Staff Report

PZ21-00020 (SUB) Bowers Subdivision Summary Sheet

Meeting Date: March 19, 2024

Hearing Body: Planning and Zoning Commission

Project Summary: 4 unit single family house subdivision

Action Requested: Recommendation of Approval of Preliminary Plat

Staff Recommendation: Recommendation of Approval, with conditions, of Preliminary Plat

Location: 741 Forest Road

Parcel Number: 401-38-012

Owner/Applicant: 741 Forest Road LLC (David Bowers)

Authorized Agent: Sefton Engineering Consultants (Luke Sefton)

Site Size: ± 2.65 acres

Community Plan Designation:

Single Family Low Density

Zoning: RS-18 (Single-Family Residential), maximum density: 2 units per acre

Current Land Use: Forest Road extension under construction by the City of Sedona

Surrounding Properties:Area Zoning Area Land Uses

North & West: RS-18 Residential

East: CO Hyatt Pinon Pointe

South: CO Forest Road extension; Vacant

Report Prepared By: Cari Meyer, Planning Manager

Attacl	nments	:	Page
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		Application and Letter of Intent	
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Due to file size contraints, project documents have been uploaded to the City's website and provided via links rather than attached to this staff report. The documents can be reviewed online at https://www.sedonaaz.gov/your-government/departments/community-development/projects-and-proposals/bowers-subdivision

Staff Report

PZ21-00020 (SUB) Bowers Subdivision



SUBDIVISION AND PLATTING PROCESS

Platting procedures for new subdivisions are laid out in Land Development Code (LDC) Section 8.5 (Subdivision Procedures). The first step in the platting process is the Preliminary Plat (LDC Section 8.5.A). The purpose of the preliminary plat is to "provide a mechanism for the City to review an overall plan for a proposed subdivision to ensure compliance with this Code and the adequate provision of facilities and services in the City." (LDC Section 8.5.A(1)). Submittal requirements and review procedures for the platting process are contained in LDC Section 8.5.A(3): Application Submittal and Review Procedure and Administrative Manual Sections 1.1: General Application Submittal Requirements and 1.3: Subdivision Requirements.

The applicant submitted documents for Preliminary Plat Review in November 2021. Since the initial submittal, the applicant has continued to work to address outstanding Staff comments, along with working through the various issues that have come up due to the City's construction of the Forest Road extension through the property. The Preliminary Plat is now being brought to the Planning and Zoning Commission for consideration and a recommendation to City Council.

After the Planning and Zoning Commission makes a recommendation to Council, Staff will schedule a public hearing with City Council, at which time the Council will approve, approve with conditions, or deny the Preliminary Plat. If the Council approves the Preliminary Plat, the applicant will submit a revised preliminary plat (if necessary) for Staff review, followed by the Final Plat for City Council review. The Commission's involvement in the platting/subdivision process ends after a recommendation on the Preliminary Plat has been forwarded to City Council.

PROJECT DESCRIPTION

The applicant is seeking approval of a Subdivision application to allow for a 4-unit single-family subdivision on approximately 2.65 acres (approximately 1.5 units per acre).

Subdivision of this site is permitted in accordance with the Land Development Code (LDC) requirements, including Article 2 (Zoning Districts), and Article 7 (Subdivision).

The proposal does not include review or approval of any new houses. If the plat is approved, review of single-family houses would occur through the City's building permit review process.

BACKGROUND AND PROPERTY INFORMATION

Site Characteristics

- The project site is one parcel of approximately 2.65 acres.
- The property is in Coconino County.
- The property is vacant, though the City is currently building the Forest Road extension through the property.
- The property is not part of a subdivision.
- There are no floodplains on the site.
- The vegetation onsite consists of a mixture of mature trees and shrubs. Much of the natural vegetation has been disturbed by the Forest Road extension project.

Zoning and Community Plan Designations

The site is designated Single Family Low Density (0.5 to 2 units per acre) in the Community Plan, zoned RS-18 (Single Family Residential) and is currently vacant, though the City is building the Forest Road extension through the property. The purpose of the RS-18 zoning district is:

"...to accommodate and preserve lower-density to medium-density single-family residential uses with limited community and educational uses and incidental or accessory uses. This district can also serve as a transition between low- and medium-density residential to higher-density residential zoning districts.

