



City of Sedona Community Development Department

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Memorandum

To: Planning and Zoning Commission
From: Cari Meyer, Senior Planner
Meeting Date: January 28, 2016 Work Session and February 2, 2016 Public Hearing
RE: PZ15-00017 (CUP) Sedona Off-Road Adventures CUP

A Staff Report and meeting packet for PZ15-00017 (CUP), Sedona Off-Road Adventures, was distributed to the Planning and Zoning Commission on Thursday, January 21, 2016. On Monday, January 25, 2016, it was discovered that an email with comments on this project had been misdirected and inadvertently left out of the packet materials. That email is attached to this memo (Attachment 1). The following is Staff's response to the comments in this email:

Comment: *"First off the word office: makes it sound like it is just a business office that takes calls when in fact Jeep customers are dropped off and picking up hundreds of times each week in the loading zones of up town."*

Response: "Jeep tour office" is the land use established in the Sedona Land Development Code (SLDC) for classification of off road tour businesses. The SLDC recognizes that a "Jeep tour office" is a different type of use than a business office by creating a separate classification and requiring a Conditional Use Permit.

Comment: *"If a permit is to be issued then the applicant must to prove to the city they have adequate off street parking and that their customer are not parking on 89a"*

Response: Parking for Sinagua Plaza is provided in a parking structure behind the shopping center. As Sinagua Plaza is a shopping center with over 25,000 square feet in floor area, parking for all uses is required at a ratio of 1 space/250 square feet with additional parking required if restaurant use exceeds 15% of the total floor area. Staff reviews and updates the parking requirements for Sinagua Plaza as new businesses submit Tenant Occupancy/Improvement Permits. Based on the latest calculation, the structure has an excess of 27 parking spaces above what is required based on the uses. However, Staff will make note of this comment as an aspect to consider as the parking standards are reexamined in the upcoming update of the SLDC.

Comment: *"Applicant should also no be allowed to use the 89a loading zones."*

Response: The 89A Public Loading Zones are available for use by all commercial vehicles. To ensure that these areas are only used for loading purposes, the following condition has been recommended:

"Jeeps and other tour vehicles may not be located in the designated loading areas unless they are actively loading and unloading vehicles or have a scheduled tour within 5 minutes. The designated loading areas are not to be used for staging of tour vehicles awaiting passengers."

In addition, Community Development Staff is examining the operational usage of public loading zones, including signage and enforcement, to ensure all businesses using these areas are held to the same standards.

Comment: *“Applicant now sells Jeep trips from the loading zones and parks their jeep and Hummers for up to an hour, tying up the space.”*

Response: Proper signing and enforcement of the public loading zones (as mentioned above) should eliminate this inappropriate use of the public loading zones. In addition, the following condition has been recommended: *“Jeeps using the designated loading areas along N State Route 89A shall not actively sell tours or solicit customers while in these areas.”* In order to further strengthen this condition, Staff would recommend removal of the word *“actively”*.

Comment: *“The applicant should also offer hotel pick up and drop off.”*

Response: The City of Sedona does not typically become involved in a business operation of this nature. However, based on the applicant’s website (<http://sedonaoffroadadventures.com/faqs.htm>), this is a service they currently offer.

Comment: *“I would not be against an office up town and pick up and drop off only at the city’s uptown parking lot this would be a good start on parking problems in the up town area.”*

Response: This is a good comment and something the City may consider in the future. Currently, the City has 3 designated public loading zones on the southeast side of N State Route 89A, which are used by a variety of tour companies. Staff believes that the proper next step is to ensure correct use of these areas as mentioned above. A change in use of the public loading areas is a decision that would need to be made by City Council and would need to impact all similar businesses equally.

Comment: *“I think up town should be primarily retail with no drop of or pick ups.”*

Response: Changing allowed uses in Uptown could be considered in the future when the Uptown CFA is under development. Currently, the majority of the properties in this area are zoned C-1 (General Commercial), PD with C-1 uses (as this property is), or L (Lodging). Unless the zoning on these properties is changed, the City cannot restrict uses beyond the restrictions built into these zoning districts.

Comment: *“I think the city should review the operator’s sales for 2015 so they can correctly estimate the parking needed for this business just like it does for restaurants and hotels. Parking needs should be based on usage not office size.”*

Response: Parking for restaurants is based on square footage and parking for hotels is based on number of rooms. As previously stated, sufficient on-site parking is provided for this use.

Comment: *“Lets think of up town as full and start moving some of the jeep business to the citys parking lots and west Sedona.”*

Response: The City cannot prevent a business from occupying a space that is correctly zoned for a specific use. In this case, a Conditional Use Permit is required, allowing the City to place additional restrictions on a use to address potential problems, as seen in the recommended Conditions of Approval. Like most CUPs, this CUP is recommended for an initial period of 5 years. Throughout this 5 year period, Staff will monitor the use and at the end of this timeframe, the City and the Commission will have an opportunity to reexamine this use to determine if it has been operating in conformance with the conditions. If any issues arise during this 5 year period that cannot be worked out between Staff and the applicant, the Community Development Director has the ability to suspend the CUP and bring the issue back to the Commission for reconsideration.

Attachments:

1. Comment, Steve Segner, dated January 16, 2016.

Cari Meyer - CUP Jeep Tour

From: Audree Juhlin
To: Warren Campbell; Cari Meyer
Date: 1/25/2016 1:26 PM
Subject: CUP Jeep Tour

>>> Steve <steve@elportalsedona.com> 01/16/16 2:30 PM >>>

Cari,

My comments for meeting.

I received the city notice on z15-00017 Permit to operate a jeep office, at 320 n 89a .

First off the word office: makes it sound like it is just a business office that takes calls when in fact

Jeep customers are dropped off and picking up hundreds of times each week in the loading zones of up town.

If a permit is to be issued then the applicant must to prove to the city they have adequate off street parking and that their customer are not parking on 89a.

Applicant should also no be allowed to use the 89a loading zones.

Applicant now sells jeep trips from the loading zones and parks their jeep and Hummers for up to an hour, tying up the space.

The applicant should also offer hotel pick up and drop off.

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Parking needs should be based on usage not office size.

steve Segner