

# AGENDA

## City of Sedona Planning and Zoning Commission Meeting

3:30 PM

Thursday, March 27, 2014 (Revised)

### NOTICE:

Pursuant to A.R.S. 38-431.02 notice is hereby given to the members of the Planning and Zoning Commission and to the general public that the Planning and Zoning Commission will hold a Work Session open to the public on Thursday, March 27, 2014 at 3:30 pm in the City Council Chambers.

### NOTES:

- Times are approximate.
- Meeting room is wheelchair accessible. American Disabilities Act (ADA) accommodations are available upon request. Please phone 928-282-3113 at least 24 hours in advance.
- Planning & Zoning Commission Meeting Agenda Packets are available on the City's website at: [www.SedonaAZ.gov](http://www.SedonaAZ.gov)

### GUIDELINES FOR PUBLIC COMMENT

#### PURPOSE:

- To allow the public to provide input to the Planning and Zoning Commission on a particular subject scheduled on the agenda.
- Please note that this is not a question/answer session.

#### PROCEDURES:

- Fill out a "Comment Card" and deliver it to the Recording Secretary.
- When recognized, use the podium/microphone.
- State your:
  - Name and
  - City of Residence
  - Limit comments to
  - 3 MINUTES.
- Submit written comments to the Recording Secretary.

1. VERIFICATION OF NOTICE
2. CALL TO ORDER & ROLL CALL
3. ANNOUNCEMENTS & SUMMARY OF CURRENT EVENTS BY COMMISSIONERS & STAFF
4. REGULAR BUSINESS
  - a. PZ14-00002 (ZC) Discussion regarding a request for a Zone Change from RS-6 (Single Family Residential) to C-2 (General Commercial) to allow for construction of a private parking lot for Over the Edge Bikes at 15 View Drive. A general description of the area affected includes but is not limited to the southwest corner of State Route 89A and View Drive. The lot is further identified as Assessor's Parcel Number 408-07-074. Applicant: Hal J. Dick; Staff: Cari Meyer, Associate Planner (30 minutes; 3:45 pm — 4:15pm)
5. Discussion/update on the current development review process and the Design Review Work Group currently meeting through the City's Citizen Engagement Program (60 minutes, 4:15 pm – 5:15pm)
6. FUTURE MEETING DATES AND AGENDA ITEMS
  - a. Tuesday, April 1, 2014; 5:30 pm (Regular)
  - b. Thursday, April 10, 2014; 3:30 pm (Work Session)
  - c. Tuesday, April 15, 2014; 5:30 pm (Regular)
  - d. Thursday, May 1, 2014; 3:30 pm (Work Session)
7. EXECUTIVE SESSION

If an Executive Session is necessary, it will be held in the Vultee Conference Room at 106 Roadrunner Drive. Upon a public majority vote of the members constituting a quorum, the Planning and Zoning Commission may hold an Executive Session that is not open to the public for the following purposes:

  - a. To consult with legal counsel for advice on matters listed on this agenda per A.R.S. § 38-431.03(A)(3).
  - b. Return to open session. Discussion/possible action on executive session items.
8. ADJOURNMENT



Scan with your mobile device to access project documents online

Posted: \_\_\_\_\_ By: \_\_\_\_\_

Because various other commissions, committees and/or boards may speak at Planning and Zoning Commission meetings, notice is also given that four or more members of these other City commissions, boards, or committees may be in attendance.

A copy of the packet with material relating to the agenda items is available for review by the public in the Community & Economic Development Office, 102 Roadrunner Drive after 1:00 p.m. the Friday prior to the Planning and Zoning Commission meeting and on the City's website at [www.SedonaAZ.gov](http://www.SedonaAZ.gov).

The mission of the City of Sedona government is to provide exemplary municipal services that are consistent with our values, history, culture and unique beauty.

**MEETING LOCATION:**  
**CITY COUNCIL CHAMBERS**  
**102 ROADRUNNER DR, SEDONA, AZ**

## Project Update Summary

March 27, 2014

*Updates in italics*



City Of Sedona Community & Economic  
Development Department

102 Roadrunner Drive Sedona, AZ 86336  
(928) 282-1154 • Fax: (928) 204-7124

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### General Update Items

1. Outdoor Lighting Small Grant Program
  - a. First awards have been made; as not all the money was awarded, the Community & Economic Development Department is continuing to work with property owners who have showed interest.