LDC Section 2.4.A

The RS-18 zoning district (LDC Section 2.4.A) contains the property development standards that are used in the review of the proposed subdivision. These standards include the following:

Minimum lot area: 18,000 square feet

• Minimum lot width: 100 feet

Density: Maximum of 2 unit per 1 acre

In addition, the property development standards include lot coverage, setbacks, heights, etc., that will guide the development of the proposed lots. Future buildings will be subject to the standards in place at the time of building permit submittal.

Current Proposal

The applicant has been working with City Staff on this property since 2021. In addition to working with the Community Development Department regarding the requirements for the subdivision, the applicant has been working with the City's Public Works and Legal Departments regarding the Forest Road extension project and dedication of the new right-of-way needed for that project.

PUBLIC INPUT

- The applicant completed a Citizen Participation Plan. A summary of their efforts is included in Attachment 2.b.
- Project documents submitted by the applicant were placed on the <u>Projects and Proposals</u> page of the Community Development Department website.
- Property owners within 300 feet of the subject properties were notified of the Public Hearing.
- The property was posted with a Notice of Public Hearing and a notice was published in the Red Rock News on March 1, 2024.
- All notices contain contact information or a way to submit comments. As of writing this staff report, no public comments have been received by Staff.

REVIEWING AGENCY COMMENTS AND CONCERNS

The application materials were routed to all internal and external reviewing agencies for comments. Comments were received from the following agencies:

- City of Sedona Community Development
- City of Sedona Public Works

All comments have been addressed by the applicant through resubmittal of the project documents, are included as recommended conditions of approval, or are requirements for future stages of the project (Final Plat, Building Permits).

DEVELOPMENT PROPOSAL

The applicant is proposing a new 4 lot single-family subdivision on approximately 2.65 acres. For the subdivision to be constructed, the following must be approved:

1. Subdivision (SUB) application for the subdivision layout (lots and streets)

A detailed description of the proposal was submitted by the applicant and is included in <u>Attachment 2.a</u>. A summary is included below.

Phasing

- The subdivision streets and infrastructure are being constructed by the City as part of the Forest Road extension project.
- Development of the proposed lots would occur through the City's single-family home review process, which is an administrative process, conducted by City staff, and does not require Planning and Zoning Commission review or public input.

Subdivision Layout

- The subdivision provides two access points (at the north and south ends of the subdivision) via the new Forest Road extension.
- With the land remaining after the road project is complete, the subdivision proposes 4 new lots 2 on each side of the Forest Road extension.

Sedona Land Development Code (LDC)

A comprehensive evaluation for compliance with all applicable sections of the Land Development Code was conducted and is outlined in Attachment 3 (Subdivision Checklist).

LDC Article 2: Zoning Districts

- Lots range in size from 19,245 square feet to 30,083 square feet.
 - The minimum lot size in this zoning district is 18,000 square feet.
- The overall density of the subdivision is 1.5 units per acre.
 - The maximum density in this zoning district is 2 units per acre.
- All lots have a minimum width of 100 feet
- The proposal is in compliance with applicable standards for the RS-18 zoning district.
- Future construction will be reviewed for compliance with RS-18 setbacks, heights, and other development standards.

LDC 7.3.C: Subdivision Standards, Lot Planning

- The proposed subdivision meets the zoning requirements for maximum density, minimum lot size and width, and lot layout.
- As the City is building the road and necessary infrastructure (Forest Road extension project), improvement plans that would typically be submitted and reviewed with the Preliminary Plat were not required with this application.
- No floodways or floodplains impact the site.

LDC 7.3.D: Subdivision Standards, Sensitive Lands

• The property includes steep slopes, which are being modified by the road project. The presence of steep slopes and modified grades was taken into account when laying out the proposed subdivision.

LDC 7.3.E: Subdivision Standards, Block Layout

• This section is not applicable to this application.

