

**MINUTES  
TOWN OF QUARTZSITE  
465 NORTH PLYMOUTH AVE, QUARTZSITE AZ 85346  
SPECIAL MEETING OF  
PLANNING AND ZONING COMMISSION  
THURSDAY, SEPTEMBER 4, 2014 AT 2:00 P.M.**

**CALL TO ORDER:** 2:03 P.M.

**PLEDGE OF ALLEGIANCE:**

**ROLL CALL:**

Chairman: Norm Simpson, present  
Commissioner: Jim Murphy, absent  
Commissioner: Terry Frausto, present  
Commissioner: Randall Farish, absent

Vice Chairman: Jesse Hearne, present  
Commissioner: Dennis Kuehl, present  
Commissioner: Dennis Dole, present

**STAFF PRESENT:** Skylor Miller, Town Manager, and Tonya Hoogerwerf, Permit Technician.

**SPECIAL MEETING:**

1. Approve minutes for July 25, 2014.

Commissioner Dole motioned to accept the minutes as presented and Commissioner Frausto seconded. The vote was all in favor. Motion carried

2. Discussion and possible approval to recommend to Council the Conditional Use Permit CU 14-02, APN: 306-27-020 C, Annette King, 308 Scott Lane, Quartzsite AZ 85346. Property is zoned as C2 - Commercial property and Ms. King is requesting a Conditional Use Permit for a RV Park.

Commissioner Frausto motioned to open the meeting for public hearing; Commissioner Dole seconded. The vote was all in favor. Motion carried.

**PUBLIC HEARING:**

Skylor Miller read the Staff Report aloud; property located at 308 Scott Lane and zoned Commercial, C2. The property is currently being used as RV storage. Town staff met with all department heads. Staff made the following recommendations:

- 1) Developer shall connect to the Town's sewer and water lines. All capacity fees shall be paid at time of escrow.

- 2) Any lateral utility lines on private property shall be the responsibility of the lot owners to maintain without the Town assuming dedication.
- 3) Written proof of Health Department approval shall be required at time of permit application.
- 4) Engineered drawing including a site drainage plan shall be required at time of permit application.
- 5) Floodplain certificate shall be required at time of permit application

Skylor Miller stated that a conceptual plan was submitted from the applicant showing twelve (12) RV lots, these lots do meet Town zoning lot size requirements. This was conceptual in nature at time of application. At time of development the Town will require full construction plans, civil site plans that would show drainage, and utility schematics. At this time, it is appropriate to review this conceptual plan because without this approval the applicant could not move forward. Typically, RV Parks require a minimum of 2.5 acres of land; however, the property has 1.5 acres. It is explicit in the Town Zoning Articles that the Planning and Zoning Commission has the authority to approve the reduction in the acreage requirement. Surrounding properties are zoned Commercial (C-2) and surrounding properties uses are also RV Parks. The opinion of Town staff notes that the approval of this Conditional Use Permit will NOT be detrimental to this area.

Commissioner Kuehl had visited the site with Commissioner Hearne. Commissioner Kuehl brought in his own drawing of the lot and they both spoke on the layout of the plan. Both Commissioners stated that the applicant could possibly have more room for two additional lots.

Skylor Miller addressed the layout not being to scale. Currently, the applicant is proposing the layout be for twelve lots so the approval will be for twelve lots unless something else comes out of the discussion with the applicant. If the Commission happens to recommend the approval for additional lots those lots, as well as the proposed 12 lots, will have to adhere to the Zoning Article standards.

There was discussion on the applicant's site plan.

Measurements on the plan are minimums and the applicant shows on the plan that all spaces meet Town Code.

Commissioner Hearne asked the applicant the purpose of the extra space and what his plan is because the applicant has more space to allow for two additional RV spaces.

Applicant's representative, Clifton Ryder, stated that since there was construction on Scott Lane, due to the sewer extension, the construction materials were in the way of staking out the south lot. He also addressed the "dead space" in the west lot stating that area will be used for drainage of the park due to the wash being behind the property.

After discussion and review of the site plan Commissioner Hearne made a recommendation to the applicant since there is room for the additional lots that the applicant should ask for approval of 14 RV lots.

Commissioner Frausto mentioned that this property had been an RV park before it was the RV storage.

Chairman Simpson read the letter from Norman Felton, opposing the approval of the RV Park. Patricia Smith, the manager of B-10 Campground, spoke for Norman Felton. She stated that the plan is hypothetical and there was another campground on the property before that caused a lot of problems for B-10.

Commissioner Dole addressed Pat Smith's concerns. He reassured her that the Conditional Use Permit will have to meet the codes and standards of the Town Code as well as the conditions recommended by staff.

Skylor Miller assured Pat Smith that this proposed RV Park will have to adhere to ALL the Town Codes and standards that all the other Parks have as well as the business licensing requirements.

Chairman Simpson responded to Pat Smith's concerns and explained to her the reason for the Conditional Use Permit.

Chairman Simpson stated the APN 306-27-020 C parcel is undersized per current ordinance; however, it has been an RV park previously. It would be consistent with surrounding RV parks, which appear to be the best use for the property. CUP 14-02 would not grant any advantage over other zoned surrounding properties.

Commissioner Frausto motioned to close the public hearing and Commissioner Hearne seconded. All in favor. Motion carried.

Public Hearing Closed.

Discussion ensued regarding the lot size and the amount of RV spaces to be approved.

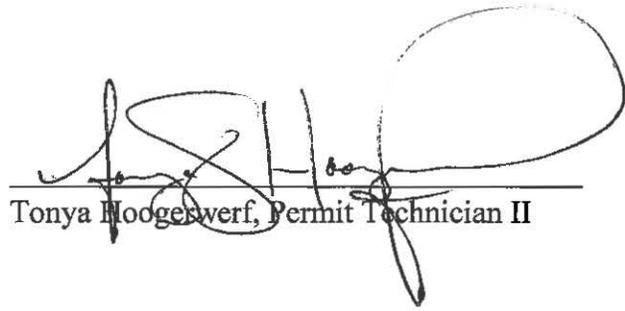
Commissioner Dole motioned to approve the application CU 14-02 for a Conditional Use Permit to build an RV Park with no more than 14 spaces and incorporating staff recommendations. Commissioner Frausto seconded the motion. All in favor. Motion Carried. Commission made a recommendation to Town Council.

**ADJOURNMENT:** 2:48 P.M.

**CERTIFICATION:**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Special Meeting held on September 4, 2014, of the Planning & Zoning Commission of Quartzsite, Arizona.

Dated this 23 day of February, 2015.



Tonya Hoogewerf, Permit Technician II

APPROVED:



Jesse Hearne, Commission Vice Chairman