

Staff Report
PZ21-00003 (DEV) Uptown Parking
Garage
Summary Sheet



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

Meeting Date: March 19, 2024
Hearing Body: Planning and Zoning Commission
Project Summary: Construction of public parking garage
Action Requested: Approval of Development Review application
Staff Recommendation: Approval, with conditions, of Development Review application
Location: 430 & 460 Forest Road
Parcel Numbers: 401-16-071 & 100
Owner/Applicant: City of Sedona (Public Works Department, Bob Welch)
Site Size: ± 1.24 acres
Community Plan Designation: Commercial (C)
Zoning: Mixed Use Activity Center (M3)
Current Land Use: Vacant
Surrounding Properties:

	<i>Area Zoning</i>	<i>Area Land Uses</i>
North:	RS-18	Single Family Residential
East:	RS-6	Qwest Data Center
South:	CO	Fire Station, Parking, Commercial
West:	RS-18	Single Family Residential

Report Prepared By: Cari Meyer, Planning Manager

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¹ Due to file size constraints, 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/uptown-parking-garage>

Staff Report

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PROJECT DESCRIPTION

The applicant is seeking review of a Development Review with the expressed intent of a public parking garage.

Development of this site is permitted in accordance with the Land Development Code (LDC) requirements, including [Article 2 \(Zoning Districts\)](#), [Article 3 \(Use Regulations\)](#), and [Article 5 \(Development Standards\)](#). As the proposed use is categorized as “Parking Facility” which is a permitted use in the Mixed Use Activity Center (M3) zoning district, only a development review is required for the project.

BACKGROUND AND PROPERTY INFORMATION

Site Characteristics/Background

- The property is located on the north side of Forest Road, northwest of the intersection of Forest Road and Smith Road.
- No floodplains impact the property
- The project site is two parcels of ±1.24 acres. The properties will need to be combined to proceed with the project.
- The property is accessed via Forest Road, which connects to N State Route 89A at a traffic signal.
 - Forest Road is being extended west of the project site and will connect to W State Route 89A at a roundabout (currently unbuilt).
- APN 401-16-100 (western parcel) is part of the Manzanita Hills Unit 1 Subdivision, which was approved by Coconino County in 1970. APN 401-16-071 (eastern parcel) is not a part of a subdivision.
- The site was previously developed with a single family residence has been disturbed in the past. No native vegetation remains.

Zoning and Community Plan Designations

The property is designated as MFM/HD (Multi Family Medium/High Density) in the Community Plan and is zoned Mixed Use Activity Center (M3). The purpose of the M3 zone is stated as:

... to provide for pedestrian-friendly areas of medium- to higher-density residential development and compatible nonresidential uses such as lodging, offices, supporting commercial and service uses, other civic and community uses, and incidental or accessory uses. Development shall be at a walkable scale that is compatible with surrounding residential neighborhoods. The district is intended to allow for a greater vertical and/or horizontal mix of uses and is appropriate near primary and secondary activity centers.

[LDC Section 2.13.A](#)

The proposed use of a parking garage is categorized as “Parking Facility,” which is listed in LDC Section 3.2.E, Table 3.1 (Table of Allowed Uses) as a permitted use in the M3 zone.

In addition, the property is within the Uptown Community Focus Area. The Uptown CFA planning process began in 2018 and a draft plan was presented to City Council in Spring 2021. At that time, it was decided that due to the significant changes that had occurred during the planning process (COVID pandemic, increase in tourism, increase in short-term rentals, changing community sentiment towards new development), the

decision was made to pause review of the CFA plan, allow the Community Plan process to move forward, and revisit the CFA plan after completion of the Community Plan.

Previous Application

The current Community Plan and Zoning designations were applied to the property as part of a Community Plan Amendment and Zone Change application processed in 2021. This application was submitted, reviewed, and approved with the expressed intent of developing a public parking garage on the property.

Current Application

The current application is a Development Review to allow for construction of a public parking garage. The City of Sedona is the applicant for this application and will develop and operate the garage. Development Review documents were originally submitted in 2021 after the Community Plan Amendment and Zone Change were approved. Staff reviewed those plans, Planning and Zoning Commission held a conceptual review work session, and Staff continued to work with the project team to address the outstanding items in order to bring back the project back to the Commission for the comprehensive review. Prior to the project being ready for comprehensive review, the City paused the project in order to re-look at the need for a parking garage and determine whether this was still the appropriate direction for the City to pursue.

As part of this evaluation, City Staff formed a work group to evaluate all alternatives and presented their findings (Uptown Parking Alternatives and Site Selection) at a City Council work session on November 15, 2023. As a result of that meeting, City Council gave staff direction to continue to pursue development of the parking garage, with additional direction regarding how the garage would be used, paid for, and how technology would be integrated into the design. The complete packet for that meeting can be reviewed at the following link:

<https://www.sedonaaz.gov/your-government/meetings-documents/-folder-5639>

Following the City Council work session, Staff re-started the review of the parking garage design, which is now being brought to the Planning and Zoning Commission as a development review application. If the Planning and Zoning Commission approves the design, City Council will still need to approve the final contracts before construction of the garage may commence.

PUBLIC INPUT

- The Public Works Department completed a Citizen Participation Plan. A copy of the Citizen Participation Report is included in the application packet ([Attachment 2.a](#)).
- In addition to the public outreach, the staff work group that completed the Uptown Parking Alternatives and Site Selection (presented to Council in November 2023) conducted public outreach during their evaluation.
- Project documents submitted by the applicant were placed on the [Projects and Proposals](#) 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.
- No comments have been received by Staff during this stage of review.
 - Comments were received during the Community Plan Amendment and Zone Change process in 2021, which were considered in the decision to approve that portion of the application.

