are located at 17390 and 17400 S Stallion Drive in Munds Park and also identified as Assessor’s Parcel Numbers 400-69-138 and 139.

**Property Owner:** Wild West Management, LLC, Scottsdale, AZ  
**Applicant:** Lou Lagomarsino, Scottsdale, AZ  
**County Supervisor District:** 3 (Matt Ryan)

3. Case No. ZC-19-004: A request for a Zone Change from CG-10,000 (Commercial General, 10,000 sq. ft. minimum parcel size) Zone to AR (Agricultural Residential, one acre minimum parcel size) Zone on a 1.23 acre parcel. The parcel is located at 1151 Ragweed Trail in Forest Lakes and is also identified as Assessor’s Parcel Number 403-50-072.  
**Property Owner/Applicant:** Michael and Andrea O’Brien Phoenix, AZ  
**County Supervisor District:** 4 (Jim Parks)

4. Case No. CUP-19-019: A request for a Conditional Use Permit for a 20 space self-storage facility on a 1.38 acre portion of a 5.23 acre parcel in the CG-10,000 (Commercial General, 10,000 sq. ft. minimum parcel size) Zone. The remainder of the parcel is zoned AR (Agricultural Residential, one acre minimum parcel size) Zone. The parcel is located at 963 W Canyon Road in Kaibab Estates West Annex Unit 5 Subdivision and is also identified as Assessor’s Parcel Number 206-36-010K.  
**Property Owner/Applicant:** John Riffle, Ash Fork, AZ  
**County Supervisor District:** 1 (Art Babbott)

5. Case No. CUP-19-020: A request for a Conditional Use Permit for a 150 foot monopine wireless telecommunications facility on a .23 acre portion of a 2.98 acre parcel. The wireless facility would be located in the AR (Agricultural Residential, one acre minimum parcel size) Zone. The remainder of the parcel is located in the RM-10/A (Residential Multiple Family, one-half acre minimum parcel size) Zone. The parcel is located at 1508 Merzville Road in Forest Lakes and is also identified as Assessor’s Parcel Number 403-45-024C.  
**Property Owner:** Forest Lakes Fire District, Forest Lakes, AZ  
**Applicant:** DW Tower, LLC, Flagstaff, AZ  
**Representative:** Ken Jacobs, Flagstaff, AZ  
**County Supervisor District:** 4 (Jim Parks)

6. Case No. CUP-19-021: A request for a Conditional Use Permit for a cottage industry to allow a machine shop business and for two 8' X 20' metal storage containers on a 9.53 acre parcel in the G (General, 10 acre minimum parcel size) Zone. The parcel is located at 2054 W Honeysuckle Road in Red Lake and also identified as Assessor’s Parcel Number 202-33-010E.  
**Property Owner/Applicant:** Michael and Valerie Thompson, Castaic, CA  
**County Supervisor District:** 3 (Matt Ryan)

7. Case No. CUP-19-023: A request for a Conditional Use Permit renewal (of CUP-04-02) for a church with modifications to allow an accessory structure and a food pantry on a 3.33 acre parcel in the AR (Agricultural Residential, one acre minimum parcel size) Zone. The parcel is located at 2440 N Double Ranch Road north of Ash Fork and also identified as Assessor’s Parcel Number 206-36-008B.  
**Property Owner:** International Church of the Foursquare Gospel, Ash Fork, AZ  
**Applicant:** Ash Fork Foursquare Church, Ash Fork, AZ  
**Representative:** David Payne, Ash Fork, AZ
Coconino County
Planning and Zoning Commission
Agenda

Meeting of May 29, 2019 – 5:30 PM
Board of Supervisors' Meeting Room
County Administrative Center
219 East Cherry Avenue
Flagstaff, Arizona

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Planning and Zoning Commission and to the general public that, at this regular meeting, the Planning and Zoning Commission may vote to go into executive session, which will not be open to the public, for legal advice and discussion with the Commission's attorneys on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A) (3). Items may be taken out of the order listed below at the call of the Chair.

I. PLEDGE OF ALLEGIANCE

II. APPROVAL OF MINUTES

April 24, 2019

III. PUBLIC HEARINGS

1. Case No. ZC-18-010 and SUB-18-004: A request for a change of zoning regulations with approval of a master development plan to provide for modified RM-20/A standards where CH-10,000 standards currently apply and a 94-lot subdivision preliminary plat on two parcels totaling of 8.02 acres in the PC (Planned Community) Zone. The subject properties are located north of Shadow Mountain Drive and east of the Pilot Travel Center and the Days Inn in Bellemont and are identified as Assessor's Parcel Numbers 203-47-001F and a portion of 203-47-001M.
   Property Owner: Flagstaff Meadows, LLC, Queen Creek, AZ
   Property Owner: McCleve LC and DR Revocable Living Trust DTD, Queen Creek, AZ
   Applicant: Tim Campbell, Finesse Properties, Queen Creek, AZ
   County Supervisor District: 3 (Matt Ryan)
   CONTINUANCE REQUESTED TO JUNE 26, 2019

2. Case No. SUB-19-002: A request for a Subdivision Amended Final Plat of Pinewood Unit 12 Subdivision to allow a utility easement to be moved on two parcels (Lots 194 and 195) totaling .52 acres in the in the RS-6,000 (6,000 sq. ft. minimum parcel size) Zone. The parcels
acre minimum parcel size) Zone. The total parcel size is 14.42 acres. The parcel is located at 1393 Mountaineire Road in Forest Lakes and is also identified as Assessor’s Parcel Number 115-06-001A. 
Property Owner: FE and NJ Patton Revocable Trust DTD 4/12/90, Cottonwood, AZ
Applicant: Naomi Patton Watkins, Cottonwood, AZ
County Supervisor District: 3 (Matt Ryan)

7. Case No. CUP-19-026: A request for a Conditional Use Permit for a helipad on a 5.19 acre parcel in the PRD (Planned Residential Development) Zone. The property is located at 18011 S Dixie Lane in Munds Park and is identified as Assessor’s Parcel Number 401-81-047.
Property Owner: Foxboro Ranch, LLC, Munds Park, Arizona
Applicant: Neal Jones, Chandler, AZ
Representative: Skip Osbourne, Flagstaff, AZ
County Supervisor District: 3 (Matt Ryan)

Community Development Department Update
1. The department is currently recruiting for an Administrative Assistant, Permit Technician and Urban Wildlife Planner.

Board of Supervisors Update
2. The Board will hold public hearings on two zone changes and the Building Code update on June 18th.

Commission and Staff Roundtable
The following applications are scheduled for a public hearing on Wednesday, June 26, 2019. At the Study Session, Commissioners will briefly discuss these cases:

1. Planning and Zoning Commission Bylaws. An update to the Commission Bylaws.

2. Case No. AM-19-002: Bellemont Area Plan Update. The updated Bellemont Area Plan public hearing draft has been prepared and will be presented to the Commission during the June public hearing. The Executive Summary and a brief overview of the plan will be presented for study session discussion.

3. Case No. AM-19-003: Zoning Ordinance Update. Coconino County Zoning Ordinance Update. A draft of Chapter 5, Administration, will be presented for study session discussion.

4. Case No. CUP-19-024: A request for Conditional Use Permit renewal (of CUP-14-012) for a horse boarding facility and equestrian events center on an 18.62-acre parcel in the G (General, 10 acre minimum parcel size) Zone. The property is located at 3090 Old Munds Highway in and is identified as Assessor’s Parcel Number 116-12-002W.
   Property Owner/Applicant: Susan Wolfe, Flagstaff, Arizona
   County Supervisor District: 3 (Matt Ryan)

5. Case No. CUP-19-025: A request for Conditional Use Permit renewal (of CUP-14-024) for a taxidermy business conducted as a cottage industry on a 2.5-acre parcel in the AR-2 ½ (Agricultural Residential, 2 ½ acre minimum parcel size) Zone. The property is located at 5910 Velvet Valley Lane in Doney Park, and is identified as Assessor’s Parcel Number 303-19-004G.
   Property Owner: Christopher and Shelley Favour, Flagstaff, AZ
   Applicant: Shelley Favour, Flagstaff, AZ
   County Supervisor District: 4 (Jim Parks)

6. Case No. ZC-19-005: A request for a Zone Change to change a 6.8 acre portion of a parcel in the G (General, 10 acre minimum parcel size) Zone and a .7 acre portion of the parcel in the CG-10,000 (Commercial General, 10,000 sq. ft. minimum parcel size) Zone to RR 2 ½ (Rural Residential, 2 ½
Chairman Walters called the meeting to order at 5:30PM. He noted procedures to the audience.

I. PLEDGE OF ALLEGIANCE

II. APPROVAL OF MINUTES

MOTION: Commissioner Ruggles moved to approve the March 27, 2019 minutes with a modification on the next to the last page in the second paragraph from the top which reads “the LED temperatures tend to test out closer to 47,000” should read 4,700 not 47,000K. Commissioner Ruggles seconded the motion with the modification. The motion passed unanimously.

III. PUBLIC HEARINGS

1. The Building and Safety Division is recommending adoption of the 2018
versions of the Building, Residential, Plumbing, Energy, Mechanical, Fuel-Gas, Existing Buildings, and Swimming Pool Codes, along with the 2017 National Electrical Code. There are 47 proposed amendments to all the codes, 24 of the 43 proposed amendments affect the code in a positive manner. The remaining 10 amendments relate to design criteria or statutory requirements.

Mr. Christelman, Community Development Director introduced the building codes which were paired with the City of Flagstaff in order to get as aligned as possible with their codes. It benefits our customers greatly to have as similar codes for the city and the county as possible. This is the first of multiple public hearings on this item. The Building Advisory Board has met twice and is recommending the adoption of this particular set of codes. Over 500 county-wide people attended training sessions on this 2018 code which will replace the currently used 2012 code. This code reflects a cost savings of 7.5% as opposed to the general increase of 3 to 5% increase.

Commissioner Best asked if there is anything in the code to help the customer understand the energy efficiency of their home. Mr. Christelman stated that it was adjusted on the national level. We always suggest that our customers attend our free sustainability program which is optional so that the team can educate the community. Most designers design to base code.

Since we wrote the staff report we found two additional proposed amendments to be 49 instead of 47. 13 are new, 20 are existing, carried over, 14 are required by state statute and 2 are procedural. Staff described some of these:

- R5 classification of rental cabins instead of hotel/motel classification eliminated ADA/sprinkler requirements.

- Snow load clarifications and climate zones, furnace setting considerations

- Appendix Q is now included on Tiny Houses.

- ADU exception for electrical panel and metering. Mr. Newton provided clarification on this.

- Potable rainwater harvesting.

- Mandatory greywater piping with 13 requirements from ADEQ at a minimum uses laundry pipes on lower floor.

Commissioner Walters asked about other changes to ADU’s. Mr. Christelman stated that the zoning code has other standards and no registration of ADU’s

Commissioner Best asked if radon testing was mandatory for radon testing. Mr. Christelman stated that the County wasn’t in the proper zone to actually require it so it wasn’t enforced.
Commissioner Best inquired about ventilation in slabs in the building code and Mr. Christelman stated that Ms. Schmidt with the Sustainable Building Program will be creating a brochure. Mr. Christelman also discussed the Innovative Materials and Systems pilot program originated by Mr. Babbott based on a similar program in Cochise County that saw success.

Ms. Schmidt gave further details and indicated it only applies to dwellings 600 square feet or smaller on G & AR lots, 2.5 acres or large. A public meeting was held and feedback was gathered with both excitement and safety concerns. It would only be a five year program and data would be collected and analyzed to see if it would be made permanent. Sustainability will oversee the 5-year pilot program.

Commissioner Best asked how buyers will know that no inspections are needed, and Ms. Schmidt stated that an affidavit would be recording with the deed. Please see “moving forward slide” radon.

Commissioner Best then asked for clarification on when permits are required. Mr. Newton said a 400 square foot accessory structure can be on skids but still needs a permit. A structure under 200 square feet does not require a permit nor electricity, gas or water.

No one spoke from the public so Commissioner closed an opened it up for Commission discussion.

Commissioner Best likes prep for the solar, graywater tiny houses and is comfortable with the pilot program with a 5-year sunset but wants the public to know that they are buying an experimental structure. He is disappointed in regard to the energy elements and wants the public to evaluate the energy efficiency before they buy it. He indicated that it doesn’t look like the County is going in that direction, unlike the City of Flagstaff which has a climate change action plan.

Commissioners Ruggles and Williams had no comments.

**MOTION:** Commissioner Ruggles made a motion to recommend approval of the proposed amendments of the associated codes of the adoption process of the 2018 ICC building codes. Commissioner Williams seconded and it was passed unanimously.

2. Case No CUP-19-004: A request for a Conditional Use Permit to allow livestock on a .97 acre parcel in the AR (Agricultural Residential, one acre minimum parcel size) Zone.
   Property Owner: Kathryn and Ralph LeFevre, Flagstaff, AZ
   Applicant: Ralph LeFevre, Flagstaff, AZ
   County Supervisor District: 3 (Matt Ryan)
Ms. Davis summarized her staff report and gave a PowerPoint presentation. She then invited questions from the Commission. The applicant and applicant’s representative were then invited to speak.

Mr. LeFevre clarified that Shetland sheep are much smaller than full-sized “Ramboulet” sheep. They own a small part of a 15,000 sheep grazing operation that was a “rescue sheep operation”. He clarified that the manure output of a full-sized sheep is about 3.5 lbs per day and Shetland sheep are less than that. He appealed the insurance company’s request for flood insurance at a cost of $2,000/yr and went through a flood map amendment which limited the flood area to the pasture at the east. He would like to donate the water rights to the County if they can raise their property out of the flood zone. He questioned why a CUP is needed at all as John Aber clarified that they were allowed to have two horses and twenty sheep are equivalent to two horses. He doesn’t believe a CUP is needed.

Neighbors John D’Angio, 3027 Kachina Trail, Janice Woodburne, 2304 N. Freemont, Flagstaff, AZ 86001 , Joe Hobart, 2570 Mesa Trail, Janice Fendlow, 285 Kiveo Trail all spoke in support of the sheep farm.

Applicant Kathy LeFevre, 3071 Kachina Trail stated that she also wants to keep the wash clean and expressed concerns over KVID sewer pipe leaks. She also clarified that it takes about six months for lambs to leave their mother, not 4 months.

Commissioner Ruggles asked if Ms. LeFevre agreed with the conditions. She said yes but wanted to reiterate that the KVID sewer may be contributing to eColi in Oak Creek.

Commissioners Williams, Ruggles, Best and Miller held a discussion on the facts of the CUP request agreeing that the sheep farm is a great addition to Kachina Village. They further discussed the matters of animal equivalencies between two horses and twenty sheep and the possibility that the KVID sewer pipe leak may be contributing to E.coli in Oak Creek. The question was then raised as to whether or not a CUP is even necessary, and Ms. DeBoard clarified that it was appropriate as the code does not make a distinction of animal unit equivalencies. She referred the Commission to Zoning Ordinance Section 3.3.c.2.e. Each Commissioner stated that they could make the Findings for approval.

**MOTION**: Commissioner Ruggles moved for approval of CUP-19-004 as stated by staff with Condition 8 changed to read May 1, 2024 instead of February 27th. Commissioner Burton seconded the motion and it was passed unanimously.

3. Case No ZC-19-003. A request for a Zone Change from the RD-36,000 (Residential, Single Family, 36,000 sq. ft. minimum parcel size) Zone Change to the CG-10,000 (Commercial General, 10,000 sq. ft. minimum parcel size) on a .465 are portion of a .93 acre parcel for the development of a restaurant. The parcel is located at 17612 Fairway Drive in Munds Park and is also identified as Assessor’s Parcel Number 400-37-001D.
Mr. Schwartz summarized the staff report along with a PowerPoint presentation and invited questions from The Commission. He stated that staff is recommending approval with no changes.

Commissioner Burton asked about the history of the subject property in relation to how it had become split-zoned. Mr. Schwartz stated that he did not know exactly how it had become split-zoned, but he assumed that there had been a reconfiguration of the parcel and a parcel to the south that created a split-zoning on the two parcels. Mr. Schwartz stated that in any case, without knowing the exact history of the split zoning on the subject parcel, staff was able to make all relevant Findings of Fact.

Bill Spain
17825 Golden Pond
Munds Park, AZ

Mr. Spain thanked the staff for their efforts in the process. Commissioner Walters asked if he has read the recommendation and Mr. Spain said yes.

Commissioner Walters opened it up for discussion to the Commission. Commissioners Williams, Ruggles and Best made findings to approve the case.

**MOTION:** Commissioner Williams made the motion to approve the zone change with the conditions. The motion was seconded by Commissioner Burton and approved unanimously.

4. Case No. CUP 19-013: A request for a Conditional Use Permit renewal (of CUP-15-034) for a hotel/motel and wedding and events facilities on a 2.42 acre parcel in the CG-10,000 (Commercial General, 10,000 sq. ft. minimum parcel size) Zone. The parcel is located at 6401 N. State Route 89A in Oak Creek Canyon and also identified as Assessor’s Parcel Number 405-20-010A.
   Applicant: Dina Riges, Flagstaff, AZ
   Property Owner: AMMR LLC, Flagstaff, AZ
   Supervisorial District: 3 (Matt Ryan)

Mr. Short summarized the staff report and gave a PowerPoint presentation. He then invited questions from the Commission. There was some concern about the number of events to be held each year.
Applicant:

Dina Riggs
7530 N. Green Valley Rd
Flagstaff AZ

Ms. Riggs spoke in regard to the waste receptacle enclosure wanting to make sure it is improved. She stated that they are already moving forward to enclose it within 90 days or sooner. Ms. Riggs indicated they have made many improvements and have abided by CUP requirements and wish to comply with the enclosure for the waste receptacle as well.

Commissioner Walters asked the applicant if she has read the staff report, and she stated that she had. Commissioner Burton asked how many events they have for under 40 people each year, and Ms. Riggs stated not many. She stated that she is not opposed to limiting the number of events with under 60 people. Commissioner Ruggles asked if she agreed with limiting the number of events. Ms. Riggs stated that she did not expect more than a dozen events and agreed with limiting the events to 40. She also said she only allows music until 9:00 PM to keep the noise level down, and guests lose their deposit if they are too loud.

Ms. Melana Fifer, owner of an adjoining business, the Canyon Wren Cabins, stated that the relationship between her and the applicant has been good. Her concern was the fencing around the waste receptacle may not fit in nicely with the rest of the neighborhood. She requested that the CUP is approved for only five years in case the property is sold in the future, and the new owners do not take as good care as Ms. Riggs does.

Commissioner Walters then opened the discussion to the Commission. Commissioner Ruggles asked if the continuance relates to compliance with the enclosure of the dumpster and asked Mr. Short if he was now recommending approval without the continuance because the applicant had addressed this issue. Mr. Short replied that he was. Commissioner Best stated that he is comfortable with this and said that Ms. Riggs has done an amazing job with the property. Commissioner Miller stated that he has not seen the property but believes that since the property is so beautiful he does not believe that they would install a substandard enclosure for the waste receptacle. Commissioner Williams agreed. Commissioner Best would like to see the CUP be renewed every five years as the current owner is great now but it is unknown what a new owner might do.

Motion: Commissioner Williams motioned to approve with the changes conditions as described. The last two sentences of Condition 5 shall be removed. The last sentence of Condition 10.d shall be replaced to read “The number of events including 60 people or less shall be limited to 40 per year”. Condition 13 should be changed to indicate a five year term and an expiration date of April 24, 2024. A sentence should be added to the end of Condition 13 that reads as follows: “If the
conditional use permit is approved administratively, it may be approved for 10 years.” Commissioner Best seconded and it was approved unanimously.

5. Case No. CUP-19-014: A request for a Conditional Use Permit renewal (of CUP 16-016) for a 19 space RV Park, RV storage, and an owner/operator’s residence on a 2.6 acre parcel in the CG-10,000 (Commercial General, 10,000 sq. ft. minimum parcel size) Zone. The parcel is located at 1949 State Route 260 in Forest Lakes and is also identified as Assessor’s Parcel Number 403-68-016A. Property Owner: Rocking RV Ranch, LLC, Sun City West, AZ Applicant: Fred James, Sun City West, AZ County Supervisor District: 4 (Jim Parks)

Mr. Schwartz summarized the staff report, gave a Power Point presentation. He noted one condition of the previous CUP that had not been met and a new violation related to signs. Mr. Schwartz stated that because renewals of Conditional Use Permit cases are primarily based on compliance with prior conditions of approval staff was comfortable recommending a five-year time period for approval but not the twenty years that the applicant had requested. Mr. Schwartz also noted that future administrative approvals or longer time approvals at a hearing may be considered if the applicant comes into compliance. He asked for questions from the Commission.

Fred James
19231 N. 133rd Ave.
Sun City West, AZ

Mr. James noted that he had done a lot of work bringing everything into compliance. He was unaware of the new situations that were presented by Mr. Schwartz but will work on them. He has not read the staff report and was asked to review it by Commissioner Walters. Mr. Schwartz provided Mr. James with his copy of the staff report which Mr. James then read. Mr. James had no further comments. There were no comments from the audience.

Commissioner Burton stated she had no problem with the recommendations and Commissioner Best agreed. Commissioner Ruggles said that he could make the findings to grant the renewal for five years as recommended by staff.

MOTION: Commissioner Ruggles made the motion to approval renewal of CUP -19-014 for a five-year period based on the conditions as written by staff. Commissioner Mayer seconded the motion. The case was unanimously approved.

6. Case No CUP-19-016) and DRO-19-001: A request for a Conditional Use Permit and Design Review for a 15 space RV park on a 2.76 acre parcel in the CG-10,000 (Commercial General, 10,000 sq. ft. minimum parcel size) Zone. The parcel is
located at 8025 State Route 89 in Doney Park and is also identified as Assessor’s Parcel Number 301-26-003C.

Property Owner/Applicant: Jay Douglass Revocable Trust DTD, Flagstaff, AZ
County Supervisor District: 4 (Jim Parks)

Ms. Davis summarized the staff report along with a PowerPoint presentation and invited questions from The Commission.

Commissioner Ruggles asked about the fencing that is required around the east side of the property. It was determined that there is no responsibility on behalf of the applicant to put up fencing in that area because it abuts commercial property, and the adjacent residential neighbor is installing their own fence.

Property owner, Mr. Jay Douglass stated that he is in agreement with 95% of staff’s recommendations. He stated that the septic is newer and that the trustee paid for the new septic in December, 2017 so it is only 1.5 years old. He also stated that the fence has been installed by the neighbor to the east so he’d like to not need to install another fence 6 inches away.

Regarding Condition #3, in his original conversation with Mr. Short they concluded that the existing mobile homes could be replaced with new park models or RV’s but if they are replaced with new park models they couldn’t go back to being mobile homes. The applicant asked that the Commission approve the original recommendation of staff for Condition #3 as written in the staff report and Attorney DeBoard clarified that the applicant does not own the trailers/mobile homes, but rather the land that those residents are leasing. He does not own the mobile homes and thus cannot reasonably be expected to upgrade or repair them. Certain residents have been there for 30+ years. He must allow a five-year lease by law so the residents are stuck and if their mobile home burns down they can’t replace it with another mobile home. He would hate to displace a resident who has lived there for decades. He also wants the option to simply upgrade to a larger home. Regarding Condition #11, a resident in space 15 has an RV stored onsite. He would like to allow him to keep it.

Regarding Condition #14, he would like a longer CUP term than 5 years.

Commissioner Ruggles and Meyer asked questions relating to the fencing to be installed by the neighbor next door and what has been done to improve the property and what plans are in place to make further improvements. Mr. Douglass stated that he is in the process of rehobbing another trailer and his goal is to upgrade homes over time, as he comes into ownership of the homes themselves. The mobile homes are owned by the residents and they lease the space from him so he can only upgrade if he owns them.

Commissioner Walters said he’d like to see the County involved in seeing if the homes are truly inhabitable. Also, the applicant seems to want a mobile home/ RV park and thought that a continuance might be needed. Mr. McNeely clarified that a CUP for an RV
park is allowed in this zone; it’s a hybrid proposed with the legal non-conforming mobile home park. Community Services Department is needed to get funds to upgrade individual mobile homes. There isn’t much Community Development can do in that regard. He also stated that mobile homes can be swapped out with mobile homes since it is a continuing, legal non-conforming use.

Commissioner Burton asked about swapping out in an emergency and Mr. McNeely said a condition could be instituted for this, and clarified the difference between an RV park model and a mobile home, including septic

Ms. DeBoard brought up the need for EQ review for mobile to mobile if a new condition is entertained. Mr. McNeely clarified the EQ must sign off on all permits for mobile homes in that park.

Ms. Williams asked if mobiles could have new owners but stay in the space. Mr. McNeely said that the applicant will have wording in the related lease.

Mr. Douglass clarified that the optional mix for septic is seven mobiles and right RV’s, so that provides affordable housing. He works with many veterans who want one-bed unit such as the park models. He wants to provide those to the VA for homeless vets. Until the current residents move, he can only move RV’s in for now. He wants the 7/8 mix for families and vets.

Commissioner Walters clarified that the Commission wants to see this property cleaned up. Mr. Douglass said he has managed and cleaned up many properties in Flagstaff over the years.

Commissioner Walters asked the applicant if he agrees with the staff report. He replied yes except for Condition #3. Ms. DeBoard said the condition could impact mobile to mobile or allow it. Mr. Douglass said that financially, new mobile homes will allow him to upgrade the property more quickly.

Commissioner Walters then asked if a layout with mobiles grouped together was possible to which Mr. Douglass replied that there are vacant spaces that could be used now but he is waiting for mobiles to move so they can be grouped together. There are ten tenants currently, with fifteen spaces and there is septic capacity for RV’s.

