Coconino County Planning and Zoning Commission
Meeting of September 25, 2019
Board of Supervisors' Meeting Room
County Administrative Center
219 East Cherry
Flagstaff, Arizona

Members Present
Don Walters – Vice-Chair
Sat Best
Ray Mayer
John Ruggles
Tyanna Burton
Jim Clifford

Members Absent
Madame Chair Ontiveros
Mary Williams

Staff Present
Jay Christelman, Director
Jess McNeely, AICP, Assistant Director
Bob Short, Principal Planner
Zach Schwartz, Sr. Planner
Melissa Shaw, AICP, Long Range Planner
Aaron Lumpkin, County Attorney
Marty Hernandez, Recording Secretary

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

I. PLEDGE OF ALLEGIANCE

II. APPROVAL OF MINUTES

MOTION: Commissioner Clifford made the motion to approve the minutes from August 28, 2019.
SECOND: Commissioner Burton seconded.
DISCUSSION: N/A
VOTE: The vote was unanimous.

III. PUBLIC HEARINGS

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.
STAFF: Ms. Shaw summarized the staff report and gave a Power Point presentation. Ms. Shaw acknowledged the Community Development Advisory Group, Former Supervisor Carl Taylor, Dirch Foreman Highlands Fire Chief, Commissioner Ruggles, Commissioner Best and Community Development Staff. The Zoning Ordinance is not a static document but will continuously change. An email with a public comment was handed out to commissioners.

PUBLIC: Dirch Foreman 3350 Old Munds Highway Fire Chief of Highlands Fire, also on the advisory group, believes the zoning ordinance change will serve the county well into the future and he fully supports it.

Paul Mock, 573 E Laramie Dr. Williams, AZ 86046 asked about Bed & Breakfast changes along with fencing and storage changes. Ms. Shaw stated that Bed & Breakfast has been changed from a CUP to a permitted use with no commission approval. Storage and fencing standards have not been changed.

COMMISSION: Vice Chairmen Walters asked Ms. Shaw to reiterate the changes to motor vehicle, R.V. and boat storage. Commissioner Best commented on the email from Mr. Johnson regarding residential use for RV’s and placement on property. Ms. Shaw stated that placement is based on setbacks and zoning. There was no further discussion.

MOTION: Commissioner Ruggles made a motion to forward PZ-AM-19-003 to the Board of Supervisors with a recommendation to adopt the proposed amendment to the Zoning Ordinance, as presented in Exhibit C, with the following modification: Change “Motor Vehicle, Boat and Recreational Vehicle Storage Yards” from CUP to Permitted Use in CH and CG zones.

SECOND: Commissioner Burton seconded.

DISCUSSION: All Commissioners agreed that Ms. Shaw did an excellent job and it moves us into the modern era.

VOTE: The motion passed unanimously. It will move on to the Board of Supervisors Public Hearing on November 12, 2019.

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)

STAFF: Mr. Short summarized the staff report and gave a Power Point presentation.

APPLICANT: Brain Williams, 4491 Deer Springs, Bellemont AZ, representative for FedEx agreed with the staff report.

PUBLIC: N/A

COMMISSION: Commissioner Ruggles asked about the expiration. Mr. Short
stated he intentionally did not add an expiration date for such a permit.
Commissioner Best asked about the timing of the projected 600 trips a day. Mr. Short said the trips would be intermittent throughout the day. Mr. Williams stated the traffic and timing for the majority of trailers would be between 6:00-9:00 am and 5:00-9:00 pm, Monday through Friday. You should see about 35 drivers in the morning and 35-40 returning in the evening.
Kaleb Blanting, Peak Engineering, spoke regarding the county’s traffic count data. As the project moves forward, he will be analyzing and comparing to the estimated trip data from FedEx. The 600 trip numbers include passenger vehicles as well. Commissioner Ruggles thought the lighting plan was excellent.