- The work group that worked throughout 2023 to evaluate the parking situation in Uptown did public outreach as well, which was considered in City Council's decision to move forward with the parking garage.

REVIEW AGENCY COMMENTS AND CONCERNS

Development plans are routed to all internal and external review agencies. The comments received were provided to the applicant, and the applicant has submitted revised plans addressing these comments. Any comments not addressed by resubmitted plans were regarding future requirements and are included as recommended conditions of approval.

Comments were received from the following agencies:

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

DEVELOPMENT PROPOSAL AND EVALUATION

The applicant is applying for a development review to allow for the construction of a public parking garage.

A detailed description of the proposal was submitted by the applicant and is included in [Attachment 2.a](#).

Phasing

- The project is proposed to be developed in a single phase.

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](#) (Land Development Code Checklist).

LDC Section 2.14: M3: Mixed Use Activity Center

- The project complies with all standards established by this section, including density, setbacks, height, and lot coverage.

LDC Article 3: Use Regulations

- The proposed use of the parking facility is permitted in the M3 zone.

LDC Section 5.3: Grading and Drainage

- A preliminary grading and drainage report and plan has been submitted and reviewed by the Public Works Department. A Final Grading and Drainage report and plan will be required to be submitted with building permit applications.
- No floodplains impact the site.

LDC Section 5.4: Access, Connectivity, and Circulation

- Vehicular access to the site is from Forest Road, which connects to N State Route 89A at a traffic signal. Forest Road is also being extended west of the property and will connect to W State Route 89A at a roundabout (currently unbuilt).
- No vehicular access through the site is required.
- Sidewalks will be installed along Forest Road.

[LDC Section 5.5: Off-Street Parking and Loading](#)

- The parking garage is being constructed to meet an existing parking need. There are no uses on the property that generate parking demand on their own.

[LDC Section 5.6: Landscaping, Buffering, and Screening](#)

- A landscaping plan that meets all LDC requirements has been provided as part of the project documents.
- No roof mounted equipment is proposed; ground mounted equipment is screened or within a mechanical room.
- All fences and walls meet LDC requirements.

[LDC Section 5.7: Site and Building Design](#)

- The submitted plans meet all LDC requirements for site and building design.

[LDC Section 5.8: Outdoor Lighting](#)

- The lighting plans are fully compliant with City requirements.
 - Lighting on the lower level and ground level of the parking garage do not count towards maximum permitted lumen levels.

[LDC Section 5.9: Public Art](#)

- Public art is not required for this project.

[LDC Section Article 6: Signs](#)

- All signs will meet LDC requirements.

Wastewater Disposal

- *The property will connect to the City's wastewater system.*

REVIEW GUIDELINES

The following is requested from the Planning and Zoning Commission:

- **DEVELOPMENT REVIEW:** Review of Proposal – Final Action

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. These criteria are as follows:

A. Generally

Unless otherwise specified in this Code, City review and decision-making bodies shall review all development, subdivision and rezoning applications submitted pursuant to this article for compliance with the general review criteria stated below.

***Staff Evaluation:** Staff and Reviewing Agencies has evaluated the submitted application materials. As conditioned, the proposal complies with all applicable review criteria. The proposal is in compliance with this criterion.*

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: *A Community Plan Amendment and Zone Change was approved in 2021 with the expressed intent of developing a public parking garage on this property. During that process, when questions regarding the design of the parking garage were brought up, the response was that the design of the garage would go through the Development Review process. This application completes that process. The proposal is in compliance with this criterion.*

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: *Staff evaluated the proposal for compliance with the Community Plan and it was found to be consistent:*

- *The property is designated Commercial (C) in the Community Plan, which supports the M3 zoning designation. This use is consistent with the Commercial designation.*
- *The Community Plan designation for this property was amended in 2021 with the expressed intent of developing a parking garage of this property. The use is consistent with the representations made during the Community Plan Amendment process.*
- *Circulation Policies 1 and 4 support improving parking in Uptown, consolidating parking lots, and improving wayfinding.*
- *Circulation Policies 2 and 6 support projects that integrate transit, pedestrian and bicycle improvements, and improve walkability.*
- *Circulation Policy 12 encourages making the best use of existing parking facilities before creating new facilities. While this project builds a new parking facility, the decision to move forward with this project was made by City Council with consideration being given to whether the existing parking lots would be able to accommodate the parking needs in Uptown. When considering all options, it was determined that having a single parking garage would be preferable to multiple surface lots.*
- *The proposal does not contradict any of the policies within the Community Plan.*

The proposal is in compliance with this criterion.

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: *As outlined in the Land Development Code Checklist, the proposal is compliant with all applicable standards of the Land Development Code, including the allowed uses for the M3 zoning district, M3 district standards, and site and building design standards.*

The proposal is in compliance with this criterion.

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 applicant completed their required Citizen Participation Plan, which is included in [Attachment 2.a](#).*

Staff completed the required noticing. No comments have been received by Staff during this stage of review. Comments were received during the Community Plan Amendment and Zone Change process in 2021, which were considered in the decision to approve that portion of the application. The work group that worked throughout 2023 to evaluate the parking situation in Uptown did public outreach as well, which was considered in City Council's decision to move forward with the parking garage.

The parking garage has been moved as far south on the property as possible (away from existing residences), one level has been proposed as an underground level, and the height on the north side of the garage has been minimized to reduce the impact on the adjacent residential properties.

Staff believes the project is in compliance with this criterion.