Commissioners Burton, Miller, Best and Ruggles were in favor of giving the applicant a chance to improve the property and Commissioner Williams complimented the applicant on his intentions and vision and believes the property will get better.

Motion: Commissioner Ruggles moved to approve DRO-19-01. Commissioner Best seconded. The motion was passed unanimously.

Commissioner Best moved to approve CUP-19-016 with the following modifications. Remove Condition 3. Modify Condition 4 to replace “may” with “shall” in the first
sentence. Remove the last sentence of Condition 11. Commissioner Williams seconded. The motion was passed unanimously.

7. Case No. ZC-18-008: A request for a Zone Change from the AR (Agricultural Residential, one acre minimum parcel size) Zone to the RS-16,000 (Residential Single Family, 16,000 sq. ft. minimum parcel size) Zone on three parcels totaling 2.28 acres. The subject properties are located in Oak Creek Canyon on Lower Indian Gardens Drive and are identified as Assessor’s Parcel Numbers 405-28-003A, 405-28-04 and 405-28-005.

Property Owner: Ellis Revocable Living Trust DTD 04-02-97, Sedona, AZ
Property Owner: Elizabeth W Kauffman Trust, Scottsdale, AZ
Property Owner: Cameron Family Trust, Sedona, AZ
Applicant: David Ellis, Sedona, AZ
County Supervisor District: 3 (Matt Ryan)

Mr. McNeely summarized the staff report and gave a Power Point presentation and asked if there were any questions.

Tony Cullum, Real Estate Attorney
14 E. Dale
Flagstaff, AZ

Mr. Cullum represented the Ellis’, Elizabeth Kaufman and Robin Cameron who are long time residents in the canyon but were not involved in the split of the property. Wants to get away from the non-conforming uses. The map shows that at least 60 lots on the map are non-conforming. No building can take place on the back of the properties due to the huge drop off in the property. There are no development plans as part of the rezoning. All they want is to be able to give it to their children in the future. Density is the total number of dwelling in an area. In this case there is no increase in density planned. There is no spot zoning here by definition.

Mr. Cullum asked Commissioner Best if he was ok with the system that is currently in place. Commissioner Best answered yes. The plan is to change the zoning from agricultural to RS 16,000.

Commissioner Best asked about putting in a vault system but there is no current plan to change the septic system.

Mrs. Ellis spoke to reiterate that they are not planning any changes in either development or density. They are seeking to get their property into conformity. There are nine properties on their street all of which are non-conforming. The property makes up sixty two percent of the acreage on the street. The split would bring their property in line with the neighborhood.
Mr. Ellis spoke about how they came to Arizona in the 60’s seeking a better life. He feels the facts of this case strongly support their re-zoning case. They do not intend to do any harm to the canyon.

Those in favor of approving ZC-18-008 were:

Dr. Kennerd B. Bork
35 Whitetail Lane
Sedona, AZ

Vickie and Gordon Burke
300 Upper Indian Grove
Sedona, AZ

Erik Ellis
402 E. Gold Dust Ave
Phoenix, AZ

Jim Ellis
8757 W. Villa Chula St
Peoria, AZ

Marcia Ellis
251 Lower Indian Gardens
Sedona, AZ

Ronald Williams
220 Ridge Rd

David Ellis
251 Lower Indian Gardens
Sedona, AZ

Jerry and Nancy Shawalter
680 Upper Indian Gardens
PO Box 1504
Sedona, AZ

Greg Batie
24 E. McCullough Dr
Sedona, AZ

Katherine O. Bonk
35 Whitetail Lane
Sedona, AZ
Opposing ZC-18-008:

Gary and Tracy Yahnke
6326 W. Lariat Ln
Phoenix, AZ

Kevin Cole
301 Old Indian Rd
Sedona, AZ

Enocha Ryan
4401 Old Indian Rd
Sedona, AZ

Elizabeth Hunzicker
PO Box TT
Sedona, AZ

Ingrid Hardy
PO Box 3352
Sedona, AZ

Stephen Schwartz
PO Box 1524
Sedona, AZ

Kim Raptov
4500 Old Indian Rd
Sedona, AZ

Robert Wendt
PO Box 1183
Sedona, AZ

Barbara Panerazio
301 Old Indian Rd
Sedona, AZ

Maher Hazinge
PO Box 82 Pine

Mr. Hazinge spoke about the environmental issues of this case. Commissioner Best asked about what would happen if the existing system fail and what the difference is between now and if it were split. Mr. Hazinge stated that the way it is now they cannot build any
Further. Commissioner Best didn't see what the difference is. Mr. Hazinge is concerned that somewhere along the line someone will want to build and that it would challenge the current septic system. Ms. DeBoard brought up that if the current system failed there would have to be an option for replacement as there would be for an alternative system. Commissioner Walters stated that there are other options. Commissioner Best stated that if the current system failed they'd be in the same position. He didn't feel the re-zoning made a difference. Mr. Hazinge stated if the property was re-zoned there could be more dwellings involved. Commissioner Best stated that if they were to restrict additional dwellings the problem could be resolved. Ms. DeBoard interjected that...

Attorney Steve Schwartz spoke on behalf of Elizabeth Hunzinger. He stated that he zoning change is not necessary. He stated that estate planning is not a reason to rezone.

Commission discussion included Commissioner Williams asking about the original split in 2000 and whether those people are still involved.

Commissioner Best asked to go over the septic system again and asked if the only issue is on 03A, the shared water system with 03B and 03C. He stated that it still meets ADEQ requirements and that the proposed zone change won't affect the septic system. He wanted to make sure that there are no changes to the septic system planned.

Commissioner Miller stated that he is in favor of approving the zoning change. Commissioner Best suggested a restriction to further building on the property. Commissioner Williams .
Commissioner Ruggles felt that the net effect of the rezoning has no change.

**MOTION:** Commissioner Ruggles made a motion to approve case ZC-18-08 as written. It was seconded by Mary Williams and unanimously approved.

The meeting adjourned at 11:59 pm.

__________________________
Chairperson, Coconino County  
Planning and Zoning Commission

ATTEST:

__________________________
Secretary, Coconino County  
Planning and Zoning Commission
Draft Resolution No. 2019-001

COCONINO COUNTY
PLANNING AND ZONING COMMISSION

COMMISSION OPERATING RULES AND REGULATIONS

Be it resolved that pursuant to Arizona Revised Statutes (A.R.S.) § 11-802(J)(3), the Operating Rules and Policies of the Coconino County Planning and Zoning Commission are amended to read as follows:

SECTION 1: Pursuant to A.R.S. § 11-802(J) the officers of the Commission shall consist of a Chairperson and Vice-Chairperson elected at the regular monthly meeting in June of each year, to hold office for one year, effective July 1st, to service until June 30th of the following year, or until their respective successors are elected. Any officer not elected at such time may be elected at any subsequent regular meeting or special meeting called for that purpose.

SECTION 2: The Chairperson shall preside at the meeting of the Planning and Zoning Commission and may appoint such standing subcommittees to perform such duties as may be deemed necessary and expedient by the Chairperson. The Chairperson shall coordinate the work of the Commission and shall exercise such other duties as are required.

SECTION 3: The Vice-Chairperson shall perform the duties described in Section 2 in the absence of the Chairperson.

SECTION 4: The terms of the members of the Commission (Commissioners) shall be four years and shall be set by the Coconino County Board of Supervisors at the time the appointment is made. Pursuant to A.R.S. § 11-802(G), vacancies occurring other than by expiration of the term shall be filled by appointment by the Board for the unexpired portion of the term. Each Supervisor shall appoint two Commissioners and shall make every effort to maintain a full complement of appointees. Pursuant to A.R.S. §11-802(F), an alternate member may be appointed by the appointing Supervisor for each Commissioner. Alternate members shall serve in the absence of the Commissioner they were appointed to replace. Alternate members may be appointed from any supervisory district in the county. During any meeting of the Commission, if the regularly appointed Commissioner becomes available, the alternate member shall conclude any action on the agenda item under consideration and the regularly appointed Commissioner shall be seated for the remaining items.

SECTION 5: The Director of Community Development, or his or her designee, shall serve as Executive Secretary to the Planning and Zoning Commission and attend to all official correspondence of the Commission; shall prepare the minutes of all meetings of the Commission; and shall cause to be filed or recorded all copies of such minutes, its rules and regulations, its findings and decisions, the same to constitute a "public record" open for public inspection. The Director shall approve all expense and purchase vouchers prior to their submittal to the County Finance Director.
Draft Resolution No. 2019-001
Amendment to the Planning & Zoning Commission Operating Rules

SECTION 6: The regular meeting date of the Planning and Zoning Commission shall be the last Wednesday of each calendar month, said meeting to be held in the Board of Supervisors' Meeting Room commencing at 5:30 P.M., unless otherwise specified by the Chairperson at the immediately preceding meeting. Special meetings may be held if called by the Chairperson, by six (6) or more members, or by Community Development Staff. When a special meeting is called, notice of such meeting shall be made in writing and sent to the members at least five (5) days prior to the date of said meeting. The Commission as an action at any regular meeting may set special meetings. If so, absent members shall be notified of such action. All regular or special meetings may be continued by a majority vote of the Commission to another specified date, hour and place.

SECTION 7: Pursuant to A.R.S. § 11-802(K) a quorum of the Commission for transaction of County business shall be a majority of the full Commission, regardless of vacancies. A majority vote of the quorum shall be required for any official action. The Chairperson shall vote in all matters, except as provided in A.R.S. Title 38.

SECTION 8: PUBLIC HEARING PROCEDURES: The Staff shall prepare and make available to the public a document that outlines the process for filing, hearing and appealing an application for conditional use permits or other matters to be heard by the Commission in accordance with the Coconino County Zoning Ordinance. The public hearing process shall be as follows:

A. The Chairperson shall call the meeting to order and provide an explanation of the hearing process and the purposes and expectations associated with the public hearing process. In the absence of a specific procedure directed by the Chairperson, the Commission shall follow Robert's Rules of Order.

B. Applications shall be placed on the agenda in the order that they were received by the Community Development Department or as determined by the Community Development Director. The Chairperson may change the order that applications are heard at the hearing.

C. Applications for renewal of an existing conditional use permit without any modifications shall be heard together as the first item of new business, unless a member of the public or the applicant requests that a specific case be heard separately. Consideration of renewal of existing conditional use permits shall be made by one motion, unless a specific case is separated for individual consideration by a Commissioner.

D. Renewals of conditional use permits without any modifications, if any, not approved together in the first item of new business shall be considered separately immediately following the first item of new business.

E. Upon completion of the consideration of all applications for renewal of an existing conditional use permit without any modifications, the Commission shall consider applications for renewal of existing conditional use permits which include requested modifications.

Amended insert date.
Draft Resolution No. 2019-001
Amendment to the Planning & Zoning Commission Operating Rules

F. All agenda items other than renewal of existing conditional-use permits shall be heard by
the Commission after the Commission has considered all conditional-use permit renewal
applications in the order determined by the Chairperson.

SECTION 9: In the conduct of the meeting, a motion for approval which fails to carry shall be
considered a denial of the proposal. A tie vote on a motion for approval shall be considered a
denial of the proposal. A motion for denial that fails to carry shall not be considered approval.
When a motion for denial fails, a motion for approval must be made for final action of the
Commission.

SECTION 10: The details of public hearings, postings and legal advertisements, as required by
state law or county ordinances, shall be arranged by the Director of Community Development, or
his or her designee.

SECTION 11: Requests for continuances received after legal advertising for public hearings has
occurred shall be specifically acted on by the Commission at the appointed and advertised time.
The Commission may or may not grant continuances that were received less than five business
days prior to the hearing date. The Commission shall take into account public participation and
the potential consequences of delaying the hearing when deciding whether or not to grant a late
request for a continuance.

SECTION 12: If any Commissioner misses four (4) regular meetings during a twelve (12) month
period, Community Development Staff shall advise the appropriate member of the Board of
Supervisors for consideration of replacement. Pursuant to A.R.S. § 11-802(G) the Board of
Supervisors may remove a Commissioner for cause, including excessive absences, as defined as
four (4) or more regular meetings in a twelve (12) month period.

SECTION 13: These rules and regulations and severable parts thereof are hereby declared to be
severable. If any section, sub-section, sentence, clause, word or phrase of these rules and
regulations is for any reason held to be legally invalid, such holdings shall not affect the validity
of the remaining portions of these rules and regulations.

ADOPTED and APPROVED this 26th day of June, 2019.

Chairperson, Coconino County
Planning and Zoning Commission

I hereby certify that the foregoing is a true copy of a Resolution adopted by the Planning and
Zoning Commission of Coconino County at a regular meeting thereof held on the 26th day of
June, 2019, by the following vote of the Commission:

Amended insert date.
Draft Resolution No. 2019-001
Amendment to the Planning & Zoning Commission Operating Rules

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

____________________
Secretary, Coconino County
Planning and Zoning Commission

Amended insert date.
WELCOME TO THE (MONTH) MEETING OF THE COCONINO COUNTY PLANING AND ZONING COMMISSION.

PLEASE TURN OFF YOUR CELL PHONES.

MEETING RULES AND PROCEDURES

CASES WILL BE HEARD IN THE ORDER THEY APPEAR ON THE AGENDA. AGENDAS ARE ON THE TABLE INSIDE THE DOOR.

BEFORE THE PRESENTATION OF A CASE, I WILL ASK IF THERE IS ANYONE OTHER THAN THE APPLICANT OR THE APPLICANT’S REPRESENTATIVE TO ADDRESS THE CASE. RAISE YOUR HAND IF YOU INTEND TO SPEAK ON THE CASE. IF THERE IS NO ONE TO SPEAK ON THE CASE, STAFF MAY SHORTEN THEIR PRESENTATION.

FOLLOWING THE STAFF PRESENTATION, THE APPLICANT AND/OR THE APPLICANT’S REPRESENTATIVE MAY ADDRESS THE COMMISSION. AS AN APPLICANT, IF YOU AGREE WITH THE STAFF REPORT AND HAVE NO ADDITIONAL INFORMATION, PLEASE FEEL FREE TO KEEP YOUR COMMENTS BRIEF. ANY RELEVANT COMMENTS ARE WELCOME.

FOLLOWING THE APPLICANT’S PRESENTATION, I WILL MAKE A CALL TO THE PUBLIC. IF YOU WISH TO ADDRESS THIS CASE, YOU WILL NEED TO FILL OUT A SPEAKER CARD. THESE ARE LOCATED ON THE TABLE BY THE DOOR TO MY RIGHT, NEXT TO THE AGENDAS. AFTER YOU ARE DONE FILLING OUT THE CARD, PLEASE HAND IT TO THE RECORDING SECRETARY. I WILL CALL EACH PERSON WHEN THE TIME ARRIVES. WHEN YOUR NAME IS CALLED PLEASE STEP UP TO THE PODIUM AND STATE YOUR NAME AND ADDRESS.

WE ASK THAT YOUR COMMENTS BE LIMITED TO 5 MINUTES OR LESS. COMMENTS MUST BE RELEVANT TO THE CASE. PLEASE ADDRESS ALL COMMENTS TO THE COMMISSION AND NOT TO ANY PERSON IN THE GALLERY OR STAFF. NO MATTER HOW STRONGLY YOU MAY FEEL ABOUT THE CASE, ALL COMMENTS MUST BE POLITE AND COURTEOUS TO YOUR NEIGHBORS, STAFF AND THE COMMISSIONERS.

AFTER ALL INTERESTED PUBLIC HAVE SPOKEN, THE PUBLIC COMMENT PORTION WILL BE CLOSED. DISCUSSION WILL THEN TAKE PLACE
AMONGST COMMISSIONERS, NO ADDITIONAL PUBLIC COMMENTS MAY BE MADE UNLESS REQUESTED BY A COMMISSIONER.

DECISIONS OF THIS COMMISSION REGARDING ANY ZONE CHANGE OR PRELIMINARY SUBDIVISION PLAT APPROVAL ARE REFERRED TO THE BOARD OF SUPERVISORS AS A RECOMMENDATION. ALL OTHER CASE DECISIONS ARE BINDING UNLESS APPEALED TO THE BOARD OF SUPERVISORS. IF YOU DISAGREE WITH THE COMMISSION’S DECISION, YOU HAVE 15 DAYS TO APPEAL. PLEASE CONTACT STAFF AT THE COMMUNITY DEVELOPMENT OFFICE FOR APPEAL PROCEDURES.

THANK YOU FOR JOINING US THIS EVENING AND ACTIVELY PARTICIPATING IN OUR COUNTY PLANNING.
COCONINO COUNTY ARIZONA
COMMUNITY DEVELOPMENT

Jay Christelman, Director

May 21, 2019

To: Coconino County Planning and Zoning Commission
From: Department of Community Development
Subject: Bellemont Area Plan Update PZ-AM-19-002

OVERVIEW
The Bellemont Area Plan Update was initiated in April, 2017. Guided by a committee selected by Supervisor Matt Ryan, this substantial update to the 1985 plan features the following major revisions:

- A new Vision Statement. This is modeled after the format of the Coconino County Comprehensive Plan, customized for Bellemont.
- Identifying new issues, and a North and South Bellemont. Bellemont has changed significantly since the first area plan was adopted in 1985. This update captures the community-identified issues, and with that recognizes that Bellemont has two distinct locales – North Bellemont, the residential and commercial center, and South Bellemont, the trucking and industrial hub.
- Additional chapters and information. The content of the Area Plan was comprehensively updated to follow the format of both the most recent area plans, and the Coconino County Comprehensive Plan.
- An updated Future Land Use Map, and amendments to the Regional Plan. This map identifies a Rural Activity Center, as seen on the Flagstaff Regional Plan map. It also recommends an amendment to remove the area shown as “Suburban – Future” from the Regional Plan map, and replace it with a “floating symbol” signifying potential future use in a location that is to be determined by a specific project. The map also modifies the Rural Growth Boundary.
- A new Design Review Overlay (DRO) district. This new DRO will guide development aesthetics for Bellemont’s commercial, industrial and multifamily development, but will not go into effect until the zoning ordinance is updated to include the Bellemont DRO.
- An Implementation Plan and Schedule. This five-item plan was prioritized during the February, 2019 Open House.
- Sustainability Icon. A symbol that identifies goals and policies throughout the plan that represent achieving Bellemont’s sustainable future has been added.
SCHEDULE
The draft Area Plan will be presented to the Planning and Zoning Commission on June 26, 2019 for review and public hearing. Pending the Commission’s recommendation to the Board of Supervisors, the Board of Supervisors is scheduled to hold a public hearing on the draft August 20, 2019.

RECOMMENDATION
This report is informational only and requires no action.

Respectfully submitted,

[Signature]

Jess McNeely, AICP, Assistant Director / Planning and Zoning Manager

Prepared by: Melissa Shaw, AICP, Long Range Planner

ATTACHMENTS

- Bellemont Area Plan Table of Contents and Executive Summary
- Future Land Use Map
- Bellemont Area Plan Implementation Priorities
Bellemont Area Plan Update
Public Hearing Review Draft
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Executive Summary

The Bellemont Area Plan (Area Plan) is an amendment to the Coconino County Comprehensive Plan, providing specific policy guidance for future development within this unincorporated community. Bellemont has experienced significant growth since the original Area Plan was adopted in 1985, and this Area Plan is a substantial update to and supersedes that plan.

The update was guided by the Bellemont Area Plan Update Committee (BAP), a diverse committee of Bellemont residents and property owners that were invited by Supervisor Matt Ryan to participate in the process. During monthly meetings beginning in May, 2017, the BAP worked with planning staff to gather background information, and identify planning and development issues that would inform the direction of the plan. Presentations by agency and local experts, and input by the Bellemont community from a survey and open houses provided the background for the new vision statements, goals and policies written in this document to direct the future of Bellemont.

One of the primary concerns of the BAP was to maintain Bellemont’s small town feel, quality of life and natural resources while promoting balanced growth that would bring desired amenities and services to this community. The BAP also recognized that Bellemont has two distinct sections divided by Interstate 40. North Bellemont is primarily residential, while South Bellemont is the commercial and industrial hub. Issues facing North and South Bellemont are addressed within the eight topic chapters of the Area Plan. Each chapter contains an introduction and subsections that are followed by goals and policies related to that topic.

The goals establish general direction for the County’s decision-making processes, and the policies identify specific ways to achieve those goals. Some of the policies are County-specific actions while others are oriented to encourage public agencies or the community to take steps toward those goals.

Within the context of ongoing growth in Bellemont, the BAP also formulated an Implementation Plan that identifies the top five priority implementation projects, or tasks, to be accomplished within specific time frames. The priority projects were prioritized during a January, 2019 open house and are key strategies to seeing the Area Plan’s vision become reality.

Other highlights of the Area Plan feature a revised Future Land Use Map. This map identifies the present and future desired land uses within Bellemont, and contemplates direction from the Flagstaff Regional Plan 2030, Place Matters, (Regional Plan). Bellemont falls within the planning boundaries of the Regional Plan, which as an amendment to the Coconino County Comprehensive Plan establishes policy direction for the Area Plan. Significant to this update, the Area Plan identified the location of the Rural Activity Center recommended by the Regional Plan. This area is envisioned to become the focal point in Bellemont for neighborhood commercial services, mixed with residential uses and amenities.

Other significant recommendations stemming from the update are amendments to the Regional Plan’s rural growth boundary, and direction to change an area on Coconino National Forest that was identified as “suburban future” from that specific location to a floating symbol. These changes are further discussed in the Land Use, Growth and Development chapter.

Vision Statement
The Vision Statement is a view into Bellemont’s future. It’s four components contemplate maintaining Bellemont’s small town community character and social connections with growth and development that
are carefully planned to accommodate new residential development, the Rural Activity Center, industrial, and commercial development, while providing transportation linkages and protecting natural resources and environmental quality.

Important Issues by Chapter

Community Character. This section describes how Bellemont’s cultural and historic character was and is influenced by major transportation routes through the community. It also identifies desired community design and a new Design Review Overlay (DRO) that is adopted with this plan. The DRO establishes design standards for new commercial, industrial and multi-family development, a strategy that was important to the community for maintaining the quality and appearance of new development. Dark sky lighting and a community with connected bike lanes and trails are also addressed in this section.

Community Services. Adequate public utilities and infrastructure are basic requirements for future development. Bellemont is poised to accommodate additional commercial and industrial development because of its direct access to I-40 and the railroad but requires the expansion of water resources in South Bellemont to support commercial and industrial growth there. Postal service was identified as a major issue for Bellemont’s residents, and is being addressed by a project that will relocate mail delivery from the Pilot Travel Center to cluster box units throughout the area. Other needed services to accommodate “aging in place” are identified in this section.

Land Use, Growth and Development. Bellemont has a diverse mix of residential, commercial and industrial zoned land, and within the last decade has experienced rapid changes that include commercial land being rezoned to residential. Anticipating continued high demand for residential land driven by the Flagstaff region’s housing market, this chapter outlines goals and policies to promote balanced residential and commercial growth, establishing the Rural Activity Center and community amenities while protecting community character and natural resources.

Natural Environment, Open Space, Parks, Trails and Recreation. Protecting the meadow environment, important wildlife habitat, a large flood zone that bisects Bellemont from north to south, and the abundant open space on adjacent Coconino National Forest are important issues for the community. Policies in this chapter encourage protection of the flood zone by limiting development, evaluating, protecting and enhancing animal migration routes, addressing development strategies that accommodate construction on expansive (clay) soils, and maintaining connections to open space.

Public Safety. This chapter discusses the community’s concern for addressing wildfire threats and establishing emergency action plans that address limited emergency egress routes. It also identifies existing traffic conflicts with truck and passenger vehicle interactions in North Bellemont at the Shadow Mountain Road and Hughes Bridge intersection. Trucks exiting the interstate create queuing issues on the same road residents use to access residential development in Flagstaff Meadows. A new roundabout project on Shadow Mountain Drive is planned to alleviate this safety concern.

Sustainability and Resilience. Following the model established by the County’s Comprehensive Plan, this section features strategies that could enable Bellemont to promote a sustainable future. Sustainability is an interconnected approach to planning the future that seeks to balance current and future needs of a community across economic, social and environmental systems. Because of its
interdisciplinary approach, these principles are woven throughout the Area Plan, and policies that support sustainability are marked with a unique symbol.

Transportation and Circulation. Bellemont’s transportation system is planned and maintained by a number of agencies, including the Arizona Department of Transportation, the Flagstaff Metropolitan Planning Organization, Coconino County Public Works, and BNSF Railway. In addition to traffic safety concerns at Shadow Mountain Drive and the Hughes Bridge intersection, issues identified in this chapter include the provision of pedestrian connections between North and South Bellemont, supporting future development of US Bike Route 66, and ensuring safe pedestrian and bicycle routes along Bellemont’s public streets. As public transportation options are limited within the community, alternative commuter strategies for vanpool and carpools are identified in the plan.

Water Resources and Wastewater Treatment. North Bellemont is uniquely served by a private company that provides water and wastewater treatment services. South Bellemont’s properties utilize individual on-site wastewater systems and either private wells or are served water by a small community water system. Expanding water and wastewater services to South Bellemont is a priority of this Area Plan.

Implementation and Use of the Plan
With adoption by the Coconino County Board of Supervisors, this plan is an amendment to the Coconino County Comprehensive Plan and serves as the official guide for future development in Bellemont. The Coconino County Zoning Ordinance and Subdivision Ordinance each contain provisions that projects requiring approval by the Planning and Zoning Commission and Board of Supervisors be consistent with the Comprehensive Plan and local area plan. Projects in Bellemont must be consistent with these plans, or request a plan amendment.

