AGENDA

City of Sedona
Planning and Zoning Commission Meeting

4:30 PM | **Tuesday, January 6, 2026**

NOTICE:
Pursuant to A.R.S. 38-431.02 notice is hereby given to the members of the Planning and Zoning Commission and to the general public that the Planning and Zoning Commission will hold a meeting open to the public on Tuesday, January 6, 2026, at 4:30 pm in the City Hall Council Chambers.

NOTES:

- Meeting room is wheelchair accessible. American Disabilities Act (ADA) accommodations are available upon request. Please phone 928-282-3113 at least 24 hours in advance.
- Planning & Zoning Commission Meeting Agenda Packets are available on the City's website at: www.SedonaAZ.gov

GUIDELINES FOR PUBLIC COMMENT

PURPOSE:

- To allow the public to provide input to the Planning and Zoning Commission on a particular subject scheduled on the agenda.
- Please note that this is not a question/answer session.

PROCEDURES:

- It is strongly encouraged that public input on the agenda items be submitted by sending an e-mail to planning@SedonaAZ.gov in advance of the 4:30 Call to Order.
- Fill out a "Comment Card" and deliver it to the Recording Secretary.
- When recognized, use the podium/microphone.
- State your Name and City of Residence
- Limit comments to 3 MINUTES.
- Submit written comments to the Recording Secretary.

1. CALL TO ORDER, PLEDGE OF ALLEGIENCE, ROLL CALL
2. ELECTION OF PLANNING AND ZONING COMMISSION CHAIR AND VICE CHAIR
3. ANNOUNCEMENTS & SUMMARY OF CURRENT EVENTS BY COMMISSIONERS & STAFF
4. APPROVAL OF THE FOLLOWING MINUTES:
   a. December 2, 2025 (R)
   b. December 2, 2025 (SV)
5. 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.)*
6. CONSIDERATION OF THE FOLLOWING ITEM(S) THROUGH PUBLIC HEARING PROCEDURES:
   a. Public Hearing/discussion/possible action regarding Arts'n'One: Request for approval of a Minor Community Plan Amendment from Single Family Medium Density (SFMD) to MU (Mixed Use), Zone Change from SU (Special Use, Obsolete Zoning District) to M1 (Mixed-Use Neighborhood) to allow for the expansion of permitted uses on the property at 110 Oak Creek Boulevard. The property is ±0.31 acres and is located on the east side of Oak Creek Boulevard approximately 550 feet south of W State Route 89A. APN: 408-26-039

      Project/Case Number: Arts'n'One/PZ25-00005 (Minor CPA, ZC)

      Owner/Applicant: Kaiser-Herman Family Trust (Paul Kaiser & Susan Herman)

   b. Public hearing/discussion/possible action regarding St. John Vianney Food Pantry: Request for approval of a Conditional Use Permit (CUP) to construct a 1,500 sq. ft. Food Pantry. The subject property is located at 180 St. John Vianney Lane, northeast of the intersection at State Route 89A and Soldiers Pass Road. APN: 408-25-041B

      Project/Case Number: St. John Vianny Food Pantry/PZ24-00008 (CUP)

      Applicant: St. John Vianney Roman Catholic Parish (Rae-Mi Leroy)
7. Presentation/discussion of a program update by the Verde Valley Community Development Organization.
8. FUTURE MEETING DATES AND AGENDA ITEMS
   a. Tuesday, February 3, 2026
9. 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.

10. ADJOURNMENT

Physical Posting: December 31, 2025, By: DJ

Planning & Zoning Commission Meeting Agenda Packets are available on the City's website at: www.SedonaAZ.gov or in the Community Development Office, 102 Roadrunner Drive approximately one week in advance of the meeting.

Note that members of the City Council and other City Commissions and Committees may attend the Planning and Zoning Commission meeting. While this is not an official City Council meeting, because of the potential that four or more Council members may be present at one time, public notice is therefore given for this meeting and/or event.

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 Planning and Zoning Commission meetings are recorded and may be viewed on the City of Sedona website. If you permit your child to attend/participate in a televised Planning and Zoning Commission 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.

Agenda Item 6a:

Public Hearing/discussion/possible action regarding Arts'n'One: Request for approval of a Minor Community Plan Amendment from Single Family Medium Density (SFMD) to MU (Mixed Use), Zone Change from SU (Special Use, Obsolete Zoning District) to M1 (Mixed-Use Neighborhood) to allow for the expansion of permitted uses on the property at 110 Oak Creek Boulevard. The property is ±0.31 acres and is located on the east side of Oak Creek Boulevard approximately 550 feet south of W State Route 89A. APN: 408-26-039

Project/Case Number: Arts'n'One/PZ25-00005 (Minor CPA, ZC)

Owner/Applicant: Kaiser-Herman Family Trust (Paul Kaiser & Susan Herman)

Staff Report
PZ25-00005 (Minor CPA, ZC)
Arts'n'One
Summary Sheet

City of Sedona
Community Development Department
102 Roadrunner Drive Sedona, AZ 86336
(928) 282-1154 · www.sedonaaz.gov/cd

Meeting Date:	**January 6, 2025**
Hearing Body:	**Planning and Zoning Commission**
Project Summary:	Minor Community Plan Amendment (Minor CPA) to redesignate the subject property from SFMD (Single-Family Medium Density, 2-4 units per acre) to MU (Mixed Use) and Zone Change (ZC) from SU (Special Use – Obsolete Zoning District) to M1 (Mixed-Use Neighborhood). The Minor CPA and ZC would allow for the expansion of permitted uses on the property. Due to the existing "Artisan Manufacturing" use, pending approval of the Minor CPA and ZC, a Conditional Use Permit (CUP) will be required.
Staff Recommendation:	Recommendation of Approval, with conditions of a Minor Community Plan Amendment to the Future Land Use Map and Zone Change.
Location:	110 Oak Creek Boulevard
Parcel Numbers:	408-26-039
Owner/Applicant:	Kaiser-Herman Family Trust (Paul Kaiser & Susan Herman)
Site Size:	± 0.31 acres
Existing Sedona Community Plan Designation:	SFMD (Single Family Medium Density)
Proposed Sedona Community Plan Designation:	MU (Mixed-Use)
Existing Zoning:	SU (Special Use) *Note: The SU is an obsolete zoning district*
Proposed Zoning:	M1 (Mixed-Use Neighborhood)
Current Land Use:	Artist studio(s)

Surrounding Properties:

	Area Zoning	**Area Land Uses**
North, South, and West:	RS-10	Single-Family Residential
East:	SU and RS-10	Multifamily and Single-Family Residential

Report Prepared By: Alex Ortega, Assistant Planner

Attachments:

1. Aerial View & Vicinity Map 16
2. Arts'n'One Second Submittal Materials 19
    a. Deed Restriction 38
3. Public Comments 40

City of Sedona
Community Development Department
102 Roadrunner Drive Sedona, AZ 86336
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PROJECT DESCRIPTION

This is a request for approval of a Minor Community Plan Amendment (Minor CPA) to redesignate the subject property from SFMD (Single-Family Medium Density, 2-4 units per acre) to MU (Mixed Use) and for a Zone Change (ZC) from SU (Special Use – Obsolete Zoning District) to M1 (Mixed-Use Neighborhood). The Minor CPA and ZC would allow for the expansion of permitted uses on the property. Pending approval of the Minor CPA and ZC, the existing "Artisan Manufacturing" use will require a Conditional Use Permit (CUP), which is not included in this application. As a result, approval of a CUP shall be required if the existing use is to remain. The applicant has chosen not to include the CUP application at this time.

The property is zoned Special Use (SU), which, as outlined in Land Development Code (LDC) Section 2.1.C(3), is considered an obsolete district. As a result, development in the Special Use (SU) district is subject to the requirements and conditions that were in place at the time of the original zone change. The SU zoning for this property was passed and adopted on June 22, 2004, by Ordinance No 2004-04 and permits the property to operate as artist studios. Although the property is currently in compliance with the Special Use (SU) district requirements and conditions, as outlined in LDC Section 3.2.E Table 3.1, the existing use (artist studio/artisan manufacturing) requires a CUP in the proposed M1 district, subject to the Use-Specific Standards in LDC Section 3.3.D(2).

APPLICATION COMPONENTS

While operation of the site would remain the same, the Land Development Code encourages owners to rezone land from an obsolete zoning district (LDC Section 2.1.C(3)). Although the property owner/applicant is not pursuing the CUP at this time, pending approval of the Minor CPA and ZC, a future CUP shall be approved to allow the existing use to remain. In conjunction with the future CUP Application, the property owner/applicants' requests will allow the historic and existing uses of the property to remain, while also allowing the permitted uses to be expanded, providing the property with more flexibility going forward. The following must be approved to provide consistency between the project and the Community Plan, Zoning Map, and Land Development Code:

1. *Minor Community Plan Amendment to the Future Land Use Map (Minor CPA)*
    a. The requested Minor CPA is from Single-Family Medium Density (2-4 units per acre) (SFMD) to Mixed Use (MU).
    b. The Major Amendment criteria in the Community Plan (Chapter 9) does not include a change from Residential to Mixed Use, so the change is a Minor Amendment.
2. *Zone Change (ZC)*
    a. The requested ZC is from Special Use (SU) to Mixed-Use Neighborhood (M1).
    b. The Minor CPA would only change the Future Land Use Map. While the M1 designation supports the ZC, the property would remain in the SU zoning district without the ZC.
    c. The M1 zone accommodates primarily residential uses with limited community, educational, commercial, and incidental accessory uses. The M1 district is intended to offer a diverse mix of housing opportunities at varied densities. The continued use of artist studios fits this definition, if a CUP is approved.

