

AGENDA



4:30 P.M.

CITY COUNCIL MEETING

REVISED

TUESDAY, MARCH 25, 2025

NOTES:

- Public Forum: Comments are generally limited to **3 minutes**.
- Consent Items: Items listed under Consent Items have been distributed to Council Members in advance for study and will be enacted by one motion. Any member of the Council, staff or the public may remove an item from the Consent Items for discussion. For additional information on pulling a Consent Item, please contact the City Clerk's Office staff, preferably in advance of the Call to Order. Items removed from the Consent Items may be acted upon before proceeding to the next agenda item.
- Meeting room is wheelchair accessible. American Disabilities Act (ADA) accommodations are available upon request. Please phone 928-282-3113 at least two (2) business days in advance.
- City Council Meeting Agenda Packets are available on the City's website at:

www.SedonaAZ.gov

THE MEETING CAN BE VIEWED LIVE ON THE CITY'S WEBSITE AT WWW.SEDONAAZ.GOV OR ON CABLE CHANNEL 4.

GUIDELINES FOR PUBLIC COMMENT

PURPOSE:

- To allow the public to provide input to the City Council on a particular subject scheduled on the agenda.
- This is not a question/answer session.
- No disruptive behavior or profane language will be allowed.

PROCEDURES:

- Fill out a "Comment Card" and deliver it to the City Clerk.
- When recognized, use the podium/microphone.
- State your:
 1. Name and
 2. City of Residence
- Limit comments to **3 MINUTES**.
- Submit written comments to the City Clerk.

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

2. ROLL CALL

3. CONSENT ITEMS - APPROVE

LINK TO DOCUMENT =

- a. Minutes - March 11, 2025 City Council Special Meeting - Executive Session.
- b. Approval of Vietnam War Veterans Day Proclamation, March 29, 2025.
- c. AB 3196 Approval of recommendation regarding a new Series 11 Hotel/Motel Liquor License for Sedona Real Inn & Suites, located at 95 Arroyo Pinon Drive, Sedona, AZ (file # 23597615).
- d. AB 3192 Approval of an Ordinance amending Sedona City Code Chapter 5.25 Short-Term Rental (STR) Regulation.
- e. AB 3199 Approval for appointment of Judge E. Lynn Riordan as an Associate Magistrate for the Sedona Magistrate Court.

4. APPOINTMENTS - None

5. SUMMARY OF CURRENT EVENTS BY MAYOR/COUNCILORS/CITY MANAGER & COUNCIL ASSIGNMENTS

- a. Executive Session Report.

6. PUBLIC FORUM

(This is the time for the public to comment on any issue within the jurisdiction of City Council not listed on the agenda. The City Council may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism, or scheduling the matter for further consideration and decision at a later date.)

7. PROCLAMATIONS, RECOGNITIONS & AWARDS

- a. Vietnam War Veterans Day Proclamation, March 29, 2025.

8. REGULAR BUSINESS

- a. AB 3168 Discussion/possible action regarding an Ordinance annexing approximately 3,422 acres of land including the City's wastewater treatment plant and neighboring City-owned property (the Dells) into the City's jurisdictional boundaries.
- b. AB 3188 Discussion/possible direction/action regarding proposed State legislation, short-term rental legislation, lobbying efforts, and State budget and their potential impact on the City of Sedona.
- c. AB 3066 Discussion/possible action regarding future meeting/agenda items.

CITY COUNCIL CHAMBERS
102 ROADRUNNER DRIVE, SEDONA, AZ

The mission of the City of Sedona government is to provide exemplary municipal services that are consistent with our values, history, culture and unique beauty.



Note: Pursuant to A.R.S. § 38-431.02 notice is hereby given to the members of the City Council and to the general public that the Council will hold the above open meeting. Members of the City Council will attend either in person or by telephone, video, or internet communications. The Council may vote to go into executive session on any agenda item, pursuant to A.R.S. § 38-431.03(A)(3) and (4) for discussion and consultation for legal advice with the City Attorney. Because various other commissions, committees and/or boards may speak at Council meetings, notice is also given that four or more members of these other City commissions, boards, or committees may be in attendance.

A copy of the packet with materials relating to the agenda items is typically available for review by the public in the Clerk's office after 1:00 p.m. the Thursday prior to the Council meeting and on the City's website at www.SedonaAZ.gov. The Council Chambers is accessible to people with disabilities, in compliance with the Federal 504 and ADA laws. Those with needs for special typeface print, may request these at the Clerk's Office. All requests should be made **forty-eight hours** prior to the meeting.

NOTICE TO PARENTS AND LEGAL GUARDIANS: Parents and legal guardians have the right to consent before the City of Sedona makes a video or voice recording of a minor child, pursuant to A.R.S. § 1-602(A)(9). The Sedona City Council meetings are recorded and may be viewed on the City of Sedona website. If you permit your child to attend/participate in a televised City Council meeting, a recording will be made. You may exercise your right not to consent by not allowing your child to attend/participate in the meeting.

Page 2, City Council Meeting Agenda Continued

9. EXECUTIVE SESSION

Upon a public majority vote of the members constituting a quorum, the Council may hold an Executive Session that is not open to the public for the following purposes:

- a. To consult with legal counsel for advice on matters listed on this agenda per A.R.S. § 38-431.03(A)(3).
- b. Return to open session. **Discussion/possible** action on executive session items.

10. ADJOURNMENT

Posted: 03/20/25 By: MG

JoAnne Cook, CMC, City Clerk

CITY COUNCIL CHAMBERS
102 ROADRUNNER DRIVE, SEDONA, AZ

Action Minutes
Regular City Council Meeting
City Council Chambers, Sedona City Hall,
102 Roadrunner Drive, Sedona, Arizona
Tuesday, March 11, 2025, 4:30 p.m.

1. Call to Order/Pledge of Allegiance/Moment of Silence

Mayor Jablow called the meeting to order at 4:30 p.m.

Council Present: Mayor Scott Jablow, Vice Mayor Holli Ploog, Councilor Melissa Dunn, Councilor Brian Fultz, Councilor Pete Furman, Councilor Kathy Kinsella, and Councilor Derek Pfaff.

Staff Present: City Manager Anette Spickard, Deputy City Manager Andy Dickey, City Attorney Kurt Christianson, Assistant City Attorney Monique Coady, Associate Engineer Bob Welch, Director of Public Works/City Engineer Kurt Harris, Housing Manager Jeanne Blum, Director of Financial Services Barbara Whitehorn, Police Chief Stephanie Foley, Police Support Services Manager Erin Loeffler, Tourism Manager Andrew Grossman, Procurement Officer Ian Coubrough, Assistant Director of Public Works Sandy Phillips, Assistant Project Manager Gillian Arnold, Deputy City Clerk Marcy Garner, and City Clerk JoAnne Cook.

2. Roll Call/Moment of Art

Nancy Lattanzi introduced Sculptor Susan Kliwer. A video was played of an interview with Susan where she shared the early beginnings and the journey of her artist career. Susan thanked City Council and Sedona for their support.

3. Consent Items

- a. **Minutes - February 11, 2025 City Council Regular Meeting.**
- b. **Minutes - February 25, 2025 City Council Special Meeting - Executive Session.**
- c. **Minutes - February 25, 2025 City Council Regular Meeting.**
- d. **Minutes - February 26, 2025 City Council Special Meeting.**
- e. **AB 3193 Approval of a contract amendment for professional services with Paradigm Design, PC for the SIM-11t Coffee Pot Shared Use Path Improvements in the amount of \$97,500 (\$134,150 New Total Contract Value).**
- f. **AB 3197 1) Approve acceptance of the FY 2022 Emergency Management Performance Grant (EMPG) in the amount of \$42,239.49, and 2) Approve the Subrecipient Agreement between the Sedona Police Department and the Arizona Department of Emergency and Military Affairs (DEMA) as administrator of the grant funds.**
- g. **AB 3203 Approval of a contract amendment for professional services with Huitt-Zollars for the SIM-11m Dry Creek Shared Use Path Improvements in the amount of \$13,900 (\$113,600 New Total Contract Value).**
- h. **AB 3189 Approval of an Ordinance amending Sedona City Code Chapter 2.20 Council Procedures, Sections 2.20.090 (Robert's Rules of Order Revised) and 2.20.100 (Suspension of Rules), and proposed amendments to the**

Sedona City Council Rules of Procedures and Polices.

- i. AB 3198 Approval for adoption of a new Fund Balance & Reserves Policy, superseding the Policy adopted on June 27, 2023.**

Councilor Kinsella requested item 3g AB 3203 be pulled from the agenda for public comment and Councilor Ploog requested item 3i AB 3198 be pulled from the agenda.

Motion: Councilor Kinsella moved to approve consent items 3a, 3b, 3c, 3d, 3e, 3f, and 3h. Seconded by Councilor Fultz. Vote: Motion passed with seven (7) in favor (Jablow, Ploog, Dunn, Fultz, Furman, Kinsella, Pfaff) and zero (0) opposed.

Dyanna Nichols, Sedona, spoke on behalf of the Kachina subdivision residents. She voiced concerns with traffic and the impact the lack of a left hand turn lane now presents since it was removed, and requested the turn lane be returned at the entrance to the subdivision.

Andy Dickey stated the turn lane will be considered during the planning stage of the project.

Motion: Councilor Kinsella moved to approve consent item 3g. Seconded by Councilor Fultz. Vote: Motion passed with seven (7) in favor (Jablow, Ploog, Dunn, Fultz, Furman, Kinsella, Pfaff) and zero (0) opposed.

Questions and comments from City Council regarding item 3i AB 3198.

Presentation by Barbara Whitehorn.

Motion: Vice Mayor Ploog moved to approve consent item 3i. Seconded by Councilor Kinsella. Vote: Motion passed with seven (7) in favor (Jablow, Ploog, Dunn, Fultz, Furman, Kinsella, Pfaff) and zero (0) opposed.

4. Appointments- None.

5. Summary of Current Events by Mayor/Councilors/City Manager & Council Assignments

a. Executive Session Report – None.

Councilor Pfaff-

- Attended Annual Sedona Recycles meeting. Sedona Recycles is thankful for the City's support.

Councilor Furman-

- Saturday, March 22nd is World Water Day. There is an event at Slide Rock State Park, 9:00 a.m. – 1:00 p.m., all are invited to attend.

Councilor Kinsella-

- Mad Artist Pottery Show has been rescheduled.
- St. Patrick's Day Parade is Saturday at 10:00 a.m. at Jordan Road, all invited to attend.

Mayor Jablow-

- Attended Mayors and Managers Meeting with Anette Spickard.

Anette Spickard-

- Verde Valley region fire districts working on a Community Risk Reduction Plan.
- Sedona Fire District sponsoring a Community Forum April 22nd at the Sedona Performing Arts Center.
- Sustainability Department holding Firewise Workshops March 24th and 25th.
- Thursday, March 13th Sedona Women sponsoring Wildfire Preparedness event for the community at St. Andrew's Episcopal Church at 10:00 a.m.

6. Public Forum

Public Forum opened at 5:03 p.m.

Deborah Wilkie, Sedona, spoke regarding her inability to provide pick up and drop off services at the Soldier Pass Trailhead.

Closed Public Forum at 5:06 p.m.

7. Proclamations, Recognitions & Awards – None.

8. Regular Business

- AB 3194 Discussion/possible action/direction on visitor services for the Tourism Program, and approval of a 1-year contract with the Greater Sedona Chamber of Commerce for continued operations of the Uptown Visitor Center in the amount of \$351,440 for FY 2026, and the option to renew for FY 2027 in the amount of \$358,892, and purchase of digital kiosks and associated costs in the amount of \$115,000.**

Presentation by Lauren Brown, Andrew Grossman, and David Key, President and CEO of the Sedona Chamber of Commerce.

Questions and comments from City Council.

Opened to the public at 6:23 p.m.

The following spoke in favor of the contract and the kiosks center:

Craig Swanson, Sedona, and Tourism Advisory Board member, Cheryl Barron, Sedona, Victoria Latwiski, Cottonwood, and Uptown Visitor Center volunteer.

Dyanna Nichols, Sedona, spoke in favor of the kiosks.

Brought back to City Council at 6:35 p.m.

Questions and comments from City Council.

Motion: Councilor Kinsella moved to approve a contract for services with the Greater Sedona Chamber of Commerce in the amount of \$351,440 for the operations of the Visitor Center for fiscal year 2026, with an option to renew in fiscal year 2027 in the amount of \$358,892. Seconded by Vice Mayor Ploog. Vote: Motion passed with seven (7) in favor (Jablow, Ploog, Dunn, Fultz, Furman, Kinsella, Pfaff) and zero (0) opposed.

Motion: Councilor Kinsella moved to approve the purchase of digital kiosks in fiscal year 2025 for \$115,000. Seconded by Vice Mayor Ploog. Vote: Motion passed

with six (6) in favor (Jablow, Ploog, Dunn, Fultz, Furman, Kinsella) and one (1) opposed (Pfaff).

