

Major Amendments to the Sedona Community Plan Application Instructions



City Of Sedona Community Development Department
102 Roadrunner Drive Sedona, AZ 86336
(928) 282-1154

Per Arizona State Law, applications for Major Amendments will be considered once a year. The Sedona Community Plan establishes the criteria for determining whether a proposal constitutes a Major Amendment to the Community Plan. For the 2018 calendar year, applications will be accepted until April 16, 2018 in order to be considered in that year. Applicants are strongly encouraged to schedule and submit their application well ahead of this deadline. The City Council is required to hold a single public hearing on all Major Amendments in the same calendar year in which they are filed. Therefore, these application procedures and deadlines are intended to ensure effective notice to the public and thorough and timely review of all Major Amendment applications in accordance with Arizona Law.

APPLICATION PROCEDURES – Initiated by private sector

The following procedural outline identifies the major steps involved in the Sedona Community Plan Major Amendment application submittal process.

Pre-application meeting deadline:	March 19, 2018
Application deadline:	April 16, 2018

1. Pre-application meeting

A pre-application meeting with Community Development Department staff is required and must be conducted by March 19, 2018 in order for staff to accept a Community Plan Amendment application by the April 16, 2018 submittal deadline. Applicants are strongly encouraged to schedule and conduct this meeting with staff well ahead of this deadline. The purpose of this meeting is to review planning and zoning issues as they relate to or impact an applicant's land use proposal and to discuss the Plan Amendment process and submittal requirements.

2. Application Submittal

An application submittal meeting with Community Development Department staff is required to submit a Plan Amendment application and must be conducted by April 16, 2018. For an application to be accepted, the applicant must submit all of the required information on the submittal checklist along with the required application fees. Applications will not be accepted or processed without complete information or descriptions of the request being submitted.

3. Public Participation Plan

Every application for a major Amendment shall include a Public Participation Plan that must be implemented prior to the first public hearing on the application. This process may be started prior to submitting the application. The purpose of the Public Participation Plan is to:

- Ensure that applicants provide effective, early and continuous public participation in conjunction with their applications, giving them an opportunity to understand and try to mitigate any real or perceived impacts their application may have on the community
- Ensure that citizens and property owners have an adequate opportunity to learn about applications that may affect them and to work with applicants to resolve concerns at an early stage of the process
- Facilitate on-going communication between the applicant, interested citizens and property owners, City staff, Planning and Zoning Commission and elected officials throughout the application review process.

Please see the attached Public Participation Procedures for more detail.

4. Public Participation Report

The applicant shall provide a written report on the results of their public participation effort prior to the preparation of the notice of public hearing to the Planning and Zoning Commission. Staff will provide a deadline date during the application process. Please see the attached Public Participation Procedures for more detail.

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GENERAL SUBMITTAL REQUIREMENTS – *For private sector*

The following are general submittal requirements for requests for Major Amendments to the Sedona Community Plan to be considered by the Planning and Zoning Commission and the City Council at public hearings. Note that staff may request the submittal of additional materials to assure proper evaluation of the specific request.

- Three paper copies of the entire submittal packet,
- Two additional conceptual site plans (24x36) and
- One electronic copy of all documents are required at the initial submittal.

1. Completed Project Application Form

2. Letter of Intent and Conceptual Site Plan providing the rationale for the proposed Sedona Community Plan amendment, explaining the development proposal and providing basic information on the subject property. The community benefits of the Sedona Community Plan amendment must be included.

The following are examples of information appropriate for discussion of a Community Plan Amendment in the Letter of Intent and Conceptual Site Plan:

- Consistency with Community Plan goals, objectives and recommendations and benefits to the community and/or area provided by the proposed amendment.
- Housing density (maximum number of units), if applicable
- Existing and proposed land uses and locations of existing and proposed buildings and structures.
- Location of existing and proposed roads and access to the property.
- Maximum lot coverage
- Maximum number of lodging units, if applicable
- Parking area coverage
- Open space coverage
- Mitigation of impacts on adjacent properties
- Traffic generation
- Economic impacts/effect on jobs
- Contribution to affordable housing
- Timing or phasing of development
- General vehicular and pedestrian circulation
- Impact on community character
- Availability of other locations/sites for the proposed uses
- General topographic/drainage impacts
- Infrastructure availability

The following are examples of zoning-related issues that are not appropriate for discussion with a Community Plan Amendment:

- Setbacks
- Building materials and design
- Parking requirements (other than general coverage and adequacy)
- Landscaping
- Development Agreements
- Mechanisms for conveyance of public amenities
- Maintenance agreements
- Methods to ensure housing affordability
- Fees and assessment formulas
- Public use agreements

3. Public Participation Plan and Report (See attached Public Participation Procedures).
An electronic copy of the Public Participation Plan and Report must be provided.

