

AGENDA

City of Sedona Planning and Zoning Commission Meeting

5:30 PM

Tuesday, April 2, 2019

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, April 2, 2019, 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. March 5, 2019 (WS)
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 ITEM THROUGH PUBLIC HEARING PROCEDURES:
 - a. Discussion/possible action regarding a request for a Conditional Use Permit to allow the operation of a child day care program at the Church of the Red Rocks, located at 54 Bowstring Drive. The property is zoned Single Family Residential (RS-18) and is located northwest of the intersection of Bowstring Drive and State Route 179. APN: 401-25-037C Applicant: Shandra Ryan, Case Number: PZ19-00001 (CUP)
6. FUTURE MEETING DATES AND AGENDA ITEMS
 - a. Tuesday, April 16, 2019; 3:30 pm (Work Session)
 - b. Tuesday, April 16, 2019; 5:30 pm (Public Hearing)
 - c. Tuesday, May 7, 2019; 3:30 pm (Work Session)
 - d. Tuesday, May 7, 2019; 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: March 28, 2019 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.

The mission of the City of Sedona government is to provide exemplary municipal services that are consistent with our values, history, culture and unique beauty.

MEETING LOCATION:
CITY HALL COUNCIL CHAMBERS
102 ROADRUNNER DR, SEDONA, AZ

Staff Report

PZ19-00001 (CUP) Sedona Creative Child Care Club
Summary Sheet



City of Sedona

Community Development Department

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

Meeting Date: April 2, 2019
Hearing Body: Planning and Zoning Commission
Action Requested: Approval of a Conditional Use Permit
Staff Recommendation: Approval, with conditions, of a Conditional Use Permit
Location: 54 Bowstring Drive (Church of the Red Rocks)
Parcel Number: 401-25-037C
Applicant: Shandra Ryan
Site Size: ± 4.53 acres
Zoning: Single Family Residential (RS-18)
Current Land Use: Religious Assembly (The Church of the Red Rocks)
Current SCP Designation: Single Family Low Density

	<u>Area Zoning</u>	<u>Area Land Uses</u>
North:	RS-10, RS-18	Single Family Residential
West, South, East:	RS-18	Single Family Residential

Report Prepared By: Matt Kessler, Associate Planner

Project Summary:

The applicant is requesting approval of a Conditional Use Permit (CUP) to allow for the operation of a child day care program at an existing religious assembly (church) facility.

Attachments:

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2. Application Packet	
a. Letter of Intent and Small Documents	13
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3. Agency Comments.....	22
4. Conditions of Approval, CUP2006-3.....	23

Staff Report

PZ18-00001 (CUP) Sedona Creative Child Care Club



City of Sedona

Community Development Department

102 Roadrunner Drive Sedona, AZ 86336

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PROJECT DESCRIPTION

The applicant is requesting approval of a Conditional Use Permit (CUP) to allow for the operation of a child day care program at an existing religious assembly (church) facility. Sedona Creative Child Care Club (SCCCC) is proposing to provide a primarily after school child care program at The Church of the Red Rocks. The submitted letter of intent states that the program will accommodate approximately 15-20 children between the ages of 5 and 12, and will utilize the church's existing Learning Center when not in use by other church functions. The standard hours of operation would be 3:00 PM to 9:30 PM Monday, Tuesday, and Thursday, and 1:00 PM to 6:30 PM on Wednesday and Friday. During seasonal school breaks, the hours would be from 9:00 AM to 5:00 PM. As the church's peak hours occur Sunday morning and early afternoon, the applicant indicates that the hours of operation of SCCC and any generated traffic will not interfere with existing church activities.

BACKGROUND

Requirement for a Conditional Use Permit

The Church of the Red Rocks received a Conditional Use Permit in 2006 to operate a religious institution (CUP2006-3). Conditions of approval for this CUP are provided as Attachment 4. Condition #1 states the following:

*Development of the subject property shall be in substantial conformance with the applicant's representations of the project, including **the letter of intent, amendments to the letter of intent**, and all supporting documents including site plans, architectural sketches, elevations and color board as reviewed, modified, and approved by the Planning and Zoning Commission. (Emphasis added)*

Based on this condition, any changes to the use must be determined to be in substantial conformance with the use as approved under CUP 2006-3 unless an amendment to the CUP is approved.

The original Letter of Intent (dated July 31, 2006) and the Supplement to Original Letter of Intent (dated September 7, 2006), are the primary documents that outline what is permitted under the current CUP.

In the Supplement to Original Letter of Intent, under "Proposed Use of the Proposed Addition" on page 1, the letter states that the use will be for "Administrative offices for the Church, a kitchen for church use, and 5 classrooms for church Sunday School use. **In the event that it is later decided to make a 'day school' of the classrooms, it is understood that a separate Conditional Use Permit would be required at that time.**" (Emphasis added)

Based on this statement and the requirement that the use of the property be in substantial conformance with the applicant's representations of the project, including the letter of intent and amendments to the letter of intent, it was determined that the proposed use of a day care requires a new CUP.

SITE CHARACTERISTICS

- The property is located northwest of the intersection of Bowstring Drive and State Route 179, and the terminus of Crest Drive ([See Attachment 1](#)).
- The property currently operates as a church facility.

DEVELOPMENT PROPOSAL

- The applicant is applying for a CUP to allow for the operation of a child day care program at an existing church facility.
- The program would take place within the existing Learning Center facility within the church.
- A site plan of the property and floor plan of the Learning Center were submitted by the applicant and are included in [Attachment 2.b](#).

Access, Traffic, and Parking

- Access to the site is off of Bowstring Drive and Crest Drive. This application will not impact any existing access.
- The proposed hours of operation will not overlap with existing church functions.
- The existing church parking lot has sufficient parking for the church, which is vacant during the proposed hours of operation and will be more than sufficient for the needs of the child care facility.

Public Input

- The applicant completed a Citizen Participation Plan and did not receive any responses. A copy of the Citizen Participation Report is attached as [Attachment 2.c](#).
- Staff completed the public notification for this project. As of writing this report, Staff has not been contacted by any members of the public regarding this project.

COMMENTS AND CONCERNS

All internal and external review agencies were given an opportunity to review this application. Comments were received from the following review agency:

- Sedona Building Safety

All comments have been addressed by the applicant or incorporated into the recommended Conditions of Approval as provided at the end of this report. It should be noted that the State of Arizona will have review authority over the establishment of a child day care facility at this site. Staff has suggested, if approved, a condition of approval that the applicant receive all state and/or federal licensing approvals prior to the operation of the child day care facility.

REVIEW, COMMENTARY, AND ANALYSIS

The following action is requested from the Planning and Zoning Commission:

- Consideration of a request for a Conditional Use Permit

Discussion (Conditional Use Permit)

Table 3.1 of the LDC lists “Day Care” as a conditionally permitted use in the RS-18 zoning district, and as such is subject to the findings stated in LDC Section 8.3.E(5): Approval Criteria Applicable to all Applications. The criteria as noted in Section 8.3.E(5) are:

A. Generally

1. Unless otherwise specified in this Code, City review and decision-making bodies shall review all development applications submitted pursuant to this article for compliance with the general review criteria stated below.
2. The application may also be subject to additional review criteria specific to the type of application, as set forth in sections 8.4 through 8.8.

