

**Staff Report**  
 PZ23-00001 (DEV) Circle K Store  
 Summary Sheet



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

**Meeting Date:** May 21, 2024  
**Hearing Body:** Planning and Zoning Commission  
**Project Summary:** **Construction of a new Circle K store with associated fuel sales.**  
**Action Requested:** Approval of Development Review Application  
**Staff Recommendation:** Approval, with Conditions, of Development Review Application  
**Location:** 2820 W. State Route 89A, Yavapai County  
**Parcel Numbers:** 408-24-536C  
**Owner/Applicant:** Circle K Stores, Inc  
**Authorized Agents:** Land Development Consultants (Michael Scarbrough)  
**Site Size:** ± 1.74 acres  
**Community Plan Designation:** **2024 Community Plan:** Commercial (C)  
**Zoning:** Commercial (CO)  
**Current Land Use:** Vacant  
**Surrounding Properties:**

	<i>Area Zoning</i>	<i>Area Land Uses</i>
North:	CO	Vacant, Navajo Lofts under construction
East:	CO	Office building
South:	CO	Office buildings, banks, Church
West:	CO	Office building

**Report Prepared By:** Cari Meyer, Planning Manager

<b>Attachments:</b>	<b>Page</b>
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<i>Due to file size constraints, the application materials are not attached to this document, but are available for review on the City's website at the link provided. Application documents include the following:</i>	
a. Application and Letter of Intent (includes Citizen Participation Report and Lighting Application)	
b. Architectural Plans	
c. Architectural Details	
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## Staff Report

PZ23-00001 (DEV) Circle K Store



City of Sedona

Community Development Department

102 Roadrunner Drive Sedona, AZ 86336

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### PROJECT DESCRIPTION

The applicant is seeking review of a Development Review application with the expressed intent of building a Circle K Store with associated fuel sales.

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 \(Development Standards\)](#).

### BACKGROUND AND PROPERTY INFORMATION

#### *Site Characteristics*

- The property is located northeast of the intersection of W State Route 89A and Southwest Drive.
- The majority of the site is within a 500-year floodplain and the northwest corner of the site is within a 100-year floodplain.
- The project site one parcel totaling approximately 1.74 acres and is currently vacant.
- The property is not part of a recorded subdivision.
- The existing vegetation consists of a mixture of small trees and shrubs.

#### *Zoning and Community Plan Designation*

The site is designated C (Commercial) in the Community Plan and zoned CO (Commercial). Both these designations support the development of the site as a commercial use, which includes vehicle fuel sales and retail uses.

The purpose of the CO zone is stated as:

*... to accommodate general retail and other commercial and service uses, and incidental or accessory uses, where access requires good vehicular circulation. Land uses are characterized by frequent visits of customers and clients. The CO district is intended to provide attractive commercial development with adequate access to arterial streets and with efficient internal circulation and parking and that is compatible with surrounding residential areas.*

[LDC Section 2.14.A](#)

### PUBLIC INPUT

- The applicant completed their Citizen Participation Plan and submitted a Citizen Participation Report, included as [Attachment 2](#).
- Project documents submitted by the applicant were placed on the [Projects and Proposals](#) page of the Community Development Department website.
- The Comprehensive Review public hearing has been noticed according to LDC Requirements (mailing to property owners within 300 feet, publication in the Red Rock News, and posting on the property).
- Written comments received by Staff are included as [Attachment 4](#).

### REVIEW AGENCY COMMENTS AND CONCERNS

Comprehensive Review plans were routed to all internal and external review agencies. All comments have been addressed by resubmittals or are included as recommended conditions of approval. Comments were received from the following agencies:

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

All other review agencies chose not to comment on the comprehensive submittal.

## DEVELOPMENT PROPOSAL AND EVALUATION

The applicant is applying for a development review for Circle K Store with associated fuel sales. A detailed description of the proposal was submitted by the applicant and is included in [Attachment 2 \(Letter of Intent\)](#).

### 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 is included as [Attachment 3](#) and is summarized below.

#### [LDC Article 2: Zoning Districts](#)

- The project meets all the requirements of the CO district and complies with all setback and height requirements.

#### [LDC Article 3: Use Regulations](#)

- The proposed uses are permitted in the CO District and comply with applicable use specific standards (size of fuel station canopy).

