

Staff Report
PZ24-00002 (ZC)
Safe Place to Park
Summary Sheet



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

Meeting Date: February 6, 2024
Hearing Body: Planning and Zoning Commission
Project Summary: Zone Change to amend an existing PD (Planned Development) to add the “Safe Place to Park” Program as a permitted use at 75 Cultural Park Place (northwest corner of former Cultural Park)
Staff Recommendation: Recommendation of Approval, with conditions, of a Zone Change
Location: 75 Cultural Park Place (Northwest corner of former Cultural Park)
Parcel Numbers: 408-47-009A
Applicant: City of Sedona (Housing Department)
Site Size: ± 6 acres
Sedona Community Plan Designation: Public/Semi-Public (P/SP) and PA (Planned Area); within the Western Gateway Community Focus Area (CFA)
Existing Zoning: PD (Planned Development)
Proposed Zoning: PD (Planned Development); application would amend the existing PD
Current Land Use: Vacant; former parking area for the Cultural Park
Surrounding Properties:

	<u>Area Zoning</u>	<u>Area Land Uses</u>
North, West:	NF	National Forest
South, East:	PD	Vacant (former Cultural Park)

Report Prepared By: Cari Meyer, Planning Manager

Attachments:

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3. City Council AB 3026: Discussion/possible direction on a proposed Safe Place to Park program for homeless local workers and families with children enrolled in local schools. 50
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PROJECT DESCRIPTION

This is a City-initiated request for approval of a Zone Change (ZC) to amend an existing Planned Development (PD) zoning to add the “Safe Place to Park” program, as described in the application materials, as a permitted use.

The property is zoned PD. Development in a PD is subject to standards included in, or referenced in, an approved PD development plan ([LDC Section 2.21.C](#)). The existing PD zoning was adopted specifically for the Cultural Park use (amphitheater and parking areas). While the zoning of the property will remain PD, in order for the proposed use to be established, the permitted uses in the PD need to be amended.

APPLICATION COMPONENTS

While the zoning of the site would remain the same, this application would add the “Safe Place to Park” program as a permitted use. The following must be approved:

1. *Zone Change (ZC)*
 - a. The requested ZC would not change the PD zoning of the property, but would add “Safe Place to Park”, as described in the application documents, as a permitted use.
 - b. As this property is within the [Western Gateway Community Focus Area \(CFA\)](#), no Community Plan amendment is needed if the proposal is found to be consistent with the adopted CFA Plan.
 - c. The PD zone provides for development as specifically outlined in a development plan. Therefore, if approved, the Safe Place to Park program must operate as described in the application documents. Any changes from this plan would require another PD amendment.

BACKGROUND

Site Characteristics

- The property is located at the northwest corner of the former Cultural Park, northwest of the intersection of W State Route 89A and Cultural Park Place in Yavapai County (See [Attachment 1](#)).
- The property is accessed via Cultural Park Place.
- The property is currently vacant/unused, but was previously developed as a parking area for the Cultural Park amphitheater.
- There are no floodplains on the property.
- The property is not part of a recorded subdivision.

Cultural Park Property

The property was previously developed as the Cultural Park, an outdoor amphitheater operated by a private entity. The amphitheater ceased use in the early 2000s and the site was unused until the City of Sedona purchased the property in December 2022, with the expressed intent of developing multi-family housing. The Housing Department is evaluating proposals for a “Phase 1” housing project on the northeast corner of the property and the Community Development Department is preparing an RFP to begin a Master Plan for the remainder of the Cultural Park, anticipating that will begin after completion of the Community Plan Update.

While the City is actively pursuing development of the property, given that the processes that will need to be completed, it will likely be a few years before construction begins.

Safe Place to Park Program

While the City is going through the Master Planning Process for the entire property, the Housing Department is proposing to use a portion of the property for a Safe Place to Park Program. For a complete explanation of this program, please refer to the application materials (See [Attachment 2](#)).

The Safe Place to Park would be a temporary solution providing a safe parking area for individuals and families who work or attend school in Sedona yet are experiencing vehicular homelessness. The program aims to offer secure space, basic amenities, and connections to housing and supportive services. Program components include the following:

- A designated safe parking area for those living in their cars
- Shower trailers and portable restrooms
- Waste and recycling receptacles
- Wayfinding signs and dark sky compliant lighting fixtures

The site will be managed by the Verde Valley Homeless Coalition, which will also work to connect participants to supportive services and will provide regular reports to the City of Sedona.

Community Plan and Zoning Designations

The property is designated Public/Semi-Public (P/SP) and Planned Area (PA) in the Community Plan and is within the Western Gateway CFA. No Community Plan Amendment is required if the proposal is found to be compliant with the CFA Plan.

The property is zoned PD. Development in a PD district is subject to standards included in, or referenced in, an approved PD development plan ([LDC Section 2.21.C](#)). The existing PD zoning was adopted specifically for the Cultural Park use (amphitheater and parking areas). In order for the proposed use to be established, the permitted uses in the PD need to be amended.

The LDC states the PD district is intended to achieve the following purposes:

- 1) *To implement the Sedona Community Plan and Community Focus Area plans;*
- 2) *To allow various combinations of land uses;*
- 3) *To ensure compatibility between residential and nonresidential and/or mixed-use areas and to minimize potential noise and visual impacts to residential areas from adjacent more intensive uses; and*
- 4) *To facilitate development by permitting greater flexibility than allowed by the strict application of the Code in exchange for more creative and imaginative designs with a higher level of amenities and public benefits than is otherwise possible under the base zoning districts.*

[LDC Section 2.21.A](#)

PUBLIC INPUT

- The LDC requires public outreach to property owners within 300 feet of the project site. As the only properties within 300 feet of the project site are owned by the City or National Forest, the Housing Department conducted expanded public outreach, including the following:
 - Broadcast and print news (TV, radio, internet)
 - Flyer distribution to local businesses and public locations (Sedona Library, local parks)

- Social media posts (Facebook, Instagram)
- Word-of-mouth
- A summary of the outreach efforts is included in the application packet ([Attachment 2](#))
- Project documents were placed on the [Projects and Proposals](#) page of the Community Development Department website.
- Staff completed the required public noticing, including mailings, posting on the property, and publishing a notice in the Red Rock News.
- All notices contain contact information and a way to submit comments. The application packet contains all public comments received during the Housing Department's outreach. The comments Staff has received during this review process are included as [Attachment 4](#).

REVIEW AGENCY COMMENTS AND CONCERNS

The Housing Department has been in communication with all applicable agencies as they developed plans for the program, including Public Works, Police, Fire, and the Forest Service. The requirements and recommendations from these agencies have been incorporated into the program as presented in the application materials.

DEVELOPMENT PROPOSAL

A detailed description of the proposal is included in [Attachment 2](#) and is summarized below.

Program Components

- The City will provide shower trailers, restrooms (including ADA versions), meal preparation/cooking area, and trash and recycling receptacles.
- The site will be managed by Verde Valley Homeless Coalition, which will also help connect program participants to housing and supportive services and provide monitoring and evaluation of the program.

Access, Traffic, and Parking

- Access to the site is off Cultural Park Place, which intersects with W State Route 89A at a signalized intersection. This use will not alter existing access.
- The site is controlled by a gate which will remain closed during the day when the site is not open (vehicles must be moved every day).
- As an initial phase, there is space for 40 vehicles (2 ADA spaces) and 2 RVs. There are areas for the program to expand if needed.
- There is an area for the site manager at the entrance to the site where check-in will occur.
- If needed, temporary fencing may be installed to ensure the designated access points are used and unregulated access to other areas of the property or the National Forest does not occur.

Hours of Operation

- The site will operate 7 days per week from 4:00 pm to 8:00 am. Vehicles cannot remain on the site during closed hours (8:00 am to 4:00 pm).

Signage

- The entrance to the site will have signage identifying what the site is being used for and contact information.
- Additional signs will be used within the site to number parking spaces and provide other general wayfinding information.
- Housing staff will work with Community Development staff to ensure all signs meet LDC requirements (size, location, color, etc.)

REVIEW GUIDELINES

The following is requested from the Planning and Zoning Commission at this time:

- **ZONE CHANGE:** Recommendation to City Council

The decision of whether to make a particular zoning amendment is a legislative policy action left to the judgement and discretion of the Planning and Zoning Commission and City Council. A variety of factors are considered when making these decisions, including how the proposal relates to the community's vision and overall consistency with the Sedona Community Plan. The Planning and Zoning Commission is being asked to evaluate the proposal and forward a recommendation to the City Council. The following is Staff's evaluation of the proposal based on that criteria.

DISCUSSION

Project Summary

This project proposes an amendment to an existing PD, adding the "Safe Place to Park" program as a permitted use. The PD zoning district is intended to achieve the following purposes:

- 1) To implement the Sedona Community Plan and Community Focus Area plans;
- 2) To allow various combinations of land uses;
- 3) To ensure compatibility between residential and nonresidential and/or mixed-use areas and to minimize potential noise and visual impacts to residential areas from adjacent more intensive uses; and
- 4) To facilitate development by permitting greater flexibility than allowed by the strict application of the Code in exchange for more creative and imaginative designs with a higher level of amenities and public benefits than is otherwise possible under the base zoning districts.

The Safe Place to Park program, as currently described, is not a permitted use in any zoning district. In order to allow this, it could either be added as a permitted use to a base zoning district (such as Commercial or Mixed Use) or permitted through a PD. Adding it to a base zoning district would allow the use throughout the City, on any property with the right zoning, without the same controls as are possible through a PD. Therefore, a PD is the appropriate zone for this use. As the property is already zoned PD, the existing PD needs to be amended.

LDC Section 8.6.B(3)4 addresses the criteria for PD amendments and what are considered major vs. minor amendments. While minor amendments may be approved by the Community Development Director, major amendments require the same procedure as is required for a new application. One of the criteria to be considered a minor amendment is that the application "shall not change the allowed uses listed in the approved PD plan." As this application proposes to change the allowed uses, it is considered a major amendment.

Evaluation of Proposal

When evaluating a zone change, consideration should be given to the following:

- The Community's Vision
- Overall consistency with the Sedona Community Plan
- Applicable CFA Plans
- Other Adopted Plans
- Approval Criteria in LDC Section 8.3.E(5)

Community Vision

Housing Diversity is one of the 6 Major Outcomes the Sedona Community Plan has sought to achieve since its 2013 adoption. This outcome statement is intended to reflect a future condition:

Sedona has fostered the building of different housing types to provide more options for all ages and income levels by using innovative public policies and programs and nurturing partnerships with private developers. This housing diversity has attracted more young people, families, and professionals, to become a vital part of our community life

The Plan's Land Use, Housing, and Growth Chapter includes the following goal (page 17) and policy (page 54) related to this application:

- Goal: Encourage diverse and affordable housing options.
- Policy 14: Consider new and emerging trends for non-traditional housing developments, such as co-housing, garden apartments, and other alternate housing types

Staff Evaluation

Implementation of housing solutions has been a priority of City Council for many years. The City has made significant progress in the area of housing over the past few years, including:

- Completing a Housing Inventory/Assessment
- Hiring a Housing Manager and Housing Coordinator
- Purchasing property with the intent of developing housing
- Approving amendments to the LDC and Building Codes

While a lot is happening in the area of housing, the reality is that constructing housing takes time and there is an immediate need for housing those working in the community. As an interim/temporary measure while housing projects go through the development process, the Housing Department is proposing to use a portion of the City-owned land at the former Cultural Park to create the Safe Place to Park program.

Understanding that this type of program is new to Sedona, Housing Staff has done a significant amount of public outreach as well as outreach to other review agencies and crafted the proposed program, along with rules and regulations, to address the common concerns of this type of program. In addition, as this program is being developed by the Housing Department on City-owned property, City Staff will be highly involved in its implementation and able to address unforeseen impacts of the program to ensure it continues to operate as intended.

Overall Consistency with the Sedona Community Plan

The following goals and policies are addressed by the application.

Land Use, Housing and Growth

The property is within the Western Gateway Community Focus Area (CFA 1, Sedona Community Plan pages 38-39). There is an adopted CFA plan for this area; evaluation for consistency with that plan is under Adopted Plan.

Circulation

- Goal: Coordinate land use and transportation planning.
- Goal: Create a more walkable and bike-able community.

- *The site will be served by existing roads. While the participants in the program will be required to move their car each day, the site is close to transit stops, which will allow for use of the transit system if needed (if, for example, a couple is using the site; one takes the car to work while the other takes the bus).*

Environment

- **Goal: Preserve and protect the natural environment.**
 - *The program will make use of an area that was previously used as a parking area for the Cultural Park. While the site will need to be cleaned up, the program is built into the existing landscape, and no significant grading or removal of existing vegetation (other than weeds) is needed.*
 - *Many of the anticipated participants of the program are currently living in their cars in the National Forest without access to the amenities proposed by this program, including restrooms, dumpsters, shower facilities, and cooking facilities. The program will reduce the impact on the natural environment that would be occurring if this program did not exist.*

Economic Development

- **Goal: Support locally owned businesses.**
 - *The program targets employees of locally owned businesses and families with children in Sedona schools. Finding employees is often cited as an issue for local businesses, with housing challenges being one of the primary reasons that employees report as an impediment to keeping a steady workforce. Many of the existing employees are already living in their cars and providing a safe, legal place to may enable local businesses to keep their employees.*

Adopted Plans

Western Gateway CFA Plan

Housing Staff has provided an evaluation of the project's consistency with the Western Gateway CFA Plan as part of their application (Application Materials, Exhibit I) and Community Development Staff is in agreement with this evaluation. The primary goal that this proposal addresses is housing, with secondary goals related to circulation, transit, environment, and community also being addressed in the proposal.

The CFA plan recommends that the entire site be master planned. The City is currently pursuing development of the entire property (including the area proposed for the Safe Place to Park). However, that process starts with a Master Planning process (to be started after the completion of the Community Plan), which would be followed by more specific plans for each area of the site. After that, development plans and building permits would need to go through the standard process before construction can start. This proposal allows the site to be used to address an immediate need while the City simultaneously pursues a master plan for the property as a whole.

Climate Action Plan and Municipal Sustainability Plan

The Sustainability Department has reviewed the proposed plans and has no concerns with the project as currently proposed.

Approval Criteria Applicable to All Applications

All development applications are reviewed under LDC Article 8 (Administration and Procedures). LDC Section 8.3 contains procedures and rules applicable to all development applications while the following sections contain procedures and rules that apply to specific development applications. LDC Section

8.3.E(5) contains the approval criteria applicable to all development, subdivision, and rezoning applications.

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 section 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 section 8.4 through 8.8, the applicable review criteria in sections 8.4 through 8.8 control.

Staff Evaluation: *The project has been reviewed for compliance with all applicable criteria. Therefore, staff believes this criterion is met.*

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: *The existing PD is proposed to be amended with this application. The site also has an approved CFA Plan (Western Gateway). As outlined above, Staff believes that this proposal is consistent with prior approvals and this criterion is met.*

C. Consistency with Sedona Community Plan and Other Applicable Plans

Except for proposed subdivisions, the proposed development shall be consistent with and conform to the Sedona Community Plan, Community Focus Area plans, and any other applicable plans. The decision-making authority:

1. Shall weigh competing plan goals, policies, and strategies; and
2. 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: *As outlined in the evaluation above, this proposal is consistent with and conforms to the Sedona Community Plan, the Western Gateway CFA Plan, the Climate Action Plan, and the Municipal Sustainability Plan. The proposal does not contradict any of the policies within the Community Plan. Therefore, staff believes this criterion is met.*

D. Compliance with This Code and Other Applicable Regulations

The proposed development shall be consistent with the purpose statements of this Code and comply with all applicable standards in this Code and all other applicable regulations, requirements and plans, 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 PD district is meant to allow various combinations of land uses and facilitate development by permitting greater flexibility than allowed by the strict application of the Code. This program would not be considered a permitted use in any of the base zoning*

districts, so, by amending the PD for the use as specifically described in the application materials, the project is achieving the stated purpose of the zone (allowing more flexibility than allowed by the strict application of the Code) and implementation of the program will ensure compliance with all commitments made through this process.