BACKGROUND

Site Characteristics

- The property is located south of State Route 89A (See Attachment 1).
- The property is accessed via Oak Creek Boulevard.
- Much of the property is located within the 100-year floodplain and portions of the parcel are located within the 500-year floodplain. The south property line is within the floodway.
- The property is not part of a recorded subdivision.

2004 Zone Change Application

At the time of the previous submittal, the property was zoned single-family residential and was operating as a legal non-conforming jewelry casting and manufacturer, and a bronze art casting foundry.

As outlined in the previous Staff Report for the 2004 Zone Change, the use was established prior to City incorporation. Through the ZC and Development Review (DEV) process, the applicants removed the bronze art casting foundry use along with a 14-foot exterior kiln and replaced it with four (4) artist studios. Including the jewelry casting, there are a total of five (5) artist studios. As outlined in the previous Letter of Intent, the property owners also implemented stricter limitations such as no outdoor activity, no audible noise after 9:00 PM, and window coverings to mitigate light pollution.

The development aspect of the previous project sought to generate a more residential look and address neighbor concerns of noise, odor, and lighting. This was achieved through the addition of new parapet walls, stucco, river rock veneer, wooden beams and posts, along with landscaping and screening fences.

Surrounding Properties – Community Plan and Zoning

As indicated in the Staff Report for the 2004 Zone Change, the uses in the area have evolved from a traditional residential neighborhood to one that presents a mixed-use character.

Surrounding properties to the north and east are designated as MU land uses in the Community Plan. (See Figure 1: Community Plan Map) During the 2004 Zone Change, the proposal was indicated to be adjacent to the Grasshopper Flat Special Planning Area, which sought to acknowledge the variety of uses that have developed over time in the area. The Grasshopper Flat Special Planning Area was redesignated as Mixed Use (MU) in the most recent Community Plan.

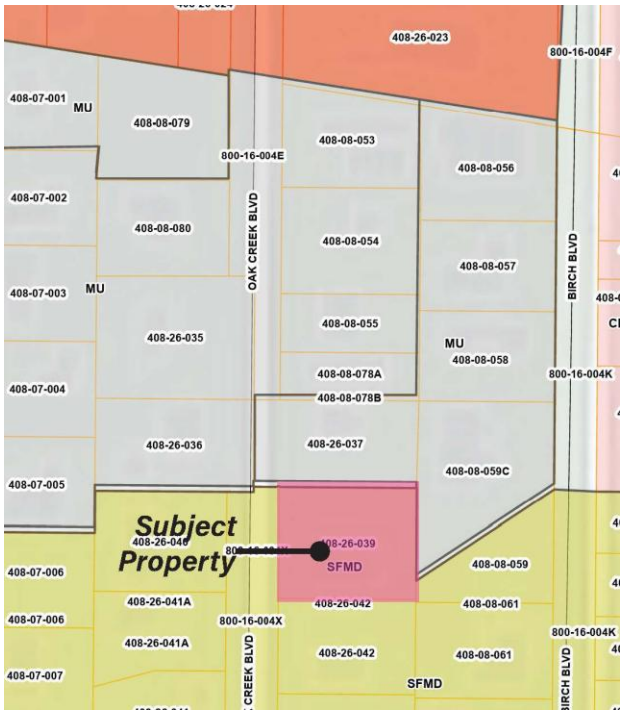


Figure 1: Community Plan Map

Nearby uses include, but are not limited to, a welding supply store, a construction company, a manufactured home community, and multifamily developments. While some of the multifamily developments have obtained a rezoning (SU and RM-1 zones on adjacent streets), other multifamily and nonresidential uses predate the City and are in the surrounding RS-10 (Single-Family Residential) zone and are considered legal nonconforming. (See Figure 2: Zoning Map)

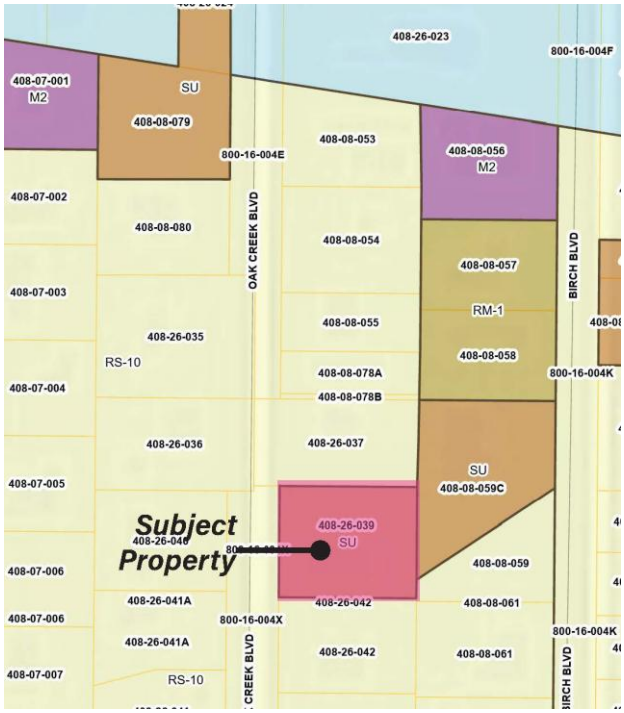


Figure 2: Zoning Map

PUBLIC INPUT

- The applicant completed a Citizen Participation Plan. A copy of the Citizen Participation Report is included in the application packet (Attachment 2).
    - The applicants indicated there were no objections and that feedback was supportive.
- Project documents submitted by the applicant were placed on the Projects and Proposals page of the Community Development Department website.
- Property owners within 300 feet of the subject property were included in the public outreach and notified of the Public Hearing.
- The property was posted with a Notice of Public Hearing and a notice was published in the Red Rock News on November 16, 2025.
    - *Note: This application was originally scheduled for a public hearing on December 2, 2025. The applicant requested a continuance and Planning and Zoning Commission approved a continuance to January 6, 2025. As the continuance was done to a specific date, a new public notice is not required.*
- All notices contain contact information and a way to submit comments. As of writing this report, Staff received one comment regarding the proposal.

REVIEW AGENCY COMMENTS AND CONCERNS

Development plans are routed to all internal and external review agencies. Comments were received from the following agencies:

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

Comments were addressed by the resubmitted application or are included as recommended conditions of approval.

DEVELOPMENT PROPOSAL

The property owner/applicant is not proposing any work associated with this application. Pending approval of the future CUP, the application would allow the property to continue operating as it has been since the original zone change in 2004, while allowing additional uses to give the property more flexibility in the future.

A detailed description of the proposal is included in Attachment 2.

REVIEW GUIDELINES

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

- **MINOR COMMUNITY PLAN AMENDMENT:** Recommendation to City Council
- **ZONE CHANGE:** Recommendation to City Council

In making a recommendation regarding the Minor CPA and ZC, the Planning and Zoning Commission should determine whether the proposal is in the interest of the public and whether it is consistent with the community's vision and the Sedona Community Plan, along with any applicable Land Development Code requirements.

DISCUSSION (MINOR COMMUNITY PLAN AMENDMENT)

Community Plan Amendments are addressed in ARS §9-461.06, which allows each City to set the criteria for a major vs. a minor amendment. Based on the criteria set by the City of Sedona in the Community Plan (Chapter 9, page 106), a change from Residential to Mixed Use is not considered a Major Amendment, so a Minor Amendment is required.

While the application is a Minor CPA, the evaluation criteria are the same as those used for a Major Amendment. The primary differences between a major and minor amendment are the review procedures, noticing requirements, and the number of Councilors who must vote in favor of the amendment for it to pass.

The requested designation of MU supports the requested zoning designation of M1. While a CO zoning designation would support the proposed use without a Conditional Use Permit, that designation would also support additional uses that may not be appropriate for the surrounding residential area. The M1 zoning district also allows for more diverse residential opportunities.

Evaluation of Proposal

When considering a change to the Future Land Use Map designation, consideration should be given to the following:

- The Community's Vision
- Overall consistency with the Sedona Community Plan
- Adopted Plans

Community Vision

The Sedona Community Plan Vision for 2033 (page iv) is:

> Sedona is a diverse, livable, and vibrant community that nurtures connections between people and place, celebrates the arts, encourages healthy and active lifestyles, and places priority on the protection of the environment.

Staff Evaluation

Pending approval of a future CUP, implementation of the proposed Minor CPA and ZC will allow the existing uses to remain while expanding upon commercial and residential opportunities. This may help facilitate a stronger sense of community with a focus on uses tailored to the arts. Pending approval of a future CUP, the Minor CPA and ZC encourage a balance between light commercial and creative production (such as artist studios).

Overall Consistency with the Sedona Community Plan

Staff evaluated this proposal for overall consistency with the Sedona Community Plan. The following goals and policies are addressed by the application.

Community Goal

The Plan's Community Goal (page 23) is to *build a strong sense of community and culture* and includes, but is not limited to, the following policies:

- Policy 3.1: Facilitate connections between residents, local organizations, schools, and businesses to build a stronger sense of community.
    - *As outlined by the policy, there is a need for the City to better link residents to local organizations and businesses. The proposal would allow existing and future businesses to better develop connections with the local community.*
- Policy 3.9: Build community through citizen engagement in arts and culture.
    - *Pending approval of a future CUP, the proposal would allow existing and future uses to serve as spaces for classes, workshops, and educational resources with a focus on arts and history to further build and support the local community.*

Housing Goal

The Community Plan cites a lack of affordable housing along with a lack of variation in housing types. The advantages of multi-family housing indicate that housing can be located in mixed-use areas with convenience emphasized around walkability. While the proposal does not specifically provide housing, multifamily housing would become a permitted use and the property owner/applicant has included a deed restriction to ensure that any potential future housing does not become short-term rentals (See Attachment 2.a).