Break at 7:03 p.m. Reconvened at 7:25 p.m.

- b. **AB 3148 Discussion/possible action regarding approval of an award of 25-12RFP to HS Development Partners, LLC for a 9% LIHTC Multifamily Housing development at 2411 W. State Route 89A, and approval of a Lease Option Agreement, contingent upon receiving a 9% LIHTC award and successfully negotiating a Lease Agreement with the City.**

Presentation by Jeanne Blum and Matt Shoemaker, HS Development Partners, LLC.

Questions and comments from City Council.

Opened to the public at 8:08 p.m.

The following spoke in favor of the development:

Cheryl Barro, Sedona, David Key, Sedona, and President and CEO of the Sedona Chamber of Commerce, and Linda Martinez, Sedona.

Brought back to City Council at 8:15 p.m.

Comments and questions from City Council.

Motion: Vice Mayor Ploog moved to approve award of 25-12 RFP LIHTC Development & Management to HS Development Partners, LLC to develop a 9% LIHTC Multifamily Housing development at 2411 W. State Route 89A and approval of a Lease Option Agreement contingent upon HS Development Partners receiving a 9% LIHTC award and successfully negotiating a Lease Agreement with the City. Seconded by Councilor Kinsella. Vote: Motion passed with seven (7) in favor (Jablow, Ploog, Dunn, Fultz, Furman, Kinsella, Pfaff) and zero (0) opposed.

- c. **AB 3200 Discussion/possible action regarding adoption of a Capital Assets Policy.**

Presentation by Barbara Whitehorn.

Questions and comments from City Council.

Motion: Councilor Kinsella moved to adopt the proposed Capital Assets Policy. Seconded by Dunn. Vote: Motion passed with seven (7) in favor (Jablow, Ploog, Dunn, Fultz, Furman, Kinsella, Pfaff) and (0) opposed.

- d. **AB 3202 Discussion/possible action regarding a Customer Construction Agreement for Line Extension, Removal, Relocation, Conversion or Conduit with Arizona Public Service Company for the Forest Road Connection Project and Uptown Parking Garage in the amount of \$438,009.33.**

Presentation by Kurt Harris and Bob Welch.

Questions and comments from City Council.

Motion: Councilor Dunn moved to approve the Customer Construction Agreement with Arizona Public Service Company, in the amount of \$438,009.33. Seconded by

Vice Mayor Ploog. Vote: Motion passed with seven (7) in favor (Jablow, Ploog, Dunn, Fultz, Furman, Kinsella, Pfaff) and (0) opposed.

- e. AB 3192 Discussion/possible action regarding approval of an Ordinance amending Sedona City Code Chapter 5.25 Short Term-Rental (STR) Regulation.**

Presentation by Teresah Arthur and Kurt Christianson.

Questions and comments from City Council.

Opened to the public at 8:57 p.m.

Dyanna Nichols, Sedona, shared the Verde Valley Realtors Association and the National MLS paid for a study on the impact of short-term rentals, she encouraged all to read the results.

Cameron Wylde, Sedona, spoke against the new Section 5.25.50.G.

Brought back to City Council at 9:03 p.m.

Comments and questions from City Council.

By majority consensus, City Council directed staff clarify the new Section 5.25.50.G, and bring it back for approval in two weeks.

- f. AB 3188 Discussion/possible direction/action regarding proposed State legislation, short-term rental legislation, lobbying efforts, and State budget and their potential impact on the City of Sedona.**

Presentation by Kurt Christianson.

No direction/action.

- g. AB 3066 Discussion/possible action regarding future meeting/agenda items.**

JoAnne Cook advised that no City Council meeting will be held tomorrow.

9. Executive Session

Upon a public majority vote of the members constituting a quorum, the Council may hold an Executive Session that is not open to the public for the following purposes:

- a. To consult with legal counsel for advice on matters listed on this agenda per A.R.S. § 38-431.03(A)(3).**
- b. Return to open session. Discussion/possible action on executive session items.**

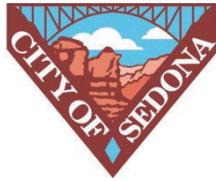
10. Adjournment

Mayor Jablow adjourned the meeting at 9:27 p.m. without objection.

I certify that the above are the true and correct actions of the Regular City Council Meeting held on March 11, 2025.

JoAnne Cook, CMC, City Clerk

Date



City of Sedona Proclamation Request Form

Full Name of Contact Person	Don Clarke
Contact Phone Number	928-522-3699
Contact Mailing Address	195 Pebble Drive, Sedona, AZ 86336
Contact Email Address	donclarke32@gmail.com
Group, Organization, Activity or Event Being Recognized (Please make sure you provide complete and current information about the group or event)	Sedona Area Veteran & Community Outreach (SAVCO)
Website Address (if applicable)	www.savco.org
Name of the sponsor(s) of the Proclamation (2 Council members or the City Manager)	Pete Furman Scott Jablow
What is the proclaimed day, days, week or month? (e.g. 10/11/12, October 11-17, 2012, October 2012)	March 29, 2025
Would you like to attend a Council meeting for formal presentation of the Proclamation or would you like to pick it up?	Presentation at Meeting Pick up Proclamation
If you would like the Proclamation presented at a Council meeting, please provide the full name and contact information (phone number and email address) of the party who will accept it on behalf of the group.	Don Clarke

Provide information about the organization/event including a mission statement, founding date, location and achievements.

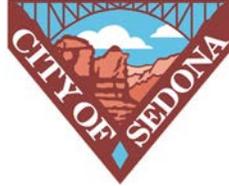
The purpose of the Sedona Area Veteran & Community Outreach (SAVCO) is to foster and engage in civic and social activities within the Sedona community that are patriotic and nonpolitical in nature; provide support that benefits veterans in need; and support local 501(c)(3) organizations.

Please explain why this Proclamation and any events accompanying it are important to the Community and are consistent with the City's vision statement and Community Plan goals. What is the clear reason for the Proclamation and why are you requesting this honor? What activities/events are planned around this Proclamation and how do you plan to promote this to the community?

Vietnam War Veterans Day honors the veterans who served in the Vietnam War, several of whom make Sedona their home. This day gives every American the opportunity to say 'thank you' to the veterans who returned home.

Please include a draft of the proposed Proclamation with this request, preferably a Word file in electronic format.

Office of the Mayor



**Proclamation
Vietnam War Veterans Day
March 29, 2025**

WHEREAS, President Donald Trump signed into law the Vietnam War Veterans Recognition Act of 2017; and

WHEREAS, this law officially designates March 29th as the day on which Americans will observe Vietnam War Veterans Day each year; and

WHEREAS, Vietnam War Veterans Day provides every American the opportunity to recognize, with great pride and admiration, the service, sacrifice and bravery of the men and women of the United States Armed Forces who fought in this Southeast Asian conflict to protect our great nation and preserve democracy; and

WHEREAS, Vietnam War Veterans Day provides each American the opportunity to proudly display the American Flag – the greatest symbol of freedom the world has ever known – to honor the over three million veterans who served in combat and support operations for eleven years; and

WHEREAS, Vietnam War Veterans Day provides each American the opportunity to pray for the over fifty eight thousand U.S. troops killed or missing in action and the hundreds of thousands wounded and injured; and

WHEREAS, Vietnam War Veterans Day gives every American the opportunity to say: “Thank you and welcome home” to veterans who returned home perhaps not to a hero’s welcome, but to a divided nation, and were often met with hostility or indifference.

NOW, THEREFORE, I, SCOTT JABLOW, MAYOR OF THE CITY OF SEDONA, ARIZONA, ON BEHALF OF THE SEDONA CITY COUNCIL, do hereby proclaim March 29, 2025, as VIETNAM WAR VETERANS DAY. Issued this 25th day of March 2025.

Scott M. Jablow, Mayor

ATTEST:

JoAnne Cook, CMC, City Clerk



**CITY COUNCIL
AGENDA BILL**

**AB 3196
March 25, 2025
Consent Items**

Agenda Item: 3c
Proposed Action & Subject: Approval of recommendation regarding a new Series 11 Hotel/Motel Liquor License for Sedona Real Inn & Suites, located at 95 Arroyo Pinon Drive, Sedona, AZ (file # 23597615).

Department	City Clerk
Time to Present	N/A
Total Time for Item	
Other Council Meetings	N/A
Exhibits	Liquor License Application is available for review in the City Clerk's office.

Finance Approval	Reviewed 3/10/25 BGW	Expenditure Required
City Attorney Approval	Reviewed 3/12/25 KWC	
City Manager's Recommendation	Recommend approval ABS 3/17/25	
		Amount Budgeted
		\$ 0
		\$ 0
		Account No. N/A (Description)

SUMMARY STATEMENT

Background: State liquor laws require Sedona's City Council to forward a recommendation for approval or denial of applications for liquor licenses.

The City has received an application for a new Series 11 Hotel/Motel Liquor License for Sedona Real Inn & Suites, located at 95 Arroyo Pinon Drive, Sedona, AZ (file # 23597615). The liquor license application is available for review and inspection in the City Clerk's office or by email.

A Series 11 Liquor License is a non-transferable, on-sale retail privileges liquor license which allows the holder of a hotel/motel license to sell and serve all types of spirituous liquor solely for consumption on the premises of a hotel or motel that has a restaurant where food is served on the premises. The restaurant on the licensed premises must derive at least forty percent (40%) of its gross revenue from the sale of food. The holder of this license may sell spirituous liquor in sealed containers in individual portions to its registered guests at any time by means of a minibar located in the guest rooms of registered guests. The registered guest must be at least twenty-one (21) years of age. Access to the minibar is provided by a key or magnetic card device and may not be furnished to a guest between the hours of 2:00 a.m. and 6:00 a.m.

Community Development, Finance, the Sedona Police Department (SPD), and Sedona Fire District (SFD) have conducted a review of the application. No objections regarding its approval were noted.

Community Plan Consistent: Yes - No - Not Applicable

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s): Recommend denial of a new Series 11 Hotel/Motel Liquor for Sedona Real Inn & Suites, located at 95 Arroyo Pinon Drive, Sedona, AZ (file # 23597615). Reasons for a recommendation of denial would need to be specified.

MOTION

I move to: recommend approval of a new Series 11 Hotel/Motel Liquor License for Sedona Real Inn & Suites, located at 95 Arroyo Pinon Drive, Sedona, AZ (file # 23597615).



**CITY COUNCIL
AGENDA BILL**

**AB 3192
March 25, 2025
Consent Items**

Agenda Item: 3d
Proposed Action & Subject: Approval of an Ordinance amending Sedona City Code Chapter 5.25 Short Term-Rental (STR) Regulation.

Department	City Clerk/City Attorney, Teresah Arthur/Kurt Christianson
Time to Present	N/A
Total Time for Item	N/A
Other Council Meetings	July 12, 2022; November 22, 2022; March 11, 2025
Exhibits	A. Ordinance B. 2025 Amendments to SCC Chapter 5.25 STR Regulation

Finance Approval	Reviewed BGW	Expenditure Required	
City Attorney Approval	Reviewed 3/12/25 KWC		\$ 0
City Manager's Recommendation	Recommend approval ABS 3/17/25		Amount Budgeted
		\$ 0	
		Account No. (Description)	

SUMMARY STATEMENT

Background:

From 1995 until 2016, the City of Sedona, by ordinance, prohibited the rental of residential properties for less than thirty (30) days. In May 2016, the legislature passed, and the Governor signed SB 1350, which prohibited cities and towns from banning short-term rentals. In response to concerns from cities and towns in the wake of SB 1350, the Governor signed HB 2672 in May 2019. HB 2672 imposed certain minimal restrictions on STR use. After further pursuit of additional regulatory authority by cities and towns in the 2022 legislative session, the legislature passed and the Governor signed SB 1168, which became effective on September 24, 2022. Although SB 1168 still prohibits cities and towns from banning or limiting STRs, the legislation does give cities and towns limited regulatory authority and fee authority.

At a city council meeting on November 22, 2022, the City Council voted to adopt an amendment to Sedona City Code Chapter 5.25 Short Term Rental Regulation to include the implementation of SB 1168.

The implementation was launched on February 15, 2023, as the short-term rental permitting program.

