before the county planning and zoning commission.

Floodplain Management- It is a totally separate entity. It is not in the county general fund. There is a property tax that supports floodplain management. There is a flood control district except three areas that opted out, Flagstaff, Page and Fredonia in the late 1970's, and are not included in property tax collections but it is collected everywhere else. 20-cent property tax and it pretty much covers the cost of providing the service. The two incorporated areas, Williams and Sedona, that are included in the district area get a portion of the taxes collected.

Any agreement would be subject to board and town approval and reviewed by town and county attorneys.

His personal view, which he made clear was not the board view necessarily, is that an agreement probably will not work very well unless the town retains, for a time, the current plan and current ordinances. Would be desirable to keep the Tusayan Area plan in place until there is something to replace it. Would be nice if the county zoning ordinance remained in place until such time a new one was adopted. Would hate to see a gap where there is no ordinance.

Building codes are international codes that are used everywhere in the country. Would imagine the town would be adopting a new set of building codes but if the town did a contract would not be possible.

Zoning Enforcement, he would imagine, would have to collect the actual cost of providing the service. There aren't that many complaints here but town would have to cover those cost of the officer. If case goes to the superior court, and there have been a couple of cases, than the cost is significantly more.

Processing of planning and zoning cases, the fees cover about 40% of the cost for providing the service. So the extra cost would presumably be by the town, unless the board is willing to subsidize it. Could be the town covers it or separate fees are established for Tusayan in which case the applicant would cover the total cost and may be the better way to go.

He went over recent applications at the IMAX, South Rim Mobile Home Park, Bike Rental and Camper Village application that are sitting out there in a pending status.

Tusayan Area Plan- Ideally, area plans are updated every 10 years. Staff writes the plans but the committees develop the plan. Of the ten area plans, only one committee wrote the plan. Currently updating the Fort Valley Area Plan of 1990 and also working with the City of Flagstaff updating to the Flagstaff Regional Plan. The way area plans work is; the Board of Supervisors approves his work plan then he goes to the board once a year and asks what should I do. What directions do they want me to be taking?

It has, actually, been two years since the last one but he is going to the board in June for one of those work sessions. If Tusayan had not incorporated it would have been near the top of the list. There have been a lot of changes in the community and it needs to be updated. He thinks Bellmont would be at the top, for him, it is a 1985 plan. When that plan was done there was almost nothing there. He was clear it is not his decision and is the board's decision.

There is no revenue to cover the cost of updating a plan. What it would cost would depend on what is being requested. Usually we completely rewrite them, appoint a community committee that meet once a month for one year-year and a half, learn the issues, values and so on. Write a vision statement. Start thought the chapters/elements environment, water, utilities and so on. Takes 12-18 months and is a huge effort. Staff goes to all meetings, takes minutes do agendas, write the plans and etc... If the desire was to just update the plan and bring it current that would be a much lower level of effort and cost and that could be talked about.

There is a goal in the plan in the housing section to conduct a housing assessment and it was never done. Some aspects may have been done. Thinks NAU did a study a number of years ago and the fire department may have an idea of where the housing units are and the number of people and so on. His department are not housing experts so he suspects a private consultant or maybe and NAU class or some other way than using his department for that.

Yesterday he contacted the city of Flagstaff to ask what there housing study cost and it was \$50,000 but they are huge compared to Tusayan and hopes it would not cost that much here. He would imagine an assessment would be done with great detail of where each employee in the area is living. To get a handle on the need it would have to be done at that level of detail.

Assume you would want to do some assessment of employee's ability to pay. How much can people afford to pay? Supervisor Taylor has wanted to get this off of the ground. He thought maybe my department could do this but I don't think it is possible.

This was the end of Mr. Towler's verbal presentation and he asked for questions.

Vice Mayor Bryan asked about a couple of pending applications, and because it isn't July 1, it would go to the zoning commission. So between now and July 1, we wouldn't play any role in that?

