

AGENDA



4:30 P.M.

CITY COUNCIL MEETING

WEDNESDAY NOVEMBER 12, 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 and translation services 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

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

2. ROLL CALL/MOMENT OF ART

3. CONSENT ITEMS - APPROVE

LINK TO DOCUMENT =

- a. Minutes - October 27, 2025 City Council Special Meeting.
- b. Minutes - October 28, 2025 City Council Special Meeting - Executive Session.
- c. Minutes - October 28, 2025 City Council Regular Meeting.
- d. Minutes - October 29, 2025 City Council Special Meeting.
- e. Approval of the Sedona Kindness Day Proclamation, November 13, 2025.
- f. AB 3293 Approval of a recommendation regarding a new Series 10 Beer and Wine Store Liquor License application for Hampton Inn Sedona, located at 1800 W SR 89A, Sedona, AZ (File # 23168111).

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. Sedona Kindness Day Proclamation, November 13, 2025.

8. REGULAR BUSINESS

- a. AB 3270 **Public hearing/discussion/possible action** regarding proposed revisions to the Sedona Land Development Code. The proposed revisions include regulations for implementation of House Bill 2447 (Administrative Review of Development Review and Subdivision applications), Changes to appeal procedures, and Clarification of various code sections Case Number: PZ25-00009 (LDC) Applicant: City of Sedona.
- b. AB 3271 **Discussion/possible action** for approval of a Resolution adopting revised Planning and Zoning Commission Operating Rules and Procedures.
- c. AB 3295 **Discussion/possible action** for the City to apply to the Federal Lands Access Program for two different projects: The Western Gateway Trailhead Development Project and the Schnebly Hill Road Improvement Project.
- d. AB 3284 **Presentation/discussion** of economic outlook, year-to-date budget performance; Home Rule and Permanent Base Adjustment options.
- e. AB 3066 **Discussion/possible action** regarding future meeting 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.

AGENDA



4:30 P.M.

CITY COUNCIL MEETING

WEDNESDAY NOVEMBER 12, 2025

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 a quorum of 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: 11/04/2025

By: DJ

JoAnne Cook, CMC, City Clerk

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.

**Action Minutes
Special City Council Meeting
City Council Chambers, Sedona City Hall
102 Roadrunner Drive, Sedona, Arizona
Wednesday, October 27, 2025, 8:00 a.m.**

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

Mayor Ploog called the meeting to order at 8:01 a.m. The Pledge of Allegiance and Moment of Silence was observed.

2. Roll Call

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

Staff Present: City Manager Anette Spickard, City Attorney Kurt Christianson, City Clerk JoAnne Cook.

3. Special Business

a. AB 3280 Discussion/possible action on the Council Rules of Procedure, Sedona City Code Title 2 Administration and Personnel, and Recommendations related to the 10.08.2025 HR Investigation Report.

Presentation by Kurt Christianson.

Questions and comments from City Council during the presentation.

Break at 9:44 a.m. Reconvened at 9:55 p.m.

The City Manager requested City Council copy her on emails to staff.

Unanimously, Council directed staff to amend the Council Rules of Procedures and Policies as directed, and to bring the amendments back to City Council for approval at a future meeting.

By majority consensus, City Council approved the following actions:

1. Work Session Start Time: The regular start time for work session meetings will be changed to 4:30 p.m. The City Manager retains discretion to adjust the start time earlier if necessary.

2. Board and Commission Interviews: The full City Council will participate in interviews for vacancies on the Planning and Zoning Commission, Tourism Board, Historic Preservation Commission, and the Public Safety Personnel Retirement System (PSPRS) Board.

3. Residency Requirement for PSPRS Board: All non-sworn members of the PSPRS Board must reside within the Sedona city limits.

Break at 12:01 p.m. Reconvened at 12:31 p.m.

Discussion, questions and comments from City Council continued.

Break at 3:04 p.m. Reconvened at 3:17 p.m.

Discussion/possible action regarding ideas for future meetings/agenda items.

Unanimously, Council directed staff to add an agenda item related to Council Assignments and liaison roles to a future meeting agenda.

Mayor Ploog proposed an agenda item to discuss and selection and appoint a councilmember to serve as liaison to the Humane Society. Councilors Dunn and Pfaff supported her request.

4. 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.**

No executive session held.

5. Adjournment

Mayor Ploog adjourned the meeting at 3:50 p.m. without objection.

I certify that the above are the true and correct actions of the Special City Council Meeting held on October 27, 2025.

JoAnne Cook, CMC, City Clerk

Date

**Action Minutes
Special City Council Meeting
Sedona City Hall, Council Chambers
102 Roadrunner Drive, Sedona, Arizona
Monday, October 28, 2025, 3:30 p.m.**

1. Call to Order

Mayor Ploog called the meeting to order at 3:30 p.m.

2. Roll Call

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

Staff Present: City Attorney Kurt Christianson, City Manager Anette Spickard, Deputy City Manager Andy Dickey, Director of Public Works/City Engineer Kurt Harris, and City Clerk JoAnne Cook.

3. Executive Session

Motion: Vice Mayor Fultz moved to go into Executive Session at 3:31 p.m. Seconded by Councilor Kinsella. Motion carried with six (6) in favor (Ploog, Dunn, Kinsella, Furman, Fultz and Pfaff) and zero (0) opposed.

Kurt Christianson gave the admonition.

- a. **Discussion and consultation with the City Attorney for legal advice and to consider the City's position and instruct its attorneys regarding contemplated litigation and settlement discussions conducted in order to avoid litigation regarding the Forest Road Connection Project and the Uptown Parking Garage Project. This matter is brought in executive session pursuant to A.R.S. § 38-431.03(A)(3) & (4).**
- b. **Return to open session. Discussion/possible action regarding executive session items.**

Reconvened in open session at 4:06 p.m.

4. Adjournment

Mayor Ploog adjourned the meeting at 4:07 p.m. with no objection.

I certify that the above are the true and correct actions of the Special City Council Meeting held on October 28, 2025.

JoAnne Cook, CMC, City Clerk

Date

Action Minutes
Regular City Council Meeting
City Council Chambers, Sedona City Hall,
102 Roadrunner Drive, Sedona, Arizona
Tuesday, October 28, 2025, 4:30 p.m.

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

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

Staff Present: City Manager Anette Spickard, Deputy City Manager Andy Dickey, Deputy City Manager Lauren Browne, Deputy City Manager Barbara Whitehorn, City Attorney Kurt Christianson, Public Relations Analyst Kegn Hall, PD Chief Stephanie Foley, Associate Engineer Bob Welch, Human Resources Manager Russ Martin, Transit Administrator Amber Wagner, Tourism Manager Andrew Grossman, Director of Community Development Tony Allender, Contract Administrator Ian Coubrough, Assistant Director of Community Development Steve Mertes, Officer Rod Ramirez, Officer Stephen Miolla, Deputy City Clerk Marcy Garner, and City Clerk JoAnne Cook.

2. Roll Call

The roll call was conducted by JoAnne Cook, with all council members present.

3. Consent Items

- a. **Minutes - October 14, 2025 City Council Special Meeting - Executive Session.**
- b. **Minutes - October 14 2025 City Council Regular Meeting.**
- c. **Minutes - October 15, 2025 City Council Special Meeting.**
- d. **Approval of Domestic Violence Awareness Month Proclamation, October 2025.**

Motion: Councilor Kinsella moved to approve consent items 3a-3d. Seconded by Councilor Dunn. Vote: Motion passed with six (6) in favor (Ploog, Fultz, Dunn, Furman, Kinsella, Pfaff) and zero (0) opposed.

4. Appointments

- a. **AB 3288 Discussion/possible action for approval of a two-year contract and appointment of Richard Speer as Presiding Magistrate Judge.**

Motion: Councilor Dunn moved to approve the appointment of Richard Speer as Presiding Magistrate Judge for the City of Sedona and approve the two-year employment contract, subject to approval by the City Attorney . Seconded by Vice Mayor Fultz. Vote: Motion passed with six (6) in favor (Ploog, Fultz, Dunn, Furman, Kinsella, Pfaff) and zero (0) opposed.

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

Anette Spickard introduced Tony Allender, the City's new Community Development Director.

Mayor Ploog - Tuesday, November 11th is veterans Day, the Annual Celebration at the Historical Society at the Museum will be held at 11:00 a.m.

Vice Mayor Fultz attended the Northern Arizona Council of Governments meeting; they nominated Habitat for Humanity Verde Valley for the Home Repair Program. Funds are still available for critical home repair.

a. **Executive Session Report - None.**

6. **Public Forum - None.**

7. **Proclamations, Recognitions & Awards**

a. **Domestic Violence Awareness Month, October 2025.**

Mayor Ploog read the proclamation.

8. **Regular Business**

a. **AB 3254 Discussion/possible action regarding award of two Departmental Contracts for Services in an amount not-to-exceed \$300,000 each for Wastewater Pump and Motor Services to Pumpman Phoenix, dba Scotts AZ Electric Motor Repair and Keller Electrical Industries, LLC.**

Presentation by Roxanne Holland.

No questions or comments from City Council.

No public comments heard.

Motion: Councilor Kinsella moved to approve award of a Departmental Contract for Services for RFQ 26-05, Pump and Motor Services, to PumpMan Phoenix, dba Scott's AZ Electric Motor Repair and Keller Electrical Industries, LLC. in amounts not-to-exceed \$300,000 each, subject to approval of the written contract by the City Attorney's Office. Seconded by Furman. Vote: Motion passed with six (6) in favor (Ploog, Fultz, Dunn, Furman, Kinsella, Pfaff) and zero (0) opposed.

b. **AB 3267 Discussion/presentation by Northern Arizona Health Care's Chief Legal Counsel, Kyle Lathrop, Vice President & Verde Valley Service Area Administrator, Rick Gray, and Community Relations Manager, Jessica Drum regarding the impacts of federal legislation on rural health care.**

Presentation by Northern Arizona Health Care's Chief Legal Counsel Kyle Lathrop, Verde Valley Service Area Administrator, Rick Gray, and Community Relations Manager, Jessica Drum.

Comments and questions from City Council.

Opened to the public at 5:19 p.m.

Tim Perry, Sedona, spoke against the health care system.

Steve Segner, Sedona, spoke in favor of Northern Arizona Healthcare and the services they provide to the community.

Brought back to City Council at 5:24 p.m.

Comments from City Council.

For presentation and discussion only.

c. AB 3265 Discussion/possible direction on the function of the Tourism Advisory Board.

Questions and comments from City Council.

Opened to the public at 5:56 p.m.

Tim Perry, Sedona, spoke against the Tourism Advisory Board.

Steve Segner, Sedona, thanked the Tourism Advisory Board for their work. He encouraged the Board to focus on investment to improvement the product of Sedona and to reach out to the various parts of the town and community for feedback.

Brought back to City Council at 6:01 p.m.

Comments from City Council.

Unanimously, Council requested that the Board provide recommendations for enhancing the experience of both visitors and residents. Additionally, the Council emphasized the importance of ensuring strong resident representation on the Board and proposed a joint meeting to discuss the Board's Rules of Procedure and community values.

Break at 6:42 p.m. Reconvened at 7:02 p.m.

d. AB 3262 Discussion/possible action regarding Arizona Water Company franchise agreement in response to the recent water rate increase to require a 3% monthly credit to the Arizona Water Company customers in the Sedona System in lieu of collecting and providing this 3% payment to the City.

Presentation by Kurt Christianson. Nick Liu, Vice President of Rates and Revenues, Arizona Water Company answered questions from City Council.

Questions and comments from City Council.

Opened to the public at 7:38 p.m.

Ernie Strauch, Sedona, spoke in favor of the item and encouraged City Council to approve the amendment.

Brought back to City Council at 7:40 p.m.

Questions and comments from City Council.

Motion: Councilor Dunn moved to approve an amendment to the Arizona Water Company franchise agreement in response to the recent water rate increase to require a 3% monthly statement credit to Sedona System Arizona Water Company customers in lieu of collecting and providing this 3% payment to the City subject to approval of the written amendment by the City Attorney's Office. Seconded by Councilor Pfaff. Vote: Motion passed with five (5) in favor (Ploog, Fultz, Dunn, Kinsella, Pfaff) and one (1) opposed (Furman).

e. AB 3272 Discussion/possible action regarding approval of Contract Amendment 5 for the Uptown Parking Garage design services with Gabor

Lorant Architects, Inc. in the amount of \$187,693.00.

Presentation by Kurt Harris and Bob Welch.

Questions and comments from City Council.

Opened to the public at 8:12 p.m.

Tim Perry, Sedona, spoke against the amendment.

Brought back to City Council at 8:14 p.m.

Motion: Councilor Pfaff moved to approve Amendment 5 with Gabor Lorant Architects for the SIM-3A Sedona Uptown Parking garage Project in the amount of \$187,693.00. Seconded by Councilor Dunn. Vote: Motion passed with six (6) in favor (Ploog, Fultz, Dunn, Furman, Kinsella, Pfaff) and zero (0) opposed.

- f. **AB 3277 Discussion/possible action for the approval of a five-year Guaranteed Price Agreement with ADP, Inc., in the amount of approximately \$228,000.**

Vice Mayor Fultz recused himself from discussion and voting due to a conflict of interest.

Presentation by Russ Martin and Ian Coubrough.

Questions from City Council.

Motion: Councilor Kinsella moved to approve the Five-Year Guaranteed Price Agreement with ADP, Inc., for cloud-based software for an approximate amount of \$228,000. Seconded by Councilor Dunn. Vote: Motion passed with six (6) in favor (Ploog, Fultz, Dunn, Furman, Kinsella, Pfaff) and zero (0) opposed.

- g. **AB 3278 Discussion/possible action to permit City of Sedona to apply for FY25 Federal Transit Administration (FTA) Section 5339 Formula Grant funding through Arizona Department of Transportation (ADOT) to purchase two (2) additional ADA accessible transit vehicles for future services.**

Presentation by Amber Wagner.

Questions and comments from City Council.

Opened to the public at 8:26 p.m.

Tim Perry, Sedona, spoke against additional transit vehicles.

Brought back to City Council at 8:28 p.m.

Comments from City Council.

Motion: Councilor Kinsella moved to authorize the City to apply for Federal Transit Administration FY25 Section 5339 Formula Grant funding for the purchase of additional transit vehicles, and to authorize the provision of the required local match, and to authorize the City Manager to sign all necessary application documents, subject to approval of the application by the City Attorney's Office. Seconded by Councilor Pfaff. Vote: Motion passed with six (6) in favor (Ploog, Fultz, Dunn, Furman, Kinsella, Pfaff) and zero (0) opposed.

- h. AB 3291 Discussion/possible action regarding review of applications for the City Council vacancy, possible interview questions, and selection of candidates for interviews.**

Motion: Councilor Kinsella moved to select Allan Affeldt, Jean Buillet, Charlotte Hosseine, Ernest (Ernie) Strauch, Jr. to interview for the vacant seat on City Council. Seconded by Vice Mayor Fultz. Vote: Motion passed with six (6) in favor (Ploog, Fultz, Dunn, Furman, Kinsella, Pfaff) and zero (0) opposed.

Mayor Ploog introduced the item. Unanimously, Council agreed to interview candidates on Thursday, November 13, 2025 starting at 1:00 p.m.

- i. AB 3066 Discussion/possible action regarding future meeting/agenda items - None.**

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 adjourned the meeting at 8:55 p.m. without objection.

I certify that the above are the true and correct actions of the Regular City Council Meeting held on October 28, 2025.

JoAnne Cook, CMC, City Clerk

Date

**Action Minutes
Special City Council Meeting
City Council Chambers, Sedona City Hall
102 Roadrunner Drive, Sedona, Arizona
Wednesday, October 29, 2025, 3:00 p.m.**

1. Call to Order

Mayor Ploog called the meeting to order at 3:00 p.m.

2. Roll Call

Council Present: Mayor Holli Ploog, Vice Mayor Brian Fultz, Councilor Melissa Dunn, 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, Deputy City Manager Lauren Browne, Deputy City Manager Barbara Whitehorn, Police Chief Foley, Director of Community Development Tony Allender, Assistant Director of Community Development Steve Mertes, Director of Wastewater Roxanne Holland, Sustainability Manager Bryce Beck, Planning Manager Cari Meyer, Police Support Services Manager Erin Loeffler, Victim Advocate/ Background Investigator Jamelah Carswell, Officer Jason Young and Deputy Clerk Marcy Garner.

3. Special Business

a. AB 3232 Presentation/discussion regarding the City of Sedona and Arizona Water Company's collaborative work on a local Water Resource Assessment and Integrated Water Demand Management Program.

Presentation by Division Manager John Snickers, Environmental Compliance Manager Ryan Cavalier, Community Relations & Communication Coordinator Jordan Christiansen, Water Resources Analyst Alex Pfab, Vice President, Water Resources Terri Sue Rossi with Arizona Water Company and Nathan Miller with Matrix New World. Bryce Beck and Roxanne Holland and Cari Meyer were available for questions.

Questions and comments from City Council during the presentation.

Break at 4:32 p.m. Reconvened at 4:42 p.m.

b. AB 3241 Presentation/discussion by Coconino County Criminal Justice Coordinating Council regarding their community services and initiatives.

Presentation by Presiding Judge, Ted Reed, County Attorney Ammon Barker, Legal Defender Joseph Carver, and CJCC Director Dianna Kalandros.

Questions and comments from City Council during the presentation.

c. AB 3292 Appointment of a City Lobbyist for the City of Sedona and the Sedona City Council 2026 Arizona Legislative Session subject to approval of an agreement by the City Manager and City Attorney.

Presentation by Lauren Browne and Kathy Senseman.

Questions and comments from City Council during the presentation.

Motion: Councilor Kinsella moved to appoint Kathy Senseman of Policy Development Group as City Lobbyist for the City of Sedona and the Sedona City Council 2026 Arizona Legislative Session, not to exceed \$100,000.00 subject to approval of an agreement by the City Manager and City Attorney. Seconded by Councilor Pfaff. Vote: Motion passed with six (6) in favor (Ploog, Dunn, Fultz, Furman, Kinsella, Pfaff) and zero (0) opposed.

- d. Discussion/possible action regarding ideas for future meetings/agenda items.**

None.

4. 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.**

No executive session held.

5. Adjournment

Mayor Ploog adjourned the meeting at 7:17 p.m. without objection.

I certify that the above are the true and correct actions of the Special City Council Meeting held on October 29, 2025.

Marcy Garner, Deputy City Clerk

Date

**Office of the Mayor
City of Sedona, Arizona**



**Proclamation
Sedona Kindness Day
November 13, 2025**

WHEREAS, "Kindness gives birth to kindness"- Sophocles; and

WHEREAS, "Kindness is the language the deaf can hear and the blind can see"- Mark Twain; and

WHEREAS, "Deeds of kindness are equal in weight to all the commandments"- The Talmud; and

WHEREAS, kindness is a fundamental part of the human condition which bridges the divides of race, religion, politics, and gender; and

WHEREAS, in 1998, World Kindness Day was introduced by the World Kindness Movement, to highlight good deeds in all communities, focusing on the positive power and the common thread of kindness that binds us; and

WHEREAS, a group of Sedona citizens formed SedonaKind to help spread kindness and encourage acts of kindness locally and around the world, and to urge all citizens to create their own acts of kindness, to pay it forward, and to match the magic and transformative powers of our Red Rocks with the kindness of all the citizens who live here.

NOW, THEREFORE, I, HOLLI PLOOG, MAYOR OF THE CITY OF SEDONA, ARIZONA, ON BEHALF OF THE SEDONA CITY COUNCIL, in recognition of the historical value and the international commitment to observing a day to celebrate kindness, do hereby proclaim Thursday, November 13, 2025 as Sedona Kindness Day and encourage all citizens of Sedona to acknowledge and take to heart the statement by Seneca "Wherever there is a human being, there is an opportunity to be kind".

Issued this 12th day of November, 2025.

Holli Ploog, Mayor

ATTEST:

JoAnne Cook, CMC, City Clerk

RECEIVED

SEP 11 2025



City of Sedona Proclamation Request Form

Full Name of Contact Person	Julie Lilly
Contact Phone Number	214-455-1198
Contact Mailing Address	80 Calle Bonita, Sedona, Az 86336
Contact Email Address	Julielilly11@gmail.com
Group, Organization, Activity or Event Being Recognized (Please make sure you provide complete and current information about the group or event)	Sedona Kindness Day
Website Address (if applicable)	Sedonakind.org
Name of the sponsor(s) of the Proclamation (2 Council members or the City Manager)	Sedona City Council
What is the proclaimed day, days, week or month? (e.g. 10/11/12, October 11-17, 2012, October 2012)	November 13, 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.	Julie Lilly + 214-455-1198 Julielilly11@gmail.com



City of Sedona Proclamation Requests

The City of Sedona is pleased to consider requests for Proclamations. Proclamations are typically used to recognize exceptional achievement, extraordinary organizations or activities. Per the City Council's Rules of Procedure, Rule 1.P.3., Proclamations may be placed on the Council agenda by the City Manager or with sponsorship of any two Council members. Due consideration should be given concerning whether the Proclamation is consistent with the City's vision statement and the goals of the Community Plan. Proclamations that promote a particular political or religious agenda will not be accepted.

Please note that the Agenda Team has discretion over placement of any requests on the City Council's agenda. Requests must be submitted in accordance with the City's established timeline for placing items on the Council's agenda. Only the City Council may issue a Proclamation following approval at one of their regularly scheduled meetings on the second or fourth Tuesday of the month. Any proclamation requests should therefore be submitted at least three weeks before the Council meeting at which you wish to have the proclamation adopted. Please complete the following form in its entirety and email it, along with the proposed Proclamation, to cityclerksdept@sedonaaz.gov. Email is preferred; however, you may also mail your request to:

City Clerk Department
City of Sedona
102 Roadrunner Drive
Sedona, AZ 86336-3710.

Upon receipt, your request will be evaluated. If approved, it will be placed on a future Council agenda for consideration by the City Council and you will be notified of the date. If you have any questions, please call 928-282-3113.

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

Sedona Kind began as a project of Cornucopia Community Advocates in November 2015, and in 2020 became its own non-profit. Our mission statement has always been "to encourage acts of kindness, large and small, locally and around the world." We continue to create and distribute Free Kindness charms, to date more than 1000 to all 50 states and many countries around the world. We have partnered with many non profits and organizations to create kindness events and programs, and to support community needs. Our Kindness in Schools project is in its 8th year, providing reading activities to grades K-3 at West Sedona School, we also expanded to include Oak Creek school. We support local Veterans with Blessing bags for the homeless. We knit or crochet lap blankets for the VA and host a Veterans breakfast in May. This year we are helping plan activities with SOAR.

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?

We would be honored to have the City of Sedona once again proclaim November 13th as Sedona Kindness Day. Kindness Day will be a valuable way to reunite our community and to continue to move forward in kindness. Our gratitude trees continue to appear throughout our town. We will be partnering again with Sedona International Film Festival on November 13th to show six short films as a fund raiser.

our favorite quote is "Be kind whenever possible, It is always possible."

A continued proclamation from our City makes our events and activities resonant and meaningful to our whole community and speaks to the commitment of our local government to a city of kindness that truly echos in our red rocks.

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



CITY COUNCIL AGENDA BILL

AB 3293
November 12, 2025
Consent Items

Agenda Item: 3f

Proposed Action & Subject: Approval of a recommendation regarding a new Series 10 Beer and Wine Store Liquor License application for Hampton Inn Sedona, located at 1800 W SR 89A, Sedona, AZ (File # 23168111).

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

Finance Approval	Reviewed 10/24/25 BGW	
City Attorney Approval	Reviewed 10/29/25 KWC	Expenditure Required
		\$ 0
City Manager's Recommendation	Recommend approval ABS 10/30/25	Amount Budgeted
		\$ 0
		Account No. (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 received an application for a new Series 10 Beer and Wine Store Liquor License application for Hampton Inn Sedona, located at 1800 W SR 89A, Sedona, AZ (File # 23168111). The application is available for review and inspection in the City Clerk's office or by email.

A Series 10 Liquor License (Beer and Wine) is a non-transferable, off-sale retail privileges liquor license that allows a retail store to sell beer and wine (no other spirituous liquors), only in the original unbroken package, to be taken away from the premises of the retailer and consumed off the premises. A retailer with off-sale privileges may deliver spirituous liquor off of the licensed premises in connection with a retail sale. Payment must be made no later than the time of delivery.

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.

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

Board/Commission Recommendation: ☐Applicable - ☒Not Applicable

Alternative(s): Recommend denial of a new Series 10 Beer and Wine Store Liquor License application for Hampton Inn Sedona, located at 1800 W SR 89A, Sedona, AZ (File # 23168111). Reasons for a recommendation of denial would need to be specified.

MOTION

I move to: recommend approval of a new Series 10 Beer & Wine Store Liquor License for application for Hampton Inn Sedona, located at 1800 W SR 89A, Sedona, AZ (File # 23168111).



CITY COUNCIL AGENDA BILL

AB 3270
November 12, 2025
Regular Business

Agenda Item: 8a

Proposed Action & Subject: Public hearing/discussion/possible action regarding proposed revisions to the Sedona Land Development Code. The proposed revisions include regulations for implementation of House Bill 2447 (Administrative Review of Development Review and Subdivision applications), Changes to appeal procedures, and Clarification of various code sections Case Number: PZ25-00009 (LDC) Applicant: City of Sedona.

Department	Community Development / Cari Meyer
Time to Present	15 min.
Total Time for Item	60 min.
Other Council Meetings	NA
Exhibits	A. November 12, 2025 Proposed LDC Revisions B. Ordinance C. Article 8 Changes Redlined D. House Bill 2447 E. Planning and Zoning Commission Meeting Minutes, September 2, 2025

Finance Approval	Reviewed 10/24/25 BGW	
City Attorney Approval	Reviewed 10/29/25 KWC	Expenditure Required
		\$ 0
City Manager's Recommendation	Reviewed ABS 10/30/25	Amount Budgeted
		\$ 0
		Account No. (Description)

SUMMARY STATEMENT

This agenda item provides for a public hearing and an opportunity for discussion/possible action regarding revisions to the Land Development Code (LDC) as recommended by the Planning and Zoning Commission (Commission). The proposed revisions to the LDC are in Exhibit A.

Background:

The LDC contains the standards for development in Sedona. While the code is comprehensive, it is constantly evaluated for potential updates to address changing conditions and needs within the City and State legal requirements. Proposed changes are initiated by the City (by Staff or

through direction from the City Council or Planning and Zoning Commission) and are brought to the Planning and Zoning Commission and City Council as needed.

The currently proposed changes are in response to new state legislation, direction from the City Attorney's office, and minor clarifications requested by staff to help with enforcement of the code.

The proposed revisions are attached as Exhibit A. These revisions are organized by Article and Section in the same order as the LDC. This table includes the relevant section number, the current code language, the proposed code language, and an explanation of the purpose of the proposed change or any additional information relevant to the change. The red text represents amendments made by the Planning and Zoning Commission to Staff's original recommendation with an explanation for the Commission's change in the "Notes" column to the right. Due to the extent of changes to Article 8, a redlined version of the changes in Article 8 are provided as a separate document (Exhibit C) to provide the full context of the proposed changes.

LDC Section 8.6.C(4) provides approval criteria for text amendments to the LDC. The criteria state that the Planning & Zoning Commission and City Council shall consider whether and to what extent the proposed amendment:

- a. Is consistent with the Sedona Community Plan, Community Focus Area Plans, other adopted plans, and other City policies;
- b. Does not conflict with other provisions of the LDC or other provisions in the Sedona Municipal Code;
- c. Is necessary to address a demonstrated community need;
- d. Is necessary to respond to substantial changes in conditions and/or policy; and
- e. Is consistent with the general purpose and intent of the LDC.

The changes being proposed are outlined below.

Public Hearings for Development Review and Subdivision Applications (HB 2447)

During the latest legislative session, the Arizona State Legislature adopted HB 2447, amending ARS Section 9-500.49. For reference, the full text of this bill is included as Exhibit D. These amendments will go into effect on December 31, 2025, and require cities to do the following:

- Authorize administrative personnel to review and approve site plans, development plans, design review plans, land divisions, lot line adjustments, lot ties, preliminary plats, final plats, and plat amendments without a public hearing.

Based on this, LDC Sections 8.4 (Development Permits) and 8.5 (Subdivision Procedures) are required to undergo significant changes, as the Community Development Director, not the Planning and Zoning Commission or City Council, is required to be the approval authority. HB 2447 does not prohibit public notice of a project application, so minor changes are being made to LDC Section 8.3 (Common Review Procedures) to make the citizen participation and public notification procedures applicable to applications that do not require a public hearing.

Appeal Criteria and Procedures

A number of projects have gone through the appeal process in the past couple of years. Through these processes, the City Attorney's office has identified several areas where the

appeal criteria and processes need to be clarified. These changes are reflected in the proposed changes to LDC Section 8.8.E.

Other Changes

In addition to the more significant changes to Article 8 outlined above, minor changes to other sections of the code for purposes of clarification are proposed, including the following:

- 1) LDC Section 2.19.B: National Forest (NF) Lot and Building Standards
 - a) Properties zoned NF are currently permitted to be developed based on the United States Forest Service's (USFS) development standards.
 - b) In response to discussions at the federal level regarding potential sale of forest lands, this amendment clarifies that, if a property zoned NF is not owned by the USFS, OS (Open Space) standards apply.
- 2) LDC Section 5.7.F.2(a)7: Building Massing
 - a) This proposed amendment codifies an interpretation of the massing standards that has created confusion on a number of recent permits.
- 3) LDC Article 9: Rules of Construction and Definitions
 - a) Updates to definitions to clarify the number of kitchens permitted in a single-family dwelling, to include wedding receptions in the list of activities that require a Temporary Use Permit, and to remove the definition of a "Quasi-Judicial Hearing" based on direction from the City Attorney's Office.

Approval Criteria

In Staff's opinion, these changes are consistent with the approval criteria in LDC Section 8.6.C(4). They are consistent with the general purpose and intent of the LDC as well as adopted plans and policies, are being proposed in response to state legal requirements and needed clarification of existing codes, and do not conflict with other LDC provisions.

Planning and Zoning Commission

The Planning and Zoning Commission held a public hearing for the proposed revisions on September 2, 2025. Minutes from that meeting are included as Exhibit E. The Commission was not supportive of the direction from the state legislature, stating that they believe the required changes will eliminate important public input. The Commission made the following changes to Staff's recommendation:

- **LDC Section 5.7.F(2): Massing Clarifications**
 - Minor rewording to clarify intent.
 - Revision of Figures 5-12 and 5-13 in the LDC to illustrate the revision (revised figures are provided in Exhibit A).
- **LDC Section 8.3.F(3)a.3: Increased notification radius**
 - The Commission recommended that the notification radius be increased to 600 feet from the property boundary (currently set at 300 feet).
 - As part of the recommendation, the Commission asked Staff to provide the Council with information regarding how the increased notification radius would impact notification costs.

- The number of notifications that are mailed out varies widely from project to project, as it depends of the location of the project, sizes of surrounding properties, etc.
- Notification area
 - A circle with a radius of 300 feet has an area of approximately 282,743 square feet (6.5 acres).
 - A circle with a radius of 600 feet has an area of approximately 1,130,973 square feet (26 acres).
 - Doubling the notification radius makes the notification area 4 times as large.
- Notification Costs
 - Costs associated with notification are difficult to calculate, as the City Clerk's office groups the entire department's postage costs into a single line item (planning, building, and code enforcement).
 - Over the past few years, total postage costs for Community Development have averaged approximately \$2,500/year.
 - If half of the department's costs are attributed to public hearing notifications (likely a bit high), quadrupling the notification radius could increase annual notification costs from an estimate of \$1,250 to \$5,000 (\$3,750 increase).
 - If Council adopts the expanded notification radius, Staff can do a deeper dive into the precise numbers and propose changes to the fee schedule to add this increase to project application fees, if directed to do so by Council.
- **(New Subsection) LDC Section 8.3.F(3)a.4: City-wide notification for City projects**
 - The Commission recommended that City-initiated projects require a City-wide notification.
 - As part of the recommendation, the Commission asked Staff to provide the Council with information regarding how the increased notification radius would impact notification costs.
 - Since 2020, the City has averaged 3.2 City-initiated projects per year (Land Development Code Amendments, Public Works Projects, Housing Projects). These projects have averaged 1.8 public hearings that required noticing, for an average of 5.8 notices per year for City-initiated projects.
 - The new state law prohibits public hearings, not public notice, so the number of projects requiring public notices would not change with the new state law.
 - The only applications that currently require a City-wide notice are the Community Plan and Major Community Plan amendments. The last City-wide notification was done for the public hearings for the new Community Plan in the first quarter of 2024 and cost the City approximately \$3,500 per mailing.
 - 6 City-wide mailings for City-initiated projects each year would cost approximately \$21,000.
 - This is not currently budgeted for in FY25/26. If Council adopts this code amendment, Community Development Staff would need to find money from

other budget line items to cover this cost for the remainder of the current fiscal year and Council would see a significant increase in our postage/noticing budget for future fiscal years.

- In addition to increased costs, preparing a City-wide notification and getting it to the 3rd party vendor that does the mailings takes more lead time than our current process of doing mailings in-house. This could increase the time that a City-initiated project takes to get to public hearing by approximately one month.

- **LDC Section 9.4.G: Special Event Definition**

- Adding “other wedding related events”, “classes”, and “workshops” to the definition of Special Event.
- Clarifying special event definition to be clear that events on Commercial properties operating under a valid Certificate of Occupancy are not considered special events that require a TUP (e.g. a wedding reception at a restaurant).

Planning and Zoning Commission also recommended that the Ordinance have an automatic reversion clause that would take effect if HB 2447 is rescinded. That clause is included in the proposed Ordinance (Exhibit B).

At the conclusion of the meeting, the Commission voted 4-3 (Vice Chair Hosseini and Commissioners Gajewski, Hirst, and Martin in favor, Chair Levin and Commissioners Smith and Wiehl opposed) to recommend approval of the LDC changes, as amended. The Commissioners voting in favor of the changes were generally unhappy with the state requirements regarding public hearings, but accepting of the requirement, while the Commissioners voting against the amendments disagreed with the state requirements and want the City to fight them.

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

The proposed amendments do not impact sustainability-related items.

Board/Commission Recommendation: ☒Applicable - ☐Not Applicable

On September 2, 2025, the Planning and Zoning Commission voted 4-3 (Vice Chair Hosseini and Commissioners Gajewski, Hirst, and Martin in favor, Chair Levin and Commissioners Smith and Wiehl opposed) to recommend approval of the LDC changes.

Alternative(s): Council could choose to defer action pending further review. However, the changes based on HB 2447 (public hearings for development review and subdivisions) are required to go into effect by the end of 2025, so it will need to be adopted by Council by the end of November (Ordinances cannot go into effect for 30 days after adoption).

MOTION

I move to: approve Ordinance 2025-__, consistent with the approval criteria in Section 8.6.C(4) of the LDC, amending the LDC, adopting by reference that document known as “Exhibit A – November 12, 2025 Proposed Land Development Code Revisions”, providing for a savings clause, and repealing all ordinances or parts of ordinances or code provisions in conflict herewith.