After two years of use, City staff have identified some amendments to the current ordinance to allow for more effective regulation within the scope of the current law:

5.25.030 Permit required – Renewal.

- A. **Permit Required. Each short-term rental requires its own city-issued short-term rental permit.** No person shall advertise or operate a short-term rental in the city without a valid annual short-term rental permit issued by the city. **Renting, offering for rent, booking or hosting guests at** a short-term rental without complying with the permit requirement in this section is prohibited. In addition to any other penalty imposed pursuant to the city code, any property that operates as a short-term rental and fails to apply for a short-term rental permit in accordance with this section, must cease operations immediately.
- G. **Term of Permit.** All permits issued under this chapter shall be valid for a period of one year from the date of their issuance unless suspended or revoked. It shall be unlawful for any person to operate a short-term rental after the expiration date recorded on the face of the permit. **Renewed permits shall be valid for one year from the expiration date of the previous permit. Permits renewed late, after the expiration date of the previous shall be subject to penalties, and the start date of the renewed permit shall be dated to the expiration date of the previous permit.**
- H. **Nontransferable.** No permit shall be transferable either as to location or as to a person. **A new permit is required if the ownership of a business, trust, corporation or a company owning a short-term rental changes. "Ownership" means any right, title or interest in the business, trust, corporation or company. Sale of a short-term rental requires the selling owner to take down all short-term rental advertisements at the time of sale.**

5.25.50 Use Regulations

C. No person or entity shall operate a short-term rental in violation of this chapter or other law. In addition, the use of a short-term rental property for any of the following uses or purposes is strictly prohibited:

- **2. Holding a special event that requires a permit or license pursuant to city code or state law or rule or advertising a short-term rental property as available to be used for special events including for weddings or wedding receptions.**

G. An Accessory Dwelling Unit, as defined in the Sedona Land Development Code, including any guesthouse or casita with a full kitchen, may not be used as a short-term rental unless the owner uses the property as the owner's primary residence.

The full amendments with the red line edits are attached as **Exhibit B: 2025 Proposed Amendments to SCC Chapter 5.25 Short-Term Rental Regulations.**

The proposed amendments do not create a new ordinance, but merely update an existing ordinance, and so, pursuant to SCC 2.25.040, may be adopted at one public meeting.

Timeline

The revisions to this ordinance will be effective April 12, 2025. The city’s third-party vendor GovOS has added functionality that supports the amended approach to renewed permits and current software operations support the remaining amendments.

Permit Fees

The annual permit fee was raised to \$210 effective January 10, 2025, and published in the City’s Consolidated Fee schedule. The adjusted fee reflects the current expense of issuing permits.

Penalties

The city may impose civil penalties on STRs that fail to comply with any requirement outlined in Chapter 5.25 Short-Term Rental Regulation, to include all amendments as of their effective date. The amounts charged for first, second and third penalties will continue, consistent with current practices.

Implementation

As of December 31, 2024, there are 1,211 identified STRs within city limits and 1,201 permitted short-term rentals. (Sedona is at 99% permit compliance).

- The Short-Term Rental Specialist will continue to monitor reporting from the 24/7 short-term rental complaints hotline, routing applicable violations to Code Enforcement for review and possible citation, and watching for repeating patterns of violation.
- The proposed amendments will integrate into the current short-term rental monitoring and permitting program. The STR Specialist will continue to work in partnership with Code Enforcement to provide evidence of non-compliance that could lead to citations and further enforcement actions consistent with amended city code requirements.
- The STR Specialist will continue to provide education and customer service to owners, property managers, residents, and the community, working to further compliance and understanding of the city’s short term rental program.

While not an allowable expense under the permit fee calculation, additional Code Enforcement resources will be needed to enforce the various provisions of the amended ordinance, A decision package has been submitted to request additional resources during the FY26 budget process.

Budget

The STR Monitoring & Administration Program was included in the FY26 budget. The submitted FY26 decision package is written to cover the costs of augmenting the enforcement aspect of the current program.

At the March 11, 2025 City Council meeting, Council tentatively agreed to the proposed changes but directed staff to make the new Section 5.25.50.G more clear and to bring the changes back to them for adoption at the March 25, 2025 meeting.

Climate Action Plan/Sustainability Consistent: Yes - No - Not Applicable

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s): Not adopt the proposed amendments.

MOTION

I move to: adopt Ordinance No.2025-___, an ordinance of the Mayor and Council of the City of Sedona, Arizona adopting amendments to the Sedona City Code Chapter 5.25 (Short-Term Rental Regulation).

ORDINANCE NO. 2025-____

AN ORDINANCE OF THE CITY OF SEDONA, ARIZONA, DECLARING THE DOCUMENT TITLED “2025 AMENDMENTS TO SEDONA CITY CODE CHAPTER 5.25, SHORT-TERM RENTAL REGULATION” AS A PUBLIC RECORD, ADOPTING THE SAME BY REFERENCE, AND AMENDING THE SEDONA CITY CODE AS SET FORTH THEREIN; PROVIDING FOR PENALTIES, SEVERABILITY, AND REPEAL OF CONFLICTING ORDINANCES; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City deems it necessary to adopt certain amendments to Sedona City Code Chapter 5.25 Short-Term Rental Regulation in the best interests of the public.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SEDONA, ARIZONA, as follows:

Section 1. Adoption. That certain document titled the “2025 Amendments to Sedona City Code Chapter 5.25, Short-Term Rental Regulation” (“SCC STR Regulation Amendment”), of which one paper copy and one electronic copy are maintained, in compliance with A.R.S. § 44-701, on file in the office of the City Clerk as required by A.R.S. § 9-802, and available for public use and inspection during normal business hours, is hereby declared to be a public record and said copies thereof are hereby ordered to remain on file with the City Clerk. The Sedona City Code Chapter 5.25, Short-Term Rental Regulation, Sections 5.25.030 (Permit Required - Renewal), 5.25.050 (Use Regulations), and 5.25.120 (Penalties) is hereby amended as set forth in the SCC STR Regulation Amendment, which is hereby referred to, adopted, and made a part hereof as if fully set forth herein.

Section 2. Severability. If any section, subsection, sentence, clause, phrase, or portion of this ordinance or any part of the SCC STR Regulation Amendment adopted herein is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

Section 3. Repeal. All other Code provisions, ordinances, parts of ordinances in conflict with the provisions of this ordinance, are hereby repealed to the extent of such conflict as of the effective date hereof.

Section 4. Penalties.

- A. Any violation, or causing, permitting, facilitating, aiding, or abetting any violation of any provision of this Ordinance, or failure to comply with this Ordinance, is punishable as a misdemeanor, and shall also constitute a civil offense as set forth in SCC 1.15.010. Any person who admits to, or is found responsible for, a civil or criminal offense pursuant to this Ordinance shall be subject to a penalty in the minimum amount of \$500.00.
- B. The remedies in this Ordinance are cumulative and the city may proceed under one or more such remedies.
- C. Verified Violation Penalties. In addition to any other penalty imposed pursuant to the city code, and notwithstanding any other law, the city may impose a civil penalty of the following amounts against an owner if the owner or owner’s designee causes, allows, facilitates, aides, or abets a verified violation of any provision of this Ordinance or fails to perform any act or duty required by this Ordinance, related to the same short-term rental property within the same 12-month period:
 - 1. Up to \$500.00 or up to an amount equal to one night’s rent for the short-term rental as advertised, whichever is greater, for the first violation.
 - 2. Up to \$1,000 or up to an amount equal to two nights’ rent for the short-term rental as advertised, whichever is greater, for the second violation.
 - 3. Up to \$3,500 or up to an amount equal to three nights’ rent for the short-term rental as advertised, whichever is greater, for a third and any subsequent violation.

If multiple violations arise out of the same response to an incident at a short-term rental, those violations

are considered one violation for the purpose of assessing civil penalties pursuant to this subsection.

- D. In addition to any penalty imposed pursuant to this Ordinance, the city may impose a civil penalty of up to \$1,000 per month against the owner or owner’s designee if the owner or owner’s designee fails to apply for a short-term rental permit within 30 days of receiving written notice of such requirement. Representations or advertisements including online listings that reference the short-term rental property, house or dwelling unit location within the city is prima facie evidence that a short-term rental is operating in the city.
- E. In addition to any other penalty pursuant to the city code, an owner or owner’s designee shall be subject to civil penalties of up to \$1,000 for every 30 days the owner or owner’s designee fails to provide emergency point of contact information to the city as required per SCC 5.25.040. Before imposing the initial civil penalty, the city shall provide 30 days’ notice to the owner or owner’s designee by emailing a notice of violation to the email address that was provided to the city.
- F. In addition to any other penalty pursuant to city code, an online lodging marketplace shall be subject to civil penalties of up to \$2,500 for every day that the online lodging marketplace fails to remove a short-term rental advertisement from the online lodging marketplace’s website after requested by the owner.
- G. A civil penalty assessed pursuant to this Ordinance shall be due within 30 days of the initial notice sent to the owner or owner’s designee. For purposes of this Ordinance, notice may be served on the owner or owner’s designee per SCC 1.15.010(D)(2)(e) or by email. Service of the notice will be deemed complete upon posting of and mailing to the address of the short-term rental or emergency point of contact, email, or receipt of personal service on the owner or owner’s designee.
- H. The amount of the permit fee and any penalty imposed by the provisions of this Ordinance shall be deemed a debt to the city. An action may be commenced in the name of the city in any court of competent jurisdiction for the amount of any delinquent permit fee and penalties.

Section 5. Effective Date. The effective date of this Ordinance shall be 30 days following adoption by the City Council.

PASSED AND ADOPTED by the Mayor and Council of the City of Sedona, Arizona, this _____ day of _____, 2025.

Scott M. Jablow, Mayor

ATTEST:

JoAnne Cook, CMC, City Clerk

APPROVED AS TO FORM:

Kurt W. Christianson, City Attorney

Chapter 5.25 SHORT-TERM RENTAL REGULATION

Sections:

- 5.25.010 Purpose – Administration – Enforcement.**
- 5.25.020 Definitions.**
- 5.25.030 Permit required – Renewal.**
- 5.25.040 Emergency contact.**
- 5.25.050 Use regulations.**
- 5.25.060 Neighbor notification required.**
- 5.25.070 Advertisement requirements.**
- 5.25.080 Posting on the property required.**
- 5.25.090 Insurance required.**
- 5.25.100 Background checks required.**
- 5.25.110 Permit suspensions.**
- 5.25.120 Penalties.**
- 5.25.130 Appeals.**
- 5.25.140 Judicial relief.**

[Code 2006 § 8-4-1].

5.25.010 Purpose – Administration – Enforcement.

A. The city of Sedona is committed to maintaining its small-town character, scenic beauty, and natural resources that are the foundation of its economic strength and quality of life. This chapter is adopted to protect the public peace, health, safety, and welfare of the city’s residents and visitors by enacting reasonable regulations of short-term rentals consistent with A.R.S. Section [9-500.39](#) and to help mitigate harmful abuses associated with short-term rentals. Such reasonable regulations include requiring:

Exhibit B

“2025 AMENDMENTS TO SEDONA CITY CODE CHAPTER 5.25, SHORT-TERM RENTAL REGULATION”

1. Permitting of short-term rentals;
2. Compliance with zoning, safety, and nuisance standards;
3. Disclosure of contact information of the property owner or owner’s designee responsible for responding to complaints, incidents, and emergencies associated with a short-term rental;
4. Notification to neighboring properties that a property will be used as a short-term rental;
5. Prohibition of the use of short-term rentals for illegal and harmful purposes; and
6. Implementation of an administrative process to suspend short-term rental permits and reasonable civil penalties for the misuse of short-term rentals.

B. It is the responsibility of the short-term rental specialist to administer the provisions of this chapter, including the issuance, denial, and suspension of licenses. Pursuant to these responsibilities, the short-term rental specialist has the authority to create rules, regulations, and policies consistent with the purpose of this chapter and to develop the necessary forms and database to implement this chapter. The Sedona police department, code compliance, and any other city department, division, or official designated by the city manager is authorized to enforce the provisions of this chapter. [Code 2006 § 8-4-2. Ord. 2008-01, 1-22-2008; Ord. 2016-06 § 1, 10-11-2016; Res. 2016-29 Exh. A, 10-11-2016; Ord. 2016-12 § 1, 12-13-2016; Res. 2016-37 Exh. A, 12-13-2016; Ord. 2018-02 § 1, 1-9-2018; Res. 2018-02 Exh. A, 1-9-2018; Ord. 2018-09 § 1, 5-22-2018; Res. 2018-15 Exh. A, 5-22-2018; Ord. 2019-08 § 1, 11-26-2019 ([Res. 2019-22](#)); Res. 2019-22 Exh. A, 11-26-2019; Ord. 2022-11 § 1, 11-22-2022; Res. 2022-36 Exh. A, 11-22-2022. Formerly 5.25.020].

5.25.020 Definitions.

The terms of this chapter have the below meanings, whether or not the term is capitalized, unless the context requires otherwise. Words in the present tense include the future tense, words in the plural number include the singular number, and words in the singular number

Exhibit B

“2025 AMENDMENTS TO SEDONA CITY CODE CHAPTER 5.25, SHORT-TERM RENTAL REGULATION”

include the plural number. The term “including” means “including but not limited to” or “including without limitation.” The term “shall” means a requirement or mandate. All references to laws or regulations mean such laws and regulations as amended or replaced. Definitions set forth in this section apply only to this chapter and do not affect and are not to be applied to any other chapter of the Sedona City Code.