No separate Development Review application is required for the proposed improvements; City Staff will review the final plans and ensure all applicable code sections are met. Therefore, staff believes this criterion is met.

E. 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 only property owners within 300 feet of the subject property are the City of Sedona and the Forest Service. However, Housing Staff conducted significant public outreach through the community and crafted the rules and regulations of the program in responses to the common concerns heard through this outreach process. The site proposed to be used is not visible from other areas of the site and is screened from public view by natural topography and vegetation. A summary of the public outreach conducted is in the Application Packet.*

Staff received two comments on the proposal, one requesting more information and one in support of the project. The program and its rules and regulations have been crafted in direct response to the concerns of the public.

Therefore, staff believes this criterion is met.

F. 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 intergovernmental agreements that impact this project. This criterion does not apply to this request.*

G. 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 due to the proposed use. The City's Sustainability staff evaluated the proposal and found it to be in compliance with the Climate Action Plan and the Municipal Sustainability Plan. Therefore, staff believes this criterion is met. Further, this programs seeks to serve those currently living in their cars in the National Forest, without access to amenities such as restrooms, showers, dumpsters, and cooking facilities. By providing these items at this site, the impact on the National Forests may be reduced.*

H. 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. The Safe Place to Park program was included in the City's budget for the current fiscal year and the Housing Department applied for and was awarded a \$875,000 grant from the Arizona Department of Housing to support the ongoing yearly operations costs for up to 2 years. Therefore, staff believes this criterion is met.*

I. 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: *Housing staff has met with all applicable review agencies in designing the program and all have provided preliminary approval. Final approval from these agencies, if required, will be obtained prior to opening the program to the public. Therefore, staff believes this criterion is met.*

J. 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. The proposed development shall also provide appropriate traffic improvements based on traffic impacts.

Staff Evaluation: *No change in site access is proposed. The City's Public Works Department is planning to improve road surfaces to be suitable for the proposed use. No changes to the road network in the area are recommended or proposed. Therefore, staff believes this criterion is met.*

K. 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: *Adequate public service and facility capacity exists to accommodate the proposed use of this site. Housing Staff has developed this program with input from the Public Works Department, Police Department, and Fire District. Maintenance and enforcement of this area has been included in the planning and budgeting processes. Therefore, staff believes this criterion is met.*

L. 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: No phasing plan is needed. Therefore, staff believes this criterion is met.

It is Staff's opinion that this request for a ZC meets the required findings. The proposed amendment is consistent with the Community Plan and the purpose of the PD zoning district, and no nuisances because of this proposed use are anticipated. The City has committed to continuing to monitor the situation and implement measures to address any unforeseen impacts that occur because of this use.

Rezoning Conditions of Approval

As this is a City-initiated project on a City-owned property and the City intends to be involved in the operation of the Safe Place to Park Program, Staff is not recommending that this be approved as a conditional rezoning or with any conditions. City Staff will monitor the project and City Council may choose to discontinue the program if it is not meeting their expectations. While the City has no plans to sell the property, if that were considered in the future, the City could approve another PD amendment to remove this as a permitted use prior to a sale.

Staff Recommendation

Staff is recommending approval of the proposed Zone Change based on the following:

1. Housing Diversity is one of the six major outcomes of the Sedona Community Plan.
2. Community Plan Housing Goals, Policies, and Actions support the consideration of diverse and affordable housing options, as well as considering new and emerging trends for non-traditional housing developments.
3. The proposed project is in substantial compliance with applicable Community Plan goals and policies and does not directly contradict any goal or policy in the Plan.
4. The property was previously used as a parking area for the Cultural Park amphitheater and no significant grading or removal of vegetation (other than weeds) is needed for the proposal.
5. The use is proposed as a temporary use while the City undergoes a Master Planning process for the entire property. This property will be included in the Master Plan.

Recommendation and Motions

PZ24-00002 (ZC)

Safe Place to Park



City of Sedona

Community Development Department

102 Roadrunner Drive Sedona, AZ 86336

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STAFF RECOMMENDATION (ZONE CHANGE)

Based on compliance with ordinance requirements as conditioned, general consistency with the Land Development Code and the requirements for approval, Staff recommends approval of the proposed Zone Change as set forth in case number PZ24-00002 (ZC), Safe Place to Park, subject to applicable ordinance requirements and the attached conditions of approval listed at the end of this staff report.

Sample Motions for Commission Use

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

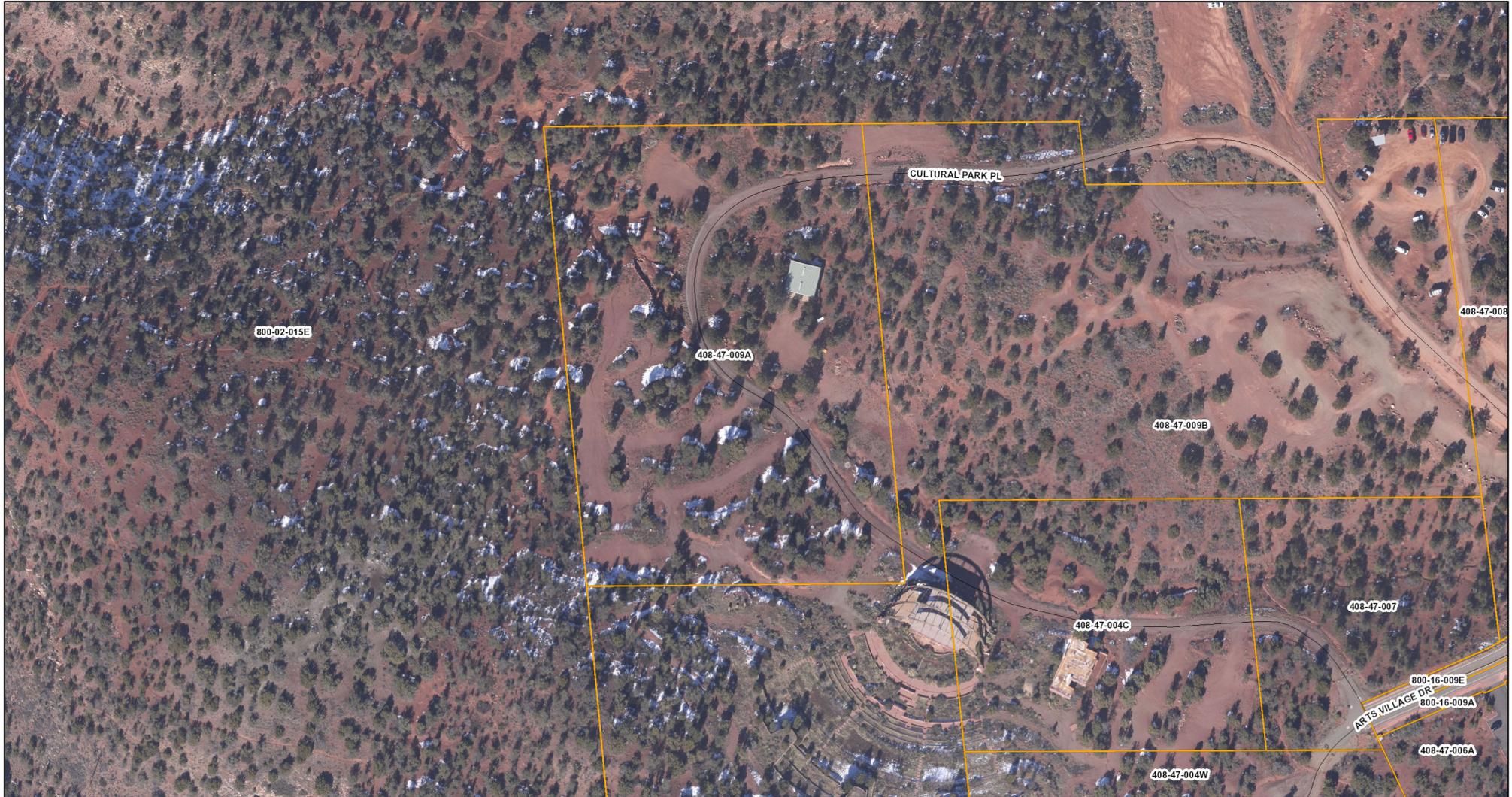
Recommended Motion for Approval (ZC):

I move to recommend to the Sedona City Council approval of the proposed zoning request as set forth in case number PZ24-00002 (ZC), Safe Place to Park, amending the existing PD (Planned Development) on APN 408-47-009A, adding the Safe Place to Park Program, as outlined in the application materials, as a permitted use, based on consistency and conformance with the Community Plan, compliance with all ordinance requirements of LDC Section 8.3 and 8.6, and satisfaction of the Zone Change findings and applicable Land Development Code requirements as outlined in the staff report, which staff report is hereby adopted as the findings of the Planning and Zoning Commission.

Alternative Motion for Denial (ZC)

I move to recommend to the Sedona City Council, denial of case number PZ24-00002 (ZC), Safe Place to Park, based on the following findings (please specify findings)

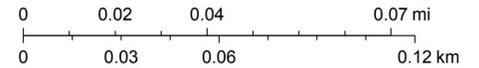
City of Sedona, Arizona



7/18/2023, 9:33:43 AM

- PARCEL BOUNDARY
- Street Centerline
- COUNTY LINE
- OAK CREEK

1:1,533



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
 Minor Modification
 Zone Change
 Conditional Use Permit
 Variance

Project Information	Project Name	Safe Place to Park program		
	Project Address	75 Cultural Park Place	Parcel No. (APN)	408-47-009A
	Primary Contact	Shannon Boone	Primary Phone	928-203-5126
	Email	sboone@sedonaaz.gov	Alt. Phone	
	Address	102 Roadrunner Drie	City/State/ZIP	Sedona, AZ 86336
Office Use Only	Application No		Date Received	
	Received by		Fee Paid	

Project Description	Application for Zone Change - Amendment to Planned Development for a Safe Place to Park temporary safe parking program on 6 acres of land at the Cultural Park.
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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	City of Sedona	Contact Name	Jeanne Frieder
	Project Role	Housing Coordinator	Primary Phone	928-203-5138
	Email	jfrieder@sedonaaz.gov	Alt. Phone	
	Address	102 Roadrunner Drive	City/State/ZIP	Sedona, AZ 86336
Contact #2	Company		Contact Name	
	Project Role		Primary Phone	
	Email		Alt. Phone	
	Address		City/State/ZIP	
Contact #3	Company		Contact Name	
	Project Role		Primary Phone	
	Email		Alt. Phone	
	Address		City/State/ZIP	

Letter of Intent

Project Name: Safe Place to Park

Parcel Number: 408-47-009A

Address: 75 Cultural Park Place, Sedona AZ 86336

Applicant: City of Sedona Housing

January 8, 2024

Cari Meyer, Planning Manager
Community Development
102 Roadrunner Drive
Sedona, AZ 86336

Dear Cari,

The purpose of this letter of intent is to describe the overall project and proposed use of a discrete area of the Cultural Park property, the vacant 41-acre, city-owned site, and explain how this use will meet with the overall vision of the Western Gateway Community Focus Area (CFA), be in compliance with requirements for approval and/or requested rezoning to amend the existing Planned Development, amending the permitted uses to the site, as per City of Sedona development codes and ordinances and to describe the reasons why the project will meet with the overall vision of the Western Gateway CFA.

Property Background/Application Request

The property is the former home of the Sedona Cultural Park and is zoned PD (Planned Development). PDs are site plan/project specific zoning districts, allowing for development and use of the site in the manner approved in the original development plan. The area proposed for use under this application was used as a parking area when the Cultural Park was operational. This application proposes to amend the Planned Development zoning to add the Safe Place to Park program as a permitted use, as described more thoroughly in this application.

Project Summary:

The City of Sedona Housing Department proposes the "Safe Place to Park" program, a temporary solution providing a safe parking area for individuals and families who work or attend school in Sedona yet are experiencing vehicular homelessness. The program aims to offer secure space, basic amenities, and connections to housing and supportive services.

The Safe Place to Park will be located on 6 acres of the Cultural Park property, Parcel No. 408-47-009A, 75 Cultural Park Place. The Cultural Park site is planned for redevelopment to include affordable housing and other community-serving elements based on a master plan which is currently in the public input phase. Until these activities can be accomplished, we request the site to be utilized to address the needs of individuals and families who live in their vehicles by providing a "Safe Place to Park." The site is conveniently located within city limits, near the transit line, proximate to employers. The Cultural Park site is well situated near schools, accessible to students/children whose families live in vehicles. Yavapai College has a satellite campus adjacent to the site.

Program components will include:

- A designated safe parking area, ensuring secure and accessible space for individuals living in their cars. The program will accommodate up to 40 vehicles per night.
- The city will provide shower trailers and portable restrooms (including ADA versions), waste and recycling receptacles to ensure basic hygiene needs are met, promoting the overall health and well-being of individuals utilizing the program, and reducing the impact of vehicular homelessness on public facilities, local businesses and the national forests.
- Code compliant wayfinding signage and solar 'dark sky' compliant safety lighting will be utilized.
- The Verde Valley Homeless Coalition will manage the site, ensuring its smooth operation, acting as a service hub to connect participants to supportive services, and will provide regular reports to the City of Sedona. This will enable effective monitoring and evaluation of program success.
- To assess the impact of the program, performance measures and outcomes will be established and tracked. These metrics will include the number of individuals served, successful transitions to affordable housing, employment rates, and improvements in overall well-being. These activities will enable the city to collect data on a typically uncounted sector of the homeless population (vehicular homelessness) to gain a greater understanding of the issues, needs and potential housing solutions for this circumstance.

Background and Project Overview

The City's Housing Needs assessment of 2020 showed a shortage of 1260 affordable housing units. At that time short term rentals (STRs) made up about 12% (744 units) of the housing stock. STRs in Sedona have since grown to 16% (1089 units) of the city's housing stock, providing space for more tourists, creating more jobs, but simultaneously, further decreasing housing availability for locals. The average rent for a 2-bedroom today is \$2150. Similarly, home prices in Sedona have increased about 50% since 2020 (avg of 645k in first 6 months of 2020 to 971k in first 6 months of 2023). Sedona, like many tourism-based cities, has long-struggled with limited housing affordable for the workforce. As a result, the affordable housing crisis, for the most part, will only be overcome by building deed-restricted affordable housing, which takes years.

Identified Need:

Due to the conditions in the real estate markets, many families and individuals who live and work in Sedona have been forced to make a choice to live in their cars. The Sedona Oak Creek Unified School District has reported 19 known homeless students enrolled from 13 families. Of those families, five are known to be living in cars or campers. These families report traveling to and from school daily from the National Forest, or wherever they can find nightly parking. The local food pantry surveyed participants and reported 39 participants said they live in their vehicles, and work in Sedona. The police department responded to 18 calls from residents over the last two months regarding people in vehicles trespassing on private property. Those calls combined with patrol officer reports have resulted in more than 100 people being "moved along" in a two-month period; however, the data does not indicate whether they were local workers. A recent public outreach effort to help identify those who would use the Safe Place to Park program generated 54 responses, 32 of which were from local working residents who live in their vehicles and said they would utilize the Safe Place to Park (nine were calls from residents opposed to the program, though they had no information about the proposed operations of the site.) The public outreach Facebook post revealed 35 potential program participants in a total of 170 comments.

