The following applications are scheduled for a public hearing on Wednesday, September 25, 2019. At the Study Session, Commissioners will briefly discuss these cases:

1. **Case No. PZ-AM-19-003**: An amendment to the Coconino County Zoning Ordinance, to include modifications, updates and revisions throughout the entire code including all of Chapters 1 through 6, adding the Bellemont Area Plan to the Design Review Overlay section, and adopting a new format and style with the updated Ordinance.

2. **Case No. CUP-19-034 and DRO-19-002**: A request for a Conditional Use Permit and Design Review for a truck yard on a 14-acre portion of a 17-acre parcel in the M-2-6,000 (Heavy Industrial, 6,000 sq. ft. minimum parcel size) Zone. The property is located at 7201 Leupp Road approximately two miles north of Townsend-Winona Road and is also identified as Assessor’s Parcel Number 303-41-04B.
   
   **Property Owner**: Flagstaff Auto Recyclers, Flagstaff, AZ
   **Applicant**: FedEx Freight, Inc, Harrison, AR
   **Representative**: Kathy Simon
   **County Supervisor District**: 4 (Jim Parks)

3. **Case No. CUP-19-035**: A request for a Conditional Use Permit for a church on a 10-acre parcel in the G (General, 10-acre minimum parcel size) Zone. The property is located on W Route 66 approximately 600 feet east of the intersection with Flagstaff Ranch Road and is also identified as Assessor’s Parcel Number 116-04-016.
   
   **Property Owner**: N and J Properties VII, LLC, Tucson, AZ
   **Applicant**: Grace Community Church, Flagstaff, AZ
   **Representative**: Brian Ketter
   **County Supervisor District**: 1 (Art Babbott)

4. **Case No. CUP-19-036**: A request for a Conditional Use Permit for a community health center on a 29.97-acre parcel in the G (General, 10-acre minimum parcel size) Zone. The property is located at 15645 Leupp Road approximately four miles west of Indian Route 70 and is identified as Assessor’s Parcel Number 303-25-003R.
Property Owner/Applicant: Katherine Hawke, Flagstaff, AZ
County Supervisor District: 4 (Jim Parks)

Community Development Department Update
1. The County and Arizona Game and Fish is in the process of recruiting the Urban Wildlife Planner position, we anticipate holding interviews before the end of August.
2. The Arizona APA conference is in Oro Valley (Tucson) Sept 11th – 13th, Planning and Zoning staff will attend, see https://arizona.planning.org for the conference flyer. Please let me know if you would like the department to register you.

Board of Supervisors Update
3. On August 6th, the Board re-appointed Commissioners Ontiveros, Williams, Ruggles and Mayer. On August 13th the Board approved: ZC-18-010 and SUB-18-004 - McCleave PC Zone Change and Subdivision, SUB-19-002 - Lagomarsino Plat Amendment to move a Utility Easement, ZC-19-004 - O'Brien Zone Change from CG-10,000 to AR, ZC-19-005 - Watkins Zone Change from G and CG-10,000 to RR 2 ½, and SUB-18-003 Final Plat for The Ranch Estates, LLC.

Commission and Staff Roundtable
Coconino County
Planning and Zoning Commission
Agenda

Meeting of August 28, 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

    July 31, 2019

III. PUBLIC HEARINGS

1. Case No. AM-19-002: A Minor Amendment to the Coconino County Comprehensive Plan and Coconino County’s adopted version of the Flagstaff Regional Plan 2030, Place Matters, to adopt the updated Bellemont Area Plan. This case was continued from the June 26, 2019 hearing.

2. Case No. CUP-19-032: A request for a Conditional Use Permit for a 4,000 sq. ft accessory structure on a 2.05-acre parcel in the RS-40,000 (Residential Single-Family, 40,000 sq. ft. minimum parcel size) Zone. The property is located at 11715 Homestead Lane in Timberline and is identified as Assessor’s Parcel Number 301-87-015A.
   Property Owner: Clarence and Susan Collins Revocable Trust, DTD, Flagstaff, AZ
   Applicant: Clarence Collins, Flagstaff, AZ
   County Supervisor District: 2 (Elizabeth Archuleta)

3. Case No. ZC-19-006: A request for a Zone Change from G (General, 10-acre minimum parcel size) Zone to M-2-6,000 (Heavy Industrial, 6,000 sq. ft. minimum parcel size) Zone on a 64.62-acre parcel. The parcel is located approximately ½ mile south of the Newman Park exit on Interstate 17 and is also identified as Assessor’s Parcel Number 400-13-001.
   Property Owner/Applicant: Morrison Brothers Windmill Ranch, LLC, Gilbert, AZ
IV. CALL TO PUBLIC FOR ITEMS NOT ON THE AGENDA

V. CONTINUATION OF STUDY SESSION IF NEEDED
Coconino County Planning and Zoning Commission
Meeting of July 31, 2019
Board of Supervisors' Meeting Room
County Administrative Center
219 East Cherry
Flagstaff, Arizona

Members Present
Tammy Ontiveros Madame Chair
Ray Mayer
John Ruggles
Tyanna Burton
Mary Williams
James Clifford

Members Absent
Don Walters Vice-Chair
Sat Best

Staff Present
Jess McNeely, Assistant Director
Bob Short, Principal. Planner
Zach Schwartz, Sr. Planner
Aaron Lumpkin, Deputy County Attorney
Irene Lokecik, Business Manager
Marty Hernandez, Recording Secretary

Madame Vice-Chair Tammy Ontiveros called the meeting to order at 5:30PM. She noted procedures to the audience.

I. PLEDGE OF ALLEGIANCE
Since no flag was present in the hearing room due to a community meeting, Madame Vice-Chair Ontiveros asked that the Pledge be struck from the agenda.
MOTION: Commissioner Burton made the motion to remove Item #1 from the agenda due to lack of the flag.
SECOND: Commissioner Ruggles seconded.
VOTE: The motion passed unanimously.

II. APPROVAL OF MINUTES
June 26, 2019
MOTION: Commissioner Burton made the motion to approve the minutes.
SECOND: Commissioner Williams seconded.
VOTE: The motion passed unanimously.
DISCUSSION: Madame Chair Ontiveros stated she had left after the first item on the agenda and would abstain from all other items.

III. PUBLIC HEARINGS
1. Election of Planning and Zoning Commission Officers – Chair and Vice Chair.
The consensus was for Chairman Don Walters to be appointed to the Vice-
Chair position and Commissioner Ontiveros be appointed Chair.

**MOTION:** Commissioner Ruggles made the motion to approve Commissioner Ontiveros as Chair and Chair Don Walters to Vice-Chair.

**SECOND:** Commissioner Burton seconded.

**VOTE:** The motion passed unanimously.

2. Case No. CUP-19-025: A request for a Conditional Use Permit for an 8’ by 40’ storage container and a Conditional Use Permit renewal (of CUP-14-024) for a taxidermy business conducted as a cottage industry with modifications to allow additional square footage to the area used for the cottage industry and additional signage 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 also 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)*

**STAFF:** Mr. Schwartz summarized the staff report and gave a PowerPoint presentation. He indicated that staff supports the modifications including the additional Cottage Industry workspace and the additional signage. Mr. Schwartz presented letters from Al and Valorie Bowman (11110 Townsend Winona Rd) and Troy Bowman (5820 Velvet Valley Rd), both neighbors of the applicant. Each letter praised the applicant personally and professionally and were recommending a continuation of the CUP.

**APPLICANT:** Chris Favour had read the staff report and agreed with it.

**PUBLIC:** NA

**COMMISSION:** Commissioner Ruggles was impressed with the business, home and landscaping, stating compliance was remarkable.

**MOTION:** Commissioner Williams made the motion to approve with the renewal of 5 years.

**SECOND:** Commissioner Burton seconded.

**DISCUSSION:** NA

**VOTE:** The motion passed unanimously.

3. Case No. CUP-19-028: A request for Conditional Use Permit renewal (of CUP-10-069) for a 100-foot wireless telecommunication facility on a 9.36-acre parcel in the AR-2 ½ (Agricultural Residential, 2 ½ acre minimum parcel size) Zone. The property is located at 10380 N US Highway 89 in Doney Park and is identified as Assessor’s Parcel Number 301-33-005A.

*Property Owner: AT&T Property Tax, St Louis, MO*
*Applicant: SmartLink, LLC, Scottsdale, AZ*
*Representative: Lisa Sennott, Scottsdale, AZ*
STAFF: Mr. Short summarized the staff report and gave a PowerPoint presentation. He recommended a 10-year renewal.
APPLICANT: Lisa Sennott, representative for AT&T, had read the staff report and agreed with it.
PUBLIC: N/A
COMMISSION: Commissioner Ruggles found a typographic error in Condition #5 and asked that be corrected to the 10-year renewal. Chair Ontiveros stated that usually in the case of a late renewal, time is taken away from the extension period. She agreed with staff that the term should not be reduced to reflect the late renewal and wanted to make sure this was addressed in a public hearing to explain the reasoning behind why time will not be deducted from the 10-year renewal.
MOTION: Commissioner Ruggles made that motion to approve, as long as the typo in Condition #4 was corrected to show 10-years.
SECOND: Commissioner Williams seconded.
DISCUSSION: All commissioners agreed that they could make the findings for a 10-year renewal.
VOTE: The motion passed unanimously.

4. Case No. CUP-19-029: A request for Conditional Use Permit renewal (of CUP-09-044) for a powder coating and marine supply business with modifications to extend the term of the permit from ten to up to 20 years on a 1.39-acre parcel in the CG-10,000 (Commercial General, 10,000 sq. ft. minimum parcel size) Zone. The property is located at 7975 N US Highway 89 in Doney Park and is identified as Assessor’s Parcel Number 301-25-018E.

Property Owner: Tim Brown, Flagstaff, AZ
Applicant: California Marine Supply and Flagstaff Powder Coating, Flagstaff, AZ
Representative: Kathryn Mahady (Aspey, Watkins, Diesel), Flagstaff, AZ
County Supervisor District: 4 (Jim Parks)

STAFF: Mr. Short summarized the staff report and gave a PowerPoint presentation. He pointed out a typographical error in condition #5 and said it should be corrected to July 31, 2039 instead of August 25, 2039.
APPLICANT: Tim Brown, Flagstaff, AZ, stated he had read and agreed with the staff report.
PUBLIC: N/A
COMMISSION: Chair Ontiveros wanted to understand the condition stating the Military Surplus store to be the primary use on the site. Mr. Short stated that Condition 1 could be removed so the CUP would not be attached to continued operation of the Military Surplus store. Commissioner Burton opened discussion regarding removing Condition #1. Bob stated under the new Zoning Ordinance, the CUP could be
reviewed by staff and possibly fall under Light Industrial and become a permitted facility under this ordinance. The Commission indicated this would likely preclude the need to remove Condition 1.

MOTION: Commissioner Ruggles made the motion to approve with the CUP be extended to 20 years and correcting the date to July 31, 2039.
SECOND: Commissioner Burton seconded.
DISCUSSION: NA
VOTE: The motion passed unanimously.

5. Case No. CUP-19-030: A request for Conditional Use Permit renewal (of CUP-13-045) for a 99-foot wireless telecommunication facility with modifications to extend the term of the permit to ten years on a 40-acre parcel in the G (General, ten-acre minimum parcel size) Zone. The property is located approximately 8.5 miles northeast of Seligman, AZ and is identified as Assessor’s Parcel Number 205-36-136.