The proposal provides the opportunity to address the following policies:

- Policy 5.1: Expand Sedona's mix of housing types to meet the needs of a diverse and vibrant community.
- Policy 5.2: Encourage redevelopment of the commercial corridors to include a mix of uses, including multi-family housing.
    - *The proposal generates the opportunity for future housing at a higher density while ensuring future units do not become short-term rentals.*

Land Use Goal

Mixed-use was noted in the Community Plan as a new Future Land Use Designation with the intention of supporting developments with a variety of uses to create a transition between commercial uses and residential spaces. With emphasis placed on light commercial and artisan manufacturing in the M1 zoning district, pending approval of a future CUP, the proposed project has the opportunity to create a transition and buffer to single-family residential neighborhoods.

- Policy 4.6: Transform the commercial corridors into a mix of residential, commercial, and public uses well-connected for walking, biking, or using transit.
    - *The location and surrounding land uses (Single-Family Residential and Special Use) along with the proposed ZC would allow for future mixed-use development.*

Adopted Plans

Staff evaluated the proposal relative to other adopted plans including the Transportation Master Plan and the Climate Action Plan. The proposal was found to be generally consistent with these plans and

does not contradict the policies within these plans. The current proposal does not include a change in use and, as required in the M1 zone (LDC Section 3.2.E Table 3.1), a CUP will be required to allow the existing use to remain.

Transportation Master Plan
The Transportation Master Plan identified growth in tourism, visitor, and commuter demand as a challenge that necessitates the need to reduce peak period auto trips and encourage different modes of travel such as walking, biking, or public transit. Although the proposal does not directly address transportation concerns, the proposed mixed use creates the opportunity to emphasize improved walkability.

Climate Action Plan
As outlined in the Climate Action Plan vision, Sedona nurtures connections between people and supports a diverse economy with emphasis given to the protection of the environment. The proposal does not include proposed development but seeks to make better use of an existing building by expanding upon the permitted uses while also creating the opportunity for potential housing. The project aligns with strategies to improve and build upon low-impact business development.

Conclusion
The decision of whether to make a particular amendment is a legislative policy action left to the judgement and discretion of the Planning and Zoning Commission and City Council. A variety of factors are considered when making these decisions, including how the proposal relates to the community's vision and overall consistency with the Sedona Community Plan. The Planning and Zoning Commission is being asked to evaluate the proposal and forward a recommendation to the City Council.

Findings of Fact
From the evaluation of the proposed Minor CPA, staff finds that:

- Land Use Goals along with Housing and Community Goals, Policies, and Actions outlined within the Community Plan support the implementation of Mixed-Use land uses designations.
    - The future land use indicated within the Community Plan is SFMD which would allow two to four dwelling units per acre. The proposed mixed-use land use may allow for additional dwelling units, and the property owner/applicant has committed to a deed restriction limiting future short-term rentals (See Attachment 2.a).
- The previously approved ZC emphasized that spatially speaking, the property is located adjacent to the previous Grasshopper Flat Specific Planning Area, which outlined the need to provide enhanced buffering and land uses compatible with both residential and commercial areas on a single-family residential scale.
    - Under the current Community Plan, the property is adjacent to MU land use areas along the north and east property lines. The MU designation seeks to achieve many of the same objectives previously emphasized in the Specific Planning Area.
    - The Oak Creek Boulevard neighborhood has already lent itself to a mix of uses that go beyond single-family residential, including, but not limited to, a welding shop, office space(s), and multifamily housing.
- The proposed project is in compliance with applicable Community Plan goals and policies and does not directly contradict any goal or policy in the Plan.

In conclusion, staff believes that the request is supported by the evaluation and the findings of fact.

Staff Recommendation

Staff is recommending approval of the proposed Minor CPA based on the following:

1. The proposal addresses Community Plan policies with an emphasis on arts, business, and expands upon allowed uses while creating an opportunity to diversify housing types.
2. The land use proposed and existing uses such as artisan manufacturing generate the opportunity to create a transition and buffer to single-family residential neighborhoods.
3. The proposal does not directly contradict any goal or policy in the Community Plan, Transportation Master Plan, or other adopted plan.

DISCUSSION (ZONE CHANGE)

The zone change component of this project proposes to rezone the subject property from SU to M1. The M1 zoning district provides for limited commercial uses including restaurants and personal services. The proposed M1 zone is in stark contrast to zones such as Commercial (CO) and provides more residential opportunities. The continued use of artisan manufacturing would require approval of a CUP. While other zoning districts would allow for the use without the need for a CUP (such as Commercial or Industrial), those zoning districts would allow for other commercial uses that may not be appropriate for the surrounding residential area. The M1 zone is one of the lowest intensity zones that allows for limited commercial uses while creating opportunities for more diverse housing types.

Evaluation of Proposal (Zone Change)

In evaluating the proposal for consistency with the Community Plan, the same evaluation used for the Minor CPA (see previous section of Staff Report) would be applicable to the zone change evaluation. Rather than repeat this evaluation, Staff would refer to the evaluation in the previous section regarding how this project is consistent with the Community Plan, the Transportation Master Plan, and other adopted goals and policies of the City.

In addition, all development applications are reviewed under LDC Article 8 (Administration and Procedures). LDC Section 8.3 contains procedures and rules applicable to all development applications while the following sections contain procedures and rules that apply to specific development applications. LDC Section 8.3.E(5) contains the approval criteria applicable to all development, subdivision, and rezoning applications. Although the property owner/applicant is not pursuing a CUP at this time, note that the criteria for a Zone Change and Conditional Use Permit are the same.

DISCUSSION (ZC)

LDC Section 8.3 contains procedures and rules applicable to all development applications while the following sections contain procedures and rules that apply to specific development applications. LDC Section 8.3.E(5) contains the approval criteria applicable to all development, subdivision, and rezoning applications.

APPROVAL CRITERIA APPLICABLE TO ALL APPLICATIONS (ZC)

A. Generally

1. 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.
2. The application may also be subject to additional review criteria specific to the type of application, as set forth in section 8.4 through 8.8.

3. If there is a conflict between the general review criteria in this section and the specific review criteria in section 8.4 through 8.8, the applicable review criteria in sections 8.4 through 8.8 control.

Staff Evaluation: *The project has been reviewed for compliance with all applicable criteria. Therefore, staff believes this criterion is met.*

B. Prior Approvals

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

Staff Evaluation: *The site has operated as various artist studios, including bronze art casting (removed use under ZC2004-2 and DEV2004-2), wax art casting along with pottery and glass studios for over 20 years and there have been no Code Enforcement cases to date. The property has complied with the SU zoning designation approved under ZC2004-2 and DEV2004-2. Other than previous plans, including the remodel completed in 2007 and prior Tenant Improvements, there are no other land use approvals or plats applicable to this property. Therefore, staff believes this criterion is met.*

C. Consistency with Sedona Community Plan and Other Applicable Plans

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

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

Staff Evaluation: *As outlined in the evaluation of the Minor CPA, this proposal is consistent with and conforms to the Sedona Community Plan, the Transportation Master Plan, and the Climate Action Plan. The proposal does not contradict any of the policies within the Community Plan. Therefore, staff believes this criterion is met.*

D. Compliance with This Code and Other Applicable Regulations

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

Staff Evaluation: *The M1 district is intended to provide residential uses with limited commercial uses, incidental or accessory uses, and allows artisan manufacturing with approval of a CUP. The existing artist studio use falls into this use category. No additional development is proposed under this application so an exhaustive review for compliance with applicable requirements is not required. Future development or use changes may require additional permitting, at which point, a comprehensive review for compliance with Land Development Code requirements will be completed.*

The artisan manufacturing requires a conditional use permit, which is not being applied for at this time. In order to ensure the existing use does not create a non-conforming situation, the conditions of approval require the use to be discontinued or have a CUP approved within six (6) months of approval. The conditions of approval also require the property owner to update any non-compliant lighting fixture within six (6) months of approval.

Therefore, as conditioned, staff believes this criterion is met.

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.

Staff Evaluation: *The applicant completed a Citizen Participation Plan and as indicated in the submittal materials, no objections were received and feedback was supportive (See Attachment 2).*

Staff completed the required noticing and received one public comment.

Therefore, staff believes this criterion is met.

F. Consistent with Intergovernmental Agreements

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

Staff Evaluation: *There are no intergovernmental agreements that impact this project. This criterion does not apply to this request.*

G. Minimizes Adverse Environmental Impacts

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

Staff Evaluation: *No negative environmental impacts are anticipated due to the proposed use. No development changes are proposed that would adversely affect the environment. Therefore, staff believes this criterion is met.*

H. Minimizes Adverse Fiscal Impacts

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

Staff Evaluation: *No adverse fiscal impacts on the City are anticipated as a result of the proposed ZC. Therefore, staff believes this criterion is met.*

I. Compliance with Utility, Service, and Improvement Standards

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

Staff Evaluation: *The application materials for this proposal were provided to review agencies and Staff did not receive any major corrections to be addressed. Comments from the Public Works Department and the Wastewater Department identified the need to record a utilities easement. The applicant has agreed to this easement and recordation is included as a condition of approval. Therefore, as conditioned, staff believes this criterion is met.*

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.