Population characteristics:

Research shows that the needs of people sheltering in their vehicles are different from the chronically homeless living outdoors. Individuals sheltering in their vehicles have access to greater resources as demonstrated by the ability to maintain employment and a vehicle. They often maintain work and community ties not afforded to individuals living on the street, but still face unique legal, social, and economic challenges. The vehicular homeless survive in a precarious position, exposed to citations, towing, or impoundment fees that threaten their economic stability and their 'homes'.

Safe parking programs aiming to meet the needs of people living in their vehicles recognize that safety and basic physiological needs are the foundation of stability. By meeting the basic physiological and safety needs, safe parking can prevent individuals from slipping into further hardship. Adults require their basic needs to be met to focus on work, housing, and community. Safe parking lots provide a space and basic hygiene amenities for vehicular residents to park overnight without risk, while jobs can be maintained, and housing can be found.

Throughout the country, rising costs of living and stagnant wages have contributed to housing instability and thus increases in unsheltered people relying on their vehicles as a place to live and sleep. According to a study performed by the University of San Diego, research indicates that between 30% and 50% of unhoused individuals in western cities now utilize their vehicles as a primary source of shelter. Organizations in Colorado, Nevada, California, Oregon and Washington have initiated safe parking programs to address this need. Even though the number of individuals living in their vehicles is increasing, many homeless services focus on chronically unsheltered homeless who live in the streets or other makeshift shelters, whose needs are often more challenging. Meeting the needs of the vehicular homeless is 'the low-hanging fruit' of the homelessness problem.

The Safe Place to Park program seeks to address basic needs by providing a designated and secure parking area for working homeless; and connecting participants to social service providers to ensure a holistic approach to addressing the diverse needs of this homeless population, with securing stable housing as the end goal. This program will allow us to collect data on the vehicular homeless population to better understand their unique challenges, aiming to inform future policies and housing solutions. Data will also help to inform our upcoming Homeless Needs Assessment.

Program Overview

Safe Place to Park is proposed as a temporary solution, providing a safe parking area for individuals and families who work or attend school in Sedona yet are experiencing vehicular homelessness. The program aims to offer secure space, basic amenities, and connections to housing and supportive services.

If approved, the Safe Place to Park will be located on approximately 6 acres of the Cultural Park. The Cultural Park site is planned for redevelopment to include affordable housing and other community-serving elements based on a master plan which for which the public input phase will begin soon. The plan is expected to take nearly a year, while the resulting construction at the Cultural Park is expected to be even further out. In the meantime, we propose the site be utilized to address the needs of individuals and families who live in their vehicles for a period not to exceed two years depending upon participation, operational effectiveness, and outcomes. Additional Council approval will be required to extend the program beyond two years.

Proposed program components include:

- A designated safe parking area, open between the hours of 4pm and 8am, ensuring secure and accessible space for up to 40 individuals living in their vehicles, with room to expand if needed. All

participants must leave in their vehicles during closed hours (8am to 4pm daily), leaving nothing behind.

- Shower trailers, portable restrooms, (including ADA versions), and waste receptacles to ensure basic hygiene needs are met, promoting the overall health and well-being of individuals utilizing the program, and reducing the impact of vehicular homelessness on public facilities, residents, local businesses and the national forests.
- Code compliant wayfinding signage and solar 'dark sky' compliant safety lighting will be utilized.
- An experienced site manager, the Verde Valley Homeless Coalition, will manage the site ensuring smooth operations, acting as a service hub to connect participants to housing and supportive services, and providing data to enable effective monitoring and evaluation of program success and housing needs.

Physical Site Components:

- Entry access to the site will be via Cultural Park Road that runs into the site at the northeast corner of the parcel. **Exhibit A:** Location Map.
- Temporary fencing will be installed around selected areas of the site for safety of equipment and safety of participants. **Exhibit B:** Photo of Fence.
- Site Manager will be stationed in an RV at the entrance to the program.
- A chain link gate will be closed and locked when program is not open.
- Shower trailers (one standard, one ADA-compliant) will be situated on a higher elevation of the site to allow graywater discharge distribution. A quiet generator will power the showers. **Exhibit C:** Shower trailer spec sheet; **Exhibit D:** Generator Spec Sheet
- Portable restrooms (including ADA) will be pumped, serviced and sanitized regularly by the vendor. **Exhibit E:** Photo of portable restroom
- Shower trailers and restrooms will be locked when program is not open.
- Parking spaces will be numbered and will be fitted with recycled fire hose for parking space lines.
- Wayfinding signage will be code-compliant and will direct people to assigned parking spaces. **Exhibit F:** See attached site plan
- "Dark Sky" compliant safety bollard lighting will be placed near shower/restroom facilities and along pathways for safety. **Exhibit G:** Application for Exterior Lighting and Spec sheet
- Meal preparation/cooking area dedicated for this purpose to maintain fire safety throughout the site.

Program Goals and Objectives:

The program seeks to serve the needs of the vehicular homeless working in our community. By targeting this demographic, we aim to intervene early in the cycle of homelessness, preventing it from becoming chronic.

First and foremost, the Safe Place to Park program aims to *increase stability and safety for the vehicular homeless, transition participants to housing, and to connect parkers to appropriate social services* based upon individual need. The program seeks to *foster trust* among participants to help *build community and dignity* for participants, but there are broader community benefits.

Reduce overuse of Forest Service land. The Coconino National Forest has typically been a refuge for those living in their vehicles. However, recent changes by the National Forest Service to condense and restrict overnight camping, coupled with a 14-day camping limit, have seriously limited the options for the

vehicular homeless. Since the closure of the popular camping corridor just outside Sedona, the workforce has complained of competition for quiet parking spots and overnight parking within the city has grown. A safe parking area will help alleviate these issues.

Eliminate overnight parking along city streets and private property. People living in their cars find places to park and sleep where it may not be legally permitted, i.e., in store parking lots, on streets and city parks and on private property. This becomes a burden for law enforcement, creates sanitation issues, and draws complaints from citizens.

Identify this largely uncounted population to better inform housing needs. Vehicular homelessness is largely uncounted and invisible. Because it is a mobile population, obscured by full-time travelers and tourists, it is difficult to quantify. Creating a local hub for this population will allow the City to begin to identify the extent of the issue, better tailor new housing options to specific needs of locals, and to inform participants as housing becomes available.

Operations:

Process

The program will be a drive-in-nightly/drive-out-daily program. Wayfinding signage will provide directional information and parking spot identification, which provides safety and security in case of emergency. Solar lighting bollards will be placed throughout the site to provide safety on walking paths. Shower trailers and portable restrooms (including ADA versions) will be placed on site. Participants will drive in at night and be checked in at the gate by the site manager. The site manager will provide an overview of the rules, require a signed waiver form, will check and record ID, vehicle registration and insurance information; and assign a parking spot. If participants are unable to provide registration and insurance, acquiring it will be part of their service plan. Participants will be required to meet with site management staff within two weeks of entry into the program to perform intake assessment and develop a service plan with timelines/benchmarks. Review of the service plan will be ongoing with revisions as needed. Referrals/appointments will be scheduled with necessary support agencies as part of the service plan.

The end date for this program is one-year from the opening date of the program, or as determined by the City. To support the goal of housing for people without homes, transitional housing programs operated by partner agencies will be an available conduit for Safe Place to Park participants. In addition, Verde Valley Homeless Coalition will provide housing referrals to agencies who have received Rapid Rehousing funding, like Catholic Charities, who can provide financial assistance if needed for deposit and first month's rent. Those participants who choose not to be housed will be given ample notice of the ending of the program.

Site Management

The Verde Valley Homeless Coalition (VVHC) will provide site management, and coordination with other service providers, focusing on connection to housing, legal assistance, behavioral health and healthcare. This comprehensive approach is designed to address the needs of our local workforce who live in their cars and to promote their long-term self-sufficiency. The Verde Valley Homeless Coalition has a proven track record in addressing homelessness in the Verde Valley dating back to the 1990's. VVHC became a 501c3 in 2018. The organization initially opened a daytime drop-in center five days each week, which later expanded to daily services. In October 2021, the drop-in center began operations as a full-time homeless shelter. In early 2022, VVHC received a CDBG grant and purchased a property to build

transitional housing in Cottonwood, which is nearly complete. VVHC has established strong ties within the community and has developed a network of supporters and service providers. VVHC staff all undergo employee development trainings to deal with chronically homeless individuals and certify in CPR/AED and first aid. See Exhibit H for Code of Conduct / Waiver, admission requirements and rules.

Site Overview



Located at the western end of Sedona in a non-residential area, in the 41-acre Cultural Park property owned by the city, the proposed 6-acre site, Parcel Number 408-47-009A addressed as 75 Cultural Park Place, is situated at the northwestern corner boundary of the property as indicated by the green shaded area on the above image. This entire 6-acre parcel is zoned PD Planned Development and is currently vacant. The property is within the Western Gateway Community Focus Area (CFA). The project will comply with all other ordinances and regulations of the city.

Cultural Park Place, located on the north side of State Route 89A, runs through the lot from the northeastern side of the lot to the southern end of the lot. The access point for the Safe Place to Park site is the northern entrance to the parcel. Security fencing and gating will be placed across the southern end of the parcel nearest the amphitheater, to block access to the amphitheater for safety and liability issues. The southern exit will have a chain gate across the roadway and will remain locked. Fire

Department, Police Department and Public Works Department personnel will have access to the locked entrances for emergency access, general safety and maintenance activities.

With a minimal footprint on the site, the design and layout of the project elements are designed to minimize environmental impacts, accommodate topography, natural vegetation, soil conditions, drainage and other conditions. Minimal re-grading of roadways will be required in some areas to make the roadway passable. No trees will be removed. Clean-up/landscaping/weeding will be done for practical safety purposes because many areas of the site are overgrown, creating fuel for fire risk. There is some trash littered throughout the site that will be removed prior to use. Some areas of the perimeter are bounded by natural topography features like elevated rock walls and steep hills. Placement of boulders around flatter perimeter areas will provide safety boundaries to a wash that runs through the property and will create a buffer with the National Forest. The site will have wayfinding signage to provide direction to numbered, designated parking spots. Portable showers and restrooms will be onsite. A communal area for meal preparation will be designated. A walkway to the shower/trailer/communal area will be created. Dark Sky compliant solar safety bollard lighting will be installed along walkways/roadways for safety.

Arizona Water Company utility service will be activated to provide water for the shower trailers. Electric and Wastewater utilities will not be utilized for this project. Electricity will be provided by quiet generator to power the showers. Shower water will be diffused using a graywater discharge distribution method which will comply with Arizona Department of Environmental Quality (ADEQ). A permit will be applied for from ADEQ for this purpose. The graywater discharge area will provide much needed irrigation to plants and trees in the area. A 'rain garden' of natural grasses will be planted to promote natural recycling of water. Additional small conduits will be created to direct water to tree wells. The area near the shower trailer that surrounds the rain garden and generator will be fenced to provide safety and to secure equipment. The graywater discharge method will provide cost-savings to the program and will eliminate the need to connect to sewer. Portable restrooms will be regularly pumped and serviced. Showers will be regularly cleaned and sanitized. The site will be a "Leave No Trace" area. No trash will be left behind throughout the site and at parking spots. There will be central trash/recycling bins located at the communal site that will be regularly serviced via contract. Education and information about trailhead access will be provided to direct people to the local trailheads.

Public Safety / Fire department approvals. Sedona Fire Department has been consulted and has given conditional approval pending inspection of completed site. There is a fire hydrant located just beyond the southeast side of the parcel. Police Department, Fire Department and Emergency personnel will have access to the site 24/7.

Wayfinding signage will be created for directional purposes for participants, law enforcement and emergency personnel. A sign will be placed at the entrance to identify the program, provide hours of operation and contact information. Smaller signs with numbers will be placed throughout the site to direct people to the entrance, exit, showers/restrooms, meal preparation area, and designated parking spots. The signs will be 3-4 ft in height, non-illuminated, code compliant color. The program will work with City staff to ensure code compliance.

Solar bollards will be installed along roadways and walkways and are 35 inches high, 6 inches wide at the base and 10 inches wide at the top, 450 lumens each, in Extra Warm White (2700K) They are Dark sky compliant and will be installed on roads as needed, with no more than 50 on the property.

Water hookup: There is currently water service to the site. A hose to supply the shower trailer will be connected to the water connection spigot located on the southeastern side of the parcel nearest the amphitheater. A fire hydrant is also located here.

Security cameras will be installed to ensure safety. The bathrooms and showers will remain open during hours of operation but will be locked during the daytime hours when the program is closed.

Because of the temporary nature of this program, temporary fencing will be installed instead of permanent fencing. The fencing will be used in limited areas for safety and liability, and will not be visible from entrance corridor, other areas of the Cultural Park, and will not impede viewshed.

Consistency with Sedona Community Plan, Western Gateway CFA, Existing Zoning, and Other Applicable Plans

See Exhibit I, Western Gateway Community Focus Area Excerpts

Public Outreach

The LDC requires that public outreach be conducted involving property owners within 300 feet of the property. The properties within 300 feet of this property are all owned by the City of Sedona or are National Forest. In order to ensure that public input was obtained, Housing Staff conducted the following outreach:

Public outreach and community response has been facilitated. This effort included broadcast and print news (TV, radio, internet), flyer distribution to local businesses and public locations (Sedona Library, local parks), social media posts (Facebook, Instagram) and word-of-mouth. Additionally, an Employer Focus Group was held. These methods returned the following results:

#emails: 40

#calls: 15

- Totals for emails/calls: 45 In favor, 9 Opposed, 35 Potential Parkers.
- Positive respondents were a mix of local citizens that included potential parkers, business owners, homeowners. The 9 negative respondents consisted of local citizens who were opposed, yet had no information about the implementation plan.
- Potential parkers reported they worked either full-time or part-time with the following employers:
 - Whole Foods, Safeway, Ambiente, L'Auberge, Red Rock Western Jeep Tours, Pisa Lisa, Shorebird, Local Juicery, Natural Grocers, Thunder Mountain Bikes, Namti Spa, Oak Creek Espresso, Sedona Laundromat, self-employed

#Facebook: 170 comments, 85 shares, (35 potential parkers were counted)

#Instagram: 179 likes, 3 positive comments

The Employer Focus Group consisted of a group of 12 members of the business and non-profit community. They were from a variety of fields, including hospitality, tourism-related outdoor adventure, restaurants, small retail, law enforcement, non-profit organizations, and a representative from the National Forest. The group was polled and it was determined that people were generally supportive of the project. Discussion of some concerns (crime and trash), but we addressed them (rules, coordination with PD, site management) and they agreed this would be a generally positive measure for the city, with

appropriate monitoring. One business owner indicated they have 5 employees right now who would use the site. Other business attendees indicated they have current and past employees who live in their vehicles but did not indicate quantity. Their suggestions to the program included site monitoring, ID checks, valid registration and auto insurance, police patrol. All these concerns have been addressed in the site management plan.