#### [LDC Section 5.3: Grading and Drainage](#)

- A preliminary grading and drainage report and plan has been submitted and approved by the Public Works Department. A final grading and drainage report will be required to be approved prior to building permit issuance.

#### [LDC Section 5.4: Access, Connectivity, and Circulation](#)

- Primary vehicular access to the site is proposed from W State Route 89A. A secondary entrance is proposed on Southwest Drive.
- Sidewalks and pedestrian facilities will be installed along all frontages and tie into existing sidewalks.
- A traffic impact analysis (TIA) has been submitted and approved by the Public Works Department. Public Works Staff will ensure compliance with the conditions of approval through the building permit process.

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

- The project meets minimum parking requirements. No exceptions or reductions have been requested.

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

- A landscape plan has been submitted and found to meet all LDC requirements.

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

- Based on staff's review, all requirements for site and building design have been met.

#### [LDC Section 5.8: Outdoor Lighting](#)

- Based on staff's review, the lighting plan meets all LDC requirements.
- The site is ±1.74 acres, allowing for a total lighting output of 121,800 lumens. 115,641 lumens are proposed.

#### [LDC Section 5.9: Public Art](#)

- The project anticipates making a cash contribution to the Art in Public Places Fund.

#### [LDC Section Article 6: Signs](#)

- A master sign plan for the development has been submitted.
- Total sign area is below the maximum allowed sign area for this development.

### Wastewater Disposal

- The property can connect to the City's Wastewater System.

## REVIEW GUIDELINES

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

- **DEVELOPMENT REVIEW:** Review of Proposal

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 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:** There are no prior land use approvals this application would be required to be in compliance with. 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 in the Community Plan, which supports the CO zoning designation, which allows for vehicle fuels sales and retail uses. This use is consistent with the Commercial designation.*
- *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. 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 and submitted a Citizen Participation Report, which is included in [Attachment 2](#). The project has been posted on the City's website and Staff completed the required noticing. One comment was received ([Attachment 4](#)) and included concerns regarding traffic and hours of operation. The intersection of 89A and Southwest Drive is under ADOT jurisdiction and, if improvements are warranted, the City will work with ADOT to implement the improvements. The City does not regulate business hours.*

*Staff believes that the project meets the criterion of not causing significant adverse impacts on surrounding properties and the applicant has made a good-faith effort to address concerns of the adjoining property owners in the immediate neighborhood as defined in the Citizen Participation Plan (property owners within 300 feet of the project site). The proposal 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 served by existing streets and utilities. The drainage for the site has been designed in accordance with the City's requirements. While the site contains a City-designated floodplain, floodplain requirements have been taken into consideration in the design of the project.*

#### **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 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:** *No new roads are required to serve the site. 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 has reviewed the traffic analysis and will ensure compliance with the recommendations in the analysis through the building permit process. 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.*

**Discussion (Development Review)**

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 CO zone and meets all applicable criteria for development of the property. No waivers or variances from code requirements are requested. In addition, as outlined above, Staff believes that the project as currently proposed meet all review criteria applicable to all developments. The LDC does not contain additional approval criteria for development review applications beyond the standard criteria.

**Recommendation and Motion**  
PZ23-00001 (DEV) Circle K Store



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***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 PZ23-00001 (DEV), Circle K Store, 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 PZ23-00001 (DEV), Circle K Store, 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 PZ23-00001 (DEV), Circle K Store, 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.)



***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.
  - i) Based on the application of Alternate Standards (LDC Section 2.24.E(4), Table 2.9), the maximum permitted LRV for all buildings shall be 24%.
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 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:
  - i) 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.
  - ii) 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.
  - iii) Provide Final Drainage Report.
  - iv) Obtain an easement from Navajo Lofts for the drainage work and pedestrian connection.
  - v) Obtain TIA and design approvals from ADOT for the turning lanes and drainage improvements. Southwest Dr may need to be widened.
  - vi) Please provide a final sewer analysis for the development including the RV dump and carwash.
  - vii) Infrastructure within the ADOT ROW must be approved by ADOT. It is recommended to attend a pre-application meeting with ADOT.
  - viii) Accessible sidewalks and parking areas will need to meet the current US Dept. of Justice ADA requirements.
  - ix) Accessible parking/signage shall meet the requirements of the City LDC and DREAM documents.






