

# AGENDA

## City of Sedona Planning and Zoning Commission Meeting

4:30 PM

Tuesday, June 1, 2021

### 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 work session open to the public on Tuesday, June 1, 2021 at 4:30 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](http://www.SedonaAZ.gov)

### 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:

- It is strongly encouraged that public input on the agenda items be submitted by sending an e-mail to [mraber@SedonaAZ.gov](mailto:mraber@SedonaAZ.gov) in advance of the 4:30 Call to Order.
- 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.

***Due to continued precautions related to the COVID-19 pandemic, there will be very limited seating for the public within the Council Chambers arranged in compliance with CDC guidelines for physical distancing. Comments in advance of the 4:30 p.m. call to order are strongly encouraged by sending an email to [mraber@sedonaaz.gov](mailto:mraber@sedonaaz.gov) and will be made part of the official meeting record. Those wishing to comment on scheduled agenda items may be asked to wait outdoors or in an alternate location if there is not adequate seating in Council Chambers. The meeting can be viewed live on the City's website at [www.sedonaaz.gov](http://www.sedonaaz.gov) or on cable Channel 4.***

1. CALL TO ORDER, PLEDGE OF ALLEGIENCE, ROLL CALL
2. ANNOUNCEMENTS & SUMMARY OF CURRENT EVENTS BY COMMISSIONERS & STAFF
3. 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.)*
4. DISCUSSION REGARDING THE FOLLOWING ITEMS ON THE PLANNING & ZONING COMMISSION'S PUBLIC HEARING AGENDA FOR JULY 6, 2021.
  - a. Discussion regarding a request for approval of a Major Community Plan Amendment to the Future Land Use Map from Single-family Low Density to Multi-family Medium and High Density and Conceptual Zone Change from RS-18 (Single-family Residential) to RM-2 (Multi-family Residential High Density) for the eastern 4.4 acres of the site with Conceptual Development Review for the entire site to allow for 84 townhome-style loft apartments. The property consists of two parcels totaling 6.5 acres along the east side of Jordan Road and bisected by Quail Tail Trail and north of Wilson Canyon Road (630 Jordan Road and 500 Quail Tail Trail). **APN:** 401-58-001A and 401-05-004A. **Applicant:** Miramonte Homes, LLC. **Case Number:** PZ21-00002 (Major CPA, ZC, DEV).
  - b. Discussion regarding a request for approval of a City-initiated Major Community Plan Amendment to the Future Land Use Map from Single-family Low Density to Commercial and a Zone Change from RS-18 (Single-family Residential) to M3 (Mixed Use Activity Center) to allow for the development of parking structure in Uptown Sedona. The property comprises 1.24 acres along the north side of Forest Road (430 and 460 Forest Road). **APN:** 401-16-100 and 401-16-071. **Applicant:** City of Sedona. **Case Number:** PZ21-00003 (Major CPA, ZC).
5. Discussion/possible direction regarding a proposed amendment to the Ranger Station Park Master Plan.
6. Discussion/possible action regarding Planning and Zoning Commission Operating Rules and Procedures, specifically regarding the Commission's meeting time.

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**

# AGENDA

## City of Sedona Planning and Zoning Commission Meeting

4:30 PM

Tuesday, June 1, 2021

### 7. FUTURE MEETING DATES AND AGENDA ITEMS

- a. Tuesday, June 15, 2021
- b. Tuesday, July 6, 2021

### 8. 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.

### 9. ADJOURNMENT

Physical Posting: May 27, 2021 By: DJ

Planning & Zoning Commission Meeting Agenda Packets are available on the City's website at: [www.SedonaAZ.gov](http://www.SedonaAZ.gov) 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.

Agenda Item 4.a: Jordan Lofts Project  
PZ21-00002 (Major CPA, ZC, DEV)

Packet is available at the following link:

<https://www.sedonaaz.gov/home/showpublisheddocument/43597/637575491585054887>

Public comments are available at the following link:

<https://www.sedonaaz.gov/home/showpublisheddocument/43595/637575476020778801>

Agenda Item 4.b: Uptown Parking Garage  
PZ21-00003 (Major CPA, ZC)

Packet is available at the following link:

<https://www.sedonaaz.gov/home/showpublisheddocument/43593/637575472596658451>

## Staff Report

### Proposed Amendment to the Ranger Station Park Master Plan



City of Sedona

Community Development Department

102 Roadrunner Drive Sedona, AZ 86336

(928) 282-1154 • [www.sedonaaz.gov/CD](http://www.sedonaaz.gov/CD)

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<b>Meeting Date:</b>	June 1, 2021
<b>Hearing Body:</b>	Planning and Zoning Commission
<b>Action Requested:</b>	Discussion and direction regarding the proposed amendment to the Ranger Station Park Master Plan.
<b>Location:</b>	250 Brewer Rd
<b>Parcel Number:</b>	401-38-013D
<b>Owner/Applicant:</b>	City of Sedona
<b>Project Summary:</b>	To help alleviate traffic congestion in the general area, a driveway is proposed from Los Abrigados Resort to Brewer Rd. across the southwest corner of the park property.
<b>Parcel Size:</b>	3.4 acres
<b>Sedona Community Plan Designation:</b>	Planned Area (PA)
<b>Zoning:</b>	Community Facilities (CF)
<b>Current Land Use:</b>	Vacant
<b>Proposed Land Use:</b>	City Park
<b>Surrounding Properties/ Zoning:</b>	South: Los Abrigados Resort (L); East: (C) El Portal Inn, Tlaquepaque employee parking lot, commercial lots; North: vacant (CF); West: school district offices (CF)
<b>Report Prepared by:</b>	Cynthia Lovely, Principal Planner
<b>Attachments:</b>	Exhibit A. Ranger Station Park Master Plan Narrative and Site Plan Exhibit B. Overlay of proposed driveway Exhibit C. Construction plans for the proposed driveway

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### PROJECT SUMMARY

The City's 2018 Transportation Master Plan (TMP) proposes several measures to help alleviate traffic congestion on SR 179. One of those measures is to construct a new driveway from the Los Abrigados Resort to Brewer Rd. through the southwest corner of the park property at 250 Brewer Rd.

The park property is 3.4 acres and the site of two designated national/city historic landmarks, the Ranger Station house (1917) and the barn (1934). The Forest Service relocated and sold the property in 2005. In 2014 the city purchased the property with the primary intent of preserving the two buildings. In 2016 the city completed a Park Master Plan for the property (see Exhibit A). The park construction will be completed incrementally in phases and expected to be complete in 2024. Currently exterior restoration of the house is underway.

## PROJECT PURPOSE

One of the most congested areas in the city is on SR 179 between the 89A/179 roundabout and the Schnebly Hill/179 roundabout. Improving traffic is among the City Council's highest priority, and this project is one of many incremental improvements recommended in the TMP.

Currently, all traffic from commercial businesses such as Los Abrigados, Tlaquepaque must enter and exit at SR 179. When exiting, there is no left turn for those going north, thus vehicles must use the Schnebly Hill roundabout as a U-turn, adding to the already congested roundabout.

The park plan amendment is to allow for a one-way exit driveway connection from the Los Abrigados property, through the Ranger Station Park, to Brewer Road. The gate at the property line between Los Abrigados and the park would be an actuated gate that would only open for vehicles exiting. This will allow a significant number of vehicles whose destination is Uptown or West Sedona to avoid SR 179 congestion.

The reduction in number of U-turns at the Schnebly Hill roundabout will improve travel time for northbound SR 179. The table below shows the cumulative effect of removing U-turns that originate from Portal Lane and Tlaquepaque. The table shows travel time in minutes from Bell Rock Boulevard in the Village of Oak Creek to the "Y." The free flow travel time is approximately 12 minutes, and over a 2-hour period, the reduction of U-turns decreases the travel time on a congested day by approximately 8 minutes. Work continues to refine the modeling.

TIME INTERVALS (minutes)	NORTHBOUND SR 179 TRAVEL TIME	
	EXISTING	NO U-TURNS THROUGH THE SCHNEBLY HILL ROUNDABOUT
0-15	14.6	14.4
15-30	18.1	17.5
30-45	23.8	22.2
45-60	29.5	27.0
60-75	35.5	31.6
75-90	40.9	34.8
90-105	45.6	39.3
105-120	51.8	43.8

*What changes to the park plan will result from the proposal?*

With the incorporation of the proposed driveway, the pickleball courts would be removed, the walking path would need to be realigned to follow the north edge of the new driveway, and we would look to consolidate the new driveway with the south park entrance to reduce the number of access point to Brewer Road.

*What are the alternatives, and why is this the preferred option?*

There are two alternatives: an exit to Ranger Road or Prochnow Rd.

- 1) The city is working on the Ranger Road connection which will have the same benefits of providing an alternate exit. The route will be one-way from Portal Lane, through the Tlaquepaque parking area, through the City wastewater lift station parcel to Ranger Road.
- 2) Prochnow Road is a private road serving multiple residential properties. While this connection remains a future possibility, the increased traffic by the public is not supported by owners with frontage on Prochnow Road. Additionally, there are potential legal complications with resort guests using Prochnow Road.

*How will changes to the park plan be addressed?*

- 1) Pickleball courts: The displacement of the pickle ball courts was addressed in the Posse Grounds Park Master Plan that has included additional pickleball courts.
- 2) Walking path: The pathway would move from the park's perimeter to the north side of the new driveway.
- 3) Brewer Road driveways: The park plan calls for two driveways. Rather than adding a third, the new driveway would merge with the park's southern driveway.

*What is the proposed design for the driveway?*

The attached construction drawings (Exhibit C) show the driveway cross section design is for a 12' driveway with 2' shoulder on each side. While the drawing shows an asphalt driveway, that will be corrected to show decomposed granite which is consistent with the surfacing of the park's driveway and parking lot. The signage would indicate "Do Not Enter, Wrong Way."

*Proposed timeline of project?*

It is anticipated that design will be complete this fiscal year and construction would start in late Summer 2021.



## Ranger Station Park Master Plan

The Ranger Station Park Master Plan will serve as a guide for future renovations, design, construction, and public use of the new park. The City of Sedona acquired the 3.4 acres at 250 Brewer Road to preserve the historic buildings and develop a community park. This plan sets forth the vision, objectives, and design of the park.