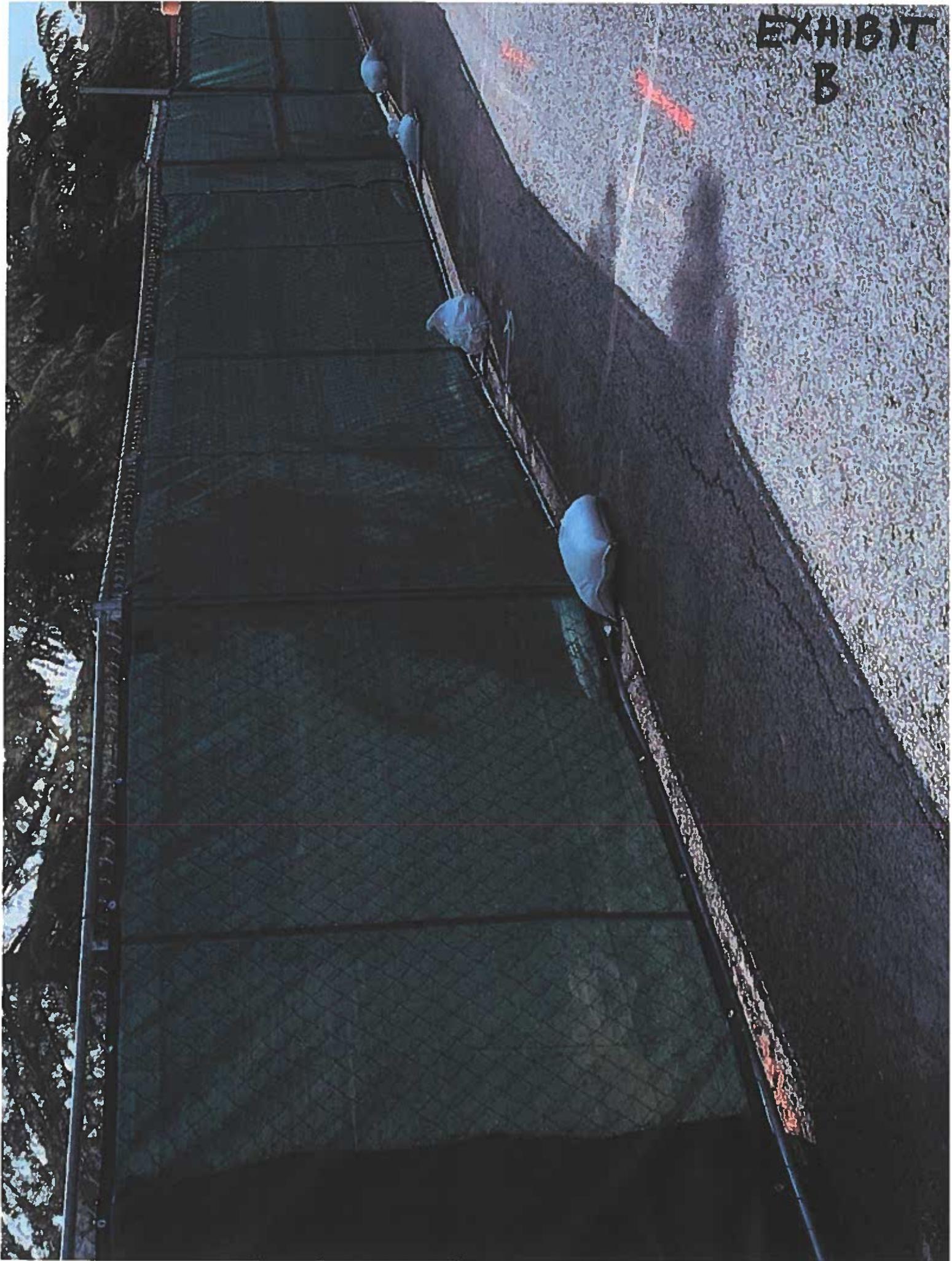
A sampling of community responses:

- “Safe Place to Park could be hugely beneficial. My Sedona residency began with the struggle to find affordable housing. Some of the first friends I made here were car dwellers. Back then, car dwelling was a way to save money and still reside close to the community we worked and played in. I lived out of my vehicle off and on for about 2 years, and never planned for it to be a permanent situation, but it sure helped me get my footing and build a network here while working toward getting under a roof. I started out essentially homeless and evolved to my wife and I becoming homeowners, becoming business owners, becoming landlords, renting out a small house in West Sedona for below market rate to families who needed a stepping stone like I did. We have since sold that house to our last tenants who continue to live and work here. Many folks who are sleeping in their cars actually want to live here and are making sacrifices to do it. One day they may even become business owners or elected officials. A Safe Place to Park program in exactly the kind of gesture that positively impacts those citizens who want to get a footing here and become viable members of this great community.”
- “I am a Sedona resident of 10 years and living in my car for the last three. I work full-time at a local restaurant. I love living here and truly support this program.”
- “I have an employee who lives in her car. This would be an excellent short-term solution.”
- “I am a veteran who has lived in my vehicle for 5 years. I work here as a carpenter. I have contemplated relocating to other cities where affordable housing exists, but I choose to stay in Sedona. I love it here and service it proudly. A safe haven for the workers in Sedona who can’t afford the housing costs and live in their vehicles would be so appreciated.”
- “I believe this project at Cultural Park would help more people than you realize.”
- “I’ve been in Sedona for about a year and housing has been very difficult to find and afford. I’ve been working in Sedona the entire time but have lived mostly in a van. This program would greatly benefit not only folks living in vans but the larger community of Sedona as well.”
- “I’ve lived and worked here for 3 years. When I first moved here, it took me 4 months to find an apartment. Over the course of two years, my rent increased by more than 35% and I could no longer afford it and started living in my car. We need affordable housing in order to cap these rent increases. In the meantime, a safe place to lay my head at night would be helpful.”
- “I work locally and live in my van. The many new restrictions on 525 prevent me from finding a site to sleep in the National Forest. I’ve found a campsite in Camp Verde and commute, but gas prices are prohibitive.”
- “I am a jeep tour driver. I’ve been living in my car for a few months now because I can’t find a place to rent. I’ve been going down to the Cottonwood Rec Center to take a shower and freshen up before work but it’s been taking a toll on me and a lot of wear and tear on my car. I would definitely use the lot to sleep at night and would feel safe knowing the lot will be staffed and monitored.”
- “I can’t find housing and live in my car. I work at the local supermarket and shower at the gym. Affordable housing would be great, but a safe place to sleep would be good in the short-term. Thank you.”

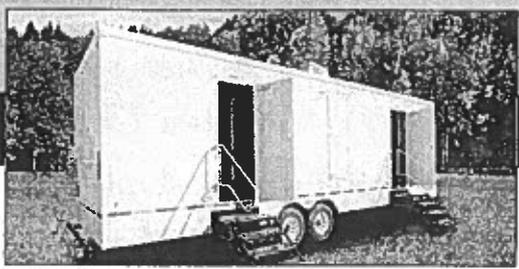
Exhibit A2: Location Maps



EXHIBIT
B



4 season
 4 up to 6 outlets
 30 amp 20 volt
 30 amp 30 volt
 Commercial Series
 Propane tank - will need refilling
 8 station
 can direct to sewer
 can add limiter on purchased models
 whatever your event
 pumper service
 pumped daily
 \$1600/wk pumping
 Mobile Restroom Trailers



12 month.

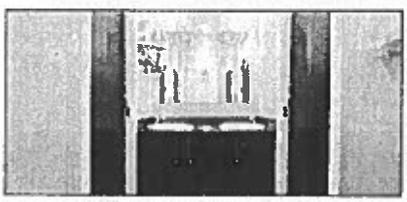
PORTABLE RESTROOM TRAILERS, LLC
 Mobile Restroom Trailers

We Have The Right Solution

Classic

Purchase with Buyback program

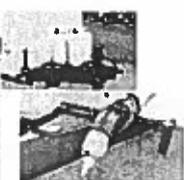
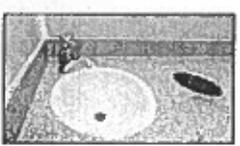
SHOWERS WITH DOUBLE SINK VANITIES



The Classic 8 Station Shower Trailer has a durable yet comfortable interior design and is perfect for those long term project sites.

The easy-to-use fiberglass showers include a changing area with lockable door, clothes hook and small corner seat. Also included is a single lever faucet for easy temperature control and a shower germicide protected mat.

Both suites include a common area with double sink vanities complete with coordinating countertops and flooring.



Fill up 1.5 gal per minute

TANKS filled quickly

Fully climate-controlled environment maintained by air conditioning and heat strips!



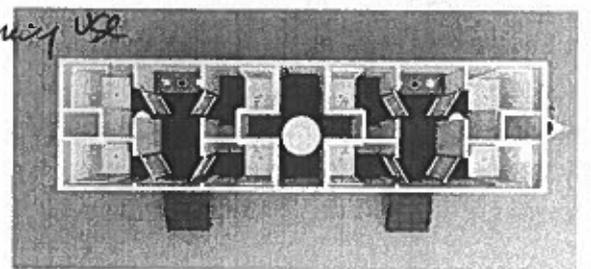
Get electronic notifications on your mobile device for efficient monitoring.

ALSO AVAILABLE WITH  OR 4 SEASON PACKAGE

The spacious floor plan includes 1 Women's and 1 men's central suites with separate entrances

- Length..... 32 ft
 - Width 8 ft
 - Fresh Water..... 200 gal
 - *Water Supply City Water-Garden Hose
 - Waste Tank 1150 gal -
 - Water Heater On-Demand LP gas
 - Power Supply:(1-4) 120/30
- 20 amp converter is available

for emergency use



While we try to ensure accuracy, Portable Restroom Trailers reserves the right to correct any errors or misprints of photos or descriptions, or refuse any order based on an incorrect photo or description at any time. We apologize for any inconvenience should this occur with your order. Please note, due to occasional changes in manufacturing; photos, brochures, and videos may not be an exact representation of your trailer.

1-877-600-8645

Pricing

(1 unit)8 or 9 Station Portable Restroom Trailer with A.C. & Heat(or larger trailer): **Code B.**

6 Month rental. 1 Month = 4 weeks. Minimum 6 months required. **Rental to start up to 45 business days from signed rental agreement & deposit for 6 months. Subject to availability.**

***POWER CORDS TBD AT TIME OF RENTAL AGREEMENT**

***Quote expires March 31, 2023**

***All rental agreements to be completed & deposit up to 45 business days prior to rental**

AND

6 Months

\$5,490/month per trailer
Minimum 6 months

Subject to Availability

***To secure, signed rental agreement & deposit needed ASAP**

***Lessee to verify daily janitorial, cleaning & restocking services for trailers during rental period**

***Cannot cut or modify cords**

12 Months

\$4,490/month per trailer
Minimum 12 months

Subject to Availability

***To secure, signed rental agreement & deposit needed ASAP**

***Lessee to verify daily janitorial, cleaning & restocking services for trailers during rental period**

***Cannot cut or modify cords**



XQ30 RENTAL



Shown with optional trailer

STANDBY 30 kW
PRIME 27 kW
60 Hz

Voltage	Standby kW (kVA)	Prime kW (kVA)
208/120V	30 (37.5)	27 (33.8)
480/277V	30 (37.5)	27 (33.8)
240/120V	26.5 (26.5)	24 (24)

FEATURES

EPA TIER 4 AND CARB CERTIFIED FOR NON-ROAD MOBILE APPLICATIONS

SOUND ATTENUATED ENCLOSURE

- The fully weatherproof enclosures incorporate internally mounted exhaust silencers.
- Highly corrosion resistant construction.
 - Body made from sheet steel components pretreated with zinc phosphate prior to polyester powder coating at 200° C (392° F)
 - Black stainless steel padlockable latches.
 - Zinc die cast hinges/grab handles.
- Excellent access for maintenance.
 - Two large doors on each side. Two rear doors for distribution/control panel.
 - Front panel for air discharge box access.
 - Lube oil and cooling water drains piped to exterior of the enclosure.
- Security and safety.
 - Safety glass control panel viewing window in a lockable access door.
 - Cooling fan and battery charging alternator fully guarded.
 - Fuel fill and battery can only be reached through lockable access doors.
- Transportability.
 - Tested and certified single point lifting eye.
 - Lifting points on baseframe.

ROBUST DESIGN FOR RENTAL ENVIRONMENT

- Packages designed to survive in a rugged environment.

DISTRIBUTION PANEL

- Switchable voltage from 480/277V 3-phase to 240/139V 3-phase (adjustable to 208/120V 3-phase), 240/120V single phase.*

REAR CUSTOMER ACCESS

- Access through two doors.
- Separate control panel access.
- Separate connection console.
- Hinged door over main connectors.
- Emergency stop on panel.

ENVIRONMENTALLY FRIENDLY DESIGN

- EPA Tier 4 off-highway compliant engine.
- UL single walled fuel tank base with 24 hour minimum fuel supply.

OPTIONS

- AH1H – Anti-condensation heater 110-120 volt AC
- WHH – Coolant heater 110-120 volt AC
- LOLR – Lube oil make-up system with REN automatic leveller
- Double wall fuel tanks
- Battery charger
- Hydraulic or Electrical Brake Trailer
- PFT – 0.8 pF test

* Refer to distribution panel specifications for details.

STANDARD FEATURES

1. ENGINE

Heavy duty industrial EPA Tier 4 compliant diesel engine.

1.1 Governor

Electronic

1.2 Electrical System

12 volt DC. Energized to run shutdown solenoid. Oil pressure and coolant temperature/level shutdown switches and gauge senders.

1.3 Derates

Genset power derates will be required in accordance with engine manufacturers above 37° C (98.6° F).

2. COOLING RADIATOR

Radiator and cooling fan complete with protection guards, designed to cool the engine in ambient temperatures up to 49° C (120° F).

3. ENGINE FILTRATION SYSTEM

Cartridge type dry air filters with restriction indicator. Racor fuel filter in addition to engine filter. Cartridge type fuel filters and full flow lube oil filters. All filters have replaceable elements.

4. EXHAUST SYSTEM

Critical silencer with flexible connector. All internal pipework lagged.

5. ELECTRICAL SYSTEM

12 volt system with battery charging alternator, and starter motor on engine, battery rack mounted on the generator set baseframe and optional battery charger mounted on control panel. Battery rack will accept a variety of battery sizes. Includes Cat maintenance free 880CCA Battery.

6. GENERATOR

Screen protected and drip-proof, self-regulating brushless generator with fully interconnected damper windings, IC06 cooling system and sealed-for-life bearings. Switchable voltage output.

6.1 Insulation System

The insulation system is Class H. Windings are impregnated in a triple dip thermo-setting moisture, oil and acid resisting polyester varnish. Heavy coat of anti-tracking varnish for additional protection against moisture or condensation.

6.2 Electrical Characteristics

Electrical design in accordance with BS5000 Part 99, IEC60034-1, EN61000-6, NEMA MG-1.22.

6.3 Generator Excitation

AREP excitation provides 300% short circuit capability enhanced motor starting and non linear loading performance.

6.4 Automatic Voltage Regulator (AVR)

The R250 is a fully sealed automatic voltage regulator, which maintains the voltage within the limits of $\pm 0.5\%$ at steady state from no load to full load. Nominal adjustment is by means of a trimmer incorporated in the AVR. The panel door incorporates an additional voltage adjustment potentiometer.

6.5 Waveform Distortion, THF and TIF Factors

The total distortion of the voltage waveform with open circuit between phases or phase and neutral is in the order of 1.8. On a 3-phase balanced harmonic-free load the total distortion is 4%. Machines are designed to have a THF less than 2% and a TIF less than 50. A 2/3 pitch factor is standard on all stator windings.

6.6 Radio Interference

Suppression is in line with the provisions of EN61000-6.

7. MOUNTING ARRANGEMENT

7.1 Baseframe

The complete generator set is mounted on a heavy duty fabricated steel baseframe. The baseframe includes a UL listed closed top fuel tank and incorporates specially designed lifting points.

7.2 Coupling

The engine and generator are directly coupled by means of an SAE flange so that there is no possibility of misalignment after prolonged use. The engine flywheel is flexibly coupled to the generator rotor and a full torsional analysis has been carried out to guarantee no harmful vibration will occur in the assembly.

7.3 Anti-Vibration Mounting Pads

Captive anti-vibration pads are affixed between engine/generator feet and the baseframe ensuring complete vibration isolation of the rotating assemblies and enabling the machine to be placed on an uneven surface without detrimental effects.