3. If there is a conflict between the general review criteria in this section and the specific review criteria in sections 8.4 through 8.8, the applicable review criteria in sections 8.4 through 8.8 control.

Staff Evaluation: *Staff and Reviewing Agencies has evaluated the submitted application materials. As conditioned, the proposal complies with all applicable review criteria. There are no additional review criteria specific to this type of application.*

B. Prior Approvals

The proposed development shall be consistent with the terms and conditions of any prior land use approval, plan, or plat approval that is in effect and not proposed to be changed. This includes an approved phasing plan for development and installation of public improvements and amenities.

Staff Evaluation: *This property has a prior approval to operate as a church. That proposal specifically stated that if a day care were proposed in the future, a new CUP would be required. As a day care is now being proposed, a new CUP has been applied for. As no construction or site improvements are proposed, no phasing plan is required or provided.*

C. Consistency with Sedona Community Plan and Other Applicable Plans

1. Except for proposed subdivisions, the proposed development shall be consistent with the Sedona Community Plan and any other applicable plans. The decision-making authority:
2. Shall weigh competing plan goals, policies, and strategies; and
3. May approve an application that provides a public benefit even if the development is contrary to some of the goals, policies, or strategies in the Sedona Community Plan or other applicable plans.

Staff Evaluation: *Staff evaluated the proposal for compliance with the Community Plan and it was found to be consistent. The subject property is not within a Community Focus Area in need of more specific planning.*

D. Compliance with This Code

The proposed development shall comply with all applicable standards in this Code, unless the standard is lawfully modified or varied. Compliance with these standards is applied at the level of detail required for the subject submittal.

Staff Evaluation: *The proposal is compliant with all applicable standards of the Land Development Code. No waivers or variances were requested.*

E. Compliance with Other Applicable Regulations

The proposed development shall comply with all other City regulations and with all applicable regulations, standards, requirements, or plans of the federal or state governments and other relevant jurisdictions. This includes, but is not limited to, floodplain, water quality, erosion control, and wastewater regulations.

Staff Evaluation: *As conditioned, the proposed CUP will comply with all City regulations, and will comply with all other applicable standards and requirements of other relevant jurisdictions.*

F. Minimizes Impacts on Adjoining Property Owners

The proposed development shall not cause significant adverse impacts on surrounding properties. The applicant shall make a good-faith effort to address concerns of the adjoining property owners in the immediate neighborhood as defined in the Citizen Participation Plan for the specific development project, if such a plan is required.

Staff Evaluation: *The applicant completed their required Citizen Participation Report, which is provided as Attachment 2.c. Staff completed the required noticing as well, and received no comments from neighbors. These efforts are in compliance with this criterion.*

G. Consistent with Intergovernmental Agreements

The proposed development shall be consistent with any adopted intergovernmental agreements, and comply with the terms and conditions of any intergovernmental agreements incorporated by reference into this Code.

Staff Evaluation: *There are no adopted intergovernmental agreements in place that are affected by the proposed CUP. This criterion does not apply to this request.*

H. Minimizes Adverse Environmental Impacts

The proposed development shall be designed to minimize negative environmental impacts, and shall not cause significant adverse impacts on the natural environment. Examples of the natural environment include water, air, noise, stormwater management, wildlife habitat, soils, and native vegetation.

Staff Evaluation: *No negative environmental impacts are anticipated as a result of the proposal as the proposed use will take place within an existing structure during times the primary church functions will not be occurring.*

I. Minimizes Adverse Fiscal Impacts

The proposed development shall not result in significant adverse fiscal impacts on the City.

Staff Evaluation: *No adverse fiscal impacts on the City are anticipated as a result of the proposal. The proposal is in compliance with this criterion.*

J. Compliance with Utility, Service, and Improvement Standards

As applicable, the proposed development shall comply with federal, state, county, service district, City and other regulatory authority standards, and design/construction specifications for roads, access, drainage, water, sewer, schools, emergency/fire protection, and similar standards.

Staff Evaluation: *The application materials were provided to review agencies for an opportunity to review. As conditioned, the proposed CUP complies with all applicable regulatory authority standards included within this criterion.*

K. Provides Adequate Road Systems

Adequate road capacity must exist to serve the uses permitted under the proposed development, and the proposed uses shall be designed to ensure safe ingress and egress onto the site and safe road conditions around the site, including adequate access onto the site for fire, public safety, and EMS services.

Staff Evaluation: *No change in existing site access is proposed. No increase in traffic is anticipated to the site due to the staggered usage of the church space. The proposal is in compliance with this criterion.*

L. Provides Adequate Public Services and Facilities

Adequate public service and facility capacity must exist to accommodate uses permitted under the proposed development at the time the needs or demands arise, while maintaining adequate levels of service to existing development. Public services and facilities include, but are not limited to, roads, potable water, sewer, schools, public safety, fire protection, libraries, and vehicle/pedestrian connections and access within the site and to adjacent properties.

Staff Evaluation: *Staff believes that adequate public service and facility capacity exists to accommodate the proposed conditional use on this site. The proposal is in compliance with this criterion.*

M. Rational Phasing Plan

If the application involves phases, each phase of the proposed development shall contain all of the required streets, utilities, landscaping, open space, and other improvements that are required to comply with the project's cumulative development to date, and shall not depend upon subsequent phases for those improvements.

Staff Evaluation: *As no new construction or alterations to the site are proposed, no phasing plan is required. The proposal is in compliance with this criterion.*

In addition to the approval criteria of Section 8.3.E(5) examined above, this application is also subject to the findings specific to a Conditional Use Permit, as provided in LDC Section 8.4.B(5). The findings as noted in 8.4.B(5) are:

- a. 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;
- b. **Staff Evaluation:** *The subject property is zoned RS-18, which lists "Day Care" as a conditionally allowed use in this district, as stated in LDC Section 3.2.E. Staff finds that the proposed conditional use meets the objectives of the Code. 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; and
 3. Any impact on surrounding area resulting from unusual volume or character of traffic;

Staff Evaluation: *Staff finds that the granting of this CUP will not be detrimental to the public health, safety, or welfare of the neighborhood.*

- c. 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; and

Staff Evaluation: *The subject property is surrounded by other residentially zoned parcels, on which the proposed use is also conditionally allowed. Staff finds that this use is compatible with the other uses and permitted uses in the area.*

- d. 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, staff finds this project will be in compliance with the applicable provisions of the Land Development Code.*

It is Staff's opinion that this request for CUP meets the required findings listed above. The use is consistent with the purpose of the Single Family Residential (RS-18) zoning district and no nuisances as a result of this proposed use are anticipated.

The applicant has not requested a time frame for the CUP. Staff is recommending that this application be approved without an expiration date. If an issue arises, staff will first work to address it through the established code enforcement process. If a resolution cannot be reached, staff may initiate proceedings to revoke the CUP.