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4. A vicinity map, list of property owners and three sets of mailing labels for all property owners within 300 feet (or as determined by staff). The list must be the most current ownership available supplied through the County Assessor's Office. This information can be acquired from the City's GIS Department for a separate fee (City GIS: 928-204-7206).
5. Legal description, Acreage
6. Letter of Authorization to file from the current property owner to the applicant (if not the same) and Title Report.
7. Traffic Impact Statement (may be required by staff).
If required, an electronic copy must be provided.
8. Economic Impact Analysis (may be required by staff).
If required, an electronic copy must be provided.
9. Filing fee. Per Ordinance #2003-11, item "G", Community Plan Amendment fees are as follows:
\$1,800 base fee and \$100 per acre or portion thereof over 5 acres, plus the proportionate share of legal notice costs and city-wide notifications – assumes only one public hearing with the Planning and Zoning Commission and one public hearing with the City Council.

Note: Attached for your information is a copy of the Sedona Community Plan Public Participation Procedures.

Major Amendments to the Sedona Community Plan - Review and Public Hearing Process



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Per Arizona State Law, applications for Major Amendments will be considered once a year. The Sedona Community Plan establishes the criteria for determining whether a proposal constitutes a Major Amendment to the Community Plan. The City Council is required to hold a single public hearing on all Major Amendments in the same calendar year in which they are filed. Therefore, this application review process and deadlines are intended to ensure effective notice to the public and thorough and timely review of all Major Amendment applications in accordance with Arizona Law.

APPLICATION REVIEW AND PUBLIC HEARING PROCEDURES

The following outline identifies the major steps involved in the Sedona Community Plan Major Amendment review and public hearing process once an application has been submitted.

1. 60-Day Review

As required by Arizona law, at least 60 days before the public notice for the Planning and Zoning Commission public hearing on a Major Amendment, the proposal shall be transmitted (by staff) to the Planning and Zoning Commission and City Council and shall be submitted to the following for review and comment:

- The planning agencies of Coconino and Yavapai Counties
- Northern Arizona Council of Governments
- Arizona Department of Commerce
- Arizona Department of Water Resources
- Any person or entity that requests in writing to receive a review copy

The proposal may also be transmitted to other agencies and regional jurisdictions as appropriate for review and comment.

2. Modifications to Application

If an applicant submits modifications to a proposal that are more intensive than the original submittal and/or include a different land use or land use category, the modified application is subject to denial if all statutory (ie. 60-day review), City noticing, public participation procedures and application submittal requirements cannot be met in a timely fashion to ensure their consideration at Planning and Zoning Commission and City Council public hearings in 2018.

3. Staff Review of Application

Staff will conduct a preliminary review of the application and provide feedback to the applicant. Staff will prepare an initial memorandum to the Planning and Zoning Commission prior to the Commission's first work session on the application. A final staff report will be available approximately one week prior to the public hearing.

4. Notice of Planning and Zoning Commission Public Hearing

Notice of the time and place of the public hearing with the Planning and Zoning Commission and the availability of the proposal and related documents will be given by the City at least 15 and not more than 30 days before the hearing by:

- Publication at least once in the newspaper using a ¼ page ad
- City-wide notification to property owners
- Notification to property owners and homeowners associations within 300 feet.

Please see the attached Public Participation Procedures for more detail.

5. Planning and Zoning Commission Public Hearing

The Planning and Zoning Commission must conduct at least one public hearing on a Major Amendment. The applicant or a project representative must be present at the hearing. The Planning and Zoning Commission will forward a recommendation to the City Council.

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6. City Council Public Hearing

The City Council shall hold at least one public hearing before adopting a Major Amendment. Notice of the hearing shall be given in the same manner as the Planning and Zoning Commission. The applicant or a project representative must be present at the hearing. Adoption of a Major Amendment shall be approved by at least two thirds of the members of the Council.

PLEASE NOTE:

Arizona State Law requires that all rezonings must be consistent with and conform to the Sedona Community Plan. However, conformance with the Sedona Community Plan does not guarantee approval of a subsequent rezoning application. The merits of a rezoning request will be determined during the rezoning process.