7.4 Safety Guards

The fan, fan drive and battery charging alternator drive are fully guarded for personnel protection. Heat guards protect personnel from the exhaust pipe. All guards are to OSHA standards.

8. FUEL SYSTEM

Fuel feed and return lines to the engine are terminated at the baseframe mounted 24 hour extended capacity fuel tank. 3-way valves to allow connection of auxiliary fuel tank.

9. CONTROL SYSTEM

9.1 Control Panel

Set mounted autostart panel in a vibration isolated NEMA 1 sheet steel enclosure with a hinged lockable door.

a. DC and AC Wiring Looms

DC and AC wiring looms utilizing industrial type multi-pin connectors to permit fast fault finding.

9.2 Circuit Breaker

3-pole UL CSA listed molded case circuit breaker mounted on the generator set in a vibration isolated NEMA 1 distribution panel.

9.3 Small power receptacles housed in a NEMA 1 distribution panel.

Receptacles accept industry standard male plugs. Each receptacle is protected by a miniature circuit breaker which also acts as an on/off switch.

10. DOCUMENTATION

A full set of operation and maintenance manuals, circuit wiring diagrams, and instruction leaflets is provided.

11. SOUND ATTENUATED ENCLOSURES

A noise reducing enclosure surrounds the entire generator set. Combined with a critical engine silencer this provides an overall noise reduction from 65 to 68 dBA at 23 feet through the range.

12. FACTORY TESTS

The generator set is load tested before dispatch. All protective devices, control functions and site load conditions are simulated and the generator and its systems checked, proved and then passed for dispatch. A test certificate can be provided upon request.

13. EQUIPMENT FINISH

All sheet metal components including the enclosure and the base tank are fully degreased, phosphated and chromated for anti-corrosive protection prior to painting with polyester powder. The powder is cured at a temperature of 200° C (392° F) to ensure maximum scuff resistance and durability. All fasteners are electroplated. The engine and generator are thoroughly cleaned and finished in temperature controlled ovens with industrial high gloss polyurethane paint.

14. STANDARDS

The equipment meets the following standards: BS4999, BS5000, BS5514, IEC60034, EN61000-6, NEMA MG-1.22.

15. WARRANTY

Full manufacturer's warranty.

**STANDBY
PRIME
60 Hz**

**30 kW
27 kW**



XQ30

Materials and specifications are subject to change without notice.

Generator Set Technical Data – 1800 rpm/60 Hz			Standby		Prime	
Power Rating	kW	(kVA)	30	(37.5)	27	(33.8)
Lubricating System Total oil capacity Oil pan	L	(U.S. gal)	10.0	(2.8)	10.6	(2.8)
	L	(U.S. gal)	8.9	(2.4)	8.9	(2.4)
Fuel System Generator set fuel consumption 100% load 75% load 50% load Fuel tank capacity	L/hr	(gal/hr)	10.0	(2.6)	8.8	(2.3)
	L/hr	(gal/hr)	7.2	(1.9)	6.5	(1.7)
	L/hr	(gal/hr)	5.1	(1.4)	4.8	(1.3)
	L	(U.S. gal)	291	(77)	291	(77)
Running Time at 100% load	Hours		29+		33+	
Cooling System Radiator system capacity including engine Heat rejected to coolant at rated power	L	(U.S. gal)	12.7	(3.4)	12.7	(3.4)
	kW	(Btu/min)	38.2	(2,172)	34.7	(1,973)
Air Requirements Combustion air flow Radiator cooling air Generator cooling air	m ³ /min	(cfm)	2.5	(88)	2.5	(88)
	m ³ /min	(cfm)	81.6	(2,882)	81.6	(2,882)
	m ³ /min	(cfm)	19.2	(678)	19.2	(678)
Generator Set Noise Rating* [with enclosure at 7 meters (23 feet)]	dBA		61		61	

*dBA levels are for guidance only

SPECIFICATIONS

GENERATOR

Voltage regulation ± 0.5% at steady state
from no load to full load
Frequency ± 0.25% for constant load from
no load to 100% load
Waveform distortion THD < 4%
Radio interference Compliance with EN61000-6
Telephone interference TIF < 50, THF < 2%
Overspeed limit 2250 rpm
Insulation Class H
Temperature rise Within Class H limits
Available voltages Switchable voltage output:
480/277 volt, 240/139 volt 3-phase
to 240/120 volt single phase
Deration Consult factory for available outputs
Ratings At 30° C (86° F), 152.4 m (500 ft)
60% humidity, 0.8 pf

ENGINE

Manufacturer Caterpillar
Model C2.2
Type 4-cycle
Aspiration ATAAC
Cylinder configuration In-line 4
Displacement – L (cu in) 2.2 (135)
Bore – mm (in) 84 (3.3)
Stroke – mm (in) 100 (3.9)
Compression ratio 23:3
Governor
Type Electronic
Class ISO8528 G1 and G2
Piston speed – m/sec (ft/sec) 6.0 (19.7)
Engine speed – rpm 1800
Maximum power at rated rpm – kW (hp)
Standby 36.4 (49)
Prime 32.8 (44)
BMEP – kPa (psi)
Standby 1095 (158.8)
Prime 987 (143.1)
Regenerative power – kW (hp) 7.2 (9.7)

STANDBY
PRIME
60 Hz

30 kW
27 kW

CATERPILLAR®

CONTROL PANEL

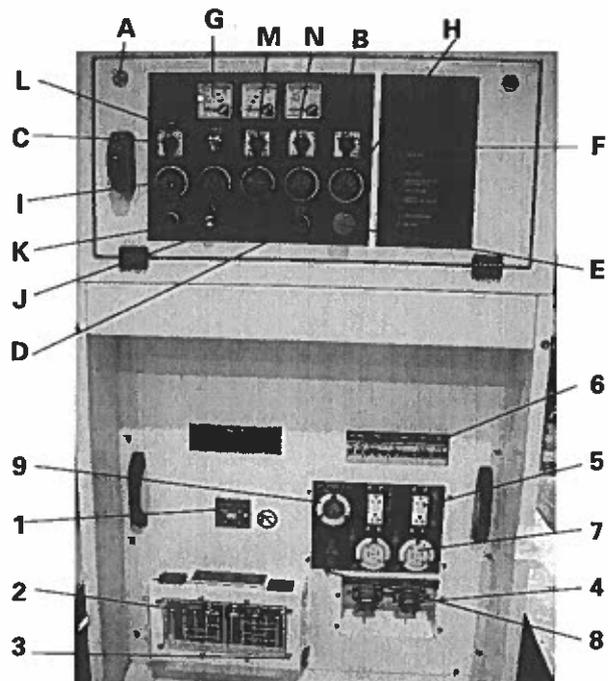
- A** NEMA 1 steel enclosure with hinged lockable door with viewing window.
- B** Manual run/off.
- C** Panel light ON/OFF switch.
- D** Separate pre-heat pushbutton.
- E** Red emergency stop pushbutton.
- F** Lamp test/reset pushbutton.
- G** AC instrumentation: 1-voltmeter, 1-ammeter, 1-frequency meter.
- H** Engine gauges for: oil pressure, coolant temperature, battery volts, fuel level.
- I** Fuel level display with momentary activation pushbutton.
- J** Hours run meter.
- K** Voltage adjust potentiometer.
- L** Frequency adjust potentiometer.
- M** 1 — 7 Position voltmeter phase selector switch.
- N** 1 — 4 Position ammeter phase selector switch.

OTHER FEATURES

- Shutdowns: high coolant temperature/low coolant level, low oil pressure, overcrank, overspeed.
- Low fuel level/fuel tank leak alarm.
- Printed circuit board control logic.
- Autostart standard.
- Cycle cranking with 3 adjustable time crank/rest periods.
- Battery charger, 5 Amp constant voltage, UL listed (optional).

DISTRIBUTION PANEL

- 1** 1 — 3 Pole MCCB with solid neutral (4 Wire). UL/CSA listed with shunt trip. Integral trip unit for thermal and magnetic overload protection on MCCB.
- 2** Main bus connection studs enclosed with hinged transparent cover for easy access and operator safety.
- 3** Cover for bus studs includes safety lockout feature to keep unit from operating with door open.



- 4** 2 — Single phase — California style Twistlocks, 50 Amps @ 208 Volt phase to phase, 120 Volt phase to neutral (adjustable to 240/139) or 240/120 single phase when operating in single phase voltage position.
- 5** 2 — Single phase — GFCI Duplex receptacles, 20 Amps @ 120 Volts.***
- 6** Individual circuit breaker protection for receptacles. Also act as on/off switches.
- 7** 2 — 3-phase NEMA locking receptacles, 20 Amps at 208/120V
- 8** Two wire remote start connection terminals.
- 9** 1 — 30A, 125V single phase NEMA locking inlet receptacle

*** Receptacles not for use with unit operating at 480/277V or 240/139V 3 phase.

**STANDBY
PRIME
60 Hz**

**30 kW
27 kW**



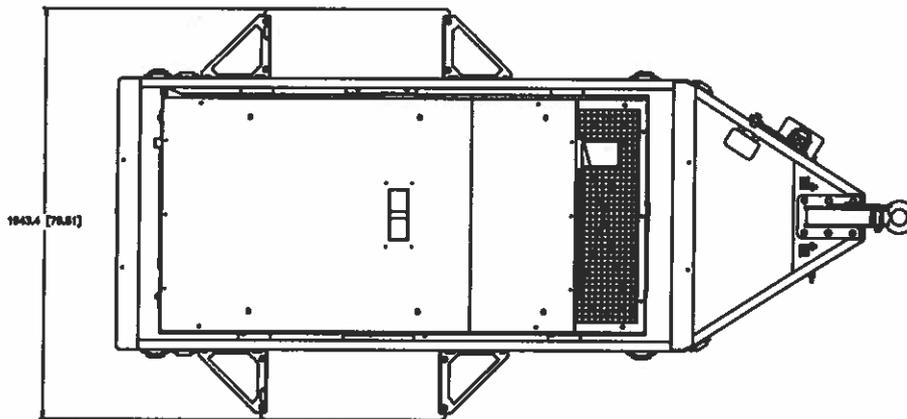
Model	Length mm (in)	Width mm (in)	Height mm (in)	Weight	
				With Lube Oil and Coolant kg (lb)	With Fuel, Lube Oil and Coolant kg (lb)
XQ30	2328 (91.7)	1161 (45.7)	1577 (62.1)	1500 (3,307)	1748 (3,854)
XQ30 with trailer	3764 (148.2)	1943.4 (76.5)	2065.4 (81.3)	1908 (4,206)	2156 (4,753)

RATING DEFINITIONS

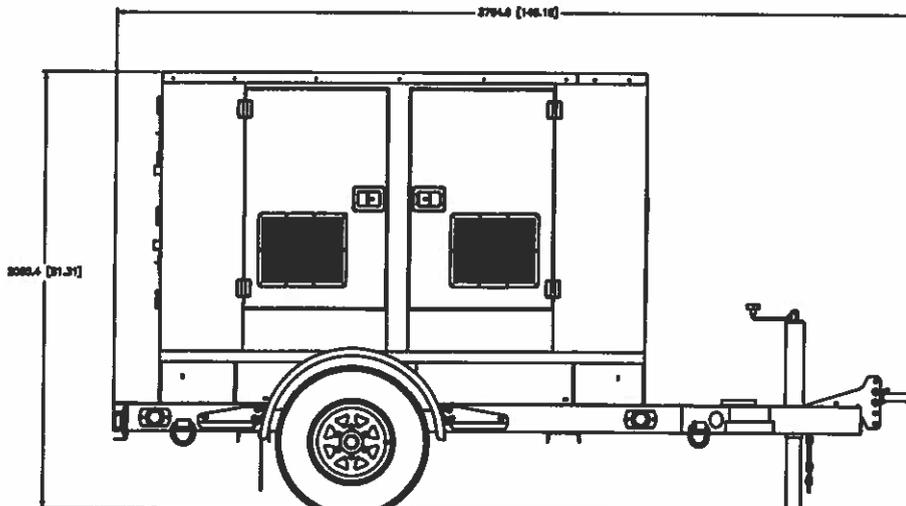
Standby – Applicable for supplying continuous electrical power (at variable load) in the event of a utility power failure. No overload is permitted on these ratings. The generator on the generator set is peak prime rated (as defined in ISO8528-3) at 30° C (86° F).

Prime – Applicable for supplying continuous electrical power (at variable load) in lieu of commercially purchased power. There is no limitation to the annual hours of operation and the generator set can supply 10% overload power for 1 hour in 12 hours.

TOP VIEW



SIDE VIEW



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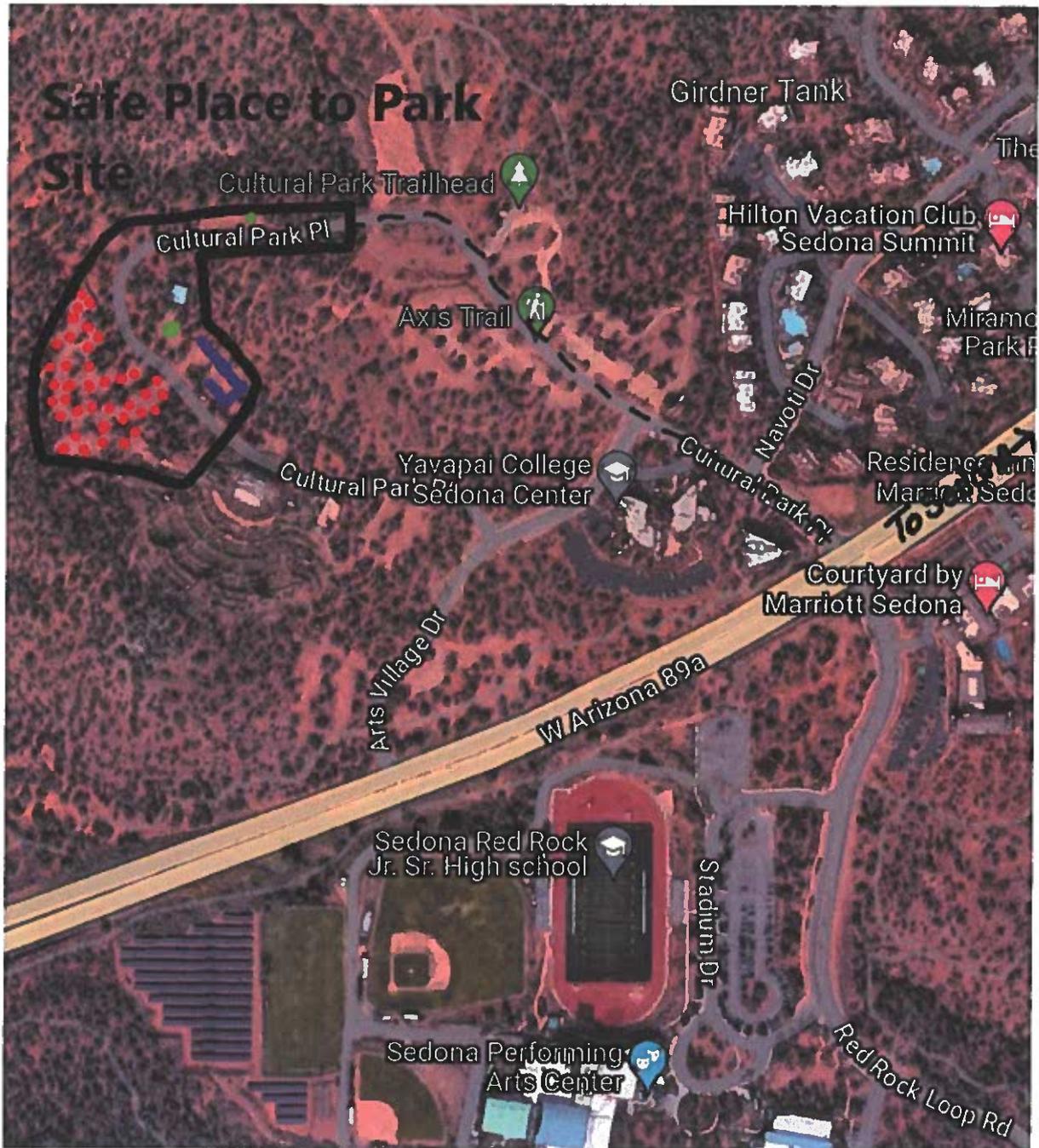
www.Cat-ElectricPower.com