Recommendation and Motion

PZ19-00001 (CUP) Sedona Creative Child
Care Club



City of Sedona

Community Development Department

102 Roadrunner Drive Sedona, AZ 86336
(928) 282-1154 • www.sedonaz.gov/cd

Staff 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 PZ19-00001 (CUP), Sedona Creative Child Care Club as subject to all applicable ordinance requirements and the attached conditions of approval:

Recommended Motion for Approval

I move for approval of case number PZ19-00001 (CUP), Sedona Creative Child Care Club, in accordance with findings of 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 for denial of case number PZ19-00001 (CUP), based on the following findings (*specify findings*).

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

Conditions of Approval

PZ18-00001 (CUP) Sedona Creative Child
Care Club

As proposed by Staff



City of Sedona

Community Development Department

102 Roadrunner Drive Sedona, AZ 86336

(928) 282-1154 • www.sedonaaz.gov/cd

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.
3. Within thirty days of approval of the Conditional Use Permit, the applicant shall apply for the required Tenant Occupancy Permit, and diligently pursue issuance of the Certificate of Occupancy required for legal operation of this use.
4. The applicant shall obtain all necessary permits and licenses required by the State of Arizona and/or federal regulators to legally operate a child day care facility at this location prior to the start of operations.
5. 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.

Project Application

fillable PDF available online at:
www.sedonaaz.gov/projects



City Of Sedona

Community Development Department

102 Roadrunner Drive Sedona, AZ 86336

(928) 282-1154 • www.sedonaaz.gov/cd

Application for (check all that apply):

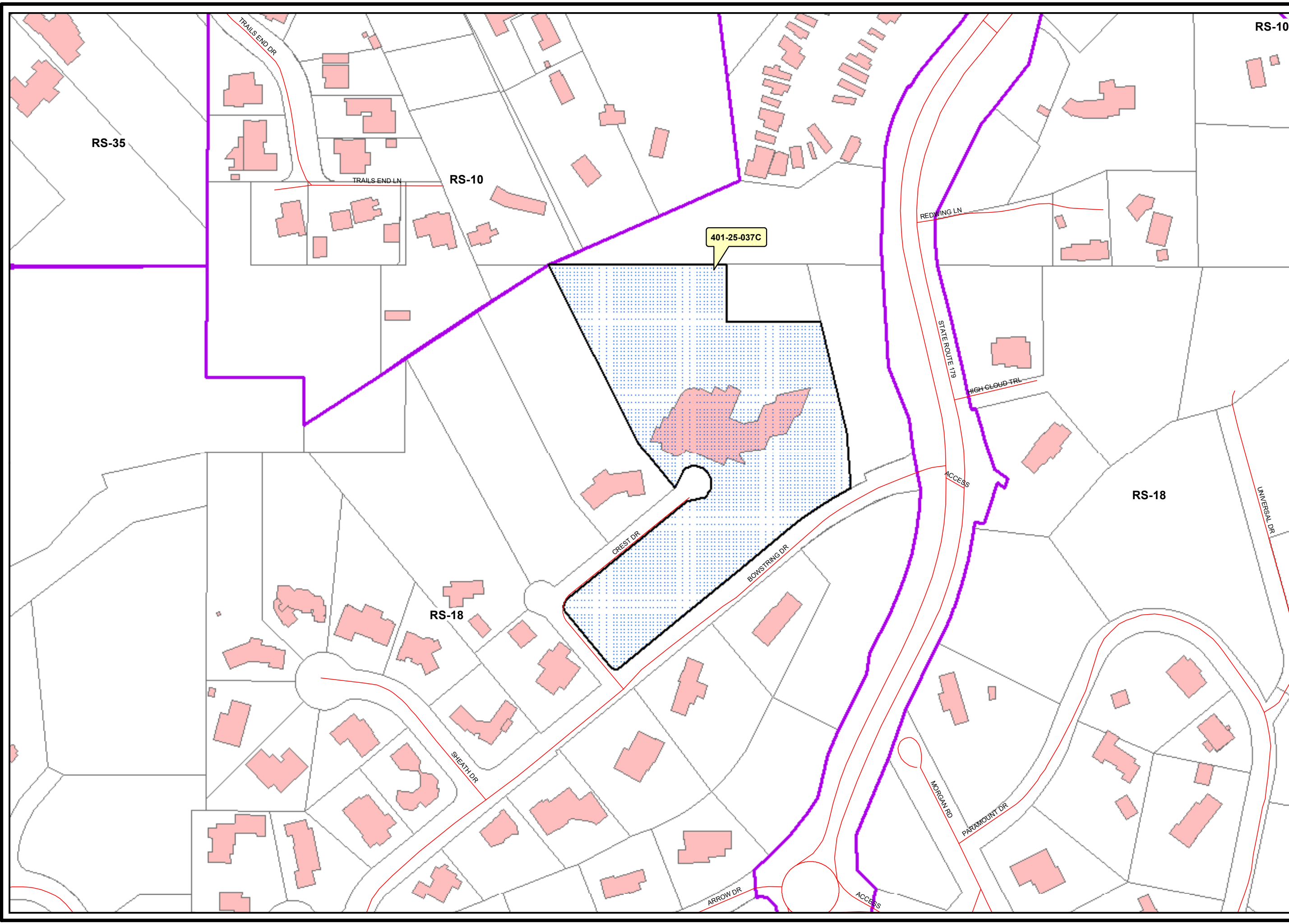
- Conceptual Review
 Comprehensive Review
 Appeal
 Time Extension
 Community Plan Amendment
 Development Review
 Subdivision
 Zone Change
 Conditional Use Permit
 Variance

Project Information	Project Name	Sedona Creative Child Care Club		
	Project Address	54 Bowstring Dr	Parcel No. (APN)	
	Primary Contact	Shandra Ryan	Primary Phone	928 254-7498
	Email	shandralight@gmail.com	Alt. Phone	928-282-7963
	Address	55 Grounds Dr	City/State/ZIP	Sedona Az 86336
Office Use Only	Application No	PZ19-00001	Date Received	2/7/19
	Received by	MK	Fee Paid	\$1500

Project Description	<p>This project is an after school child care enrichment program for ages 5-12. It will operate while school is in session, weekdays, 3:30p.m-6:30 pm. Program features are tutoring and homework assistance, health and wellness education, exploration of individual talent in the arts, computer skills and learning self management and responsibility. During the summer months, occasional day camps will be offered.</p>
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Additional Contact Information: Please complete the following for all companies/people authorized to discuss the project with the City. Please attach additional sheets if necessary.

