

AGENDA

City of Sedona Planning and Zoning Commission Meeting

5:30 PM

Tuesday, January 16, 2018

NOTICE:

Pursuant to A.R.S. 38-431.02 notice is hereby given to the members of the Planning and Zoning Commission and to the general public that the Planning and Zoning Commission will hold a public hearing open to the public on Tuesday, January 16, 2018, at 5:30 pm in the City Hall Council Chambers.

NOTES:

- Meeting room is wheelchair accessible. American Disabilities Act (ADA) accommodations are available upon request. Please phone 928-282-3113 at least 24 hours in advance.
- Planning & Zoning Commission Meeting Agenda Packets are available on the City's website at: www.SedonaAZ.gov/planning

GUIDELINES FOR PUBLIC COMMENT

PURPOSE:

- To allow the public to provide input to the Planning and Zoning Commission on a particular subject scheduled on the agenda.
- Please note that this is not a question/answer session.

PROCEDURES:

- Fill out a "Comment Card" and deliver it to the Recording Secretary.
- When recognized, use the podium/microphone.
- State your Name and City of Residence
- Limit comments to 3 MINUTES.
- Submit written comments to the Recording Secretary.

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, & ROLL CALL
2. ANNOUNCEMENTS & SUMMARY OF CURRENT EVENTS BY COMMISSIONERS & STAFF
3. APPROVAL OF THE FOLLOWING MINUTES:
 - a. November 30, 2017 (WS)
 - b. December 5, 2017 (R)
4. PUBLIC FORUM: *(This is the time for the public to comment on matters not listed on the agenda. The Commission may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism, or scheduling the matter for further consideration and decision at a later date.)*
5. CONSIDERATION OF THE FOLLOWING ITEMS THROUGH PUBLIC HEARING PROCEDURES:
 - a. Discussion/possible action regarding a request to amend an existing Conditional Use Permit to allow for new outdoor play areas at 175 Kachina Drive (Sedona Charter School). The property is zoned Single-Family Residential (RS-35) and is located on the south side of Kachina Drive, between Dry Creek Road and Moki Drive. APN: 408-02-077F Applicant: Sedona Charter School (Alice Madar) Case Number: PZ17-00015 (CUP)
6. FUTURE MEETING DATES AND AGENDA ITEMS
 - a. Tuesday, February 6, 2018; 3:30 pm (Work Session)
 - b. Tuesday, February 6, 2018; 5:30 pm (Public Hearing)
 - c. Tuesday, February 20, 2018; 3:30 pm (Work Session)
 - d. Tuesday, February 20, 2018; 5:30 pm (Public Hearing)
7. EXECUTIVE SESSION

If an Executive Session is necessary, it will be held in the Vultee Conference Room at 106 Roadrunner Drive. Upon a public majority vote of the members constituting a quorum, the Planning and Zoning Commission may hold an Executive Session that is not open to the public for the following purposes:

 - a. To consult with legal counsel for advice on matters listed on this agenda per A.R.S. § 38-431.03(A)(3).
 - b. Return to open session. Discussion/possible action on executive session items.
8. ADJOURNMENT

Physical Posting: January 11, 2018 By: DJ

Planning & Zoning Commission Meeting Agenda Packets are available on the City's website at: www.SedonaAZ.gov/planning or in the Community Development Office, 102 Roadrunner Drive approximately one week in advance of the meeting.

Note that members of the City Council and other City Commissions and Committees may attend the Planning and Zoning Commission meeting. While this is not an official City Council meeting, because of the potential that four or more Council members may be present at one time, public notice is therefore given for this meeting and/or event.

Staff Report
PZ17-00015 (CUP)
Sedona Charter School Play Areas
Summary Sheet



City of Sedona
Community Development Department
102 Roadrunner Drive Sedona, AZ 86336
(928) 282-1154 • www.sedonaaz.gov/cd

Meeting Date: January 16, 2018

Hearing Body: Planning and Zoning Commission

Action Requested: Consideration of an Amendment to a Conditional Use Permit

Staff Recommendation: Approval, with conditions, of an Amended Conditional Use Permit

Location: 175 Kachina Drive

Parcel Number: 408-02-077F

Owner/Applicant: Sedona Charter School
165 Kachina Drive; Sedona, AZ 86336

Project Summary: Request to amend the existing Conditional Use Permit to allow for new Outdoor Play Areas

Site Size: ± 4.43 acres

Community Plan Designation: Public/Semi-Public

Zoning: Single-Family Residential (RS-35)

Current Land Use: Charter School

Surrounding Properties:

	<u>Area zoning</u>	<u>Area land uses</u>
North:	RS-35	Residential
South	C-1, RM-2	Vacant; Multifamily Residential (Del Sol Townhomes)
East	RS-35, CF	Residential; Library
West	RS-35	Residential

Report Prepared By: Matt Kessler, Assistant Planner

Attachments:

1. [Aerial View & Vicinity Map](#)
2. [Applicant Submitted Materials](#)
 - a. [Application & Letter of Intent](#)
 - b. [Project Plans](#)
 - c. [Citizen Participation Report](#)
3. [Conditions of Approval, Previous CUPs](#)
4. [Agency Comments](#)



PROJECT SUMMARY:

Sedona Charter School is requesting an amendment to their approved Conditional Use Permit (CUP) to allow for the construction of new Outdoor Play Areas.

SITE CHARACTERISTICS

- The project site is one parcel of approximately 4.43 acres.
- The property is located in Yavapai County
- The site is located on the south side of Kachina Drive, between Dry Creek Road and Moki Drive, and is not a part of the Kachina subdivision
- The existing use on this property is the Sedona Charter School, which was originally approved in 1999 with a Conditional Permit (CUP99-6). This CUP was renewed in 2010 (CUP2010-3) without an expiration.
- There is existing vehicular and pedestrian access to the site from Kachina Drive. There is also a pedestrian connection from the Sedona Public Library to the east.
- There is a City-designated floodplain within the property.

BACKGROUND

While the Sedona Charter School (School) already has an existing playground area, because they would like to move it to a new location on site, they must amend their existing conditional use permit's (CUP) site plan to reflect the proposed site and address any issues that may arise related to the new location. The new outdoor play areas are located to the south and west of the existing school building. The current covered playground area is located under the roof of the main school building. The School plans to enclose this space for the construction of a performing arts classroom. As this conversion will take place entirely within the approved building footprint and was designated as future classroom space under the original CUP, it does not require an amendment to the existing CUP, and, therefore, is not under the scope of this proposed amendment.

The School has operated at this location since 2001, and was approved for a 10-year CUP in 1999 (CUP 99-6). The approved site and master plans included several phases of proposed development, including the conversion of the existing covered playground to additional classroom space. The school later obtained an additional CUP in 2007 to use the historic Purtymun-Bennet Cabin, located on site, as a classroom and event facility (CUP 07-5). In 2010, a renewal to the original 1999 CUP was approved without an expiration date (CUP 2010-3). Conditions of approval and approved site plans from previous CUPs are included in Attachment 3.

Requirement for an Amended Conditional Use Permit

This property is zoned Single-Family Residential (RS-35). Uses in this zone are regulated by Land Development Code Section 603.02 (RS-35 Use Regulations). The School is a conditionally permitted use (LDC 603.02.B.3), and is permitted as shown on the CUP site plan approved by the Planning and Zoning Commission. Any proposed revisions or changes to an approved CUP must be submitted for review in the same manner as the initial review (LDC 402.12). As the proposed new locations for the playground areas were not identified in any of the previous CUP requests, the proposed change requires review and approval by Planning and Zoning Commission.

Additional Review Criteria

As a school, this site is also subject to the requirements of LDC 914 (Educational Institutions). As this application proposes to use the area south of the building as the new outdoor play area, the screening requirements of LDC 914.I (Screening of Outdoor Play Areas and Ball Courts) apply.

PUBLIC INPUT

- Project documents submitted by the applicant were placed on the Project and Proposals page of the Community Development Department website (www.sedonaaz.gov/projects).
- Staff completed the required public noticing for this project. All notices contain contact information or a way to submit comments. As of writing this report, Staff has received no public comments.
- The applicant mailed a letter to the neighboring property owners, informing them about the project and inviting them to contact them with any questions. The applicant's Citizen Participation Report is included as Attachment 2.c.

REVIEW AGENCY COMMENTS AND CONCERNS

The submitted documents were routed to reviewing agencies for comments. Comments were received from the following agencies and are included as Attachment 4:

1. City of Sedona Community Development Department

DEVELOPMENT PROPOSAL

- The School is applying for an amendment to their CUP to allow for the construction of outdoor play areas, including a covered playground, ball court, and fitness trail, to the south and west of the main building (see attached site plan, Attachment 2.b).
- If approved, the School will be required to apply for a building permit for these outdoor play areas.

Access, Traffic, and Parking

- There are two vehicular and pedestrian access points to the site off of Kachina Drive. No changes in the access points are proposed.
- No additional parking is being proposed.

Landscaping and Screening

- No changes to the existing screening are proposed.
- The proposed outdoor play areas will be built on land that has been partially disturbed, as the children currently play in the area on occasion.
- Existing trees will not be removed for construction.

Lighting

- No new lighting is proposed.

Signs

- No new signs are proposed.

REVIEW, COMMENTARY, AND ANALYSIS

DISCUSSION

Educational institutions are subject to the requirements of LDC 914 (Educational Institutions). This entire section would have been applied to the original CUP approvals. However, as the proposed amendment is only requesting approval of outdoor play areas, the relevant section is LDC Section 914.01.I (Screening of Outdoor Play Areas and Ball Courts), which states the following:

“Where necessary to provide an effective buffer and screen of outdoor play areas and ball courts to adjoining residential properties as recommended by the Director and as determined and approved by the Commission, the following shall apply:

1. A solid wall or fence shall be erected in accordance with SLDC 903.02 along the rear and side property line; or
2. A solid wall or fence shall be erected in accordance with SLDC 903.02 around all outdoor play areas and ball courts; or
3. A minimum 100-foot-wide landscape buffer shall be provided between outdoor play areas and ball courts and adjoining residential properties.
4. Any combination of these requirements as determined by the Director and Commission to mitigate the potential impact of outdoor play areas on adjoining residential properties.
5. Where feasible as determined by the Director and the Commission, playgrounds and play areas shall be located within a courtyard formed by the strategic placement of the school buildings.

Notwithstanding the requirements provided above, outdoor play areas and ball courts shall be located a minimum of 25 feet from a residential property line.”