As noted, this plan includes an Implementation Plan that identifies five priority action items. Although full implementation of the plan relies upon ongoing project consistency with the goals and policies identified throughout all the chapters, it also depends on local community action to implement policy direction that is not project-driven.
Bellemont Area Plan Implementation Priorities

The Bellemont Area Plan is more than a vision for Bellemont’s future, it is a policy document that directs decisions on growth, development, transportation, public services, and community. The Area Plan goals and policies are considered by the Coconino County Planning and Zoning Commission and the BOS for projects that require administrative and discretionary approval such as Conditional Use Permits and rezoning requests. The Plan also functions as a resource for the community, and throughout the Bellemont Area Plan process the community developed the goals and policies written into the Plan. Using these goals and policies the community identified a list of five priority projects, forming the Bellemont Area Plan Implementation priorities.

Responsibility for implementing Area Plans in Coconino County falls to County government and the communities that write the Plan. As such, the implementation plan follows the model established by the Comprehensive Plan and identifies numerous partners, agencies, and private entities who can participate in implementing the aspects of the plan that fall beyond County government’s capacity or scope.

<table>
<thead>
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<th>Priority</th>
<th>Implementation Task</th>
<th>Who Will Implement</th>
<th>Anticipated Time Frame</th>
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<tr>
<td>1</td>
<td>Develop emergency action plans for the entire Bellemont community, specifically identifying emergency access routes.</td>
<td>Coconino County Emergency Management, Ponderosa Fire District, USFS.</td>
<td>Initiate in 2019</td>
</tr>
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<td>2</td>
<td>Ensure all Bellemont addressing is 911 compliant for accurate and timely emergency response.</td>
<td>Coconino County GIS, Public Works, Community Development, Ponderosa Fire District</td>
<td>Complete in 2019</td>
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<td>3</td>
<td>Complete the location and installation of USPS cluster boxes throughout Bellemont.</td>
<td>Coconino County Public Works, US Postal Service</td>
<td>Complete in 2020</td>
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<td>4</td>
<td>Seek commitments to provide utilities for future development throughout Bellemont.</td>
<td>Utility Source, Bellemont businesses, other utilities</td>
<td>Ongoing</td>
</tr>
<tr>
<td>5</td>
<td>Seek amendments to the Coconino County version of the Regional Plan to align Regional Plan maps with the Area Plan Future Land Use Map and policy recommendations.</td>
<td>Coconino County Community Development,</td>
<td>Initiate in 2019 or early 2020</td>
</tr>
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</table>
May 21, 2019

To: Coconino County Planning and Zoning Commission

From: Department of Community Development

Subject: Zoning Ordinance Update PZ-AM-19-003: Chapter 5, Administration

OVERVIEW

This is an ongoing informational update in the current round of revisions to the Coconino County Zoning Ordinance. The attached draft contains changes to Chapter 5, Administration, with recommendations and comments of the Community Development Advisory Group (CDAG), Technical Advisory Group, and planning staff.

The overall update to the Zoning Ordinance is anticipated to be completed in the Fall of 2019. The next scheduled review is Chapter 6, Definitions and the entire draft zoning ordinance.

SUMMARY OF CHANGES AND ADDITIONS TO ADMINISTRATION, with COMMUNITY DEVELOPMENT ADVISORY GROUP RECOMMENDATIONS

The CDAG reviewed a draft of Chapter 5 on April 18, 2019. Comments from that group have been incorporated into the draft enclosed, and additional CDAG comments are detailed in italics below.

Section 5.1, Permit Application Requirements and Timeframes:

- Purpose statement added.
- Administrative permit requirements clarified.
- Permits requiring hearing application requirements clarified and updated.
- CDAG suggestion: include a discussion of economic impacts and preserving investments in the purpose statement; too much information is requested for applications requiring a hearing, and questioned if application review process is "reversible" (applicant’s need to rely on an approval). Staff did not make change regarding economic impact, as generally economic impacts are not addressed in the zoning ordinance. Application information requirements also left unchanged as this is needed for staff review and recommendation.
Section 5.2, Pre-Application Review:

- General updates to section.

Section 5.3, Citizen Participation:

- Major reorganization and clarification of citizen participation plan versus reporting requirements.
- CDAG suggestion: require staff or a neutral part attend the neighborhood meeting. Staff did not change this section because there are other mechanisms to ensure accurate reporting of concerns, such as noticing requirements.

Section 5.4, Public Hearing Time and Notice:

There are substantial revisions to this Section that include:

- Specific additions of the type of public notice requirements for each case.
- A “notice matrix” was created for internal use to document specific ARS requirements.
- Confirmed with County Attorney accuracy of references.

Section 5.5: Appeals: Board of Supervisor’s Review

- Minor changes.

Section 5.6: Administrative Adjustments

There are substantial revisions to this Section that include:

- Additions to the types of adjustments allowed.
- Section 5.6.C is added that describes permits, findings and administration of these adjustments.
- Section 5.6 includes how to make a Minor Change to a Planned District Zone that added a requirement to notify the Planning and Zoning Commission when a request has been made.
- CDAG suggestion: The group opinion is split over the new allowance for a decrease in animal keeping setbacks and lot size. They also requested documentation of reason for denial of an administrative permit. This is documented in the permit tracking system.

Section 5.7: Conditional Use Permits

There are substantial revisions to this Section that include:

- Findings are added for Planning Commission to make when granting a waiver. This section was added after the CDAG review, and so that group did not comment on the new findings.
- CDAG suggestion: requested that “diminishment of property values” statement be added to the findings of fact; ensure there is a sunset on application extensions; and no time extension approval be allowed by the director for administrative renewals, or limit to 1 time only. Staff added clarifications as to when an administrative renewal can be approved and a process.
Section 5.8: Variances

- Findings are updated.

Section 5.9: Determination as to Uses Not Listed

- Minor changes.

Section 5.10: Interpretations

- Minor changes.

Section 5.11: Substantive Policy Statement

- Minor changes.

Section 5.12: Amendments to the Zoning Ordinance and Rezonings

- Heading clarified.

Section 5.13: Comprehensive Plan

There are substantial revisions to this Section that include:

- The addition of a purpose statement.
- Process for amending the Comprehensive Plan was added, from the Comprehensive Plan.

Section 5.14: Enforcement

- Clarifications as to position titles.
- Update to Section 5.14.C.4, Penalties and Remedies, to clarify civil vs. criminal fines and punishment.

RECOMMENDATION

This report is informational only and requires no action.

Respectfully submitted,

Jess McNeely, AICP, Assistant Director / Planning and Zoning Manager

Prepared by: Melissa Shaw, AICP, Long Range Planner

ATTACHMENT

Draft of Zoning Ordinance Chapter 5: Administration
# CHAPTER 5. ADMINISTRATION

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Section 5.1: Permit Application Requirements and Timeframes

Section 5.1.A: Purpose

The purpose for permit application requirements is to ensure that the proposed use conforms with the purposes, intent, and policies of the Comprehensive Plan and any applicable area, neighborhood, or other plan adopted by the Board of Supervisors, to establish information that is required from permit applicants for all Planning and Zoning permits, and to establish processing timeframes for each application type. Permit information is required to ensure that the proposed use will not be detrimental to health, safety, or general welfare of persons living or working in the vicinity, to adjacent property, to the neighborhood, or to the public in general.

Section 5.1.AB: Administrative Permits

1. The following information shall be submitted when applying for an Administrative Permit. The Director of Community Development Director may require additional information or plans, if they are necessary to enable a determination as to whether the circumstances prescribed for the granting of the Permit exist. The Director of Community Development Director may authorize omission of any or all of the plans and drawings required by this Section if they are not determined to be necessary.

   a. A completed Coconino County Permit application form including, name, address, phone number and signature of the property owner; name, phone number, fax number and email address (if applicable) of applicant or contact person, if different from the property owner, Assessor’s Parcel Number, subdivision/unit/lot if applicable, site address/location, existing zoning, existing land use, lot size, written description of the permit request. A completed application form including name and signature of the applicant, mailing address, contact person, phone number, fax number and email address for contact person, Assessor’s Parcel Number, Subdivision, unit/lot number, site address/location, zoning, existing land use, lot size, description of the request, property owner’s authorization by their signature and permit fee.
b. Two copies, or a digital submittal, of a Site plan drawn to an engineering scale using accurate dimensions showing all property lines, improvements, uses, landscaped areas, location of all adjacent streets or right-of-ways providing access to the Site, Easements, traffic flow and parking areas.

c. A copy of all recorded Easement applicable to the request shall be provided.

d. A separate Building Permit application shall be submitted for all new construction and electrical installation. Required Building Permits shall be obtained prior the initiation of construction.

e. A separate Lighting Permit application shall be submitted for any new exterior lighting as required by Section 4.3: Lighting.

f. A separate Sign Permit application shall be submitted for any new signage as required by Section 4.2: Signs.

h. All open zoning Violations shall be addressed prior to acceptance of a permit application.

i. All other required permits and licensing as necessary (i.e. approvals from the Sheriff’s Office, Public Works or the Public Health District, Design Review Overlay, Conditional Use Permit, Variance, etc.) shall be obtained prior to the acceptance of a complete application.

2. Administrative Permit timeframes pursuant to ARS § 11-1605 are as follows:

a. Administrative completeness shall be determined within 30 calendar days of the submittal of an application. Applicants will be notified in writing of an incomplete application with a list of deficiencies. Notice in writing of application deficiencies shall suspend the administrative completeness timeframe until such time as all deficiencies have been addressed.

b. Substantive review of all Permit applications shall be completed within 30 calendar days from the determination that the Permit application is administratively complete. One written request for additional information may be made to the applicant during this review process.

c. The total time frame for the granting or denying of an administrative Permit is 60 days.

d. Timeframes are tolled and may be waived in accordance with A.R.S. §11-1601 et seq.

3. The following Uses shall require issuance of an Administrative Permit prior to initiating or constructing the Use:
a. Campgrounds in commercial zoning districts, Community Coops, Community Gardens, Floodplain Permits, Group Homes for the Disabled, Home Occupations, Marijuana Dispensaries, Medical Marijuana Cultivation Facilities, Metal Storage Containers, Recreational Vehicle Parks, Recreational Vehicles and Travel Trailers as a Permanent Residence, and Temporary Use Permits.

b. Consult the applicable Section for performance standards and other requirements.

4. Issuance of Administrative Permits shall comply with the following:

a. The proposed use will not be detrimental to health, safety, or general welfare of persons living or working in the vicinity, to adjacent property, to the neighborhood, or to the public in general.

b. The proposed use conforms with the purposes, intent, and policies of the Comprehensive Plan and any applicable area, neighborhood, or other plan adopted by the Board of Supervisors.

c. The proposed use conforms with the conditions, requirements, or standards of this Ordinance and any other applicable local, state, or federal requirements.

d. The proposed use, as conditioned, would not unreasonably interfere with the use and enjoyment of nearby properties.

e. Permits shall be issued when compliance with this Ordinance is verified. If the Community Development Director determines that the proposed use does not comply with this Ordinance, the permit shall be denied.

bf. All open zoning Violations shall be addressed resolved prior to the acceptance of a complete issuance of a Permit application.

cg. No Permit shall be issued if the property is in Violation of other laws or impairs property rights. The Director of Community Development will determine if the Violation or impairment exists with appeal to Superior Court. All other required Permits, approvals and licensing as necessary (i.e. approvals from the Sheriff’s Office, Fire Marshall or Fire District, Public Works or the Public Health District, Design Review Overlay, Conditional Use Permit, Variance, etc.) shall be obtained prior to the issuance of an Administrative Permit.

45. Revocation

If a zoning permit or Conditional Use Permit is revoked, a new Administrative permit for the same owner and location may not be issued for a period of at least one year from the date of revocation.

5. Validity Limit
The Administrative Use Permit shall be valid for the use for which the permit was granted for the length of time indicated on the permit as long as the use is in compliance with the conditions of approval and other applicable ordinances.

Section 5.1.BC: Permits Requiring Hearing

1. The following information shall be submitted when applying for a Permit requiring public hearing. The Director of Community Development Director may require additional information or plans, if they are necessary to enable a determination as to whether the circumstances prescribed for the granting of a Permit exist. The Director of Community Development-Director may authorize omission of any or all of the plans and drawings required by this Section if they are not necessary. 15 copies shall be provided for hearing by the Planning and Zoning Commission and 7 copies shall be provided for a hearing of the Board of Adjustment.

a. A completed Coconino County Permit application form including, name, and address, phone number and signature of the property owner, applicant, name, phone number, fax number and email address of applicant or contact person, if different from the property owner, phone number, fax number and email address, Assessor's Parcel Number, subdivision/unit/lot if applicable, site address/location, existing zoning, existing land use, lot size, written description of the permit request description, date of pre-application meeting, and permit fee and property owner's authorization by their signature.

b. When required, a completed Citizen Participation Plan and Report shall be completed in accordance with Section 5.3.

c. A typewritten-narrative describing the request and the precise manner of compliance with each of the applicable provisions of this Section Chapter, together with any other data pertinent to the findings prerequisite to the granting of a the Permit.

d. Documentation shall be provided in a written description as well with supplemental data to show compliance with the Coconino County Comprehensive Plan.

e. A list of all owners of property located within three hundred feet (300') of the exterior boundaries of the subject property; the list shall be keyed to a map showing the location of these properties.

f. A site plan drawn to in an engineering scale using accurate dimensions showing property boundaries; existing and proposed improvements and Uses; locations of driveways, pedestrian walks, landscaped areas, open space, fences, walls, off-street parking areas including ingress and egress, traffic flow, and Easements. The number of copies and size of required site plans that shall be provided for hearings are determined based on the Permit type and may be modified on a case by case basis by the Community Development Director.

g. A copy of all recorded Easements applicable to the request.
h. A landscape plan detailing the locations of existing vegetation (both to be retained and to be removed), the location and design of landscaped areas, the number, varieties and sizes of proposed plant materials and other landscape features including sprinkler and irrigation systems as required by Section 4.4: Landscaping.

i. Architectural drawings including floor plans in sufficient detail to determine setback and parking requirements and elevations of all proposed structures as they will appear upon completion. All exterior surfacing materials and colors shall be specified. Color renderings or paint and material samples are required.

j. Signage plan detailing all existing and proposed Signs, including their location, size, materials, color and method of illumination as required by Section 4.2: Signs.

k. Lighting plan including location of all outdoor lighting fixtures and description of each (i.e. Lamp Type, Lumen output, Shielding) as required by Section 4.3: Lighting.

l. Plans and/or a preliminary report describing the proposed provisions for storm drainage, sewage disposal and such other public improvements and utilities as the Director may require in order to give a full evaluation of the project.

m. The application shall be accompanied by a fee established by resolution of the Board of Supervisors to cover cost of handling the application as prescribed in this Section.

2. Timeframes for Permits requiring Hearings pursuant to ARS § 11-1605 are as follows:

a. Administrative completeness pursuant to A.R.S. § 11-1605 shall be determined within 60 calendar days of the submittal of an application. Applicants will be notified in writing of an incomplete application with a list of deficiencies. Notice in writing of application deficiencies shall suspend the administrative completeness timeframe until such time as all deficiencies have been addressed.

b. Substantive review of applications shall be completed within 120 calendar days from the determination that the application is administratively complete. One written request for additional information may be made to the applicant during this review process. To accommodate changing conditions or plans, the applicant may agree to respond to additional requests for information. The substantive review includes investigation and report on the case. The substantive review timeframe is suspended during the public hearing process. The public hearing process begins at the posting of the case and is complete upon mailing of the permit resolution per A.R.S § 11-1605 (c)(8)(c).

c. The total time for the granting or denying of the Permit approval is 180 days.

d. Timeframes are tolled and may be extended in accordance with A.R.S. §11-1601 et seq.
Section 5.2: Pre-Application Review

Section 5.2.A: Purposes

The purpose of a pre-application review is to determine application requirements and familiarize applicants with the application requirements, the review process and procedures, to identify land use and development policies which may affect the development proposal, and to identify and address potential problems as early in the process as possible.

Section 5.2.B: Administration

1. Pre-Application Review Requirements

Pre-application reviews must occur within 6 months prior to the submittal of an application. The following applications are required to have a pre-application review prior to the submittal of an application: Conditional Use Permits, Zone Changes, Subdivisions, Design Review Overlay approval for cases that require a hearing, Zoning Code, Area Plan and Comprehensive Plan Amendments, Medical Marijuana Facilities, Variances and Abandonments.

2. Request for Pre-Application Review

Applicants shall request a pre-application review unless waived by the Director. No pre-application request form is required. Applicants are strongly encouraged to develop a preliminary Site plan depicting property lines, locations of existing and proposed Structures, parking and landscaped areas, property constraints including significant topographic features or flood hazard areas to be utilized during review, and infrastructure. A narrative report is also recommended detailing the specific request and potential operation.

3. Pre-Application Review Meeting

The Director shall maintain a pre-application meeting schedule. The pre-application meeting includes, but is not limited to, representatives from planning, zoning, building, sustainable building, flood control, engineering, hydrology, and environmental services. Staff shall provide applicants with information on process requirements including, but not limited to, application submittal requirements, citizen participation plan and notification requirements, and background information or additional studies necessary to adequately assess a project. Whether or not a development proposal meets relevant ordinances and plan policies may be discussed, but final staff recommendation will not be made until a formal application is evaluated.

4. Pre-Application Review Waiver
The Director may waive the requirement for pre-application review upon formal request by
the applicant.

Section 5.3: Citizen Participation

Section 5.3.A: Purposes

The purpose of the citizen participation process is in order to maximize the opportunity for
citizen involvement in the rezoning and conditional use permit processes that are described in the
following sections, and for Permits requiring a public hearing. This process is to ensure that
applicants pursue early and effective citizen participation in conjunction with their applications,
giving them the opportunity to understand and mitigate any real or perceived impacts their
application may have on the community or on the neighborhood, to ensure that the citizens and
property owners of Coconino County 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 to facilitate ongoing communication between the applicant, interested citizens and
property owners, County staff, and elected officials throughout the application review process.
The citizen participation plan process 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 to resolve any neighborhood issues at an early stage in the process, the
following requirements shall be included in the citizen participation process.

Section 5.3.B: Administration

1. Citizen Participation Plan and Citizen Participation Plan Report Requirements. Every
subdivision (if applicable), zone change and conditional Use permit application shall include a
Citizen Participation Plan that is developed in consultation with Planning and Zoning
staff during the Pre-application meeting. The Citizen Participation Report will contain written
results of a neighborhood community meeting. The Citizen Participation Plan and Citizen
Participation Plan Report shall be prepared in accordance with the following must be completed
prior to the submittal of an application.

a. Every zone change and conditional Use permit application shall include a citizen
participation plan that must be completed prior to the submittal of an application.

b. The purpose of the citizen participation plan is to achieve the following:

1. Ensure that applicants pursue early and effective citizen participation in conjunction with
their applications, giving them the opportunity to understand and try to mitigate any real or
perceived impacts their application may have on the community or on the neighborhood;

2. Ensure that the citizens and property owners of Coconino County 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
3. Facilitate ongoing communication between the applicant, interested citizens and property owners, County staff, and elected officials throughout the application review process.

e. The citizen 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.

d. At a minimum, the citizen participation plan shall include the following:

14. Citizen Participation Plan. At a minimum, the Citizen Participation Plan shall include the following:

a. A draft letter or notice of a Neighborhood Community Meeting, with flyers and other written material. The letter or notice shall notify which residents, property owners, interested parties and public and private agencies who may be affected by the application of the substance of the zone change, amendment or development proposed by the application. Planning and Zoning staff shall review the letter prior to mailing.

b. How those interested in and potentially affected by an application will be notified that an application has been made.

3. How those interested and potentially affected parties will be informed of the substance of the zone change, amendment, or development proposed by the application.

4. How those interested and affected parties will be provided an opportunity to discuss the applicant's proposal with the applicant and express any concerns, issues, or problems they may have with the proposal in advance of the public hearing at a Neighborhood Community Meeting, as outlined in Section 5.3.B.2.

c. A mailing list of residents, property owners, interested parties, and public and private agencies who will receive the invitation, as determined by Section 5.3.B.2.d. Coconino County Community Development will generate the list.

d. The applicant’s schedule for completion of the Citizen Participation Plan and

6. How the applicant will keep the County Community Development Department informed on the status of citizen participation efforts.

2. Neighborhood Community Meeting. Within six (6) months of submitting an application for a zone change or a conditional Use permit, applicants for a subdivision (if applicable), zone change or a conditional Use permit must conduct a Neighborhood Community Meeting that meets the following requirements:

a. The meeting must be conducted on site or in the general vicinity of the property involved in the application, subject to the approval of the Director. The meeting serves as a forum for information exchange between applicants and affected members of the public.
2d. Affected members of the public shall be notified in writing of a neighborhood meeting not less than 10 days or more than 21 days prior to the meeting.

3c. An applicant may make a written request and receive a written determination whether, due to impractical circumstances, such as a site surrounded by federal lands, the requirement for a community meeting may be waived by the Director. At a minimum the request must explain why the applicant’s Citizen Participation Plan provides other adequate, alternative opportunities for citizens to express any concerns, problems or issues they may have with the proposal in advance of the public hearing. The Director shall make their determination a part of the written record in the case.

def. 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 notification will be determined after consultation with Department of Community Development staff. At a minimum, the target area shall include the following, and when applicable, notice shall conform to requirements set forth in A.R.S. § 11-813 and A.R.S. §11-814:

1. (1) Property owners within the 300-foot public hearing notice area required or further as required by other sections of this Ordinance, or as determined by the Director;

2. (2) The head of any property owners’ association within the notice area required by other sections of this Ordinance; and

3. (3) Other potentially affected property owners outside of the legal notice area as determined by Community Development Department staff; and

4. (4) Other interested parties who have requested that they be placed on a list of interested parties maintained by the Community Development Department.

g. These requirements apply in addition to any notice provisions required elsewhere in this Ordinance.

h. The applicant may not submit a citizen participation plan until after a pre-application review meeting and consultation with Community Development Department staff.

23. Citizen Participation Plan Report. The applicant shall provide a written report on the results of their Citizen Participation Plan. This report shall be attached to the staff report submitted to the Planning and Zoning Commission. At a minimum, the Citizen Participation Plan Report shall include the following information:

a. This section applies only when a citizen participation plan is required by this Ordinance.

b. The applicant shall provide a written report on the results of their citizen participation effort prior to the notice of public hearing. This report shall be attached to the staff report submitted to the Planning and Zoning Commission.
e. At a minimum, the citizen participation report shall include the following information:

i. Details of the techniques the applicant used to involve the public, including:

   i(1) Dates and locations of all meetings where citizens were invited to discuss the applicant’s proposal;

   ii(2) Content, dates mailed, and numbers of mailings, including letters, meeting notices, newsletters and other publications;

   iii(3) The address list of residents, property owners, and interested parties receiving notices notified, as well as newsletters, or other written materials are listed; and

   iv(4) A sign in sheet from the Neighborhood Community Meeting listing the number of people notified about the meeting. The number of people that participated in the process, and the percentage of those notified that participated in the process.

ii. A written summary of concerns, issues, and problems expressed during the process, including:

   i(1) The substance of the concerns, issues, and problems;

   ii(2) How the applicant has addressed or intends to address concerns, issues and problems expressed during the process; and

   iii(3) Concerns, issues and problems the applicant is unwilling or unable to address and why.

Section 5.4: Public Hearing Time and Notice

Section 5.4.A: Duties of the Director

The Director of Community Development Director shall set the time and place of public hearings required by this Ordinance to be held by the Planning and Zoning Commission and Board of Adjustment, as listed in this Section, provided that the Commission or Board may change the time or place of a hearing with 24 hours advance notice. However, the Planning and Zoning Commission or Board of Adjustment shall hold a public hearing within seventy-five (75) days after a complete application has been filed unless extended at the request of the applicant.

1. Public notice shall be given for the following hearings to be held by the Planning and Zoning Commission:

   a. Comprehensive Plan Adoption and Amendments

   b. Conditional Use Permits
c. Design Review Overlay Applications

d. Determinations of Uses Not Listed

e. Subdivisions

f. Rezonings

g. Zoning Ordinance Adoption and Amendments

h. Public Easement Abandonment

Public notice shall be given for the following hearings to be held by the Board of Adjustment:

a. Variances

b. Interpretations of the Zoning Ordinance,

provided that the Commission or Board may change the time or place of a hearing with 24 hours advance notice. However, the Planning and Zoning Commission or Board of Adjustment shall hold a public hearing within seventy-five (75) days after a complete application has been filed unless extended at the request of the applicant.

3. Public Notice. A minimum of 15 days prior to a Planning and Zoning Commission or Board of Adjustment hearing, the Community Development Director shall provide notice by:

a. Mailing notices of public hearings to all persons who appear on the latest adopted tax roll of Coconino County as owning property within 300 feet of the exterior boundaries of the property that is the subject of the hearing.

b. Posting of the subject property to be considered at the hearing.

c. For Rezonings, Zoning Ordinance Adoption or Amendments, Comprehensive Plan Adoption or Amendments, the Director shall mail, post and publish notice in accordance with A.R.S § 11-805, § 11-813 and § 11-814.

Section 5.4.B: Duties of the Clerk of the Board

1. The Clerk of the Board shall set the time and place of public hearings required by this Ordinance to be held by the Board of Supervisors, provided that the Board may change the time or place of a hearing with 24 hours advance notice. The Board of Supervisors shall hold a public hearing on a rezoning request, a subdivision, a public easement abandonment, appeals, or an Zoning Ordinance amendment, or Comprehensive Plan adoption or amendment approved by the Commission not less than sixty (60) days after notice of such decision, a recommendation by the Planning and Zoning Commission, or an appeal has been filed with the Clerk of the Board, unless the applicant or appellant shall consent to an extension of time.
2. For Rezonings, Zoning Ordinance Adoption or Amendments, Comprehensive Plan Adoption or Amendments, the Clerk of the Board shall mail, post and publish notice in accordance with A.R.S. § 11-805, § 11-813 and § 11-814. In accordance with A.R.S. § 11-813, notice of a public hearing for a Zoning Ordinance Amendment shall be given not less than 15 days nor more than 30 days prior to the date of the hearing by publication in a newspaper of general circulation.