The Sedona Community Plan serves as the guide for the park vision along with the many comments and suggestions received from the community. The proposed park features and activities are based on the following objectives:

- Honor the history
- Build a sense of community
- Create community interactions
- Engage people in healthy and active amenities
- Incorporate art in the park
- Design for a sense of place and sustainability

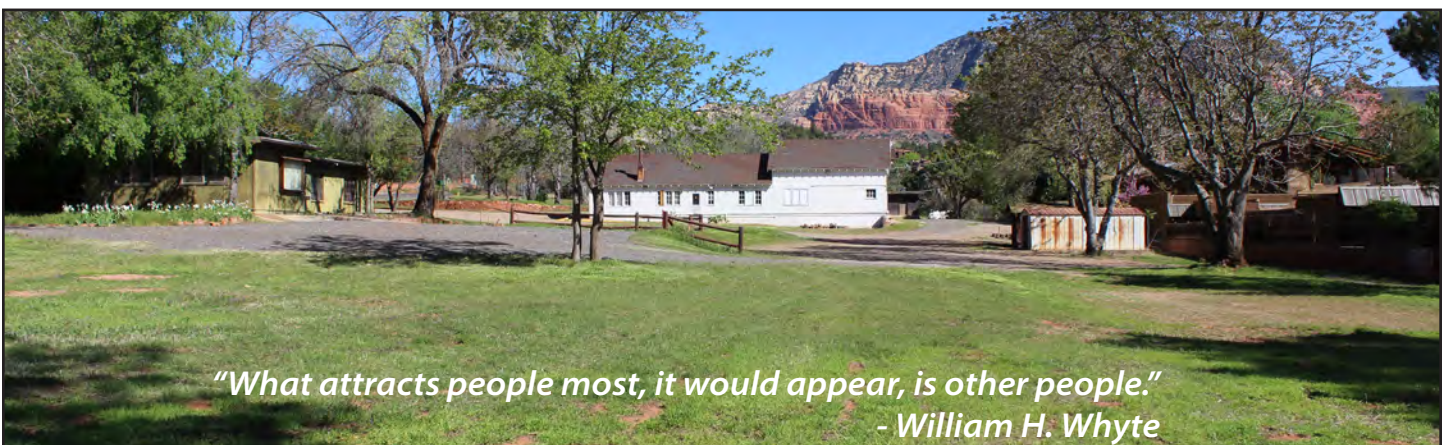
The historic buildings and the location of the park in the 'Heart of Sedona' set the stage for the park vision. The primary goal of the park is to be *the* community's gathering place. The multi-purpose aspect of the park amenities will appeal to a variety of people, and the design of the park will honor the history of the site and incorporate the arts in a lively yet relaxing natural setting.

See page 8 for the 2016 Site Plan.



***Ensure that the needs and aspirations of the community now and into the future are met through a variety of cultural activities, opportunities, and facilities.***

***-Sedona Community Plan p. 97***



***"What attracts people most, it would appear, is other people."  
- William H. Whyte***



## Honor the History

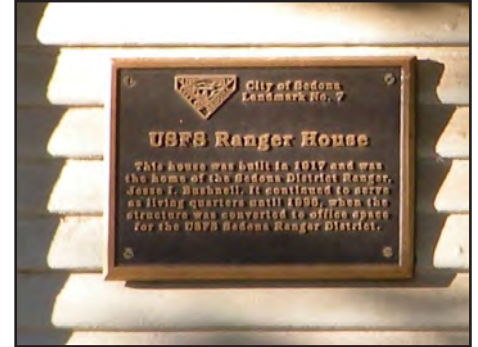
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*Preserve and celebrate the community's history.*  
*Sedona Community Plan p. 97*

The National Historic Landmark buildings are important contributions to Sedona's sense of place. The park setting and new features are designed to blend with the buildings and enhance the historic character of the site.

### Historic Interpretation

- The public can learn the history of Sedona and the significance of the buildings from interpretive panels.
- Historic information and photos could also be displayed on the interior walls of the buildings.
- Walking tours of the surrounding area could start at the park and explore other historic sites nearby such as the Hart Store, the Pumphouse, Owenby Ditch, and the Sally Black Home.
- The history and self-guided tours could be available on a mobile application.



## Building a Sense of Community

*Provide and support community events, festivals, and programs that offer a variety of opportunities for social interaction and contribute to a sense of community.*

*-Sedona Community Plan p. 86*

The park will enhance Sedona's sense of community by providing a place that will offer something for everyone, either as a place to simply get together with friends, or attend a special event. Events could be City sponsored, although most are expected to be put on by other organizations that rent the facilities. The Rangers House, Barn, plaza, and open spaces will be designed to serve multiple purposes for the widest range of interests and activities as possible.

### The Barn

- The Barn will be a multi-purpose community event facility available to rent for a variety of purposes such as: weddings, festivals, farmers market, performing arts (theater, small concerts), workshops, small conferences, meeting space, etc.
- Rental of the barn will generate revenue for the City.
- Renovation of the interior of the barn will be needed to open up a larger interior space.

### The Rangers House

- The Rangers House will be a multi-purpose community meeting space that may be used for meetings, classes, and workshops.
- Rental of the house will generate revenue for the City.
- Minimal renovation necessary to begin functioning as a meeting space.

### The Plaza

- The plaza will also be multi-purpose as a flexible space that can be used for a variety of activities, either formal such as a scheduled event, or informally such as an impromptu community gathering.
- Located between the House and the Barn, the plaza could be used in conjunction with the buildings to expand the event space.
- The plaza concept is similar to the Flagstaff Heritage Square.





## Creating Community Interactions

- *Provide public gathering spaces that promote social interaction.*
- *Create increased opportunities for formal and informal social interactions.*

*-Sedona Community Plan p. 17, 97*

Park features such as benches, picnic tables, the plaza, lawn, and buildings all provide opportunities for community interaction.

Wi-Fi may be considered for both the park buildings and outdoor areas of the park. This will serve community programs in the park, as well as provide another activity for those enjoying the park environment.

### The Open Lawn

- The open lawn will be a multi-purpose space for informal and impromptu gatherings for variety of activities, relaxation, and play.
- The lawn will be similar to the popular lawn at Sunset Park.

### Picnic Areas

- Picnic tables will be placed in several areas of the park, providing several options to choose from.
- The tables will be of various sizes and designs, and most will be under the shade of trees.

### Benches

- Benches will also be scattered throughout the park to encourage “community gathering”.
- The benches can be in a variety of styles and designs and could also be individual works of art by local artists

### Food Vendors

- Food vendors such as coffee carts or food trucks would be welcome in the park, which will provide another amenity to park visitors.



## Engaging in Healthy and Active Amenities

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*Provide activities and amenities that allow for community interactions and encourage active and healthy lifestyles.*

*Sedona Community Plan p. 81*

The park will provide for a variety of recreational activities such as walking and pickleball. The open lawn and play area will offer opportunities for exercise and play for people of all ages.

### Activities

- Many recreational activities could occur throughout the park (bring your own equipment in most cases):
  - Horseshoes
  - Croquet
  - Hopscotch
  - Yoga
  - Frisbee

### Walking Path

- The perimeter walking path will encircle the park, and will be approximately one-third of a mile.
- Pathways will be an accessible gravel surface.

### Play Area

- Play features will be more of a natural style play area.
- People of all ages can enjoy play features such as a variety of swings.
- The play features will be of materials and colors that are suitable to the desired character of the park (no plastic playgrounds in primary colors).

### Pickleball

- Pickleball courts provide a healthy, active, and social amenity, adding to the lively community atmosphere.

### Pedestrian Access

- Park visitors will be encouraged to walk, bike, or use transit whenever possible which will help reduce traffic and parking needs.
- There will be pedestrian connections from all directions to make it easy to walk to the park (such as from Tlaquepaque and Los Abridados).
- Sidewalks on Ranger and Brewer Roads are recommended to link the park to the sidewalks on SR 89A and 179, and into the Brewer Road neighborhood.





## Incorporating Art in the Park

*Enhance opportunities for artistic display, engagement and learning.*  
*-Sedona Community Plan p. 97*

Art will be found throughout the park with sculptures, murals, special events, and activities. This will provide local artists with additional opportunities to share their art with the public.

### The Community's Art Gallery

- The park could serve as a community art gallery: artwork could be displayed in the buildings, similar to the City Hall Art Rotation Program.
- The buildings could be used as a 'pop-up gallery' for special events such as First Friday Art Walks.
- Sculptures and art installations could be placed throughout the park, and could be permanent or rotate on a temporary basis.

### Murals

- Art murals will transform the existing block walls on the east and south sides of the park.
- People could participate in creating their own mural as sections of the wall could be a do-it-yourself chalkboard.

### Performance Activities

- Small performances, such as plays and concerts could be held on the lawn, plaza, or in the barn.

### Art Education

- Art classes, conferences, seminars or workshops could be held in the park or buildings.

### Creative Design Elements

- Park features such as benches and tables could be custom works of art.
- Artwork to commemorate the Forest Service history of the site.



## Design for a Sense of Place and Sustainability

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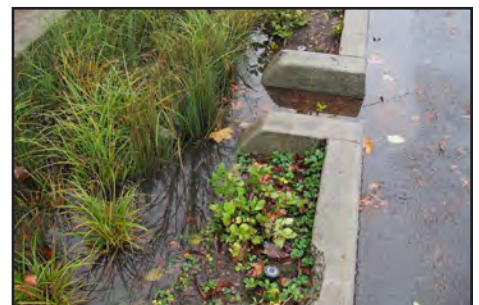
- *Reflect a unique sense of place in architecture and design.*
- *Promote environmentally responsible building and design.*  
-Sedona Community Plan p. 17, 71

### Green Building

- The new restroom building will be energy and water efficient.
- Renovation of the historic buildings will incorporate green building features where possible.
- Parking surfaces will be decomposed granite that blends with the natural environment and allows infiltration of rainwater.
- The landscape design will take advantage of rainwater through the use of swales and berms.

### Landscaping with a Purpose

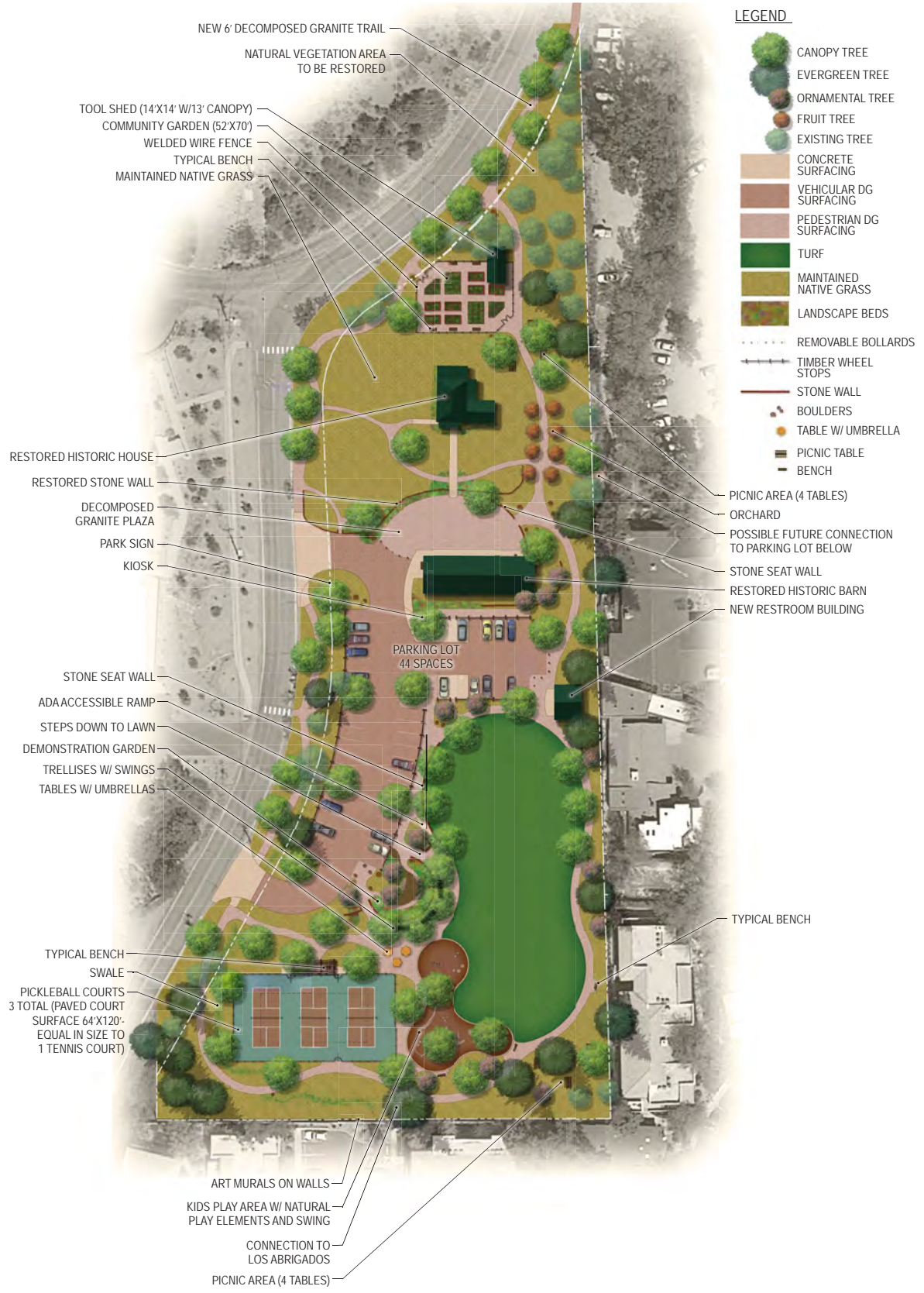
- The demonstration of native plants in the landscaping will be informative of locally occurring and low-water use plants for landscaping.
- The landscaping can include orchard trees representative of the historic agriculture along Oak Creek.
- Trees can provide shade for picnic tables and benches.