6. Property Owner: El Paso Natural Gas Company, Houston, TX
Applicant: Arizona Public Service, Phoenix, AZ
Representative: Staci Bentler, Phoenix, AZ
County Supervisor District: 1 (Art Babbott)

STAFF: Mr. Short summarized the staff report and gave a PowerPoint presentation. He recommended a 10-year renewal.
APPLICANT: Staci Bentler, APS representative, had read the staff report and agreed with it.
PUBLIC: NA
COMMISSION: All commissioners could make the findings.
MOTION: Commissioner Ruggles made the motion to approve with a 10-year renewal.
SECOND: Commissioner Mayer seconded.
DISCUSSION: NA
VOTE: The motion was passed unanimously.

IV. CALL TO PUBLIC FOR ITEMS NOT ON THE AGENDA

No one from the public spoke.

V. CONTINUATION OF STUDY SESSION IF NEEDED

N/A

Made Chair Ontiveros adjourned the hearing at 6:15pm.
Chairperson, Coconino County
Planning and Zoning Commission

ATTEST:

Secretary, Coconino County
Planning and Zoning Commission
Coconino County Zoning Ordinance Update 2019
Summary of Major Changes

Chapter 1 General Provisions. This chapter acknowledges State enabling statutes that give authority to the zoning ordinance (ZO) and sets forth the purpose and intent of the code, including establishment of zoning districts, conformity of the ZO with the Comprehensive Plan, application, permit fees and requirements, and powers, duties and establishment of the Planning and Zoning Commission, Board of Adjustment, and Board of Supervisors (to the ZO).

Section 1.1 NEW Short Title and Authority section describes State statute granting authority for the County to establish a zoning ordinance.

Section 1.13 NEW Planning and Zoning Commission section describes powers, duties, membership, terms.

Section 1.14 NEW Board of Adjustment section describes powers, duties, membership and terms.

Section 1.15 NEW Board of Supervisors section describes specific powers and duties in relation to the ZO.

Chapter 2 Zoning Districts. This chapter describes the purpose, intent and use of all zoning districts, including permitted, conditional or prohibited land uses within each district, and the property development and performance standards that are specific to each district.

Section 2.2 General, Agricultural Residential, and Rural Residential Zones (G, AR, RR)

Conditional Uses (CUP) changed to permitted uses for:

- Bed and Breakfast
- Accessory Structures greater than 3,000 SF in G, AR, except parcels less than 2 acres require a CUP.
- Commercial Vehicle/Equipment parking in G, except parcels less than 10 acres require a CUP.
- Recreational vehicle as a permanent residence in G (requires an administrative permit)
- Educational Institutions, Fire Stations, Model Homes and subdivision sales offices and Parks, Trails and Open Space (when approved with subdivision plat)

NEW Land Uses added, or titles revised with NEW definitions for:

- Forest Products Processing as CUP in G, AR
- Community Centers, Recreational Facilities, Indoor and Recreational Facilities, Outdoor (NEW category out of “recreation facilities”)
- Solid Waste Transfer Facility as CUP
- Transit Stop Center
- Campgrounds as CUP in G
- Kennel, Commercial as CUP in G, AR (reinserted)
- Distributed Renewable Energy Systems

Section 2.3 Single Family Residential Zones (RS)

Performance Standards are modified to allow first floor porches and decks to project up to 8 feet into front setback in RS 6,000, 10,000 and 18,000 zones.
Coconino County Zoning Ordinance Update 2019
Summary of Major Changes

Section 2.4 Multi-family Residential Zones (RM)
Conditional Uses changed to permitted uses for:
- Apartments are permitted and condensed into one category; previously five or more required CUP
- Condominiums and conversions, and conversion process substantially updated.
NEW Land Uses added, or titles revised with NEW definitions for:
- Duplex, townhouse
Property Development Standards modified to:
- Add minimum net site, lot width and depth area, and parking for SFD
- Clarify front, side, rear site setbacks for multi family units, SFD’s, duplex and ADU’s
Performance Standards modified to allow first floor porches and decks to project 8 feet into front setback.

Section 2.6 Manufactured Home Park Zone (MHP)
Conditional Uses changed to permitted uses for:
- RV’s as a permanent residence with administrative permit
NEW Land Use added to allow SFD as a caretaker/owner’s residence

Section 2.7 NEW consolidated Residential Zones Permitted and Conditional Land Use Table
Modified Performance Standards common to residential zones permit shower in Accessory Structure bathrooms.

Section 2.8 Commercial Zones
Conditional Uses changed to permitted uses for:
- Campgrounds & RV/Travel Trailer Parks in CG and CH, with administrative permit.
- Cocktail lounges and bars NOW Bars, Micro-breweries, Craft Distilleries, Wineries, Tasting and Tap Rooms; permitted in CG and CH; added as a CUP in CN.
- Hotels, Motels and Resorts in Commercial General zone.
- Restaurants, except with outdoor seating next to residential zone is a CUP.
NEW Land Uses added, or title revised with NEW definitions for:
- Forest Products Processing as CUP.
- Manufacturing, Light as a permitted use in CH and CG
- Mixed Use Development, in an activity center, as a permitted use
- Mixed Use Development, not in an activity center, as a conditional use
- Residential Uses outside of Area Plan and Regional Plan boundaries, as a CUP
- Park and Ride
- Parking Garages, Lot or Structure as CUP in CG, CH
- Solid Waste Transfer Facility
- Transit Stop Center
Coconino County Zoning Ordinance Update 2019
Summary of Major Changes

Performance Standards modified:
- Screening between zones, landscaping and additional setbacks combined into NEW Section 4.8, Performance Standards Between Zones.

Section 2.9 Industrial Zones (abbreviations for Industrial changed from M to I)
Conditional Uses changed to permitted uses for:
- Manufacturing, Light

NEW Land Uses added, or title revised with NEW definitions for:
- Adult Use and Entertainment as CUP in IH (Heavy Industrial)
- Bars, Micro-breweries, Craft Distilleries, Wineries, Tasting and Tap Rooms as CUP.
- Forest Products Processing as CUP in IP (Industrial Park); permitted in IL and IH (Light and Heavy Industrial)
- Manufacturing, Light, Medium and Heavy. The three new categories consolidate many existing manufacturing uses, and many are changed from conditional to permitted.
- Motor Vehicle, boat and RV Storage are permitted in IL and IH.
- Park and Ride
- Parking Garages, Lot or Structure
- Solid Waste Transfer Facility
- Transit Stop Center

Performance Standards modified:
- Screening between zones, landscaping and additional setbacks combined into NEW Section 4.8, Performance Standards Between Zones

Section 2.10 NEW consolidated Commercial and Industrial Use Land Use Table.

Section 2.11 NEW Planned Districts, Special Purpose and Overlay Zones.

The existing RC, PRD and PC are consolidated into this NEW section, with common administrative requirements and performance standards grouped into this section.

Existing land use tables in the RC, PRD and PC zones are deleted, and the purpose statement of each planned districts is expanded. This change is intended to guide each planned development project toward the specific purpose of that district, versus listing a prescriptive set of specific land uses that may not anticipate the land uses appropriate for a specific project.

Section 2.12 Public and Quasi-Public is renamed from Public and Semi-Public

Section 2.13 Parking is DELETED

The parking zone is deleted with this update. It is an outdated zoning district that is actually a performance standard, versus a type of zoning. The listed land uses are incorporated into the remaining zoning districts, and as seen in the NEW land use definition of Parking Garage, Lot or Structure.

Section 2.14 Mineral Resource – No significant changes (formerly numbered Sec. 2.14).
Coconino County Zoning Ordinance Update 2019
Summary of Major Changes

Section 2.15 NEW consolidated Special Purpose Zones Permitted and Conditional Land Use Table.

Section 2.16 Overlay Zones –Floodplain Management and Design Review Overlay zones.

The Bellemont Area Plan is NEW to the listed Design Review Guidelines.

Updates include the types of modifications to approved Design Review Overly projects that are allowed with an administrative approval.

Use tables are deleted from the Floodplain Management Overlay zone, and minor text edits included.

Chapter 3 Special Uses and Conditions. This chapter provides special standards and conditions for specific uses that require greater attention to development standards. Special standards are provided for both commonly listed and permitted land uses, as well as land uses that require additional review and approval through the conditional use permit process.

Section 3.2 Temporary Uses.

Expanded temporary permit timeframe, operating hours and special event types for seasonal stables, holiday sales lots, temporary retail food sales, temporary occupancy of an RV or travel trailer (added RS 40,000 SF or larger), and storage of a mobile or manufactured home.

Section 3.3 Agriculture and Animal Keeping

Reorganized performance standards into sections for agricultural and animal keeping

Included performance standard for manure management

Added a definition for composting

Section 3.4 Accessory Dwellings

Performance standards allow manufactured homes as an ADU if permitted as a primary.

Expanded separation distance from primary from 60’ to 100’ for detached unit on lots less than 4 acres; from 100’ to 200’ on lots greater than 4 acres.

Updated waiver requirements to account for site and infrastructure constraints, such as location of wells, driveways and utilities.

Section 3.6 Cottage Industries

Number of employees may be increased from three to a number approved by the Planning Commission.

Expanded the use of Cottage Industries to all RS zones (currently only allowed in RS-36,000).

Added findings that are required to approve waivers for site access.

Section 3.7 Bed and Breakfast Establishments.

These are changed to permitted from conditional uses, and a provision for a sign is added.
Coconino County Zoning Ordinance Update 2019
Summary of Major Changes

Section 3.9 Wireless Telecommunication Facilities
Disfavored sites expanded to include sites in wildlife or migration corridors near a water source, and facilities with guy wires.
Radar-activated safety lights required for towers exceeding 199’
Standards for bird flight diverters required on guy wires are clarified.

Section 3.10 Metal Storage Container Boxes
Temporary container added: one 320 SF container in G, AR, RR and RS zones.
Permanent container added: one 160 SF container to RM, RMH and MHP zones.

Section 3.11 Accessory Wind Energy Systems
Performance standards for bird flight diverters are added.
Related - NEW use and definition for Distributed (Individual) Renewable Energy Systems.

Section 3.13 Nonconforming Uses.
The title was modified to address only nonconforming uses.

Sections 3.14, Walls and Fencing, and 3.15, Storage and Screening MOVED to Chapter 4.

Section 3.15 NEW Recreational Facilities, Outdoor
This NEW section provides standards and a NEW definition for large outdoor facilities such as arenas, fairgrounds, amusement parks etc. It is a result of consolidating and updating the current code that contains a variety of recreation definitions and distinguishing between indoor and outdoor facilities.

Section 3.16 NEW Animal Shelters and Kennels, Commercial
This NEW section provides standards to address each type of use, including considerations that address noise for outdoor kennels, climate control and waste management.

Section 3.17 NEW Recreational Vehicles as a Permanent Residence
This NEW section outlines standards for RV’s used as a permanent residence, with a CUP, such as wastewater disposal, permits needed for solid fuel burning appliances, and equipment screening.
RV’s may be permanent residence in the G and MHP zone with an administrative permit.

