

Coconino County Planning and Zoning Commission
Meeting of April 28, 2021 5:30PM
ZOOM-Web-Based Technology

Members Present

Tammy Ontiveros – Madam Chair
Don Walters – Vice-Chair
Sat Best
John Ruggles
Tyanna Burton
Jim Clifford

Members Absent

Mary Williams

Staff Present

Jess McNeely, Assistant Director
Bob Short, Principal Planner
Melissa Shaw, Long Range Planner
Kelly Bingham, Planner
Aaron Lumpkin, County Attorney
Marty Hernandez, Recording Secretary

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

I. PLEDGE OF ALLEGIANCE

II. APPROVAL OF MINUTES

MOTION: Commissioner Ruggles made the motion to approve the minutes from March 31, 2021, with the deletion of Ray Mayer as being present as he is no longer on the Planning and Zoning Commission.

SECOND: Commissioner Clifford seconded.

DISCUSSION: N/A

VOTE: The vote was unanimous.

III. PUBLIC HEARINGS

1. Case No. CUP-21-010: A request for a Conditional Use Permit for a campground on six parcels totaling 125.13 acres in the G (General, 10-acre minimum parcel size) Zone. The subject properties are located at 5637, 5537 and 5495 N State Route 64, and 5446 N Woodland View Road in Woodland Ranch approximately six miles north of Valle and are also identified as Assessor's Parcel Numbers 502-24-004, 005, 006A, 006B, 006C and 006D.

Property Owner/Applicant: Rachel Frampton, Las Vegas, Nevada

Property Owner/Applicant: K & R Retreats, LLC, Las Vegas, Nevada

Representative: Ian Braun, Civil Design and Engineering, Flagstaff, Arizona
County Supervisor District: 1 (Patrice Horstman)

STAFF:

Mr. Short gave a PowerPoint presentation and summarized the staff report.

Commissioner Best was concerned that the group camping area may have people wandering into the setbacks to set up tents. He was also concerned about destroying vegetation over time. Mr. Short pointed out the designated tent camping areas. Mr. Short thought some areas would get worn over time but that is the nature of a campground.

Commissioner Best thought if there would be storage for the tents it needs to be shown on the site plan.

Commissioner Walters asked if there is any type of fire retardant on the wagons and wood decks. Mr. Short said a fire safety plan would be in place, and the building division would also review the tent material to make sure it is flame retardant.

Mr. McNeely clarified that the Zoning Ordinance stated a campground shall maintain a valid service agreement and a fire wise plan. He read that section to help clear up questions since it is a base ordinance requirement of the Zoning Ordinance not part of the conditional use permit.

APPLICANT:

Ian Braun, CDE, 618 E Rte. 66, Flagstaff, AZ, reiterated there had been a conversation with Tusayan Fire and they would abide by whatever conditions were stated by the fire chief.

Rachel and Chris Urban, 4952 Rainbow Blvd, Las Vegas, NV, run a small tour guide business. They have commercial permits for their business. They are environmentalists that participate in Leave No Trace education and are experienced guides that are trained in campground safety that includes fire safety. Campgrounds would be patrolled by staff. The goal is to provide a safe, sustainable, quiet family atmosphere.

The applicants had read and agreed with the Staff Report and the Conditions.

Commissioner Best asked if storage for tents and equipment would be on the property or off-site. Mrs. Urban said the glamping tents would roll up and would be stored either in Las Vegas or they would ask to put a small storage container on site. She also noted the tents are flame/fire retardant material.

PUBLIC:

Mark and Zorana Holt, 5769 N Woodland View Rd, Williams, AZ, was concerned about people hiking on to his and the neighbors' properties. Fire is also a big concern in this area, as there was a large fire in the past. He stated Tusayan Fire is out of the district and over 20 miles away. He would like to see the property fenced. Chair Ontiveros clarified the fencing was addressed in the Conditions. She also noted the Zoning Ordinance handled the fire issue.

Sam, 513 Redline Dr, Williams, AZ, is the applicant going to be using the Woodland Ranch Rd. and the Woodland View Rd. to access the property. Mr. McNeely stated that the applicant would be using Hwy 64 along with an ADOT permit, and not Woodland Ranch Rd. or the Woodland View Rd.

COMMISSION:

Commissioner Best had modifications to certain Conditions.

#28 Storage facilities on site shall be approved by staff.

#20 Applicant shall provide all visitors with leave no trace materials. (See The Center for Outdoor Ethics or another relevant organization.)

Commissioner Burton could make the findings.

Commissioner Walters was concerned about response time for the Tusayan Fire. He wanted the applicant to look into fireproofing the wood structures.

Commissioner Ruggles thought if High Country Fire could provide the fire safety with a quicker response times, as there is a lot of grasses and junipers.

Commissioner Clifford could make the findings.

Chair Ontiveros could make the findings as well.

MOTION:

Commission Best made the motion to approve CUP-21-010 with the following modifications to the Conditions:

#28 *Storage facilities on the site shall be approved by staff.*

#20 *The applicant shall provide visitors with "Leave No Trace" materials resourced from Center for Outdoor Ethics or another relevant organization.*

#6 added wording: *wagons and wagon coverings*

#3 was changed to read: *The applicant shall demonstrate that sufficient fire service is provided as approved by the fire chief, state Fire Marshal, or an appropriate expert in the field approve by the Community Development Director. A Firewise and Emergency Response Plan shall be approved by the fire service provider prior to the issuance of any building permits or occupancy of the subject property. The Plan shall include an approved fire pit design and placement and training for staff on firewise and/or fire-fighting techniques. The fire service provider shall also review and approve any infrastructure or equipment to be used on site, all driving surface improvements and maintenance, designated smoking areas, defensible space, landscaping maintenance, and any other components required by the fire service provider. A letter confirming approval by the fire service provider must be submitted to Community Development prior to issuance of permits or occupancy of the site.*

#29 *Signage shall be installed to alert campground residents of the fire danger level consistent with the Kaibab National Forest.*

SECOND:

Commissioner Ruggles seconded.

DISCUSSION:

NA

VOTE:

The vote was unanimous to approve CUP-21-010 with the Conditions as modified.

IV. CALL TO PUBLIC FOR ITEMS NOT ON THE AGENDA

No one from the public spoke.

V. CONTINUATION OF STUDY SESSION

Ms. Shaw continued the Renewal Energy Ordinance (REO) discussion from the study session.

She answered questions from the Commissioners.

Chair Ontiveros adjourned the hearing at 7:14 pm.



Chairperson, Coconino County
Planning and Zoning Commission

ATTEST:



Secretary, Coconino County
Planning and Zoning Commission