Exhibit A: November 12, 2025 Proposed Land Development Code Revisions

PZ25-00009 (LDC)

As recommended for approval by the Planning and Zoning Commission on September 2, 2025

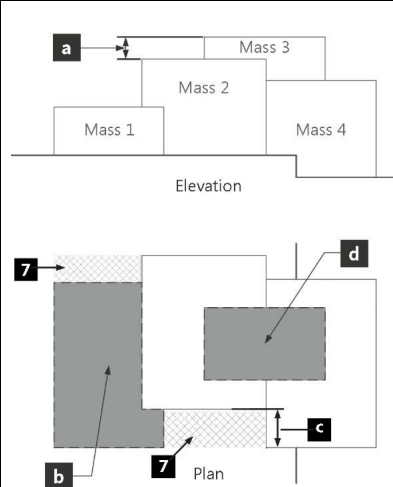
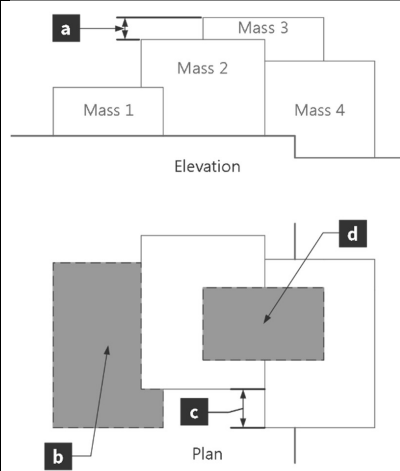
Black text is Staff's original recommendation. Changes from the Planning and Zoning Commission are in **red text**.

Proposed changes for the following:

- Implementation of HB2447 (requirement for administrative review of Development Review and Subdivision applications)
- Changes to appeal procedures from City Attorney's Office
- Other changes proposed by Staff for purposes of clarification of various code sections

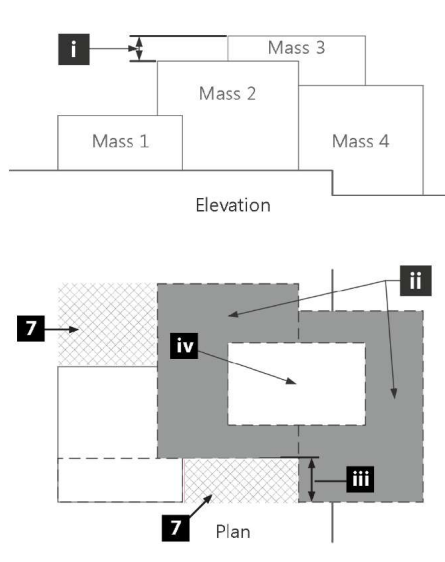
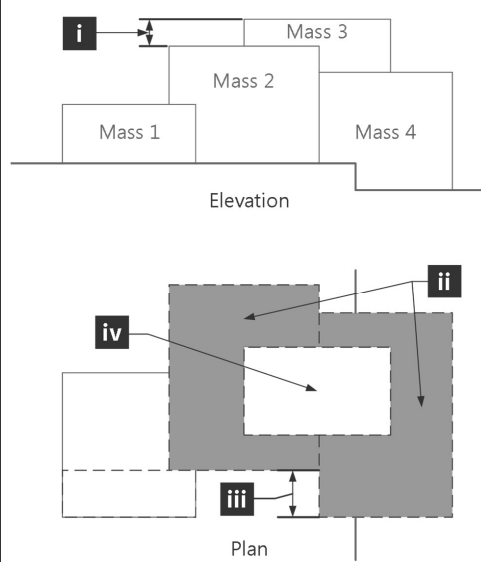
Article 2 – Zoning Districts:			
Section	Current Language	Proposed Change	Notes
2.19.B: NF Lot and Building Standards	Property development standards as prescribed by the USFS shall apply to all land and buildings permitted in the NF district.	<u>For properties owned by the USFS, property development standards as prescribed by the USFS shall apply to all land and buildings permitted in the NF district.</u> <u>For properties not owned by the USFS, property development standards as prescribed by the OS (Open Space) zone shall apply.</u>	Clarify what is permitted on properties zoned NF if the USFS ever sells any of the property they own within City limits.
Article 5 – Development Standards:			
Section	Current Language	Proposed Change	Notes
5.7.F(2)a.7: Building Massing	n/a (new subsection)	<u>7. Spaces/voids between masses shall meet the same dimensional standards as masses ~~for the area on~~ either side of the space/void to be considered as separate visual building masses for the purpose of meeting this requirement. (See #7 in Figure 5-12 and Figure 5-13)</u>	Clarify how masses are reviewed to eliminate confusion.

[5.7.F\(2\), Figure 5-12: Visual Buidling Mass](#)



[Amended graphic to illustrate proposed addition of 5.7.F\(2\)a.7 \(above\).](#)

[5.7.F\(2\), Figure 5-13: Commercial and Public/Semi-Public Visual Building Mass](#)



[Amended graphic to illustrate proposed addition of 5.7.F\(2\)a.7 \(above\).](#)

Article 8 – Administration and Procedures:

Section	Current Language	Proposed Change	Notes																																
8.2, Table 8.1: Summary Table of Review Procedures	<table><tr><th colspan="10">Development Permits</th></tr><tr><td>Development</td><td>Minor</td><td>8.4</td><td></td><td></td><td></td><td>✓</td><td>D [1]</td><td></td><td>< A ></td><td></td></tr><tr><td>Review</td><td>Major</td><td>8.4</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td><td>R</td><td>< R > [3]</td><td>< D ></td><td>< A ></td></tr></table>	Development Permits										Development	Minor	8.4				✓	D [1]		< A >		Review	Major	8.4	✓	✓	✓	✓	R	< R > [3]	< D >	< A >	- Remove the Minor/Major distinction and delete the “Major” line. - Add a “check” in all 3 notice boxes - Delete the [1] footnote reference from the “Staff Review” box as well as the footnote from the bottom of the table. - Renumber the rest of the footnotes to reflect that [1] no longer exists	HB 2447 Staff is required to do administrative review for these applications.
Development Permits																																			
Development	Minor	8.4				✓	D [1]		< A >																										
Review	Major	8.4	✓	✓	✓	✓	R	< R > [3]	< D >	< A >																									

[https://sedonaaz.sharepoint.com/sites/city/documents/2. city council/meetings/agenda bills & exhibits/3. final/2025-11-12 \(r\)/ab 3270 cd exh a proposed ldc revisions.docx](https://sedonaaz.sharepoint.com/sites/city/documents/2.%20city%20council/meetings/agenda%20bills%20&%20exhibits/3.%20final/2025-11-12%20(r)/ab%203270%20cd%20exh%20a%20proposed%20ldc%20revisions.docx)

PZ25-00009 (LDC) LDC Amendments – HB 2447, Appeal Procedures, Clarifications

8.3.D(7): Citizen Participation Report	The applicant shall provide a written report to the Director and the Planning and Zoning Commission on the results of their citizen participation effort (prior to the notice of public hearing). The Citizen Participation Report shall include the information specified in the Administrative Manual.	The applicant shall provide a written report ~~to the Director and the Planning and Zoning Commission~~ on the results of their citizen participation effort (prior to the notice of public hearing), <u>or, if no public hearing is required, prior to a final decision being made on the application.</u> The Citizen Participation Report shall include the information specified in the Administrative Manual.	HB 2447 – Cannot require public hearings, leaving outreach requirements the same
8.3.F(3)a.1: Published and Mailed Notice	i. Identify the application type; ii. Describe the nature and scope of the proposed project; iii. Identify the location subject to the application; iv. Identify the date, time, and location of the hearing being noticed; v. Identify where and when the application and associated materials may be inspected; and vi. Indicate opportunity to appear at the public hearing.	i. Identify the application type; ii. Describe the nature and scope of the proposed project; iii. Identify the location subject to the application; iv. Identify the date, time, and location of the hearing being noticed (<u>if a public hearing is required</u>); v. Identify where and when the application and associated materials may be inspected; and vi. Indicate opportunity to appear at the public hearing (<u>if a public hearing is required</u>).	HB 2447 – public hearings no longer required, but maintaining noticing requirements.
8.3.F(3)a.2: Published and Mailed Notice	Published notice shall appear in a newspaper of general circulation in the City at least 15 days prior to the scheduled hearing.	Published notice shall appear in a newspaper of general circulation in the City at least 15 days prior to the scheduled hearing, <u>or, if a hearing is not required, at least 15 days prior to a decision being made.</u>	HB 2447 – public hearings no longer required, but maintaining noticing requirements.
8.3.F(3)a.3: Published and Mailed Notice	Mailed notices shall be sent via first-class mail to all property owners as listed in the records of the county tax assessor's office within 300 feet of the subject property, as measured from property boundaries.	Mailed notices shall be sent via first-class mail to all property owners as listed in the records of the county tax assessor's office within ~~300~~ <u>600</u> feet of the subject property, as measured from property boundaries.	Planning and Zoning Commission recommendation to increase notification radius.
8.3.F(3)a.4: Published and Mailed Notice	n/a (new subsection)	<u>For City-initiated projects, mailed notices shall be sent via first-class mail to all property owners as listed in the records of the county tax assessor's office within City limits.</u>	Planning and Zoning Commission recommendation to provide City-wide notification for City-initiated projects.

PZ25-00009 (LDC) LDC Amendments – HB 2447, Appeal Procedures, Clarifications

8.3.F(3)b.1: Posted Notice	Required posted notice shall include at least one sign on the subject property at least 15 days prior to the public hearing. The City is responsible for posting the sign(s). The applicant is responsible for maintaining the sign(s) once erected. The sign(s) shall be clearly visible from adjacent streets or public rights-of-way and shall remain on the property until after the hearing.	Required posted notice shall include at least one sign on the subject property at least 15 days prior to the public hearing, <u>or, if a hearing is not required, at least 15 days prior to a decision being made.</u> The City is responsible for posting the sign(s). The applicant is responsible for maintaining the sign(s) once erected. The sign(s) shall be clearly visible from adjacent streets or public rights-of-way and shall remain on the property until after the hearing, <u>or, if a hearing is not required, until after a decision is made.</u>	HB 2447 – public hearings no longer required, but maintaining noticing requirements.
8.3.F(3)b.3: Posted Notice	Required posted notice shall: i. Identify the application type; ii. Describe the nature and scope of the proposed project; iii. Identify the date, time, and location of the hearing being noticed; and iv. Identify a telephone number for additional information.	Required posted notice shall: i. Identify the application type; ii. Describe the nature and scope of the proposed project; iii. Identify the date, time, and location of the hearing being noticed, <u>or, if a hearing is not required, the deadline for submitting comments to the Director;</u> and iv. Identify a telephone number for additional information.	HB 2447 – public hearings no longer required, but maintaining noticing requirements.
8.3.F(5): Additional Notice	In addition to notice by the means set forth above, the City may give notice of the hearing in a specific case in such other manner as it deems necessary or appropriate.	In addition to notice by the means set forth above, the City may give notice ~~of the hearing~~ in a specific case in such other manner as it deems necessary or appropriate.	HB 2447 – public hearings no longer required, but maintaining noticing requirements.
8.3.G(1)e: Hearing, Review, and Decision	If the review involves a quasi-judicial hearing, the recommendation or decision (as applicable) shall be based only on the record of the public hearing; shall be in writing; shall include findings of fact based on competent, material, and substantial evidence presented at the hearing; shall reflect the determination of contested facts; and shall state how the findings support compliance with applicable review standards.	<i>Delete Section</i>	Updates from City Attorney's Office
8.3.G(1)f & g: Hearing, Review, and Decision		<i>Renumber sections f & g to e & f based on deletion above</i>	Updates from City Attorney's Office

PZ25-00009 (LDC) LDC Amendments – HB 2447, Appeal Procedures, Clarifications

8.3.H(2): Appeal	The applicant or any member of the general public may file a written appeal regarding a decision made under this article, clearly stating the reasons for such appeal, within 15 days of the final action, pursuant to Section 8.8.E, Appeal.	The applicant, ~~the owner of the property, or any other person aggrieved by a decision that is subject to appeal under the provisions of this Code or any member of the general public~~ may file a written appeal ~~on a form provided by the Director regarding a decision made under this article~~ , clearly stating the reasons for such appeal, within 15 days of the final action, pursuant to Section 8.8.E, Appeal.	Updates from City Attorney's Office
8.4.A(2)a.2.iii: Activities Subject to Development Review	Projects that fall underneath the thresholds for minor development review in Table 8.2.	Projects that fall underneath the thresholds for ~~minor~~ development review in Table 8.2.	HB 2447 – no longer making a distinction between minor and major development review.
8.4.A(2)b: Thresholds for Development Plan Review	Thresholds for Development Plan Review Development plan review is conducted by the Director or the Planning and Zoning Commission, based on the thresholds in Table 8.2 below:	Thresholds for Development ~~Plan~~ Review Development ~~plan~~ review is conducted by the Director ~~or the Planning and Zoning Commission~~ , based on the thresholds in Table 8.2 below:	HB 2447 – development review no longer can require a public hearing and must be reviewed by staff
8.4.A(2)b, Table 8.2: Applicability Thresholds for Development Review		• Delete “Minor Development Review (Director)” Column • Delete “Type of Development” Row • Change Multifamily residential threshold to “5 or more dwelling units” and Nonresidential threshold to “2,000 or more square feet...”	HB 2447 – development review no longer can require a public hearing
8.4.A(2)b, Table 8.2: Applicability Thresholds for Development Review	Notes: See exceptions to development review thresholds in Section 8.4.A(2)c. Projects with fewer than five residential units are reviewed pursuant to Section 8.4.C, Single-Family Residential Review. Projects with less than 2,000 nonresidential square feet are reviewed as part of the building permit application.	Notes: See exceptions to development review thresholds in Section 8.4.A(2)c. Projects ~~below the noted thresholds with fewer than five residential units are reviewed pursuant to Section 8.4.C, Single-Family Residential Review. Projects with less than 2,000 nonresidential square feet~~ are reviewed as part of the building permit application.	HB 2447 – note needs to change based on change in thresholds.

8.4.A(2)c: Exceptions to Development Review Thresholds		Delete entire subsection.	HB 2447 – This section outlines what the director can refer to the Planning and Zoning Commission; P&Z review is not permitted by the state.
8.4.A(3): Minor Development Review	Minor Development Review: Application Submittal and Review Procedure Figure 8-2 identifies the applicable steps from Section 8.3, Common Review Procedures, that apply to minor development review. Additions or modifications to the common review procedures are noted below.	Minor Development Review: Application Submittal and Review Procedure Figure 8-2 identifies the applicable steps from Section 8.3, Common Review Procedures, that apply to ~~minor~~ development review. Additions or modifications to the common review procedures are noted below.	HB 2447 – Development review cannot require a public hearing so the established procedures for minor development review will be used for all development review.
8.4.A(3), Figure 8-2: Minor Development Review	Figure 8-2: Minor Development Review 	Figure 8-2: ~~Minor~~ Development Review 3 – Citizen Review Process is required, “un-grey”, add “Required” to box on 2nd row 4 – Staff Review and Action – Change 2nd row to “Review and Notice by Director” 6 – Review and Decision – “un-grey”, add “Director” to box on 2nd row	HB 2447
8.4.A(3)b: Application Submittal and Handling	The minor development review application shall be submitted, accepted, and revised, and may be withdrawn, in accordance with Section 8.3.C, Application Submittal and Handling.	The ~~minor~~ development review application shall be submitted, accepted, and revised, and may be withdrawn, in accordance with Section 8.3.C, Application Submittal and Handling.	HB 2447 – Development review cannot require a public hearing so the established procedures for minor development review will be used for all development review.
New subsection after 8.4.A(3)b: 8.4.(3)c: Citizen Review Process	n/a – new subsection	c. Citizen Review Process The applicant shall prepare and implement a Citizen Participation Plan pursuant to Section 8.3.D, <i>Citizen Review Process</i> .	HB 2447 – public hearings no longer required, but maintaining outreach requirements.
8.4.A(3)c: Staff	1. While no notice of public hearing is required,	1. While no ~~notice of~~ public hearing is required, the	HB 2447 –

PZ25-00009 (LDC) LDC Amendments – HB 2447, Appeal Procedures, Clarifications

Review and Action	the City shall provide notice of all minor development review applications to the owners of all properties adjacent to the subject property, including those across a street or right-of-way. 2. The Director shall review the minor development review application and approve, approve with conditions, or deny the application in accordance with Section 8.3.E, Staff Review and Action, based on the general approval criteria in Section 8.3.E(5), Approval Criteria Applicable to all Applications. 3. Alternatively, the Director may refer the application to the Planning and Zoning Commission pursuant to Section 8.4.A(2)c.1, Director Referral to Planning and Zoning Commission.	City shall provide notice of all ~~minor~~ development review applications ~~to the owners of all properties adjacent to the subject property, including those across a street or right-of-way~~ in accordance with the notice requirements of Sections 8.3.F(2) and (3). 2. The Director shall review the ~~minor~~ development review application and approve, approve with conditions, or deny the application in accordance with Section 8.3.E, Staff Review and Action, based on the general approval criteria in Section 8.3.E(5), Approval Criteria Applicable to all Applications. ~~3. Alternatively, the Director may refer the application to the Planning and Zoning Commission pursuant to Section 8.4.A(2)c.1, Director Referral to Planning and Zoning Commission.~~	Development review cannot require a public hearing.
8.4.A(3)c: Staff Review and Action	c. Staff Review and Action	~~c.~~ d. Staff Review and Action	HB 2447 – re-letter based on new section c above
8.4.A(4): Major Development Review		Delete entire subsection	HB 2447 – Cannot require a public hearing so the procedures for minor development review will be used for all development review.
8.4.A(5): Post-Decision Actions and Limitations for Development Review	5. Post-Decision Actions and Limitations for Development Review (Minor and Major)	~~5.~~ 4. Post-Decision Actions and Limitations for Development Review (~~Minor and Major~~)	HB 2447 – No difference between Minor and Major; renumber based on deletion of subsection (4)

PZ25-00009 (LDC) LDC Amendments – HB 2447, Appeal Procedures, Clarifications

8.5.A(3), Figure 8-7: Preliminary Plat		4. Director Review and <u>Recommendation Notice</u> ~~5. Written, published, and mailed notice required~~ 6. ~~Planning and Zoning Commission recommendation,~~ City Council Director decision	HB 2447 – Preliminary Plats do not require public hearings
8.5.A(3)b.1: Conceptual Plat for Subdivisions of More than 10 Units		Delete entire subsection	HB 2447 – Plats do not require public hearings, this section is hearing procedures for conceptual plats.
8.5.A(3)b.2: Preliminary Plat Submission	2. Preliminary Plat Submission Preliminary plat submission and review commences after the conclusion of conceptual review, if required. This stage of land and airspace subdivision includes detailed subdivision planning, submittal, review, and approval of the preliminary plat. The preliminary plat application shall be submitted, accepted, and revised, and may be withdrawn, in accordance with Section 8.3.C, Application Submittal and Handling.	~~2. Preliminary Plat Submission~~ ~~Preliminary plat submission and review commences after the conclusion of conceptual review, if required.~~ This stage of land and airspace subdivision includes detailed subdivision planning, submittal, review, and approval of the preliminary plat. The preliminary plat application shall be submitted, accepted, and revised, and may be withdrawn, in accordance with Section 8.3.C, Application Submittal and Handling.	HB 2447 – no conceptual review is required, subsection b does not have multiple sections, so “2” and a title are not necessary.
8.5.A(3)d: Staff Review and Action	The Director shall review the application and prepare a staff report and recommendation in accordance with Section 8.3.E, Staff Review and Action, with the following modifications: Upon formal acceptance of the preliminary plat application, the Director shall: 1. Distribute copies of the application to representatives of utilities, agencies, and governments that may be affected or have a pertinent interest in the proposed subdivision for their written comments; and 2. Distribute comments to the applicant and discuss these comments at a staff/applicant meeting.	The Director shall review the application and ~~prepare a staff report and recommendation~~ <u>approve or deny the application</u> in accordance with Section 8.3.E, Staff Review and Action, with the following modifications: Upon formal acceptance of the preliminary plat application, the Director shall: 1. Distribute copies of the application to representatives of utilities, agencies, and governments that may be affected or have a pertinent interest in the proposed subdivision for their written comments; and 2. Distribute comments to the applicant and discuss these comments at a staff/applicant meeting; and 3. <u>Provide notice of the application in accordance with the notice requirements of Sections 8.3.F(2) and (3).</u>	HB 2447 – Director will approve or deny
8.5.A(3)e-g	e. Schedule and Notice of Public Hearings f. Planning and Zoning Commission Review and Recommendation	Delete all 3 subsections	HB 2447 – No public hearing required.

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PZ25-00009 (LDC) LDC Amendments – HB 2447, Appeal Procedures, Clarifications

	g. City Council Review and Decision		
8.5.A(3)h.1: Refiling Following Denial	If a preliminary plat is denied by the Council, a similar preliminary plat of the same area or portion thereof may not be refiled for at least one year from the date of disapproval. If a plat is refiled, it shall be treated as a new application and all fees shall be paid.	If a preliminary plat is denied ~~by the Council~~ , a similar preliminary plat of the same area or portion thereof may not be refiled for at least one year from the date of disapproval. If a plat is refiled, it shall be treated as a new application and all fees shall be paid.	HB 2447 – Director to approve/deny plats
8.5.A(3)h.3: Expiration of Preliminary Plat Approval	The approval of a preliminary plat shall expire 24 months from the date approved by the Council, subject to the following:	The approval of a preliminary plat shall expire 24 months from the date <u>of approval</u> ~~approved by the Council~~ , subject to the following:	HB 2447 – Director to approve/deny plats
8.5.A(3)h.4: Amendments to Approved Preliminary Plats	The actions taken by the Commission and Council on any amended preliminary plat shall be limited to that portion of the plat affected by the amendment and shall not be construed as extending the time in which the final plat shall be filed. Any amended portion of a preliminary plat shall comply with the requirements in effect at the time the amendment is considered by the Commission. The amended plat shall show all of the information required by this section concerning any changes that may have been made on the plat.	The actions taken by the <u>Director</u> ~~Commission and Council~~ on any amended preliminary plat shall be limited to that portion of the plat affected by the amendment and shall not be construed as extending the time in which the final plat shall be filed. Any amended portion of a preliminary plat shall comply with the requirements in effect at the time the amendment is considered by the <u>Director</u> ~~Commission~~ . The amended plat shall show all of the information required by this section concerning any changes that may have been made on the plat.	HB 2447 – Director to approve/deny plats
8.5.A(3): Application Submittal and Review Procedure		Re-letter all subsections to reflect appropriate lettering	HB 2447
8.5.B(2)b: Applicability	Applications for final plats submitted to the City within 12 months after original Council approval of the preliminary plat shall be subject to the design and improvement standards applicable at the time of the preliminary plat application. All other final plat applications shall be subject to the design and improvement standards applicable at the time of the final plat application.	Applications for final plats submitted to the City within 12 months after original ~~Council~~ approval of the preliminary plat shall be subject to the design and improvement standards applicable at the time of the preliminary plat application. All other final plat applications shall be subject to the design and improvement standards applicable at the time of the final plat application.	HB 2447 – Director to approve/deny plats

PZ25-00009 (LDC) LDC Amendments – HB 2447, Appeal Procedures, Clarifications

8.5.B(3), Figure 8-8: Final Plat		6. Review and Decision: ~~City Council~~ <u>Director</u> Decision	HB 2447 – Director to approve/deny plats
8.5.B(3)b.1: Staff Review and Action	... The Director shall assemble the recommendations of the various reviewing agencies and prepare a concise summary of the recommendations, submit the summary of the reviewers' recommendations to the Council. The Director shall offer the applicant an opportunity to correct any deficiencies in the submittal based on the comments received.	... The Director shall assemble the recommendations of the various reviewing agencies and prepare a concise summary of the recommendations, ~~submit the summary of the reviewers' recommendations to the Council.~~ The Director shall offer the applicant an opportunity to correct any deficiencies in the submittal based on the comments received.	HB 2447 – Director to approve/deny plats
New subsections after 8.5.B(3)b.2: 8.5.B(3)b.3-6: Staff Review and Action	n/a – New Subsections	3. Upon receipt of a complete application for a final plat, the Director shall approve or deny the plat. 4. If the Director approves the plat, the Clerk shall transcribe a Certificate of Approval on the plat, first making sure that all required certifications have proper signatures. 5. When the Certificate of Approval has been transcribed on the plat, the Department shall retain the copy to be recorded until the City Engineer certifies that the subdivision has met the Arizona Boundary Survey Minimum Standards and the engineering plans have been approved. 6. The Director shall authorize the final plat to be recorded in the office of the county recorder of Yavapai and/or Coconino County.	HB 2447 – Director to approve/deny plats
8.5.B(3)c: Review and Decision (City Council)		Delete entire subsection	HB 2447 – Director to approve/deny plats

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PZ25-00009 (LDC) LDC Amendments – HB 2447, Appeal Procedures, Clarifications

8.5.B(3)d: Post-Decision Actions and Limitations	d. Post-Decision Actions and Limitations	~~d.-c.~~ Post-Decision Actions and Limitations	HB 2447 – Re-letter based on deletion of subsection c
8.5.B(3)d.1: Approved Plat Required for Development	The applicant shall not record a plat unless the plat has been approved by the Council...	The applicant shall not record a plat unless the plat has been approved by the ~~Council~~ Director...	HB 2447 – Director to approve/deny plats
8.5.B(3)d.5: Amendments to the Final Plat	All improvements required for the development of the subdivision shall comply substantially with the plans approved and adopted by the City Council...	All improvements required for the development of the subdivision shall comply substantially with the plans approved ~~and adopted~~ by the ~~City Council~~ Director...	HB 2447 – Director to approve/deny plats
8.5.B(3)d.5.i.a: Major Amendments	The Director shall bring a proposed major amendment before the Commission and the Council following the same procedure required under this Code for submission of a preliminary plat and final plat application.	The Director shall <u>bring review</u> a proposed major amendment ~~before the Commission and the Council~~ following the same procedure required under this Code for submission of a preliminary plat and final plat application.	HB 2447 – Director to approve/deny plats
8.5.B(3)d.5.ii.b-d: Minor Amendments	b. The Director shall assemble the recommendations of the various reviewing officers, prepare a concise summary of the recommendations, and submit this summary to the Council. c. Upon receipt of a complete application for Council action on a final plat amendment, the request shall be placed on the agenda of a regular Council meeting. The Council shall approve or deny the final plat amendment at this meeting. d. If the Council approves the plat, the Clerk shall transcribe a Certificate of Approval on the plat, first making sure that all required certifications have proper signatures.	b. The Director shall assemble the recommendations of the various reviewing officers <u>and</u> prepare a concise summary of the recommendations, ~~and submit this summary to the Council.~~ c. ~~Upon receipt of a complete application for Council action on a final plat amendment, the request shall be placed on the agenda of a regular Council meeting.~~ The ~~Council~~ Director shall approve or deny the final plat amendment ~~at this meeting.~~ d. If the ~~Council~~ Director approves the plat <u>amendment</u>, the Clerk shall transcribe a Certificate of Approval on the plat, first making sure that all required certifications have proper signatures.	HB 2447 – Director to approve/deny plats
8.5.E(1): Reversion to Acreage, Purpose and Applicability	Any subdivided lands may revert to acreage upon approval by the Council according to this section.	Any subdivided lands may revert to acreage upon approval by the ~~Council~~ Director according to this section.	HB 2447 – Director to approve/deny plats
8.5.E(2), Figure 8-10: Reversion to Acreage		4. Director Review and <u>Recommendation Notice</u> ~~5. Written, published, and mailed notice required~~ 6. <u>Planning and Zoning Commission recommendation, City Council Director decision</u>	HB 2447 – Director to approve/deny plats

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PZ25-00009 (LDC) LDC Amendments – HB 2447, Appeal Procedures, Clarifications

8.5.E(2)d: Staff Review and Action	The Director shall review the application and prepare a staff report and recommendation in accordance with Section 8.3.E, Staff Review and Action.	1. ~~The City shall provide notice of the application in accordance with the notice requirements of Sections 8.3.F(2) and (3).~~ 2. The Director shall review the application and ~~prepare a staff report and recommendation~~ <u>approve, approve in modified form, or deny the application</u> in accordance with Section 8.3.E, Staff Review and Action, <u>and based on the findings in Section 8.5.E(3), Reversion to Acreage Findings.</u>	HB 2447 – Director to approve/deny plats
8.5.E(2)e & f: Scheduling and Notice of Public Hearings; Review and Decision		Delete both subsections	HB 2447 – Director to approve/deny plats
8.5.E(2)g: Post-Decision Actions and Limitations	g. Post-Decision Actions and Limitations	~~g.e.~~ Post-Decision Actions and Limitations	HB 2447 – Director to approve/deny plats, re-letter based on section deletions
8.5.E(3): Reversion to Acreage Findings	Any action to recommend approval shall be based on all of the following findings:	Any action to ~~recommend approval~~ <u>approve</u> shall be based on all of the following findings:	HB 2447 – Director to approve/deny plats
8.8.E(1) Appeal, Purpose	The appeal procedure establishes an administrative mechanism for persons claiming to have been aggrieved by a decision of the Director, City Engineer, City Commission, or Board in administering this Code to appeal that decision.	The appeal procedure establishes an administrative mechanism for <u>the applicant, the owner of the property, or any other persons claiming to have been</u> aggrieved by a decision of the Director, City Engineer, City Commission, or Board in administering this Code to appeal that decision.	Updates from City Attorney's Office
8.8.E(3)a.1: Burden of Proof on Appellant	The person or group or persons making the appeal (the appellant)...	The person ~~or group~~ or persons making the appeal (the appellant)...	Updates from City Attorney's Office
New Subsection after 8.8.E(3)a.1 8.8.E(3)a.2: Standard of Proof	n/a – new subsection	2. Standard of Proof The standard of proof the appellant is required to prove to warrant approval of an appeal by the appropriate decision-making body is by a preponderance of the evidence.	Updates from City Attorney's Office

Commented [MC1]: I may well be confused, but aren't these sections for notice of public hearings? Which wouldn't apply?

PZ25-00009 (LDC) LDC Amendments – HB 2447, Appeal Procedures, Clarifications

8.8.E(3)a.2: Time Limit	2. Time Limit The appeal shall be filed within 15 days of the decision, by the applicant or any member of the general public. If the fifteenth day falls on a weekend holiday, or other day on which the City is closed, the next business day shall be the final day to submit an appeal.	~~2.3.~~ 2. Time Limit The appeal shall be filed within 15 days of the decision, by the applicant, <u>the owner of the property, or any other person aggrieved by a decision that is subject to appeal under the provisions of this Code.</u> ~~or any member of the general public.~~ If the fifteenth day falls on a weekend holiday, or other day on which the City is closed, the next business day shall be the final day to submit an appeal.	Updates from City Attorney's Office
8.8.E(3)a.3: Stay of Proceedings	3. Stay of Proceedings	~~3.4.~~ 4. Stay of Proceedings	Updates from City Attorney's Office
8.8.E(3)e: Approval Criteria for Appeals	The appropriate decision-making body shall consider the following in determining whether to affirm, reverse, or amend a decision or interpretation made by another decision-making body:	The appropriate decision-making body shall review the <u>written appeal and the record, including the application, plans, and related project materials that were the subject of the original decision, any additional materials as may be presented at the appeal hearing, any written correspondence submitted after the appeal has been filed, and</u> shall consider the following in determining whether to affirm, reverse, or amend a decision or interpretation made by another decision-making body:	Updates from City Attorney's Office
New Subsection after 8.8.E(3)e 8.8.E(3)f: Standard of Review for Appeals	n/a – new subsection	f. Standard of Review for Appeals When reviewing any decision on appeal, the appropriate decision-making body shall apply the same standards and criteria as were required for the original decision.	Updates from City Attorney's Office
8.9.B: City Council	The City Council is the legislative body for the City and has the following powers and duties under these regulations:	The City Council is the legislative body for the City and has the following <u>legislative and administrative</u> powers and duties under these regulations:	Updates from City Attorney's Office
Article 9 – Definitions:			
Section	Current Language	Proposed Change	Notes
9.4.A: Residential Uses, Household Living	Uses characterized by residential occupancy of a dwelling unit by a “family.” Common accessory uses include recreational activities, raising of household pets, personal gardens, personal storage buildings, hobbies, and resident parking. Specific use types include:	Uses characterized by residential occupancy of a dwelling unit by a “family.” Common accessory uses include recreational activities, raising of household pets, personal gardens, personal storage buildings, hobbies, and resident parking. <u>Each dwelling unit may contain a maximum of one kitchen.</u> Specific use types	Clarify that a single family house cannot have multiple kitchens.

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PZ25-00009 (LDC) LDC Amendments – HB 2447, Appeal Procedures, Clarifications

9.4.G: Temporary Uses, Special Event	“Special events” include, but are not limited to, fundraising activities, educational, historic, religious and patriotic displays or exhibits, circuses, amusements, outdoor concerts, festivals, revivals, street fairs, outdoor arts and crafts fairs, weddings, conferences, retreats, trainings, and other organized community events.	include: “Special events” <u>are temporary events outside of the normal operations of a property and</u> include, but are not limited to, fundraising activities, educational, historic, religious and patriotic displays or exhibits, circuses, amusements, outdoor concerts, festivals, revivals, street fairs, outdoor arts and crafts fairs, weddings, <u>wedding receptions and/or other wedding-related events</u> , conferences, retreats, <u>workshops, classes</u> , trainings, and other organized community events. <u>Events that fall under the permitted use and occupancy of a property, as allowed by a valid Certificate of Occupancy, shall not be considered Special Events.</u>	To address issues encountered in short term rental enforcement.
9.9: Other Defined Terms	<i>Quasi-Judicial Hearing</i> A board of adjustment hearing that is judicial-like in only applying the existing adopted regulations or policies to a specific development application, as opposed to the legislative-like creation of new laws or policies.	<i>Quasi-Judicial Hearing</i> ~~A board of adjustment hearing that is judicial-like in only applying the existing adopted regulations or policies to a specific development application, as opposed to the legislative-like creation of new laws or policies.~~	Updates from City Attorney’s Office

ORDINANCE NO. 2025-__

AN ORDINANCE OF THE OF THE CITY OF SEDONA, ARIZONA, DECLARING THE DOCUMENT TITLED “EXHIBIT A – NOVEMBER 12, 2025 PROPOSED LAND DEVELOPMENT CODE REVISIONS” AS A PUBLIC RECORD, ADOPTING THE SAME BY REFERENCE, AND AMENDING THE LAND DEVELOPMENT CODE (LDC) REGARDING PUBLIC HEARING FOR DEVELOPMENT REVIEW AND SUBDIVISION APPLICATIONS, APPEAL CRITERIA AND PROCEDURES, AND GENERAL CLARIFICATIONS; PROVIDING FOR PENALTIES, SEVERABILITY, AND REPEAL OF CONFLICTING ORDINANCES; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council deems it necessary and desirable to establish zoning regulations to provide for the orderly development of property within the City by governing the use of land in order to promote the public health, safety, and general welfare of the residents of the City;

WHEREAS, the Arizona State Legislature adopted House Bill 2447, amending Arizona Revised Statutes Section 9-500.49, requiring the legislative body of a city or town to authorize administrative personnel to review and approve site plans, development plans, land division, lot line adjustments, lot ties, preliminary plats, final plats, plat amendments, and design review plans without a public hearing;

WHEREAS, the effective date of the amendments to Arizona Revised Statutes Section 9-500.49 is December 31, 2025;

WHEREAS, this Ordinance was properly noticed for public hearings and the necessary hearings and opportunities for public input were completed;

WHEREAS, on September 2, 2025, the Planning and Zoning Commission held a public hearing and recommended approval of the proposed revisions; and

WHEREAS, the City Council held a public hearing on the proposed revisions on November 12, 2025; and

WHEREAS, the City Council hereby finds and determines that the proposed revisions are necessary in part to comply with House Bill 2447 and are in the best interest of the residents of Sedona.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SEDONA, ARIZONA AS FOLLOWS:

Section 1. Adoption The document known as “Exhibit A – November 12, 2025 Proposed Land Development Code Revisions”, (“LDC Revisions”), of which one paper copy and one electronic copy are maintained, in compliance with A.R.S. § 44-7041, 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 LDC is hereby amended as set forth in the LDC Revisions, 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 is, for any reason, held to be invalid or unconstitutional by the decision of any court

of competent jurisdiction, such decision shall not affect the validity of the remainder of this Ordinance.

