

# LIGHTING APPLICATION

**Exterior Lighting Application**  
 Commercial and Multi-Family  
 See LDC Section 5.8: Exterior Lighting



**City Of Sedona**  
 Community Development Department  
 102 Roadrunner Drive Sedona, AZ 86336  
 (928) 282-1154 • [www.sedonaaz.gov/cd](http://www.sedonaaz.gov/cd)

**Applicant and Permit Information**

Applicant Name:	BCT SEDONA MULTIFAMILY LLC	Permit #:	
Phone:	435-640-5522	Date Rec'd:	
Email Address:	JOHN@JCCONSTRUCTION.COM	Initials:	
Action/Staff Initials:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date:	

**Site Identification**

Property Address/Location:	60 GOODROW LANE
Parcel Number	408-24-069
Business Name (if applicable):	

**Lumen Information**

Gross acres of entire site:	2.83 ACRES	Acres for Public Right-of-Way:	0
Net Acreage of Site:	2.83 ACRES	x 70,000 = Total initial lumens permitted*	198,100

*\*Total outdoor light output shall not exceed 70,000 initial lumens per net acre for all development except single-family residential uses. This cap is not intended to be achieved in all cases or as a design goal. Design goals should be the lowest level of lumens necessary to meet the lighting requirements of the site. Partially shielded light fixtures are limited to a maximum of 3,850 initial lumens per net acre and are counted towards the 70,000 initial lumens per net acre cap.*

**Type of Shielding and Lumens Proposed (See Lumen Calculation Table – page 2)**

Lumens: Fully Shielded Fixtures:	SEE PAGE 2
Lumens: Partially Shielded Fixtures:	
Total Lumens Proposed:	125,102

**Applicant Signature**

Signature:		Date:	09/10/2025
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**Exterior Lighting Application**  
**Commercial and Multi-Family**  
 See LDC Section 5.8: Exterior Lighting

**Lighting Inventory and Lumen Calculation Table**

- Include a Site Plan identifying all lighting fixtures, keyed to the inventory table.
- Include all new/proposed lighting and all existing lighting.
- Include any lighting proposed for external illumination of signs.
- Attach cut sheets or manufacturer's product description for all lights. If not available for existing fixtures, include photographs of the fixtures and any additional information to demonstrate compliance with code requirements.
- Attach additional sheets if necessary

*Lighting Classes (See LDC Section 5.8.D(1) for a complete explanation):*

- Class 1: High Activity Areas
- Class 2: Security and Public Safety
- Class 3: Decorative and Accent

*Correlated Color Temperature(CCT)/Kelvin Rating:* A maximum of 4,000K is permitted for all lighting; Class 2 Lighting is limited to a maximum of 2,700K

*Shielding:*

- F: Fully Shielded: Required for most lighting
- P: Partially Shielded: Limited to 3,850 lumens per acre
- U: Unshielded: Only permitted for existing, legal nonconforming lighting

Site Plan: ~~Attached~~  Provided with plans (Sheet L-2.0)

Plan Key (ID)*	New or Existing (N or E)	Lighting Class (1, 2, or 3)	CCT/Kelvin Rating	Shielding (F, P, or U)	Initial Lumens	No. of Units	Total Lumens
SEE PLAN	N	1	3000	F	600	23	13,800
"	N	3	3000	F	500	32	16,000
"	N	2	2700	F	4094	22	94,162
"	N	2	2700	F	150	8	1200
Total Lumens Proposed:							125162

\*Plan key identification in first column must correspond to labeling on site plan

# LETTER OF INTENT

# Letter of Intent

## Application for Zoning Map Amendment & Development Review

September 9, 2025

60 Goodrow Lane

Applicant and Project Developer

Basil and Mimi Maher

BCT Sedona Multifamily LLC

205 Bobcat Trail

Sedona, AZ 86351

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## List of Exhibits

1. Preliminary Site Plan & Vicinity Map
2. Drainage & Grading Concept Plan
3. Existing Conditions Survey (including trees and topographic features)
4. Floor Plans, Roof Plans, and Elevations with Materials Samples (full Sample Board to be delivered separately)
5. Preliminary Landscape Plan
6. Citizen Participation Plan – Zoning
7. Traffic Statement
8. ALTA Survey
9. Legal Description
10. Letters of Serviceability
11. Preliminary Lighting Plan

## Executive Summary

Over the last 3 years Miriam (“Mimi”) Maher has used her personal assets to convert 15 single family houses and 5 condominiums into long-term rental residences as well as to purchase 3 apartment complexes containing a total of 25 units so as to preserve them as long-term workforce rental residences.

In addition to purchasing existing housing, Basil & Mimi Maher, through BCT Sedona Multifamily LLC (“Applicant”) purchased 60 Goodrow Lane, a 2.84 acre site in the heart of West Sedona (the “Site” or “Parcel”) with the intent of developing same into a diverse development of long-term rental residences. In order to achieve this goal, application is being made to change the zoning designation of the Site as well as to obtain setback, offset and height restriction variances so as to allow the development of a total of 51 long-term rental residential units.

The proposed development would consist of a mix of townhouses and apartments which will increase housing diversity in Sedona, one of the goals of the Community Plan. The development would include 35 apartments (a mix of 2 and 3 bedroom units) in 3 buildings each of which would be 2 stories over covered parking and storage as well as 16 townhouses in 4 units with each townhouse having 3 bedrooms and a garage. This proposed development has also been designed to accommodate a future connection between Bennett Way and Contractors Road, which will facilitate vehicular, bicycle, and pedestrian circulation, as well as reduce dependency on vehicular traffic along Highway 89A.

Recognizing the benefit to Sedona of the development of the Site for long-term rental residential housing, on July 9, 2024 after hearing from Basil Maher the City Council of Sedona voted 7-0 to recommend that the “proposal for development at 60 Goodrow Lane be reviewed by the Community Development Department and the Planning and Zoning Commission for design and zoning recommendations, with the understanding that exceptions to height and setback requirements will be requested.”

The Applicant believes that this third submittal addresses all of the comments received in response to previous submittals.

## I. Requested Amendment to Sedona Zoning Map

The request of this Letter of Intent and application is for a zoning map amendment and development review, as allowed under Section 8.3(C)(10)(c)(2) of the Sedona Land Development Code (“LDC”). The requested zoning map amendment and development review are necessary to allow the applicant, Basil and Mimi Maher, BCT Sedona Multifamily LLC (“BCT Sedona”), to build 35 high quality apartments and 16 townhomes for long-term rental housing. The project will be called BCT Sedona Multifamily Workforce Housing.

BCT Sedona seeks to develop this Sedona Workforce Housing project on 2.84 acres of property on Goodrow Lane, currently zoned by the City of Sedona as “Single Family Medium Density.” To accomplish this goal, BCT Sedona seeks a zoning map amendment to up zone the parcel to the RM-3 designation: “High-Density Residential Multifamily.” This zone change will permit a 51-unit community of apartments and townhomes.