# Ranger Station Park Master Plan

## Site Plan











# CITY OF SEDONA LOS ABRIGADOS DRIVEWAY CONSTRUCTION PLANS

LOCATED IN A PORTION OF SECTION 7 AND 18, TOWNSHIP 17 NORTH,  
RANGE 6 EAST, GILA AND SALT RIVER MERIDIAN,  
COCONINO COUNTY, ARIZONA.

### CONTACT INFORMATION

**OWNER:** CITY OF SEDONA  
102 ROADRUNNER DRIVE  
SEDONA, ARIZONA 86336  
(928) 203-5039  
J. ANDY DICKEY, P.E., DIRECTOR OF  
PUBLIC WORKS/CITY ENGINEER

**MAYOR:** SANDY MORIARTY

**VICE MAYOR:** JOHN MARTINEZ

**CITY COUNCIL:** BILL CHISHOLM  
JOHN CURRIVAN  
TOM LAMKIN  
SCOTT JABLON  
JESSICA WILLIAMSON

**CITY MANAGER:** JUSTIN CLIFTON

**ENGINEER:** SHEPHARD-WESNITZER, INC.  
75 KALLOFF PLACE  
SEDONA, ARIZONA 86336  
(928) 282-1061  
ART BECKWITH, P.E.

### LEGEND

- PARCEL BOUNDARIES
- - - RECORD EASEMENTS
- - - NEW DRAINAGE EASEMENT
- 4440 --- EXISTING INDEX CONTOURS
- EXISTING INTERMEDIATE CONTOURS
- [ ] EXISTING BUILDINGS
- x - x - x - x - EXISTING FENCE
- - - EXISTING RETAINING WALL
- - - EXISTING SWALE
- - - PROPOSED SWALE
- W --- W --- WATER BLUESTAKE
- OHE --- OHE --- OVERHEAD UTILITY LINE
- TV --- TV --- TV CABLE BLUESTAKE
- G --- G --- G --- GAS LINE BLUESTAKE
- UGE --- UGE --- ELECTRIC BLUESTAKE
- S --- S --- SEWER BLUESTAKE
- (S) SEWER MANHOLE
- (C) CLEAN OUT
- [P] FULL BOX
- [ ] CATCH BASIN
- [T] TRANSFORMER
- [GM] GAS METER
- [GR] GAS RISER
- UTILITY POLE
- DOWN GUY
- [EM] ELECTRIC METER
- [TR] TELEPHONE RISER
- \* LIGHT POLE
- ⊥ SIGN
- [FH] FIRE HYDRANT
- [IV] IRRIGATION VALVE
- [JB] JUNCTION BOX
- [WM] WATER METER
- [WR] WATER RISER
- [WV] WATER VALVE
- CMP CORRUGATED METAL PIPE
- HDPE HIGH-DENSITY POLYETHYLENE
- [ ] CONCRETE
- [ ] AGGREGATE BASE
- [ ] ASPHALT CONCRETE

### COORDINATE SYSTEM DETAILS

**LINEAR UNIT:** INTERNATIONAL FOOT

**GEODETIC DATUM:** NAD 1983 (NSRS 2007)

**VERTICAL DATUM:** NAVD 1988 (SEE BELOW)

**SYSTEM:** STATE PLANE COORDINATE SYSTEM (CITY OF SEDONA)

**ZONE:** ARIZONA CENTRAL 0202

**PROJECTION:** TRANSVERSE MERCATOR  
 LATITUDE OF GRID ORIGIN: 31°00'00" N  
 LONGITUDE OF CENTRAL MERIDIAN: 111°55'00" W  
 NORTHING AT GRID ORIGIN: 0.000 FT  
 EASTING AT CENTRAL MERIDIAN: 700,000 FT  
 CENTRAL MERIDIAN SCALE FACTOR: 0.9999 (EXACT)

ALL DISTANCES AND BEARINGS SHOWN HEREON ARE NOT GRID VALUES BUT PROJECTED FOR THE PRECEDING COORDINATE SYSTEM DEFINITION. THIS DEFINITION IS SUCH THAT GRID DISTANCES ARE NOT EQUIVALENT TO "GROUND" DISTANCES IN THE PROJECT AREA.

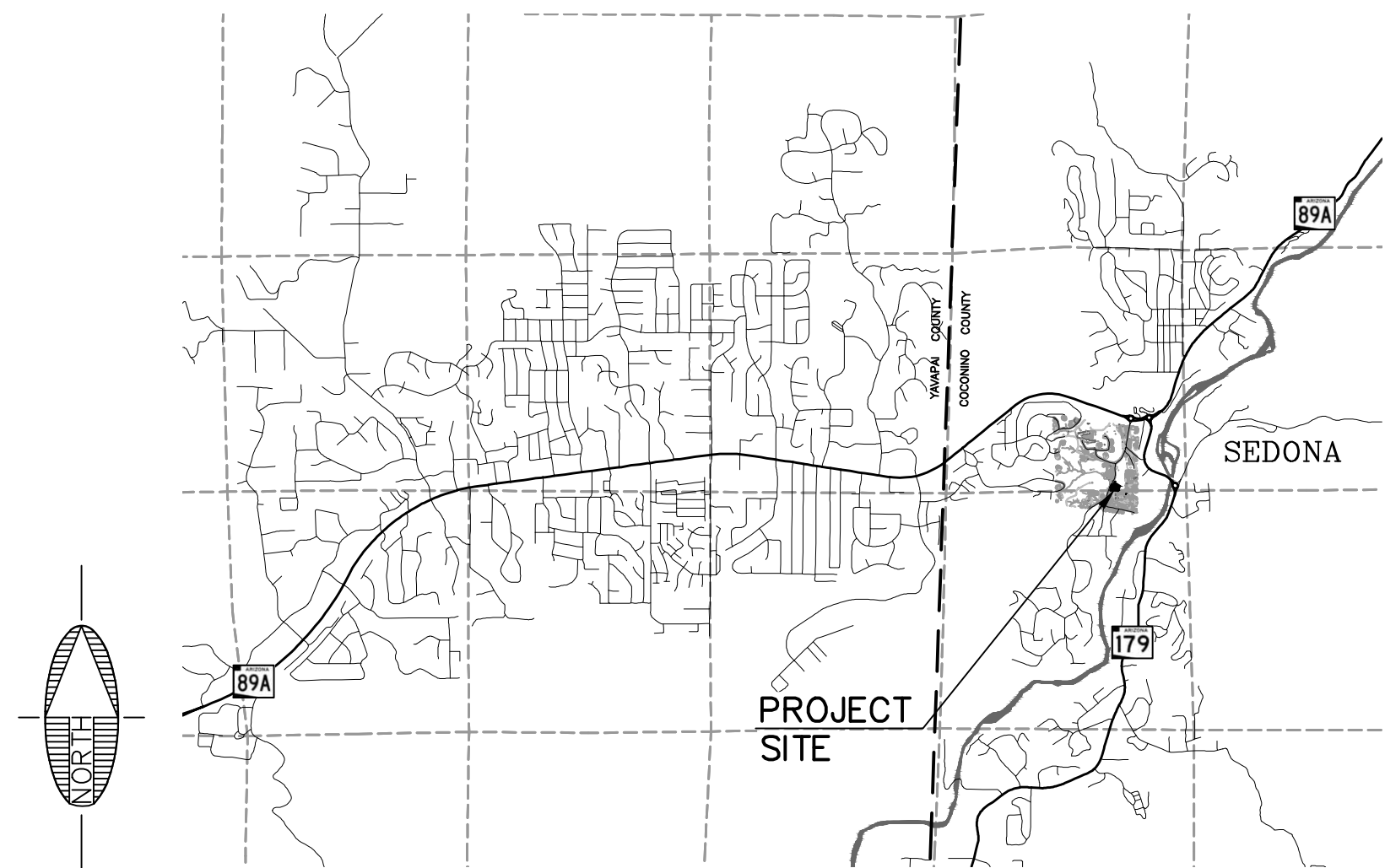
ORTOMETRIC HEIGHTS (ELEVATIONS) WERE TRANSFERRED TO THE SITE FROM POINT "VORTEX" (NGS PID AJ5637) USING GPS WITH NGS GEOID MODEL "GEOID03". ELEVATIONS SHOWN HEREON ARE REFERENCED TO THE PUBLISHED ELEVATION OF THIS STATION.

THE SURVEY WAS CONDUCTED USING GPS REFERENCED TO THE NATIONAL SPATIAL REFERENCE SYSTEM, 2007 READJUSTMENT. A PARTIAL LIST OF POINT COORDINATES FOR THIS SURVEY IS GIVEN BELOW (ADDITIONAL COORDINATES ARE AVAILABLE UPON REQUEST).

