

Project Application

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City Of Sedona

Community Development Department

102 Roadrunner Drive Sedona, AZ 86336
 (928) 282-1154 • www.sedonaaz.gov/cd

Application for (check all that apply):

- | | | | |
|---|---|--------------------------------------|---|
| <input type="checkbox"/> Conceptual Review | <input type="checkbox"/> Comprehensive Review | <input type="checkbox"/> Appeal | <input type="checkbox"/> Time Extension |
| <input type="checkbox"/> Community Plan Amendment | <input type="checkbox"/> Development Review | <input type="checkbox"/> Subdivision | <input type="checkbox"/> Minor Modification |
| <input checked="" type="checkbox"/> Zone Change | <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Variance | |

Project Information	Project Name	Hillside Shopping Center - Gravel Lot ZC		
	Project Address	671 AZ-179	Parcel No. (APN)	401-19-012 & 401-19-013A
	Primary Contact	Tom Hanrahan	Primary Phone	(949)701-5194
	Email	thanrahan@mca-realty.com	Alt. Phone	
	Address	1750 E Deere Ave, 2nd Floor	City/State/ZIP	Santa Ana, CA, 92705
Office Use Only	Application No		Date Received	
	Received by		Fee Paid	

Project Description	Application for a zone change for the parcels located at 86 Royal Glen Lane, Sedona, Arizona (APN 401-19-012 & 401-19-013A), from RS-18 (Single Family Residential) to CO (Commercial). Currently, the unmarked gravel lot is being used as an overflow parking lot; however, per the City of Sedona's determination, this use is not legally conforming under the RS-18 zoning classification. We are seeking a zone change to rectify this and bring the property into compliance.
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Additional Contact Information: Please complete the following for all companies/people authorized to discuss the project with the City. Please attach additional sheets if necessary.

Contact #1	Company	MCA Realty, Inc.	Contact Name	Tyler Mattox
	Project Role	Partner	Primary Phone	
	Email	tmattox@mca-realty.com	Alt. Phone	
	Address		City/State/ZIP	
Contact #2	Company		Contact Name	
	Project Role		Primary Phone	
	Email		Alt. Phone	
	Address		City/State/ZIP	
Contact #3	Company		Contact Name	
	Project Role		Primary Phone	
	Email		Alt. Phone	
	Address		City/State/ZIP	



Hillside Sedona Shopping Center

671 AZ-179

Sedona, AZ, 86336

(949) 701-5194

thanrahan@mca-realty.com

2/25/2025

City of Sedona

Community Development Department

102 Roadrunner Drive

Sedona, AZ 86336

Subject: Letter of Intent for Zone Change Application (APN 401-19-012 & 401-19-013A)

To Whom It May Concern:

I am submitting this Letter of Intent to support the application for a zone change for the parcels located at 86 Royal Glen Lane, Sedona, Arizona (APN 401-19-012 & 401-19-013A), from RS-18 (Single Family Residential) to CO (Commercial). Currently, the unmarked gravel lot is being used as an overflow parking lot; however, per the City of Sedona's determination, this use is not legally conforming under the RS-18 zoning classification. We are seeking a zone change to rectify this and bring the property into compliance.

Background and Purpose of Zone Change

The subject parcels were historically associated with the adjacent Hillside Shops (APN 401-19-011A & 401-19-017A). The last approved development plan for the adjacent property (Phase III, 1997, Case No. DEV1997-02) designated the parcels for a temporary wastewater treatment facility, not for parking purposes. Although these parcels have been used as an overflow parking lot, this use was not legally established. The requested zone change will allow for the continued use of these parcels as parking, **specifically 26 additional parking stalls**, aligning them with the adjacent commercial development and supporting local businesses.

Justification and Community Benefits

Converting the zoning from RS-18 to CO will meet community needs in the following ways:

- 1. Support for Local Commerce (LDC Section 2.14.A; Community Plan Goal #8):** The Community Plan advocates for supporting regional economic diversity and local businesses. The parcels will provide additional parking to support the adjacent Hillside Sedona Shopping Center and the commercial businesses within the center, enhancing customer access and convenience.
- 2. Strengthening Community Livability and Connections (Community Plan Vision Statement; Policy 7.4):** One of the principles of the Community Plan is to enhance community livability and connections. Providing additional parking supports local businesses, facilitates community engagement, therefore fostering a more vibrant community.
- 3. Improved Traffic Flow and Safety (LDC Section 5.5.E(2)):** By providing designated parking, the zone change will reduce street parking and congestion, contributing to safer traffic conditions along AZ-179 and Royal Glen Lane.