“Advertisement” means any method of soliciting the use of property for short-term rental purposes.

“Applicant” means the owner or owner’s designee who applies with the city for a permit or renewal of a permit.

“City code” means the Sedona City Code and the Sedona Land Development Code.

“Days” shall mean calendar days unless stated otherwise.

“Emergency point of contact” means the owner or individual designated by the owner to: (1) serve as the local 24-hour emergency point of contact for the short-term rental; and (2) respond to complaints and emergencies relating to the short-term rental in a timely manner as required by this chapter.

“Guest” means a person who makes transient use of a short-term rental. For the purposes of this chapter, any person who makes payment for the use of a short-term rental, any person identified on the rental agreement for a short-term rental, any person who sleeps or plans to sleep overnight in a short-term rental, and any person present in a short-term rental after 10:00 p.m. are each presumed to be a guest of that short-term rental.

“Neighbor notification” means the written notice provided by the owner to each single-family residential property adjacent to the short-term rental property, directly across from the short-term rental property, and diagonally across the street of the short-term rental property that includes the valid permit number issued by the city, the physical address of the short-term rental, and the name, address, and 24-hour telephone number of the emergency point of contact.

Exhibit B

“2025 AMENDMENTS TO SEDONA CITY CODE CHAPTER 5.25, SHORT-TERM RENTAL REGULATION”

“Nonresidential use” means any use that is not permitted in a residential zoning district pursuant to the Sedona Land Development Code and any use for which an entrant or guest pays an entrance fee.

“Online lodging marketplace” has the same meaning prescribed in A.R.S. Section [42-5076](#).

“Owner” means the owner of a short-term rental or, in the case of a short-term rental owned by a business entity, the natural persons legally authorized to execute contracts on behalf of that business entity.

“Owner’s designee” means an agent or representative of the owner, such as a landlord, statutory agent, or property manager, or other designee acting on behalf of the owner, who controls or otherwise regulates the occupancy or use of the short-term rental.

“Permit” or “short-term rental permit” means authorization from the city to operate a short-term rental as set forth in SCC [5.25.030](#).

“Person” means an individual, public entity, firm, corporation, partnership, limited liability company, trust, association, or any other business entity or juridical person, whether operating on a for-profit or nonprofit basis.

“Short-term rental” or “vacation rental” means any individually or collectively owned single-family or one- to four-family house or dwelling unit, or any unit or group of units in a condominium or cooperative that is also a transient public lodging establishment or owner-occupied residential home offered for transient use if the accommodations are not classified for property taxation under A.R.S. Section [42-12001](#). “Vacation rental” and “short-term rental” do not include a dwelling unit that is used for any nonresidential use, including for a special event that would otherwise require a permit or license pursuant to a city or town ordinance or a state law or rule or for a retail, restaurant, banquet space or other similar use.

“Special event” has the same meaning given to it in the Sedona Land Development Code.

“Timely manner” means:

Exhibit B

“2025 AMENDMENTS TO SEDONA CITY CODE CHAPTER 5.25, SHORT-TERM RENTAL REGULATION”

1. Within one hour of the initiation of contact with the emergency point of contact regarding a complaint, incident, or emergency associated with a short-term rental for which public safety personnel are dispatched; and
2. Within 24 hours of the initiation of contact with the emergency point of contact regarding all other complaints, incidents, and emergencies associated with a short-term rental. “Initiation of contact” means the first actual contact or documented attempt to contact, such as leaving a voicemail or sending an email to the designated emergency point of contact.

“Transaction privilege tax license” is the license issued by the state of Arizona pursuant to A.R.S. Title [42](#).

“Transient” means any person who either at the person’s own expense or at the expense of another obtains lodging space or the use of lodging space on a daily or weekly basis, or any other basis for less than 30 consecutive days.

“Transient lodging” means the business of operating for occupancy by transients a hotel or motel, including an inn, tourist home or house, dude ranch, resort, campground, studio or bachelor hotel, lodging house, rooming house, apartment house, dormitory, public or private club, mobile home or house trailer at a fixed location, or other similar structure, and also including a space, lot, or slab that is occupied or intended or designed for occupancy by transients in a mobile home or trailer furnished by them for such occupancy. Transient lodging does not include those exceptions identified in A.R.S. Section [42-5070\(B\)](#).

“Verified violation” means a finding of guilt or civil responsibility for violating any state law or local ordinance relating to a purpose prescribed in A.R.S. Section [9-500.39\(B\)](#) or [9-500.39\(K\)](#) that has been finally adjudicated. [Code 2006 § 8-4-3. Ord. 2008-01, 1-22-2008; Ord. 2016-06 § 1, 10-11-2016; Res. 2016-29 Exh. A, 10-11-2016; Ord. 2016-12 § 1, 12-13-2016; Res. 2016-37 Exh. A, 12-13-2016; Ord. 2018-02 § 1, 1-9-2018; Res. 2018-02 Exh. A, 1-9-2018; Ord. 2018-09 § 1, 5-22-2018; Res. 2018-15 Exh. A, 5-22-2018; Ord. 2019-08 § 1, 11-26-2019 ([Res. 2019-22](#)); Res. 2019-22 Exh. A, 11-26-2019; Ord. 2022-11 § 1, 11-22-2022; Res. 2022-36 Exh. A, 11-22-2022. Formerly 5.25.030].

“2025 AMENDMENTS TO SEDONA CITY CODE CHAPTER 5.25, SHORT-TERM RENTAL REGULATION”

5.25.030 Permit required – Renewal.

A. *Permit Required.* ~~Effective on February 15, 2023, no~~ Each short-term rental unit requires its own city-issued short-term rental permit. No person shall advertise or operate a short-term rental in the city without a valid annual short-term rental permit issued by the city. Renting, ~~or~~ offering for rent, ~~booking for rent, or hosting of guests, at~~ a short-term rental without complying with the permit requirement in this section is prohibited. In addition to any other penalty imposed pursuant to the city code, any property that operates as a short-term rental and fails to apply for a short-term rental permit in accordance with this section, must cease operations immediately.

B. *Permit Applications.* The owner or the owner’s designee of a proposed short-term rental shall submit to the city a permit application on a form furnished by the city. The permit application shall be signed by the applicant and shall contain the following minimum information, which shall be made publicly available:

1. The physical address of the short-term rental.
2. The name and contact information of the owner (address, email address, and telephone number). If the property owner is an entity, the legal name of the entity and name and contact information (address, email address, and telephone number) of its statutory agent.
3. The name and contact information (address, email address, and telephone number) of the owner’s designee, if any. The owner shall certify that the owner’s designee is authorized to act upon the owner’s behalf.
4. The name and contact information (address, email address, and telephone number) of the emergency point of contact.
5. Proof of a valid transaction privilege tax license for the short-term rental.
6. Acknowledgment by the owner of an agreement to comply with all applicable laws, regulations, and ordinances, including compliance with neighbor notification, evidence of

Exhibit B

“2025 AMENDMENTS TO SEDONA CITY CODE CHAPTER 5.25, SHORT-TERM RENTAL REGULATION”

liability insurance, and the requirement that the owner and each designee shall not be a registered sex offender.

C. *Permit Fee.* Every application, including any renewal application, for a short-term rental permit under this chapter shall be accompanied by payment of a nonrefundable fee prescribed in the city's then-current consolidated fee schedule.

D. *Permit Denial.* The city may deny issuance of a new short-term rental permit or renewal permit for any of the following reasons:

1. Failure to provide the information required under subsection [\(B\)](#) of this section;
2. Failure to pay the permit fee required under subsection [\(C\)](#) of this section;
3. The applicant provides false information;
4. The owner or designee of the owner:
 - a. Is a registered sex offender;
 - b. Has been convicted of any felony act that resulted in death or serious physical injury; or
 - c. Has been convicted of any felony use of a deadly weapon within five years of submitting the application; or
5. At the time of application, the owner has a suspended permit for the same short-term rental or any of the following applies: (a) one violation at the short-term rental that resulted in or constituted any of the offenses described in SCC [5.25.110\(A\)\(2\)](#); or (b) three violations of this chapter at a short-term rental within a 12-month period, not including an aesthetic, solid waste disposal or vehicle parking violation that is not also a serious threat to public health and safety.

E. *Notice of Denial – Appeal.* The city manager or designee shall give notice of the denial of an application to the applicant by emailing the notice to applicant at the email address listed on

Exhibit B

“2025 AMENDMENTS TO SEDONA CITY CODE CHAPTER 5.25, SHORT-TERM RENTAL REGULATION”

the application. The notice of the denial shall inform the applicant of the right to appeal the denial as provided for in SCC [5.25.130](#).

F. *Maintaining Accurate Information – Violations.* All applicants and persons holding permits issued pursuant to this chapter shall give prior written notice to the short-term rental specialist of any change in information submitted in connection with an application for a permit or renewal of a permit. The notice shall be provided to the short-term rental specialist within 10 days of the effective date of the change.

G. *Term of Permit.* All permits issued under this chapter shall be valid for a period of one year from the date of their issuance unless suspended or revoked. It shall be unlawful for any person to operate a short-term rental after the expiration date recorded upon the face of the permit. [Renewed permits shall be valid one year from the expiration date of the previous permit. Permits renewed late, after the expiration date of the previous permit shall received shall be subject to penalties, and the start date of the renewed permit shall be dated to the expiration date of the previous permit.](#)

H. *Nontransferable.* No permit shall be transferable either as to location or as to person. [A new permit is required if the ownership of a business, trust, corporation, or company owning a short-term rental changes. "Ownership" means any right, title or interest in the business, trust, corporation, or company. Sale of a short-term rental property requires the selling owner to take down all short-term rental advertisements at the time of sale.](#)

I. If the owner has received notice of violation of this chapter, any law or regulation, including disciplinary action against the permit, the application for renewal shall include a copy of the notice or disciplinary action.

J. A permit may not be renewed if there are causes for denial, suspension, revocation or other permitting sanctions as provided in this chapter.

K. Unless otherwise provided by law, the city may use any information obtained from a permit application for any lawful purpose including communicating information related to public health and safety, providing reminders regarding compliance with laws, and general city updates. [Ord. 2022-11 § 1, 11-22-2022; Res. 2022-36 Exh. A, 11-22-2022].

“2025 AMENDMENTS TO SEDONA CITY CODE CHAPTER 5.25, SHORT-TERM RENTAL REGULATION”

5.25.040 Emergency contact.

A. *Emergency Responses – Violations.* When requested by a police officer, emergency point of contact must affirmatively respond to complaints in person, by telephone, or by email within 60 minutes of the initiation of contact and assist to resolve the complaint. Failure of the emergency point of contact to respond in a timely manner is a violation of this chapter and the owner shall be deemed responsible for such violation.

B. *Non-emergency Responses – Violations.* The emergency point of contact shall respond to all other complaints relating to the short-term rental in person, by telephone, by email within 24 hours of the initiation of contact and assist to resolve the complaint. Failure of the emergency point of contact to respond in a timely manner is a violation of this chapter and the owner shall be deemed responsible for such violation.

C. *Maintaining Accurate Emergency Information.* All applicants and persons holding permits issued pursuant to this chapter shall give prior written notice to the short-term rental specialist of any change to the contact information provided to the city for the emergency point of contact. The notice shall be provided to the short-term rental specialist within 10 days of the effective date of the change. [Code 2006 § 8-4-5. Ord. 2008-01, 1-22-2008; Ord. 2016-06 § 1, 10-11-2016; Res. 2016-29 Exh. A, 10-11-2016; Ord. 2016-12 § 1, 12-13-2016; Res. 2016-37 Exh. A, 12-13-2016; Ord. 2018-02 § 1, 1-9-2018; Res. 2018-02 Exh. A, 1-9-2018; Ord. 2018-09 § 1, 5-22-2018; Res. 2018-15 Exh. A, 5-22-2018; Ord. 2019-08 § 1, 11-26-2019 ([Res. 2019-22](#)); Res. 2019-22 Exh. A, 11-26-2019; Ord. 2022-11 § 1, 11-22-2022; Res. 2022-36 Exh. A, 11-22-2022. Formerly 5.25.050].

5.25.050 Use regulations.

A. The Sedona Land Development Code district regulations shall be applied to a short-term rental, vacation rental, or transient lodging establishment in the same manner as other property classified under A.R.S. Sections [42-12003](#) and [42-12004](#) except as permitted by state law. The use of any short-term rental, vacation rental, or transient lodging establishment in any single-family residential district shall be limited to the uses identified in the Sedona Land Development Code for that particular zoning district.

Exhibit B

“2025 AMENDMENTS TO SEDONA CITY CODE CHAPTER 5.25, SHORT-TERM RENTAL REGULATION”

B. A short-term rental shall comply with federal, state, and local laws, including laws relating to public health and safety, sanitation, solid waste, hazardous waste, tax privilege licensing, property tax registration, traffic control, pollution control, noise, property maintenance, and nuisance abatement.