**POINT #28 "VORTEX" (NGS PID AJ5637)**  
 LATITUDE: 34°50'46.53562"N    NORTHING: 1399355.912  
 LONGITUDE: 111°49'41.94433"W    EASTING: 726507.379  
 ELLIPSOID HEIGHT: 4384.140 FT    ELEVATION: 4465.054 FT

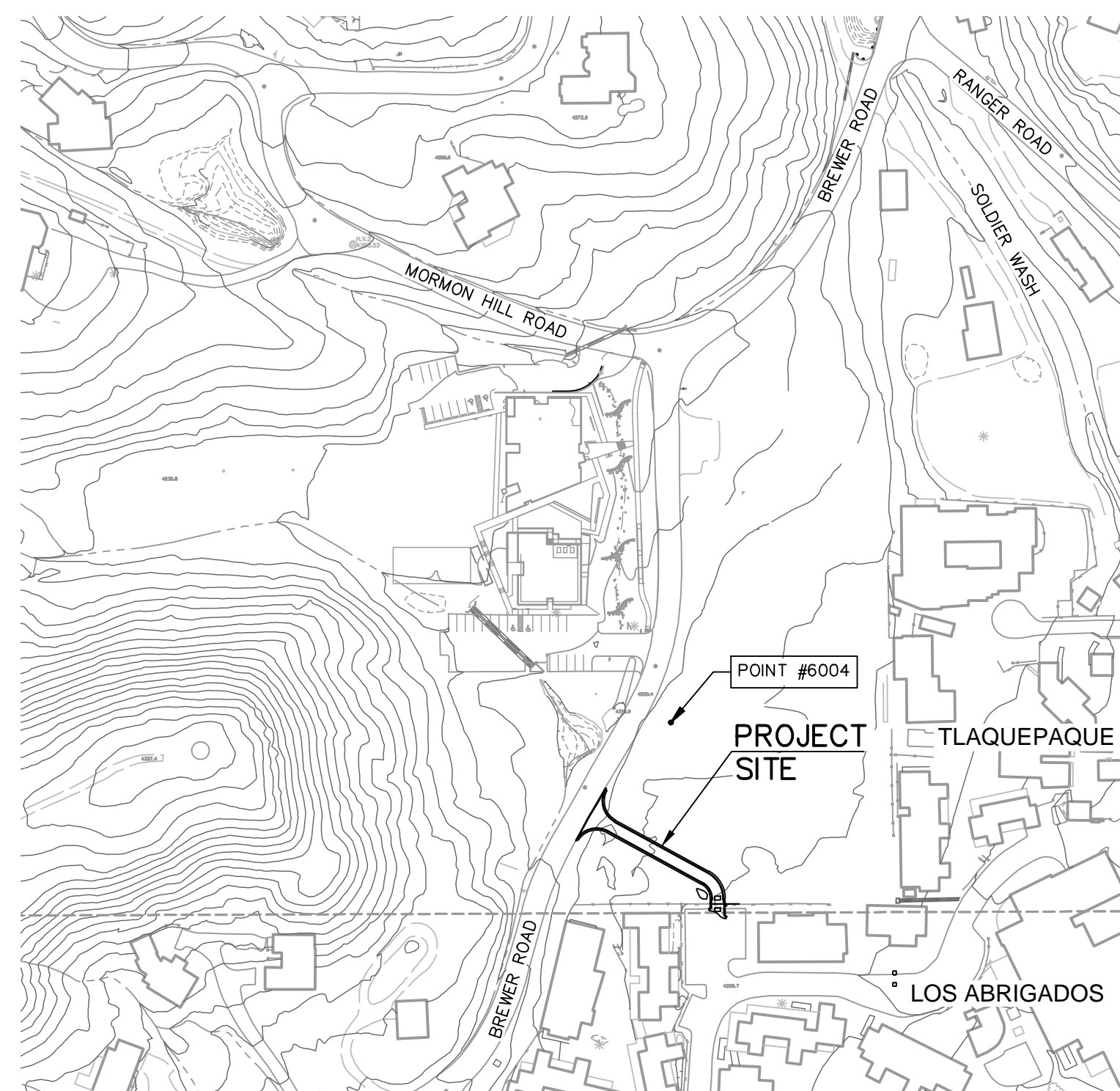
**POINT #52 "Y492" (NGS PID ES0652)**  
 LATITUDE: 34°51'45.45699"N    NORTHING: 14005328.118  
 LONGITUDE: 111°46'53.08508"W    EASTING: 740572.409  
 ELLIPSOID HEIGHT: 4359.495 FT    ELEVATION: 4439.536 FT

**POINT #6004 FOUND REBAR AND CAP STAMPED "RLS 27253"**  
 LATITUDE: 34°51'43.90992"N    NORTHING: 1405178.297  
 LONGITUDE: 111°45'57.738571"W    EASTING: 745184.421  
 ELLIPSOID HEIGHT: 4058.283 FT    ELEVATION: 4138.171 FT



VICINITY MAP

NO SCALE



LOCATION MAP

NO SCALE

SHEET INDEX		
SHT NO.	DWG NO.	TITLE
1	C1	COVER SHEET
2	C2	NOTES & DETAILS
3	C3	CONSTRUCTION PLAN

### APPROVAL

APPROVED: \_\_\_\_\_ DATE \_\_\_\_\_  
 J. ANDY DICKEY, P.E.    DIRECTOR OF PUBLIC WORKS, CITY ENGINEER

### RECORD DRAWING STATEMENT

I, \_\_\_\_\_, HEREBY STATE, BASED ON MY FIELD OBSERVATION AND INFORMATION PROVIDED BY THE GENERAL CONTRACTOR AND OTHERS, THAT THE WORK ON SHEETS 1 THROUGH 3, MARKED AS "RECORD DRAWING" HAS BEEN CONSTRUCTED IN SUBSTANTIAL CONFORMANCE WITH THESE CONSTRUCTION PLANS SPECIFICATIONS, INCLUDING CHANGES AND REVISIONS.

