Coconino County Planning and Zoning Commission
Meeting of June 26, 2019
Board of Supervisors' Meeting Room
County Administrative Center
219 East Cherry
Flagstaff, Arizona

Members Present
Don Walters - Chairman
Tammy Ontiveros - Vice-Chair
Sat Best
Ray Mayer
John Ruggles
Tyanna Burton
Mary Williams
Jim Clifford

Members Absent
None

Staff Present
Jess McNeely, AICP, Assistant Director
Bob Short, Principal Planner
Zach Schwartz, Sr. Planner
Melissa Shaw, AICP, Long Range Planner
Ashley DeBoard, Deputy County Attorney
Aaron Lumpkin, Deputy County Attorney
Irene Loeckk, Business Manager
Rachel Davis, Planner
Marty Hernandez, Recording Secretary

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

I. PLEDGE OF ALLEGIANCE

II. APPROVAL OF MINUTES
May 29, 2019

MOTION: Commissioner Ontiveros moved to approve the May 29th, 2019 minutes as written.
SECOND: Commissioner Ruggles seconded the motion.
VOTE: The Motion passed unanimously.

III. Consent Agenda
1. Case No. DET-19-001 Determination as to Uses Not Listed: Heliport Use in the (Planned Residential Development) Zone.
   **MOTION:** Commissioner Ruggles moved to approve the Consent Agenda as stated.
   **SECOND:** Commissioner Williams seconded.
   **VOTE:** The Consent Agenda passed unanimously.

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**IV. PUBLIC HEARINGS**

1. **Planning and Zoning Commission Bylaws.** An update to the Commission Bylaws.
   **STAFF:** Bob Short made a brief presentation.
   **MOTION:** Commissioner Williams made the motion to approve the update to the Commission Bylaws as presented by staff.
   **SECOND:** Commissioner Ruggles seconded.
   **VOTE:** The motion passed unanimously.

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2. **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.

   **STAFF:** Melissa Shaw summarized the staff report and gave a PowerPoint presentation.

   **DISCUSSION:** Commissioner Best asked if the bridge would be expanded to accommodate movement of forest service products and what exactly would we get with the new bridge. Melissa stated it would be slightly widened, and truck traffic has been factored into the engineering. The pedestrian portion of the bridge was not accommodated by the governor’s office. Commissioner Best was disappointed that pedestrians were not better accommodated by the governor.

   Regarding access to forest service land, Melissa stated there are policies in the Bellemont Area Plan update regarding trails and access points into the forest. The Area Plan supports that Bellemont embrace the Flagstaff Trails Initiative so that there is coordination and thoughtful placement of trailheads, even though an exact system was not developed. Commissioner Best asked if the Area Plan Committee was on-going but Melissa said she thinks they need a break. If they were interested, the committee could be invited to reconvene on a special trails initiative for their community.

   Chairman Walters asked for clarification on the proposed western bounds of the Area Plan boundary. Melissa stated it goes all the way to the edge of the industrial-zoned property. Chairman Walters suggested encompassing additional land to the west of the boundary for forest service products but was uncertain on how it is represented in the Regional Plan. It was railroad land before. Melissa requested a more detailed map to clarify and stated that the Committee had not considered this property. Chairman Walters
said Supervisor Babbott brought this up recently and that it should be explored. ParcelViewer was brought up to show this parcel as 20335013D, zoned open space (OS).

Vice-Chair Ontiveros thanked the Committee and Melissa for their hard work. Commissioner Ruggles echoed her sentiments and agreed that that overlooking this west property is an oversight and should be considered.

Jess McNeely said that the existing OS zoning can accommodate forest service products, however it will need to be analyzed in light of a possible industrial zone. Pros and cons of extending the boundary to this west lot and future zoning and development will need to be analyzed. Jay Smith with Forest Restoration can be consulted.

PUBLIC: Jeff Holloway, 11734 Monarch Drive Bellemont. Jeff’s Speaker Card stated, “The build-out Bellemont scenario intends to preclude USFS land swaps in the foreseeable future. The parcel showing “future suburban” should be removed from the Flagstaff area plan.” He wanted to emphasize that there is a strong desire to preserve the meadow.