LDC 7.3.F: Subdivision Standards, Street Design

- The Forest Road extension will be a public street.
- Vehicular access to the site is provided to the north side and south and will connect to State Route 89A at a light (to the east of the project site) and a roundabout (to be constructed south of the project site).
- The street has been designed to meet the minimum requirements

LDC 7.3.G: Subdivision Standards, Street Naming and Traffic Control Signs

- The new street will continue to use the "Forest Road" name.
- The Public Works Department will ensure that, if needed, there will be a distinction between the existing Forest Road and the new Forest Road extension.

LDC 7.3.H: Subdivision Standards, Easement Planning

- The road is a public road and has sufficient width for all associated improvements.
- All other required easements have been provided.

LDC 7.3.1: Subdivision Standards, Reservation of Land for Public Use

• No land is proposed to be reserved for public use.

LDC 7.3.J: Subdivision Standards, Alternatives to Subdivision Standards

• A cluster subdivision is not proposed.

REVIEW, COMMENTARY, AND ANALYSIS

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

SUBDIVISION: Review of Preliminary Plat, recommendation to City Council

Discussion

Land Development Code Findings: All Development Applications

All development applications are reviewed under LDC Article 8 (Administration and Procedures).

<u>LDC Section 8.3</u> contains procedures and rules applicable to all development applications while the following sections contain procedures and rules that apply to specific development applications. <u>LDC Section 8.3.E(5)</u> contains the approval criteria applicable to all development, subdivision, and rezoning applications. These criteria are as follows:

B. Generally

- 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.

C. 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 proposal is consistent with the Forest Road extension project under construction by the City of Sedona, as well as the Development Agreement approved by City Council for dedication of the new right-of-way. This project is in compliance with this criterion.

D. 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: The proposal is consistent with the Single Family Low Density (0.5-2 units per acre) designation in the Community Plan and is generally consistent with other policies in the Community Plan. The proposal is not in conflict with any policies in the Community Plan.

E. 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: Based on Staff's evaluation and as outlined in the Subdivision Checklist, the proposed subdivision complies with all applicable Land Development Code Requirements

F. Minimizes Impacts on Adjoining Property Owners

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

Staff Evaluation: The applicant has submitted a Citizen Participation Report (included with <u>Attachment 2.b</u>). Staff has not received any public comments on this proposal. This project is in compliance with this criterion.

G. Consistent with Intergovernmental Agreements

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

Staff Evaluation: There are no intergovernmental agreement applicable to this application.

H. Minimizes Adverse Environmental Impacts

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

Staff Evaluation: The steep slopes on the property were taken into account when laying out the subdivision and placing the shared access points. The construction of the infrastructure and, eventually, the houses, will comply with construction standards which are designed to minimize adverse environmental impacts.

I. Minimizes Adverse Fiscal Impacts

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

Staff Evaluation: The applicant has paid all applicable fees associated with this application and will pay all fees associated with permits required for the proposed work. No adverse fiscal impacts to the City are anticipated because of this application.

J. Compliance with Utility, Service, and Improvement Standards

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

Staff Evaluation: All applicable review and utility agencies have reviewed the proposal. On initial evaluation, the proposal appears to be consistent with the requirements of each agency. As applicable, a final review will be conducted during the permit review process.

K. Provides Adequate Road Systems

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

Staff Evaluation: The City is constructing the new road and necessary infrastructure for the subdivision. The Public Works Department, Police Department, and Fire District have reviewed the proposed subdivision layout and have not brought up any concerns.

L. Provides Adequate Public Services and Facilities

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

Staff Evaluation: All applicable agencies have reviewed the proposal and have determined that adequate public services exist for the proposed use. The City is building the road and necessary infrastructure

M. Rational Phasing Plan

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

Staff Evaluation: The project is proposed to be developed in a single phase.

Land Development Code Findings: Subdivision Procedures (Preliminary Plat)

<u>LDC Section 8.5.A</u> contains the procedures and rules for Preliminary Plat applications. This section does not have any additional approval criteria.

Recommendation and Motions

PZ21-00020 (SUB) Bowers Subdivision



Staff Recommendation

Based on compliance with ordinance requirements as conditioned, general consistency with the Land Development Code and the requirements for approval of a preliminary plat, Staff recommends approval of the proposed subdivision/preliminary plat request as set forth in case number PZ21-00020 (SUB), Bowers Subdivision, 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 below motions are offered as samples only and that the Commission may make other motions as appropriate.)