Mr. Towler answers: I don't think so. Now that is not to say that you couldn't (and gives a Sedona example of a controversial issue, soon after they incorporated) and he presented his staff report to their council. You could ask your lawyer the question. His read is that until July 1 cases go to the County and possibly after, agreement would have to determine where the cases went.

Ms. Wren asks so as Community Development you would prepare the review and then present to this board.

Mr. Towler answers: yes

Ms. Wren asks about the DRO and whether he would take on Tusayan without substantial changes to it.

Mr. Towler answers: My personal opinion is that I would hate to see what we have done just thrown out.

Ms. Wren agrees she would hate to see it all thrown out, with the time given to the plans.

Mr. Towler mentions that town will have it's own plans coming. Sedona started its plan soon after incorporation.

Ms. Wren asked if Sedona's plan changed substantially, did you compare?

Mr. Towler answers: Sedona is in two counties; under two plans, which are very different. Its plan didn't change substantially from what the Coconino side of Sedona was doing. They had DRO guidelines.

Ms. Vail mentions seeing in the report what the applications pending are and asks if he would have the pending violations that are moving forward as well.

Mr. Towler answers: I think there are only about three and that he will get the council a list.

Ms. Vail asks if the council can get a list, for a feel, of all applications and violations in recent time.

Mr. Towler answers that is not problem to get that information and that the average has been about is 6 applications a year.

Mayor Shearer asks about the Tusayan School Site needing rezoning and any way we can help expedite the process.

Mr. Towler answers: with statute requirements it is hard to expedite, you could but would be surprised if you could do it in less than six weeks.

Mayor Shearer mentions the benefit of a town park.

Mr. Towler answers: Ultimately you would probably have your own zoning ordinance.

Couple that may be different:

Non-Conforming use section for grandfather uses &

Administration section with how you actually process cases

It takes time.

Mayor Shearer asks if after July 1, he recommends that we have our own P & Z commission.

Mr. Towler answers: yes he would.

Mayor Shearer asks if the town council could act as the P & Z commission in the interim.

Mr. Towler answers: It could but probably will be busy and wouldn't want to for long.

Vice Mayor Bryan says he wanted to clarify if we wanted to do something different with our building codes you wouldn't have an interest because we would be operating off of two different standards.

Mr. Towler answers: that I can't imagine you would do that.

Vice Mayor Bryan: Then the question was if we didn't change our DRO you wouldn't be interested in working with us.

Mr. Towler answers: It depends on what changes, and that it is his personal opinion, that board can say, no matter the changes, do a contract. Mentions that DRO is appearance and building codes are safety.

Vice Mayor Bryan asks about the other area plans and if they are all the same.

Mr. Towler answers: no they are all different. Developed by the community to reflect the community. Gives a Tusayan Committee verses the Valle Committee example.

Vice Mayor Bryan mentions construction standards verses design philosophy and that you do have communities looking at things in different ways.

Ms. Vail says she wants to clarify and aren't building codes set nationally that you cannot change.

Mr. Towler answers: maybe could but it would be unusual to.

Ms. Vail responds it seems it would create liability.

One of the town attorneys answered, as well, that you want to have the international codes.

Mr. Towler answers: of course you may want to go further in the building code amendments than the county goes. Such as double plumbing, that our area requires, could be added that are not in the international codes and energy code we may want a higher standard here.

Vice mayor Bryan says we could have more strict standards or people can exceed and not impact.

Mr. Towler gives the residential example 2 X 4 verses 2 X 6 construction, where practice was way ahead of the codes

Williams Councilman, Andrew Hamby is called on by Mayor Shearer and comments that Williams has our own building department, one official reviews the plans, does the inspections and code enforcements and things like that. We have currently adopted the same building codes that the county has which is the 2006 IBC & IRC, but some things need to be specific to your area in the building codes. They have had to do some upwards and downwards. Now any commercial construction, that has urinals, is required to be waterless. Mentions that Williams still falls under county health department and Tusayan will to. The council discusses amounts of permits in Williams with the Councilman, over 100 per year. He also comments, that from the building code standpoint, Williams is very similar to Coconino County with just a few changes.

