

**TOWN OF PATAGONIA**

**PLANNING AND DEVELOPMENT MEETING MINUTES**

**November 1, 2022, 6:00 P.M.**

**Zoom Meeting I.D. 957-511-4862 Password 338501**

CALL TO ORDER: The Meeting was called to order at 6:06 P.M. by Patrick O’Neal, Chairman.

ROLL CALL: Present were Steven Finch, Gerry Isaac, Patrick O’Neal, Laurie Monti, Georgette Larrouy and Nancy McCoy. A Quorum is present.

PLEDGE OF ALLEGIENCE: The Committee recited the Pledge of Allegiance.

OPEN PUBLIC HEARING ON REQUEST FOR USE PERMIT BY DOLESWOOD LLC FOR A USE PERMIT TO OPERATE A HOSTEL TRANSIENT LODGING FACILITY AT 316 SMELTER AVE.

Motion to open public hearing was made by Patrick O’Neal

 Motion seconded by Steve Finch

 Motion approved unanimously.

Andrea Wood, a member of Doleswood LLC, owner of the property requesting the use permit was present to answer questions with respect to the business and permit request. The applicant owns the Stradling Building, located on parcel number 106-35-034 in Patagonia AZ. Applicant proposes to operate a hostel transient lodging business in an approximate 1,750 square foot portion of this 15,000 square foot property. The address of the business will be 316 Smelter Avenue, Patagonia, AZ 85624. This space in the Stradling Building has been used most recently as an exercise gym. The business will be called Harvest Moon Hostel.

The hostel facility will provide transient lodging for hikers, bikers, hunters and others desiring lower cost transient sleeping facilities in a communal setting. The facility will comprise:

* A common area containing a kitchenette (no stove), washer & dryer, TV, and two full bathrooms with shower and toilet facilities.
* Two dormitory type rooms, each with 3 bunk beds. One would be dedicated for women or small families.
* A third area adjacent to the dormitory rooms with privacy cubicles containing bunk beds.
* Total capacity is estimated to be about 20 persons.

Ms. Wood also noted that concerns with potential vehicle crowding of Smelter Avenue will be addressed by posting signs on their building prohibiting parking in front of the businesses located there.

There were no other public comments.

CLOSE PUBLIC HEARING AND REOPEN COMMITTEE MEETING:

Motion to close public hearing was made by Laurie Monti.

Motion was seconded by Nancy McCoy.

Motion was unanimously approved.

The public hearing was closed and the regular Committee meeting was again called to order by the Chairman, Patrick O’Neal.

APPROVAL OF MINUTES OF OCTOBER 4, 2022, MEETING:

 Motion to Approve minutes of the October 4, 2022, meeting was made by Steve Finch.

 Motion was seconded by Patrick O’Neal.

 Motion was approved unanimously.

CALL TO THE PUBLIC: There was no public in attendance who wished to speak, so call to the public was not made.

OLD BUSINESS: DISCUSS AND CONSIDER FOR APPROVAL A STUDY SESSION ON TOWN PLANNING AND THE ROLE OF THE COMMITTEE.

 Laurie Monti reported on discussions of a small group regarding specific areas of interest in administration of the Town Plan. She noted the following items:

1. The Town Plan provides we should strive to preserve the town character. The study group believes a more definitive description of that character is needed, and may consider recommending ways to achieve that through a series of public meetings.
2. The Town Plan encourages more affordable housing. The study group is considering how that objective might be achieved.
3. The duties of the Committee include educating the public about the Town Plan. The study group is considering ways in which that objective might be realized.
4. The Town Plan specifies a Planning Area that extends approximately 3 miles outside the Town limit. The Town has no legal planning authority within the planning area outside the Town limits. The study group would like, however, to establish a more formal process of involvement within the Planning Area, perhaps by encouraging more active contact with Santa Cruz County planning authorities regarding proposed activities within the Planning Area.

This information was received by the Committee and no specific action was considered. The study group will continue its discussions.

DISCUSS AFFORDABLE HOUSING GUIDELINES FOR PATAGONIA

 The Chairman invited Todd Bowden, President of CHOP, to discuss its affordable housing activities with the Committee. Mr. Bowden advised that CHOP is considering developing affordable housing on property it owns on Third Avenue between Rothrock Alley and Pennsylvania Ave, known as Gopher Field. The property consists of four contiguous Town lots, and CHOP is considering developing up to six affordable housing units on that land. CHOP has funding to develop a site plan, but will need additional funding for construction.

The cost of this housing would be based affordable housing guidelines developed by HUD. Purchasers would own a house but lease the land from CHOP on a 99 year lease. If an owner were to sell the house, it’s maximum sale price would be regulated by a formula incorporated in his/her original purchase contract. This formula would ensure that the sale does not result in the future cost of the home exceeding affordable housing guidelines.

The Committee asked numerous questions regarding the project, thanked Mr. Bowden for his information, and encouraged his continued development of the project.