In accordance with A.R.S. § 11-814, when the public hearing concerns a rezoning matter the property shall be posted at least fifteen (15) days prior to the hearing and notice of a public hearing shall be given not less than fifteen (15) days prior to the date of the hearing by publication in a newspaper of general circulation. Notices of public hearings before the Planning and Zoning Commission, Board of Adjustment, or Board of Supervisors shall be mailed to all persons whose names appear on the latest adopted tax roll of Coconino County as owning property within 300 feet of the exterior boundaries of the property that is the subject of the hearing.

Section 5.5: Appeals: Board of Supervisors Review

Section 5.5.A: Appeal of Decision of Planning and Zoning Commission

Where this Ordinance provides for appeal to the Board of Supervisors of an administrative decision of the Planning and Zoning Commission on a Conditional Use Permit, Design Review Overlay, or Determination of Uses Not Listed, the appeal shall be made within fifteen (15) days of the date of the decision by filing a letter of appeal, with the associated fee, with the Director of Community Development Director. The appeal shall state in writing the grounds for the appeal including specific conditions of concern, if applicable.

Section 5.5.B: Board Action on Appeal

The Board of Supervisors shall hold at least one public hearing on a decision of the Director or Planning and Zoning Commission which has been appealed. The hearing shall be held within ninety (90) days from the filing of the appeal unless an extension is requested by the applicant; the time and place of the hearing shall be set by notice given as prescribed in Section 5.4. The Board shall render a decision on an appeal within forty (40) days following the closing of the public hearing on the appeal unless an extension is requested by the applicant. Failure of the Board to act within the time period prescribed by this Section shall be deemed approval of the Planning and Zoning Commission action. The Board shall review appeals de novo. The Board may affirm, reverse or modify a decision of the Planning and Zoning Commission. The decision of the Board of Supervisors shall be final.
Section 5.6: Administrative Adjustments

Section 5.6.A: Purpose

The purpose of this Section is to grant authority to the Director of Community Development to take action on requests for minor modifications or adjustments to certain requirements of this Ordinance when such requests constitute a reasonable use of property not permissible under a strict, literal interpretation of the regulations.

Section 5.6.B: Adjustments Allowed Administration

For the purpose of administering this Section, an Administrative Adjustment is any modification of the terms or requirements of this Ordinance, which, if granted, would allow the following:

1. A decrease of not more than 10% of the required minimum building site area, parcel or lot size, width or depth.

2. A decrease of not more than 20% of the required width of a front, side or rear yard setback or the yard between buildings.

3. A decrease of not more than 20% of the required front or rear yard.

4. An increase of not more than 20% in the permitted height of a fence or wall.

5. An increase of not more than 10% of the permitted height or areas of signs.

6. A decrease in the number of required parking spaces of not more than 10% or a decrease of one space if the total number of spaces is less than 10.

7. An increase of not more than 10% in the maximum allowable lot coverage.

8. An increase of not more than 20% in the permitted height of the zone for Appurtenances such as religious symbols or watch towers.

9. A decrease of not more than 10% in minimum setbacks, parcel or Lot size for animal keeping. A corresponding reduction of one of the total number of horses or other livestock, goat, sheep, or swine shall be required with the requested reduction in setback, parcel or Lot size.
10. An adjustment to a parcel or lot size based on eminent domain action taken by a public agency, or a dedication and acceptance of a portion of a parcel or lot for public right of way. No fees shall be collected with this type of administrative adjustment.

11. All other administrative adjustments and waivers to standards as listed in this Ordinance for: Accessory Dwelling Unit location, Off-Street Parking Requirements, Off-street Parking paving, Parking Area design dimensions, Exempt Noncommercial Signs height, Landscaping standards, Walls and Fencing standards, Compatibility Setback standards, and Minor Changes to a Planned District Zone.

Section 5.6.C: Permits, Findings and Administration

1. Permits

   a. Administrative Adjustments and waivers shall require issuance of an Administrative Permit subject to the provisions of Section 5.1.B.

   b. In addition to the Administrative Permit, applicable Building, Environmental Quality and Engineering Permits may be required. Planning and Zoning review shall be conducted through the issuance of such permits.

2. Findings. In granting an Administrative Adjustment, the Community Development Director shall make the following findings of fact:

   a. The proposed Use will not be detrimental to health, safety, or general welfare of persons living or working in the vicinity, to adjacent property, to the neighborhood, or to the public in general;

   b. The proposed Use otherwise conforms with the conditions, requirements, or standards of this Ordinance and any other applicable local, state, or federal requirements;

   c. For items listed in Section 5.6.B.11, the Director must find compliance with the standards listed in Sections LIST ALL OF THESE

3. Administration and other Requirements

   a. Permits shall be issued when compliance with this Ordinance is verified. If the Community Development Director determines that the proposed use does not comply with this Ordinance, the permit shall be denied.

   b. Expiration of Approval. The administrative adjustment approval shall expire within one year of issuance if a building permit, when required, is not obtained, or if construction is not commenced.

   b. Reduced Interior Side and Rear Setbacks: At the discretion of the Director, in order to grant approval of an Administrative Adjustment allowing a reduction in minimum
interior side setback, a letter from the affected neighbor supporting the request must be submitted by the applicant.

c. Minor Change to a Planned District Zone: In order to grant an Administrative Adjustment for a Minor Change within a Planned District Zone, as per Section 2.10.5.b., the following additional requirements must be satisfied prior to approval of such Administrative Adjustment:

(1) Planning staff shall notify the Planning and Zoning Commission about the requested change as an update during their regular session. If the Planning and Zoning Commission finds the change constitutes a Major Amendment, then the Major Amendment process shall be required to process the request.

3. Decision of Director

If the Community Development Director denies an application for an Administrative Adjustment, or, if the applicant disagrees with the conditions imposed by the granting of an Administrative Adjustment, if any, the applicant may file for a Variance in accordance with Section 5.8, Variances. Any Minor Amendments to a Planned District Zone denied by the Director shall be referred to the Planning and Zoning Commission as a Major Amendment.

Section 5.7: Conditional Use Permits

Section 5.7.A: Purposes

In order to give the Use regulations the flexibility necessary to achieve the objectives of this Section, in certain zones conditional Uses are permitted, subject to the granting of a Conditional Use Permit. Because of their unusual characteristics, conditional Uses require special consideration so that they may be located properly with respect to the objectives of the zoning regulations and their effects on surrounding properties, including impacts to the transportation system, public health, safety and welfare, and the natural environment. In order to achieve these purposes, the Planning and Zoning Commission is empowered to grant and to deny applications for Use permits for such Conditional Use permits in such zones as are prescribed in the zone regulations and to impose reasonable conditions upon the granting of Conditional Use Permits, subject to the right of appeal to the Board of Supervisors.

Section 5.7.B: Administration

1. Conditional Use Permits shall be subject to the provisions of Section 5.1.CB.

2. Investigation and Report

The Director of Community Development Director shall make an investigation of the application and shall prepare a report thereon which shall be submitted to the Planning and Zoning Commission and made available to the applicant prior to the public hearing.
3. Public Hearing

The Planning and Zoning Commission shall hold at least one public hearing on each application for a conditional use permit. The hearing shall be set and notice given as prescribed in Section 5.4 (Public Hearing Time and Notice). At the public hearing, the Commission shall review the application and drawings submitted therewith and shall receive pertinent evidence concerning the proposed Use and the proposed conditions under which Use would be operated or maintained, particularly with respect to the findings prescribed in Section 5.7.B.5.

4. Action of the Planning and Zoning Commission

Within forty (40) days following the closing of the public hearing on a Conditional Use Permit application, the Planning and Zoning Commission shall act on the application. The Commission may grant, by resolution, a Conditional Use Permit as the permit was applied for or in modified form, or the application may be denied. A Conditional Use Permit may be revocable, may be granted for a limited time period, or may be granted subject to such conditions or waivers as the Commission may prescribe as follows:

a. Conditions prescribed by the Commission may include but shall not be limited to:

- Drainage, sewage, water and other utility requirements, requiring special yards, open spaces, buffers, fences and walls;
- Requiring installation and maintenance of landscaping;
- Sensitivity to environmentally sensitive features;
- Requiring street dedications and improvements;
- Regulation of points of vehicular ingress and egress;
- Regulation of traffic circulation;
- Access from public rights of way;
- Requirements for public safety and emergency services;
- Regulation of signs;
- Nuisances; prescribing standards for maintenance of buildings and grounds; prescription of development schedules and development standards; and such other conditions as the Commission may deem necessary to insure compatibility of the Use with surrounding developments and Uses and to preserve the public health, safety and welfare.

b. The Commission may grant waivers from the Zoning Ordinance in conjunction with the approval of a Conditional Use Permit for such property development standards and performance standards as: fences, walls, screening and landscaping; site area; width and depth; front, rear and side setbacks; lot coverage; height of structures; distance between structures; usable open space; signs; off-street parking facilities or parking lot standards; or frontage on a public street. The Planning and Zoning Commission shall make the following findings before granting a waiver from the Zoning Ordinance:

1. The proposed waiver will not be detrimental to health, safety, or general welfare of persons living or working in the vicinity, to adjacent property, to the neighborhood, or to the public in general;

2. The proposed Use otherwise conforms with the conditions, requirements, or standards of this Ordinance and any other applicable local, state, or federal requirements;
(3) That the granting of the waiver is the minimum that will accomplish this purpose and will not constitute the granting of a special privilege inconsistent with the limitations on other properties in the same zone.

5. Findings of Fact

The Planning and Zoning Commission shall make the following findings before granting a Conditional Use Permit:

4a. That the proposed location of the Conditional Use is in accord with the objectives of this Ordinance and the purpose of the Zone in which the site is located.

2b. That the proposed location of the Conditional Use and the conditions under which it would be operated or maintained will not be detrimental to the public health, safety, welfare, or materially injurious to properties or improvements in the vicinity.

3c. That the proposed Conditional Use will comply with each of the applicable provisions of this Ordinance, except for approved variances.

4d. That the proposed Conditional Use is consistent with and conforms to the goals, objectives and policies of the Comprehensive Plan or Specific Area Plan for the area.

6. Effective Date of the Use Permit

The decision of the Planning and Zoning Commission shall be effective fifteen (15) days at the close of business from the date of the decision and upon receipt by the Department of Community Development of a signed agreement to the conditions of approval, unless prior to the expiration of said fifteen (15) day period an appeal has been filed with the Board of Supervisors.

77. Appeal to Board of Supervisors

A decision of the Planning and Zoning Commission may be appealed within fifteen (15) days to the Board of Supervisors by the applicant or any other person as prescribed in Section 5.5 (Appeals: Board Review); or by appeal of an individual member of the Board without fee.

88. Determination by the Board of Supervisors

The Board of Supervisors shall hold a public hearing on a Conditional Use Permit as prescribed in Section 5.5.B if an appeal has been filed within the prescribed fifteen day appeal period. The decision of the Board shall be final.

99. Lapse of Conditional Use Permit
A Conditional Use Permit associated with construction shall lapse and shall become void one-two years following the date on which the Conditional Use Permit became effective, unless prior to the expiration of one-two years, a building permit is issued and construction is commenced and diligently pursued toward completion on the site which was the subject of the use permit application, or a Certificate of Occupancy is issued for the structure which was the subject of the Use permit application, or the site is occupied if no building permit or Certificate of Occupancy is required, unless a longer time frame is approved by the Planning and Zoning Commission. A request for extension may be submitted to the Planning & Zoning Commission which will be evaluated based on current circumstances including, but not limited to, percentage of project completed, estimated completion date, surrounding land use and citizen input.

1. A Conditional Use Permit shall also lapse if the use for which the permit is approved is terminated for a period of two (2) years. Recom mencement of the Use after the two (2) year period of inactivity shall require filing a new application following the requirements and processes specified in Section 5.7.

10. Renewal of Conditional Uses

a. A Conditional Use Permit subject to expiration may be renewed, provided that prior to the expiration date, an application for renewal of the use permit is filed with the Department of Community Development. An expired Conditional Use Permit requires reinstatement as a new Conditional Use Permit application.

b. Upon application for renewal, a case review and site inspection shall be made to determine compliance with conditions of approval. Legal notice of application for renewal shall be posted on the property within public view, mailed to property owners within a minimum radius of 300 feet radius and advertised in a newspaper for a minimum of fifteen (15) days prior to determination of approval for renewal.

1. A Conditional Use Permit may be renewed administratively where:
   i. The current Conditional Use Permit remains valid and in full force; and
   ii. There have not been any complaints; and
   iii. The Use of the property remains the same as the approved Use; and
   iv. The use is in compliance with conditions of approval; and
   v. There are no active violations of the zoning code at the time of renewal; and
   vi. No modifications to the Use or conditions of approval are requested by the applicant or staff.

2. A Conditional Use Permit may be renewed administratively where the Conditional Use Permit is approved administratively, all prior conditions of approval
shall remain in full force and effect, except that the duration of the Conditional Use Permit renewal may be extended if requested by the applicant. The Director will evaluate each request for an extension of the renewal time period on a case by case basis. Administrative renewal of a Conditional Use Permit must meet the following criteria:

(1) The current Conditional Use Permit remains valid and in full force; and

(2) There have not been any complaints lodged with the Department during the current term of the Conditional Use Permit or during the notice period for the application of renewal. Complaints lodged during the notice period must be resolved within 30 days from the date of the complaint or the case will be referred to the Planning and Zoning Commission for public hearing; and

(3) The Use of the property remains the same as the approved Use; and

(4) The use is in compliance with conditions of approval; and

(5) There are no active violations of the zoning code at the time of renewal; and

(6) No modifications to the Use or conditions of approval are requested by the applicant or staff, except a request for an extension of the renewal time period will be evaluated by the Director based on justification submitted by the applicant for the extension.

An application meeting the criteria for administrative renewal will be processed by the Community Development Director in the same manner as Renewal of Conditional Use Permits, except that a Public Hearing and Action of the Planning and Zoning Commission are not required.

d. A Conditional Use Permit must be renewed upon a hearing before the Planning and Zoning Commission where:

ii.(1) Any complaint is lodged with the Department during the current term of the Conditional Use Permit or during the notice period for the application of renewal; or

iii.(2) Any conditions of approval are not met to the satisfaction of the Department; or

iv.(3) A change in the described Use of the property has occurred; or

v.(4) A change in the predicted impacts of the use has occurred; or

vi.(5) There is a violation of the zoning code or any other applicable law, or

vii.(6) A request to modify the Use or conditions of approval is made—
Additional fees may apply to Conditional Use Permits renewed by the Planning and Zoning Commission.

An application for renewal of a Conditional Use Permit not eligible for renewal pursuant to Section 5.7.B.10 above may be granted or denied by the Planning and Zoning Commission subject to the modification of existing conditions of approval and/or the addition of new conditions of approval. A primary consideration of renewal is compliance with the original conditions of approval. Such applications shall be subject to the provisions of Section 5.7.

Modification of Conditional Use

Sections 5.1.B.C and 5.7.B.1 through 5.7.B.10 shall apply to an application for modification, expansion, or other change in a conditional use.

Revoke Noncompliance with Conditional Use Permit Terms. Failure to comply with any of the conditions of approval or performance standards of a Conditional Use Permit is a violation of the Zoning Ordinance, and may result in enforcement action pursuant to Section 5.14 or the revocation of a Conditional Use Permit. Revocation shall require a public hearing before the Planning & Zoning Commission in accordance with public notice criteria. The Planning and Zoning Commission shall hold a public hearing within ninety (90) days of sending notice to both applicant and property owner, in accordance with the procedure prescribed in Section 5.7.B.3 (Public Hearing) and 5.7.B.4. If not satisfied that the regulation, general provisions, or conditions are being complied with, the Commission may revoke the Conditional Use Permit or take such action as may be necessary to ensure compliance with the regulation, general provisions, or conditions. The decision may include time frames for ensuring compliance or decommissioning the project unless an appeal has been filed within the prescribed fifteen (15) day appeal period, in which case Section 5.5.B (Board Action on Appeal) shall apply.

New Applications Following Denial

Following the denial of a Conditional Use Permit application or the revocation of a Conditional Use Permit, no application for a Conditional Use Permit for the same or substantially the same Conditional Use on the site shall be filed within one (1) year from the date of denial or revocation of the Conditional Use Permit.

Conditional Use Permit to Run with the Land

A Conditional Use Permit granted pursuant to the provisions of this Section shall run with the land and shall continue to be valid upon a change in ownership of the site or structure which was the subject of the use permit application.

Use Permit and Change of Zone Filed Concurrently

Application for a Conditional Use Permit may be made at the same time as an application for a change in zone boundaries including the same property, in which case the Planning and
Zoning Commission shall hold the public hearing on the zoning reclassification and the Conditional Use Permit at the same meeting and may combine the required hearings. For the purposes of this Section, the date of the Commission decision on the Conditional Use Permit application shall be deemed to be the same as the date of enactment by the Board of Supervisors of an ordinance changing the zone boundaries, provided that if the Board modifies a recommendation of the Commission on a zoning reclassification, the Conditional Use Permit application shall be reconsidered by the Commission in the same manner as a new application.

16. Planning and Zoning Division Inspections

The Planning and Zoning Division may conduct periodic site inspections during the duration of the Conditional Use Permit to ensure compliance with conditions of approval.

Section 5.8: Variances

Section 5.8.A: Purposes and Authorization

1a. Variances from the terms of the Zoning Ordinance shall be granted only when, because of special circumstances applicable to the property, including size, shape, topography, location or surroundings, the strict application of the Zoning Ordinance deprives such property of privileges enjoyed by other property in the vicinity and under identical zoning classification. Any Variance granted shall be subject to such conditions as will assure that the adjustment thereby authorized shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such property is situated.

2b. The power to grant Variances does not extend to Use regulations. Flexibility to the zoning regulations is provided in the Conditional Use provisions of this Ordinance.

3e. The Board of Adjustment may grant Variances to the regulations prescribed by this Section, in accord with the procedure prescribed in this Section, with respect to fences, walls, hedges, screening, and landscaping; site area, width, and depth; front, rear, and side yard setbacks; coverage, height of structures or appurtenances; distances between structures; usable open space; signs, off-street parking facilities, minimum lot size and setbacks for animal keeping, or frontage on a public street.

Section 5.8.B: Administration

1. Investigation and Report

The Director of Community Development shall make an investigation of each application that is the subject of a public hearing and shall prepare a report thereon which shall be submitted to the Board of Adjustment and made available to the applicant prior to the public hearing.
2. Public Hearing

The Board of Adjustment shall hold a public hearing on an application for a Variance. The hearing shall be set and notice given as prescribed in Section 5.4 (Public Hearing Time and Notice). At a public hearing, the Board shall review the application, statements, and drawings submitted therewith and shall receive pertinent evidence concerning the Variance, particularly with respect to the findings prescribed in Section 5.8.B.4 (Findings).

3. Action by the Board of Adjustment

Within forty (40) days following the close of the public hearing on a Variance application, the Board of Adjustment shall act on the application. The Board may grant, by resolution, a Variance as the Variance was applied for or in modified form, or the application may be denied. A Variance may be revocable, may be granted for a limited time period, or may be granted subject to conditions as the Board may prescribe. Upon failure to act within the prescribed forty (40) day period, an appeal may be taken to the Superior Court as prescribed in ARS §11-807.

4. Findings of Fact

The Board of Adjustment may grant a Variance to a regulation prescribed by this Ordinance with respect to fences, walls, hedges, screening, or landscaping; site area, width, or depth; front, rear, or side yard setbacks; coverage, height of structures or appurtenances, distances between structures, usable open space, signs, off street parking facilities, minimum lot size and setbacks for animal keeping, or frontage on a public street, as the Variance was applied for or in modified form, if, on the basis of the application and the evidence submitted, the Board of Adjustment makes the following findings of fact that establish that the circumstances prescribed in paragraphs 2a, 2b, or 2c and in paragraphs 3d and 3e do apply.

2a. That the strict or literal interpretation and enforcement of the specified regulation is necessary for the preservation of substantial property rights and would result in practical difficulty or unnecessary physical hardship inconsistent with the objectives of this Ordinance.

2b. That there are preexisting exceptional or extraordinary circumstances or conditions applicable to the property—land or buildings involved—that were not created or self-imposed by the applicant, and which do not apply generally to other properties in the same zone.

3c. That strict or literal interpretation and enforcement of the specified regulation would deprive the applicant of privileges enjoyed by the owners of other properties in the same zone.

4d. That the granting of the Variance as conditioned is the minimum that will accomplish this purpose and will not constitute the granting of a special privilege inconsistent with the limitations on other properties in the same zone.
5. That the granting of the Variance will not be detrimental to the public health, safety, or welfare, or materially injurious to the public or properties or improvements in the vicinity.

a. Signs

Additional Findings

i. (1) That the granting of the Variance will not detract from the attractiveness or orderliness of the surrounding neighborhood or infringe on the similar rights of others.

ii. (2) That the granting of the Variance will not create a hazard to public safety.

b. Parking

Additional Findings

The Board of Adjustment may grant a Variance to a regulation prescribed by this Ordinance with respect to off-street parking facilities as the Variance was applied for or in modified form, if, on the basis of the application and the evidence submitted, the Board of Adjustment makes findings of fact that establish that the circumstances prescribed in Section 5.8.B.4 (Findings) apply and the following circumstances apply.

i. (1) That neither present nor anticipated future traffic volumes generated by the use of the site or the uses of sites in the vicinity reasonably require strict or literal interpretation and enforcement of the specified regulation.

ii. (2) That the granting of the Variance will not result in the parking or loading of vehicles on public streets in such a manner as to interfere with the free flow of traffic on the streets.

iii. (3) That the granting of the Variance will not create a safety hazard or any other condition inconsistent with the objectives of this Ordinance.

5. Appeals to Superior Court

A decision of the Board of Adjustment on a Variance may be appealed within thirty (30) days to the Superior Court by the applicant or any other aggrieved person as prescribed in ARS 11-807.

6. Effective Date of Variance
A decision of the Board of Adjustment on a Variance shall be final thirty (30) days after the date of the decision and upon receipt by the Department of Community Development of a signed agreement to the conditions of approval, unless an appeal has been filed.

7. Lapse of Variance

a. A Variance shall lapse and shall become void one year following the date on which the Variance became effective unless the Board of Adjustment grants a specific timeframe for obtaining a building permit, or prior to the expiration of one year, a building permit is issued and construction is commenced and diligently pursued toward completion on the site which was the subject of the variance application, or a permit is issued authorizing occupancy of the site or structure which was the subject of the variance application, or the site is occupied if no building permit or Certificate of Occupancy is required.

b. A Variance may be renewed for an additional period of one year provided that prior to the expiration of one year from the date when the Variance or the renewal became effective, an application for renewal of the Variance is filed with the Director of Community Development.

c. A Variance shall also lapse if the use for which the Variance is approved is terminated for a period of one year. Recomencement of the use after the one year period of inactivity shall require filing a new Variance application according to the process and requirements listed in Sections 5.8.A through 5.8.B.10.

8. A Variance subject to expiration may be renewed, provided that prior to the expiration date, an application for renewal of the Variance is filed with the Board of Adjustment.

The Board of Adjustment may grant or deny an application for renewal of a Variance subject to the modification of existing conditions of approval and/or the addition of new conditions of approval. A primary consideration of renewal is compliance with conditions of approval.

9. Revocation

Failure to comply with any of the conditions of approval is a violation of the Zoning Ordinance and may result in the revocation of a Variance. Revocation shall require a public hearing before the Board of Adjustment Commission in accordance with public notice criteria. The Board of Adjustment shall hold a public hearing within ninety (90) days of sending notice to both applicant and property owner, in accordance with the procedure prescribed in Section 5.8.B.2 (Public Hearing). If not satisfied that the regulation, general provisions, or conditions are being complied with, the Board may revoke the Variance or take such action as may be necessary to ensure compliance with the regulation, general provisions, or conditions. The decision may include time frames for ensuring compliance or decommissioning the project.

10. New Application
Following the denial or revocation of a Variance application, no application for the same or substantially the same Variance on the site or substantially the same site shall be filed within one year from the date of denial or revocation of the Variance.

11. Variance Related to Plans Submitted

Unless otherwise specified at the time a Variance is granted, it shall apply only to the plans and drawings submitted as part of the application.

**Section 5.9: Determination as to Uses Not Listed**

**Section 5.9.A: Purposes**

In order to ensure that the zoning regulations will permit all similar Uses in each zone, the Director of Community Development Director, upon his/her own initiative or upon written request shall determine whether a Use not specifically listed as a permitted or conditional Use in any zone shall be deemed a permitted Use or a conditional Use in any one or more zones on the basis of similarity to Uses specifically listed. The determination of the Community Development Director shall be adopted through the Planning and Zoning Commission consent agenda. The Director of Community Development may request the determination be made directly by the Planning and Zoning Commission. The procedures of this Section shall not be substituted for the amendment procedure as a means of adding new Uses to the list of permitted or conditional uses.

**Section 5.9.B: Administration**

1. Request for Determination

Requests for determination of similar Uses shall be made in writing to the Director of Community Development Director and shall include a detailed description of the proposed Use and such other information as may be required by the Director to facilitate the determination.

2. Investigation and Report

The Director of Community Development Director shall make such investigations of the request as necessary to compare the nature and characteristics of the proposed Use with those Uses specifically listed and shall make a report of his findings to the Planning and Zoning Commission.

3. Determination

The determination of the Director of Community Development Director and/or the Planning and Zoning Commission shall be effective fifteen (15) days from the date of the decision unless an appeal is filed.
4. Appeal to Board of Supervisors

A decision of the Planning and Zoning Commission may be appealed within fifteen (15) days to the Board of Supervisors by the applicant or any other person, as prescribed in Section 5.5 (Appeals: Board Review), or by any member of the Board of Supervisors without fee.

