

AGENDA

City of Sedona Planning and Zoning Commission Meeting

4:30 PM

Tuesday, September 19, 2023

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 meeting open to the public on Tuesday, September 19, 2023, 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

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 cnorlock@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.

1. CALL TO ORDER, PLEDGE OF ALLEGIENCE, ROLL CALL
2. ANNOUNCEMENTS & SUMMARY OF CURRENT EVENTS BY COMMISSIONERS & STAFF
3. APPROVAL OF THE FOLLOWING MINUTES:
 - a. July 18, 2023 (R)
4. PUBLIC FORUM: *(This is the time for the public to comment on matters not listed on the agenda. The Commission may not discuss items that are not specifically identified on the agenda. 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 criticism, or scheduling the matter for further consideration and decision at a later date.)*
5. Update/discussion regarding the Community Plan Update.
6. CONSIDERATION OF THE FOLLOWING ITEMS THROUGH PUBLIC HEARING PROCEDURES:
 - a. Public hearing/discussion/possible action regarding proposed revisions to the Sedona Land Development Code. The proposed updates include a change to the Grading and Drainage Section (LDC Section 5.3) to update an outdated reference and a change to the Accessory Use Section (LDC Section 3.4) to clarify what is considered an internal connection when reviewing single family houses and guest houses.

Case Number: PZ23-00006 (LDC)
Applicant: City of Sedona
7. FUTURE MEETING DATES AND AGENDA ITEMS
 - a. Tuesday, October 3, 2023
 - b. Tuesday, October 17, 2023
8. EXECUTIVE SESSION
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: September 14, 2023 By: DJ

Planning & Zoning Commission Meeting Agenda Packets are available on the City's website at: 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.

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



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| Meeting Date: | Public Hearing: September 19, 2023 |
| Hearing Body: | Planning and Zoning Commission |
| Action Requested: | Recommendation of approval to City Council of revisions to the Land Development Code |
| Staff Recommendation: | Recommendation of approval to City Council |
| Applicant: | City of Sedona |
| Project Summary: | A City-initiated request for revisions to the Land Development Code (LDC). |
| Report Prepared by: | Cari Meyer, Planning Manager |
| Attachments: | Proposed Revisions to the LDC |

This agenda item provides for a public hearing and discussion/possible action regarding revisions to the Land Development Code (LDC).

BACKGROUND

The current LDC was adopted in November 2018 following a two year update process. The LDC update was the first comprehensive overhaul of the document since 1994 and represented a significant improvement over the previous Code. As thorough as the LDC review process was, staff committed to continuing to evaluate the LDC for potential changes to address changing conditions and needs within the City. Since the 2018 updates, additional proposed changes have been brought to the Planning and Zoning Commission and City Council in September/October 2019, July/September 2020, May/June 2021, and March/April 2023.

While Staff typically waits until a longer list of revisions is compiled before going through the revision process, Public Works Staff requested that the updated reference to the Storm Water Master Plan Update be done as soon as possible. In accommodating this request, Community Development Staff included one additional clarification for accessory structures.

PUBLIC INPUT

Staff completed the public noticing for this project and has not received any responses as of writing this report.

DISCUSSION AND ANALYSIS

The proposed revisions are attached to this staff report. These revisions are organized by Article and Section in the same order as the LDC. This table includes the relevant section number, the current code language, the proposed code language, and an explanation of the purpose of the proposed change or any additional information relevant to the change.

LDC Section 8.6.C(4) provides approval criteria for text amendments to the LDC. The criteria state that the Planning Commission and City Council shall consider whether and to what extent the proposed amendment:

- a. Is consistent with the Sedona Community Plan, Community Focus Area Plans, other adopted plans, and other City policies;
- b. Does not conflict with other provisions of the LDC or other provisions in the Sedona Municipal Code;
- c. Is necessary to address a demonstrated community need;

- d. Is necessary to respond to substantial changes in conditions and/or policy; and
- e. Is consistent with the general purpose and intent of the LDC.