MCA Realty, Inc.

1750 E. Deere Ave. 2nd Floor,

Santa Ana, CA 92705

4. **Consistency with Surrounding Land Use (LDC Section 2.24.D):** The proposed CO zoning aligns with the existing commercial use of the adjacent property, creating a cohesive commercial corridor that benefits local economic growth.
5. **Utilization of Previously Disturbed Land (Community Plan Policy 7.2):** The parcels in question have been previously disturbed due to their historical use for a temporary wastewater treatment facility and subsequent informal parking. Redeveloping these areas for formal parking aligns with the city's objective to prioritize development on previously disturbed lands, thereby preserving undisturbed natural areas.
6. **Housing Goals:** To further support community housing goals, we want to clearly state that we have no intention of allowing short-term rentals on the parcels. We would be pleased to comply with a condition preventing short-term rental occupancy in the future and have included a draft deed restriction to this LOI (Exhibit B).
7. **GO! Sedona Pathways Plan:** The proposed parking lot is consistent with the goals of the GO! Sedona Pathways Plan in that it improves multimodal access and circulation for the existing commercial center. While the lot itself is designed for vehicle parking, it enhances pedestrian connectivity by formalizing access points to the Hillside Sedona Shopping Center and minimizing vehicular conflicts through designated drive aisles. The plan area is already developed, and the parking lot will not interfere with any existing or proposed pathway alignments. The proposed improvements maintain existing access from SR-179 and preserve the fire lane that doubles as a pedestrian-friendly zone.
8. **Transportation Master Plan:** The proposed formalization of the gravel parking lot aligns with the Transportation Master Plan objectives by reducing informal roadside parking along Royal Glen Lane and SR-179, thereby improving sightlines and traffic flow. By consolidating parking in a designated area, the project reduces pedestrian/vehicle conflict zones and creates a more predictable traffic pattern supporting commercial operations. No additional traffic generation is anticipated since the lot is accessory to existing uses.
9. **Climate Action Plan:** While not a vertical development, the proposed project aligns with the Climate Action Plan through low-impact site design. We will use permeable paving or low-reflectance asphalt to reduce the heat island effect and incorporate LED lighting for energy efficiency. Additionally, by maximizing use of previously disturbed land adjacent to existing infrastructure, the proposal supports compact, infill development — a key principle of the Plan.
10. **Site Information:** The site is located on 2 parcels that will be combined (401-19-012 & 401-19-013A). The parcels account for approximately 1.6 acres and the improvements consist of 0.23 acres. The proposed parking lot maintains the existing 20' access easement along the existing access road. Access to the site from SR179 will be maintained. The improvements will consist of asphalt pavement, curb, and parking striping.
11. **Setbacks:** The south side of the lot is considered the front side of the lot. A 10' front setback and 20' rear setback are required. There are no side setbacks since there is no adjacent roadway. These setbacks are shown on the Site Plan.
12. **Grading and Drainage:** We acknowledge that an approved grading permit will be required for the existing gravel parking lot, and we will apply for and obtain the necessary grading permit as part of this process. Floodplains do not impact the project but are shown on the Site Plan.
13. **Access, Connectivity, and Circulation:** The parking lot will maintain access from SR179. Parking spaces are 9'x18' with 24' access aisles. The existing fire lane/access road will be maintained. A minimum of 10% of the parking area will be landscaped.
14. **Employee Parking Designation and Tandem Stalls:** To achieve the proposed 26 parking stalls on the limited site area, we will designate the lot as employee-only parking, which allows for the use of tandem

(double-parked) spaces not typically suitable for customer use. This solution is feasible because the two restaurants at the center—The Hudson and Javelina’s Cantina—have overlapping ownership and operate collaboratively. As the primary employers at the center, these two restaurants will be allocated use of the employee parking lot, ensuring efficient stall utilization without disrupting customer parking availability elsewhere on site.