Staff Evaluation: *No change in site access is proposed. The Public Works Department, Police Department, and Fire District have not expressed concerns regarding traffic impacts or access to the site. Therefore, staff believes this criterion is met.*

K. Provides Adequate Public Services and Facilities

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

Staff Evaluation: *Adequate public service and facility capacity exists to accommodate the proposed use(s) on this site. The existing use will not generate additional demand, although future changes in the use may necessitate additional development and/or parking. All necessary permits will be required for future uses, at which time City Staff will review to ensure compliance with applicable codes. Therefore, staff believes this criterion is met.*

L. Rational Phasing Plan

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

Staff Evaluation: *No development changes are proposed, so a phasing plan is not required. This criterion does not apply to this request.*

It is Staff's opinion that this request for a ZC meets the required findings. The proposed zoning district is consistent with the Community Plan and proposed Minor CPA, the proposed use is consistent with the purpose of the M1 zoning district, and no nuisances because of this proposed use are anticipated. The City will work with the applicants and property owners to resolve any issues.

Conditional Rezoning and Conditional Use Permit Time Frame

LDC Section 8.6.A(2)e, states that, to mitigate the negative impact of the proposed use on citizens and surrounding properties and to assure compatibility with adjacent land uses, the Commission may recommend and the Council may approve a rezoning conditioned upon one or more of the following:

1. Development in accordance with a specific schedule for the development of specific improvements or uses for which zoning is requested;
2. Development in accordance with a specific Site Plan or a Site Plan to be subsequently approved under this Code;
3. Modifications in the otherwise applicable lot coverage, building height, or density;
4. Public dedication of rights-of-way for streets, alleys, public ways, drainage, public utilities and the installation of improvements that are reasonably required by or directly related to the effect of the rezoning; and/or
5. Other conditions reasonably calculated to mitigate the impact of the proposed development.

In order to ensure compliance with applicable code sections, staff is recommending a conditional zone change. The recommended conditions are included at the end of this staff report and generally ensure that the items the property owner/applicant has committed to are addressed, including a deed restriction prohibiting short-term rentals, recordation of a utility easement, obtaining a CUP for the existing use (or discontinuing the use), and replacement of non-compliant lighting.

Staff Recommendation

Staff is recommending approval* of the proposed Zone Change based on the following:

1. The proposal addresses Community Plan policies such as land use goals and economy and tourism goals and is in compliance with the applicable goals and policies outlined.
2. The proposal complies with the Community Plan Future Land Use Map as amended under PZ25-00005 (Minor CPA).
3. The proposal does not directly contradict any goal or policy in the Community Plan, or other adopted plan.
4. The proposal complies with all applicable review criteria as outlined in the Staff Report.

**Note: Staff's recommendation is based on the related recommendation of approval of a Minor Community Plan Amendment for this project. If the Minor CPA is not approved, Staff would not recommend approval of the Zone Change application, as the application would not be consistent with the Community Plan.*

City of Sedona
Community Development Department
102 Roadrunner Drive Sedona, AZ 86336
(928) 282-1154 · www.SedonaAZ.gov/cd

STAFF RECOMMENDATION (MINOR COMMUNITY PLAN AMENDMENT, ZONE CHANGE)

Based on compliance with ordinance requirements as conditioned, general consistency with the Land Development Code and the requirements for approval, Staff recommends approval of the proposed Minor Community Plan Amendment and Zone Change as set forth in case number PZ25-00005 (Minor CPA, ZC), Arts'n'One, subject to applicable ordinance requirements and the attached conditions of approval listed at the end of this staff report.

Sample Motions for Commission Use

(Please note that the following motions are offered as samples only and that the Commission may make other motions as appropriate.)

Recommended Motion for Approval (Minor CPA):

I move to recommend to the Sedona City Council approval of the proposed Minor Community Plan Amendment as set forth in case number PZ25-00005 (Minor CPA), Arts'n'One, redesignating APN 408-26-039 from Single-Family Medium Density (SFMD) to Mixed-Use (MU), based on the findings as outlined in the Staff Report and subject to all applicable requirements, as outlined in the staff report, which staff report is hereby adopted as the findings of the Planning and Zoning Commission, and the attached conditions of approval.

Alternative Motion for Denial (Minor CPA)

I move to recommend to the Sedona City Council, denial of case number PZ25-00005 (Minor CPA), Arts'n'One, based on the following findings (please specify findings).

Recommended Motion for Approval (ZC):

I move to recommend to the Sedona City Council approval of the proposed zoning request as set forth in case number PZ25-00005 (ZC), Arts'n'One, rezoning APN 408-26-039 from SU (Special Use) to M1 (Mixed-Use Neighborhood), based on consistency and conformance with the Community Plan, compliance with all ordinance requirements of LDC Section 8.3 and 8.6, and satisfaction of the Zone Change findings and applicable Land Development Code requirements as outlined in the staff report, which staff report is hereby adopted as the findings of the Planning and Zoning Commission, and the attached conditions of approval.

Alternative Motion for Denial (ZC)

I move to recommend to the Sedona City Council, denial of case number PZ25-00005 (ZC), Arts'n'One, based on the following findings (please specify findings).

City of Sedona
Community Development Department
102 Roadrunner Drive Sedona, AZ 86336
(928) 282-1154 · www.sedonaaz.gov/cd

As proposed by Staff

Conditions of Approval, PZ25-00005 (Minor CPA)

1. Within thirty days of approval of the Minor Community Plan Amendment, the property owner of record of subject property voluntarily agrees to sign and record a waiver acknowledging their waiver of any right to claim just compensation for diminution in value under A.R.S. §12-1134 related to the granting of this Minor Community Plan Amendment.

Conditions of Approval, PZ25-00005 (ZC)

1. Development of the subject property shall be in substantial conformance with the applicant's representations of the project, including the site plan, letter of intent, and all other supporting documents submitted, as reviewed, modified, and approved by the Planning and Zoning Commission and City Council.
2. Within six (6) months of approval of the ZC, the property owner/applicant shall submit and record a sewer easement that runs through the property. The sewer easement shall be approved by the City's Wastewater and Public Works Departments prior to recordation.
3. Within six (6) months of approval of the ZC, the property owner/applicant shall record a deed restriction prohibiting any rental of the property, or any portion of the property, for a period of less than 30 consecutive days. The deed restriction shall run with the land and shall be binding upon the current property owner(s), all future owner(s), and shall remain in effect indefinitely or until amended or released.
4. Within six (6) months of approval of the zone change, the existing artisan manufacturing use shall obtain a Conditional Use Permit (CUP) or be discontinued. The property owner/applicant shall submit a CUP application for review and approval by the appropriate governing body, in accordance with the Land Development Code requirements in effect at the time the CUP application is submitted.
5. All future uses of the property shall be in compliance with Land Development Code Section 3.2.E Table 3.1, Table of Allowed Uses for the M1 zoning district and shall comply with all applicable Use-Specific Standards outlined in Land Development Code Section 3.3.
    i) Future change(s) in use will require the parking lot to be brought into compliance with current City standards, including, but not limited to, all applicable Land Development Code and Design Review, Engineering, and Administrative Manual requirements.
    ii) Future change(s) in use shall comply with the minimum off-street parking spaces requirements outlined in Land Development Code Section 5.5.D(1) Table 5.2.
6. All exterior lighting fixtures shall be brought into compliance with Land Development Code Section 5.8 and an Exterior Lighting Application shall be approved and inspected within six (6) months of approval of the ZC. The Director shall reserve the right to instruct the applicant to make internal modifications to any exterior light fixtures to reduce light that extends above the horizontal plane or is visible from off the property, on a case-by-case basis as deemed necessary. A night inspection may be required to ensure compliance with all applicable Land Development Code requirements.

7. The zoning for the subject property shall be considered vested when all conditions are met. If the applicant does not meet all conditions, the City may initiate proceedings to revoke the zoning, subject to the provisions of Sedona Land Development Code Section 8.6.A(3)g.2 and applicable State statutes.
8. Within thirty days of approval of the zone change, the property owner of record of the subject property voluntarily agrees to sign and record a waiver acknowledging their waiver of any right to claim just compensation for diminution in value under A.R.S. §12-1134 related to the granting of this Zone Change approval.

Attachment 1:

Aerial View & Vicinity Map



Aerial View

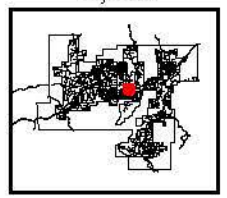
Parcel
408-26-039
110 Oak Creek
Blvd Zone Change

Parcel Boundary
Street Centerline
408-26-039 Parcel

N

0 10 20 Feet

City Index



GIS - City of Sedona
3/10/2025
G:\Depts\CD\Staff\Cari-Meyer\
110_OakCreek Blvd
/408-26-039_aerial.aprx

This map is designed to provide information about Sedona, and has been prepared for general planning and informational purposes only. It is not necessarily accurate to engineering or surveying standards. Every effort has been made to make this map as complete and as accurate as possible, however, no warranty is made or is to be implied.

The information is provided on an "as-is" basis. The City of Sedona shall have neither liability nor responsibility to any person or entity with respect to any loss or damage in connection with or arising from the information contained on this map.