Recommended Motion for Approval

I move to recommend to the Sedona City Council approval of the proposed Preliminary Plat as set forth in case number PZ21-00020 (SUB), Bowers Subdivision, based on compliance with all ordinance requirements of LDC Section 8.3 and 8.5 and satisfaction of the Subdivision 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, and the attached conditions of approval.

Alternative Motion for Denial

I move to recommend denial of case number PZ21-00020 (SUB), Bowers Subdivision, based on the following findings: (Please specify findings)

As recommended by Staff, March 19, 2024

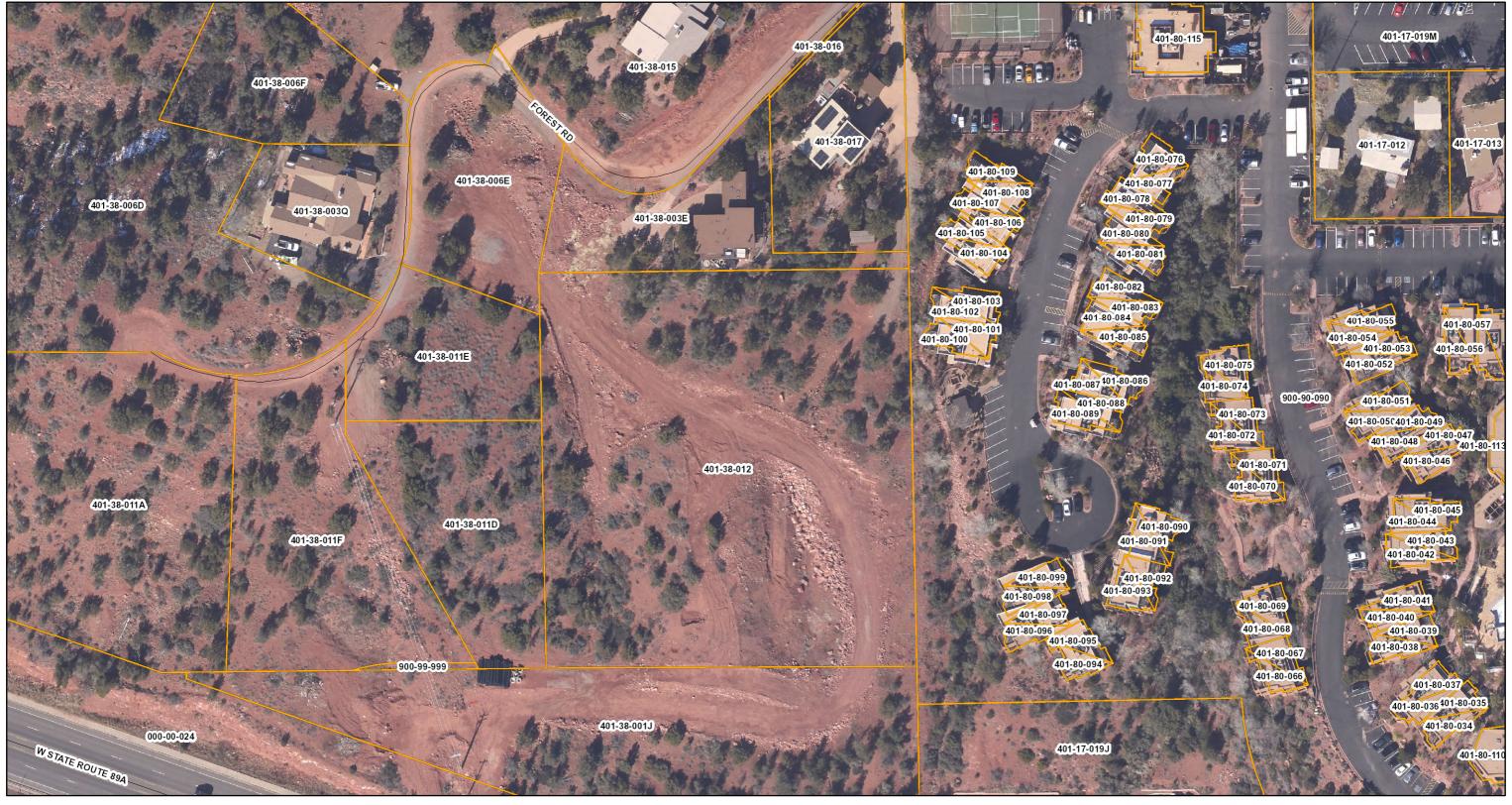
- 1. Development of the subject property shall be in substantial conformance with the applicant's representations of the project, including the Preliminary Plat dated January 4, 2024, letter of intent dated January 4, 2024, and all other supporting documents, as reviewed, modified and approved by the Planning and Zoning Commission and City Council.
- 2. Preliminary Plat approval shall expire 24 months from the date approved by the City Council, subject to the following:
 - i) It shall be the responsibility of the applicant to monitor elapsed time. (LDC Section 8.5.A(3)h.3)
- 3. Prior to City Council consideration of the Final Plat, the applicant shall satisfy the following conditions:
 - i) The Final Plat shall meet all requirements of Land Development Code (LDC) and the Design Review, Engineering, and Administrative Manual (Manual).
 - ii) Sewer line easements for all existing and new sewer lines shall be shown on the Final Plat.
