

**Summary Minutes**  
**City of Sedona**  
**Planning & Zoning Commission Meeting**  
**City Council Chambers, 102 Roadrunner Drive, Sedona, AZ**  
**Tuesday, July 17, 2018 - 5:30 p.m.**

**1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, & ROLL CALL**

Chair Losoff called the meeting to order at 5:30 p.m., led the Pledge of Allegiance and requested roll call.

**Roll Call:**

**Planning & Zoning Commissioners Present:** Chair Marty Losoff, Vice Chair Kathy Levin and Commissioners George Braam, Eric Brandt, Kathy Kinsella, Larry Klein and Gerhard Mayer.

**Staff Present:** Warren Campbell, Andy Dickey, Matt Kessler, Cari Meyer, Ryan Mortillaro, Robert Pickels Jr. and Donna Puckett.

**Councilor(s) Present:** Vice Mayor John Martinez

**2. ANNOUNCEMENTS & SUMMARY OF CURRENT EVENTS BY COMMISSIONERS & STAFF**

*There were no staff announcements.* Chair Losoff welcomed Karen Osburn to her first official meeting with the Commission.

**3. APPROVAL OF THE FOLLOWING MINUTES:**

- a. **June 19, 2018 (WS)**
- b. **June 19, 2018 (R)**
- c. **July 3, 2018 (R)**

The Chair indicated that he would entertain a motion to approve the minutes listed.

**MOTION:** *Vice Chair Levin so moved. Commissioner Klein seconded the motion. VOTE: Motion carried seven (7) for and zero (0) opposed.*

**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.)**

*Chair Losoff opened the public forum and, having no requests to speak, closed the public forum.*

**5. CONSIDERATION OF THE FOLLOWING ITEM THROUGH PUBLIC HEARING PROCEDURES:**

- a. **Discussion/possible action regarding a request for Preliminary Plat approval to allow for a nine (9) unit subdivision at 100 Racquet Road. The property is zoned RS-18a and is located at the northeast corner of Racquet Road and Salido Del Sol. APN: 408-11-243A Applicant: HD Hannah Development LLC (Michael Roberts) Case Number: PZ17-00016 (SUB)**

Matt Kessler referenced a couple of updates regarding this application. The first is an Addendum dated July 13<sup>th</sup> to the Citizen Participation Report submitted by the applicant. It was provided too late to place in the packet but offers an update on clarifying questions and positive feedback that the applicant received since the packet was sent out. The following two sheets are the most current draft of the Preliminary Plat, and due to a matching date stamp on multiple submittals of the application, there was an error and a previous version of the Plat was submitted in the packet;

however, the changes between the two versions are minimal and none were required by staff's comments. They were based on optional suggestions made by staff to better clarify the Plat's intent for future property owners and staff members when reviewing future building permits. All changes were highlighted – namely, the inclusion of non-vehicular access easements along lots 1 and 6, and on lot 8 a non-vehicular access easement was added along the frontages, and the intent was to control access to the roadway easements that they were providing, just to provide clarity when building permits come in. The other note that was suggested was showing the front property lines for the six lots along the shared roadway easement, so when the building permits come in, often times shared easements have some curved boundary and it can be difficult for staff to make that determination, and it is helpful when the Plat clarifies where the front property line is located for setback purposes, so the applicant included that as well..

Matt stated that regarding the minor changes, there were a couple of additional Conditions of Approval that staff added to the recommended motion, and they both revolve around this front setback note. It refers to Plat Note 2 on the previous page, when it should refer to Note 7, and then it also states that the setbacks should be measured from the middle of the easement, but it should be measured from the edge, so those two Conditions of Approval have been added in the recommended motion at the end of the presentation.

Vice Chair Levin asked if Matt is going to go back to access for each of the lots and Matt stated yes, he will cover where the lots will take access from. He then added that in addition to those changes the applicant is continuing to work to refine their engineering reports with Public Works and that usually continues through the building permit stages.