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 adopted intergovernmental agreements in place that are affected by the proposed development. 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 because of the proposed development. The site is an infill site surrounded by existing development. The site is served by existing streets and utilities. The drainage for the site has been designed in accordance with the City's requirements. No floodplains impact the site.*

H. Minimizes Adverse Fiscal Impacts

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

Staff Evaluation: *The cost of construction of the garage have been included in the City's budget and City Council will be required to approve the final costs/contracts before construction begins. City Council has stated their desire that the garage be fully funded by user fees. If the Council moves forward with the construction of the garage, no adverse fiscal impacts on the City are anticipated. The proposal is in compliance with this criterion.*

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: *The application materials were provided to review agencies for an opportunity to review. As conditioned, the proposed development complies with all applicable regulatory authority standards included within this criterion.*

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: *The parking garage will access City streets on Forest Road. Forest Road is currently being extended west of the project site to connect to W State Route 89A west of the "Y" intersection. Placing a public parking garage on what is intended to become one of the primary access roads to Uptown Sedona will assist in traffic flow and prevent traffic from negatively impacting the surrounding neighborhood.*

The Sedona Fire District and Police Department have reviewed the plans and have raised no concerns from an emergency access perspective. The City's Public Works Department is the applicant on the project and is in full support of the location of the garage and the access to the site. The proposal is in compliance with this criterion.

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: *Staff believes that adequate public service and facility capacity exists to accommodate the proposed development. All applicable review agencies have reviewed the plans and have not stated any concerns from a serviceability standpoint. The proposal is in compliance with this criterion.*

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: *The project is proposed to be developed in a single phase. The proposal is in compliance with this criterion.*

It is Staff's opinion that this request for development review approval meets the required findings listed above. As outlined in the Land Development Code checklist, this is a permitted use in the M3 zone and meets all applicable criteria for development of the property. No waivers or variances from code requirements are requested. As outlined above, Staff believes that the project as proposed meets all review criteria applicable to all developments. The LDC does not contain additional approval criteria for development review applications beyond the standard criteria.



Staff Recommendation

Based on compliance with all ordinance requirements and satisfaction of the Development Review findings of the Land Development Code, staff recommends approval of case number PZ21-00003 (DEV), Uptown Parking Garage, as subject to all applicable ordinance requirements and the attached conditions of approval.

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 for approval of case number PZ21-00003 (DEV), Uptown Parking Garage, based on compliance with all ordinance requirements of LDC Section 8.3 and 8.4 and satisfaction of the Development Review 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 for denial of case number PZ21-00003 (DEV), Uptown Parking Garage, based on the following findings (*specify findings*).

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

Conditions of Approval

PZ21-00003 (DEV) Uptown Parking
Garage



City of Sedona

Community Development Department

102 Roadrunner Drive Sedona, AZ 86336
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As proposed by Staff

1. Development of the subject property shall be in substantial conformance with the applicant's representations of the project, including the letter of intent, site plan, building plans and elevations, landscape plan, and all other supporting documents, as reviewed, modified, and approved by the Planning & Zoning Commission. Proposed changes determined to be substantial by the Community Development Director shall require reconsideration by the Planning & Zoning Commission at a public hearing.
2. The project shall be constructed in a single phase.
3. The exterior colors and materials shall be in compliance with the submitted color and materials board. Alternate colors proposed by the applicant may be approved by the Director if the colors are darker than the approved colors and meet all other Land Development Code requirements.
4. All vents, down spouts, gutters, posts, etc. shall be painted to match the exterior wall or roof color or be in compliance with the color provisions of the Land Development Code.
5. All landscaping shall be maintained to ensure visibility triangle requirements are met at the driveway entrances and intersection.
6. The applicant shall obtain Right-of-Way Permits from the City of Sedona and/or the Arizona Department of Transportation for any work in the Right-of-Way.
7. Hours of work, for grading operations, shall be limited to 7 a.m. to 6 p.m., Monday through Friday and 9 a.m. to 5 p.m. on Saturday. No grading work shall occur on Sunday.
8. Prior to issuance of a building permit, the property owner shall combine the properties into a single property. The applicant shall be responsible for meeting all requirements of the City and County for the lot combination.
9. Prior to the issuance of grading and building permits, staff shall verify that all plans submitted for buildings permits are in substantial accordance with the plans as submitted, reviewed, and approved by the Planning and Zoning Commission and meet the following conditions, and the applicant shall provide written documentation of such compliance to staff:
 - a. All plans shall comply with all applicable sections of the Land Development Code and the Development Review application as reviewed and approved by the Planning and Zoning Commission.
 - b. Provide Final Grading and Drainage Plans. The Site Plan shall meet the grading and drainage requirements of the Sedona Land Development Code and the Design Review, Engineering, and Administrative Manual.
 - i. Consider connecting the off-site runoff storm drains to the existing storm drains below Forest Rd to prevent runoff onto the street, if capacities will not be exceeded.
 - c. Provide Final Drainage Report.
 - d. Provide a geotechnical report.