Market: N. America
LEHE7009-04 (03-10)

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EXHIBIT F



Exterior Lighting Application
Commercial and Multi-Family
 See LDC Section 5.8: Exterior Lighting



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

Applicant and Permit Information

Applicant Name:	City of Sedona Housing Dept.	Permit #:	
Phone:	928-203-5128	Date Rec'd:	
Email Address:	jfrieder@sedonaaz.gov	Initials:	
Action/Staff Initials:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date:	

Site Identification

Property Address/Location:	75 Cultural Park Place, Sedona AZ 86336
Parcel Number	408-47-009A
Business Name (If applicable):	City of Sedona

Lumen Information

Gross acres of entire site:	6	Acres for Public Right-of-Way:	-
Net Acreage of Site:	6	x 70,000 = Total initial lumens permitted*	420,000

**Total outdoor light output shall not exceed 70,000 initial lumens per net acre for all development except single-family residential uses. This cap is not intended to be achieved in all cases or as a design goal. Design goals should be the lowest level of lumens necessary to meet the lighting requirements of the site. Partially shielded light fixtures are limited to a maximum of 3,850 initial lumens per net acre and are counted towards the 70,000 initial lumens per net acre cap.*

Type of Shielding and Lumens Proposed (See Lumen Calculation Table – page 2)

Lumens: Fully Shielded Fixtures:	22,500
Lumens: Partially Shielded Fixtures:	0
Total Lumens Proposed:	22,500

Applicant Signature

Signature:	<i>Jeanne Frieder</i>	Date:	1-10-2024
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Exterior Lighting Application
Commercial and Multi-Family
 See LDC Section 5.8: Exterior Lighting

Lighting Inventory and Lumen Calculation Table

- Include a Site Plan identifying all lighting fixtures, keyed to the inventory table.
- Include all new/proposed lighting and all existing lighting.
- Include any lighting proposed for external illumination of signs.
- Attach cut sheets or manufacturer's product description for all lights. If not available for existing fixtures, include photographs of the fixtures and any additional information to demonstrate compliance with code requirements.
- Attach additional sheets if necessary

Lighting Classes (See LDC Section 5.8.D(1) for a complete explanation):

- Class 1: High Activity Areas
- Class 2: Security and Public Safety
- Class 3: Decorative and Accent

Correlated Color Temperature(CCT)/Kelvin Rating: A maximum of 4,000K is permitted for all lighting; Class 2 Lighting is limited to a maximum of 2,700K

Shielding:

- F: Fully Shielded: Required for most lighting
- P: Partially Shielded: Limited to 3,850 lumens per acre
- U: Unshielded: Only permitted for existing, legal nonconforming lighting

Site Plan: Attached Provided with plans (Sheet _____)

Plan Key (ID)*	New or Existing (N or E)	Lighting Class (1, 2, or 3)	CCT/Kelvin Rating	Shielding (F, P, or U)	Initial Lumens	No. of Units	Total Lumens
	N	2	2700	F	450	50	22,500
Total Lumens Proposed:							22,500

*Plan key identification in first column must correspond to labeling on site plan

Project: **City of Sedona Safe Place to Park**

Type: **Type 3**

Quantity: **50**



The PLB series solar powered LED bollard is ideal for architectural and commercial pathway applications. The stylish, contemporary design combined with high quality construction and unequalled solar powered performance make the PLB series an excellent fit where quality lighting is required.

PLB solar powered bollards are fully self-contained and offer significant advantages over typical wired bollards:

- Low installation, remediation and electrical design costs
- No electricity bills and no scheduled maintenance
- Immune from power outages
- A sustainable choice without recurring carbon emissions

All of our solar powered lights are enabled by our innovative Solar Lighting Controller (SLC). The SLC in each light is “self-learning” and allows the lights to predictively adapt to their surroundings, providing a level of lighting performance and reliability unavailable in other solar lighting products.

TECHNICAL SPECIFICATIONS

- Solar Module:**
- High impact, UV resistant encapsulation
 - High-efficiency mono-crystalline cells
 - Integrated into bollard housing
 - Used for day/night detection (no photocell required)

- Solar Lighting Controller (SLC):**
- High efficiency Maximum Power Point Tracking (MPPT) charge controller
 - Micro-controller based technology
 - High-efficiency LED driver
 - Integrated into bollard housing
 - Designed to automatically manage lighting performance based on environmental conditions and lighting requirements

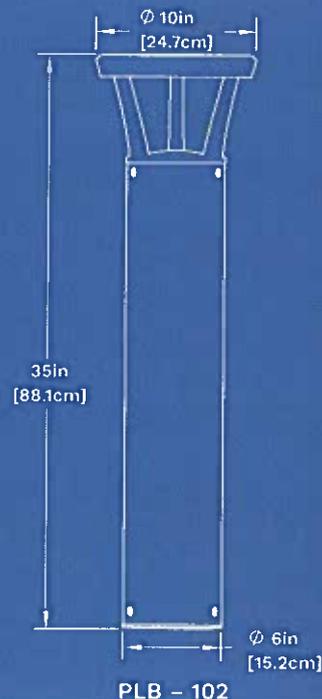
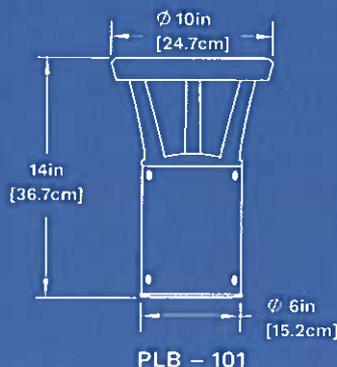
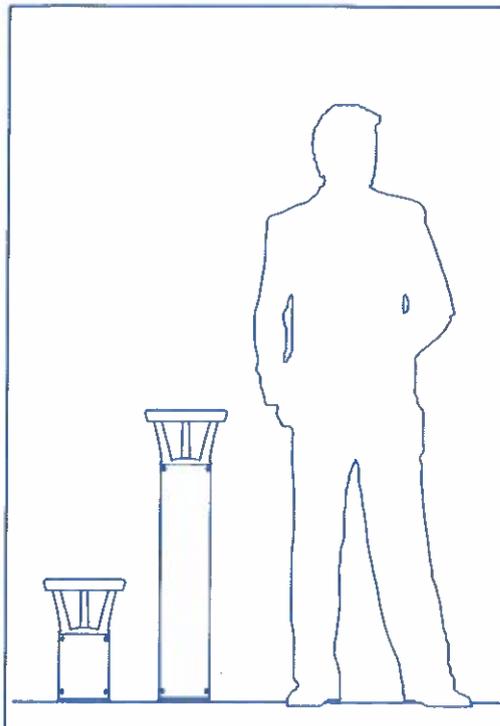
- Battery:**
- High-performance lithium (LiFePO₄)
 - Exceptional 10+ year lifecycle
 - High-temperature tolerance
 - Contained within bollard post
 - Designed for easy battery changes when required
 - Plug-and-play, sealed connector

- Wireless Controls:**
- Easy-to-use interface via iOS smartphone app
 - Configure and control lighting profiles
 - Adjust dusk and dawn thresholds

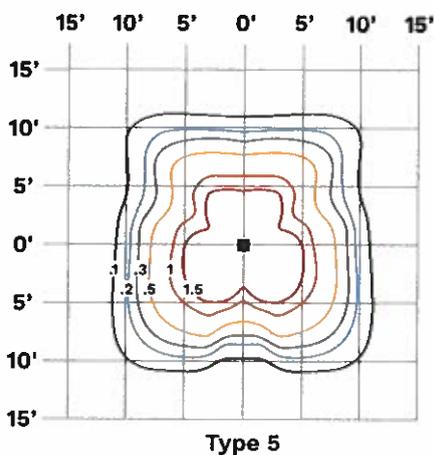
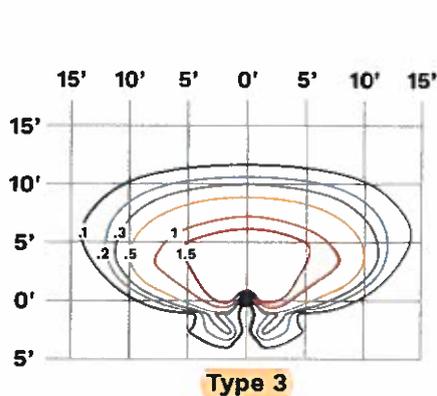
- LEDs and Optics:**
- Greater than 100,000 hour L70 lifetime LED
 - **Extra Warm White (2700K)**, Warm White (3000K), Neutral White (4000K), and Amber (595nm) LEDs available
 - **Type 3** and Type 5 full cut-off high efficiency optics
 - Typical lumen output **450 lumens**
 - Wildlife-friendly amber option available

- Mechanical Construction:**
- Cast, marine-grade, corrosion resistant aluminum housing
 - IP67 protection
 - Extruded, low copper aluminum post
 - Stainless fasteners with security fastener option
 - High-strength mounting base
 - Architectural grade, super durable, TGIC powder coat
 - Four standard colors with custom colors available

- Factory Set Lighting Profiles:**
- 11 standard duration profiles available
 - Real-time lighting profile options available
 - See lighting profile sheet for all options
 - Lighting profiles are field configurable with app



PHOTOMETRICS (IES files available on website)



Notes:

- Photometrics based on PLB 102 mounting height
- All light levels in foot candles (fc) with 4000K color temperature and typical lumen output
- To convert to lux multiply light level by 10.7
- Typical lumen levels based off of Type 5 optic with the default profile using neutral white LEDs
- Contact us for help in choosing the right lighting profile and distribution
- Specifications subject to change without notice

ORDER MATRIX



Series	Height	Finish	Distribution	LED	Lighting Profile (Full list on website)	Options
PLB	101 - 14"	BK - Black	ASM - Type 3	XW - 2700K	00 - On at dusk, off at dawn	SEC - Security Fasteners
	102 - 35"	BZ - Bronze	SYM - Type 5	WW - 3000K	04 - On at dusk, dim to 30% after 5 hours, brighten to 100% 1 hour before dawn (DEFAULT)	PA - Pre-Ship Anchor Bolts
		SV - Silver		NW - 4000K	09 - On at dusk, dim to 30% after 3 hours, brighten to 100% 1 hour before dawn, off at dawn	BLS - Backlight Shield
		WH - White		AMB - Amber	TX0000X0000 - T=Real-time based lighting profile. X=Choose O (Off), or D (Dim) or B (Bright).	
		CC - Custom			0000= Choose event time between 00:00 and 23:59. Second event optional	

Sedona Safe Park Program Code of Conduct

The Sedona Safe Park program is intended to provide a safe and organized space for individuals living in their vehicles who work in Sedona or attend school in Sedona to park in their vehicles on a temporary basis. The Sedona Safe Park program provides a place to park within Sedona city limits that is free from ticketing. The program is for individuals with operational motor vehicles only.

This Code of Conduct is intended to ensure the safety and security of all Safe Park participants and staff, as well as ensure the maintenance of the area.

HOURS OF OPERATION: Sedona Safe Park will operate from 4pm – 8am. All vehicles must vacate at 8am. Sedona Safe Park will be vacant and locked from 8am – 4pm.

QUIET HOURS: Quiet Hours are from 10pm – 6am.

CHECK-IN: You are required to check in to receive an assigned spot and participate in the program. Failure to check in or unauthorized participation will result in suspension from the program. The program is limited to two adults per vehicle. Families with children are welcome and all children must be listed below. No other participants may be added initial after check in.

REQUIRED: ID, PROOF OF EMPLOYMENT OR SCHOOL VOUCHER, PROOF OF CAR INSURANCE, VEHICLE REGISTRATION

PARKING ASSIGNMENT: Each participant will be assigned a parking space along with a parking pass; your vehicle must be in this space with the parking pass hung from the mirror and visible. Park only in your assigned parking spot.

LEAVING THE SITE: You are required to remain on site after check-in until the following morning. Contact security if you need to leave for an emergency. Non-essential trips are cause for suspension from the program.

NO VISITORS: No visitors will be allowed at any time.

NO COOKING is permitted anywhere on site EXCEPT in designated meal preparation area

NO FIRES: No campfires, bonfires, wood fires, charcoal fires. Propane cooking fires allowed in cooking devices at meal preparation area ONLY.

NO TENTS: The site is utilized for vehicle parking only. No set-up of tents or encampments.

MAINTENANCE OF SITE: You must keep all your possessions in your vehicle unless you are briefly organizing or packing. You may be outside your vehicle in the area of your parking space but you may not set up tents or canopies. All garbage must be disposed of promptly in the trash receptacles provided.

BATHROOMS: Bathrooms are to be used for personal hygiene purposes only. Limit your time to what is essential for your needs so that bathrooms are available for other participants.

SHOWERS: Showers are to be used for personal hygiene purposes only. Limit your time to what is essential for your needs so that showers are available for other participants.

Admission requirements

- Maximum of two adults per vehicle. Families with children are welcome. Names of all persons must be given.
- At least one occupant of the vehicle must work or attend school in Sedona. Remote workers will not be admitted as their employment allows them the flexibility to find affordable housing elsewhere.
- Retired and disabled residents of Sedona must demonstrate a necessary connection to Sedona that prevents them from finding affordable housing elsewhere.
- Required: ID, Proof of Employment or School enrollment, Arizona Vehicle Registration, Proof of Auto Insurance
- Vehicles must be in full working order to enter and exit the site daily as required.
- Monthly fee required.

Rules

- Be respectful and courteous to others.
- Park only in your assigned spot.
- Quiet hours: 10pm – 6am
- No entry will be allowed after 10 pm unless prior arrangements have been made.(those who work past 10pm will need to let the site manager know in advance to minimize disruptions to those sleeping)
- Vehicles must remain in the Safe Place to Park once registered for the evening; however, participants may come and go for recreational purposes
- No fires – To protect our treasured national forest lands, fires cannot be permitted. No campfires/bonfires, no wood fires, no charcoal fires, propane fires are allowed in cooking devices only
- The sale, purchase, use or possession of drugs or alcohol is prohibited anywhere on the site.
- The possession of firearms is prohibited anywhere on the site.
- No smoking. For fire safety and public health reasons, smoking is not allowed outside of one's vehicle. Do not dispose of cigarette butts / ashes anywhere outside of your vehicle.
- No congregating outside of vehicles, no parties, loud voices or loud music.
- Trails should be accessed via trailheads to avoid excessive damage to the national forest lands.
- Clothing and shoes must be worn at all times outside of vehicles.
- No visitors allowed at any time.
- Pets are allowed but must be in the vehicle, caged, or leashed, and under your control at all times. It is your responsibility to properly dispose of your pet waste.
- No tents. Vehicle parking only. You must keep all your possessions in your vehicle unless briefly organizing or packing. You may be outside your vehicle in the area of your parking space, but you may not set up encampments.
- All trash must be disposed of promptly in provided trash receptacles only.
- Bathrooms and showers are to be used for personal hygiene purposes only. Limit your time to what is essential so that bathrooms and showers are available for others.
- Headlights should only be used while driving.
- Sleeping with the engine running is dangerous, and therefore prohibited.
- Vehicles must be operable. Inoperable vehicles which remain after the morning closure will be towed without notice at the vehicle owner's expense.
- No RV hookups will be provided. RVs must contain all wastewater (black and gray).
- Video cameras may be used to monitor the site to support safety and security.