BCT Sedona’s proposal is intended exclusively as long-term rental housing and not short-term lodging or vacation rentals. This project seeks to meet a specific need of the Sedona community by providing much needed rental housing for local employees and full-time residents of the City. Apartments presently comprise only a small percentage of Sedona’s housing options, yet apartments offer greater housing diversity, affordability, and infill density than alternative options for development. By proposing a combined development of mostly apartments, with additional townhome options, BCT Sedona seeks to maximize housing diversity and meet the varying housing needs of the workforce community.

This application seeks to introduce the type of housing stock that will most effectively alleviate the impacts of this housing crisis by providing affordable, high-density multifamily housing in a prime location for Sedona’s workforce. Notably, this development does not seek any of the nearly \$19 million in subsidies that Sedona has earmarked to encourage precisely this type of development.

<sup>2</sup>

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<sup>2</sup> <https://www.redrocknews.com/2024/05/03/city-reserves-18-9-million-for-apartment-subsidies/>

## **II. Vicinity and Context**

The property is located in West Sedona, specifically in the proposed West Sedona Corridor Community Focus Area. The parcel is bordered by four different use designations: CO (Commercial) to the south, L (Lodging) to the west, IN (Light Industrial) and CO to the east and RS-10 (Single Family Medium Density) to the north. The subject property is an infill location that previously included a single-family residence and two storage sheds, which have since been demolished. A Vicinity Map is attached as Exhibit 1.

This area would benefit from the walkable, mixed-use character that high-density residential use encourages. With multiple employers, grocers, dining, and entertainment options in the immediate vicinity, BCT Sedona's Workforce Housing project would reduce reliance on single-occupancy vehicles and promote walkability for work and leisure alike.

## **III. Discussion of Approval Criteria**

Under Section 8.3(E)(5) of the Land Development Code, the proposed development is highly supportive of the City's objectives for this property.

### **A. Generally**

As required by the Code, this application is submitted for City review and action by decision-making bodies.

### **B. Prior Approvals**

BCT Sedona has received approval from the Sedona City Council on July 9, 2024, to proceed with the understanding that variances to density, setbacks and height will be requested. These variances will require approval from Planning & Zoning, and City Council in conjunction with entering into affordability commitments and short-term rental restrictions.

### **C. Consistency With Sedona Community Plan**

The Sedona Community Plan identifies outcomes, visions, goals, policies and recommendations for the community. The Community Plan was reviewed for its

compatibility with, and benefits provided by, BCT Sedona' application. BCT Sedona's application meets many of the Community Plan outcomes, visions, goals, policies and recommendations, including providing clear benefits to the community. In comparing the Community Plan to BCT Sedona's application, there are no conflicting elements between the Plan and this proposed project. Some sections of the Community Plan are inapplicable to BCT Sedona's application.

## **1. Vision, Core Values and Guiding Principles**

This application directly affects the Community Core value identified in the Community Plan as a goal to foster "a livable and vibrant community." *See Community Plan, page 18.* Within that Core Value, the Community Plan proposes the following applicable goals:

- "A strong sense of our community is our expectation of living in a small town. We value a sense of belonging and knowing that we matter to each other. Living in and caring for Sedona's peace, beauty and nature is a bond that residents share."
- "It is important to us that Sedona is a welcoming place for families, with sufficient housing, a thriving economy, and access to services necessary for a healthy and sustainable community."

The Community Plan further identifies Guiding Principles to define how to achieve these Core Values. Within the Community Core Value, the following Housing Diversity Guiding Principles most directly apply to this application:

- There is an increase in housing options of all types, sizes, and cost.
- More diverse housing options attract more young people, families, and professionals to become a vital part of our community life.
- Diverse housing options exist for all types of residents (e.g., business owners, retirees, families, essential workers).
- New housing development complements existing structures and city character.
- Residents feel secure in the longevity of their living situation and feel confident advocating for themselves and their neighbors.

Reviewing these core values and guiding principles in connection with BCT Sedona's application demonstrates unique opportunities and benefits for the community, as discussed below.

This application also supports additional guiding principles, including the Environment Guiding Principles to "ensure that the built environment is in harmony with the natural

environment.” See Community Plan, page 19. BCT Sedona’s plans leave ample room for open space by way of utilizing covered parking underneath the dwelling structures, rather than large swaths of exposed pavement. The existing built environment of this neighborhood contains diverse land uses. In that context, BCT Sedona’s application follows the existing built theme by providing a land use compatible with the area and complementary to existing and planned future uses, including greater than required transitions and buffers to the existing single family residential uses north and commercial, lodging, and light industrial uses to the south, east, and west.

## **2. Community Focus Area: West Sedona Corridor**

The subject property is within proposed West Sedona Corridor Community Focus Area. Although the City has not concluded the planning effort in the West Sedona Corridor, the following items are generally identified in the Community Plan as it relates to the West Sedona Corridor Community Focus Area.

### **Opportunities**

- Build on Existing Attributes
  - Entertainment: 2 theaters
  - Lodging: timeshares, motel, hotel
  - Retail and Restaurants: 3 grocery stores, pharmacies, coffee shops
  - Residential: Townhomes, mobile home parks
- Identify transition areas appropriate for multi-family residential
- Work with property owners to upgrade non-conforming uses
- Redevelopment and redesign potential of large shopping complexes
- Reduce number of redundant or unnecessary curb cuts on W 89A
- Establish parallel alternatives to W 89A for vehicles, bicycles and pedestrians
- Improve walkability and bike-ability, including:
  - Safer crossings of W 89A
  - Alternative routes parallel to W 89A
  - Extend sidewalks on both sides of the cross-streets

For the most part, the Community Expectations focus on the mixed-use potential and increased walkability/bike-ability of this CFA. BCT Sedona’s application embraces the spirit of these Community Expectations and seeks to promote the mixed-use, walkable dynamic of the neighborhood. BCT Sedona’s plans not only preserve the low to moderate income housing that already exists in the area, but they will also supplement that character by way of providing workforce housing that will benefit the people who work in the surrounding commercial areas.

Some of the specific Community Benefits provided by BCT Sedona's application viewed through the lens of the West Sedona Corridor CFA, include:

- ✓ Identify transition areas appropriate for multi-family residential. This project will ease the transition between single-family residential zoning to the north (RS-10) and commercial (CO), lodging (L), and light industrial (IN) uses to the east, south and west of the subject parcel by introducing high-density multifamily workforce housing at their confluence. This location is ideal for such infill development because it will incorporate workforce housing that can serve the adjacent commercial land-use areas into this transition zone, in conformity with the goal of creating walkable, mixed-use neighborhoods.
- ✓ Work with property owners to upgrade non-conforming uses. While this application does not upgrade a non-conforming use, it does create an opportunity for much needed multi-family housing in the West Sedona Corridor CFA. The nearly 3-acre lot in question previously offered just one single family home.
- ✓ Establish parallel alternatives to W 89A for vehicles, bicycles and pedestrians. The subject parcel is located on Goodrow Lane and Bennett Way. BCT Sedona's application will help to connect Goodrow Lane with Rodeo Road via Bennett Way as part of this development, facilitating access for local traffic without depending on Highway 89A. BCT Sedona will also work with the City of Sedona should it seek to connect Contractors Road with Bennet Way and Rodeo Road, and this application contemplates this future access point.
- ✓ Reduce number of redundant and unnecessary curb cuts on W 89A. This application supports this community expectation by creating an infill development opportunity that does not require an additional highway access point off Highway 89A. Instead, the project will utilize the existing highway access points at Rodeo Road and, to a lesser extent, Goodrow Lane. Egress onto Highway 89A from the development will be via the existing signalized intersection at Rodeo Road, which provides for safe left-turn access without the need to add further traffic control to Highway 89A.
- ✓ Improve walkability and bike-ability, including safer crossings, alternative routes, and extended sidewalks. This application will increase walkability and bike-ability by developing sidewalks along Goodrow Lane and Bennett Way as the approach and cross the subject property. Additionally, if and when the City decides to connect Bennett Way to Contractors Road, BCT Sedona's land plan

allows for the connection in the future. The proposed 5 foot wide sidewalk on the south side of Bennett Way can be expanded to 10 feet in width as contemplated by the path plan. The City has committed to offsetting the additional costs incurred by BCT Sedona to construct additional curb, gutter and pavement with the rest of the infrastructure. The extension of Bennett Way and connection to the east property line will eventually create an alternative east-west route parallel to Highway 89A.