- 15. Off- Street Parking and Loading** - We understand that due to differing zoning and Community Plan designations, the parcels cannot be legally combined. As such, we have prepared a draft off-site parking agreement (Exhibit C) in compliance with **LDC Section 5.5.E(2)(c)** to formally authorize use of the subject parcels as parking in support of the adjacent Hillside Sedona Shopping Center.
- 16. Exterior Lighting** – The exterior lighting is to be protected in place and assumed to meet all Sedona requirements (Dark Sky, etc). Should certain elements of the lighting not meet updated requirements, they will be replaced during construction.
- 17. Citizen Participation Report** – Notice was sent to all neighbors within 300 feet of the proposed zone change per the list provided by the City on March 26th, 2025. To date, we have not received any response. Notice is attached (Exhibit D).
- 18. Future Development Concerns** – All access roads and the proposed parking lot meet Sedona Fire Access requirements. While no vertical development is proposed at this time, we acknowledge that any future development on the subject parcels will be subject to the applicable fire access, utility, and infrastructure standards. We have submitted our application to the Sedona Fire District for comment.

Mitigation of Impacts

We acknowledge the importance of mitigating potential impacts associated with the zone change. To address this, we propose the following:

- **Environmental Considerations:** Implementing sustainable drainage solutions and utilizing permeable asphalt materials to reduce runoff, in line with the Community Plan's emphasis on environmental stewardship.
- **Community Engagement:** Coordination with City Staff and local residents to address any additional concerns raised during the public participation process, ensuring transparency and community involvement.

Conclusion

The proposed zone change from RS-18 to CO for these parcels represents a beneficial and logical adjustment that aligns with community needs and the City’s long-term planning objectives. By formalizing the use of previously disturbed land for parking, we not only resolve existing nonconformity issues but also contribute positively to the local economy and community infrastructure.

We appreciate your time and consideration of this application. Please feel free to contact me at 949-701-5194 or thanrahan@mca-realty.com should you require any additional information.

Sincerely,

Tom Hanrahan
Director of Asset Management
MCA Realty, Inc.

Exhibit B – Deed Restriction

RECORDING REQUESTED BY

AND WHEN RECORDED RETURN TO:

MCA Hillside, LLC, c/o MCA Realty, Inc.

1301 Dove Street, Suite 650

Newport Beach, CA 92660

Space Above this Line Reserved for Use by Recorder

DECLARATION OF DEED RESTRICTION

Prohibition of Short-Term Rentals

THIS DECLARATION OF DEED RESTRICTION (“Declaration”) is made this 16th day of June, 2025, by **MCA HILLSIDE, LLC**, a Delaware limited liability company (“Declarant”).

RECITALS

A. Declarant is the fee owner of certain real property located in the City of Sedona, County of Coconino, State of Arizona, commonly known as:

APN 401-19-012 and APN 401-19-013A (collectively, the “Property”).

B. Declarant intends to improve the Property as a **parking lot** to serve the adjacent Hillside Sedona Shopping Center Parcels, APN 401-19-011A and APN 401-19-017A (collectively “Hillside Sedona Shopping Center Parcels”).

C. Declarant desires to record this restriction to ensure that **short-term rentals** shall be permanently prohibited on the Property, in furtherance of community housing goals and in connection with the pending **zone change application** for the Property.

NOW, THEREFORE, in consideration of the foregoing premises, the grants, reservations, easements and agreements herein made, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Declarant, intending to be legally bound, does hereby agree as follows:

MCA Realty, Inc.
1750 E. Deere Ave. 2nd Floor,
Santa Ana, CA 92705

DECLARATION

- Prohibition of Short-Term Rentals.** The Property shall not be used for **short-term rental purposes**. For purposes of this Declaration, "Short-Term Rental" shall mean the rental or occupancy of the Property, or any portion thereof, for lodging or residential purposes for a term of **less than thirty-one (31) consecutive days**. Except for a special event use lasting no longer than one consecutive week, (i.e. an art or gem show or food truck use) no structure, trailer, recreational vehicle, or other facility located on the Property shall be offered or used for Short-Term Rental purposes.
- Covenants Running with the Land.** All the terms and provisions hereof are and shall be deemed to run with the property described herein and shall burden and benefit such property as described herein and, with respect to such property, each future owner, the holders or owners of any mortgage, indenture, deed of trust or deed to secure debt encumbering any of such property, any purchaser at a foreclosure sale, any other person or entity acquiring any right, title or interest in such property and their respective heirs, executors, administrators, representatives, successors and assigns.
- Enforcement.** This restriction may be enforced by the **City of Sedona**, by Declarant, and by any successor owner of the adjacent Hillside Sedona Shopping Center Parcels, through legal or equitable action, including but not limited to injunctive relief.
- Recording.** Declarant shall record this Declaration in the Official Records of Coconino County, Arizona, so that it shall provide constructive notice to all future owners, transferees, and encumbrancers of the Property.
- Amendment or Termination.** This Declaration may not be terminated, modified, or amended except by a written instrument executed by the then-current owner(s) of the Property.