REGISTERED LAND SURVEYOR/ENGINEER    DATE \_\_\_\_\_  
 REGISTRATION NUMBER    EXPIRATION DATE \_\_\_\_\_

Contact Arizona 811 at least two full working days before you begin excavation

Call 811 or click Arizona811.com

REVISIONS			
NO.	DESCRIPTION	DATE	BY

**SWI**  
 Shephard Wesnitzer, Inc.

75 Kallof Place  
 Sedona, AZ 86336  
 928.282.1061  
 928.282.2058 fax  
 www.swiaz.com

JOB NO: 20234  
 DATE: OCT 20  
 SCALE: AS SHOWN  
 DRAWN: EGM  
 DESIGN: AHB  
 CHECKED: AHB

LOS ABRIGADOS DRIVEWAY    SEDONA ARIZONA

**COVER SHEET**

**PRELIMINARY**  
 NOT FOR CONSTRUCTION,  
 BIDDING OR RECORDING

DRAWING NO. **C1**

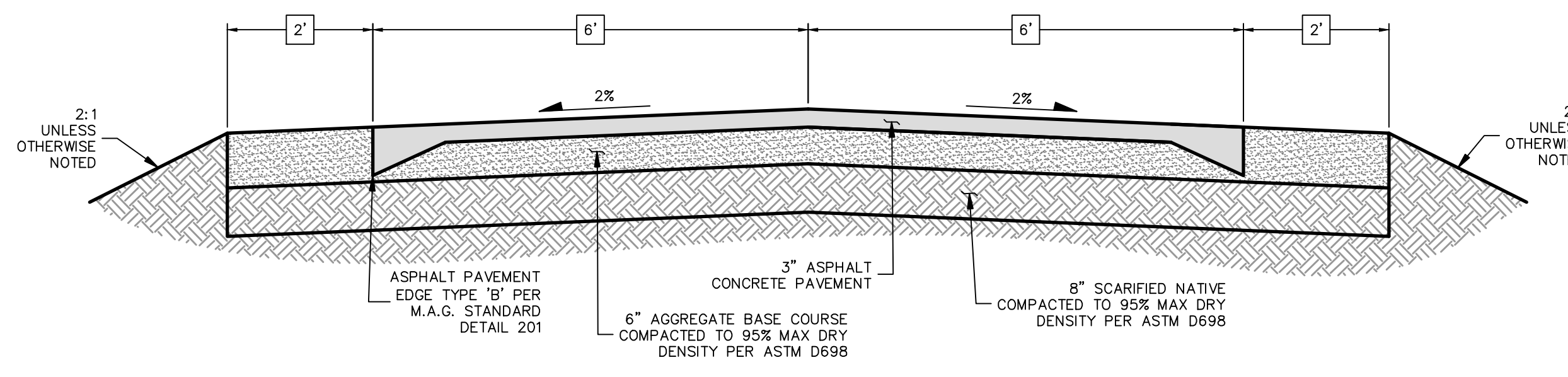
SHT NO. **1** OF **3**



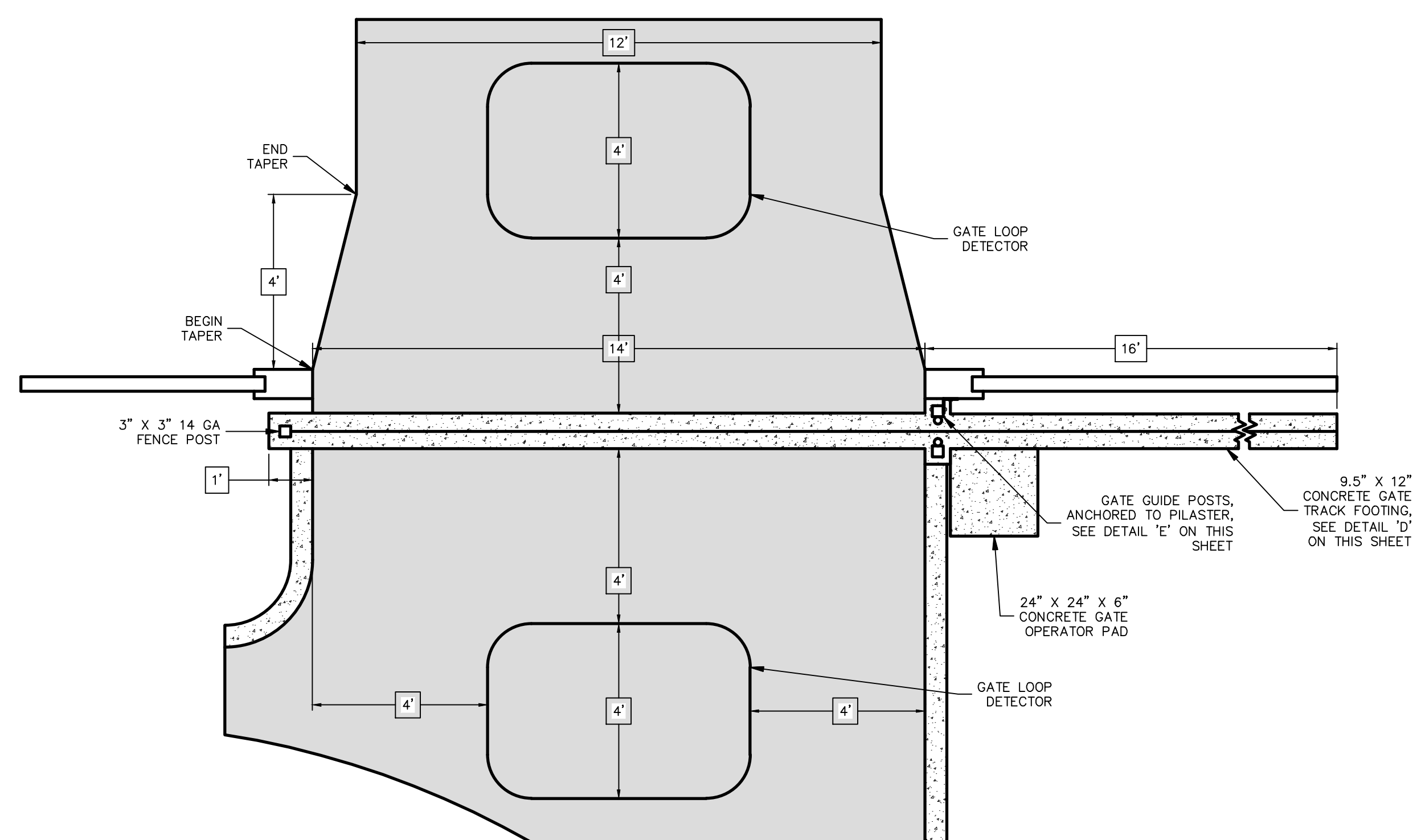
PLOTTED: Oct 22, 2020--3:40pm

**GENERAL NOTES**

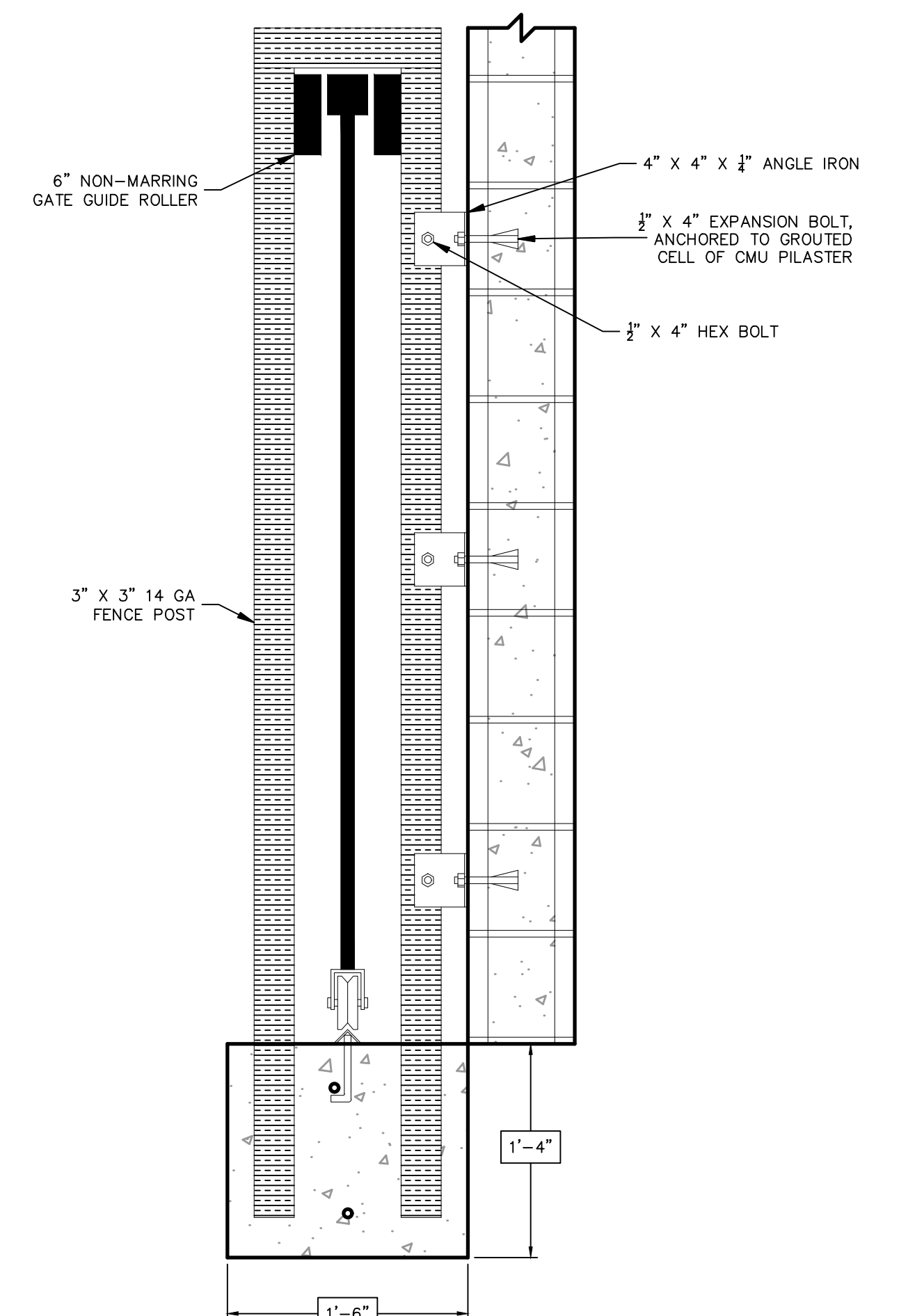
- ALL QUANTITIES SHOWN ARE APPROXIMATE AND ARE FURNISHED SOLELY FOR THE CONTRACTOR'S CONVENIENCE. IT IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THE ACTUAL QUANTITIES OF WORK REQUIRED AND BASE HIS BID ON HIS OWN INDEPENDENT ESTIMATE OF THE WORK SCOPE AND QUANTITIES OF MATERIALS REQUIRED. THEY DO NOT NECESSARILY CORRESPOND TO BID SCHEDULE ITEMS. PAYMENT WILL BE BASED ON BID SCHEDULE ITEMS. THE CONTRACTOR SHALL NOT BE RELIEVED OF RESPONSIBILITY FOR INDEPENDENTLY ESTIMATING QUANTITIES PRIOR TO BIDDING. THE CONTRACTOR REPRESENTS THAT THE TOTAL CONTRACT SUM IS ADEQUATE COMPENSATION FOR COMPLETING THE ENTIRE PROJECT AS SHOWN ON THE PLANS.
- THE LOCATION OF EXISTING FEATURES INDICATED ON THE PLANS ARE APPROXIMATE ONLY. THE CONTRACTOR SHALL NOT BE RELIEVED OF RESPONSIBILITY FOR MAKING COMPLETE AND ACCURATE ON-SITE DETERMINATIONS OF THE LOCATIONS OF ALL UTILITIES, STRUCTURES AND FIELD CONDITIONS, WHICH MAY AFFECT THE PROGRESS OF THE WORK.
- THESE PLANS ARE SUBJECT TO THE INTERPRETATION OF INTENT BY THE ENGINEER. ALL QUESTIONS REGARDING THESE PLANS SHALL BE DIRECTED TO THE ENGINEER. ANY INTERPRETATION OF THE PLANS BY ANYONE OTHER THAN THE ENGINEER SHALL BE RESPONSIBLE FOR ANY CONSEQUENCES THEREOF.
- ADEQUATE DRAINAGE OF THE CONSTRUCTION AREA SHALL BE PROVIDED AT ALL TIMES. CONSTRUCTION DRAINS SHALL BE PROVIDED AS NEEDED TO ENABLE WATER TO DRAIN FROM THE CONSTRUCTION AREA RAPIDLY AND WITHOUT DAMAGING THE WORK IN PROGRESS. TO FURTHER PROMOTE GOOD DRAINAGE OF THE SITE, DRAINAGE CHANNELS, CULVERTS, AND STRUCTURES, SHALL BE CONSTRUCTED FROM DOWNSTREAM TO UPSTREAM IN SUCH A WAY THAT, DURING CONSTRUCTION, THEY DO NOT IMPEDE THE FLOW OF WATER FROM THE CONSTRUCTION AREA.
- DAMAGE TO ADJACENT PROPERTIES OR TO ANY PORTION OF THE WORK CAUSED BY THE CONTRACTOR'S FAILURE TO PROVIDE ADEQUATE DRAINAGE OF THE CONSTRUCTION SITE OR TO ORDER THE WORK SO AS TO MINIMIZE THE POSSIBLE EXTENT OF SUCH DAMAGE SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE.
- ALL WORK SHALL CONFORM TO MAG STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION AND CURRENT REVISIONS THERETO AS MODIFIED BY THE CITY OF SEDONA CITY CODE SECTION 7.
- EXACT POINT OF MATCHING & TERMINATION OF IMPROVEMENTS MAY BE ADJUSTED IN THE FIELD BY THE ENGINEER IF NECESSARY.
- ELEVATIONS SHOWN ON PLAN ARE TO FINISHED GRADE, UNLESS OTHERWISE NOTED OR SPECIFIED.
- A SET OF SIGNED AND APPROVED CONSTRUCTION DOCUMENTS WILL BE KEPT AT ALL TIMES AT THE JOB SITE ON WHICH ALL CHANGES OR VARIATIONS IN THE WORK, INCLUDING ALL EXISTING UTILITIES, ARE TO BE RECORDED AND/OR CORRECTED DAILY AND SUBMITTED TO THE CITY ENGINEER WHEN THE WORK TO BE DONE IS COMPLETED.
- CONTRACTOR SHALL PROVIDE AND MAINTAIN SUFFICIENT BARRICADES TO PROVIDE FOR THE SAFETY OF THE GENERAL PUBLIC TO THE SATISFACTION OF THE PUBLIC WORKS DIRECTOR.
- ALL MATERIALS SHALL BE FURNISHED AND INSTALLED BY THE CONTRACTOR UNLESS OTHERWISE NOTED.
- THE CONTRACTOR SHALL PROVIDE AND MAINTAIN ACCESS AT ALL TIMES TO ADJACENT PROPERTY.
- PRIOR TO COMMENCEMENT OF CONSTRUCTION CONTRACTOR TO COORDINATE WORK WITH ALL UTILITY COMPANIES.



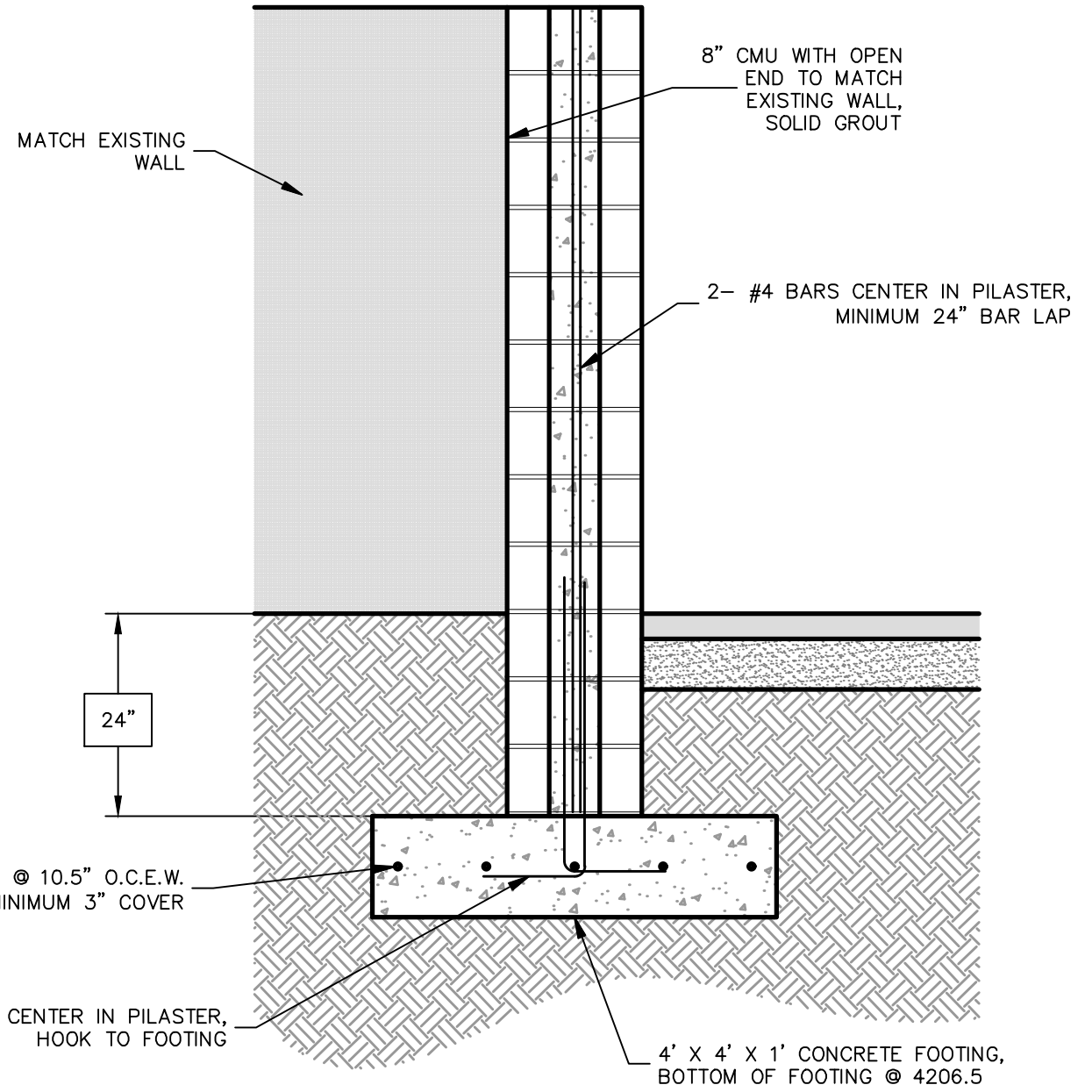
**TYPICAL DRIVEWAY SECTION (B)**  
NO SCALE