### 3. Community

The Community Plan includes numerous key issues and policies that are applicable to this application. Some of the key issues and/or policies that do not apply to this project are omitted.

#### Key Issues

- ✓ The loss in population, including families with children.

BCT Sedona brings forth this application with the primary goal of alleviating this issue, by reinvigorating this demographic with increased workforce housing stock for Sedona's families, both present and future.

- ✓ The increasing number of vacation rentals in neighborhoods.

BCT Sedona is committed to working with the City to implement a deed restriction on short-term rentals for the units for 10 years as part of this application.

#### Policies

- ✓ Facilitate connections between residents, local organizations, schools, and businesses to build a stronger sense of community.

BCT Sedona seeks to develop multifamily housing with the goal of strengthening Sedona's community and attracting families back to Sedona. By providing housing stock that is targeted toward families and the local workforce, BCT Sedona will lay the foundation for reinvigorating this demographic's presence in Sedona.

- ✓ Create places where people get together, interact, and share experiences.

This application proposes multifamily housing that is designed to welcome families by combining the benefits of increased density with the aesthetics of ample open and gathering space for families. By situating much of the required parking

underneath apartment and townhome style buildings, BCT Sedona's design will create social gathering spaces for both residents, and pedestrians who take advantage of the off-highway sidewalk connections that will be created by this development.

#### **4. Land Use**

The Land Use Policies of the Community Plan identify a number of goals for the community. Each goal is identified as follows:

1. Maintain design standards that reflect Sedona's "sense of place," historic and cultural heritage, viewsheds, and environment and natural resources.

The subject parcel of this application does not fall within a defined viewshed and its building massing is designed such that its impact on neighborhood is limited. This development will be comprised of multi-unit structures, similar to the neighboring lodging development on the subject parcel's western edge. Moreover, the design and massing of the proposed development works with existing contours.

2. Support cluster development to direct development away from more environmentally sensitive portions of a site.

The subject parcel is located in the heart of the West Sedona Corridor and there is only one small environmentally sensitive portion of the site, consisting of a 100-year floodplain, which is unaffected by the proposed building placement.

The grading and drainage plan ensures that runoff will not have adverse effects on neighboring parcels. The majority of the upstream watershed of this floodplain is located within an industrially zoned area which is developed with pavement and at least one catch basin, as well as a contiguous line of storage units that effectively create a wall directing stormwater back toward the Andante Creek-Yucca Tributary.

3. Allow densities of greater than 12 dwelling units per acre through consideration of projects with strategies for achieving housing diversity, affordability, and availability to address housing needs in areas designated for Multi-family High Density, Commercial and Mixed Use.

BCT Sedona's application strongly supports this policy. The application proposes density of nearly 18 dwelling units per acre, but also places those units in the West Sedona Corridor, which the City has identified as a prime location for such

development. The project will increase housing diversity, affordability, and availability while creating dwelling units that are within walking distance of necessities, employment opportunities, and amenities alike.

4. Transform the commercial corridors into a mix of residential, commercial, and public uses well-connected for walking, biking, or using transit.

BCT Sedona's application will fill a vital need in the community for sustainable residential development in higher densities to support the community's need for long-term rental workforce housing, a Community Benefit. The proposal encourages walkability and introduces a new use to the district that will smooth the transition between commercial and residential areas while encouraging social interaction, also Community Benefits.

5. Require parking standards that are consistent with multi-modal transportation, mixed and shared uses, promote efficient use of space, and minimize asphalt coverage.

This application minimizes asphalt coverage and promotes efficient use of space by incorporating covered parking underneath the multifamily and townhome buildings. By placing parking underneath structures BCT Sedona will reduce asphalt coverage and maximize open and green gathering space for families with children – a vital target demographic of this project.

6. For the term of this Plan, prioritize housing growth within City limits, focusing our efforts on affordability and diversity.

This application strongly supports this policy by proposing a high-density workforce housing development with a density of nearly 18 dwelling units per acre in the West Sedona Corridor. By providing high-density residential infill in a mixed-use neighborhood, this application will increase housing stock within City limits and thus advances the goal of this policy.

## 5. Housing

The Housing Policies of the Community Plan identify a number of goals for the community. This is perhaps one of the strongest aspects of this application as it relates to the City's goals, as this application intends to develop affordable, multi-family workforce housing for the community. Each goal is identified below.

1. Expand Sedona’s mix of housing types to meet the needs of a diverse and vibrant community.

As discussed above, Sedona’s present mix of housing types is sorely lacking in apartments and multi-family housing. This application will expand the City’s mix of housing types and directly targets the workforce needs of Sedona.

2. Encourage redevelopment of the commercial corridors to include a mix of uses, including multi-family housing.

BCT Sedona proposes to construct apartments and townhomes in an infill location that is surrounded by a diverse range of land uses. This application is directly supportive of the goal to introduce mixed uses and multi-family housing to a major commercial corridor, and is a Community Benefit.

3. Encourage collaboration among employers to provide workforce housing.

BCT Sedona is committed to working with employers to provide workforce housing. This may come in the form of direct agreements with employers, but will also be supported by prioritizing tenants who live and work in Sedona full-time. A neighboring development, the Wilde Resort to the west, has already approached the applicant about securing workforce housing for its employees, and BCT Sedona expects and is excited to develop more relationships with job providers in the area.

4. Increase housing diversity with strategies that promote the development of affordable and market-rate housing in Sedona.

BCT Sedona’s application is for higher density, multi-family housing, which is designed to serve the local workforce and residents of Sedona. At the time of adoption of the Community Plan, only two percent (2%) of land use in Sedona was multi-family residential.<sup>2</sup>

The Community Plan also identifies numerous Key Issues related to the housing shortage in Sedona:

- ✓ Lack of housing availability – for sale or rent.
- ✓ High cost of housing – for sale or rent.

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<sup>2</sup> See Community Plan, page 35.

- ✓ Lack of variation in housing types (81 % of Sedona’s housing is single-family residential).
- ✓ Impacts of Short Term Rentals.
- ✓ Diminishing amount of buildable land in the City.
- ✓ Housing is a key issue for economic development.