- e. ADEQ Approvals to Construct Water & Wastewater facilities shall be provided prior to the issuance of a building permit.
 - f. An AZPDES Construction Activity General Permit (CGP) must be submitted to ADEQ. We will need a copy of the ADEQ Permit Authorization Certificate prior to issuance of a building permit. Please see the AZPDES website at: <http://www.azdeg.gov/node/524>
 - g. Accessible sidewalks and parking areas will need to meet the current US Dept. of Justice ADA requirements.
 - h. Provide MAG driveway to cross the shared-use path that enter APNs 401-17-019M and 401-17-012.
 - i. Accessible parking/signage shall meet the requirements of the City LDC and DREAM documents.
 - j. For projects involving grading of more than 5,000 cubic yards, a haul plan, a dust control plan, a topsoil reutilization plan, a stormwater pollution prevention plan, and a traffic control plan shall be required. Each must be acceptable to and approved by the City Engineer. (Manual 3.1.H.6.i).
 - k. For Projects involving grading of more than 5,000 cubic yards, an assurance bond is required per Manual Section 3.1.G.1.
 - l. Applicant shall provide a Storm Water Pollution Prevention Plan. SWPPP measures shall be in place prior to the start of construction (Manual Section 3.1). Storm water quality measures shall also comply with City of Sedona Code requirements (City Code Chapter 13.5)
 - m. The plans shall delineate oil separators for all paved surfaces prior to its release into the City's storm sewer system. Manufacturer or engineer's specifications and a maintenance schedule shall be provided.
 - n. Construction details shall be provided for sewer construction/connection. Existing sewer laterals that are not utilized by the development shall be abandoned.
 - i. Determine whether a 6" sewer lateral would be appropriate over 4".
 - o. Provide utility construction details on plans.
 - p. A copy of the ADEQ Approval to Construct Water Facilities and Wastewater Facilities shall be provided prior to construction.
 - q. The applicant shall submit landscaping plans that comply with all applicable City codes and the approved landscaping plans.
 - r. The applicant shall submit outdoor lighting plans that comply with all applicable City codes and the approved lighting plan. All proposed fixtures shall be fully shielded.
 - s. All requirements of the Sedona Fire District shall be satisfied.
 - t. All concrete within the City ROW shall be colored "Sedona Red" (Davis 160 color).
10. Prior to the issuance of a Certificate of Occupancy, 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 meets the following conditions:
- a. All on-site improvements shall substantially conform to the plans on which grading and building permits were issued.
 - b. Installation of all proposed landscaping shall be complete and in accordance with the approved landscape plan. (LDC Section 5.6)

- c. All outside lighting shall have been installed in accordance with the approved plans. All lighting sources shall be fully shielded so that the direct illumination is confined to the subject property boundaries and so no light is directed above the horizontal plane. Staff shall conduct a night inspection and if deemed necessary, additional shielding will be required. (LDC Section 5.8)
 - d. The project shall comply with Public Art requirements (LDC Section 5.9).
 - e. All new utility lines shall be provided through underground installation.
 - f. All mechanical equipment and trash receptacles shall be completely screened from surrounding areas by use of a wall, fence, landscaping or shall be enclosed within a building. All electrical panels shall be located so as not to be visible from public rights-of-way.
 - g. All requirements of the Sedona Fire District shall be satisfied.
 - h. The applicant shall provide copies of all required testing to the Engineering Department.
 - i. As-built plans shall be provided to the City in digital and hard copy formats acceptable to the City Engineer.
 - j. All areas of cut and fill shall be landscaped or dressed in such a manner as to reduce the potential for erosion.
 - k. The applicant shall provide a letter, sealed by the engineer of record, verifying that the work, as done, is in substantial accordance with the approved plans.
 - l. Provide Finished Floor Elevation certificates
 - m. All construction shall comply with the Storm Water Regulations in Chapter 14 of the City of Sedona City Code. Storm water quantities and velocities shall not be greater than the historic values at the downstream property line.
11. Within thirty days of approval of the Development Review, the property owners of record of the subject properties shall 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 Development Review.

Attachment 1: Aerial and Vicinity Map

Aerial View

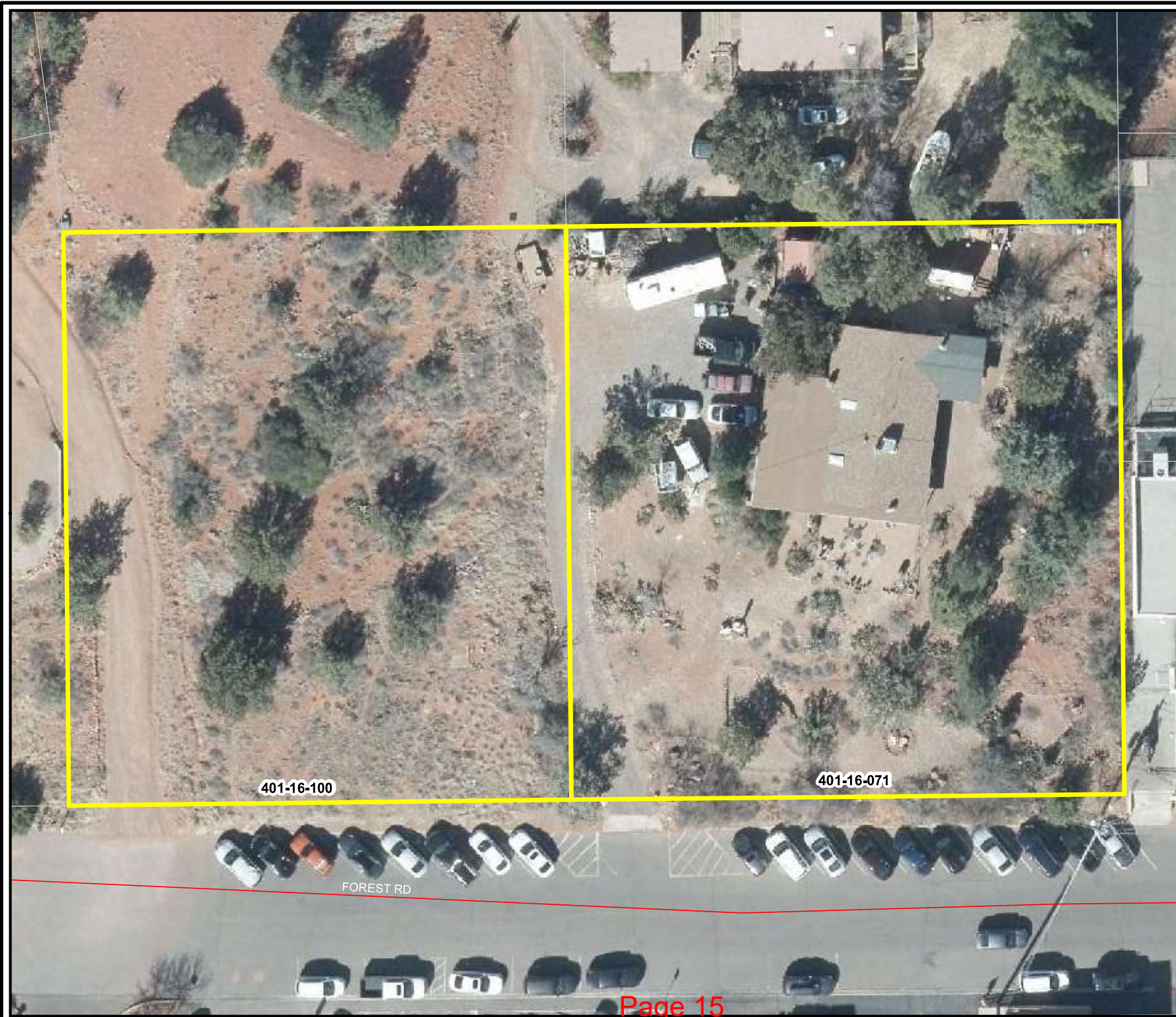
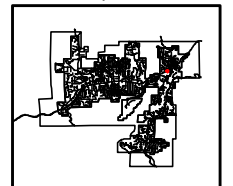
Parcel
401-16-100 &
401-16-071
Uptown Parking
Garage