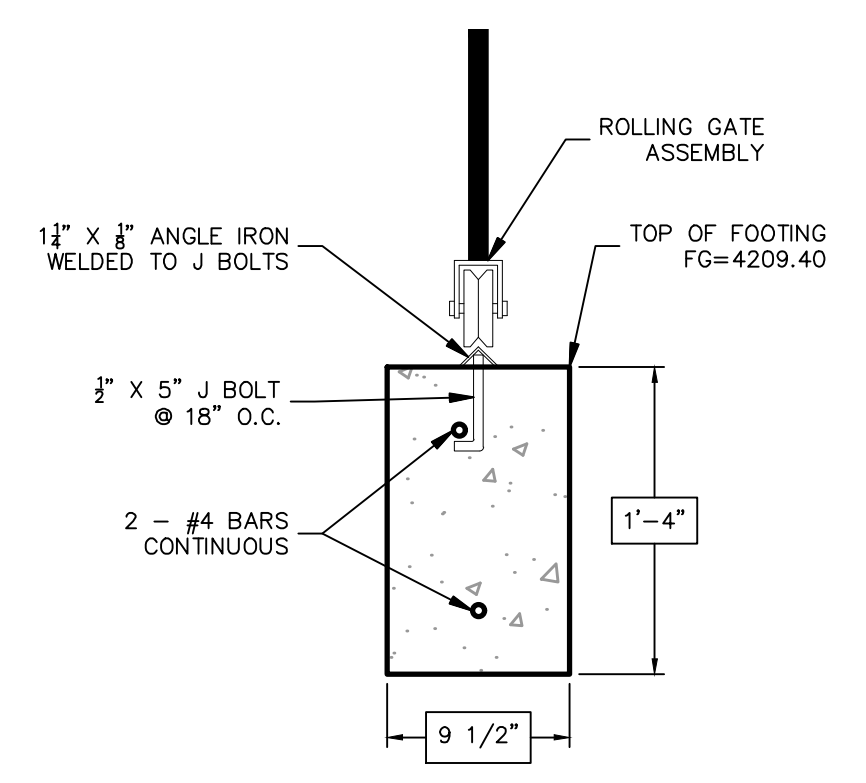
**LOOP DETECTOR/GATE FOOTING (C)**  
NO SCALE