BCT Sedona’s application directly addresses these Key Issues. As discussed above, only two percent of Sedona’s current land use is dedicated to multifamily housing. Adding 51 units of workforce housing will increase housing diversity, availability, and affordability. As an infill location, this application takes advantage of remaining buildable land and dedicates it to developing housing that will help bridge the gap between wages and rents, and provide workforce housing for much needed employee recruitment and retention. BCT Sedona is committed to working with City Council to enter into a binding short-term rental restriction for a ten year period.

## 6. Circulation

The applicable policies of Circulation from the Community Plan include:

- ✓ Design projects for people, ensuring the experience is safe, comfortable, interesting, and efficient.

This application is designed with long-term residents of Sedona in mind. The infill location is ideal for workforce housing, providing a benefit to workers and business owners alike. By placing units above parking, open space for resident’s enjoyment is maximized while still providing significant rental housing stock to the City. The project incorporates ample sidewalks and pathways and will facilitate interconnected neighborhoods that do not rely on Highway 89A for transit.

- ✓ Create a network of pedestrian and bicycle infrastructure improvements and connections linking neighborhoods, activity centers, and popular destinations, and promote walkable, bike-able connections to transit stops.

This development will increase pedestrian and bicycle connectivity in the West Sedona Corridor off of Highway 89A. The proposal includes the installation of sidewalks along Goodrow Lane and Bennett Way throughout the subject property. Moreover, this development contemplates and facilitates the eventual connection of Contractors Road with Bennett Way, a project which will be enacted in conjunction with the City of Sedona at a future time.

- ✓ Plan future transportation improvements and land use development that supports walkable, mixed-use areas.

This application proposes development that is highly supportive of walkable, mixed-use areas. This is an infill development and will introduce multifamily residential housing right in the heart of the heavily commercialized West Sedona Corridor. Families living in this new development will be able to walk and bike to jobs, entertainment, grocers, and other amenities.

- ✓ Explore potential street connections that connect neighborhoods while maintaining the safety and integrity of the neighborhoods.

As discussed above, this development is designed with the future connection of Contractors Road and Bennett Way in mind. This future connection will connect neighborhoods and provide means of travel off of the often congested Highway 89A. The development will encourage a smooth transition from commercial and lodging uses to the south, east and west of the subject property, to the single-family residential uses to the north, thus maintaining and even improving the integrity of surrounding neighborhoods.

- ✓ Improve the safety and streetscape of W 89A by reducing curb-cuts and driveways, adding landscaping, and widening the sidewalk and bike-lane.

While this development is not directly adjacent to Highway 89A, it will not require any additional curb cuts or driveways. Primary access to the subject property will be via the already signalized Rodeo Road.

- ✓ Work with developers and property owners to improve connectivity between commercial properties on W SR 89A.

Although this is a residential development, the future connection of Bennett Way and Contractors Road will improve connectivity between multiple commercial properties along Highway 89A. This addition would connect the Sedona Village Shopping Center which includes the Bashas' to the east, with the Safeway shopping center to the west, allowing local traffic to bypass Highway 89A.

## **7. Environment & Sustainability**

The Community Plan identifies numerous policies, only a few of which are applicable to this application. Relevant policies are as follows:

- ✓ Support the retention of open space between communities, especially along W 89A between Cottonwood and Sedona.

This development supports this policy by utilizing infill development rather than encouraging sprawl. By increasing housing supply within an already developed area, this application will reduce incentive for urban sprawl into undeveloped areas.

- ✓ Maximize renewable energy generation and storage capacity, such as electric vehicle chargers, solar panels, etc.

BCT Sedona plans to install conduit to facilitate future installation of electric vehicle chargers in all of the covered parking portions of the apartments. The 16 townhomes will all be equipped with conduit to service electric vehicle chargers, for a total of at least 51 charger-capable parking spots.

- ✓ Locate and design buildings to maintain, restore, or enhance natural areas with minimal disturbance.

This application takes into account the viewsheds north from Highway 89A to Sedona's iconic red rocks. The development will place the tallest buildings on the lowest, southerly portion of the property, with shorter buildings on the higher grades toward the north. By utilizing natural grade, the development maximizes density while minimizing impacts on viewsheds.

- ✓ Manage stormwater to reduce the impacts of flooding while retaining the environmental benefits of stormwater by using green infrastructure design.

This development will utilize landscaping and two retention basins located outside of the 100 year floodplain, on the northwest and southwest corners portions of the subject property. The detention basins have been engineered to meet the City standards for managing stormwater.

## **8. Economy & Tourism**

This section of the Community Plan is largely inapplicable to the application. However, there are Key Issues and Policies, namely with regard to employment and housing, that are relevant:

## Key Issues

- ✓ Lack of available employees.
- ✓ Conversion of residential housing into short-term rentals has increased the number of relatively unregulated “hotel rooms” and decreased the amount of workforce housing.

## Policies

- ✓ Grow a more diversified economy in Sedona.
- ✓ Prioritize affordable housing to attract and retain employees in Sedona.

This application proposes development that is singularly focused on increasing workforce housing for the benefit of working Sedona residents. Local job creators will likewise see the benefit of increased employee retention when their employees are provided with more diverse housing options.

## **D. Compliance with Other Applicable Plans**

### **1. Transportation Master Plan**

The Sedona Transportation Master Plan identifies numerous goals and strategies for improving circulation in the City of Sedona. BCT Sedona has not identified any aspects of the Plan that conflict with the proposed development. Multiple strategies, however, are supported or furthered by this application. Select strategies that the application supports are discussed herein.

- ✓ Strategy 6: Neighborhood Street Connections

The goal of this strategy is to establish “small roadway connections between neighborhoods to create a system of alternative routes to SR 89A.” This application supports this strategy by anticipating a future connection between Bennett Way and Contractors Road. This connection would allow local traffic to bypass Highway 89A during periods of high congestion. This connection would provide local access to two main shopping centers from the subject property, as well as from single family residences to the north, without requiring local traffic to utilize Highway 89A.

- ✓ Strategy 10: SR 89A/West Sedona Access Improvements and Adaptive Traffic Signal Control

This strategy seeks to improve safety by reducing the number of driveways or access points off of busy roadways such as Highway 89A. This strategy does not directly apply to the instant application, but the application does comply with the goals of this strategy. BCT Sedona has designed this project with the already signalized intersection at Rodeo Road and W Highway 89A as its primary access point. It will not require any additional curb cuts, and left-turns onto 89A from Goodrow Lane will be prohibited.

✓ Strategy 11: Bike & Pedestrian Improvements.

Strategy 11 recommends bicycle and pedestrian improvements to lessen congestion and reduce the needs for roads and parking, while improving air quality and encouraging healthy lifestyles. This development will include pedestrian improvements such as adding sidewalks to Goodrow Lane and Bennett Way as they approach the subject property, as well as sidewalks throughout the development. This strategy also contemplates a “bicycle boulevard” parallel to Highway 89A. Figure 4.17 visualizes a hypothetical pathway crossing the subject property at Bennett Way and heading north along Goodrow Lane to connect with Yavapai Drive. This development would not hinder that proposed pathway. In fact, the contemplated connection of Bennett Way to Contractors Road would provide the 10’ right of way for the bicycle boulevard when the connection is made.