Andy Follett, 4661 Bellemont Springs, Bellemont, and chair of the Bellemont committee. He stated that Mr. Holloway was correct, and the data survey is correct and also indicates that people want growth and development so they can modernize their community while preserving the natural environment. Andy said that have done their best to listen to the many different perspectives and find common ground. The symbol indicating “potential future suburban residential” on the Future Land Use Map and the associated policies is the best way staff and the Committee could reconcile the input from the Bellemont community.

COMMISSION: All Commissioners agreed for a continuance of 60 days (8/28/2019). MOTION: Commissioner Ruggles made a motion to continue the case until the hearing on August 28, 2019. SECOND: Commissioner Clifford seconded. VOTE: The vote was unanimous for a continuance until the August 28, 2019.

CONTINUANCE TO THE AUGUST 28, 2019 HEARING

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

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

STAFF: Bob Short summarized the staff report and gave a PowerPoint presentation. DISCUSSION: Concerns were stated regarding forest access for the development and the potential for the creation of multiple social trails. Mr. Short stated that the plat had been sent to Forest Service as with any new development, and no comments had been received from them. He stated that there are currently no trails in the area where connections could be made. Commissioner Best asked if detention basins would be used as open space by residents, and Mr. Short indicated they would be. Commissioner Mayer expressed a concern about impacts to traffic in the area. Mr. Short indicated a traffic impact analysis (TIA) had been completed and a left turn lane would be required. He also cited the many traffic improvements planned for the area including the roundabout and replacement of the interchange overpass that would mitigate traffic impacts.

APPLICANT: Mr. Cleeve, developer, Queen Creek, AZ, indicated he had listened to needs and desires of the community and designed around that. He addressed the roundabout and said it would ease traffic back-ups especially with truck traffic. Mr. Cleeve discussed the need for housing for employees in the area. He said parking was designed with over-sized garages for parking 2 cars and there were 45 spaces for guests. Water and sewer issues were addressed before beginning project, and services are expanding for water and wastewater (165,00 gallons/per day) to accommodate future growth.

Tim Campbell, Finesse Properties, said the fencing had been gone for years but there maybe some strands still lying around. If wildlife becomes an issue the builder is willing to put in a two-rail vinyl fence with a two access gates for the neighborhood.

PUBLIC: Andy Follet, also asked for a review of parking and commercial needs for the commercial space. Andy is wanting this development for the community as growth is warranted.

Carol Vernon, 2608 E. Turney, supports the plan and thinks it is a nice well thought out development. She likes the roundabout as it keeps traffic flowing in a quiet manner. She compliments the staff and appreciates their work.

COMMISSION: All commissioners agreed they could make the findings.

MOTION: Commissioner Ruggles made the motion to approve ZC-18-010 with conditions as stated by staff in the analysis.
SECOND: Commissioner Burton seconded the motion.

VOTE: The vote was unanimous.

MOTION: Commissioner Ruggles made the motion to approve SUB-18-004.
SECOND: Commissioner Burton seconded.

VOTE: The vote was unanimous.

4. Case No. CUP-19-024: A request for Conditional Use Permit renewal (of CUP-14-012) for a horse boarding facility and equestrian events center on an 18.62-acre parcel
in the G (General, ten-acre minimum parcel size) Zone. The property is located at 3090 Old Munds Highway in and is identified as Assessor’s Parcel Number 116-12-002W.

Property Owner/Applicant: Susan Wolfe, Flagstaff, Arizona
County Supervisor District: 3 (Matt Ryan)

STAFF: Mr. Schwartz summarized the staff report and gave a PowerPoint presentation. Mr. Schwartz recommended that Condition #3 be struck (“and a building permit shall be obtained”) since the applicant has already taken care of that. He also noted that condition #18, the language needs to be corrected from 5 to 10 years. Commissioner Ruggles pointed out that Condition #8 needs to be corrected regarding the outdoor lighting shall be consistent with Provision of Section 27 now should read Section 4.3.

APPLICANT: Susan Wolfe said there is only one RV space now and has added the fire hydrant. Susan has read the staff report and agrees with the modifications that needs to be done.

PUBLIC: NA

COMMISSION: All commissioners agreed that they could make the findings for a ten-year renewal.