Matt noted that the Applicant, Luke Sefton, is available if you have any questions. He then provided an overview of the platting procedures and stated that the first stage - Pre-Application Conference was held in the fall of 2017, the second stage – Conceptual Review was waived per the Land Development Code Section 704.03, which allows for the director to do so on applications consisting of 10 or less lots and based on other considerations. The other consideration was that this subdivision was done with a Major Amendment that had exposure to the City Council, so meeting those required findings, the Conceptual Review was waived, which brings us to stage three that we are meeting for tonight – Preliminary Plat, and the Commission is tasked with making a written recommendation to the City Council.

Matt explained that if necessary, there will be a revised Preliminary Plat which will go through a staff review to ensure that any added Conditions of Approval are met before the Final Plat stage, which is stage 5 when City Council will take action. Stage three for the Preliminary Plat is the last stage that the Commission will be looking at it. Matt explained that the purpose of the Preliminary Plat is to facilitate the detailed planning submittal, the review of the Plat itself and to allow for comments from the Commission and the public to be considered by the City Council and the applicant prior to the stage that follows.

On a Vicinity Map, Matt showed the location of this parcel and the surrounding properties. He then stated that pre-1988, the property was developed as the Sedona Racquet Club for use by the neighborhood. He then provided an overview of the property's history covering 1991–2017 noting that in 2015-2016 a Major Community Plan Amendment and associated Zone Change application was submitted to change the Community Plan designation from Public/Semi-Public to Single-Family Low Density to change the Office Professional to RS-18a or Single-Family Residential. In 2017, the current owner applied for a Demo Permit to remove all site improvements, so it is vacant as of today.

Matt then provided an overview of the proposed nine-unit, single-family subdivision on approximately 4.43 acres or 2.03 units per acre. Matt then indicated that the interesting thing to note is that this property along with the existing Foothills South Unit IV Subdivision directly to the south originally comprised Tract A of the original Foothills South Subdivision, and the density of Unit IV as well as what they have proposed today comes out to exactly 2.00 acres.

Matt showed a Context Map showing the proposed Foothills South Unit V Subdivision and the context of the other surrounding units. Matt indicated that Unit IV is to the south, and he identified the original Tract A and the 2.00-acre density that they are proposing with those two together.

Matt stated that the current Community Plan designation is Single-Family Low Density, which permits a density of .5 to two dwelling units per acre. The current zoning is RS-18a that has a minimum lot size of 18,000 sq. ft. and minimum lot dimensions of 100 ft. x 100 ft. with a maximum of two units per acre.

Matt explained that there are no homes with this subdivision; this is purely for the division of the land. The building permits for the homes will be reviewed for all applicable requirements based on the code in place when they are submitted.

Matt showed a copy of the Preliminary Plat that matches the hard copy provided to the Commission and identified the six lots that are all to take access off the access easement with a turn-around, so it is one-way in and one-way out. He then pointed out the location of the non-vehicular access easements that ensure two lots will be taking access off the easement rather than additional curb cuts along Racquet Road. To the south, Lots 8 and 9 also share a common access easement, and non-vehicular access easements along Racquet Road and Salido Del Sol on the corner lot will ensure an access from the easements, so the only other lot is Lot 7 which will take access directly off Racquet Road, so there will be a total of three new curb cuts coming off of the existing streets to facilitate access to all nine lots.

Matt summarized that there will be three additional access points along Racquet Road and Salido Del Sol. The lot sizes range from just over 18,000 sq. ft. to 29,000 sq. ft., so all of those comply with the RS-18a development standards. The non-vehicular access easements will control access to those lots that may have alternate potential accesses.

Matt indicated that the submitted application was reviewed for all applicable subdivision requirements in Article 7, which includes access, traffic, grading and drainage, wastewater, etc.; the required findings that the Commission is tasked with when making a recommendation, and our analysis of those findings is provided in the packet, as well as the Subdivision Design Standards in Land Development Code Section 706, which has been done in a checklist that was provided in the packet, and that checklist shows that they comply with all applicable requirements in the design section. Matt added that not included in staff's review was the single-family portion, because they will be coming in for individual building permits for each of those residences, and staff will be doing an administrative level review for height, massing, lighting, etc. for each individual home with no public hearing.