Section 3.18 NEW Campgrounds and Recreational Vehicle Parks
Campgrounds are added as a conditional use on 10-acre parcels in the G residential zone, changed to a permitted use in Commercial zones, and to conditional use in Open Space zone.
NEW performance standards for all zoning districts where allowed, e.g. in commercial zones.
Coconino County Zoning Ordinance Update 2019
Summary of Major Changes

Chapter 4 Performance Standards. This chapter establishes performance, or development standards, that are commonly required for permitted and conditional land uses. Projects developing to these standards are reviewed either with an administrative, building or conditional use permit.

Section 4.1 Parking

The parking table standards have been updated and categories modernized.

An administrative waiver for off-street parking requirements has been added with criteria.

Adjustments up to 20% of the number of off-street parking requirements, based on shared parking and site constraints, may be approved by the Director or Planning Commission.

Updated parking lot graphic.

Section 4.2 Signs

Wayfinding signs and a definition are added as exempt types.

Reorganized to differentiate between permanent and temporary signs.

Portable and sandwich board signs are **NEW** temporary sign allowed in commercial zones.

Updated and **NEW** graphics.

Section 4.4 Landscaping

This section applies to commercial, industrial, multi-family and single-family subdivision development, and there are significant updates to this section that address:

- Irrigation waivers
- Retention and protection of exiting native trees and shrubs, with landscape credit based on size for retaining existing trees.
- Landscaping units condensed from three to one plant unit, and cacti are permitted to be used in lieu of trees in appropriate climate zones.
- **NEW** waivers approved by Director for up to 20 percent of landscape requirements, with findings.
- **NEW** table consolidating landscape area requirements (parking lots, street frontage, building perimeter.)
- **NEW** section with specific standards to address fire protection and weed mitigation.
- **NEW** graphics.

Section 4.5 Projections into Required Yards

Separation between structure requirement is removed, reference is made to building code.

**NEW** projections for energy efficient improvements - cisterns, rain barrels, insulated walls.

Section 4.6 Walls and Fencing is RELOCATED FROM CHAPTER 3

Section 4.7 Outdoor Storage and Associated Visual Screening is RELOCATED FROM CHAPTER 3 AND RENAMED
Coconino County Zoning Ordinance Update 2019
Summary of Major Changes

Section 4.8 NEW Performance Standards Between Zones
This NEW section consolidates setback and screening requirements listed throughout Chapter 2 for commercial, industrial, public/quasi-public, commercial or highway commercial within residential zones, and mineral resource zones; redundant Chapter 2 sections deleted.

Chapter 5 Administration. This chapter details the permitting and approval requirements, processes and procedures for all types of planning permits and amendments to the zoning ordinance or Comprehensive Plan. Includes findings that are required for each permit type by each approving entity – the Planning and Zoning Commission, Board of Supervisors or Board of Adjustment. Procedures related to enforcement of the zoning ordinance and the duties of the zoning inspector and compliance manager are outlined.

Section 5.3 Citizen Participation
Section is reorganized to clearly distinguish between the citizen participation plan and report.

Section 5.6 Administrative Adjustments
Additional types of adjustments are allowed 20% increase in appurtenance height; 10% decrease in animal keeping setbacks and lot sizes, and lot size reduced for eminent domain.
NEW Section 5.6.C describes permits, findings and administration of these adjustments, including how to make a Minor Change to a Planned District Zone. This requires notification of the Planning and Zoning Commission when a request has been made.

Section 5.7 Conditional Use Permits
The types of conditions applicable to a decision of the Planning Commission is expanded to include protection for environmentally sensitive features, access from public rights of way, and requirements for public safety and emergency services.
Waiver findings are added for the Planning Commission.
Allowances for administrative renewals now include an increase in permit time frame.

Section 5.8 Variances
Board of Adjustment findings for approving a variance have been updated.

Section 5.13 Comprehensive Plan
A process for amending the Comprehensive Plan was added.

Chapter 6 Definitions. This chapter provides the adopted and official definition and meaning of the major land uses, zoning terms, documents and processes used throughout the zoning ordinance, and contains significant updates.

Section 6.2 Definitions
The definitions were reorganized to separate floodplain management overlay and lighting definitions from the main body of definitions.
Coconino County Zoning Ordinance Update 2019
Summary of Major Changes

Overall

The entire Zoning Ordinance has been newly formatted with headers, footers, colors, section and page numbering, hyperlinked definitions, terms and section references. A “Sustainability Symbol” 🌿 is added throughout the ZO to identify sections that feature allowances to support sustainable building.

Future Code Updates

Utility Scale Energy Ordinance will be crafted with working group of experts, per Comprehensive Plan implementation strategy. Transfer of Development Rights (TDR) Ordinance, per Comprehensive Plan implementation strategy. Section 4.3, Lighting, will be updated in coordination with City of Flagstaff and JLUS recommendations.
Date: August 28, 2019

To: Planning and Zoning Commission

From: Community Development Department

Subject: Case No. PZ-AM-19-002, Continuation of Public Hearing to Adopt the Updated Bellemont Area Plan as a Minor Amendment to the Coconino County Comprehensive Plan and Coconino County’s adopted version of the Flagstaff Regional Plan 2030, Place Matters, and Adopting Design Review Guidelines for the Planning Area.

Executive Summary

Location: The Bellemont Area Plan is located 11 miles west of Flagstaff along Interstate 40.

Size: 3,200 acres

Zoning: PC (Planned Community) Overlay with underlying commercial, industrial and residential zones.

Supervisor District: 3, Matt Ryan

Applicant: Coconino County Community Development

Summary:

This item was continued from the Planning and Zoning Commission’s June 26, 2019 public hearing, when the Commission first considered the draft updated Bellemont Area Plan. Prior to making a recommendation to the Board of Supervisors, the Commission requested that staff consider the possibility and impacts of expanding the area plan boundary and planning area. Specifically, the Commission suggested expanding the area plan boundary to include a 117-acre parcel (APN 203-35-013D) formerly used as a cinder mine, and adjacent Forest Service land for the purpose of forest products related uses. The map below shows the location of the parcel, outlined in black, in relation to the Bellemont Area Plan, the Parks Area Plan and Camp Navajo.
Cinder Mine Parcel Location

The Bellemont Area Plan Committee (BAP) met with the property owner on July 17, 2019, to consider the Planning Commission’s request. Based on several factors, the BAP elected to leave the area plan boundaries unchanged from those established in 1985. This decision was reached with an understanding that one function of an area plan is a “voice for the community” that guides future development, and discussion about an intentionally created goal in the draft plan that encourages industrial uses in South Bellemont. However, due to speculative and uncertain future use for this property, and the property owner’s request to not include the parcel within the Plan, the BAP chose to address potential boundary expansion through a new policy statement. A new land use policy (LU.17) specifically addressing this scenario was added to support the goal “[a] regional commercial and industrial center will be located on the south side of I-40 in South Bellemont”. The new policy is:

LU.17. Support a potential Area Plan amendment to expand the Area Plan boundary west to encompass the 117-acre cinder mine parcel and contiguous US Forest Service land, located along the unmaintained portion of Route 66 accessed through South Bellemont, if the proposed use of the parcel meets the vision and goals of this area plan, provides employment opportunities, and increases Bellemont’s industrial base.
A second policy, LU.18, was modified to specifically mention support of *forest products processing* in South Bellemont, and the Plan’s introduction was updated with explanatory text to document the meeting and added policy.

Based on the new land use policy, staff recommends revisions to land use policy LU.1 and natural environment policy NE.22. These policies were written to address forest land exchanges specifically in North Bellemont and as written may contradict the new policy. The recommended changes are:

**LU.1.** This Area Plan does not support Coconino National Forest land exchanges within or on lands adjacent to the Bellemont Area Plan, unless the exchange supports protection of important, environmentally sensitive habitat or cultural preservation on remote parcels with no or limited infrastructure, and results in a community-supported master planned residential development that incorporates open space buffers and amenities, and is compatible with the existing residential development in North Bellemont, or is compatible with existing industrial and commercial development in South Bellemont. See Policy NE.22.

**NE.22.** Theis Area Plan County does not support Coconino National Forest land exchanges within or on lands adjacent to the Bellemont Area Plan, unless the exchange supports protection of environmentally sensitive habitat or cultural preservation on remote parcels with no or limited infrastructure, and results in a community-supported master planned residential development that incorporates open space buffers and amenities, and is compatible with the existing residential development in North Bellemont, or is compatible with existing industrial and commercial development in South Bellemont. See Policy LU.1.

The draft updated Bellemont Area Plan is found in Attachment A, the website link to the Plan.

**Recommendation**

Staff recommends the Planning and Zoning Commission recommend approval of PZ-AM-19-002, the Bellemont Area Plan, with suggested policy changes to LU.1 and NE.22 as written in this report, to the Board of Supervisors and to include the following minor amendments to the Comprehensive Plan:

1. To adopt the updated Bellemont Area Plan as a Minor Amendment to the Coconino County Comprehensive Plan, with staff recommended revisions to policies LU.1 and NE.22, and to adopt Design Review Overlay guidelines.

2. To adopt a Minor Amendment to the Coconino County version of the Flagstaff Regional Plan 2030, Place Matters, to amend the Flagstaff Regional Plan 2030 Future Growth Illustration Map.

Respectfully submitted,

Jess McNeely, AICP, Assistant Director

Prepared by Melissa Shaw, AICP, Long Range Planner
Attachments

Exhibit A: The draft Bellemont Area Plan is found on [https://www.coconino.az.gov/1948/Long-Range-Planning](https://www.coconino.az.gov/1948/Long-Range-Planning). Go to the Bellemont Area Plan Update tab and find the document under “Download the UPDATED Draft Area Plan”.

Exhibit B: June 26, 2019 Staff Report to Planning and Zoning Commission for PZ-AM-19-002
Date: June 26, 2019

To: Planning and Zoning Commission

From: Community Development Department

Subject: Public Hearing and consideration of Case No. PZ-AM-19-002, to Adopt the Updated Bellemont Area Plan as a Minor Amendment to the Coconino County Comprehensive Plan and Coconino County's adopted version of the Flagstaff Regional Plan 2030, Place Matters, and Adopting Design Review Guidelines for the Planning Area.

Executive Summary

Location: The Bellemont Area Plan is located 11 miles west of Flagstaff along Interstate 40.

Size: 3,200 acres

Zoning: PC (Planned Community) Overlay with underlying commercial, industrial and residential zones.

Supervisor District: 3, Matt Ryan

Applicant: Coconino County Community Development

Summary of the Area Plan:

The Bellemont Area Plan (the Plan), an amendment to the Coconino County Comprehensive Plan, (Comprehensive Plan) provides specific policy guidance for future development within this unincorporated community. This is the first amendment to the original 1985 Bellemont Area Plan, and is a substantial update to and supersedes that plan. The 1985 Plan characterized Bellemont's "irregular parcel configurations and...close proximity to the freeway and nearby Santa Fe Railroad tracks" as detracting from the area's "appeal for intensive residential development", while enhancing the "area's viability for limited commercial and light industrial uses". Conditions in Bellemont have changed substantially since then, with rapid residential housing and population growth being the most notable change. Based on changed conditions, the County Board of Supervisors initiated this update in early 2017, and Supervisor Matt Ryan assembled a group of 15 residents and property owners (called the Bellemont Area Plan Committee, or BAP) to oversee the process. The update process began with the first BAP meeting in May, 2017 and concluded in early 2019. The BAP's primary vision 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 the community. This Plan is the result of that vision.