Section 3. Rescission. If the Arizona State Legislature repeals any provisions of House Bill 2447, the repealed provisions that are included in the LDC Revisions are rescinded as of the effective date of the Legislative repeal.

Section 4. 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 5. Penalties. Any violation of or failure or refusal to do or perform any act required by the provisions of this ordinance or of the Sedona Land Development Code as amended herein shall constitute a civil violation subject to a fine not to exceed \$2,500 per day, a class 1 misdemeanor, and be subject to the provisions of Sedona City Code Section 1.15.010.

Section 6. Effective Date. The effective date of this Ordinance shall be December 31, 2025, following adoption by the City Council.

PASSED AND ADOPTED by the Mayor and Council of the City of Sedona, Arizona, this 12th day of November, 2025.

Holli Ploog, Mayor

ATTEST:

JoAnne Cook, CMC, City Clerk

APPROVED AS TO FORM:

Kurt W. Christianson, City Attorney

8.3. Common Review Procedures

A. General

This section describes the standard procedures and rules applicable to all development applications unless otherwise stated in this Code. Common review procedures include seven steps, as shown below in Figure 8-1, Common Review Procedures, not all of which are applicable to every development application. Application-specific procedures in Sections [8.4](#) through [8.8](#) identify additional procedures and rules beyond those in this section.

Figure 8-1: Common Review Procedures



B. Pre-Application Meeting

(1) Purpose

The pre-application meeting is intended to provide an opportunity for the applicant to meet with City staff to review applicable submittal requirements and review procedures associated with the proposed development concept.

(2) When Required

A pre-application meeting is required according to Table 8.1, Summary Table of Review Procedures.

(3) Procedure**a. Request**

The applicant shall submit a request for a pre-application meeting to the Director.

b. Scheduling

The Director shall schedule pre-application meetings and notify appropriate staff and the applicant of the time and location of the meeting.

(4) Effect

Any information or discussions held at the pre-application meeting shall not be binding on the City or the applicant. Discussions of potential conditions to mitigate impacts do not reflect actions by the decision-making body until and unless a decision-making body takes formal action to attach that condition to a development approval.

(5) Preliminary Conceptual Review

Depending on the size and scale of the development proposal, the Director may recommend or require, or the applicant may request, a preliminary conceptual review hearing with the Planning and Zoning Commission. Such hearing shall be scheduled as a public hearing before the Commission and shall be noticed in accordance with Section [8.3.F](#), *Scheduling and Notice of Public Hearings*.

C. Application Submittal and Handling**(1) Authority to Submit Application**

- a. Unless expressly stated otherwise in this Code, a development application shall be submitted by:
 1. The owner, contract purchaser, or any other person having a recognized property interest in the land on which development is proposed; or
 2. A person authorized to submit the application on behalf of the owner, contract purchaser, or other person having a recognized property interest in the land, as evidenced by a letter or document signed by the owner, contract purchaser, or other person.
- b. If there are multiple owners, contract purchasers, or other persons authorized to submit the application, all such persons shall sign the application or a letter or document consenting to the application.
- c. No application shall be submitted prior to attending a pre-application meeting, if required per Table 8.1, Summary Table of Review Procedures.

-
- d. Applications will not be accepted from property owners/applicants who are:
1. In violation of, or not in compliance with, either this Code, Sedona City Code or Arizona Revised Statutes, unless, through the application and permitting process, the owner/applicant attempts to resolve any and all violations or compliance issues or is part of a plan of action, accepted by the Director, to do so; or
 2. Have been determined by the City to owe delinquent transaction privilege taxes or any other delinquent fees payable to the City pursuant to this Code or City Code, unless the owner/applicant has entered into a written payment agreement approved by the City relating to payment of any and all outstanding obligations and is current in making any and all payments under the terms of such an agreement.

(2) Application Content

- a. The application shall be submitted to the Director on a form established by the Director. The applicant bears the burden of demonstrating compliance with application requirements.
- b. Some of the requirements listed below will not apply to a given proposal or piece of property; in those instances, the Director may waive those requirements.
- c. The information requested by this Code, and as required by other applicable codes and ordinances, may be combined into one or more maps or plans; provided, that the combined maps or plans adequately and legibly depict the required information.
- d. If required information has previously been submitted to the City and formed the basis of an approved development project, the same information need not be submitted again (for example, an applicant for a single-family residential building permit is not required to submit information previously submitted in conjunction with the subdivision plat approval).
- e. After approval of any development plan, any change to the approved plan shall be resubmitted for a new approval prior to proceeding with the changed portion of the development plan.

(3) Waivers of Submittal Requirements

The Director may waive certain submittal requirements in order to reduce the burden on the applicant and to tailor the requirements to the information necessary to review a particular application. The Director may waive such requirements upon finding that the projected size, complexity, anticipated impacts, or other factors associated with the proposed development clearly, in his or her opinion, support such waiver.

(4) Application Fees

- a. Application fees shall be paid at the time of submittal according to the type of application on the development review fee schedule. The fee schedule shall be established by resolution of the City Council and reviewed periodically.
- b. In the event the Director determines that it is necessary to utilize the services of a consultant not on staff, the Director may impose additional fees associated with such outside consultant. The Director shall inform the applicant of the necessity to utilize the services of a consultant and the applicant may choose whether or not to proceed with the application.

(5) Application Review Timeline

- a. The Director shall establish a review timeline for development applications and shall include that information in the Administrative Manual. The Director may amend the timeline to ensure effective and efficient review under this Code.
- b. Residential rezoning applications shall be processed in compliance with A.R.S. § [9-462.10](#).

(6) Determination of Application Completeness

~~The Director shall establish a review timeline for development applications and shall include that information in the administrative manual. The Director may amend the timeline to ensure effective and efficient review under this code.~~

~~Residential rezoning applications shall be processed in compliance with A.R.S. §-~~

The Director shall determine whether the application is complete or incomplete within five business days of submittal. A complete application shall be processed according to the procedures in this article. An incomplete application shall not be processed or reviewed. Any deficiencies noted by the Director shall be addressed by the applicant prior to resubmitting the application.

(7) Abandoned Applications

If an application has not been resubmitted to address staff-noted deficiencies within three months, such application shall be deemed abandoned and all fees forfeited. The applicant may request three additional months to address staff-noted deficiencies. Abandoned applications shall require a new pre-application meeting and may be subject to additional fees.

(8) Minor Application Revisions

An applicant may revise an application after receiving notice of compliance deficiencies following staff review, or on requesting and receiving permission from an advisory or decision-making body after that body has reviewed, but not yet taken action on, the application. Revisions shall be limited

to changes that directly respond to specific requests or suggestions made by staff or the advisory or decision-making body, as long as they constitute only minor additions, deletions, or corrections and do not include significant substantive changes to the development proposed in the application, as determined by the Director. All other application revisions shall be processed as a new application.

(9) Application Withdrawal

- a. After an application has been accepted, the applicant may withdraw the application at any time by submitting a letter of withdrawal to the Director.
- b. An applicant is not entitled to a refund of application fees for withdrawn applications. However, the Director may refund fees not expended during the first round of staff review if the application is withdrawn prior to preparation of any official written comments.

(10) Concurrent Review

- a. Where possible without creating an undue administrative burden on the City's decision-making bodies and staff, this Code intends to accommodate the simultaneous processing of applications for different permits and approvals that may be required for the same development project in order to expedite the overall review process.
- b. Review and decision-making bodies considering applications submitted simultaneously shall render separate recommendations and decisions on each application based on the specific standards applicable to each approval.
- c. Examples of concurrent filing and processing of applications include, but are not limited to:
 1. Development review and conditional use permit;
 2. Development review and rezoning;
 3. Conditional use permit and rezoning; and
 4. Rezoning and subdivision.
- d. Some forms of approval depend on the applicant having previously received another form of approval, or require the applicant to take particular action within some time period following the approval in order to avoid having the approval lapse. Therefore, even though this Code intends to accommodate simultaneous processing, applicants should note that each of the permits and approvals set forth in this Code has its own timing and review sequence, and so as a result, concurrent filings are not guaranteed to expedite the respective timing and review sequences of any particular permit or approval herein. [Ord. 2024-09 § 1 (Exh. A), 11-12-24].

D. Citizen Review Process

(1) Purpose

The citizen review process is intended to:

- a. Ensure that applicants pursue early and effective citizen participation in conjunction with their applications, giving them opportunity to understand and try to mitigate any real or perceived impacts their application may have on the community;
- b. Ensure that citizens and property owners within the community have an adequate opportunity to learn about applications that may affect them and to work with applicants to resolve concerns at an early stage of the process; and
- c. Facilitate ongoing communication between the applicant, interested citizens, and property owners throughout the application review process.

The citizen review process does not pertain to a specific review body or committee. It is not intended to produce complete consensus on all applications, but to encourage applicants to be good neighbors and to allow for informed decision-making.

(2) Applicability

- a. Every applicant who is proposing a project that requires a public hearing, a development review, or a subdivision approval, except for those application types listed in subsection 8.3.D(2)b below, shall prepare a citizen participation plan following the pre-application meeting and submission of the application. Implementation of the plan shall begin upon submittal of the application.
- b. A Citizen Participation Plan shall not be required for an application for a variance, Certificate of Appropriateness, appeal, minor conditional use permit (except those associated with a development review), or extension of time for an existing approval.

(3) Target Area

The level of citizen interest and area of involvement will vary depending on the nature of the application and the location of the site. At a minimum, the target area shall include the following:

- a. Property owners within the public hearing notice area required by other sections of this Code;
- b. The head of any homeowners association, or community/neighborhood appointed representative adjoining the project site; and

- c. Other interested parties who have requested that they be placed on the notification list for a particular project.
- d. The Director may determine that additional notices or areas should be provided.

(4) Citizen Participation Plan

At a minimum, the Citizen Participation Plan shall include:

- a. How those interested in and potentially affected by an application will be notified that an application has been submitted;
- b. How those interested and potentially affected parties will be informed of the substance of the change, amendment, or development proposed by the application;
- c. How those affected or otherwise interested will be provided an opportunity to discuss the applicant's proposal with the applicant and express any concerns, issues or problems they may have with the proposal in advance of the public hearing;
- d. The applicant's schedule for completion of the Citizen Participation Report; and
- e. How the applicant will keep the Community Development Department informed on the status of their citizen participation efforts.

(5) Public Notice

These requirements are in addition to public notice provisions required by Section [8.3.F](#), *Scheduling and Notice of Public Hearings*.

(6) Additional Meetings

The Director may require the applicant to hold additional citizen participation meetings based on:

- a. The length of time between the last citizen participation meeting and the date of the submittal of the application;
- b. The extent of changes that have occurred to the development proposal since the last citizen participation meeting was held; and/or
- c. The length of time between last public hearing (such as a conceptual review hearing) and the date of submittal for further development application consideration.

(7) Citizen Participation Report

The applicant shall provide a written report ~~to the Director and the Planning and Zoning Commission~~ on the results of their citizen participation effort ~~(prior to the notice of public hearing)~~, or, if no

public hearing is required, prior to a final decision being made on the application. The Citizen Participation Report shall include the information specified in the Administrative Manual.

E. Staff Review and Action

(1) Referral to Staff and Review Agencies

The Director shall distribute the complete application to appropriate staff and appropriate review agencies, per the Administrative Manual.

(2) Staff Review and Application Revisions

Staff shall review the application and shall consult with applicable City departments and participating reviewing agencies with jurisdiction over public health and safety. Staff shall submit recommendations and comments to the applicant in a form established by the Director. The applicant shall attend a meeting with the appropriate staff as determined by the Director to discuss staff recommendations and comments. The application will not move forward for further review until the Director determines that the applicant has adequately responded to the City's recommendations and comments, or the applicant requests that the application move forward without responding to the City's recommendations and comments.

(3) Applications Subject to Staff Recommendation

a. Staff Report

If an application is subject to staff review and recommendation to the Planning and Zoning Commission and/or City Council per Table 8.1, Summary Table of Review Procedures, staff shall prepare a written staff report that summarizes the proposal, findings, and recommendations.

b. Distribution and Availability of Application and Staff Report

The Director shall submit a copy of the staff report to the applicant and the advisory and/or decision-making body, and shall make the staff report and related materials available for public review at least seven calendar days prior to the hearing at which the application is scheduled to be heard.

(4) Applications Subject to Staff Decision

- a. If an application is subject to staff review and a final decision by the Director, the Director shall make a decision based on the review standards applicable to the application type. The decision shall be in writing and shall clearly state reasons for a denial or conditions of approval.
- b. Appeals of administrative decisions may be made pursuant to Section [8.8.D](#), *Appeal*.

(5) Approval Criteria Applicable to All Development, Subdivision and Rezoning Applications

a. Generally

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

b. Prior Approvals

The proposed development shall be consistent with the terms and conditions of any prior land use approval, plan, or plat approval that is in effect and not proposed to be changed. This includes an approved phasing plan for development and installation of public improvements and amenities.

c. Consistency with Sedona Community Plan and Other Applicable Plans

Except for proposed subdivisions, the proposed development shall be consistent with and conform to the Sedona Community Plan, Community Focus Area plans, and any other applicable plans. The decision-making authority:

1. Shall weigh competing plan goals, policies, and strategies; and
2. May approve an application that provides a public benefit even if the development is contrary to some of the goals, policies, or strategies in the Sedona Community Plan or other applicable plans.

d. Compliance with This Code and Other Applicable Regulations

The proposed development shall be consistent with the purpose statements of this Code and comply with all applicable standards in this Code and all other applicable regulations, requirements and plans, unless the standard is lawfully modified or varied. Compliance with these standards is applied at the level of detail required for the subject submittal.

e. Minimizes Impacts on Surrounding Property Owners

The proposed development shall not cause significant adverse impacts on surrounding properties. The applicant shall make a good-faith effort to address concerns of the surrounding property owners in the immediate neighborhood as defined in the Citizen Participation Plan for the specific development project, if such a plan is required.

f. Consistent with Intergovernmental Agreements

The proposed development shall be consistent with any adopted intergovernmental agreements, and comply with the terms and conditions of any intergovernmental agreements incorporated by reference into this Code.

g. Minimizes Adverse Environmental Impacts

The proposed development shall be designed to minimize negative environmental impacts, and shall not cause significant adverse impacts on the natural environment. Examples of the natural environment include water, air, noise, storm water management, wildlife habitat, soils, and native vegetation.

h. Minimizes Adverse Fiscal Impacts

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

i. Compliance with Utility, Service, and Improvement Standards

As applicable, the proposed development shall comply with federal, state, county, service district, City and other regulatory authority standards, and design/construction specifications for roads, access, drainage, water, sewer, schools, emergency/fire protection, and similar standards.

j. Provides Adequate Road Systems and Traffic Mitigation

Adequate road capacity must exist to serve the uses permitted under the proposed development, and the proposed uses shall be designed to ensure safe ingress and egress onto the site and safe road conditions around the site, including adequate access onto the site for fire, public safety, and EMS services. The proposed development shall also provide appropriate traffic improvements based on traffic impacts.

k. Provides Adequate Public Services and Facilities

Adequate public service and facility capacity must exist to accommodate uses permitted under the proposed development at the time the needs or demands arise, while maintaining adequate levels of service to existing development. Public services and facilities include, but are not limited to, roads, potable water, sewer, schools, public safety, fire protection, libraries, and vehicle/pedestrian connections and access within the site and to adjacent properties.

l. Rational Phasing Plan

If the application involves phases, each phase of the proposed development shall contain all of the required streets, utilities, landscaping, open space, and other improvements that are required to comply with the project's cumulative development to date, and shall not depend upon subsequent phases for those improvements.

(6) Conditions of Approval

- a. Where this Code authorizes a review body to approve or deny an application subject to applicable criteria, the review body may approve the application with conditions necessary to bring the proposed development into compliance with this Code or other regulations, or to mitigate the impacts of that development on the surrounding properties and streets.
- b. All conditions of approval shall be reasonably related to the anticipated impacts of the proposed use or development or shall be based upon standards duly adopted by the City. Such conditions may include those necessary to carry out the purpose and intent of the Sedona Community Plan, other adopted City plans, and this Code.
- c. No conditions of approval shall be less restrictive than the requirements of this Code, except where the Code expressly allows deviations.

- d. Any condition of approval that requires an applicant to dedicate land or pay money to a public entity in an amount that is not calculated according to a formula applicable to a broad class of applicants shall be roughly proportional both in nature and extent to the anticipated impacts of the proposed development, as shown through an individualized determination of impacts.
- e. During its consideration, the decision-making body may consider alternative potential conditions, and no discussion of potential conditions shall be deemed an attempt or intent to impose any condition that would violate the federal or state constitutions, statutes, or regulations. Discussions of potential conditions to mitigate impacts do not reflect actions by the decision-making body unless and until the decision-making body takes formal action to attach that condition to a development approval.
- f. Unless otherwise provided in this Code, any representations of the applicant in submittal materials or during public hearings shall be binding as conditions of approval. [Res. 2019-19 Exh. A, 10-8-19].

F. Scheduling and Notice of Public Hearings

(1) Scheduling

- a. If an application is subject to a public hearing per Table 8.1, Summary Table of Review Procedures, the Director shall schedule the public hearing for either a regularly scheduled meeting or special meeting of the appropriate decision-making body.
- b. The public hearing shall be scheduled to allow sufficient time to prepare a staff report per Section [8.3.E](#), *Staff Review and Action*.

(2) Public Hearing Notice

a. General Notice Requirements

All public hearings required by this Code shall be preceded by the notices identified in Table 8.1, Summary Table of Review Procedures. Persons with specific issues or concerns regarding a proposed application are encouraged to contact the Community Development Department in writing, by phone, or in person prior to the hearing.

b. Responsibility for Notice

The City shall be responsible for the accuracy of and proper publication, mailing, and posting of notice of the public hearing. The applicant shall be responsible for maintaining the posted notice once posted on the site by the City.

c. Notice to Adjacent Governmental Entities

In a proceeding involving an application for property that abuts unincorporated areas of the county, copies of the notice of public hearing shall be transmitted by the City to the planning agency of the governmental unit abutting such land.

(3) Notice Format and Content

a. Published and Mailed Notice

1. Required published or mailed notices shall:
 - i. Identify the application type;
 - ii. Describe the nature and scope of the proposed project;
 - iii. Identify the location subject to the application;
 - iv. Identify the date, time, and location of the hearing being noticed (if a public hearing is required);
 - v. Identify where and when the application and associated materials may be inspected; and
 - vi. Indicate opportunity to appear at the public hearing (if a public hearing is required).
2. Published notice shall appear in a newspaper of general circulation in the City at least 15 days prior to the scheduled hearing, or, if a hearing is not required, at least 15 days prior to a decision being made.
3. Mailed notices shall be sent via first-class mail to all property owners as listed in the records of the county tax assessor's office within ~~300-600~~ feet of the subject property, as measured from property boundaries.
- ~~3-4.~~ For City-initiated projects, mailed notices shall be sent via first-class mail to all property owners as listed in the records of the county tax assessor's office within City limits.

b. Posted Notice

1. Required posted notice shall include at least one sign on the subject property at least 15 days prior to the public hearing, or, if a hearing is not required, at least 15 days prior to a decision being made. The City is responsible for posting the sign(s). The applicant is responsible for maintaining the sign(s) once erected. The sign(s) shall be clearly visible from adjacent streets or public rights-of-way and shall remain on the property until after the hearing, or, if a hearing is not required, until after a decision is made.
2. The Director may require additional signs based on access and configuration of the property.
3. Required posted notice shall:
 - i. Identify the application type;
 - ii. Describe the nature and scope of the proposed project;
 - iii. Identify the date, time, and location of the hearing being noticed, or, if a hearing is not required, the deadline for submitting comments to the Director; and
 - iv. Identify a telephone number for additional information.

(4) Constructive Notice**a. Minor Defects in Notice Shall Not Invalidate Proceedings**

Minor defects in any notice shall not impair the notice or invalidate proceedings pursuant to the notice if a bona fide attempt has been made to comply with applicable notice requirements.

Minor defects in notice shall be limited to errors in a legal description or typographical or grammatical errors that do not impede communication of the notice to affected parties. In all cases, however, the requirements for the timing of the notice and for specifying the time, date, and place of a hearing shall be strictly construed.

b. Failure to Receive Notice Shall Not Invalidate City Action

As provided in A.R.S. § [9-462.04\(A\)\(7\)](#), or any successor statute, the failure of any person or entity to receive notice as set forth in the statute or this subsection shall not constitute grounds for any court to invalidate the actions of the City.

(5) Additional Notice

In addition to notice by the means set forth above, the City may give notice ~~of the hearing~~ in a specific case in such other manner as it deems necessary or appropriate.

G. Review and Decision**(1) Hearing, Review, and Decision**

- a. The application shall be subject to review, hearings, recommendations, and decisions as indicated in Table 8.1, Summary Table of Review Procedures.
- b. If the application is subject to a public hearing, the applicable review body shall hold a public hearing on the application in accordance with Section [8.3.G\(2\)](#), *Public Hearing Procedures*.
- c. The applicable review body shall consider the application, relevant support materials, staff report, and any evidence and public comments from the public hearing (if required).
- d. The applicable review body shall approve, approve with conditions, or deny the application based on the applicable approval criteria listed in the application-specific procedures. The body may also continue the hearing.

~~e. If the review involves a quasi-judicial hearing, the recommendation or decision (as applicable) shall be based only on the record of the public hearing; shall be in writing; shall include findings of fact based on competent, material, and substantial evidence presented at the hearing; shall reflect the determination of contested facts; and shall state how the findings support compliance with applicable review standards.~~

~~f.e.~~ The decision-making body may incorporate or require, as part of a condition of approval, a written agreement between the applicant and the City that enforces the conditions. All conditions shall comply with the limitations in Section [8.3.E\(6\)](#), *Conditions of Approval*.

~~g.f.~~ The applicable review body shall clearly state the factors considered in making its recommendation or decision, as well as the basis or rationale for the recommendation or decision.

(2) Public Hearing Procedures

Public hearings required by this Code shall be conducted according to the rules and procedures established by the respective bodies, and in compliance with City Code and state law.

(3) Pre-Development Activity by Applicant

Any furtherance of pre-development activity engaged in by or in behalf of the developer while an application is pending shall in no instance be construed as having been undertaken in reliance of an approval of such application.

H. Post-Decision Actions and Limitations

(1) Effective Date of Approval

Unless otherwise provided in this article, a decision made under this article shall be final 15 days from the date of the decision unless, prior to the expiration of that period, an appeal has been filed with the Director pursuant to Section [8.8.E](#), *Appeal*.

(2) Appeal

The applicant, ~~the owner of the property, or any other person aggrieved by a decision that is subject to appeal under the provisions of this code or any member of the general public~~ may file a written appeal ~~on a form provided by the Director regarding a decision made under this article~~, clearly stating the reasons for such appeal, within 15 days of the final action, pursuant to Section [8.8.E](#), *Appeal*.

(3) Expiration and Revocation of Approval

a. Expiration of Approval

Approval under this article may be granted subject to a schedule of development or set time period for development of specific improvements, and/or establishment of a specific use or uses for which the approval is requested. Approval shall expire at the end of this period or, if a specific time period is not specified, after two years following the date upon which the final approval became effective, if none of the following have occurred:

1. The subject property has been improved for the development for which it was approved and a building permit has been issued and construction commenced and is being

diligently pursued toward completion of the site for which the approval was originally granted; or

2. A Certificate of Occupancy has been issued for structure(s) that were the subject of the application; or
3. The site has been occupied for a permitted use if no building permit or Certificate of Occupancy is required.

b. Revocation of Approval

Upon expiration, the approval shall be considered revoked, unless a request for a time extension is made by the applicant to the Director at least 90 days prior to the date of the expiration of the original approval in accordance with established application submittal scheduling requirements. The applicant is responsible for keeping track of the application expiration dates.

c. Request for Extension of Approval

An approval subject to expiration may be granted a maximum of two time extensions by the body that originally approved the application. The action regarding the extension may be appealed subject to the appeal requirements of the original application.

1. The first time extension approval shall meet the criteria as outlined in Section [8.3.H\(3\)d](#), *Evidence Required To Support Extension Requests*, and the expiration date shall not exceed two years from the original approval expiration date.
2. The second time extension approval expiration date shall meet the criteria as outlined in Section [8.3.H\(3\)d](#), *Evidence Required To Support Extension Requests*, and the expiration date shall not exceed two years from the first time extension expiration date. There must be exceptional circumstances to warrant a second time extension. In granting the second extension, the decision-making body must consider the complexity of the project and identify the specific circumstances that warrant the extension.
3. In no case shall the combination of two time extension approvals exceed four years from the original approval expiration date.
4. Consideration of time extensions shall be at a public hearing and shall be noticed in accordance with Section [8.3.F](#), *Scheduling and Notice of Public Hearings*.
5. Upon the expiration of the specified time period, if no extension has been granted or no application for the same has been submitted, or a granted time extension has expired, then the application shall be considered revoked. In the case of a revocation of a conditional rezoning, the Director shall initiate the process for consideration for reversion to original zoning, which shall follow the rezoning procedure set forth in Section [8.6.A](#), *Rezoning (Zoning Map Amendment)*.

d. Evidence Required to Support Extension Requests

In all requests for time extension, the applicant shall provide substantial and verifiable evidence showing that:

1. In spite of the good faith efforts of the applicant, circumstances beyond their control have prevented the timely pursuit of the development and completion of the necessary requirements within the originally authorized time period; or
2. The applicant has completed substantial property improvements, incurred substantial nonrecoverable monetary expenditures or commitments, or has completed supporting development improvements, or retained the services for preparation of supporting data in reliance upon the approval of the request.
3. In either instance, the applicant is, in good faith, continuing to diligently pursue implementation of the development to the degree authorized by the City and the applicant shall be current on all City fees, including wastewater billing charges, and has no code violations or environmental, health and safety issues existing on the property.

e. Conditions Applicable to Approval Extension

Extension of previously approved applications may be subject to the following:

1. Modification of previously required conditions of approval as warranted by interim changes in the area, and/or to ensure continued compatibility with any improvements within the context area;
2. Project revisions as necessary to comply with ordinance or code amendments that may have taken effect since the time of the original approval.

(4) Modification or Amendment of Approval

a. Minor Changes Allowed

Development authorized by any approval under this article may incorporate minor changes from the approved plan, permit, or conditions of approval, as appropriate, without the need for a new application; provided, that the Director determines that the proposed changes:

1. Comply with the standards of this Code;
2. Are necessary to meet conditions of approval; and
3. Would not significantly alter the function, form, intensity, character, demand on public facilities, or impact on adjacent properties as approved with the administrative site/architectural plan.

b. Major Changes

Any modification of an approved plan, permit, or condition of approval that the Director determines does not meet the criteria in subsection [H\(4\)a](#) of this section above shall require a

new application that is submitted and reviewed in accordance with the full procedure and fee requirements applicable to the particular type of the original application.

(5) Limitation on Subsequent Similar Applications

Following denial of an application, the decision-making body shall not decide on applications that are the same or substantially similar within one year of the previous denial. This waiting period may be waived by the decision-making body provided that:

- a. There is a substantial change to circumstances, or new information available, relevant to the issues or facts considered during the previous application review; or
- b. The new application is materially different from the previous application.

8.4.

Development Permits

A. Development Review

(1) Purpose

The purpose of development review is to provide guidance and direction in the physical improvements of properties within the City through the review of all aspects of a proposed development, including, but not limited to, design review, site planning, and the relationship of the development to the surrounding environment and the community. Development review shall promote development that is safe, attractive, and compatible with surrounding areas and the City at large.

(2) *Applicability*

a. Activities Subject to Development Review

1. Development review is required prior to the issuance of a building permit and construction of physical improvements. Development review is required for all development subject to this Code, including signs, landscaping, site layout, and use associated with:
 - i. New building construction;
 - ii. Newly established uses of land;
 - iii. Expansions, alterations, or modifications of existing structures or sites for commercial, public, semi-public, and multifamily residential uses of property within the City that result in increased occupancy or intensity of use; and
 - iv. Creation or expansion of any vehicular parking area.
2. Development review is not required for:
 - i. Detached single-family residential uses in single-family zones, and associated accessory buildings and uses, which are subject to Section [8.4.C](#), *Single-Family Residential Review*; and
 - ii. Interior tenant alterations or improvements that do not increase parking requirements or alter exterior building appearances; and

- iii. Projects that fall underneath the thresholds for ~~minor~~ development review in Table 8.2.

b. Thresholds for Development Plan Review

Development ~~plan~~ review is conducted by the Director ~~or the Planning and Zoning Commission~~, based on the thresholds in Table 8.2 below:

~~Type of Development~~	~~Minor Development Review (Director)~~	~~Major Development Review (Planning and Zoning Commission)~~
RESIDENTIAL		
Multifamily residential	~~Between 5 and 10 dwelling units~~	~~11~~ 5 or more dwelling units
NONRESIDENTIAL		
Any new building		
Any newly established use of land	~~Between 2,000 and 5,000 square feet gross floor area (individually or cumulatively)~~	~~5~~ 2,000 or more square feet gross floor area (individually or cumulatively)
Any expansion, alteration, or modification of existing structure or site		
Notes: See exceptions to development review thresholds in Section 8.4.A(2)c . Projects ~~below noted thresholds with fewer than five residential units are reviewed pursuant to Section 8.4.C, Single Family Residential Review. Projects with less than 2,000 nonresidential square feet~~ are reviewed as part of the building permit application.		

~~—~~ ***Exceptions to Development Review Thresholds***

0. Director Referral to Planning and Zoning Commission

~~The Director may require any of the following minor building improvement items to be considered by the Commission at a public hearing on the basis of location or visual impacts, or in conjunction with other aspects of overall site development or improvement:~~

- ~~— Signs;~~
- ~~— Fences or walls;~~
- ~~— Exterior stairways, porches, or balconies;~~
- ~~— Exterior repair or replacement of existing siding and trim;~~
- ~~— Reroofing;~~
- ~~— Exterior painting; and/or~~
- ~~— Other similar minor improvements as determined by the Director.~~

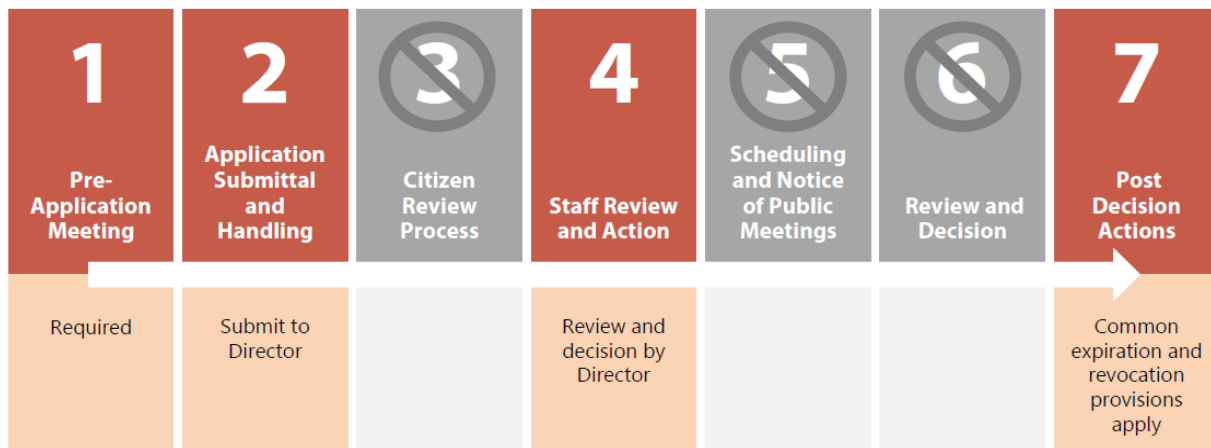
0. Director Approval of Certain Major Projects

- ~~— The Director may approve the following types of expansions, alterations, or modifications to development projects or sites that would otherwise be subject to major development review and approval by the Commission per Table 8.2:~~
- ~~— Interior alterations or modifications that do not increase the overall gross floor area of a building; and/or~~
- ~~— Minor exterior alterations or additions to a building that do not exceed five percent of the gross square footage of the building, provided they are architecturally compatible with the existing building.~~
- ~~— Notwithstanding subsection 8.4.A(2)c.2.i above, the Director may require such expansions, alterations, or modifications to be considered by the Commission at a public hearing on the basis of location or visual impacts, or in conjunction with other aspects of overall site development or improvements.~~

(18)(3) Minor Development Review: Application Submittal and Review Procedure

Figure 8-2 identifies the applicable steps from Section [8.3](#), *Common Review Procedures*, that apply to ~~minor~~ development review. Additions or modifications to the common review procedures are noted below.

Figure 8-2: ~~Minor~~ Development Review



Changes to Figure 8-2:

3: Citizen Review Process: Un-Grey, add "Required" to box on 2nd row

4: Staff Review and Action: Change 2nd row to "Review and Notice by Director"

6: Review and Decision: Un-Grey, add "Director" to box on 2nd row

b.a. Pre-Application Meeting

A pre-application meeting shall be held in accordance with Section [8.3.B](#), *Pre-Application Meeting*.

c.b. Application Submittal and Handling

The ~~minor~~ development review application shall be submitted, accepted, and revised, and may be withdrawn, in accordance with Section [8.3.C](#), *Application Submittal and Handling*.

c. Citizen Review Process

The applicant shall prepare and implement a Citizen Participation Plan pursuant to Section 8.3.D, *Citizen Review Process*.

d. Staff Review and Action

1. While no ~~notice of~~ public hearing is required, the City shall provide notice of all ~~minor~~ development review applications in accordance with the notice requirements of Section 8.3.F(2) and (3). ~~to the owners of all properties adjacent to the subject property, including those across a street or right-of-way.~~
2. The Director shall review the ~~minor~~ development review application and approve, approve with conditions, or deny the application in accordance with Section [8.3.E](#), *Staff*

Review and Action, based on the general approval criteria in Section 8.3.E(5), Approval Criteria Applicable to all Applications.