5. Determination by Board of Supervisors

The Board of Supervisors shall make a determination as prescribed in Section 5.5.B (Board Action on Appeal) if an appeal has been filed within the prescribed fifteen (15) day appeal period or upon the initiative of the Community Development staff. The decision of the Board shall be adopted as a resolution and shall be final.

Section 5.10: Interpretations

Section 5.10.A: Purposes and Authorizations

The Board of Adjustment may interpret the Zoning Ordinance if the meaning of any word, phrase or section is in doubt, if there is a dispute over a staff interpretation or if the location of a district boundary is in doubt. Appeals to the Board of Adjustment may be taken by any person who feels that there is an error or doubt in the interpretation of the ordinance pursuant to ARS § 11-816.

Section 5.10.B: Request for Interpretation

All requests for interpretation shall be made in writing to the Director of Community Development Director, and accompanied by a fee as established in the adopted fee schedule. Interpretations shall be submitted to the Board of Adjustment for review based on their next available calendared meeting.

Section 5.11: Substantive Policy Statement

Section 5.11.A: Purpose and Authority

Substantive policy statements are written expressions intended to inform the general public of the department’s current approach to, or opinion of, the requirements of the federal or state constitution, federal or state statute, administrative rule or regulation, or final judgment of a court of competent jurisdiction, including, where appropriate, the agency’s current practice, procedure or method of action based upon that approach or opinion. A substantive policy statement is advisory only and does not include internal procedural documents which only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties, confidential information or rules made in accordance with this Ordinance.
Section 5.11.B: Administration

1. Adoption

Substantive policy statements are adopted at the discretion of the Community Development Director. All substantive policy statements are reviewed on an annual basis and updated as required.

2. Access

Substantive policy statements are available for inspection at the Community Development office or on the Coconino County website.

3. Format

All substantive policy statements shall include the effective date, policy number, title, purpose, background, policy statement, and information pertaining to the approval of the substantive policy statement and any previous substantive policy statements affected or revised by the new substantive policy statement.

Section 5.12: Amendments to the Zoning Ordinance and Rezonings

Section 5.12.A: Purpose

The zoning map and zoning regulations may be amended by changing the boundaries of any zone or by changing any zone regulation or any other provision of this Ordinance in accord with the procedure prescribed in this Section.

Section 5.12.B: Administration

21. Initiation

   a. A change in the boundaries of any zone may be initiated by a property owner or authorized agent of a property owner by filing an application for a change in zone boundaries as prescribed in this Section.

   b. A change in the boundaries of any zone or change in the regulations may be initiated by the Planning and Zoning Commission or the Board of Supervisors.

32. Conformity with Comprehensive Plan

An application for a change in zone classification which does not conform to the land use designation as identified in the Comprehensive Plan shall not be processed until an
amendment to the Comprehensive Plan has been filed, as prescribed in Section 5.13.C.1 (Amendments to Comprehensive Plan).

43. Investigation and Report

The Director of Community Development shall make an investigation of the application or proposal and shall prepare a report thereon which shall be submitted to the Planning and Zoning Commission and to the applicant prior to the public hearing.

54. Public Hearing

The Planning and Zoning Commission shall hold at least one public hearing on each application for a change in zone boundaries or for a change of the zoning regulations. The hearing shall be set and notice given as prescribed in Section 5.4 (Public Hearing Time and Notice).

65. Public Hearing Procedure

At the public hearing, the Planning and Zoning Commission shall review the application or the proposal and may receive pertinent evidence as to why or how the proposed change is consistent with the objectives of this Ordinance, the Comprehensive Plan and the development policies of the County.

76. Action by the Planning and Zoning Commission and Findings of Fact

a. Within forty (40) days following the closing of the public hearing, the Planning and Zoning Commission shall make a decision based on the following findings of fact:

(1) That the change is consistent with the goals, objectives and policies of the Comprehensive Plan and this Ordinance.

(2) That the change is in the interest of or will further not be detrimental to the public health, safety, comfort, convenience and welfare.

(3) That the change will not adversely affect the established character of the surrounding neighborhood nor be detrimental to adjacent properties.

b. Based on these findings, the Commission shall recommend that the application be approved, approved in modified form, or denied. Said recommendation shall be transmitted to the Board of Supervisors for final hearing and disposition.

87. Action by the Board of Supervisors

a. If the Planning & Zoning Commission has held a public hearing, the Board of Supervisors may adopt the recommendations of the commission through use of a consent calendar without holding a second public hearing if there is no objection, request for public hearing or other protest. If there is an objection the Board of Supervisors shall hold
at least one public hearing on an application or a proposal within ninety (90) days after the Planning and Zoning Commission hearing. The hearing shall be set and notice given as prescribed in Section 5.4 (Public Hearing Time and Notice). Within forty (40) days following the closing of a public hearing, the Board shall make a decision based on the findings required by Section 5.12.B.7.a.

1. If the Board finds that the change is consistent with the findings required by Section 5.12.B.7.a, it shall approve an ordinance amending the zoning map or zoning regulations, whichever is appropriate.

2. The Board may modify a decision of the Planning and Zoning Commission recommending the granting of an application or adoption of a proposal. However, prior to making a final decision on the amendment or proposal, the Board may, but shall not be required to, submit any or all modifications to the Commission for reconsideration at a public meeting. The Commission may, but is not required to, provide supplemental comments on the modifications to the Board. The Board may consider any supplemental comments from the Commission before making the findings required by Section 5.12.B.7.a and rendering a final decision. Failure of the Commission to report within 30 days after receipt of the Board request shall be deemed concurrency.

3. If the Board finds that the change is not consistent with the findings required by Section 5.12.B.7.a, it shall deny the application or reject the proposal.

b. In accordance with A.R.S. § 11-814, if twenty percent (20%) of the owners of property by area and number within the zoning area (for the purpose of this Section “zoning area” means the area within three hundred feet of the proposed amendment or change) file a protest to the proposed change, the change shall not be made except by a three-fourths vote of all members of the Board. If any members of the Board are unable to vote on the question because of a conflict of interest, the required number of votes for the passage of the question is three-fourths of the remaining membership of the Board, except that the required number of votes in no event shall be less than a majority of the full membership of the Board. In calculating the owners by area, only that portion of a lot or parcel of record situated within three hundred feet of the property to be rezoned shall be included. In calculating the owners by number or area, County property and public Rights-of-Way shall not be included.

98. New Application

Following the denial of an application for change in zone boundaries or a change in the zoning regulations, an application or request for the same or substantially the same change on the same or substantially same property shall not be filed within one year of the date of denial.

499. Conditional Zoning
The Board may approve a change of zone conditioned on a schedule for development of the specific Use or Uses for which the rezoning is requested. If at the expiration of this period the property has not been improved for the Use for which it was conditionally approved, the Board after notification by registered mail to the owner and applicant who requested the rezoning, shall schedule a public hearing to grant an extension, determine compliance with the schedule for development, or cause the property to revert to its former zoning classification.

140. Change of Zone Accompanied by a Subdivision Plat

When a zone change request is accompanied by a preliminary subdivision plat, the change of zoning shall not vest or become effective until recordation of a final plat.

Section 5.13: Comprehensive Plan

Section 5.13.A: Applicability of State Law

Except as otherwise specifically provided herein, the provisions of the Arizona Revised Statutes, Title 11 relating to the adoption, amendment, effect and all other aspects of comprehensive plans shall apply to Coconino County.

Section 5.13.B: Purposes

The purpose of this Section is to establish procedures by which the County's Comprehensive Plan may be amended, and to establish associated application requirements and time frames for public hearing and approvals.

Section 5.13.C: Administration

1. Amendments to Comprehensive Plan or Specific Area Plans:

a. The Comprehensive Plan of Coconino County or any part or element thereof, including Area Plans for individual communities, the Regional Plan, or any Specific Plan for individual communities may be amended as frequently in any calendar year as may be determined by the Board of Supervisors to be in the public interest, per Section 5.13.C.4.

b. An amendment to the Comprehensive Plan or any part or element thereof or any Specific Plan may be initiated by:

(1) The Board of Supervisors;

(2) The Planning and Zoning Commission;

(3) The owner of the property in question.
(4) Any member or members of the public.

c. However, any amendment initiated by the property owner or member or members of the public shall be made by application. The following information shall be submitted when applying for an Amendment to change any Zoning Ordinance regulation of the Comprehensive Plan:

1. A completed Coconino County Plan/Ordinance Amendment application form including name and address of the applicant, name of contact person, phone number, fax number and email address, description of the request, and pre-application meeting date.

2. A typewritten narrative describing the request and the precise manner of compliance with each of the applicable provisions of this Section, together with any other data pertinent to the findings prerequisite to the granting of an amendment.

3. Documentation shall be provided in a written description as well with supplemental data to show overall compliance with the Coconino County Comprehensive Plan.

4. A citation of the specific section(s) of the applicable Plan to be amended and specific language proposed.

5. The application shall be accompanied by a fee established by resolution of the Board of Supervisors to cover the cost of processing the application as prescribed in this Section.

6. Other information determined to be necessary for the Director to make a recommendation on the requested action.

d. Any hearing held in conjunction with an amendment to the Zoning Ordinance for the purpose of bringing zoning into consistency with the Comprehensive Plan or any part or element thereof of a Specific Plan may be held at any time after the date on which an amendment to the Comprehensive Plan or any part or element thereof or any Specific Plan has been recommended for adoption by the Planning and Zoning Commission; provided, however, that no such amendment to the Zoning Ordinance shall be adopted by the Board of Supervisors until the Board has first adopted the appropriate amendment to the Comprehensive Plan or any part or element thereof applicable Specific Plan.

2. Types of Comprehensive Plan Amendments

a. Administrative Amendments. Administrative Amendments are minor corrections made under the authorization of the Community Development Director, such as:

1. Updates to formatting, typographical errors, URLs, references to other reports or studies that may be amended, and similar edits.
(2) Corrections to scrivener’s errors that occurred in mapping or in text and did not reflect the Board action on a property or policy.

b. Major Amendments. An amendment is a Major Amendment if it meets any of the following criteria:

(1) Changes to the text conflict with or alter one or more of the goals and policies in this Plan or,

(2) The proposal represents a substantial alteration to the county’s land use mixture and balance or,

(3) It adds a new element or substantially changes one or more chapters of the Comprehensive Plan prior to the required full 10-year update or,

(4) It adds a new Area Plan or a new Rural Planning Area or,

(5) It establishes a land use map, growth boundary, or activity center under County jurisdiction.

c. Minor Amendments. An amendment is a Minor Amendment if it meets any of the following criteria:

(1) Revisions or updates to an existing area plan or Rural Planning Area that meet the Comprehensive Plan’s vision, goals, and policies or,

(2) Changes mandated by any new state laws or,

(3) Text changes and corrections that do not compromise the intent or impact the substantive mixture and balance of the Plan or,

(4) Corrections to planning errors or a planning oversight or,

(5) A change to a map, location-based policy, or other specific policy within an area plan or,

(6) Any other changes that do not fall under the major amendment criteria listed above and are not administrative amendments.

3. Amendment Approval Criteria. Major and Minor Amendments must meet the following approval criteria:

a. The amendment constitutes an overall improvement to the county.

b. The amendment will not adversely impact a portion of the county or the existing character (visual, physical, environmental, and functional) of the immediate area.
c. The amendment is supported by “Our Vision for the Future” and other goals and policies of the Plan.

d. The requested change benefits the county or a specific community.

e. Conditions have changed substantially since the last update; such conditions may involve surrounding land uses.

f. The subject property or concept was misinterpreted or overlooked in the Plan.

g. The amendment will effectively help implement the Plan’s other goals or vision.

h. The identified site is appropriate for the proposed use.

24. Amendment Review Timeframes

a. Administrative completeness pursuant to ARS § 11-605 shall be determined within 60 calendar days of the submittal of an amendment application. Applicants will be notified in writing of an incomplete application with a list of deficiencies. Notice in writing of application deficiencies shall suspend the administrative completeness timeframe until such time as all deficiencies have been addressed.

b. Substantive review of all amendment applications shall be completed within 250 calendar days from the determination that the amendment application is administratively complete. One written request for additional information may be made to the applicant during this review process. The substantive review includes investigation and report on the case, public hearing, action of the Planning & Zoning Commission, and action by the Board of Supervisors. The applicant may waive the timeframe constraints of this review.

a. Major Amendments shall be heard once per calendar year, and shall be considered by the Planning and Zoning Commission at its regular meeting in October of that year. The application deadline for Major Amendments shall be May 1 of each year.

d. Minor Amendments may be considered at any time of the year.

35. Investigation and Report

The Director of Community Development Director shall make an investigation of the application or proposal and shall prepare a report thereon which shall be submitted to the Planning and Zoning Commission and to the applicant prior to the public hearing.

46. Public Hearing

The Planning and Zoning Commission shall hold at least one public hearing on each application for a Major or Minor amendment to the Comprehensive Plan, change in zone boundaries, or for a change of the zoning regulations. The hearing shall be set and notice given as prescribed in Section 5.4 (Public Hearing Time and Notice).
§7. Public Hearing Procedure

At the public hearing, the Planning and Zoning Commission shall review the application or the proposal and may receive pertinent evidence as to why or how the proposed change is consistent with the objectives of this Ordinance, the Comprehensive Plan and the development policies of the County. The Planning and Zoning Commission shall forward their recommendation for a Major or Minor amendment to the Board of Supervisors.

§8. Action by the Board of Supervisors

If the Planning & Zoning Commission has held a public hearing, the Board of Supervisors shall hold at least one public hearing on an application or a proposal for a Major or Minor amendment within ninety (90) days after the Planning and Zoning Commission hearing. Minor Amendments are subject to a simple majority vote of the Board of Supervisors. Major amendments are subject to a 4/5 vote of the BOS. The Board of Supervisors may adopt the recommendations of the commission through use of a consent calendar without holding a second public hearing if there is no objection, request for public hearing or other protest. If there is an objection the Board of Supervisors shall hold at least one public hearing on an application or a proposal within ninety (90) days after the Planning and Zoning Commission hearing. The hearing shall be set and notice given as prescribed in Section 5.4 (Public Hearing Time and Notice in accordance with A.R.S. §11-805). Within forty (40) days following the closing of a public hearing, the Board shall make a decision on the amendment.
ENFORCEMENT
Section 5.14: Enforcement

Section 5.14.A: Purpose & Scope

This section identifies what constitutes a violation of this Ordinance, establishes penalties and remedies, and authorizes enforcement procedures.

Section 5.14.B: Violation

Pursuant to A.R.S. § 11-815:

a1. It shall be a violation of this Ordinance to erect, construct, reconstruct, alter or use a building or any other structure without first obtaining a building permit.

b2. It shall be a violation of this Ordinance, and considered a public nuisance per se to make any Use of any Lot, parcel, or piece of property in such a way as to conflict with the provisions of this Ordinance.

e3. Each day during which an illegal erection, construction, reconstruction, alteration, maintenance, or Use continues is a separate offense.

Section 5.14.C: Enforcement

1. Zoning Inspection and Investigation

a. The Board of Supervisors, Director of Community Development Director, County Attorney, County Sheriff, Zoning Inspector, Hearing Officer, and all officers of Coconino County otherwise charged with the enforcement of the law are responsible for the enforcement of the provisions of this Ordinance.

b. Zoning Inspector /Compliance Manager

(1) The Zoning Inspector, also known as the Compliance Manager, shall administer and enforce this Ordinance. The Zoning Inspector shall:

(2) Receive and investigate allegations of violations of this Ordinance.

i. Make necessary inspections to secure compliance with the provisions of this Ordinance.

ii. Make investigations in connection with any matter referred to in this Ordinance and render written reports thereof when requested by the Board of Supervisors, or when the interests of Coconino County so require.

iii. Issue such notices or orders as may be necessary for the purpose of enforcing compliance with the provisions of this Ordinance.
Keep careful and comprehensive records of all alleged violations of this Ordinance, including comprehensive notes as to the condition and existing Uses of the subject property, location, property owner and address, and specific section(s) of the Ordinance corresponding to the alleged violation. The Zoning Inspector shall further retain on file, copies of all papers for such time as may be required by law.

(3) May perform any duties as assigned to the Deputy Zoning Inspector, as outlined in Section 5.14.C.1.c.

c. Deputy Zoning Inspector

(1) Deputy Zoning Inspectors, also identified as Code Enforcement Officers, shall be appointed by the Coconino County Board of Supervisors as needed to assist the Zoning Inspector. The Deputy Zoning Inspector shall:

   i ia. Investigate and report on all allegations of zoning violations as assigned by the Zoning Inspector.

   ii bb. Determine whether a condition or existing Use constitutes a violation of this Ordinance.

   iii cc. When the Deputy Zoning Inspector confirms that a condition or existing Use constitutes a violation of this Ordinance, the Deputy Zoning Inspector may:

      a i. Serve notice of the violation to the Alleged Violator. The notice shall cite:

         1. The nature of the violation,

         2. The section of the Ordinance violated,

         3. Information of possible penalties if violation is not ceased,

         4. Steps necessary to bring the subject property into compliance with this Ordinance, and

         5. A reasonable timeframe in which all necessary actions should be completed to correct the noticed violation.

      b ii. Re-inspect the subject property upon the expiration of the reasonable timeframe provided in accordance with Section 5.14.C.1.c.1.iii.a.5.

      c iii. Provide a reasonable timeframe for remedy of violations, for those violations not remedied within the timeframe provided in e of violation setting a final deadline for compliance.

      1. The final deadline for compliance shall not exceed four (4) weeks.
12. The final deadline for compliance may be extended where the property owner demonstrates, with reasonable documentation, an effort to correct the existing violation(s).

DIV. Issue citations for violations of this Ordinance not corrected by the final deadline provided in accordance with Section 5.14.C.1.c.1.iii.c.1. The citation shall include:

1. The nature of the violation.
2. The section(s) of this Ordinance which has/have been violated.
3. Possible penalties that can be assessed by the Hearing Officer.

EV. Serve, together with the citation, a notice to appear before the Hearing Officer, in accordance with A.R.S. § 11-815(E). The notice to appear shall:

1. Include the specific date and time at which the alleged violator must appear at the Zoning Violation Hearing.
2. Include information regarding the right to be represented by counsel or other designated representative and that failure to provide timely written notification of an election to be represented by counsel or other designated representative constitutes a waiver of that right.
3. If the Deputy Zoning Inspector is unable to personally serve the notice, the notice may be served by any form of mail requiring a signed and returned receipt, or in the same manner prescribed for alternative methods of service by the Arizona Rules of Civil Procedure, provided that a notice by means other than personal service must be affected at least thirty (30) days before the hearing.

VI. Present evidence showing the existence of a violation, or testimony showing the existence of a violation when the County Attorney presents evidence on behalf of the Zoning Inspector, in accordance with A.R.S. § 11-815(F).

2. Hearings
   
   a. Hearing Officer

      The Hearing Officer is appointed by the Coconino County Board of Supervisors to hear and decide all civil proceedings established by this Ordinance.

   b. The Hearing Officer shall:

      (1). Preside over Zoning Violation Hearings
(2) Decide all objections as to the relevance of evidence or testimony presented during a Zoning Violation Hearing.

(3) Determine responsibility for alleged zoning violations.

(4) Impose civil penalties for zoning violations, pursuant to Section 5.14.C.2.d.2.i.b or with Section 5.14.C.4.a.3.i.

(5) Include in all findings of responsibility, pursuant to Section 5.14.C.2.d.2.i.b or Section 5.14.C.2.d.8.ix, a non-compliance and daily penalty schedule to accrue should the violation(s) not be abated by the compliance date specified by the Hearing Officer.

c. The Hearing Officer may:

(1) Continue Zoning Violation Hearings at the request of either party for good cause shown.

(a) The Hearing Officer shall not continue a hearing without first giving notice to both parties.

(b) The Hearing Officer shall notify both parties in writing of the new hearing date.

(2) Question witnesses or representatives of either party during a Zoning Violation Hearing.

(3) Attach a recurrence penalty to a parcel for a maximum of two (2) years from the hearing date. Said penalty shall be levied according to the recall procedure in Section 5.14.C.2.e if a violation of the same section of this Ordinance, as addressed in the Hearing Officer’s findings, occurs within the specified time period.

d. Zoning Violation Hearings

(1) Every action or proceeding brought before the Hearing Officer for a violation of this Ordinance shall be commenced by the filing of a copy of the notice to appear, as provided by Section 5.14.C.1.c.1.iii.e, and a copy of the citation, as provided by 5.14.C.1.c.1.iii.d, with the Hearing Clerk.

(2) The alleged violator shall, no later than 15 days after service of citation, submit an admission or denial of responsibility.

(a) When an alleged violator submits an admission of responsibility:

b. The Hearing Officer shall waive the initial fee of $100.
b. The Hearing Officer shall enter a finding of responsibility against the alleged violator providing 30 days to remedy the violation(s), unless extraordinary circumstances warrant an extension.

c. The Hearing Officer shall vacate the Zoning Violation Hearing.

iibb. When an alleged violator submits a denial of responsibility:

a. The Hearing Officer shall promptly notify the alleged violator of the right to be represented by counsel.

b. The alleged violator must then notify the Hearing Officer in writing at least ten (10) days prior to the hearing date of his or her choice to be represented by counsel.

(3) Failure to respond with either an admission or denial of responsibility is deemed admission by default.

(4) If the alleged violator submits a denial of responsibility, the alleged violator, or his or her representative or attorney must appear at the Zoning Violation Hearing.

(5) If the alleged violator, or his or her representative or attorney, fails to appear at the Zoning Violation Hearing, the violation(s) alleged in the citation shall be deemed admitted and the Hearing Officer shall enter a finding of responsibility against the alleged violator and impose a penalty pursuant to Section 5.14.C.4.a.2 of this Ordinance.

(6) The County need not be represented by counsel at the Zoning Violation Hearing. Should the County elect to secure counsel, the County must, in writing, notify the Hearing Officer and the alleged violator at least fifteen (15) days prior to the hearing.

(7) No later than ten (10) days prior to the hearing, both parties shall disclose a list of witnesses and prepared exhibits to the opposing party and shall place prepared exhibits on file with the Hearing Clerk.

(8) At the Hearing Officer’s discretion, a failure to comply with Section 5.14.2.d.7 may result in either the granting of a continuance to permit inspection, or the Hearing Officer shall deny the admission of the evidence.

(9) The order of the Zoning Violation Hearing shall be as follows:

iaa. The Hearing Officer shall call the case and briefly describe the procedures to be followed.

bbi. Opening Statement by the County

cci. Opening Statement by Alleged Violator
Testimony of the County’s Witnesses

Testimony of Alleged Violator’s Witnesses

Testimony of other attendees, at the discretion of the Hearing Officer

Closing Statement by the County

Closing Statement by the Alleged Violator

Upon conclusion of the Zoning Violation Hearing, or within ten (10) days thereof, a decision shall be made by the Hearing Officer. The decision of the Hearing Officer shall include the findings and judgment of the Hearing Officer.

The Zoning Violation Hearing shall be governed by the following:

The Arizona Rules of Civil Procedure and Evidence shall not apply to a Zoning Violation Hearing. Any evidence offered may be admitted subject to a determination by the Hearing Officer that the offered evidence is relevant.

Audio recordings of the hearing shall be made and kept on record with the Hearing Officer for a period of one (1) year.

Either party may elect to utilize a court reporter during the Zoning Violation Hearing, at that own party’s expense. Transcripts shall be obtained by each party directly from the court reporter and at the requesting party’s expense.

If the Zoning Inspector or Deputy Zoning Inspector does not appear at the time set for the hearing, the Hearing Officer shall dismiss the citation without prejudice.

The Hearing Officer may set aside a finding entered upon a failure to appear, pursuant to Section 5.14.C.2.d.5, if it is determined by the Hearing Officer that the alleged violator was not served a citation, or for any other reason where necessary to prevent an injustice.

e. Recall Hearings

Recall of a case may occur when the conditions and/or compliance time frame have not been met by the alleged violator. The citation and Zoning Violation Hearing are considered to be open until complete compliance has been reached as outlined in the Hearing Officer’s decision.

Notice of a recall hearing shall be made according to Section 5.14.C.1.c.1.iii.e.

Recall hearings to determine whether a violation has recurred shall be conducted according to Section 5.14.C.2.d.
3. Appeals

a. Appeals to the Board of Supervisors

The Alleged Violator or the County may appeal to the Board of Supervisors the final decision of the Hearing Officer. A written notice of appeal shall be filed with the Hearing Officer within seven (7) days after the hearing officer’s finding.

i. The notice of appeal shall identify the finding appealed from. It shall be signed by the appellant or the appellant’s counsel, and shall contain the names, addresses, and telephone numbers of all parties and their attorneys. When a party appeals, the Hearing Clerk shall send a copy of the notice of appeal to the other party or the other party’s attorney.

ii. Appeals shall be limited to the record of the proceeding before the Hearing Officer, and no new evidence may be introduced. The record of the proceedings shall include all materials in the Hearing Officer’s file, all evidence admitted at the hearing, and the official record as per Section 5.14.C.2.d.10 of this Ordinance.

iii. Upon receiving the notice of appeal, the Hearing Clerk shall, within thirty (30) days prepare and transmit the record and provide notice of the transmittal to the parties.

iv. The parties may stipulate that the appeal may be heard on less than a complete record or upon stipulated facts. The designation of the stipulated record shall be in writing, filed with the Hearing Officer within fifteen (15) days after the notice of appeal.

v. Upon sending the record to the Board of Supervisors, the Hearing Officer shall notify both parties that they have five (5) days from the date of the letter to submit memoranda stating their positions to be submitted to the Clerk of the Board of Supervisors. The memoranda shall not exceed five (5) pages in length.

vi. Public notice of the appeal before the Board of Supervisors shall be posted at least twenty-four (24) hours prior to the hearing. The Hearing Officer shall mail a notice of the hearing to both parties not less than ten (10) business days prior to the hearing.

vii. The Chairperson of the Board of Supervisors shall preside at the appeal and shall decide on all questions pertaining to procedure.

viii. At the hearing before the Board of Supervisors, arguments by the parties shall be limited to five (5) minutes for each party unless extended by the Chairperson of the Board of Supervisors.

ix. After consideration of the parties’ arguments, the record, and any submitted memoranda, the Board of Supervisors shall make a determination as to whether the
Hearing Officer abused his or her discretion by a motion and majority vote of the quorum.