C. No person or entity shall operate a short-term rental in violation of this chapter or other law. In addition, the use of a short-term rental property for any of the following uses or purposes is strictly prohibited:

1. Any nonresidential use including operating a retail business, restaurant, event center, banquet hall or similar use or any other use prohibited by A.R.S. Section [9-500.39](#) or the city code.
2. Holding a special event that requires a permit or license pursuant to city code or state law or rule ~~or. Advertisement advertising of a short-term rental property as available to be used for special events an event venue, including for weddings or wedding receptions, is a violation of this chapter and the owner shall be deemed responsible for such violations.~~
3. Housing sex offenders.
4. Operating or maintaining a sober living home.
5. Selling or offering for sale, consideration, or entrance fee, liquor or illegal drugs.
6. Obscenity, operating an adult-oriented business, nude or topless dancing, or commercial display or production of pornography.
7. Any use that constitutes a substantial disturbance of the quiet enjoyment, and peace, health, safety or general welfare of private or public property through a nuisance party or unruly gathering, including, but not limited to, excessive noise or traffic, obstruction of public streets by crowds or vehicles, the service of alcohol to minors, fights, disturbances of the peace, litter, spirituous liquor served to, or in the possession of, or consumed by any minor, or where illegal drugs are in the possession of, or consumed by, any person.

Exhibit B

“2025 AMENDMENTS TO SEDONA CITY CODE CHAPTER 5.25, SHORT-TERM RENTAL REGULATION”

D. A short-term rental lacking a valid transaction privilege tax license issued by the state of Arizona shall not be rented or offered for rent.

E. *Health, Safety, and Sanitation.* To protect the health, safety, and general welfare of all short-term rental occupants, short-term rentals must meet the minimum standards for habitable structures set forth in the city code. The city may require inspection if it has a reason for concern that the short-term rental may not be compliant with the city code.

F. The failure of any owner’s designee to comply with this chapter shall not relieve the owner of liability under this chapter.

G. An **Accessory Dwelling Unit (ADU)** that is issued a certificate of occupancy on or after September 14, 2024, shall not be used as a short-term rental unless the property owner’s **primary residence** is the primary structure on the same property as the ADU. Guest quarters issued a certificate of occupancy prior to September 14, 2024 in compliance with all applicable requirements and that have not been modified without a required permit constitute a legal, nonconforming use, and may be used as a short-term rental regardless of whether the property owner uses the property as the owner’s primary residence. Guest quarters that have converted the **kitchenette** to a **kitchen**, or have been modified without a required permit, are an ADU and shall not be used as a short-term rental unless the property owner’s primary residence is the primary structure on the same property as the ADU.

5.25.060 Neighbor notification required.

A. *Neighbor Notification.* Prior to offering a short-term rental for rent or renting a short-term rental, the owner or designee shall provide neighbor notification to each single-family residential property adjacent to the short-term rental property, directly across from the short-term rental property, and diagonally across the street of the short-term rental property. The neighbor notification shall be provided in writing by certified mail, return receipt requested or hand delivered in the form required by the city and shall include the following minimum information:

Exhibit B

“2025 AMENDMENTS TO SEDONA CITY CODE CHAPTER 5.25, SHORT-TERM RENTAL REGULATION”

1. The short-term rental permit number issued by the city;
2. The short-term rental address; and
3. The name, physical address, email address, and 24-hour telephone number of the emergency point of contact.

B. *Additional Neighbor Notification Required.* Any change to the information provided under subsection (A) of this section shall require additional neighbor notification by the owner or designee within five calendar days of each change. The additional notification shall be provided in the manner required by subsection (A) of this section.

C. *Attestation.* Prior to offering a short-term rental for rent, the owner or designee shall provide to the city an attestation of compliance with the neighbor notification required by this section that includes the address of each property notified and manner of notification. [Ord. 2022-11 § 1, 11-22-2022; Res. 2022-36 Exh. A, 11-22-2022].

5.25.070 Advertisement requirements.

A. *Required Disclosure.* To protect the peace, health, safety, and general welfare of the city's residents and visitors, the owner or owner's designee shall be responsible for displaying the permit number issued by the city on each advertisement for such short-term rental. [Ord. 2022-11 § 1, 11-22-2022; Res. 2022-36 Exh. A, 11-22-2022].

5.25.080 Posting on the property required.

The following notice or other form provided by the short-term rental specialist must be completed in 14-point or larger bold font, on a laminated or otherwise similarly shielded paper, and prominently displayed on conspicuous location within 10 feet of the primary entrance. The notice shall include information regarding the location of any fire or life safety equipment such as fire extinguishers, and the city of Sedona noise and waste disposal regulations.

Exhibit B

“2025 AMENDMENTS TO SEDONA CITY CODE CHAPTER 5.25, SHORT-TERM RENTAL REGULATION”

NOTICE

USE OF THIS PROPERTY FOR ANY OF THE FOLLOWING PURPOSES IS PROHIBITED; VIOLATORS MAY BE SUBJECT TO SUBSTANTIAL PENALTIES:

1. Any nonresidential use including operating a retail business, restaurant, event center, banquet hall or similar use or any other use prohibited by A.R.S. § [9-500.39](#) or the city code.
2. Holding a special event that requires a permit or license pursuant to city code or state law or rule.
3. Housing sex offenders.
4. Operating or maintaining a sober living home.
5. Selling or offering for sale, consideration, or entrance fee, liquor or illegal drugs.
6. Obscenity, operating an adult-oriented business, nude or topless dancing, or commercial display or production of pornography.
7. Any use that constitutes a substantial disturbance of the quiet enjoyment, and peace, health, safety or general welfare of private or public property through a nuisance party or unruly gathering, including, but not limited to, excessive noise or traffic, obstruction of public streets by crowds or vehicles, the service of alcohol to minors, fights, disturbances of the peace, litter, spirituous liquor served to, or in the possession of, or consumed by any minor, or where illegal drugs are in the possession of, or consumed by, any person.

Your local emergency point of contact person’s name is _____ and can be reached by phone 24 hours a day, seven days a week, at _____.

City of Sedona Short-Term Rental Permit # _____.

[Ord. 2022-11 § 1, 11-22-2022; Res. 2022-36 Exh. A, 11-22-2022].

“2025 AMENDMENTS TO SEDONA CITY CODE CHAPTER 5.25, SHORT-TERM RENTAL REGULATION”

5.25.090 Insurance required.

A. *Required Insurance.* The owner, owner’s designee, or the online lodging marketplace platform shall maintain liability insurance appropriate to cover the short-term rental in the aggregate of at least \$500,000.

B. *Proof of Insurance.* Proof of the required liability insurance coverage shall be provided to the city upon a request by the city within 10 calendar days of a request from the city. [Ord. 2022-11 § 1, 11-22-2022; Res. 2022-36 Exh. A, 11-22-2022].

5.25.100 Background checks required.

A. No sex offender shall be permitted to rent or occupy the short-term rental. Owners who allow a sex offender at the short-term rental shall be found in violation of this section.

B. At least 24 hours prior to a guest’s check-in, the owner or owner’s designee shall conduct a sex offender background check on the booking guest; provided, however, that this requirement may be satisfied by the owner providing evidence that the online lodging marketplace on which the short-term rental is booked conducted a sex offender background check of the booking guest. The owner shall demonstrate compliance with this requirement by retaining a full copy of each background check for a minimum of 12 months after the booking date and providing the copy to the city upon a request.

C. The failure of an online lodging marketplace to conduct a background check shall not relieve the owner of liability under this section. [Ord. 2022-11 § 1, 11-22-2022; Res. 2022-36 Exh. A, 11-22-2022].

5.25.110 Permit suspensions.

A. *Permit Suspensions.* The short-term rental specialist shall suspend a short-term rental permit for up to 12 months for any of the following reasons:

Exhibit B

“2025 AMENDMENTS TO SEDONA CITY CODE CHAPTER 5.25, SHORT-TERM RENTAL REGULATION”

1. Three verified violations of this chapter within a 12-month period, not including any such violation based on an aesthetic, solid waste disposal or vehicle parking violation that is not also a serious threat to public health and safety.
2. One verified violation that results in or constitutes any of the following:
 - a. A felony offense committed at or in the vicinity of a short-term rental by the owner of the short-term rental or by the owner’s designee;
 - b. A serious physical injury or wrongful death at or related to a short-term rental resulting from the knowing, intentional or reckless conduct of the owner or the owner’s designee;
 - c. The owner or the owner’s designee knowingly or intentionally housing a sex offender, allowing offenses related to adult-oriented businesses, sexual offenses, or prostitution, or operating or maintaining a sober living home; or
 - d. The owner or the owner’s designee knowingly or intentionally allowing the use of a short-term rental for a special event that would otherwise require a permit or license pursuant to the city code or a state law or rule or for a retail, restaurant, banquet space or other similar use.

B. *Permit Suspension Process.* The short-term rental specialist shall give written notice to the owner or owner’s designee of the violation that may result in the suspension of the permit. The notice must include a description of the violation, the statutory or code reference, notification that a hearing may be requested within 15 days of service of notice, and a warning that failure to timely request a hearing in writing within 15 days may result in suspension of the short-term rental permit. The notice may be served on the owner or owner’s designee per SCC [1.15.010\(D\)\(2\)\(e\)](#) or by email. Service of the notice will be deemed complete upon posting of and mailing to the address of the short-term rental or emergency point of contact, email, or receipt of personal service on the owner or owner’s designee.

C. *Appeals.* A decision to suspend a permit may be appealed by the owner as set forth in SCC [5.25.130](#).

“2025 AMENDMENTS TO SEDONA CITY CODE CHAPTER 5.25, SHORT-TERM RENTAL REGULATION”

D. *Reapplication After Denial or Revocation.* No owner or owner’s designee who has had a permit denied or revoked pursuant to this chapter may apply for another permit for one year after the decision or appeal affecting the applicant’s permit has become final. The short-term rental specialist may reduce in whole or in part the one-year period, if the denial was based on a good faith failure to provide complete information; provided, that the applicant is now in compliance with this chapter and has paid all required fees and penalties. [Ord. 2022-11 § 1, 11-22-2022; Res. 2022-36 Exh. A, 11-22-2022].

5.25.120 Penalties.

A. **Any violation, or** causing, permitting, facilitating, aiding, or abetting any violation of any provision of this chapter, or failure to comply with this chapter, is punishable as a misdemeanor, and shall also constitute a civil offense as set forth in SCC [1.15.010](#). Any person who admits to, or is found responsible for, a civil **or criminal** offense pursuant to this chapter shall be subject to a penalty in the minimum amount of \$500.00.

B. The remedies in this chapter are cumulative and the city may proceed under one or more such remedies.

C. *Verified Violation Penalties.* In addition to any other penalty imposed pursuant to the city code, and notwithstanding any other law, the city may impose a civil penalty of the following amounts against an owner if the owner or owner’s designee causes, allows, facilitates, aides, or abets a verified violation of any provision of this chapter or fails to perform any act or duty required by this chapter, related to the same short-term rental property within the same 12-month period:

1. Up to \$500.00 or up to an amount equal to one night’s rent for the short-term rental as advertised, whichever is greater, for the first violation.
2. Up to \$1,000 or up to an amount equal to two nights’ rent for the short-term rental as advertised, whichever is greater, for the second violation.

Exhibit B

“2025 AMENDMENTS TO SEDONA CITY CODE CHAPTER 5.25, SHORT-TERM RENTAL REGULATION”

3. Up to \$3,500 or up to an amount equal to three nights’ rent for the short-term rental as advertised, whichever is greater, for a third and any subsequent violation.

If multiple violations arise out of the same response to an incident at a short-term rental, those violations are considered one violation for the purpose of assessing civil penalties pursuant to this subsection.

D. In addition to any penalty imposed pursuant to this chapter, the city may impose a civil penalty of up to \$1,000 per month against the owner or owner’s designee if the owner or owner’s designee fails to apply for a short-term rental permit within 30 days of receiving written notice of such requirement. Representations or advertisements including online listings that reference the short-term rental property, house or dwelling unit location within the city is prima facie evidence that a short-term rental is operating in the city.

E. In addition to any other penalty pursuant to the city code, an owner or owner’s designee shall be subject to civil penalties of up to \$1,000 for every 30 days the owner or owner’s designee fails to provide emergency point of contact information to the city as required per SCC [5.25.040](#). Before imposing the initial civil penalty, the city shall provide 30 days’ notice to the owner or owner’s designee by emailing a notice of violation to the email address that was provided to the city.