~~0. Alternatively, the Director may refer the application to the Planning and Zoning Commission pursuant to Section 8.4.A(2)c.1, Director Referral to Planning and Zoning Commission.~~

~~(20) Major Development Review: Application Submittal and Review Procedure~~

~~Figure 8-3 identifies the applicable steps from Section 8.3, Common Review Procedures, that apply to major development review. Additions or modifications to the common review procedures are noted below.~~

Figure 8-3: Major Development Review



~~Pre-Application Meeting~~

~~0. A pre-application meeting shall be held in accordance with Section 8.3.B, Pre-Application Meeting.~~

~~0. Depending on the size and scale of the development proposal, the Director may recommend or require, or the applicant may request, a preliminary conceptual review hearing with the Planning and Zoning Commission. Such hearing shall be scheduled as a public hearing before the Commission and shall be noticed in accordance with Section 8.3.E, Scheduling and Notice of Public Hearings.~~

~~Application Submittal and Handling~~

~~The major development review application shall be submitted, accepted, and revised, and may be withdrawn, in accordance with Section 8.3.C, Application Submittal and Handling.~~

~~— **Citizen Review Process**~~

~~The applicant shall prepare and implement a Citizen Participation Plan pursuant to Section 8.3.D, *Citizen Review Process*.~~

~~— **Staff Review and Action**~~

~~0. The Director may review and approve, approve with conditions, or deny those types of projects submitted for major development review as listed in Section 8.4.A(2)c.2, *Director Approval of Certain Major Projects*.~~

~~0. For all other major development review applications, the Director shall review the application and prepare a staff report and recommendation in accordance with Section 8.3.E, *Staff Review and Action*.~~

~~— **Scheduling and Notice of Public Hearings**~~

~~The major development review application shall be scheduled for a public hearing before the Planning and Zoning Commission and noticed in accordance with Section 8.3.F, *Scheduling and Notice of Public Hearings*.~~

~~— **Review and Decision (Planning and Zoning Commission)**~~

~~The Planning and Zoning Commission shall review the major development review application and approve, approve with conditions, or deny the application in accordance with Section 8.3.G, *Review and Decision*, based on the general approval criteria in Section 8.3.E(5), *Approval Criteria Applicable to all Applications*.~~

(38)(4) Post-Decision Actions and Limitations for Development Review ~~(Minor and Major)~~

All common procedures in Section 8.3.H, *Post-Decision Actions and Limitations*, shall apply, with the following modifications:

a. No Building Permit without Approval

No building permit shall be issued until the development review application and all other associated applications have been approved and any applicable appeal period is exhausted.

b. Implementation Procedures

1. Prior to the issuance of a building permit, the Director shall determine that the submitted plans for the building permit substantially conform to those approved by the Director, the Commission, or Council and that the time period for approvals has not expired. An approval stamp and the date of the approval shall indicate that the plans are in conformity.
2. Any conditions prescribed by the Director, the Commission, or Council shall be considered an integral part of the construction plans. The conditions of approval shall be noted or depicted on all plans that may be required by applicable City departments.
3. Upon completion of the development, the Director and all applicable reviewing agencies involved with the development review proposal shall conduct a site investigation to assure compliance with all applicable conditions of approval prior to the issuance of a Certificate of Occupancy.
4. Any building, structure, or sign that has been constructed or installed without the approval of the Director, the Commission, or Council, as applicable, may be ordered removed at the applicant's expense. Modifications, alterations, or changes to approved plans shall not be authorized without specific review and approval. Proposed revisions shall be submitted for consideration in the same manner as a new application.
5. Noncompliance with approved plans and conditions shall be grounds for the Director to either stop the work on the project or to deny a Certificate of Occupancy, as described in Section [1.7.C](#), *Enforcement Actions or Proceedings* .
6. Any building, structure, plant, material, or sign that has been approved by the Director, Commission, or Council and has been constructed or installed in accordance with approved plans shall be maintained in accordance with said approvals by the owner or person in possession of the property on which the building, structure or sign is located.

B. Conditional Use Permit

(1) Purpose

The conditional use permit procedure provides a mechanism for the City to evaluate proposed land uses that are generally characterized by infrequency of use, high degree of traffic generation, and/or requirement of a large land area. This procedure is intended to ensure compatibility of such uses with surrounding areas and that adequate mitigation is provided for anticipated impacts.

(2) Applicability

A conditional use permit is required for the establishment of certain land uses as specified in Table 3.1, Table of Allowed Uses. Approval of a new conditional use permit is also required for modification or expansion of an existing conditional use.

(3) Application Submittal and Review Procedure

Figure 8-4 identifies the applicable steps from Section [8.3](#), *Common Review Procedures*, that apply to the review of conditional use permits. Additions or modifications to the common review procedures are noted below.

Figure 8-4: Conditional Use Permit



a. Pre-Application Meeting

A pre-application meeting shall be held in accordance with Section [8.3.B](#), *Pre-Application Meeting*.

b. *Application Submittal and Handling*

The conditional use permit application shall be submitted, accepted, and revised, and may be withdrawn, in accordance with Section [8.3.C](#), *Application Submittal and Handling*.

c. *Citizen Review Process*

The applicant shall prepare and implement a Citizen Participation Plan pursuant to Section [8.3.D](#), *Citizen Review Process*.

d. *Staff Review and Action*

The Director shall review the application and prepare a staff report and recommendation in accordance with Section [8.3.E](#), *Staff Review and Action*.

e. *Scheduling and Notice of Public Hearings*

The conditional use permit application shall be scheduled for a public hearing before the Planning and Zoning Commission and noticed in accordance with Section [8.3.F](#), *Scheduling and Notice of Public Hearings*.

f. *Review and Decision*

1. The Planning and Zoning Commission shall review the conditional use permit application and shall receive pertinent evidence concerning the proposed use and the proposed conditions under which it would be operated or maintained. The Commission shall approve, approve with conditions, or deny the application in accordance with Section [8.3.G](#), *Review and Decision*, based on the general approval criteria in Section [8.3.E\(5\)](#), *Approval Criteria Applicable to all Applications*.
2. A conditional use permit may be granted for a limited time period or may be granted subject to such conditions as the Commission may prescribe, effective upon the satisfaction of certain conditions.
3. The decision shall become final 15 days following the date on which the conditional use permit was revoked unless an appeal has been filed with the Director within the prescribed 15-day appeal period, in which case the Council shall render a final decision.

g. *Post-Decision Actions and Limitations*

All common procedures in Section [8.3.H](#), *Post-Decision Actions and Limitations*, shall apply, with the following modifications:

1. *Expiration and Revocation of Conditional Use Approval*

i. *Cessation of Conditional Use*

If the use for which the conditional use permit was approved ceases for a period of two years, the permit shall automatically expire.

ii. *Failure to Comply with Conditions*

If a use permit is granted subject to conditions, upon failure to comply with conditions, a conditional use permit shall be suspended automatically, may invoke enforcement per Section [1.7](#), *Enforcement*, or may be revoked subject to the following:

- a. The Director shall notify the applicant of the suspension and the reasons for the suspension and specify a time period for the applicant to comply with the condition or conditions.
- b. If the applicant fails to comply within the specified time period, the Commission shall hold a public hearing within 40 days. If not satisfied that the condition or conditions in question are being complied with, the Commission may revoke the conditional use permit or take action necessary to ensure compliance with the condition(s).

2. *Conditional Use Permit – Validity and Revisions*

A conditional use permit granted pursuant to the provisions of this section shall run with the land and shall continue to be valid upon a change of ownership of the site or structure that was the subject of the conditional use permit application. Any proposed revisions or changes to an approved conditional use permit application shall be submitted in the same manner, and subject to the same approval process, as the original review.

3. *Temporary Suspension of Conditions*

In the event that the City Manager determines a public emergency, the Community Development Director may suspend one or more conditions of approval on a conditional use permit.

(4) *Minor Conditional Use Permits*

The Director may approve a minor conditional use permit to authorize the renewal or time extension of any previously issued conditional use permit. Such permit shall continue to be subject to all applicable use-specific standards of this Code. No public notification or hearing is required for issuance of a minor conditional use permit. [Ord. 2023-03 § 1 (Exh. A), 4-25-23; Res. 2019-19 Exh. A, 10-8-19].

C. Single-Family Residential Review

(1) *Purpose*

The purpose of the single-family residential review procedure is to provide for administrative review of the development of a single-family residence on a lot or parcel zoned for single-family residential use.

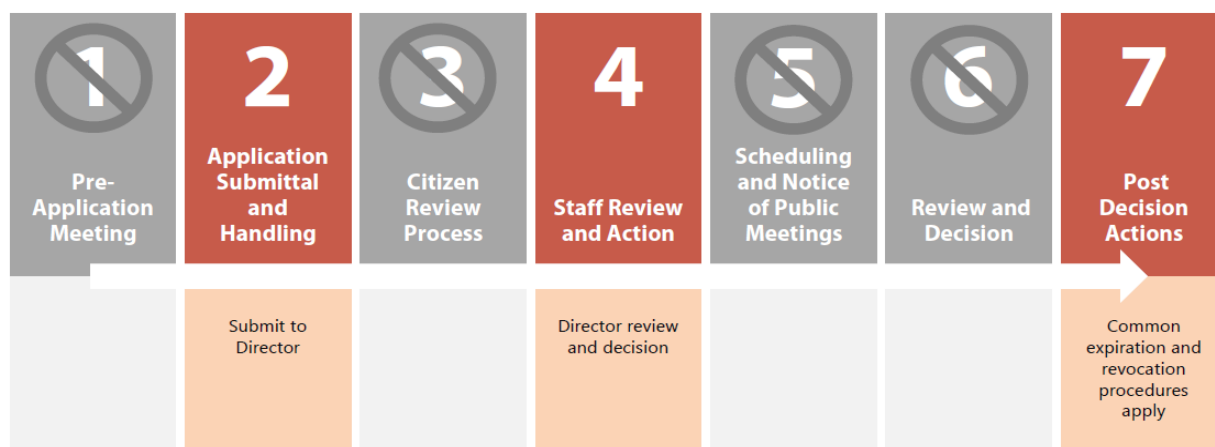
(2) *Applicability*

Single-family residential review shall be required for development of any new building or structure on any existing or new single-family residential lot or parcel, and also for the development of any new building or structure containing up to four multifamily residential units.

(3) *Application Submittal and Review Procedure*

Figure 8-5 identifies the applicable steps from Section [8.3](#), *Common Review Procedures*, that apply to single-family residential review. Additions or modifications to the common review procedures are noted below.

Figure 8-5: Single-Family Residential Review



a. Application Submittal and Handling

The single-family residential review application shall be submitted, accepted, and revised, and may be withdrawn, in accordance with Section [8.3.C](#), *Application Submittal and Handling*, with the following modification: All required information relevant to the building of structures on a lot shall be submitted to the Department concurrently with the submission of a building permit application for proposed development.

b. Staff Review and Action

The Director shall review the single-family residential review application based on the general approval criteria in Section [8.3.E\(5\)](#), *Approval Criteria Applicable to all Applications*, and the approved subdivision final plat, if applicable. If it is determined that the proposed development meets all applicable requirements, the building permit for the proposed development shall be issued. If it is determined that the proposed development does not comply, the Director shall advise the applicant in writing of the reasons for noncompliance.

c. Post-Decision Actions and Limitations

All common procedures in Section [8.3.H](#), *Post-Decision Actions and Limitations*, shall apply.

D. Temporary Use Permit

(1) Purpose

The temporary use procedure provides a mechanism for the City to evaluate prospective uses and/or structures of limited duration to ensure compliance with applicable standards of this Code, including Section [3.5](#), *Temporary Uses and Structures*.

(2) **Applicability**

A temporary use permit is required before establishing, constructing, or installing any temporary use or structure designated as requiring a temporary use permit in Section [3.5](#), *Temporary Uses and Structures*.

(3) **Application Submittal and Review Procedure**

Figure 8-6 identifies the applicable steps from Section [8.3](#), *Common Review Procedures*, that apply to temporary use permits. Additions or modifications to the common review procedures are noted below.

Figure 8-6: Temporary Use Permit



a. Pre-Application Consultation

The Director may require or the applicant may request a pre-application consultation in accordance with Section [8.3.B](#), *Pre-Application Meeting*, based on the size and scope of the event.

b. Application Submittal and Handling

The temporary use permit application shall be submitted, accepted, and revised, and may be withdrawn, in accordance with Section [8.3.C](#), *Application Submittal and Handling*.

c. Staff Review and Action

The Director shall review the temporary use permit application and approve, approve with conditions, or deny the application in accordance with Section [8.3.E](#), *Staff Review and Action*, based on the general approval criteria in Section [8.3.E\(5\)](#), *Approval Criteria*

Applicable to all Applications, and the specific criteria in Section [8.4.D\(4\)](#), Temporary Use Permit Approval Criteria. The Director may require cash bond to defray costs if the permittee fails to comply with conditions of approval.

d. *Post-Decision Actions and Limitations*

Post-decision actions and limitations in Section [8.3.H](#) shall apply, with the following modifications:

1. *Effect of Approval*

A temporary use permit authorizes establishment, construction, or installation of the approved temporary use or structure in accordance with the terms and conditions of the permit.

2. *Expiration of Approval*

A temporary use permit shall be valid beginning on the date specified on the permit and shall remain valid for the time period indicated on the permit.

3. *Removal and Restoration*

Before the expiration of a temporary use permit, the permittee shall disconnect all temporary uses and structures, and associated property and equipment, and free the temporary use site from all trash, litter, and debris to the satisfaction of the Director.

4. *Failure to Comply with Conditions of Approval*

A temporary use may be approved subject to conditions of approval. Upon failure to comply with conditions, a temporary use permit may be suspended or revoked automatically, and the permit holder may be subject to code enforcement action pursuant to Section [1.7](#), *Enforcement*. If a temporary use permit is suspended or revoked, the Director has the authority to refuse to accept another application for a temporary use permit for the same or substantially the same use within one year from the date the temporary use permit application was filed.

(4) *Temporary Use Permit Approval Criteria*

The Director may approve a temporary use permit upon finding that the application meets all of the following criteria:

-
- a.** Complies with applicable temporary use standards, as well as all other applicable standards in this Code;
 - b.** Adequately mitigates any impacts associated with access, traffic, emergency services, utilities, parking, refuse areas, noise, lighting, odor, and disruption of the natural environment; and
 - c.** Complies with all requirements and conditions of approval of any prior development permits or approvals.

8.5. Subdivision Procedures

A. Preliminary Plat

(1) *Purpose*

- a. The preliminary plat procedure provides a mechanism for the City to review an overall plan for a proposed subdivision to ensure compliance with this Code and the adequate provision of facilities and services in the City.

(2) *Applicability*

a. *Preliminary Plat Required*

A preliminary plat is required for any proposed subdivision that:

- 1. Is on land that has not been platted; or
- 2. Will include the dedication of public right-of-way, other public tracts, or public improvements; or
- 3. Is not eligible to be processed as a land division, pursuant to Section [8.5.C](#), *Land Division or Combination*.

b. *Zoning Compliance Required*

A proposed subdivision shall be designed to meet the specific requirements for the zoning district within which it is located.

(3) *Application Submittal and Review Procedure*

Figure 8-7 identifies the applicable steps from Section [8.3](#), *Common Review Procedures*, that apply to the review of preliminary plats. Additions or modifications to the common review procedures are noted below.

Figure 8-7: Preliminary Plat



Changes to Figure 8-7:

4: Director review and notice

5: Not required/Grey out

6: Director decision

a. Pre-Application Meeting

A pre-application meeting shall be held in accordance with Section [8.3.B](#), *Pre-Application Meeting*.

b. Application Submittal and Handling

~~1. Conceptual Plat for Subdivisions of More than 10 Units~~

~~—Before commencing with preliminary plat submittal and review procedures, a conceptual review public meeting for any subdivision with more than 10 units shall be scheduled with the Planning and Zoning Commission. The Director may waive the conceptual plat requirement for projects on the basis of potential location or visually related impacts.~~

~~i. The Commission shall hold at least one public meeting on each conceptual plat, which shall be noticed pursuant to Section [8.3.F](#), *Scheduling and Notice of Public Hearings*. At the public meeting, no actions shall be taken by the Commission on the conceptual plat. The public meeting is intended to provide an opportunity for the applicant to hear any concerns, comments, or requests for additional information from the Director, Commission, applicable reviewing agencies and utilities, and members of the public.~~

~~2. Preliminary Plat Submission~~

~~Preliminary plat submission and review commences after the conclusion of conceptual review, if required.~~ This stage of land and airspace subdivision includes detailed subdivision planning, submittal, review, and approval of the preliminary plat. The preliminary plat application shall be submitted, accepted, and revised, and may be withdrawn, in accordance with Section [8.3.C](#), *Application Submittal and Handling*.

c. Citizen Review Process

The applicant shall prepare and implement a Citizen Participation Plan pursuant to Section [8.3.D](#), *Citizen Review Process*.

d. Staff Review and Action

The Director shall review the application and ~~prepare a staff report and recommendation~~ approve or deny the application in accordance with Section [8.3.E](#), *Staff Review and Action*, with the following modifications: Upon formal acceptance of the preliminary plat application, the Director shall:

1. Distribute copies of the application to representatives of utilities, agencies, and governments that may be affected or have a pertinent interest in the proposed subdivision for their written comments; and
2. Distribute comments to the applicant and discuss these comments at a staff/applicant meeting.
- 2.3. Provide notice of the application in accordance with the notice requirements of Section 8.3.F(2) and (3).

~~e. Scheduling and Notice of Public Hearings~~

~~The Commission shall hold at least one public hearing on each preliminary plat. The hearing shall be noticed in accordance with Section [8.3.E](#), *Scheduling and Notice of Public Hearings*.~~

~~g. Planning and Zoning Commission Review and Recommendation~~

- ~~0.~~ The Planning and Zoning Commission shall review the preliminary plat application and recommend approval, approval with conditions, or denial, based on the general approval criteria in Section [8.3.E\(5\)](#), *Approval Criteria Applicable to all Applications*.

-
- ~~0. If the plat is generally acceptable but requires minor revision before proceeding with preparation of the final plat, the Commission may recommend conditional approval and note the required revisions in the minutes of the hearing.~~
 - ~~0. If the Commission finds that the plat requires major revision, consideration of the plat may be continued pending revision or resubmittal of the plat or any part thereof. Major revisions shall be subject to the same review requirements as the original submittal.~~

~~**k. City Council Review and Decision**~~

- ~~0. The staff shall refer the written recommendations of the Commission on the preliminary plat to the Council.~~
- ~~0. After conducting a properly noticed public hearing, the Council shall approve, conditionally approve, deny, or continue its consideration of the proposed preliminary plat, based on the general approval criteria in Section 8.3.E(5), *Approval Criteria Applicable to all Applications*.~~

n.e. Post-Decision Actions and Limitations

All common procedures in Section [8.3.H](#), *Post-Decision Actions and Limitations*, shall apply, with the following modifications:

1. Refiling Following Denial

If a preliminary plat is denied ~~by the Council~~, a similar preliminary plat of the same area or portion thereof may not be refiled for at least one year from the date of disapproval. If a plat is refiled, it shall be treated as a new application and all fees shall be paid.

2. Revisions to Preliminary Plat

Revisions to subdivision design may be required to satisfy required conditions of approval. Required revisions to the preliminary plat must be submitted for review by the Director. The Director shall respond in writing to the revisions.

3. Expiration of Preliminary Plat Approval

The approval of a preliminary plat shall expire 24 months from the date ~~approved by the Council~~ of approval, subject to the following:

- i. It shall be the responsibility of the applicant to monitor elapsed time.

4. Amendments to Approved Preliminary Plats

The actions taken by the ~~Commission and Council~~Director on any amended preliminary plat shall be limited to that portion of the plat affected by the amendment and shall not be construed as extending the time in which the final plat shall be filed. Any amended portion of a preliminary plat shall comply with the requirements in effect at the time the amendment is considered by the ~~Commission~~Director. The amended plat shall show all of the information required by this section concerning any changes that may have been made on the plat.

B. Final Plat

(1) Purpose

The final plat procedure completes the subdivision process and ensures compliance with the approved preliminary plat and applicable standards in this Code.

(2) Applicability

- a. The final plat procedure applies to all subdivisions in the City unless otherwise stated in this Code. Until a final plat of a subdivision has been approved in accordance with these regulations, no division of land either by recording a plat, conveyance, or other similar action which by definition constitutes a subdivision shall be permitted.
- b. Applications for final plats submitted to the City within 12 months after original ~~Council~~ approval of the preliminary plat shall be subject to the design and improvement standards applicable at the time of the preliminary plat application. All other final plat applications shall be subject to the design and improvement standards applicable at the time of the final plat application.

(3) Final Plat Procedure

Figure 8-8 identifies the applicable steps from Section [8.3](#), *Common Review Procedures*, that apply to the review of final plats. Additions or modifications to the common review procedures are noted below.

Figure 8-8: Final Plat



Changes to Figure 8-8:

6: Director Decision

a. Application Submittal and Handling

The final plat application shall be submitted, accepted, and revised, and may be withdrawn, in accordance with Section [8.3.C](#), *Application Submittal and Handling*. The final plat shall be presented in accordance with the requirements set forth in this Code and the Administrative Manual and shall conform to the approved revised preliminary plat.

b. Staff Review and Action

The Director shall review the application and prepare a staff report and recommendation in accordance with Section [8.3.E](#), *Staff Review and Action*, with the following modification:

1. The Director, upon receipt of the final plat submittal, shall immediately record receipt and date of filing and check it for completeness. If complete, the Director shall review the plat for substantial conformity to the approved preliminary plat and refer copies of the submittal to the reviewing offices specified in the Administrative Manual. The Director shall assemble the recommendations of the various reviewing agencies and prepare a concise summary of the recommendations, ~~submit the summary of the reviewers' recommendations to the Council~~. The Director shall offer the applicant an opportunity to correct any deficiencies in the submittal based on the comments received.
2. If the Director finds that the final plat does not conform to the approved preliminary plat, the applicant shall be required to resubmit a new final plat application.

~~b. Review and Decision (City Council)~~

~~4.3.~~ Upon receipt of a complete application for ~~Council action on~~ a final plat, ~~the request shall be placed on the agenda of a regular Council meeting. No public hearing or notice is required. The Council~~ the Director shall approve or deny the plat ~~at this meeting~~.

~~5.4.~~ If the ~~Council~~ Director approves the plat, the Clerk shall transcribe a Certificate of Approval on the plat, first making sure that all required certifications have proper signatures.

~~6.5.~~ When the Certificate of Approval ~~by the Council~~ has been transcribed on the plat, the Department shall retain the copy to be recorded until the City Engineer certifies that the subdivision has met the Arizona Boundary Survey Minimum Standards and the engineering plans have been approved.

~~7.6.~~ The Director shall authorize the final plat to be recorded in the office of the county recorder of Yavapai and/or Coconino County.

c. *Post-Decision Actions and Limitations*

All common procedures in Section [8.3.H](#), *Post-Decision Actions and Limitations*, shall apply, with the following modifications:

1. *Approved Plat Required for Development*

The applicant shall not record a plat unless the plat has been approved by the ~~Council~~ Director. Any offer to sell, contract to sell, sale or deed of conveyance of a major or minor subdivision or any part thereof before a final plat, in full compliance with the provisions of these regulations, has been duly recorded in the office of the county recorder shall be a violation of this Code.

2. *Submittal, Review and Approval of Improvement Plans*

Before the recording of the plat, the following shall be filed with the City Clerk:

- i. A Certificate of Approval of improvement plans signed by the City Engineer;
- ii. A copy of the executed agreement between the City and the applicant;
- iii. The letter of agreement with serving utilities; and
- iv. Financial assurance, cash, or letter of credit in an amount specified by the City Engineer and in a form acceptable to the City Attorney pursuant to Section [8.5.B\(3\)d.3](#).

3. Assurance of Construction

- i. To ensure construction of the required improvements as set forth in this Code, except those utility facilities defined in Section [7.4.G\(4\)](#), *Utilities*, the applicant shall deposit with the City Engineer an amount in cash or financial assurance or other legal instrument equal to 100 percent of the cost of all work plus the fees established in the Administrative Manual to cover administrative costs, or of each approved phase (as determined by the City Engineer), guaranteeing that all work will be completed in accordance with City plans and specifications in a form acceptable to the City Attorney.
- ii. When the improvement of a street by a governmental agency is imminent, the applicant shall deposit the current estimated costs for the improvement of such facilities commensurate with estimated traffic impacts of the proposed subdivision, as approved by the Director, in an account to be disbursed to the City at the time the contract is awarded for the project.
- iii. The financial assurance shall be executed by the applicant, as principal, with a corporation authorized to transact surety business in the state of Arizona through an authorized agent with an office in Arizona. The financial assurance shall be in favor of the City and shall be continuous in form. The total aggregate liability of the surety for all claims shall be limited only to the face amount of the bond, regardless of the number of years the bond is in force. The bond or cash shall be released upon satisfactory performance of the work and its acceptance by the City Engineer. The bond may not be canceled or the cash withdrawn by the applicant until other security satisfactory to the City has been deposited which will cover the obligations remaining to be completed by the applicant.

4. Assurance of Construction through Loan Commitments

- i. Instead of providing assurance of construction in the manner provided in Section [8.5.B\(3\)d.2](#), the applicant may provide assurance of construction of required improvements (except those utility facilities defined in Section [7.4.G\(4\)](#), *Utilities*) by delivering to the City Engineer, before recording of the plat, an appropriate agreement between an approved lending institution and the applicant. Funds sufficient to cover the entire cost of installing the required improvements, including engineering and inspection costs and the cost of replacement or repairs of any existing streets or improvements damaged by the applicant in the course of

development of the subdivision, and approved by the City Engineer shall be deposited with such approved lending institution by the applicant.

- ii. The agreement shall provide that the approved funds are specifically allocated and will be used by the applicant, or on his behalf, only for the purpose of installing the subdivision improvements. The City shall be the beneficiary of such agreement, or the applicant's rights thereunder shall be assigned to the City, and the City Engineer shall approve each disbursement from these funds. The agreement may also contain terms, conditions, and provisions normally included by such lending institutions in loan commitments for construction funds or necessary to comply with statutes and regulations applicable to such lending institutions.

5. Amendments to the Final Plat

All improvements required for the development of the subdivision shall comply substantially with the plans approved and adopted by the City Council. An applicant or his successors in interest may file a request for an amendment with the Director. Upon receipt of a request, the Director will determine whether the requested change is minor or major. The following procedures shall be followed for any amendment to a final plat, including amendments to the subdivision's phasing schedule.

i. Major Amendments

- a. The Director shall ~~bring review~~ a proposed major amendment ~~before the Commission and the Council~~ following the same procedure required under this Code for submission of a preliminary plat and final plat application.
- b. The change will be deemed major if it involves any one of the following:
 - 1. An increase in the approved total of units, lots, or gross commercial area for the subdivision;
 - 2. A change in the zoning district boundaries from those approved for the subdivision;
 - 3. Any change that could have significant impact on areas adjoining the subdivision as determined by the Director; and/or
 - 4. Any change that could have a significant traffic impact on roadways adjacent or external to the subdivision as determined by the City Engineer.

ii. Minor Amendments

-
- a. If the requested change is determined to be minor, the amended final plat shall be submitted to the Director in the format specified in the Administrative Manual.
 - b. The Director shall assemble the recommendations of the various reviewing officers, and prepare a concise summary of the recommendations, and submit this summary to the Council.
 - c. ~~Upon receipt of a complete application for Council action on a final plat amendment, the request shall be placed on the agenda of a regular Council meeting.~~ The Council Director shall approve or deny the final plat amendment ~~at this meeting.~~
 - d. If the Council Director approves the plat, the Clerk shall transcribe a Certificate of Approval on the plat, first making sure that all required certifications have proper signatures.
 - e. The Director shall authorize the final plat to be recorded in the office of the county recorder of Yavapai and/or Coconino County.

C. Land Division or Combination

(1) *Purpose*

This procedure provides an administrative review to ensure that divisions of land that do not constitute a subdivision comply with applicable zoning regulations and do not create landlocked parcels. This procedure also shall be used for the combination of land parcels. This section is not intended to prohibit or prevent the minor division of land as authorized and permitted by Arizona state law and the City and these subdivision regulations. Road standards shall meet the requirements of Engineering Standards Manual.

(2) *Applicability*

a. *Land Division Permit Required*

1. A parcel of land whose area is two and one-half acres or less may be divided into two or three separate parcels of land for the purpose of sale or lease only upon issuance of a land division permit, approved by the Director. The split shall be accomplished either by recording of a contract of sale or deed of conveyance or by requesting a split of a Tax Assessor parcel. The Director may review the history of transactions on the subject property through a series of owners and conveyances to determine whether further lot splits are permitted.

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2. A property owner of two contiguous parcels may use the land division process to divide one of the two parcels one time to create a maximum of three parcels total. A property owner of three or more contiguous parcels shall be required to go through the subdivision process to divide lots.

b. *When a Land Division Is Deemed a Subdivision*

Any land division or sequence of divisions that are the result of two or more individuals, firms, partnerships or corporations conspiring together to create four or more parcels of land, each less than 36 acres in size, shall be deemed a subdivision and subject to all provisions of this Code regulating subdivisions.

(3) *Application Submittal and Review Procedure*

Figure 8-9 identifies the applicable steps from Section [8.3](#), *Common Review Procedures*, that apply to land divisions. Additions or modifications to the common review procedures are noted below.

Figure 8-9: Land Division



a. *Application Submittal and Handling*

The land division application shall be submitted, accepted, and revised, and may be withdrawn, in accordance with Section [8.3.C](#), *Application Submittal and Handling*, with the following modification: The application shall describe the property involved, including existing and proposed lot lines and access and utility easements, identification of all parties of interest to the division, and the manner in which the divided parcels are to obtain access.

b. *Staff Review and Action*

Upon receipt of a complete application, the Director shall approve or deny the land division based on the findings in Section [8.5.C\(4\)](#) below.

(4) *Land Division Required Findings*

The Director shall review and approve a land division that conforms to the following findings:

- a. The parcels resulting from the division conform to applicable zoning regulations;
- b. The division of land would not result in a “subdivision” as defined by this Code;
- c. None of the resulting parcels would be landlocked;
- d. The street design requirements of Section [7.3.F](#) have been met;
- e. The wastewater requirements as determined by the City Engineer have been met; and
- f. The storm water requirements as determined by the City Engineer have been met.
- g. Lots proposed to be combined have the same zoning designation. [Ord. 2023-03 § 1 (Exh. A), 4-25-23].

D. Condominiums and Condominium Conversions

(1) *Purpose*

This section establishes the requirements for condominium developments and condominium conversions (airspace planning).

(2) *Applicability*

Final plats for condominiums shall be recorded before the sales of any condominium units.

(3) *Review Procedure*

The processing of subdivision plats for condominium developments shall follow the procedures set forth in this Code for the processing of land subdivision plats. All sections of these regulations shall be applicable to condominium subdivisions.

(4) *Standards of Development*

- a. A tentative tract map for a condominium development shall be prepared and submitted to the City, in accordance with the subdivision regulations and land divisions of this Code.

-
- b. All condominiums and condominium conversions shall be developed in accordance with applicable requirements set forth in the International Plumbing Code and National Electrical Code adopted by the City.
 - c. All existing buildings and structures shall be made to comply with all applicable building regulations of the City.
 - d. Utility systems shall exist or shall be constructed to adequately provide for utility services to all condominium units.
 - e. Each existing tenant of the project shall be given a 120-day notification of the intended condominium conversion and the right to purchase their converted unit before the unit is offered for sale.

(5) *Special Conditions*

- a. Copies of the condominium documents shall be submitted to the City. These documents shall set forth the occupancy and management policies for the project, as well as contain adequate and satisfactory provisions for maintenance, repair and general upkeep.
- b. A minimum area of 400 square feet per unit of outdoor area shall be provided in all residential condominium projects, excluding parking, carports, service areas, mechanical equipment areas, dumpsters, and similar areas. A maximum of 400 square feet of patio space per unit may be included in the satisfaction of this condition.

E. Reversion to Acreage

(1) *Purpose and Applicability*

Any subdivided lands may revert to acreage upon approval by the Council Director according to this section.

(2) *Application Submittal and Review Procedure*

Figure 8-10 identifies the applicable steps from Section [8.3](#), *Common Review Procedures*, that apply to the review of applications for reversion to acreage. Additions or modifications to the common review procedures are noted below.

Figure 8-10: Reversion to Acreage



Changes to Figure 8-10:

4: Director review and notice

5: Grey Out/Not required

6: Director Decision

a. Pre-Application Meeting

A pre-application meeting shall be held in accordance with Section [8.3.B](#), *Pre-Application Meeting*.

b. Application Submittal and Handling

The application for reversion to acreage shall be submitted, accepted, and revised, and may be withdrawn, in accordance with Section [8.3.C](#), *Application Submittal and Handling*.

c. Citizen Review Process

The applicant shall prepare and implement a Citizen Participation Plan pursuant to Section [8.3.D](#), *Citizen Review Process*.

d. Staff Review and Action

1. The City shall provide notice of the application in accordance with the notice requirements of Section 8.3.F(2) and (3)

~~1.2.~~ The Director shall review the application and ~~prepare a staff report and recommendation~~ approve, approve in modified form, or deny the application in accordance with Section [8.3.E](#), *Staff Review and Action*, and based on the findings in 8.5.E(3), *Reversion to Acreage Findings*.

~~e. Scheduling and Notice of Public Hearings~~

The application shall be scheduled for public hearings before the Planning and Zoning Commission and City Council noticed in accordance with Section ~~8.3.F, Scheduling and Notice of Public Hearings.~~

~~f. Review and Decision~~

All common procedures in Section ~~8.3.G, Review and Decision,~~ shall apply, with the following modifications:

~~1. Planning and Zoning Commission Review and Recommendation~~

The Commission shall conduct a properly noticed public hearing. Upon completion of the hearing, the Commission shall recommend that the Council approve, approve in modified form, or deny the application, based on the findings in Section ~~8.5.E(3), Reversion to Acreage Findings.~~

~~2. City Council Review and Decision~~

The Council shall conduct a properly noticed public hearing. Upon completion of this hearing, the Council shall approve, approve in modified form, or deny the application. Any action to approve shall be based on all of the findings in Section ~~8.5.E(3), Reversion to Acreage Findings.~~

~~g.e. Post-Decision Actions and Limitations~~

All common procedures in Section 8.3.H, Post-Decision Actions and Limitations, shall apply, with the following modification:

1. Recording of Survey

The applicant shall record with the County Recorder a survey of all lands approved for reversion to acreage prepared by a surveyor or engineer licensed by the state of Arizona and a copy of the abandonment of subdivision filed with the Arizona Department of Real Estate.

(3) Reversion to Acreage Findings

Any action to ~~recommend approval~~ approve shall be based on all of the following findings:

- a. That the subdivided lands to revert to acreage are under one ownership entity;
- b. That the subdivided lands are under the same zoning classification;

-
- c.** That no immediate use of such subdivided lands as they were intended appears imminent;
 - d.** That such reversion to acreage will not be detrimental to the general welfare of the public;
and
 - e.** That the reversion to acreage will not create a nonconformity with the underlying zoning designation.