Matt stated that the application was routed to all reviewing agencies, and staff held the internal review meeting. Public Works also provided comments, and the applicant completed their required notification to all property owners within 300 ft., and he believes they actually notified everyone in Foothills South even though some may have been outside of that radius. All the project documents were made available on the website, this public hearing was noticed in the Red Rock News, the property was posted, and staff completed our mailing as well.

Matt indicated that the result of the applicant's outreach was provided in the Citizen Participation Report in the packet as well as the Addendum he provided today. It was largely clarifying questions, and he doesn't believe they had any negative feedback. It was all either positive or wanting to understand exactly what was being proposed. Staff didn't receive any comments from the public.

Matt restated that to conclude with the Preliminary Plat stage, the Commission is tasked with making a written recommendation to Council who will act on the Preliminary Plat before going to the Final Plat stage, and staff is recommending approval, with conditions as highlighted in the packet plus two additional conditions, of the proposed Preliminary Plat. Matt stated that the two

additional conditions are to amend the Note 7 on sheet P-1 and to amend the front setback note on sheet P-2 to refer to the correct note. Matt then indicated that staff is available for any questions as is the applicant, and Chair Losoff asked the applicant to come to the table for any questions.

**Agent for the Applicant, Luke Sefton:** Mr. Sefton introduced himself and indicated that the owner Jon Moffitt is also present to answer questions.

**Commission's Questions:**

Commissioner Kinsella indicated that Public Works' review asked about the sight lines, and she is curious at what point that information is furnished. They said, "Please provide the total sight distance information at the intersection of the subdivision and Racquet Road, and she is curious as to when that happens. Luke Sefton stated that before they get the permits to construct, they will have to prove that, but he thinks he has already provided that; if not, he will. That is a requirement that staff has put on that.

Commissioner Kinsella then indicated that staff is going to review this at the point of building permits for the individual residences, but she is just curious, do we generally anticipate that building applications are imminent, and if so, do we have a general idea of the size of these residences? Matt explained that we don't require them to come in within a certain timeframe of this subdivision, but the applicant may speak more to that. Chair Losoff pointed out that for today's purpose, we are just talking about the Plat and anything else is for a later date or insignificant. We don't get into approving individual houses. Commissioner Kinsella noted that she prefaced it by saying she is just curious. Luke Sefton stated that as soon as they get the permits in to construct, then right behind that will be the application for these custom homesites.

Chair Losoff asked if there was a waiting list at this point, and Mr. Sefton said that everybody is waiting. There are a lot of people that want to get going on construction all over the place.

Vice Chair Levin asked how many total built homes are in the subdivision now, and Luke Sefton stated he believes there are about 100 to 110 lots. Vice Chair Levin then asked for staff's opinion regarding a reference on page 9 about a possible Forest Service connection, and Cari explained that was done during the Major Plan Amendment. It was a suggestion that came from the Commission or Council that it would be nice if the neighborhood and the Forest Service could provide something, but since it is a gated subdivision, there would be no public benefit, so staff's opinion would be that if it is something that could be worked out between the neighborhood and the Forest Service that would be a positive, but it doesn't have a great degree of public benefit.

Chair Losoff asked if that is something the developer or the city would take initiative on, and Cari replied that it would be the developer and they would have to work with the Forest Service. It is her understanding that they have had some discussions and haven't come to an agreement. Luke Sefton added that they also got a letter from the HOA saying Foothills South prefers not to have that access. Vice Chair Levin stated that she can appreciate that.

Commissioner Brandt asked if the non-vehicular access easements are so there is not a confusion as to what is a front setback and a side setback. Cari added where a driveway comes in and additional curb cuts on a street, so the intent is that if it comes through and they are showing easements, we want to ensure that people use those easements, and we have had some experience in the past where they didn't use them. It is a lot clearer to a future planner who wasn't involved in this process, so we like to see them on the Plat, so they are carried forward in the construction.