If the Board of Supervisors finds that the Hearing Officer abused his or her discretion, the Board of Supervisors may:

a. Increase, decrease, or modify any sanction imposed by Hearing Officer; and

b. Affirm the decision of the Hearing Officer; or

c. Affirm in part and reverse in part and remand for further proceedings; or

d. Reverse the decision of the Hearing Officer and remand for further proceedings; or

e. Vacate the decision of the Hearing Officer.

b. Appeals to Superior Court

Decisions by the Board of Supervisors may be appealed to the Coconino County Superior Court pursuant to A.R.S. § 12-910.

4. Penalties & Remedies

a. Pursuant to A.R.S. § 11-815:

(1) The County may withhold all Building Permits and Zoning permits for properties on which a Use of the property, Building, or any other Structure exists which does not meet the standards of this Ordinance.

(2) If a zoning violation is found to exist pursuant to Section 5.14.C.2.d.2.i.b or Section 5.14.C.2.d.8.ix, the Hearing Officer shall impose a civil sanction not to exceed the maximum fine established in Section 5.14.C.4.a.3 for each violation, for each day the violation continues.

(3) Violations of this Ordinance shall may be punished by:

a. Civil or criminal fines penalties, per day, per violation, amounts of up to:

   a. Seven hundred fifty dollars ($750.00) for an individual, pursuant to A.R.S. § 13-802(B); or

   b. Ten thousand dollars ($10,000) for any enterprise, corporation, association, labor union, or other legal entity, pursuant to A.R.S. § 13-803(A)(3).

b. Four (4) months imprisonment, pursuant to A.R.S. § 13-707(A) (2), in extreme circumstances.
Should the daily penalty balance for violation(s) on a single Lot or parcel exceed $1,500.00 for agricultural and residential Uses or $3,000.00 for commercial and industrial Uses, the matter shall be forwarded to the County Attorney’s Office for further legal action.

Civil penalties assessed by the Hearing Officer shall not relieve the alleged violator from responsibility for correcting any violation(s).

Payment of penalties shall be made to the Community Development Department.
MEMORANDUM

Date: May 29, 2019
To: Planning and Zoning Commission
From: Department of Community Development

Case No. ZC-18-010 and SUB-18-004: A request for a change of zoning regulations with approval of a master development plan to provide for modified RM-20/A standards where CH-10,000 standards currently apply and a 94-lot subdivision preliminary plat on two parcels totaling of 8.02 acres in the PC (Planned Community) Zone. The subject properties are located north of Shadow Mountain Drive and east of the Pilot Travel Center and the Days Inn in Bellemont and are identified as Assessor’s Parcel Numbers 203-47-001F and a portion of 203-47-001M.

Property Owner: Flagstaff Meadows, LLC, Queen Creek, AZ
Property Owner: McCleve LC and DR Revocable Living Trust DTD, Queen Creek, AZ
Applicant: Tim Campbell, Finesse Properties, Queen Creek, AZ
County Supervisor District: 3 (Matt Ryan)

A Development Agreement that was being completed as part of this case has not been finalized, and a continuance is required to provide sufficient time to complete the agreement. Staff recommends a 30-day continuance to the regular meeting of the Planning and Zoning Commission on June 26, 2019.

Jess McNeely, AICP, Assistant Director
Prepared by Bob Short, Principal Planner
DATE: April 23, 2019

TO: Honorable Chair and Members of the Commission

FROM: Jay Christelman, Community Development Director

SUBJECT: Public hearing and consideration of Case No. SUB-19-002 a request for a final plat amendment to relocate a utility easement. The property is located at lots 194 and 195, 17390 and 17400 South Stallion Drive Pinewood Arizona 86017 Unit 12 subdivision and is identified as Assessor’s Parcel numbers 400-69-138 and 400-69-139.

Applicant: Mr. Lou Lagomarsino
Property Owner: Wild West Management, LLC
Supervisor District: District 3 Matt Ryan
Zoning: RS-6,000

Additional Information: The applicant owns two adjacent lots in the Pinewood subdivision and is proposing to build a single-family dwelling on lot 194. The layout of the house is such that the house would protrude into a utility easement that runs between the two adjacent lots. The applicant is proposing to amend the final plat to move the easement and lot line for lot 195. This would enlarge lot 194 and reduce the size of lot 195 although both lots would still be larger than the respective RS-6,000 zoning. The two lots back up to approximately 9 acres of land zoned open space and conservation. Relocating a utility easement requires an amended final plat through a subdivision application.

Pinewood Sanitary has submitted a letter of approval indicating support of the utility relocation given the easement remains the same width. A BlueStake inspection was performed and confirmed the easement does not contain any utilities. APS stated no conflict and NPG cable marked their utility which is in the roadway prism.
FINDINGS

The Planning and Zoning Commission shall make the following findings of fact before recommending plat amendment approval:

A. That the proposed subdivision conforms to the goals, objectives and policies of the Comprehensive Plan and its amendments.
B. That the design of the proposed subdivision will not cause substantial environmental damage and will not present serious public health problems.

C. That the site of the proposed subdivision is physically suitable for the proposed type and density of development.

D. That the proposed subdivision is consistent with provisions and intent of zoning regulations applicable to the property.

E. That the proposed subdivision conforms to the improvement and design standards set forth in the Zoning & Subdivision Ordinances.

Recommendation:

This plat amendment request will simply relocate the existing utility easement on the property. The utility easement is void of any utilities and staff can make the required findings for a plat amendment and recommends approval by the Commission. The Commission recommendation will be forwarded to the Board of Supervisors for final decision.
1. Case# SUB 19-002 / Site Plan
2. Mr. Lou Lagomarsino

Document available upon request at
Coconino Community Development Office
Date: May 29, 2019

To: Planning and Zoning Commission

From: Department of Community Development

Subject: Public Hearing and consideration of Case No. ZC-19-004

Executive Summary

Location: 1151 Ragweed Trail in Forest Lakes and is also identified as Assessor’s Parcel Number 403-50-072

Current Zoning: CG-10,000 (Commercial General, 10,000 sq. ft. minimum parcel size)

Requested Zoning: AR (Agricultural Residential, one acre minimum parcel size)

Parcel Size: 1.23 acres

Existing Uses: Residential

Supervisor District: 4, Jim Parks

Owner/Applicant: Michael and Andrea O’Brien, Phoenix, AZ

Project/Development Description: The applicant proposes the Zone Change to allow for expansion of the existing residential uses.
Recommendations and Findings of Staff

Zone Change:

Findings of fact required to approve a Zone Change:

1. That the change is consistent with the goals, objectives and policies of the Comprehensive Plan and this Ordinance.
2. That the change is in the interest of or will further the public health, safety, comfort, convenience and welfare.
3. That the change will not adversely affect the established character of the surrounding neighborhood nor be detrimental to adjacent properties.

Staff recommends the following Findings of Fact:

1. The proposed zone change is consistent with the goals, objectives and policies of the County Comprehensive Plan as listed below and the Zoning Ordinance. The property was developed with a legal non-conforming residence over 45 years ago. A zone change to residential zoning will make the property in conformance with the Zoning Ordinance.
2. The proposed zone change will remove the legal non-conforming status of this residence in commercial zoning, and allow the owners to make further improvements.

3. The proposed zone change will be consistent with a previous zone change on an adjacent property. The requested AR zone is consistent with surrounding residentially developed properties.

**Background Information:**

**Surrounding Land Uses and Conditional Uses:**

<table>
<thead>
<tr>
<th>Surrounding Land Uses/Zoning</th>
<th>Land Use</th>
<th>Zoning</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Site</td>
<td>Residential</td>
<td>Commercial General (CG)</td>
</tr>
<tr>
<td>North</td>
<td>Residential</td>
<td>Agricultural Residential (AR-1)</td>
</tr>
<tr>
<td>South</td>
<td>State Highway</td>
<td>Commercial General (CG)</td>
</tr>
<tr>
<td>East</td>
<td>Residential and Vacant</td>
<td>Agricultural Residential (AR-1) and Commercial (CG)</td>
</tr>
<tr>
<td>West</td>
<td>Residential</td>
<td>Agricultural Residential (AR-1)</td>
</tr>
</tbody>
</table>

**Comprehensive Plan Analysis:**

**Compliance with the Comprehensive Plan**

<table>
<thead>
<tr>
<th>General Land Use: Residential</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Land Use and Growth Policy 8:</strong> To eliminate land use or zoning conflicts, transition nonconforming uses to a conforming use and work to alleviate the negative impacts of nonconforming uses over time.</td>
</tr>
<tr>
<td><strong>Land Use and Growth Goal:</strong> Ensure a range of housing choices in a variety of communities that are well-designed in terms of character, natural environment, and availability of services.</td>
</tr>
</tbody>
</table>

**Background**

The applicant has submitted a Narrative and Site Plan attached as *Exhibit 1*. The subject property was developed with a cabin in 1973, which is now a legal non-conforming use in the commercial zone. The current Zoning Ordinance was adopted in 1981 repealing the previous 1974 Zoning Ordinance. As a legal non-conforming use, the Zoning Ordinance prohibits expansion of the residence on this site. The applicant wishes to add a deck, new siding and a small addition to the cabin and requests this rezoning to a residential zoning district to be able to make these improvements. This is a relatively common issue in Forest Lakes where commercial zoning was established in areas containing existing residential development, and

Planning and Zoning Commission Meeting
May 29, 2019
owners wished to retain the residential uses. The adjacent property to the west is an example of a similar situation. This property was granted a rezoning in 2004.
Public Participation

The applicant held a Neighborhood Meeting on April 29, 2017 at the subject site. The applicants’ Citizen Participation Plan Report (Exhibit 2) indicates two people attended the meeting and additional responses were received via email. The attendees and emails expressed no concern with the proposed zone change.

Staff Analysis

The requested zone change is consistent with the goals, objectives and policies of the County Comprehensive Plan and the Zoning Ordinance. The requested AR zone is consistent with surrounding residential properties. Staff believes this request as consistent with the required findings of fact for a zone change. The proposed zone change will allow the owners to improve this property, further improving the immediate neighborhood.

Recommendation

If the Commission can make the required Findings for the Zone Change, staff recommends approval of the ZC-19-004.
Staff Report
Case No. ZC-19-004
Page 6

Respectfully submitted,

[Signature]

Jess McNeely, AICP, Assistant Director
Prepared by Bob Short, Principal Planner

Attachments:

Exhibit 1: Applicant's Narrative and Site Plan
Exhibit 2: Citizen Participation Report
Exhibit 1:
Applicant’s Narrative and Site Plan
Zone Change Narrative

Mike and Andrea O'Brien
1151 Ragweed Trail
Forest Lakes, AZ 85931
Parcel #403-50-072
Forest Lakes Estates Unit 11
Lot# 873

We are requesting a zone change from commercial to residential to make changes to a cabin on the property that will bring the existing living structure in line with the neighboring community. Changes include adding a deck, installing new siding and windows, and adding a small room (approx. 350 sq. ft.). The cabin was built in 1973, and has limited improvements while most of the surrounding properties have been upgraded or have been built out with newer housing. Our goal is to bring the living structure in line with the neighboring standards. The cabin has always been residential and we anticipate it to continue to be our seasonal family cabin.

A zone change to AR (Agricultural Residential – 1-acre minimum lot size) to match the existing adjacent residential properties may be appropriate. The subject property is over 1 acre in size. The western neighbor at 1150 Ragweed Trail (APN #40350073) underwent the same kind of zone change (from CG-10,000 to AR) in 2004 per case #ZC-04-013.
existing footprint: 914 sq. ft.
new livable: 343 sq. ft.
new deck & covers: 680 sq. ft.
total 1937 sq. ft.

lot area: 53,441 sq. ft.
lot coverage: 3.6%
Exhibit 2:
Citizen Participation Report
Citizen Participation Report

Applicant Name: Andrea and Mike O'Brien
Mailing Address: 16051 S 18th Dr, Phoenix, AZ 85045
Phone: 602-717-8106
E-mail: MikeAZOBrien@gmail.com
Property Address or Parcel Number(s):

1151 Ragweed Trail, Forest Lakes Estates AZ. (Parcel # 40350072)

Brief Description of Conditional Use Permit and/or Zone Change:

Zone Change from CG-10,000 to AR-1 (Agricultural Residential - 1 acre min lot size)

1. Please list the dates and locations of all meetings where citizens were invited to discuss the applicant’s proposal:

   Saturday, April 6 2019 at 1151 Ragweed Trail, Forest Lakes Estates AZ.

2. Please attach and note the content, dates mailed, and numbers of mailings, including Community Meeting letter(s), other meeting notices, newsletters and other publications (if applicable):

   The attached mailing was sent to all property owners within 1500 ft to their mailing address of record on March 20, 2019. The letter contained information regarding the requested zone change and potential dwelling modifications. A site plan was provided. The letter also contained date, time, location of neighborhood meeting and our phone and email contact information.
3. Where are residents, property owners, and interested parties receiving notices, newsletters, or other written materials located? (This may consist of the area of notification mailing list, which can be attached to this Plan.) List the notification radius in feet or miles as identified by Community Development staff.

Meeting notices were sent to the address of record for property owners within 1500 ft. of our property. The mailing addresses were provided by Community Development staff and are attached for reference.

4. Please list the number of people that participated in the process and the percentage of those notified that participated in the process:

Members of 3 Forest Lakes households participated in the live meeting or responded via email.

Members of 20% of the notified households responded via email or at the live meeting.

5. Please list the substance of the concerns, issues, and problems raised per citizen input:

All respondents expressed support for the proposed zoning change and the potential dwelling unit modifications.
6. How will the applicant address the concerns, issues and problems that were expressed during the process?

Not applicable as there were not concerns, issues or problems expressed

7. Please list any concerns, issues and problems the applicant is unwilling or unable to address, and why:

None

8. Any further comments from the applicant?

None
Citizen Participation 4/16/19

Meeting

1. Jeff Schweig - Owner 3930 Pond Cir
2. Andy Jordan 1166 RAEBROD TRIAL
We will not be able to attend your meeting, but we certainly have no objections whatsoever to the proposed renovation and rezoning of your property.

Good luck with your plans.

Hi Marty and Dick,
We are once again beginning the process to rezone the house and make the changes. I have mail this information to the Forest Lakes PO Box that the county provided but I know that Dick gave me this email also.

Please let me know if you have any question.
Andrea
>
Mike and Andrea O'Brien
16051 S. 18th Drive
Phoenix, AZ 850454

March 20, 2019

Dear Property Owner,

We are the owners of 1151 Ragweed Trail (Parcel # 40350072) in Forest Lakes, AZ. We recently met with Coconino County Planning staff to discuss a proposal for a home renovation on our 1.23-acre parcel. We will be requesting a zone change from Commercial (CG-10,000) zone to Residential (AR) as part of this project. Staff directed us to notify all property owners within 1500 ft. of this property and that is why you are being notified.

We are proposing a:
New covered deck that will extend around the back side of the home.
New Addition on the West side of the existing home
New Covered Porch on the East side of the Existing Home.
New siding and windows

There will be no impact to surrounding property owners and all structure modifications will meet setbacks and other standards for the zone. As required by Coconino County Planning and Zoning Ordinance, we will be holding a “Neighborhood Meeting” at the property itself at:

1151 Ragweed Trail, Forest Lakes, AZ ON SATURDAY APRIL 6th at 11:00AM.

We have attached a basic site plan of the project.

If you cannot attend the meeting, please email your comments to: andrea.m.obrien@gmail.com or call me at 602-717-8106. You may also call the Coconino County Community Development Department at 928-679-8850 with questions or comments about the zone change process or request.

Sincerely,
Mike and Andrea O'Brien
Property Owners
OWNER: Michael and Andrea O'Brien
1151 Ragweed Trail
Forest Lakes AZ 85931
Phone: 602-717-8108
Email: MikeAZ0Brian@gmail.com
Parcel #: 403-50-072
Subdivision: Forest Lakes Estates Unit 11
Lot #: 873
Zoning: CG-10,000

existing footprint: 914 sq. ft.
new livable: 343 sq. ft.
new deck & covers: 680 sq. ft.
total 1937 sq. ft.

lot area 53,441 sq. ft.
lot coverage 3.6%
EXISTING FOOTPRINT: 914 sq. ft.
NEW LIVABLE: 343 sq. ft.
NEW DECK & COVER: 680 sq. ft.
TOTAL: 1937 sq. ft.

LOT AREA: 53,441 sq. ft.
LOT COVERAGE: 3.6%
existing footprint: 914 sq. ft.
new livable: 343 sq. ft.
new deck & covers: 680 sq. ft.
total: 1937 sq. ft.

lot area: 53,441 sq. ft.
lot coverage: 3.6%
Date: April 17, 2019
To: Planning and Zoning Commission
From: Department of Community Development
Subject: Public Hearing and consideration of Case Number CUP-19-019

Executive Summary

Location: 963 W Canyon Rd in Ashfork, APN# 206-36-010K
Current Zoning: Split zoned CG-10,000 (Commercial)/AR (Agricultural Residential)

Parcel Size: 5.23 acres. The portion for this request is 1.378 acres in size on the commercial

Requested Conditional Use: Self-Storage

Supervisor District: 1 (Art Babbott)

Owner/Applicant: John Riffle- Ashfork, AZ

Project/Development Description:

The applicant proposes one self-storage unit structure with 20 units. The pre-fabricated structure would be 100’ x 20’ and tan with green roll up doors. The applicant submitted a landscaping plan with seven boulders in lieu of vegetation, but to meet what was approved for similar projects in Ashfork and to meet the character of the area, staff has recommended some additional requirements still requiring a landscaping waiver. A buffering and screening plan is also recommended above what the applicant had provided. A paving waiver is requested and supported by staff.

Recommendations and Findings of Staff

Conditional Use Permit: Self-Storage

Staff Findings: Staff is able to make the Findings of Fact with the conditions below, including additional landscaping and screening above what was submitted.

Recommendation: Staff recommends approval subject to the nine conditions below.
Background Information

Subject Property

- Flat
- No vegetation
- Occupied with existing structure

Existing structure on site. Photo taken from southwestern property boundary looking east

From southwestern portion of property looking east. The requested structure will be laid out where railroad ties are shown on the left portion of the photo.
Surrounding Land Uses

<table>
<thead>
<tr>
<th>Surrounding Land Uses/Zoning</th>
<th>Land Use</th>
<th>Zoning</th>
</tr>
</thead>
<tbody>
<tr>
<td>North</td>
<td>Church</td>
<td>AR (Agricultural Residential)</td>
</tr>
<tr>
<td>South</td>
<td>Vacant, stone yard</td>
<td>CG-10,000 (Commercial)</td>
</tr>
<tr>
<td>East</td>
<td>Vacant, single family residential</td>
<td>AR (Agricultural Residential)</td>
</tr>
<tr>
<td>West</td>
<td>Vacant, single family residential</td>
<td>AR (Agricultural Residential)</td>
</tr>
</tbody>
</table>

Proposed Use

The applicant proposes a single self-storage building on the commercially zoned portion of the subject property. The structure would be a standard prefabricated steel building measuring approximately 100’ x 20’. There would be twenty units, ten on each side. The property is currently fenced and there would be a gate for entry. Hours of operation would be 8am to 5pm, weekdays. The applicant stated that the units would be ‘desert tan’ with ‘forest green’ roll up doors.

There is also an existing 16’ x 24’ structure located on the property that would be used as an office for the self-storage use. The structure was a home built in 1960, before Coconino County approved Building Permits.

Analysis

Comprehensive Plan Conformance

Ensure that commercial development is well designed and appropriately located within communities and activity centers. –Land Use and Growth Goal

Support the development of concentrated commercial and community land uses that meet residents’ needs. –Community Character Goal

Commercial development projects shall be located and designed in a manner that is compatible with the character of the area in which the project is proposed. –Land Use and Growth Policy 25
The County supports locally based, neighborhood, commercial businesses. –Land Use and Growth Policy 26

The use is will be a locally owned and operated business that will be a benefit for economic development in the area. Though not located in an area designated as an ‘activity center’, the proposed use is located in a commercial node in Ashfork that concentrates commercial and community land uses and functions in a similar way. The use will support residents’ needs as outdoor storage is common on both residential and commercial properties in the area. The proposed use may allow property owners in the area a more secure way of storing their property that would also function as a way of removing issues related to unscreened outdoor storage in Ashfork.

‘Where feasible, the establishment of intensive land uses within existing communities should be compatible and integrated into the area through appropriate mitigation measures such as buffering, density transitions, landscaping, or increased setbacks.’ – Community Character Policy 4

The applicant’s current plan does not include landscaping or screening plan except for seven boulders along two frontages. Staff has made recommendations in the conditions of approval in order to add more of these items and still keep within the Ashfork Character.

‘Adaptive reuse, the process of adapting old buildings for new purposes, can save resources by reusing existing structures.’ – Discussion under Sustainability and Resiliency Element, Redevelopment subsection

‘The County also encourages the adaptive reuse of vacant buildings and underutilized properties. Adaptive reuse can provide positive economic, social, and environmental outcomes. With a limited supply of private land, it may also provide additional opportunities for locating businesses.’ – Discussion under Land Use and Growth Element, Zoning subsection

The applicant’s request includes reuse of the existing home on the property which is consistent with the above discussion from the Plan.

Office Structure/Adaptive Reuse

The applicant proposes reuse of the existing 16’ x 24’ home built in 1960 on the subject property for an office. As noted above, adaptive reuse is supported in the Comprehensive Plan. However, because the structure was built before permits were required there have been no checks that any health and life safety requirements have been met. Health and safety issues are important for commercial uses where the general public occupies the structure. Staff
recommends that the applicant receive approval of a change of use Building Permit prior to using the adapted office structure.

**Landscaping Waiver**

The applicant requests a landscaping waiver for a total of seven volcanic boulders that stand approximately two feet high in lieu of any vegetation. Staff does not find this to be consistent with the purpose statement of Zoning Ordinance Section 4.4: Landscaping:

“to establish landscaping standards and guidelines in order to maintain and enhance the environmental qualities of the County; to mitigate the impacts of adjacent uses; and to enhance the quality and appearance of new or existing development in the County.”

![The applicant stands with a volcanic boulder to show scale. The boulder is similar to what would be used.](image)

The waiver request as submitted is inconsistent with what other, similar projects have provided for self-storage projects in other areas of the County. Based on requirements for frontage, building perimeter, and parking area landscaping, an applicant with a similar project would be required to provide at least nine Plant Units. Each Plant Unit is composed of a mixture of trees and shrubs per the chart below (each ‘alternative’ is a single Plant Unit):
<table>
<thead>
<tr>
<th>Plant Unit Alternative</th>
<th>Quantity Required</th>
<th>Type and Size at Time of Installation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternative A</td>
<td>3</td>
<td>8’ high evergreen trees</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>2’ high shrubs (or 5 gal min.)</td>
</tr>
<tr>
<td>Alternative B</td>
<td>2</td>
<td>6’ high evergreen trees</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>3” caliper deciduous tree (min 10-12’ height)*</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>2’ high shrubs (or 5 gal min.)</td>
</tr>
<tr>
<td>Alternative C</td>
<td>1</td>
<td>3” caliper deciduous tree (min 8-10’ height)</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>1 ½” caliper deciduous trees (min 6’-8’ height)</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>2’ high shrubs (or 5 gallon minimum)</td>
</tr>
</tbody>
</table>

Considering the character of the Ashford area and the fact that many commercial uses in the Ashford area have used many large pieces of flagstone as their landscaping, staff would be open to alternatives to the Zoning Ordinance landscaping requirements. The photos below are examples of landscaping and screening found in Ashford. Some plant material could be used also in order to be consistent with other businesses in Ashford. Typically the Commission has granted waivers to allow vegetation per what was naturally on the property, but the applicant removed a few juniper in order to grade the property for driveway and maneuvering areas. Adding a few plants and mixing in boulders along frontages would drastically improve the appearance of the subject property. It would create an aesthetic that meets the intent of the Zoning Ordinance and Comprehensive Plan and would be consistent with the character of Ashford commercial properties.

*Above and below: photos of adjacent Drake Stone Yard using stone and walls as landscaping/screening
Above: Ayala stone yard about a mile south uses a stacked flagstone wall all around the property

KEW Fire Department (above) and Four Square Church (below) were given waivers to allow existing vegetation, which is a bit more sparse than full requirement but with a pleasing aesthetic.
Considering the lack of water in the Ashfork area, the character of the area, and what has been approved for other projects in the area staff recommends that the applicant provide for at least 1 plant unit along each frontage (2 plant units) in addition to the seven boulders shown on the applicant’s site plan for landscaping, still requiring a waiver from typical landscaping requirements. Staff also acknowledges that as additional storage units are approved through modifications of this approval, the Commission may consider additional landscaping equal to the additional visual impact of the use.

**Paving Waiver**

The applicant is requesting a paving waiver to use compacted aggregate base for driveway and parking areas except for ADA spaces that are required to be concrete. Considering that the main roads adjacent and other properties in the Ashfork area do not have full paving, staff supports this request.