E. Appeal

(1) Purpose

The appeal procedure establishes an administrative mechanism for the applicant, the owner of the property, or any other persons ~~claiming to have been~~ aggrieved by a decision of the Director, City Engineer, City Commission, or Board in administering this Code to appeal that decision.

(2) Applicability

a. Appeals of Administrative and Commission Decisions

1. Appeals concerning discretionary administrative determinations requiring dedications or exactions for the use, improvement, or development of real property, and/or the adoption or amendment of zoning regulations that are alleged to create a taking of property under state law, shall follow the procedure in subsection [8.8.E\(4\)](#).
2. An appeal of all other decisions of an administrative office, agency, or commission made in the administration or enforcement of this Code shall be made to either the Board of Adjustment or City Council, as indicated in Table 8.1, Summary Table of Review Procedures, and shall follow the procedure in subsection [8.8.E\(3\)](#).

b. Appeals of City Council or Board of Adjustment Decisions

An appeal of a decision by the City Council or Board of Adjustment shall be made to the Superior Court in accordance with state law.

(3) Application Submittal and Review Procedure

Figure 8-17 identifies the applicable steps from Section [8.3](#), *Common Review Procedures*, that apply to the review of appeals. Additions or modifications to the common review procedures are noted below.

Figure 8-17: Appeal



a. Application Submittal and Handling

The appeal application shall be submitted, accepted, and revised, and may be withdrawn, in accordance with Section [8.3.C, Application Submittal and Handling](#), with the following modifications:

1. Burden of Proof on Appellant

The person ~~or group~~ or persons making the appeal (the appellant) shall have the burden of proving the necessary facts to warrant approval of an appeal by the appropriate decision-making body. Such proof shall include applicable specific section references within this Code, and shall be provided at the time of application.

2. Standard of Proof

The standard of proof the appellant is required to prove to warrant approval of an appeal by the appropriate decision-making body is by a preponderance of the evidence.

2.3. Time Limit

The appeal shall be filed within 15 days of the decision, by the applicant, the owner of the property, or any other person aggrieved by a decision that is subject to appeal under the provisions of this Code. ~~or any member of the general public.~~ If the fifteenth day falls on a weekend, holiday, or other day on which the City is closed, the next business day shall be the final day to submit an appeal.

3.4. Stay of Proceedings

An appeal stays all proceedings and activity from further action on the subject decision unless the Director determines that a stay would create adverse impacts to the health, safety, or welfare of the City or would cause imminent peril to life and property. Such determination shall be made only after written request to the Director.

b. *Staff Review and Action*

The Director shall review the application and prepare a staff report and recommendation in accordance with Section [8.3.E](#), *Staff Review and Action*.

c. *Scheduling and Notice of Public Hearings*

The appeal application shall be scheduled for a public hearing before the Board of Adjustment or City Council, as indicated in Table 8.1, Summary Table of Review Procedures, and noticed in accordance with Section [8.3.E](#), *Scheduling and Notice of Public Hearings*.

d. *Review and Decision*

The Board of Adjustment or City Council shall review the appeal application and shall affirm, reverse, or amend the decision or interpretation being appealed, based on Section [8.8.E\(3\)e](#), *Approval Criteria for Appeals*. The decision shall be final.

1. The appeal decision-making authority may reverse a previous decision in whole or in part, or may modify the order, requirement, decision, or determination appealed from.
2. The appeal decision-making authority may attach conditions of approval on any appeal to ensure the health, safety, and welfare of the City.

e. *Approval Criteria for Appeals*

The appropriate decision-making body shall review the written appeal and the record, including the application, plans, and related project materials that were the subject of the original decision, any additional materials as may be presented at the appeal hearing, any written correspondence submitted after the appeal has been filed, and shall consider the following in determining whether to affirm, reverse, or amend a decision or interpretation made by another decision-making body:

1. The facts stated in the application, as presented by the appellant and/or the Director;
2. The requirements and intent of the applicable standards from this Code compared to the written decision that is being appealed;

3. Evidence related to how the applicable standards from this Code have been administered or interpreted in the past; and

4. Consistency with the Sedona Community Plan, any applicable CFA or specific area plan, or other City-adopted plan.

f. Standard of Review for Appeals

When reviewing any decision on appeal, the appropriate decision-making body shall apply the same standards and criteria as were required for the original decision.

(4) Appeals of Municipal Actions Concerning Dedications or Exactions

a. Applicability

Pursuant to A.R.S. § [9-500.12](#), a property owner may appeal the following City action relating to the owner's property in the manner prescribed by this section:

1. The requirement of a dedication or exaction as a condition of granting approval for the use, improvement, or development of real property; or
2. The adoption or amendment of a zoning regulation that creates a taking of property in violation of A.R.S. § [9-500.13](#).

b. Procedure

1. The Community Development Department shall notify property owners of their right to appeal the City's action, pursuant to subsection [8.8.E\(4\)a](#), and shall provide a description of the appeal procedure.
2. The property owner's appeal shall be in writing and filed with the Community Development Department or mailed to the Chairperson of the Board of Adjustment within 30 days after the date the final action is taken and property owner notified by certified mail/return receipt requested. The City shall submit a takings impact report to the Chairperson of the Board of Adjustment. There shall be no fee for such appeal.
3. Not later than 30 days after receipt of an appeal, the Chairperson of the Board of Adjustment shall schedule a time for the appeal to be heard by the Board. The property owner shall be given at least 10 days' notice of the time when the appeal will be heard unless the property owner agrees to a shorter time period.

-
4. In all such appeal hearings the City has the burden to establish that there is an essential nexus between the dedication or exaction and a legitimate governmental interest, and that the proposed dedication, exaction or zoning regulation is roughly proportional to the impact of the proposed use, improvement or development or in the case of a zoning regulation, that the zoning regulation does not create a taking of property in violation of A.R.S. § [9-500.13](#). If more than a single parcel is involved, this requirement applies to the entire property.
 5. The Board of Adjustment shall decide the appeal within five working days after the appeal is heard. If the City does not meet the burden set forth above, the Board shall:
 - i. Modify or delete the requirement for the dedication or exaction appealed under this section;
 - ii. In the case of a zoning regulation appealed under this section, the Board shall transmit a recommendation to the City Council.
 6. If the Board of Adjustment modifies or affirms the dedication, exaction, or zoning regulation requirement, the property owner aggrieved by that decision may, at any time within 30 days after the date the Board's decision is mailed to the property owner by certified mail/return receipt requested, file a complaint in the appropriate Superior Court for a trial de novo on the facts and the law regarding the issues of the condition or requirement for the dedication, exaction or zoning regulation.

House Engrossed

self-certification program; administrative review

State of Arizona
House of Representatives
Fifty-seventh Legislature
First Regular Session
2025

CHAPTER 31

HOUSE BILL 2447

AN ACT

AMENDING SECTION 9-500.49, ARIZONA REVISED STATUTES; RELATING TO MUNICIPAL ADMINISTRATIVE REVIEWS.

(TEXT OF BILL BEGINS ON NEXT PAGE)

1 Be it enacted by the Legislature of the State of Arizona:

2 Section 1. Section 9-500.49, Arizona Revised Statutes, is amended
3 to read:

4 9-500.49. Administrative review and approval;
5 self-certification program; expedited approval;
6 definitions

7 A. Notwithstanding any other law, the legislative body of a city or
8 town ~~may~~ SHALL by ordinance do the following:

9 1. Authorize administrative personnel to review and approve site
10 plans, development plans, land divisions, lot line adjustments, lot ties,
11 preliminary plats, final plats and plat amendments without a public
12 hearing.

13 2. Authorize administrative personnel to review and approve design
14 review plans based on objective standards without a public hearing.

15 ~~3. Adopt a self-certification program allowing registered~~
16 ~~architects and professional engineers to certify and be responsible for~~
17 ~~compliance with all applicable ordinances and construction standards for~~
18 ~~projects that the ordinance identifies as being qualified for~~
19 ~~self-certification.~~

20 ~~4.~~ 3. Allow at-risk submittals for certain on-site preliminary
21 grading and drainage work or infrastructure.

22 ~~5.~~ 4. Allow applicants with a history of compliance with building
23 codes and regulations to be eligible for expedited permit review.

24 B. NOTWITHSTANDING ANY OTHER LAW, THE LEGISLATIVE BODY OF A CITY OR
25 TOWN MAY BY ORDINANCE ADOPT A SELF-CERTIFICATION PROGRAM ALLOWING
26 REGISTERED ARCHITECTS AND PROFESSIONAL ENGINEERS TO CERTIFY AND BE
27 RESPONSIBLE FOR COMPLIANCE WITH ALL APPLICABLE ORDINANCES AND CONSTRUCTION
28 STANDARDS FOR PROJECTS THAT THE ORDINANCE IDENTIFIES AS BEING QUALIFIED
29 FOR SELF-CERTIFICATION.

30 ~~B.~~ C. Applications for a license pursuant to this section are
31 subject to chapter 7, article 4 of this title.

32 ~~C.~~ D. For the purposes of this section: ~~—~~

33 1. "LICENSE" HAS THE SAME MEANING PRESCRIBED IN SECTION 9-831.

34 2. "Objective" means not influenced by personal interpretation,
35 taste or feelings of a municipal employee and verifiable by reference to
36 an adopted benchmark, standard or criterion available and knowable by the
37 applicant or proponent.

38 Sec. 2. Effective date

39 This act is effective from and after December 31, 2025.

APPROVED BY THE GOVERNOR MARCH 31, 2025.

FILED IN THE OFFICE OF THE SECRETARY OF STATE MARCH 31, 2025.

**Action Minutes
City of Sedona
Planning & Zoning Commission Meeting
City Council Chambers, 102 Roadrunner Drive, Sedona, AZ
Tuesday, September 2, 2025 - 4:30 p.m.**

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

Chair Levin called the meeting to order at 4:33 p.m., led the Pledge of Allegiance and requested roll call.

Planning & Zoning Commission Participants: Chair Levin, Vice Chair Charlotte Hosseini and Commissioners Kali Gajewski, Will Hirst, Jo Martin, Rob Smith and Sarah Wiehl.

Staff Member(s) Present: Dae Marie Foti, Kurt Christianson, Steve Mertes, Cari Meyer and Donna Puckett

City Councilor(s) Present: Councilor Kathy Kinsella

2. ANNOUNCEMENTS & SUMMARY OF CURRENT EVENTS BY COMMISSIONERS & STAFF

Cari Meyer introduced Dae Marie Foti as the new Development Services Assistant so you might be receiving emails from her. The other thing is that next Wednesday, September 10th at 2:00 p.m., the City Council will be having a work session on the Western Gateway Master Plan documents up to this point and providing some direction.

3. APPROVAL OF THE FOLLOWING MINUTES:

- a. **August 5, 2025 (R)**
- b. **August 5, 2025 (SV)**

Chair Levin referenced the minutes for the August 5, 2025, site visit and regular meeting and, hearing no corrections, stated that the minutes stand approved.

4. PUBLIC FORUM: (This is the time for the public to comment on matters not listed on the agenda. The Commission may not discuss items that are not specifically identified on the agenda. 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 criticism, or scheduling the matter for further consideration and decision at a later date.)

Chair Levin opened the public forum at 4:36 p.m. and having no requests to speak, the Chair closed the public forum at 4:37 p.m.

5. CONSIDERATION OF THE FOLLOWING ITEM(S) THROUGH PUBLIC HEARING PROCEDURES:

- a. **Public hearing to review, take public testimony, discuss, and possibly take action regarding proposed revisions to the Sedona Land Development Code. The proposed revisions include regulations Implementation of House Bill 2447 (Administrative Review of Development Review and Subdivision applications), Changes to appeal procedures, and Clarification of various code sections Case Number: PZ25-00009 (LDC) Applicant: City of Sedona**

Introduction by Chair Levin

Presentation by Cari Meyer

Commission's questions, comments and suggestions.

Chair Levin opened the public comment period at 5:55 p.m. and the following people spoke: Tim Perry, Sedona, AZ. Having no additional requests to speak, the Chair closed the public comment period at 5:59 p.m.

Additional Commission questions and comments

Cari summarized the amendments requested by the Commission as follows:

1. Clarify that wedding receptions are allowed in Commercial zones.
2. Diagram for massing is to be amended to reflect the proposed change.
3. The deletion of the three words in 5.7 F(2)a.7 to delete the "for the area" so that it reads, "Shall meet the same dimensional standards as masses on either side of the space/void. . ."
4. Increase the notification radius to 600 ft. and provide the City Council with estimates of cost changes with the increased notification radius.
5. Include a recommendation that City projects are a citywide notice, including the cost of that for City Council.
6. In the Ordinance, have an automatic reversion of the Ordinance if HB2447 is rescinded.

Kurt Christianson then noted that there was an additional amendment changing the definition of "Special Event" to include other related wedding activities, workshops and training.

Commissioner Wiehl agreed and listed weddings, wedding receptions, and/or other wedding associated events, also adding classes and workshops.

MOTION: *With serious concerns about the the application of HB2447, Vice Chair Hosseini moved to recommend to City Council approval of case number PZ25-00009 (LDC Revisions – Public Hearings, Appeal Procedures, General Clarifications), consistent with the approval criteria in Section 8.6.C(4). of the Land Development Code and the specific amendments brought by the Commission. Commissioner Martin seconded the motion.*

VOTE: *Motion carried four (4) for and three (3) opposed. (Gajewsky, Hirst, Hosseini, and Martin, in favor). Levin, Smith and Wiehl opposed.*

Commissioner Wiehl explained that she voted no, because she wants the City to be gladiators. She wants them to fight for our community and our rights. Chair Levin seconded that statement.

6. FUTURE MEETING DATES AND AGENDA ITEMS

a. Tuesday, September 16, 2025

b. Tuesday, October 7, 2025

Chair Levin noted that perhaps there is no need to continue to schedule two meetings a month. Cari explained that the Commission does have Rules & Procedures that are adopted by Council, but we can bring them back for the Commission to make recommendations for potential changes. The Chair then requested to have that placed on the next agenda plus the election of officers.

Cari stated that the next meeting on September 16th will have a public hearing for a Zone Change for the Rigby property with a site visit, the Rules and Procedures, and the election of officers. For October 7th, we have the shuttle parking lot. There was a change in the Transit Administrator and

some of the information the Commission wanted took some time to keep track of for boardings, etc., and you wanted a site visit for that.

Chair Levin stated that since she lives in that neighborhood, she has asked to have the whole neighborhood notified and all of the tags on the trees to stay and go are gone, so it needs to be retagged.

Cari indicated that the site visit for Rigby could still be at 8:00 a.m. and the one for the shuttle parking lot could be at 9:00 a.m. The noticing deadline for the October 7th meeting is next week, so there could be something else for that meeting, but that is not confirmed yet.

Commissioner Martin noted that the 16th is the Volunteer Appreciation Lunch; Cari indicated she will send that invitation again since some Commissioners stated they had not received it, and she asked that the Commissioners RSVP to Kegn as soon as possible.

- 7. EXECUTIVE SESSION** Upon a public majority vote of the members constituting a quorum, the Planning and Zoning Commission 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.**

No Executive Session was held.

8. ADJOURNMENT

Chair Levin adjourned the meeting at 6:40 p.m. without objection.

I certify that the above is a true and correct summary of the actions of the Planning & Zoning Commission in the meeting held on September 2, 2025.

Donna A. S. Puckett, *Administrative Assistant*

Date



CITY COUNCIL AGENDA BILL

AB 3271
November 12, 2025
Regular Business

Agenda Item: 8b

Proposed Action & Subject: Approval of a Resolution adopting revised Planning and Zoning Commission Operating Rules and Procedures.

Department Community Development/City Attorney

Time to Present NA

Total Time for Item NA

Other Council Meetings November 10, 2020

Exhibits A. Resolution amending the Planning and Zoning Commission's Operating Rules and Procedures

Finance Approval	Reviewed 10/24/25 BGW	Expenditure Required \$ N/A Amount Budgeted \$ N/A Account No. (Description)
City Attorney Approval	Reviewed 10/29/25 KWC	
City Manager's Recommendation	Reviewed ABS 10/30/25	

SUMMARY STATEMENT

Background

During the latest legislative session, the Arizona State Legislature adopted HB 2447, amending ARS Section 9-500.49. These amendments will go into effect on December 31, 2025, and require cities to do the following:

- Authorize administrative personnel to review and approve site plans, development plans, design review plans, land divisions, lot line adjustments, lot ties, preliminary plats, final plats, and plat amendments without a public hearing.

The Commission's Rules and Procedures (Attached), state that meetings shall be scheduled the first and third Tuesday of each month at 4:30 pm (Section 9.2). As the new state legislation limits the Commission's duties, the Commission wished to discuss whether this meeting schedule is still necessary or if changes may be appropriate.

In preparation for this P&Z Commission's review, Staff reviewed Planning and Zoning Commission meetings for 2024 and 2025 and found the following:

- 2024
 - Out of a total of 24 potential meetings, 11 were held and 13 were cancelled

- Of the 11 meetings that were held, 6 had only development review or subdivision applications on the agenda
- Under the new state law, only 5 meetings would have been held in 2024
- Only twice were both scheduled meetings held (in 10 of 12 months, at least one of the meetings was cancelled)
- 2025:
 - Out of a total of 18 potential meetings so far, 7 have been held/scheduled and 11 were cancelled
 - Out of the 7 meetings held/scheduled, 1 had only development review or subdivision applications on the agenda
 - Under the new state law, 6 meetings would have been held in 2025.
 - Only once have both scheduled meetings been held (in 8 of the 9 months so far this year, at least one of the meetings has been cancelled)

On September 16, 2025, the Planning and Zoning Commission discussed, and, in a vote (6-1), recommended approval of the attached amendment, limiting regularly scheduled commission meetings to one time per month on the First Tuesday, to their Operating Rules and Procedures (Rules) to City Council.

Exhibit A is the proposed Resolution with a redline version of the amendment as recommended by the Commission.

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

The Climate Action Plan is not applicable. If the property were to apply for a rezoning, it would be evaluated for consistency with all adopted plans of the City.

Board/Commission Recommendation: ☒Applicable - ☐Not Applicable

On September 16, 2025, the Planning and Zoning recommended 6-1 approval of the amendment to the Operating Rules and Procedures.

Alternative(s):

MOTION

I move to: approve Resolution 2025-___ amending the Planning and Zoning Commission's Operating Rules and Procedures.

RESOLUTION NO. 2025-__

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF SEDONA,
ARIZONA, APPROVING THE PLANNING AND ZONING COMMISSION'S
OPERATING RULES AND PROCEDURES.**

WHEREAS, the Planning & Zoning Commission has reviewed and updated their Operating Rules and Procedures and the City Council must approve these revisions.

BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF SEDONA, ARIZONA that the Planning & Zoning Commission Operating Rules and Procedures attached hereto are approved by the City Council.

PASSED AND ADOPTED this 12th day of November, 2025 by the Mayor and Council of the City of Sedona, Arizona.

Holli Ploog, Mayor

ATTEST:

JoAnne Cook, CMC, City Clerk

APPROVED AS TO FORM:

Kurt W. Christianson, City Attorney

RESOLUTION NO. 2020-
CITY OF SEDONA
PLANNING AND ZONING COMMISSION

OPERATING RULES AND PROCEDURES

Be it resolved that pursuant to City of Sedona Ordinance 88-6, the Planning and Zoning Commission of the City of Sedona (hereinafter called the Commission) adopts the following amended Operating Rules and Procedures as its by-laws to govern its conduct and function.

Article 1: Membership

- 1.1 Each member of the Commission (Member) shall be selected and shall serve as provided in City of Sedona Ordinance 88-6, Section 2.
- 1.2 Because the participation of all Members is necessary to carry out the duties of the Commission in the best interest of the citizens of Sedona, consistent attendance by the Members is of the utmost importance. For this reason, and pursuant to Section 2(D) of Ordinance 88-6, a member may be removed at any time by the City Council for:
 - 1.2.1 Failure to attend three meetings during a 12-month period or the number of meetings necessary to be efficient in their duties as determined by the City Council; or,
 - 1.2.2 A Member may also be removed by the City Council at any time for inefficiency, neglect of duty or malfeasance.
- 1.3 Removal by City Council may be without the necessity of a hearing or notice and such action shall be final.

Article 2: Officers

- 2.1 A Chair and Vice-Chair shall be elected annually from among the Commission's membership at the first regular meeting in January and at such other times as these offices may become vacant.
- 2.2 The Vice-Chair shall serve in the absence of the Chair. In the absence of both the Chair and Vice-Chair, the Commission shall elect an Acting Chair.

Article 3: Chair

- 3.1 The Chair shall preside at all public hearings and other meetings of the Commission and decide points of order or procedure.
- 3.2 The Chair is a voting member and shall have the right to make and second motions.
- 3.3 The Chair shall work with the Director to coordinate the work of the Commission and shall perform all other duties required by law, ordinance and these Operating Rules and Procedures.

Article 4: Vice-Chair

- 4.1 The Vice-Chair shall perform all duties of the Chair in the absence of the Chair.
- 4.2 If the Chair vacates the office before completing his/her term, the Vice-Chair will assume the office and serve the remainder of the term. A new Vice-Chair will then be elected at the next regularly scheduled meeting.

Article 5: Community Development Director

- 5.1 The Community Development Director (Director) or his/her designee shall attend all Commission meetings; shall attend to official correspondence of the Commission; shall cause written minutes to be kept of all meetings; shall maintain files of official records, findings and decisions of the Commission and its rules and regulations; shall supervise clerical work and technical preparations necessary to disposition of business before the Commission; and shall perform all other duties required by law, Ordinance and these Operating Rules and Procedures.
- 5.2 The Director shall approve all Commission expenses.

Article 6: Legal Counsel

- 6.1 The Commission shall be advised by the City Attorney or his/her designee who shall act as its Legal Counsel. Legal Counsel shall attend unless excused by the Director
- 6.2 The Commission shall act in accordance with opinions of its Legal Counsel regarding points of law.
- 6.3 Except in the case of Executive Sessions, advice of Counsel shall be recorded in the minutes of the meeting before disposition of any question of law or matter requiring legal interpretation or advice.

Article 7: Other Advisors

- 7.1 The Commission may request any department head, officer of the City, or any consultant retained by the City to attend any Commission meeting as appropriate.

Article 8: Creation of Committees

- 8.1 A Committee of not more than three Members may be created by the Chair , or by a majority vote of the Commission, to study a report on planning and zoning matters and make recommendations to the Commission.
- 8.2 Meetings of committees shall be properly noticed, agendized and appropriate minutes taken.
- 8.3 Any committee shall be formed for a specific time period after which it shall dissolve, unless extended by the Chair or by vote of the Commission.

Article 9: Meetings

- 9.1 All meetings shall be held in full compliance with the provisions of Arizona Open Meeting Law, the Commission's Handbook, the Commission's Operating Rules and Procedures and any other applicable regulation or provision.
- 9.2 Meetings of the Commission shall be scheduled on the first ~~and third~~ Tuesday of each month at 4:30 p.m. or at a time set in advance so as to ensure reasonable public notice and participation. Meetings may include both action and/or non-action items.
- 9.3 Such meetings shall be held in the City Council Chambers or at such place as the Commission may otherwise direct on its notices.
- 9.4 Special meetings may be called by the Chair, the Director or by three or more Members, subject to legal requirements. The reason(s) for calling any special meeting shall be stated at the time of notification.
- 9.5 At regular and special meetings of the Commission, Robert's Rules of Order (revised) shall, to the extent practical, be observed except where they may conflict with other provisions of the Commission's Operating Rules and Procedures, or with any City ordinance, provision or Arizona statute.
- 9.6 All meetings and hearings of the Commission shall be open to the public; except that the Commission may hold executive sessions for the purposes and under the conditions set forth in ARS §38-431.03 and Amendments thereto.
- 9.7 The Commission may approve, conditionally approve, deny or continue any item on its agenda. In the event an applicant is not present, the Commission may or may not decide to continue the item until the applicant is present.
- 9.8 A Commission meeting may be continued to a time and place certain by a vote of the Commission.
- 9.9 Any requests for continuance received after legal notice for public hearing has been given shall be acted on by the Commission at the noticed hearing. Any request for continuance received by staff less than five business days prior to the noticed hearing date shall not be approved by the Commission unless extenuating circumstances are found to exist.
- 9.10 The Director, in consultation with the Chair, may cancel the meeting due to a lack of substantive agenda items to be addressed, meeting location scheduling conflicts, emergency conditions, inclement weather, or other acts of nature beyond the City's control.
- 9.11 The Commission may table an agenda item until a later date to enable additional public comment to be heard, a site visit, or for other good cause by an affirmative vote of a majority of the Members present.

Article 10: Quorum and Voting

- 10.1 A majority of the current membership of the Commission shall constitute a quorum and a quorum shall be required to conduct business of the Commission. If a quorum cannot

be obtained, the names of members present shall be recorded and the meeting shall be rescheduled.

- 10.2 Any vote may be taken by a voice vote and a show of hands. If the vote is not unanimous, a roll call vote shall be taken.
- 10.3 No Member present may abstain from voting unless a conflict of interest exists according to Arizona Revised Statutes §38-501 to 38-511.
- 10.4 Any motion for approval which fails to carry shall be considered a denial of the proposal. However, any action may be reconsidered if a motion to reconsider, made by a member who voted in the affirmative, is passed. Any motion for denial which fails to carry shall not be considered an approval of the proposal. When a motion for denial fails, a positive motion or a motion for approval must be made and considered for any official action. Official actions shall be accomplished only by an affirmative vote of a majority of members present unless otherwise specified.

Article 11: Agenda

- 11.1 All agendas shall be prepared by the Director for each meeting of the Commission.
- 11.2 If a Member wants to place an item on the agenda for discussion, it must be related to the powers and duties of the Commission. The Member shall contact the Director for consultation with the Director and the Chair. In consultation with the Chair, the Director will determine if the item is appropriate for Commission discussion.
- 11.3 During the course of any meeting, the Chair may change the order of agenda items to avoid inconvenience or delays to the public.
- 11.4 The agenda for each regular and special meeting, except for executive sessions and work sessions, shall consist of the following:

- Call to order, pledge of allegiance, roll call
- Approval of minutes of previous meeting(s)
- Announcements & Summary of Current Events by Commissioners & Staff
- Agenda items
- Future meeting dates
- Adjournment

Article 12: Public Comment

- 12.1 The public is encouraged to submit written statements for the record; such statements shall be kept with the minutes of the meeting at which time they are received.
- 12.2 Any person present at a Commission meeting, other than an executive session, may address the Commission on any matter before the Commission upon being recognized by the Chair.
- 12.3 Persons shall not address the Commission on any agenda item or present evidence without first having filled out an information card and presented same to the Director.

- 12.4 Time limits and other restrictions may be imposed by the Chairperson after review of the agenda and an estimate of the duration of the meeting.
- 12.5 The Chair may require that comments be pertinent and non-repetitive, and that decorum be maintained.

Article 13: Minutes and Records

- 13.1 The Director or his/her designee shall keep official written minutes of all meetings and maintain an audio recording of all meetings in accordance with State laws.
- 13.2 The minutes shall show the vote of each Member on every Commission action, or if a Member fails to vote shall so indicate and show the reason for such failure to vote.
- 13.3 Members shall advise the Director or his/her designee of any changes or corrections in the minutes, so they can be recorded before the meeting. Simple errors in spelling, punctuation, etc. may be corrected at any time as long as no change in meaning or substance is involved.
- 13.4 Other official records, including Commission findings, decisions and other official actions, shall also be maintained by the Director as required by state law.

Article 14: Conduct of Members

- 14.1 Commission Members shall follow the provisions of the Arizona Open Meeting Law, the general Commission handbook, and the Planning and Zoning Commission's handbook as well as the Commission's Operating Rules and Procedures and any other applicable regulation or provision.
- 14.2 Conflict of Interest: Commission Members shall abide by the provisions of Arizona Revised Statutes §38-501 to 38-511. When a Member determines that he has a conflict of interest, he shall declare such conflict, refrain from discussion or voting on the matter, and step down from the dais until completion of the item.
- 14.3 Conflict of Office: If a Member has been elected or appointed to another public office, and a conflict of office emerges in the Commission's deliberation of specific matters, the member shall declare such conflict for the record. The Member may then participate in discussions of the matter but shall abstain from voting on the matter.
- 14.4 Ex-parte contacts: (a) Whenever any party initiates contact with a Member regarding a filed application, the Member shall refer that party to the staff. (b) Whenever an external contact persists in offering information, the Member shall report the information, identity of the source, and date of the contact to the Commission for inclusion in its formal record. (c) Written information transmitted to a Member shall be forwarded directly to the staff for review and incorporation into its report. (d) Members may seek information from the Director, the Legal Counsel, or staff prior to a meeting, but no Member shall discuss any application with any other party prior to the hearing or express any bias, prejudice, or individual opinion on proper judgment of the application prior to its hearing and determination.

- 14.5 Appearance before Council: Members shall not appear to speak before the City Council on Commission matters unless explicitly invited by the Council, or directed by a majority vote of members, to do so.
- 14.6 Representation by Members: No Member shall represent an applicant or an appellant before the Commission or the Council on matters related to Commission business.

Article 15: Hearing of Applications

Public hearings shall be guided by the following format:

- a. Staff presentation and recommendation.
- b. Questions to staff by Commission.
- c. Applicant presentation.
- d. Questions to the Applicant by Commission.
- e. Open to comments from the public regarding that agenda item.
- f. Close public participation.
- g. Discussion and additional questions by Commission.
- h. Open for a motion.
- i. Discussion of motion by Commission.
- j. Vote on motion.

Article 16: Instruments of Commission Action

The instruments by which the Commission shall officially report its work include:

- 16.1 Official notice of meetings as provided by these Operating Rules and Procedures and required by Arizona Law.
- 16.2 Agenda of meetings as described in the Commission's Operating Rules and Procedures and required by Arizona Law.
- 16.3 Staff reports prepared by the Director.
- 16.4 Minutes of meetings as described in Arizona Law.
- 16.5 Resolutions or other official actions approving or denying an Agenda items.

Article 17: Amendments

The Commission or the Director may recommend to City Council amendments to these Operating Rules and Procedures at any regular or special meeting by a majority vote of its Members. If, following presentation discussion of proposed amendments to these Operating Rules and Procedures, the Commission declines to make an affirmative recommendation to City Council, the Director may nonetheless forward those amendments to City Council for consideration. Recommended amendments are subject to final approval by the City Council.

Article 18: Severability

These Operating Rules and Procedures are declared to be severable. If any article or portion thereof is for any reason held to be legally invalid, such holding shall not affect the validity of remaining portions.

Adopted: P&Z Commission – Sept. 6, 1988 – By CC – R1988-36, 1988
Revised: R1989-32, November 1, 1989
Revised: R1991-05, February 20, 1991
Revised: R2018-18, April 10, 2018
Revised R2020-22, November 10, 2020
Revised R2025-___, November 12, 2025



**CITY COUNCIL
AGENDA BILL**

**AB 3295
November 12, 2025
Regular Business**

Agenda Item: 8c

Proposed Action & Subject: Discussion/possible action for the City to apply to the Federal Lands Access Program for two different projects: The Western Gateway Trailhead Development Project and the Schnebly Hill Road Improvement Project.

Department	Public Works – Kurtis Harris and USFS District Ranger Alex Schlueter
Time to Present	30 min.
Total Time for Item	45 min
Other Council Meetings	N/A
Exhibits	A. Western Gateway Improvements FLAP Project 1 Application Map B. Western Gateway Project 1 SUP Rendering C. Schnebly Hill Rd Improvements FLAP Project 2 Application Map D. Schnebly Hill Rd. Project 2 SUP Rendering

Finance Approval	Reviewed 10/30/25 BGW	Expenditure Required \$ xxx Amount Budgeted \$ xxx Account No. (Description)
City Attorney Approval	Reviewed 10/29/25 KWC	
City Manager's Recommendation	Direct staff to apply for Federal FLAP funds with USFS partnership ABS 10/30/25	

SUMMARY STATEMENT

Background:

The Federal Lands Access Program (FLAP), administered by the Federal Highway Administration, funds projects that improve transportation facilities providing access to or located within federal lands. The program supports roads, bridges, trails, and transit systems that serve recreational and economic uses near federal lands.

The City of Sedona is partnering with the U.S. Forest Service and consulting firm AtkinsRéalis to submit two FLAP grant applications. The program does not require a local match and calls for projects occur every three to five years. The 2025 Arizona FLAP allocation totals \$12 million per year, with previous awards ranging from less than \$1 million to \$30 million.

Eligible projects include:

- Construction, reconstruction, or rehabilitation of roads, bridges, trails, or transit systems
- Engineering and environmental compliance
- Transit operations and maintenance
- Planning and research

Maintenance responsibility must remain with or be transferred to the local government for a project to be eligible.

Project 1: Western Gateway Trailhead Project

This project will upgrade and expand the existing Girdner Trailhead—renamed the Western Gateway Trailhead and Picnic Area (WGTPA)—to better serve the Girdner Trail System and the paved Centennial Loop Trail.

The site, identified in the 1998 Coconino National Forest Plan as a key recreation hub, has experienced growing use from hikers, cyclists, and equestrians but lacks adequate facilities. The project will add:

- Restrooms and trash receptacles
- Expanded and organized parking, including spaces for trucks and horse trailers
- Improved access and layout for visitor safety and capacity

These improvements will accommodate high visitor demand while reducing environmental and maintenance issues. The USFS has already received an American Great Outdoors grant for \$900,000 that has been used to complete the design plans in Exhibit A. The remainder will be used for USFS improvements they are willing to maintain (Vault restrooms, equestrian areas). This FLAP grant will be for a SUP path from SR89a along Cultural Park Place, parking areas paving and ADA Centennial Trail resurfacing. The city will enter a Highway Easement Deed with the USFS to maintain improvement on USFS land.

Project 2: Schnebly Hill Road Improvement Project

This project will repave Schnebly Hill Road within U.S. Forest Service property and add necessary edge drainage to prevent roadway degradation. A gravel pathway above the drainage culvert is proposed to improve safety for pedestrians and bicyclists by providing grade-separated travel until future multimodal connections are completed. The city will enter a Highway Easement Deed with the USFS to maintain improvement on USFS land.

Possible work that could be initiated and covered by the FLAP grant include:

- Repaving/redesign Schnebly Hill Road from FS Boundary trail head entrance. If possible, incorporate bike lane along both sides of Schnebly Hill Road
- Pave and design turn around area between trail head entrance and lower gate on Schnebly Hill Road. Design so roadside parking is not feasible in this area.
- Install two rock filters on Schnebly Hill Road. One would be located at the lower gate just beyond the proposed turnaround. The second filter would be located near Schnebly Hill

Vista prior to the start of the decent down the road. These rock filters would ensure vehicle have high clearance needed to navigate the road.

- Construction of Outdoor Recreation Access Routes (ORAR), concrete sidewalk, between parking area picnic tables and bathroom. This would be a designed loop with attached concrete pads for the existing concrete tables. Providing full accessibility to these amenities.
- Expand paving and repave existing parking lot to include all parking spots Huckaby trail head. Many of the parking spots are currently gravel.
- Desing and construction of 4-7 car parking area along Schnebly Hill Road at the location of Marg's Draw trail.