- x) 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).
  - xi) For Projects involving grading of more than 5,000 cubic yards, an assurance bond is required per Manual Section 3.1.G.1.
  - xii) 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)
  - xiii) 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.
  - xiv) Provide utility construction details on plans and design approvals from all utility companies.
  - xv) A copy of the ADEQ Approval to Construct Water Facilities and Wastewater Facilities shall be provided prior to construction.
  - xvi) Property lies in a floodplain. An elevation Certificate in the FEMA from an Arizona Registered Land Surveyor is required.
  - xvii) The applicant shall submit landscaping plans that comply with all applicable City codes and the approved landscaping plans.
  - xviii) 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.
  - xix) All requirements of the Sedona Fire District shall be satisfied.
  - xx) All concrete within the City ROW shall be colored "Sedona Red" (Davis 160 color).
9. 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:
- i) All on-site improvements shall substantially conform to the plans on which grading and building permits were issued.
  - ii) Installation of all proposed landscaping shall be complete and in accordance with the approved landscape plan. (LDC Section 5.6)
  - iii) 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)
  - iv) The project shall comply with Public Art requirements (LDC Section 5.9).
  - v) All new utility lines shall be provided through underground installation.
  - vi) 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.
  - vii) All requirements of the Sedona Fire District shall be satisfied.
  - viii) The applicant shall provide copies of all required testing to the Engineering Department.
  - ix) As-built plans shall be provided to the City in digital and hard copy formats acceptable to the City Engineer.
  - x) Property lies in a floodplain. An Elevation Certificate from an Arizona Registered Land Surveyor is required for each building.

- x) All areas of cut and fill shall be landscaped or dressed in such a manner as to reduce the potential for erosion.
  - xii) 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.
  - xiii) 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.
10. 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.

# Aerial View

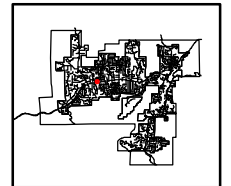
Parcel  
408-24-536C  
Circle K

-  Parcel 408-24-536C
-  Parcel Boundary
-  Street Centerline



0 15 30 Feet

City Index



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03/10/2022  
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# Vicinity Map

Parcel  
408-24-536C  
Circle K

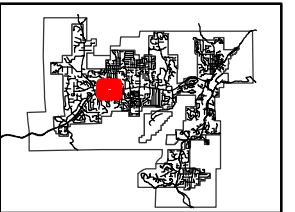
-  Parcel 408-24-536C
-  Zoning Boundary
-  Building Footprint
-  Parcel Boundary
-  Trail
-  Street Centerline