The Bellemont Area Plan is within the sphere of the Flagstaff Regional Plan 2030, Place Matters (Regional Plan), also adopted as an amendment to the Comprehensive Plan, and is shown as the Flagstaff Metropolitan Planning Organization (FMPO) boundary on the following Reference Map.
Notable Plan Updates

The updated Area Plan is found in Attachment A. It contains a revised Future Land Use Map, or FLUM, with features such as current and future desired land uses, a Rural Activity Center and a Rural Growth Boundary, both identified by the Flagstaff Regional Plan, trail and bicycle linkages, adjacent Camp Navajo and surrounding open space. Interstate 40 created two separate regions in Bellemont that the BAP identified as North Bellemont and South Bellemont. Although linked by the Bellemont Bridge, the two areas are distinctly different, with North Bellemont being primarily residential and South Bellemont the commercial and industrial hub, characteristics reflected on the FLUM.

The Plan also contains new Design Review Guidelines for the Area Plan. These will be adopted with this amendment and put into formal use when the Zoning Ordinance update is completed.

Important Issues by Chapter

Each chapter within the Plan contains an introduction and subsections followed by goals and policies related to that topic. The following is a summary of the issues addressed in the Plan chapters.
Community Character. This section describes Bellemont's cultural and historic character, identifies community design reflected with a new Design Review Overlay District (DRO) and design standards for new commercial, industrial and multi-family development, including dark sky lighting.

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, identified as an issue for Bellemont’s residents, is being addressed by a project that will relocate mail delivery from the Pilot Travel Center to cluster box units throughout the area.

Land Use, Growth and Development. Bellemont has a diverse mix of residential, commercial and industrial zoned land. Within the last decade the most notable change has been commercial land being rezoned to residential. Anticipating high residential demand continuing, this chapter outlines goals and policies to promote balanced residential and commercial growth, while protecting community character and natural resources.

The preferred growth scenario is to build out Bellemont’s current residential, commercial, and industrial land base. North Bellemont will continue to develop residential neighborhoods that will support new stores and restaurants located in the Rural Activity Center, identified on the Future Land Use Map as the RAC. South Bellemont is the military, Industrial, trucking, and traveler services hub that will utilize Interstate travel and railway routes that provide infrastructure to commercial and industrial uses.

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 open space on adjacent Coconino National Forest are important to the community. Policies encourage protection of the flood zone by limiting development of it, evaluating and protecting animal migration routes, addressing construction on expansive (clay) soils, and maintaining connections to open space.

Public Safety. The community’s concern for addressing wildfire threats and establishing emergency action plans that address limited emergency egress routes, minimizing existing traffic conflicts with truck and passenger vehicle interactions in North Bellemont at the Shadow Mountain Road and Hughes Bridge intersection, and addressing truck queuing issues are some of the issues addressed in Public Safety.

Sustainability and Resilience. This section features strategies that could enable Bellemont to promote a sustainable future, in the areas of energy and water conservation, social connections and promoting a vibrant local economy. Because of its interdisciplinary approach, sustainability principles are woven throughout the Area Plan, and policies that support sustainability are marked with a unique symbol.

Transportation and Circulation. Issues related to traffic safety, ensuring safe pedestrian and bicycle routes along Bellemont’s public streets and between North and South Bellemont, supporting future development of US Bike Route 66, and promoting 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.

Design Review Overlay (DRO). Contributors to Bellemont’s community character include forest and scenic vistas, rustic rail-influenced industrial development, historic Camp Navajo buildings, Historic Route 66 commercial development, and recent commercial and residential development. These styles are reflected in the DRO sections addressing architectural styles, colors, site design, signs and lighting.

## Background Information

<table>
<thead>
<tr>
<th>Bellemont Area Plan On Site Land Uses and Zoning (in acres)*</th>
<th>Vacant</th>
<th>Developed</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential Zoning (not including BNSF parcel)</td>
<td>74</td>
<td>76</td>
<td>150</td>
</tr>
<tr>
<td>Commercial Zoning</td>
<td>161</td>
<td>70</td>
<td>231</td>
</tr>
<tr>
<td>Industrial Zoning</td>
<td>140</td>
<td>47</td>
<td>187</td>
</tr>
<tr>
<td>Total Private Land</td>
<td>375</td>
<td>193</td>
<td>568</td>
</tr>
</tbody>
</table>

*All of Bellemont is within the Planned Community Overlay District

<table>
<thead>
<tr>
<th>Bellemont Area Plan Surrounding Land Uses and Zoning (in acres)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land Use</td>
</tr>
<tr>
<td>North</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>South</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>East</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>West</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

## Criteria for Approval of Comprehensive Plan Amendments

Two types of amendments, either a major or minor amendment, can be made to the Comprehensive Plan (see the list of amendments in Exhibit B). The criteria for approval of those amendments are found in the Comprehensive Plan and the analysis below.

The Bellemont Area Plan is a revision to an existing area plan and constitutes a minor amendment to the Comprehensive Plan. The updated Bellemont Area Plan meets the criteria for approval of a minor amendment.
amendment, and staff recommends the Planning and Zoning Commission recommend approval to the Board of Supervisors the following two minor amendments:

1. To adopt the updated Bellemont Area Plan as a Minor Amendment to the Coconino County Comprehensive Plan, and to adopt Design Review Overlay guidelines.

2. To adopt a Minor Amendment to the Coconino County version of the Flagstaff Regional Plan 2030, Place Matters, to amend the Flagstaff Regional Plan 2030 Future Growth Illustration Map.

<table>
<thead>
<tr>
<th>Bellemont Area Plan Compliance with Approval Criteria for a Minor Amendment to the Comprehensive Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>a. The amendment constitutes an overall improvement to the county.</strong></td>
</tr>
<tr>
<td><em>Analysis</em>: Bellemont is one of the fastest growing communities in the County. The revised Bellemont Area Plan responds to significantly changed conditions in the updated chapters, goals and policies, and new Design Review Overlay guidelines. These updates reflect the values and vision of the Bellemont community and will inform current and future development projects.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>b. The amendment will not adversely impact a portion of the county or the existing character</strong></td>
</tr>
<tr>
<td>(visual, physical, environmental, and functional) of the immediate area.</td>
</tr>
<tr>
<td><em>Analysis</em>: Adopting the amendments will improve Bellemont’s visual, physical, environmental and functional character with new goals, policies and design guidelines that are unique to Bellemont.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>c. The amendment is supported by “Our Vision for the Future” and other goals and policies of the Plan.</strong></td>
</tr>
<tr>
<td><em>Analysis</em>: The Plan utilized the Comprehensive Plan’s values for guidance in developing Bellemont’s vision, and the Comprehensive Plan provided background information for the Plan.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>d. The requested change benefits the county or a specific community.</strong></td>
</tr>
<tr>
<td><em>Analysis</em>: Benefits to Bellemont will be realized as the Plan’s vision, goals and policies are implemented when new development is built to follow the updated goals and policies. It will also benefit and inform the Regional Plan map with details about the Rural Activity Center.</td>
</tr>
<tr>
<td></td>
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<tr>
<td><strong>e. Conditions have changed substantially since the last update; such conditions may involve surrounding land uses.</strong></td>
</tr>
<tr>
<td><em>Analysis</em>: The primary reason for initiating this update were the substantially changed conditions since adoption of the 1985 Bellemont Area Plan, in particular land uses and growth patterns.</td>
</tr>
<tr>
<td></td>
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<tr>
<td><strong>f. The subject property or concept was misinterpreted or overlooked in the Plan.</strong></td>
</tr>
<tr>
<td><em>Analysis</em>: This criterion is not applicable to this amendment.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>g. The amendment will effectively help implement the Plan’s other goals or vision.</strong></td>
</tr>
</tbody>
</table>
Bellemont Area Plan Compliance with Approval Criteria for a Minor Amendment to the Comprehensive Plan

Analysis: This update contains a new implementation plan that is specific to Bellemont. As the Plan mirrors many of the Comprehensive Plan’s goals and policies, and because of the rapid growth in Bellemont, opportunities to implement the Comprehensive Plan goals and policies will occur in tandem with applying the Plan’s updated goals and policies to new developments.

h. The identified site is appropriate for the proposed use.
   Analysis: Bellemont been an identified Area Plan community within the County since 1985. Slight modifications to the Plan boundary will not significantly change the original study area boundary.

Coconino County Comprehensive and Flagstaff Regional Plan Analysis

Bellemont Area Plan Compliance with the Coconino County Comprehensive Plan Goals

Sustainability and Resiliency Goal:
- 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.

Analysis: The Plan contains a Sustainability and Resilience chapter following guidance from the Comprehensive Plan with goals and policies specific to Bellemont, and features a sustainability symbol throughout identifying goals and policies supporting sustainability.

Natural Environment Goals:
- Protect the integrity and resiliency of the natural environment with special attention to environmentally sensitive features.
- Conserve wildlife, their habitats, and movement corridors.
- Conserve and restore native plant communities while controlling populations of invasive weeds through prevention and environmentally responsible eradication.
- Improve forest and land health and promote the restoration of forest ecosystems.
- Protect soil resources and improve soil conservation practices.
- Improve the county’s air quality.

Analysis: Part of the Plan’s vision statement is dedicated to natural resources and environmental quality and states “[w]e value the natural landscape, unique ecological function of our meadow environment, water resources, and access to recreational opportunities on U.S. Forest Service (USFS) land”. The Natural Environment, Open Space, Parks, Trails, & Recreation chapter reflect this value and support goals to those of the Comprehensive Plan.
Bellemont Area Plan Compliance with the Coconino County Comprehensive Plan Goals

Water Resources Goals:

- To pursue and implement long-term management policies that ensure sustainable water supplies for future generations and the natural environment.
- Ensure a sustainable water supply for human communities while protecting natural systems.
- Coordinate with state, federal, and local resource management agencies to ensure sustainable management practices that preserve and improve the quality of surface water and groundwater.
- Provide guidance to residents, water providers, and potential water districts to help them develop sustainable supplies that are consistent with local and regional needs.
- Promote water conservation practices that include new technologies and methods to reuse water.

Analysis: Protection of existing and locating new water resources in Bellemont was a primary focus for the goals and policies in the Water Resource & Wastewater Treatment chapter, which reflect a strong commitment to maintaining long term water supply and protecting water quality.

Land Use and Growth Goals:

- Respond to the specific and varied land-use conditions found in Coconino County with creative policies and strategies that protect important community values.
- Ensure the conservation of open space for the environmental, social, and economic well-being of the county.
- Conserve working ranches, unfragmented landscapes, and the county’s rural character.
- 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.
- Ensure that commercial development is well designed and appropriately located within communities and activity centers.
- Increase creative and mixed land uses that result in self-sustaining communities and walkable and vibrant activity centers.
- Encourage the development of the industrial lands within the county, provided they are compatible with the policies of this Plan as sustainable employment centers, and maximize their strategic multimodal location.
- Minimize the impacts of public use/service land uses on the environment and community character.
- Concentrate development near existing infrastructure and services while conserving ecosystems and landscapes.
- Ensure that new development implements integrated conservation design practices.
- Coordinate capital improvements in a timely, orderly, and cost-effective manner.
Bellemont Area Plan Compliance with the Coconino County Comprehensive Plan Goals

- Ensure that every new development pays its fair share of costs associated with that development.