Vicinity Map

Parcel
408-26-039
110 Oak Creek
Blvd Zone Change

W STATE ROUTE 89A
TRAUMERI LN
NORTHVIEW RD
VIEW DR
INSPIRATIONAL DR
OAK CREEK BLVD
BIRCH BLVD
WILLOW WAY
JUNEBUG CIR
SADDLEROCK CIR
SADDLEROCK LN
VALLEY VIEW DR
ROSS RD

CO
M3
M2
SU
RM-1
L
RS-6
RS-10
408-26-039
SU

Zoning Boundary
Building Footprint
Parcel Boundary
Trail
Street Centerline
408-26-039 Parcel

N

0 50 100 Feet

City Index

GIS - City of Sedona
3/10/2025
G:\Depts\CD\Staff\CariMeyer\110_OakCreekBlvd\408-26-039_vicinity.aprx

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Attachment 2:

Submittal Materials

Click on each attachment to be taken to document

The project page may be reviewed at the following link:

https://www.sedonaaz.gov/your-government/departments-and-programs/community-development/projects-and-proposals/archived-project-pages/arts-n-one

2a. Deed Restriction

City of Sedona Community Development Department
102 Roadrunner Drive Sedona, AZ 86336
(928) 282-1154 · www.sedonaaz.gov/cd

PZ25-00005 (Minor CPA, ZC) Arts'n'One

Minor Community Plan Amendment – SFMD (Single Family Medium Density) to MU (Mixed Use)
Zone Change – Special Use (SU) to Mixed-Use Neighborhood (M1)

Planning Comments, June 30, 2025
Cari Meyer, Planning Manager, cmeyer@sedonaaz.gov or (928) 203-5049

LDC Section 8.3.C(7): 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.

It is the applicant's responsibility to be aware of submittal deadlines. Staff may not alert an applicant that a deadline is approaching and may not accept submittals after the deadlines.

1. **Comprehensive Review**
   a) The application has been submitted for comprehensive review. The following comments identify areas where information is missing, does not comply with City codes, or are areas of suggested changes to bring the project into greater compliance with City goals.
   b) A public hearing date has not been scheduled for this project. A hearing date will be set after the applicant has had a chance to review the comments provided and either responds with resubmitted plans or requests that the project move forward without changes.
   c) The following comments reference sections of the Land Development Code (LDC) and Design Review, Engineering, and Administrative Manual (Manual). These documents are available for review at the following links:
      - LDC: https://sedona.municipal.codes/SLDC
      - Manual: https://www.sedonaaz.gov/home/showdocument?id=38278
2. **Overall Submittal**
   a) In the following comments, Staff has made every attempt to comprehensively outline the deficiencies and clearly explain where more information is needed. Additional comments may be generated once the plans are resubmitted. The applicant and their representatives should carefully review all applicable code sections and ensure the plans submitted clearly show compliance. Please contact staff with any questions.
3. **Fire District Review**
   a) Please contact Kirk Riddell, Fire Marshal (kriddell@sedonafire.org or 928-204-8926), regarding Fire District requirements for this project or future development.
4. **Letter of Intent (LOI)**
   a) Discuss how the project addresses the requirements of the Land Development Code and any additional guidelines contained in the Administrative Manual. All applicable sections must be addressed, please refer to specific sections of these documents in the LOI. See Manual Sections 1.1.D, 1.1.E(2), 1.1.H, 1.2.A(1).

b) The current use of the property is considered "Artisan Manufacturing," which requires a Conditional Use Permit (CUP) in the M1 zone. If the intention is to continue using the building for the current use, a CUP is required. This can be processed concurrently with this application.

c) The LOI should contain specific references to the Sedona Community Plan and how the proposed project complies with the vision, values, goals, and key policies. Please reference relevant vision, goals, and policies.

- The Community Plan can be reviewed online at www.sedonaaz.gov/communityplan.

d) In addition to the Community Plan, the LOI should address if the project is consistent with other adopted plans, including the Transportation Master Plan, Climate Action Plan, and the GO! Sedona Pathways Plan. Please contact Staff if you need copies of any of these documents.

- Transportation Master Plan: Sedona in Motion | City of Sedona
- Climate Action Plan: Climate Action Plan | City of Sedona
- GO! Sedona Pathways Plan: GO! Sedona Pathways Plan | City of Sedona

5. Housing Commitments

a) The Mixed Use Neighborhood (M1) zone allows for residential land uses. The Community Plan identifies that short-term rentals impact the community by resulting in fewer long-term rentals. Steps should be taken to ensure that any future housing is long-term rather than short-term. This could be done through a deed restriction or development agreement.

6. Sewer Easement

a) The ALTA indicates that there is a 10' Sewer Line Easement "Per Owner – No Record Found." This easement needs to be formally dedicated to the City, a minimum of 10' wide and centered on the sewer line. Contact Roxanne Holland, Wastewater Director, at rholland@sedonaaz.gov or (928) 203-5069.

7. Grading and Drainage (LDC Section 5.3)

a) Portions of the site are within the City-designated floodway, 100-year floodplain, and 500-year floodplain. Show the extent of the floodway and floodplains on the plans.

8. Exterior Lighting (LDC Section 5.8)

a) Provide an inventory of existing exterior lighting. The form can be found at the following link:

https://www.sedonaaz.gov/home/showpublisheddocument/44952/637732617633670000

Any non-conforming lighting shall be removed or brought into compliance as part of this zone change. Please provide information on how any non-conforming exterior lighting will be remedied. Please use the same form from the link above.

9. Citizen Participation Report (LDC Section 8.3.D.7)

a) Provide a Citizen Participation Report, which complies with requirements outlined and specified in LDC Section 8.3.D. The report must be submitted prior to scheduling a public hearing with the Planning and Zoning Commission.

Public Works Department
102 Roadrunner Drive Sedona, AZ 86336
(928) 204-7111 · Fax: (928) 282-5348;
Hanako Ueda, PE (928) 203-5024

PZ25-00005 (ZC, CPA)
Art n One (Comprehensive Review)
07/01/25

Engineering Comments

1. The current parking lot does not meet current standards
2. A future change in use will require the parking lot to be brought up to current City standards. Please review LDC and DREAM parking requirements for potential uses to ensure the future use can meet parking requirements.

110 Oak Creek Blvd, Sedona, AZ

Resubmittal Package-Community Plan Amendment, Zoning Map Amendment, and Conditional Use Permit

Section 1: (LOI)

Introduction
This application requests approval of a Minor Community Plan Amendment, Zoning Map Amendment and Conditional Use Permit (CUP) for 110 Oak Creek Blvd. Specifically, the requests are to:
-Amend the Future Land Use Map designation from Residential to Mixed-Use;
-Rezone the property from residential with Special Use (SU) to Mixed-Use Neighborhood (M1);
-Obtain a CUP to allow the continuation of Artisan Manufacturing (artist Studios and small-scale creative production).

The Property has supported commercial and creative uses since the 1940's, including Sedona's first Laundromat, the Oak Creek Pres newspaper office, Sedona Bronze and artisan studios. These requests will formally align zoning and plan designations with the historic and existing use of the property.

Compliance with the Land Development Code & Administrative Manual
-Permitted uses: Artisan Manufacturing requires a CUP in M1; this application provides compliance.
-Development Standards: The property was remodeled in 2003 to meet Sedona's design standards. No new construction is proposed.
-Parking and Circulation: Applicants acknowledge the lot does not meet with current DREAM standards. Further explanation provided in Section 4.
-Floodplain: Property lies with in Mapped floodplains; boundaries will be shown per LDC Section 5.3.
-Utilities: Sewer easement will be formally dedicated to the City.

Consistency with Adopted Plans
-Community Plan: Advances goals of economic diversity, local business support, mixed-use neighborhoods and long-term housing.
-Transportation Master Plan: Maintains existing access; no increase in traffic.
-Climate Action Plan: Reuse of existing buildings minimizes carbon footprint and supports walk able, local-serving land uses.
-Go! Sedona Pathways Plan: Compatible with bicycle and pedestrian connections along Oak Creek Blvd.

Citizen Participation
Notifications letters were mailed to all property owners with in 300 feet in June of this year. No opposition has been received to date. Report included in Section 3.

Conclusion
This request corrects longstanding in consistencies between zoning, plan designation and actual use. It ensures legal clarity, supports Sedona's vision for sustainable growth and continues the property's legacy as an affordable, creative-use hub.

Section 2: Conditional Use Permit (CUP) Narrative

Request
Approval of a CUP for Artisan Manufacturing in the M1 zoning district, allowing continuation of long-standing artisan studios at 110 Oak Creek Blvd.

CUP Findings (LDC Section 8.4.C)
-Community Plan Consistency: Directly supports goals for local arts, economic diversity and sustainability.
-Neighborhood Compatibility: Surrounded by mix of residential and commercial uses; use is low-impact and blends with neighborhood character.
-Public Health, Safety & Welfare: Fully served by utilities, complaint with Fire District Requirements.
-Infrastructure: No new demands; sewer easement dedication provided.
-Parking: Lot serves current artisan tenants; commitment to upgrade upon any future intensification.
-Duration: Continuation of established use dating back to the 1940's.

Conclusion
Approval of this CUP will maintain an appropriate, historically significant, and compatible use of the property while insuring compliance with the M1 zone district.

Section 3: Citizen Participation Report

Introduction
Prepared per LDC Section 8.3.d.7 to document public outreach.

Notification Area and Method
-Letters mailed to all property owners within 300 feet with addresses acquired from the City.
-Letter and map included (exhibit A)
-Letters explained amendment requests, history, and no new construction.

Summary of Responses
-No objections received.
-Feedback generally supportive, appreciating continued creative use.

Future Communication
Applicants remain available for ongoing communication and will attend Planning and Zoning Commission Hearings.

Conclusion
Outreach demonstrates community awareness and support with no significant concerns raised.

