



**MEETING NOTICE  
CITY OF PAGE  
PLANNING AND ZONING COMMISSION**

**PLANNING AND ZONING COMMISSION  
CITY HALL, 697 VISTA AVENUE  
PAGE, ARIZONA**

**September 6, 2016  
5:30 P.M.**

**NOTICE OF PUBLIC MEETING AND AGENDA**

Pursuant to Arizona Revised Statutes § 38-431.02, notice is hereby given to the members of the City of Page Planning and Zoning Commission and the general public that the Page Planning and Zoning Commission will hold a meeting open to the public in Page City Hall located at 697 Vista Avenue, Page, Arizona.

Members of the Planning and Zoning Commission will attend either in person or by telephone conference call.

**1. CALL TO ORDER**

- 2. ROLL CALL**    Chair, Leroy Wicklund                      Bubba Ketchersid  
                         Vice Chair, Bill Justice                      John Mayes  
                         Rob Peterson                                      Shelley Johnstone  
                         Lyle Dimbatt  
                         City Council Liaison, Korey Seyler

**3. PRIORITY LIST**

None

**4. MINUTES**

Planning and Zoning Commission Regular Meeting-August 2, 2016

**5. COMMUNICATIONS**

None

**6. HEAR FROM THE CITIZENS**

The public is invited to speak on any item or area of concern. Items presented during the Citizens portion which are not on the agenda, cannot be acted upon by the Planning and Zoning Commission. Individual Commission members are prohibited by the Open Meeting Law from discussing or considering the item among themselves unless the item is officially on an agenda. Citizens may also use the Information Request Forms which are available.

**7. PUBLIC HEARING**

None

**8. UNFINISHED BUSINESS**

(A) Discussion regarding Planning and Zoning Ordinance Update.

## 9. NEW BUSINESS

- A. Discussion and possible action regarding a Motel/Hotel/Homestay Inn in a Service Commercial zone with an 8-foot cinder block fence (stucco) buffering the property (CUP 17-7) Larry Butts.
- B. Discussion and possible action regarding renewal of Vacation Home Rental Conditional Use Permit (CUP 15-6.15) Dee Ann Otto.
- C. Discussion and possible action regarding renewal of Vacation Home Rental Conditional Use Permit (CUP 14-6.19) Dawnell Robertson.
- D. Discussion and possible action regarding a Vacation Home Rental Conditional Use Permit (CUP 17-8) Ann Sullivan, Jeff and Evangeline Banfill.
- E. Discussion and possible action regarding a Vacation Home Rental Conditional Use Permit (CUP 17-9) Kate Sumners.
- F. Discussion and possible action regarding a previously Tabled Agenda Item (Planning and Zoning meetings frequency).

## G. ADJOURN

### FOR YOUR INFORMATION

Next Regular Meeting Tuesday, October 4, 2016, 5:30 p.m.

**Persons with disabilities should call the City of Page at 645-8861 (TDD 645-4216) for program and services information and accessibility.**

### DISCLAIMER

**AGENDA ITEMS MAY BE TAKEN OUT OF ORDER.**

**THIS AGENDA MAY BE SUBJECT TO CHANGE UP TO 24 HOURS PRIOR TO MEETING.  
PLEASE SEE LOCAL CRIER BOARDS FOR CURRENT AGENDA.**

### CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the attached notice was duly posted at the following places: City Hall Bulletin Board located at 697 Vista Avenue, Page, Arizona, Justice Building Bulletin Board located at 547 Vista Avenue, Page, Arizona, U. S. Post Office Lobby located at 44 Sixth Avenue, Page, Arizona, on the 31 day of August, 2016 at 4:20 p.m.

DATED this 31 day of August, 2016.

By: 

CITY OF PAGE

**IF YOU WOULD LIKE TO RECEIVE Planning and Zoning Agendas VIA EMAIL, PLEASE SEND YOUR EMAIL ADDRESS TO [cityclerk@cityofpage.org](mailto:cityclerk@cityofpage.org) OR CALL 645-4221.**

**PAGE PLANNING AND ZONING COMMISSION  
REGULAR MEETING MINUTES  
AUGUST 2, 2016**

A Regular Meeting of the Page Planning and Zoning Commission was held at 5:30 p.m. on, August 2, 2016, in the Council Chambers at City Hall in Page, Arizona. Chair Leroy Wicklund presided. Vice Chair Bill Justice, Commissioners Rob Peterson, Shelley Johnstone, and Lyle Dimbatt were present. Commissioners John Mayes and Bubba Ketchersid, were excused. City Council Liaison, Korey Seyler was present.

Chair Leroy Wicklund called the meeting to order at 5:30 p.m.

Staff members present: Planning and Zoning Director, Robin Crowther, Community Development Director, Kim Johnson, and City Attorney Joshua Smith.

**MINUTES**

Regular Planning and Zoning Commission Meeting-July 12, 2016

Motion made by Commissioner Lyle Dimbatt to approve the minutes. The motion was duly seconded by Commissioner Rob Peterson and passed upon a unanimous vote.

**COMMUNICATIONS**

None.

**HEAR FROM THE CITIZENS**

None.

**PUBLIC HEARING**

None.

**UNFINISHED BUSINESS**

- (A) Discussion regarding Planning and Zoning Ordinance Update.

Community Development Director Kim Johnson stated that the only update is we are trying to decide on a meeting date for the next task force meeting to review Module 1 of the Zoning Ordinance update which we have not received yet.

**NEW BUSINESS**

- A. Discussion regarding legal counsel on Conditional Use Permit conditions.

City Attorney Joshua Smith answered the question that was posed by Vice Chair Bill Justice (Can the commission impose conditions on individual conditional use permits)? Joshua Smith stated, yes the commission can impose conditions on individual conditional use permits if they are reasonable, the use will not adversely affect the health, safety or general welfare of the public in the general vicinity of the proposed Conditional Use Permit, and the use is compatible with the area and does not negatively affect the properties in the general vicinity.

Commissioners Lyle Dimbatt and Rob Peterson asked if the beep noise from a key fab is reasonable. Community Development Director Kim Johnson stated that staff would help in clarification of reasonable and she wouldn't support that noise as reasonable.

- B. Discussion and possible action regarding renewal of Vacation Home Rental Conditional Use

Permit (CUP 15-7.7) Charles and Kathleen Manz.

Planning and Zoning Director Robin Crowther reviewed the requirements that have been met by the applicant through the submittal process for a VHR renewal.

Motion made by Commissioner Rob Peterson to approve CUP 15-7.7. The motion was duly seconded by Commissioner Lyle Dimbatt and passed upon a unanimous vote

C. Discussion and possible action regarding renewal of Vacation Home Rental Conditional Use Permit (CUP 15-3.31) Brian Price.

Planning and Zoning Director Robin Crowther reviewed the requirements that have been met by the applicant through the submittal process for a VHR renewal.

Motion made by Commissioner Shelley Johnstone to approve CUP 15-3.31. The motion was duly seconded by Commissioner Lyle Dimbatt and passed upon a unanimous vote

D. Discussion and possible action regarding renewal of Vacation Home Rental Conditional Use Permit (CUP 14-6.9) Kori Black.

Planning and Zoning Director Robin Crowther reviewed the requirements that have been met by the applicant through the submittal process for a VHR renewal.

Motion made by Vice Chair Bill Justice to approve CUP 14-6.9. The motion was duly seconded by Commissioner Rob Peterson and passed upon a unanimous vote

E. Discussion and possible action regarding approval of a Vacation Home Rental Conditional Use Permit (17-6) Kori Black.

Planning and Zoning Director Robin Crowther reviewed the requirements that have been met by the applicant through the submittal process for a VHR CUP approval.

Commissioner Rob Peterson asked about the new numbering for conditional use permits. Planning and Zoning Director Robin Crowther stated that we are numbering the conditional use permits to coincide with the current fiscal year.

Motion made by Commissioner Lyle Dimbatt based on the findings noted in the staff report, and subject to the conditions noted in the staff report to approve CUP 17-6. The motion was duly seconded by Vice Chair Bill Justice and passed upon a unanimous vote.

F. Discussion and possible action regarding Planning and Zoning meetings.

Vice Chair Bill Justice asked that this item be on the agenda to discuss returning to 2 meetings a month. Due to the lack of a full board in attendance he requested the item be tabled to the next meeting.

Motion made by Vice Chair Bill Justice to table the agenda item to the next meeting. The motion was duly seconded by Commissioner Lyle Dimbatt and passed upon a unanimous vote.

G. Discussion and possible action regarding September Planning and Zoning meeting date.

Planning and Zoning Director Robin Crowther asked about the possibility of a quorum for the next

meeting that is scheduled the day after Labor Day. The meeting will remain on Tuesday, September 6, 2016.

**ADJOURN**

Motion made by Vice Chair Bill Justice to adjourn the meeting at 6:00 p.m. The motion was duly seconded by Commissioner Shelley Johnstone and passed upon a unanimous vote.

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Robin Crowther  
Planning and Zoning Director

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Leroy Wicklund  
Chair

**PLANNING DEPARTMENT**

**MEMORANDUM**

**TO:** Planning and Zoning Commission

**FROM:** Robin Crowther, Planning and Zoning Director

**MEETING DATE:** September 6, 2016

**SUBJECT:** Discussion and possible action regarding a Motel/Hotel/Homestay Inn in a Service Commercial zone with an 8-foot cinder block fence (stucco) buffering the property (CUP 17-7) Larry Butts.

**ATTACHMENTS:** Site Plan showing Parking  
TPT License  
Inspections  
Business Registration

**APPLICANT:** Larry Butts owner of the property.

**REQUEST:** The applicant is requesting a Conditional Use Permit to allow a Motel/Hotel/Homestay Inn in a Service Commercial zone with an 8-foot cinder block fence (stucco) buffering the property.

**LOCATION:** The location is 906B Vista Avenue and described as Subdivions: PAGE TOWNSITE (BLOCK 21) CASE 2 MAP 108 Block: 21 Lot: 46A AND 25 FT OF Lot 47A FOR ENTIRE LENGTH THEREOF ABUTTING LOT 46A 15 FT OF LOT 47 FOR THE ENTIRE LENGTH THEREOF ABUTTING LOT 46; FKA CASE 1 MAP 144 Sixteenth: NE Quarter: SE Section: 30 Township: 41N Range: 09E according to the Coconino County Assessor.

**LAND USE: Downtown Business (DB)**

This category is designated to provide for the development of the downtown area as the center of the community. The DB category shall encourage year-round commercial, entertainment, cultural, recreational, office and civic activities. The DB category shall allow eating and drinking establishments, professional offices, government administration uses, specialty retail, galleries and tourism-related retail and lodging. Commercial services for adjacent residential neighborhoods shall also be permitted.

It is recommended that the City prepare a specific plan for the downtown area in the future. This plan should be prepared to establish an overall program for improvements in the downtown area. Such a plan may include: architectural theme, landscape theme, circulation, and other urban design improvements in the downtown area. The development

standards for commercial land uses are summarized in Table 2.9, *Commercial Land Use Category Standards*.

**ZONING:**

**3.5.1 Service Commercial District, SC**

This district is intended to allow more intense business uses which are compatible with the developed local economy. These uses generally require unique services such as truck delivery, storage, and light manufacturing and also require a full complement of public services.

**CODE OF ORDINANCES:**

**2.6 CONDITIONAL USE PERMITS**

**2.6.1 Purpose**

The purpose of this Section is to permit Conditional Uses in appropriate Zoning Districts. This may only occur in specific locations and only when designed and developed in a manner which assures maximum compatibility with adjoining uses. This Section establishes principles and procedures essential to proper guidance and control of these uses.

**2.6.2 General Regulations**

The Commission is empowered to grant or deny applications for Conditional Use Permits and to impose reasonable conditions upon them.

