Chairman Walters called the meeting to order at 5:30PM. He noted procedures to the audience.

I. PLEDGE OF ALLEGIANCE

II. APPROVAL OF MINUTES

January 30th, 2019: MOTION: Commissioner Ontiveros moved to approve the January 30th, 2019 minutes as written. Commissioner Ruggles seconded the Motion. The Motion passed unanimously

III. PUBLIC HEARINGS

1. Case No. ZC-18-006 and SUB-18-006: A request for a Zone Change from G (General, 10 acre minimum parcel size) Zone to PRD (Planned Residential Development) Zone and a 38-lot Subdivision Preliminary Plat on six parcels including a total of 89.16 acres. The properties are located on Harkey Ranch Road north of Route 66 and west of Flagstaff Ranch Road. They are identified as
Mr. Short explained to the Commission that the applicant has met with neighbors on several occasions and has adjusted the design of the subdivision. A new conceptual plan has been provided showing one property has been removed and the total number of lots has been reduced to 38. The applicant has requested a 90-day continuance until the regularly scheduled meeting of the Commission on May 29, 2019 to allow for completion of a new preliminary plat based on the new conceptual design. The applicant would like to reserve the right to an earlier hearing date if a complete submittal is provided. Staff recommends a 90-day continuance.

MOTION: Commissioner Ruggles moved to continue Case No. ZC-18-006 until the May 29th, 2019 meeting, unless requested for an earlier date by applicant. Commissioner Williams seconded the Motion. The Motion passed unanimously.

MOTION: Commissioner Ruggles moved to continue Case No. SUB-18-006 until the May 29th, 2019 meeting, unless requested for an earlier date by applicant. Commissioner Williams seconded the Motion. The Motion passed unanimously.

2. Case No. ZC-18-009: A request for a Zone Change from the OS (Open Space) Zone to the G (General, ten acre minimum parcel size) Zone on a portion of two parcels totaling 425.6 acres. The subject properties are located approximately two miles north of Clint’s Well and west of Lake Mary Road and are identified as Assessor’s Parcel Numbers 402-3-008E and a portion of 402-31-007A.
   Property Owner: Clear Creek 820, LLC, Phoenix, AZ
   Applicant: Richard Schust, Phoenix, AZ
   Representative: Ross A. Wilson, Phoenix, AZ
   County Supervisor District: 4 (Jim Parks)

   Mr. Schwartz explained to the Commission that after legal noticing of the case staff realized that the above referenced parcels numbers had changed. Apparently, and without notice to staff and without applying for the required Land Division Permits, the applicant had begun selling off some land to the adjacent Happy Jack Lodge. Community Development staff contacted County Attorney staff who noted that the case
would need to be re-noticed with a proper legal description of the property reflecting the new parcel numbers involved.

MOTION: Commissioner Williams moved to continue Case No. ZC-18-009 until the March 27th, 2019 meeting. Commissioner Clifford seconded the Motion. The Motion passed unanimously.

Chairman Walters changed the agenda moving case number CUP-19-004 to number 3.

3. Case No. CUP-19-004: A request for a Conditional Use Permit to allow additional livestock on a .97 acre parcel in the AR (Agricultural Residential, one acre minimum parcel size) Zone. The parcel is located at 3071 Kachina Trail, and also identified as Assessor’s Parcel Number 116-15-058.

Property Owners/Applicants: Kathryn and Ralph LeFevre, Flagstaff, AZ
County Supervisor District: 3 (Matt Ryan)

Mr. McNeely explained to the Commission that staff is recommending a sixty-day continuance until the April 24th, 2019 meeting. Community Development staff, along with the County Attorney’s office has identified some questions about the legal nonconforming rights status for this property. He stated that they need to figure out how a Conditional Use Permit should appropriately be applied under the Zoning Ordinance.

MOTION: Commissioner Ruggles moved to continue Case No. CUP-19-004 until the April 24th, 2019 meeting. Commissioner Burton seconded the Motion. The Motion passed unanimously.

4. Case No. CUP-19-001: A request for a Conditional Use Permit renewal (of CUP-13-032) for a wireless telecommunications facility with a 70 foot utility pole used as a cell tower and a 20 foot pole with an eight foot microwave dish on two lease areas in the G (General, 10 acre minimum parcel size) Zone. The site is located approximately 1.5 miles south of the Twin Arrows Casino and 500 feet west of Pollack Ranch Road on State Trust Land in Section 6, Township 20 North, Range 11 East, and also located in Assessor’s Book 406, Map 5.

Property Owner: Department of State Lands, Phoenix, AZ
Applicant: New Cingular PCS (AT&T Mobility), Mesa, AZ
Representative: ATFAB Wireless Properties-Julie Cocca, Tempe, AZ
County Supervisor District: 4 (Jim Parks)

Mr. Short summarized the staff report along with a PowerPoint presentation.