Mr. Towler makes a comment that Tusayan doesn't have to contract with the county it could contract with the City of Williams for building inspection services, or anyone else.

Mr. Montoya asks is he could we could get a copy of the 2007 Flagstaff housing study.

Mr. Towler answers: yes, and that a woman with the city Flagstaff is looking into more information of firms for us.

Ms. Vail asks if he thinks a housing study should be started with employers and work outward from that.

Mr. Towler answers: Yes, and that is how it was done for the area plan committee.

Mayor Shearer asks about the flood management and ADOT putting in more culverts. Do you feel there is any money from the county to do flood control in the problem areas. Mr. Towler answers: Based on the 20 cent tax and valuation for the town and that it is not cumulative to the area (after Mayor Shearer asks that question.) But that would be a point of discussion every flood control district, there are 15 in the state; all do it a little differently. Some do pass through to the incorporated area for projects while others do it more on a county wide planning basis by priority list. Coconino County has been passing through the money to the two cities outside of the district.

Williams Councilman, Andrew Hamby mentions that they are getting the money from the county for flood control.

Mr. Towler mentions that if \$20,000 is collected and we wanted \$30,00 you could come to the board and ask for it.

Mayor Shearer asks about any grants or matching funds for flood management.

Mr. Towler answers: That there is money for flood studies that is a 50/50 match from FEMA and very competitive. (After Ms Vail asked from whom.) He is not aware of any for flood projects.

Vice Mayor Bryan asks on floodplain pass through do we have to take action on something.

Mr. Towler answers: it would be desirable to know what direction you would like to go if you want to take over flood control management.

Vice Mayor Bryan asks if we would be something we need to take action before July 1.

Mr. Towler answers: no

Vice Mayor Bryan asks what do we need to deal with before July 1.

Mr. Towler answers: some of that you might want to consult with your attorneys on. Carl Taylor has at least raised the question about what can be offered after July 1.

Vice Mayor Bryan asks what all is involved with the creation of a town plat and survey.

Mr. Towler answers: I don't think anything is involved. The assessor's map is a legal document based on the surveys, over time, of all of the parcels. Right now the county GIS is in the process of merging with the assessors cartography division so GIS will be producing those legal maps. I would think you get GIS to do that and would making a connection with Kris Estes the director.

Mr. Towler mentions he did run the report he prepared for us by the county attorney office and that she didn't see anything totally wrong.

Mayor Shearer mentions a goal of a smooth transition and at least for a period contracting with the county.

Mr. Towler answers that he would love to do the work quite frankly and it is an exciting process and would like to be involved.

Ms. Wren mentions that the DRO took a lot of time some changes may be needed but the bottom line in the plan is that we are the gateway to the Grand Canyon and need to be respectful to our location.

Mayor Shearer mentions things that should be updated in the plan such as there is more housing in Valle, Fire Department is now here and Moqui is gone. . These are all updates that are, obviously, needed.

Ms. Vail mentions that the reclaimed water wasn't on-line yet, as another update needed, and agrees that an update is needed.

Mr. Towler mentions that he is sure we all understand what he means by him being less interested if changes were made. Example of: If 1000 square foot signs were allowed on every property.

Vice Mayor Bryan asks. Why, if you have a service to offer and we have a philosophy that we want to create, all we are asking you to do is to apply it. What concerns me when I hear that is that when you go to apply those guidelines that you have your interpretation over here that you want to have verses what we as a community want to have.

Mr. Towler answers: that if it is that drastic of a change that is when you would want to have your own personnel. There are also firms that do it.

Ms. Vail asks how large the Williams planning and zoning commission is. Andrew Hamby answers it is 7 members.

The town attorney advises that contracting with the county, cost structure and who will do what etc...needs to be worked out.

Vice Mayor Bryan mentions that he is fiscally concerned about paying an attorney before a budget is established. He thinks people in the community may be willing to do research on it.