Any building, structure or use existing on the effective date of this Ordinance which is reclassified from a Principal Use to a Conditional Use shall be considered to meet the conditions which would otherwise be imposed by this Ordinance. Its continuance shall not be subject to issuance of a Conditional Use Permit provided, to the extent that it fails to conform to the requirements of this Ordinance, it shall be considered non-conforming and its continuance shall be governed by all applicable non-conforming use regulations.

Every Conditional Use Permit shall be applicable only to the specific use and specific property for which it is issued. Upon completion and final inspection by the Building Official of any authorized permanent structure, signifying that all zoning and site development requirements imposed in connection with the Permit have been satisfied, the Permit shall run with the land. Conditional Use Permits not involving the construction of a permanent structure shall have a time limit established by the Commission. The Commission shall require inspections by City staff for compliance with the terms of the Permit as part of any application for renewal. Maintenance of special conditions imposed by the Permit, as

well as compliance with other provisions of this Ordinance, shall be the responsibility of the property owner.

### 7.3.5 SC Screening

- A. Any use other than residential uses in the SC Zoning District which abuts or is across a street from a residential Zoning District shall be reasonably screened from that Zoning District by a solid wall together with adequate landscaping and buffer areas or an alternative as approved by the Planning and Zoning Commission if the following conditions exist.
- The property abutting or across the street from a residential Zoning District has been developed with a non-residential use (i.e. school or church).
  - The property abutting or across the street from the SC Zoning District already has a solid wall, or landscaping to serve as a buffer between the two uses.
- B. Any outdoor storage use shall be further screened from adjacent properties and streets by a solid wall, together with adequate landscaping and buffer areas as approved by the Planning and Zoning Commission.
- C. In approving any Conditional Uses, the Planning and Zoning Commission shall ensure the compatibility of any development with any adjacent properties and shall impose any conditions necessary to protect the adjacent properties.

### CUP REQUIREMENTS:

In granting a Conditional Use Permit for a Motel/Hotel/Homestay Inn in a Service Commercial zone with an 8-foot cinder block fence (stucco) buffering the property. The following items are required in accordance with the CUP and Zoning ordinance.

- Pass a Building and Fire code Inspection was completed for Certificate of Occupancy. **Completed & Attached.**
- Provide a copy of a City Business Registration. **Completed & Attached.**
- Site plan showing on-site parking. **Completed & Attached.**
- Paid Conditional Use Permit Fee. **Completed & Attached.**

**REVIEW:**

Larry Butts is requesting a Conditional Use Permit for 906B Vista Avenue for Motel/Hotel/Homestay Inn in a Service Commercial zone with an 8-foot cinder block fence (stucco) buffering the property. The zoning ordinance requires SC Service Commercial to buffer their property from residential zones which Larry wants to do plus more screening. The Land Use is DB-Downtown Business. He has met all of the requirements in the CUP and Zoning Ordinance and has paid the fees applicable.

Access and Parking

Zoning parking for a motel/hotel/Inn requires 1 parking stall for every 15 guest rooms (they have 3 guest rooms), plus 1 parking stall for every 15 rooms, and 2 RV/boat stalls for every 6 rooms. 1 ADA parking stall.

There are 5 regular parking stalls, 1 ADA parking stall and more parking in the garage for RV/boat parking.

**FINDINGS:**

1. The use will not adversely affect the health, safety or general welfare of the public in the general vicinity of the proposed Conditional Use Permit.
2. The use is compatible with the area and does not negatively affect the properties in the general vicinity.

**RECOMMENDATION:**

Staff recommends approval of a Conditional Use Permit for 906B Vista Avenue with the following 6 conditions:

**CONDITIONS OF APPROVAL:**

1. Development and use of the property shall comply with the approved Site Plan which shows 5 paved parking stalls and 1 ADA stall, attached and Floor Plan attached.
2. There shall be a minimum of (5) 10'x20' off-street parking stalls and 1 ADA stall which shall be paved with asphalt or concrete, and be graded and drained as approved by the City Engineer and shall be maintained in good condition free of weeds, dust, trash and debris.
3. A City of Page Business Registration shall be maintained for the property.
4. The Conditional Use Permit shall run with the land and does not have to be renewed annually as it coincides with the completion of building a permanent structure.

5. Violation of any of the requirements of the Conditional Use Permit may result in revocation of the Conditional Use Permit.
6. The owner must screen his SC property from the residential use with a solid wall. An 8-foot wall must be engineered and have a building permit.

**POSSIBLE MOTIONS:**

**Based on the findings noted in the staff report, I move to approve the Conditional Use Permit (CUP 17-7) Larry Butts, subject to the conditions noted in the staff report.**

**I move to deny Vacation Home Rental Conditional Use Permit (CUP 17-7) Larry Butts.**



# Planning and Zoning

Robin Crowther, Director

(928) 645-4210 rcrowther@cityofpage.org

P.O. Box 1180 Page, AZ 86040

## APPLICATION FORM

APPLICATION TYPE (Circle all that apply): Other

Site Plan Review, Preliminary Plat, Final Plat, Conditional Use Permit, Rezone,

Variance

### PROJECT LOCATION

Assessor's Parcel Number:

80002012A

Address:

Street Address (if any):

Phone(s):

Email:

### PROPERTY OWNER

Name:

LARRY H BUTTS

Address:

906-B VISTA AV PAGE

### REPRESENTATIVE

Name:

SAME

Address:

Phone(s):

928-660-0466

Phone(s):

Email:

Email:

LARRY H BUTT

Property Owner's Signature:

Date: 8-1-16

### DEVELOPER

Name:

X Larry H Butts



#992

# CITY OF PAGE BUSINESS REGISTRATION APPLICATION

Complete where applicable and return to the City of Page, City Clerk's Office, P.O. Box 1180, 697 Vista Avenue, Page, Arizona 86040, with registration fee in the amount of \$25.00.

Date: 8-22-16

### PERSONAL INFORMATION

NAME LARRY H BUTTS  
MAILING ADDRESS Po Box 2074  
PHONE 928-660-0466

### BUSINESS INFORMATION

NAME OF BUSINESS OASIS ON The Rim (Hotel INN)  
LEGAL BUSINESS NAME (if different) \_\_\_\_\_  
BUSINESS TYPE:  
 SOLE PROPRIETORSHIP     LLC     CORPORATION     S CORP     LLP     OTHER

PHYSICAL ADDRESS 906 B VISTA AV PAGE AZ 86040  
MAILING ADDRESS 2-Po Box 2074 PAGE AZ 86040  
PHONE 928-660-0466  
ON-SITE MANAGER/EMERGENCY CONTACT SAM  
PHONE \_\_\_\_\_

ALTERNATE EMERGENCY CONTACT NANCY WALTER  
PHONE 928-660-0003

ARIZONA TRANSACTION PRIVILEGE TAX NUMBER (TPT) 21034851

NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM CODE (NAICS) \_\_\_\_\_

EMPLOYER IDENTIFICATION NUMBER (EIN) \_\_\_\_\_

TYPE OF BUSINESS OR GOODS / WARES / MERCHANDISE / SERVICES TO BE SOLD:  
Hotel INN

DO YOU STORE, HANDLE, OR DISPENSE HAZARDOUS MATERIALS? NO HAZ MAT  
IF YES, PLEASE DESCRIBE: \_\_\_\_\_

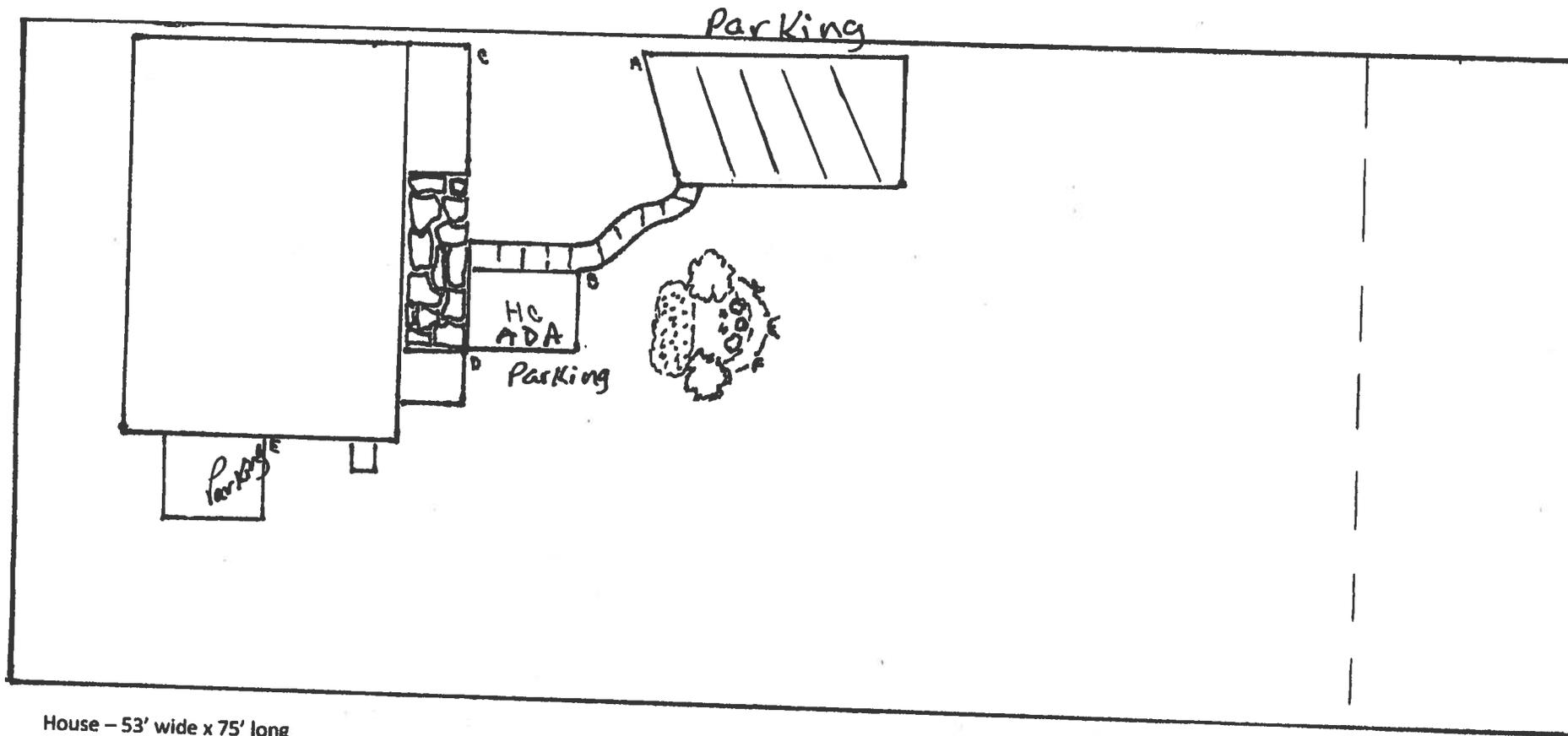
SIGNATURE Larry H Butts

Office use only:		Data entry date: <u>8.22.16</u>
Received by: <u>Sue Kennedy</u>		
Paid: Check# _____ CC _____ Cash _____		
Zoning: _____		
Approved _____		
Denied _____		
Additional Action: _____		