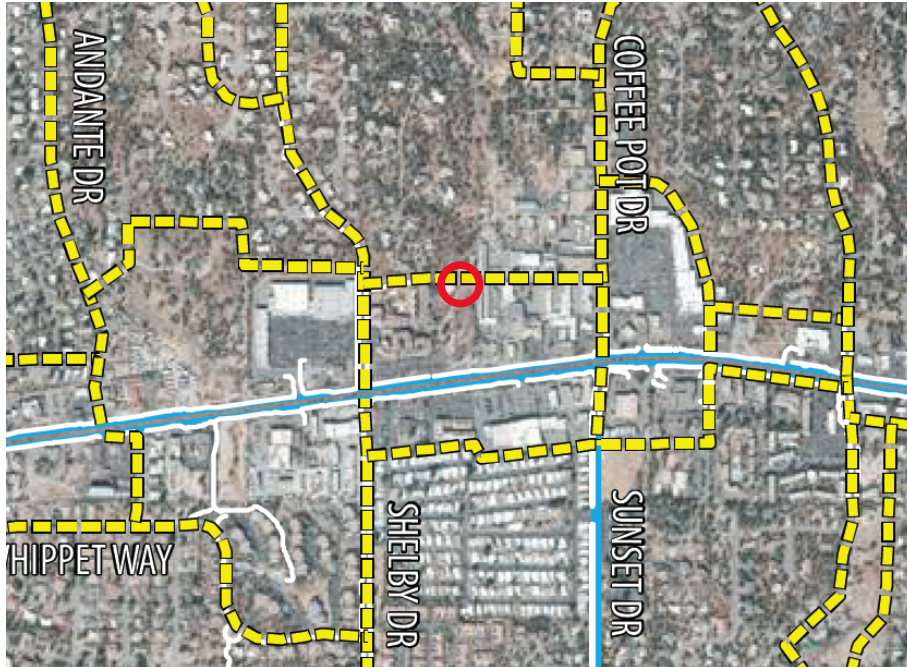
## 2. GO! Sedona Pathways Plan

This application supports the goals of the GO! Sedona Pathways Plan, particularly as they relate to pedestrian safety and connectivity in West Sedona. One goal of the plan is to “provide pathways that offer safer alternatives to 89A in West Sedona.”<sup>3</sup> The proposed West Sedona Pathways Network (Fig. 4) proposes a pathway that runs across the subject property, apparently connecting Bennett Way with Contractors Road.<sup>4</sup>

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<sup>3</sup> GO! Sedona Pathways Plan, page 5.

<sup>4</sup> *Id.*, page 12.



As discussed previously, BCT Sedona is committed to working with the City of Sedona to facilitate this connection to both vehicular and pedestrian traffic. BCT Sedona is already installing a 5 foot wide sidewalk. There is adequate space for future expansion to 10 feet wide along Bennett Way where it crosses the subject property, and will continue to work with the City as it implements its pathways plan.

## **E. Compliance With Land Development Code**

Applicant has identified no conflicts with the Land Development Code except as identified in Subsection 1, below, with regard to height and setbacks. A minor variance as to plan massing is also requested, as discussed in Subsection 3. Applicable standards from the LDC were identified in Articles 2, 3, 5 & 6, and are discussed in turn herein.

### **1. Article 2: Zoning Districts**

The existing land use is residential, with an RS-10 zoning designation. The proposed land use is High-Density Multifamily with a zoning designation of RM-3. BCT Sedona's application plans for 51 units per acre across the 2.84-acre site. The proposed land use is designed as long-term rentals. Lodging or short-term rental uses will be prohibited for ten years.

This application exceeds maximum height and setback allowances under the Land Development Code and/or Development Incentive Guidelines for Affordable Housing. Buildings F and G are 27.5 and 30.5 feet above grade, respectively. They are roughly 8 feet over the normal height standard. Buildings D, & E are 37.45 and 34.75 feet. They are thus roughly 13 to 16 feet over the baseline and 5 to 8 feet over height after DIGAH allowance. Buildings A, B and C are the highest proposed, at 41.75, 39.00 and 39.25 feet respectively. Even though these are closest to Highway 89A, the approved development south of the lot south of 89A effectively screens the visibility of this project. These buildings are roughly 20 feet over baseline, and 12 feet above allowable height under the DIGAH standards.

However, on July 9, 2024, Sedona City Council directed the Community Development Department and the Planning & Zoning Commission to review this proposal for design and zoning recommendations with the understanding that exceptions to height and setback requirements will be requested.

The proposed setback variances request is for a reduction in setbacks. The western edge of the property, as requested by Staff, is designated as the front setback, and the eastern edge as the rear setback. The LDC requires a 20 foot rear setback. It is likely that the project will not require a reduction in the rear setback, however, this application is requesting that the rear setback (or eastern setback) is reduced to 15 feet in case the final plans require that the buildings move to the east. The front setback (or western setback) can be increased from 10 feet to 12 feet and the side yard setbacks (or northern and southern sides) can be increased from 8 feet to 12 feet. Landscaping within the western setback and native area within the northern setback helps to mitigate any visual impact from the parking lot and the single family residence. A dedicated Fire Department travel lane is located within the eastern setback at the ends of Buildings A, B and C. *See Sedona LDC § 2.10(B).*

## **2. Article 3: Use Regulations**

As a multifamily dwelling, the proposed development is an allowed use under the requested RM-3 zoning. *See Sedona LDC, § 3.2(E) (Table of Allowed Uses).* This development likewise complies with all use-specific standards identified in Sedona LDC, § 3.3(A). Storage for the 51-units will be incorporated into the apartment and townhome-style buildings, so there are no Accessory Structures contemplated by this application. *See Sedona LDC, § 3.4.* Applicant has identified no conflicts with the Use Regulations set forth in the Sedona LDC.

### 3. Article 5: Development Standards

BCT Sedona intends to minimize earthwork and grading wherever possible, and this proposal does not in any way alter a drainage way as identified in the 2021 Storm Water Master Plan. *See* Exhibit 2, Drainage & Grading Concept Plan; Sedona LDC, §§ 5.3(B)(1)(A), 5.3(D)(1)(A). The subject property is a sloped parcel, and the design of structures will step down as natural grade rises in elevation towards the north end of the property. *See* Sedona LDC, § 5.3(D)(1)(g). The tallest structures will be located on the southern portion of the parcel, closest to Highway 89A, and where they will have the least impact on surrounding viewsheds. *See Id.* Detention basins located on the southwest and southeast corners of the parcel will be designed to look as natural as possible while adequately capturing runoff. *See* Sedona LDC, § 5.3(D)(3).

This development will extend Bennett Way to the eastern portion of the subject property, and will connect Goodrow Lane with Bennett Way. *See* Sedona LDC, § 5.4(D)(2)(a). Primary access will be on Rodeo Road via Bennett Way, taking advantage of an already signalized intersection on Highway 89A. Secondary access is provided by Goodrow Lane. *See* Sedona LDC, §§ 5.4(D)(2)(b)(1), 5.4(E)(3)(b). BCT Sedona will coordinate with the City of Sedona on future completion of a contemplated connection of Bennett Way and Contractors Road. Sidewalks will be installed along Goodrow Lane, Bennett Way, and along the three proposed driveways that provide access to covered and non-covered parking within the development. *See* Sedona LDC, § 5.4(D)(2)(c). This application does not propose any gated streets, driveways, or alleys. *See* Sedona LDC, § 5.4(D)(4).