-  Parcel 401-16-100 & 401-16-071
-  Parcel Boundary
-  Street Centerline



0 12½ 25 Feet

City Index



401-16-100

401-16-071

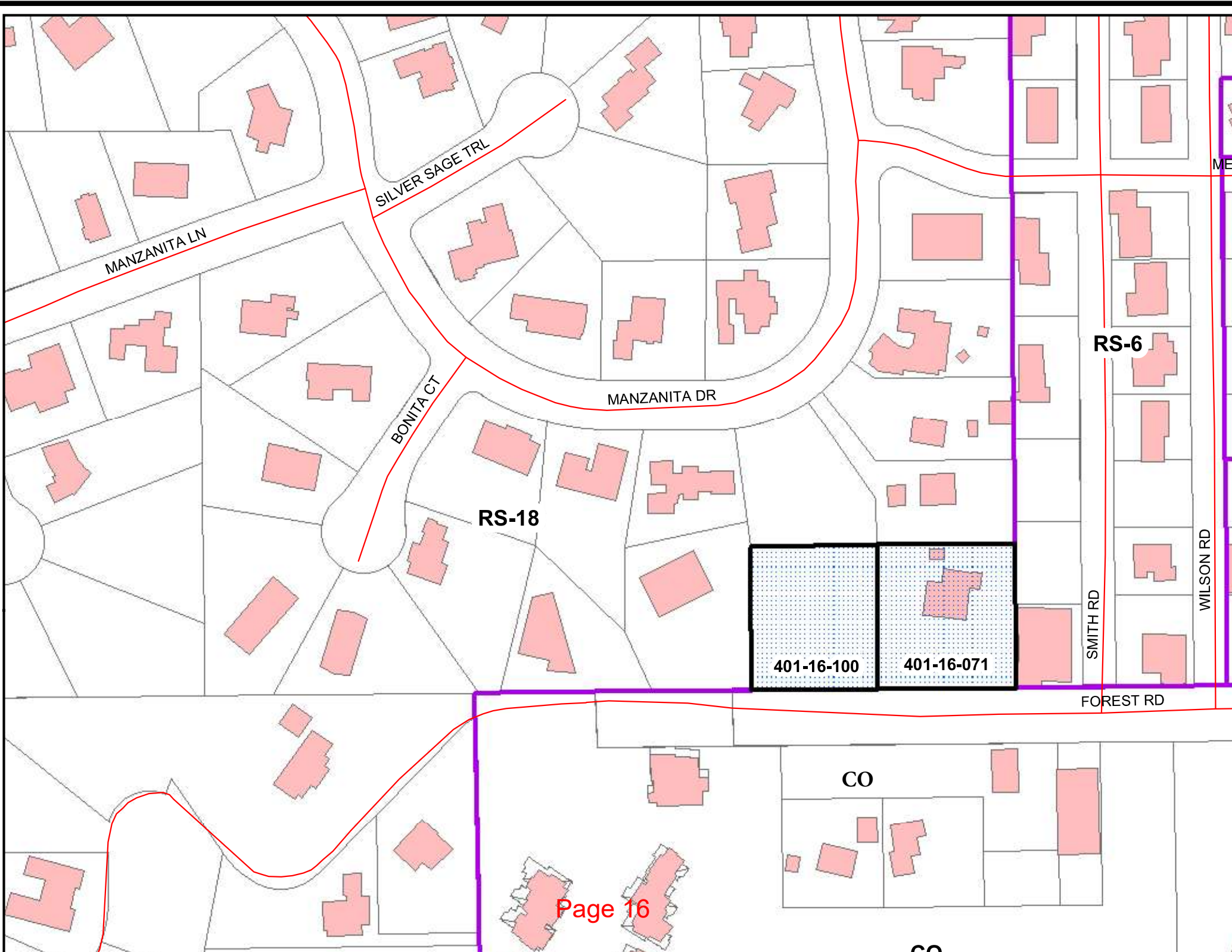
FOREST RD

GIS, City of Sedona
05/11/2021
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uptownparkinggarage/
mxd\401-16-100_071_aerial.mxd



This map is designed to provide information about Sedona, and has been prepared for general planning and informational purposes only. It is not necessarily accurate to engineering or surveying standards. Every effort has been made to make this map as complete and as accurate as possible; however, no warranty or fitness is made.