- **Violations of the code of conduct or any illegal activity should be reported to the site manager immediately. The site manager will notify police of any illegal activity. Illegal activity or violations of this code of conduct will result in termination from the program. Violators may be prosecuted.**

EXHIBIT I: Western Gateway CFA Excerpts, Safe Place to Park Program

Issue	Response
<p>Key Issue: Land Use (Page 8)</p> <ul style="list-style-type: none"> • Provide a diverse, affordable housing mix 	<p>Intended as a temporary strategy to address lack of housing, this program provides a safe, secure, temporary 'housing' option</p>
<p>Key Issue: Traffic, Pedestrians, Bicycles, Transit, Parking (Page 9)</p> <ul style="list-style-type: none"> • Reduce traffic congestion 	<p>Program participants will be congregated on one parcel in the western part of the City, rather than dispersed throughout the City and National Forest, the program will serve to reduce traffic during its hours of operation.</p>
<p>General Recommendations: Land Use (page 11)</p> <p>Community Plan Goals</p> <ul style="list-style-type: none"> • Provide public gathering spaces that promote social interaction • Encourage diverse and affordable housing types • Preserve and enhance Sedona's tourist based economic sector <p>CFA Objectives</p> <ul style="list-style-type: none"> • A range of housing options that vary by type, size, and price ranges that offer a more affordable alternative to single-family housing and an opportunity to age-in-place 	<p>Participants will have a common gathering space for meal preparation and social interaction.</p> <p>The program will provide a safe, secure, off-street, temporary option for people to sleep while affordable housing is being developed.</p> <p>This project supports businesses by serving locally employed people who live in their vehicles.</p> <p>Housing is being built to accommodate diversity in type, size and price ranges. Until then, this project will serve people who may likely be eligible for these housing options.</p>
<p>General Recommendations: Circulation (page 11)</p> <p>Community Plan Goals</p> <ul style="list-style-type: none"> • Provide for safe and smooth flow of traffic. • Create a more walkable and bikeable community • Reduce dependency on single-occupancy vehicles <p>CFA Objectives</p> <ul style="list-style-type: none"> • A connected network of sidewalks and trails that link neighborhoods and lodging to businesses and destinations. • A transit system that is convenient and useful for residents and visitors 	<p>Traffic congestion will be eased by the program by providing a specific area where people can safely park to sleep. The area is conducive to biking and walking, as it abuts the National Forest and trailheads are easily accessible.</p> <p>Linkages to sidewalks and trails, providing access to businesses and destinations.</p> <p>Verde Shuttle is located at the intersection of Cultural Park Drive and State Rte. 89A for use if necessary.</p>

General Recommendations: Environment (page 11)

Community Plan Goals

- **Preserve and protect the natural environment**
- **Protect and preserve natural open space**

CFA Objectives

- **Public lands that are protected and scenic views that are preserved**
- **Natural areas preserved on ridgelines and along the highway**

The project will have a minimal footprint, with minimal landscaping, minor road re-grading for safety. Brush and debris will be removed, minimal tree-pruning. Grey water will be dispersed among natural vegetation/trees and a natural 'rain garden' will be added near the shower trailers to collect grey water. Trash/recycling receptacles will be utilized for waste disposal. Trash/recycling receptacles will be utilized for waste disposal and will be regularly collected by vendor. Natural Contours of the land will remain untouched. No permanent structures will be added. No building or excavating is required except for minimal site preparation for shower/restroom facilities.

Participants will be parked here instead of the National Forest to lessen the environmental impact of the forest lands. We will be providing restrooms and trash and recycling bins which are not provided at disbursed camping sites.

The parcel is sited at a lower elevation than surrounding land and will not be visible from any roadway or trail. The site is not visible from highways. Ridgelines will not be impacted due to the lower elevation.

General Recommendations: Place and Community (page 11)

Community Plan Goals

- **Create increased opportunities for formal and informal social interactions**

CFA Objectives

- **Public spaces and activities that connect the community**
- **New development that reflects the vision of the Western Gateway and does not change the character of existing neighborhoods.**

The program will accommodate up to 40 locally employed individuals who live in their vehicles, many who have no opportunity for social interaction outside of work. This program will allow people to connect with others, provide support, receive access to necessary services, and develop a sense of community.

Because of its location, bordered by the National Forest and/or City-owned empty lots, there will be no impact to existing neighborhoods.

Recommendations: Land Use, General (page 15)

CFA Objective: A compatible mix of land uses that support and enhance key educational, healthcare, and arts-related anchors.

Strategies:

- **A diversity of land uses should further the Community Plan goals for creating people-friendly places that can meet a variety of needs and that are accessible to the community**

School-age participants will be able to be near their schools. There will be a stronger sense of security and will create better conditions for learning and attendance.

A temporary safe parking program is a diverse use of land that will provide safety, security, opportunities for development of a sense of community, opportunities for better student learning, access to supportive services.

Recommendations: Land Use, Housing (page 18)

CFA Objective: A range of housing options that vary by type, size, and price ranges that offer a more affordable alternative to single-family housing and an opportunity to age-in-place.

Strategies

- **A diversity of housing types should be provided, incorporating both ownership and rentals with sizes and price ranges to meet the needs of seniors, singles, workforce, and others who want alternatives to a detached single-family house, including but not limited to mixed use, live/work, and multi-family options.**
- **Opportunities for rental housing should be explored in both existing and new development.**
- **Flexibility in development standards, such as density, height, lot coverage, and parking should be provided where view corridors and adjacent neighbors are not impacted.**

The Safe Place to Park program will meet the needs of a discrete population of the workforce living in their vehicles by providing a temporary option for security while affordable housing is being developed.

While camping is not permitted due to the location of this site, allowing it here serves a need for the intended use even though it doesn't conform to development standards. Flexibility in development standards on an area that is hidden from the public would serve local employees who otherwise cannot find housing.

Recommendations: Circulation, Traffic Flow (page 20)

CFA Objective: Reduced congestion on SR 89A and City streets

Strategies

- **Full access to SR89A limited to established street system**
- **No additional curb cuts onto SR 89A**

Congestion will be reduced on SR89A and city streets. There is an easy entry point to the site at the far western edge of the city, reducing traffic impact. Participants will park their vehicles and will be able to utilize public transit, biking or walking on trails or sidewalks. The entry point to the parcel is an established roadway – Cultural Park Drive. No additional curb cuts will be required.

Recommendations: Circulation, Circulation and Walkability (page 21)

CFA Objective: Improved safety, convenience, and experience for walking and bicycling

Strategies

- The need for vehicle trips should be minimized

CFA Objective: A connected network of sidewalks and trails that link neighborhoods and lodging to services and destinations

- Public access should be provided to National Forest trailheads. Neighborhood links to the National Forest trail system should be provided where recommended by USFS.

Once checked in for the evening, participants will be able to utilize public transit, and will have access to trailheads for hiking and biking.

Recommendations: Circulation, Parking and Transit (page 23)

CFA Objective: A transit system that is convenient and useful for residents and visitors.

Strategies

- The local transit system should be expanded and adequate pullouts, benches and shelters provided
- Tie into Verde Lynx for commuter transit

Located near public transit, participants will not be utilizing their vehicles during hours of program operation and can use public transit if needed. Verde Shuttle operates from 7am – 10pm at the Cultural Park

Recommendations: Environment, Natural Open Space (page 25)

CFA Objective: Natural areas are preserved on ridgelines and along the highway

Strategies

- Development should be clustered when adjacent to National Forest to create buffers within the wildland-urban interface
- Public education regarding “leave no trace” practices should be supported
- Natural open space should be preserved on ridgelines, hilltops, and key locations along the highway

The intended use as a parking/campsite area will be situated in a parking area that had been graded for a previous parking. Parking/campsite spaces will be strategically clustered away from site boundary to preserve the buffer with the National Forest and minimize impact to surrounding area and will not impact trees and land. The minimal footprint will not disturb additional land for this use.

Boulder placement around areas of the perimeter will ensure a buffer with the National Forest. Participants will be instructed to access trails via established trailheads at the Cultural Park.

Participants will be instructed to leave no trash behind and to ensure their parking spots are empty of all debris upon exiting the site. Trash/recycling receptacles will be

placed in the communal area and will be regularly collected by contracted vendor.

The site is situated at a lower elevation and is not visible from the highway or other locations at Cultural Park.

Recommendations: Sense of Community (page 28)

CFA Objective: Public spaces and activities that connect the community.

Strategies

- **Open, shared, community spaces should be incorporated into development projects.**
- **Amenities should be included in community spaces such as shade, seating, landscaping, and public art**

The communal area for meal preparation will allow for gathering and social interaction to encourage a sense of community, sharing and building supportive relationships. Picnic tables for seating.

Recommendations: Sense of Place, Area Character (page 30)

CFA Objective: New development reflects the vision of the Western Gateway and does not change the character of existing neighborhoods.

Strategies

- **As a gateway to the community, it is important that natural open space play a central role in the sense of arrival to the community. Land uses that are complementary to this sense of arrival and red rock views are equally important. Mitigation of the visual impact and traffic impact of new development on currently-established land uses is also very important in this planning area where so much land is currently undeveloped.**

Walkways will be created for ease of walkability and will be lit by dark sky compliant solar lighting bollards for safety.

The project is sited out of view of gateway roads and is not visible at street level, ensuring the viewshed will be preserved, and will preserve a welcoming sense of open space when arriving in Sedona.

Character Area: Cultural Park: Land Use, Multi-family Residential (Page 36)

- **Appropriate in all areas of Cultural Park Character Area**
- **Development should include a variety of housing types**
- **Development should include long-term strategies for addressing local housing needs**
- **Residential development near the National Forest boundary should include measures that will discourage unauthorized access while encouraging the use of trailheads and designated neighborhood links.**

This program will be a temporary strategy to provide a unique, secure area for local employees who can't find housing and live in their vehicles while the longer-term strategies for affordable housing are being developed for the Cultural Park. Additionally, participants will be guided toward affordable housing options as part of the program.

The program will provide information to participants about where to access local trailheads to encourage their use.

Character Area: Cultural Park: Development Guidelines for all Land Uses (page 42-43)

- **Minimum Planning Acreage:** One single, comprehensive development plan for the undeveloped (approximately 40-acre) portion of the area should be submitted for future rezoning. This plan may include phases for development.
- **Corridor/Viewshed Sensitivity**
- **Connectivity: Pedestrians:** Sidewalks and paths must link on-site amenities, parking, trails, streets, community spaces, adjacent destinations

The Safe Place to Park program is a temporary use of the property as part of the longer term strategy to provide housing and mixed uses at the Cultural Park. This area will be part of the master planning process for the entire property.

The project, sited at a lower elevation, has a low visual impact to the entrance corridor and viewshed.

Walkways will be created to link to the communal area and shower/restroom facilities.



**CITY COUNCIL
AGENDA BILL**

**AB 3026
January 9, 2024
Regular Business**

Agenda Item: 8a

Proposed Action & Subject: Discussion/possible direction on a proposed Safe Place to Park program for homeless local workers and families with children enrolled in local schools.

Department	CM – Housing
Time to Present	30 min.
Total Time for Item	2 hours
Other Council Meetings	June 15, 2023 Budget Work Session
Exhibits	Exhibit A – Site map

Finance Approval	Reviewed 1/3/2024 CRW	
City Attorney Approval	Reviewed 1/3/24 KWC	Expenditure Required
		\$ 585,349 \$151,334 – one-time costs \$434,015 annual operations
City Manager’s Recommendation	For discussion and direction only.	Amount Budgeted
		\$ 400,000 Account No. 12-6340-60-6405 (Description) (Professional Services – Homelessness Program)

SUMMARY STATEMENT

Background:

On June 15, 2023, City Council conditionally approved a budgetary placeholder in the amount of \$400,000 for a Safe Place to Park program, pending further programmatic detail for City Council discussion and final approval.

The purpose of this meeting is to review the information about safe parking programs more broadly, propose programmatic details and estimated costs, and receive direction from Council. If supported, Housing staff will bring back contracts with the service provider, and equipment providers for final approval.

The City’s Housing Needs assessment of 2020 showed a shortage of 1260 affordable housing units. At that time short term rentals (STRs) made up about 12% (744 units) of the housing stock. STRs in Sedona have since grown to 16% (1089 units) of the city’s housing stock, providing space for more tourists, creating more jobs, but simultaneously, further decreasing

housing availability for locals. The average rent for a 2-bedroom today is \$2150. Similarly, home prices in Sedona have increased about 50% since 2020 (avg of 645k in first 6 months of 2020 to 971k in first 6 months of 2023). Sedona, like many tourism-based cities, has long-struggled with limited housing affordable for the workforce. As a result, the affordable housing crisis, for the most part, will only be overcome by building deed-restricted affordable housing, which takes years.

Identified Need:

Due to the conditions in the real estate markets, many families and individuals who live and work in Sedona have been forced to make a choice to live in their cars. The Sedona Oak Creek Unified School District has reported 19 known homeless students enrolled from 13 families. Of those families, five are known to be living in cars or campers. These families report traveling to and from school daily from the National Forest, or wherever they can find nightly parking. The local food pantry surveyed participants and reported 39 participants said they live in their vehicles, and work in Sedona. The police department responded to 18 calls from residents over the last two months regarding people in vehicles trespassing on private property. Those calls combined with patrol officer reports have resulted in more than 100 people being “moved along” in a two-month period; however, the data does not indicate whether they were local workers. A recent public outreach effort to help identify those who would use the Safe Place to Park program generated 54 responses, 32 of which were from local working residents who live in their vehicles and said they would utilize the Safe Place to Park (nine were calls from residents opposed to the program, though they had no information about the proposed operations of the site.) The public outreach Facebook post revealed 35 potential program participants in a total of 170 comments.

Population characteristics:

Research shows that the needs of people sheltering in their vehicles are different from the chronically homeless living outdoors. Individuals sheltering in their vehicles have access to greater resources as demonstrated by the ability to maintain employment and a vehicle. They often maintain work and community ties not afforded to individuals living on the street, but still face unique legal, social, and economic challenges. The vehicular homeless survive in a precarious position, exposed to citations, towing, or impoundment fees that threaten their economic stability and their ‘homes’.

Safe parking programs aiming to meet the needs of people living in their vehicles recognize that safety and basic physiological needs are the foundation of stability. By meeting the basic physiological and safety needs, safe parking can prevent individuals from slipping into further hardship. Adults require their basic needs to be met to focus on work, housing, and community. Safe parking lots provide a space and basic hygiene amenities for vehicular residents to park overnight without risk, while jobs can be maintained, and housing can be found.

Throughout the country, rising costs of living and stagnant wages have contributed to housing instability and thus increases in unsheltered people relying on their vehicles as a place to live and sleep. According to a study performed by the University of San Diego, research indicates that between 30% and 50% of unhoused individuals in western cities now utilize their vehicles as a primary source of shelter. Organizations in Colorado, Nevada, California, Oregon and Washington have initiated safe parking programs to address this need. Even though the number of individuals living in their vehicles is increasing, many homeless services focus on chronically unsheltered homeless who live in the streets or other makeshift shelters, whose needs are often

more challenging. Meeting the needs of the vehicular homeless is ‘the low-hanging fruit’ of the homelessness problem.