**Buffer/Screening Waiver from Commercial to Residential**

The applicant did not provide any of the compatibility performance standards of the Zoning Ordinance for screening and buffering the commercial portion of the property from the residentially portion of the property on the north side. Though the applicant owns the residential property that is the northern part of the parcel associated with this request, it is still zoned residential and may be used for such a purpose in the future. The residential portion could also be split and sold to another owner for residential use in the future. The Zoning Ordinance intends that commercial properties are screened or buffered from residential uses. Staff recommends a buffer and screening plan approved by the Director of Community Development in order to find a suitable buffer that is agreeable with the applicant and still in line the intent of buffering and screening requirements between residential and commercial uses.

**Public Participation**

The applicant held a Citizen Participation Plan meeting on March 18, 2019 at 11:30 am on the subject property. 24 neighboring property owners within 300 feet of the subject property were invited to the meeting. One person was concerned with the traffic on Zabala Road, which is hundreds of feet north of the proposed use. Traffic there will not be affected by the applicant’s use.

**Findings of Fact**

The Planning and Zoning Commission must make all of the following Findings of Fact in order to approve a Conditional Use Permit:
A. That the proposed location of the conditional use is in accord with the objectives of this Ordinance and the purpose of the zone in which the site is located.

B. That the proposed location of the conditional use and the conditions under which it would be operated or maintained will not be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity.

C. That the proposed conditional use will comply with each of the applicable provisions of this Ordinance, except for approved variances.

D. That the proposed conditional use is consistent with and conforms to the goals, objectives and policies of the General Plan or Specific Plan for the area.

Staff is able to make all required Findings of Fact with recommended conditions of approval:

A. Staff can make this Finding with the conditions recommended below. Staff recommends some vegetative screening and frontage landscaping that would meet the objectives of the Zoning Ordinance and zone considering the character of Ashfork.

B. A change of use permit must be approved by the Building Division for adaptive reuse of any structure to ensure that all health and life safety requirements are met. Landscaping and screening/buffering as conditioned below will ensure that the use is not detrimental to public health, safety, or welfare.

C. The applicant’s submittals require full waivers to landscaping, screening/buffering from commercial zoning to residential zoning, and paving. Staff’s recommended conditions allow for waivers of landscaping and screening/buffering with requirements that are less than the typical Zoning Ordinance requirement but in line with the character of Ashfork and impact of the proposed use. Additional units in the future will trigger modifications to this use permit where the Commission can consider additional requirements to mitigate a more intensive use. Staff supports a full paving waiver with compacted aggregate base in lieu of paving.

D. The proposed use is consistent with the goals and policies of the Comprehensive Plan as conditioned. It would be a locally owned and operated business and consistent with the Ashfork community character. Additional landscaping and screening/buffering is conditioned in order to bring the project into conformity with the Plan.

Recommendation

If the Planning and Zoning Commission can make the required Findings of Fact, staff recommends approval of CUP-19-019 subject to the following conditions:
1. The use shall be conducted in substantial conformance with the submitted site plan and narrative. Any substantial modifications, including substantial additional self-storage structures or hours of operation, shall require additional review by the Planning and Zoning Commission.

2. The applicant shall submit a Buffering and Screening Plan to consist of vegetative landscaping, taller hardscaping, solid fencing, or a combination thereof to serve for screening and buffering from the commercial portion of the property to the residentially zoned portion of the property. The plan shall be approved by the Director of Community Development prior to or concurrently with Building Permit approvals for the self-storage unit.

3. A landscaping waiver is hereby granted with the following requirements in lieu of the full Zoning Ordinance requirement: The applicant shall install one unit Plant Unit along the frontage on Double A Ranch Road and one Plant Unit along Canyon Road in addition to the boulders shown on the applicant’s submitted site plan. Plant Units shall be in substantial compliance with those listed in Zoning Ordinance Section 4.4: Landscaping. If the applicant is able to provide a plan related to hand watering or some other method of establishing the required vegetation to the satisfaction of the Community Development Director, irrigation requirements may be reduced or removed. All landscaping shall be installed, bonded, or by some other method financially assured for installation prior to issuance of the Building Permit.

4. A Sign Permit shall be submitted and approved prior to the placement of any signs on the subject property. All requirements of Zoning Ordinance Section 4.2: Signs shall be met.

5. A Lighting Permit shall be submitted and approved prior to any construction on the subject property. All requirements of Zoning Ordinance Section 4.3: Lighting shall be met.

6. A paving waiver is hereby granted. All vehicle maneuvering areas and parking areas shall be improved and maintained for the duration of the use with compacted aggregate base (AB) in lieu of full paving to the satisfaction of the Engineering Division.

7. The new self-storage structure shall be built in substantial compliance with the submitted plans and shall be desert tan with forest green doors or a similar color approvable by the Community Development Director.

8. The applicant shall obtain a Building Permit for the new self-storage building prior to construction. A change of use Building Permit for the conversion of the existing structure to the office prior to occupancy of that structure and prior to or simultaneously with submittal for the Building Permit for the new structure.
9. This use permit shall be valid for an initial term of five (5) years to expire May 29, 2024. Upon renewal, the Planning and Zoning Commission will consider compliance with these conditions of approval and may extend the renewal period. Building Permits for occupancy of any existing structures shall be obtained, or an extension to obtain them granted by the Planning and Zoning Commission, within one year of this approval or this use permit shall lapse and become void.

Respectfully submitted,

[Signature]

Jess McNeely, AICP, Assistant Director
Prepared by Zach Schwartz, Senior Planner
1. Case# CUP -19-019 / Site Plan
2. John Riffle – Ashfork AZ

Document available upon request at
Coconino Community Development Office
Date: May 29, 2019

To: Planning and Zoning Commission

From: Department of Community Development

Subject: Public Hearing and consideration of Case Number CUP-19-020

Executive Summary

Location: The parcel is located at 1508 Merzville Road on the site of the Forest Lakes Fire Station and is also identified as Assessor’s Parcel Number 403-45-024C.

Parcel Size: A .23 acre portion of a 2.98 acre parcel.

Current Zoning: AR (Agricultural Residential, one acre minimum parcel size). The remainder of the parcel is in the RM-10/A (Residential Multiple Family, one-half acre minimum parcel size) Zone

Requested Conditional Use: A 150 foot monopine wireless telecommunications facility.

Supervisor District: 3 (Matt Ryan)

Applicant: DW Tower, LLC, Flagstaff, AZ

Owner: Forest Lakes Fire District, Forest Lakes, AZ

Summary: The proposal is to install a wireless telecommunications facility with a monopine design that blends with the surrounding ponderosa forest. The facility will provide improved coverage for the Forest Lakes community and improved communication systems for emergency service providers. The community requested improved service from the wireless service provider and supports the tower even in the proposed location at a fire station site that is surrounded by a residential area. The applicant has provided a thorough analysis to show a gap in coverage and that this is the least intrusive means of addressing the coverage gap.
Recommendations and Findings of Staff

Findings of Fact required to approve a Conditional Use Permit:

A. That the proposed location of the conditional use is in accord with the objectives of this Ordinance and the purpose of the zone in which the site is located.

B. That the proposed location of the conditional use and the conditions under which it would be operated or maintained will not be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity.

C. That the proposed conditional use will comply with each of the applicable provisions of this Ordinance, except for approved variances.

D. That the proposed conditional use is consistent with and conforms to the goals, objectives and policies of the General Plan or Specific Plan for the area.

Staff recommends the following Findings:

A. A wireless telecommunications facility is an allowed use in the AR Zone with approval of a Conditional use Permit.

B. The subject property is proposed in an area with other public facilities and is designed as a monopine to blend with the surrounding forest.

C. The proposed conditional use will comply with all of the applicable provisions of this Ordinance and is in compliance with Section 3.9, Wireless Telecommunications Facilities as discussed below with the exception of the required minimum setback of 50 feet from property lines for wireless facilities. Staff recommends the Commission waive this requirement as provided for in Section 5.7.B.4 based on the location of the facility adjacent to a county maintenance yard. The applicant proposes a 4 ½ foot setback from the side property line that will also require an administrative adjustment as conditioned above.

D. The proposed Conditional Use is consistent with the Comprehensive Plan based on the policies cited below.

Recommended Conditions of Approval:

1. The use shall be conducted in substantial conformance with the submitted construction plans and narrative. Any substantial modifications to the site plan or narrative shall require additional review by the Planning and Zoning Commission. The tower may be extended to 170’ maximum administratively per Zoning Ordinance Section 3.9.B.2.b.
Height extensions must include additional faux pine branches to match the existing tower and resemble a pine tree to the greatest extent possible.

2. A building permit shall be obtained prior to construction of the facility, and approval of an administrative adjustment shall be obtained to allow construction of the facility 4 ½ feet from the side property line as proposed.

3. A waiver is granted to Section 2.1.B allowing a 4 ½ foot setback where a 50 foot setback is required from all property lines for Wireless Telecommunications Facilities.

4. This use permit shall be valid for a period of five years to expire May 29, 2024 before which time a new application shall be submitted for renewal if continuation of the use beyond the date of expiration is desired.

5. The applicant shall obtain any required Building Permits prior to construction of the tower. Building Permits must be obtained within one year of this approval, or an extension to obtain them must be requested before the Planning and Zoning Commission, otherwise this permit will lapse and become void.

6. If the tower and associated equipment becomes obsolete, it shall be removed within 60 days of termination of the use.

**Background Information**

<table>
<thead>
<tr>
<th>Surrounding Land Uses/Zoning</th>
<th>Land Use</th>
<th>Zoning</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Site</td>
<td>Fire Station</td>
<td>AR and RM-10/A</td>
</tr>
<tr>
<td>North</td>
<td>County Maintenance Yard</td>
<td>AR</td>
</tr>
<tr>
<td>South</td>
<td>Residential</td>
<td>RM-10/A</td>
</tr>
<tr>
<td>East</td>
<td>Residential</td>
<td>CG-10,000</td>
</tr>
<tr>
<td>West</td>
<td>Residential</td>
<td>AR</td>
</tr>
</tbody>
</table>
Proposed Development

The applicant has provided a detailed description of the proposal in Exhibit 1, Proposed Forest Lakes Fire District Wireless Communications Facility. The proposed tower would be a monopine 145 feet in height with simulated tree branches extending five feet above the top of the tower as shown on Exhibit 1, Page 26. Photo simulations of the tower begin on Exhibit 1, Page 14. Due to changes in federal law and the Zoning Ordinance, the tower could be administratively approved for extensions of 10% of the tower height or for an extension to allow a 20 foot antenna separation. The applicant indicates the site is designed for three carriers and would also contain a microwave and an antenna used for emergency communications. Equipment needed to support the facility would be contained in a building that includes separate rooms for each carrier as illustrated on the site plan in Exhibit 1, Page 25. The facility would be located on the Forest Lakes Fire Station property and easily accessible from Merzville Road. Comprehensive Plan policies and a discussion of compliance with the Zoning Ordinance is provided below.

Comprehensive and Area Plans Analysis:

<table>
<thead>
<tr>
<th>Compliance with the Comprehensive Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Use: Wireless Telecommunications Tower</td>
</tr>
<tr>
<td><strong>Community Service Policy 7:</strong> The County shall facilitate efforts to expand access and capacity of broadband and wireless telecommunications systems.</td>
</tr>
<tr>
<td><strong>Public Safety Policy 7:</strong> The County encourages enhanced wireless infrastructure that supports public safety purposes.</td>
</tr>
<tr>
<td><strong>Community Character Policy 6:</strong> Public and semipublic uses shall be approved at locations convenient to the population being served, provided that such locations are compatible and complimentary with surrounding neighborhoods.</td>
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<thead>
<tr>
<th>Compliance with the Zoning Ordinance</th>
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<tbody>
<tr>
<td>Wireless Telecommunications Facilities are allowed in the AR Zone through approval of a Conditional Use Permit (Section 3.9)</td>
</tr>
<tr>
<td><strong>Preferred Facilities:</strong> The proposed development for this wireless communications project fulfills three criteria, No. 3, No. 4 and No. 9:</td>
</tr>
<tr>
<td><strong>No. 3:</strong> Concealed or camouflaged facilities.</td>
</tr>
<tr>
<td>The tower is camouflaged as an artificial pine tree (monopine) of a color and design that blends with the surrounding ponderosa forest</td>
</tr>
<tr>
<td><strong>No. 4:</strong> New sites on previously disturbed areas such as a cinder pit</td>
</tr>
<tr>
<td>The tower would be located on a previously disturbed site currently used by storage sheds at the back of the fire station along the property line with the County Maintenance facility.</td>
</tr>
<tr>
<td><strong>No. 9:</strong> New Towers/facilities 100’-150’ in the G, AR, and RR zones.</td>
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</tbody>
</table>
**Disfavored Facilities:** Regarding the Disfavored Facilities criteria, the proposed project falls into criteria c. The tower would be located within the Forest Lakes subdivisions.

**c. Sites very close to or adjacent to residential areas.**
The design of the facility, the need for better coverage and emergency communications, and the overwhelming support for the facility within the local area must be balanced with this disfavored location.

**Setbacks:**
A setback of 105% the height of the tower is required from the tower to the property line to provide a sufficient fall zone. With the exception of the county maintenance yard (owned by Coconino County) and public right of way, the distance from the proposed tower to the nearest property line meets this requirement. The applicant has provided a letter from the County Public Works Department indicating support for the tower and indicated it will not interfere with the operation of this facility (*Exhibit 1, Page 96*). The tower is also located approximately 145 feet from Merzville Road; however, the applicant has provided a letter from a certified engineer (*Exhibit 1, page 70*) indicating that in the case of failure the tower would collapse into an area with a radius no greater than 100 feet.

**Fencing and Equipment Shelter:**
There is an existing chain link fence located along the property line with the adjacent maintenance yard. Staff would recommend retaining this fence as it is not necessary to screen the proposed equipment shelter building, which is of an attractive design as shown on *Exhibit 1, Page 6*. The 12’ x 50’ block shelter is proposed to be painted dark brown, the same color used by the Forest Service, which has been proven to be effective for blending with the forest.

**Lighting:**
The applicant has indicated lighting will be limited to switch activated lights above the entry doors. The applicant will be required to obtain a Lighting Permit pursuant to Section 4.3 of the Zoning Ordinance that meets the Design Guidelines prior to installing any lighting on the site.

**Signs:**
Signage will be limited to small non-illuminated warning and identification signs on the equipment and cabinets. These signs are exempt from the sign ordinance pursuant to Section 4.2.B (1). Should the applicant plan to install additional signage that is not exempt, a Sign Permit will be required pursuant to Section 4.2 of the Zoning Ordinance.

**Landscaping:**
Additional landscaping is not proposed as this is a developed site that contains existing landscaping per an approved landscape plan.
The tower is proposed directly behind the farthest shed in these photos. Picture on the right shows the view of the site from the fire station driveway.

The north property line of the site where the tower would be located adjacent to the county maintenance yard to the right of the shed.
Gap in Coverage/Least Intrusive Means

The applicant has completed a thorough analysis of the need for the tower in Exhibit 1 beginning on Page 7. Nearby towers were analyzed as is discussed in Exhibit 1 along with the viability of locating a new tower on nearby commercially zoned property. The subject property was identified based on its central location within Forest Lakes, the existing public uses (fire station and maintenance yard) on and adjacent to the site, and the lack of other opportunities for private sites in the Forest Lakes area where most of the land is public land administered by the National Forest Service.

The Propagation study of the area begins on Exhibit 1, Page 29. It provides a comparison of the existing cell service to the estimated cell service that would be provided by the proposed tower. This can be seen by comparing the coverage map on Page 31 to the coverage map on Page 35, which shows additional areas in Forest Lakes would be covered and areas with weak coverage would be improved allowing for use of a cell phone indoors. Additional propagation maps (Pages 32 and 33) show the lower quality service that would be provided by utilizing two existing towers.

Public Participation

The applicant has provided a Citizen Participation Plan and Report in Exhibit 1 beginning on Page 39. The applicant notified 467 property owners within one-half mile of the site and invited them to a meeting held at the fire station on February 23, 2019. A second meeting was held March 9, 2019 because a snowstorm prevented some owners from attending the first meeting. This second meeting was noticed via email to 1200 residents of the area through the Forest Lakes Homeowners Association. Concerns included lack of cell service, impacts on property values from the tower, and health impacts from radio frequency (RF) radiation. The Commission should note that the determination of impacts from radio frequency (RF) radiation is entirely within the purview of the Federal Communication Commission (FCC) and cannot be considered by the Commission.

Analysis

The applicant has provided evidence that there is a coverage gap in the Forest Lakes community and the proposed tower and location is the least intrusive means of addressing this coverage gap. This is accomplished through the proposed monopine tower that is designed to blend with the surrounding ponderosa forest. The proposed facility meets the required Finding of Fact for a Conditional Use Permit through compliance with the Zoning Ordinance and the Comprehensive Plan as discussed above.
Recommendation

Staff recommends approval of CUP-18-020 subject to the six (6) recommended conditions:

Respectfully submitted,

[Signature]

Jess McNeely, AICP, Assistant Director
Prepared by Bob Short, Principal Planner

Attachment: Exhibit 1, Proposed Forest Lakes Fire District Wireless Communications Facility
1. Case# CUP – 19-020 / Proposed Booklet
2. DW Tower, LLC  Flagstaff, Arizona

Document available upon request at
Coconino Community Development Office
Date: May 16, 2019
To: Planning and Zoning Commission
From: Department of Community Development
Subject: Public Hearing and consideration of Case Number CUP-19-021

Executive Summary

Location: 2054 W Honeysuckle Rd in Red Lake, APN# 202-33-010E

Current Zoning: G (General, 10 acre minimum parcel size)

Parcel Size: 9.53 acres (undersize approved in Administrative Adjustment AD-99-05)
Supervisor District: 3 (Matt Ryan)

Owner/Applicant: Michael Thompson- Castaic, CA

Project/Development Description:

The requested uses are a Cottage Industry for firearm accessory production and two 8'x20' metal storage containers for permanent use. With the distance of the structure and containers from neighboring properties and the dense pinon juniper vegetation, the uses will not be visible or audible from neighboring properties. The containers will be painted a green color to match surrounding vegetation.

A waiver is requested from the requirement for a Cottage Industry to be located on a County maintained road. Staff supports this waiver request as products created in the Cottage Industry will mainly be sold online and the use will not increase traffic.

Recommendations and Findings of Staff

Conditional Use Permit: Cottage Industry

Staff Findings: Staff is able to make all four Findings of Fact required for approval

Recommendation: Staff recommends approval of Case Number CUP-19-021 subject to the three conditions below.
Background Information

Subject Property

- Relatively flat
- Densely vegetated with mature pinon and juniper at mostly 8’ to 10’ in height
- Occupied with existing manufactured home with additions and workshop

Existing workshop, taken from middle of property facing north.

Existing home, taken from workshop facing southwest
Surrounding Land Uses

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<tr>
<th>Surrounding Land Uses/Zoning</th>
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<td>Land Use</td>
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<td>North</td>
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<td>South</td>
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<td>East</td>
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<td>West</td>
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Proposed Uses

The applicant proposes two conditional uses. The first is a Cottage Industry for the production of firearm accessories. The accessories are optical prism attachments called ‘taracs’ that attach to a firearm scope or red dot sight. They allow for the user shoot with higher accuracy than with an average scope or red dot site at extremely long distances. Production machinery would include a milling machine, drill press, and lathe. The product would be built in an existing 900 square foot accessory workshop building located in the northeast quadrant of the subject property approximately 170’ from the northern property boundary and approximately 200’ from the eastern property boundary. According to the applicant, products would mostly be sold online and shipped to the customer. Possibly one customer per month or less would come to the property to pick up the product.

The second conditional use proposed is two, twenty by eight (160 square foot) metal storage container units. The units would be located on a thirty by forty foot concrete slab just southeast of the existing workshop. The applicant plans to paint the containers ‘hunter green’ in order to blend in with the color of pinon juniper vegetation that grows on the subject property and the entire Red Lake area.

Analysis

Conformance with the Red Lake Area Plan

There are no relevant goals or policies related to Cottage Industries in the Plan. However, the Plan does support projects that keep with the rural character of the area and mitigate their
potential impacts. Sections of this report below show that this request is consistent with rural character and impact mitigation.

**Conformance with the Comprehensive Plan**

*Commercial development projects shall be located and designed in a manner that is compatible with the character of the area in which the project is proposed.* –Land Use Policy 25

*The County supports locally based, neighborhood, commercial businesses.* –Land Use and Growth Policy 26

*The County shall promote and expand opportunities for home occupations and cottage industries in residential areas that do not intrude or diminish the residential character of neighborhoods.* –Land Use and Growth Policy 34

The proposed use would allow the applicant to conduct a home-based business in a way that is compatible with the surrounding neighborhood. Potential impacts are mitigated per the sections of this report below.

**Metal Storage Containers**

The Zoning Ordinance allows one 8’x20’ metal storage container by right subject to an administrative permit. Setbacks must be met and the unit must be painted to match existing structures on the site or to blend into the area’s natural environment. The applicant’s two metal storage containers request would meet the above requirements. The containers would be painted green to match the pinon juniper vegetation of the area. There is some equipment outside of the workshop in open air (see photo above) that would be stored inside the containers. The units would be located far from neighboring properties and they would be screened by existing vegetation.

**Waiver Request- County Maintained Road Requirement**

Buck Ridge Road is County maintained and dead ends at the northeast corner of the subject property. The applicant’s driveway is located off of Honeysuckle Road approximately 350’ west of the intersection at Buck Ridge Road. The Zoning Ordinance typically requires that Cottage Industries have frontage on a County maintained road in order to ensure that there is safe and well maintained access to the business. Another purpose for the requirement is to ensure that the use does not cause an undue maintenance burden for those not involved with the Cottage Industry. In this case staff noted that Honeysuckle Road is improved and maintained to the same level as Buck Ridge Road. There is no private maintenance district for Honeysuckle Road
but the applicant does help to maintain portions of it with his own equipment. Staff supports the waiver request for these reasons.

**Impact to Neighboring Residences**

Because of the density of pinon juniper vegetation in the area and the distance from the property lines that the applicant proposes for the requested uses, staff finds that there will be little or no impact to neighboring property owners. A sound engineering consultant provided staff with estimated decibel levels for the use. Data showed that noise levels would be approximately 9.8 dB at the north property line and 8.4 dB at the east property boundary, or practically inaudible. According to many sources 10 dB is roughly the equivalent of the sound of rustling leaves.

![Image of property from Honeysuckle Road looking south onto subject property]

*Workshop from honeysuckle road looking south onto subject property*

**Public Participation**

The applicant notified neighboring property owners within 1,000 feet of the subject property about this request. Fourteen letters were sent and two were returned. One neighbor was concerned about potential noise impact from the Cottage Industry.

**Findings of Fact**

The Planning and Zoning Commission must make all of the following Findings of Fact in order to approve a Conditional Use Permit:
A. That the proposed location of the conditional use is in accord with the objectives of this Ordinance and the purpose of the zone in which the site is located.
B. That the proposed location of the conditional use and the conditions under which it would be operated or maintained will not be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity.
C. That the proposed conditional use will comply with each of the applicable provisions of this Ordinance, except for approved variances.
D. That the proposed conditional use is consistent with and conforms to the goals, objectives and policies of the General Plan or Specific Plan for the area.

Staff is able to make all required Findings of Fact:

A. The proposed location is in accordance with the Zoning Ordinance which provides for Cottage Industries and Metal Storage Containers over a single 8’x20’ unit subject to Conditional Use Permit approval in the G Zone.
B. The use will be integrated into the surrounding neighborhood in such a way that it will not be detrimental to the public health, safety or welfare. Potential impacts would be mitigated.
C. The proposed conditional use shall comply with all applicable provisions of the Zoning Ordinance except for a minor waiver relating to location of a Cottage Industry on a County maintained road. Staff supports the waiver request as noted above.
D. The proposed use is consistent with the Comprehensive Plan as noted above.

Recommendation

If the Planning and Zoning Commission can make the required Findings of Fact, staff recommends approval of CUP-19-021 subject to the following conditions:

1. The use shall be conducted in substantial conformance with the submitted site plan narrative, and description of the staff report. Any substantial modifications shall require additional review by the Planning and Zoning Commission.

2. A waiver is hereby granted for location of the Cottage Industry on a County maintained road.

3. Metal Storage containers shall be painted green to blend in with the surrounding vegetation subject to approval by the Community Development Director.
4. This use permit shall be valid for a period of five years to expire May 29, 2024 before which time a new application shall be submitted for renewal if continuation of the use beyond the expiration date is desired.

Respectfully submitted,

[Signature]
Jess McNeely, AICP, Assistant Director
Prepared by Zach Schwartz, Senior Planner
1. Case# CUP – 19-021 / SITE PLAN
2. Michael Thompson- Castaic, CA

Document available upon request at
Coconino Community Development Office
Date: May 21, 2019
To: Planning and Zoning Commission
From: Department of Community Development
Subject: Public Hearing and consideration of Case Number CUP-19-023

Executive Summary

Location: 2440 N Double A Ranch Road in Ashfork, APN#206-36-008B

Current Zoning: AR (Agricultural Residential, 1 acre parcel size minimum)

Parcel Size: 3.33 acres

Supervisor District: 1 (Art Babbott)
Owner/Applicant: International Church of the Foursquare Gospel (ICFG) - Ashfork, AZ

Project/Development Description:

This request is a renewal of the church with a modification to add a food bank use. The food bank would operate up to twice a month. Volunteers would occupy up to two 16’ x 24’ sheds to package fresh and healthy foods to hand out to locals in the Ashfork community. There is ample parking on the site to accommodate the use. Though the application for renewal was five years late, the use, and especially with the food bank modification, are an asset to the community and all requirements were otherwise met, so staff recommends a full ten year approval period.