Contact #1	Company	Creative Child Care Club	Contact Name	Shandra Ryan
	Project Role	Director	Primary Phone	928 254-7498
	Email	shandralight@gmail.com	Alt. Phone	928-282-7963
	Address	55 Grounds Dr	City/State/ZIP	Sedona Az 86336
Contact #2	Company		Contact Name	Judith Glenn
	Project Role	Oversight Chair	Primary Phone	928-295-8276
	Email	glennjg@g.com	Alt. Phone	928-282-7963
	Address	60 Piedras Del Norte	City/State/ZIP	Sedona Az 86351
Contact #3	Company		Contact Name	
	Project Role		Primary Phone	
	Email		Alt. Phone	
	Address		City/State/ZIP	




Vicinity Map

Parcel
401-25-037C
Sedona Creative
Child Care Club

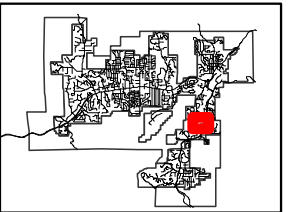
-  Parcel 401-25-037C
-  Zoning Boundary
-  Building Footprint
-  Parcel Boundary
-  Trail
-  Street Centerline



0 50 100 Feet



City Index



GIS, City of Sedona
02/14/2019
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mxd\401-25-037c_vicinity.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.



Revised Letter of Intent

Mr. Matt Kessler, Associate Planner
Community Development Department
City of Sedona
102 Road Runner Drive
Sedona, AZ 86336

The Church of the Red Rocks wishes to amend its current Conditional Use Permit to allow an after school child care program to use the church's Learning Center. This program, Sedona Creative Child Care Club (SCCC) will provide care for 15-20 children. The ages served will be 5-12 years old. There will be 8 students in the activity room, 6 students in the sensory room and up to 5 students in the study room. There will be no children under the age of 3 during hours of operation.

The hours of operation will be daily, 3:00 - 6:30 p.m. On early release school days, currently Wednesday and Friday, hours will be 1:00 - 6:30 p.m. We will be in operation for on school closure days, such as Spring break, Winter break, teacher planning days and throughout the summer months for special day camp activity. Our hours of operation on those days will be 9 a.m. - 5:00 p.m.

Most of the traffic on the church premises occurs during morning and early afternoon hours, and on Sunday, therefore, the hours of operation of SCCC will not add to, nor interfere with current traffic. There will be drop off and pick up spaces near the entrance to the Learning Center to accommodate arrival and departure of the child care students.

In response to the request by Steve Mertes, Chief Building Official, for additional information and in order to clarify our hours of operation, I am submitting this revised letter of intent. Following are answers to Mr. Mertes' specific questions.

The building we are in is equipped with a functioning fire alarm and sprinkler system. There are four rooms we will use. The capacity of each room is regulated by the Az Dept of Health Services Child Care Facilities Licensing standards and is based on 50 sq ft per student. The activity room will have a maximum of eight students. The sensory room can have six students. The study room will hold up to five students. The total enrollment will be 14- 19 students. There will be no students under the age of 3 during business hours.

What might a typical afternoon be like for your child?



Each day staff will greet your child at the public school bus stop or a front door drop off location. Upon entering the classroom students will be given their choice of calming

activities like yoga, stretching, listening to music, sensory play, healthy snack prep, silent reading or soothing art work. From there, students will be welcomed to the activity room where plenty of developmentally appropriate games and activities are available. At this time, assistance with homework will be provided while students work independently or in small groups. Around 4:30, large group activities will take place for exploring athletic skills, relieving stress and building physical fitness. Special guest volunteers from the community will visit on scheduled dates to present and share their special talents and knowledge. For the end of the day, students will continue self selected activities and studies, as well as classroom care and organization of belongings. The intention is that when you arrive to pick up your child, s/he will be relaxed and prepared for the end of a busy day.



Sedona Creative Child Care Club

54 Bowstring Drive
at the Learning Center,
The Church of the Red Rocks

Additional Information

Please call or text Shandra Ryan
928.254.7498

Visit our website:
CreativeChildCareClub.org



Sedona Creative Child Care Club

~
Through individualized focus, we enrich students' educational experiences. We promote health and wellness, develop artistic talents and support families in pursuit of quality after school care.
~

An
after school
enrichment
program
for ages
5 -12.





Expand students' learning and experiences

- Tutoring and homework assistance
- Art exploration in music, art, drama and dance
- Health and wellness education
- Cultural diversity awareness
- Individualized assistance for special needs students
- Computer experience
- Summer nature camp



How will this program benefit your child?

Children will learn these valuable life lessons:

- Effective social and emotional expression
- Productive study habits
- Healthy food choices
- Exciting discovery of artistic talent

What are the benefits for your family?

You will have peace of mind knowing your child is receiving quality child care with extra currular actives. In addition, you may experience financial gain by working longer hours or pursuing better job opportunities.

What will be the cost to my family?

\$5/hr with sliding scale for qualified families.

Our Facility

Our area is made up of 3 large rooms with ample space for work, play and individual development. Included in this age-appropriate design are 2 bathrooms and 3 additional sinks for the children's use. Enrollment will be limited to 1-8 ratio of teacher to students and will follow the licensure guidelines for required space for each child in attendance.

Hours of Operation

School year: Monday - Thursday 3:30-6:30

Early release days: 1:00- 6:30

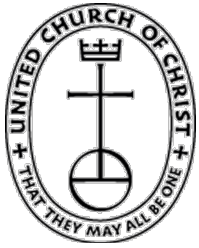
Summer/vacation breaks: special programs TBD-

Our Staff

We have a director, one teacher and volunteers. These volunteers will include: parents, grandparents, retired professionals and high school students who are fulfilling service requirements for graduation.

Director, Shandra Ryan

Shandra is a certified Elementary and Special Education teacher with Spanish language proficiency. She has taught in Sedona schools for more than twelve years and worked in accredited Montessori schools and Head Start preschools. Her specialty is in the art of meeting individualized needs of children socially, emotionally and academically. Shandra's work with schools, in-home child care and annual Summer camps has established long standing relationships with many families, teachers and community educational leaders.



THE CHURCH OF THE RED ROCKS

UNITED CHURCH OF CHRIST (CONGREGATIONAL)

*A Stephen Ministry Congregation
An Open and Affirming Congregation*

54 Bowstring Drive
Sedona, Arizona 86336
Telephone: 928-282-7963

email: info@ChurchoftheRedRocks.com

Rev. Dr. Cindy Parker, Pastor
Rev. Dr. George A. Ault, Pastor Emeritus

January 28, 2019

Dear Neighbors,

Greetings from The Church of the Red Rocks! This letter is to inform you of our church's intention to host an after school day care program in our Learning Center. This program, Sedona Creative Child Care Club, will recruit 15-20 students ages 5-12. The hours of operation will be 3:30 p.m. - 6:30 p.m., daily when school is in session and during the summer months intermittently for occasional day camps. This schedule will not add to nor interfere with current traffic at the church as most of our church activities occur earlier in the day and on Sundays.

We believe this program meets a critical need of working families who are seeking affordable, quality child care in our community. Enclosed is a brochure that describes the mission and proposed activities of the program. Presently we are addressing all license requirements and state and local regulations. After this effort is completed, we anticipate an early fall opening.

We cordially invite you to drop by our church during regular office hours (8:30-4:00 M-F) if you wish to visit our Learning Center and learn more about the proposed program. If you have any questions or concerns, please contact Shandra Ryan on 928-254-7498, or Judith Glenn on 928-295-8276.

We wish for you a healthy, happy and prosperous 2019 as we, together, strive to create a stronger, more family-friendly Sedona community.