The Safe Place to Park program seeks to address basic needs by providing a designated and secure parking area for working homeless; and connecting participants to social service providers to ensure a holistic approach to addressing the diverse needs of this homeless population, with securing stable housing as the end goal. This program will allow us to collect data on the vehicular homeless population to better understand their unique challenges, aiming to inform future policies and housing solutions. Data will also help to inform our upcoming Homeless Needs Assessment.

Program Overview

Safe Place to Park is proposed as a temporary solution, providing a safe parking area for individuals and families who work or attend school in Sedona yet are experiencing vehicular homelessness. The program aims to offer secure space, basic amenities, and connections to housing and supportive services.

If approved, the Safe Place to Park will be located on approximately 5 acres of the Cultural Park. The Cultural Park site is planned for redevelopment to include affordable housing and other community-serving elements based on a master plan which for which the public input phase will begin soon. The plan is expected to take nearly a year, while the resulting construction at the Cultural Park is expected to be even further out. In the meantime, we propose the site be utilized to address the needs of individuals and families who live in their vehicles for a period not to exceed two years depending upon participation, operational effectiveness, and outcomes. Additional Council approval will be required to extend the program beyond two years.

Proposed program components include:

- A designated safe parking area, open between the hours of 5pm and 9am, ensuring secure and accessible space for up to 40 individuals living in their vehicles, with room to expand if needed. All participants must leave in their vehicles during closed hours (9am to 5pm daily), leaving nothing behind.
- Shower trailers, portable restrooms, (including ADA versions), and waste receptacles to ensure basic hygiene needs are met, promoting the overall health and well-being of individuals utilizing the program, and reducing the impact of vehicular homelessness on public facilities, residents, local businesses and the national forests.
- Code compliant wayfinding signage and solar ‘dark sky’ compliant safety lighting will be utilized.
- An experienced site manager, the Verde Valley Homeless Coalition, will manage the site ensuring smooth operations, acting as a service hub to connect participants to housing and supportive services, and providing data to enable effective monitoring and evaluation of program success and housing needs.

Physical Site Components:

- Temporary fencing will be installed around selected areas of the site for safety of equipment and safety of participants.
- Entry access to the site will be via Cultural Park Road that runs into the site at the northeast corner of the parcel.

- Site Manager will be stationed in an RV at the entrance to the program.
- A chainlink gate will be closed and locked when program is not open.
- Shower trailers (one standard, one ADA-compliant) will be situated on a higher elevation of the site to allow graywater discharge distribution. A quiet generator will power the showers.
- Portable restrooms (including ADA) will be pumped, serviced and sanitized regularly by the vendor.
- Shower trailers and restrooms will be locked when program is not open.
- Parking spaces will be numbered and will be fitted with recycled fire hose for parking space lines.
- Wayfinding signage will be code-compliant and will direct people to assigned parking spaces.
- “Dark Sky” compliant safety bollard lighting will be placed near shower/restroom facilities and along pathways for safety.
- Meal preparation/cooking area dedicated for this purpose to maintain fire safety throughout the site.

Program Goals and Objectives:

The program seeks to serve the needs of the vehicular homeless working in our community. By targeting this demographic, we aim to intervene early in the cycle of homelessness, preventing it from becoming chronic.

First and foremost, the Safe Place to Park program aims to *increase stability and safety for the vehicular homeless, transition participants to housing, and to connect parkers to appropriate social services* based upon individual need. The program seeks to *foster trust* among participants to help *build community* and dignity for participants, but there are broader community benefits.

Reduce overuse of Forest Service land. The Coconino National Forest has typically been a refuge for those living in their vehicles. However, recent changes by the National Forest Service to condense and restrict overnight camping, coupled with a 14-day camping limit, has seriously limited the options for the vehicular homeless. Since the closure of the popular camping corridor just outside Sedona, the workforce has complained of competition for quiet parking spots and overnight parking within the city has grown. A safe parking area will help alleviate these issues.

Eliminate overnight parking along city streets and private property. People living in their cars find places to park and sleep where it may not be legally permitted, i.e., in store parking lots, on streets and city parks and on private property. This becomes a burden for law enforcement, creates sanitation issues, and draws complaints by citizens.

Identify this largely uncounted population to better inform housing needs. Vehicular homelessness is largely uncounted and invisible. Because it is a mobile population, obscured by full-time travelers and tourists, it is difficult to quantify. Creating a local hub for this population will allow the City to begin to identify the extent of the issue, better tailor new housing options to specific needs of locals, and to inform participants as housing becomes available.

Operations:

Process

The program will be a drive-in-nightly/drive-out-daily program. Wayfinding signage will provide directional information and parking spot identification, which provides safety and security in case of emergency. Solar lighting bollards will be placed throughout the site to provide safety on walking paths. Shower trailers and portable restrooms (including ADA versions) will be placed on site. Participants will drive in at night and be checked in at the gate by the site manager. The site manager will provide an overview of the rules, require a signed waiver form, will check and record ID, vehicle registration and insurance information; and assign a parking spot. If participants are unable to provide registration and insurance, acquiring it will be part of their service plan. Participants will be required to meet with site management staff within two weeks of entry into the program to perform intake assessment and develop a service plan with timelines/benchmarks. Review of the service plan will be ongoing with revisions as needed. Referrals/appointments will be scheduled with necessary support agencies as part of the service plan. The program will provide housing referrals to agencies like Catholic Charities which can provide financial assistance if needed for deposit and first month's rent.

Site Management

The Verde Valley Homeless Coalition (VVHC) will provide site management, and coordination with other service providers, focusing on connection to housing, legal assistance, behavioral health and healthcare. This comprehensive approach is designed to address the needs of our local workforce who live in their cars and to promote their long-term self-sufficiency. The Verde Valley Homeless Coalition has a proven track record in addressing homelessness in the Verde Valley dating back to the 1990's. VVHC became a 501c3 in 2018. The organization initially opened a daytime drop-in center five days each week, which later expanded to daily services. In October 2021, the drop-in center began operations as a full-time homeless shelter. In early 2022, VVHC received a CDBG grant and purchased a property to build transitional housing in Cottonwood, which is nearly complete. VVHC has established strong ties within the community and has developed a network of supporters and service providers. VVHC staff all undergo employee development trainings to deal with chronically homeless individuals and certify in CPR/AED and first aid.

Admission requirements

- Maximum of two adults per vehicle. Families with children are welcome. Names of all persons must be given.
- At least one occupant of the vehicle must work or attend school in Sedona. Remote workers will not be admitted as their employment allows them the flexibility to find affordable housing elsewhere.
- Retired and disabled residents of Sedona must demonstrate a necessary connection to Sedona that prevents them from finding affordable housing elsewhere.
- Required: ID, Proof of Employment or School enrollment, Arizona Vehicle Registration, Proof of Auto Insurance
- Vehicles must be in full working order to enter and exit the site daily as required.
- Enrollment fee or cost per night?

Rules

- Be respectful and courteous to others.
- Park only in your assigned spot.
- Quiet hours: 10pm – 6am

- No entry will be allowed after 10 pm unless prior arrangements have been made.(those who work past 10pm will need to let the site manager know in advance to minimize disruptions to those sleeping)
- Vehicles must remain in the Safe Place to Park once registered for the evening; however, participants may come and go for recreational purposes
- No fires – To protect our treasured national forest lands, fires cannot be permitted. No campfires/bonfires, no wood fires, no charcoal fires, propane fires are allowed in cooking devices only
- The sale, purchase, or use of drugs or alcohol is prohibited anywhere on the site.
- No smoking. For fire safety and public health reasons, smoking is not allowed outside of one’s vehicle. Do not dispose of cigarette butts / ashes anywhere outside of your vehicle.
- No congregating outside of vehicles, no parties, loud voices or loud music.
- Trails should be accessed via trailheads to avoid excessive damage to the national forest lands.
- Clothing and shoes must be worn at all times outside of vehicles.
- No visitors allowed at any time.
- Pets are allowed but must be in the vehicle, caged, or leashed, and under your control at all times. It is your responsibility to properly dispose of your pet waste.
- No tents. Vehicle parking only. You must keep all your possessions in your vehicle unless briefly organizing or packing. You may be outside your vehicle in the area of your parking space, but you may not set up encampments.
- All trash must be disposed of promptly in provided trash receptacles only.
- Bathrooms and showers are to be used for personal hygiene purposes only. Limit your time to what is essential so that bathrooms and showers are available for others.
- Headlights should only be used while driving.
- Sleeping with the engine running is dangerous, and therefore prohibited.
- Vehicles must be operable. Inoperable vehicles which remain after the morning closure will be towed without notice at the vehicle owner’s expense.
- No RV hookups will be provided. RVs must contain all wastewater (black and gray).
- Video cameras may be used to monitor the site to support safety and security.
- Violations of the code of conduct or any illegal activity should be reported to the site manager immediately. The site manager will notify police of any illegal activity. Illegal activity or violations of this code of conduct will result in termination from the program. Violators may be prosecuted.

Budget:

The Arizona Department of Housing has reserved \$875,000 in grant funds for the City of Sedona to support the ongoing yearly costs for the Safe Place to Park for up to two years.

Budget Item	Description	One-time Costs	Est. Ongoing yearly costs (Year One)
Equipment	Portable Power Supply Generator (diesel) purchase * **	26,000	
	Portable Restrooms rental (6) incl weekly pump- outs (incl one ADA)		26,315
	Portable Showers rental (incl one ADA)		68,000
	Solar Power Safety Lighting bollards +installation	75,759	
	Security Cameras for safety	10,500	

	Fencing as needed	5250	
Utilities	Diesel fuel to power generator *		87,000
	Trash Removal		3600
	Propane (hot water heat)		15,600
	Water		7500
Site Preparation	Excavation, grading and boulder placement, parking delineation, installs by COS Public Works dept.	30000	
	Signage (wayfinding, informational)	1000	
	Trenching for propane to shower trailer	1075	
	ADEQ Permit for gray water discharge	1500	
	City Permits – signage, lighting, fencing, trenching	250	
Contractual	Contract with VVHC for Site management and Case mgt/outreach: <ul style="list-style-type: none"> • Site Staff salaries, benefits and taxes • Employee development/staff training/CPR/AED • Direct Operational expenses (travel, phone, printing, etc.) • Share of organizational operating overhead (accounting, management, etc.) 		226,000
	*Generator and diesel fuel costs may be replaced/reduced by electrical installation and electricity costs, pending timing and availability of materials **Generator would be useful after SPTP for other programs		
		\$151,334	\$434,015
Total			\$585,349

Climate Action Plan/Sustainability Consistent: Yes - No - Not Applicable

The Sustainability Department is providing recommendations to promote recycling and composting, and ensure environmentally sound operations (ex: solar bollards for lighting)

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s): Utilize the same funds for a rental subsidy program for tenants. (ex: approx. \$500/month for 50 individuals for 24 months)

The Housing department has not fully explored this alternative because providing renter subsidy in a tight market supports inflated rents. With apartments making up only 4% of the City’s housing stock, compared to the 16% average shared by the State of Arizona and the US as a whole, options for independent living are few. Providing individual rent subsidies for single-family house-share situations is complicated as landlords often don’t want three or four individual leases, or the troubles that come with unrelated people moving in and out on different schedules.

Additionally, because there is little motivation for people to find alternatives to rent subsidy, participants will likely remain in the program as long as possible. Whereas, the Safe Place to Park supports independence and higher turnover. The Safe Place to Park site has the capacity to expand beyond 40 individuals/families per night without exponentially increasing costs if the need is demonstrated. But even if the nightly parking was capped at 40 spaces, we would expect turnover as people find housing, roommates, or other alternatives, meaning it could serve hundreds of people over two years.

Finally, the SPTP partnership will begin to build capacity for the Verde Valley Homeless Coalition in Sedona, enabling them to also aid homeless residents who don't live in cars, perhaps including a future shelter. That, in turn, could enable the city to fully enforce its 'no camping' ordinance.

MOTION

I move to: For discussion and direction only.



Megan Yates

From: donotreply@sedonaaz.gov
Sent: Tuesday, January 30, 2024 11:20 AM
To: Cari Meyer; Kyle Sandidge; Megan Yates
Subject: Comment on Development Proposal

A new entry to a form/survey has been submitted.

Form Name: Comments on Development Proposals
Date & Time: 01/30/2024 11:20 a.m.
Response #: 448
Submitter ID: 6347
IP address: 70.33.12.41
Time to complete: 22 min. , 49 sec.

Survey Details

Page 1

We want to hear what you think. Please share your thoughts below. If you have questions about the project, please enter your contact information so that we can respond. Please note that all information submitted (including name and addresses) will become part of the public record and will be available for public inspection.

1. Project Name:

Safe Place to Park

2. What are your comments, concerns, ideas, and suggestions about this project?

Dear P & Z Commissioners,

The fact that we need to even consider a safe place to park for people living in their cars confirms that we have a housing crisis. Our vulnerable population has to suffer the indignity of not having a decent place to sleep at night, in addition to fears about personal safety and fines or arrests for illegal parking.

I speak as member of the grassroots Housing Advocacy Group for Sedona, that seeks solutions for our housing crisis. We represent Sedona leaders in education, business, nonprofits, workers, families and seniors and have discussed this program in detail for months with recognition that it provides a much needed service for our vehicle homeless population.

We are often asked if this is the type of expenditure that our city should engage in. I found 44 safe places of Safe Parking programs in the western states of CA, OR and WA, some by cities, some by nonprofits or churches. I can believe that the latter are partially funded by their cities.

What about permanent housing? Housing Solutions of Norther Arizona is currently renovating the hotel next to McDonald's in Cottonwood to create 28 units of transitional housing. They will be ready in the summer. They have also applied for competitive funds from AZ Dept of Housing to buy a hotel in Sedona for the same purpose. We'll know the results soon. The Cultural Park will also provide housing for mixed incomes.

This program will not interfere with neighborhoods...it is a humble temporary solution for our vulnerable workers. Our Housing Department has secured the bulk of the funding through a grant, and the program has been well thought out.

Please give it your full support.

Sincerely,

Linda Martinez

3. Your contact information

Name: Linda Martinez
Mailing Address: 125 Enchanted Way, Sedona, 86336
E-mail: lmartinezsmc125@gmail.com

4. Would you like to receive notices about this project, such as public meeting dates?

Yes

Thank you,
City of Sedona

This is an automated message generated by Granicus. Please do not reply directly to this email.

Fw: overnight car camping at the cultural park

Jeanne Frieder <JFrieder@sedonaaz.gov>

Tue 1/16/2024 1:42 PM

To: Shannon Boone <SBoone@sedonaaz.gov>; Cari Meyer <CMeyer@sedonaaz.gov>

fyi



Jeanne Frieder
Housing Coordinator

Community Development Bldg. 104
102 Roadrunner Drive
Sedona, AZ 86336
jfrieder@sedonaaz.gov
(928) 203-5138

Business hours: Mon-Thur 7 a.m.-6 p.m.

Walk-in hours: Mon-Thur 7:30 a.m.-5 p.m.

Public safety 24/7

From: jmohan@npgcable.com <jmohan@npgcable.com>

Sent: Tuesday, January 16, 2024 1:31 PM

To: Jeanne Frieder <JFrieder@sedonaaz.gov>

Subject: overnight car camping at the cultural park

I have been reading about the plan for overnight camping/parking at the cultural park. I live in the adjacent neighborhood and I feel anyone who lives in our neighborhood should be notified personally about the plan and the city should have a meeting with all the neighbors who could potentially be affected by this plan. I personally do not feel comfortable with this initiative without it be presented to us, and to let us possibly propose an impact statement. The city bought that property with the help of our tax payers money, and after living here for over 20 years I think we have invested enough money so we should be heard. Thanks.
Gerard H Mohan.