Commissioner Brandt commented that he designed a few houses in a subdivision and 10 years later found out that some of the lots had those easements, and it was just by luck that he put the driveway in the right spot, so he is suggesting that within the setback there be something like five feet that shows up as an easement, not just a line. Something more visible that people will see.

Commissioner Brandt then noted that the driveway to the north is to be constructed, but the driveway to the south is not. Mr. Sefton explained that the driveway on the north will be a full-paved road with curb, gutter and utilities. The road on the south will be cut in and right now that is all that is planned on that. Commissioner Brandt asked why one is improved and not the other, and Luke Sefton stated that they are trying to keep it more of a residential driveway. The Commissioner then asked who the first person is that bears the burden to build the driveway; it seems that if it is shared by three lots, it should be constructed.

Jon Moffitt, Developer, stated that they will develop the driveway and the road at the same time. All lots are pretty much improved and pretty close to current elevation at this point, so there is not a lot of improvements. When they did the demo, they tried to get it to pad level on most of the stuff through the demo process, so they can start building or getting the housing permits done as they get the roads in. The idea is to probably start road and houses at the same time. They have quite a bit of activity in that area; it is a very nice community, but to answer your question more directly, the way that flows, it will almost flow like driveways to each one. It will just be kind of a big area, the way you connect to those lots based on the elevations and how it comes off that road, because it kind of drops down in. It will just be a driveway. Luke Sefton asked Mr. Moffitt if he was building all the homes, and he stated yes, and Mr. Sefton added that they will be building the homes and selling them, so they will be responsible for putting in the driveway.

Commissioner Brandt stated that is great. It could be where you build half of them and somebody else picks up the reins. He asked, because he is just looking at possible pitfalls for the city of Sedona and all of a sudden, the people are arguing and blaming the city for not making them improve that, because now they have half of a driveway and one wanted it to be brick and one wanted asphalt, etc.

Commissioner Brandt then indicated that it seems that there are some steep slopes on the property, but you are excavating the pads level. He then asked if it is correct that they are making some of the slopes even steeper; he has never see a 3-D like the green drawing on page C-7 that is the grading.

Luke Sefton explained that he was trying to provide a visual of what is happening there. Commissioner Brandt then asked if that is going to put some of the lots in a well, and why they are doing it in the first place. Luke Sefton explained that a couple of lots are actually coming up a little, cutting back on the southwest side, but filling in elsewhere. There is a big drop off, so they are trying to fill in and tier it down. Overall, they are balancing the site, but it is in a big hole and it was in a deeper hole, so they are trying to balance that a little. He thought they were trying to not do what you were saying or at least balance it. He identified where there will be more of a slope but indicated that right now it is vertical. The Commissioner asked if the steep slopes are 1:1, and Mr. Sefton said no, he wouldn't go over 2:1 and a lot of times he tries to keep everything at 3:1. The Commissioner then added that the steeper slopes are not going to let things grow on them, but he sees that this is a fairly unusual subdivision on impacted land, brownfield maybe – greenfield, it was clay courts. Mr. Sefton stated it was painted.

Commissioner Mayer asked if the steep slope is a retaining wall and Luke Sefton stated that there is a retaining wall in there - castle stone. The Commissioner then asked about a leach field from the east side, Chair Losoff again commented that we want to keep our comments to the Plat; however, Commissioner Mayer explained he was asking it if was taken care of during the demolition. Mr. Sefton indicated that he could look into it; he did not know that. Cari indicated that she believes the Racquet Club was connected to the sewer, but Commissioner Mayer stated not at that time.

Commissioner Braam asked if there were any special erosion provisions happening at the site, since it is within one-quarter mile of Oak Creek. Luke Sefton explained that each individual lot would have to do its own storm water. The drainage does come down and around, so they are adding some berms, but there is a drainage and bunch of culverts, so when there is a huge runoff,

they got lucky in that there is a big drainage that takes all the water. When they do this and remove the clay courts, they are actually increasing the impermeable area for the site and making it better.