Warm Regards,

Rev. Dr. Cindy Parker, Pastor

Ed Voboril, Moderator





THE CHURCH OF THE RED ROCKS

UNITED CHURCH OF CHRIST (CONGREGATIONAL)

*A Stephen Ministry Congregation
An Open and Affirming Congregation*

54 Bowstring Drive
Sedona, Arizona 86336
Telephone: 928-282-7963

email: info@ChurchoftheRedRocks.com
website: www.ChurchoftheRedRocks.com

Rev. Dr. Cindy Parker, Pastor
Rev. Dr. George A. Ault, Pastor Emeritus

January 28, 2019

Mr. Matt Kessler, Associate Planner
Community Development Department
City of Sedona
102 Roadrunner Drive
Sedona AZ 86336

Dear Mr. Kessler,

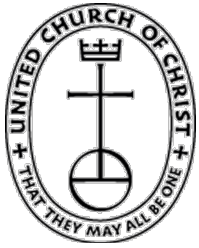
As part of The Church of the Red Rocks' application to amend our Conditional Use permit, the Church Council has designated Ms. Shandra Ryan, Director of Sedona Creative Child Care Club to be the contact person for the proposed after school program referenced in our "letter of intent".

Ms. Ryan can be reached on 928-254-7498. A secondary contact person is Judith Glenn who can be reached on 928-295-8276. An excerpt from the January 23, 2019 minutes of the Council meeting indicating this action is attached.

Sincerely yours,

Ed Voboril, Moderator
The Church of the Red Rocks





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January 28, 2019

Mr. Matt Kessler, Associate Planner
Community Development Department
City of Sedona
102 Road Runner Drive
Sedona AZ 86336

Dear Mr. Kessler,

Per your request, the following is an excerpt from The Church of the Red Rocks Council meeting on January 23, 2019. This statement is in regard to the church's request for an amendment to our Conditional Use Permit.

"By unanimous vote, the Council designates Ms. Shandra Ryan (928-254-7498) as the primary contact person for our proposed afterschool child care program to operate in our church Learning Center. Additionally the Council designates Judith Glenn (928-295-8276) as a secondary contact person."

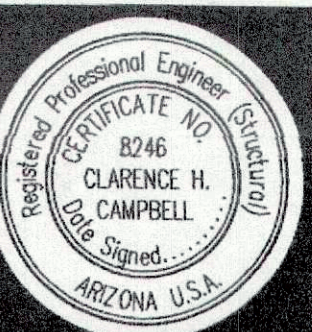
Thank you for considering this an official action by The Church of the Red Rocks Council.

Sincerely yours,

Carol McDougald, Church Clerk



MY SEAL DENOTES ONLY THAT I HAVE REVIEWED THESE PLANS AND THAT THEY MEET THE INTENT OF MY CALCULATIONS.



GLASCO · BEDRIN ARCHITECTS, INC.
PHOENIX ARIZONA 85014

GLASCO · BEDRIN ARCHITECTS, INC.
1130 E. MISSOURI, SUITE 800
PHOENIX ARIZONA 85014



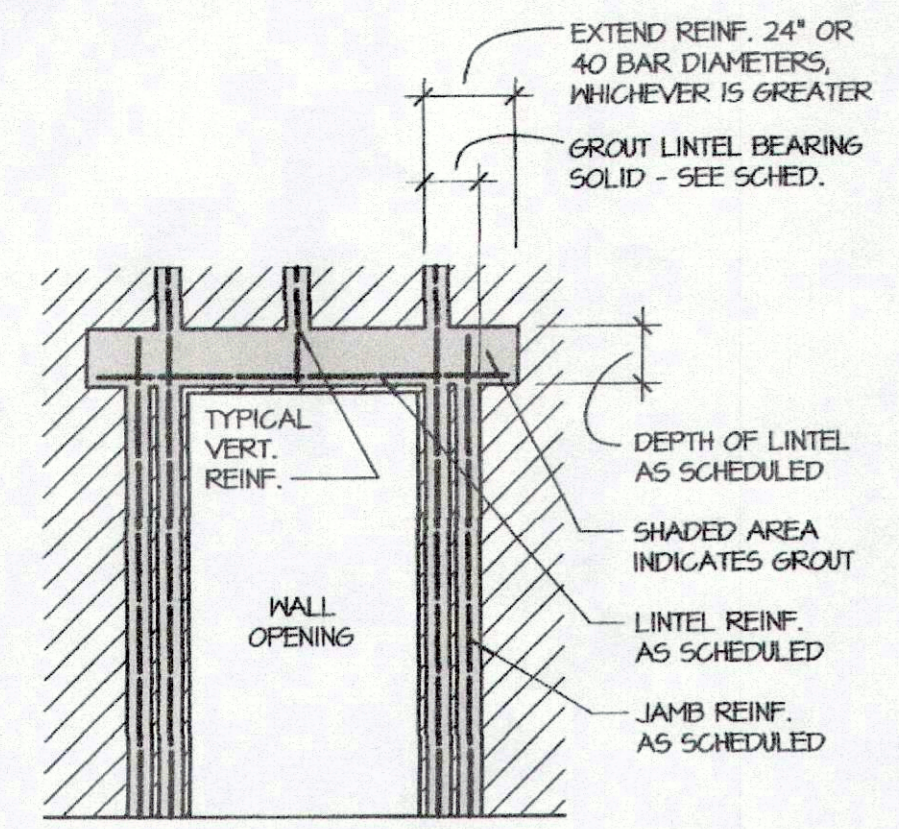
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of 41