0 50 100 Feet



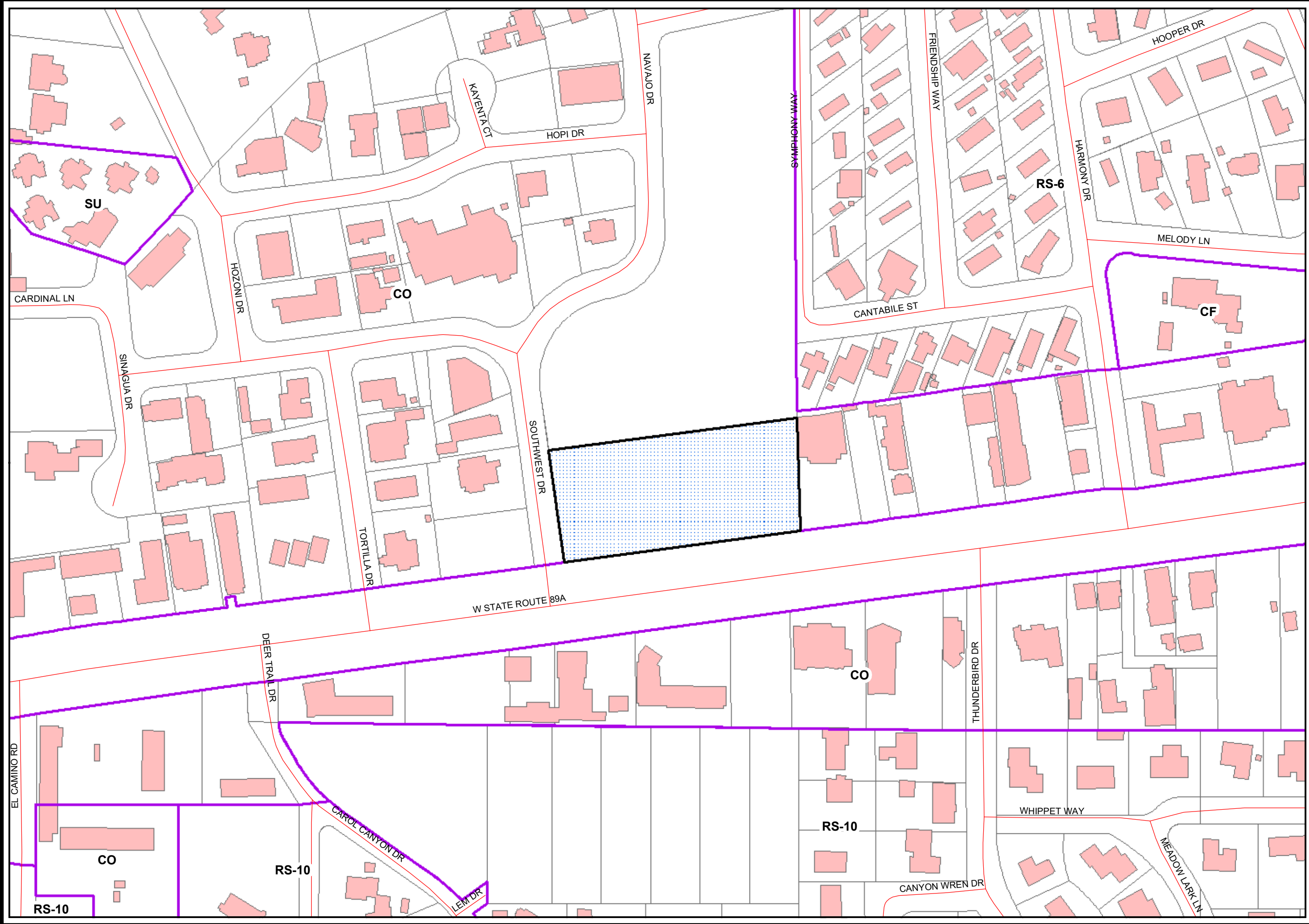
City Index



GIS, City of Sedona  
03/10/2022  
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## Attachment 2

Due to file size constraints, Project Application Materials are not included in the packet but are available at the following link:

<https://www.sedonaaz.gov/your-government/departments/community-development/projects-and-proposals/circle-k>

Documents at the above link include:

- a. Application and Letter of Intent (includes Citizen Participation Report and Lighting Application)
- b. Architectural Plans
- c. Architectural Details
- d. Engineering Plans
- e. Other Project Documents

# Land Development Code Checklist

PZ23-00001 (DEV) Circle K



City Of Sedona

Community Development Department

102 Roadrunner Drive Sedona, AZ 86336

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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:** May 21, 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: CO: Commercial	
2.14.B: CO Lot and Building Standards	<p><i>Evaluation:</i> <b>Lot Standards:</b> The lots meet the minimum lot width and area.</p> <p><b>Setbacks:</b> Setbacks along the streets (W 89A and Southwest) are required to be 10 feet, which the project meets. No setbacks are required from the north or west property lines. The property does not abut a residential zoning district.</p> <p><b>Heights:</b> The building meets height requirements. (See LDC Section 2.24.E)</p> <p><b>Impervious Coverage:</b> The project has a building coverage of 11.9% (60% permitted) and a total coverage of 46% (80% permitted).</p> <p><i>Compliance:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No <input type="checkbox"/> Not Applicable</p>
2.16.C: Other Standards	<p><i>Evaluation:</i> The project as submitted complies with all applicable code 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>
2.24: Measurements and Exceptions	
2.24.B: Density	<p><i>Evaluation:</i> No housing units are proposed.</p> <p><i>Compliance:</i> <input type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable</p>
2.24.C: Lot and Space Requirements	<p><i>Evaluation:</i> The lot meets minimum dimension requirements. All buildings are reviewed for the same setback and height 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>
2.24.D: Setbacks	<p><i>Evaluation:</i> The project provides a minimum of 10 foot setbacks along W State Route 89A and Southwest Drive. No other property lines have required setbacks. No exceptions to setback requirements are requested.</p> <p><i>Compliance:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No <input type="checkbox"/> Not Applicable</p>
2.24.E: Building Height	<p><i>Evaluation:</i> Commercial height standards were used in review of this project. The project proposes 1 building and 1 fuel canopy; both were reviewed for compliance with height requirements. The highest point above natural grade is in the southwest corner of the building, where the grade is at 81.5’ and the top of the parapet is 105’, a height of 23.5 feet, requiring 3 points under alternate standards. The proposed paint color has an LRV of 24%, for 3 points under alternate standards.</p> <p><i>Compliance:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No <input type="checkbox"/> Not Applicable</p>