 - iii) Drainage easements shall be provided to the satisfaction of the City Engineer and shall meet the minimum dimensions of the LDC and Manual.
 - iv) Provide the appropriate dedication language on the Plat. The dedication language shall be capitalized.
 - v) The Final Plat shall designate the location of any proposed subdivision sign and/or cluster mailbox, if proposed.
 - vi) The applicant shall submit a Final Grading and Drainage Report for review and approval by the City Engineer.
 - vii) Provide a Sewer Design Report.
 - viii) All requirements from the Sedona Fire District shall be met.
- 4. Prior to recording the Final Plat, the following shall be filed with the City Clerk (LDC Section 8.5.B(3)d.2):
 - i) The letter of agreement with serving utilities; and
 - ii) Financial assurance, cash, or letter of credit in an amount specified by the City Engineer and in a form acceptable to the City Attorney pursuant to LDC Section 8.5.B(3)d.3.
- 5. Prior to issuance of a grading or building permit, the following documents and details shall be provided to the City for review and approval:
 - i) Assurance bonds are required for all subdivision construction projects.
 - ii) Provide Final Grading and Drainage Plans. The Site Plan shall meet the requirements of Manual Chapter 3.1.
 - iii) Provide the Final Drainage Report.
- 6. Upon completion of the infrastructure for the project and prior to release of the required financial assurances, staff shall verify that all construction is in substantial accordance with the plans as