F. In addition to any other penalty pursuant to city code, an online lodging marketplace shall be subject to civil penalties of up to \$2,500 for every day that the online lodging marketplace fails to remove a short-term rental advertisement from the online lodging marketplace’s website after requested by the owner. –

G. A civil penalty assessed pursuant to this section shall be due within 30 days of the initial notice sent to the owner or owner’s designee. For purposes of this section, notice may be served on the owner or owner’s designee per SCC [1.15.010\(D\)\(2\)\(e\)](#) or by email. Service of the notice will be deemed complete upon posting of and mailing to the address of the short-term rental or emergency point of contact, email, or receipt of personal service on the owner or owner’s designee.

Exhibit B

“2025 AMENDMENTS TO SEDONA CITY CODE CHAPTER 5.25, SHORT-TERM RENTAL REGULATION”

GH. The amount of the permit fee and any penalty imposed by the provisions of this chapter shall be deemed a debt to the city. An action may be commenced in the name of the city in any court of competent jurisdiction for the amount of any delinquent permit fee and penalties. [Ord. 2019-08 § 1, 11-26-2019 ([Res. 2019-22](#)); Res. 2019-22 Exh. A, 11-26-2019; Ord. 2022-11 § 1, 11-22-2022; Res. 2022-36 Exh. A, 11-22-2022. Formerly 5.25.060].

5.25.130 Appeals.

- A. Any person aggrieved by any decision with respect to the denial of or a refusal to issue a short-term rental permit or the suspension of a short-term rental permit may appeal the decision by filing a written notice of appeal requesting a hearing with the short-term rental specialist no later than 15 days from the date of the decision letter. The notice of appeal shall be on a form approved by the city.
- B. This section is not applicable to any penalty including fines imposed by a court or for actions brought pursuant to SCC [5.25.140](#).
- C. An appeal under this section does not operate as a stay of the permit suspension.
- D. If the owner or owner’s designee timely requests a hearing, the city shall schedule a hearing date before a civil hearing officer within 30 days of receipt of the request and give written notice to the owner or owner’s designee of the scheduled date.
1. The hearing shall be held during regular city business hours.
 2. All proceedings before the hearing officer shall be informal and without a jury, except that testimony shall be given under oath or affirmation. The rules of evidence do not apply, except for statutory provisions relating to privileged communications, and the hearing officer may permit any evidence deemed relevant to the issues at hand to be admitted. No prehearing discovery shall be permitted, except under extraordinary circumstances as determined by the hearing officer. The city is required to prove violations of this chapter by a preponderance of the evidence.

Exhibit B

“2025 AMENDMENTS TO SEDONA CITY CODE CHAPTER 5.25, SHORT-TERM RENTAL REGULATION”

3. The hearing officer is authorized to make such orders as may be necessary or appropriate to fairly and efficiently determine the truth and decide the case at hand.
4. The hearing may be continued one time by the hearing officer upon the written request of either party for good cause.
5. The owner and the city shall each be given an opportunity to present their respective cases. The city shall present its case first and each presentation may include:
 - a. Sworn testimony;
 - b. Submission of evidence;
 - c. Presentation of witnesses;
 - d. Cross-examination;
 - e. Opening and closing statements.

The owner and city shall each be limited to two hours for testimony, presentation, cross-examination and statements unless the hearing officer, for good cause shown, extends the time.

6. The hearing officer shall render a written decision within 30 days of the close of the hearing.
 7. If the owner or owner’s designee fails to appear at the scheduled hearing, the hearing officer shall enter an order in favor of the city.
 8. The hearing officer’s order shall be mailed to the owner or owner’s designee by certified, return receipt requested mail.
 9. The hearing shall be recorded by an electronic recording device.
- E. Any final suspension shall be for a period of one year, except that a hearing officer may reduce the suspension period to a period of six months upon a finding that the owner has

Exhibit B

“2025 AMENDMENTS TO SEDONA CITY CODE CHAPTER 5.25, SHORT-TERM RENTAL REGULATION”

made reasonable attempts to prevent nuisance activities and violations from occurring at the short-term rental. [Ord. 2022-11 § 1, 11-22-2022; Res. 2022-36 Exh. A, 11-22-2022].

5.25.140 Judicial relief.

A. Notwithstanding SCC [5.25.130](#), any attempted or completed felony act, arising from the occupancy or use of a short-term rental that results in a death, or actual or attempted serious physical injury, shall be grounds for judicial relief in the form of a suspension of the property's use as a short-term rental for a period that shall not exceed 12 months.

B. The city attorney may initiate proceedings in the city court or other court of competent jurisdiction to enforce this section. The city has the burden of proving the attempted or completed felony act by a preponderance of the evidence. [Ord. 2022-11 § 1, 11-22-2022; Res. 2022-36 Exh. A, 11-22-2022].



**CITY COUNCIL
AGENDA BILL**

**AB 3199
March 20, 2025
Consent Items**

Agenda Item: 3e
Proposed Action & Subject: Approval for appointment of Judge E. Lynn Riordan as an Associate Magistrate for the Sedona Magistrate Court.

Department	Magistrate Court/Brenda Schorr
Time to Present	N/A
Total Time for Item	
Other Council Meetings	N/A
Exhibits	None

Finance Approval	Reviewed 3/20/2025 BGW	
City Attorney Approval	Reviewed 3/20/2025 MKC	Expenditure Required
		\$ NA
City Manager's Recommendation	Approve the appointment of Judge E. Lynn Riordan as an Associate Magistrate for the Sedona Magistrate Court for a two-year term.	Amount Budgeted
		\$
		Account No. (Description)

SUMMARY STATEMENT

Background: An Associate Magistrate is a judge who serves on an on-call basis when the Presiding Judge is not available due to illness, training, vacation, or when it is necessary for the Presiding Judge to recuse himself due to a conflict of interest.

Judge E. Lynn Riordan is a person of high integrity with a wealth of knowledge and experience in the judicial system. She has been and continues to be an Associate Magistrate in the Cottonwood Municipal Court for over 12 years and the Clarkdale Magistrate Court for 3 years, and also serves as a Justice of the Peace in the Yavapai County Justice Courts.

The Court Operating Budget includes funding for other Magistrates; therefore, no additional funding is necessary with this appointment.

Climate Action Plan/Sustainability Consistent: Yes - No – Not Applicable

Board/Commission Recommendation: Applicable – Not Applicable

Alternative(s): N/A

MOTION

I move to: approve the appointment of Judge E. Lynn Riordan as an Associate Magistrate in the Sedona Magistrate Court for a two-year term, retroactively appointed as of March 1, 2025.



**CITY COUNCIL
AGENDA BILL**

**AB 3168
March 25, 2025
Regular Business**

Agenda Item: 8a
Proposed Action & Subject: Discussion/possible action regarding an Ordinance annexing approximately 3,422 acres of land, including the City’s wastewater treatment plant and neighboring City-owned property (the Dells), into the City’s jurisdictional boundaries.

Department	City Attorney’s Office / City Manager’s Office
Time to Present	15 mins
Total Time for Item	60 mins
Other Council Meetings	December 10, 2024; January 14, 2025
Exhibits	A. Ordinance

Finance Approval	Reviewed 3/10/25 BGW	Expenditure Required	
City Attorney Approval	Reviewed 3/13/25 KWC		\$ xxx
City Manager’s Recommendation	Recommend approval ABS 3/17/25		Amount Budgeted
		\$ xxx	
		Account No. (Description)	

SUMMARY STATEMENT

Background:

The City of Sedona’s jurisdictional boundaries have not changed since the City was incorporated in 1988. City staff believes it is in the best interest of the City to annex the City’s wastewater treatment plant property to facilitate the development of the City’s transit maintenance and operations facility and later the Dells, and also to better establish the City’s planning area. The proposed annexation area is roughly 3,422 acres in size. The legal description and map of the proposed annexation is attached as Exhibit A to the blank annexation petition. The blank annexation petition was filed with the Yavapai County Recorder on December 16, 2024.

The annexation process is controlled by state law A.R.S. 9-471. The proposed annexation area must meet contiguity, size, and shape requirements which prevents the City from annexing a narrow stretch of land directly to the City’s wastewater treatment plant. The annexation process is as follows (highlighted step is where the City is at in the annexation process):

1. Prepare a map and legal description of the proposed annexation area.

2. Request from the Yavapai County Assessor's Office and the Arizona Department of Revenue (DOR) the name and address of each owner and the assessed value of all property within the boundaries of the proposed annexation.
3. File a blank annexation petition with Yavapai County and a sworn affidavit verifying that territory is not subject to an earlier filing for annexation commencing a 30-day waiting period.
4. City receives value data from the county assessor and Department of Revenue. Post notice of the public hearing
5. Publish in the local paper and Post Notice in at least three conspicuous public places in the territory proposed to be annexed the proposed territory to be annexed.
6. Provide notice by mail to chairperson of county board of supervisors and to each owner of real and personal property within territory proposed to be annexed at least 6 days prior to the public hearing.
7. January 14, 2025, Public Hearing on the proposed annexation.
8. Prepare a plan, policy, or procedure to demonstrate how services and infrastructure are to be provided to anticipated development within the annexed area in the next ten years.
9. Within one year of the public hearing, obtain signatures on annexation petition representing
 - a. One-half or more of the persons owning real and personal property that would be subject to taxation by the city in the event of annexation. (assessed valuation).
 - b. More than one-half of the persons owning real and personal property that would be subject to taxation by the city in the event of annexation. (ownership).
10. Once annexation petition is complete, present signed petition with a copy filed with city clerk and the original filed in the office of the county recorder.
11. Post notice of public meeting regarding annexation ordinance at least 24 hours before.
12. Public meeting and adoption of annexation ordinance by City Council.

Staff has collected sufficient signatures for the annexation of the proposed area. Qwest/Lumen and APS have both signed the annexation petition. The completed petition gives the council the authority to annex the proposed area into the municipality. The decision to annex lies solely with the City Council.

If approved, the portion of the City of Sedona Wastewater Treatment Plant Annexation area located in Section 16, Township 17 North, Range 5 East, the portion immediately adjacent to the former Cultural Park, has a pre-annexation Yavapai County zoning classification of R1L-35, and the remainder of the City of Sedona Wastewater Treatment Plant Annexation area has a pre-annexation Yavapai County zoning classification of RCU-2A. The original City of Sedona zoning classifications and zoning entitlements adopted for the City of Sedona Wastewater Treatment Plant Annexation area will thus be RS-35 and RS-70 and permit densities and uses that are no greater than those permitted by Yavapai County immediately before annexation.

A proposed Ordinance, annexing the described area is attached as Exhibit A.

Climate Action Plan/Sustainability Consistent: Yes - No - Not Applicable

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s): Not complete the annexation of the City Wastewater treatment plant.

MOTION

I move to: adopt Ordinance No. 2025-____, annexing approximately 3,422 acres of land, including the City's wastewater treatment plant and neighboring City-owned property (the Dells), into the City's jurisdictional boundaries, adopting a policy regarding City services, and zoning the newly annexed property RS-35 and RS-70.

ORDINANCE NO. 2025-_____

AN ORDINANCE EXTENDING AND INCREASING THE CORPORATE LIMITS OF THE CITY OF SEDONA, YAVAPAI COUNTY, STATE OF ARIZONA, PURSUANT TO THE PROVISIONS OF TITLE 9, CHAPTER 4, ARTICLE 7, ARIZONA REVISED STATUTES, BY ANNEXING THERETO CERTAIN CONTIGUOUS TERRITORY INTO THE EXISTING LIMITS OF THE CITY OF SEDONA KNOWN AS THE CITY OF SEDONA WASTEWATER TREATMENT PLANT ANNEXATION; APPROVING A PLAN TO PROVIDE THE ANNEXED TERRITORY WITH APPROPRIATE LEVELS OF INFRASTRUCTURE AND SERVICES; AND ESTABLISHING ORIGINAL CITY OF SEDONA ZONING.