Mayor Shearer is concerned about the July 1 deadline. The town attorney answers that we can hold on for awhile and still hit that deadline.

Vice Mayor Bryan mentions we may want to ask Carl Taylor what can be provided for us to know for our planning purposes.

Ms. Vail says that we may need to expend some funds if we have any July 1 deadlines that would mean having no zoning. That would create a different set of legal problems not on the city side but for the property owners.

Vice Mayor Bryan asks, and all were agreeable, to legal council preparing to adopt the county maps, plans and ordinances to recognize they are in place. He mentioned the possible time frame of two years.

Items a-d of #4 were decided not to be voted on at this time with the many unknowns associated with them.

The council thanks Mr. Towler for his presentation.

Item #5- Presentation by Tom Belshe, Deputy Director of the AZ League of Cities

This item will be moved to the next agenda to discuss sales tax.

Item #6- Discussion and possible action – adopting a Town Budget

Are we talking about now thru June 30 or July 1, 2010-June 30, 2011.

Greg sees-

Forecast between now and July 1 is

Both Legal councils- Unknown amounts

Insurance premium- \$5,000

Deposit on the census filing- \$9,000

Greg says to get warrants we will probably need a budget.

Mayor Bryan asks about when we set the tax rate.

Scott answers we need a budget to spend money and Aug. 1 is about the first date the tax could go into effect. If possible you get as early as July 1. Census certification will take awhile and may be getting shared revenues after sales tax

Vice Mayor Bryan would propose to the council that \$150,000 in warrants would cover to July 1, 2010.

Mayor Shearer mentions that the HURF funds are, likely, funds that cannot be considered in the income for issuing warrants.

Vice Mayor Bryan mentions that maybe the HURF funds could be used for transportation.

Vice Mayor Bryan asks that we have the sales tax meeting A.S.A.P. and we don't want to miss the month July for sales taxes collections.

Ms. Vail mentions the concern of having correct AZ DOR numbers for setting sales tax rates with accurate information. It does need to be done quickly she hopes we are not hasty and do a bad job.

Town attorney says you can adjust your budget but you must set the sales tax rate for the whole year.

Tom Belshe will be contacted for a meeting ASAP.

Sales tax rates may have to be posted. Town attorney says Tom Belshe thinks it could be moved quicker.

Even interim budget must be published.

Ms. Wren mentions money from the airport and what all fee's/collections could be. Answer was we don't really know what all could be received form the airport.

Item #7-Discussion and possible action –regarding research regarding law enforcement.

Ms. Wren gives a report of things she has researched and others cost to town lie Dewey paying \$344,000 per year with 4,800 people but it is not 24/7 they have 6 am-2 am

coverage. Ms. Wren and Mayor Shearer have a meeting on April 27th with Bill Pribill, our sheriff, of Coconino County about law enforcement and will report back to the council.

Item #8- Discussion and possible action – adopt the meeting date/time/locations and agenda posting locations.

Vice Mayor Bryan moved have regular meetings the 2nd (at 6:00 pm) and 4th (at 10:00 am) Wednesday of the month and to post where we have been at the General Store, Tusayn Fire District and the site of the meeting location. Mr. Montoya seconded the motion. The motion carried unanimously.

Item #9- Discussion and possible action – adopt the agenda format

Ms. Vail moved to adopt the format we have been using thus far, as a council, with moving the call to the public to number 3. Ms. Wren seconded the motion. The motion carried unanimously.

Item #10- Executive Session regarding lawsuit

It was decided this item would be discussed at the end of today's meeting.

Item #11- Discussion/Possible action regarding posting for Clerk/Manager position

The William City Clerk, Susan Kerly, spoke to the council and offered her help in our process. She also identified the importance of the AZ Municipal Clerk's Association and that she thinks we should go with a specialized advertising. The council thanked her for coming and for her time.

Item #12- Discussion/Possible action regarding obtaining Warrants

This item will be discussed at the next meeting.