Ingress and egress to the lot are provided by way of access points at Bennett Way and Goodrow Lane, both of which are sufficient to permit emergency vehicles to access the subject property. *See* Sedona LDC, § 5.4(E)(1). The Fire Marshal was consulted and a revised Site Plan was approved based on comments from the Fire Marshal. Revisions to the Site Plan included a larger radii at intersections within the subject property and an emergency connection between Buildings A and B. The proposal provides for parking and garage access to three interior driveways within the parcel. Garage or parking spaces that abut a potential future throughfare, should Bennett Way eventually connect with Contractors Road, are limited in anticipation of that driveway extending into a through street. *See* Sedona LDC, § 5.4(E)(1)(b). This application does not propose any driveways that front a state highway. *See* Sedona LDC, § 5.4(E)(2).

Buildings and signage are set back from corners, and vegetation at intersections will be limited to 36" maximum height to provide adequate visibility triangles. *See* Sedona

LDC, § 5.4(F); Exhibit 5, Preliminary Landscape Plan. ADA compliant sidewalks along Bennett Way and Goodrow Lane will extend to the three internal driveways, and will connect the boundaries of the parcel along those streets with parking areas and building entrances. *See* Sedona LDC, §5.4(H).

BCT Sedona's application consists of 51 units distributed among buildings incorporating covered parking, with bicycle parking and walk-up access. Based on the intended unit mix, the Land Development Code requires 71.75 parking spots. *See* Sedona LDC, § 5.5(D)(1) (Required Off-Street Parking Spaces). This application exceeds that requirement by including 91 parking spaces, with 46 spaces being covered parking, resulting in more than half of the required parking spots will be covered as required by the Land Development Code. As such, this development will provide ample guest parking as well as sufficient parking for residents.

This proposed development will utilize native plant species with at least 50% of all landscaping being comprised of species from the approved plants list. *See* Sedona LDC § 5.6(C)(1)(b); Exhibit 5, Preliminary Landscape Plan. Frontage along Bennett Way shall be landscaped in accord with Sedona LDC § 5.6(C)(2)(a)(1). *See* Exhibit 5. The northwest corner of the property includes a set of retaining walls that shall not exceed four feet in height. *See* Sedona LDC, § 5.6(E)(8).

Proposed buildings are designed to fit the natural contours of the subject property, and rooflines are lowest where natural grade is highest, toward the north of the parcel. *See* Sedona LDC, §§ 5.7(D)(2)(a). The four foot retaining walls on the northwest portion of the parcel will be comprised of natural boulders. *See* Sedona LDC, § 5.7(D)(2)(b). Utilizing covered parking under habitable space allows for total coverage of only 47.8%, which exceeds open space requirements. *See* Sedona LDC, § 5.7(D)(3)(b).

The design of the proposed development utilizes massing and architectural detail to break up the visual footprint of the multifamily structures. *See* Sedona LDC, § 5.7(F)(2)(a). Apartment-style buildings are comprised of three visual masses, with roofs gently sloping up to ridges that sit roughly 3.5 feet above a central flat deck. In the middle of the apartment buildings, a parapet rises roughly four feet above the flat deck and sits equidistant from the ridges with ample space between. The covered parking that comprises the ground floor is distinct from the residential structure above, further breaking up the visual impact of these structures. *See* Sedona LDC, §§ 5.7(F)(2)(a)(2)(i); 5.7(F)(2)(c)(6).

Likewise, the townhome-style buildings incorporate at least three visual masses and utilize a central parapet. The townhome roofline is defined by the parapet at its highest

point, with gently sloping roofs that do not rise above the parapet's high point. In all cases parapet elements shall serve to screen visibility of roof top mount mechanical units. The townhomes utilize a combination of vertical and horizontal slat-siding with stucco to further break up the visual impact of the structures. *See Id.*

Utilizing multiple types of siding provides for horizontal articulation to reduce unrelieved planes on both townhome and apartment-style buildings alike. *See Sedona LDC, § 5.7(F)(2)(c)(1).* Similarly, use of different siding materials and the incorporation of ground-level covered parking creates vertical articulation. *See Sedona LDC, §§ 5.7(F)(2)(c)(2); 5.7(F)(2)(c)(4); 5.7(F)(2)(c)(6).*

The proposed buildings additionally incorporate at least three building planes with a minimum of two-foot offsets, further breaking up the visual building massing ("plan massing"). No combination of two masses of any particular building elevation (façade) exceed 80% of any particular building elevation. While all percentages are in compliance or very close, the 6'0" offset is not present everywhere. BCT Sedona therefore requests a variance to 2'0" minimum offsets.

#### **4. Article 6: Signs**

A master sign plan is provided in the submittal set as Sheet C-3.0, as required by Sedona LDC § 6.4(D)(2). This application proposes two standalone signs, one at each entrance from Goodrow Lane and Bennett Way. Such signage is permissible as this development is greater than two acres and has frontage along more than one right of way. *See Sedona LDC, § 6.11(B)(1).* The signs will be primarily composed of metal or rusted metal. *See Sedona LDC, § 6.7(D)(2)(d).* Signage lighting will comply with Sedona's Dark Sky requirements. The proposed signs will not exceed 12 square feet of signage area and will be no greater than 45" above grade. *See Sedona LDC, § 6.11(B)(3) & (4).*

#### **5. Conclusion**

With the exception of height, setback, and plan massing variances that will be subject to approval by City Council, the proposed development fully conform to all applicable standards of the Land Development Code as well as other applicable regulations.

## **F. Mitigation of Impacts on Adjacent Properties**

The subject parcel is bordered by four different use designations: CO (Commercial), L (Lodging), IN (Light Industrial) and RS-10 (Single Family Medium Density). BCT Sedona is introducing a new use to the neighborhood, specifically RM-3 High-Density Multifamily residential use. Rather than disrupt the existing neighborhood dynamic, this proposal will serve to harmonize the presently abrupt transition from single family housing to the north, to adjacent commercial, lodging, and/or light industrial uses to the east, west and south.

The impact of higher-density housing on the single-family housing located north of the project will be further mitigated by incorporating open space into the northwest corner of the development. Moreover, this development will utilize existing grade to reduce impact on viewsheds by placing shorter buildings on the northern, higher elevation portion of the property. Taller buildings will be placed on the southernmost edge, sitting upon lower elevation and closer to Highway 89A.

Buildings B and F have the highest proposed elevation at 4,451.5 feet. There are only three developed residential parcels adjacent to the development with a base elevation below 4,450 feet: 408-24-494D (approximately 4,436'), 408-24-058B (approximately 4,442'), and 408-24-494B (approximately 4,446').<sup>5</sup> Two additional parcels, roughly 300 feet to the north of the development site, have a base elevation below 4,450 feet: 408-24-064E (approximately 4,444') and 408-24-064F (approximately 4,448').<sup>6</sup> However, the only notable feature that is within the viewshed the development would impact is the side of Airport Mesa, to the southeast of the proposed development. The vast majority of the obstructed viewshed is developed land surrounding Highway 89A. This development would not obstruct the prized red rock views which lie to the north of the aforementioned parcels.