WHEREAS, on December 16, 2024, the City of Sedona filed in the Yavapai County Recorder's Office a blank petition setting forth a description and an accurate map of the entire area to be annexed as part of the City of Sedona Wastewater Treatment Plant Annexation; and

WHEREAS, a notice of public hearing to consider the proposed annexation was given as required by A.R.S. Section 9-471(A)(3) and the public hearing was held on January 14, 2025; and

WHEREAS, the written petition filed in the Yavapai County Recorder's Office and signed by the owners of more than one-half in value of the real and personal property and more than one-half of the persons owning real and personal property as would be subject to taxation by the City of Sedona in the event of annexation within the territory and land hereinafter described as shown by the last assessment of said property, which said territory is contiguous to the City of Sedona, and not now embraced within its limits, was presented to the Mayor and Council of the City of Sedona, Arizona, asking that the property more particularly hereinafter described be annexed to the City of Sedona, and to extend and increase the corporate limits of the City of Sedona so as to embrace the same; and

WHEREAS, the Mayor and Council of the City of Sedona, Arizona, are desirous of complying with said petition and extending and increasing the corporate limits of the City of Sedona to include said territory; and

WHEREAS, the said petition sets forth a true and correct description of all the exterior boundaries of the entire area proposed to be annexed to the City of Sedona, and had attached thereto at all times an accurate map of the territory desired to be annexed; and

WHEREAS, no alterations increasing or reducing the territory sought to be annexed have been made after the said petition had been signed by any owner of real and personal property in such territory; and

WHEREAS, the City of Sedona Wastewater Treatment Plant Annexation area consists of Coconino National Forest, land owned by the City of Sedona, intervening Arizona Department of Transportation right-of-way, and public utilities; and

WHEREAS, with respect to the City of Sedona Wastewater Treatment Plant Annexation area, the City anticipates that the portion that consists of Coconino National Forest will remain undeveloped publicly owned land for the foreseeable future, and the portion in City of Sedona ownership is already provided appropriate levels of infrastructure and services to serve anticipated new development within ten years after the effective date of this ordinance; and

WHEREAS, the portion of the City of Sedona Wastewater Treatment Plant Annexation area located in Section 16, Township 17 North, Range 5 East has a pre-annexation Yavapai County zoning classification of R1L-35, and the remainder of the City of Sedona Wastewater Treatment Plant Annexation area has a pre-annexation Yavapai County zoning classification of RCU-2A; and

WHEREAS, the original City of Sedona zoning classifications and zoning entitlements adopted for the City of Sedona Wastewater Treatment Plant Annexation area by this ordinance permit densities and uses that are no greater than those permitted by Yavapai County immediately before annexation; and

WHEREAS, the provisions of A.R.S. §9-471, and amendments thereto, have been fully observed; and

WHEREAS, the City of Sedona zoning classification and zoning entitlements for the territory annexed by this ordinance permit densities and uses that are no greater than those permitted by Yavapai County immediately before annexation; and

WHEREAS, proper and sufficient certification and proof of the foregoing facts are now on file in the office of the City Clerk of the City of Sedona, Arizona, together with a true and correct copy of the original petition referred to herein, which is on file in the Yavapai County Recorder's Office;

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF SEDONA, ARIZONA, as follows:

SECTION 1. That the territory known as the City of Sedona Wastewater Treatment Plant Annexation area, described and depicted in Exhibit A attached to

and incorporated by this reference in this ordinance, is hereby annexed into the City of Sedona, and that the present corporate limits are extended and increased to include the described territory.

SECTION 2. That the City Council finds that the infrastructure needs of the City of Sedona Wastewater Treatment Plant Annexation area are met by existing infrastructure.

SECTION 3. That a copy of this ordinance, together with an accurate map of the territory hereby annexed to the City of Sedona, certified by the Mayor of Sedona, be forthwith filed and recorded in the office of the County Recorder of Yavapai County, Arizona and that a copy of this ordinance be provided to the Clerk of the Board of Supervisors of Yavapai County, Arizona.

SECTION 4. On the effective date of this Ordinance, the portion of the City of Sedona Wastewater Treatment Plant Annexation area located in Section 16, Township 17 North, Range 5 East shall be zoned City of Sedona RS-35, and the remainder of the City of Sedona Wastewater Treatment Plant Annexation area shall be zoned City of Sedona RS-70 subject to a minimum lot size per dwelling of 87,120 square feet.

PASSED AND ADOPTED by the Mayor and Council of the City of Sedona, Arizona, this 25th day of March, 2025.

Scott M. Jablow, Mayor

ATTEST:

JoAnne Cook, CMC, City Clerk

APPROVED AS TO FORM:

Kurt W. Christianson, City Attorney

EXHIBIT A
Legal Description
& Map

CERTIFICATION OF MAP

I, Scott M. Jablow, Mayor of the City of Sedona, Arizona, do hereby certify that the map of the City of Sedona Wastewater Treatment Plant Annexation area identified as the foregoing **Exhibit A** is a true and correct map of the territory annexed under and by virtue of the petition of the real and personal property owners in the said territory and by Ordinance No. 2025-____, annexing the territory described in Ordinance No. 2025-____ and as shown on said map as a part of the territory to be included within the corporate limits of the City of Sedona, Arizona.

Scott M. Jablow, Mayor

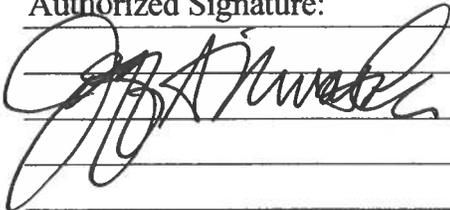
ATTEST:

JoAnne Cook, CMC, City Clerk

ANNEXATION PETITION
[City of Sedona Wastewater Treatment Plant]

TO THE HONORABLE MAYOR AND COUNCIL OF THE CITY OF SEDONA, ARIZONA:

We, the undersigned, the owners of one-half or more in value of the real and personal property and more than one-half of the persons owning real and personal property that would be subject to taxation by the City of Sedona in the event of annexation within the territory proposed to be annexed, which is hereafter described, said territory being contiguous to the corporate limits of the City of Sedona, with the exterior boundaries of the territory proposed to be annexed shown on the map and described in the legal description, both of which are attached to and incorporated in this Petition as **Exhibit A**, request the City of Sedona to annex the described territory, as provided in A.R.S. §9-471.

DATE	NAME OF PROPERTY OWNER	MAILING ADDRESS	PHONE	PARCEL NUMBER OR LEGAL DESCRIPTION
2/25/25	Quest Corporation			All parcels under Exhibit A legal Description
Authorized Signature:				
				

ANNEXATION PETITION
[City of Sedona Wastewater Treatment Plant]

TO THE HONORABLE MAYOR AND COUNCIL OF THE CITY OF SEDONA, ARIZONA:

We, the undersigned, the owners of one-half or more in value of the real and personal property and more than one-half of the persons owning real and personal property that would be subject to taxation by the City of Sedona in the event of annexation within the territory proposed to be annexed, which is hereafter described, said territory being contiguous to the corporate limits of the City of Sedona, with the exterior boundaries of the territory proposed to be annexed shown on the map and described in the legal description, both of which are attached to and incorporated in this Petition as **Exhibit A**, request the City of Sedona to annex the described territory, as provided in A.R.S. §9-471.

<u>DATE</u>	<u>NAME OF PROPERTY OWNER</u>	<u>MAILING ADDRESS</u>	<u>PHONE</u>	<u>PARCEL NUMBER OR LEGAL DESCRIPTION</u>
-------------	-------------------------------	------------------------	--------------	---

Authorized Signature:

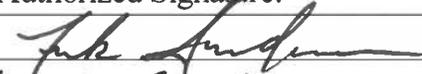
		ARIZONA PUBLIC SERVICE DIRECTOR		2-26-15
	Frank Sanderson	6672 Corsair Ave		
		Prescott AZ 86301		

Exhibit A
Legal Description

The following tracts of land located in Township 17 North, Range 5 East of the Gila and Salt River Meridian, Yavapai County, Arizona, described as follows;

North West ¼ of Section 16, Township 17 North, Range 5 East;

And

Section 17, Township 17 North, Range 5 East, excepting parcel described in instrument number 2021-0041343 WD in the office of the Yavapai County Recorder;

And

Section 18, Township 17 North, Range 5 East, excepting parcel described in instrument number 2021-0041343 WD in the office of the Yavapai County Recorder;

And

Easterly 400 feet of North East ¼ of Section 20, Township 17 North, Range 5 East;

And the following tracts of land located in Township 17 North, Range 4 East;

Section 13, Township 17 North, Range 4 East;

And

Section 24, Township 17 North, Range 4 East;

And

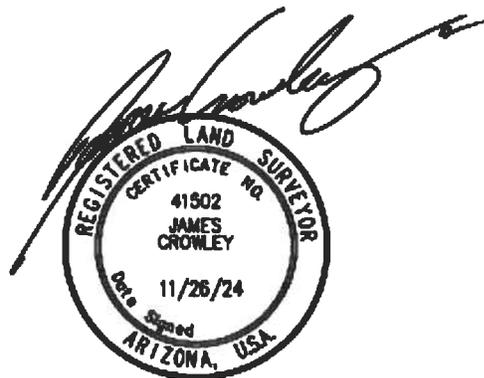
Section 25, Township 17 North, Range 4 East;

And

North ½ of North West ¼, and North ½ of North East ¼, Section 36, Township 17 North, Range 4 East.

See Exhibit Drawing attached hereto and made apart hereof.

This legal description was prepared by James Crowley, RLS 41502, on behalf of and at the request of the City of Sedona, Sedona, Arizona.



TOWNSHIP 17 NORTH

RANGE 4 EAST
RANGE 5 EAST

CITY OF
SEDONA

SEC. 13

SEC. 18

SEC. 17

SEC. 16

SR 89A

400 FT

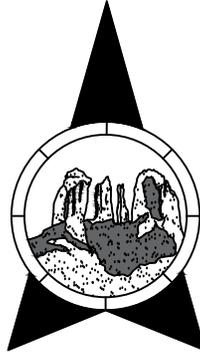
SEC. 24

SEC. 19

SEC. 20

ROW LOWER RED
ROCK LOOP ROAD

N



SEC. 25

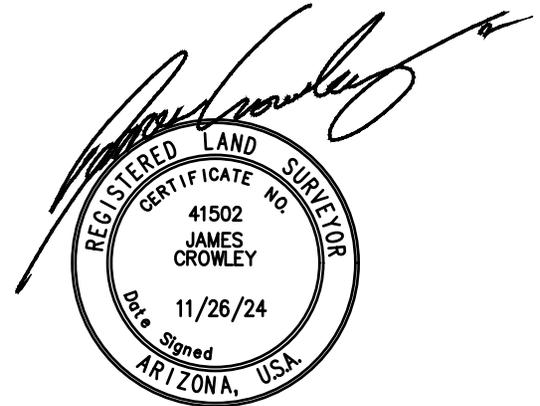
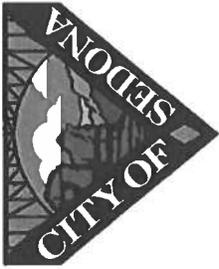


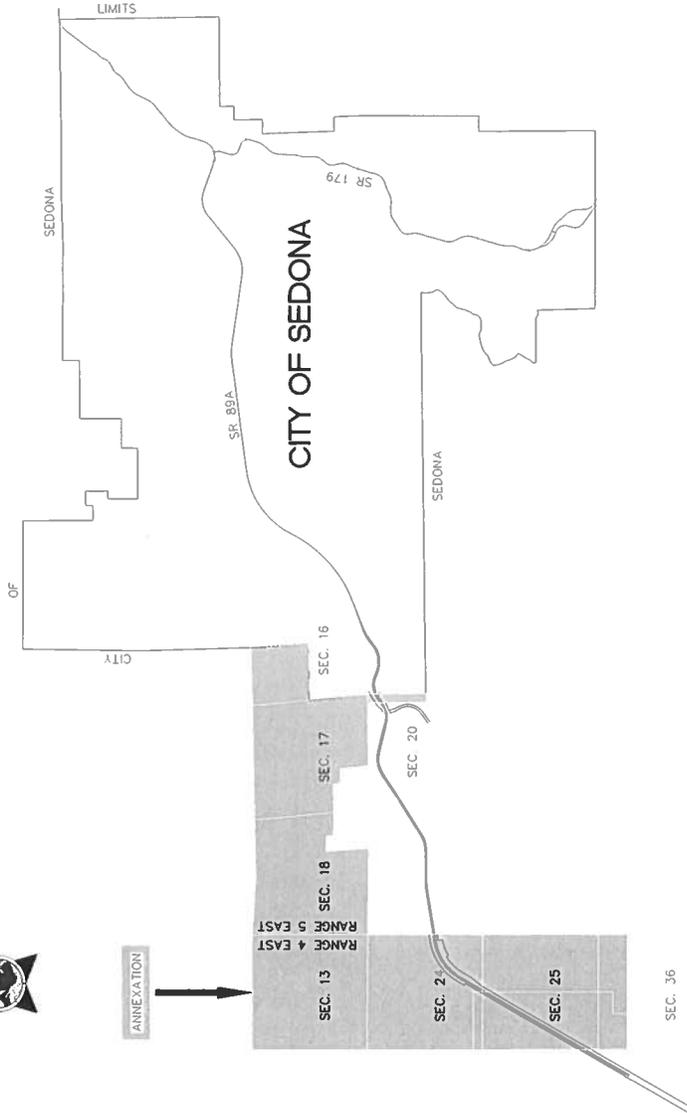
EXHIBIT
NOT TO SCALE

SEC. 36



CITY OF SEDONA ANNEXATION SURVEY

LOCATED IN A PORTION OF SECTIONS 16, 17, 18 AND 20
TOWNSHIP 17 NORTH, RANGE 5 EAST
AND
SECTION 13 AND PORTION OF SECTIONS 24, 25 AND 36,
TOWNSHIP 17 NORTH, RANGE 4 EAST E
GILA AND SALT RIVER MERIDIAN,
YAVAPAI COUNTY, ARIZONA.