There were no questions for staff, the floor was opened to the applicant for comment.
Julie Cocca, 2111 East Baseline Rd. Suite A6 Tempe Arizona, stated that she is a representative for AT&T Wireless and New Cingular. Chairman Walters asked if she has read the staff report and agrees with it. Ms. Cocca replied that they agree.

There were no further questions for the representative and no public to comment, the floor was opened to the Commission for discussion.

Commissioner Ruggles stated that he has visited the site and the seventy-foot cell tower is visible from the interstate. He stated that the other facilities on the property are low, the part that the microwave dish is attached to is only twenty feet tall and due to the little visibility, the color of the front of the microwave dish does not need to be changed. Commissioner Ruggles stated that since the applicant has agreed to paint the microwave dish, he agrees with the wording of the conditions listed in the staff report.

MOTION: Commissioner Williams moved to approve Case No. CUP-19-001 with the five conditions as stated in the staff report. Commissioner Ruggles seconded the Motion. The Motion passed unanimously.

5. **Case No. CUP-19-002:** A request for a Conditional Use Permit renewal (of CUP-09-019) for an 8 X 40 foot metal storage container on a 2.5 acre parcel in the AR 2 ½ (Agricultural Residential, 2 ½ acre minimum parcel size) Zone. The parcel is located at 9200 Stardust Trail, and also identified as Assessor’s Parcel Number 301-08-009F.

Property Owners/Applicants: Jason and Elizabeth Sims, Flagstaff, AZ

County Supervisor District: 4 (Jim Parks)

Ms. Davis summarized the staff report along with a PowerPoint presentation.

Commissioner Best asked if the beige color is appropriate. Ms. Davis stated that it is appropriate due to the barn being painted the same color. Commissioner Clifford stated that he drives past this property everyday and you can barely see the container due to the color being really close to other buildings on the property.

Chairman Walters asked if there was electrical going to the container. Ms. Davis replied that there was not.

Commissioner Ontiveros asked about if the Commission needed to add a condition for perpetuity. Ms. Davis replied that not having an expiration date listed in the conditions makes it perpetuity.

There were no further questions for staff, the floor was opened to the applicant for comment.

Jason Sims, 9200 Stardust Trl. Flagstaff Arizona stated that he has read the staff report and agrees.
There were no questions for the applicant and no public in attendance for this case, the floor was opened to the Commission for discussion.

Commissioner Ruggles stated that he can make the findings, he is familiar with the area and there are a lot of beige buildings in the area. He stated he is in support of this case with the change to perpetuity.

**MOTION:** Commissioner Clifford moved to approve Case No. CUP-19-002 with the two conditions as stated in the staff report. Commissioner Ruggles seconded the Motion. The Motion passed unanimously.

6. **Case No. CUP-19-005:** A request for a Conditional Use Permit modification (to CUP-95-015) to allow two helipads and modifications to the site plan on a 640 acre parcel in the G (General, 10 acre minimum parcel size) Zone. The parcel is located approximately six miles north of Leupp Road and 17 miles east of Highway 89, and identified as Assessor’s Parcel Number 303-01-001B.

**Property Owner:** Skystone Foundation, Inc, Flagstaff, AZ

**Applicant:** The WBL Group, Inc, Flagstaff, AZ

**Representative:** Dan Burke

**County Supervisor District:** 4 (Jim Parks)

Mr. Schwartz summarized the staff report along with a PowerPoint presentation.

Chairman Walters referring to condition number three listed in the staff report, there should not be a restriction on number of helicopter trips. The property is remote and is the most unusual man-made structures in Arizona, limiting customer access is not appropriate. He explained that with the developing vertical take off lift machines that are in the area now, the applicant can stay above the FAA (Federal Aviation Administration) limits for elevation until he comes into land. Chairman Walters stated that condition number three should be stricken. Mr. Schwartz replied that if the Commission thinks that condition is not appropriate, it can be stricken from the staff report. Staff did not see it as a primary way to get to the property but wanted to make it less impactful on the neighborhood.

Commissioners Ontiveros clarified that the condition was made by the applicant because of the opposition by a neighbor. Mr. Schwartz agreed, stating that the condition was made from the narrative given to staff by the applicant.

There were no further questions for staff, the floor was opened to the applicant for comment.
James Turrell, 9000 Hunton Ranch Rd. Flagstaff Arizona, explained their decision to modify this CUP, it is more for the safety of their customers and to evacuate people quickly to a medical facility. He also explained they will not be flying over the neighbors houses as much as possible and agree with staff’s recommendation.