The information is provided on an "as-is" basis. The City of Sedona and those who rely on it are not responsible for any loss or damages in connection with or arising from the information contained on this map.



MANZANITA LN

SILVER SAGE TRL

BONITA CT

MANZANITA DR

RS-6

RS-18

401-16-100

401-16-071

SMITH RD

WILSON RD

FOREST RD

CO

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/uptown-parking-garage>

[2a: Letter of Intent, Citizen Participation Report, Small Documents](#)

[2b: Exterior Lighting Application](#)

[2c: Project Plans](#)

Attachment 3: Land Development Code Checklist

Land Development Code Checklist
 PZ21-00003 (DEV) Uptown Parking Garage



City Of Sedona
Community Development Department
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The Sedona Land Development Code sets the minimum criteria for review and approval of all new construction and renovation proposals by the City’s Community Development Department and Planning & Zoning Commission. Applicants of proposed development projects must demonstrate compliance with these development standards.

Public Hearing Date: March 19, 2024

Reviewer: Cari Meyer, Planning Manager

Color Coding	Full Compliance	Partial Compliance	Non-Compliance	Not Applicable
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LDC Article 2: Zoning Districts	
2.14: M3: Mixed Use Activity Center	
2.14.B: M3 Lot and Building Standards	<p><i>Evaluation:</i> The property is zoned M3 and meets all setbacks and lot coverage requirements. The property is currently two properties and will need to be combined prior to construction beginning. The evaluation was done based on the combined property and not each existing property individually.</p> <p><i>Compliance:</i> <input checked="" type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>Partial</i> <input type="checkbox"/> <i>No</i> <input type="checkbox"/> <i>Not Applicable</i></p>
2.14.C: Other Standards	<p><i>Evaluation:</i> The project, as conditioned, complies with all applicable sections of the LDC. There are no use specific standards applicable to this use.</p> <p><i>Compliance:</i> <input checked="" type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>Partial</i> <input type="checkbox"/> <i>No</i> <input type="checkbox"/> <i>Not Applicable</i></p>
2.24: Measurements and Exceptions	
2.24.B: Density	<p><i>Evaluation:</i> No residential units are proposed.</p> <p><i>Compliance:</i> <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>Partial</i> <input type="checkbox"/> <i>No</i> <input checked="" type="checkbox"/> <i>Not Applicable</i></p>
2.24.C: Lot and Space Requirements	<p><i>Evaluation:</i> The lot meets minimum dimension requirements and the building meets setback and height requirements.</p> <p><i>Compliance:</i> <input checked="" type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>Partial</i> <input type="checkbox"/> <i>No</i> <input type="checkbox"/> <i>Not Applicable</i></p>
2.24.D: Setbacks	<p><i>Evaluation:</i> M3 setbacks are 0 feet from the front (10 foot maximum), 3 feet from the sides, and 10 feet from the rear. The project meets these setbacks.</p> <p><i>Compliance:</i> <input checked="" type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>Partial</i> <input type="checkbox"/> <i>No</i> <input type="checkbox"/> <i>Not Applicable</i></p>
2.24.E: Building Height	<p><i>Evaluation:</i> The project complies with M3 building heights.</p> <p>Horizontal Plane: There is no horizontal plane limitation for the M3 zone.</p> <p>Parallel Plane: The highest point above natural grade is 22 feet (at the southeast corner of the building). As no portion of the building exceeds 22 feet above natural grade, alternate standards are not needed. Other areas that are taller (elevators and stairwell) are permitted at these heights based on the exceptions for elevators/stairwells.</p> <p><i>Compliance:</i> <input checked="" type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>Partial</i> <input type="checkbox"/> <i>No</i> <input type="checkbox"/> <i>Not Applicable</i></p>
LDC Article 3: Use Regulations	