*Chair Losoff opened the public comment period at this time.*

**Stuart Berman, Sedona, AZ:** Mr. Berman stated that he is the owner of the property that is along the back side of the development on the right side. His concerns were if you are going to have a permanent wall of some sort that nobody is going to fight over, and we are going to get a reasonable look to it, and along that area what is the designation for setbacks? Is that going to be a backyard backing up to his property or is it going to be a front yard or a side yard which might be a substantially smaller division before we get to the house? Is there some overall designation for how they will be handled especially for this unusual set-up they have? The other thing he is concerned about is a lot of water comes in those areas at certain times, and he presumes the city is looking at the drainage issue from that property, because if it gets pretty heavy, it is hard to get out of his property. He then pointed out that his home is the first one on the right-hand side.

**Bonnie Golub, Sedona, AZ, President of the Foothills South Owners Association:** Ms. Golub stated that she has a letter on behalf of the Board of Directors in consideration of this application. It has been reviewed by their Architectural Control Committee and their Planning and Operations Committee. They are happy to report that they are very pleased with the planning and details of this application, and they are supportive of it moving forward. The subdivision into nine house lots is consistent and supportive with all of our CC&Rs and conforms beautifully to the surrounding property configurations. It will be a very welcome addition for them. Then to make life easier for you, she handed out a letter to the Commissioners and stated that the red square is Tract A, and if you look just above that, there is a flag lot off of the circle that was originally Tract B, and that is the leach field. In 1996, the entire subdivision was converted to sewer and that leach field was remediated by the city and converted into a house lot, and there is a house on that. There is no more leach field so in case the language brought up is of any confusion that answers it. There is no Tract B and no leach field, and it was never a part of the Sedona Racquet Club itself.

**Harry Christie, Sedona, AZ:** Mr. Christie indicated that he is having a hard time reading that Plat, but it appears to violate the CC&Rs of Foothills South, specifically item 2.3 of the CC&Rs that states that there must be a 30 ft. setback from any lot line, any tract line or any road. It appears that those 30 ft. setbacks are not there. Why is this important? The vast majority of people in Foothills South purchased their home there or built there because of the 30 ft. setback. They like the appearance of the distance between homes and how their house sets on the lot, and that was a big deal for most people including him. He would ask that you insist that they follow the CC&Rs and have the setbacks that are required. If you need a copy of the CC&Rs, he would be happy to give them to you.

**Savas Sosangeles,** Mr. Sosangeles stated that he is on the board and the members are here, and most of them are for architectural. He has been working closely with Luke, and he wants to thank Harry for his concern on the 30 ft. setbacks. That is their primary concern with this project and he has beat into Luke's head about the 30 ft. setback, so he doesn't think that will be an issue, but that is their concern. A few other concerns are set for another time, but if they had any other issues besides that 30 ft. setback, they would have been presented tonight, so as far as they know, there are no other issues besides that 30 ft. setback, so there is not much more that he can say on that. They appreciate your time and support this project 100%.

**Dave Vanderwater, Sedona, AZ, Treasurer of the HOA:** Mr. Vanderwater stated that he would like to clarify that one of the Commissioners asked how many lots there are in Foothills and currently there are 196 lots and with these nine, there would be 205; approximately one-half of them are built.

*Having no additional requests to speak, Chair Losoff closed the public comment period.*

**Summary Discussion:**

Luke Sefton stated that they will comply with the city and HOA's CC&Rs on the setbacks. Chair Losoff asked about the issue with some of the front yard, backyard setbacks, etc., and Mr. Sefton pointed out the property in question and explained that there is a note on the Plat showing the front yard of the two lots. Chair Losoff asked if there will be some landscape or wall to give a little privacy, and Mr. Sefton indicated that one is not planned at this time. The Chair then asked if there should/could be, and Luke Sefton stated that is usually between the residents. Cari added that there is no requirement for a wall. If they want to build one, we would work with them to get a fence wall permit. Mr. Sefton then explained that there is a drainage and utility easement in that area. Chair Losoff reminded himself that we are just talking about the Plat. When it comes time to build, the developer can talk with neighbors and see how things flow.