## **G. Intergovernmental Agreements**

The applicant has identified no Intergovernmental Agreements that will be impacted by this proposed development.

## **H. Minimizing Adverse Environmental Impacts**

The applicant has identified no anticipated adverse environmental impacts as a result of

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<sup>5</sup> Data obtained from the City of Sedona GIS Public Map Viewer, 2ft Contours Overlay

<sup>6</sup> *Id.*

this proposal.

## **1. Compliance with Climate Action Plan**

The Climate Action Plan identifies select goals and strategies for reducing climate pollution and fostering climate resilience in Sedona. BCT Sedona has not identified any conflicts between the proposed development and the goals of the Climate Action Plan. This application supports the following select goals and strategies in the Plan as follows:

- ✓ Buildings & Energy. Ensuring long-term access to clean energy while reducing the fiscal and environmental impacts of consumption.

BCT Sedona intends to build 51 high quality units of workforce housing using contemporary materials that have far better efficiency compared with older structures. The result is reduced emissions and increased quality of life for residents of this multifamily housing development.

- ✓ Transportation & Land Use. Reducing transportation emissions and enhancing community mobility.

As a proposed infill development in West Sedona, this application supports this goal of the Climate Action Plan by placing housing in a walkable and bikeable location, where residents will see reduced transportation emissions. This development will include a bike rack located in the community open space area, and secure bicycle parking in apartment storage areas.

- ✓ Materials & Consumption. Increasing the diversion of waste from the landfill and reducing GHG emissions associated with consumption of goods and services.

BCT Sedona will strive to divert as much waste from the landfill as possible during the construction process.

- ✓ Water & Natural Systems. Conserving community water resources by maximizing water efficiency technologies while ensuring a secure and sustainable water supply in the face of climate change impacts. Managing, restoring, and fostering resilient ecosystems, landscapes and resources.

BCT Sedona will conserve water at the subject property by using approved plant species that require minimal watering. *See* Exhibit 5 – Preliminary Landscape Plan.

## **I. Minimizing Adverse Fiscal Impacts**

BCT Sedona’s application promotes economic vitality by helping to fill an essential need of the business community by providing housing for local residents who work and live in Sedona.

The Community Plan notes key essential jobs do not pay enough for workers to afford the median-priced home in Sedona. At the same time, apartments comprised only 4% of available housing types, compared to an average of 22% across the state. Creating quality housing for those who wish to work and live in Sedona helps them, their employers, and all of the other businesses patronized by a locally housed workforce that otherwise would spend their incomes in the home communities apart from Sedona.

The applicant has identified no adverse fiscal impacts on the City that will result from the proposal.

## **J. Compliance With Utility, Service and Improvement Standards**

The applicant will comply with utility, service and improvement standards applicable to the project. Utility service is confirmed as indicated in Exhibit 10.

## **K. Adequacy of Road Systems and Traffic Mitigation**

The site plan does not require any new roads to service the new development. The existing road system will adequately serve the development which is located one-tenth of one mile off Highway 89A, primarily by way of Rodeo Road and with secondary access via Goodrow Lane. Primary access to and from Highway 89A will be via Rodeo Road, an already signalized intersection. Further, as an infill development, this project may reduce traffic burdens on Highway 89A by providing housing options that are adjacent and within walking-distance to numerous employers and amenities. Should the City desire to use this infill development as an opportunity to further connect the existing road network, for instance by connecting Contractors Road to Rodeo Road, BCT Sedona will work with the City to accomplish such goals and the application already contemplates this future throughfare.

## **L. Adequacy of Public Services and Facilities**

The applicant understands it will pay development impact fees as part of the permitting process. These fees go toward roads, parks, general government, and police. Therefore, the project should pay its fair share for these services.

## **M. Project Timing**

This project will be completed in a single phase. BCT Sedona also will cooperate with the City of Sedona to connect Contractors Road to Bennet Way (providing a throughfare to Rodeo Road). BCT Sedona is prepared to incorporate the connection of Contractors Road to Bennet Way concurrently with the development proposed herein, or in the future at a time that is acceptable to the City.

BCT Sedona intends to submit construction documents for approval and permitting once the rezoning and development application are approved. Construction will begin once permitted. The expected timeframe for commencement of construction is the first half of 2026.

## **IV. Affordable Workforce Housing Discussion**

Consistent with the City's Guidelines for Affordable Housing, this project will be targeted to households earning up to 120% or less of Area Median Income ("AMI"). The percentage of units restricted to 120% or less of AMI shall be determined in consultation with City Council and the City Attorney and will be included in a binding Development Agreement. Additionally, the Development Agreement will restrict any short-term rentals on the property for a period of ten years.

BCT Sedona proposes to protect the project for its intended workforce housing market with the following:

- ✓ The entirety of the project will be restricted to lease terms of no less than 90 days for a period of ten years.
- ✓ Tenants will not be permitted to sublease unless approved by management. Any sublease within the first ten years shall prohibit short term rentals.

BCT Sedona will work with City of Sedona staff to document these policies into the project approvals.

## V. Public Participation Plan

BCT Sedona recognizes the need to involve the neighborhood and community with this proposed application. Attached as Exhibit 6 is BCT Sedona's draft Citizen Participation Plan, which it will implement upon filing of this application.

Upon completion, and in advance of notice of the first public hearing on this application, BCT Sedona will submit a detailed report of its Citizen Participation efforts, the feedback it has received, and changes or proposed changes to the project based on that feedback.

## VI. Site Data

Proposed Land Use Category	RM-3
Site Area	2.84 acres
Density Allowed	2.84 acres x 20 = 56.8 units
Density Proposed	51 units at 17.96 units/acre
Lot Coverage	
Building Coverage	15,133 SF 12.3% of total
Total Coverage	59,152 SF 47.8% of total
F.A.R.	.217%
Required Parking based on intended unit mix	71.75 spaces
Parking Proposed	91 spaces (41 covered, 0.8 per unit)

# CITIZEN PARTICIPATION PLAN

# CITIZEN PARTICIPATION PLAN



September 9, 2025

Cari Meyer, Senior Planner  
City of Sedona Community Development  
102 Roadrunner Drive  
Sedona, AZ 86336

RE: **Citizen Participation Plan**  
**Project: BCT Sedona Multifamily Workforce Housing, APN 408-24-069**  
**Applicant: BCT Sedona Multifamily, LLC**

Dear Ms. Meyer:

In connection with its Application for Zoning Map Amendment and Development Review submitted herewith, the applicant, BCT Sedona Multifamily, LLC ("BCT Sedona"), a contract purchaser, has formulated the following Citizen Participation Plan and welcomes feedback from the City of Sedona (the "City") regarding any of the details set forth herein. The information herein is intended to comply with Section 8.3.D of the Land Development Code of the City of Sedona (the "Code").

### Introduction

BCT Sedona is proposing to amend the City's Single Family Residential ("RS-10") designation for parcel 408-24-069 to a High Density Multifamily ("RM-3") designation. Parcel 408-24-069 consists of approximately 2.84 acres of raw land. On the 2.84 acres, BCT Sedona proposes to construct a 51-unit apartment and townhome complex as more fully described in BCT Sedona's letter of intent to be filed with the City.