Recommendation

Staff recommends that the City Council authorize the Public Works Director / City Engineer to collaborate with the U.S. Forest Service and to prepare and submit both grant applications to the Federal Lands Access Program.

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

In the Climate Action Plan, transportation related desired actions includes bike/pedestrian infrastructure, and reduced congestion. Identified strategies include developing and maintaining a safe, convenient, and effective system for walking, biking and other active forms of transportation. This project addresses those desired actions and strategies.

Board/Commission Recommendation: ☐Applicable - ☒Not Applicable

Alternative(s): N/A

MOTION

I move to: authorize the City to apply to the Federal Lands Access Program (FLAP) for funding of the Western Gateway Trailhead Project and the Schnebly Hill Road Project, in partnership with the U.S. Forest Service. Further, authorize the City Manager to execute all necessary documents related to the application, including the FLAP Endorsement Form, and to commit the City to the required maintenance responsibilities associated with the projects, subject to approval of the written documents by the City Attorney's Office.



Western Gateway Improvements

FLAP Project Application #1

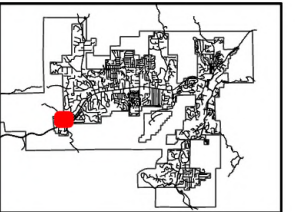
Project Features

- Crosswalk
- SUP
- Street Centerline
- Parcel Boundary
- USFS Boundary



0 30 60 Feet

City Index



GIS - City of Sedona
10/28/2025
G:/dept/PW/Staff/KurtHarris
/FLAP Projects.aprx



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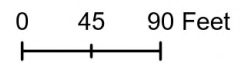
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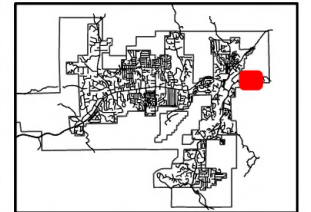
Schnebly
Hill Road
Improvements

FLAP Project
Application #2

- Project Area
- Parcel Boundary
- USFS Boundary
- City Boundary



City Index



GIS - City of Sedona
10/28/2025
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/FLAP Projects.aprx

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CITY COUNCIL AGENDA BILL

AB 3284
November 12, 2025
Regular Business

Agenda Item: 8d

Proposed Action & Subject: Presentation of economic outlook, year-to-date budget performance; Home Rule and Permanent Base Adjustment options.

Department Financial Services

Time to Present 20 minutes

Total Time for Item 1 hour

Other Council Meetings NA

Exhibits

- Exhibit A: FY26 State Expenditure Limitations
- Exhibit B: AZ Constitution, Article IX, Subsection 20
- Exhibit C: Sedona 2024 AELR
- Exhibit D: Capital Expenditure Year-to-Date
- Exhibit E: PowerPoint Presentation

Finance Approval	Reviewed 10/26/25 BGW	
City Attorney Approval	Reviewed 10/29/25 KWC	Expenditure Required
		\$ n/a
City Manager's Recommendation	Reviewed ABS 10/30/25	Amount Budgeted
		\$
		Account No. (Description)

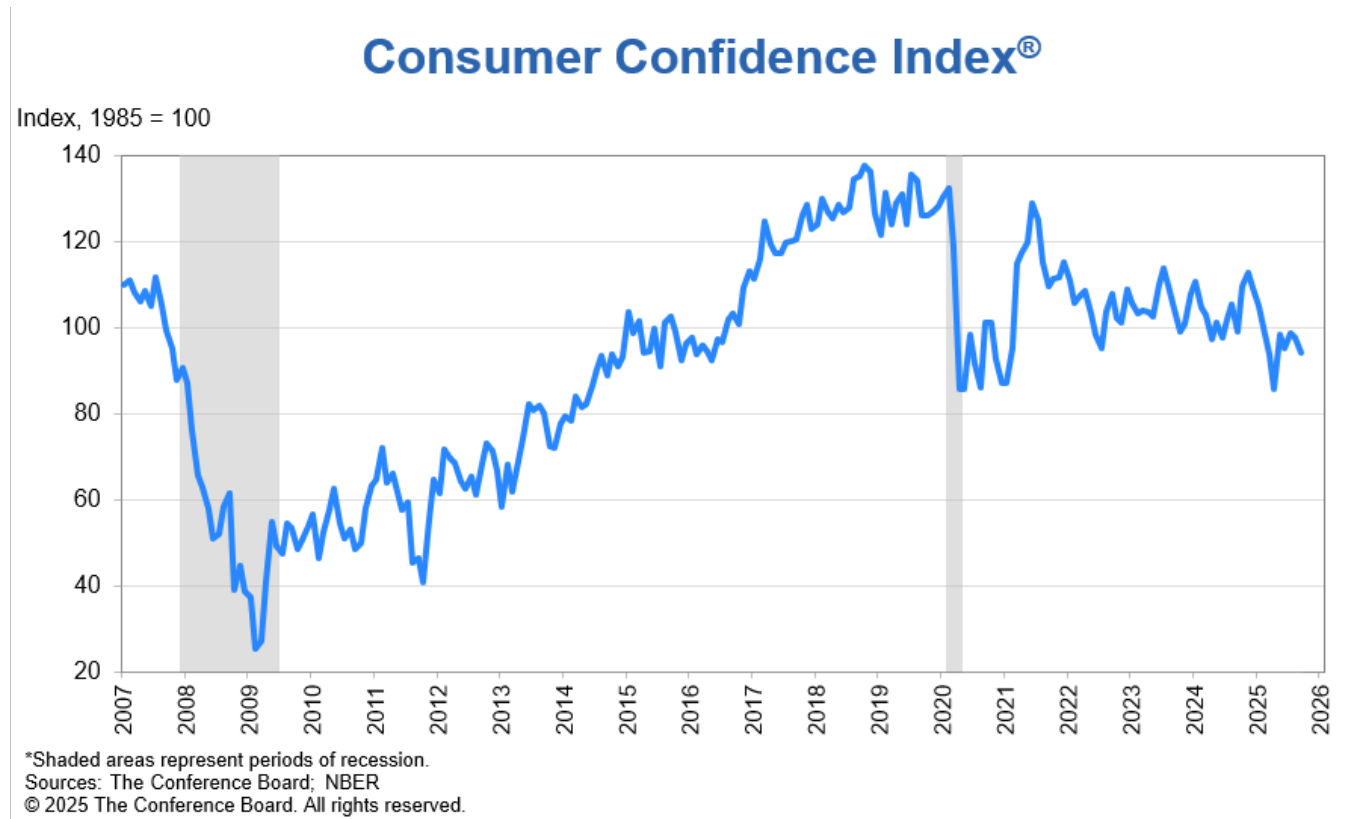
SUMMARY STATEMENT

Background: Considering economic uncertainty at the national level and a significant dip in tourism related revenue, City Council directed staff to develop the final FY26 budget conservatively, holding revenues at the FY25 budget amounts. Since budget adoption, staff has been monitoring closely economic conditions and local revenues to ensure that City Council will have financial information timely and will be able to direct the City Manager to make changes in the implementation of projects or programs, should financial conditions worsen.

Economic Outlook

The economy remains unstable and the outlook uncertain, with indications of a recession. Continuing policy change at the national level, as well as the government shut down is pushing consumer confidence down. The Conference Board issued a press release on September 30,

a sharp deterioration in consumers' views of the current economic situation weighed on confidence,¹ citing declines in both the Consumer Confidence Index®, and the Present Situation Index.



While consumer confidence is higher than its low in April 2025, it remains low, with surveyed consumers mentioning prices and inflation, the impact of tariffs, and concern about jobs and employment. The Expectations Index, which is based on consumers' outlook for income, business and labor in the short term, fell to 73.4. This index has been below 80, which is considered the threshold for a recession, since February 2025.² Tariffs continue to push prices higher, with inflation increasing slightly in September to 3.0%, an increase that was slightly under economists' expectations for 3.1%, with fuel prices a significant driver.³

Consumer worry about jobs is borne out by the labor market. The Bureau of Labor Statistics (BLS) issued the largest downward adjustment on record, revising the job growth from March 2024 to March 2025 downward by 911,000 jobs.⁴ This adjustment, and the increasing concern of consumers regarding the jobs, underscores a cooling labor market. Unemployment remains sticky at over 4%, coming in at 4.3% for both August and September. Jobless claims continue to rise in October, though the government shutdown limits available data.⁵

The University of Michigan consumer survey shows continued concern about interest rates for major purchases, with a 0.1% change downward from September (0.1% fewer consumers

¹ <https://www.conference-board.org/topics/consumer-confidence/>

² <https://www.conference-board.org/topics/consumer-confidence/>

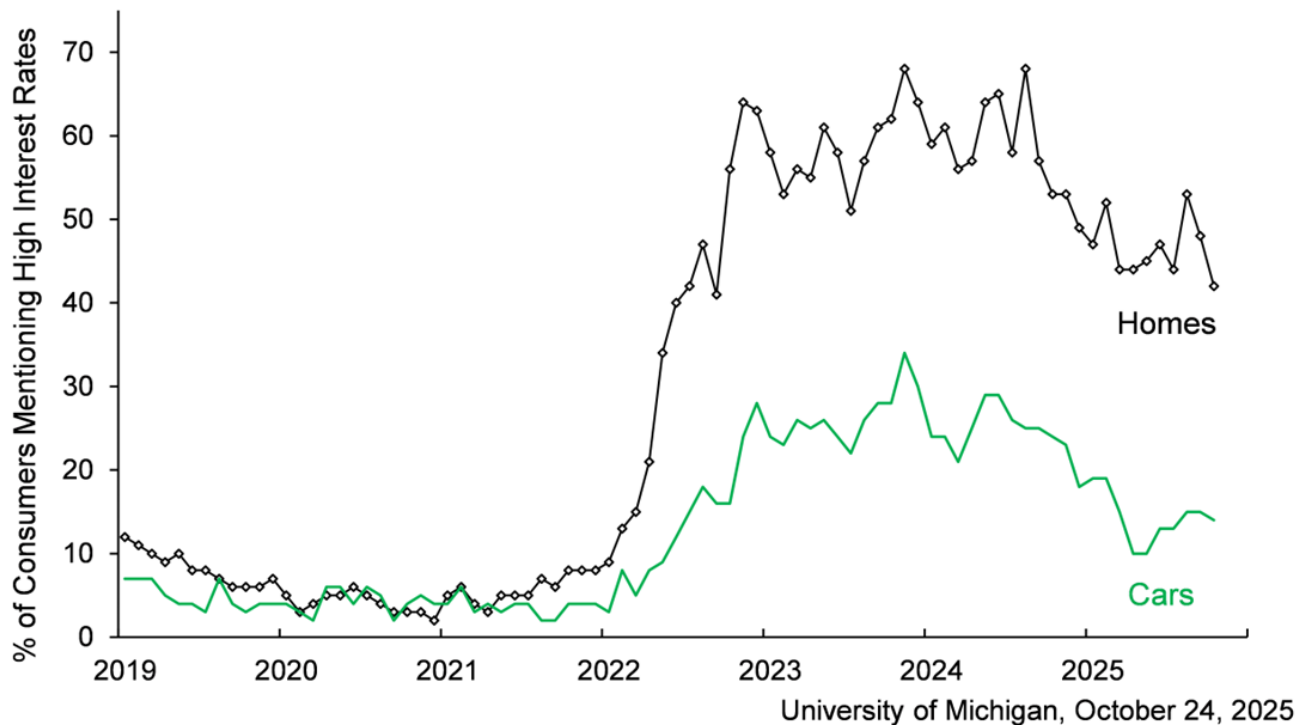
³ <https://www.cnbc.com/2025/10/24/inflation-breakdown-september-2025-cpi-chart.html>

⁴ <https://www.welchforbes.com/insights/economic-outlook-october-2025/>

⁵ <https://www.reuters.com/sustainability/sustainable-finance-reporting/us-weekly-jobless-claims-increase-more-people-collecting-unemployment-checks-2025-10-23/>

surveyed mentioned interest rates). High prices and inflation remain the top worry as of October 25, 2025. The survey results over time are below.⁶

Concerns over High Interest Rates for Poor Buying Conditions for Major Purchases Fell in October 2025



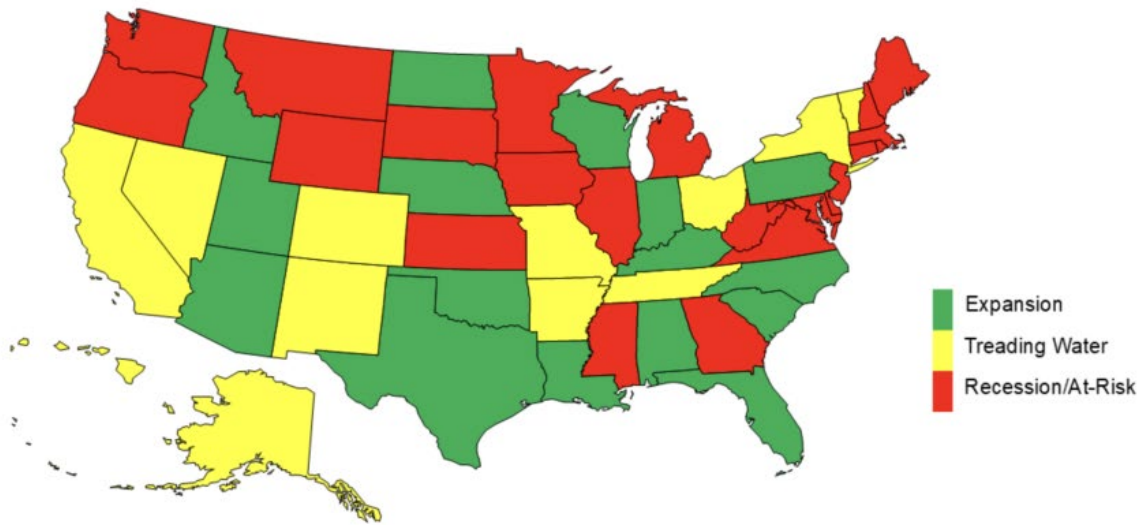
Recession?

While economists are not ready to declare a nation-wide recession, states representing one-third of U.S. Gross Domestic Product (GDP) are in a recession or at high-risk of one, according to Moody's Analytics chief economist, Mark Zandi. Two states at high-risk, California and New York, account for 14.5% and 8% of the nation's GDP. If these states slip into recession, it is likely that it will tip the scales on a national level. Below is a map showing state economic performance from Moody's Analytics.

⁶ <https://www.sca.isr.umich.edu/>

Many States In or Near Recession, Signaling National Recession Risk

Business cycle status, October 2025



Zandi wrote: “This state-level picture mirrors the national trend: The U.S. economy is not in recession, but it is struggling to avoid one. This is evident in the job market, as payroll job growth has come to a virtual standstill, and likely will look even weaker after all the data revisions are in.”⁷

Impact of Economic Challenges on Sedona – Revenue Performance

The national economic indicators and surveys suggest that retrenchment, the reduction of spending due to economic difficulty, is a reality. With the Expectations Index remaining stubbornly below the recession threshold of 80, prices continuing to increase, and concern about interest rates remaining high, it is hard to argue that the country is not at least headed into a recessionary period. As discussed with Council at the June 28 Special meeting and the October 14 regular meeting, tourism-related businesses are experiencing a decline in visitors and revenue, another indicator of consumer reluctance to spend in uncertain economic times.

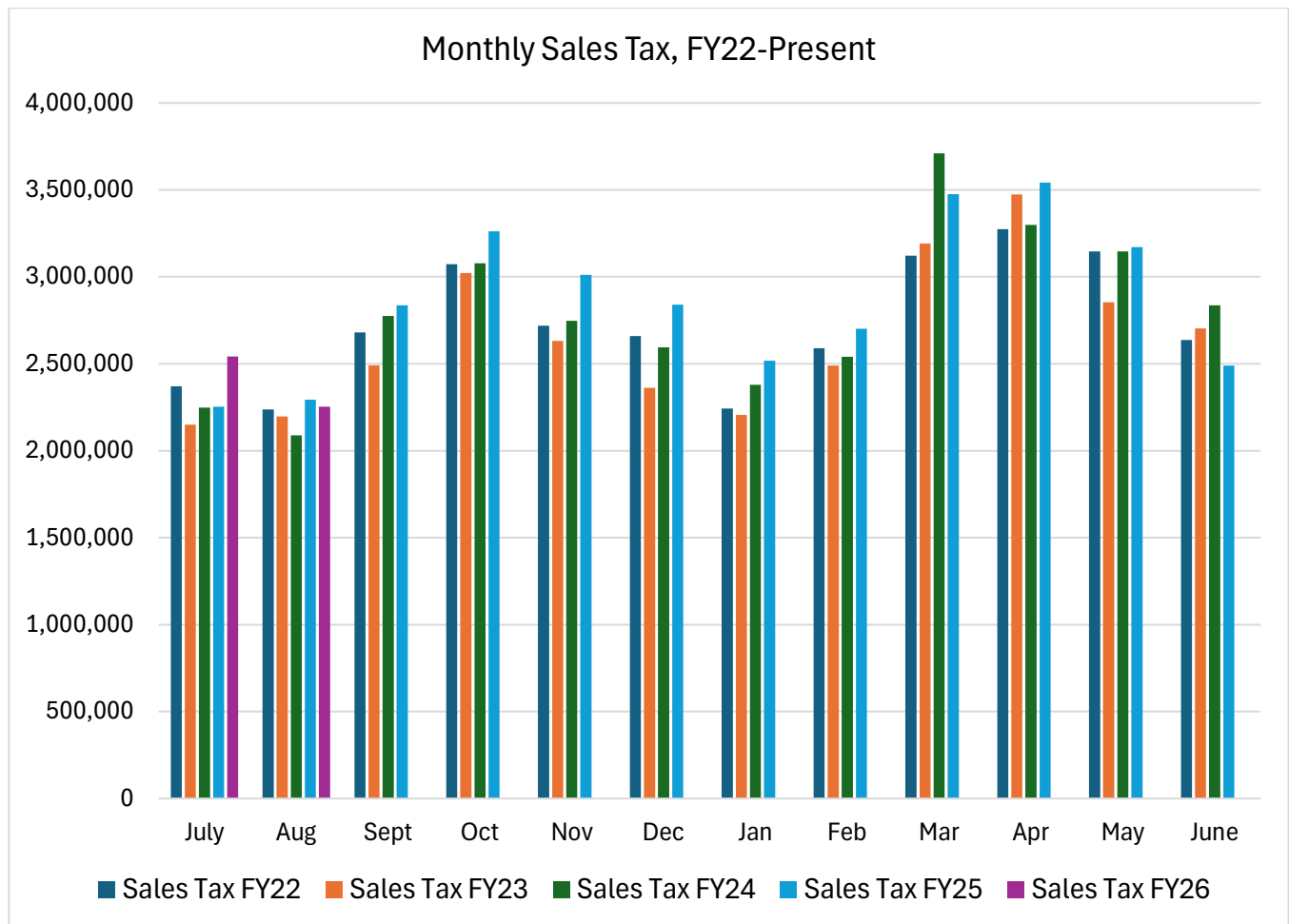
Sales and Bed Tax

When considering budget performance for as of the first quarter, it is important to note that as of September 30, only July sales and bed tax have been received, and making trend assumptions that can be applied to the remainder of the year is difficult given the seasonality and timing of revenues and expenditures. Nevertheless, year-over-year comparisons and other analyses can provide some sense of context for decision-making.

Sales and bed tax are the main sources of revenue for the City. In the last quarter of FY25, as economic uncertainty increased and consumer confidence declined, Sedona’s local tourism-related businesses expressed concern about a drop in visitors and spending. These concerns

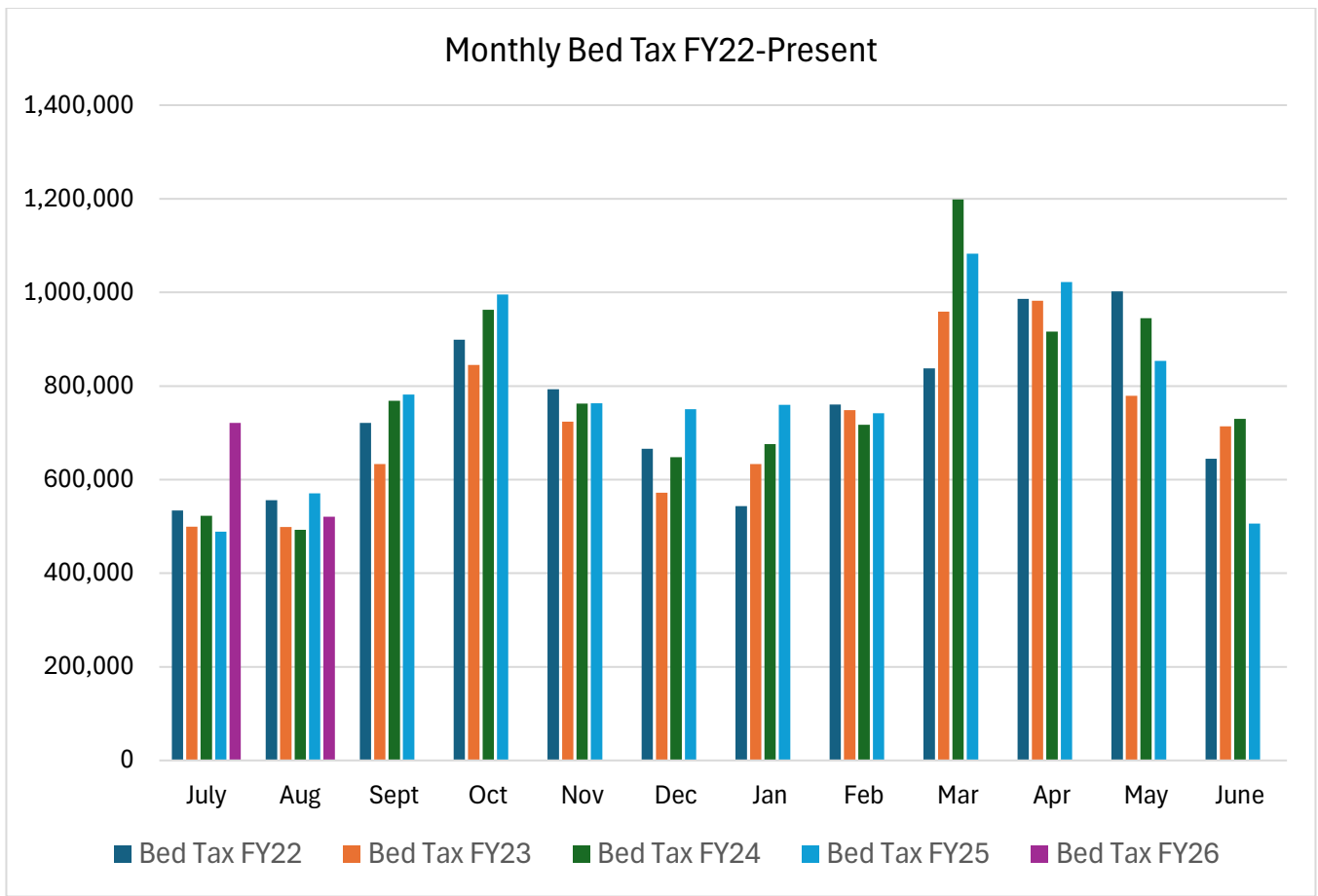
⁷ Jason Ma. “These 2 states will determine if the U.S. slips into a recession while one more enters the danger zone, top economist says.” Fortune. October 24, 2025. <https://fortune.com/2025/10/24/recession-warning-state-economies-california-new-york-michigan-inflation-trump-tariffs-immigration-ai-boom/>

were borne out in the sales and bed tax receipts for May and June 2025. Bed tax receipts ticked upward in July, however, analyzing the reason for the sharp decline in June followed by an equally sharp increase presents some challenges due to the timing of payments; hotels pay monthly, bi-monthly or quarterly, which can skew a trend analysis. Communications, Tourism and Economic Initiatives staff are working with Financial Services to better understand the payment schedules of each remitter and how this impacts the revenue trends. While the August sales and bed tax were not received until October (after Q1), they are added to the data below to provide more context for decision-making.



March was the first month in calendar year 2025 that saw a decrease in sales tax receipts year-over-year, coming in (6.3%) under March 2024. April increased year-over-year; however, April 2024 receipts were lower than normal, so the 7.4% increase may have had more to do with a low-performing April in 2024. May 2025 sales tax receipts were only slightly higher than the prior year, coming in at less than 1% higher year-over-year. For context, May 2024 was 10% higher than May 2023. June 2025 continued this trend downward, with a (12%) decrease year-over-year.

As FY26 began, July increased year-over-year by 12.8%; however, August dropped again, with a decrease from the prior year of (1.7%). The up and down trend in collections underscores the volatility of sales tax revenue, particularly during uncertain economic times.



Bed tax receipts are even more susceptible to economic conditions than sales tax, and it is important to keep in mind that a significant portion of the City's sales tax receipts are either directly generated by hotels or are generated by tourism-related businesses.

Trends in bed tax began declining in February 2025. March was notable with a (9.7%) year-over-year decline, as opposed to a 25% increase in 2024, and a 14.5% increase in 2023. April, May and June came in year-over-year at +11.5%, (9.6%) and (30.6%), respectively. July increased 47.6% over 2024; however, this is likely at least in part due to the timing of payments, as discussed above. This appears more likely when August is added to the picture, coming in lower than the prior year by (8.7%).

While collections remain within budget tolerances, because the City relies on sales and bed tax for 64% of its revenue, it is important to evaluate ways to mitigate the downturn, whether through additional marketing and promotional opportunities, like that approved by Council at the October 14 meeting, considering the possibility of creating a tax reserve, which could be used as a hedge against significant downturns that would impact tax collections, and other strategies to ensure the financial sustainability of the City.

The year-over-year budget to actual performance of sales and bed tax details are below.

Sales Tax

	<u>FY25</u>	<u>FY26</u>
Total Budget	\$ 33,159,000	\$ 33,159,000
Collections		
July	\$ 2,253,056	\$ 2,542,036
August	\$ 2,292,851	\$ 2,252,752
Total Collections	<u>\$ 4,545,907</u>	<u>\$ 4,794,788</u>
% of Budget Collected	13.7%	14.5%

Bed Tax

	<u>FY25</u>	<u>FY26</u>
Total Budget	\$ 9,261,000	\$ 9,261,000
Collections		
July	\$ 488,527	\$ 720,904
August	\$ 570,946	\$ 521,044
Total Collections	<u>\$ 1,059,473</u>	<u>\$ 1,241,948</u>
% of Budget Collected	11.4%	13.4%

Other Revenue

The City has some consistent revenue streams, such as wastewater billing revenue, parking revenue and others; however, several revenues, including franchise fees and intergovernmental payments, are received on a quarterly or twice annual basis and thus were not received as of September 30.

Budget Execution as of September 30

Overall, one quarter into the fiscal year, just over 12% of the total budget has been spent. The City's current ERP system cannot include encumbrance information in budgetary reports, which limits execution analysis on a detailed level; however, total unpaid encumbrances are \$28.85 million, of which \$22.87 million is related to capital projects. The budget also includes over \$8 million for debt service, which is paid twice annually, in January and June. If debt service is excluded, overall spending increases slightly to 13.2%.

Operating Expenditures

Most departments are well within budget as of September 30. As of the end of the first quarter, total spending on operations is about 16% of total operating budget, which is typical for the first quarter. New initiatives planned purchases require bidding or RFPs, and new positions approved by Council take at least 60 days to hire. Additionally, some expenditures are seasonal in nature. Below is a breakdown by department followed by explanations for the largest variances.

Department	Operating Budget	Year-to-Date thru Sept. 30	% of Budget Spent
City Attorney's Office	968,738	156,660	16.2%
City Clerk's Office	600,680	117,989	19.6%
City Council	78,150	17,764	22.7%
City Manager's Office	1,209,612	226,300	18.7%
CTEI	2,477,534	341,570	13.8%
Community Development	3,505,098	397,749	11.3%
Financial Services	1,994,271	307,367	15.4%
General Services	8,252,444	1,243,234	15.1%
Human Resources	600,752	106,544	17.7%
IT	3,015,222	639,067	21.2%
Municipal Court	936,913	198,435	21.2%
Parks & Recreation	1,300,738	305,361	23.5%
Police	10,011,262	1,638,275	16.4%
Public Transit	2,878,780	175,311	6.1%
Public Works	9,017,719	1,430,953	15.9%
Sustainability	805,372	102,328	12.7%
Wastewater	3,888,854	703,630	18.1%

Most of the budget variances are driven by professional services and contracts. As noted above, these percentages do not include encumbrances for contracts. Departments with a variance driven primarily by professional services and contracts are the City Attorney's Office, the City Manager's Office, CTEI, Financial Services, Community Development, Public Works, Transit, and Sustainability. Transit's particularly low execution rate of 6.1% is specifically related to contracts, for which an additional approximately \$318,000 is encumbered. These contracts are paid according to the agreed terms.

General Services is driven by the contingency budgets, of which \$153,720 has been approved for use out of a total budget of approximately \$5,000,000. This amount includes not only the general fund operating contingency of \$1,575,000 (from which the \$153,720 was allocated for additional marketing), but also all other contingencies including those for grants, land acquisition and other operating contingencies.

Other drivers include equipment purchases, like those planned in the Police Department to replace vests and other safety equipment that is required to be replaced periodically, as well as maintenance costs in Public Works, Sustainability and Wastewater. Large purchases require planning and bids, RFPs or the use of cooperative agreements. Maintenance is scheduled according to weather and staff capacity.

While in previous years, salary savings drove significant budget variances, this is less of a driver in FY26. There are a few departments (Community Development, Financial Services) with more vacancy-driven budget variances, but the vacancies are not as pervasive as in FY25.

Parks & Recreation, as a department that is highly seasonal, is at 23.5% execution. This execution rate will likely drop slightly during the winter months, and the gap between budget and actual will narrow again during spring and summer.

Capital Expenditures

The capital budget execution rate is currently at 10% with about \$4 million spent; however, more than 60% of the total capital budget is encumbered.

Most of the SIM, Wastewater and other Public Works projects are underway. Details may be viewed in Exhibit D.

Considerations for FY26 and FY27 Planning

FY26 revenues are within budget tolerances.

As discussed above, both sales and bed tax amounts and percentage of budget collected with two months reporting are performing slightly better than FY25. Staff will continue to monitor collections for downward trends; however, while current receipts support a continued cautious approach, they do not indicate a need for a change in direction or implementation of austerity measures.

Staff will bring further economic data to the Council retreat in December, and to the FY27 CIP discussion on January 14. As planning for FY27 gets underway, the economic uncertainty and the performance of local revenues is critical to decision-making.

Other Issues: 2026 Election – Home Rule or Permanent Base Adjustment

Sedona must include in the 2026 election a question for continued Home Rule or a Permanent Base Adjustment (PBA). Without one of these options, the City would be limited to a total budget of approximately 15% of the current budget. For FY26, the state calculated limitation for Sedona is \$15,411,542, 14.9% Sedona's adopted FY26 budget of \$103,291,695. The limitation is calculated by taking a city's base budget in FY 1979-1980 (or a calculation based on the county's budget and the city's relative population), multiplied by the population growth factor from 1978 to the current year and an inflation factor.

For FY25, the limitation was calculated as follows:

1978 population: 7,050

2024 population: 9,771

Total population growth, 1978 to 2024: 38.6%, population growth factor: 1.3860

State established base budget, FY1979-80: \$2,960,687

Inflation factor (applied to all cities): 3.7558

$\$2,960,687 \times 1.3860 \times 3.7758 = \$15,494,041$

State established limitation: \$15,411,542

NOTE: The result of the calculation is slightly different from that published by the state; however, the state does not provide details on the calculation, just the factors and final limitation. See Exhibit A – FY26 State Expenditure Limitations.

Unfortunately, because the expenditure limitation is a "one size fits all" methodology, it does not take into consideration the unique context of individual cities. As a tourism destination, Sedona's daytime population can more than triple. Traffic from tourism increases the frequency of necessary road maintenance, and ensuring the safety of pedestrians requires significant investment in sidewalks and shared-use-paths. Every city has unique cost drivers, and the limitation does not include a method to incorporate differences.

See EXHIBIT B: AZ Constitution, Article IX, Subsection 20

The limitation includes all expenditures that are paid using “local” revenue. Below is from the expenditure limitation primer produced by the Arizona Auditor General.

Are all expenditures subject to the limitation?

No. The expenditure limitation applies when a city or town spends local revenue, as defined by [Arizona Constitution, Article IX, §20\(3\)\(d\)](#). Generally, local revenues include all monies a city or town receives such as tax revenues, fines, fees, or charges for services; however, the Constitution excludes some monies such as grants and aid from the federal government and certain revenues received from the State from the local revenue definition. Cities and towns must consider the source of the money used to make payments to determine its expenditures subject to the limitation. For a detailed explanation of expenditures not subject to the limitation, see the instructions for UERS forms—Part II. In addition, see the [Part II—exclusions and carryforwards FAQs](#) for further information about calculating and tracking excludable revenue amounts.

Link: [Uniform Expenditure Reporting System \(UERS\) | Auditor General](#)

Because the limitation applies to the use of all local revenue, including taxes, Sedona's limitation is minimally impacted by the exceptions. By using revenue, rather than categories of expenditure to determine the expenditures subject to the limit means that only expenditures funded by specific state shared revenue and Federal grants or specifically identified by the state can be excluded from the limitation.

Below is a list of exclusions from the Annual Expenditure Limitation Report (AELR) that each city must complete annually.

1. Debt proceeds
2. Debt service requirements
3. Dividends, interest, and gains on the sale or redemption of investment securities
4. Trustee or custodian
5. Grants and aid from the federal government
6. Grants, aid, contributions, or gifts from a private agency, organization, or individual, except amounts received in lieu of taxes
7. Amounts received from the State of Arizona
8. Quasi-external interfund transactions
9. Voter-approved amounts accumulated for the purchase of land, and the purchase or construction of buildings or improvements
10. Highway user revenues in excess of those received in fiscal year 1979-80
11. Contracts with other political subdivisions
12. Refunds, reimbursements, and other recoveries
13. Voter-approved exclusions not identified above (attach resolution)
14. Prior years carryforward
15. Qualifying capital improvement expenditures repaid in accordance with Arizona Revised Statutes §41-1279.07

Of note is that debt service payments, and the purchase of assets using debt are excluded from the limitation in addition to expenditures paid by non-local revenues (1 and 2). Given these exclusions, approximately \$22 million of Sedona's FY26 Budget is excluded from the

limitation. Expenditures subject to the limitation total more than \$81 million, about \$65 million in excess of the state calculated expenditure limitation.

Historically, Sedona has adopted Home Rule every four years as required by law. Home Rule, when passed by a majority of the voters, establishes the annual budget as the expenditure limit, and the AELR does not detail exclusions. See Exhibit C: Sedona 2024 AELR

A Permanent Base Adjustment (PBA) is another means by which a local government may elect an expenditure limitation higher than that calculated by the state. Cities vary in their approach to a PBA, with the majority adopting a “base” that will sustain the City’s budget growth for decades. It is important to understand that the amount of a PBA is not the amount of the new budget, nor is it added to the existing budget as a new limit. The PBA adjusts the original 1980 budget to a new “base” that is then adjusted using the state-determined population and inflation factors.

