



# Community Partnership in Planning

The City of Sedona is committed to encouraging public involvement in development projects. The following information is provided to help citizens understand the development process and how they can participate in shaping Sedona's future.

The Current Planning Division of the Community Development Department handles four categories of applications:

## **Conditional Use Permits (CUP)**

Conditional uses, outside the permitted uses, are allowed in specific zoning districts with a conditional use permit.

## **Subdivisions (SUB)**

Division of improved or unimproved land into four or more lots or parcels.

## **Development Review (DEV)**

Provides guidance and direction in the physical improvements of property including site planning and building design.

Development Review is not required for single-family home permits.

## **Zone Change Requests (ZC)**

An amendment to the City's Zoning Map that changes the zoning district classification.

**All applications follow the same general steps:**

### **Step 1: Preapplication meeting**

During this required meeting staff discusses the initial concept with the applicant and a rough site plan and sketches are reviewed. Feedback is given to the applicant regarding initial comments and concerns.

### **Step 2: Conceptual Review Public Hearing**

A conceptual review public hearing before the Planning and Zoning Commission is required for projects of a certain size. Typically, larger projects are required to go through a conceptual review. The purpose is to give staff, the Planning and Zoning Commission, and the public an opportunity to

review and provide comments early in the process before plans are fully developed. Conditional use permits; smaller development projects and subdivisions under ten lots are not required to complete this step.

For projects at a conceptual stage, only feedback is given and no action is taken.

### **Step 3: Action Public Hearing**

A fully developed application must be presented to the Planning and Zoning Commission in a public hearing.

The Commission makes the final decision on conditional use permits and development review applications and recommends action to the City Council on zone change requests and subdivision preliminary plats.

Conditional Use Permits and Development Review applications are subject to appeal to the City Council. Appeals may be submitted by any member of the public.

The Commission may choose to approve or recommend approval for an application, approve or recommend approval with conditions or recommend denial of the application, or continue to another meeting.

### **Step 4: City Council Public Hearing**

Zone change requests and subdivision preliminary plats that are recommended for approval or denial by the Planning and Zoning Commission are reviewed by City Council in a subsequent public hearing. The Council may approve, approve with conditions, deny, continue the application or send it back to the Planning and Zoning Commission for further discussion.

The application process may take 4-12 months or more to complete, depending on the number of reviews and approvals required.

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## **Internal Review Process**

Community Development, Public Works, Police and other City departments review all applications internally where appropriate. Applications are also sent out to standard reviewing agencies, including the National Forest Service, ADOT, Sedona Fire District, Yavapai and Coconino Counties and utility companies.

Responses and comments received from all reviewing agencies are collected and presented to the applicant during a project review meeting. A detailed discussion is held regarding concerns to be addressed and changes that need to be made before the application is presented to the Planning and Zoning Commission.

## **Administrative Decisions**

The Director of Community Development may grant an administrative waiver to the Land Development Code, except for Articles 7 and 8, whenever the application varies from the Code by no more than 25 percent.

The Director may also administratively approve projects under 2,000 square feet in size.

Final Plats for subdivisions that are in general conformance with the Preliminary Plat previously approved in public hearing are not required to have an additional public hearing. These are placed on a City Council consent agenda after detailed review by staff.

## **Public Involvement**

The City of Sedona is committed to engaging the public in the review of applications and follows the requirements for notifying adjacent property owners of a public hearing as outlined in Arizona Revised Statutes Section 9-462.04.

Beyond the statutory requirements, all public hearing applications are required to complete a Citizen Participation Plan per Section 408 of the Land Development Code. The applicant is required to contact all nearby property owners and provide a brief description of the project, as well as contact information for feedback and questions. For large projects, the applicant is encouraged to have a neighborhood meeting or open house.

In addition, prenotification letters are mailed to surrounding property owners by Community Development staff within a week of an application being filed, about eight weeks prior to the Planning and Zoning Commission public hearing. This notification has a general description of the project and provides staff contact information. This is not a requirement of state statutes, however, it provides the opportunity for the community to become involved early on in the application process.

At least 15 days before a public hearing, notices are mailed by staff containing information on the meeting date and time and proposed application to nearby property owners notifying them of the scheduled public hearing.

Notices for all public hearings are published in the Sedona Red Rock News, posted at the Sedona Public Library, City Hall and Uptown Parking Lot and a notice of the meeting is posted on the property.

Members of the public are encouraged to contact staff during the review process leading up to the public hearing to discuss any concerns or questions they may have regarding the project. Written comments that are received prior to the scheduled public hearing are included in the packet of information distributed to the Commission or Council and become part of the public record. Any comments made by the public at the hearing also become part of the public record. Application documents are available for review on the City's website on the Current Planning Application page under City documents.

Community Development staff are available to assist any member of the public during regular work hours.

In addition, concerns, comments and questions can be emailed to the Mayor and City Council via the website.

For more information, contact the  
Community Development Department at  
(928) 282-1154  
or visit our website at [www.SedonaAZ.gov](http://www.SedonaAZ.gov)