### Approved Projects

1. DEV 2010-01 (C-Market)
  - a. New commercial development at 285 Jordan Road (Uptown Sedona)
  - b. Approved March 6, 2012 (2 year approval)
  - c. Building permit (B-00463) has been issued and project is under construction.
2. DEV 2010-03 (Thai Spices)
  - a. Development Review for new restaurant at 1425 W State Route 89A
  - b. Approved September 6, 2011 (2 year approval)
  - c. Building permit (B-00178) has been issued and project is under construction.
3. CUP 2012-03 (Farmer's Market)
  - a. Weekly outdoor farmer's market at Wells Fargo Bank from November through May
  - b. Approved January 3, 2013 (3 year approval)
  - c. In second winter season at Wells Fargo; no issues reported
4. DEV 2012-01; PZ13-00012 (ZC), Bella Sedona Apartments Development Review and Zoning Reestablishment
  - a. Development Review: 8-unit apartment complex (by Shadowbrook Apartments)
  - b. Approved February 5, 2013 (2 year approval); Expires February 5, 2015 unless building permits are issued and project is under construction
  - c. Zoning Reestablishment: Reestablishing RM-1 to allow for development of apartment project; Approved by City Council on September 24, 2013
  - d. *No recent activity*
5. PZ 13-00002 (DEV) Park Place Condominiums
  - a. Approved redesign for condominiums.
  - b. Approved May 7, 2013 (2 year approval)
  - c. *Applicant has submitted for a Minor Final Plat Amendment (PZ14-00003). The application is under review and will require City Council approval only (consent agenda).*

6. PZ 13-00003 (ZC, DEV) Mariposa Restaurant
  - a. Zone Change and Development Review approval to allow for construction of a new restaurant
  - b. Development Review approved by Planning and Zoning Commission on April 2, 2013, Zone Change approved by City Council on May 14, 2013 (3 year approval)
  - c. All permits for site work and the building shell have been issued and project is under construction.
7. PZ 13-00004 (SUB) Kayenta Plaza
  - a. Commercial condominium conversion of existing building to create 6 units
  - b. Preliminary Plat approved by City Council on August 13, 2016
  - c. The applicant has submitted for Final Plat approval. *Inspections are required to be completed by the Sedona Fire District prior to approval of the Final Plat by City Council.*

### **Pending Projects**

1. PZ 13-00009 (DEV) 15/20 Plaza
  - a. Development Review for new commercial buildings (approximately 4,900 square feet total) at 1520 W. State Route 89A (northeast corner of Posse Ground and State Route 89A)
  - b. Conceptual Review with Planning and Zoning Commission completed September 3, 2013
  - c. Next steps would be submittal of application and documents for Final Review. Planning and Zoning Commission has final approval authority.
  - d. Applicant anticipates submitting for final review in early 2014.
2. PZ 13-00013 (DEV) Sedona Rouge Expansion
  - a. Development Review for 32 new lodging units (new site plan, development under the previously approved plans is no longer being pursued)
  - b. Project has changed to include a Zone Change, Land Exchange, and Development Agreement in addition to the Development Review.
  - c. *March 27, 2014 Update: The Planning and Zoning Commission held a work session on this item on March 18, 2014 and the project is currently on the Commission's public hearing agenda for April 15, 2014.*
3. PZ 13-00014 (ZC, DEV) Sky Ranch Lodge Expansion
  - a. Zone Change and Development Review for 40 new lodging units and a 7,500 square foot meeting facility
  - b. The Planning and Zoning Commission approved the Development Review and recommended that City Council approve the zoning on February 18, 2014.
  - c. *A work session with City Council was held on March 13, 2014 and a public hearing with City Council is scheduled for April 8, 2014.*
4. PZ 13-00015 (SUB) Mormon Hill Estates