IN WITNESS WHEREOF, Declarant has executed this Declaration as of the date first written above.

DECLARANT:

MCA HILLSIDE, LLC, a Delaware limited liability company

By: MCA Realty, Inc., a California corporation
Its: Manager

Signed: _____
By: Tyler Mattox
Its: President

Exhibit C – Parking Agreement

RECORDING REQUESTED BY
AND WHEN RECORDED RETURN TO:

MCA Hillside, LLC, c/o MCA Realty, Inc.
1301 Dove Street, Suite 650
Newport Beach, CA 92660

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MCA Realty, Inc.
1750 E. Deere Ave. 2nd Floor,
Santa Ana, CA 92705

DECLARATION

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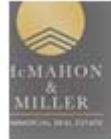
DECLARANT:

MCA HILLSIDE, LLC, a Delaware limited liability company

By: MCA Realty, Inc., a California corporation
Its: Manager

Signed: _____
By: Tyler Mattox
Its: President

Exhibit D – Notice to Owners



Nick Sivek
Commercial Leasing and Management
928.274.8628
nick@mmpropsaz.com

McMahon & Miller Commercial Real Estate
671 SR179, Ste. E-5, Sedona, AZ 86336
www.mmpropsaz.com

Dear Neighbor,

On behalf of MCA Hillside, LLC, I am writing to inform you of a zone change application recently submitted to the City of Sedona that we believe will benefit the surrounding community as well as accomplish our goals. The application seeks to formally designate two parcels—currently used as an overflow parking lot for Hillside Plaza—as commercial zoning to ensure their continued and compliant use for parking.

These parcels, located at 86 Royal Glen Lane, Sedona, Arizona (APN 401-19-012 & 401-19-013A – as depicted on the attached map), are presently zoned RS-18 (Single Family Residential), and we are requesting a change to CO (Commercial) to align with their long-standing function.

How This Benefits the Neighborhood:

- **Reduced Dust & Improved Aesthetics:** With this zoning update, we are committed to maintaining the lot and improving drainage, reducing dust and runoff while maintaining the natural beauty of the area.
- **Better Access & Safety:** Formalizing the parking lot will improve access for residents and visitors. The addition of parking will alleviate street congestion.
- **Support for Local Businesses:** Hillside Plaza is home to locally owned businesses that rely on adequate parking to thrive.
- **No Additional Development on Natural Land:** This proposal does not involve new construction or expansion into undisturbed areas, preserving the existing landscape while making better use of already disturbed land.

We highly value community feedback and want to ensure this process is transparent and beneficial to all. If you have any questions, concerns, or input, please feel free to reach out to Nick Sivek, our local contact and Leasing Agent for MCA Hillside, LLC. We would appreciate receiving any feedback on this application by April 7, 2025.

Thank you,

Nick Sivek
McMahon & Miller Commercial Real Estate
928.274.8628
nick@mmpropsaz.com



MCA Realty, Inc.
1750 E. Deere Ave. 2nd Floor,
Santa Ana, CA 92705



March 3rd, 2025

MCA Hillside, LLC
1750 E Deere Ave, 2nd Floor
Santa Ana, CA, 92705
949-300-0495
tmattox@mca-realty.com

City of Sedona
Community Development Department
102 Roadrunner Drive
Sedona, AZ 86336

Subject: Authorization Letter for Zone Change Application (APN 401-19-012 & 401-19-013A)

To Whom It May Concern,

I, **Tyler Mattox**, the legal owner of the property located at **86 Royal Glen Lane, Sedona, AZ (APN: 401-19-012 & 401-19-013A)**, hereby authorize **Tom Hanrahan** and/or **Nick Sivek** to submit a **zone change application** on my behalf. This request is to rezone the property from **RS-18 (Single Family Residential)** to **CO (Commercial)** to allow for the use of the land as a parking facility in alignment with the adjacent commercial development.

This authorization grants **Tom Hanrahan** and/or **Nick Sivek** the right to act as my agent in all matters related to the application, including:

- Submission of required documents
- Communication with the City of Sedona's Community Development Department.
- Representation at public hearings and meetings.
- Addressing any comments or concerns raised during the review process.

I understand that I remain responsible for all applicable fees and compliance with city requirements.

Sincerely,



Tyler Mattox
President, MCA Realty, LLC

Manager, MCA Hillside, LLC

MCA Realty, Inc.
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