Exhibit A

SEDONA COMMUNITY PLAN - PUBLIC PARTICIPATION PROCEDURES (2-17-11)

II. Major Amendments:

A Major Amendment to the Sedona Community Plan is defined in Section 1.3 of the Plan and may be proposed by the private sector or initiated by the City. The following public participation techniques shall be followed in the consideration of Major Amendment proposals:

1. The City shall:

- Consult with, advise and provide an opportunity for official comment by public officials and agencies, Yavapai and Coconino Counties, school districts, Northern Arizona Council of Governments (NACOG), the US Forest Service, Arizona Department of Transportation, Arizona State Land Department, the Sedona Airport Administration, public utility companies, civic, educational, professional and other organizations, property owners and citizens generally to secure maximum coordination of plans and to indicate properly located sites for all public purposes on the Community Plan.
- Cooperate with the Arizona State Land Department regarding integration of conceptual state land use plans into the Community Plan.

2. Requests initiated by the Private Sector:

Every application for a Major Amendment shall include a Public Participation Plan that must be implemented prior to the first public hearing on the application. This process shall be started prior to submitting the application but should not occur until after a pre-application meeting with the Director of Community Development.

A. The purpose of the Public Participation Plan is to:

- Ensure that applicants provide effective, early and continuous public participation in conjunction with their applications, giving them an opportunity to understand and try to mitigate any real or perceived impacts their application may have on the community;
- Ensure that citizens and property owners have an adequate opportunity to learn about applications that may affect them

- and to work with applicants to resolve concerns at an early stage of the process; and
 - Facilitate on-going communication between the applicant, interested citizens and property owners, City staff, Planning and Zoning Commissioner and elected officials throughout the application review process.
- B. The Public Participation Plan is not intended to produce complete consensus on all applications, but to encourage applicants to be good neighbors and to allow for informed decision-making.
- C. At a minimum, the Public Participation Plan shall include the following information:
- Who is affected by the application
 - How those interested and affected will be informed of the substance of the proposed change and how they will be notified that an application has been made.
 - How those interested and affected will be provided an opportunity to discuss the proposal with the applicant and express comments and concerns prior to the public hearing.
 - A schedule for completion of the Public Participation Plan.
 - How the applicant will keep the Department of Community Development informed on the status of their public participation efforts.
- D. The level of citizen interest and area of involvement will vary depending on the nature of the application and the location of the site. The target area for early notification will be determined by the applicant after consultation with the Director of Community Development. At a minimum, the target area shall include the following:
- Property owners within the areas where changes to the Future Land Use Map are proposed and within 300 feet of the proposed changes.
 - The head of any homeowners association or community/neighborhood appointed representative within the areas where changes to the Future Land Use Map are proposed and within 300 feet of the proposed changes.
 - Property owners and homeowners associations within areas affected by a proposed modification to the text of the Plan where a change in density or use is proposed and within 300 feet of the proposed changes.
 - Other interested parties who have requested that they be placed

- on the interested parties notification list.
 - Those residents, property owners and interested parties that may be affected by the application.
 - The Director of Community Development may determine that additional notices or area be included.
- E. These requirements apply in addition to any notice provisions required by the City for Major Amendments.
- F. The Director may require the applicant to hold additional public participation meetings based on the length of time between the last meeting and the date of submittal of the application.
- G. The applicant shall provide a written report on the results of their public participation effort prior to the notice of public hearing. The Public Participation Report shall include the following information:
1. Details of techniques the applicant used to involve the public, including:
 - a. Dates and locations of all meetings where citizens were invited to discuss the applicant's proposal.
 - b. Content, dates mailed and number of mailings, letters, meeting notices, newsletters and other publications.
 - c. Locations of residents, property owners and interested parties receiving notices, newsletters or other written materials.
 - d. The number of people that participated in the process
 2. A summary of concerns, issues and problems expressed during the process including:
 - a. The substance of the concerns, issues and problems
 - b. How the applicant has addressed or intends to address concerns, issues and problems expressed during the process.
 - c. Concerns, issues and problems the applicant is unwilling or unable to address and why.
 3. Requests initiated by the City:
 - A. Property Owner Notification - Prior to scheduling a proposed Major Amendment for public hearing, notification will be mailed to:
 - All property owners and homeowners associations within the areas where changes to the Future Land Use Map are proposed.