Commissioner Ruggles asked what Mr. Turrell thought about limiting the number of flights to the helipad. Mr. Turrell stated that it would be helpful not to have a limit, but they prefer not to have visitors come that way. The customers come down a hard surface land to a parking lot and then staff brings them to the Roden Crater. He stated that State Trust Land requested Mr. Turrell to control people driving across the ranch lands. Mr. Turrell explained that the only visitors that will be traveling to the property in helicopter are high profile visitors or donors.

Mr. Turrell explained how everyone living in the neighborhood want to be off the grid and in the quiet, he is helping his neighborhood which he loves by cleaning it up in various ways.

Commissioner Williams asked if instead of striking condition number three, they had it read. “Helicopter trips shall not be used as a primary means of transporting visitors to the site.”

There were no further questions for the applicant and no public to speak on this case, the floor was opened to the Commission for discussion.

Commissioner Burton can make the findings and supports the new wording to condition number three.

Commissioner Ontiveros concurs with her fellow Commissioner’s suggestions, she did visit the site and can make the findings to support this case.

Commissioner’s Mayer, Clifford and Williams can make the findings to support this case.

Commissioner Best stated he agrees with the new wording for condition number three and if they need to modify anything in the future, they will need to come back in front of the Commission.

Commissioner Ruggles stated that he had visited the site with staff. He can make the findings and supports the new wording for condition number three.

**MOTION:** Commissioner Williams moved to approve Case No. CUP-19-005 with the three conditions, modifying condition number three to read “Helicopter trips shall not be used as a primary means of transporting visitors to the site.” Commissioner Ruggles seconded the Motion. The Motion passed unanimously.
IV. **CALL TO PUBLIC FOR ITEMS NOT ON THE AGENDA**

There was no public to speak.

V. **CONTINUATION OF STUDY SESSION IF NEEDED**

Mr. McNeely reviewed draft Zoning Ordinance Ch 4 – Performance Standards with the Commission, such as changes to signs, parking, murals, lighting, landscaping, projection into yards and special performance standards between zones.

Commissioner Ruggles stated that electronic signs are primarily LED (light-emitting diode), they emit a tremendous amount of light. He stated he looked at some other jurisdictions, mostly back east and the County’s decision to include the sign’s lumen count into the count for the whole property is the simplest way to do it.

Commissioner Best stated that down in the valley more of the billboards are becoming electronic, he asked what restrictions the County has for electronic signs. Mr. McNeely explained that currently the Zoning Ordinance restricts moving electronic signs, which the definition states it can only change once in every twenty-four hours. He also stated that movement on signs or billboards is still prohibited. They are researching different codes for Commercial Zones and how far away from an interstate a business is, but that will be for future discussion.

Commissioner Mayer asked what the restrictions are for removal of obsolete signs, especially for business that have been out of business for years. Mr. McNeely stated that if the sign is legal nonconforming and the use is gone, the property owner would need to remove said sign within 180 days, this is a tough timely Code Enforcement issue. He also stated that if the sign is legal conforming and the use is gone, there is nothing in the code that states the property owner needs to remove it, unless it becomes an abatement issue.

Commissioner Ontiveros asked for an explanation about the CDAG (Community Development Advisory Group) signs are art comment. There were discussions in the past making a recommendation that if a business comes in with a sign proposal that improves the one they have already, or at a distance from a street or highway, it will be approved but only on a case by case basis. Commissioner Ruggles stated that he had brought it up in the CDAG meeting as a starter to something to think about and for future sign discussions. Mr. Christelman stated that they will start to research this topic, if a business is on a big parcel or not along a street and the sign needs to be larger for the purpose to be seen from a far distance.
Chairman Walters asked about the strike outs on page twenty referring to subdivisions, such as; entrance signs and flags. Mr. McNeely replied that they were moved to different sections of the ordinance, the subdivision entrance signs on page twenty was moved to the bottom of page eighteen. Flags and religious emblems were moved to the beginning of the section, they were also previously limited to thirty feet regardless of what zone you were in, this has been changed to the height of what zone you are in with an administrative adjustment.

Commissioner Burton asked why the political signs can be changed from three calendar days to fifteen calendar days. Mr. McNeely replied that this was based on staff research and some recommendations.

Commissioner Best stated that there should be a written statement that states, “there shall be a landscaping plan for the whole project and the future of the property”. Contractors should not start their project by cutting and removing all the landscaping to start the project.

Mr. McNeely and the Commission discussed the Zoning Ordinance discussion that happened at the previous Parks and Recreation Commission hearing such as the density of camp grounds and generators.

The meeting adjourned at 7:09pm

_________________________________
Chairperson, Coconino County
Planning and Zoning Commission

ATTEST:

_________________________________
Secretary, Coconino County
Planning and Zoning Commission