Section 4: Compliance Commitments
1. Housing: Future residential units will be long-term only (no STRs), formalized by deed restriction or development agreement.
2. Sewer Easement: A 10' wide easement centered on the existing sewer line will be dedicated to the City. Update from Roxanne Holland included (Exhibit B)

3. Lighting: Any non-conforming fixtures will b removed or brought into compliance. Pictures included (Exhibit C)
4. Parking: Current lot does not meet modern standards (backup lengths, driveway, angles stalls). Any future change of use intensification will require full compliance with LCD/Dream Standard. Email with map from Assistant Engineer Hanako Ueda (Exhibit D)
5. Floodplain: Site plan will delineate flood way, 100-year and 500-year. No new construction proposed. Flood hazard status report and map are included (Exhibit E)
6. Fire District: Email and codes included (Exhibit F)

Conclusion
These commitments address all outstanding items identified in the City's review comments and engineering notes. The applicants are committed to working collaboratively with City Staf to ensure long-time compliance, neighborhood compatibility and alignment with Sedona's adopted plans and policies.

Section 5: Exhibits
-Exhibit A – Neighbor Notification Letter and Map
-Exhibit B – Sewer Easement
-Exhibit C-- Exterior Lighting Inventory
-Exhibit D-- Flood Status Report and 2 maps
-Exhibit E -- Fire District Requirements
-Exhibit F-- Email with map from Assistant Engeneer Hanako Ueda

The applicants respectfully request approval of this Minor Community Plan Amendment, Zoning Map Amendment and Conditional Use Permit for 110 Oak Creek Blvd. The requests align with Sedona's adopted plans with the property's historic and current uses, provide legal clarity and support the City's vision for a vibrant, sustainable, and diverse community.

110 Oak Creek Boulevard
Sedona, AZ 86336

RE: Notification of Proposed Zoning and Community Plan Amendment for 110 Oak Creek Blvd

Dear Neighbor:

We hope this message finds you well. As owners of the property located at 110 Oak Creek Blvd in West Sedona, we are writing to inform you of a zoning application we have submitted to the City of Sedona, in accordance with their public notification requirements.

As part of the application, we are requesting the following:

1. A Zoning Map Amendment to change the zoning of our property from Residential (with a Special Use designation) to M1 - Mixed-Use; and

2. A Community Plan Amendment to re designate the property from "Residential" to "Mixed-Use" on the City's Future Land Use Map.

This request is intended to bring the property's official zoning and land use designation into alignment with how it has historically and currently been used. The building has supported light commercial and creative uses since the 1940s -including Sedona's first laundromat, a bronze casting studio, and currently, several working art studios.

We believe this amendment reflects the evolving character of our neighborhood and supports the community goals of local entrepreneurship, creative industry, and sustainable land use - all consistent with the City's 2024 Community Plan.

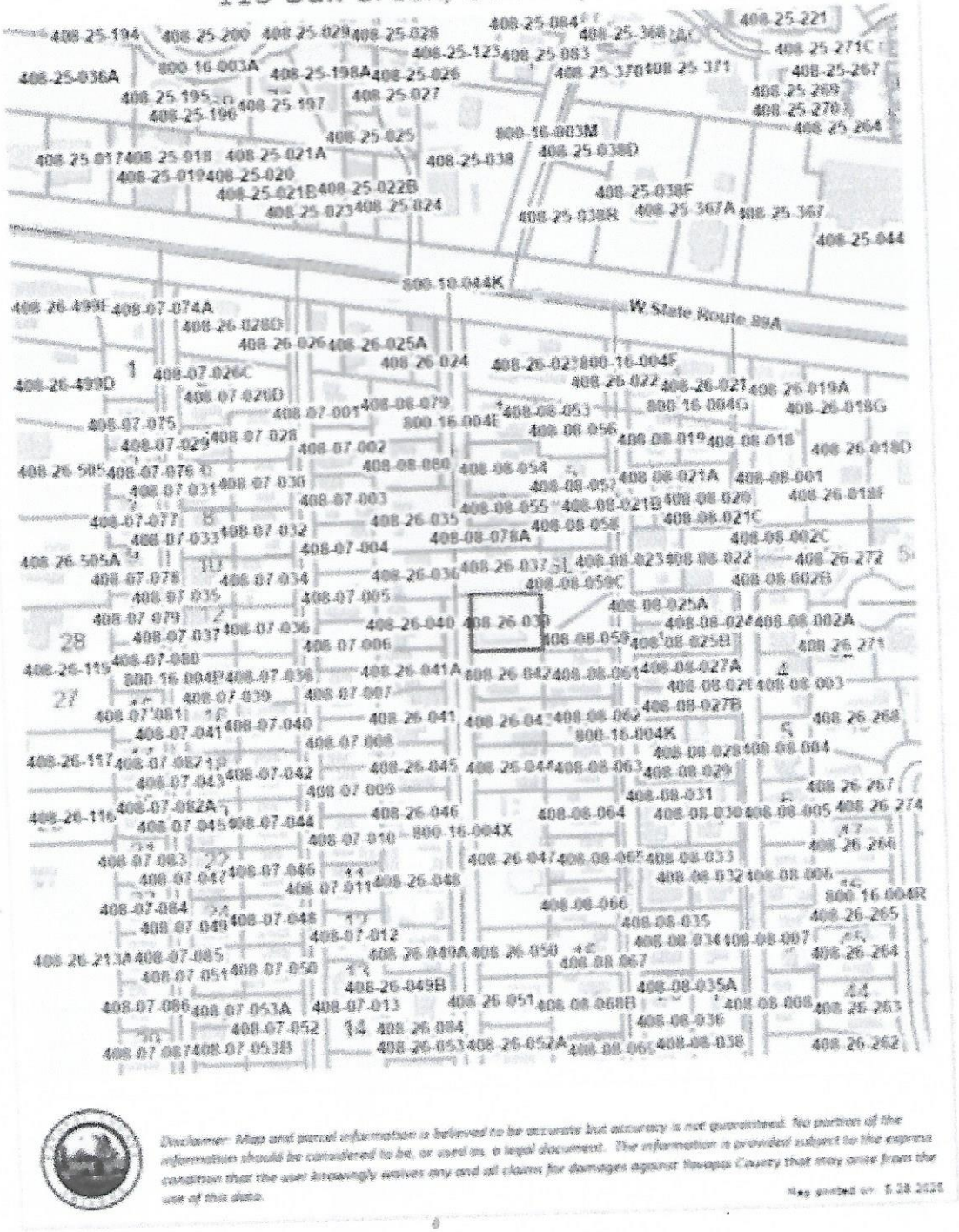
No new construction is planned as part of this application. The property will continue to serve as a low-impact, creative-use space - just as it has for many years.

Should you have any questions or wish to discuss the application further, we welcome your feedback and are happy to connect directly. Preferably by July 15 so we can also share your feedback with the city.

Thank you for your time and for being a valued neighbor.
Warm regards,

Paul Kaiser & Susan Herman
kickncastbiz@gmail.com

110 Oak Creek, Sedona, AZ



Disclaimer: Map and parcel information is believed to be accurate but accuracy is not guaranteed. No portion of the information should be considered to be, or used as, a legal document. The information is provided subject to the express condition that the user knowingly waives any and all claims for damages against Yavapai County that may arise from the use of this data.

Map printed on: 5.28.2025

Gmail S Herman <kickncastbiz@gmail.com>

110 Oak Creek Blvd

Roxanne Holland <RHolland@sedonaaz.gov> Wed, Sep 10, 2025 at 1:56 PM
To: S Herman <kickncastbiz@gmail.com>

Hi Susan,

Thanks for the call this morning! I apologize I did not see this email until now. I've attached the easement and property deed that was not recorded. We will need to re-do the easement survey, sign, and record. The City will do the survey and recording. I will reach out to you once we have a schedule for the survey.

Please let me know if you need anything else in the interim!

Thanks,
Roxanne

Roxanne Holland, PE
Director of Wastewater

Wastewater Department
Sedona Wastewater Reclamation Plant: 7500 W. SR89A
Mailing Address: 102 Roadrunner Drive
Sedona, AZ 86336
rholland@sedonaaz.gov
(928) 203-5069

Department Hours: Mon-Fri 8 a.m. - 4 p.m.

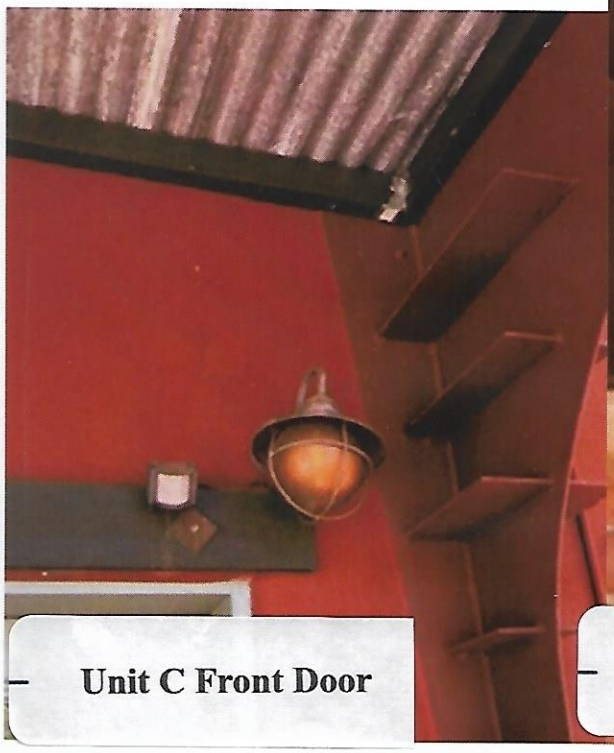
From: S Herman <kickncastbiz@gmail.com>
Sent: Tuesday, August 26, 2025 3:02 PM
To: Roxanne Holland <RHolland@sedonaaz.gov>
Subject: 110 Oak Creek Blvd

Caution: This is an external email and should be considered suspicious. Please take care when clicking links or opening attachments. When in doubt, contact your IT Department.