**GATE GUIDE POSTS (E)**  
NO SCALE



**PILASTER DETAIL (A)**  
NO SCALE



**GATE TRACK FOOTING (D)**  
NO SCALE



**GATE DETAIL (F)**  
NO SCALE

NOTE: CONTRACTOR TO PROVIDE GATE SUBMITTAL FOR APPROVAL PRIOR TO CONSTRUCTION

FILE: P:\2020\2024\DRAWINGS\CONSTRUCTION PLANS\NOTES & DETAILS.DWG EMETZ

Contact Arizona 811 at least two full working days before you begin excavation

Call 811 or click Arizona811.com

REVISIONS			
NO.	DESCRIPTION	DATE	BY

75 Kallof Place  
Sedona, AZ 86336  
928.282.1061  
928.282.2058 fax  
www.swiaz.com

JOB NO:	20234
DATE:	OCT 20
SCALE:	AS SHOWN
DRAWN:	EGM
DESIGN:	AHB
CHECKED:	AHB

LOS ABRIGADOS DRIVEWAY  
SEDONA ARIZONA

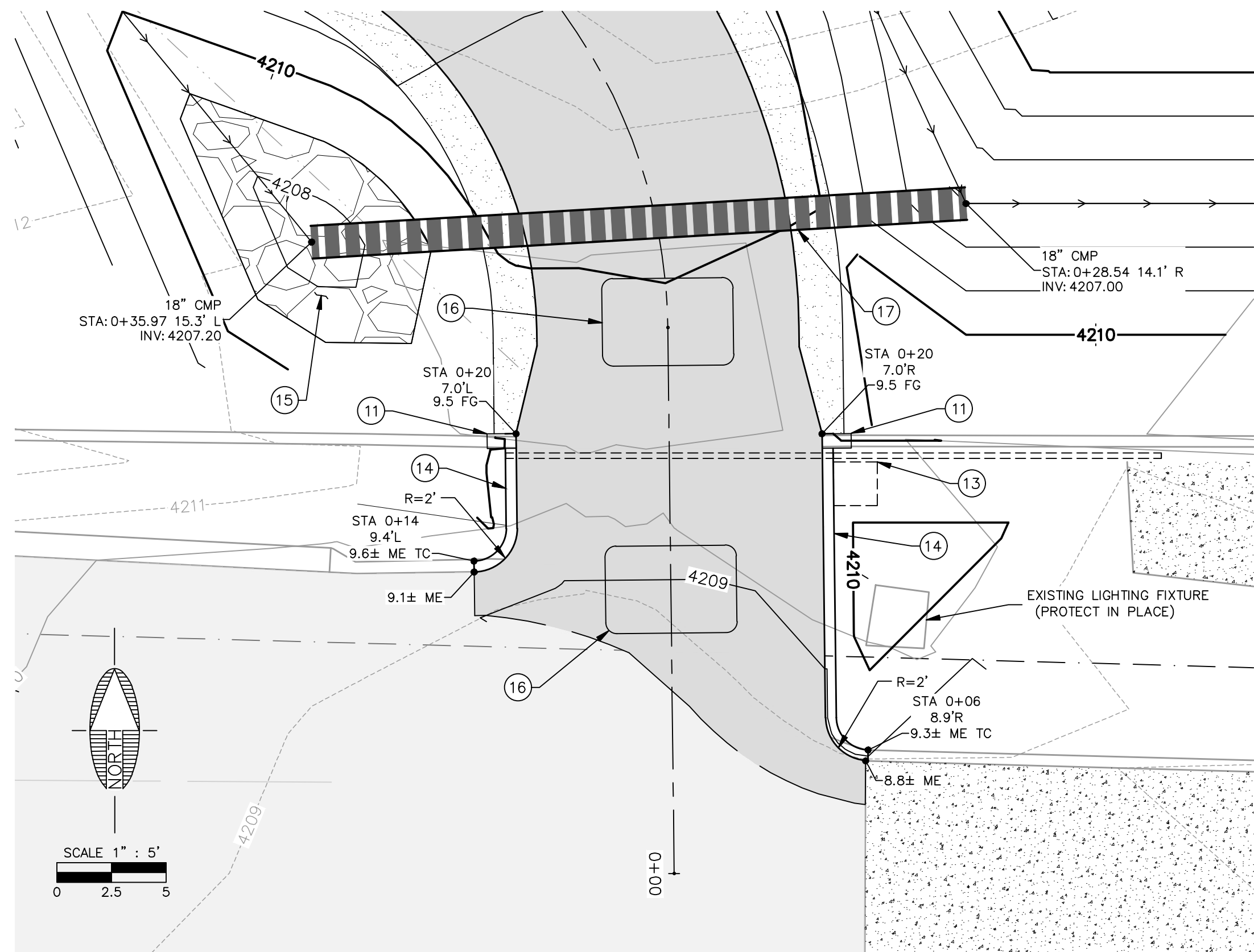
**NOTES & DETAILS**

**PRELIMINARY**  
NOT FOR CONSTRUCTION,  
BIDDING OR RECORDING

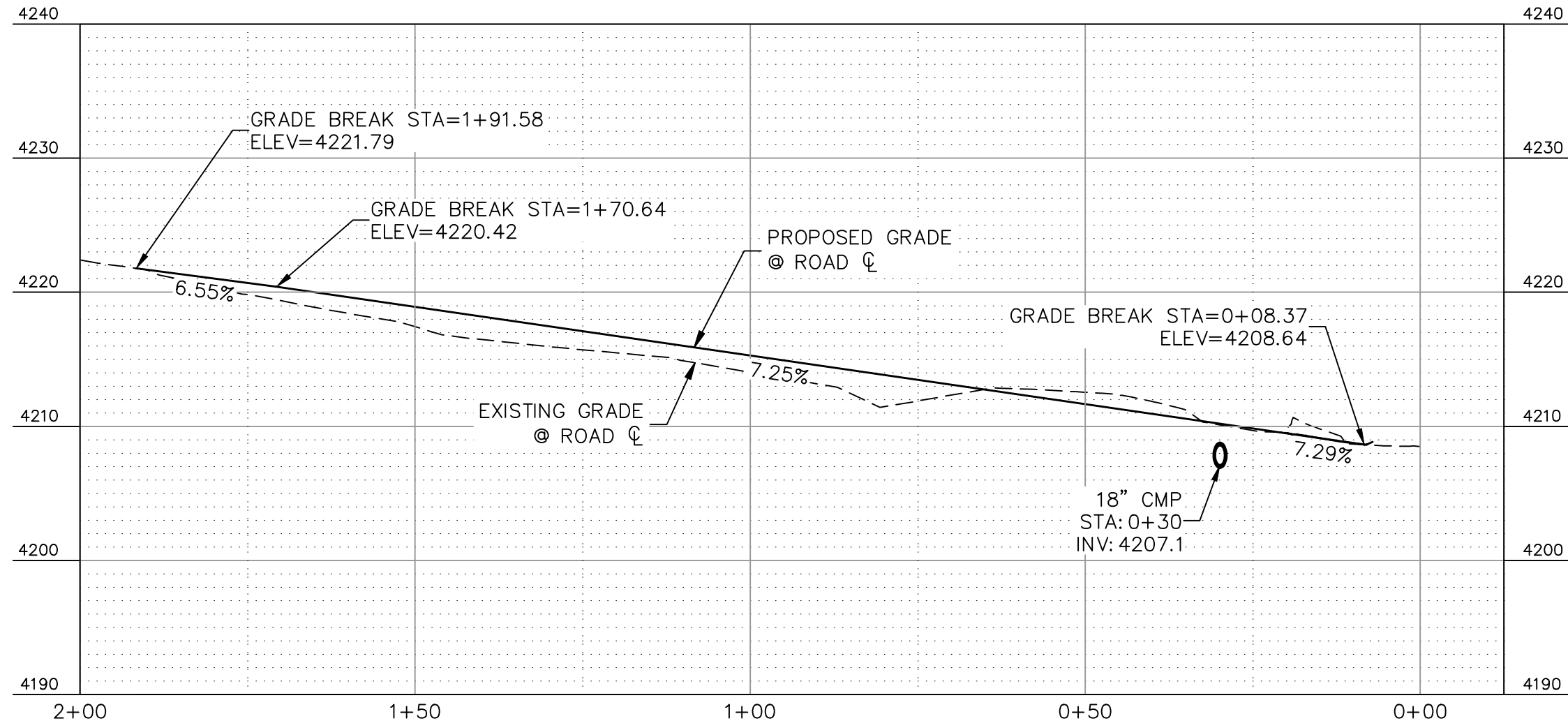
DRAWING NO. **C2**

SHT NO.	OF
2	3





GATE AREA DETAIL



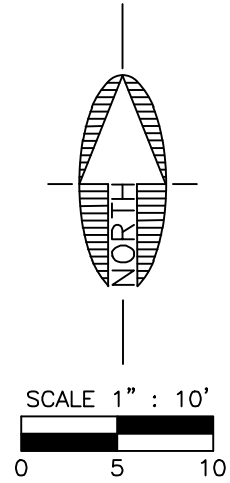
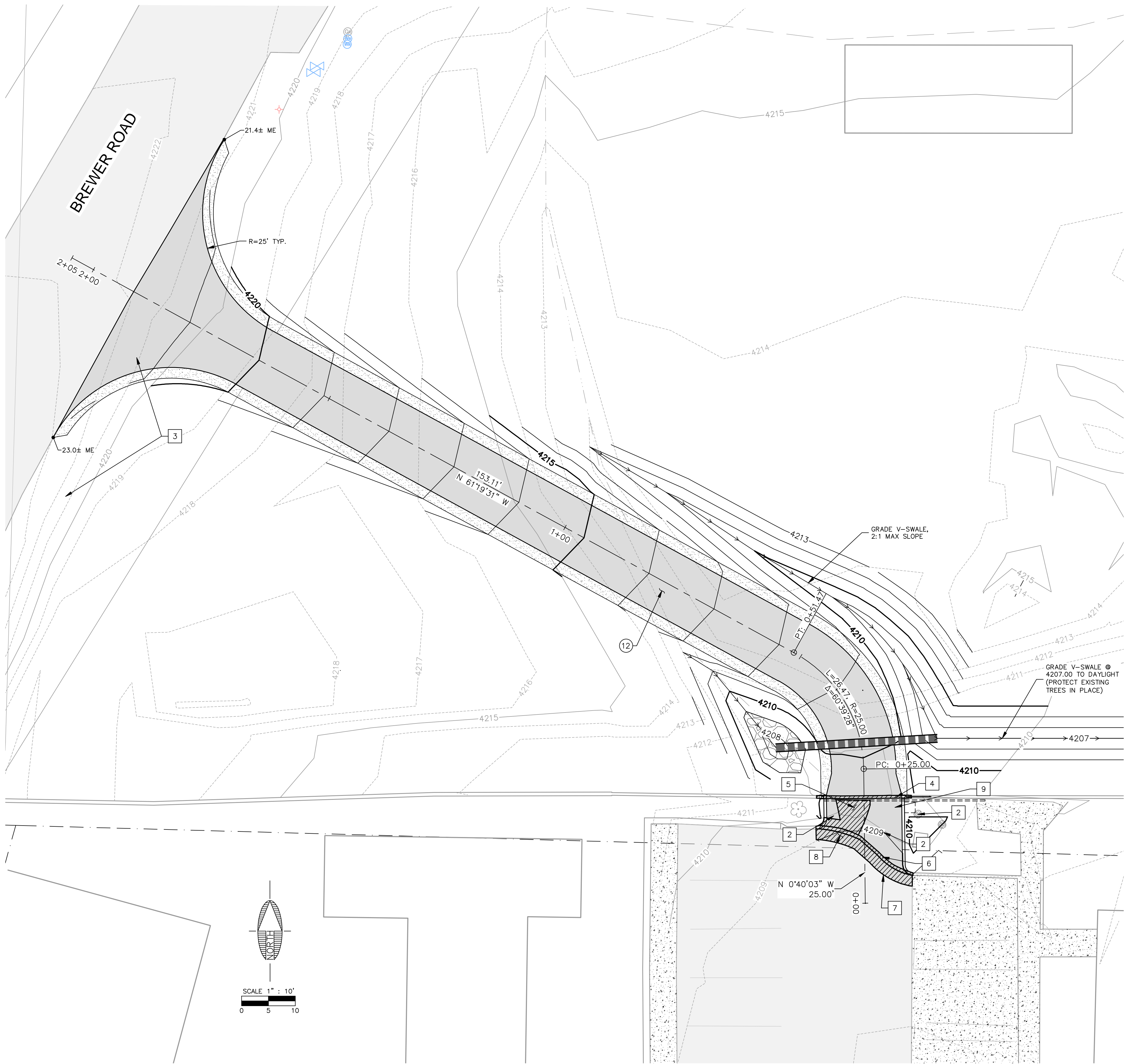
DRIVEWAY PROFILE

**DEMOLITION NOTES**

- 1 (1 LS) CLEAR AND GRUB
- 2 (1 LS) REMOVE AND DISPOSE OF EXISTING VEGETATION
- 3 (1 EA.) REMOVE AND RELOCATE EXISTING SPEED LIMIT SIGN
- 4 (26 L.F.) REMOVE AND DISPOSE OF EXISTING WALL, REMOVE TO NEAREST PILASTER
- 5 (35 S.F.) REMOVE AND DISPOSE OF GROUTED RIPRAP
- 6 (22 L.F.) REMOVE AND DISPOSE OF EXISTING CURB
- 7 (22 L.F.) SAWCUT 2' FROM PAVEMENT EDGE
- 8 (41 S.F.) REMOVE AND DISPOSE OF EXISTING PAVEMENT
- 9 (1 EA.) REMOVE AND DISPOSE OF STUMP

**CONSTRUCTION NOTES**

- EARTHWORK: CUT = 130 C.Y. ±  
FILL = 110 C.Y. ±
- 10 (1 LS) SUBGRADE PREPARATION
  - 11 (2 EA.) CONSTRUCT PILASTER PER DETAIL 'A' ON DWG C2. CONNECT EXISTING WALL TO NEW PILASTER.
  - 12 (365 S.Y.) CONSTRUCT ASPHALT PAVEMENT SECTION PER DETAIL 'B' ON DWG C2
  - 13 (1 EA.) INSTALL 15'X6' AUTOMATIC SLIDING GATE PER DETAILS 'C-F' ON DWG C2
  - 14 (17 L.F.) CONSTRUCT SINGLE CURB PER M.A.G. STANDARD DETAIL 222 TYPE 'B'
  - 15 (78 S.F.) INSTALL 12" THICK LAYER OF RIP RAP, D50=6" AT BASIN BOTTOM
  - 16 (2 EA.) INSTALL LOOP DETECTOR PER DETAIL 'E' ON DWG C2
  - 17 (30 L.F.) INSTALL 18" CMP PER M.A.G. SPEC 618



REVISIONS			
NO.	DESCRIPTION	DATE	BY

JOB NO:	20234
DATE:	OCT 20
SCALE:	AS SHOWN
DRAWN:	EGM
DESIGN:	AHB
CHECKED:	AHB

DRAWING NO.	<b>C3</b>
SHT NO.	3
OF	3



**Staff Report**  
Planning and Zoning Commission  
Operating Rules and Procedures



**Community Development Department**  
102 Roadrunner Drive Sedona, AZ 86336  
(928) 282-1154 • [www.sedonaaz.gov/cd](http://www.sedonaaz.gov/cd)

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<b>Meeting Date:</b>	<b>Public Hearing: June 1, 2021</b>
<b>Hearing Body:</b>	Planning and Zoning Commission
<b>Action Requested:</b>	Review of Planning and Zoning Commission meeting times; Possible changes to Planning and Zoning Commission Operating Rules and Procedures
<b>Staff Recommendation:</b>	Staff is not recommending any changes to the Operating Rules and Procedures at this time
<b>Summary:</b>	Possible revisions to the Planning and Zoning Commission Operating Rules and Procedures regarding times of meetings
<b>Report Prepared by:</b>	Cari Meyer, Planning Manager
<b>Attachments:</b>	Planning and Zoning Commission Operating Rules and Procedures, as adopted by City Council, November 10, 2020

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This agenda item has been placed on the Planning and Zoning Commission's June 1, 2021 agenda at the request of the Commission and provides for a public hearing and discussion/possible action regarding revisions to the Planning and Zoning Commission Operating Rules and Procedures (Rules). A copy of the Commission's current Rules is attached.

**BACKGROUND**

Over the last several years, the City has been pursuing process improvement opportunities that can either help streamline processes, gain efficiencies, reduce costs, get more bang for the buck, lessen workload burdens, and/or enhance customer service.

In pursuit of these goals, several changes have been made to Rules regarding meeting times and meeting structure. The following is a summary of how the Commission arrived at the current schedule of having one 4:30 pm meeting on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of the month:

- Pre-2017: From the time the Planning and Zoning Commission was established in 1988, the Commission's typical schedule was to have public hearings at 5:30 pm on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of the month and work sessions at 3:30 pm the Thursday prior to the public hearing. This led to the Commission having a regularly scheduled meeting 48 out of 52 weeks of the year, resulting in significant impacts on Staff and Commissioners' time.
- 2017: In 2017, Staff proposed a series of updates the Rules. One of these changes was to move work sessions to 3:30 pm on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month, prior to the 5:30 pm public hearing. This reduced the number of weeks with a regularly scheduled Commission meeting from 48 to 24. These changes were adopted by City Council on April 10, 2018.
- 2020: In seeking to further improve City processes, in 2020, City staff proposed combining the 3:30 work session and 5:30 public hearing into a single 4:30 pm meeting. This was done to reduce confusion regarding what meeting was taking place at what time and eliminate redundancies in preparing notices, cancellations, packets, etc. The 4:30 time was chosen to be consistent with the City Council's start time (4:30 pm on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the month). This change was adopted by City Council on November 10, 2020.



As the current Rules were adopted in November 2020, and the meeting start time was chosen to be consistent with the City Council's start time, staff is not recommending changes to the meeting start time. As Commission meeting times are set by the Rules, which must be adopted by City Council, if the Commission wishes to modify the start time, it will need to propose a change to the Rules. That proposed change would then be presented to Council for review and potential approval.

**RECOMMENDATION**

Staff is not recommending any changes to the Rules at this time.

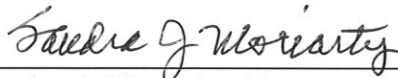
**RESOLUTION NO. 2020-22**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF SEDONA,  
ARIZONA, APPROVING THE PLANNING AND ZONING COMMISSION'S  
OPERATING RULES AND PROCEDURES.**

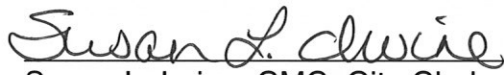
WHEREAS, the Planning & Zoning Commission has reviewed and updated their Operating Rules and Procedures and the City Council must approve these revisions.

BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF SEDONA, ARIZONA that the Planning & Zoning Commission Operating Rules and Procedures attached hereto are approved by the City Council.

PASSED AND ADOPTED this 10<sup>th</sup> day of November, 2020 by the Mayor and Council of the City of Sedona, Arizona.

  
\_\_\_\_\_  
Sandra J. Moriarty, Mayor

ATTEST:

  
\_\_\_\_\_  
Susan L. Irvine, CMC, City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Kurt W. Christianson, City Attorney

RESOLUTION NO. 2020-22  
CITY OF SEDONA  
PLANNING AND ZONING COMMISSION

## **OPERATING RULES AND PROCEDURES**

Be it resolved that pursuant to City of Sedona Ordinance 88-6, the Planning and Zoning Commission of the City of Sedona (hereinafter called the Commission) adopts the following amended Operating Rules and Procedures as its by-laws to govern its conduct and function.