**Analysis:** The Plan supports the Comprehensive Plan’s goals in multiple ways, including Design Review Overlay standards that will be utilized to guide the design of new commercial, Industrial and multi-family developments; policies that seek to protect existing commercial and industrial zoning to provide employment while sustaining a compatible mix of residential and neighborhood commercial; the newly designated Rural Activity Center intended to provide a focal point for the community and promote walking and biking; and a specific policy addressing long-term use and potential changes to surrounding National Forest land. Overall, the goals and policies in the Land Use, Growth and Development chapter support the Comprehensive Plan.

**Community Character Goals:**

- Develop well-designed communities that promote rural character and conserve open space and natural resources while enhancing quality of life and economic vitality.
- Support the development of concentrated commercial and community land uses that meet residents’ needs.
- Promote coordination of land use planning with sovereign tribal nations related to development and resource protection.
- Protect the county’s historic, cultural, and architectural heritage.
- Conserve local heritage areas, cultural landscapes, and open space.
- Conserve and enhance the integrity of the county’s scenic resources and unique features.
- Protect, conserve, promote, and enhance scenic corridors.
- The County shall continue to be a world leader in the preservation of dark skies.
- Preserve natural quiet and work to mitigate and reduce the effects of noise pollution.

**Analysis:** Multiple goals and policies in the Plan support the Comprehensive Plan’s community character. In addition to new Design Review Overlay standards, the Bellemont Plan supports dark skies by applying Lighting Zone II to the entire planning area; policies encourage preservation and designation of potentially historic structures; and a representative for the San Juan Southern Paiute Tribe was a member of the update committee and helped to conduct a design session dedicated to understanding local ideas for development of the property owned by the Tribe.

**Economic Development Goals:**

- Create and maintain a sustainable standard of living and a high quality of life by recognizing the economic value of the natural systems and human capital within Coconino County. Through collaboration, continue to embrace economic, social, and environmental responsibility to build prosperous and livable places.
- Ensure that policies and regulations provide flexibility and support for emerging trends.
- Encourage and support business growth and sustainable business practices.
Bellemont Area Plan Compliance with the Coconino County Comprehensive Plan Goals

- Work with businesses to assess infrastructural needs and support improved infrastructure and systems throughout the county.
- Incorporate innovative planning techniques to encourage the development of compatible enterprises with neighboring land uses.

*Analysis:* Bellemont is unique as it contains a significant amount of commercial and industrial zoning, is located on a major transportation corridor (I-40), is close to Flagstaff, and has direct access to a railway. It is recognized as one of the County’s commercial and industrial hubs, but must balance development with a concern for protecting the environment and open space. Bellemont’s business community was invited into the update process, and the Plan contains numerous sections that inform economic development, including an inventory of existing businesses and industries; survey questions that asked about preferred businesses; sections that address economic and social sustainability; and discussion about the Rural Activity Center.

**Parks, Open Space, Trails, & Recreation Goals:**
- Plan for and provide a variety of recreational, cultural, historic, and educational opportunities throughout the county, in developed and future parks as well as natural areas.
- Provide for the conservation and stewardship of important natural areas and support the protection of other public lands that provide open space and recreation value.
- Enhance the existing regional system of trails by promoting more access and managed access between communities, public lands, and activity centers to create a network of linked open space, trails, and recreational areas.
- Build upon the cooperative opportunities between county, federal, and state agencies; sovereign tribal nations; cities; and private land managers to increase the outdoor tourism economy while conserving high-value natural and cultural resources in the county.

*Analysis:* The Plan’s Natural Environment, Open Space, Parks, Trails, & Recreation goals and policies directly support the Comprehensive Plan goals, particularly in identifying pedestrian and bicycle linkages throughout the Plan, the future US Bike Route 66 alignment, and the need for partnerships in developing park facilities.

**Community Services Goals:**
- Promote the installation of utilities in a manner that is compatible with community character, scenic resources, and ecological conditions.
- Promote telecommunications service development while preserving the visual character of communities and landscapes.
- Reduce solid waste, minimize the impact of its disposal, and support and encourage recycling.
- Implement best practices associated with wastewater technologies or management.
- Prioritize the health and wellness of residents and visitors.
Bellemont Area Plan Compliance with the Coconino County Comprehensive Plan Goals

- Advocate, coordinate, and collaborate to create and increase access to effective and affordable educational opportunities.

  *Analysis*: The Plan’s Community Service goals and policies support the Comprehensive Plan, and goes beyond by identifying the need for services to support aging in place, and acknowledging current needs for postal service improvements.

Public Safety Goals:
- Ensure emergency services and response to meet residents’ needs.
- Ensure safe, crime-free neighborhoods and communities.
- Provide for a high level of fire protection and safety.
- Reduce the threat of catastrophic wildfire in the W/UI.
- Avoid or mitigate the dangers posed by identifiable or predictable natural hazards.
- Maintain a high level of emergency preparedness to effectively respond to disaster and recovery efforts.

  *Analysis*: These goals are directly supported by the Plan’s Public Safety chapter and the Implementation Plan’s number one task, which is to develop emergency action plans.

Circulation Goals:
- Maintain a circulation network that is safe, efficient, and complementary to local communities and the environment.
- Improve rural and regional transit service opportunities.
- Explore opportunities for increasing air service for residents, tourism and freight while minimizing the impacts on surrounding communities and the natural environment.
- Improve nonmotorized circulation networks and provide greater opportunity for alternative modes of travel.
- Ensure the quality design and development of circulation systems that include both motorized and nonmotorized modes of transportation.
- Use best practices in the design and management of transportation infrastructure to minimize the impacts to soil, hydrology, and wildlife.
- Improve circulation infrastructure while protecting the environment and community character.
- Provide for safe travel and access to property.

  *Analysis*: The Transportation & Circulation chapter was drafted based on the most current information regarding the new and ongoing public transportation projects in Bellemont.

Energy Goals:
- Reduce energy consumption by increasing energy conservation and efficiency.
- Utilize wind and solar resources by encouraging distributed energy systems.
### Bellemont Area Plan Compliance with the Coconino County Comprehensive Plan Goals

- **Increase the use of technologies and strategies to reduce pollution, environmental degradation, and negative health impacts associated with energy production.**

  **Analysis:** These goals are directly supported by the goals and policies in the Sustainability & Resilience chapter, in particular policies that encourage energy efficiency in buildings, a particularly timely addition that anticipates new upcoming developments.

### Regional Plan Land Use Goals:

- **Goal LU.1.** Continue to enhance the region’s unique sense of place within the urban, suburban, and rural context.
- **Goal LU.2.** Balance housing and employment land use needs with a desire to preserve and protect our unique natural and cultural setting.
- **Goal LU.3.** Provide for the public services and infrastructure.
- **Goal LU.4.** Apply compact development principles to achieve efficiencies and open space preservation.
- **Goal LU.5.** Balance future growth with available water resources.
- **Goal LU.6.** Provide for a mix of land uses.

  **Analysis:** The Bellemont Area Plan supports an amendment to the Regional Plan 2030 Future Growth Illustration Map. This change specifically modifies the rural growth boundary to match that of the Plan boundary, and removes the “suburban – future” hatching symbol. The hatching was placed on a Forest Service parcel that was the subject of a denied land exchange request. Any future land exchanges will be based on a new configuration. The hatching is to be replaced with a “floating symbol” indicating that there is potential for future suburban use on an undetermined portion of Forest Service land, if it met the goals of the Plan and Policy LU.1.

### Regional Plan Suburban Areas Goal:

- **Goal LU.11.** Increase the variety of housing options and expand opportunities for employment and neighborhood shopping within all suburban neighborhoods.

  **Analysis:** As seen on the REVISED Flagstaff Regional Plan 2030 Future Growth Illustration Map, this amendment removes “Suburban – Future” hatching shown on a location specifically identified for future suburban housing, but does not preclude additional housing options, as the hatching is replaced with a symbol and notation that suggests future housing options would be
Bellemont Area Plan Compliance with, and Amendment to the Flagstaff Regional Plan, to amend the Flagstaff Regional Plan 2030 Future Growth Illustration Map

considered on an appropriate site that would be determined in the future, based on a specific land exchange proposal.

Regional Plan Activity Centers and Corridors Goals:

- **Goal LU.16.** Develop activity centers at pedestrian and transit-oriented locations and corridors with a variety of employment, business, shopping, civic engagement, cultural opportunities, and residential choices.
- **Goal LU.17.** Develop a manageable evolution of the main corridors into contextual place makers for the community.

*Analysis:* The Plan directly supports these goals by locating the Regional Plan-identified RAC.
Recommendation

Staff recommends the Planning and Zoning Commission recommend that the Board of Supervisors approve PZ-AM-19-002, to include the following minor amendments to the Comprehensive Plan:

1. To adopt the updated Bellemont Area Plan as a Minor Amendment to the Coconino County Comprehensive Plan, and to adopt Design Review Overlay guidelines.
2. To adopt a Minor Amendment to the Coconino County version of the Flagstaff Regional Plan 2030, Place Matters, to amend the Flagstaff Regional Plan 2030 Future Growth Illustration Map.

Respectfully submitted,

Jess McNeely, AICP, Assistant Director

Prepared by Melissa Shaw, AICP, Long Range Planner

Attachments

Exhibit A: Website link to the Draft Bellemont Area Plan

Exhibit B: Comprehensive Plan Major and Minor Amendment Categories

Major Amendments are heard once per calendar year by the Planning and Zoning Commission at its October hearing. An amendment is a major amendment if it meets any of the following criteria:

- Changes to the text conflict with or alter one or more of the goals and policies in this Plan.
- The proposal represents a substantial alteration to the county’s land use mixture and balance.
- It adds a new element or substantially changes one or more chapters of the Comprehensive Plan prior to the required full 10-year update.
- It adds a new area plan or a new Rural Planning Area.
- It establishes a land use map, growth boundary, or activity center under County jurisdiction.

Minor Amendments may be considered at any time of the year and are subject to a simple majority vote of the Board of Supervisors. The following constitute a minor amendment:

- Revisions or updates to an existing area plan or Rural Planning Area that meet the Comprehensive Plan’s vision, goals, and policies
- Changes mandated by any new state laws.
- Text changes and corrections that do not compromise the intent or impact the substantive mixture and balance of the Plan.
- Corrections to planning errors or a planning oversight.
- A change to a map, location-based policy, or other specific policy within an area plan.
- Any other changes that do not fall under the major amendment criteria listed above and are not administrative amendments.
Jay Christelman, Director

Date: August 28, 2019

To: Planning and Zoning Commission

From: Department of Community Development

Subject: Public Hearing and consideration of Case Number CUP-19-032, a request for a conditional use permit for an accessory structure greater than 3,000 square feet.

Executive Summary

Recommendation: Staff recommends approval with the four (4) recommended conditions.