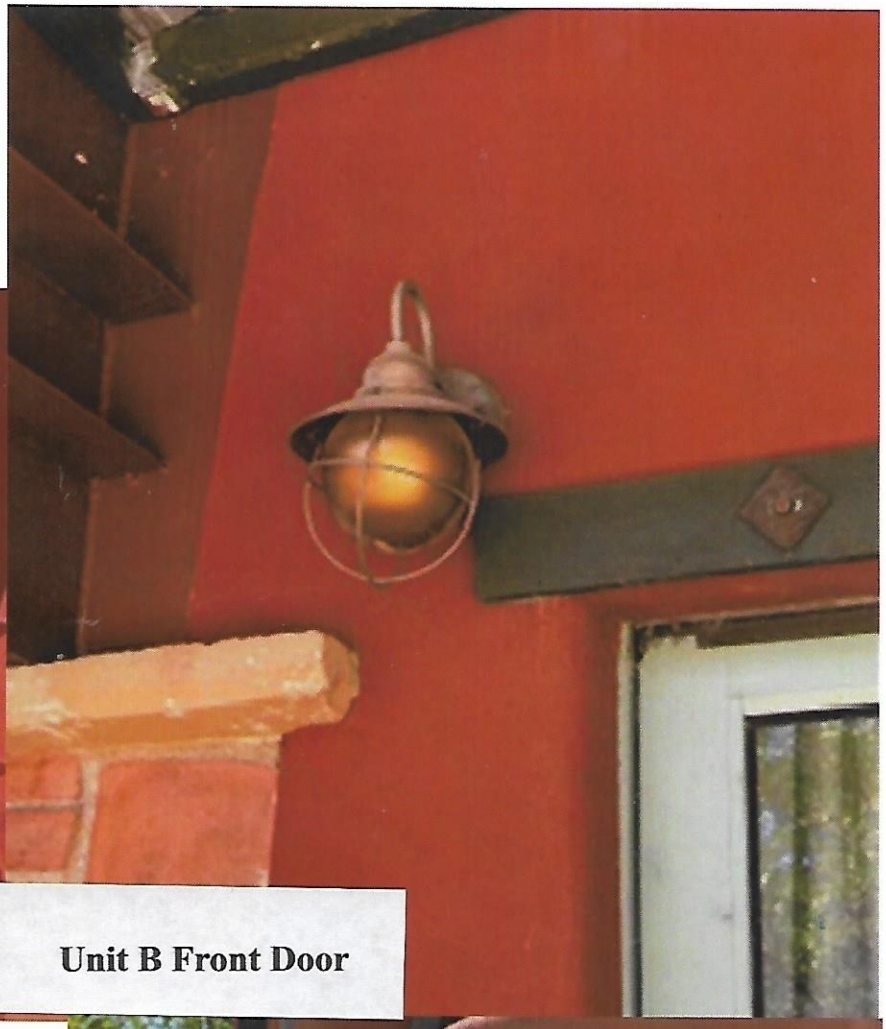
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2 attachments

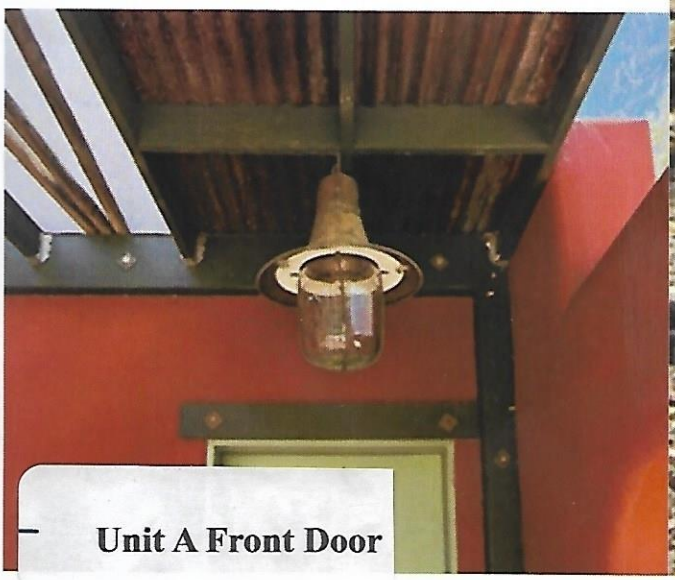
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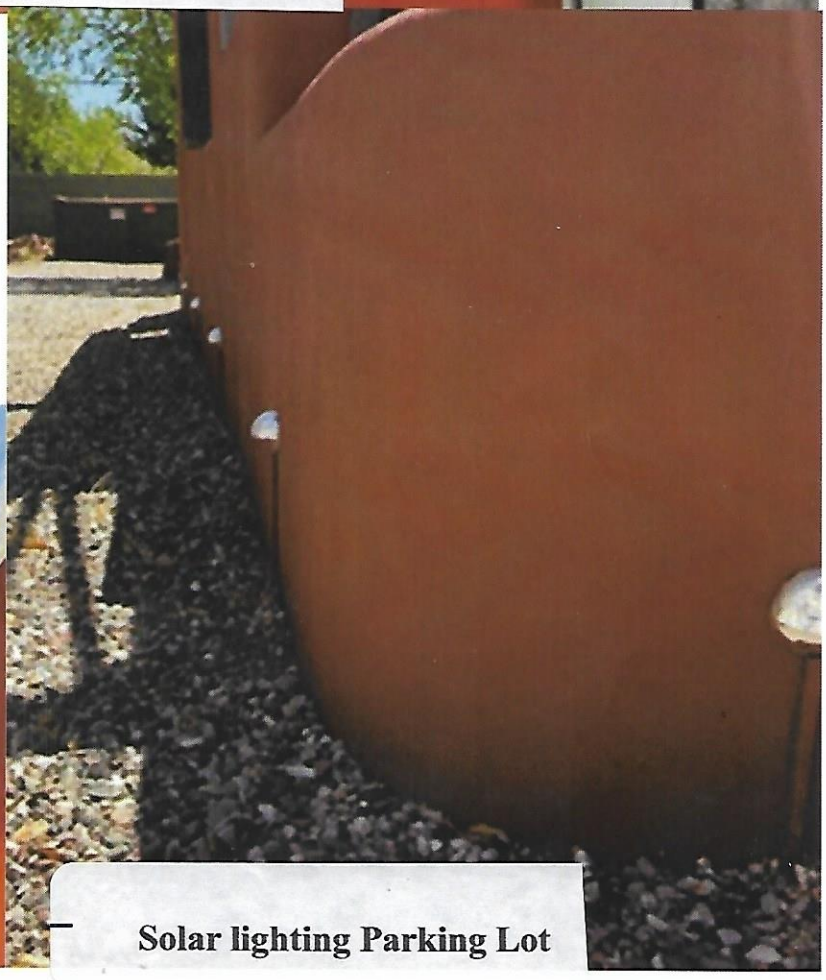
Unit C Front Door