CONTACT INFORMATION

OWNER
CITY OF SEDONA
SEDONA, ARIZONA 86336
970.294-7111
DIRECTOR OF PUBLIC
WORKS/CITY ENGINEER

MAYOR
SCOTT JARLON

VICE MAYOR
HOLLY FLOOD

CITY COUNCIL
MELISSA DUNN
JENNIFER HARRIS
PETE HURMAN
MARTHA HUNTER
KAREN PFAFF

CITY MANAGER
ANETTE SPRICKARD

APPROVALS

APPROVED
Scott Jarlon
MAYOR
12/14/2024 11:08:35 AM MST
DATE

APPROVED
Jeff E. Harbush
CITY ATTORNEY
12/16/2024 11:07:06 AM MST
DATE

CERTIFICATE OF LAND SURVEY

I HEREBY STATE THAT THE SURVEY SHOWN HEREON WAS
DONE UNDER MY DIRECT SUPERVISION, IS TRUE, AND
CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

James Crowley
JAMES CROWLEY, PLS 41502

AFFIDAVIT REGARDING ANNEXATION

Personally appears before me, Steve Mertes, who, first being duly sworn, deposes and says as follows:

1. I make this affidavit of my own personal knowledge.
2. I am the duly appointed Community Development Director of the City of Sedona and I am qualified to make this affidavit on behalf of and for the City.
3. I have made a diligent search of the records of the Office of the Clerk of the City and of the Office of the Yavapai County Recorder for any annexation filing which might involve territory sought to be annexed in the City/Town Annexation Petition, which is filed herewith, with exhibits, in the Office of the Yavapai County Recorder.
4. I hereby affirm, pursuant to A.R.S. §9-471(A)(6), that no part of the territory for which the attached Annexation Petition is filed is already subject to an earlier filing for annexation.

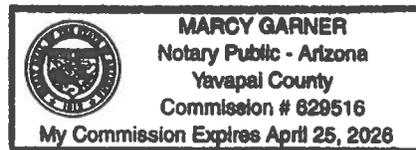
FURTHER AFFIANT SAYETH NOT.



Steve Mertes, Community Development Director

SWORN TO AND SUBSCRIBED before me
this 12th day of December, 2024.


Notary Public for the State of Arizona



My commission expires: April 25, 2026



**CITY COUNCIL
AGENDA BILL**

**AB 3188
March 25, 2025
Regular Business**

Agenda Item: 8b

Proposed Action & Subject: Discussion/possible direction/action regarding proposed State legislation, short-term rental legislation, lobbying efforts, and State budget and their potential impact on the City of Sedona.

Department	City Attorney/ Kurt Christianson
Time to Present	15 Minutes
Total Time for Item	30 Minutes
Other Council Meetings	February 11, 2025; February 25, 2025; March 11, 2025
Exhibits	None

Finance Approval	Reviewed 3/10/25 BGW	Expenditure Required	
City Attorney Approval	Reviewed 3/12/25 KWC		\$ N/A
City Manager's Recommendation	Reviewed ABS 3/17/25		Amount Budgeted
		\$ N/A	
		Account No. N/A (Description)	

SUMMARY STATEMENT

Background: During the course of the State Legislative Session, many bills are introduced that have a potential impact on the City of Sedona. The League of Arizona Cities and Towns, the City's legislative advocate and City staff routinely monitor bills of interest as they progress through the legislative process.

This item is scheduled to provide a summary update on relevant bills and the proposed State budget, to answer questions that the City Council may have regarding any individual bill or the budget, and to consider the need for the City Council to take a formal position in support or opposition of any particular bill.

Climate Action Plan/Sustainability Consistent: Yes - No - Not Applicable

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s): None

MOTION

I move to: For presentation and direction purposes only.



**CITY COUNCIL
AGENDA BILL**

**AB 3066
March 25, 2025
Regular Business**

Agenda Item: 8c
Proposed Action & Subject: Discussion/possible direction regarding future agenda items.

Department	City Manager
Time to Present	2 Minutes
Total Time for Item	5 Minutes
Other Council Meetings	Included in City Council regular meeting agenda packets as of May 14, 2024
Exhibits	A. Future Agenda Items

Finance Approval	Reviewed 3/10/25 BGW	
City Attorney Approval	Reviewed 3/10/25 KWC	Expenditure Required
		\$ N/A
City Manager's Recommendation	Reviewed 3/10/25	Amount Budgeted
		\$ N/A
		Account No. N/A (Description)

SUMMARY STATEMENT

Background: Council requested a document showing future agenda items be added to the Council packet going forward. Attached as Exh. A is the Future Agenda Items document for review and discussion, and possible direction purposes.

Climate Action Plan/Sustainability Consistent: Yes - No - Not Applicable

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s): None

MOTION

I move to: For presentation and direction only.

Date	Day	Time	Type	Topic	Agenda Section	Requestor	Estimated Total Time
4/8/2025	Tuesday	3:30 p.m.	Special Meeting				
				Discussion and consultation regarding personnel matters, specifically to discuss City Manager Anette Spickard's annual evaluation. This matter is brought in executive session pursuant to A.R.S. 38-431.03(A)(1).	Executive Session	Spickard	45 min
4/8/2025	Tuesday	4:30 p.m.	Regular Meeting				
				AB 3204 Approval of a proposed rental cap increase in the Rent Local program to more closely match Fair Market Value rental rates.	Consent	Blum	N/A
				AB 3199 Approval of Change Order No. 1 to the WWRP UV Replacement Construction Manager at Risk Construction Services Contract in an amount not-to-exceed \$xxx,xxx.	Consent	Holland	N/A
				Approval of Fair Housing Month Proclamation, April 2025	Proclamations	Blum/Stewart	5 min
				Designating International Dark Sky Week April 21 - 28, 2025	Proclamations		5 min
				Keep Your Pets Fire Safe Week May 5-11, 2025	Proclamations		5 min
				AB 3091 Discussion/possible action regarding an additional \$600,000 into the SIM 1B -Uptown Road Improvements Project for the completion of the paving northbound areas from Forest Road to Owenby Roundabout, but to also include the southbound areas.	Regular	Hall/Harris	30 min
				AB 3150 Discussion possible action regarding approval of a construction contract with XXXXXXXXXXXXX, Inc., for the City Hall Window and Door Replacement Project, in the amount of \$XXXXXXXXXXXX.	Regular	Phillips/Farhat	30 min
				AB 3205 Discussion/possible direction regarding approval of an amended limited scope of work for ADOH Homeless Shelter & Services Fund contract for proposed Rental Assistance Program for individuals experiencing homelessness.	Regular	Blum	15 min

				AB 3145 Discussion/possible action regarding the Statement of the Work Agreement between the Sedona Police Department and Zetron, Inc. in the amount of \$1,107,587.30 as part of the current PD-02 Radio Infrastructure CIP.	Regular	Foley/Loeffler	1 hour
				AB 3187 Discussion/possible action regarding approval of a contract for software purchase, with xxxxxx, in the amount of \$xxxx.	Regular	Dickey	30 min
				AB 3188 Discussion/possible direction/action regarding proposed State legislation, short-term rental legislation, lobbying efforts, and State budget and their potential impact on the City of Sedona.	Regular	Christianson	20 min
				AB 3066 Discussion/possible action regarding future meeting items.	Regular	Spickard	5 min
4/9/2025	Wednesday	3:00 p.m.	Special Meeting				
4/22/2025	Tuesday	4:30 p.m.	Regular Meeting				
				AB 3128 Approval of a purchase agreement for APN 401-64-006A,490 E. Sedona Vista Drive in an amount of \$70,000.	Consent	Harris	NA
				AB 3208 Approval of a contract extension with Viam Advisors in the amount of \$37,522 to include tasks related to activation of a regional approach for addressing homelessness in the Verde Valley.	Consent	Blum	NA
				AB 3127 Discussion/possible regarding draft amendments to the Land Development Code regarding construction of pickleball (and similar) courts, including, but not limited to, the following: setbacks, number of courts per property, lighting, hours of use, and screening.	Regular	Meyer	30 min
				AB 3144 Discussion/possible action regarding approval of a construction contract with XXXXXXXXXXXXXXX, Inc, for the Andante Shared Use Path and Drainage Improvements Project, SIM-11n, in the amount of \$XXXXXXXX.	Regular	Phillips	15 min

				AB 3188 Discussion/possible direction/action regarding proposed State legislation, short-term rental legislation, lobbying efforts, and State budget and their potential impact on the City of Sedona.	Regular	Christianson	20 min
				AB 3066 Discussion/possible action regarding future meeting items.	Regular	Spickard	5 min
4/23/2025	Wednesday	3:00 p.m.	Special Meeting				
4/30/2025	Wednesday	4:30 p.m.	Special Meeting				
				City Council budget work sessions	Special	Whitehorn	9 hours
5/1/2025	Thursday	4:30 p.m.	Special Meeting				
				City Council budget work sessions	Special	Whitehorn	9 hours
5/13/2025	Tuesday	4:30 p.m.	Regular Meeting				
					Consent		NA
				AB 3151 Discussion/possible action regarding approval of a construction contract with XXXXXXXXXXXXX, Inc, for the Improvements at Ranger Station / Interior Restoration of House and Barn Project, in the amount of \$XXXXXXXX.	Regular	Phillips	30 min
				AB 3111 Discussion/possible action regarding approval of a construction contract with XXXXXXXXX LLC for the construction of the Shared-Use Pathway on Dry Creek from Gringo Road to White Bear Road, in the amount of \$XXXXXXXX	Regular	Phillips	15 min
				AB 3188 Discussion/possible direction/action regarding proposed State legislation, short-term rental legislation, lobbying efforts, and State budget and their potential impact on the City of Sedona.	Regular	Christianson	20 min
				AB 3066 Discussion/possible action regarding future meeting items.	Regular	Spickard	5 min
5/14/2025	Wednesday	3:00 p.m.	Special Meeting				

5/27/2025	Tuesday	4:00 p.m.	Special Meeting	Tentative Budget for Community Facility Districts		Whitehorn	15 min
5/27/2025	Tuesday	4:30 p.m.	Regular Meeting				
				AB 3155 Public hearing/discussion/possible action regarding approval of the Tentative City Budget for Fiscal Year 2025-2026.	Regular	Whitehorn	90 min
				AB 3133 Discussion/possible action regarding approval of PT-04B SR179 Park and Ride Construction Contract in the amount of \$XXXXXXX.	Regular	Hall	30 min
				AB 3135 Discussion possible direction regarding an annual short-term rental program update.	Regular	Arthur	30 min
				AB 3188 Discussion/possible direction/action regarding proposed State legislation, short-term rental legislation, lobbying efforts, and State budget and their potential	Regular	Christianson	20 min
				AB 3066 Discussion/possible action regarding future meeting items.	Regular	Spickard	5 min
5/28/2025	Wednesday	3:00 p.m.	Special Meeting				
				AB 3153 Discussion/possible action regarding the Sedona in Motion transportation program.	Regular	Harris	120 min
6/10/2025	Tuesday	4:30 p.m.	Regular Meeting				
				AB 3188 Discussion/possible direction/action regarding proposed State legislation, short-term rental legislation, lobbying efforts, and State budget and their potential impact on the City of Sedona.	Regular	Christianson	20 min
				AB 3066 Discussion/possible action regarding future meeting items.	Regular	Spickard	5 min
6/11/2025	Wednesday	3:00 p.m.	Special Meeting				
6/24/2025	Tuesday	3:00 p.m.		Resolution adopting the Community Facilities District Budget for Fiscal Year 2025-26.	Special	Whitehorn	15 min

6/24/2025	Tuesday	4:00 p.m.	Special Meeting				
				AB 3156 Public hearing/discussion/possible action regarding approval of a Resolution adopting the City of Sedona's Budget for Fiscal Year 2025-26.	Special	Whitehorn	30 min
6/24/2025	Tuesday	4:00 p.m.	Regular Meeting				
				AB 3066 Discussion/possible action regarding future meeting items.	Regular	Spickard	5 min
6/25/2025	Wednesday	3:00 p.m.	Special Meeting				
				AB 3206 Discussion/possible direction regarding the Draft Western Gateway Master Plan	Special	Meyer	120 min
7/8/2025	Tuesday	4:30 p.m.	Regular Meeting				
				AB 3207 Discussion/possible action regarding approval of the Small Grant Review Committee recommendations for the fiscal year 2026 small grants program in the amount of \$350,000.	Regular	Turk	30 min
				AB 3066 Discussion/possible action regarding future meeting items.	Regular	Spickard	5 min
7/9/2025	Wednesday	3:00 p.m.	Special Meeting				
				AB 3172 Discussion/possible direction regarding the WWRP Facility Plan on PFAS treatment, and possible options for reclaimed water delivery and Advanced Water Purification.	Special	Holland	120 min