3.2.E: Table of Allowed Uses	
	<i>Evaluation:</i> The proposed use of a parking facility is permitted in the M3 zoning district.
	<i>Compliance:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
3.3: Use Specific Standards	
	<i>Evaluation:</i> There are no use specific standards for this project.
	<i>Compliance:</i> <input type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable
LDC Article 5: Development Standards	
5.3: Grading and Drainage	
5.3.D: General Standards	
	<i>Evaluation:</i> The natural grade of the site slopes down from north to south. In order to get the “underground” level of parking, most of the site grade is being dug down. The garage at the north side of the property will be 1-10 feet above natural grade with the height along Forest Road getting up to 22 feet above natural grade. There are no floodplains on the property. Due to design requirements of a parking garage (vehicle ramps, large, flat surfaces), the ability to step finished floors with the grade of the site is limited, but the garage has been designed to limit the visual impact on neighboring properties to the greatest extent possible. All work is contained within the property boundaries. A grading and drainage plan and report have been submitted and reviewed by the Public Works Department. The report demonstrates that the development meets the City’s requirements. A Final Grading and Drainage report and plan will be required to be submitted with building permit applications. Public Works staff will require that the development meets the City’s requirements.
	<i>Compliance:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
5.4: Access, Connectivity, and Circulation	
5.4.D: Street Connectivity	
	<i>Evaluation:</i> The project will be accessed off Forest Road, an existing public street, which connects to No State Route 89A in Uptown and is currently being extended to the west of the property to connect to W State Route 89A. New public sidewalks will be constructed along the Forest Road and the sidewalks will be extended to connect to existing sidewalks to the east of the project site and the Forest Road extension project includes new sidewalks/Shared Use Path to the west of the project site. Police and Fire have reviewed the plans and have not expressed any concerns with the site layout. No waivers are being requested. Gates into/out of the parking garage are proposed in order to facilitate payment for use of the parking garage. These gates will be located to allow for stacking distance so cars waiting to enter the garage do not back up into Forest Road.
	<i>Compliance:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
5.4.E: Driveways and Access	
	<i>Evaluation:</i> Access points Along Forest Road are provided. Forest Road connects to N State Route 89A to the east and will connect to W State Route 89A to the west once the new connector road (currently under construction) is complete. Police and Fire have reviewed the plans and have not expressed any concerns. No driveway is proposed on a state highway. Vehicles will be able to enter and exit the parking garage in forward drive and all driving surfaces will meet City code requirements.
	<i>Compliance:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
5.4.F: Visibility Triangles	

	<p><i>Evaluation:</i> No buildings or other site elements are in visibility triangles. Landscaping in visibility triangles will be maintained to meet sight distance requirements.</p> <p><i>Compliance:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No <input type="checkbox"/> Not Applicable</p>
	<p>5.4.G: Cross-Access between Adjacent Uses</p> <p><i>Evaluation:</i> None of the surrounding properties require/need cross-access. The properties to the north and west are developed residential properties and the property to the east is developed and one block away from another street, making any connection through that property impractical.</p> <p><i>Compliance:</i> <input type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable</p>
	<p>5.4.H: Pedestrian and Bicycle Circulation</p> <p><i>Evaluation:</i> Sidewalks are proposed on Forest Road.</p> <p>Bicycle parking is provided, along with a potential area for a bike rental business to be operated, if the City is able to find an appropriate vendor.</p> <p><i>Compliance:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No <input type="checkbox"/> Not Applicable</p>
	<p>5.5: Off-Street Parking and Loading</p>
	<p>5.5.D: Minimum Off-Street Parking Spaces Required</p> <p><i>Evaluation:</i> The parking garage is being proposed to meet an existing parking need in the Uptown area. There are no uses on this property that generate parking requirements on their own.</p> <p><i>Compliance:</i> <input type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable</p>
	<p>5.5.E: Parking Alternatives, Credits, and Adjustments</p> <p><i>Evaluation:</i> No parking alternatives, credits, or adjustments are requested or needed for the proposed development.</p> <p><i>Compliance:</i> <input type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable</p>
	<p>5.5.F: Off-Street Parking Layout and Design</p> <p><i>Evaluation:</i> Parking spaces and drive aisles meet minimum dimensional and layout requirements.</p> <p><i>Compliance:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No <input type="checkbox"/> Not Applicable</p>
	<p>5.5.G: Loading and Stacking Areas</p> <p><i>Evaluation:</i> If gates are used to control entry in the future, they will be located to provide stacking space on the street side of the gate so that vehicles do not back into Forest Road.</p> <p><i>Compliance:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No <input type="checkbox"/> Not Applicable</p>
	<p>5.6: Landscaping, Buffering, and Screening</p>
	<p>5.6.C: Landscaping and Buffering</p> <p><i>Evaluation:</i></p> <ol style="list-style-type: none"> (1) General Landscape Standards: Based on the size of the landscape area, 35 trees are required and 41 are provided. 106 shrubs are required and 182 are provided. 9 different tree and shrub species are proposed. No species comprises more than 50% of the required landscape materials. 130 of the 223 plants proposed are native (58%). The remaining plants are on the City's adaptive plant list. (2) Landscaping is provided along around the perimeter of the parking garage. All areas within the setbacks not being paved for driveways are landscaped. The structure of the parking garage will provide the required screening of parking areas. (3) The property is adjacent to a single-family zoning district to the north and west. Landscape buffers are provided in these areas. (4) Landscape areas will be required to be maintained after installation. (5) As the site has been disturbed in the past, there are no significant trees to remain. <p><i>Compliance:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No <input type="checkbox"/> Not Applicable</p>
	<p>5.6.D: Screening</p>