submitted, reviewed, and approved by the Planning and Zoning Commission and the City Council, and the following conditions have been met:

- i) All on-site improvements shall substantially conform to the plans on which the grading permit was issued.
- ii) All new and existing utility lines shall be provided through underground installation.
- iii) All requirements of the Sedona Fire District shall have been satisfied.
- 7. Within thirty days of approval of the Preliminary Plat, the property owner of record of the subject property voluntarily agrees to sign and record a waiver acknowledging their waiver of any right to claim just compensation for diminution in value under A.R.S. §12-1134 related to the granting of this Preliminary Plat approval.

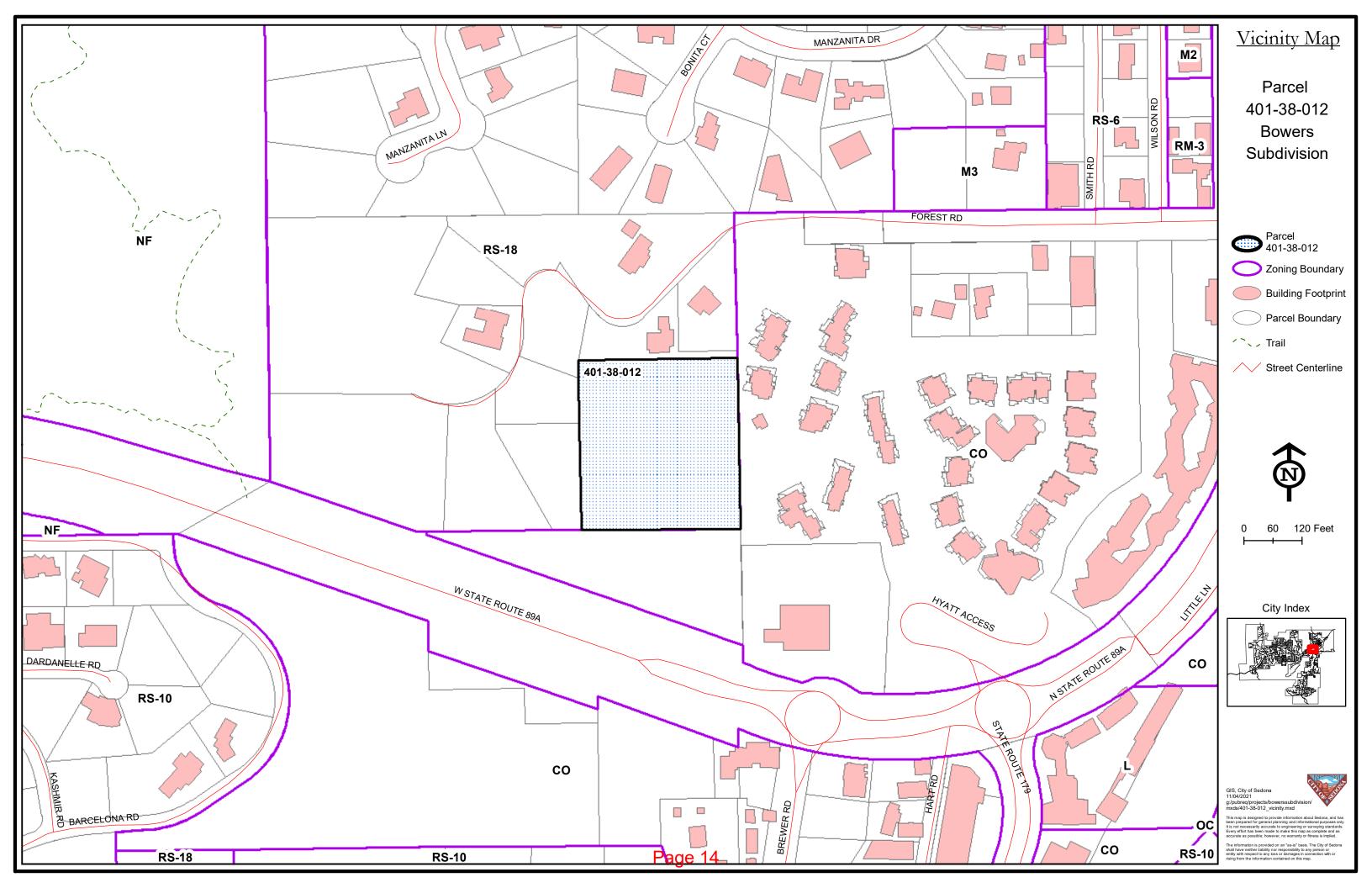


City of Sedona, Arizona





OAK CREEK



Attachment 2: Application Materials

Click on each attachment to be taken to document

The project page may be reviewed at the following link:

https://www.sedonaaz.gov/your-government/departments/community-development/projects-and-proposals/bowers-subdivision

2a. Application and Letter of Intent

2b. Citizen Participation Report

2c. Preliminary Plat

Attachment 3: Subdivision Checklist

Subdivision Checklist

Land Development Code Article 7 PZ21-00020 (SUB) Bowers



City Of Sedona Community Development Department

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

Article 7 of the Sedona Land Development Code contains principles and standards applicable to the subdivision of properties. This Article sets the minimum criteria for review and approval of all new subdivisions by the City's Community Development Department, Planning & Zoning Commission, and City Council. Applicants of proposed subdivisions must demonstrate compliance with these standards.