City	Increase	New 1979/80 “base”	Inflation and Population Factors	Limitation for FY26
Mesa	\$148 million	\$202,090,640	3.7558 * 4.0376	\$ 3,064,619,134
Scottsdale	\$ 22 million	\$77,861,444	3.7558 * 3.0113	\$ 880,592,834
Quartzite	\$ 2,850,000	\$3,824,325	3.7558 * 1.1565	\$ 16,603,519
Youngtown	\$ 500,000	\$1,619,748	3.7558 * 3.4100	\$ 20,744,623
Camp Verde	\$ 950,000	\$3,587,112	3.7558 * 2.1929	\$ 29,544,150

90% of Arizona cities have adopted either Home Rule or a PBA. The majority elected to adopt Home Rule; as of FY26, only eight have adopted a PBA.

Sedona may continue to place Home Rule on the ballot or consider the option of a PBA. Following are examples of the increase in the base, and the resultant limitation given the current inflation and population factors.

Current 1979/80 Base	Increase	New 1980 "Base"	Inflation Factor	Population Factor	Limit for FY26
\$ 2,960,687	\$15,000,000	\$17,960,687	3.7558	1.3860	\$ 93,495,053
\$ 2,960,687	\$17,500,000	\$20,460,687	3.7558	1.3860	\$ 106,508,900
\$ 2,960,687	\$20,000,000	\$22,960,687	3.7558	1.3860	\$ 119,522,747
\$ 2,960,687	\$22,500,000	\$25,460,687	3.7558	1.3860	\$ 132,536,594
\$ 2,960,687	\$25,000,000	\$27,960,687	3.7558	1.3860	\$ 145,550,441
\$ 2,960,687	\$27,500,000	\$30,460,687	3.7558	1.3860	\$ 158,564,288
\$ 2,960,687	\$30,000,000	\$32,960,687	3.7558	1.3860	\$ 171,578,135

Both Home Rule and a PBA require educational campaigns that can aid Sedona citizens in understanding the expenditure limitation, its purpose and application. Either option will provide Sedona flexibility in budget development.

Challenges

City officials and staff may develop materials and make presentations to educate Sedona citizens; however, these materials, presentations and discussions may not appear to promote the initiative. Fortunately, for both Home Rule and PBA there are dozens of examples of educational pamphlets, videos, and presentations developed by other cities (and Sedona for previous Home Rule elections) to refer to. Staff will develop appropriate materials for public education with Council's direction for Home Rule or a PBA.

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

Board/Commission Recommendation: ☐ Applicable - ☒ Not Applicable

Alternative(s): n/a, report and discussion only

MOTION

I move to: For presentation and discussion only.

Final FY 2025/26 EXPENDITURE LIMITATIONS: CITIES & TOWNS

CITY	POPULATION ** 2024	POPULATION 1978	POPULATION FACTOR	INFLATION FACTOR*	FY 1979/80 BASE LIMIT	Final FY 2025/26 EXPENDITURE LIMITATION
APACHE JUNCTION	41,643	9,500	4.3835	3.7558	\$7,081,484	\$116,585,997
AVONDALE	96,803	6,900	14.0294	3.7558	\$11,933,417	\$628,793,800
BENSON	5,536	3,925	1.4104	3.7558	\$1,317,815	\$6,980,951
BISBEE	5,028	6,860	0.7329	3.7558	\$1,625,337	\$4,474,231
BUCKEYE	113,349	3,175	35.7005	3.7558	\$5,000,000	\$670,421,102
BULLHEAD CITY ***	43,578	13,830	3.1510	3.7558	\$15,493,553	\$183,357,992
CAMP VERDE ***	12,390	5,650	2.1929	3.7558	\$3,587,112	\$29,544,150
CAREFREE	3,738	1,744	2.1433	3.7558	\$1,642,262	\$13,220,229
CASA GRANDE	65,883	14,100	4.6726	3.7558	\$18,793,221	\$329,806,479
CAVE CREEK	5,259	2,025	2.5970	3.7558	\$656,393	\$6,402,444
CHANDLER	286,342	23,500	12.1848	3.7558	\$7,245,951	\$331,601,352
CHINO VALLEY	13,915	2,400	5.7979	3.7558	\$255,094	\$5,554,896
CLARKDALE	4,964	1,200	4.1367	3.7558	\$3,255,616	\$50,581,000
CLIFTON	3,923	4,515	0.8689	3.7558	\$1,656,956	\$5,407,235
COLORADO CITY	3,344	1,730	1.9329	3.7558	\$987,191	\$7,166,793
COOLIDGE	18,945	6,775	2.7963	3.7558	\$1,530,413	\$16,073,027
COTTONWOOD	12,658	4,200	3.0138	3.7558	\$7,000,000	\$79,235,089
DEWEY-HUMBOLDT	4,584	4,080	1.1235	3.7558	\$1,533,271	\$6,470,042
DOUGLAS	16,059	12,600	1.2745	3.7558	\$17,190,988	\$82,291,030
DUNCAN ***	692	700	0.9886	3.7558	\$677,389	\$2,515,069
EAGAR	4,582	2,450	1.8702	3.7558	\$627,268	\$4,406,014
EL MIRAGE	36,958	4,025	9.1821	3.7558	\$4,874,680	\$168,109,554
ELOY	18,994	6,300	3.0149	3.7558	\$4,400,000	\$49,823,275
FLAGSTAFF	79,913	32,000	2.4973	3.7558	\$26,522,966	\$248,767,277
FLORENCE	24,175	3,175	7.6142	3.7558	\$5,000,000	\$142,986,971
FOUNTAIN HILLS	24,163	10,190	2.3712	3.7558	\$4,107,576	\$36,581,877
FREDONIA	1,341	850	1.5776	3.7558	\$1,900,000	\$11,258,153
GILA BEND	1,894	1,575	1.2025	3.7558	\$684,678	\$3,092,356

Final FY 2025/26 EXPENDITURE LIMITATIONS: CITIES & TOWNS

CITY	POPULATION ** 2024	POPULATION 1978	POPULATION FACTOR	INFLATION FACTOR*	FY 1979/80 BASE LIMIT	Final FY 2025/26 EXPENDITURE LIMITATION
GILBERT ***	292,116	4,250	68.7332	3.7558	\$3,846,450	\$992,956,481
GLENDALE	260,878	84,000	3.1057	3.7558	\$67,955,628	\$792,660,668
GLOBE	7,159	6,550	1.0930	3.7558	\$2,436,186	\$10,000,581
GOODYEAR	116,694	2,500	46.6776	3.7558	\$4,125,000	\$723,162,969
GUADALUPE	5,327	4,300	1.2388	3.7558	\$549,792	\$2,558,093
HAYDEN	509	1,200	0.4242	3.7558	\$3,750,000	\$5,974,087
HOLBROOK	4,901	5,450	0.8993	3.7558	\$2,585,121	\$8,731,177
HUACHUCA CITY	1,628	1,690	0.9633	3.7558	\$317,153	\$1,147,467
JEROME	459	395	1.1620	3.7558	\$132,688	\$579,097
KEARNY	1,755	2,665	0.6585	3.7558	\$950,057	\$2,349,813
KINGMAN	35,657	8,745	4.0774	3.7558	\$9,426,488	\$144,357,255
LAKE HAVASU CITY	59,484	13,000	4.5757	3.7558	\$9,711,264	\$166,892,293
LITCHFIELD PARK	7,016	3,835	1.8295	3.7558	\$3,542,818	\$24,343,149
MAMMOTH	1,078	1,960	0.5500	3.7558	\$1,225,048	\$2,530,577
MARANA	62,780	1,425	44.0561	3.7558	\$2,000,000	\$330,933,057
MARICOPA	73,300	3,790	19.3404	3.7558	\$10,601,417	\$770,073,876
MESA ***	524,892	130,000	4.0376	3.7558	\$202,090,640	\$3,064,619,134
MIAMI	1,530	2,615	0.5851	3.7558	\$878,262	\$1,929,957
NOGALES	19,998	11,740	1.7034	3.7558	\$3,245,377	\$20,762,867
ORO VALLEY	49,159	1,475	33.3281	3.7558	\$1,400,000	\$175,243,841
PAGE	7,479	4,375	1.7095	3.7558	\$6,429,631	\$41,281,478
PARADISE VALLEY	12,781	10,425	1.2260	3.7558	\$10,185,794	\$46,901,569
PARKER	3,487	2,485	1.4032	3.7558	\$1,145,364	\$6,036,327
PATAGONIA	800	925	0.8649	3.7558	\$213,500	\$693,505
PAYSON	16,738	4,305	3.8880	3.7558	\$1,267,280	\$18,505,750
PEORIA	203,065	10,500	19.3395	3.7558	\$18,247,857	\$1,325,443,908
PHOENIX	1,697,696	717,000	2.3678	3.7558	\$229,200,625	\$2,038,263,256
PIMA	3,140	1,465	2.1433	3.7558	\$1,250,000	\$10,062,497

Final FY 2025/26 EXPENDITURE LIMITATIONS: CITIES & TOWNS

CITY	POPULATION ** 2024	POPULATION 1978	POPULATION FACTOR	INFLATION FACTOR*	FY 1979/80 BASE LIMIT	Final FY 2025/26 EXPENDITURE LIMITATION
PINETOP-LAKESIDE	4,182	2,635	1.5871	3.7558	\$1,214,814	\$7,241,306
PRESCOTT	48,082	19,250	2.4978	3.7558	\$8,495,931	\$79,701,496
PRESCOTT VALLEY	51,532	1,520	33.9026	3.7558	\$380,054	\$48,392,987
QUARTZSITE ***	2,446	2,115	1.1565	3.7558	\$3,824,825	\$16,613,509
QUEEN CREEK	81,780	2,525	32.3881	3.7558	\$6,318,277	\$768,578,226
SAFFORD	10,253	6,200	1.6537	3.7558	\$20,484,597	\$127,230,256
SAHUARITA	37,713	1,629	23.1510	3.7558	\$713,697	\$62,056,543
SAINT JOHNS	3,432	4,100	0.8371	3.7558	\$819,104	\$2,575,172
SAN LUIS	39,383	1,690	23.3036	3.7558	\$724,909	\$63,446,737
SCOTTSDALE ***	249,935	83,000	3.0113	3.7558	\$77,861,444	\$880,592,834
SEDONA	9,771	7,050	1.3860	3.7558	\$2,960,687	\$15,411,542
SHOW LOW	12,535	3,800	3.2987	3.7558	\$5,943,667	\$73,637,480
SIERRA VISTA	45,492	24,050	1.8916	3.7558	\$10,055,882	\$71,440,392
SNOWFLAKE	6,848	3,000	2.2827	3.7558	\$741,469	\$6,356,810
SOMERTON	14,743	3,540	4.1647	3.7558	\$681,742	\$10,663,662
SOUTH TUCSON	4,565	6,275	0.7275	3.7558	\$1,879,168	\$5,134,479
SPRINGERVILLE	1,730	1,400	1.2357	3.7558	\$3,043,401	\$14,124,756
STAR VALLEY	2,548	2,255	1.1299	3.7558	\$744,113	\$3,157,879
SUPERIOR	2,470	4,700	0.5255	3.7558	\$682,763	\$1,347,637
SURPRISE	165,916	3,550	46.7369	3.7558	\$9,500,000	\$1,667,582,118
TAYLOR	4,443	1,740	2.5534	3.7558	\$245,508	\$2,354,488
TEMPE	193,336	102,000	1.8955	3.7558	\$95,579,379	\$680,425,326
THATCHER	5,590	3,170	1.7634	3.7558	\$2,610,674	\$17,290,554
TOLLESON	8,627	4,190	2.0589	3.7558	\$966,494	\$7,473,923
TOMBSTONE	1,406	1,600	0.8788	3.7558	\$508,007	\$1,676,636
TUCSON	557,219	311,400	1.7894	3.7558	\$188,097,586	\$1,264,137,278
TUSAYAN	599	606	0.9884	3.7558	\$470,573	\$1,746,968
WELLTON	2,627	900	2.9189	3.7558	\$460,150	\$5,044,530

Final FY 2025/26 EXPENDITURE LIMITATIONS: CITIES & TOWNS

CITY	POPULATION 2024	POPULATION ** 1978	POPULATION FACTOR	INFLATION FACTOR*	FY 1979/80 BASE LIMIT	Final FY 2025/26 EXPENDITURE LIMITATION
WICKENBURG	8,450	3,300	2.5606	3.7558	\$6,600,000	\$63,473,203
WILLCOX	3,271	2,985	1.0958	3.7558	\$10,497,909	\$43,205,867
WILLIAMS	3,606	2,100	1.7171	3.7558	\$1,254,501	\$8,090,608
WINKELMAN	292	1,010	0.2891	3.7558	\$3,000,000	\$3,257,515
WINSLOW	8,673	7,725	1.1227	3.7558	\$4,995,579	\$21,064,948
YOUNGTOWN ***	7,161	2,100	3.4100	3.7558	\$1,619,748	\$20,744,623
YUMA	102,726	34,500	2.9776	3.7558	\$15,663,245	\$175,164,757
TOTAL	6,125,541	1,896,649	3.2297		\$1,244,929,968	\$20,210,940,151

* SOURCE: BEA March 2025 - (CY 2024 GDP Implicit Price Deflator) (CY 1978 GDP Implicit Price Deflator) = 125.230/33.343

** FIGURES AS OF July 1 2024 (SOURCE: Arizona Office of Economic Opportunity).

*** Includes base limit adjustments for: Bullhead City, Camp Verde, Duncan, Gilbert, Mesa, Quartzside, Scottsdale, and Youngtown.

20. Expenditure limitation; adjustments; reporting

Section 20.

(1) The economic estimates commission shall determine and publish prior to April 1 of each year the expenditure limitation for the following fiscal year for each county, city and town. The expenditure limitations shall be determined by adjusting the amount of actual payments of local revenues for each such political subdivision for fiscal year 1979-1980 to reflect the changes in the population of each political subdivision and the cost of living. The governing board of any political subdivision shall not authorize expenditures of local revenues in excess of the limitation prescribed in this section, except as provided in subsections (2), (6) and (9) of this section.

(2) Expenditures in excess of the limitations determined pursuant to subsection (1) of this section may be authorized as follows:

- (a) Upon affirmative vote of two-thirds of the members of the governing board for expenditures directly necessitated by a natural or man-made disaster declared by the governor. Any expenditures in excess of the expenditure limitation, as authorized by this paragraph, shall not affect the determination of the expenditure limitation pursuant to subsection (1) of this section in any subsequent years. Any expenditures authorized pursuant to this paragraph shall be made either in the fiscal year in which the disaster is declared or in the succeeding fiscal year.
- (b) Upon the affirmative vote of seventy per cent of the members of the governing board for expenditures directly necessitated by a natural or man-made disaster not declared by the governor, subject to the following:
 - (i) The governing board reducing expenditures below the expenditure limitation determined pursuant to subsection (1) of this section by the amount of the excess expenditure for the fiscal year following a fiscal year in which excess expenditures were made pursuant to this paragraph; or
 - (ii) Approval of the excess expenditure by a majority of the qualified electors voting either at a special election held by the governing board or at a regularly scheduled election for the nomination or election of the members of the governing board, in the manner provided by law. If the excess expenditure is not approved by a majority of the qualified electors voting, the governing board shall for the fiscal year which immediately follows the fiscal year in which the excess expenditures are made, reduce expenditures below the expenditure

limitation determined pursuant to subsection (1) of this section by the amount of the excess expenditures. Any expenditures in excess of the expenditure limitation, as authorized by this paragraph, shall not affect the determination of the expenditure limitation pursuant to subsection (1) of this section in any subsequent years. Any expenditures pursuant to this paragraph shall be made either in the fiscal year in which the disaster occurs or in the succeeding fiscal year.

- (c) Upon affirmative vote of at least two-thirds of the members of the governing board and approval by a majority of the qualified electors voting either at a special election held by the governing board in a manner prescribed by law, or at a regularly scheduled election for the nomination or election of the members of the governing board. Such approval by a majority of the qualified electors voting shall be for a specific amount in excess of the expenditure limitation, and such approval must occur prior to the fiscal year in which the expenditure limitation is to be exceeded. Any expenditures in excess of the expenditure limitation, as authorized by this subdivision, shall not affect the determination of the expenditure limitation pursuant to subsection (1) of this section, in subsequent years.

(3) As used in this section:

- (a) "Base limit" means the amount of actual payments of local revenues for fiscal year 1979-1980 as used to determine the expenditure limitation pursuant to subsection (1) of this section.
- (b) "Cost of living" means either:
 - (i) The price of goods and services as measured by the implicit price deflator for the gross national product or its successor as reported by the United States department of commerce or its successor agency.
 - (ii) A different measure or index of the cost of living adopted at the direction of the legislature, by concurrent resolution, upon affirmative vote of two-thirds of the membership of each house of the legislature. Such measure or index shall apply for subsequent fiscal years, except it shall not apply for the fiscal year following the adoption of such measure or index if the measure or index is adopted after March 1 of the preceding fiscal year.

- (c) "Expenditure" means any authorization for the payment of local revenues.
- (d) "Local revenues" includes all monies, revenues, funds, fees, fines, penalties, tuitions, property and receipts of any kind whatsoever received by or for the account of a political subdivision or any of its agencies, departments, offices, boards, commissions, authorities, councils and institutions, except:
- (i) Any amounts or property received from the issuance or incurrence of bonds or other lawful long-term obligations issued or incurred for a specific purpose, or collected or segregated to make payments or deposits required by a contract concerning such bonds or obligations. For the purpose of this subdivision long-term obligations shall not include warrants issued in the ordinary course of operation or registered for payment, by a political subdivision.
 - (ii) Any amounts or property received as payment of dividends or interest, or any gain on the sale or redemption of investment securities, the purchase of which is authorized by law.
 - (iii) Any amounts or property received by a political subdivision in the capacity of trustee, custodian or agent.
 - (iv) Any amounts received as grants and aid of any type received from the federal government or any of its agencies.
 - (v) Any amounts received as grants, aid, contributions or gifts of any type except amounts received directly or indirectly in lieu of taxes received directly or indirectly from any private agency or organization or any individual.
 - (vi) Any amounts received from the state which are included within the appropriation limitation prescribed in section 17 of this article.
 - (vii) Any amounts received pursuant to a transfer during a fiscal year from another agency, department, office, board, commission, authority, council or institution of the same political subdivision which were included as local revenues for such fiscal year or which are excluded from local revenue under other provisions of this section.

- (viii) Any amounts or property accumulated for the purpose of purchasing land, buildings or improvements or constructing buildings or improvements, if such accumulation and purpose have been approved by the voters of the political subdivision.
 - (ix) Any amounts received pursuant to section 14 of this article which are greater than the amount received in fiscal year 1979-1980.
 - (x) Any amounts received in return for goods or services pursuant to a contract with another political subdivision, school district, community college district or the state, and expended by the other political subdivision, school district, community college district or the state pursuant to the expenditure limitation in effect when the amounts are expended by the other political subdivision, school district, community college district or the state.
 - (xi) Any amounts expended for the construction, reconstruction, operation or maintenance of a hospital financially supported by a city or town prior to January 1, 1980.
 - (xii) Any amounts or property collected to pay the principal of and interest on any warrants issued by a political subdivision and outstanding as of July 1, 1979.
 - (xiii) Any amounts received during a fiscal year as refunds, reimbursements or other recoveries of amounts expended which were applied against the expenditure limitation for such fiscal year or which were excluded from local revenues under other provisions of this subsection.
 - (xiv) Any amounts received collected by the counties for distribution to school districts pursuant to state law.
- (e) "Political subdivision" means any county, city or town. This definition applies only to this section and does not otherwise modify the commonly accepted definition of political subdivision.
- (f) "Population" means either:

- (i) The periodic census conducted by the United States department of commerce or its successor agency, or the annual update of such census by the department of economic security or its successor agency.
- (ii) A different measure or index of population adopted at the direction of the legislature, by concurrent resolution, upon affirmative vote of two-thirds of the membership of each house of the legislature. Such measure or index shall apply for subsequent fiscal years, except it shall not apply for the fiscal year following the adoption of such measure or index if the measure or index is adopted after March 1 of the preceding fiscal year.

(4) The economic estimates commission shall adjust the base limit to reflect subsequent transfers of all or any part of the cost of providing a governmental function, in a manner prescribed by law. The adjustment provided for in this subsection shall be used in determining the expenditure limitation pursuant to subsection (1) of this section beginning with the fiscal year immediately following the transfer.

(5) The economic estimates commission shall adjust the base limit to reflect any subsequent annexation, creation of a new political subdivision, consolidation or change in the boundaries of a political subdivision, in a manner prescribed by law. The adjustment provided for in this subsection shall be used in determining the expenditure limitation pursuant to subsection (1) of this section beginning with the fiscal year immediately following the annexation, creation of a new political subdivision, consolidation or change in the boundaries of a political subdivision.

(6) Any political subdivision may adjust the base limit by the affirmative vote of two-thirds of the members of the governing board or by initiative, in the manner provided by law, and in either instance by approval of the proposed adjustment by a majority of the qualified electors voting at a regularly scheduled general election or at a nonpartisan election held for the nomination or election of the members of the governing board. The impact of the modification of the expenditure limitation shall appear on the ballot and in publicity pamphlets, as provided by law. Any adjustment, pursuant to this subsection, of the base limit shall be used in determining the expenditure limitation pursuant to subsection (1) of this section beginning with the fiscal year immediately following the approval, as provided by law.

(7) The legislature shall provide for expenditure limitations for such special districts as it deems necessary.

(8) The legislature shall establish by law a uniform reporting system for all political subdivisions or special districts subject to an expenditure limitation pursuant to this section to insure compliance with this section. The legislature shall establish by law sanctions and penalties for failure to comply with this section.

(9) Subsection (1) of this section does not apply to a city or town which at a regularly scheduled election for the nomination or election of members of the governing board of the city or town adopts an expenditure limitation pursuant to this subsection different from the expenditure limitation prescribed by subsection (1) of this section. The governing board of a city or town may by a two-thirds vote provide for referral of an alternative expenditure limitation or the qualified electors may by initiative, in the manner provided by law, propose an alternative expenditure limitation. In a manner provided by law, the impact of the alternative expenditure limitation shall be compared to the impact of the expenditure limitation prescribed by subsection (1) of this section, and the comparison shall appear on the ballot and in publicity pamphlets. If a majority of the qualified electors voting on such issue vote in favor of the alternative expenditure limitation, such limitation shall apply to the city or town. If more than one alternative expenditure limitation is on the ballot and more than one alternative expenditure limitation is approved by the voters, the alternative expenditure limitation receiving the highest number of votes shall apply to such city or town. If an alternative expenditure limitation is adopted, it shall apply for the four succeeding fiscal years. Following the fourth succeeding fiscal year, the expenditure limitation prescribed by subsection (1) of this section shall become the expenditure limitation for the city or town unless an alternative expenditure limitation is approved as provided in this subsection. If a majority of the qualified electors voting on such issue vote against an alternative expenditure limitation, the expenditure limitation prescribed pursuant to subsection (1) of this section shall apply to the city or town, and no new alternative expenditure limitation may be submitted to the voters for a period of at least two years. If an alternative expenditure limitation is adopted pursuant to this subsection, the city or town may not conduct an override election provided for in section 19, subsection (4) of this article, during the time period in which the alternative expenditure limitation is in effect.

(10) This section does not apply to any political subdivision until the fiscal year immediately following the first regularly scheduled election after July 1, 1980 for the nomination or election of the members of the governing board of such political subdivision, except that a political subdivision, prior to the fiscal year during which the spending limitation would first become effective, may modify the expenditure limitation prescribed pursuant to subsection

(1) of this section, by the provisions prescribed by subsections (2) and (6) of this section, or may adopt an alternative expenditure limitation pursuant to subsection (9) of this section. A county may conduct a special election to exceed the expenditure limitation prescribed pursuant to subsection (1) of this section for the fiscal years 1982-1983 and 1983-1984, on the first Tuesday after the first Monday in November in 1981.

(11) "City", as used in this article, means city or charter city.

CITY OF SEDONA, ARIZONA
ANNUAL EXPENDITURE LIMITATION REPORT
YEAR ENDED JUNE 30, 2024

**CITY OF SEDONA, ARIZONA
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YEAR ENDED JUNE 30, 2024**

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INDEPENDENT ACCOUNTANTS' REPORT

Auditor General of the State of Arizona and
Honorable Mayor and City Council
City of Sedona, Arizona
Sedona, Arizona

We have examined the accompanying Annual Expenditure Limitation Report of the City of Sedona, Arizona (City), for the year ended June 30, 2024, and the related notes to the report. The City's management is responsible for presenting this report in accordance with the *Uniform Expenditure Reporting System* (UERS) as described in Note 1. Our responsibility is to express an opinion on this report based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether this report is presented in accordance with the UERS in all material respects. An examination involves performing procedures to obtain evidence about the amounts and disclosures in the report. The nature, timing, and extent of the procedures selected depend on our judgement, including an assessment of the risks of material misstatement of the report, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

We are required to be independent and to meet our other ethical responsibilities in accordance with relevant ethical requirements relating to the engagement.

In our opinion, the Annual Expenditure Limitation Report of the City of Sedona, Arizona, referred to above is presented in accordance with the *Uniform Expenditure Reporting System* as described in Note 1, in all material respects.

CliftonLarsonAllen LLP

CliftonLarsonAllen LLP

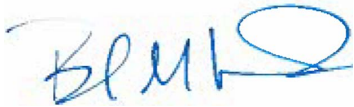
Phoenix, Arizona
December 26, 2024

**CITY OF SEDONA, ARIZONA
ANNUAL EXPENDITURE LIMITATION REPORT – PART I
YEAR ENDED JUNE 30, 2024**

1. Economic Estimates Commission expenditure limitation	\$ -	
2. Voter approved alternative expenditure limitation	<u>85,819,620</u>	
3. Enter applicable amount from Line 1 or Line 2		<u>\$ 85,819,620</u>
4. Amount subject to the expenditure limitation (total amount from Part II, Line C)	70,029,896	
5. Board-authorized expenditures necessitated by a disaster the Governor declared	-	
6. Board-authorized expenditures necessitated by a disaster the Governor did not declare	-	
7. Prior-year voter approved expenditures to exceed the expenditure limitation for the reporting fiscal year	-	
8. Subtotal	<u>70,029,896</u>	
9. Board-authorized excess expenditures for the previous fiscal year necessitated by a disaster the Governor did not declare and the voters did not approve	-	
10. Total adjusted amount subject to the expenditure limitation		<u>70,029,896</u>
11. Amount under (in excess of) the expenditure limitation		<u><u>\$ 15,789,724</u></u>

I hereby certify, to the best of my knowledge and belief, that the information contained in this report is accurate and in accordance with the requirements of the uniform expenditure reporting system.

Signature:



Name and Title: Barbara Whitehorn, MBA, CTP, Director of Financial Services

Telephone Number: (928) 203-5193

Date: December 26, 2024

See accompanying Notes to Annual Expenditure Limitation Report.

**CITY OF SEDONA, ARIZONA
ANNUAL EXPENDITURE LIMITATION REPORT – PART II
YEAR ENDED JUNE 30, 2024**

Description	Governmental Funds	Enterprise Funds	Internal Service Funds	Total
A. Amounts reported on the Reconciliation Line D	\$ 57,162,303	\$ 10,827,245	\$ 2,040,348	\$ 70,029,896
B. Less exclusions claimed:				
1 Debt Proceeds	-	-	-	-
2 Debt service requirements	-	-	-	-
3 Dividends, interest and gains on sale or redemption of investment securities	-	-	-	-
4 Trustee or custodian	-	-	-	-
5 Grants and aid from the federal government	-	-	-	-
6 Grants, aid, contributions or gifts from private agency, organization or individual, except amounts received in lieu of taxes	-	-	-	-
7 Amounts received from the State of Arizona	-	-	-	-
8 Quasi-external interfund transactions	-	-	-	-
9 Amounts accumulated for purchase of land, purchase or construction of buildings or improvements	-	-	-	-
10 Highway user revenues in excess of those received in fiscal year 1979-80	-	-	-	-
11 Contracts with other political subdivisions	-	-	-	-
12 Refunds, reimbursements and other recoveries	-	-	-	-
13 Voter approved exclusions not identified above	-	-	-	-
14 Prior years carryforward	-	-	-	-
15 Qualifying capital improvement expenditure repaid in accordance with A.R.S. 41-1279.07	-	-	-	-
16 Total exclusions claimed	-	-	-	-
C. Amounts subject to the expenditure limitation	<u>\$ 57,162,303</u>	<u>\$ 10,827,245</u>	<u>\$ 2,040,348</u>	<u>\$ 70,029,896</u>

See accompanying Notes to Annual Expenditure Limitation Report.

**CITY OF SEDONA, ARIZONA
ANNUAL EXPENDITURE LIMITATION REPORT – RECONCILIATION
YEAR ENDED JUNE 30, 2024**

Description	Governmental Funds	Enterprise Funds	Internal Service Fund	Total
A. Total expenditures/expenses/deductions and applicable other financing uses, special items, and extraordinary items reported within the fund financial statements.	\$ 57,796,099	\$ 11,268,534	\$ 2,302,949	\$ 71,367,582
B. Subtract:				
1 Items not requiring use of working capital				
Depreciation	-	4,107,510	79,858	4,187,368
Claims incurred but not reported (IBNR)	-	-	-	-
Pension expense	-	112,781	450,207	562,988
2 Expenditures of separate legal entities established under ARS	234,278	-	-	234,278
3 Required fees paid to the Industrial Commission of Arizona	24,895	-	-	24,895
4 Present value of net minimum lease, financed purchase, and subscription-based information technology arrangement (SBITA) contract payments recorded as expenditures at the agreements' inception	374,623	8,613	-	383,236
5 Involuntary court judgments	-	-	-	-
6 Total subtractions	<u>633,796</u>	<u>4,228,904</u>	<u>530,065</u>	<u>5,392,765</u>
C. Additions:				
1 Principal payments on long-term debt	-	1,654,663	10,876	1,665,539
2 Capital asset acquisitions	-	1,972,128	184,300	2,156,428
3 Amounts paid in the current year but reported as expenses in previous years:	-	-	-	-
OPEB	-	-	-	-
Claims previously recognized as IBNR	-	-	-	-
Landfill closure and postclosure care costs	-	-	-	-
4 Pension contributions paid in the current year	-	160,824	72,288	233,112
5 Total additions	<u>-</u>	<u>3,787,615</u>	<u>267,464</u>	<u>4,055,079</u>
D. Amounts reported on Part II Line A	<u><u>\$ 57,162,303</u></u>	<u><u>\$ 10,827,245</u></u>	<u><u>\$ 2,040,348</u></u>	<u><u>\$ 70,029,896</u></u>

See accompanying Notes to Annual Expenditure Limitation Report.

**CITY OF SEDONA, ARIZONA
NOTES TO ANNUAL EXPENDITURE LIMITATION REPORT
JUNE 30, 2024**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Annual Expenditure Limitation Report (AELR) is presented as prescribed by the Uniform Expenditure Reporting System (UERS), as required by Arizona Revised Statutes §41-1279.07, and in accordance with the voter-approved alternative expenditure limitation adopted August 2018, as authorized by Arizona Constitution, Article IX, §20(9).

In accordance with the UERS, a note to the AELR is presented below for any exclusion claimed on part II and each subtraction or addition in the reconciliation that cannot be traced directly to an amount reported in the fund financial statements. All references to financial statement amounts in the following notes refer to the statement of revenues, expenditures, and changes in fund balances for the governmental funds; statement of revenues, expenses, and changes in fund net position for the proprietary funds; and the statement of cash flows for the proprietary funds.

NOTE 2 REQUIRED FEES PAID TO THE INDUSTRIAL COMMISSION OF ARIZONA

The subtraction for required fees State law required the City to pay that are excluded from the city expenditure limitation consists of payments to the Industrial Commission of Arizona pursuant to A.R.S. §23-1703 for the Municipal Firefighter Cancer Reimbursement Fund, which were recorded as a General Fund expenditure.

NOTE 3 PENSION RELATED ADJUSTMENTS

The \$562,988 subtraction for pension and other postemployment benefit (OPEB) expense consists of changes in the net pension and OPEB assets and liabilities, and changes in deferred inflows and outflows related to pensions and OPEB recognized in the current year in the enterprise/internal service funds. The \$233,112 addition for pension and OPEB contributions paid in the current year consists of the required pension and OPEB contributions made to the Arizona State Retirement System from the enterprise/internal service funds. The schedule below reconciles the net effect the subtraction and addition have on the expenditures subject to the limitation to the amounts reported on the statement of cash flows' net effect on cash.