Commissioner Kinsella thanked Mr. Sefton for saying that he would comply with those CC&Rs and the 30 ft. setback. She then asked if that is going to be part of the approvals. Cari explained that we don't review for CC&Rs. What you are seeing is just the lot lines, and setbacks are not going to be shown on this Plat, but we are still going to be reviewing for them. We would review for the city setbacks, but the HOA setbacks are more restrictive. You do not see setback lines on there, but that doesn't mean that staff is not going to enforce setbacks when permits come in.

Commissioner Kinsella stated that it is refreshing that that is the only concern coming forward, and she just loved the report that showed compliant, compliant, compliant, and you can see there was a lot of cooperation with staff, and she appreciates that.

Commissioner Brandt indicated that he saw a document that did have the setbacks, and Cari stated that some plats will include building envelopes, and she believes that Unit 4 did. What we experience with that is, because the CC&Rs are more restrictive than the city setbacks, they put the CC&Rs on there, and then when people wanted to build a patio, we can't approve it, because it was on that plat as a restricted building envelope, so there are some cases where, especially in Unit 4 where there was some desire to have a patio outside of that envelope, but because of the notes on that plat and the building envelope, we couldn't approve it, so we suggested removing those and saying that they are going to comply with setbacks to provide more flexibility if that is the desire of the HOA. The Commissioner then stated that when he reviewed it, he thought he saw them, but he had to reload this at the beginning of the meeting, and now they are not on there, so he wondered if he was dreaming. He saw the right lot configuration, because he remembered thinking that only leaves 70 ft., so what can you build there, and he looked at other plans he had drawn and saw that you could chop that garage off and put that house there, so he must have come up with that somewhere and that is why he thought they were 30 ft. setbacks showing.

Commissioner Brandt then asked if that would answer the question of the gentleman that lives next door; there would be a 30 ft. setback to his property line. Mr. Sefton stated that they will follow the CC&Rs of the subdivision and that is where it gets difficult, because if we put them on there, they have had it with other HOAs that change something, because they had a drainage easement or something, it enacts the city to enforce the HOA's CC&Rs, and the HOA loses control over enforcing their own CC&Rs, so that is why they went there, but these plans have to go before the HOA for approval before they can construct, so they will have to approve those setbacks.

Commissioner Brandt then repeated his question about the gentleman that owns the property next door just outside of the subdivision, and Mr. Sefton stated yes in that instance.

Chair Losoff stated that the main concern seems to be the 30 ft. setback, but the bigger concern is the Homeowners' Association has their rules and regulations, and you are saying you are going to comply so that should put some of these issues to rest.

**MOTION: Commissioner Kinsella moved to recommend to the Sedona City Council approval of the proposed Preliminary Plat as set forth in case number PZ17-00016 (SUB), Foothills South Unit 5, based on compliance with all ordinance requirements and satisfaction of the Subdivision criteria and applicable Land Development Code requirements and the conditions as outlined in the staff report, and as amended to:**

- **Amend Plat Note 7 on Sheet P-1 to state that the front building setbacks be measured from the edge of the access easement, and**
- **Amend the front yard setback note on Sheet P-2 to refer to Plat Note 7.**

**Commissioner Mayer seconded the motion.**

Commissioner Brandt stated that he found it. It was on the Preliminary Plat that the 30 ft. setbacks were shown. He is on page 31 of 76; it was on the Preliminary. Cari explained that it was part of the letter that the applicant sent as part of their Citizen Participation Plan showing where the setbacks would be, but on the actual Plat that you are making a motion on, they don't have those.