MOTION: Commissioner Williams moved to approve the conditional use permit request with the conditions that Condition #3 be struck “and a building permit shall be obtained”; Condition #18 the language needs to be corrected from 5 to 10 years; Condition #8 refer to section 4.3.

SECOND: Commissioner Ruggles seconded

VOTE: The vote was unanimous for approval of CUP-12-024 with a modification to condition #3 to strike “and a building permit shall be obtained”, a modification to condition #8 to strike “Section 27” and replace it with “Section 4.3” and a modification to condition #18 the to be corrected from 5 to 10 years.

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5. Case No. ZC-19-005: A request for a Zone Change to change a 6.8 acre portion of a parcel in the G (General, 10 acre minimum parcel size) Zone and a .7 acre portion of the parcel in the CG-10,000 (Commercial General, 10,000 sq. ft. minimum parcel size) Zone to RR 2 ½ (Rural Residential, 2 ½ acre minimum parcel size) Zone. The total area subject to the Zone Change is a 7.5 acre portion of a 14.42 acre parcel. The parcel is located at 1393 Mountaineer Road and is also identified as Assessor’s Parcel Number 115-06-001A.

Property Owner: FE and NJ Patton Revocable Trust DTD
Cottonwood, AZ

Applicant: Naomi Patton Watkins, Cottonwood, AZ

County Supervisor District: 3 (Matt Ryan)

STAFF: Bob Short summarized the staff report and gave a PowerPoint presentation.

APPLICANT: Naomi Patton Watkins did not speak but agreed with the staff
PUBLIC: N/A
COMMISSION: The Commissioners agreed they could make the findings.
MOTION: Commissioner Ruggles made the motion to approve.
SECOND: Commissioner Burton seconded.
VOTE: The vote to approve the zone change was unanimous.

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

STAFF: Bob Short summarized the staff report and gave a PowerPoint presentation.
Chairman Walters informed everyone that he was a past owner in Foxboro and a current 50/50 owner in land across the interstate.
APPLICANTS: Tony Cullum, attorney, does not feel like Chairman Walters past ownership in the development and current land ownership across the highway is a conflict. Mr. Cullum spoke noting the landing location/flight path/ and winds would not be an issue for the Foxboro Ranch neighborhood. Guy Ecklund passed out maps and information out for review as Mr. Cullum spoke. The owner had no issues with meeting the conditions. Flight path and landing spot will remain the same every time, no exceptions. A map was distributed as a visual. The flight path was specifically designed to not go over the residences. Mr. Cullum indicated the HOA supports the CUP.
Skip (James) Osborne did decibel reviews over Foxboro. He reviewed findings/readings with the committee and answered all questions.
Neil Jones-Chandler, AZ presented his case on a personal level of family and community. He stated he was willing to meet as all conditions and protect the privilege if approved.
PUBLIC: Telephonically: Brooke Afshari, Phoenix, AZ, wanted the word “primarily” taken out of the conditions, so the helicopter could only land at the helistop (taken from e-mails between Ms. Afshari and Mr. Short) stated her concerns were addressed by the Commission and she had no further questions.
COMMISSION: Commissioner Williams asked what happens if weather conditions changed. Neal stated that he had options to land at the airport and drive to house. Commissioner Ruggles asked if the applicant was okay with a 3-year approval and understood the conditions. Neal said he would be very happy with a 3-year approval so that would give him a chance to prove that he is willing to meet the conditions.
Chairman Walters had originally petitioned for two places for helicopters to land in the subdivision but no longer had the plot plan (stated for the record). Commissioner Best stated he could make findings. Commissioner Ruggles stated he could make the findings as Hwy 17 also creates noise levels. Commissioner Williams stated he could make the findings make the findings.

**MOTION:** Commissioner Ruggles made the motion to approve with conditions proposed by staff.

**SECOND:** Commissioner Williams seconded.

**VOTE:** The CUP passed unanimously.

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**IV. CALL TO PUBLIC FOR ITEMS NOT ON THE AGENDA**

No one from the public spoke.

Chairman Walters adjourned the hearing at 8:30 pm.

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

Chairman Walters stated the continuation of the study session was not needed.

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Chairperson, Coconino County Planning and Zoning Commission

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ATTEST:

Secretary, Coconino County Planning and Zoning Commission