- All property owners and homeowners associations within 300 feet of the proposed changes.
- Property owners and homeowners associations within areas affected by a proposed modification to the text of the Plan where a change in density or use is proposed and within 300 feet of the proposed changes.

Property owners and homeowners associations will also be notified regarding locations of map displays, where information pertaining to the proposal may be reviewed and how the City may be contacted regarding their comments and concerns. The Director of Community Development may determine that additional area be included in the notification.

The City will also provide the following public information/input techniques:

- Paid advertisement in the newspaper
- City Website Updates

Any combination of the following additional techniques may also be employed:

- Neighborhood Meetings
- Public Open Houses
- Other methods deemed appropriate

4. Public Hearings

Proposed Major Amendments to the Community Plan will be presented to the Planning and Zoning Commission and City Council for possible approval. During the public hearing process, the following public information/public input techniques shall be employed:

- Planning and Zoning Commission Public Hearing(s)-- The Planning and Zoning Commission shall hold at least one public hearing before recommending approval of a Major Amendment to the Sedona Community Plan. Notice of the time and place of a hearing and the availability of the proposal and related documents shall be given at least 15 and not more than 30 days before the hearing by:
 - Publication at least once in the Newspaper using a 1/4 page display ad.
 - City-wide notification to all property owners.
 - Notification to all homeowners associations within 300 feet of the proposed changes.
 - Notification to homeowners associations within areas affected by a

proposed modification to the text of the Plan where a change in density or use is proposed and within 300 feet of the proposed changes.

Property owners and homeowners associations will also be notified regarding locations of map displays, where information pertaining to the proposal may be reviewed and how the City may be contacted regarding their comments and concerns. The Director of Community Development may determine that additional area be included in the notification.

Notice of the public hearing may also be given by Newsletters, City website and/or other methods deemed appropriate.

- 60 Day Review - At least 60 days before the public notice for the Planning and Zoning Commission public hearing on a Major Amendment, the proposal shall be transmitted to the Planning and Zoning Commission and City Council and shall be submitted to the following for review and further comment:
 - The planning agencies of Coconino and Yavapai Counties
 - Northern Arizona Council of Governments
 - Arizona Department of Commerce
 - Department of Water Resources
 - Any person or entity that requests in writing to receive a review copy.

The proposal may also be transmitted to other agencies and regional jurisdictions.

- City Council Public Hearing(s) - The City Council shall hold at least one public hearing before adopting a Major Amendment. Notice of the hearing shall be given in the same manner as the Planning and Zoning Commission.
- Adoption of a Major Amendment shall be approved by at least two thirds of the members of the City Council.

III. Minor Amendments

All amendments to the Sedona Community Plan that are not defined as "Comprehensive Updates" or "Major Amendments" are considered "Minor Amendments". Minor Amendments may be considered by the Planning and Zoning Commission and City Council at any time. The following public participation techniques shall be employed for Minor Amendments:

1. The City shall consult with, advise and provide an opportunity for official comment by public officials and agencies, Yavapai and Coconino Counties, school districts, Northern Arizona Council of Governments (NACOG), the US Forest Service, Arizona Department of Transportation, Arizona State Land Department, the Sedona Airport Administration, public utility companies, civic, educational, professional and other organizations, property owners and citizens generally to secure maximum coordination of plans and to indicate properly located sites for all public purposes on the Community Plan.
2. Proposed Minor Amendment to the Community Plan shall be presented to the Planning and Zoning Commission and City Council for possible approval. During the public hearing process, the following public information/public input techniques shall be employed:
 - a. Planning and Zoning Commission Public Hearing(s) - The Planning and Zoning Commission shall hold at least one public hearing before approving a Minor Amendment to the Sedona Community Plan. Notice of the time and place of a hearing and the availability of the proposal and related documents shall be given at least 15 and not more than 30 days before the hearing by:
 1. Publication at least once in the Newspaper using a 1/4 page display ad.
 2. Mailing at least once to all property owners within the areas where changes to the Future Land Use Map are proposed. Notification shall also be sent to property owners within 300 feet of the areas where changes to the Future Land Use Map are proposed. An exception to this requirement includes Map changes resulting from Yearly Review of the Plan per the Plan Update and Amendments Section of the Community Plan.
 - b. City Council Public Hearing - The City Council shall hold at least one public hearing before adopting a Minor Amendment. Notice of the hearing shall be given in the same manner as the Planning and Zoning Commission.

Notice of the public hearings may also be given by Newsletters, City website and/or other methods deemed appropriate.