# Oasis on the Rim

Larry H. Butts  
906B Vista Avenue  
Page, AZ 86040



House – 53' wide x 75' long

Main Parking Pad – 20' wide x 40 to 45' long - A

Handicap Parking Pad – 14' wide x 21' long - B

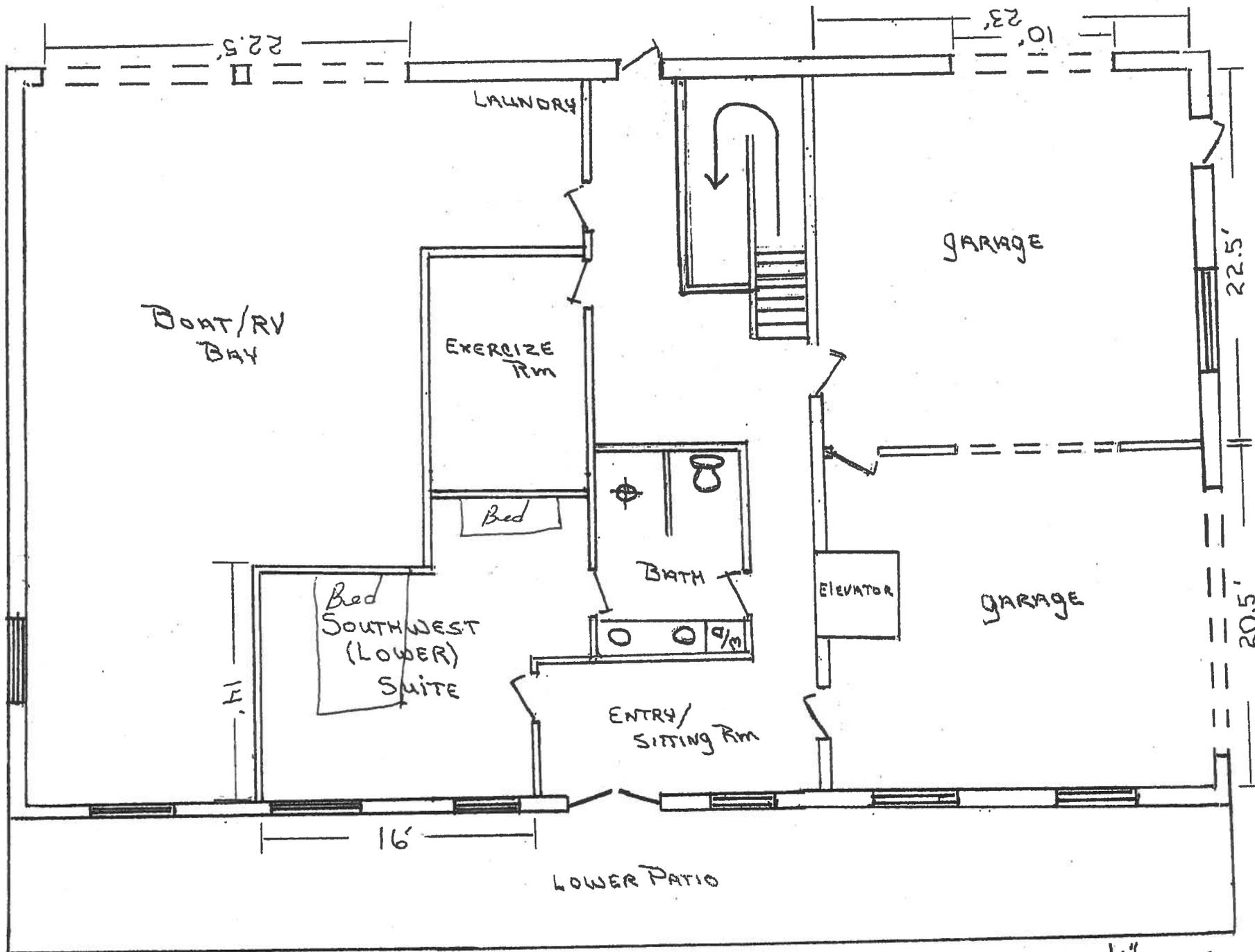
Garage Area Pads – 10' wide x 24' long - C

10' wide x 10' long - D

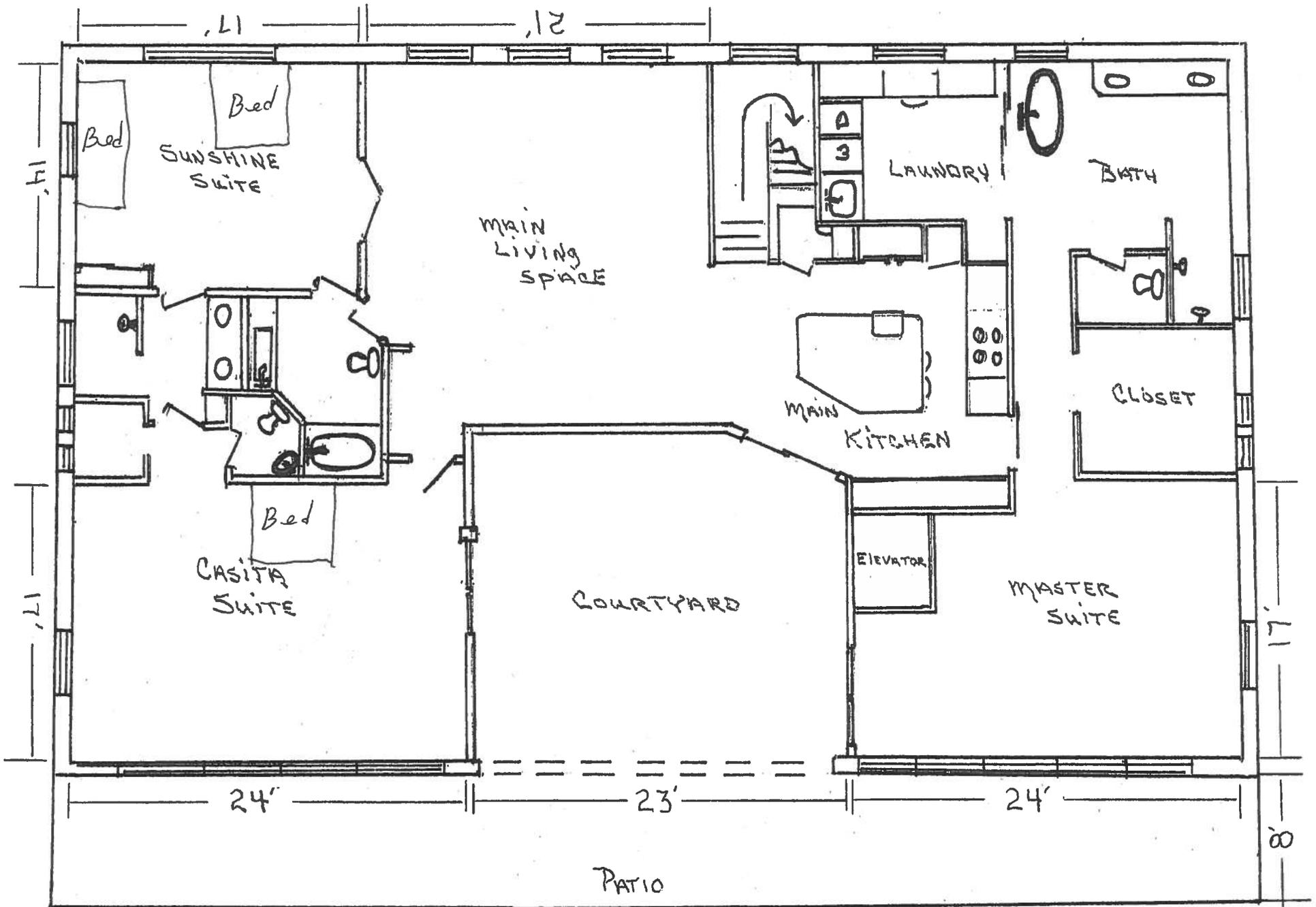
12' wide x 16' long - E

One staged plant area with trees, bushes  
and a river rock dry pond.

The rest of lots 45A, 46A, 47A with this  
property is open with road base rock.



1/8" SCALE



PATIO  
 LARRY BUTTS  
 PAGE, AZ 86040

1/8" SCALE







**PLANNING DEPARTMENT**

**MEMORANDUM**

**TO:** Planning and Zoning Commission

**FROM:** Robin Crowther, Planning and Zoning Director

**MEETING DATE:** September 6, 2016

**SUBJECT:** Discussion and possible action regarding a renewal of VHR Conditional Use Permit (CUP 15-6.15) Dee Ann Otto.

**ATTACHMENTS:** TPT Payments  
Police Department Letter

**APPLICANT:** Dee Ann Otto owner of the property.

**REQUEST:** The applicant is requesting a renewal of a Conditional Use Permit to allow a Vacation Home Rental in a residential zone, zoned R2.

**LOCATION:** The location is 448 Elm. and described as Subdivision: PAGE TOWNSITE (BLOCK 7) CASE 1 PAGE 37 and =PLAT MAPS, SURVEY MAPS, Section: 06 Township: 40N Range: 09E according to the Plat thereof on file and of record through the Coconino County Assessor.

**LAND USE:** MDR-Medium Density Residential — *2.0 to 12.0 dwelling units per acre.* This category can be single-family homes on smaller lots, or patio homes, duplexes, and town homes. Landscaping is an integral part of the medium density neighborhood character. Recreational amenities such as parks, swimming pools, and clubhouses, should be included in developments. Land situated near or around schools and parks should be considered for medium-density detached housing so families could be within walking distance of these facilities.

**ZONING** **3.3.5 Two-Family Residential District, R2**

The intent of this district is to provide essentially a single-family dwelling unit neighborhood, while permitting multi-family housing, including rental units, as well as condominiums, town-homes and other smaller lot properties which afford the possibility of home ownership. Single Family homes in this district shall not include manufactured or mobile homes.

**CODE OF ORDINANCES:**

5. 12. 7 Application and Renewal Fees and Requirements

Vacation Home Rental Conditional Use Permits will require, in addition to the 300. 00 initial application fee, an annual fee of \$250. 00 and shall be subject to an annual review or revocation by the Commission each year upon review of a status report for compliance with Section 2. 6, Conditional Use Permits, and this Section.

In the event the Vacation Home Rental fails to comply with any of the terms of the Conditional Use Permit or any other applicable laws, the permit may be revoked in accordance with the provisions of Section 2. 6. 6., Revocation, of this Ordinance.

**REVIEW:**

Dee Ann Otto 448 Elm, is requesting a renewal of a Conditional Use Permit for a Vacation Home Rental in the R2 Residential zoning district. The land use is Medium Density Residential. A renewal fee of \$250.00 has been paid, sales tax is paid current and a police report shows 0 police calls in the past year.

**FINDINGS:**

In granting a Renewal for a Conditional Use Permit for a Vacation Home Rental the following items are required in accordance with the VHR ordinance.

- Payment of renewal fee. **Completed & Attached.**
- A copy of sales tax payments to date. **Completed & Attached.**
- Police report in reference to any calls to the address in the past year. **Completed & Attached.**

**RECOMMENDATION:**

Staff recommends approval of a renewal of Vacation Home Rental Conditional Use Permit for 448 Elm.

**I move to approve Vacation Home Rental Conditional Use Permit (CUP 15-6.15) Dee Ann Otto.**

**I move to deny Vacation Home Rental Conditional Use Permit (CUP 15-6.15) Dee Ann Otto.**



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## PAGE POLICE DEPARTMENT

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August 29, 2016

Robin,

My research found zero (0) calls for service and zero (0) reports in the past year for the following address:

448 Elm

My research found one (1) call for service and (1) report in the past year for the following address:

1502 Rim View Dr.      -Incident # 16-01703 /Theft  
   \*Incident did not involve vacation renters

If you have any questions or concerns, please don't hesitate to call.