- a. Subdivision for 19 new single family lots on the old ILX property off of Brewer Road
  - b. Submitted application for Conceptual Review on August 30, 2013
  - c. Conceptual Plat Review: Planning & Zoning Commission held a Work Session on September 26, 2013; a Work Session and Site Visit on October 10, 2013; and a Public Hearing on October 15, 2013
  - d. Next step is submittal of application and documents for Preliminary Plat Review, which requires Public Hearings with Planning and Zoning Commission and City Council.
  - e. *No recent activity*
5. PZ 13-00016 (ZC, DEV) CVS/pharmacy
- a. Zone Change and Development Review for new 15,000 square foot building for CVS/pharmacy at 20 Airport Road.
  - b. Submitted application for Conceptual Review on September 6, 2013
  - c. Planning & Zoning Commission held a Work Session and Site Visit on October 10, 2013 and Conceptual Public Hearing on November 19, 2013.
  - d. Next step is submittal of application and documents for Final Review.
  - e. *No recent activity*
6. PZ 13-00018 (CUP) Enterprise Rent-A-Car CUP Renewal
- a. Renewal of a CUP (CUP2008-3 & CUP2003-5) to operate a rental car agency in a C-1 (General Commercial) Zone; Current CUP expires March 3, 2014
  - b. The Planning and Zoning Commission approved this application on February 18, 2014. Based on the conditions of approval, Staff will be working with the applicant, property owner, and ADOT to improve the landscaping in the right-of-way. Based on the conditions of approval, the applicant has until August 18, 2014 to add additional landscaping.
7. PZ14-00001 (DEV) Tlaquepaque North
- a. Development Review application for expansion of the Tlaquepaque Arts and Crafts Village on the north side of State Route 179.
  - b. *The Planning and Zoning Commission held a Conceptual Review Meeting for this project on March 18, 2014. Based on comments received during that meeting, the applicant has expressed interest inviting the Commission and members of the public to take part in a design charrette to explore possible solutions to pedestrian and traffic concerns. Staff is currently working with the applicant to schedule that charrette and will inform the Commission when a date is chosen.*
8. PZ14-00002 (ZC) Over the Edge Parking Lot
- a. Zone Change application to change the parcel at 35 View Drive from RS-6 (Single Family Residential) to C-2 (General Commercial) to allow for use of the lot as a parking lot for Over the Edge Bikes.
  - b. *The Planning and Zoning Commission will hold a work session on this item on March 27, 2014. The earliest this project could go to a public hearing would be May 6, 2014.*

9. *PZ14-00003 (SUB) Minor Final Plat Amendment – Park Place*

- a. *The property owner has submitted an application for a minor plat amendment to allow for construction of the redesigned units as approved by the Planning and Zoning Commission in 2013 (PZ13-00002). Minor amendments are placed on the City Council's consent agenda for consideration. The applicant has unpaid wastewater fees which must be paid prior to the amendment being placed on the consent agenda.*

10. *PZ14-00004 (CUP) Sedona ATV CUP Renewal*

- a. *Application to renew an existing Conditional Use Permit for operation of an ATV business at 211 State Route 179. Staff is currently reviewing the submitted materials and will be scheduling this item for a work session (if necessary) and public hearing in the near future.*

## **Potential Projects**

1. Preserve at Oak Creek (CPA, ZC, SUB, DEV)

- a. All previous approvals have expired. As the property was zoned PD, the current zoning only allows for development of that specific proposal. Any new proposal would have to go through at least a zone change and development review, possibly a community plan amendment and potentially a subdivision, depending on the proposal.

b. *No Update.*

2. Lomacasi (CPA, ZC, SUB, DEV)

- a. The property is zoned L (Lodging) and C-1 (General Commercial) and designated Commercial/Lodging and Commercial by the Community Plan. Any new proposal would have to go through at least a development review, possibly a community plan amendment, zone change, and subdivision, depending on the proposal.

b. *No Update.*

3. Cultural Park (CPA, ZC, SUB, DEV)

- a. All previous development review approvals have expired. As the property is zoned PD, the current zoning only allows for development of that specific proposal. Any new proposal would have to go through at least a zone change and development review, possibly a community plan amendment and potentially a subdivision, depending on the proposal.

b. *No Update.*

4. Southeastern Corner of 89A and Upper Red Rock Loop Road (CPA, ZC, DEV)

- a. No approvals for this site. The property is zoned C-1 and RS-18a, designated as Commercial and Low Density Residential by the Community Plan. Inquiries have generally involved Lodging uses, which would require Zone Change and Development Review. Other approvals may be required depending on the proposal.

b. *No Update.*



# Community and Economic Development Department

## Monthly Report - February 2014

### Summary

Applications	
Received:	61
Valuation:	\$2,041,834
Permits	
Issued:	76
Valuation:	\$4,730,072
Fees Collected:	\$119,206

### Customer Interactions

(internal/external)	
Phone Calls	1135
Front Counter	904
Emails	1280
Memos/Letters	49
Mailings	105
Meetings/ Inspections	297
Plan Reviews	103
<b>Total:</b>	<b>3873</b>

### Commissions

<b>P&amp;Z Meetings</b>	<b>4</b>
Public Hearings	0
Work Sessions	2
Site Visits	0
Canceled	0
 <b>HPC Meetings</b>	 <b>1</b>
Public Hearings	1
Work Sessions	0
Site Visits	0
Canceled	0

	2014 February				2013 February	
<b>Commercial Applications/Permits</b>						
	Applications Received	Application Valuation	Permits Issued	Permit Valuation	Applications Received	Permits Issued
Commercial (new construction)	0	\$0	1	\$900,000	2	0
Commercial (remodel/additions)	0	\$0	4	\$43,000	2	2
Tenant Improvements/Occupancy	7	\$24,000	10	\$24,000	4	4
Temporary Use Permits	10	\$0	10	\$0	7	7
Photovoltaic (commercial)	0	\$0	0	\$0	1	1
Sign Permits	3	\$0	3	\$0	7	4
Sign Permits (temporary)	19	\$0	19	\$0	15	15
Liquor Licenses	3					
<b>Total:</b>	<b>42</b>	<b>\$24,000</b>	<b>47</b>	<b>\$967,000</b>	<b>38</b>	<b>33</b>