Staff Evaluation: *The proposed new location for the outdoor play areas are approximately 40 feet from the nearest residential property, satisfying the minimum locational requirement of 25 feet. Significant mature vegetation exists between the proposed covered playground area and the adjacent residential property. On this residential property (Del Sol Townhomes), only one residence is in close proximity and visible to the playground area. The existing vegetation provides significant screening to meet the Code buffering and screening requirements.*

In Addition to the above requirements for the screening of outdoor play areas, this application must be found to comply with the Conditional Use Permit findings. These criteria are noted in LDC Section 402.06:

- A. That the proposed location of the conditional use is in accordance with the objectives of this Code and the purpose of the zoning district in which the site is located.

Staff Evaluation: *The Single-Family Residential RS-35 zoning district allows for conditional uses, such as a school and incidental or accessory uses. The School and its accessory outdoor playgrounds were approved previously through a CUP and are consistent with the zoning district’s purpose. The location for the new outdoor playground area is located in an area that meets the objectives of applicable Code regulations.*

The location of the proposed use is regulated by the screening requirements of LDC 914.01.I. As stated above, the proposed use satisfies these requirements.

- B. That the granting of the conditional use permit will not be materially detrimental to the public health, safety or welfare. The factors to be considered in evaluating this application shall include:
1. Property damage or nuisance resulting from noise, smoke, odor, dust, vibration or illumination;
 2. Any hazard to persons and property from possible explosion, contamination, fire or flood;
 3. Any impact on surrounding area resulting from unusual volume or character of traffic.

Staff Evaluation: *The school already has an existing outdoor play area that has been utilized for many years. There have not been any associated issues or complaints generated related to the play areas. It is Staff's belief that the new location for the proposed play areas should not be detrimental to the public. The location for the new playground area should not result in property damage or other nuisances such as smoke, odor or dust. Any associated issues related to noise should be adequately addressed by its proximity to other resident and the significant mature vegetation that exists between the proposed location and the residential properties. Additionally, this new location will not increase traffic.*

- C. That the characteristics of the use as proposed and as may be conditioned are reasonably compatible with the types of use permitted in the surrounding area.

Staff Evaluation: *The use already exists on the site and is compatible with the surrounding area. The School's location is part of the Dry Creek Community Focus Area, which includes a mix of civic and social uses.*

- D. That the proposed use, as it may be conditioned, will comply with the applicable provisions of this Code, and other ordinances.

Staff Evaluation: *By complying with the Conditions of Approval, this project will be in compliance with the applicable provisions of the Land Development Code.*

- E. That the proposed expansion or change of a nonconforming use (if applicable) is no more deleterious to other properties in the surrounding area than the existing use.

Staff Evaluation: *The proposed new location expands the overall outdoor play area by approximately 2,300 square feet. This expansion does not require any additional parking and is not anticipated to negatively impact other properties in the surrounding area. There are no nonconforming uses on this property.*



Staff Recommendation

Based on compliance with ordinance requirements as conditioned, general consistency with the Land Development Code and the requirements for approval of a conditional use permit and open air business and the compatibility with surrounding land uses and character of the surrounding area, Staff recommends approval of the proposed conditional use permit as set forth in case number PZ17-00015 (CUP), Sedona Charter School Play Areas, subject to applicable ordinance requirements and the conditions as outlined in the staff report. Staff does not recommend a time limitation with this CUP as there are no anticipated impacts to the store's daily operation, or other properties in the surrounding area, as a result of the proposed displays.

Sample Motions for Commission Use

(Please note that the below motions are offered as samples only and that the Commission may make other motions as appropriate.)

Recommended Motion for Approval

I move for approval of case number PZ17-00015 (CUP), Sedona Charter School Play Areas, based on compliance with all ordinance requirements and satisfaction of the Conditional Use Permit findings and applicable Land Development Code requirements and the recommended Conditions of Approval.

Alternative Motion for Denial

I move for denial of case number PZ17-00015 (CUP), Sedona Charter School Play Areas based on the following findings (specify findings).

Conditions of Approval

PZ17-00015 (CUP)

Sedona Charter School Play Area



City of Sedona

Community Development Department

102 Roadrunner Drive Sedona, AZ 86336




(928) 282-1154 • www.sedonaaz.gov/cd

As recommended by Staff

1. The use shall be in substantial conformance with the applicant's representations of the project, including the site plan, letter of intent, and all supporting documents, as reviewed, modified, and approved by the Planning and Zoning Commission. Proposed changes in operation or activities to the approved Conditional Use Permit determined to be substantial by the Community Development Director shall require reconsideration by the Planning and Zoning Commission at a public meeting.
2. The applicant shall ensure that the use is operating in compliance with the Land Development Code requirements and applicable conditions of approval. If contacted by City Staff regarding a potential violation in the operation of this use, the applicant shall work with City Staff to address the issue in a timely manner. If a satisfactory solution is not found, City Staff may initiate proceedings to revoke the CUP (LDC 402).
3. All conditions of CUP 99-6, CUP 07-5, and CUP 2010-3 shall remain in effect.
4. Prior to construction and use of the areas approved for outdoor play areas, the property owner shall submit for review and approval all necessary building permits.
5. The use shall be limited to the area shown on the site plan, subject to compliance with all applicable requirements.
6. The approved play area shall be screened in accordance with LDC 914.01.I. All required screening shall be maintained in perpetuity to the satisfaction of the Community Development Director. Modifications may be required as necessary to ensure compliance.
7. The areas approved for outdoor play areas may not be used in any way that poses any hazard to persons and property from possible explosion, contamination, fire, or flood.
8. All requirements of the Sedona Fire District shall be satisfied.
9. Within thirty days of approval of the Conditional Use Permit, the property owners of record of the subject properties shall sign and record a waiver acknowledging their waiver of any right to claim just compensation for diminution in value under A.R.S. §12-1134 related to the granting of this Conditional Use Permit.

Aerial View

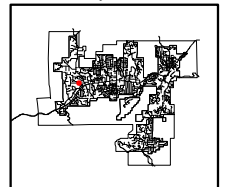
Parcel
#408-02-077F
Sedona Charter
School
(Amending CUP)

-  Parcel #408-02-077F
-  Parcel Boundary
-  Street Centerline



0 15 30 Feet

City Index



GIS, City of Sedona
04/04/2017
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sedona.charter.school\
mxds\408-02-077L_aerial.mxd



This map is designed to provide information about Sedona, and has been prepared for general planning and informational purposes only. It is not necessarily accurate to engineering or surveying standards. Every effort has been made to make this map as complete and as accurate as possible; however, no warranty of fitness is implied.

The information is provided on an "as is" basis. The City of Sedona shall have neither liability nor responsibility to any person or entity with respect to any loss or damages in connection with or arising from the information contained on this map.

Vicinity Map

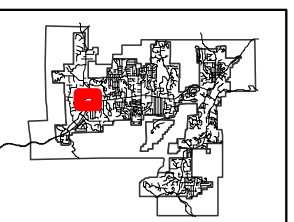
Parcel #
408-02-077F
Sedona Charter
School
(Amending CUP)

- Parcel #408-02-077F
- Zoning Boundary
- Building Footprint
- Parcel Boundary
- Trail
- Street Centerline



0 55 110 Feet

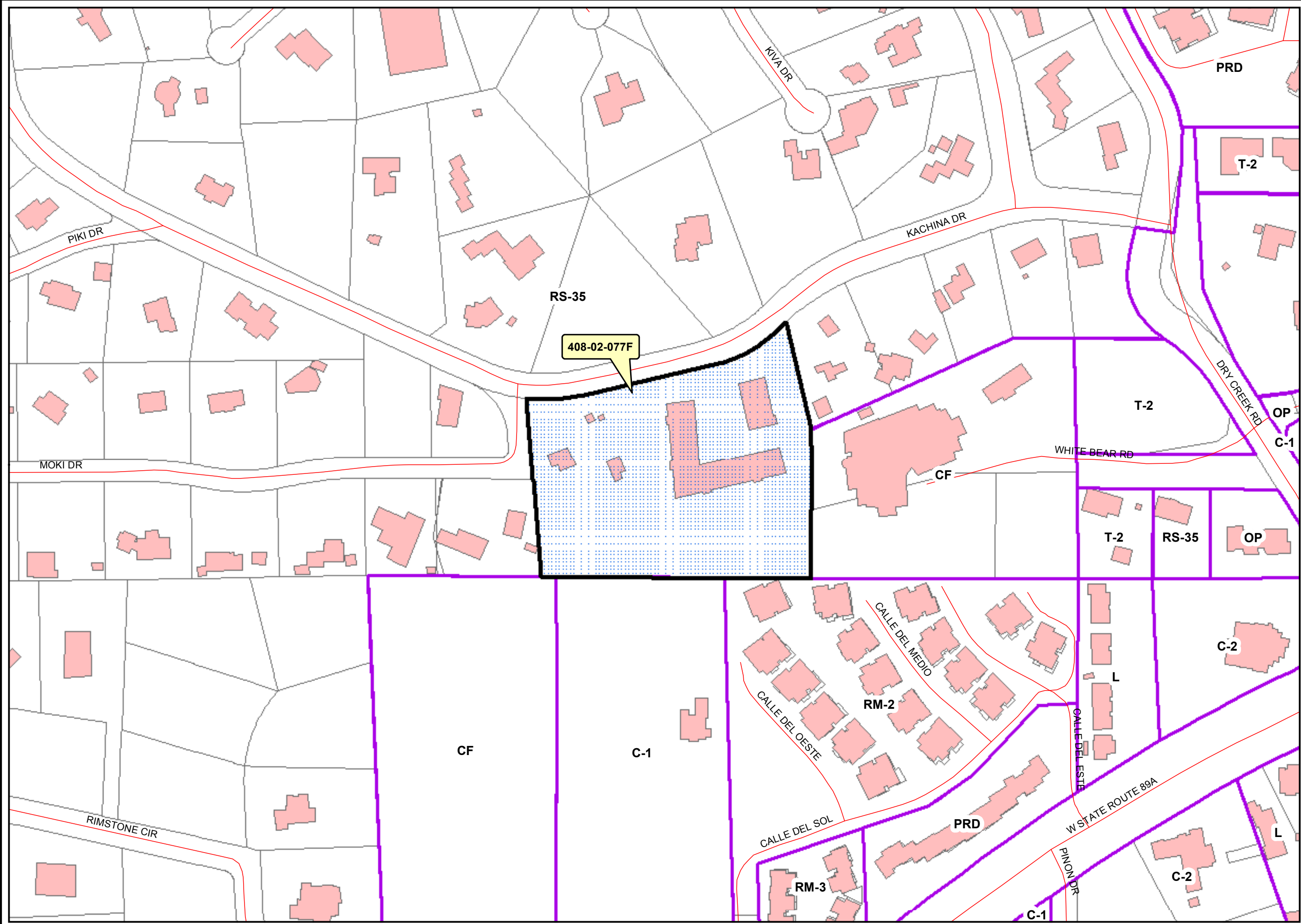
City Index



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P2 17-00015

Sedona Charter School

Application for Amendment to CUP 2010-3

Documents List:

A	Project Application Form
B	Letter of Intent
C	Site Plan
D	Property Description
E	Citizen Participation Letter
F	2010 CUP Letter of Intent (4 pages)
G	2010 CUP Staff Report and Conditions of Approval (10 pages)

Alisa Mada
929 274-2374

RECEIVED
OCT 02 2017
CITY OF SEDONA
COMMUNITY DEVELOPMENT

P2 17-00015

A

Project Application



City Of Sedona
 Community Development Department
 102 Roadrunner Drive Sedona, AZ 86336
 (928) 282-1154 • Fax: (928) 204-7124

The following application is for:

Conceptual Review
 Final Review
 Appeal
 Time Extension

Development Review
 Subdivision
 Variance
 Conditional Use Permit
 Zone Change
 Major Community Plan Amendment
 Minor Community Plan Amendment

PROJECT CONTACT:	Alice MADAR	Phone:	928 204-6464	App. #:	
Address:	165 Kachina Drive Sedona AZ 86336	Cell Phone:	928 274-2374	Date Rec'd:	
E-mail:		Fax:	928 204-6486	Rec'd by:	
PROJECT NAME:	Sedona Charter School Amendment to CUP 2010-3	Parcel #:	408-02-0774	Fee Pd:	
Project Address/ Location:	165 Kachina Drive, Sedona	Acres:	4.32	Zoning:	

Project Description:	Move school playground.
----------------------	-------------------------

OWNER NAME:	Sedona Charter School	APPLICANT NAME:	same as owner
Address:	165 Kachina Drive Sedona 86336	Company Name:	
Phone:	928 204-6464	Address:	
Cell Phone:	928 274-2374	Phone:	
E-mail:	alice@sedonacharterschool.com	Cell Phone:	
		E-mail:	
ARCHITECT/ ENGINEER:		AUTHORIZED AGENT/OTHER:	
Company Name:		Company Name:	
Address:		Address:	
E-mail:		E-mail:	
Phone:		Phone:	
Cell Phone:		Cell Phone:	
ID #/Exp. Date:			
City Business License #:			



B-1

Our Mission: Our Montessori school challenges each child to achieve excellence through an individualized program, which includes a schoolwide musical strings program. We inspire a passion for learning, instill a sense of personal responsibility, and cultivate a respect for the environment and involvement in the community.

September 21, 2017

City of Sedona
Planning & Zoning Commission
102 Roadrunner Drive
Sedona AZ 86336
Re: Amended C.U.P.

Dear Commissioners:

Having first opened our doors in 1995, Sedona Charter School (SCS) is now the oldest charter school in the state of Arizona and has been excelling in educating our community's children ever since. We secured our original CUP to locate on Kachina Drive in 1999 and renewed it indefinitely in 2010. (See attachments.)

We are committed to being a good neighbor and an asset to Sedona. We appreciate the support the Kachina/Del Sol Condominium neighborhood and the greater Sedona community have shown us.

We give back to the community of Sedona in a variety of ways. Local residents — we estimate about 300 per year — enjoy using our property as a park when school is not in session. Our acclaimed musical strings students perform in large concerts as well as at senior homes and outdoor events. When they move on to Sedona Red Rock High School they give strength to the music program there. And of course, we provide an outstanding education for the Sedona students who attend school here. Many of our alumni return to Sedona Charter School to tell us how much their education here helped shape them into the hard-working, productive, creative, and peace-loving adults they have become.

We plan to continue developing our unique musical strings program. Nearly 80% of our students participate in this program. We also plan to add more programming in the performing arts. We have found that our students love to perform in a variety of ways. This year SCS students spontaneously wrote, produced, and performed two of their own plays and a variety of musical pieces, even though at the present time they must do all of this creative work outdoors. In short, the creativity of our students is bursting out of our current facilities, and we must offer them a place to plan, practice, and perform.

The performance arts help strengthen memory, empathy, collaborative skills, and of course creativity. To support our students in their growth, we need to provide a performing arts classroom with rehearsal space, a small stage, practice rooms, and additional classroom space.

We have decided to convert our existing covered playground into the new performing arts classroom. This area, which falls under our existing school roof, was always intended to be a space for future classroom expansion.

In order to create this new enclosed space we need to move the existing covered playground area and four pieces of equipment onto our southern vacant land. (See site plan.) Our current CUP already describes this land as a play area. (See attachment—2010 CUP Letter of Intent).

We are proposing to *amend our CUP* to move our covered play area to the south side of our 4.32-acre campus. This application shows all three of the outdoor activities that we plan to develop: the playground area, the basketball/volleyball court, and the fitness trail.

Screening: We will retain existing trees and vegetation.

Parking, driveways, traffic: We will make use of existing parking. No additional driveways will be added. This project *does not* increase enrollment and therefore *will not increase traffic*.

Citizen participation: We will send a letter to neighbors (attached), describing our project and asking them to contact us if they would like to see the site or ask questions.

Please feel free to call me if you have any questions. Thank you for your consideration and support of Sedona's children and their schools.

Sincerely,



Alice Madar
Director, Finance and Administration
Sedona Charter School
928-204-6464
alice@sedonacharterschool.com

From: "Alice Madar" <alice@sedonacharterschool.com>
To: "Matthew Kessler" <MKessler@sedonaaz.gov>
Date: 1/9/2018 7:56 AM
Subject: RE: Charter School Playground
Attachments: info@sedonacharterschool.com_20180109_072415.pdf

Hi Matthew-

Here are the answers to your questions:

1. A) The shade structure will be a Hip Fabric Shade Shelter with 4 posts and 1 top, 16' entry height. The fabric is UltraShade. The color will be khaki, called "Arizona" by the UltraShade company. Here are the specification details:

- * UltraShade products are designed to meet codes in your local area
- * Zinc rich primer is applied with a 1-2 mil thickness, followed by our polyester super durable powder-coat that is electrostatically applied and oven baked to a 2-4 mil coating thickness. Color: terra cotta
- * Framework is engineered to withstand 5psf snowload and wind gusts up to 90 mph with fabric (ASCE-7) and up to 150 mph with fabric removed.

B) Guide wire fence will be 5' high chain link. It will be approximately 15 feet long. It is intended to prevent people from running into the guide wires, but it will not enclose the guide wires

C) I have attached detail of the proposed equipment to go on the fitness trail. The trail will have the current natural surface. The location of the trail is shown on the site map.

2. We do not anticipate removing any trees for construction.

Alice Madar

Director, Finance and Administration

Sedona Charter School

928 204-6464

alice@sedonacharterschool.com

U

Parcel #408-02-077F
 Parcel Boundary
 2ft Contours
 SEVONA CHARTER SCHOOL
 1 inch = 20 feet
 165 KACHINA DR
 This area is designed to provide data information only. The data is not accurate to engineering or surveying standards. The City of Sedona is not liable or responsible for loss or damages arising from the data contained on this map.
 GIS, City of Sedona. 04/04/2011 gis@sedonacharterschools.com



MOKI DR

KACHINA DR

2

REST AREA

1

5

4

6

7

REST AREA

CANVEED PLAYGROUND
 60 x 30'
 EQUIPMENT
 75' x 50'
 AREA

SEAL





Yavapai County Parcel Search

Information for Parcel 408-02-077F:

Owner

SEDONA CHARTER SCHOOL

Owner's Mailing Address

165 KACHINA DR
SEDONA, AZ 863364303

Recorded Documents & Sales (0)

No Recorded Documents were found.

Parcel Number

408-02-077F

Incorporated Area

City of Sedona

Subdivision

N/A

School District

Sedona Oak Creek Unified S.D. #9

County Zoning Violation ?

No Zoning Violation

Improvements (7)

Type: School - Elementary/Secondary

Floor area: 2772

Constructed: 2002

Type: Single Family Residential

Floor area: 1350

Constructed: 1957

Type: School - Elementary/Secondary

Floor area: 2791

Constructed: 2002

Type: School - Elementary/Secondary

Floor area: 963

Constructed: 2002

Type: Single Family Residential

Floor area: 584

Constructed: 1946

Type: School - Elementary/Secondary

Floor area: 3120

Constructed: 2002

Type: Commercial Yard Improvements

Floor area: 1

Constructed: 2002

Assessment

Starting with the 2015 tax year, the Limited Property Value is the only value considered for taxation purposes, the Full Cash Value is no longer used for taxation.

2018 Assessed Limited Value

\$259,433

2018 Limited Value

\$1,729,557

2018 Full Cash Value

\$2,246,191

2018 Net Assessment Ratio

15

2018 Legal Class

Secondary Owner

N/A

Physical Address

175 Kachina Dr

Check Digit

9

Assessor Acres ?

4.32

Subdivision Type

N

Fire District

Sedona FD

2017 Assessed Limited Value

\$247,080

2017 Limited Value

\$1,647,197

2017 Full Cash Value

\$1,915,345

2017 Net Assessment Ratio

15

2017 Legal Class



Our Mission: *Our Montessori school challenges each child to achieve excellence through an individualized program, which includes a schoolwide musical strings program. We inspire a passion for learning, instill a sense of personal responsibility, and cultivate a respect for the environment and involvement in the community.*

September 21, 2017

Dear Neighbor:

We are writing to let you know of some positive developments here at Sedona Charter School, located at 165 Kachina Drive. As the oldest charter school in Arizona we are entering our 23rd year of operations. We have been operating on our beautiful campus on Kachina Drive since November of 2001, with a conditional use permit (CUP) issued by the City of Sedona.

We are committed to being a good neighbor and an asset to Sedona. We appreciate the support the Kachina/Del Sol Condominium neighborhood and the greater Sedona community have shown us.

We give back to the community of Sedona in a variety of ways. Local residents enjoy using our property as a park when school is not in session. Our acclaimed musical strings students perform in large concerts as well as at senior homes and outdoor events. When they move on to Sedona Red Rock High School they give strength to the music program there. And of course, we provide an outstanding education for the Sedona students who attend school here. Many of our alumni return to Sedona Charter School to tell us how much their education here helped shape them into the hard-working, productive, creative, and peace-loving adults they have become.

We plan to continue developing our unique musical strings program. Nearly 80% of our students participate in this program. We also plan to add more programming in the performing arts. The performance arts help strengthen memory, empathy, collaborative skills, and of course creativity. To support our students in their growth, we need to provide a performing arts classroom with rehearsal space, a small stage, practice rooms, and additional classroom space.