LEADERSHIP & LIFE LONG LEARNING CENTERS

The Church of the Red Rocks

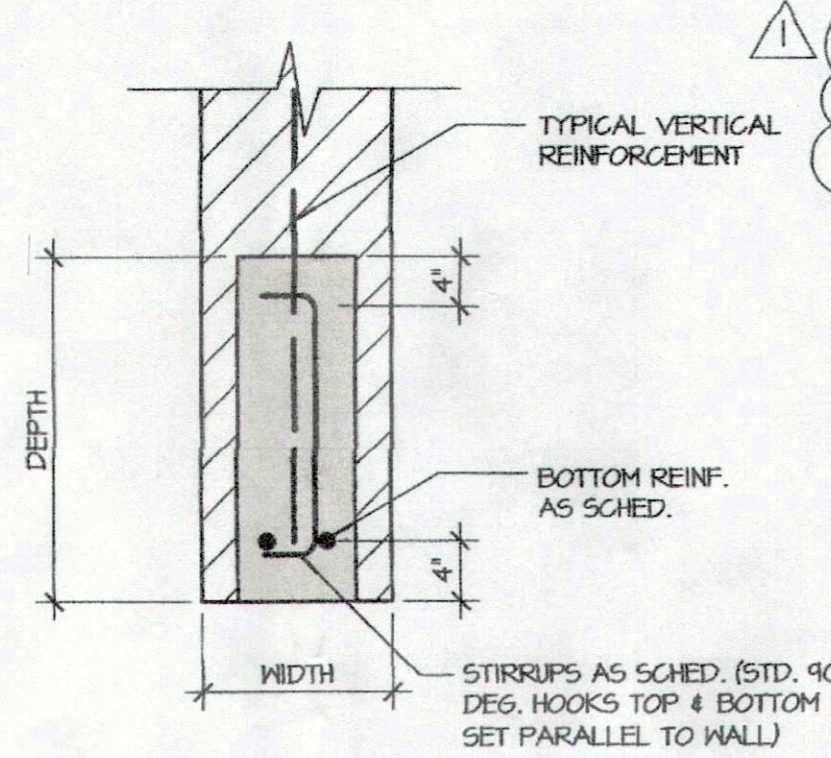
Sedona, Arizona

RECORD DRAWINGS - 12/29/08



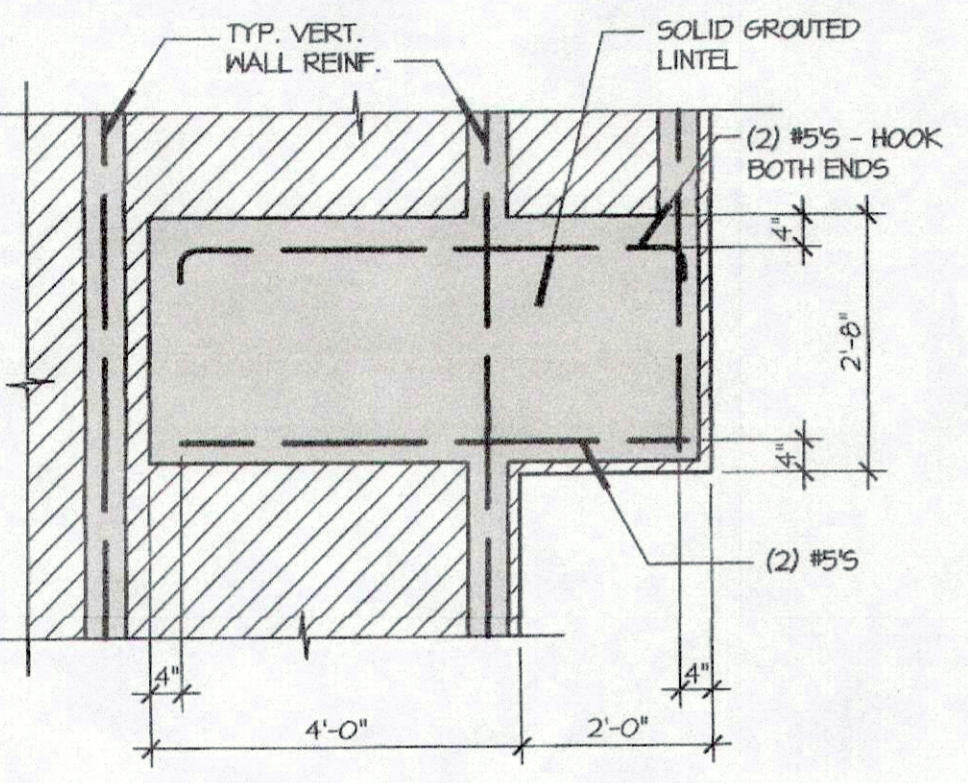
NOTE: HOOK LINTEL BARS AROUND CORNERS AS REQUIRED TO ACHIEVE MIN. EXTENSION

1 TYPICAL LINTEL
5 NO SCALE



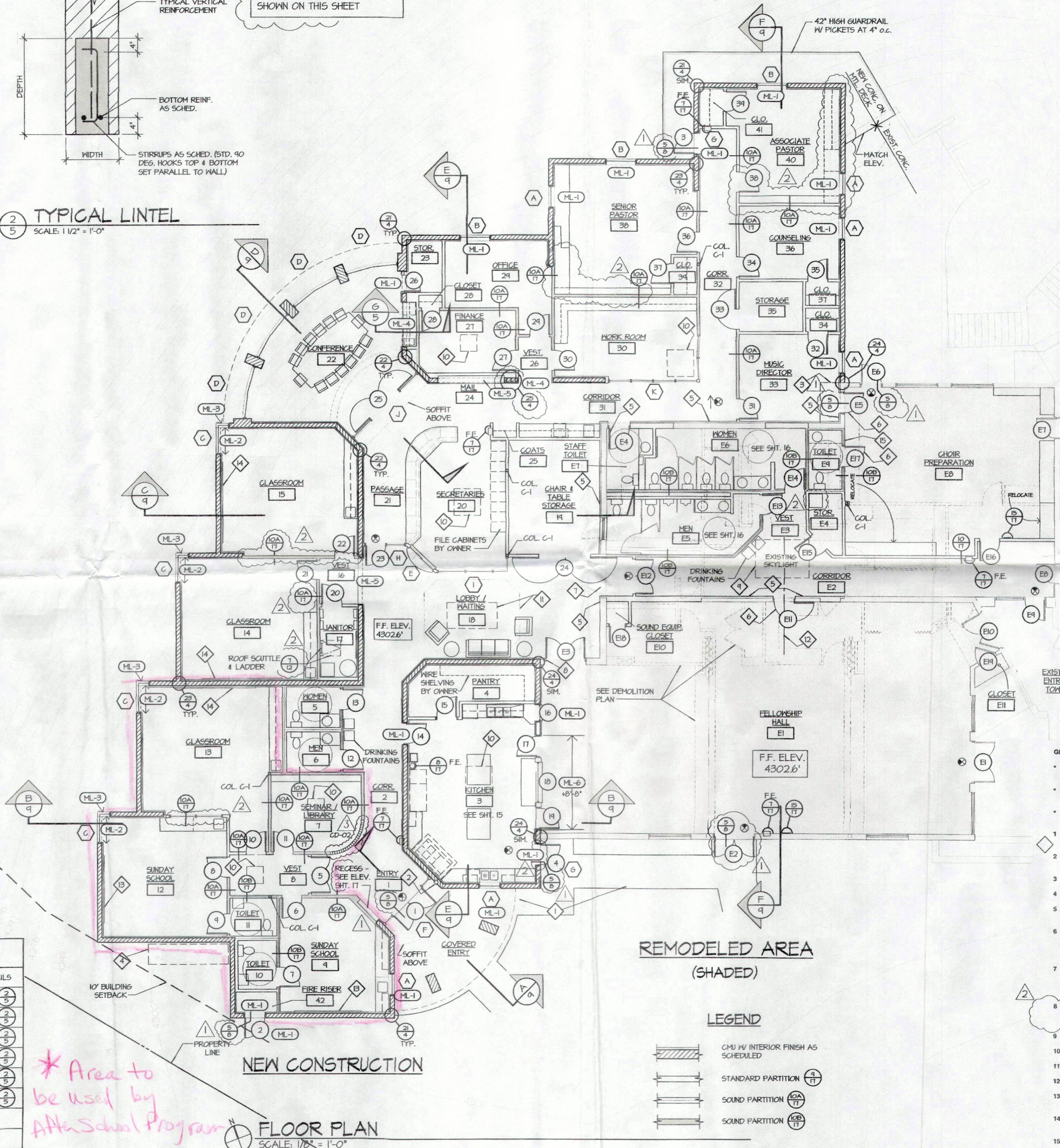
SPECIAL INSPECTIONS ARE REQUIRED FOR ALL MASONRY SHOWN ON THIS SHEET

2 TYPICAL LINTEL
5 SCALE: 1/2" = 1'-0"



NOTE: BOTTOM OF LINTEL MUST REMAIN SHORED UNTIL GROUT STRENGTH HAS REACHED 2000 PSI. BOTTOM TWO COURSES MUST BE LAID UP W/ EPOXY MORTAR.