Sincerely,

*Dawn Joslen*  
Page Police Dept.  
Records Division  
(928) 645-4107

- [Home](#)
- [Accounts](#)
- [File](#)
- [Pay](#)
- [History](#)
- [Messages](#)
- [Business Registration](#)
- [E-Filed TPT Return History](#)
- [E-Filed Documents](#)
- [License Verification](#)
- [Security](#)
- [Reset Pin](#)
- [Individual](#)
- [Newsletter](#)
- [Help](#)
- [Logout](#)

## Account Details

### MACKIDA KIDS LLC

**Mailing Address:** 408 COURTNEY LANE, LAS VEGAS, NV 89107  
**Account:** TRANSACTION PRIVILEGE AND USE TAX **Account ID:** LICENSE: 21067231  
**Account Balance:** \$0.00 **Filing Frequency:** QUARTERLY

The account details page displays a financial summary for every account period filed with the Arizona Department of Revenue.

To search for specific periods, enter dates in the View Period From and To fields and click the Search button.

To retrieve the complete payment list set all drop downs to blank and click the Search button.

**View Periods From:** Month  Year  **To:** Month  Year

Period	Tax Due	Penalty	Interest	Credit	Balance	Pending Payments
4/1/2016 - 6/30/2016	\$396.45	\$0.00	\$0.00	\$396.45	\$0.00	\$0.00
1/15/2016 - 1/16/2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1/1/2016 - 3/31/2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10/1/2015 - 12/31/2015	\$183.63	\$0.00	\$0.00	\$183.63	\$0.00	\$0.00
7/1/2015 - 9/30/2015	\$1040.29	\$0.00	\$0.00	\$1040.29	\$0.00	\$0.00
6/1/2015 - 8/30/2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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**PLANNING DEPARTMENT**

**MEMORANDUM**

**TO:** Planning and Zoning Commission

**FROM:** Robin Crowther, Planning and Zoning Director

**MEETING DATE:** September 6, 2016

**SUBJECT:** Discussion and possible action regarding a renewal of VHR Conditional Use Permit (CUP 14-6.19) Dawnell Robertson.

**ATTACHMENTS:** TPT Payments  
Police Department Letter

**APPLICANT:** Dawnell Robertson owner of the property.

**REQUEST:** The applicant is requesting a renewal of a Conditional Use Permit to allow a Vacation Home Rental in a residential zone, zoned R1-8.

**LOCATION:** The location is 1502 Rim View Dr. and described as Subdivision: TOWER BUTTE EST UNIT 01 Block: 41 Lot: 7 Sixteenth: SW Quarter: NE Section: 30 Township: 41N Range: 09E, according to the Plat thereof on file and of record through the Coconino County Assessor.

**LAND USE:** MDR-Medium Density Residential — *2.0 to 12.0 dwelling units per acre.* This category can be single-family homes on smaller lots, or patio homes, duplexes, and town homes. Landscaping is an integral part of the medium density neighborhood character. Recreational amenities such as parks, swimming pools, and clubhouses, should be included in developments. Land situated near or around schools and parks should be considered for medium-density detached housing so families could be within walking distance of these facilities.

**ZONING:** **3.3.3 One-Family Residential District, R1-8**

This district is intended to promote and protect the single-family character of a neighborhood and to prohibit incompatible activities. Certain essential and complementary uses are permitted under conditions and standards which ensure their compatibility with the character of the district. Single Family homes in this district shall not include manufactured or mobile homes.

**CODE OF ORDINANCES:**

5. 12. 7 Application and Renewal Fees and Requirements

Vacation Home Rental Conditional Use Permits will require, in addition to the 300. 00 initial application fee, an annual fee of \$250. 00 and shall be subject to an annual review or revocation by the Commission each year upon review of a status report for compliance with Section 2. 6, Conditional Use Permits, and this Section.

In the event the Vacation Home Rental fails to comply with any of the terms of the Conditional Use Permit or any other applicable laws, the permit may be revoked in accordance with the provisions of Section 2. 6. 6., Revocation, of this Ordinance.

**REVIEW:**

Dawnell Robertson 1502 Rim View Dr, is requesting a renewal of a Conditional Use Permit for a Vacation Home Rental in the R1-8 Residential zoning district. The land use is Medium Density Residential. A renewal fee of \$250.00 has been paid, sales tax is paid current and a police report shows 1 police call in the past year that did not involve VHR renters.

**FINDINGS:**

In granting a Renewal for a Conditional Use Permit for a Vacation Home Rental the following items are required in accordance with the VHR ordinance.

- Payment of renewal fee. **Completed & Attached.**
- A copy of sales tax payments to date. **Completed & Attached.**
- Police report in reference to any calls to the address in the past year. **Completed & Attached.**

**RECOMMENDATION:**

Staff recommends approval of a renewal of Vacation Home Rental Conditional Use Permit for 1502 Rim View Dr.

**I move to approve renewal of Vacation Home Rental Conditional Use Permit (CUP 14-6.19) Dawnell Roberston.**

**I move to deny Vacation Home Rental Conditional Use Permit (CUP 14-6.19) Dawnell Roberston.**



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## PAGE POLICE DEPARTMENT

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August 29, 2016

Robin,

My research found zero (0) calls for service and zero (0) reports in the past year for the following address:

448 Elm

My research found one (1) call for service and (1) report in the past year for the following address:

1502 Rim View Dr.      -Incident # 16-01703 /Theft  
   \*Incident did not involve vacation renters

If you have any questions or concerns, please don't hesitate to call.

Sincerely,

*Dawn Joslen*

Page Police Dept.  
Records Division  
(928) 645-4107

Setting the Standard for  
Tax Services  
Logged In  
As: [rmviewhome@gmail.com](mailto:rmviewhome@gmail.com)

- Home
- Accounts
- File
- Pay
- History
- Messages
- Business Registrat
- License Verification
- Security
- Reset Pin
- Individual
- Newsletter
- Help
- Logout

## Account Details

### SCENIC VIEW PROPERTIES LLC

**Mailing Address:** PO BOX 941, PAGE, AZ 86040

**Account:** TRANSACTION PRIVILEGE AND USE TAX

**Account ID:** LI

**Account Balance:** \$442.00

**Filing Frequency:** M

The account details page displays a financial summary for every account period filed with the Arizona Department of Revenue.

To search for specific periods, enter dates in the View Period From and To fields and click the Search button.

To retrieve the complete payment list set all drop downs to blank and click the Search button.

**View Periods From:** Month[Jan. V]Year[2016 V] **To:** Month[Jan. V]Year[2016 V] [Search]

Period	Tax Due	Penalty	Interest	Credit	Balance	Pending Pay
4/1/2016 - 4/30/2016	\$443.72	\$0.00	\$0.00	\$1.72	\$442.00	\$442.00
3/1/2016 - 3/31/2016	\$1556.01	\$0.00	\$0.00	\$1556.01	\$0.00	\$0.00
2/1/2016 - 2/29/2016	\$1919.76	\$0.00	\$0.00	\$1919.76	\$0.00	\$0.00
1/15/2016 - 1/16/2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1/1/2016 - 1/31/2016	\$1870.25	\$0.00	\$0.00	\$1870.25	\$0.00	\$0.00
12/1/2015 - 12/31/2015	\$1319.24	\$0.00	\$0.00	\$1319.24	\$0.00	\$0.00

# Account Details

## SCENIC VIEW PROPERTIES LLC

**Mailing Address:** PO BOX 941, PAGE, AZ 86040

**Account:** TRANSACTION PRIVILEGE AND USE TAX

**Account ID:** LICENSE: 21031671

**Account Balance:** \$442.00

**Filing Frequency:** MONTHLY

The account details page displays a financial summary for every account period filed with the Arizona Department of Revenue.

To search for specific periods, enter dates in the View Period From and To fields and click the Search button.

To retrieve the complete payment list set all drop downs to blank and click the Search button.

**View Periods From:** Month[Jan. V]Year[2016 V]**To:** Month[Jan. V]Year[2016 V] [Search]

Period	Tax Due	Penalty	Interest	Credit	Balance	Pending Payments
11/1/2015 - 11/30/2015	\$745.96	\$0.00	\$0.00	\$745.96	\$0.00	\$0.00
10/1/2015 - 10/31/2015	\$997.86	\$0.00	\$0.00	\$997.86	\$0.00	\$0.00
9/1/2015 - 9/30/2015	\$521.23	\$0.00	\$0.00	\$521.23	\$0.00	\$0.00
8/1/2015 - 8/31/2015	\$1315.41	\$0.00	\$0.00	\$1315.41	\$0.00	\$0.00
7/1/2015 - 7/31/2015	\$2290.18	\$0.00	\$0.00	\$2290.18	\$0.00	\$0.00
6/1/2015 - 6/30/2015	\$2259.66	\$0.00	\$0.00	\$2259.66	\$0.00	\$0.00



**PLANNING DEPARTMENT**

**MEMORANDUM**

**TO:** Planning and Zoning Commission

**FROM:** Robin Crowther, Planning and Zoning Director

**MEETING DATE:** September 6, 2016

**SUBJECT:** Discussion and possible action regarding a Vacation Home Rental Conditional Use Permit (CUP 17-8) Ann Sullivan, Jeff and Evangeline Banfill.

**ATTACHMENTS:** VHR Application  
Site Plan showing on Site Parking  
TPT License  
Inspections  
Business Registration

**APPLICANT:** Ann Sullivan, Jeff and Evangeline

**REQUEST:** The applicants are requesting a Conditional Use Permit to allow a Vacation Home Rental in a residential zone, zoned R-2.

**LOCATION:** The location is 1737 17<sup>th</sup> Avenue and described as Subdivision: VILLAGE EST UNIT 03 Block: 52 Lot: 13 Sixteenth: NE Quarter: NE Section: 30 Township: 41N Range: 09E according to the Coconino County Assessor.

**LAND USE:** MDR – Medium Density Residential  
Medium Density Residential — *2.0 to 12.0 dwelling units per acre.*  
This category can be single-family homes on smaller lots, or patio homes, duplexes, and town homes. Landscaping is an integral part of the medium density neighborhood character. Recreational amenities such as parks, swimming pools, and clubhouses, should be included in developments. Land situated near or around schools and parks should be considered for medium-density detached housing so families could be within walking distance of these facilities.

**ZONING:** **3.3.5 Two-Family Residential District, R2**  
The intent of this district is to provide essentially a single-family dwelling unit neighborhood, while permitting multi-family housing, including rental units, as well as condominiums, town-homes and other smaller lot properties which afford the possibility of home ownership. Single Family homes in this district shall not include manufactured or mobile homes.

**CODE OF ORDINANCES:** 5. 12. 6 Application for Vacation Home Rental Permit  
No Conditional Use Permit shall be issued unless the application confirms

unqualified compliance with this Section. Permits shall be personal to the permittee and applicable only to the specific property and shall not be transferable. The permit shall be applied for, and the property posted, in accordance with Section 2. 6, Conditional Use Permit, Page Zoning Ordinance.

An application for a VHR Conditional Use Permit must be filed and approved before use of the property as a vacation home rental and must contain the following information:

- A. The name, address, and telephone number of the owner of the vacation home rental for which the permit will be issued.
- B. The name, address, and telephone number of the local contact person for the vacation home rental. This information shall be furnished by the Community Development Department to the Page Police and Fire Departments. The owner shall ensure this contact information is current.
- C. Acknowledgment that all designated bedrooms contain a minimum of 70 square feet and meet all requirements of the current International Building Code.
- D. The number of bedrooms (each containing a minimum of 70 square feet), approximate total heated square footage in the vacation home rental, and the maximum number of overnight occupants.
- E. A Site Plan showing the relation of the building and parking to lot lines, location of parking. The diagram or site plan shall indicate the number and location of designated on- site parking spaces and the maximum number of vehicles allowed for overnight occupants.
- F. Evidence of a valid transient occupancy tax remittance form issued by the State of Arizona for the vacation home rental as defined by ARS § 42- 5070 Transient lodging classification. An Arizona Transaction Privilege (Sales) Tax License shall also be required.
- G. Acknowledgment that the owner, agent, or local contact has read all regulations pertaining to the operation of a vacation home rental.
- H. Acknowledgement that the owner, agent, or local contact has or will post the vacation home rental standard permit conditions and additional conditions.
- I. A copy of the proposed written rental agreement that will be utilized to rent the Vacation Home Rental Unit.
- J. Other information the Community Development Director or designee deems reasonably necessary to administer this chapter.