**MOTION:** Commissioner Best made a motion to approve with the 9 conditions with the wording in condition 4 changed to “Applicant shall submit a weed management plan” instead of a “mitigation plan”.

**SECOND:** Commissioner Ruggles seconded.

**DISCUSSION:** Commissioner Ruggles seconded.

**VOTE:** The motion was unanimously.

**MOTION:** Commissioner Best made a motion to approve DRO-19-002.

**SECOND:** Commissioner Burton seconded.

**VOTE:** The vote passed unanimously.

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)

**STAFF:** Mr. Schwartz summarized the staff report and gave a Power Point presentation.

**APPLICANT:** Brian Ketter is anxious to move forward and have a place of their own. He asked, up front, for an extension of the permit due to fund raising for building. He also asked that the masonry wall be deferred until the neighbor builds, as he does not want to build a wall between the church and the community it serves.

**PUBLIC:** Fredrick Vrba, 10007 Chestnut Rd. Flagstaff, AZ, astronomer at the Naval Observatory, was concerned about the upward lumens at night, along with the large front windows. He asked if the applicants would consider the possibility of motorized shading at night. He asked if the observatory could get a copy of the lighting plan so they could give comments to the Board.

**COMMISSION:** There was much discussion between the commissioners, the applicant, engineers, and the observatory regarding the lighting and signage. All Commissioners had concerns for the light transmission from the building after astronomical sunset and parking lot lighting interfering with the observatory, neighboring properties and protecting the Dark Sky Ordinance. Several ideas were
proposed for the windows, along with shading, timers, filters, films, and screening. At 7:35, Vice Chair Walters initiated a 15-minute break so the applicant and his group could discuss the proposed changes offered by the Commission. The hearing reconvened at 7:50. The Commissioners and applicant all agreed to the following changes in Condition 3#, 4#, and 7#:

**Condition 3:** A waiver to sign size is hereby approved for a 186 square foot freestanding sign and an 83 square foot wall mounted sign as shown in the applicant’s submitted plans. Lighting of the signs shall be in the ‘halo’ style as shown in the plans.

**Condition 4:** A Building Permit shall be approved prior to construction. The applicant must submit the Building Permit and diligently pursue it toward completion within two years of approval of this request or request an extension from the Planning and Zoning Commission.

**Condition 7:** The applicant shall minimize light trespass and the impact from indoor lighting spilling into the outdoors to the extent possible through the three methods described hereafter: 1) amber film or screens shall be placed on all exterior windows and closed by astronomical sunset; 2) The applicant shall install and maintain adaptive controls with motion sensors for indoor lighting that turn on when there is motion in the area and turn off when there is no motion, with the exception of security lighting as needed; 3) skylights are to be substantially blacked out after astronomical sunset.

**MOTION:** Commissioner Ruggles made the motion to approve CUP-19-035 with the changes as noted to the conditions.

**SECOND:** Commissioner Burton seconded.

**DISCUSSION:** All Commissioners agreed with the new wording on Conditions 3, 4, and 7 as stated above.

**VOTE:** The motion was passed unanimously.

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)

**STAFF:** Mr. Short summarized the staff report and gave a Power Point presentation.

**APPLICANT:** Katherine Hawk, 77 Leupp Rd. Flagstaff, AZ, agreed with the staff report and the conditions.

**PUBLIC:** N/A

**COMMISSION:** The commission had no questions.

**MOTION:** Commissioner Ruggles motion for approval.

**SECOND:** Commissioner Best seconded.

**DISCUSSION:** NA

**VOTE:** The motion passed unanimously.
IV. CALL TO PUBLIC FOR ITEMS NOT ON THE AGENDA

No one from the public spoke.

Chairman Walters adjourned the hearing at 8:59 pm

V. CONTINUATION OF STUDY SESSION IF NEEDED

Chairperson, Coconino County Planning and Zoning Commission

ATTEST:

Secretary, Coconino County Planning and Zoning Commission