Review Date: March 19, 2024

Reviewer: Cari Meyer, Planning Manager

Color Coding	Full Compliance	Partial Compliance	Non-Compliance	Not Applicable		
7.2 Cub division Stando	····da			_		
7.3 Subdivision Standa 7.3.C: Lot Planni						
Evaluation:	-					
	ber of Lots Created, Sub		•			
	s per acre. The property i	is 2.65 acres and there a	are 4 lots in the propose	d subdivision, a density		
	5 units per acre. Size and Configuration					
	All lots are a minimum of	f 100 feet in width and h	nave a minimum of 18 00	n square feet Building		
	setbacks are shown on			-		
	submitted for the lot. No					
	All side lot lines are at ap					
c. 1	No double frontage lots	are proposed (Lots back	king up to an arterial are	not considered double		
	frontage lots).					
	No flag lots or irregular I					
	Lots 1 and 4 have exterio			· ·		
	No lots are divided by a			-		
	No floodplains impact t beyond the standards er		_	-		
	significant grading for t		_			
	altering the natural topo			-		
	on the altered topograp					
	City is building the roa	-	ry infrastructure as pa	rt of the Forest Road		
exte	nsion project. When e	ach property is devel	loped with a single-far	mily house, individual		
	nage plans will be submi	tted and reviewed as p	art of the single-family i	review process.		
(4) Acce						
	All lots are accessed off					
	State Route 89A at a ne			•		
	easements have been pr and the two lots on the s	_	ar driveway will serve th	e two lots on the north		
	The subdivision has acce		and the south			
	lag lots are proposed.	.33 HOIH DOUT THE HOLLI	and the south.			
	(5) No flag lots are proposed. (6) No construction envelopes are being modified with this application.					
Compliance		Partial \square No	☐ Not Applicable	e		
7.3.D: Sensitive			11			

		•		ı taken into a	count in the layout of the subdivision, the the new lots.
	Compliance:	⊠ Yes	☐ Partial	□ No	☐ Not Applicable
7.3.	E: Block Layout				
	<i>Evaluation:</i> Th	ie subdivision (does not propose	any blocks.	
	Compliance:	☐ Yes	☐ Partial	□ No	⊠ Not Applicable
7.3.	F: Street Design	1			
	Evaluation:				
	(2) The prir the City (3) Forest R other in (4) The For Manual	mary vehicular v. No other nev Road will conne Itersections are rest Road exte and includes a	v streets are propect to W State Roue adjacent to the ension has been all necessary infra	is via the new losed. late 89A at a ro property. designed to structure.	refins property. Forest Road extension being constructed by undabout (to be constructed by the City). Note the minimum standards of the Engineering thared use path on one side of the street.
	Compliance:	⊠ Yes	☐ Partial	□ No	☐ Not Applicable
7.3.	G: Street Namir	ng and Traffic (Control Signs		••
		at, if needed,			Road" name. The Public Works Departmen ween the existing Forest Road and the new
	Compliance:	⊠ Yes	☐ Partial	□ No	☐ Not Applicable
.3.	H: Easement Pla	anning			
		<u>ariiiiig</u>			
	Evaluation: The improvements the easement.	ne road is being s. All propertie . In addition, ac s will use share	s meet minimum ccess easements a ed driveways to re	lot size and wi and non-vehic	way and has sufficient width for all associated dth requirements exclusive of the area within ular access easements are provided to ensure conflicts on the new road. All other required
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7.3.	Evaluation: The improvements the easement. the properties easements has Compliance: I: Reservation of	ne road is being s. All properties. In addition, acts will use share we been provice \(\times\) Yes	s meet minimum ccess easements and driveways to redded. Partial lic Use	lot size and wi and non-vehice educe turning	dth requirements exclusive of the area within ular access easements are provided to ensure conflicts on the new road. All other required Not Applicable
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	Evaluation: The improvements the easement. the properties easements have Compliance: I: Reservation of Evaluation: Note any of the land Compliance: J: Alternatives to improve the improvements have been depicted by the land compliance:	ie road is being s. All properties. In addition, ac s will use share we been provided by the second of the second	s meet minimum ccess easements a ed driveways to re ded. Partial lic Use sed to be reserve coposed subdivision Partial Standards	lot size and wi and non-vehice educe turning No d for public us on as needing	dth requirements exclusive of the area withing lar access easements are provided to ensure conflicts on the new road. All other required Not Applicable e. There are no adopted plans that designate to be reserved for public use.
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