### Citizen Participation Plan

#### A. Purpose

BCT Sedona understands the purpose of Citizen Participation to encompass the following goals:

- Ensure that BCT Sedona pursues early and effective citizen participation in conjunction with its Application, giving it the opportunity to understand and try to mitigate any real or perceived impacts its Application may have on the community. *See Code Section 8.3.D(1)(a).*
- Ensure that the citizens and property owners within the community have an adequate opportunity to learn about how BCT Sedona's Application may affect them and to work with BCT Sedona to resolve concerns at an early stage of the process. *See Code Section 8.3.D(1)(b).*

- Facilitate ongoing communication between BCT Sedona, interested citizens and property owners, City staff, Planning Commissioners, and elected officials throughout the application review process. *See* Code Section 8.3.D(1)(c).

BCT Sedona understands that the Citizen Participation Plan is not intended to produce a complete consensus on its Application, but that the Citizen Participation process will encourage BCT Sedona to be a good neighbor and will facilitate informed decision-making.

#### B. Applicability and Requirements

BCT Sedona's Application will require a public hearing. As such, BCT Sedona understands that the Code's Citizen Participation Review process applies to its Application, pursuant to Section 8.3.D(2) of the Code. BCT Sedona understands that the level of citizen interest in its Application, as well as the area of involvement, is dependent on both the nature of its Application and the location of the proposed project. The Director of the Community Development Department may determine that additional notices are required, but BCT Sedona will, at a minimum, provide notices to the following:

- Property owners within 300 feet of the subject property;
- The head of any homeowners association, or community/neighborhood representative adjoining the project site; and
- Other interested parties who have requested that they be placed on the notification list.

The Citizen Participation Plan will address each of the requirements set forth in Section 8.3.D(4) of the Code, including:

- How those interested in and potentially affected by BCT Sedona's Application will be notified that an application has been submitted;
- How those interested and potentially affected parties will be informed of the substance of the change, amendment, or development proposed by the application;
- How those affected or otherwise interested will be provided an opportunity to discuss the Application with BCT Sedona and express any concerns, issues or problems that they may have with the proposal in advance of the public hearing;
- BCT Sedona's schedule for completion for the Citizen Participation Report; and
- How BCT Sedona will keep the Community Development Department informed on the status of its citizen participation efforts.

#### C. Notice of Application

BCT Sedona will provide notice of its Application via first-class mail and email (where available) to all

of the individuals/entities identified in Section B, above. BCT Sedona's Citizen Participation Letter will provide sufficient detail of the proposed project to inform interested parties of the substance of the proposed changes sought in BCT Sedona's Application. In this Citizen Participation Letter, BCT Sedona will invite recipients to provide their initial comments and concerns regarding the proposed project, with further discussions available through the public meeting and one-on-one interactions.

#### D. Notice of Meetings

BCT Sedona will provide notice of all public meetings via first-class mail and email (where available) to all of the individuals/entities identified in Section B, above. In addition, BCT Sedona will publish a notice of at least one public meeting in the Sedona Red Rock News newspaper. All notices will be mailed, emailed or published at least ten days in advance of the scheduled meeting. The subject site is conveniently located just off of Highway 89A, as such, BCT Sedona will post a sign at the subject site giving notice of all public meetings. Specific meeting dates and locations have not yet been determined; however, BCT Sedona may hold at least one public meeting at the subject site.

#### E. Public Meetings; Follow-Up Meetings

While the Director may require BCT Sedona to hold multiple public meetings pursuant to Section 8.3.D(6) of the Code, BCT Sedona will, at a minimum, conduct at least one public meeting for interested citizens and constituents who wish to learn about the proposed project and provide input to BCT Sedona and to the City. The meeting will be hosted at a suitable gathering location in or near Sedona, Arizona. BCT Sedona may hold the public meeting at the subject site if it is determined to be a suitable location for the meeting. At this time, BCT Sedona has not determined when the public meeting will be held, but the current target date is late October or early November of 2025, and BCT Sedona will provide appropriate notice when it has determined the logistics of such a meeting.

#### F. Meeting Structure

**Introduction:** Circulation of a sign-in sheet (or collection of participant information for a virtual meeting), and introduction of the proposed development by BCT Sedona, with an overview of the development's design and goals.

**Community Participation:** For the in-person meeting, after BCT Sedona provides an overview of the proposed project, BCT Sedona will engage in a charrette-style interaction, encouraging attendees' written contribution of any comments or concerns about the proposed development, and, in particular, will solicit attendees' desired community outcomes.

**Discussion:** Upon collection of the attendees' written responses, BCT Sedona will discuss some of the comments received and facilitate an open forum discussion with attendees.

Post-Meeting One-on-One: BCT Sedona will provide attendees with contact information to permit follow-up discussions with any interested participant.

#### G. Report of Proceedings

Pursuant to Section 8.3.D(7), BCT Sedona will prepare a written report on the results of its citizen participation effort prior to any notice of public hearing. The report will include the information specified in the City's Design Review, Engineering and Administrative Manual ("Administrative Manual"), such as details of methods and strategies BCT Sedona used to involve the public, including (i) dates and locations of all meetings where citizens were invited to discuss BCT Sedona's proposal; (ii) content, dates mailed, and numbers of mailings, including letters, meeting notices, newsletters and other publications; (iii) a map, or listing, showing where residents, property owners, and interested parties receiving notices, newsletters, or other written materials are located; and (iv) the number of people that participated in the process. *See* Administrative Manual Section 1.1(G).

In addition to the above, BCT Sedona's report will contain a summary of concerns, issues and problems expressed during the process, including: (i) the substance of the concerns, issues, and problems raised during the process; (ii) how BCT Sedona has addressed or intends to address concerns, issues and problems expressed during the process; and (iii) concerns, issues and problems BCT Sedona is unwilling or unable to address and why. *See* Administrative Manual 1.1(G).

As indicated above, BCT Sedona welcomes the City's input on any of the information set forth herein. To the extent not expressly indicated, BCT Sedona intends to conduct the Citizen Participation Process in accordance with the requirements of Section 8.3.D of the Code and the Administrative Manual.

Sincerely,

ASPEY, WATKINS & DIESEL PLLC



Whitney Cunningham

# MATERIAL BOARD EXAMPLES



**STUCCO COLORS**



**BOARD/BATTEN SIDING**



**COMPOSITION SHINGLES**



**LAP SIDING**



**TPO ROOFING & BORDER**



**ENTRY DOORS**



**MULLED WINDOWS**



**EXTERIOR RAILING CONFIGURATION**



**DECK & WALKWAY MEMBRANE**

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WORKFORCE HOUSING DEVELOPMENT FOR  
BCT Sedona Multifamily LLC  
Parcel ID 408-24-069

60 GOODROW LANE  
SEDONA, ARIZONA

**summitdesign**  
architecture

p.o. box 681302 park city, utah 84068  
435.649.2055

MATERIALS

MAY 14 '24

1	2	3	4	5	6	7	8	9	10

SCALE AS NOTED

SHEET