Location: The parcel is located at 11715 Homestead Lane in the Timberline Estates within the Doney Park/Timberline/Fernwood Area Plan and is also identified as Assessor’s Parcel Number 301-87-015A.
Parcel Size: 2.05 acres

Zoning: RS-40,000 (Residential Single-Family, 40,000 sq. ft. minimum parcel size)

Supervisor District: 2, Elizabeth Archuleta

Applicant: Clarence Collins, Flagstaff, AZ

Owner: Clarence and Susan Collins Revocable Trust, DTD, Flagstaff, AZ

Background Information

<table>
<thead>
<tr>
<th>Surrounding Land Uses/Zoning</th>
<th>Land Use</th>
<th>Zoning</th>
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</thead>
<tbody>
<tr>
<td>On Site</td>
<td>Residential/Home, garage, accessory structure, several vehicles and two metal storage containers</td>
<td>RS-40,000</td>
</tr>
<tr>
<td>North</td>
<td>Residential</td>
<td>AR 2 ½</td>
</tr>
<tr>
<td>South</td>
<td>Homestead Lane/Residential</td>
<td>RS-40,000</td>
</tr>
<tr>
<td>East</td>
<td>Residential</td>
<td>RS-40,000</td>
</tr>
<tr>
<td>West</td>
<td>Residential</td>
<td>RS-40,000</td>
</tr>
</tbody>
</table>

Natural Features

<table>
<thead>
<tr>
<th>Topography</th>
<th>Primarily level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Resources</td>
<td>A variety of evergreen and deciduous trees, grasses and groundcover</td>
</tr>
</tbody>
</table>
Metal Storage Container

Unscreened outdoor storage
Background

The subject property was originally two parcels that have recently been combined to meet the requirement of the RS-40,000 Zone, which indicate a primary dwelling must be developed on a property prior to approval of an accessory structure on that property. A primary dwelling had been established on one of the parcels and creating one parcel from two satisfies this requirement.

There is a large amount of outdoor storage on the property that exceeds the 300 square feet permitted in Section 3.15.C.1.1 of the Zoning Ordinance for a property of this size. This includes second-hand materials and several different types of vehicles, some that appear to be unlicensed and inoperable. Section 3.15.C.1.2 of the Zoning Ordinance also requires that outdoor storage be screened behind a wall or fence. In addition, there are two 8’ x 20’ metal storage containers on the property where Section 3.10.3.a of the Zoning Ordinance only allows only one storage container of this size with the issuance of a no-fee permit by the Planning and Zoning Division.

According to the applicant, the need to store these items on the property is partially due to a great number of items that have been inherited from relatives. The applicant has indicated that the need for the accessory structure is to store a number of these items while others will be removed from the property as part of the process of cleaning up the property and bringing it into compliance with the Zoning Ordinance. There has not been a recent complaint on the subject
property, but there was a complaint filed in 2005 based on storage of unlicensed vehicles and secondhand material. This complaint was closed in 2009 without an indication of how these issues were resolved. A condition below indicates the property will be required to be brought into compliance with the sections of the Zoning Ordinance cited above.

Proposed Development

The applicant has submitted a site plan, narrative and an elevation showing the location and design of the proposed 4,000 sq. ft. accessory building and describing the request. The narrative is attached as Exhibit 1 and the site plan and elevations are included in the Commission packet. The building is constructed of prefabricated metal. It is designed with an open floor plan without interior walls and three garage doors on each end to allow vehicles to drive through without the need to turn around. The color of the structure would be a light earth tone (Desert Sand) with dark brown (Koko-Brown) accents as shown on the attached three-dimensional elevation rendering. The roof is a gray color (Galvalume), the garage doors are a light tan (Taupe), and the walk-through door is white.

Citizen Participation

The applicant held a Citizen Participation Plan meeting on July 17, 2019 where 64 neighboring property owners within 1000 feet of the subject property were invited to comment on the project prior to submittal for this CUP. One person attended the meeting and another neighbor provided a comment via email. Both supported the proposal. Staff did not receive any additional comments through calls or emails after the public noticing.

Staff Analysis

The proposed accessory building is of a utilitarian design without distinguishing features or architecture. It is proposed with colors that will blend with the natural environment and the building fits relatively well with the character of this rural area. The building will provide a place for the applicant to store second-hand materials and unlicensed and inoperable vehicles and will assist the applicant in cleaning up the property and eliminating a zoning violation. The proposal is consistent with the Comprehensive Plan policies cited below and staff believes it meets the findings for a conditional use permit.

<table>
<thead>
<tr>
<th>Compliance with the Comprehensive Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Use: Accessory Structure greater than 3,000 square feet</td>
</tr>
<tr>
<td>Community Character</td>
</tr>
</tbody>
</table>

2. The County encourages private property maintenance and proactive enforcement of performance standards in residential, commercial, and industrial areas.
7. Public input from individual neighborhoods and communities shall be considered in defining the existing and historical character of those areas.

Findings of Staff

Findings of Fact required to approve a Conditional Use Permit:

1. 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.
   Staff's Response: The proposed location is in accordance with the objectives of the Zoning Ordinance that allows accessory structures on a parcel in the RS-40,000 Zone where a dwelling has been established. The structures may be larger than 3,000 square feet with approval of a conditional use permit.

2. 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.
   Staff's Response: The proposed location on a parcel greater than two acres in size in a rural area is appropriate for the 4,000 sq. ft. accessory building. The building will allow the applicant to store vehicles and secondhand materials inside and allow removal of at least one metal storage container.

3. That the proposed conditional use will comply with each of the applicable provisions of this Ordinance, except for approved variances.
   Staff's Response: As conditioned the use will meet all applicable provisions of the Zoning Ordinance.

4. 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's Response: The proposed use is consistent with the Comprehensive Plan that encourages private property maintenance and proactive enforcement of performance standards in residential areas. The Comprehensive Plan also supports public input from individual neighborhoods and communities in defining community character.

Recommendation of Staff

Staff recommends approval of CUP-19-032 with the four (4) conditions in the staff report.
Recommended Conditions of Approval

1. Development of the subject property shall substantially conform to the approved site plan and narrative. Any substantial changes or expansions shall require further review by the Planning and Zoning Commission.

2. The property shall be brought into compliance with Section 3.15.C.1 of the Zoning Ordinance and all outdoor storage of unlicensed or inoperable vehicles, vehicle parts, auto parts, tires, secondhand building material, pipe, drums, appliances, household furniture, household refuse, unlicensed Travel Trailers or utility trailers shall be removed from the property or screened within an area no greater than 300 square feet in size.

3. One of the 8’ x 20’ metal storage containers shall be removed from the property or placed inside the accessory structure. If the applicant would like to retain one of the metal storage containers, an administrative permit must be obtained from the Planning and Zoning Division.

4. This use permit shall be valid for a period of five years to expire August 28, 2024 before which time a new application shall be submitted for renewal if continuation of the use beyond the expiration date is desired. If the conditional use permit meets the conditions and is renewed administratively, a perpetual term shall be applied without the need for additional renewals.

Respectfully submitted,

[Signature]

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

Attachment:

Exhibit 1: Applicant Narrative
Exhibit 1:
Applicant’s Narrative
Clarence & Susan Collins  
11715 N Homestead Ln  
Flagstaff, AZ 86004  

7/17/19  

Coconino County Commission,  

We are the owners of 11715 and 11735 N Homestead Ln, Parcel #30187016 and #30187015 respectively, of Flagstaff, AZ. We have combined the two lots for a 2.04-acre parcel overall. We are requesting the Conditional Use Permit to increase the allowable square footage of our new accessory structure from 3,000 sf to 4,000 sf.  

We are proposing to construct a new 50’x80’ (4,000 sf) pre-engineered metal building to store our RV, cars, trucks, etc. It will not be used for any commercial purposes, only for our personal items. Under the current zoning ordinance, we are only allowed 3,000 sf. We need this conditional use permit to allow us to build our new building.  

As required by the Coconino County Zoning Ordinance, I have held a Neighborhood Community Meeting at the property itself, at:  

11715 N Homestead Ln, Flagstaff, AZ on Wednesday, July 17th at 10:00 am.  

You can review the findings of the meeting in the Citizen Participation Report, attached to our application.  

This new accessory structure will have no impact on my neighbors. In fact, all the neighbors I have spoken with are very enthusiastic for me to construct my building. We have included colored elevations of our new structure and have kept it within the neighborhood aesthetics, as I am not trying to change the neighborhood, I have been in for 43 years. 

Sincerely,  

Clarence and Susan Collins  
Property Owners
Executive Summary

Recommendation: If the Commission can make the required Findings for the Zone Change, staff recommends approval of ZC-19-006 with the eight (8) conditions in the staff report.

Location: On-half mile south of the Newman Park exit on Interstate 17 and is also identified as Assessor’s Parcel Number 400-13-001.
Parcel Size: 64.62 acres

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

Requested Zoning: M-2-6,000 (Heavy Industrial, 6,000 sq. ft. minimum parcel size)

Existing Uses: Ranching/Vacant

Supervisor District: 3, Matt Ryan

Owner/Applicant: Applicant: Morrison Brothers Windmill Ranch, LLC, Gilbert, AZ

Representative: Gregory Bamford, Gilbert, AZ

Project/Development Description: The applicant proposes the Zone Change to allow for industrial uses associated with forest product processing.

Summary: The applicant would like to sell the property for use as a forest products processing site and requests the zone change to Heavy Industrial to make the property more marketable to buyers for this use. This is an inholding in the National Forest adjacent to Interstate 17 that contains an area of floodplain. Important considerations include Comprehensive Plan policies that support forest products processing, but also encourages protection of scenic corridors, gateways to the county, floodplains, riparian areas, development in existing industrial areas and zone changes for specific proposals as opposed to speculative zone changes.

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>Ranching/Vacant</td>
<td>G (General)</td>
</tr>
<tr>
<td>North</td>
<td>National Forest</td>
<td>None</td>
</tr>
<tr>
<td>South</td>
<td>National Forest</td>
<td>None</td>
</tr>
<tr>
<td>East</td>
<td>National Forest</td>
<td>None</td>
</tr>
<tr>
<td>West</td>
<td>Interstate 17</td>
<td>None</td>
</tr>
</tbody>
</table>

Natural Features

<table>
<thead>
<tr>
<th>Topography</th>
<th>Primarily Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Resources</td>
<td>Floodplain, meadow, and ponderosa forest</td>
</tr>
</tbody>
</table>

Planning and Zoning Commission Meeting
August 28, 2019
Background

The applicant has submitted a narrative describing the request (Exhibit 1) and a survey showing the subject property (Exhibit 2). There is a discrepancy between the survey that shows 61.98 acres and County Assessor records that indicate the property is 64.62 acres in size. This survey has been provided to the Assessor’s Cartographer and the County’s Geographic Information Systems (GIS) Division. However, the survey has not been recorded, and staff has used the County’s documented parcel size in the legal notice for this application. The applicant would like to market the property for potential uses associated with forest products processing to support the Four Forest Initiative. These include OSB (oriented strand board) plywood plants, saw mills and paper mills.

The property is an inholding in the National Forest located along Interstate 17 that is accessed by Forest Road 772 that runs along Interstate to the subject property and continues to the south. The subject property is not adjacent to any other private land with the closest private parcel being approximately 1/3 of a mile to the north. Assessors maps going back to 1969 indicate the subject property has remained in its current configuration for many decades. It has likely been in this configuration for much longer although staff could not verify when the parcel was originally created. The property contains a cabin, several livestock pens and shelters along with various outbuildings buildings and two large water storage tanks. The applicant’s narrative indicates the property has been owned by the applicant/owners for over 30 years and has historically been used for ranching operations. This has included various commercial horseback riding operations over the past few years. There are also three non-conforming billboards on the property that were installed before the Zoning Ordinance prohibited new billboards.