We have decided to convert our existing covered playground into the new performing arts classroom. This area, which falls under our existing school roof, was always intended to be a space for future classroom expansion.

In order to create this new enclosed space we are proposing to amend our CUP to move our covered play area and its four pieces of play equipment to the south side of the campus. (See site plan.) We eventually plan to develop three separate play areas on the south campus land: the playground area, a basketball/volleyball court, and a fitness trail.

IMPORTANT: This amendment will *NOT increase traffic or student capacity*. The performing arts classroom is a pull-out classroom designed to better serve our *existing student capacity*.

We invite you to come tour our campus or to call me if you have any questions. Thank you.

Sincerely,

Alice Madar
Director, Finance and Administration
Sedona Charter School
928-204-6464
alice@sedonacharterschool.com



Our Mission: *Our Montessori school challenges each child to achieve excellence through an individualized program. We inspire a passion for learning, instill a sense of personal responsibility, and cultivate a respect for the environment and involvement in the community.*

April 30, 2010

Nicholas Gioello and Beth Escobar
Department of Community Development
City of Sedona
104 Roadrunner Drive
Sedona AZ 8633

Dear Mr. Gioello and Ms. Escobar:

Sedona Charter School seeks to renew and combine its Conditional Use Permits for 165 and 215 Kachina Drive, with an indefinite end date. The primary permit, for 165 Kachina Drive, has been in place for 10 years without incident. The permit for 215 Kachina Drive has been in place since 2007. Schools are an approved use within residentially zoned areas, with a Conditional Use Permit. The campus encompasses three parcels: the core campus (2.77 acres at 165 Kachina Drive), the pull-out classroom and residential rental home (.8 acre at 215 Kachina Drive), and our nature environment (.75 acre on Moki Drive)—a total of 4.32 acres.

ABOUT THE SCHOOL:

Founded in 1994, Sedona Charter School is the oldest charter school in Arizona. It offers a Montessori curriculum and has full membership status in the American Montessori Society.

Although it is chartered for a maximum enrollment of 200 students, Sedona Charter School does not anticipate enrolling more than 180 students on the Kachina campus in the current buildings.

The school serves students in grades K-8. Sedona Charter School is open to all elementary and middle school age children on a first-come, first serve-basis. The school has earned an outstanding reputation within the community, and its students consistently earn the school high rankings on standardized test results. The majority of its students attend Sedona Red Rock High School after completing eighth grade.

Sedona Charter School is non-profit (501-c.3.), and tuition free, with most of its annual operating funds derived from the state. *None of its income is derived from local property taxes or bonds.*

STUDENT POPULATION:

Sedona Charter School currently has 160 students enrolled. 114 students live within the 86336 zip code, within 7 miles of the school; 82 live within three miles of the school; and 19 are within 1 mile of the school. 13 students live in the Village of Oak Creek and 33 live in other parts of the valley. Nearly all students living outside Sedona have parents who work in the city.

Forty percent of the students qualify for free or reduced lunch, indicating economic disadvantage. 19 percent are minority, and 27 percent come from single-parent households.

TRAFFIC, ACCESS, AND PARKING

There are 38 designated parking spaces on the Sedona Charter School property. The access drive is one-way during pick-up so that parents can gather their children and cars can still pass without bottleneck. The ingress drive is on the east edge of the site and the egress to the west, minimizing the times spent in pick-up at the school site. The arrangement has the additional benefit of picking children up on the school side of the drive rather than the traffic side. The long U-shaped drive allows cars to wait to pick up children on the school property rather than on Kachina Drive.

For 10 years the school has had an arrangement with the library allowing all students to be dropped off in the morning at the library. They proceed on foot from the library to the school along a path maintained by the school. Sedona Charter School seeks the option to change this aspect of the Conditional Use Permit. The school requests permission starting in August 2010 to have the option of student drop off and pick up on its own property. In this scenario, morning drop off will follow the same plan as afternoon pick up. However, current plans are to keep morning drop off at the library. If the school opts to change drop-off to the school campus, the school will send notice to residents of the Kachina neighborhood.

Pick up utilizes the U-shaped drive along the East, North, and West sides of the school, beginning at 2:55 pm weekdays. A staggered schedule with pick up at 3:00, 3:15, and 3:30 has been implemented to minimize impacts in the afternoon. Over the course of 45 minutes, we typically have fewer than 60 vehicles traveling through campus for afternoon pickup.

Morning drop-off at the Sedona Public Library begins at 7:45 am and concludes at 8:35 am. Typically between 70 and 80 vehicles drop off during the 50-minute period, with no more than 5 vehicles at a time at the drop-off point. If the option to move drop-off to the Kachina Campus is exercised, the drop-off would remain staggered between 7:45 am and 8:35 am, thus having minimal impact on Kachina Drive in the mornings.

Last year during April and May the library parking lot was undergoing renovation. For a 6 week period, drop-off and pick-up occurred at the Sedona Charter School in the above-described manner. *This transpired without incident or complaint from the community or surrounding neighborhood. No back up of traffic occurred on Kachina Drive during the morning drop-off of students.*

Over the ten-year period that the Sedona Charter School has operated on Kachina Drive, neither the school nor the City of Sedona have received a complaint or objection from the community or surrounding neighborhood concerning traffic or parking.

DRAINAGE

Drainage ways and detention basins developed at the time the school was built remain in place.

WASTEWATER DISPOSAL:

The school constructed a sewer line from the campus to Dry Creek road, and tie into the Sedona sewer system. The new line allowed the Sedona Library to hook up as well.

SITE DESIGN:

The overall faun made by the buildings is a "U" shape around a central courtyard. Buildings define three sides of the courtyard. The fourth, north, side faces Kachina Drive and is screened by a berm, existing native trees, and new planting. The intent of the site design is to create a secure environment for young children and also to help contain some of the activity of the school. The buildings are oriented inward, with all of the doors toward the courtyard. The primary circulation routes from one building area to the next and to the principal play areas are screened from the neighborhood. There are many native trees on the site, and many new trees have been planted, creating a lush, green environment.

The school proposes to convert a flat, sandy play area on the southwest corner of the core parcel into a hardcourt area for sports such as basketball and volleyball. There are no homes adjacent to this corner.

BUILDING DESIGN:

Our intent was to build in keeping with the surrounding neighborhood. As a public building, the library was an appropriate precedent for design. The similarities between the buildings are both formal and material. Formal similarities include the structure of the building as a column and beam building with low walls and extensive glazing as infill between the columns. Gently sloped roofs and clerestory windows are also common elements. The palette of materials is inspired directly by the library building: sandstone-clad columns, stuccoed masonry walls, green asphalt shingle roofing, exposed laminated wood beams over large expanses of glass. The principal differences between the library and school buildings are that the library is two stories while the school is only one.

SUMMARY OF USES:

The school building accommodates the following indoor uses:

1. Normal classroom functions
2. School administrative functions
3. School materials storage
4. Bathroom facilities
5. Science and home economics projects
6. Art projects
7. Computer stations

The school site accommodates the following outdoor uses:

1. Playground activities on a staggered schedule.
2. Hard court activities using the gated parking areas as the playing surfaces
3. An outdoor classroom
4. An outdoor garden
5. A science/biology area
6. A sand play area with playground equipment
7. Walking access for both students and neighbors to the library
8. Proposed hardcourt play on southwest corner of core parcel (now sandy play)

LOG CABIN AND RENTAL HOUSE

The 215 Kachina Drive parcel encompasses a log cabin and small house that is used as a residential rental. The school plans to continue using the small house as a residential rental.

The log cabin, known as the Bennett-Purtyman cabin, is Sedona Historical Landmark number 17. It is the oldest log cabin in Sedona and the second oldest building. During the last 3 years, in preparation for using the cabin as a pull-out classroom, the school has refurbished the cabin: It has replaced the roof, reinforced the roof overhang on the front patio, removed an interior gas heater and a swamp cooler and replaced them with a streamlined interior electric HVAC unit. Eventually the school plans to convert the gravel parking area into a grassy play area (grass species to be pre-approved by City staff). The play area will be screened from the street by existing vegetation.

The school plans to use the cabin as a pull-out classroom during the school year, and possibly during the summer months. Student groups of up to 15 students could be accommodated in each of the two rooms. This use will not increase enrollment or school-related traffic at Sedona Charter School, as it is intended to be an adjunct classroom only.

In addition, the school may rent the cabin to small groups of up to 45 people for meetings or gatherings between the hours 4 and 9 pm on weekdays and 10am to 9 pm on weekends. Those using the cabin would use existing parking on the Sedona Charter School campus.

The current CUP allows the school to use the cabin as a residential rental if it has not been in continuous use as a classroom for more than 12 months. We plan to continue this plan of exploring the use of the cabin as a classroom, with the possibility of it reverting back to a residential rental if fiscal circumstances require.

SIGNAGE: No additional signage is anticipated. Current signs meet city requirements.

LIGHTING: Lighting complies with city standards. No additional lighting is planned.

MECHANICAL EQUIPMENT:

Mechanical equipment is ground-mounted and screened.

NEIGHBORS:

The nearest residential neighbor is approximately 150' from the central playground. Four neighbors are near the site in total. The Del Sol Condominiums are to the south of the site. Because evening activities are extremely rare, neighbors have peaceful evenings and weekends.

NEIGHBORHOOD NOTICE:

The school will send a letter to owners of homes within the surrounding neighborhood. The letter will explain that the school is seeking to renew its permits, and invite those interested to call with questions or visit and tour the school. A report of neighbor responses will be provided to City staff.

PLANNING EVALUATION:

- Schools are a permitted use with special conditions in residential districts. Sedona Charter School is adjacent to the Sedona library, and serves as a buffer between the multi-family Del Sol condominiums, the commercial radio station property, and the Kachina neighborhood which houses a number of small in-home businesses.

BENEFITS TO THE NEIGHBORHOOD:

- The school has made significant contribution to the improvement of Kachina Drive. In fact, more than 10% of the school's construction budget, about \$250,000, was spent by the school to bring Kachina Drive up to the Sedona city standard for streets and sidewalks. Sedona Charter School widened the road and installed sidewalks from Dry Creek Road to the western end of the school property. This has materially benefited both the town and the neighborhood, and the school is still paying off the loan, using dollars that would otherwise go into the classrooms.
- The school buried existing overhead utility lines adjacent to and through the site, creating obvious visual improvement to the neighborhood.
- The school improved the water capacity coming into the Kachina neighborhood.
- The school added a fire hydrant to the Kachina neighborhood.
- The school made a permanent pedestrian connection through its site, to the library and from there to the new Dry Creek Road sidewalk, allowing safe pedestrian travel for all walkers to the library and beyond.
- Local families use the school grounds on weekends for play, outings, and even picnics. A wedding was held at the school, a local orchestra uses one of the classrooms for weekly practices, and other small local groups have used the buildings from time to time.