### **Article 1: Membership**

- 1.1 Each member of the Commission (Member) shall be selected and shall serve as provided in City of Sedona Ordinance 88-6, Section 2.
- 1.2 Because the participation of all Members is necessary to carry out the duties of the Commission in the best interest of the citizens of Sedona, consistent attendance by the Members is of the utmost importance. For this reason, and pursuant to Section 2(D) of Ordinance 88-6, a member may be removed at any time by the City Council for:
  - 1.2.1 Failure to attend three meetings during a 12-month period or the number of meetings necessary to be efficient in their duties as determined by the City Council; or,
  - 1.2.2 A Member may also be removed by the City Council at any time for inefficiency, neglect of duty or malfeasance.
- 1.3 Removal by City Council may be without the necessity of a hearing or notice and such action shall be final.

### **Article 2: Officers**

- 2.1 A Chair and Vice-Chair shall be elected annually from among the Commission's membership at the first regular meeting in January and at such other times as these offices may become vacant.
- 2.2 The Vice-Chair shall serve in the absence of the Chair. In the absence of both the Chair and Vice-Chair, the Commission shall elect an Acting Chair.

### **Article 3: Chair**

- 3.1 The Chair shall preside at all public hearings and other meetings of the Commission and decide points of order or procedure.
- 3.2 The Chair is a voting member and shall have the right to make and second motions.
- 3.3 The Chair shall work with the Director to coordinate the work of the Commission and shall perform all other duties required by law, ordinance and these Operating Rules and Procedures.

**Article 4: Vice-Chair**

- 4.1 The Vice-Chair shall perform all duties of the Chair in the absence of the Chair.
- 4.2 If the Chair vacates the office before completing his/her term, the Vice-Chair will assume the office and serve the remainder of the term. A new Vice-Chair will then be elected at the next regularly scheduled meeting.

**Article 5: Community Development Director**

- 5.1 The Community Development Director (Director) or his/her designee shall attend all Commission meetings; shall attend to official correspondence of the Commission; shall cause written minutes to be kept of all meetings; shall maintain files of official records, findings and decisions of the Commission and its rules and regulations; shall supervise clerical work and technical preparations necessary to disposition of business before the Commission; and shall perform all other duties required by law, Ordinance and these Operating Rules and Procedures.
- 5.2 The Director shall approve all Commission expenses.

**Article 6: Legal Counsel**

- 6.1 The Commission shall be advised by the City Attorney or his/her designee who shall act as its Legal Counsel. Legal Counsel shall attend unless excused by the Director
- 6.2 The Commission shall act in accordance with opinions of its Legal Counsel regarding points of law.
- 6.3 Except in the case of Executive Sessions, advice of Counsel shall be recorded in the minutes of the meeting before disposition of any question of law or matter requiring legal interpretation or advice.

**Article 7: Other Advisors**

- 7.1 The Commission may request any department head, officer of the City, or any consultant retained by the City to attend any Commission meeting as appropriate.

**Article 8: Creation of Committees**

- 8.1 A Committee of not more than three Members may be created by the Chair , or by a majority vote of the Commission, to study a report on planning and zoning matters and make recommendations to the Commission.
- 8.2 Meetings of committees shall be properly noticed, agendized and appropriate minutes taken.
- 8.3 Any committee shall be formed for a specific time period after which it shall dissolve, unless extended by the Chair or by vote of the Commission.

**Article 9: Meetings**

- 9.1 All meetings shall be held in full compliance with the provisions of Arizona Open Meeting Law, the Commission's Handbook, the Commission's Operating Rules and Procedures and any other applicable regulation or provision.
- 9.2 Meetings of the Commission shall be scheduled on the first and third Tuesday of each month at 4:30 p.m. or at a time set in advance so as to ensure reasonable public notice and participation. Meetings may include both action and/or non-action items.
- 9.3 Such meetings shall be held in the City Council Chambers or at such place as the Commission may otherwise direct on its notices.
- 9.4 Special meetings may be called by the Chair, the Director or by three or more Members, subject to legal requirements. The reason(s) for calling any special meeting shall be stated at the time of notification.
- 9.5 At regular and special meetings of the Commission, Robert's Rules of Order (revised) shall, to the extent practical, be observed except where they may conflict with other provisions of the Commission's Operating Rules and Procedures, or with any City ordinance, provision or Arizona statute.
- 9.6 All meetings and hearings of the Commission shall be open to the public; except that the Commission may hold executive sessions for the purposes and under the conditions set forth in ARS §38-431.03 and Amendments thereto.
- 9.7 The Commission may approve, conditionally approve, deny or continue any item on its agenda. In the event an applicant is not present, the Commission may or may not decide to continue the item until the applicant is present.
- 9.8 A Commission meeting may be continued to a time and place certain by a vote of the Commission.
- 9.9 Any requests for continuance received after legal notice for public hearing has been given shall be acted on by the Commission at the noticed hearing. Any request for continuance received by staff less than five business days prior to the noticed hearing date shall not be approved by the Commission unless extenuating circumstances are found to exist.
- 9.10 The Director, in consultation with the Chair, may cancel the meeting due to a lack of substantive agenda items to be addressed, meeting location scheduling conflicts, emergency conditions, inclement weather, or other acts of nature beyond the City's control.
- 9.11 The Commission may table an agenda item until a later date to enable additional public comment to be heard, a site visit, or for other good cause by an affirmative vote of a majority of the Members present.

**Article 10: Quorum and Voting**

- 10.1 A majority of the current membership of the Commission shall constitute a quorum and a quorum shall be required to conduct business of the Commission. If a quorum cannot

be obtained, the names of members present shall be recorded and the meeting shall be rescheduled.

- 10.2 Any vote may be taken by a voice vote and a show of hands. If the vote is not unanimous, a roll call vote shall be taken.
- 10.3 No Member present may abstain from voting unless a conflict of interest exists according to Arizona Revised Statutes §38-501 to 38-511.
- 10.4 Any motion for approval which fails to carry shall be considered a denial of the proposal. However, any action may be reconsidered if a motion to reconsider, made by a member who voted in the affirmative, is passed. Any motion for denial which fails to carry shall not be considered an approval of the proposal. When a motion for denial fails, a positive motion or a motion for approval must be made and considered for any official action. Official actions shall be accomplished only by an affirmative vote of a majority of members present unless otherwise specified.

#### **Article 11: Agenda**

- 11.1 All agendas shall be prepared by the Director for each meeting of the Commission.
- 11.2 If a Member wants to place an item on the agenda for discussion, it must be related to the powers and duties of the Commission. The Member shall contact the Director for consultation with the Director and the Chair. In consultation with the Chair, the Director will determine if the item is appropriate for Commission discussion.
- 11.3 During the course of any meeting, the Chair may change the order of agenda items to avoid inconvenience or delays to the public.
- 11.4 The agenda for each regular and special meeting, except for executive sessions and work sessions, shall consist of the following:

- Call to order, pledge of allegiance, roll call
- Approval of minutes of previous meeting(s)
- Announcements & Summary of Current Events by Commissioners & Staff
- Agenda items
- Future meeting dates
- Adjournment

#### **Article 12: Public Comment**

- 12.1 The public is encouraged to submit written statements for the record; such statements shall be kept with the minutes of the meeting at which time they are received.
- 12.2 Any person present at a Commission meeting, other than an executive session, may address the Commission on any matter before the Commission upon being recognized by the Chair.
- 12.3 Persons shall not address the Commission on any agenda item or present evidence without first having filled out an information card and presented same to the Director.



- 12.4 Time limits and other restrictions may be imposed by the Chairperson after review of the agenda and an estimate of the duration of the meeting.
- 12.5 The Chair may require that comments be pertinent and non-repetitive, and that decorum be maintained.

**Article 13: Minutes and Records**

- 13.1 The Director or his/her designee shall keep official written minutes of all meetings and maintain an audio recording of all meetings in accordance with State laws.
- 13.2 The minutes shall show the vote of each Member on every Commission action, or if a Member fails to vote shall so indicate and show the reason for such failure to vote.
- 13.3 Members shall advise the Director or his/her designee of any changes or corrections in the minutes, so they can be recorded before the meeting. Simple errors in spelling, punctuation, etc. may be corrected at any time as long as no change in meaning or substance is involved.
- 13.4 Other official records, including Commission findings, decisions and other official actions, shall also be maintained by the Director as required by state law.

**Article 14: Conduct of Members**

- 14.1 Commission Members shall follow the provisions of the Arizona Open Meeting Law, the general Commission handbook, and the Planning and Zoning Commission's handbook as well as the Commission's Operating Rules and Procedures and any other applicable regulation or provision.
- 14.2 Conflict of Interest: Commission Members shall abide by the provisions of Arizona Revised Statutes §38-501 to 38-511. When a Member determines that he has a conflict of interest, he shall declare such conflict, refrain from discussion or voting on the matter, and step down from the dais until completion of the item.
- 14.3 Conflict of Office: If a Member has been elected or appointed to another public office, and a conflict of office emerges in the Commission's deliberation of specific matters, the member shall declare such conflict for the record. The Member may then participate in discussions of the matter but shall abstain from voting on the matter.
- 14.4 Ex-parte contacts: (a) Whenever any party initiates contact with a Member regarding a filed application, the Member shall refer that party to the staff. (b) Whenever an external contact persists in offering information, the Member shall report the information, identity of the source, and date of the contact to the Commission for inclusion in its formal record. (c) Written information transmitted to a Member shall be forwarded directly to the staff for review and incorporation into its report. (d) Members may seek information from the Director, the Legal Counsel, or staff prior to a meeting, but no Member shall discuss any application with any other party prior to the hearing or express any bias, prejudice, or individual opinion on proper judgment of the application prior to its hearing and determination.

- 14.5 Appearance before Council: Members shall not appear to speak before the City Council on Commission matters unless explicitly invited by the Council, or directed by a majority vote of members, to do so.
- 14.6 Representation by Members: No Member shall represent an applicant or an appellant before the Commission or the Council on matters related to Commission business.

**Article 15: Hearing of Applications**

Public hearings shall be guided by the following format:

- a. Staff presentation and recommendation.
- b. Questions to staff by Commission.
- c. Applicant presentation.
- d. Questions to the Applicant by Commission.
- e. Open to comments from the public regarding that agenda item.
- f. Close public participation.
- g. Discussion and additional questions by Commission.
- h. Open for a motion.
- i. Discussion of motion by Commission.
- j. Vote on motion.

**Article 16: Instruments of Commission Action**

The instruments by which the Commission shall officially report its work include:

- 16.1 Official notice of meetings as provided by these Operating Rules and Procedures and required by Arizona Law.
- 16.2 Agenda of meetings as described in the Commission’s Operating Rules and Procedures and required by Arizona Law.
- 16.3 Staff reports prepared by the Director.
- 16.4 Minutes of meetings as described in Arizona Law.
- 16.5 Resolutions or other official actions approving or denying an Agenda items.

**Article 17: Amendments**

The Commission or the Director may recommend to City Council amendments to these Operating Rules and Procedures at any regular or special meeting by a majority vote of its Members. If, following presentation discussion of proposed amendments to these Operating Rules and Procedures, the Commission declines to make an affirmative recommendation to City Council, the Director may nonetheless forward those amendments to City Council for consideration. Recommended amendments are subject to final approval by the City Council.

**Article 18: Severability**

These Operating Rules and Procedures are declared to be severable. If any article or portion thereof is for any reason held to be legally invalid, such holding shall not affect the validity of remaining portions.

Adopted: P&Z Commission – Sept. 6, 1988 – By CC – R1988-36, 1988

Revised: R1989-32, November 1, 1989

Revised: R1991-05, February 20, 1991

Revised: R2018-18, April 10, 2018

Revised R2020-22, November 10, 2020