<b>LDC Article 3: Use Regulations</b>	
3.2.E: Table of Allowed Uses	<p><i>Evaluation:</i> Vehicle fuel sales and general retail are both permitted uses in the CO zone.</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>
3.3: Use Specific Standards	<p><i>Evaluation:</i> LDC Sections 3.3.C(18): Use specific standards for retail sales do not apply to this site.</p> <p>LDC Section 3.3.C(23) contains the following use specific standards for vehicle fuel sales:</p> <ul style="list-style-type: none"> <li>a) Open storage of wrecked or inoperable vehicles, discarded tires, auto parts, or similar materials shall be prohibited. <ul style="list-style-type: none"> <li>• Project complies/compliance will be monitored based on business operation.</li> </ul> </li> <li>b) The maximum square footage for canopies associated with fuel pumps shall be no more than 25 percent larger in area than the primary structure or 3,000 square feet, whichever is smaller. <ul style="list-style-type: none"> <li>• Project complies: The building is 6,250 square feet and the canopy is 3,000 square feet.</li> </ul> </li> </ul> <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>
<b>LDC Article 5: Development Standards</b>	
5.3: Grading and Drainage	
5.3.D: General Standards	<p><i>Evaluation:</i> The site is fairly level. The new building will be located along the southern property line. No significant cut or fill is needed for the development plan. The buildings are located outside of the 100 year floodplain. All work, except for driveways to connect to existing streets, sidewalks, and landscaping, is contained within the property boundaries. The City’s Public Works staff has reviewed the Preliminary Grading and Drainage Report and Plan and found them to be consistent with City requirements.</p> <p>A Final Grading and Drainage Report and Plan sealed by a Professional Engineer will be required to be submitted, reviewed, and approved prior to building permit issuance.</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>
5.4: Access, Connectivity, and Circulation	
5.4.D: Street Connectivity	<p><i>Evaluation:</i> The project connects to existing streets on W State Route 89A and Southwest Drive. No other streets exist in the area that the development would be able to connect to.</p> <p>The property currently has a 5’ wide sidewalk along W State Route 89A and will construct a 10’ wide path along Southwest Drive. The path will connect with the sidewalks/shared use path at the Navajo Lofts project (currently under development).</p> <p>Police and Fire and reviewed the plans and have not expressed any concerns with the site layout. No cul-de-sacs or dead end streets are proposed. No gates are proposed.</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>
5.4.E: Driveways and Access	<p><i>Evaluation:</i> Driveways are located to provide safe access to and from the site. Cars will be able to enter and exist the site in forward drive. The parking is located on the north side of the building and is not between the building frontage and the street.</p> <p>Police and Fire have reviewed the plans and have not expressed any concerns. Driveways and drive aisles will meet materials requirements.</p> <p>The driveway on W State Route 89A is more than 40 feet from other driveways and will require an ADOT permit for construction.</p> <p>Two access points are provided, and the drive aisles meet size 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>