DISCUSS AND CONSIDER FOR APPROVAL A USE PERMIT FOR DOLESWOOD LLC TO OPERATE A HOSTEL TRANSIENT LODGING FACILITY AT 316 SMELTER AVENUE, PATAGONIA, AZ.

Motion to recommend to the Town Council approval of a use permit for Doleswood LLC to operate a Hostel Transient Lodging Facility, subject to certain conditions, at 316 Smelter Avenue was made by Gerry Isaac.

Motion was seconded by Nancy McCoy.

There being no discussion the motion was approved by 5 members, with Steve Finch abstaining due to his ownership of a portion of Doleswood LLC.

The use permit request and physical facility were reviewed and inspected by Patrick O’Neal and Gerry Isaac, who submitted a report to the Committee recommending its approval. The report is attached to these minutes as Exhibit A.

DISCUSS PARKING IN ALLEYS AND POTENTIAL SAFETY CONCERNS.

It was acknowledged that increased parking in alleys may be creating safety concerns with respect to passage of fire vehicles as well as general transit. Discussion ensued regarding the possibility of the Town posting no parking signs or otherwise regulating parking. The Town of Patagonia does not currently have any local regulations designating no parking areas on streets or alleys. Private property owners may post no parking signs with respect to privately owned property, but not with respect to adjacent town streets or alleys. Mayor Andrea Wood, who was attending the meeting as a member of the public, suggested that we start the process by encouraging private property owners to post no parking signs to see if voluntary observance will reduce the congestion. If that does not work the Town may consider the need for further action. The Committee felt this was an appropriate initial course of action.

FUTURE AGENDA ITEMS:

1. DISCUSS SUGGESTIONS MEMBERS MAY HAVE FOR SPECIFIC AMENDMENTS TO CHAPTER 14 OF THE TOWN CODE.

The next meeting is set for December 6, 2022, at 6:00 PM

ADJOURN: Motion to Adjourn was made by Patrick O’Neal

 Motion was seconded by Steve Finch

 Motion was approved unanimously.

Meeting was adjourned at 7:22 P.M.

ATTACHMENT: Exhibit A

**Exhibit A**

**Town of Patagonia**

**Planning & Development Committee**

**Public Hearing and Possible Action on Use Permit**

**November 1, 2022**

**Applicant:** Doleswood LLC

 316 Smelter Ave

 Patagonia, AZ 85624

 Andy Wood

**Property:** 316 Naugle Avenue

**Parcel #:** 106-35-034

**Parcel size:** 0.34 Acre approximately

**Prior Uses:** Commercial Rental Space, Exercise Gym

**Date Applied For:** 09/22/22

**Application Posted:** 10/10/22

**P&D Hearing:**  11/01/22

**P&D Agenda:**  11/01/22

**Proposed Use:** Hostel Transient Lodging

The Applicant owns the Stradling Building, located on parcel number 106-35-061 in Patagonia AZ. Applicant proposes to operate a hostel transient lodging business in an approximate 1,750 square foot portion of this 15,000 square foot property. The address of the business will be 316 Smelter Avenue, Patagonia, AZ 85624. This space in the Stradling Building has been used most recently as an exercise gym. The business will be called Harvest Moon Hostel.

The hostel facility will provide transient lodging for hikers, bikers and hunters desiring lower cost transient sleeping facilities in a communal setting. Encompassing about 1750 square feet, the facility will comprise:

* A common area containing a kitchenette (no stove), washer & dryer, TV, and two full bathrooms with shower and toilet facilities.
* Two dormitory type rooms, each with 3 bunk beds. One would be dedicated for women or small families.
* A third area adjacent to the dormitory rooms with privacy cubicles containing bunk beds.
* Total capacity is estimated to be about 20 persons.

The facility has been inspected by Patagonia Fire and Rescue, which advised that certain provisions of the Santa Cruz County building code and health department regulations will need to be reviewed for compliance. These matters include lighted fire exit signage, smoke detectors and fire sprinkler coverage.

Concern with potential crowding of Smelter Avenue with vehicles was discussed, and applicant will advise guests that parking in the alley is not permitted.

**Recommendation to the Planning & Development Committee**

The permit request and physical facility has been reviewed by Patrick O’Neal and Gerry Isaac, who recommend to the Planning and Development Committee that it be approved subject to the following conditions:

1. Applicant or applicant’s landlord must obtain a Town of Patagonia Building Permit for any interior or exterior alterations to the property requiring such a permit. The permit will comply with all local building codes.
2. Applicant must apply to the Santa Cruz County Health Department for a Health Department Lodging License.
3. Applicant will apply to the Patagonia Town Manager for signage approvals.
4. Patrons or employees of the business may not park in Smelter Alley or private parking or transit areas of neighboring residents or businesses. Applicant will advise patrons and staff of this requirement and monitor activity to ensure compliance.
5. If applicant wishes to have patrons cross private property to reach the venue entrance, it must obtain separate agreements from the appropriate property owners.