Recommendations and Findings of Staff

Conditional Use Permit: Church with associated Food Bank

Staff Findings: Staff is able to make the Findings of Fact

Recommendation: Staff recommends subject to the three conditions below.
Background Information

Subject Property

- Relatively flat
- Fairly well populated with mature pinon juniper vegetation
- Occupied with existing church, manufactured home parsonage

Parking lot and church taken from Double A Ranch Road to the east

Manufactured home parsonage taken from rear of church looking east
Surrounding Land Uses

<table>
<thead>
<tr>
<th>Land Use</th>
<th>Zoning</th>
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<tbody>
<tr>
<td>North</td>
<td>Vacant AR (Agricultural Residential)</td>
</tr>
<tr>
<td>South</td>
<td>Vacant AR (Agricultural Residential)</td>
</tr>
<tr>
<td>East</td>
<td>Single family residential AR (Agricultural Residential)</td>
</tr>
<tr>
<td>West</td>
<td>Single family residential AR (Agricultural Residential)</td>
</tr>
</tbody>
</table>

Project History

The main use of the property is the church and associated parsonage, a manufactured home where the minister lives. The parsonage is near the southeast corner of the subject property, with the church just west of that, and a large parking area improved with compacted aggregate base just west of that. Bumper stops identify separate parking spots on the subject property.

The church use was first approved in 1998 (UP-98-72) where services were conducted in the manufactured home before the church was built. The church was completed in 2001. In 2004 (CUP-04-002) the applicant was granted a renewal for ten years to expire January 27, 2014.

Requested Modification

The applicant requests a modification to include a ‘food bank’ use also known as a ‘food pantry’. The food bank is a collaboration between the Kaibab Estates West Fire Department, Pathway Chapel, Head Start Ashfork, the Ashfork School District, and many other local Ashfork organizations. Volunteers receive healthy foods, usually produce, and package food for locals in need to pick up. It is completely volunteer run and occurs in a few different locations within the Ashfork community.

The food bank would occur approximately two afternoons per month for two hours each. This is still being worked out with St. Mary’s Foodbank Alliance. Over 160 families are currently being served by the local food bank collaboration and they have never received more than 15 customers at any one time. The applicant estimates that 15 would be the maximum amount of customers at this site at any time during the food bank hours as well.

Up to two, 16’ x 24’ sheds located just north of the church building would be used as a packaging and staging area. Each shed would have a few refrigerators. They would be painted to match the existing church building.
Analysis

Renewal of Existing Church Use

Renewals are primarily based on compliance with prior conditions of approval. All conditions have been met except for renewing the use permit before its expiration. This renewal was submitted five years after the expiration of the prior use permit on January 27, 2014. The previous renewal of this use permit was for ten years and typically the Commission reduces the amount of time late from the new renewal for equity to other applicants and to ensure that checks on conditions have been made at regular intervals as needed. Considering that there have been no complaints, all conditions have been met, and that the existing use and requested modification are such an asset to the community, staff is again recommending a ten year approval period.

Comprehensive Plan Conformance

The original case analyzed Comprehensive Plan goals and policies relative to the church use. The following policies related to the food bank modification:

*In decision-making, consider the value of the long-term health and wellbeing of residents, ecosystems, and a thriving economy. –Sustainability and Resiliency Policy 8*

*Use County programs and policies to help reduce disparities in access to health services, transportation, and healthy food options. –Sustainability and Resiliency Policy 15*

*Prioritize the health and wellness of residents and visitors. –Community Services Goal*

*The County will evaluate the public health impact of projects involving development, transit, public services, tourism, public parks, and any other subjects relevant to the health of county residents. Projects having an adverse health impact will integrate steps to mitigate negative impacts. –Community Services Policy 21*

The food bank use would be an asset to public health in the community. There are limited places where healthy and wholesome foods are available to the residents of the community and some might consider Ashfork to be a food desert. Approval of this request would help to reduce disparities in access to healthy food options.

Public Participation

The applicant held a Citizen Participation Plan meeting on March 18, 2019 at 11:30 am on the subject property. 24 neighboring property owners within 300 feet of the subject property were invited to the meeting. One person was concerned with the traffic on Zabala Road, which is south of the proposed use. Traffic there will not be affected by the applicant’s use.
Findings of Fact

The Planning and Zoning Commission must make all of the following Findings of Fact in order to approve a Conditional Use Permit. Because the original approval considered the Findings of Fact related to the church itself, this analysis is mostly related to the requested modification:

A. That the proposed location of the conditional use is in accord with the objectives of this Ordinance and the purpose of the zone in which the site is located.
B. That the proposed location of the conditional use and the conditions under which it would be operated or maintained will not be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity.
C. That the proposed conditional use will comply with each of the applicable provisions of this Ordinance, except for approved variances.
D. That the proposed conditional use is consistent with and conforms to the goals, objectives and policies of the General Plan or Specific Plan for the area.

Staff is able to make all required Findings of Fact with recommended conditions of approval:

A. Staff can make this Finding with the conditions recommended below. Staff considers the food bank use as accessory to the church, which is permitted subject to a Conditional Use Permit in the zone.
B. This use would promote and advance public health, safety, or welfare.
C. The proposed conditional use would comply with the Zoning Ordinance without any waivers or variances.
D. The proposed use is consistent with the goals and policies of the Comprehensive Plan as outlined above.

Recommendation

If the Planning and Zoning Commission can make the required Findings of Fact, staff recommends approval of CUP-19-023 subject to the following conditions:

1. The use shall be conducted in substantial conformance with the submitted site plan and narrative. Any substantial modifications shall require additional review by the Planning and Zoning Commission.
2. Any changes to signage or lighting shall meet Zoning Ordinance sections 4.2 and 4.3 of the Zoning Ordinance, respectively. A Sign Permit and/or Lighting Permit shall be approved by the Community Development Department prior to installation.
3. This use permit shall be valid for an initial term of ten (10) years to expire May 29, 2029. Building Permits for occupancy of any existing structures shall be obtained, or an
3. This use permit shall be valid for an initial term of ten (10) years to expire May 29, 2029. Building Permits for occupancy of any existing structures shall be obtained, or an extension to obtain them granted by the Planning and Zoning Commission, within one year of this approval or this use permit shall lapse and become void.

Respectfully submitted,

[Signature]

Jess McNeely, AICP, Assistant Director
Prepared by Zach Schwartz, Senior Planner
Public Works Annual Information Plan 2019

The Public Works Annual Information Plan provides an overview of the Public Works Department's activities and initiatives for the upcoming year. This plan details the projects and programs planned for Public Works, including infrastructure improvements, maintenance, and services. The plan also highlights the budget and financing strategies for the department's operations and capital projects.

Key features of the plan include:
- A detailed overview of the Public Works budget for the upcoming fiscal year
- Project timelines and milestones for major capital projects
- Information on upcoming maintenance and repair projects
- Details on service delivery and performance metrics
- Strategic goals and objectives for the department

The Public Works Annual Information Plan is an important tool for ensuring transparency and accountability in the department's operations. It provides a roadmap for stakeholders to understand the department's priorities and to track progress against established goals.
Other Resource Needs:

Resource Needs: Budget Needs:

1. Management Team: Increase social media outreach and use for planning and coordinating communications of the department. Develop and maintain meaningful and effective social media tools to enhance the exchange of information.

2. Management Team: Enhance social media presence by increasing engagement and public engagement.

3. Management Team: Enhance social media presence by increasing engagement and public engagement.

Budget Needs:

1. Increase budget for social media outreach.

2. Increase budget for social media outreach.

3. Increase budget for social media outreach.

Other Resource Needs:

Resource Needs: Budget Needs:

1. Increase budget for social media outreach.

2. Increase budget for social media outreach.

3. Increase budget for social media outreach.

Budget Needs:

1. Increase budget for social media outreach.

2. Increase budget for social media outreach.

3. Increase budget for social media outreach.
3. Provide a high level of protection and safety.

4. Continue to work closely with the district and community to ensure the safety of all students.

5. Maintain a high level of security and protection in the schools.

6. Work closely with the district and community to ensure the safety of all students.

7. Continue to work closely with the district and community to ensure the safety of all students.

8. Continue to work closely with the district and community to ensure the safety of all students.

9. Continue to work closely with the district and community to ensure the safety of all students.

10. Continue to work closely with the district and community to ensure the safety of all students.

11. Continue to work closely with the district and community to ensure the safety of all students.

12. Continue to work closely with the district and community to ensure the safety of all students.

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17. Continue to work closely with the district and community to ensure the safety of all students.

18. Continue to work closely with the district and community to ensure the safety of all students.

19. Continue to work closely with the district and community to ensure the safety of all students.

20. Continue to work closely with the district and community to ensure the safety of all students.
is incorporated into all forest health and fire reduction plans.

dedicated position that will work with forest restoration staff to ensure that fire management

progress towards restoration goals. Further work could be prioritized with a

focus on creating a comprehensive fire management plan. The plan should be

addressed in the context of the ongoing action. A more robust

examination of current water use, climate conditions, and hydrological

response to climate change and water management policies should be

investigated.

Develop and coordinate an integrated forest management program that

continuously

Other Departments and Entities

Building Community (cont.)

emphasize the application of Common Environmental Principles and Policies.

The Building Community Building Program, is an essential part of the process of

commonly rendered principles and policies are exposed in the plan in the

area plan within the

2018: Commercial Building Permit Required – 7甲, 0.915 – 95

2017: Commercial Building Permit Required – 8甲, 0.6 – 88

2016: Commercial Building Permit Required – 8甲, 0.38 – 118

Community Development Planning Information

Update to Zoning Ordinance.

We have updated our zoning ordinances to reflect new developments in our area. The

current ordnance is consistent with the requirements that are government

and community processes. This new information is consistent with ongoing

planning and development activities in the city. These changes will

coordinate with jurisdictional agencies, and other entities to implement multimodal plans and

COPES.

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coordinate with jurisdictional agencies, and other entities to implement multimodal plans and

COPES.
IT AND GIS

Coastal County GIS initiative continues to support and enhance access to tools and information including, but not limited to:

- Revised GIS and IT technologies
- Improved efficiencies
- Data enhancement, graphics, and maps
- Continual data and information support
- Continued support of County GIS and IT divisions

Coastal County GIS project goals to continue to support and enhance access to tools and information including:

- Supportive data development and information
- Continual data and information development and enhancement
- Enhanced data visualization and mapping capabilities
- Supportive GIS and IT technologies

2018-2019 GIS Contributions to Community Development

- GIS application help support:
  - Planning & Zoning
  - Environmental Health
  - Stormwater Management

Bunding Needs: Prepared a $1,485,000 increase for FY2020 capital project.

Recommendations and Reasons to the Board of Supervisors:

- Other to increase and improve core services

We have many new partnerships with local groups to work collaboratively with each.

 Fiscal Partnership, Coastal County Resource Conservation District, Foundation for Coastal Awareness.
Short Term

Forest Restoration Initiative Action Plan

Meaningful Progress - Metrics

Initiative Completion Date: April 2022

What is part of the EarthWise Initiative Forest Restoration Project?

Williamson Conservation District - Forest Restoration Technology

Challenges and Opportunities

In this plan, we highlight the key elements and milestones that will be
achieved during the initiative. These include:

- Expansion of Forest Restoration Technology
- Improved monitoring and evaluation of forest restoration

Milestones

Progress

- Forest Restoration Initiative
- Forest Restoration Action Plan
- Forest Restoration Technology
- Forest Restoration Metrics
- Forest Restoration Monitoring

We are developing partnerships with agencies and national initiatives to increase forest
restoration efforts.
The Sheriff’s Office Police Team actively engages in community and citizen interactions.

**Goal**

**Needs:**

- Enforce laws and regulations.
- Protect and serve the community.
- Maintain public safety.
- Foster a positive relationship between law enforcement and the community.

**Goals:**

- Create and maintain community trust.
- Improve police-community relations.
- Enhance public safety.
- Increase public awareness of police services.

**Objectives:**

- Increase police visibility in the community.
- Provide community education programs.
- Improve police-community partnerships.
- Enhance police communications.

**Outcomes:**

- Increase community satisfaction with police services.
- Improve police effectiveness in preventing crime.
- Increase public trust in law enforcement.

**Measure of Success:**

- Police satisfaction surveys.
- Crime statistics.
- Community feedback surveys.

**Action Plan:**

1. Develop community engagement initiatives.
2. Implement community policing strategies.
3. Enhance public safety through partnerships.
4. Improve police communications through technology.

**Role of the Sheriff’s Office:**

- Lead the development of community policing strategies.
- Provide oversight to ensure compliance with community standards.
- Foster partnerships with other agencies.
- Ensure the safety and security of the community.

**Role of the Community:**

- Support the development of community policing strategies.
- Provide feedback on police performance.
- Participate in community safety initiatives.

**Role of the Department:**

- Implement community policing strategies.
- Ensure compliance with community standards.
- Provide oversight to ensure the safety and security of the community.

**Measure of Success:**

- Increase community satisfaction with police services.
- Improve police effectiveness in preventing crime.
- Increase public trust in law enforcement.

**Action Plan:**

1. Develop community engagement initiatives.
2. Implement community policing strategies.
3. Enhance public safety through partnerships.
4. Improve police communications through technology.
Includes public safety response, planning, training, and exercises. Public education programs are a large component of county wide public safety measures.

**Goal**

Ensure public safety, crime-free neighborhoods and communities.

**Policies**

1. The County promotes multi-agency response in rural areas (revised that encompasses the entire county, the primary provider of law enforcement services in the unincorporated county, tribal and federal agencies to provide service agreements, and intergovernmental agreements. Cooperation is part of the development strategy.

2. The County places a high priority on providing quality, culturally-sensitive, professional law enforcement services.

3. The Sheriff's Office plans to perform their duties faithfully and professionally, with a focus on providing safety services and community outreach.

4. Incorporating the concepts and principles of CPTED or similar concepts into development projects is encouraged for the development of new communities.

5. The Sheriff's Office incorporates many CPTED in community outreach programs to help deter criminal activity. Public classes and presentations in community outreach programs to harden property, reporting suspicious activity, and setting up Active Shooter Awareness training programs.

6. During the development project, the Sheriff's Office works closely with the County to consult with the County for adequate public safety measures and advocates for design conducive to public safety measures and responses.

When notified and provided the opportunity, the Sheriff's Office participates in review of development plans and advocates for design conducive to public safety measures.
Goal: Ensure emergency services and response are meet residents' needs.

The Sheriff’s Office places a high priority on rapid and effective response to ensure public safety. Our patrol, criminal investigation, search and rescue, detention services, support, and volunteer programs respond to the community needs of our area, but they also need to work with the public safety community in an effective and financially responsible manner.

In 2018, patrol deputies were dispatched over 56,000 calls for service. Our criminal investigations unit conducted advanced investigations on approximately 900 cases. Detention Services provided for community and inmate safety for over 10,000 persons booked annually through our jail operations and facilities. Additionally, we continue to work with community leaders to improve public safety. The Sheriff’s Office strives to be a leader and advocate for improving public safety through the use of radio frequency identification and other tools.

The Sheriff’s Office maintains strong working relations with other local, state, federal, and county agencies. We are a constant source of information and support for community and related organizations.

Policies

1. The County places a high priority on the rapid and effective identification of properties by public safety services.

2. The Sheriff’s Office maintains community partnerships with local state, tribal and federal law enforcement agencies.

3. The County encourages emergency medical services and response agencies to locate facilities in communities so as to be accessible to and compatible with surrounding neighborhoods.

4. The County encourages emergency medical services and response agencies to improve public safety and emergency response planning.

5. The County encourages the development of emergency medical services and response agencies to improve community protection.

6. Work with the Navajo Nation and other law enforcement jurisdictions to ensure rapid response to all emergency situations within Coconino County.
significant self-research, reflection, and legal review.

* The number of articles completed by the reporter in the past year.

** The number of completed articles, papers, and research reports.

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Recommendations and Objectives

1. Develop and implement a comprehensive communication plan that includes:
   - The development of a comprehensive communication strategy.
   - The implementation of a comprehensive communication plan.
   - The monitoring and evaluation of the communication plan.

2. Develop and implement a comprehensive training program that includes:
   - The development of comprehensive training modules.
   - The implementation of comprehensive training programs.
   - The monitoring and evaluation of the training programs.

---

Community Development

1. Develop and implement a comprehensive community development plan that includes:
   - The identification of community needs.
   - The development of community development initiatives.
   - The evaluation of community development initiatives.

2. Develop and implement a comprehensive community development plan that includes:
   - The identification of community needs.
   - The development of community development initiatives.
   - The evaluation of community development initiatives.

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Financial Management

1. Develop and implement a comprehensive financial management plan that includes:
   - The identification of financial needs.
   - The development of financial management strategies.
   - The evaluation of financial management strategies.

2. Develop and implement a comprehensive financial management plan that includes:
   - The identification of financial needs.
   - The development of financial management strategies.
   - The evaluation of financial management strategies.
SHERIFF'S OFFICE

2018

The Sheriff's Office is dedicated to providing professional, responsive, respectful police service to all people in our community. Our goal is to improve the quality of life in our community through responsible law enforcement, effective crime prevention, and community-oriented policing. We strive to build trust and credibility with the community through honest, transparent, and accountable operations. Our mission is to prevent crime, enforce the law, and serve the needs of the community.

The Sheriff's Office values the importance of community relations and actively engages with community members to foster a culture of mutual respect and understanding. We believe that effective law enforcement is achieved through collaboration with community partners and stakeholders. We regularly host public meetings, participate in community events, and provide training opportunities for community members.

The Sheriff's Office is committed to providing a safe and secure environment for all residents and visitors. We are committed to enforcing the law, protecting property, and preserving the peace. Our officers are trained in a variety of skills, including defensive tactics, firearms, and basic arrest techniques, to ensure that we are prepared to handle any situation that may arise.

In order to maintain a high level of service, the Sheriff's Office must have the support and trust of the community. We encourage community members to report any concerns or issues they may have, and our officers are always available to assist.

The Sheriff's Office is committed to the principles of accountability and transparency. We are dedicated to providing the best possible service to our community and are committed to continuous improvement. We are proud of our history and look forward to serving our community for many years to come.
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<th>Goal</th>
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<td>Community Services</td>
<td>Advocate, coordinate, and collaborate to create and increase access to effective and affordable educational opportunities.</td>
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<td>Incorporate and support integrating the principles of sustainability and long-term community resilience and prosperity into future land use and development plans, as well as the actions and decisions of elected and appointed officials.</td>
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• Drug use - 3,443
• Violence - 2,249
• Suicide - 1,943
• Foster care - 1,371
• Substance abuse - 1,255
• Violence to children - 978
• Unemployment - 978
• Substance abuse - 978
• Foster care - 978
• Mental health - 978

Over Health

• WIC - Food for children - 21,667
• WIC - Food for mothers - 19,949
• Breastfeeding is encouraged - 18,881
• Children 0-6, pregnant women - 18,881
• Women, infants, and children (CHC)
  - Services - 460
  - Car seat collocated and sent io
  - Child care - 117
  - Food distribution - 24
  - Infant formula
  - Number of children served - 209

Nutritional Health

• Food Allergy - 573 inspections
• Food allergens - 10 inspections
• E. coli or salmonella - 15 inspections
• Food poisoning - 38 inspections
• Foodborne illness - 17 inspections
• Food poisoning - 17 inspections
• Foodborne illness - 17 inspections
• Foodborne illness - 17 inspections
• Public serving - 24 inspections
• Child care - 46 inspections

Environmental Health Sources

• Direct observation - 60 inspections
• Community-based environmental influences - 40 inspections
• Community-based environmental influences - 40 inspections
• Community-based environmental influences - 40 inspections
• Community-based environmental influences - 40 inspections

Tobacco Prevention and Control

• Tobacco use - 6,766
• Tobacco use - 6,766
• Tobacco use - 6,766
• Tobacco use - 6,766

Environmental Health Sources

• Community-based environmental influences - 96 inspections
• Community-based environmental influences - 96 inspections
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AZ Health Code

*Updated June 2016, subject to change.
Soldier's Bridge Trail

New study indicates the potential for Soldier's Bridge Trail to be extended from its current endpoint at Fort Tuthill County Park to the south end of the four-mile section of the Bridge Trail that connects to the Flagstaff Loop Trail and the Fort Tuthill Bike Park. Extending the Bridge Trail will provide an important U-shaped segment of the Flagstaff Loop Trail that will connect a trailhead, a recreational area, and a community park. The project will include the installation of new trails and improvements to existing trails, including the creation of a new trailhead at Fort Tuthill County Park, the addition of new restrooms and picnic areas, and the installation of new trail signage.

Harrington Trail & Wetlands Restoration

The Harrington trailhead, located in Kachina Village, is in need of restoration. The trailhead has been identified as a priority for the restoration effort due to its location along the Flagstaff Loop Trail. The project will include the installation of new trail signage, the creation of new picnic areas, and the installation of new trailhead facilities. The project will also include the installation of new trailhead parking, restrooms, and other amenities.

Babboni CO Bar Ranch Trail

The Babboni CO Bar Ranch Trail is in need of restoration due to its location along the Flagstaff Loop Trail. The project will include the installation of new trail signage, the creation of new picnic areas, and the installation of new trailhead facilities. The project will also include the installation of new trailhead parking, restrooms, and other amenities.

Wolverine Environmental Center Projects

The Wolverine Environmental Center has been successful in securing a grant to construct an ADA compliant wildlife viewing platform at Sawmill County Park. The project will include the installation of new trail signage, the creation of new picnic areas, and the installation of new trailhead facilities. The project will also include the installation of new trailhead parking, restrooms, and other amenities.

Budgetary Needs

Funds for the proposed projects are needed to complete the project. Staff in the CRP have identified several key areas where funding is required to complete the project. These areas include trailhead improvements, trail maintenance, and the installation of new trail signage. The CRP is seeking funding from a variety of sources, including county and state grants, private donations, and other sources.

The CRP has identified several key areas where funding is required to complete the project. These areas include trailhead improvements, trail maintenance, and the installation of new trail signage. The CRP is seeking funding from a variety of sources, including county and state grants, private donations, and other sources.

Conclusion

The CRP is working to identify and prioritize the most important projects for the upcoming fiscal year. The CRP is committed to ensuring that the projects are completed in a timely and cost-effective manner. The CRP is working closely with county and state officials to secure the necessary funding to complete the projects.

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In collaboration with the U.S. Forest Service, the Forest Service Community Capacity and Education Program (COPE), and other federal and state agencies, the Elephant Butte Lake Restoration Project is working to restore the forested riparian buffer areas along the lake's shoreline. This project is part of the broader effort to recover the lake's ecosystem and improve water quality. The project focuses on restoring the natural vegetation and improving water filtration, which will help to reduce nutrient runoff and improve the lake's overall health. The project is supported by a grant from the U.S. Department of Agriculture and is led by a team of scientists and community volunteers. The project has made significant progress in recent years, with a focus on planting native trees and shrubs along the lake's edge. The success of the project is measured by the growth of native vegetation and the improvement of water quality. The project is a collaborative effort involving government agencies, non-profit organizations, and local communities. The ultimate goal is to restore the lake's natural ecosystem and improve the quality of life for the communities surrounding the lake.
Parks and Recreation

Facilities Management

Reported from Department Agencies
In partnership with our residents, Davenport County is a dynamic community.

Mission

With energy and enthusiasm we commit to:

A land of vast and endless beauty; home to many cultures.

Support, respect, and care for our environment.

Be sensitive to the needs of all cultures in our changing world.

Provision of the most accessible and efficient delivery of services.

Conscientiously serve our community and provide our citizens with convenient local government.

Challenge, recognize and support our employees because they are the backbone of the County.

Meet each new challenge with creativity and integrity.

In our second century of public service, we extend our citizens and staff

that is resilient, responsive and informative.

stewardship and a spirit of progressiveness. We are a strong, diverse organization connected by shared values of sustainability, cultural appreciation, environmental

Davenport
Ongoing Program:

- Appropriate sizing of utility-scale projects.
- Develop a utility-scale energy ordinance to give developer more clear direction on the permits and fees and policies.
- Develop a tiered (阶梯式) development hierarchy (分层开发体系) for the county.
- Develop new area plans for areas of growth with priority for the LDU corridor east and west.

Project Specific:

- Acquire and annex new parcels that would be annexed for the county to develop.
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NEW OPPORTUNITIES:

Action Items & Next Steps:

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ACCOMPLISHMENTS AND ESTABLISHED PRACTICES
PARKS, OPEN SPACE, TRAILS, AND RECREATION

Plan Elements:

ACCOMPLISHMENTS AND ESTABLISHED PRACTICES

Energy


Community Services


Community Services Department: Analysis and development of the annual Community Needs Assessment Report. Violence Prevention Services: GPUs for seniors. Community Service Saturday events and Bight County Human partnership for animal sheltering services.

Parks and Recreation Department: Fort Pulaski improvements include the second phase of the bike park, a disc golf course, snow play enhancements, and forest health signage. The Copeland Trail forest access was restored in Doney Park in Racha Village, the department focused on Pumphouse Wash Trail connectivity and land donation to Raymond County Park. Signage was added at Rogers Lake. The department participated in The Bridge Trail Rabbit Ranch lands connectivity with Arizona Trail, and a Sawmill County Park viewing platform. Community Development: The Flagstaff Regional Plan 2030 includes goals and policies related to preservation and creation of open spaces and greenways.
What is the Coconino County Comprehensive Plan and how is it used?

The Comprehensive Plan is regularly consulted when making important land use decisions such as approving zone changes or use permits, identifying areas needing infrastructure improvements or environmental protection, or developing priorities for community services and public safety. It is supported by Area Plans, the Flagstaff Regional Plan, the Zoning and Subdivision Ordinances, and plans of other agencies and constituent groups. County departments and officials, as well as County’s future, lay out a vision based on community values, growth and development, conservation and environmental quality, as well as community partnerships.