	<p><b>5.4.F: Visibility Triangles</b></p> <p><i>Evaluation:</i> No buildings 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"/> <i>Yes</i>            <input type="checkbox"/> <i>Partial</i>            <input type="checkbox"/> <i>No</i>            <input type="checkbox"/> <i>Not Applicable</i></p>
	<p><b>5.4.G: Cross-Access between Adjacent Uses</b></p> <p><i>Evaluation:</i> The property to the north is currently under construction with a residential development. To the east is another commercial property and the property owner is providing a cross access easement that could be used if that property were to redevelop. To the south and west are roads and the development proposes access on each of these roads.</p> <p>The development will provide sidewalks on all existing roads. Sidewalks will connect to existing (and under construction) sidewalks as well as to the building.</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>
	<p><b>5.4.H: Pedestrian and Bicycle Circulation</b></p> <p><i>Evaluation:</i> Sidewalks or shared use paths will be installed along all road frontages and connect to existing sidewalks.</p> <p>Pedestrian access is provided from the sidewalks to each building in the development/all areas listed in this section as requiring connections.</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>
<b>5.5: Off-Street Parking and Loading</b>	
	<p><b>5.5.D: Minimum Off-Street Parking Spaces Required</b></p> <p><i>Evaluation:</i> The use requires 25 parking spaces and 25 spaces are provided. Stacking spaces for the fuel pumps are provided as required.</p> <p>No covered parking is required</p> <p>A minimum of 3 bicycle parking spaces are required and 4 are provided.</p> <p>No bus or large vehicle parking is required.</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>
	<p><b>5.5.E: Parking Alternatives, Credits, and Adjustments</b></p> <p><i>Evaluation:</i> No parking alternatives or adjustments are requested.</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>
	<p><b>5.5.F: Off-Street Parking Layout and Design</b></p> <p><i>Evaluation:</i> Parking spaces will be required to be available for parking. No parking is in a fire lane. Parking is located on the interior of the site and not between building facades and the public right-of-way. Parking areas and drive aisles comply with dimensional standards of the LDC and Administrative Manual. Landscaping and lighting are provided in compliance with LDC 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>
	<p><b>5.5.G: Loading and Stacking Areas</b></p> <p><i>Evaluation:</i> No loading spaces are required. 2 are provided (to the west of the building in front of the trash enclosure).</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>
<b>5.6: Landscaping, Buffering, and Screening</b>	
	<p><b>5.6.C: Landscaping and Buffering</b></p> <p><i>Evaluation:</i></p> <p>(1) General Landscape Standards: Based on the landscape area, 104 trees are required and 104 are provided; 312 shrubs are required and 312 shrubs are provided.</p>



		<p>89% of the plants on the landscape plan are native species (50% required). The balance of the plants are adaptive. No inappropriate species are proposed. 9 different species are proposed and no one species makes up more than 50% of the required landscape materials. Visibility triangles will be maintained. Compliance with the other requirements of this section will be reviewed when plans are submitted for permits.</p> <p>(2) The areas between the buildings and streets are landscaped. Parking areas, where adjacent to streets, are screened with a landscaped areas. While the LDC requires landscaping or a wall, this application proposes both. More than 10% of the parking area is landscaped. Landscaped areas are located appropriately throughout the site and where required for screening and buffering purposes.</p> <p>(3) The property does not abut a single family residential zoning district.</p> <p>(4) Landscape areas will be required to be maintained after installation.</p> <p>(5) There are no existing trees on the site that need to be preserved.</p>
		<p><b>Compliance:</b>    <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.D: Screening</p>		
		<p><i>Evaluation:</i></p> <p>(1) Roof mounted equipment is screened on all sides.</p> <p>(2) Any additional ground mounted equipment will be screened by patio walls or landscaping.</p> <p>(3) Loading and service areas (including trash) will be screened by landscaping and walls.</p> <p>(4) No outdoor storage areas are proposed.</p>
		<p><b>Compliance:</b>    <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 within the setbacks. Fences and walls will maintain visibility triangle requirements. Fences and walls will meet color and material requirements. Materials listed as prohibited are not proposed. No retaining wall exceeds 8 feet in height, and all are designed to meet design and color requirements.</p>
		<p><b>Compliance:</b>    <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: Site and Building Design</p>		
<p>5.7.D: Site Design</p>		
		<p><i>Evaluation:</i></p> <p>(2) The site has been graded/disturbed in the past and gradually slopes from a low point at the southwest corner of the lot to a high point at the northeast corner. All heights are measured to existing grades; the applicant did not try to recreate natural grades. The majority of the lot is within the 500 year floodplain and the northwest corner is in the 100 year floodplain. No structures are proposed within the 100 year floodplain. There are no natural, undisturbed areas or significant trees that need to be preserved.</p> <p>(4) The project has been designed to minimize impacts from natural hazards by locating the buildings out of the floodplain. There are no areas on the site subject to other potential hazards.</p> <p>(5) The plans include shared use paths and sidewalks along street frontages and connections from sidewalks to the interior of the site. Trash/recycling are appropriately screened, and located on the southwest corner of the site. Loading areas have been provided adjacent to the trash area.</p> <p>(6) All new utilities and existing utilities serving the site will be underground.</p>
		<p><b>Compliance:</b>    <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> As there is only one building on the site, this section does not apply.</p>
		<p><b>Compliance:</b>    <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>