2010

G-1



DEPARTMENT OF COMMUNITY DEVELOPMENT

Current Planning Division

104 Road Runner Drive

Sedona, Arizona 86336

Tel: 928-203-5044

Fax: 928-204-7125

TDD: 928-282-3113

bescobar@sedonaaz.gov

SUMMARY SHEET

Sedona Charter School

CUP2010-3

Conditional Use Permit

Action requested: Approval of permanent extension for the Conditional Use Permits for the Sedona Charter School and use of the Purtymun-Bennet Cabin as a pull-out classroom and for small community events.

Staff recommendation: Approval, with conditions

Parcel numbers: 408-02-077E, 078 & 079

Meeting date: July 6, 2010

Applicant: Sedona Charter School/Alice Madar

Project summary: Charter school serving grades K - 8 and use of a historic cabin as a pull-out classroom and small community events rental facility

Location: 175 & 215 Kachina Drive

Site size: ± 3.56 acres

Current Zoning: RS-35 (Single-family Residential)

Current land use: Charter school/Multi-family residential

Current SCP designation: Single-family low density & Public/Semi-public

	<u>Area zoning</u>	<u>Area land uses</u>
North	RS-35	Single-family residential/Kachina Subdivision
South	C-1 and RM-2	State lands/KAZM Radio Station/Del Sol Townhomes
East	CF	Sedona Public Library
West	RS-35	Single-family residential/Kachina Subdivision

Report prepared by: Beth Escobar, Associate Planner

Sedona Charter School Project Summary:

The Sedona Charter School has been in operation at this location since 2002. The school's charter is for 180 students, however enrollment usually is lower. For the school year 2009/2010 there were 160 students enrolled at the school. The school originally applied for a Conditional Use Permit and completed a Development Review for the school campus in 1999 (CUP99-6 & DEV99-13). Construction was completed in 2002. On September 4, 2007 the Planning and Zoning Commission granted an additional Conditional Use Permit to allow the school to use the historic Purtymun-Bennet Cabin, on a property adjacent to the school campus that the school leases, as a pull-out classroom and as a rental facility for small community events (CUP07-5). As part of this Conditional Use Permit, the school facilitated the Purtymun-Bennet Cabin becoming a historical landmark. On September 4, 2007 the Historic Preservation Commission recognized the Purtymun-Bennet Cabin as Landmark 17 on the City's Historic Survey. The Sedona Charter School is asking for a permanent extension of both Conditional Use Permits.

- Strengths:
 - o The Sedona Charter School has been in operation for eight years with no complaints or problems
 - o Use of the Purtymun-Bennet Cabin by the school helps to preserve the historic context of the building

- Weaknesses:
 - o None noted.

Recommendation:

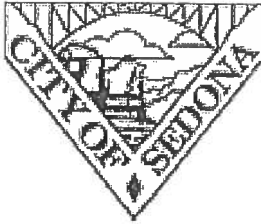
Staff is recommending approval with conditions.

Attachments:

1. Aerial Map
2. Vicinity Map
3. Letter of Intent
4. Drop-off & Pick-up parent handout
5. Citizen Participation Letter
6. Letters/emails received from nearby property owners

2010

6-3



Current Planning Division

STAFF REPORT

To: Planning and Zoning Commission

Through: John O'Brien, Director
Nicholas Gioello, Senior Planner
Department of Community Development

From: Beth Escobar, Associate Planner
Department of Community Development

Meeting date: July 6, 2010

Applicant: Sedona Charter School

Case number: CUP2010-3

BACKGROUND

The Sedona Charter School has been operating at the Kachina Drive location since the 2002/2003 school year under CUP99-6. The school completed an extensive Development Review (DEV99-13) prior to construction. In 2007 the school obtained an additional permit, CUP07-5, to use the Purtymun-Bennet Cabin as a pull-out classroom and event rental facility. Both of these Conditional Use Permits expired at the end of the 2009/2010 school year. The applicant is requesting a permanent renewal of both permits. Staff has combined the request into one application requesting approval for operation of the charter school and use of the Purtymun-Bennet Cabin by the school.

SITE CHARACTERISTICS

- The entire campus encompasses three parcels. Parcel 408-02-077E is approximately 2.9 acres and is the location of the main campus building and parking area. Parcel 408-02-079, southeast of the main campus, is approximately 0.69 acres and undeveloped. The school owns both of these parcels.
- Parcel 408-02-079 is approximately 0.85 acres and is the location of the Purtymun-Bennet Cabin and three other structures. The Cabin is currently rented out as a residence. One of the other structures is also used as a residential rental. The multi-family use has existed continuously from prior to incorporation so the parcel has legal, nonconforming status for a multi-family use. The school leases this property and is considering purchasing the parcel.
- All three properties are impacted by the 100-year floodplain. All drainage issues on the main campus parcel were addressed during construction of the school building.

DEVELOPMENT PROPOSAL

- The applicant is requesting a permanent Conditional Use Permit to continue operation of the

2010

G-4

Staff Report, Sedona Charter School/Purtymun-Bennet Cabin – CUP2010-3
Planning and Zoning Commission
July 6, 2010

Charter School for grades K-8 and to retain the ability to use the Purtymun-Bennet Cabin as a pull-out classroom and rental facility for small community events.

- Of the 160 students enrolled during the 2009/2010 school year, sixty-five percent of these students live within 5 miles of the school, 23 percent living within 20 miles and 12 percent live within 30 miles.
- The applicant is proposing to continue the operation of the school as established with two modifications:
 - o The school currently requires morning drop-off of students at the Sedona Public Library. School begins at 8:35, and the drop-off time is 7:45-8:20. Teachers meet the students at the drop-off point at the library and walk them to the school. This was proposed during the initial Conditional Use Permit hearing in 1999 in order to alleviate concerns regarding traffic congestion on Kachina Drive during the morning rush hour. During a 6-week period in April and May of 2009, drop-off of students occurred at the school due to a construction project at the library. No issues occurred during this time period. The school is requesting to have the option of changing their drop-off to the school property if they choose to, although for the next school year they are planning to continue to have the drop-off at the library.
 - o The school is proposing to convert a sandy flat area at the southwest corner of the parcel into a hardcourt play area.

Access

- Access to all three parcels is from Kachina Drive.
- Per the Conditional Use Permit for the Purtymun-Bennet Cabin, access to the Cabin is limited to the parking lot of the Sedona Charter School.

Parking

- There are 38 parking spaces on the school site. This is adequate for all school functions and for any small community events that may be held at the Purtymun-Bennet Cabin.
- There is an ADA pathway from the school parking lot to the Cabin.

Traffic Impacts

- The school campus is accessed off of Kachina Drive, a two-lane public road. This is an uncontrolled intersection. A traffic study was completed as part of the original review and the driveway access was designed to provide safe ingress and egress to the site.

Citizen Participation Report

- The applicant has met the requirements of Section 408 of the Land Development Code by sending an informational letter to all property owners within 1,000 feet. This letter included information about both the proposed hardcourt area and the option to allow students to be dropped-off on campus. Two letters in support from neighboring property owners have been received.
- Staff has received one phone call from a representative of the Sedona Gardens Home Owner's Association and they have no objection to the proposal.

2010

G-5

Staff Report, Sedona Charter School/Purtymun-Bennet Cabin – CUP2010-3
Planning and Zoning Commission
July 6, 2010

- At the time of this report no opposition to this proposal has been submitted to staff or the applicant.

COMMENTS AND CONCERNS

Community Development-Long Range Planning

- The Long Range Planning Division reviewed these Conditional Use Permit extension requests and has no objection or concerns.
- Per the original conditions of approval, the Purtymun-Bennet Cabin became a registered historic landmark in 2007.

Community Development – Current Planning

- Staff has no issues regarding this request for a permanent extension of the two Conditional Use Permits. The school has operated for approximately eight years and there is no record of any issues or concerns being raised by the public. Although the Purtymun-Bennet Cabin has not been used as a classroom or for small events, there was no neighborhood opposition expressed at the time this project went through the review process in 2007.
- The school has proven to be a good neighbor and staff has no objection to the request to allow for drop-off on campus. Condition of approval #2 has been included requiring the school to develop an alternative system if the drop-off on campus becomes a problem for the neighborhood.
- An extensive review of the site design and parking layout for the campus was completed during the Development Review and Conditional Use Permit process in 1999.
- In September 2007 the school was granted a Conditional Use Permit for the Purtymun-Bennet Cabin, located on a property adjacent to the school. This permit allowed the Cabin to be used as additional classroom space and as a rental facility for small (not more than 20 attendees) community events. Subsequent to approval of this Conditional Use Permit by the Planning and Zoning Commission, the Cabin received historic landmark status. However, due to financial restrictions, its use as a classroom has never been initiated. The Cabin is currently rented as a residential unit.
- As part of the approval for the Purtymun-Bennet Cabin Conditional Use Permit, the existing Bermuda grass in front of the cabin must be replaced by an approved groundcover from the Sedona Area Landscape Plant List in the Design Review Manual. This requirement is addressed in Condition of Approval #4.
- The use of the Purtymun-Bennet Cabin as a residential unit is a legal, nonconforming use since there are two residential units on this one parcel zoned for single-family use. Per Section 1204.02.B of the Land Development Code, this nonconforming use will be forfeited after 12 months of use as something other than a residence. This is included in the Conditions of Approval #5.
- At the time of the review for the Conditional Use Permit for the Cabin, it was determined that it was important that the existing landscaping that currently screens the Cabin from Kachina Drive remain. This requirement is addressed in Condition of Approval #6.

2010

G-6

Staff Report, Sedona Charter School/Purtymun-Bennet Cabin – CUP2010-3
Planning and Zoning Commission
July 6, 2010

City of Sedona Building Safety Division

- An inspection of the Purtymun-Bennet Cabin has been completed and it is approved for the intended use.

City of Sedona Engineering Department

- No comments.

City of Sedona Police Department

- No comments.

Sedona Fire District

- An inspection of the Purtymun-Bennet Cabin has been completed. A single-station smoke detector will need to be installed prior to occupancy of the Cabin as a classroom.

Yavapai County Health Department

- An inspection of the Purtymun-Bennet Cabin has been completed and it is approved for use as a classroom.