	<p><i>Evaluation:</i></p> <ul style="list-style-type: none"> (1) No roof mounted equipment is proposed. (2) Mechanical rooms are provided for mechanical equipment. (3) No dumpsters are proposed; . (4) No outdoor storage areas are proposed. <p>Compliance: <input checked="" type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>Partial</i> <input type="checkbox"/> <i>No</i> <input type="checkbox"/> <i>Not Applicable</i></p>
	<p>5.6.E: Fences and Walls</p> <p><i>Evaluation:</i> No walls are proposed at this time. If any are needed, they will be designed to meet LDC height and design requirements.</p> <p>Compliance: <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>Partial</i> <input type="checkbox"/> <i>No</i> <input checked="" type="checkbox"/> <i>Not Applicable</i></p>
<p>5.7: Site and Building Design</p>	
	<p>5.7.D: Site Design</p> <p><i>Evaluation:</i> The site slopes from north to south with the low point of the property along Forest Road. The garage has been designed to be set into the hillside to minimize the impact on the residential properties to the north. There are no floodplains on the property and the site will be graded and drainage facilities installed in accordance with City requirements.</p> <p>Sidewalks will be provided along Forest Road and tie into existing sidewalks.</p> <p>The adjacent properties to the west and north are zoned for single family residential and the properties to the east and south are zoned for commercial. The parking garage is located along Forest Road, which is currently being extended to connect to W State Route 89A to the west of the project site, with the garage having the ability to capture vehicle traffic before it gets to N State Route 89A in Uptown.</p> <p>All utilities will be underground.</p> <p>Compliance: <input checked="" type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>Partial</i> <input type="checkbox"/> <i>No</i> <input type="checkbox"/> <i>Not Applicable</i></p>
	<p>5.7.E: Building Placement and Orientation</p> <p><i>Evaluation:</i> This is not a multi-building development; this section does not apply.</p> <p>Compliance: <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>Partial</i> <input type="checkbox"/> <i>No</i> <input checked="" type="checkbox"/> <i>Not Applicable</i></p>
	<p>5.7.F: Building Design</p> <p><i>Evaluation:</i></p> <p>(2) Building Form</p> <ul style="list-style-type: none"> a. Building Massing: As the building has less than 2,500 square feet of gross floor area (enclosed spaces), massing is not required. However, the parking garage has been designed to meet the massing requirements to the greatest extent possible while still making the most economical use of the space (parking garages, due to their function, typically need to be more rectangular than a different type of building). The parking garage has been designed with variations in roof heights and building planes, with projections and recessions incorporated into the outer walls of the garage. b. Building Proportions and Scale: The “taller” building elements (elevator and stairs) are located in the center of the building. The buildings do not use alternate standards and the lowest portion of the buildings (in relation to natural grade) are located in the areas closest to the existing residences. c. Building Articulation: The building incorporates multiple projections/recessions along the outside of the building, including changes of materials, gabion baskets, and horizontal and vertical changes in the building walls. The facades of the garage that faces Forest Road is more than 30% open (open air design). No roofline exceeds 50 feet in length without a projection, recession, or change in roof height. No building plane exceeds 800 square feet.

	<p>(3) The area around the project site does not have a predominant architectural theme. The design of the proposed buildings for this development will meet the standards of the LDC and fit into the architectural character of the area. The building is not being designed as signage.</p> <p>(4) No mirrored or reflective surfaces are proposed. No exterior finishes on the prohibited list are proposed.</p> <p>(5) The maximum light reflectance value proposed is 22%, in compliance with color requirements (maximum of 38%). The height of the building does not require a darker paint color.</p>
	<p>Compliance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No <input type="checkbox"/> Not Applicable</p>
5.8: Exterior Lighting	
5.8.E: General Lighting Standards	
	<p><i>Evaluation:</i></p> <p>(1) All lighting is proposed at a maximum of 2700K (Maximum 2700K is permitted for parking areas).</p> <p>(2) No prohibited lighting types are proposed.</p> <p>(3) All proposed light fixtures are fully shielded.</p> <p>(4) The total lumens on the exterior of the structure and the top level are under the maximum lumen levels. The ground level and lower level of the garage do not count towards the total allowed lumen level on the property.</p> <p>(5) All fixtures will be fully shielded. No motion sensor lighting is proposed.</p>
	<p>Compliance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No <input type="checkbox"/> Not Applicable</p>
5.8.F: Supplemental Class 3 Lighting Standards	
	<p><i>Evaluation:</i> No Class 3 lighting is proposed.</p>
	<p>Compliance: <input type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable</p>
5.8.G: Parking Area Lighting	
	<p><i>Evaluation:</i> All lighting is considered parking lot lighting and meets the requirements for parking lot lighting (restricted CCT/Kelvin rating).</p>
	<p>Compliance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No <input type="checkbox"/> Not Applicable</p>
5.8.H: Pedestrian Walkway Lighting	
	<p><i>Evaluation:</i> Illumination of pedestrian walkways will be through the site lighting as shown on the lighting plans.</p>
	<p>Compliance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No <input type="checkbox"/> Not Applicable</p>
5.8.I: Exterior Building Lighting	
	<p><i>Evaluation:</i> Fully shielded fixtures wall mounted fixtures are proposed. No excessive lighting is proposed.</p>
	<p>Compliance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No <input type="checkbox"/> Not Applicable</p>
5.8.J: Sign Illumination	
	<p><i>Evaluation:</i> Signs will be lit with the lighting shown on the lighting plans.</p>
	<p>Compliance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No <input type="checkbox"/> Not Applicable</p>
5.8.K: Supplemental Lighting Standards for Specific Uses	
	<p><i>Evaluation:</i> None of these standards apply to this project.</p>
	<p>Compliance: <input type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable</p>
5.9: Public Art	
5.9.B: Applicability	
	<p><i>Evaluation:</i> The building falls under the threshold of gross floor area (enclosed spaces), so public art is not required.</p>
	<p>Compliance: <input type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable</p>

	5.9.C: Public Art Requirement
	<i>Evaluation:</i> The building falls under the threshold of gross floor area (enclosed spaces), so public art is not required.
	<i>Compliance:</i> <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>Partial</i> <input type="checkbox"/> <i>No</i> <input checked="" type="checkbox"/> <i>Not Applicable</i>
Article 6: Signs	
	6.9: Permanent Signs (Commercial Districts)
	<i>Evaluation:</i> Signs will meet LDC requirements; no exceptions to the sign code are requested.
	<i>Compliance:</i> <input checked="" type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>Partial</i> <input type="checkbox"/> <i>No</i> <input type="checkbox"/> <i>Not Applicable</i>