There is an area of Flood Hazard Area on the north end of the property along with two stock ponds. This is an unstudied floodplain where flood elevations have not been established. The roadway into the property crosses the floodplain over two culverts that provide drainage to the south onto a large meadow. This property is primarily level with a rise in elevation to the south that prevents water from running off the property resulting in a large accumulation of water especially in the spring during years with heavy snow fall. Water does not appear to drain off the property except through ground infiltration.

The Wildlife Habitat Specialist from the Arizona Game and Fish Department (AGFD) has provided comments on this application (Exhibit 3). The primary concern of the Wildlife Specialist is potential downstream environmental impacts and intensive water use from some of the proposed uses. The Specialist recommends that no development be allowed in the floodplain.
Forest Road 772 provides access to the site

A portion of the floodplain located at the north end on the subject property
The subject property (on the left) is entirely visible from Interstate 17, a gateway to Coconino County

A legal non-conforming billboard on the subject property
Citizen Participation

The applicant held a Neighborhood Meeting on August 12, 2019 at the Foxboro Ranch Estates Clubhouse, 322 Foxboro Road, Munds Park, Arizona. The applicant’s Citizen Participation Report (Exhibit 4) indicates 11 people attended the meeting including a representative from the Coconino National Forest. The attendees expressed concerns about increased traffic, issues related to upgrading Forest Road 772, and impacts on native vegetation and open space. There was also discussion about a land sale or exchange that would preserve all of the private parcels in Newman Park as National Forest land. Staff has received one letter from a nearby property owner (attached as Exhibit 5) expressing opposition to the zone change because of the increase in truck traffic and the impacts to the rural, natural, and pastoral setting; the gateway to Flagstaff; and the scenic view of the San Francisco Peaks.

Staff Analysis

<table>
<thead>
<tr>
<th>Compliance with the Comprehensive Plan</th>
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<tbody>
<tr>
<td>Proposed Land Use: Heavy Industrial</td>
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</table>

**Water Resources:**

7. Conserve and enhance riparian buffers, protect floodplains from development, and require the capture of stormwater on site.
8. The protection of surface water and groundwater quality shall be a factor in the consideration for approval of all developments.
9. The County supports forest restoration projects and will act as a collaborator to protect watershed health throughout the county.
10. Development proposals that will affect drainage on adjacent properties, roads, or watercourses shall include a drainage plan that addresses the impacts and mitigation measures affecting water quality and flooding.
11. To reduce stormwater runoff and improve water quality, the County encourages minimizing impervious surfaces and using LID principles within all developments.

**Land Use and Growth:**

8. 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. When amendments to the Zoning Ordinance are adopted, thought should be given as to whether existing uses should be considered nonconforming or granted legal status.
29. In reviewing the environmental impacts of a proposal, the County will require development projects to demonstrate sensitivity to the natural and cultural environment.
including preservation of views, trees, and native vegetation; consideration of wildlife; preservation of dark skies; and conservation of water resources.

40. The County shall support industrial development projects in areas that are currently zoned industrial and where adequate levels of infrastructure exists or could be reasonably developed.

41. Industrial uses along scenic corridors or at community gateways are discouraged unless they enhance and protect the aesthetic quality of the area.

43. Rezoning to industrial shall be consistent with applicable planning documents and zone changes shall be conditioned based on specific site plans and for specific uses

**Economic Development:**

21. The County encourages the establishment of industries that contribute to the region’s economic health and support community character.

23. The County supports new industries that practice conservation measures to minimize impacts to natural and cultural resources.

The requested zone change is consistent with some of the goals, objectives and policies of the County Comprehensive Plan including the support for forest products processing facilities and economic development. This property is also located along Interstate 17, which provides good access to the highway system for large trucks. However, major improvements would be required for the 1/3-mile length of roadway from the subject property to the Newman Park interchange to widen the road and upgrade the surface to support large trucks. Three-phase electrical power is also available for the site.

There are also Comprehensive Plan policies that would not support this zone change. This property is located along Interstate 17, which provides a view of the San Francisco Peaks and serves as a gateway into the County. Comprehensive Plan policies discourage new industrial uses along scenic corridors and gateways. It also encourages development in existing industrial areas with existing infrastructure before opening new areas to industrial development. Zone changes are also intended to be based on specific development proposals, according to the policies cited above, rather than speculative zone changes and for the purpose of increasing the value and marketability of a property. There is also a Comprehensive Plan policy that supports transitioning non-conforming uses to conforming uses. When applied to billboards, this would support removal of the three billboards on the property as conditioned below since they are not a conforming use in the county.

The Comprehensive Plan also contains policies for protecting floodplains from new development and considering surface water and groundwater quality as a factor in the consideration for approval of development proposals. Comprehensive Plan policies also require development projects to demonstrate sensitivity to the natural environment including preservation of views, trees, and native vegetation; consideration of wildlife; and conservation.
of water resources. The unknown nature of the development that will occur on the site makes it difficult to demonstrate sensitivity to the natural environment. It is also unclear if sufficient water sources are available for some of the more intensive proposed uses. This has resulted in staff’s recommendation of conditional zoning based on the conditions below to ensure consistency with Comprehensive Plan policies.

The Zoning Ordinance also provides other options to the applicant that would allow for forest products processing on the site. First, Section 3.2.B.n of the Zoning Ordinance provides for temporary use permits (TUP) to be approved by the Commission for “Establishment of Forest Materials Storage and Value-Added Production in conjunction with restoration projects”. In addition, “Wood Processing and Lumber Mills” is listed as a conditional use in the General Zone. These options would allow for some of the intended uses while eliminating uses they may not be appropriate for the site or supported by the Comprehensive Plan. The proposed update to the Zoning Ordinance would also allow for forest products processing to be approved as a conditional use. It is defined as follows in the draft Zoning Ordinance:

“....the on-site preparation or processing of Forest Products to produce wood materials for use in manufacturing, as construction materials, and for industrial-scale firewood sales, and may include wood drying kilns, pole peeling equipment and industrial wood chipping operations. Includes Lumbermill and Forest Products Storage.”

This would allow for a wide range of potential uses for the applicant without requiring a zone change. A zone change would also remove the applicant’s ability to develop the property with residential homes, a use currently permitted in the General Zone that would allow the property to be divided into six parcels. Approval of the zone change should also be based on a consideration of the potential impact of developing the property under the current zoning. This could result in as many as six homes, six accessory dwelling units, other accessory buildings such as barns, and approximately 135 livestock. Development under the existing zoning would also allow development in the floodplain, which would not be allowed under the conditional zoning recommended by staff.

Recommendations and Findings of Staff

If the Commission is able to approve the Zone Change, staff recommends the following Findings of Fact:

1. That the change is consistent with the goals, objectives and policies of the Comprehensive Plan and this Ordinance.
Response to Finding 1: The proposed zone change is consistent with the goals, objectives and policies of the County Comprehensive Plan and the Zoning Ordinance with the approved conditions.

2. That the change is in the interest of or will further the public health, safety, comfort, convenience and welfare.

Response to Finding 2: The proposed zone change will further the public health, safety, comfort, convenience and welfare by allowing developments that support of forest restoration.

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

Response to Finding 3: The proposed zone change would allow for forest products processing on a parcel surrounded by National Forest and located adjacent to an interstate highway. Nearby properties located approximately 1/3 mile north of the subject property are primarily used for ranching operations.

Recommended Conditions of Approval

1. Use of the property shall be limited to forest products processing including the on-site preparation or processing of forest products to produce wood materials for use in manufacturing, as construction materials, and for industrial-scale firewood sales, and may include wood drying kilns, pole peeling equipment and industrial wood chipping operations, lumbermills, paper mills and forest products storage.

2. All development of the subject property with the exception of access roads shall be located outside of Flood Hazard Areas.

3. A Traffic Impact Analysis (TIA) or Traffic Impact Statement (TIS) meeting the requirements of the County Transportation Planner and sealed by a licensed Professional Engineer shall be submitted prior to the development of the property. The applicant shall make any improvements identified in the TIA or TIS as determined by the Community Development Engineering Division, the County Public Works Department, and the Arizona Department of Transportation (ADOT).

4. The applicant shall provide documentation that Coconino National Forest has approved Forest Road 772 for the proposed use and any required improvements to the road.

5. The property shall be developed using best management practices and low-impact development principles as determined by the Engineering Division to minimizing impervious surfaces, reduce stormwater runoff, and improve water quality.
6. All new buildings and fencing on the property shall be painted green to match the ponderosa forest or a color that blends with the natural environment as approved by the Community Development Director.

7. All vehicles, equipment and materials shall be stored inside of or behind buildings or solid fencing, so that they are not visible from Interstate 17.

8. All legal non-conforming billboards on the subject property shall be removed when industrial uses are initiated.

**Recommendation**

If the Commission can make the required Findings for the Zone Change, staff recommends approval of the ZC-19-006.

Respectfully submitted,

[Signature]

Jess McNeely, AICP, Assistant Director

**Attachments:**

Exhibit 1: Applicant’s Narrative
Exhibit 2: Property Survey
Exhibit 3: Comment from the Arizona Game and Fish Department
Exhibit 4: Citizen Participation Report
Exhibit 5: Letter from a Neighbor
Coconino
County Arizona
Community Development
Jay Christelman, Director

ZONE CHANGE APPLICATION

Owner Information:
Owner's Name  Morrison Brothers Windmill Ranch, LLC
Address      720 W Elliot Road
City/State/Zip  Gilbert, AZ 85233
Phone/Fax  telephone 602.524.5757; fax needs to be inserted
E-mail     richard@morrisonaz.com

Applicant Information:
Applicant Name same as owner
Address
City/State/Zip
Phone/Fax
E-mail
Name(s) of Other Representatives/Interested Parties: Gregory L. Bamford telephone 480.941.1584, fax 480.941.1601; email glb@bamcos.com; 325 S Higley Road, Gilbert, AZ 85296

Property Information: Please visit https://gismaps.coconino.az.gov/parcelviewer/
Assessor's Parcel # 400-13-001
Subdivision  not applicable
Unit #/Lot #  not applicable
Address/Location adjacent to I-17, southeast of Newman Interchange
Zoning currently G, requesting M-2
Existing land use livestock grazing and handling
Parcel size 61.98 acres

Brief Description of Application

Owner/applicant has owned the subject property for over thirty (30) years and it has historically been used as part of ranching operations. The property owner has
currently given a prospective purchaser of this land the opportunity to consider its use in multiple facets of the forest products industry. The application to change zoning to M-2 is a part of the process to make the subject land suitable for those uses — either with the prospective purchaser currently determining feasibility, OR another forest related user.

**Application Narrative**

*Give as much detail as possible about your project. What will the property be used for? What kinds of structures and how many will be built? Who will live or work on the property? If a business: how many employees, customers, open hours, traffic, etc.?*

There are multiple uses within the forest industry that are currently being considered for the use of this property if the M-2 zoning can be achieved. Those uses range all the way from processing waste material derived from normal logging, to tissue and paper production, to OSB (oriented strand board) plywood, to milling and storing dimension lumber, to utilizing bio-mass for electric power generation which would go into the existing electric grid, to name a few.