## CUP REQUIREMENTS:

In granting a Conditional Use Permit for a Vacation Home Rental the following items are required in accordance with the VHR ordinance.

- Pass a Building and Fire code Inspection. **Completed & Attached.**
- Provide a copy of a City Business Registration. **Completed & Attached.**
- Provide a copy of their TPT license. **Completed & Attached.**
- Site plan showing on-site parking. **Completed & Attached.**
- List number of bedrooms and total number of occupants, which is 2 per bedroom plus 2 more. **Completed & Attached.**
- Paid Conditional Use Permit Fee, Building Inspection Fee, Fire Inspection Fee and Business Registration Fee. **Completed & Attached.**

## REVIEW:

Ann Sullivan, Jeff and Evangeline Banfill are requesting a Vacation Home Rental Conditional Use Permit for 1737 17<sup>th</sup> Avenue. The home has 3 bedrooms that meet the 70 sq. ft. requirement. The Land Use is MDR Medium Density Residential and the zoning is R2 Residential. The applicant has met all of the requirements in the VHR Ordinance and has paid all fees applicable.

### Access and Parking

City of Code Requires the standard 2 parking stalls in front of the garage.

There are 4 parking stalls, plus 1 boat onsite paved parking stall.

## FINDINGS:

1. The use will not adversely affect the health, safety or general welfare of the public in the general vicinity of the proposed Conditional Use Permit.
2. The use is compatible with the area and does not negatively affect the properties in the general vicinity.
3. The property owner has represented that all designated bedrooms contain a minimum of 70 square feet and meet all requirements of the current International Building Code and the Commission has no evidence to the contrary.

## RECOMMENDATION:

Staff recommends approval of a Vacation Home Rental Conditional Use Permit for 1737 17<sup>th</sup> Avenue with the following **13** conditions:

## CONDITIONS OF APPROVAL:

1. Development and use of the property shall comply with the approved Site Plan which shows 4 parking stalls, plus 1 boat paved parking stall, attached and Floor Plan attached.
2. The use shall not exceed four (3) bedrooms as shown on the Floor Plan attached.
3. All designated bedrooms must at all times contain a minimum of 70 square feet and meet all requirements of the current International Building Code as shown on the Floor Plan attached.
4. Occupancy shall be limited to two occupants per bedroom plus two additional occupants, for a total of 10 occupants, excluding children under twelve (12) years of age.
5. There shall be a minimum of two 10'x20' off-street parking stalls which shall be paved with asphalt or concrete, and be graded and drained as approved by the City Engineer and shall be maintained in good condition free of weeds, dust, trash and debris.
6. The storage of a boat with trailer and not more than one uninhabited camper or recreational vehicle may be parked on site. Such vehicles may be stored in the front yard if it is surfaced in according with Section 7.2.12E of the City of Page Zoning Ordinance, which requires off-street parking stalls which shall be paved with asphalt or concrete, and be graded and drained as approved by the City Engineer and shall be maintained in good condition free of weeds, dust, trash and debris.
7. A City of Page Business Registration shall be maintained for the property.
8. An Arizona Transaction Privilege (Sales) Tax License shall be maintained for the property.
9. A valid transient occupancy tax remittance form issued by the State of Arizona for the vacation home rental as defined by ARS § 42- 5070 Transient lodging classification shall be required annually.
10. The owner, agent, or local contact must post the vacation home rental standard permit conditions and additional conditions for occupant's information.

11. The Conditional Use Permit is valid for one year from the date of approval, and must be renewed annually subject to all applicable fees.
12. Violation of any of the requirements of the Conditional Use Permit may result in revocation of the Conditional Use Permit.
13. Any changes to or variation from the approved site plan or floor plan shall require processing of a new Conditional Use Permit.

**POSSIBLE MOTIONS:**

**Based on the findings noted in the staff report, I move to approve Vacation Home Rental Conditional Use Permit (CUP 17-8) Ann Sullivan, Jeff and Evangeline Banfill, subject to the conditions noted in the staff report.**

**I move to deny Vacation Home Rental Conditional Use Permit (CUP 17-8) Ann Sullivan, Jeff and Evangeline Banfill.**



# Planning and Zoning

Robin Crowther, Director

(928) 645-4210 rcrowther@cityofpage.org

P.O. Box 1180 Page, AZ 86040

## CUP-VHR APPLICATION FORM

17-8

- \$300.00 Fee Paid
- \$250.00 Fee Paid (Yearly Review)

### VHR LOCATION

Assessor's Parcel Number:

90069023

Street Address (if any):

1737 17<sup>th</sup> AVE

### PROPERTY OWNER

Name:

ANN SULLIVAN, JEFF & EVANGELINE BANFILL

Address:

P.O. BOX 3522 PAGE AZ 86040

Phone(s):

928-660-1206, 406-380-0728

Email:

90dayrun@gmail.com

### Local Contact

Name:

ANN SULLIVAN

Address:

P.O. BOX 3522

Phone(s):

928-660-1206

Email:

90dayrun@gmail.com

Property Owner's Signature:

Date: 8/22/16

Ann Sullivan

Jeff Banfill      8/22/16

Evangelina Banfill      8/22/16

Address of Vacation Home Rental

Owner Name ANN SULLIVAN, JEFF BANFILL, EVANGELINE BANFILL Address 1737 17th AVE

City PAGE State AZ Zip 86040

Phone 928-660-1206 Cell Phone 406-380-0728

Local Contact Person ANN SULLIVAN Address P.O. BOX 3522

Phone 928-660-1206 Cell Phone 406-380-0728

# of Bedrooms 2 # of On Site Parking spaces 4 + BOAT

Max number of Occupants (excluding children under 12) 8

PLEASE INITIAL THE FOLLOWING

Fire Inspection complete vas Building Inspection complete ✓

Site Plan Showing PAVED/CONCRETE PARKING to lot lines Included vas

Copy of Arizona TPT Tax License Included vas

Copy of Rental Agreement vas Fire Inspection Fee \$47.00 ✓ Building Inspection Fee \$47.00 ✓

Floor Plan of house showing all room dimensions, # of beds per room, exits and total square footage vas

Approx. total heated square footage 1934

Copy of City of Page Business Registration Included vas

(For Renewal Only) Copy of valid Transient occupancy Tax remittance form \_\_\_\_\_

**I have read Ordinance 597-12 and agree to comply with the requirements set forth. I acknowledge and represent that all designated bedrooms contain a minimum of 70 square feet and meet all requirements of the current International Building Code and that I, my agent, or my local contact has or will post the vacation home rental standard permit conditions and any additional conditions. If I am the local contact or agent of the owner, I represent that the owner has authorized me to submit this application.**

Ann Sullivan, Jeff Banfill  
Owner Signature

Date 8-22-16

Ann Sullivan  
Local Contact Signature

Date 8-22-16

From: **Aemi Sullivan** setsailgrabthemail@gmail.com

Subject: tax shit

Date: Today at 10:46 PM

To: Mom 90dayrun@gmail.com

## Arizona Joint Tax Application

**Your registration application and applicable payment have been submitted to the Arizona Department of Revenue.**

Your application confirmation number is **1622315004002**.

Please have this number available if contacting the Arizona Department of Revenue about these transactions.

**Allow 24 hours to process your application.**

**What Should I Expect?** If your application is processed successfully, you will be issued a Transaction Privilege/Use Tax license number and/or a Withholding registration. If your application is not successful, you will be contacted and may need to provide more information.

**What if I need an Unemployment Insurance Number?** If you registered for Withholding, your registration will also be submitted to the Arizona Department of Economic Security. You will be notified separately by the Unemployment Insurance Tax Section when it is processed.

**What if I have questions?** Should you have questions, please contact Taxpayer Information and Assistance.

Arizona Department of Revenue

**Taxpayer Information and Assistance Hours of Operation:**

**8:00 am - 5:00 pm MST, Monday through Friday**

**TPT & Withholding Tax: Taxpayer Information and Assistance: Phoenix (602) 255-3381**

**Toll-free from within Arizona: (800) 352-4090**



CITY OF PAGE  
BUSINESS REGISTRATION APPLICATION

#991

Complete where applicable and return to the City of Page, City Clerk's Office, P.O. Box 1180, 697 Vista Avenue, Page, Arizona 86040, with registration fee in the amount of \$25.00.

Date: 8-22-16

**PERSONAL INFORMATION**

NAME Ann Sullivan, Jeff + Evangeline Banfill  
MAILING ADDRESS P.O. 3522  
PHONE 928-660-1206

**BUSINESS INFORMATION**

NAME OF BUSINESS Grand Circle Central  
LEGAL BUSINESS NAME (if different) same

BUSINESS TYPE:

- SOLE PROPRIETORSHIP     LLC     CORPORATION     S CORP     LLP     OTHER

PHYSICAL ADDRESS 1737 17<sup>th</sup> Ave Page Az 86040  
MAILING ADDRESS P.O. 3522  
PHONE 928-660-1206  
ON-SITE MANAGER/EMERGENCY CONTACT Ann Sullivan  
PHONE 928-660-1206  
ALTERNATE EMERGENCY CONTACT Evangeline Banfill  
PHONE 406-380-0728

ARIZONA TRANSACTION PRIVILEGE TAX NUMBER (TPT) 1622315004002 21109461

NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM CODE (NAICS)

EMPLOYER IDENTIFICATION NUMBER (EIN) 348-60-8563

TYPE OF BUSINESS OR GOODS / WARES / MERCHANDISE / SERVICES TO BE SOLD:

VRBO

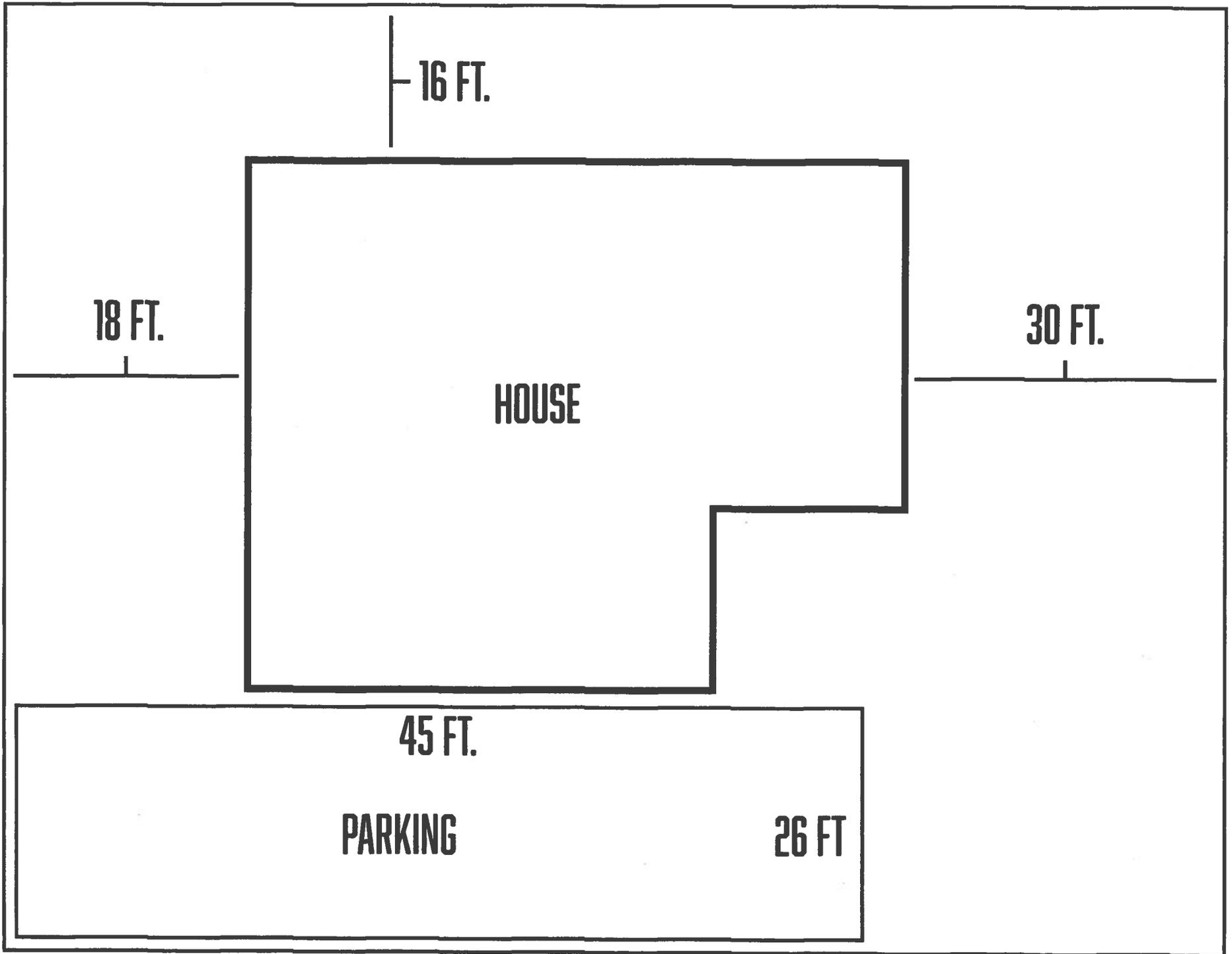
DO YOU STORE, HANDLE, OR DISPENSE HAZARDOUS MATERIALS? NO

IF YES, PLEASE DESCRIBE:  
 

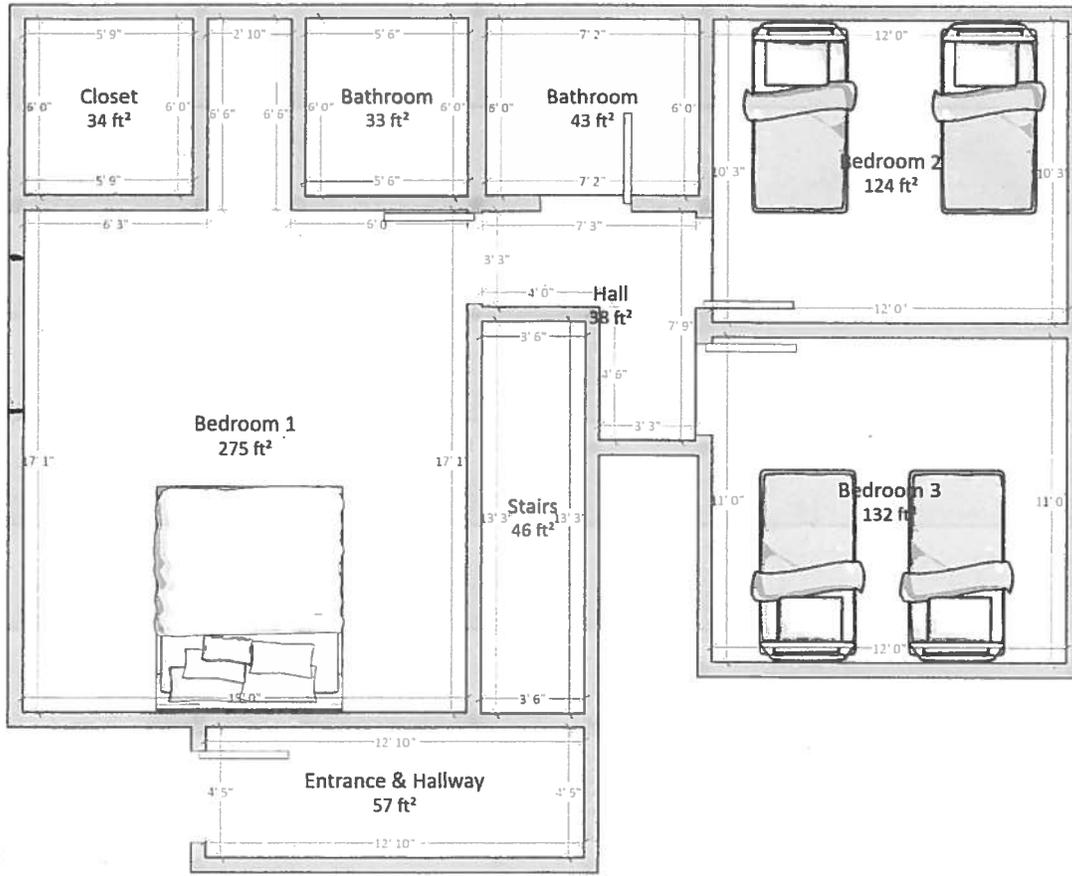
SIGNATURE Ann Sullivan

Office use only:		Data entry date:	<u>8.22.16</u>
Received by:	<u>Sue Kennedy</u>		
Paid:	Check# _____	CC _____	Cash _____
Zoning:			
Approved	_____		
Denied	_____		
Additional Action:	_____		

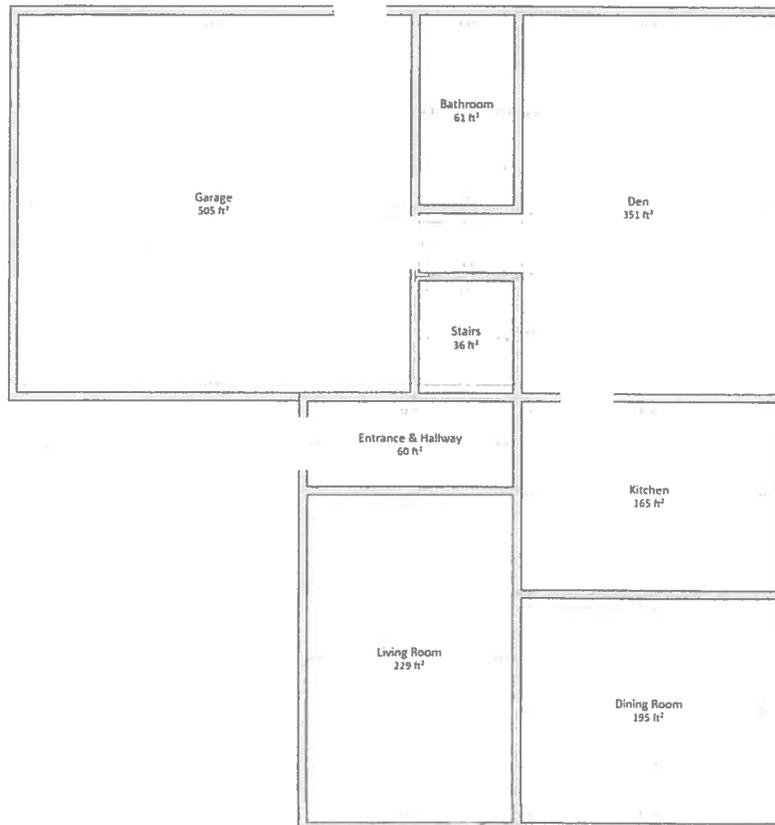
no fee - ref. business registration #960



# UPPER FLOOR



# LOWER FLOOR



**PAGE FIRE DEPARTMENT  
DEPARTMENT OF FIRE SAFETY  
ANNUAL VRBO INSPECTION REPORT**



ADDRESS: 1737 17<sup>th</sup> Ave

PROPERTY OWNER: Ann Sullivan / JF Banfill

Phone Number: (928) 660-1206

Occupant Load: R1 Construction Type: II

DATE: 08/22/2016

Sprinkler System  Yes  No  
Alarm System  Yes  No

An inspection on this date of the above premises by the Page Fire Department shows the existence of the following violations of the 2006 International Fire Code. For the safety of the occupants, you must correct each violation by complying with this order. A reinspection will be scheduled by this department no more than 4 weeks (30 days) from the date of this inspection to make sure you have complied with the fire code.

Your re-inspection date is: \_\_\_\_\_

<input checked="" type="checkbox"/>		EXITS
	1026.1 & 1026.4	Each sleeping room shall have, in addition to the exit door, one other means to provide an emergency escape, which may be a second door that leads directly to the outside of the structure, or an open able window that is operational from within the area in which it serves without the use of any special tools or keys. If bars or grills are installed, a release mechanism shall be installed.
	1003.6	Means of egress obstructed
STORAGE AND GENERAL HOUSECLEANING		
	107.1	Eliminate hazardous conditions
	315.2	All storage must be neat and orderly
	315.2	Combustibles stored to close to heat source
	315.2.1	Reduce height of storage to within 18 inches of sprinkler heads
	315.2.1	Reduce height of storage to within 2 feet of ceiling (no sprinklers)
FLAMMABLE STORAGE		
	2704.1	Flammable storage cabinet needed
	3404.2.1	Store flammable liquids in approved metal cabinet
ELECTRICAL		
	605.1	Electrical wiring and or components need repair
	605.4	Eliminate use of multi plug adapters
	605.5	Discontinue improper use of extension cords
	605.5	Do not piggy back or daisy chain multi plug extension cords
	605.5	Extension cords shall not be suitable for permanent wiring
	605.6	Provide approved cover junction boxes and cover plates
FIRE PROTECTION SYSTEM		
	901.6	Fire extinguishers, any installed fire alarm or automatic fire sprinkler systems shall be serviced annually and have a current service tag attached
	906.1	At least one (1) 2A 10BC Portable Fire Extinguisher shall be mounted in a visible and accessible location
	906.3.1	Maximum travel distance to fire extinguisher is 75 feet. 1 fire extinguisher for every 1500 square feet
	906.5	Fire extinguishers shall be in a conspicuous and readily available locations. (Preferably near main exit and second floor landing)
	906.7	Hand held portable fire extinguishers, not housed in cabinets, shall be installed on the hanger brackets supplied
	907.2.10.1.1	Single or multiple station smoke alarms shall be installed in all the following locations in Group R-1 1. In sleeping areas 2. In every room in the path of means of egress from sleeping area to door leading from sleeping unit 3. In each story within sleeping unit, including basements. For sleeping units with split level and without an intervening door between the adjacent levels, a smoke alarm installed on the upper suffice for adjacent lower level provided that the lower level is less than one full story below the upper level
	907.2.10.1.2	On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms
GENERAL PRECAUTIONS AGAINST FIRE (MISCELLANEOUS)		
	505.1	Address not provided or readable from the street or alley (4" in height)
	304.1	Waste accumulation prohibited
	603.6	Maintain chimney and heating units in safe condition
	408.8.1	R-1 occupancies, a diagram depicting two evacuation routes shall be posted on or immediately adjacent to every door within sleeping units

**Fire Inspection Fee \$47.00**

\* Per AHJ and Building Code: Occupant load maybe 2 person per bedroom, plus 2 additional in residence.

COMMENTS:

*No violations, thank-you*

You may appeal the above order in writing within ten days of this report. Submit appeals to Fire Marshal, Page Fire Department, PO Box 1180, Page, AZ 86040. If you have any questions please call 928-45-4342.