Item #13- Discussion/Possible action regarding Certified Census filing

Vice Mayor Bryan mentions that this needs to be filed ASAP and moved approval of the filing. Ms. Wren seconded the motion. The motion carried unanimously.

Item #14- Discussion/Possible action regarding Call for Election

Vice Mayor Bryan moved to approve resolution 2010-04-20-01 for the call of the election of the council for August 24, 2010. Mr. Montoya seconded the motion. The motion carried unanimously. This notice must be filed by April 26.

Vice mayor Bryan moved approval of the ordinance 2010-04-02-01 for the procedure for the election. Mr. Montoya seconded the motion. The motion carried unanimously with each member voting individually and stating I.

Vice Mayor Bryan moved to approve resolution 2010-04-20-02 for the staggered terms question to be put on the ballot. Ms. Wren seconded the motion. The motion carried unanimously. This notice must be filed by April 26.

Next Meeting will be April 28th at 10:00 am.

Executive Session-

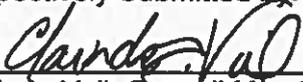
Vice Mayor Bryan moved to adjourn into executive session to discuss the lawsuit at 1:32 pm. Mayor Shearer seconded the motion. The motion passed unanimously. Ms. Vail left the meeting.

Ms. Wren moved to end executive session and return to regular session at 2:05. Vice Mayor Bryan seconded. The motion carried unanimously, with the four members still in attendance.

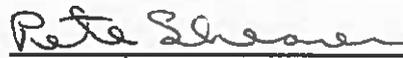
Adjournment

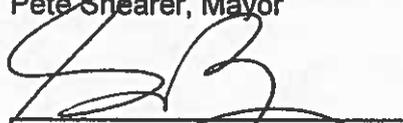
Mayor Shearer moved to adjourn at 2:05. Ms. Wren seconded the motion. The motion carried unanimously, with the four members still in attendance

Respectively Submitted by:

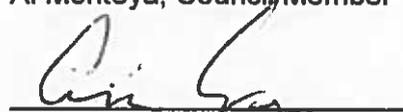

Clarinda Vail, Council Member

5/18/10
Date:


Pete Shearer, Mayor


Greg Bryan, Vice Mayor


Al Montoya, Council Member


Ann Wren, Council member



Meeting Date: April 20, 2010

DATE: April 16, 2010

TO: Honorable Mayor and Members of the Tusayan Town Council

FROM: William L. Towler, Coconino County Community Development Director

SUBJECT: 1) Possible agreement for community development services; 2) Tusayan Area Plan update; and 3) housing needs assessment

RECOMMENDATION:

None at this time.

BACKGROUND AND DISCUSSION:

County staff has been approached by Mayor Shearer about the possibility of entering into an agreement to provide community development services to the Town of Tusayan. It would be useful for Council to have in writing a description of the services that the County Department of Community Development provides and how such an agreement might work and what it might cost.

Building Division

More than half of the department is in the building division, which reviews plans for conformance to building codes, issues building permits, and provides inspections. Building permit fees cover the complete cost of providing this service, so it would be relatively simple for the department to continue to provide these services. The codes that the County uses are the International Building Codes and related codes, including the International Energy Code, as well as the National Electric Code. The County is currently using the 2006 edition and has started the process of reviewing and considering for adoption the 2009 edition. There is an ordinance of adoption of the codes that contains a long list of amendments to the codes that make the codes more specific for Coconino County. Also in the building division is a sustainable building program that offers educational services and assistance to builders and owners on how to make their projects more sustainable and energy efficient. This is a no-cost service.

Planning and Zoning

There are three aspects of planning and zoning services. The first is planning, which involves the preparation of a County Comprehensive Plan and community area plans such as the Tusayan Area Plan. Staff also works with other agencies on a collaborative basis on their plans. This would include work the City of Flagstaff on a Regional Plan, with the Forest Service on forest

plan updates, and the Bureau of Land Management on their plans. Staff also provides support for the Coconino Plateau Water Advisory Council, the Sustainable Economic Development Initiative, and other county efforts.

