

**Action Minutes
City of Sedona
Planning & Zoning Commission Meeting
City Council Chambers, 102 Roadrunner Drive, Sedona, AZ
Tuesday, September 21, 2021 - 4:30 p.m.**

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

Chair Levin called the meeting to order at 4:31 p.m., led the Pledge of Allegiance and requested roll call.

Planning & Zoning Commissioner Participants: Chair Kathy Levin, Vice Chair Charlotte Hosseini and Commissioners George Braam, Peter Furman, Kali Gajewski, Sarah Wiehl and Lynn Zonakis.

Staff Participants: Kurt Christianson, Jess McNeely, Cari Meyer, Donna Puckett, Hanako Ueda

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

Cari Meyer announced that last week the City Council discussed two projects, including the Uptown CFA Plan and the decision was that with the rapid rate of change, we are pausing and not moving forward with that CFA Plan at this time. Jess McNeely added while we are initiating the 10-year update to the Community Plan. Cari stated that is a little bit of a change in direction, but we are not agendized to discuss it tonight. Cynthia is the Planner on that so you could contact her with additional questions. Then, last Wednesday the City Council approved the Major Community Plan Amendment and Zone Change for the parking garage in Uptown, and next Wednesday at 3:00 p.m., the City Council will be conducting their rehearing of the Arizona Water Company water tank in the Mystic Hills area.

Chair Levin requested that under future meeting dates and agenda items, if the Community Plan Update is coming up, we could also include a discussion on the pause of the Uptown CFA.

Chair Levin then announced there have been five applications for the three vacancies on the Planning & Zoning Commission. Three of whom are incumbents and two others. Those that have applied are Vice Chair Hosseini and Commissioners Braam and Furman, John Spera and Daniel Rawlins. The deadline isn't until Thursday, so there may be others.

3. APPROVAL OF THE FOLLOWING MINUTES:

- a. **September 7, 2021 (R)**
- b. **September 7, 2021 (SV)**

Chair Levin indicated she would entertain a motion for the September 7, 2021, site visit and regular meeting minutes.

MOTION: *Vice Chair Hosseini moved for approval of the September 7th two meetings' minutes. Commissioner Braam seconded the motion.*

VOTE: *Motion carried seven (7) in favor (Braam, Furman, Gajewski, Hosseini, Levin, Wiehl and Zonakis) and zero (0) opposed.*

4. PUBLIC FORUM: (This is the time for the public to comment on matters not listed on the agenda. The Commission may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism, or scheduling the matter for further consideration and decision at a later date.)

Chair Levin opened the public forum at 4:39 p.m. and, having no requests to speak, closed the public forum at 4:40 p.m.

5. **CONSIDERATION OF THE FOLLOWING ITEMS THROUGH PUBLIC HEARING PROCEDURES:**
- a. **Discussion/possible action regarding a request for a Conditional Use Permit to operate a school (Running River School) in an existing church building (Christ Center Wesleyan Church) at 580 Brewer Road. The property is zoned Single Family Residential (RS-10), is ±1.32 acres, and is located southeast of the intersection of Brewer Road and Juniper Lane. APN: 401-20-026G. Applicant: Running River School (Lupita Pollock) Case Number: PZ21-00012 (CUP)**

Presentation by Cari Meyer, Planning Manager.

Commission's questions.

Presentation by applicant representative Lupita Pollock, Administrator, Board Member, one of the founders, and a parent at Running River School who also introduced the following students: Finn Pollock – 8th grade; Lilly Pollock – 5th grade; Isabel Payne – 4th grade; Ila Evirgen – 5th grade; Angelina Paley – 8th grade; Siena Moreau – 4th grade; Peter Paley – 3rd grade; Neva Schieffer – 4th grade, and Sharadevi Wovekamp a graduate from the first 8th grade class, one of the first five children who now attend the Sedona Red Rock High School.

Commission's questions.

Opened public hearing at 5:15 p.m.

The following peoples spoke on this item: Megan Kincheloe, Sedona; Emily Morin, Sedona; Christa Fahmi, Sedona; Madhu Wovekamp, Sedona; Genevie Evirgen, Sedona; Bob Williams, Cottonwood; Rev. Dr. Arthur Roxby, Cottonwood; Rolf Funk, Sedona; Carrie Funk, Sedona; April Payne, Sedona; Bill Holman, Sedona; Siena Moreau, Sedona; Carolyn Baumgart, Sedona; Eileen Grant Jr., Sedona; Eileen A. Grant, Sedona; Kristina Paley, Sedona; Neva Schieffer, Sedona; Kevin Wheeler, Sedona and Nathan Douglas Hansen, Rimrock/Sedona.

Brought back to Commission at 6:09 p.m.

Additional questions and comments from Commission.

Proposed amendments to the Conditions of Approval:

6. *The Conditional Use Permit shall expire on July 31, 2025. Prior to the expiration date, the applicant or property owner may file a renewal application of the Conditional Use Permit. The application shall be reevaluated based on consistency with City ordinances, the conditions of approval, and compatibility with the surrounding area.*
7. *After hours use by the school shall be limited to use of the interior of the building and building patios. After hours use of the exterior of the site by the school, with the exception of the parking of vehicles, shall be reviewed by staff, which may require review and approval of a Temporary Use Permit.*

Chair Levin asked if there were any changes to the recommended motion for approval and none were proposed.

MOTION: Commissioner Braam moved for approval. Commissioner Wiehl seconded the motion.

Chair Levin requested a reading of the motion.