*Mik White*  
Fire Inspector

*Ann Sullivan*  
Property Owner/Representative



**PLANNING DEPARTMENT**

**MEMORANDUM**

**TO:** Planning and Zoning Commission

**FROM:** Robin Crowther, Planning and Zoning Director

**MEETING DATE:** September 6, 2016

**SUBJECT:** Discussion and possible action regarding a Vacation Home Rental Conditional Use Permit (CUP 17-9) Kate Sumners.

**ATTACHMENTS:** VHR Application  
Site Plan showing on Site Parking  
TPT License  
Inspections  
Business Registration

**APPLICANT:** Kate Sumners owner of the property.

**REQUEST:** The applicant is requesting a Conditional Use Permit to allow a Vacation Home Rental in a residential zone, zoned R2.

**LOCATION:** The location is 916 El Mirage St. and described as Subdivisions: VILLA DEL LAGO UNIT 2 PHASE 3 Block: 93 Lot: 13 Sixteenth: NE Quarter: NW Section: 32 Township: 41N Range: 09E according to the Coconino County Assessor.

**LAND USE:** MDR – Medium Density Residential

Medium Density Residential — *2.0 to 12.0 dwelling units per acre.*  
This category can be single-family homes on smaller lots, or patio homes, duplexes, and town homes. Landscaping is an integral part of the medium density neighborhood character. Recreational amenities such as parks, swimming pools, and clubhouses, should be included in developments. Land situated near or around schools and parks should be considered for medium-density detached housing so families could be within walking distance of these facilities.

**ZONING:** **3.3.5 Two-Family Residential District, R2**

The intent of this district is to provide essentially a single-family dwelling unit neighborhood, while permitting multi-family housing, including rental units, as well as condominiums, town-homes and other smaller lot properties which afford the possibility of home ownership. Single Family homes in this district shall not include manufactured or mobile homes.

**CODE OF ORDINANCES:**

5. 12. 6 Application for Vacation Home Rental Permit  
No Conditional Use Permit shall be issued unless the application confirms

unqualified compliance with this Section. Permits shall be personal to the permittee and applicable only to the specific property and shall not be transferable. The permit shall be applied for, and the property posted, in accordance with Section 2. 6, Conditional Use Permit, Page Zoning Ordinance.

An application for a VHR Conditional Use Permit must be filed and approved before use of the property as a vacation home rental and must contain the following information:

- A. The name, address, and telephone number of the owner of the vacation home rental for which the permit will be issued.
- B. The name, address, and telephone number of the local contact person for the vacation home rental. This information shall be furnished by the Community Development Department to the Page Police and Fire Departments. The owner shall ensure this contact information is current.
- C. Acknowledgment that all designated bedrooms contain a minimum of 70 square feet and meet all requirements of the current International Building Code.
- D. The number of bedrooms (each containing a minimum of 70 square feet), approximate total heated square footage in the vacation home rental, and the maximum number of overnight occupants.
- E. A Site Plan showing the relation of the building and parking to lot lines, location of parking. The diagram or site plan shall indicate the number and location of designated on- site parking spaces and the maximum number of vehicles allowed for overnight occupants.
- F. Evidence of a valid transient occupancy tax remittance form issued by the State of Arizona for the vacation home rental as defined by ARS § 42- 5070 Transient lodging classification. An Arizona Transaction Privilege (Sales) Tax License shall also be required.
- G. Acknowledgment that the owner, agent, or local contact has read all regulations pertaining to the operation of a vacation home rental.
- H. Acknowledgement that the owner, agent, or local contact has or will post the vacation home rental standard permit conditions and additional conditions.
- I. A copy of the proposed written rental agreement that will be utilized to rent the Vacation Home Rental Unit.
- J. Other information the Community Development Director or designee deems reasonably necessary to administer this chapter.

## CUP REQUIREMENTS:

In granting a Conditional Use Permit for a Vacation Home Rental the following items are required in accordance with the VHR ordinance.

- Pass a Building and Fire code Inspection. **Completed & Attached.**
- Provide a copy of a City Business Registration. **Completed & Attached.**
- Provide a copy of their TPT license. **Completed & Attached.**
- Site plan showing on-site parking. **Completed & Attached.**
- List number of bedrooms and total number of occupants, which is 2 per bedroom plus 2 more. **Completed & Attached.**
- Paid Conditional Use Permit Fee, Building Inspection Fee, Fire Inspection Fee and Business Registration Fee. **Completed & Attached.**

## REVIEW:

Kate Sumners is requesting a Vacation Home Rental Conditional Use Permit for 916 El Mirage St. The home has 4 bedrooms that meet the 70 sq. ft. requirement. The Land Use is MDR Medium Density Residential and the zoning is R2 Residential. The applicant has met all of the requirements in the VHR Ordinance and has paid all fees applicable.

### Access and Parking

City of Code Requires the standard 2 parking stalls in front of the garage.

There are 3 onsite parking spaces.

## FINDINGS:

1. The use will not adversely affect the health, safety or general welfare of the public in the general vicinity of the proposed Conditional Use Permit.
2. The use is compatible with the area and does not negatively affect the properties in the general vicinity.
3. The property owner has represented that all designated bedrooms contain a minimum of 70 square feet and meet all requirements of the current International Building Code and the Commission has no evidence to the contrary.

## RECOMMENDATION:

Staff recommends approval of a Vacation Home Rental Conditional Use Permit for 916 El Mirage St. with the following **13** conditions:

## CONDITIONS OF APPROVAL:

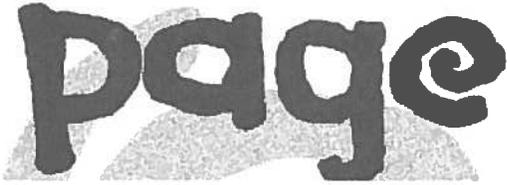
1. Development and use of the property shall comply with the approved Site Plan which shows 3 paved parking stalls, attached and Floor Plan attached.
2. The use shall not exceed four (4) bedrooms as shown on the Floor Plan attached.
3. All designated bedrooms must at all times contain a minimum of 70 square feet and meet all requirements of the current International Building Code as shown on the Floor Plan attached.
4. Occupancy shall be limited to two occupants per bedroom plus two additional occupants, for a total of 10 occupants, excluding children under twelve (12) years of age.
5. There shall be a minimum of two 10'x20' off-street parking stalls which shall be paved with asphalt or concrete, and be graded and drained as approved by the City Engineer and shall be maintained in good condition free of weeds, dust, trash and debris.
6. The storage of a boat with trailer and not more than one uninhabited camper or recreational vehicle may be parked on site. Such vehicles may be stored in the front yard if it is surfaced in according with Section 7.2.12E of the City of Page Zoning Ordinance, which requires off-street parking stalls which shall be paved with asphalt or concrete, and be graded and drained as approved by the City Engineer and shall be maintained in good condition free of weeds, dust, trash and debris.
7. A City of Page Business Registration shall be maintained for the property.
8. An Arizona Transaction Privilege (Sales) Tax License shall be maintained for the property.
9. A valid transient occupancy tax remittance form issued by the State of Arizona for the vacation home rental as defined by ARS § 42- 5070 Transient lodging classification shall be required annually.
10. The owner, agent, or local contact must post the vacation home rental standard permit conditions and additional conditions for occupant's information.
11. The Conditional Use Permit is valid for one year from the date of approval, and must be renewed annually subject to all applicable fees.

12. Violation of any of the requirements of the Conditional Use Permit may result in revocation of the Conditional Use Permit.
13. Any changes to or variation from the approved site plan or floor plan shall require processing of a new Conditional Use Permit.

**POSSIBLE MOTIONS:**

**Based on the findings noted in the staff report, I move to approve Vacation Home Rental Conditional Use Permit (CUP 17-9) Kate Sumners, subject to the conditions noted in the staff report.**

**I move to deny Vacation Home Rental Conditional Use Permit (CUP 17-9) Kate Sumners.**



# Planning and Zoning

Robin Crowther, Director

(928) 645-4210 rcrowther@cityofpage.org

P.O. Box 1180 Page, AZ 86040

## CUP-VHR APPLICATION FORM

- \$300.00 Fee Paid
- \$250.00 Fee Paid (Yearly Review)

17-9

### VHR LOCATION

Assessor's Parcel Number:

80066064

Street Address (if any):

916 El Mirage Street

### PROPERTY OWNER

Name: Kate Summers

Address: 916 El Mirage St.

Phone(s): 928-660-0384

Email: KSummers@yahoo.com

### Local Contact

Name: Kate Summers

Address: 916 El Mirage St.

Phone(s): 928-660-0384

Email: KSummers@yahoo.com

Property Owner's Signature:

Date:

Kate Summers 7/26/16

Address of Vacation Home Rental

916 El Mirage St.

Owner Name Kate Summers Address PO Box 7271

City Page State AZ Zip 86040

Phone 928 660 0384 Cell Phone same

Local Contact Person same Address

Phone Cell Phone

# of Bedrooms 3 # of On Site Parking spaces 3

Max number of Occupants (excluding children under 12) 8

PLEASE INITIAL THE FOLLOWING

Fire Inspection complete [check] Building Inspection complete [check]

Site Plan Showing PAVED/CONCRETE PARKING to lot lines Included KS

Copy of Arizona TPT Tax License Included KS

Copy of Rental Agreement KS Fire Inspection Fee \$47.00 Building Inspection Fee \$47.00

Floor Plan of house showing all room dimensions, # of beds per room, exits and total square footage KS

Approx. total heated square footage 1358

Copy of City of Page Business Registration Included KS

(For Renewal Only) Copy of valid Transient occupancy Tax remittance form

I have read Ordinance 597-12 and agree to comply with the requirements set forth. I acknowledge and represent that all designated bedrooms contain a minimum of 70 square feet and meet all requirements of the current International Building Code and that I, my agent, or my local contact has or will post the vacation home rental standard permit conditions and any additional conditions. If I am the local contact or agent of the owner, I represent that the owner has authorized me to submit this application.

Kate Summers Owner Signature

Date 7/28/14

Local Contact Signature

Date



**CITY OF PAGE**  
**BUSINESS REGISTRATION APPLICATION**

Complete where applicable and return to the City of Page, City Clerk's Office, P.O. Box 1180, 697 Vista Avenue, Page, Arizona 86040, with registration fee in the amount of \$25.00.