REVIEW, COMMENTARY and ANALYSIS

The following approvals are requested from the Planning and Zoning Commission:

CUP2010-3	Conditional Use Permit	Approval from the Planning and Zoning Commission.
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Compliance with Conditional Use Permit findings

Per Section 603.02.B.4, educational institutions are permitted in the RS-35 zoning district with a Conditional Use Permit. Section 402.06 of the Land Development Code requires that the following findings shall be made before granting a Conditional Use Permit:

- A. *That the proposed location of the conditional use is in accordance with the objectives of the Code and the purpose of the zoning district in which the site is located.*
- B. *That the granting of the Conditional Use Permit will not be materially detrimental to the public health, safety or welfare. The factors to be considered in evaluating this application shall include:

 - 1. *Property damage or nuisance resulting from noise, smoke, odor, dust, vibration or illumination.*
 - 2. *Any hazard to persons and property from possible explosion, contamination, fire or flood.*
 - 3. *Any impact on surrounding area resulting from unusual volume or character of traffic.**
- C. *That the characteristics of the use as proposed and as may be conditioned are reasonably compatible with the types of use permitted in the surrounding area.*

Staff Report, Sedona Charter School/Purtymun-Bennet Cabin – CUP2010-3
Planning and Zoning Commission
July 6, 2010

- D. *That the proposed use, as it may be conditioned, will comply with the applicable provisions of this Code, and other ordinances.*
- E. *That the proposed expansion or change of a non-conforming use (if applicable) is no more deleterious to other properties in the surrounding area than the existing use.*

In staff's opinion, the Sedona Charter School, and the school's proposed uses for the Purtymun-Bennet Cabin, are in complete compliance with the required criteria. The school has not had a detrimental effect on the neighborhood. The campus buildings were constructed and the school has operated within compliance of all applicable regulations. The historic landmarking of the Purtymun-Bennet Cabin and the preservation of the historic relevance of this structure is a major community benefit that will be shared with students and residents.

RECOMMENDATION

Based on compliance with all ordinance requirements and satisfaction of the Conditional Use Permit findings of the Land Development Code, staff recommends approval of case number CUP2010-3, Sedona Charter School/Purtymun-Bennet Cabin, subject to all applicable ordinance requirements and the attached conditions of approval.

Recommended Motion for Approval

I move to approve case number CUP2010-3, granting a permanent Conditional Use Permit for operation of the Sedona Charter School and use of the Purtymun-Bennet Cabin as a classroom and for community events, based on compliance with all ordinance requirements and satisfaction of the Conditional Use Permit findings and applicable Land Development Code requirements and the conditions as outlined in the staff report.

Alternative Motion for Denial

I move to deny case number CUP2010-3. (Please specify findings)

2010

G-8

Staff Report, Sedona Charter School/Purtymun-Bennet Cabin – CUP2010-3
Planning and Zoning Commission
July 6, 2010

CONDITIONS OF APPROVAL
SEDONA CHARTER SCHOOL/PURTYMUN-BENNET CABIN
CUP2010-3

1. The Sedona Charter School shall operate as described in the April 30, 2010 letter of intent requesting the renewal of the Conditional Use Permits, as well as the letter of intent dated July 10, 2007 describing the proposed use of the Purtymun-Bennet Cabin.
2. The school shall notify City staff if they implement an on-campus drop-off program. Any issues resulting from this change in drop-off procedure must be immediately addressed or the Conditional Use Permit may be revoked.
3. A building permit shall be obtained for the proposed hardcourt area.
4. Prior to commencement of the conditional use for the Purtymun-Bennet Cabin the applicant shall submit a letter stating the selection of a native or adaptive groundcover as listed in Appendix A of the City's Design Review Manual shall be planted instead of the Bermuda grass noted in the Letter of Intent.
5. After 12 months of continuous use as a pull-out classroom and community event facility, the legal, non-conforming use of the subject property as a multi-family residential unit shall expire.
6. The existing vegetation and landscaping along the northern property boundary of the property where the Purtymun-Bennet Cabin is located must remain and be properly maintained since it provides screening for the proposed play area. Any vegetation in this area that dies must be replaced within 60 days.
7. Within thirty days of approval of the Conditional Use Permit, the property owner of record of the subject property voluntarily agrees to sign and record a waiver acknowledging their waiver of any right to claim just compensation for diminution in value under A.R.S. §12-1134 related to the granting of this Conditional Use Permit.

2010

G-9

AGENDA

**CITY OF SEDONA
PLANNING AND ZONING COMMISSION**

**PUBLIC HEARING
TUESDAY JULY 6, 2010 5:30 P.M.**

Pursuant to ARS 38-431.02 notice is hereby given to the members of the Planning and Zoning Commission and to the general public that the Planning and Zoning Commission will hold a public hearing open to the public on Tuesday, July 6, 2010 at 5:30 p.m., in the City Council Chambers, located at 102 Roadrunner Drive, Sedona, Arizona. **NOTE: Times noted on the agenda are approximations only and may vary.**

The Order of Business shall be as follows:

(15 minutes 5:30-5:45 for agenda items 1-4)

- 1. Verification of Notice, Call to Order, Pledge of Allegiance and Roll Call
- 2. Commission/Staff announcements and summary of current events by Chairman/staff.
- 3. Approval of minutes for the following meetings:

Tuesday, June 15, 2010 (R)

- 4. Public Forum – for items not listed on the agenda within the jurisdiction of the Planning and Zoning Commission – limit of three minutes per presentation. (Note that the Commission may not discuss or make any decisions on any matter brought forward by a member of the public).
- 5. **CONSIDERATION OF THE FOLLOWING REQUEST(S) THROUGH PUBLIC HEARING PROCEDURES: (60 minutes 5:45 – 6:45)**

A. **Discussion/possible action regarding a request for a permanent extension of the Conditional Use Permits for the Sedona Charter School (CUP1999-6) and use by the school of the Purtymun-Bennet Cabin as a pullout classroom and a rental facility for small community events (CUP2007-5). Current zoning is RS-35 (Single-family Residential) and the properties are located at 175 and 215 Kachina Drive. The properties are further identified as Assessor's Parcel Numbers: 408-02-077E, 408-02-078 and 408-02-079.**

Applicant: Sedona Charter School
Case Number: CUP2010-3

B. **Discussion/possible action regarding a request for a Conditional Use Permit and Development Review to operate a jeep tour office and staging area, an outdoor grill with seating and a farmer's market with permanent booths, to operate seven days a week. The proposed project is located at 301 State Route 179, located on the north side of the intersection of State Route 179 and Portal Lane. The property is**

2010

G-10

CONDITIONS OF APPROVAL
SEDONA CHARTER SCHOOL/PURTYMUN-BENNET CABIN
As approved by the Planning and Zoning Commission
July 6, 2010
CUP2010-3

1. The Sedona Charter School shall operate as described in the April 30, 2010 letter of intent requesting the renewal of the Conditional Use Permits, as well as the letter of intent dated July 10, 2007 describing the proposed use of the Purtymun-Bennet Cabin.
2. The school shall notify City staff if they implement an on-campus drop-off program. Any issues resulting from this change in drop-off procedure must be immediately addressed or the Conditional Use Permit may be revoked.
3. A building permit shall be obtained for the proposed hardcourt area.
4. Prior to commencement of the conditional use for the Purtymun-Bennet Cabin the applicant shall submit a letter stating the selection of a native or adaptive groundcover as listed in Appendix A of the City's Design Review Manual shall be planted instead of the Bermuda grass noted in the Letter of Intent.
5. The school shall have an ADA policy stating that they will provide appropriate ADA access to the Purtymun-Bennet Cabin and add improvements as necessary.
6. The school shall obtain a right-of-way permit any time they propose placing barricades to control parking on Kachina Drive.
7. The applicant will continue to pursue an aggressive car pooling program to reduce vehicle trips.
8. Striping on the parking lot surface to delineate the direction of traffic circulation will be completed by January 1, 2011.
9. After 12 months of continuous use as a pull-out classroom and community event facility, the legal, non-conforming use of the subject property as a multi-family residential unit shall expire.
10. The existing vegetation and landscaping along the northern property boundary of the property where the Purtymun-Bennet Cabin is located must remain and be properly maintained since it provides screening for the proposed play area. Any vegetation in this area that dies must be replaced within 60 days.
11. Within thirty days of approval of the Conditional Use Permit, the property owner of record of the subject property voluntarily agrees to sign and record a waiver acknowledging their waiver of any right to claim just compensation for diminution in value under A.R.S. §12-1134 related to the granting of this Conditional Use Permit.

Matthew Kessler - Citizen Participation Plan

From: "Alice Madar" <alice@sedonacharterschool.com>
To: "Matthew Kessler" <MKessler@sedonaaz.gov>
Date: 1/9/2018 8:02 AM
Subject: Citizen Participation Plan
Attachments: 2017CUP.lettertoNeighbors.Playground.docx

Hello Matthew—

Regarding our Citizen Participation Plan, I have attached a copy of the letter that was mailed to all the neighbors in accordance with city requirements. We received the addresses from the City of Sedona. We received two calls from neighbors, both in the Del Sol neighborhood. One said he would appreciate whatever we could do to mitigate noise. The other was from the President of the Board of Del Sol. She is coming to take a tour with me this morning at 9am.