5.7.F: Building Design	<p><i>Evaluation:</i></p> <p>(2) <b>Building Massing:</b> The building exceeds 2,500 sf in gross floor area and must meet massing requirements. Each corner of the building projects out a minimum of feet, allowing each corner to count as a separate mass, meeting plan view massing. The roofline has multiple steps of a minimum of 3 feet, meeting elevation view massing. Structures for screening rooftop mechanical equipment were not considered when massing was evaluated.</p> <p>(3) <b>Building Proportions and Scale:</b> There are no taller portions of the building that would need to be located in compliance with this section. The building is not adjacent to an existing residence.</p> <p><b>Building Articulation:</b> The building is broken up into a series of smaller components and incorporate recessions, projections, changes in masonry patterns, etc., at least every 30 feet and all projections are a minimum of 2 feet. The applicant did not request that these requirements be waived (the LDC permits the Director to waive the requirement if the wall is not visible from the public ROW).</p> <p>The building incorporates a clearly identifiable base, body, and top, using architectural wainscotting, different materials/colors, and architectural awnings. There are no upper stories.</p> <p>No building plane exceeds 800 sf.</p> <p>The spacing of elements is varied rather than repetitive. There are no significant topographical changes that would need to be reflected in vertical offsets of the building.</p> <p>The façade facing the street contains 31.33% windows and/or doors (30% required).</p> <p>No roofline exceeds 50 feet in length (including the fuel pump canopy).</p> <p>(4) There is no predominant architectural character of the area; the building has been designed to be in compliance with the general requirements of the LDC. The building is not designed as signage.</p> <p>(5) No mirrored or reflective surfaces are proposed. No exterior finishes on the prohibited list are proposed.</p> <p>(6) The maximum light reflectance value proposed is 24%, in compliance with general color requirements and the more restrictive color requirements based on building height.</p> <p><b>Compliance:</b>   <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) Most lighting is proposed at 2700K. Service canopy and sign lighting, which are both considered Class 1 lighting, are proposed at 3000K.</p> <p>(2) No prohibited lighting types are proposed.</p> <p>(3) All proposed light fixtures are fully shielded.</p> <p>(4) The site is ±1.74 acres, allowing for a total lighting output of 121,800 lumens. 115,641 lumens are proposed.</p> <p>(5) No motion sensor lights are proposed. If the business is not open 24 hours per day, it will be subject to time limitations.</p> <p><b>Compliance:</b>   <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> Class 3 lighting is proposed as fully shielded (not uplighting), so no additional requirements apply.</p> <p><b>Compliance:</b>   <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	