### Residential Applications/Permits Issued

	Applications Received	Application Valuation	Permits Issued	Permit Valuation	Applications Received	Permits Issued
Single-Family (new construction)	5	\$1,888,900	6	\$3,510,000	4	1
Single-Family (remodel/additions)	3	\$49,500	7	\$91,005	7	3
Manufactured	0	\$0	0	\$0	0	0
Multi-Family (new construction)	0	\$0	0	\$0	0	0
Multi-Family (remodel/additions)	0	\$0	0	\$0	0	0
Accessory Dwelling Units	0	\$0	0	\$0	1	1
Photovoltaic (residential)	1	\$30,000	6	\$112,633	3	4
Miscellaneous (sheds, pools, fences, grading)	10	\$49,434	10	\$49,434	13	11
<b>Total:</b>	<b>19</b>	<b>\$2,017,834</b>	<b>29</b>	<b>\$3,763,072</b>	<b>28</b>	<b>20</b>

### Planning Applications Received

Development Review Application	1
Zoning Applications	1
Subdivision Applications	0
Land Split/Land Combinations	1
Conditional Use Permits	0
Administrative Waiver	0
<b>Total:</b>	<b>3</b>

### Code Enforcement Cases

Open/Active	15
Closed	16
Short-term Vacation Rentals	4
<b>Total:</b>	<b>35</b>



Baskin Robbins open for business off SR179 near the "Y"

# Community and Economic Development Department

## Planning and Zoning Commission

- February 4 Regular Meeting:  
Sky Ranch Lodge (PZ13-00014) Work Session (no action)
- February 13 Planning and Zoning Commission Retreat (no action)
- February 18 Regular Meeting:  
Time Extension Request (PZ13-00019) for C-Market Development Review (no action, item pulled from agenda, time extension not needed); Conditional Use Permit Renewal (PZ13-00018) for Enterprise Rent-a-Car (approved 7-0 for an additional 10 years); Development Review (PZ13-00014) for Sky Ranch Lodge (approved 7-0); Zone Change (PZ13-00013) for Sky Ranch Lodge (recommended approval 7-0)
- February 27 Work Session:  
CIP Presentation

## Historic Preservation Commission

- February 10 Public Hearing for Certificates of Appropriateness for:  
-Hart Store flood wall - approved  
-Jordan House re-roofing - approved

## City Council

3 Liquor License applications



Current Process:

- 1) Conceptual Review
  - a) Introductory Work Session
  - b) Regular Work Session
  - c) Public Hearing
- 2) Final Review (What happens between Conceptual Review and Final Review?)
  - a) Introductory Work Session
  - b) Regular Work Session
  - c) Public Hearing
- 3) City Council (if necessary)
  - a) Work Session
  - b) Public Hearing

Overview/Big Picture Questions

- Do we need the current process/are all the meeting necessary?
- What are options to consider outside of the normal envelope?
- What is the difference between a conceptual and final review?
- Review other cities' design review processes
- Explore options of what can be done online: application, comments, etc.
- Is there a way to take public comment online? **Note: Since the first meeting, we have created an online comment form on the Current Projects Page of the website**
- Process Community Plan and Zoning changes concurrently
- Explore ways to have a "fast track" for simple projects and more in depth review for more complex project – avoid "one size fits all" approach
- Projects are reviewed in a vacuum – is there a way to review projects in conjunction with other possible projects/projects in the pipeline
- Possibility of hiring a design oriented planner for CFA planning

General Concerns with Current Process

- Review agencies should separate comments based on when they are required to be addressed – does the Commission really need to see all the comments that agencies have that will be addressed at a future stage (i.e. building permit requirements that do not have an impact on the design review stage)?
- Time – the current process takes too long
- The Commission tends to drag out issues; meetings become repetitious and redundant
- The Commission's confidence in staff review and the Commission's awareness of Staff work prior to the public hearing
- Meetings are too long – be aware of time
- Clarify code requirements comments vs. "taste/preference" comments

Possible Code Changes

- Consent agenda for Planning & Zoning Commission – is there a way to allow the Commission to approve the more routine projects using a consent agenda (time extensions, renewals, etc.)?
- Design Review Public Hearing Process
- State laws vs. Sedona laws – there are some areas where Sedona laws are more restrictive than Arizona laws. Are there changes that can be made to align Sedona laws with State laws?