3 CANTILEVERED LINTEL
5 SCALE: 1/2" = 1'-0"



LINTEL SCHEDULE					
MARK	WIDTH	DEPTH	LINTEL REINFORCING		DETAILS
			TOP	BOTTOM	
ML-1	8"	12"	(2) #5's	8"	(1) #5 (2) 5
ML-2	8"	24"	(2) #5's	8"	(1) #5 (2) 5
ML-3	8"	32"	(2) #5's	8"	(1) #5 (2) 5
ML-4	8"	32"	(2) #5's	8"	(1) #5 (2) 5
ML-5	8"	52"	(2) #5's	16"	(2) #5 (2) 5
ML-6	8"	76"	(2) #5's	24"	(3) #5 (2) 5

* Area to be used by After School Program

- FLOOR PLAN KEY NOTES
- GENERAL
- ALL ITEMS NOT IDENTIFIED BY NOTES, KEY NOTES, SHADING, OR HATCHING ARE EXISTING TO REMAIN.
 - ALL PAINTABLE SURFACES (NEW AND EXISTING) IN EXISTING SPACES BEING REMODELED SHALL BE PAINTED AS A PART OF THIS CONTRACT.
 - PATCH AND REPAIR ALL EXISTING INTERIOR AND EXTERIOR SURFACES AS NOTED AND AS REQUIRED TO PROVIDE A COMPLETE AND FINISHED APPEARANCE.
 - ALL SITE CONCRETE SHALL BE INSTALLED UNDER A SEPARATE CONTRACT. SEE FOUNDATION PLAN FOR WORK INCLUDED IN THIS CONTRACT.
 - INSTALL A KEY SAFE THAT MEETS THE REQUIREMENTS OF THE SEDONA FIRE DEPARTMENT.
 - EXISTING SERVICE ENTRANCE. SEE ELECTRICAL FOR DISPOSITION.
 - NEW SERVICE ENTRANCE. SEE ELECTRICAL. PAINT TO MATCH BUILDING.
 - FURR EXISTING WALL. EXTEND EXISTING DEVICES THAT ARE TO REMAIN TO FACE OF NEW GYPSUM BOARD.
 - INSTALL NEW DOOR FRAME AND DOOR IN NEW OPENING CREATED IN EXISTING WOOD STUD WALL. PROVIDE JAMB STUDS AND DOUBLE 2 x 4 HEADERS AT FRAME PARTITION. INSTALL 3" x 3" x 3/16" STEEL ANGLE TO SUPPORT CMU VENEER (WHERE IT OCCURS).
 - FRAME NEW OPENING IN 2 x 6 STUD WALL USING (2) 2 x 6 STUDS AT JAMBS AND (3) 2 x 6'S ON EDGE AT HEADER. INSTALL HEADER WITH BOTTOM OF 10'-6" ABOVE THE FLOOR. SUPPORT CMU VENEER USING A 3" x 3" x 3/16" STEEL SHELF ANGLE FASTENED TO HEADER.
 - INSTALL NEW DOOR FRAME AND PAIR OF DOORS IN EXISTING OPENING. INSTALL TRIPLE 2X4 HEADER BETWEEN EXISTING FRAMING AT JAMBS AND 2X4 FRAMING AT 24" O.C. ABOVE HEADER AS SUPPORT FOR GYP. BD. ON BOTH SIDES OF WALL.
 - EXISTING SKYLIGHT TO REMAIN.
 - SKYLIGHT. SEE ROOF PLAN FOR SCHEDULE.
 - SKYLIGHT AND LIGHT COVE. SEE ROOF PLAN FOR SKYLIGHT SCHEDULE.
 - CENTER LINE OF DOOR 311 AND VESTIBULE E3.
 - 16'-0" WIDE X 4'-0" HIGH MARKERBOARD & TACKBOARD (8" MARKERBOARD, 4" TACKBOARD). VERIFY MOUNTING LOCATION & HEIGHT W/ OWNER.
 - 12'-0" WIDE X 4'-0" HIGH MARKERBOARD & TACKBOARD (8" MARKERBOARD, 4" TACKBOARD). VERIFY MOUNTING LOCATION & HEIGHT W/ OWNER.
 - REMOVE GYPSUM BOARD AS REQUIRED TO INSTALL NEW BATT INSULATION IN EXISTING STUD WALL CAVITY.

- LEGEND
- CMU W/ INTERIOR FINISH AS SCHEDULED
 - STANDARD PARTITION
 - SOUND PARTITION
 - SOUND PARTITION

Revisions:

- 1 CITY REV. 10/31/07
- 2 OWNER REV. 11/21/07
- 3 RECORD 12/29/08

drawn by: KB
checked by: DMB
job no: 05-1302
date: 8/24/07



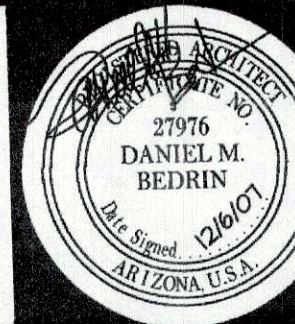
- KEY NOTES**
- 1 EXISTING CONCRETE PATIO, CMU KNEEWALLS, ETC. TO REMAIN
 - 2 EXISTING WOOD TIMBER RETAINING WALLS TO REMAIN
 - 3 EXISTING WOOD STAIR TO REMAIN
 - 4 EXISTING STEEL ELEVATED WALKWAY TO REMAIN
 - 5 EXISTING FLAGSTONE PATH TO REMAIN
 - 6 EXISTING STEPPING STONE PATH TO REMAIN
 - 7 EXISTING CONCRETE SIDEWALK TO REMAIN
 - 8 EXISTING STEEL STAIR TO REMAIN
 - 9 EXISTING COLUMBARIUM STRUCTURE TO REMAIN
 - 10 EXISTING ASPHALT PAVING, CONCRETE SIDEWALKS, STAIRS, PARKING BUMPERS, CMU PLANTER WALLS ETC. WITHIN THE FOOTPRINT OF THE NEW BUILDING ADDITION TO BE REMOVED
 - 11 ALL SITE WORK INCLUDING DEMOLITION OUTSIDE OF THE NEW BUILDING ADDITION FOOTPRINT TO BE PERFORMED UNDER A SEPARATE CONTRACT & PERMIT
 - 12 NEW ELEVATED CONC. WALKWAY AND GUARDRAIL - SEE SHIT. 3
 - 13 CHAIN LINK CONSTRUCTION FENCE
 - 14 BARRIER FENCE WITH 1/2" REBAR STAKES AT 4'-0" o.c.
 - 15 2'-0" x 3'-0" x 6" RIP-RAP AT ALL ROOF AND OVERFLOW DRAINS. TYP. FOR (8)