	<i>Evaluation:</i> Parking lot lighting is proposed as pole lighting (maximum of 12' pole) and is 2700K.
	<i>Compliance:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
	<b>5.8.H: Pedestrian Walkway Lighting</b>
	<i>Evaluation:</i> Pedestrian walkway lighting is Class 2 lighting and meets all applicable requirements.
	<i>Compliance:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
	<b>5.8.I: Exterior Building Lighting</b>
	<i>Evaluation:</i> Exterior building lighting is considered Class 1 lighting and meets all applicable requirements.
	<i>Compliance:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
	<b>5.8.J: Sign Illumination</b>
	<i>Evaluation:</i> Sign lighting is accounted for in the lighting plan.
	<i>Compliance:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
	<b>5.8.K: Supplemental Lighting Standards for Specific Uses</b>
	<i>Evaluation:</i> None of these standards apply to this project.
	<i>Compliance:</i> <input type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable
	<b>5.9: Public Art</b>
	<i>Evaluation:</i> Public art is required for this project and the project anticipates making a cash contribution to the Art in Public Places Fund, which will be based on the square footage of the project and must be made prior to issuance of a Certificate of Occupancy.
	<i>Compliance:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
	<b>Article 6: Signs</b>
	<b>6.5: General Standards Applicable to All Signs</b>
	<i>Evaluation:</i> The proposed signs comply with all standards in this section.
	<i>Compliance:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
	<b>6.6: Sign Measurements and Calculations</b>
	<i>Evaluation:</i>
	(A) <b>Sign Area:</b> Sign area is calculated correctly. Signs are below the maximum size.
	(B) <b>Sign Height:</b> Sign height is calculated correctly. Signs comply with the maximum heights.
	(C) <b>Items of Information:</b> Signs comply with requirements for the maximum number of items of information.
	<i>Compliance:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
	<b>6.7: Design Standards Applicable to All Signs</b>
	<i>Evaluation:</i>
	(A) <b>Sign Legibility:</b> Signs comply with the maximum items of information and number of font styles.
	(B) <b>Sign Placement:</b> Signs are placed in accordance with the requirements of this section.
	(C) <b>Sign Color:</b> Sign background colors meet color requirements.
	(D) <b>Sign Materials:</b> Signs will use acceptable materials.
	(E) <b>Sign Illumination:</b> Signs are proposed metal panels with cut out letters. Signs that are not able to meet the requirements for internal illumination will be externally illuminated.
	<i>Compliance:</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
	<b>6.8: Exempt Signs</b>
	<i>Evaluation:</i> The plans include the following exempt signs:
	<ul style="list-style-type: none"> <li>Window signs are less than 10% of the window area.</li> </ul>

		<ul style="list-style-type: none"> <li>• <b>On-Site Directional Signs:</b> The sign plan includes on-site directional signs to direct internal traffic to the RV dump. On-site directional signs are limited to a maximum of 1 per property unless approved as part of a master sign plan.</li> <li>• <b>Street Address Signs:</b> Address signs will be installed as required by the Fire District. .</li> </ul>
<b>Compliance:</b> <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>		

**6.9: Permanent Signs (Commercial Districts)**

		<p><i>Evaluation:</i></p> <p>(A) A Master Sign Plan has been submitted. All signs would be required to comply with the plan. The project is a single development site.</p> <p>(B) The project qualifies for the maximum allotment of 50 sf.</p> <p><b>Building Signs:</b> Two wall signs are proposed, one on the south side of the building at 33.06 square feet and one on the north side of the building at 16 square feet. Total building sign area is 49.06 square feet; no additional area based on dimensional letters is applied.</p> <p>(C) <b>Monument Signs:</b> Based on the size of the property, the monument sign may be increased to 35 square feet. The monument sign is proposed at 32.63 square feet. The monument sign is 8 feet tall (8 feet permitted). As the monument sign is located within a landscaped area, it would be eligible for increased size or height, but is not applying these increases.</p> <p>The landscape plans show the signs outside of the required 10 foot visibility triangle (driveway) and 30 foot visibility triangle (road intersection). The monument signs use the same colors and materials as the building and are consistent with the architecture of the site.</p> <p><b>Directional Signs:</b> A directional sign rather than a monument sign is used on the Southwest Drive side of the site (2.77 square feet proposed, 6 square allowed and 3 feet tall, 3 feet allowed).</p> <p><b>Directory Signs:</b> No Directory signs are proposed.</p>
<b>Compliance:</b> <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>		

## Comment on Development Proposal

donotreply@sedonaaz.gov <donotreply@sedonaaz.gov>

Sun 8/13/2023 3:19 PM

To: Cari Meyer <CMeyer@sedonaaz.gov>; Christopher Norlock <CNorlock@sedonaaz.gov>

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

**Form Name:** Comments on Development Proposals  
**Date & Time:** 08/13/2023 3:19 p.m.  
**Response #:** 429  
**Submitter ID:** 5784  
**IP address:** 47.215.235.32  
**Time to complete:** 15 min. , 7 sec.

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### Survey Details

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#### Page 1

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**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:**

Circle K Plans 2820 89a

**2.**

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

My concerns are about the traffic that will converge at that location.

I'm also concerned about being open 24 hours. It will set a precedent for future approvals.

**3. Your contact information**

**Name:** Kathy Howe  
**Mailing Address:** 65 Manzanita Lane (mail)  
**E-mail:** kmohowe@gmail.com

**4.**

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

(o) Yes

Thank you,  
**City of Sedona**

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