Here are other key points pertaining to the land use being requested:

- There are no private properties which are adjacent to the subject 61.98 acres. It is bounded on the west by the I-17 right of way, and on the north, east, and south by lands which are part of the United States Forest owned by the federal government. The nearest privately owned property is approximately 1,800 feet to the north;

- Due to the noise generated from traffic on I-17, other uses of this land besides industrial are severely limited;

- There is existing 3-phase power provided by APS along the eastern boundary of the land which is available for service to the planned development;

- The subject property has had public access to the I-17 interchange via USFS roadway running parallel to I-17 during the entire period of the present Windmill Ranch ownership. Further agreement as to future up-grade and/or maintenance of this access road is dependent upon the amount and type of traffic which ultimately is generated due to the expected M2 zoning uses, however applicant is prepared to address this as needed with USFS. As to traffic in the immediate vicinity of I-17 exit 328 -- Newman Park -- interchange, there are only two (2) other owners of private lands in the entire Newman Park area and that land is agriculture pasture land. The amount of vehicular traffic which would be generated from the possible intended M-2 uses of the subject land will have minimal -- if any -- impact on traffic from other Newman Park properties which will continue to utilize this access to/from I-17 in the same manner as has been the case in the past.

- There would be no increase in Coconino County road installation or maintenance anticipated with the requested zoning change.
Citizen Participation Plan

The only privately owned properties within one mile of the subject land — except USFS land owned by the federal government and another 65-acre parcel owned by the same members of the Morrison Family who own the subject land — are lands as follows:

- APN nos. 40014001, 40014002, 40014003, 40014004, and 40014005C in the name of Little Horse Ranch Limited, OR Central City Ventures, LLC; OR Murphy-Farrell Limited Partnership, the principal contact for all entities is John Murphy at 340 E Palm Lane, #135, Phoenix, AZ 85004;

- APN no. 40014005B is Thomas L. Pifer & Nancy M. McHolland, 8999 N Bel Air Road, Casa Grande, AZ 85194

In connection with the provisions contained in pages 2 through 4 of the Coconino County "Zoning Change Application," included as part of this application, applicant will notify by letter sent via U.S. Mail to both Mr. John Murphy and Mr. Tom Pifer and Ms. Nancy McHolland and to a representative of the Coconino National Forest of a meeting to be scheduled and held approximately on or before August 10, 2019. At such meeting applicant will describe the details of the zoning change being requested and will answer any questions which these neighbors might have.

CERTIFICATION & ACKNOWLEDGEMENT:

I am applying for a Zone Change and this application is complete and accurate. I understand that by applying for this permit, I am requesting inspection of the permitted development and grant the Coconino County Community Development Department and their inspectors and regulators access and permission to perform inspections. Incomplete or inaccurate submittals may result in delays, return of submittals, or denial of this application. Design Review Overlay is a supplemental permit and other permits may be required for this project and all required permits must be obtained prior to any construction. The applicant and developer are responsible for all changes and additional time required to correct plans and/or development as a result of differences between initial and final plans.

I am responsible for contacting the Coconino County Community Development Department at (928) 679-8850 to schedule all required inspections for this permit.
Signature of Applicant who is also property owner:

Morrison Brothers Windmill Ranch, LLC

By: [Signature]

Date 7/18/2019
Exhibit 2:
Property Survey
Exhibit 3:
Comment from the Arizona Game and Fish Department
Hi Bob,

Thanks for being in touch on this one. Forest products and papermill plants are definitely intensive uses. Papermills and OSB plants are pretty very different uses from sawmills, however. From a downstream environmental impact perspective, (my understanding) is that they use very harsh chemicals to process wood into products (whereas a sawmill doesn't involve many chemicals). At a minimum for the zone change, I would recommend considering no development of any kind within the floodplain. One would presume that there are sufficient regulations in place to minimize downstream effects of wood products facilities, but I don't really know. Are they water intensive? That could be another consideration.

No absolute answers but perhaps some things to consider and look into.

Thanks,

Hannah Griscom | Wildlife Habitat Specialist
ARIZONA GAME AND FISH DEPARTMENT — Region 2
3500 S. Lake Mary Road
Flagstaff, AZ 86005
O: 928 214-1252
C: 307-399-5430
Email — hgriscom@azgfd.gov

On Thu, Aug 1, 2019 at 12:13 PM Short, Bob <bshort@coconino.az.gov> wrote:

Hello Hannah,

We have a zone change application for APN 400-13-001 where the applicant is requesting a change the zoning from General to M-2-6,000 Heavy Industrial. This is basically a speculative zone change where no specific use is proposed, but rather the applicant has indicated a Use related to forest products processing and cited potential uses such as sawmills, OSB plants, paper mills and etc. They are wanting to obtain entitlements to make it easier to sell for these uses. We would be recommending conditional zoning limited to forest products processing if this is approved. The property contains a floodplain and ultimately drains into Oak Creek. Please let me know if you have any comments.

Thanks,
Bob Short
Principal Planner
Community Development
Phone: 928-679-8874

bshort@coconino.az.gov

www.coconino.az.gov
Exhibit 4:
Citizen Participation Report
Citizen Participation Report

Applicant Name:

Morrison Brothers Windmill Ranch, LLC

Mailing Address:

720 West Elliot Road, Gilbert, AZ 85233

Phone:

602.524.5757

E-mail:

Richard@morrisonaz.com

Property Address or Parcel Number(s):

Coconino County APN 400-13-001

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

Requested zone change is to M2 - heavy industrial

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

   Neighborhood meeting was held at 10:30 a.m. on August 12, 2019 at Foxboro Ranch Estates clubhouse, 322 E Foxboro Road, Munds Park, AZ 86017

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 meeting was arranged in cooperation with each individual property owner to coincide with their respective time of availability. Copies of the confirmation letters are attached as a part of this report.
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.

There are only three (3) parties which own land within one mile of the subject property. All parties are being notified via telephone, regular U. S. Mail, email, and/or text messages.

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

There were a total of eleven (11) individuals present at the neighborhood meeting (please refer to attached registration list). One hundred percent (100%) of those invited to attend were present.

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

- The amount of vehicular traffic which would result from zone change, especially at the Newman Park interchange on I-17, was voiced as a concern;

- Additional research is needed as to details pertaining to use of the existing road across USFS lands to access the subject property;

- Concern was raised regarding the current native vegetation open-space becoming developed;

- Neighboring landowner Tom Pifer asked if commercial zoning would be a better alternative. On behalf of the applicant, Greg Bamford explained that commercial zoning would contemplate retail or wholesale sales operations --- like an automobile dealership, shopping mall, or perhaps warehouse operations --- and the applicant does not believe that would serve the needs of the area, particularly the 4FRI project, which is the target of the current M2 zoning request;

- Neighboring landowner John Murphy made the comment: "If I were to list 100 potential uses that might be made of the subject property, heavy industrial would be number 100 on my preference list; however, I have owned land in Newman Park for about 40 years and I have been trying to come up with the highest and best use for that land for a long time. I do not know of any more appropriate use than the industrial zoning being sought, and therefore I will not oppose this zoning request."
6. How will the applicant address the concerns, issues and problems that were expressed during the process?

- Applicant is sensitive to the issue of aesthetics which will be associated with this change in zoning, and will work with staff and Coconino County decision-makers to adopt a site plan, eventual construction, and use of the property which gives significant emphasis to quality of development and the visual presentation as seen from I-17;

- Mr. Pifer offered the thought that access from I-17 to the subject property might be achieved from the Willard Springs exit to the south of Newman Park, which would eliminate --- or at least greatly reduce --- the potential of increased traffic at the Newman Park interchange. Additional research will be done on this alternative;

- Toward the end of the one hour+ meeting, Mr. Murphy made the comment that he is still interested in seeing if the open-space of the Newman Park private lands might be preserved through some sale or exchange with the US Forest Service. Ms. Bridget Roth on behalf of the Forest Service indicated that there are avenues within the agency --- and beyond --- that have the ability to accomplish such an outcome --- especially in the case of "in-holding" property as is represented with the approximately 118 acres in Newman Park. Mr. Bamford on behalf of the applicant emphasized that the Morrison family is looking for a buyer of the 62 acres of land which is subject of the zoning application, and if that buyer or eventual owner turns out to be an entity besides a heavy industrial user, that would be fine. He did point out, however, that a protracted period in developing a plan and actually achieving a closed transaction would not be reacted to favorably by Morrisons. Mr. Pifer indicated willingness to work toward some kind of plan which would preserve the open-space. Accordingly, Mr. Murphy authorized Mr. Whitney Cunningham, local Flagstaff attorney who was present in the meeting, to pursue conversations and other research with USFS and perhaps others, to see if there is interest toward this end. Mr. Murphy also indicated he would be working on an overall concept which he would circulate in the reasonably near future among the various interests represented at the meeting for review and comments.

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

None known at the present time.

8. Any further comments from the applicant?

Following the meeting, Bridget Roth prepared and distributed by email the following:
I want to thank you all for the engaging conversation this morning at the Foxboro Ranch. It was a pleasure to meet all of you. I really enjoyed hearing your passion for the land, and the honesty over your past experiences working with the Coconino National Forest. I look forward to working with you all in the future.

I made a commitment to get you all the following information by Monday, August 19.

** Get information about direct sales from private property owners to the federal government
** get a list of lands that the agency is interested in exchanging and or acquiring
** how does the value (of property during a title transaction) of get calculated?
** get a list of land groups (such as the Trust for Public Lands, The Nature Conservancy) for information about how to facilitate a transfer of property into federal ownership
** get a copy of the Forest Plan and the criteria used to identify and desirable acquisitions by the Agency
** (copy of) RFP for 4FRI & 4FRI decisions (tnpifer@gmail.com)
** do we know the actual volume that Good Earth pulled out from the previous RFP?

As I mentioned, this will be a piecemeal effort, with several emails with the requested content. He question I feel the least confident to get good information about is related to the previous Good Earth contract, but I'll do my best!

If you have any questions, please feel free to contact me via email at bridget.roth@usda.gov.

Respectfully,

Bridget Roth

This Citizen Participation Report respectfully submitted August 13, 2019.

Gregory L. Bamford, on behalf of MORRISON BROTHERS WINDMILL RANCH, LLC
Exhibit 5:
Letters from Neighbors
August 13, 2019

Coconino County Planning & Zoning

219 E Chery Avenue

Flagstaff, Arizona

This Letter is in reference to your upcoming meeting on August 28, 2019

Case No ZC-19-006 for a Zone Change from G(General, 10 acre minimum parcel size) Zone to M-2-6,000 (Heavy Industrial 6,000 sq ft Minimum parcel size) zone on a 64.62 acre parcel. The parcel is located approximately 1/2 mile south of the Newman Park exit on Interstate 17 and is also identified as Assessor’s Parcel Number 400-13-001.

As property owner, since 1964, at Newman Park adjacent to the north of said property, I am very much opposed to the above zoning change.

Heavy industrial buildings and operations would detract immensely from my property values and property values around the entire area. The tremendous increase in truck traffic at the Newman Park exit (directly in front of my property) to the above named property would create noise, dust, and detraction. The entire Newman Park corridor is a rural, natural, pastoral, and beautiful gateway to Flagstaff as the first view of the San Francisco Peaks comes into view. The area has traditionally been used for ranching. Heavy Industrial should be contained to an area out of view from the highway.

I would like this letter to be placed on file concerning the above Planning & Zoning hearing and to be read and considered at the hearing as you determine the merits of this request for zoning change.

Thank you very much for your consideration on this matter.

Thomas L. Pifer

8999 North Bel Air Rd

Casa Grande, AZ 85194

(520) 431-0102