Date: 07/26/2016

**PERSONAL INFORMATION**

NAME Kate Sumners  
MAILING ADDRESS PO Box 7271, Page, AZ 86040  
PHONE (928) 660-0384

**BUSINESS INFORMATION**

NAME OF BUSINESS Kate Sumners  
LEGAL BUSINESS NAME (if different) \_\_\_\_\_  
BUSINESS TYPE:  
 SOLE PROPRIETORSHIP     LLC     CORPORATION     S CORP     LLP     OTHER

PHYSICAL ADDRESS 916 El Mirage Street, Page, AZ 86040  
MAILING ADDRESS PO BOX 7271, Page, AZ 86040  
PHONE (928) 660-0834

ON-SITE MANAGER/EMERGENCY CONTACT same  
PHONE \_\_\_\_\_

ALTERNATE EMERGENCY CONTACT Bonnie Daugherty  
PHONE (928) 645-9631

ARIZONA TRANSACTION PRIVILEGE TAX NUMBER (TPT) 20453922

NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM CODE (NAICS) 721199

EMPLOYER IDENTIFICATION NUMBER (EIN) 455523956

TYPE OF BUSINESS OR GOODS / WARES / MERCHANDISE / SERVICES TO BE SOLD:  
short term Vacation Rental

DO YOU STORE, HANDLE, OR DISPENSE HAZARDOUS MATERIALS? No

IF YES, PLEASE DESCRIBE:  
\_\_\_\_\_

SIGNATURE *Kate Sumners*

<b>Office use only:</b>	Data entry date: _____
Received by: _____	
Paid:      Check# _____      CC _____      Cash _____	
Zoning:	
Approved _____	
Denied _____	
Additional Action: _____	





**PAGE FIRE DEPARTMENT  
DEPARTMENT OF FIRE SAFETY  
ANNUAL VRBO INSPECTION REPORT**



ADDRESS: 916 El Mirage  
 PROPERTY OWNER: Kate Summers  
 Phone Number: 928 660 0384  
 Occupant Load: 8 Construction Type: \_\_\_\_\_

DATE: 7-28-16  
 Sprinkler System \_\_\_\_\_ Yes  No  
 Alarm System \_\_\_\_\_ Yes  No

An inspection on this date of the above premises by the Page Fire Department shows the existence of the following violations of the 2006 International Fire Code. For the safety of the occupants, you must correct each violation by complying with this order. A reinspection will be scheduled by this department no more than 4 weeks (30 days) from the date of this inspection to make sure you have complied with the fire code.  
 Your re-inspection date is: \_\_\_\_\_

<input checked="" type="checkbox"/>		EXITS
	1026.1 & 1026.4	Each sleeping room shall have, in addition to the exit door, one other means to provide an emergency escape, which may be a second door that leads directly to the outside of the structure, or an open able window that is operational from within the area in which it serves without the use of any special tools or keys. If bars or grills are installed, a release mechanism shall be installed.
	1003.6	Means of egress obstructed
STORAGE AND GENERAL HOUSECLEANING		
	107.1	Eliminate hazardous conditions
	315.2	All storage must be neat and orderly
	315.2	Combustibles stored to close to heat source
	315.2.1	Reduce height of storage to within 18 inches of sprinkler heads
	315.2.1	Reduce height of storage to within 2 feet of ceiling (no sprinklers)
FLAMMABLE STORAGE		
	2704.1	Flammable storage cabinet needed
	3404.2.1	Store flammable liquids in approved metal cabinet
ELECTRICAL		
	605.1	Electrical wiring and or components need repair
	605.4	Eliminate use of multi plug adapters
	605.5	Discontinue improper use of extension cords
	605.5	Do not piggy back or daisy chain multi plug extension cords
	605.5	Extension cords shall not be suitable for permanent wiring
	605.6	Provide approved cover junction boxes and cover plates
FIRE PROTECTION SYSTEM		
	901.6	Fire extinguishers, any installed fire alarm or automatic fire sprinkler systems shall be serviced annually and have a current service tag attached
	906.1	At least one (1) 2A 10BC Portable Fire Extinguisher shall be mounted in a visible and accessible location
	906.3.1	Maximum travel distance to fire extinguisher is 75 feet. 1 fire extinguisher for every 1500 square feet
	906.5	Fire extinguishers shall be in a conspicuous and readily available locations. (Preferably near main exit and second floor landing)
	906.7	Hand held portable fire extinguishers, not housed in cabinets, shall be installed on the hanger brackets supplied
	907.2.10.1.1	Single or multiple station smoke alarms shall be installed in all the following locations in Group R-1 1. In sleeping areas 2. In every room in the path of means of egress from sleeping area to door leading from sleeping unit 3. In each story within sleeping unit, including basements. For sleeping units with split level and without an intervening door between the adjacent levels, a smoke alarm installed on the upper suffice for adjacent lower level provided that the lower level is less than one full story below the upper level
	907.2.10.1.2	On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms
GENERAL PRECAUTIONS AGAINST FIRE (MISCELLANEOUS)		
	505.1	Address not provided or readable from the street or alley (4" in height)
	304.1	Waste accumulation prohibited
	603.6	Maintain chimney and heating units in safe condition
	408.8.1	R-1 occupancies, a diagram depicting two evacuation routes shall be posted on or immediately adjacent to every door within sleeping units

\* Per AHJ and Building Code: Occupant load maybe 2 person per bedroom, plus 2 additional in residence.  
 Fire Inspection Fee \$47.00

COMMENTS: No violations

You may appeal the above order in writing within ten days of this report. Submit appeals to Fire Marshal, Page Fire Department, PO Box 1180, Page, AZ 86040. If you have any questions please call 928-45-4342.

David Carr  
 Fire Inspector

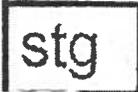
Kate Suez  
 Property Owner/Representative

100'

916 EL MIRAGE ST - total heated sq footage 1358'

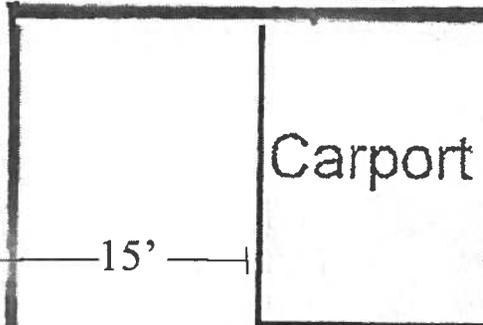


8.0'



EXIT

6'



Bath  
11'x5'

LAUNDRY  
7' x 5'10"

KITCHEN  
11'9"x10'14"

Dining  
9'6"x9'9"

Bath

bedroom  
12'7"x9'11"  
1 bed

13.8'

15'

bedroom  
14'9"x14'8"  
1 bed

Living Room  
19'7"x16'3"  
Pullout sofa  
FIRE EXTINGUISHER

bedroom  
13' x 12'6"  
1 bed

24'4"

13.7'

48.7' PRIMARY EXIT

Concrete Paved Parking  
37'x25'

18'

EL MIRAGE STREET

ARIZONA DEPARTMENT OF REVENUE  
ATTN: Customer Care and Outreach  
PO BOX 29032  
Phoenix, AZ 85038-9032



ARIZONA DEPARTMENT OF REVENUE  
**TRANSACTION PRIVILEGE TAX LICENSE**  
**NOT TRANSFERABLE**

The licensee listed below is licensed to conduct business upon the condition that taxes are paid to Arizona Department of Revenue as required under provisions of A.R.S. Title 42, Chapter 5, Article 1.

2016

ISSUED TO: KATE SUMNERS  
916 EL MIRAGE ST. BOX 7271  
PAGE AZ 86040

ALL communications and  
reports MUST REFER to  
this LICENSE NO.

▶ **LICENSE: 21111741**  
**START DATE: 07/01/2016**  
**ISSUED: 07/26/2016**  
**EXPIRES: 12/31/2016**

LOCATION: CODE 001  
KATE SUMNERS  
916 EL MIRAGE ST. BOX 7271  
PAGE AZ 86040  
1600046842546



This License is issued to the business named above for the address shown. Licenses, by law, cannot be transferred from one person to another, nor can they be transferred from one location to another. Arizona law requires licensees to notify the Department of Revenue if there is a change in business name, trade name, location, mailing address, or ownership. In addition, when the business ceases to operate or the business location changes and a new license is issued, this license must be returned to the Arizona Department of Revenue. According to R15-5-2201, license must be displayed in a conspicuous place.



## COMMUNITY DEVELOPMENT DEPARTMENT MEMORANDUM

**TO:** Planning and Zoning Commission

**FROM:** Kimberly Johnson, Community Development Director

**MEETING DATE:** September 6, 2016

**SUBJECT:** Discussion of Changing Regular Meeting date to Twice per Month

**ATTACHMENTS:** Planning and Zoning Commission By-laws  
Planning and Zoning Commission Meeting Durations

**INTRODUCTION:** At the June meeting, Member Justice, Acting Chair, requested that staff place the topic of going back to two Planning and Zoning Commission meetings per month on the July meeting agenda. The topic of going back to two meetings per month was placed on the July agenda for discussion and possible action. Member Justice asked for the item to be tabled to the August meeting because there was one or more members absent, and he felt it important to have the discussion with the full Commission.

**BACKGROUND:** In August of 2015, the City Council, at the recommendation of the Planning and Zoning Commission, adopted amended Bylaws for the Planning and Zoning Commission. The new Bylaws established a regular meeting date of the first Tuesday of the month for the Commission. This change was made due to quorum issues and short meeting durations. It should be noted that the Bylaws provide that special meetings may be scheduled as necessary to accommodate business that needs to be addressed by the Commission.

**DISCUSSION:** In the year prior to going to one meeting per month, Planning and Zoning Commission meetings had relatively short durations. While the meeting durations ranged from five (5) minutes to 1 hour and 43 minutes, most meetings were well under or in the range of 30 minutes.

After going to one meeting per month the meeting durations increased, ranging from 32 minutes to 1 hour and 30 minutes. While the meeting durations have increased, there has yet to be a meeting that lasted more than 1 ½ hour, which is a very acceptable public meeting duration.

Staff estimates that just to draft, post, and distribute an agenda takes one to two hours of staff time, which includes Community Development and City Clerk's office personnel. This does not include preparation of the staff reports that goes into the packet, or assembly of the electronic packets once everything is prepared. It is estimated that assembly and distribution of packets takes approximately one hour. Once meeting packets are distributed staff must prepare for and attend each meeting and document the minutes. It is estimated that it takes at least an hour of preparation for each meeting. This means that for each meeting, a minimum of three to four hours of staff time is consumed. This does not include staff time spent

preparing individual case memorandums, actual meeting time, and minute preparation.

**RECOMMENDATION:** It is Staff's opinion that having two meetings per month is not justified by meeting duration, is not a good use of staff or other City resources, and is not considerate of Commission member's time. Therefore, it is recommended that Planning and Zoning Commission meetings continue to be held once per month. Should case load or special projects require an additional meeting, one can be scheduled as a special meeting.

Should the Commission want to change the regular meeting date of the first Tuesday of the month to two meetings per month, an amendment to the Planning and Zoning Commission Bylaws must be requested and approved by the City Council.

**REQUESTED ACTION:** The Commission is asked to review, discuss, and take possible action.

**Planning and Zoning Commission  
Meeting Duration  
One Meeting Per Month**

Meeting Date	Start Time	Adjourn Time	Total Meeting Time
08-04-15	5:30	6:16	46 minutes
09-01-15	-----	-----	-----
10-06-15	5:30	6:25	55 minutes
11-02-15	-----	-----	-----
12-01-15	5:30	6:42	1 hour/12 minutes
01-05-16	5:30	6:48	1 hour/18 minutes
02-02-16	5:30	6:45	1 hour/15 minutes
03-01-16	5:30	7:00	1 hour/30 minutes
04-05-16	5:30	6:26	56 minutes
05-03-16	5:30	6:18	48 minutes
06-07-16	5:30	6:20	50 minutes
07-12-16	5:30	6:24	54 minutes
08-02-16	5:30	6:02	32 minutes

**Planning and Zoning Commission  
Meeting Duration  
Two Meetings Per Month**

Meeting Date	Start Time	Adjourn Time	Total Meeting Time
08-05-14	5:30	5:35	5 minutes
09-02-14	-----	-----	-----
09-16-14	5:30	6:22	52 minutes
10-21-14	5:30	5:38	8 minutes
11-18-14	5:30	6:30	1 hour
12-02-14	-----	-----	-----
12-16-14	-----	-----	-----
01-06-15	-----	-----	-----
01-20-15	-----	-----	-----
02-03-15	5:30	5:46	16 minutes
02-17-15	5:30	5:51	21 minutes
03-03-15	5:30	5:38	8 minutes
03-17-15	5:30	5:37	7 minutes
04-07-15	5:30	5:41	11 minutes
04-21-15	5:30	5:40	10 minutes
05-05-15	-----	-----	-----
05-19-15	5:30	7:13	1 hour/43 minutes
06-02-15	-----	-----	-----
06-16-15	5:30	5:42	12 minutes
07-07-15	5:30	6:07	37 minutes
07-21-15	5:30	6:04	34 minutes