

## **Revised CUP Letter of Intent (Trailhead Shuttle Parking Lot)**

The City of Sedona is applying for an amendment to an existing CUP (Trailhead Shuttle, PZ22-00010 (Minor CPA, ZC, CUP)) to increase the capacity of the existing parking lot and provide a new bypass lane for shuttle buses.

### **Property History**

The property was originally approved for use as an overflow parking lot for Church of the Red Rocks in September 2001 (CUP2001-12).

In 2021, as part of the new trailhead shuttle system, the City of Sedona contacted the church about the possibility of leasing their overflow parking lot for a trailhead shuttle parking lot. With the Church's approval, the City submitted an application for a new CUP for a trailhead shuttle parking lot, which was approved by Planning and Zoning Commission on February 1, 2022 (PZ21-00022 (CUP)). This CUP was approved with an expiration date of June 30, 2023, which coincided with the end of the City's lease on the property.

The trailhead shuttle launched in March 2022 to great success and the City began pursuit of a purchase of the property. As the original parking lot had been approved as an accessory use to the church, in order for the City to buy the property and run the parking lot independently from the church, a Minor Community Plan Amendment, Zone Change, and new CUP were required. These application documents were submitted in November 2022 (PZ22-00010 (Minor CPA, ZC, CUP)) and approved by the Planning and Zoning Commission in January 2023 and City Council in February 2023. After these approvals, the City completed the purchase of the property in June 2023.

### **Proposed Site Plan Changes**

The City has now been operating a trailhead shuttle out of this lot for a little over 2 years and desires to make some changes to increase capacity of the lot and allow the lot to function more efficiently. While some of these changes (restrooms, shelter, improved pedestrian connections) were identified in the last CUP, others modify the overall site plan and require the CUP to be revised. These changes include:

- Removal of traffic circle (which was also functioning as the required fire district turnaround) and construction of a new hammerhead turnaround at the south end of the parking lot.
- Overall increase in number of parking spaces from 64 to 99 (increase of 35 spaces, a 55% increase).
  - Additional parking spaces where the traffic circle was
  - Additional parking spaces at the south end of the site
- Addition of a pull-through lane for the shuttle buses, allowing for shuttles to be separated from other vehicle traffic (will require an ADOT ROW permit).

### **Code Requirements**

The previous 2 CUPs were found to meet all applicable code requirements. All code requirements will continue to be met with the new site plan, including the following:

- Emergency access will be improved (traffic circle replaced by hammerhead)

- Pedestrian connections will be provided to all areas of the site
- Landscaping will be updated to meet City standards.
  - The area where the parking lot will be expanded to the south is currently in its natural state, which provides a landscaping buffer to the highway. During construction of the new parking area, as many existing plants as possible will be saved. If the existing plants do not meet LDC requirements for landscaping and screening, they will be supplemented with additional native plants from the City's plant list. Community Development Department Staff will verify compliance prior to completion of the project.

### **Citizen Participation**

The City will send out a notification of the proposed amendment to property owners within 300 feet of the project site. City Staff will document any responses received and provide a Citizen Participation Report prior to the public hearing.

Extensive public outreach was conducted in 2021 before the first CUP and additional public outreach was completed before the Minor Community Plan Amendment, Zone Change, and CUP in 2022. As there has been an extensive amount of public outreach in the past and the City has been operating a shuttle parking lot at this location with minimal complaints for over 2 years, an open house is not planned at this time. If significant public input is received based on the notification to the property owners, an open house may be scheduled.

### **Findings**

The previous 2 CUPs were found to be in compliance with all applicable criteria. None of those findings would change with this amendment.

By increasing the capacity of the lot, these amendments will allow the shuttles to serve a greater number of people and providing a bypass lane for the shuttles will increase the safety of the parking lot, allowing the shuttles to be separated from passenger vehicle and pedestrian traffic.