The second aspect of the division includes the preparation of staff reports and presentations to the planning and zoning commission and Board of Supervisors for zone change requests, conditional use permits, subdivisions, plan amendments, and any other types of cases that require public hearings. Also included are the review and approval of administrative permits such as sign permits, lighting permits, temporary use permits, administrative adjustments, and land division permits.

The third aspect of the division is zoning enforcement. There are currently two zoning enforcement officers who cover the whole county. Zoning enforcement is typically done on a complaint basis.

For the functions of the planning and zoning division, fees do not cover the cost of providing the services. There are no fees or revenues for the preparation of plans. There are also no fees that cover any portion of the cost of zoning enforcement. Occasionally fines are collected, but the goal of the department is not to collect fines but to achieve compliance, so staff would much rather have property owners spend the money that might be collected on fines on taking care of the violations. There are currently only a handful of open violation cases in Tusayan. For planning and zoning cases, fees cover between 25 and 40 percent of the cost of doing the necessary research, posting the properties, advertising the cases in the newspaper, notifying surrounding property owners, preparing staff reports and doing presentations. Fees are set based on a reasonableness standard as well as on what other jurisdictions charge. For some types of administrative permits, fees cover the costs and for others, such as lighting permits, the fees do not cover the costs.

Floodplain Management

There is a flood control district in Coconino County that includes all of the off-reservation county except for the cities of Flagstaff and Page and the Town of Fredonia, all of which opted out when the district was formed in the late 1970's. There is a 20 cent property tax that is collected to pay for floodplain administration. Staff assumes that the Town of Tusayan would want to continue to receive floodplain administration services from the county. Services are still provided to the City of Sedona, which incorporated in 1988. The Town could decide to assume control of floodplain administration and the county would likely be more than willing to pass on any property taxes collected within the Town, but there are many state and federal responsibilities to do so. An agreement is not needed for the county to continue these services.

Issues Related to a Possible Agreement

Issues include what services are desired, how the services would be performed, and what the costs would be to continue the services. Any agreement to provide services would of course be subject to approval by the Board of Supervisors and by the Tusayan Town Council and would have to be reviewed by the county and town attorneys. Staff believes that such an agreement would work only if, and as long as, current plans, ordinances and codes remain in place. It would not work well if the Town of Tusayan adopted a different zoning ordinance or a different set of building codes than are used elsewhere in the county. It would not be impossible, but would add a layer of complexity. If there was a desire to substantially change codes and ordinances, then another discussion could be had about whether to continue an agreement with the county. Other options for the Town could include contracting with private firms to do either planning and zoning work or building permit work.

As stated previously, the continuation of all services related to building permits and building inspections is probably the easiest to perform.

For zoning enforcement, fees would probably have to be established for the actual costs of providing the service, on a case by case basis. Fees would probably be about \$50 per hour and about 60 cents per mile for travel. For a couple cases per year, this would be very nominal. For any cases that might have to be taken to Superior Court, and there have been some of these from Tusayan, costs would escalate very rapidly. There are other process issues. Currently, after two violation notices, a violating property owner is cited and must appear before a zoning hearing officer. Decisions of the hearing officer are appealable to the Board of Supervisors. This system could continue, or perhaps appeals would be brought to the Tusayan Council. The County Attorney and Town Attorney would have to figure out the legalities of such arrangements, and the details included in any agreement between the County and Town.

For the processing of planning and zoning cases, as stated above, the application costs do not cover the costs of the service. One option would be for new fees to be established just for Tusayan cases that would cover the costs. This would defer any costs from the Town to whatever property owner or applicant was seeking approval of any new construction or activity. Staff assumes that all cases for which applications are received after July 1 would be presented to a Town of Tusayan planning and zoning commission rather than the county commission, although this would not necessarily have to be so. Zone changes and use permit appeals would then go to the Town Council for final action. This would require county staff to travel to Tusayan to present cases, and that would mean travel costs would have to be covered. There are probably about a half dozen cases per year in Tusayan. The County just approved a renewal of a use permit for bus shuttle parking at IMAX, will hear a renewal for South Rim Trailer Park later in April, and is likely to receive two applications that will be considered in May for a hot dog stand and for bicycle rental. There is a use permit request for which no final action has been taken for temporary housing at Grand Canyon Camper Village. The case was denied by the P&Z Commission, appealed to the Board of Supervisors, and remanded to the Commission for reconsideration, but has been on hold at the applicant's request for the last several months.