Alice Madar

Director, Finance and Administration
Sedona Charter School
[928 204-6464](tel:9282046464)
alice@sedonacharterschool.com

CONDITIONS OF APPROVAL

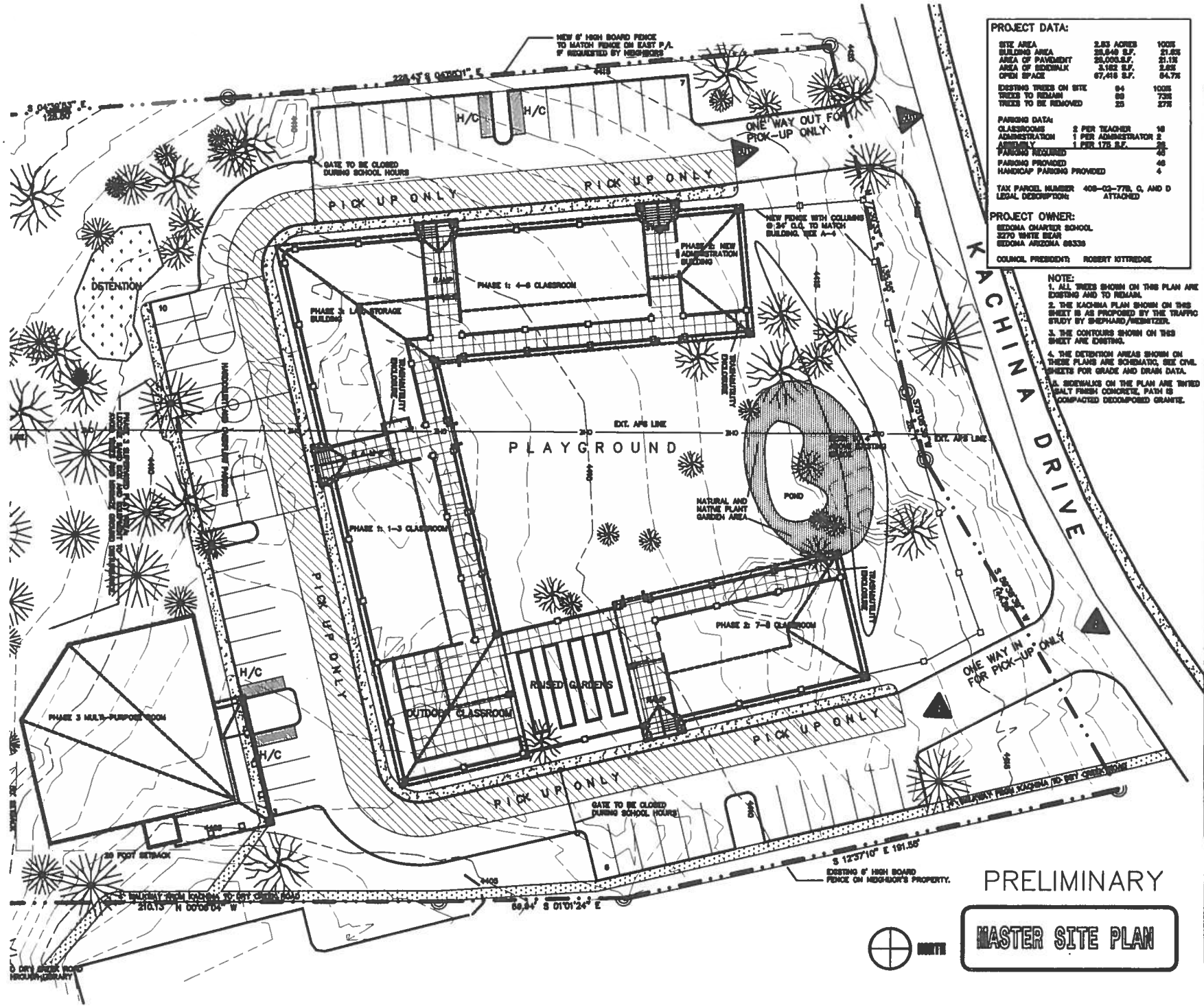
Sedona Charter School -- CUP99-16 and DEV99-13

1. The Conditional Use Permit approval shall be valid for a period of ten years and shall expire two weeks after the closure of the 2009/2010 school year. If the applicant chooses to continue operation of the Sedona Charter School on this property, then an application to renew the conditional use permit shall be submitted to the Department of Community Development by May 1, 2009. At that time the Planning and Zoning Commission shall reevaluate the school based on consistency with City ordinances and the conditions of approval.
2. The Development Review approval shall be valid for a period of one year and shall expire on December 7, 2000 provided that a valid building permit for phase 1 of the project has been issued and the project is under construction. Subsequent phases of the project shall be constructed in accordance with the phasing schedule provided by the applicant.
3. A maximum of 200 students shall be permitted at the Sedona Charter School.
4. Prior to the issuance of grading and building permits, the applicant shall satisfy the following conditions and provide written documentation of such compliance to staff:
 - A. Review and approval by the City Engineer of detailed grading, drainage and dust control plans and a comprehensive drainage report. The grading plan shall be amended to include the following revisions:
 - (i) The driveway entrance and exit width shall be reduced to 22 feet. This correction shall also be made on the architectural site plan and landscape plan.
 - (ii) The pick-up lane around the school shall be clearly identified on the plan with appropriate striping.
 - B. Alternative design studies shall be prepared for the proposed roadway improvements on Kachina Drive from the west property line to Dry Creek Road so that a determination can be made of the impact of those improvements on existing trees, driveways, grading and retaining wall needs, etc.. The location of the proposed sidewalk shall also be considered in this evaluation. These alternative design studies for Kachina Drive shall be submitted to the Director of Community Development and the City Engineer for review and approval.
 - C. Detailed construction plans showing the sidewalk to be constructed on White Bear Road and the sidewalk and drop-off area proposals on the Sedona Public Library property must be submitted for review and approval to the Director of Community Development and the City Engineer.

- D. All building and site plans submitted in application for a building permit must be in substantial conformance with the plans as reviewed and approved by the Planning and Zoning Commission. Proposed changes to the approved exterior building materials determined to be substantial by the Director of Community Development shall require reconsideration by the Planning and Zoning Commission at a public meeting.
- E. A detailed landscape plan shall be submitted and reviewed and approved by the Director of Community Development. Said plan shall substantially reflect the intent of the preliminary landscape plan as approved by the Planning and Zoning Commission.
- F. The site plan, grading plan and landscape plans must be carefully coordinated and all discrepancies resolved.
- G. A detailed lighting plan with lighting cut sheets of all exterior lights shall be submitted by the applicant, and reviewed and approved by the Director of Community Development.
- H. Drawings showing the placement and method of screening or painting of all mechanical equipment shall be submitted and reviewed and approved by the Director of Community Development.
- I. A Demolition Permit shall be obtained from the Department of Community Development prior to the demolition of the existing house.
- J. A Land Combination Permit shall be filed with the Department of Community Development.
- K. All easements required to allow the establishment of a permanent pedestrian access pathway along the east property line from Kachina Drive to the Sedona Public Library, and those easements required to be granted by the Sedona Public Library for the use of their property for a permanent pedestrian pathway shall be amended and established as necessary, and recorded. Copies of all required recorded easements shall be provided to the Director of Community Development.
- L. A copy of written authorization from the Sedona Public Library for the proposed drainage improvements required on the library property shall be provided to the Director of Community Development.
- M. Documentation must be provided showing that the owners of the properties to the west of the subject property are aware that 25 feet of their property will be necessary for the proposed Navoti Drive connector road.

5. Prior to the issuance of certificates of occupancy, staff shall verify that all construction is in substantial accordance with the plans as submitted, reviewed, and approved by the Planning and Zoning Commission, and meets the following conditions:
 - A. All on-site improvements shall substantially conform with the plans on which grading and building permits were issued.
 - B. Those buildings within the project that do not connect to the City wastewater system shall have been connected to the on-site effluent treatment and disposal system and an "Approval to Operate" shall have been granted by the Arizona Department of Environmental Quality and/or Coconino County Health Department (whichever has jurisdiction).
 - C. After notice is given to the applicant that wastewater service is available, all buildings shall be connected to the City of Sedona wastewater collection system and all applicable capacity and connection fees shall have been paid.
 - D. Installation of all proposed landscaping shall be complete and in accordance with the approved landscape plan.
 - E. All outside lighting shall have been installed in accordance with the approved plans. All lighting sources shall be aimed or shielded so that the direct illumination is confined to the subject property boundaries and so no light is directed above the horizontal plane. Staff shall conduct a night inspection and if deemed necessary, additional shielding will be required.
 - F. All new utility lines shall be provided through underground installation.
 - G. All mechanical equipment and trash receptacles shall be completely screened from surrounding areas by use of a wall, fence, landscaping or shall be enclosed within a building.
 - H. All requirements of the Sedona Fire Department shall have been satisfied.
 - I. The roofs on all buildings shall be painted or surfaced with a material with an LRV of less than 38%.
 - J. All areas of cut and fill shall be landscaped or dressed in such a manner as to reduce the potential for erosion.
 - K. Exterior paint samples shall be applied to large wall sections of the building for review and approval by the Planning and Zoning Commission and City staff.

- L. Applications for sign permits for all signs proposed in the project (including the directional signs to be placed at the entrance and exit on Kachina Drive) shall be submitted for review and approval by the Director of Community Development.
 - M. The pick-up lane around the school shall be clearly identified by appropriate striping.
 - N. An aggressive car pooling program to reduce vehicle trips shall be established and implemented, and documentation of the program provided to the Department of Community Development and the Planning and Zoning Commission.
 - O. School zone warning/caution signs shall be placed on Kachina Drive to the satisfaction of the City Engineering Department to alert motorists of the location of the school.
 - P. All approved improvements to Kachina Drive from the west property line of the school to Dry Creek Road shall be completed to the satisfaction of the City Engineer. The Sedona Charter School shall be responsible for 100% of the design and construction costs associated with the completion of the roadway improvements, including the sidewalk, on Kachina Drive.
6. All site and building lighting shall be turned off when the school is not in use.
7. A traffic circulation plan shall be given to all parents advising them of how to drop-off and pick up their children at the school. A copy shall be submitted to the Director of Community Development and the City Engineering Department for review and approval. Further the school shall be responsible for enforcement of the traffic circulation plan and to ensure that all parents follow the plan.



PROJECT DATA:

SITE AREA	2.83 ACRES	100%
BUILDING AREA	28,848 S.F.	21.8%
AREA OF PAVEMENT	28,000 S.F.	21.1%
AREA OF SIDEWALK	3,182 S.F.	2.4%
OPEN SPACE	67,416 S.F.	54.7%

EXISTING TREES ON SITE	84	100%
TREES TO REMAIN	80	73%
TREES TO BE REMOVED	25	27%

PARKING DATA:		
CLASSROOMS	2 PER TEACHER	18
ADMINISTRATION	1 PER ADMINISTRATOR	2
ASSEMBLY	1 PER 175 S.F.	2
PARKING REQUIRED		22
PARKING PROVIDED		46
HANDICAP PARKING PROVIDED		4

TAX PARCEL NUMBER: 408-02-776, C, AND D
 LEGAL DESCRIPTION: ATTACHED

PROJECT OWNER:
 SEDONA CHARTER SCHOOL
 275 WHITE BEAR
 SEDONA ARIZONA 86336

COUNCIL PRESIDENT: ROBERT KOTHEDE

- NOTE:**
1. ALL TREES SHOWN ON THIS PLAN ARE EXISTING AND TO REMAIN.
 2. THE KACHINA PLAN SHOWN ON THIS SHEET IS AS PROPOSED BY THE TRAFFIC STUDY BY SHEPARD/NEUMAYER.
 3. THE CONTOURS SHOWN ON THIS SHEET ARE EXISTING.
 4. THE DETENTION AREAS SHOWN ON THESE PLANS ARE SCHEMATIC. SEE CIVIL SHEETS FOR GRADE AND DRAIN DATA.
- A. SIDEWALKS ON THE PLAN ARE TYPED SALT FRESH CONCRETE. PAVEMENT IS COMPACTED DECOMPOSED GRANITE.