SITE PLAN
SCALE: 1" = 30'-0"

LEADERSHIP & LIFE LONG LEARNING CENTERS
The Church of the Red Rocks
Sedona, Arizona

RECORD DRAWINGS - 12/29/08

revisions:
 CITY REV. 10/31/07
 RECORD 12/29/08
 drawn by: KB
 checked by: DMB
 job no: 05-1302
 date: 8/24/07



sheet:
1
of 41

GLASCO · BEDRIN ARCHITECTS, INC.
1130 E. MISSOURI, SUITE 800
PHOENIX · ARIZONA 85014

Dear Mr. Kessler,
Associate Planner
City of Sedona
Community Development:

Citizen Participation Report

In January 2019, we (Sedona Creative Child Care Club) applied to the City for permission to operate an after school program on the property of The Church of the Red Rocks located at 54 Bowstring Drive, Sedona AZ 86336. As part of this application we were required by the City to inform all property owners within a certain distance from the church property of our intentions to operate the program. On January 28th Sedona Creative Child Care Club was given approval by the congregation of The Church of the Red Rocks to operate on its premise.

On February 20, 2019, we sent a letter to all nearby property owners--approximately 40 owners as identified by the City. In this letter we invited comments, questions, or any concerns that any property owner had regarding the operation of this program. As of this date, March 19, we have had no response from any property owner. Based on this, we trust the City of Sedona will proceed with its plans for the hearing to take place on April 2, 2019.

Thank you for help in completing this application and subsequently approving Sedona Creative Child Care Club to operate at 54 Bowstring Dr. Sedona AZ 86336.

Sincerely yours

Shandra Ryan, Director,

Fw: City of Sedona Conditional Use Permit Application - Child Care Program

Cari Meyer

Tue 2/12/2019 4:40 PM

To: Matthew Kessler <MKessler@sedonaaz.gov>;

From Steve

From: Steve Mertes

Sent: Tuesday, February 12, 2019 4:36 PM

To: Cari Meyer

Subject: Re: City of Sedona Conditional Use Permit Application - Child Care Program

Hi Cari.

No comments now other than to request some additional information such as whether or not the building is sprinklered, the ages and number of kids in each classroom and, more specifically, the number of children at 2.5 years of age or younger. (The day care may constitute a change in use.) Based upon their submitted floor plan, I think that I would most likely have no comments, but answers to the above questions can help me solidify my thoughts.

Thank you.

Steve Mertes
Chief Building Official
City of Sedona
(928) 203-5097

From: Cari Meyer

Sent: Tuesday, February 12, 2019 3:34:36 PM

Cc: Karen Osburn; Warren Campbell; Matthew Kessler

Subject: Re: City of Sedona Conditional Use Permit Application - Child Care Program

Good afternoon,

The link in yesterday's email appears to have been broken. Please use the following link to access project materials:

CONDITIONS OF APPROVAL
Church of the Red Rocks Addition, DEV2006-10 and CUP2006-3
As approved by the Planning and Zoning Commission, October 3, 2006

1. Development of the subject property shall be in substantial conformance with the applicant's representations of the project, including the letter of intent, amendments to the letter of intent, and all supporting documents including site plans, architectural sketches, elevations and color board as reviewed, modified, and approved by the Planning and Zoning Commission.
2. The Development Review approval for the Church of the Red Rocks addition project shall be valid for a period of two years and shall expire on October 18, 2008 unless a valid building permit has been issued and the building is under construction and being diligently pursued towards completion.
3. All building and site plans submitted in application for a building permit shall be in substantial conformance with the plans and other supporting documents as reviewed and approved by the Planning and Zoning Commission. Proposed changes to the approved exterior building materials and colors determined to be substantial by the Director of Community Development shall require reconsideration by the Planning and Zoning Commission at a public meeting.
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. The applicant shall provide a comprehensive grading and drainage plan, including a final drainage report for review prior to issuance of a building permit.
 - b. The plans shall delineate oil separator(s) for all parking area drainage, prior to its entrance into the City storm sewer system; manufacturer's or engineer's specifications and a maintenance schedule shall be provided.
 - c. The applicant shall provide a Storm Water Pollution Prevention Plan (SWPPP) for review and approval. SWPPP measures shall be in place prior to the start of construction.
 - d. The applicant shall provide a Dust Control Plan for review and approval. The plan shall include, at a minimum:
 - A watering schedule for dust mitigation (or other methods, i.e. palliatives).
 - All trucks hauling material into or out of the site shall be covered.
 - A track out plan defining methods of mud and dust removal from truck tires prior to their exiting the site.
 - e. Drawings showing the placement and method of screening or painting of all mechanical equipment and approved by the Director of Community Development.
 - f. The applicant shall provide a Traffic Control Plan for review and approval prior to start of construction.

- g. The applicant shall provide a Neighbor Contact and Response Plan. The plan shall define site signage, which shall include a hotline number.
 - h. Applicant shall provide a Haul Plan for review and approval.
 - i. Basin D information as depicted in the submitted drainage report shall be revised to the satisfaction of the City Engineer.
 - j. A dedicated easement is required from the end of the right of way along Crest Drive, across the driveway to the intersection of the driveway and Bowstring Drive. The right of way shall be dedicated to the City of Sedona for the portion of the roadway, which extends beyond the right of way.
 - k. The final landscape plan shall include 24-inch box Blue Point Juniper trees along the north and northeast side of the addition rather than the 15-gallon size as shown on the preliminary landscape plan.
 - l. Additional vertical massing shall be provided to the satisfaction of the Director of Community Development.
5. The applicant shall provide copies of all required testing to the Engineering Department for review.
 6. Hours of construction operation shall be limited to Monday through Friday, 7 a.m. to 6 p.m., for any work generating high levels of dust and noise.
 7. Right-of-Way Permits from A.D.O.T. and/or the City of Sedona shall be acquired for any work taking place within ADOT or City Rights-of-Way.
 8. ADA accessible parking spaces shall not be located within the Crest Drive right of way.
 9. Prior to the issuance of a Certificate of Occupancy for any of the project's building, 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 to the plans on which grading and building permits were issued.
 - b. All outside lighting shall have been installed in accordance with the approved plans and the new Lighting Ordinance. All exterior lighting sources shall be fully shielded. Staff shall conduct a night inspection and if deemed necessary, additional shielding will be required.
 - c. All new utility lines shall be provided through underground installation.
 - d. 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.
 - e. All requirements of the Sedona Fire District shall have been satisfied.

- f. All buildings shall be connected to the City of Sedona wastewater collection system and all applicable capacity and connection fees shall have been paid.
- g. Exterior paint samples shall be applied to large wall sections of the building for review and approval by the Director of Community Development.
- h. Any as-builts shall be provided to the City in digital and hard copy formats, as acceptable to the City Engineer.
- i. Upon completion of the project, the applicant shall provide a letter, sealed by the engineer of record, verifying that the work, as done, is in substantial accordance with the approved plans.