READING OF THE MOTION: I, Commissioner Braam, move for approval of case number PZ21-00012 (CUP), Running River School, in consideration of the applicable goals, objectives and recommendations described in the Sedona Community Plan, the Commission finds as follows:

- 1. That, pursuant to Sedona Land Development Code Section 8.4.B and Section 2.5, the proposed location of the conditional use as requested by the applicant, Running River School, is in accordance with the objectives of the Sedona Land Development Code and the Single-Family Residential (RS-10) zoning district in which the site is located and supports the overall purpose to accommodate and preserve medium-density single-family residential uses with limited community and educational uses; that the school use requested by the applicant is specifically allowed subject to a conditional use permit pursuant to LDC Section 3.2.E, Table 3.1, which allows "Schools, Public or Private," and, that after consideration of the potentially negative operational characteristics and impacts, the applicant's proposed use is appropriate subject to conditions of approval set forth in the "Conditions of Approval PZ21-00012 (CUP) Running River School" and the "Conditional Use Permit," which conditions will mitigate or remove such potentially negative characteristics and impacts.**

- 2. That, pursuant to Sedona Land Development Code Section 8.3.E(5) and based on the evidence presented in the staff report and through testimony at the public hearings during which the subject application was considered by the Commission, the use requested by the applicant meets the approval criteria applicable to all development applications, including a Conditional Use Permit, in that:**
 - a. The application is in compliance with general review criteria (LDC Section 8.3.E(5)a);**
 - b. There are no prior approvals with which this application must be consistent with (LDC Section 8.3.E(5)b);**
 - c. The application is consistent with the Sedona Community Plan and there are no other plans applicable to the review of this application (LDC Section 8.3.E(5)c);**
 - d. The application is in compliance with the Land Development Code requirements, including the use-specific standards for schools (LDC Section 8.3.E(5)d);**
 - e. As conditioned, the school will not cause significant adverse impacts on surrounding properties. If adverse impacts arise due to the operation of the school, the applicant will be required to work with the City to address the impact (LDC Section 8.3.E(5)e);**
 - f. There are no intergovernmental agreements applicable to this property or this project (LDC Section 8.3.E(5)f);**
 - g. As the application proposes to use an existing building, adverse environmental impacts will be minimized (LDC Section 8.3.E(5)g);**
 - h. The proposal will not result in significant adverse fiscal impacts to the City (LDC Section 8.3.E(5)h);**
 - i. All applicable review agencies have reviewed the project and determined that the existing utilities, services, and improvements are sufficient for the proposed use (LDC Section 8.3.E(5)i);**
 - j. The City's Engineering Department has reviewed the anticipated traffic generation of the proposed use and determined that no additional analysis or mitigation is necessary (LDC Section 8.3.E(5)j)**
 - k. All applicable review agencies have reviewed the project and determined that the existing public services and facilities are sufficient for the proposed use (LDC Section 8.3.E(5)k); and**
 - l. No phasing plan is necessary for the proposed use (LDC Section 8.3.E(5)l).**

Subject to Conditions of Approval with the addition of item 6. The Conditional Use Permit shall expire on July 31, 2025. Prior to the expiration date, the applicant or property owner may file a renewal application of the Conditional Use Permit. The application shall be reevaluated based on consistency with City ordinances, the conditions of approval, and compatibility with the surrounding area, and 7. After hours use by the school shall be limited to use of the interior of the building and building patios. After hours use of the exterior of the site by the school, with the exception of the parking of vehicles, shall be reviewed by staff, which may require review and approval of a Temporary Use Permit.

Chair Levin requested a second to the motion as amended.

Commissioner Furman seconded the motion with amended Conditions of Approval.

VOTE: Motion carried six (6) in favor (Braam, Furman, Gajewski, Levin, Wiehl and Zonakis) and one (1) opposed (Hosseini).

Vice Chair Hosseini stated that her no vote is not at all to do with the granting of a Conditional Use Permit, it only has to do with the date on it, which she thinks is overly generous and unnecessary based on their proposed timeline, but she doesn't think it is the ideal location for a school and would like to see it wrapped up sooner than 2025.

6. FUTURE MEETING DATES AND AGENDA ITEMS

- a. Tuesday, October 5, 2021**
- b. Tuesday, October 19, 2021**

Cari indicated that on October 5th we will bring a kick-off for the Sedona Community Plan. We're starting that process; we have to update it every 10 years. It hasn't been 10 years, but we want to ensure that a new one is adopted before 10 years, so we are starting the process and as part of that, Mike and Cynthia will be here, and we can probably talk more about the CFA process and how it might be wrapped into the new Community Plan. We will make sure you can have both discussions. Also, Commissioner Furman had emailed us some procedural questions that he wanted on the agenda. Chair Levin added that she had heard from Vice Chair Hosseini similarly about what is appropriate content for declaring a nay vote. Kurt Christianson indicated they would be the Commission's operating procedures and Cari added that we can do a general agenda item about discussion regarding P&Z Operating Rules and Procedures. Chair Levin stated that it may have to be for possible action.

Cari asked Commissioners to email staff in the next couple of days if there are any additional questions, so we can put together some information for that meeting, and Chair Levin requested that staff send out the operating procedures.

Commissioner Furman pointed out that we do have new members and requested an overall review of our procedures.

Cari indicated that we don't have anything for the 19th at this time.

7. EXECUTIVE SESSION

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

- a. To consult with legal counsel for advice on matters listed on this agenda per A.R.S. § 38-431.03(A)(3).**

b. Return to open session. Discussion/possible action on executive session items.

No Executive Session was held.

8. ADJOURNMENT

Chair Levin adjourned the meeting at 7:13 p.m. without objection.

I certify that the above is a true and correct summary of the actions of the Planning & Zoning Commission in the meeting held on September 21, 2021.

Donna A. S. Puckett, *Administrative Assistant*

Date