Tusayan Area Plan Update

The Tusayan Area Plan was adopted by the Board of Supervisors on June 19, 1995. The Tusayan Design Review Overlay Guidelines, which are now part of the Plan, were adopted on October 16, 1995. The Plan was developed with a committee of Tusayan residents: Sheryl Carrick, Chair, Ron Williams, Vice Chair, Mike Covalt, Barry Cunningham, George Gibbons, Kim Rogers, Beth Seely, Chris Thurston, Terry Tobin, John Vest, and Ann Wren, with Tom DePaolo and Brad Traver serving ex-officio.

Tusayan is one of ten Coconino County communities with area plans. All area plans are adopted as amendments to the County Comprehensive Plan. The County Comprehensive Plan by statute must be updated every 10 years, and ideally all area plans would also be updated at the same frequency. However, there were several area plans adopted in the 1980s and 1990s that have not yet been updated. The Tusayan Plan was an update to the South Grand Canyon Specific Area Study adopted by the Board in 1978. Community Development staff are currently working on an update to the Flagstaff Regional Plan that was completed in 1999 and adopted in 2001 and is also working on an update to the Fort Valley Highway 180 Corridor Area Plan adopted in 1990.

Area plans provide a statement of existing conditions, describe planning issues, establish a community vision, and contain goals and policies that give a sense of direction for future growth and development of the community. Zoning cases such as zone changes and conditional use permits that require planning and zoning commission approval are evaluated to determine if the proposed projects are in compliance with the plan. This is one of the "findings," or requirements for approval of applications.

There has been some interest in updating the Tusayan Plan. Typically a plan update involves the appointment of a planning committee that then meets for 12 to 18 months to go through all of the elements or chapters in the plan in order to update all of the goals and policies. The most recently completed update was for Kachina Village, which was adopted by the Board in May 2008. Community Development staff receive direction from the Board of Supervisors on which plans to do next. Staff provides input to that process. The current thinking is that the next plan that needs an update is Bellemont, as the current plan was adopted in 1985 and there have been very considerable changes to the community since adoption. Had Tusayan not incorporated, staff would have argued that Tusayan should be next after Bellemont. The Board has scheduled a work session on June 1 to discuss the Community Development work plan.

The level of effort and cost to update a plan depends on the degree to which changes are desired or proposed. Staff would argue that the entire plan needs to be reviewed, updated and rewritten, but a smaller effort could be undertaken that would simply update the plan to reflect changes in the community that have occurred since 1995. Either way, this would require considerable staff resources. The Community Development Department would be pleased to do this work if the Council had this desire and if the Board of Supervisors approved this direction of staff resources, and if an agreement could be reached on paying for this service.

Housing Study

The second goal in the Housing element of the Tusayan Area Plan called for a comprehensive housing needs assessment to identify the current and future community needs. Community Development staff had done an informal telephone survey of employers in Tusayan in order to write the "current situation" section, but no detailed housing assessment has been done since the plan was completed. Staff envisions such an assessment being a survey of every employer to determine where every single employee resides, a survey of each of the housing units to determine which employees and how many live in each one, along with an assessment of what current and future needs are. This would include not only the housing units in the community, but those in Valle, those inside the Park to the extent some Tusayan employees live in the Park, and elsewhere. Community Development does not have the expertise to do such a study, so it is likely that an outside consultant would need to perform this work.

Conclusion

Community Development staff is more than willing to entertain a contract for services beyond July 1, which of course would be subject to legal review and to approval by the Council and Board.

SUBMITTED BY:

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