CITY OF SEDONA, ARIZONA
NOTES TO ANNUAL EXPENDITURE LIMITATION REPORT
JUNE 30, 2024

NOTE 3 PENSION RELATED ADJUSTMENTS (CONTINUED)

	Enterprise Funds	Internal Service Funds
<u>Statement of Cash Flows</u>		
Change in Net Pension and OPEB Asset	\$ (1,190)	\$ (2,236)
Change in Deferred Inflows Related to Pensions and OPEB	(2,003)	1,692
Change in Deferred Outflows Related to Pensions and OPEB	43,583	15,087
Change in Net Pension and OPEB Liability	73,921	83,080
Total	<u>\$ 114,311</u>	<u>\$ 97,623</u>
<u>AE LR Reconciliation</u>		
Pension/OPEB Expense(Income) – Subtraction	\$ 112,781	\$ 450,207
Pension/OPEB Contributions – Addition	160,824	72,288
Total	<u>\$ (48,043)</u>	<u>\$ 377,919</u>

Category		Project	FY26 Budget	YTD Amt	Encumbrance	Budget Remaining
Art		Art in Public Places	\$ 20,000	\$ 6,857	\$ 32,500	\$ (19,357)
IT		ERP System Replacement	\$ 1,500,000	\$ -	\$ 1,043,836	\$ 456,164
Municipal Court		Court Relocation Project	\$ 70,000	\$ -	\$ -	\$ 70,000
P&R		Creekside Preservation/Path	\$ -	\$ -	\$ 14,200	\$ (14,200)
P&R		New Concession Stand	\$ 30,000	\$ -	\$ -	\$ 30,000
P&R		Ranger - Playground/Seating	\$ 64,500	\$ -	\$ -	\$ 64,500
P&R		Ranger Sta-Interior House-Barn	\$ 1,000,000	\$ -	\$ 12,972	\$ 987,028
P&R		Sunset Park Improvements	\$ 265,000	\$ -	\$ -	\$ 265,000
Police		PD Radio Signal Project	\$ 1,200,000	\$ 600	\$ -	\$ 1,199,400
Police		Police Facility Rehab/Expansio	\$ 200,000	\$ -	\$ -	\$ 200,000
Public Works Other		City Hall Window and Door Replacement	\$ 497,500	\$ 7,200	\$ -	\$ 490,300
Public Works Other		Facilities Study	\$ 75,000	\$ -	\$ -	\$ 75,000
Public Works Other		Land & Easement Acquisition	\$ 1,300,000	\$ -	\$ -	\$ 1,300,000
SIM		Adaptive Traffic Signal Contrl	\$ 450,000	\$ -	\$ 99,980	\$ 350,020
SIM		Andante Shared-Use Path and Drainage Improvements	\$ 3,024,600	\$ 348,282	\$ 2,401,446	\$ 274,872
SIM		Coffee Pot SUP	\$ 407,500	\$ -	\$ 29,451	\$ 378,049
SIM		Dry Creek Road Pathway	\$ 1,500,000	\$ 173,999	\$ 1,636,083	\$ (310,082)
SIM		Forest Rd Impr for Garage	\$ 1,600,000	\$ -	\$ 17,245	\$ 1,582,755
SIM		Forest Road Connection	\$ -	\$ 21,072	\$ 1,998,908	\$ (2,019,980)
SIM		Forest Road-SR89A Intersection	\$ -	\$ -	\$ 8,103	\$ (8,103)
SIM		Little Horse SUP	\$ 150,000	\$ -	\$ 1,421	\$ 148,579
SIM		Pedestrian Crossing at Tlaq	\$ 300,250	\$ 655	\$ 18,074	\$ 281,521
SIM		Portal Ln/Brewer Rd Connection	\$ 1,508,310	\$ -	\$ 7,770	\$ 1,500,540
SIM		Ranger/Brewer Intersection Imp	\$ 2,220,485	\$ 1,394	\$ 17,280	\$ 2,201,811
SIM		Shelby Rd II SUP	\$ 1,020,000	\$ 1,010,082	\$ 50,758	\$ (40,840)
SIM		Traf Calmng/SUP-Wht Bear/Pinon	\$ 250,000	\$ -	\$ 100,620	\$ 149,380
SIM		Uptown One Way Streets/Parking	\$ 100,000	\$ 17,125	\$ 38,625	\$ 44,250
SIM		Uptown Parking Garage	\$ 12,967,062	\$ 1,330,787	\$ 13,308,562	\$ (1,672,286)
Storm Drainage		Mystic Hills/Chapel Lift Sta.	\$ 80,000	\$ -	\$ 76,540	\$ 3,461
Streets		Sanborn/Thunder Mt Rd Overlay	\$ 67,000	\$ -	\$ 13,894	\$ 53,106
Transit		Bus Stop Improvements	\$ 175,000	\$ -	\$ -	\$ 175,000
Transit		North SR179 Park N Ride	\$ 960,000	\$ 85	\$ 21,171	\$ 938,744
Transit		Transit Maintenance-Operations Center	\$ 1,438,000	\$ 27,853	\$ 1,558,122	\$ (147,974)
WW		Main Line Repl-Northview Rd	\$ 657,420	\$ 354,192	\$ 132,411	\$ 170,818
WW		Major Lift Station Upgrades	\$ -	\$ 3,304	\$ 20	\$ (3,324)
WW		Vaccon Storage Building	\$ 50,000	\$ -	\$ -	\$ 50,000
WW		WWRP Drying Beds Replacement	\$ 200,000	\$ -	\$ -	\$ 200,000
WW		WWRP Facility Plan	\$ 29,870	\$ -	\$ 29,866	\$ 4

Category	Project	FY26 Budget	YTD Amt	Encumbrance	Budget Remaining
WW	WWRP Recharge Well Backwash Filter System	\$ 153,000	\$ -	\$ -	\$ 153,000
WW	WWRP Secondary Clarifier Rehabilitation	\$ 150,000	\$ -	\$ -	\$ 150,000
WW	WWRP Treatment Process Upgrade	\$ 4,426,700	\$ 495,871	\$ 1,698,727	\$ 2,232,102
		<u>\$ 40,107,197</u>	<u>\$ 3,799,356</u>	<u>\$ 24,368,585</u>	<u>\$ 11,939,255</u>

Economic Update and Discussion of Expenditure Limitation Options

November 12, 2025
Barbara Whitehorn
Deputy City Manager

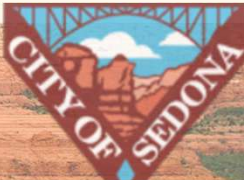


Topics

Economic Update

Budgetary Performance

Expenditure Limitation Discussion



Economic Update



National Overview

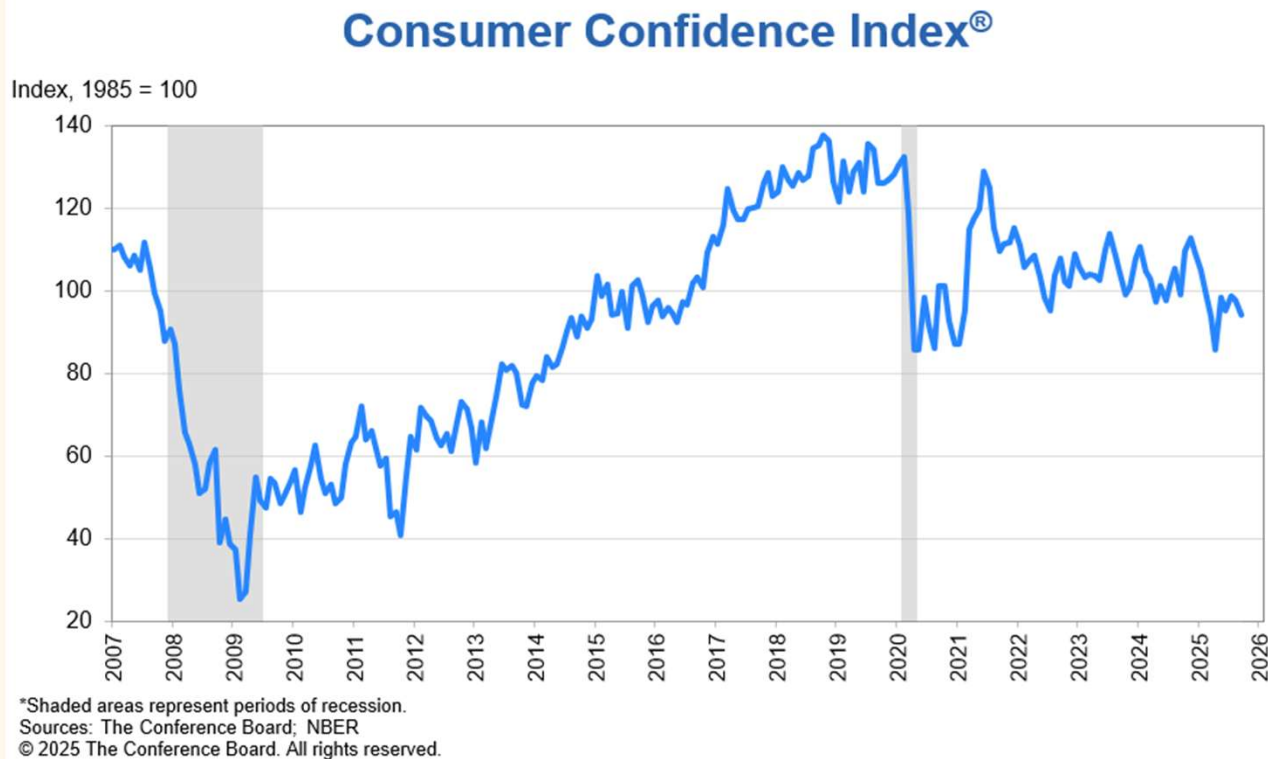
Expectation Index: 73.4

The Expectations Index measure consumers' outlook for income, business and labor in the short-term.

Less than 80 usually indicates a recession – the Index has been below 80 since February 2025

- Uncertainty
 - Continuing Policy changes
 - Government shut-down
 - Global conflicts
 - Impact of tariffs
- Declining confidence
 - Jobs and employment concerns
 - Lower expectations

Consumer Confidence – Conference Board Index



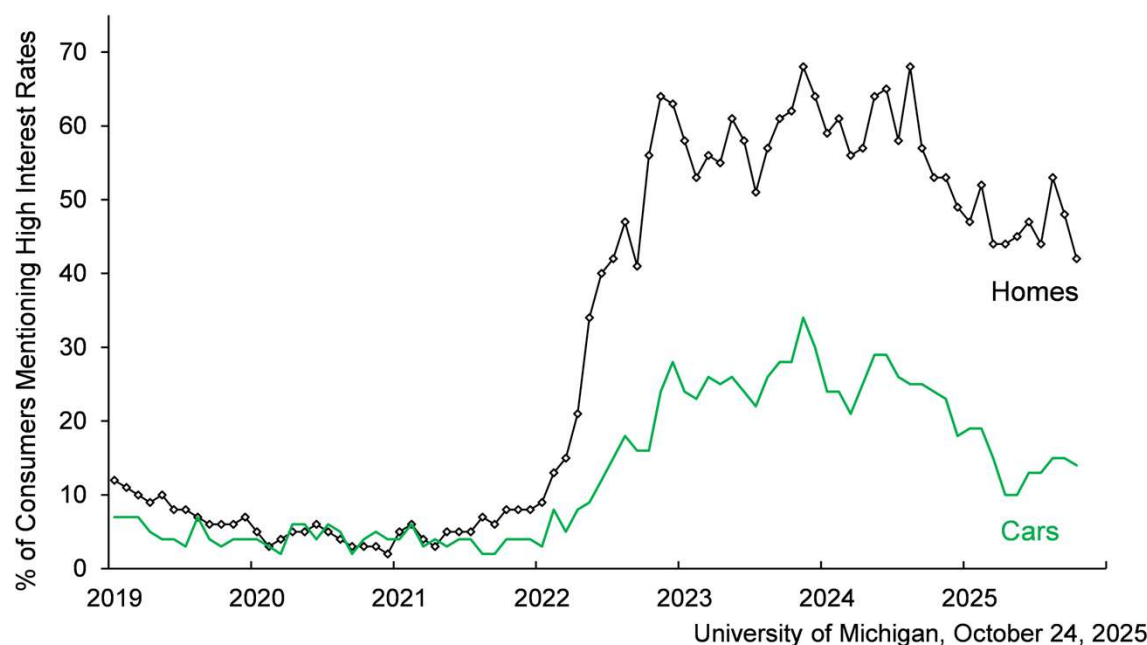
Consumer Confidence
Index: 73.4 (Sept)

The Expectations Index
measure consumers'
outlook for income, business
and labor in the short-term.

Less than 80 usually
indicates a recession – the
Index has been below 80
since February 2025

Consumer Sentiment – U. of Michigan survey

Concerns over High Interest Rates for Poor Buying Conditions for Major Purchases Fell in October 2025

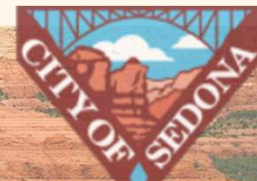


Little change in consumer sentiment month-over-month.
(Oct)

Inflation and high prices are the top concerns, with continued worry about short and long-term interest rates.

Recession?

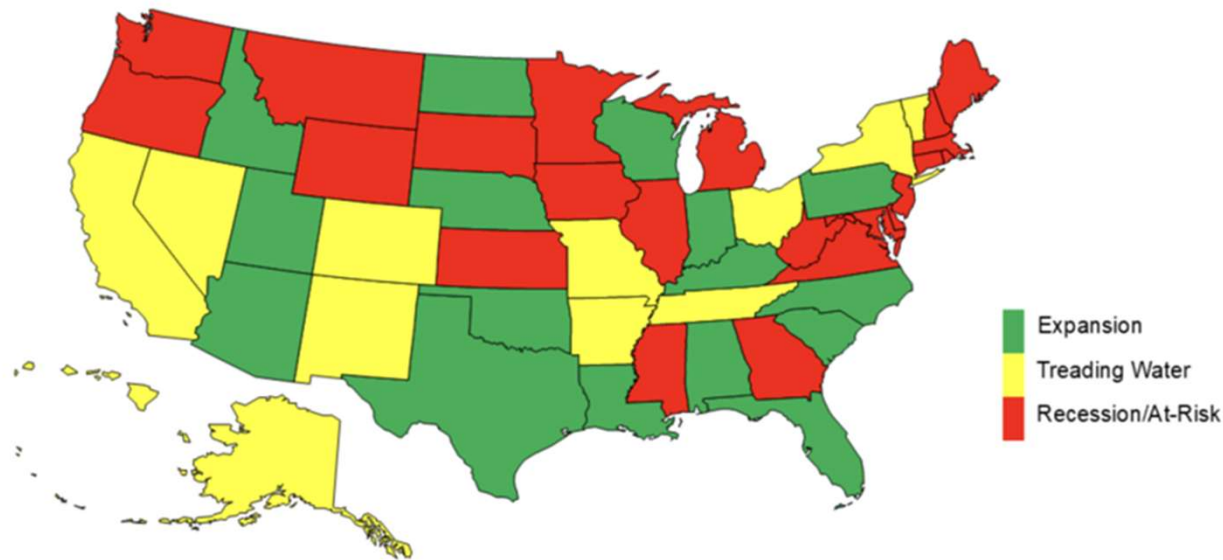
- Economists are not declaring a national recession - yet
 - States representing one-third of the US GDP are in recession or at high-risk of one
 - Jobs numbers are stagnant
 - Inflation continues to increase (more slowly, but still increasing)
- California and New York could tip the nation into recession



State-level Economies

Many States In or Near Recession, Signaling National Recession Risk

Business cycle status, October 2025



California and New York account for 14.3% and 8% of the US GDP.

Both states are “treading water,” but supply chain issues and the impact of tariffs could tip them (and the nation) into recession.

Moody's Analytics, Oct. 2025

Local Economic Impact

- Retrenchment – *the reduction of costs or spending in response to economic difficulty*
 - Possibility discussed in FY26 budget development
 - Continued economic uncertainty and indications of recession
 - Slowing tourist activity during the summer suggests consumers are reluctant to spend
- Sales & Bed Tax represents 64% of all City revenue



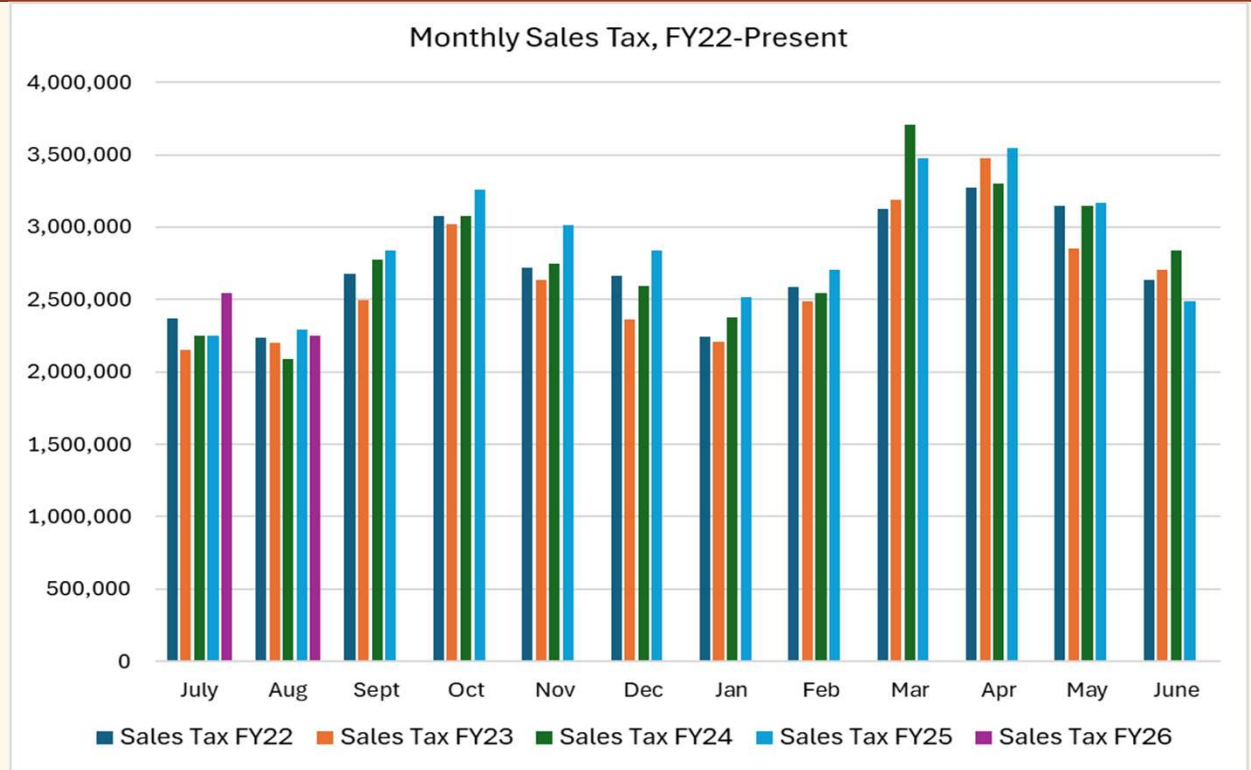
Sales Tax

- Downward trend
 - Beginning in March
 - Collections (6.3%) lower than March 2024
 - April and May showed tepid increases year-over-year
 - June collections were (21%) lower than May, and (12%) lower than June 2024
 - July saw a 12.8% increase year-over-year
 - Payment timing may drive the June/July variances

Sales Tax

Two months of collections for FY26 (July and August)
March – August shows lower growth.

Retrenchment may drive trend with less tourism revenue coming in.



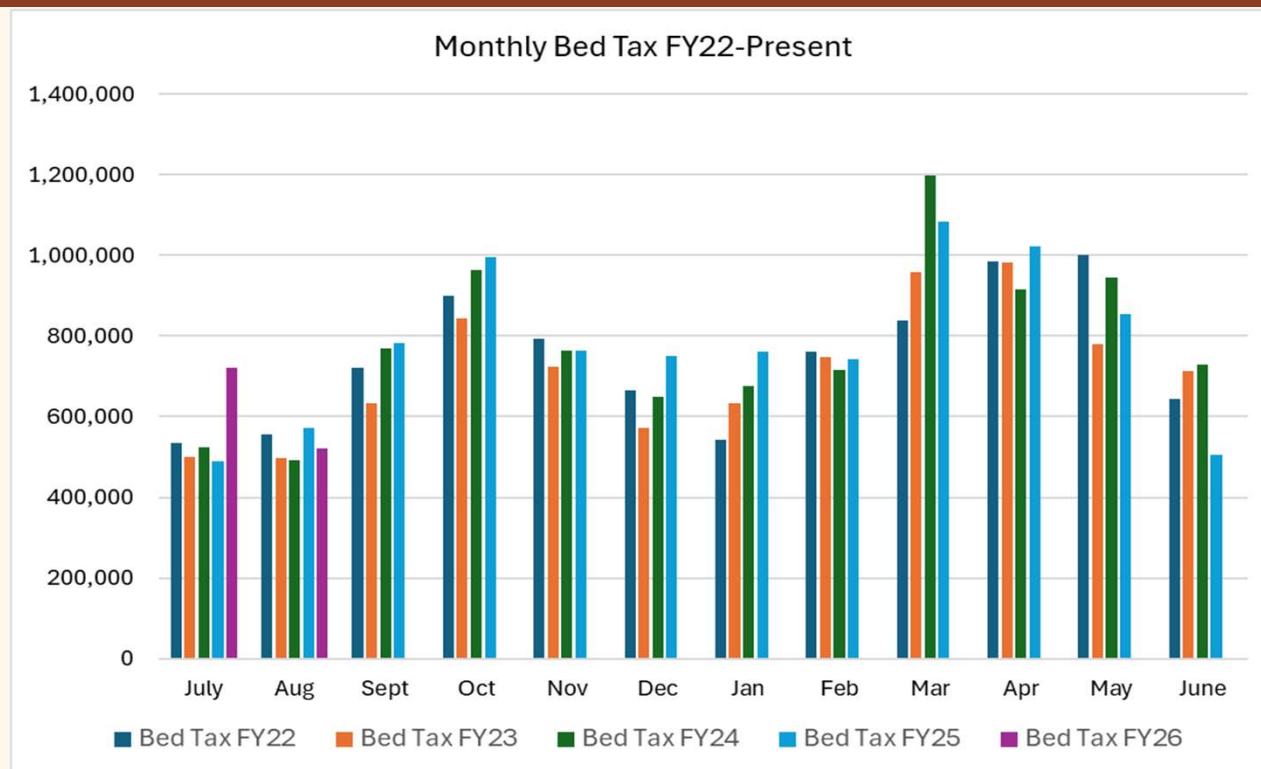
Bed Tax

- Decline began in February 2025
 - Tourism businesses reported a decrease in visitors
 - Business concerns borne out by revenue performance March – June
 - July increase likely due to payment timing
 - Finance and CTEI staff analyzing payment timing trends to better understand ups and downs

Bed Tax

Two months of collections for FY26 (July and August)
March – August shows lower growth.

Retrenchment likely driving decrease in tourism activity.



Budget to Actual, Sales & Bed Tax

Sales Tax

	<u>FY25</u>	<u>FY26</u>
Total Budget	\$ 33,159,000	\$ 33,159,000
Collections		
July	\$ 2,253,056	\$ 2,542,036
August	\$ 2,292,851	\$ 2,252,752
Total Collections	<u>\$ 4,545,907</u>	<u>\$ 4,794,788</u>

% of Budget Collected **13.7%** **14.5%**

Bed Tax

	<u>FY25</u>	<u>FY26</u>
Total Budget	\$ 9,261,000	\$ 9,261,000
Collections		
July	\$ 488,527	\$ 720,904
August	\$ 570,946	\$ 521,044
Total Collections	<u>\$ 1,059,473</u>	<u>\$ 1,241,948</u>

% of Budget Collected **11.4%** **13.4%**

Performance within budget tolerances and performing slightly better than FY25 July and August

Budget Execution at 9/30/25

Operating Budget

- 16% of budget spent
 - Typical for Q1
 - Spending on new initiatives, hiring
- Drivers
 - Contracts and professional services
 - Vacancies
 - Less significant than for FY25

Capital Budget

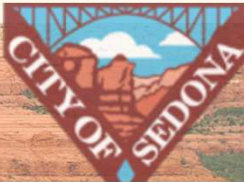
- 10%
 - \$4.2 million spent
 - \$42.3 million budget
- Encumbrances
 - 60% of total budget encumbered (under contract)

Considerations for FY26 and FY27 Planning

- Revenue within budget tolerances
 - Ongoing monitoring of sales & bed tax trends
 - Council direction to keep revenues flat year-over-year
- Still on track with budget
- May wish to consider developing a Tax Reserve to specifically mitigate economically-driven reductions

Budget and State Expenditure Limit

State Limit, Home Rule and Permanent Base Adjustment (PBA)



State Expenditure Limit

- Arizona Constitution Article IX, §20. Expenditure limitation; adjustments; reporting
- Purpose: to prevent cities and counties from overspending taxpayer dollars
- Calculation is based on 1980 budget and 1978 population adjusted with factors for population growth and inflation

Calculation of Sedona's State Limit

- Sedona “base” 1980 Budget: \$2,960,687
- Population factor (growth from 1978 to 2024): 1.3860
- Inflation factor (used for all cities): 3.7558
$$\$2,960,687 \times 1.3860 \times 3.7558$$
$$\text{State Limit (FY26)} = \$15,411,542$$
- Sedona budget subject to limit: approximately \$81M
- What if no adjustment is made?
 - Revenues are still collected but cannot be spent

What are other Arizona cities doing?

- 90% of cities use an adjustment model
 - Home Rule
 - Permanent Base Adjustment (PBA)
- Over time the limit has become less applicable – moves further from economic and budgetary reality
 - *No consideration for inflow (impact) of commuting workers and visitors, topography or physical size of cities.*

Options for Expenditure Limit



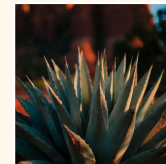
State Limit

- Based on 1980 budget and 1978 population - Adjusted annually for **population growth** and **inflation**
- \$15,411,542



Home Rule

- Replaces State Limit with annual adopted budget
- Must be put before voters every four years
- Election 2026 to renew



PBA

- Replaces 1980 base with a new base
- **Population growth** and **inflation** applied to new base
- Requires vote only when necessary

Options for 2026

Home Rule

- Election every four years
- Due in 2026
- Elections continue as long as the City needs an adjustment from the State Limit
- Sedona historically used

PBA

- Must be voter approved
- Adjusts the 1980 base to a new base
- Another election is only necessary when the limit is reached
 - Mesa: 30 years estimated to next election
 - Scottsdale: 18 years between elections

PBA in other cities

- Examples of cities using PBA

City	Increase	New 1979/80 “base”	Inflation and Population Factors	Limitation for FY26
Mesa	\$148 million	\$202,090,640	3.7558 * 4.0376	\$ 3,064,619,134
Scottsdale	\$ 22 million	\$77,861,444	3.7558 * 3.0113	\$ 880,592,834
Quartzite	\$ 2,850,000	\$3,824,325	3.7558 * 1.1565	\$ 16,603,519
Youngtown	\$ 500,000	\$1,619,748	3.7558 * 3.4100	\$ 20,744,623
Camp Verde	\$ 950,000	\$3,587,112	3.7558 * 2.1929	\$ 29,544,150

How would PBA look in Sedona?

- Level of increase and limit, using FY26 factors

Current 1980 Base Budget	Increase to Base	New 1980 "Base"	Inflation Factor	Population Growth Factor	Current Limit (FY26)
\$2,960,687	\$15,000,000	\$17,960,687	3.7558	1.3860	\$93,495,053
\$2,960,687	\$17,500,000	\$20,460,687	3.7558	1.3860	\$106,508,900
\$2,960,687	\$20,000,000	\$22,960,687	3.7558	1.3860	\$119,522,747
\$2,960,687	\$22,500,000	\$25,460,687	3.7558	1.3860	\$132,536,594
\$2,960,687	\$25,000,000	\$27,960,687	3.7558	1.3860	\$145,550,441
\$2,960,687	\$27,500,000	\$30,460,687	3.7558	1.3860	\$158,564,288
\$2,960,687	\$30,000,000	\$32,960,687	3.7558	1.3860	\$171,578,135

Education for 2026 Election

- Home Rule or a PBA require community education
 - State Limit
 - Failure to adopt an adjustment method does not impact revenues, tax rates or fees
 - Revenues are collected and may not be spent
- City and City officials may educate but may not advocate



Discussion



CITY COUNCIL AGENDA BILL

AB 3066
November 12, 2025
Regular Business

Agenda Item: 8e

Proposed Action & Subject: Discussion/possible action regarding future meeting/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 10/27/25 BGW	Expenditure Required \$ N/A Amount Budgeted \$ N/A Account No. N/A (Description)
City Attorney Approval	Reviewed 10/29/25 KWC	
City Manager's Recommendation	Reviewed ABS 10/30/25	

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
11/25/2025	Tuesday	4:30 p.m.	Regular Meeting				
				Citizen's Academy participants, certificate presentation.	Recognition	Hall	15 min
				AB 3260 Public hearing/discussion/possible action regarding adoption of a Resolution and Ordinance updating the City of Sedona's Consolidated Fee Schedule.	Regular	Cook/Garner	15 min
				AB 3133 Discussion/possible action regarding approval of PT-04B SR179 Park and Ride Construction Contract in the amount of \$XXXXXXX.	Regular	Hall	15 min
				AB 3066 Discussion/possible action regarding future meeting items.	Regular	Spickard	5 min
11/26/2025	Wednesday	3:00 p.m.	Special Meeting				
				NO MEETING DUE TO HOLIDAY			
12/3/2025	Wednesday	1:00 p.m.	Special Meeting				
				Possible work session for Joint Meeting with City Council, P&Z, and School Board	Special	Blum	2 hours
12/9/2025	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 3273 Approval of Amendment 1 to the Agreement that was executed on April 18, 2022 with Electrify America for the Electric Vehicle charging stations being installed in the Uptown Parking Garage.	Consent	Harris	N/A
				AB 3279 Approval of Arts and Culture Grant award recommendations.	Regular	Spickard/Turck	NA

				AB 3281 Public Hearing/discussion/possible action regarding a request for approval of a Zone Change (ZC) from RMH (Single Family and Manufactured Home, 4 dwelling units per acre) to RM-3 (High-Density Multifamily, 20 dwelling units per acre) to allow for future development of the property with multifamily housing (no development proposed at this time) and approval of a Conditional Use Permit (CUP) to allow for use of the existing single-family house until a future development is approved. The subject properties are located at 50 Tranquil Avenue and 80 Rigby Road, north of the Windsong Mobile Home Park and west of the Safeway Shopping Center. APN: 408-24-087 & -089. Case Number: PZ24-00018 (ZC, CUP) Property Owner: Kim Soo Young & James Spindelman Applicant: Sefton Engineering (David Nicolella).	Regular	Meyer	45 min
				AB 3283 Discussion/possible action regarding the proposed location of the emergency siren locations in uptown Sedona, and update on the progress of the City's Emergency Management program.	Regular	Foley	45 min
				AB 3151 Discussion/possible action regarding approval of a construction contract with XXXXXXXXXXXXX, for the Improvements at Ranger Station / Interior Restoration of House and Barn Project, in the amount of \$XXXXXXXX.	Regular	Phillips	30 min
				AB 3066 Discussion/possible action regarding future meeting items.	Regular	Spickard	5 min
12/10/2025	Wednesday	2:00 p.m.	Special Meeting				
				AB Presentation/discussion regarding concepts for Western Gateway.	Special	Spickard	60 min
				AB 3287 Discussion/possible direction regarding the Wastewater Reclamation Plant (WWRP) Facility Plan on future effluent management strategies and the environmental study of the Dells land.	Special	Holland	60 min
				AB 3263 Presentation/discussion by Sustainability Department regarding municipal and community greenhouse gas (GHG) inventories.	Special	Beck	60 min

12/16/2025	Tuesday	8:00 a.m.					
				City Council Retreat Day 1	Special	Spickard	9 hours
12/17/2025	Wednesday	8:00 a.m.					
				City Council Retreat Day 2	Special	Spickard	9 hours
12/18/2025	Thursday	8:00 a.m.					
				City Council Retreat Day 3	Special	Spickard	9 hours
1/13/2026	Tuesday	3:00 p.m.					
					Special		
1/13/2026	Tuesday	4:30 p.m.					
					Consent		
					Regular		
1/14/2026	Wednesday	1:00 p.m.					
				AB 3286 Presentation/discussion/possible direction for CIP Planning and Priority Setting.	Special		5 hours
1/27/2026	Tuesday	3:00 p.m.					
					Special		
1/27/2026	Tuesday	4:30 p.m.					
					Consent		
				AB 3274 Approval of a Resolution calling the 2026 Primary Election for the offices of City Councilor (three seats with four-year terms) and Mayor (two-year term), a proposal for extension of the Local Alternative Expenditure Limitation – Home Rule Option, and to call the 2026 General election, if needed.	Consent		
					Regular	Cook	NA
1/28/2026	Wednesday	3:00 p.m.					
				AB Mid-Year Economic and budget update	Special		120 min.
2/10/2026	Tuesday	3:00 p.m.					

2/10/2026	Tuesday	4:30 p.m.					
2/11/2026	Wednesday	1:00 p.m.					
				AB 3285 Discussion/possible action of Decision Package Planning as part of the FY27 budget cycle.	Special		5 hours
2/24/2026	Tuesday	3:00 p.m.					
2/25/2026	Wednesday	3:00 p.m.					
					Special		
3/10/2026	Tuesday	3:00 p.m.					
					Special		
3/10/2026	Tuesday	4:30 p.m.					
					Consent		
				AB 3276 Public hearing/presentation concerning whether the City of Sedona should extend the Alternative Expenditure Limitation – Home Rule Option with regard to the City Budget. This is the first of two public hearings, and this issue would be placed on the August 4, 2026 ballot for voter approval.	Regular	Whitehorn	45 min
3/11/2026	Wednesday	3:00 p.m.					
					Special		
3/24/2026	Tuesday	3:00 p.m.					
					Special		
3/24/2026	Tuesday	4:00 p.m.					
				AB 3276 Presentation/second public hearing regarding the extension of the City of Sedona's Alternative Expenditure Limitation – Home Rule Option and the placement of that issue on the August 4, 2026 ballot for voter approval.	Special	Whitehorn	15 min

3/24/2026	Tuesday	4:15 p.m.					
				AB 3276 Discussion/possible action regarding a Resolution approving the extension of the Alternative Expenditure Limitation – Home Rule Option (the vote requires a super majority of the City Council) and putting the issue on the August 2, 2022 ballot for voter approval.	Special	Whitehorn	15 min
3/24/2026	Tuesday	4:30 p.m.					
					Consent		
					Regular		
3/25/2026	Wednesday	3:00 p.m.					
					Special		
4/14/2026	Tuesday	3:00 p.m.					
					Special		
4/14/2026	Tuesday	4:30 p.m.					
					Consent		
					Regular		
4/15/2025	Wednesday	1:00 p.m.					
				Work Session #1 Budget	Special		5 hours
4/22/2026	Wednesday	8:00 a.m.					
				Work Session #2 Budget	Special		9 hours
4/23/2026	Thursday	8:00 a.m.					
				Work Session #2 Budget	Special		9 hours
4/28/2026		3:00 p.m.					
					Special		
4/28/2026		4:30 p.m.					
					Consent		

					Regular		
4/29/2026		3:00 p.m.					
					Special		
5/12/2025		4:30 p.m.					
					Consent		
					Regular		
5/13/2026		3:00 p.m.					
					Special		
5/26/2026		3:00 p.m.					
					Special		
5/26/2026		4:00 p.m.					
				Presentation/discussion/possible direction regarding an Overview of Community Facilities Districts (CFD) and allowable uses of CFD funds.	Joint Mtg. Sedona Summit II CFD & Fairfield CCFD Board of Directors	Whitehorn	15-30 min
				Discussion/possible action regarding approval of minutes from June 24, 2025.			
				Public hearing/discussion/possible action regarding adoption of a Resolution approving the Tentative Budget for fiscal Year 2026-27.			
5/26/2026		4:30 p.m.					
					Consent		
				AB 3289 Public hearing/discussion/possible action regarding approval of the Tentative City Budget for Fiscal Year 2026-2027.	Regular	Whitehorn	90 min
5/27/2026		3:00 p.m.					
					Special		
6/9/2026		4:30 p.m.					
					Consent		

					Regular		
6/10/2026		3:00 p.m.					
					Special		
6/23/2026		3:45 p.m.					
				Discussion/possible action regarding approval of minutes from May 27, 2025.	Joint Mtg. Sedona Summit II CFD & Fairfield CCFD Board of Directors		
				Public hearing/discussion/possible action regarding adoption of a Resolution approving the Final budget for fiscal year 2026-27 for the Sedona Summit II CFD.			
				Public hearing/discussion/possible action regarding adoption of a Resolution approving the Final budget for fiscal year 2026-27 for the Fairfield Community CFD.			
6/23/2026		4:00 p.m.					
				AB 3290 Public Hearing/discussion/possible action regarding approval of a Resolution adopting the City of Sedona's Budget for Fiscal Year 2026-27.	Special	Whitehorn	30 min
6/23/2026		4:30 p.m.					
					Consent		
					Regular		
6/24/2026		3:00 p.m.					
					Special		