Only two changes are being proposed at this time, as outlined below.

Storm Water Master Plan Update

The Public Works Department began updating the Storm Water Master Plan in 2021, with the updated Master Plan adopted by City Council in June 2022. This was the first significant update since 1994 and includes floodplain mapping based on current conditions. However, the LDC still references the 1994 study, limiting Staff's ability to use the updated Storm Water Master Plan in review of development projects. This revision will update the reference to ensure that the most up-to-date storm water data is used in evaluation of projects.

Accessory Structures

After short term rentals were legalized in 2017, the City saw an increase in permits to split up single family houses into multiple units. Many of these houses/remodels did not have internal connections (e.g., no doors between different areas of the house, no staircase between the 1st and 2nd floors). In order to address this trend and ensure that houses in single family zoning districts were able to be used as single family houses, the 2020 updates included a provision that any building lacking an internal connection to the primary structure would be considered an accessory building.

Since that provision was adopted, there have been questions regarding what qualifies as an internal connection. As the original intent of this section was to ensure that structures being reviewed and constructed as single family houses can function as typical single family houses, Staff is proposing to provide clarification to this point by adding the following sentence: "An internal connection shall not be through a garage, carport, closet, bathroom, laundry room, or similar area."

Approval Criteria

In Staff's opinion, these changes are consistent with the approval criteria in LDC Section 8.6.C(4). They are consistent with the general purpose and intent of the LDC as well as adopted plans and policies, are being proposed in response to community needs, and do not conflict with other LDC provisions.

PLANNING AND ZONING COMMISSION PUBLIC HEARING

This item is agendaized for discussion and possible action for the September 19, 2023, Planning and Zoning Commission hearing. During this meeting, Commissioners will have the opportunity to discuss, ask questions, hear public testimony and act on the proposed revisions. The proposed revisions included with this packet are Staff's recommendations and may be modified by the Commission.

The action of the Planning and Zoning Commission will be a recommendation (approval or denial) to City Council. The Commission can also choose to continue this item to a future meeting if they determine additional information is needed in order to take action on the proposal.

Recommendation and Motion
PZ23-00006 (LDC Revisions)



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

Staff Recommendation:

Staff recommends approval of case number PZ23-00006 (LDC Revisions), consistent with the approval criteria in Section 8.6.C(4). of the LDC.

Recommended Motion for Approval:

I move to recommend to City Council, approval of case number PZ23-00006 (LDC Revisions), consistent with the approval criteria in Section 8.6.C(4). of the LDC.

Proposed LDC Changes, to be considered by Planning and Zoning Commission, September 19, 2023:

| Article 3 – Use Regulations: | | | |
|---|--|---|--|
| Section | Current Language | Proposed Change | Notes |
| 3.4.C(2)b.3 | For single-family residential uses, any building area lacking an internal connection to the primary structure is considered an accessory building. | For single-family residential uses, any building area lacking an internal connection to the primary structure is considered an accessory building. <u>An internal connection shall not be through a garage, carport, closet, bathroom, laundry room, or similar area.</u> | Clarify what counts as a connection for differentiation between a house and guest house; ensure that what we approve as a single-family house can function as a typical single-family house. |
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| Article 5 – Development Standards: | | | |
| Section | Current Language | Proposed Change | Notes |
| 5.3.B(1)b | In no case shall alteration of any drainage way identified in the 1994 SCS Floodplain Management Study as a permanent or intermittent watercourse be permitted, except as allowed in Section 5.3.B(2), Exemptions. | In no case shall alteration of any drainage way identified in the 1994 SCS Floodplain Management Study <u>as part of the 2021 Storm Water Master Plan Update, or subsequent updates,</u> as a permanent or intermittent watercourse be permitted, except as allowed in Section 5.3.B(2), Exemptions. | Updating code to reflect the newest floodplain mapping project. |
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