**VOTE: Motion carried seven (7) for and zero (0) opposed.**

## **6. FUTURE MEETING DATES AND AGENDA ITEMS**

- a. Tuesday, August 7, 2018; 3:30 pm (Work Session)**
- b. Tuesday, August 7, 2018; 5:30 pm (Public Hearing)**
- c. Tuesday, August 21, 2018; 3:30 pm (Work Session)**
- d. Tuesday, August 21, 2018; 5:30 pm (Public Hearing)**

Cari asked to skip the August 7<sup>th</sup> date and discuss August 21<sup>st</sup>, because that might affect August 7<sup>th</sup>. On August 21<sup>st</sup> in the work session, we will be talking about the Oak Creek Heritage District for the Land Development Code update at the 3:30 p.m. work session. At the 5:30 p.m. public hearing, we have two items -- the Arizona Water Company tank and the other is the Subdivision application for the Habitat project to allow them to sell them, but staff thought it might be beneficial to have a site visit to the water company's tank site and maybe August 7<sup>th</sup> might work, because there is nothing else on the agenda, or we could find a separate time, but we would like to do it before August 21<sup>st</sup>.

Commissioner Klein indicated that the Commission should have a site visit and the Chair agreed. Vice Chair Levin asked if it could be done on the same day, but the Chair said there is a lot going on, and he would just as soon have it on the 7<sup>th</sup>.

Commissioner Kinsella indicated she would prefer for it to be moved off the 7<sup>th</sup> and Vice Chair Levin indicated that she would not be present on the 7<sup>th</sup>. Commissioner Kinsella stated that if it is on the 7<sup>th</sup>, she will be here if there is something happening, but if that is the only thing, she would rather not have to be here for it. Commissioner Braam stated that he is flexible, and Commissioner Mayer indicated that he would go with the flow. Commissioner Kinsella then stated that if it was earlier than the work session that would work for her, but Commissioner Mayer stated that wouldn't work for him.

Chair Losoff then asked how much discussion was going to be on the Heritage District, and Warren replied a fair amount, because it will be a new Zoning District, so we would want to capture what that CFA wants to implement. Chair Losoff stated that is one of the reasons that he doesn't think we can combine it that day.

Vice Chair Levin asked if it is an action item and Warren explained that it will be noticed for discussion and possible action, because in previous meetings on the Land Development Code, you wanted to take action and we didn't have it noticed for that, so we are going to have it noticed and if we are not prepared to take action, we will continue it. Karen Osburn pointed out that we have done site visits in smaller groups that does not constitute a quorum and that would be something we could potentially do in this case.

Chair Losoff again said we could just schedule a site visit on the 7<sup>th</sup>, and if somebody can't make it, they can do it individually before the 21<sup>st</sup>. Commissioner Kinsella wanted to know how long the site visit would be, and Warren stated that as a group, we meet here, commute there and back, so he would estimate about one and one-half hours. The Chair added that it wouldn't be a lot of details; it will just be a generic look at it to get a feel for the land. If Commissioners can't make it on the 7<sup>th</sup>, schedule a time with staff before the 21<sup>st</sup>.

Commissioner Brandt asked if the submissions have been done, and Cari stated that the submission is on the website, but we haven't finished the Staff Report. You can look at the documents at SedonaAZ.gov/projects. Commissioner Brandt asked if anything will be added and Cari stated no.

Commissioner Mayer asked if he could go by himself, and Warren added that we are expecting revisions and they would be uploaded next week. Chair Losoff indicated that by going alone, you might encounter the residents, etc., and it is awkward to have any conversation. We've had that problem in the past. Commissioner Brandt noted that was at existing businesses where people were working, or the neighbors came out.

Vice Chair Levin asked if there would be a pole on the property to indicate the height and location of the tank, and Cari stated that she didn't believe so, but we can ask the applicant.

Chair Losoff stated that the Commission will have a site visit on August 7<sup>th</sup> at 3:30 p.m. and if anyone can't make it, make arrangements with Warren for an individual tour. Warren noted that generally we meet in the lobby, but it will be noticed and we will let you know. Commissioner Kinsella asked about meeting at the site, and Warren explained that we can call it to order and note that you joined us at the site.

**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.**

*No Executive Session was held.*

**8. ADJOURNMENT**

Chair Losoff called for adjournment at 6:26 p.m., without objection.

I certify that the above is a true and correct summary of the meeting of the Planning & Zoning Commission held on July 17, 2018.

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Donna A. S. Puckett, *Administrative Assistant*

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Date