REVISION	BY

REVISION/ISSUE ADMINISTRATOR
 NO. 2. WEST GATE ST., SEDONA, AZ 86336

**PERMANENT FACILITY FOR
 SEDONA CHARTER SCHOOL**

DATE	10/13/99
SCALE	1" = 16'
DRAWN BY	
JOB	SCS-NA
SHEET NO.	

PRELIMINARY

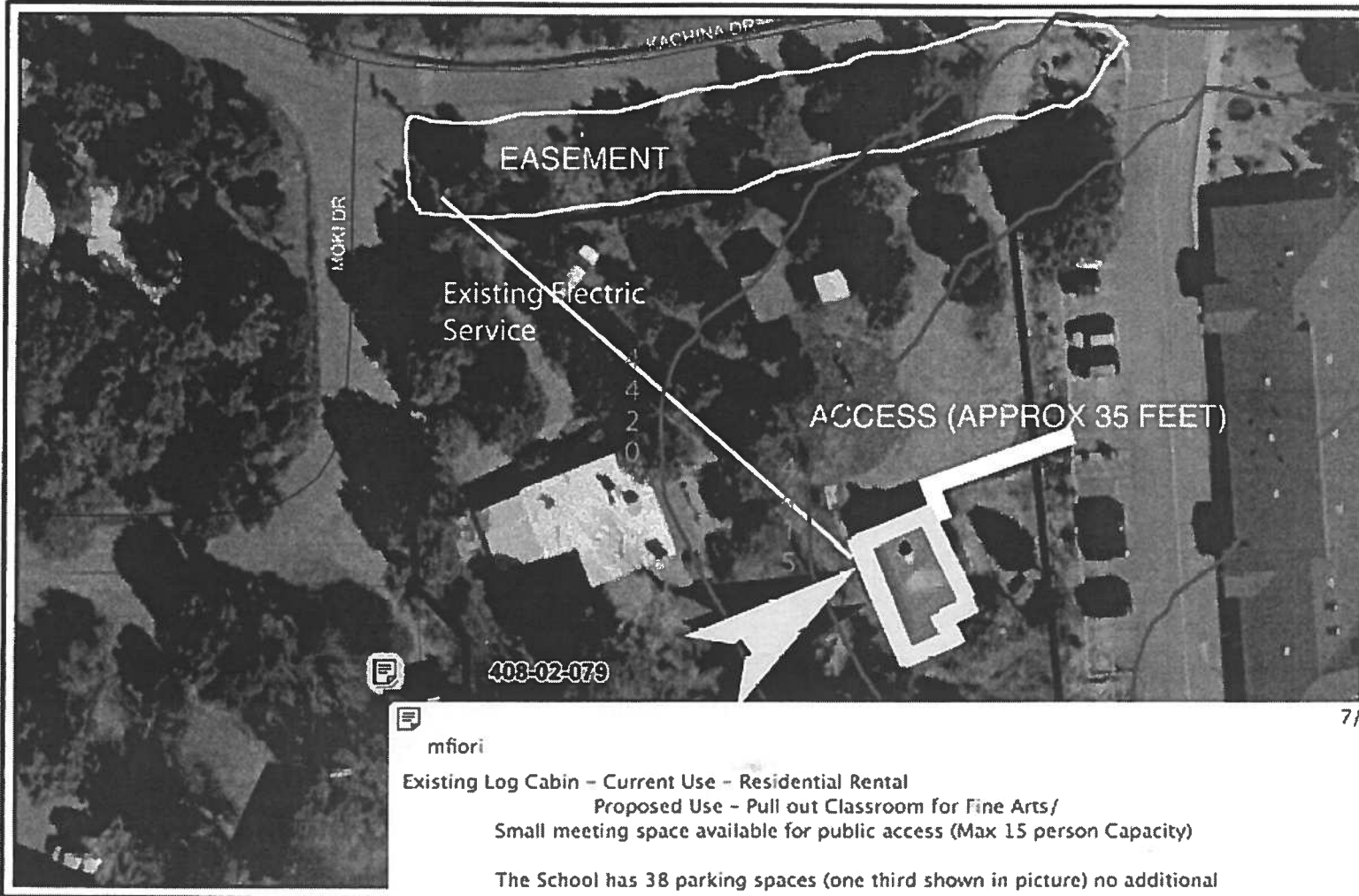
MASTER SITE PLAN



CONDITIONS OF APPROVAL
Purtyman-Bennet Cabin
CUP 2007-5

1. The Conditional Use Permit approval shall be valid for a period of three years and shall expire two weeks after the close of the 2009/2010 school year. At least 63 days prior to the expiration date, the applicant shall file a renewal application of the Conditional Use Permit. The Planning and Zoning Commission shall then reevaluate the pullout classroom and community event use based on consistency with City ordinances, the conditions of approval, and compatibility with the surrounding area. During this period, staff will complete annual reviews and assessments of the project to ensure that its operation is consistent with the Land Development Code requirements and applicable conditions of approval and that the use of the cabin as a pullout classroom and community event facility is not having a negative impact on the surrounding residential neighborhood.
2. The use of the Purtyman-Bennet Cabin shall be as specified in the Letter of Intent dated July 10, 2007.
3. After 12 months of continuous use as a pullout classroom and community event facility, the legal, non-conforming use of the subject property as a multi-family residential unit shall expire.
4. The Purtyman-Bennet Cabin shall be rented for use by groups of no more than 20 persons at one time.
5. An ADA acceptable pathway shall be constructed from the parking lot of the Sedona Charter School to the entrance of the Purtyman-Bennet Cabin prior to an issuance of a certificate of occupancy.
6. Prior to commencement of the use as a pullout classroom and community event facility, the Building Safety Division and Current Planning Division of the City of Sedona, and the Sedona Fire District Fire Marshall shall have completed an on-site inspection of the subject property.
7. Prior to commencement of the conditional use, the applicant shall have secured historic landmark designation for the Purtyman-Bennet Cabin.
8. Prior to commencement of the conditional use the applicant shall submit a letter stating the selection of a native or adaptive groundcover as listed in Appendix A of the City's Design Review Manual shall be planted instead of the Bermuda grass noted in the letter of Intent.
9. The existing vegetation and landscaping along the northern property boundary that provides screening for the proposed play area must remain and be properly maintained. Any vegetation in this area that dies must be replaced.

10. Prior to commencement of the conditional use, the non-conforming porch light shall be replaced with a conforming and fully shielded light fixture to the satisfaction of the Community Development Director.
11. Within thirty days of approval of the Conditional Use Permit, the property owner of record of subject property voluntarily agrees to sign and record a waiver acknowledging their waiver of any right to claim just compensation for diminution in value under A.R.S. §12-1134 related to the granting of this Conditional Use Permit.



Site Plan
 Parcel #408-02-079
 Sedona Charter School

0 12.5 25 Feet

- Parcel #408-02-079
- Parcel Boundary
- Road Centerline

North Arrow

Total Acreage
 Lot Coverage
 Parking Spaces
 38

7/2/07 3:54:11 PM Options

mflori

Existing Log Cabin - Current Use - Residential Rental
 Proposed Use - Pull out Classroom for Fine Arts/
 Small meeting space available for public access (Max 15 person Capacity)

The School has 38 parking spaces (one third shown in picture) no additional parking is planned.

Disabled Restroom facilities are available and accessible in the school building at the right edge of this picture.

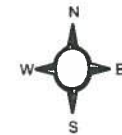
2010

G-10

CONDITIONS OF APPROVAL
SEDONA CHARTER SCHOOL/PURTYMUN-BENNET CABIN
As approved by the Planning and Zoning Commission
July 6, 2010
CUP2010-3

1. The Sedona Charter School shall operate as described in the April 30, 2010 letter of intent requesting the renewal of the Conditional Use Permits, as well as the letter of intent dated July 10, 2007 describing the proposed use of the Purtymun-Bennet Cabin.
2. The school shall notify City staff if they implement an on-campus drop-off program. Any issues resulting from this change in drop-off procedure must be immediately addressed or the Conditional Use Permit may be revoked.
3. A building permit shall be obtained for the proposed hardcourt area.
4. Prior to commencement of the conditional use for the Purtymun-Bennet Cabin the applicant shall submit a letter stating the selection of a native or adaptive groundcover as listed in Appendix A of the City's Design Review Manual shall be planted instead of the Bermuda grass noted in the Letter of Intent.
5. The school shall have an ADA policy stating that they will provide appropriate ADA access to the Purtymun-Bennet Cabin and add improvements as necessary.
6. The school shall obtain a right-of-way permit any time they propose placing barricades to control parking on Kachina Drive.
7. The applicant will continue to pursue an aggressive car pooling program to reduce vehicle trips.
8. Striping on the parking lot surface to delineate the direction of traffic circulation will be completed by January 1, 2011.
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10. The existing vegetation and landscaping along the northern property boundary of the property where the Purtymun-Bennet Cabin is located must remain and be properly maintained since it provides screening for the proposed play area. Any vegetation in this area that dies must be replaced within 60 days.
11. Within thirty days of approval of the Conditional Use Permit, the property owner of record of the subject property voluntarily agrees to sign and record a waiver acknowledging their waiver of any right to claim just compensation for diminution in value under A.R.S. §12-1134 related to the granting of this Conditional Use Permit.

Sedona Charter School



This map has been provided for informational purposes only and is not necessarily engineering accuracy. Every effort has been made to ensure this map is as accurate as possible. The City of Sedona shall assume no liability for the information contained on this map. Topographic information used is from 1989 & is not updated.

City of Sedona
102 Roadrunner Drive
Sedona, Arizona 86336
(928) 282-1154
<http://www.city.sedona.net>





City Of Sedona Community Development Department

102 Roadrunner Drive Sedona, AZ 86336

(928) 282-1154 • www.sedonaaz.gov/cd

PZ17-00015 (CUP) Sedona Charter School Amendment

Current Planning Comments

Reviewer: Matt Kessler, Assistant Planner

(928) 203-5090; mkessler@sedonaaz.gov

1. The submitted site plan show several proposed play area features. Please provide additional information on the following:
 - a) Shade structure over playground area, including height and materials.
 - b) Guide wire fence between playground and basketball court, including height and materials.
 - c) Fitness trail and associated rest areas, including potential equipment, materials, and trail surfacing and location.
2. Please specify whether any existing trees will need to be removed for the construction of the proposed play areas.