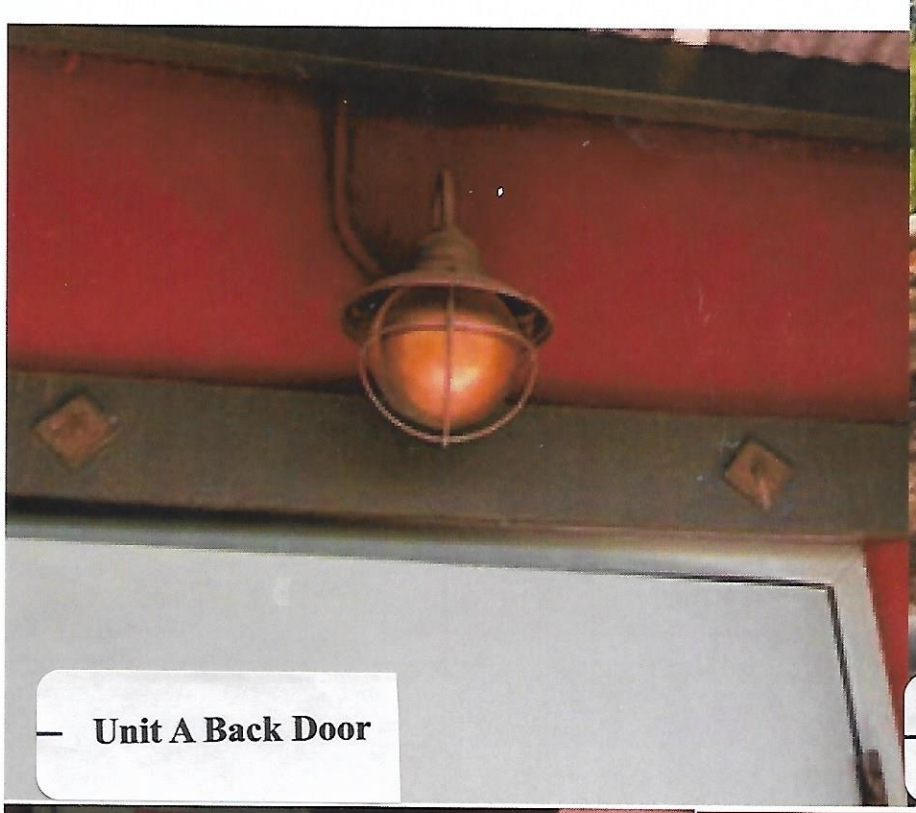
Unit B Front Door



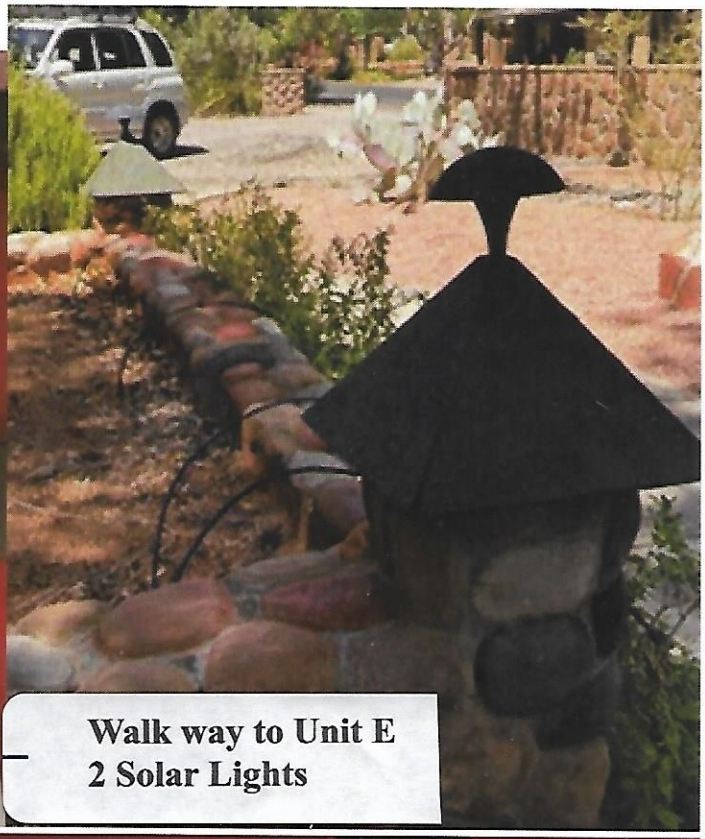
Unit A Front Door



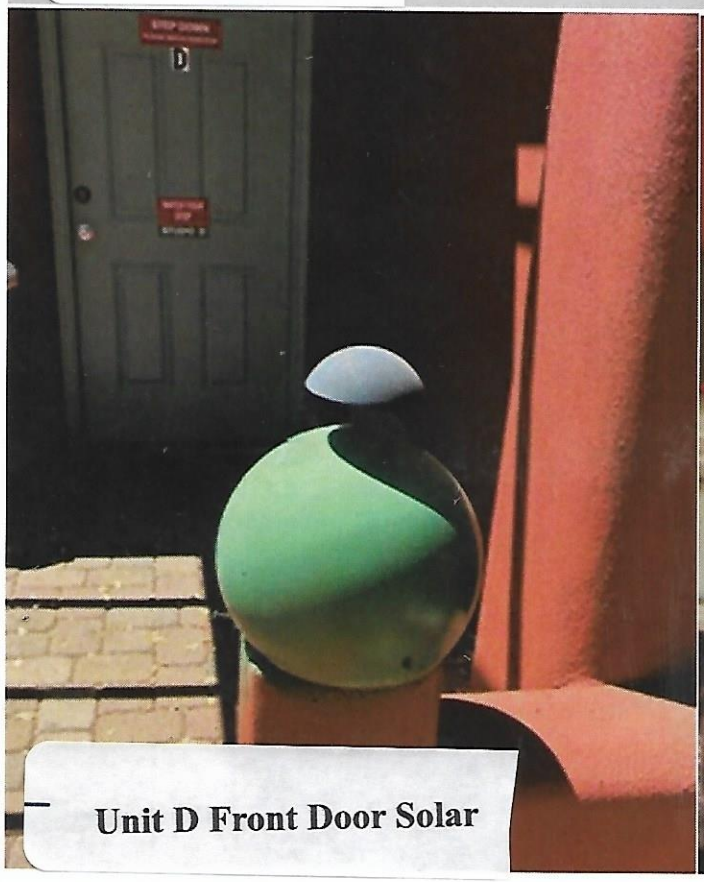
Solar lighting Parking Lot



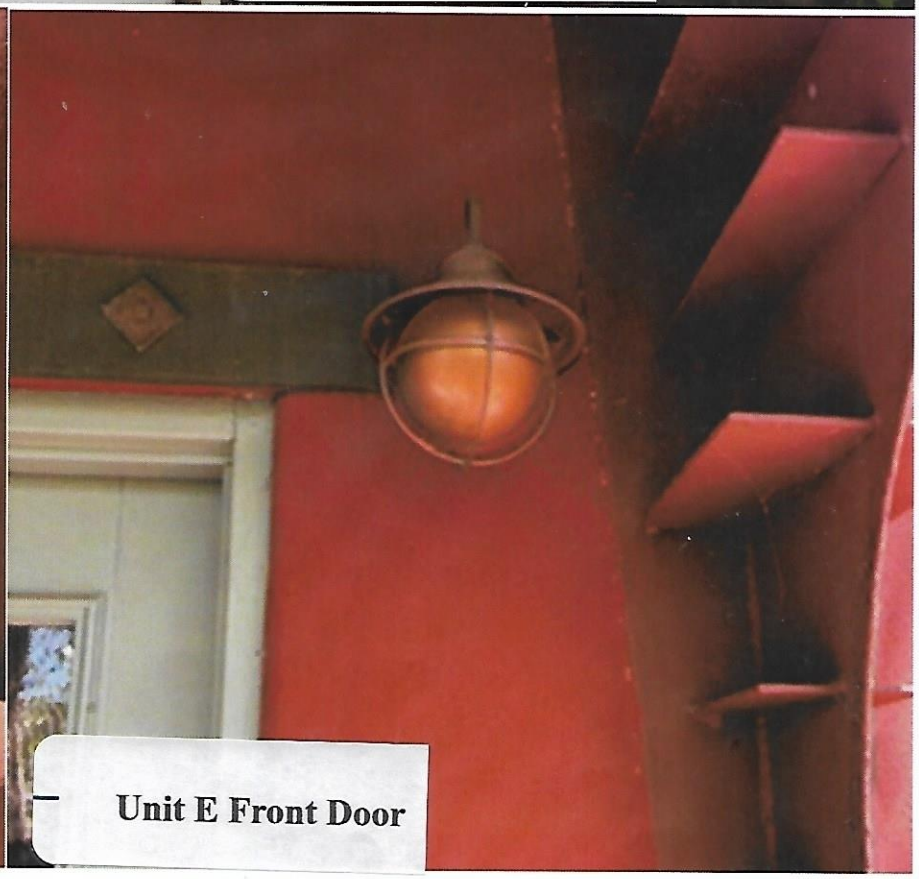
Unit A Back Door



Walk way to Unit E
2 Solar Lights



Unit D Front Door Solar



Unit E Front Door

Please see the attached flood status report and 2 maps, with and without the 500-year floodplain.
We typically only show the 100-year floodplain because that's what we design to 99.9% of the time. However, we design to 500-year when it comes to "critical" facilities that absolutely can't even risk getting flooded. Establishments like hospitals, prisons, nuclear power plants, nursing homes, day care centers, places where people can't easily escape to higher ground or it's too risky for public safety. We actually had a proposal for a child day care center near here, but I haven't yet recommended approval because they haven't provided a design that reduces risk. And following the recent tragedies at Camp Mystic, I am so glad I haven't. Juuust in case the new owners consider something like that or elder care...

If you propose a significant remodel (more than 50% of the structure's valuation), you may be required to either raise the finished floor elevation or floodproof the structure, depending on whether the use is residential or commercial. Or if you demolish the building, the new building's floor will have to be raised to 1' above the floodplain elevation. We are here to give you guidance!

Thank you,

Hanako Ueda, PE, CFM
Assistant Engineer

Public Works Department, Building 104
102 Roadrunner Drive
Sedona, AZ 86336
HUeda@sedonaaz.gov
(928) 203-5024

Business hours: Mon-Thur 7 a.m.-6 p.m.
Walk-in hours: Mon-Thur 7:30 a.m.-5 p.m.
Public safety 24/7

City of Sedona
Public Works Department
102 Roadrunner Drive Sedona, AZ 86336
(928) 204-7111 · Fax: (928) 282-5348

RESPONSE TO FLOOD HAZARD STATUS REQUEST

DATE: 07/29/2025

Please note that this response is based on an interpretation of the Flood Insurance Rate Maps (FIRM) supplied by FEMA and is not an instrument of certification. Certification must be determined by a field survey performed by a registered land surveyor or professional engineer. The information supplied relates only to flood hazard areas designated by the Federal Emergency Management Agency (FEMA) and/or the City of Sedona Floodplain Management Study.

COMMENTS: Parcel **408-26-039** at **110 OAK CREEK BOULEVARD** is not impacted by a FEMA designated floodplain at this time. However, the parcel is impacted by a City of Sedona designated floodway and floodplain.

This property is in an Un-shaded Zone X area on the FEMA Flood Insurance Rate Map for our community. This means the property is in an area determined to be outside of the FEMA designated 500-year floodplain.

NOTE 1: Development on the parcel will be subject to specific regulations if the parcel is either wholly or partially within a Special Flood Hazard Area (SFHA) and/or a City of Sedona Designated Floodplain.

NOTE 2: Building erosion hazard setback distances measured from the nearest top of bank or floodway. The minimum distance must meet the standards outlined in State Standard SS5-96. The flood hazard area may extend beyond the required erosion setback and may require further building requirements.

NOTE 3: This property may be subject to localized drainage conditions and/or flooding from undesignated watercourses.

The attached map is designed to provide as-is information only. The data is not accurate to engineering or surveying standards. The City of Sedona is not liable or responsible for loss or damage arising from the data contained on this map.

FLOOD INSURANCE - Flood insurance is available for a residential structure within any designated FEMA flood zone. The City of Sedona participates in the National Flood Insurance Program. Check with your insurance carrier regarding possible discounts on flood insurance.

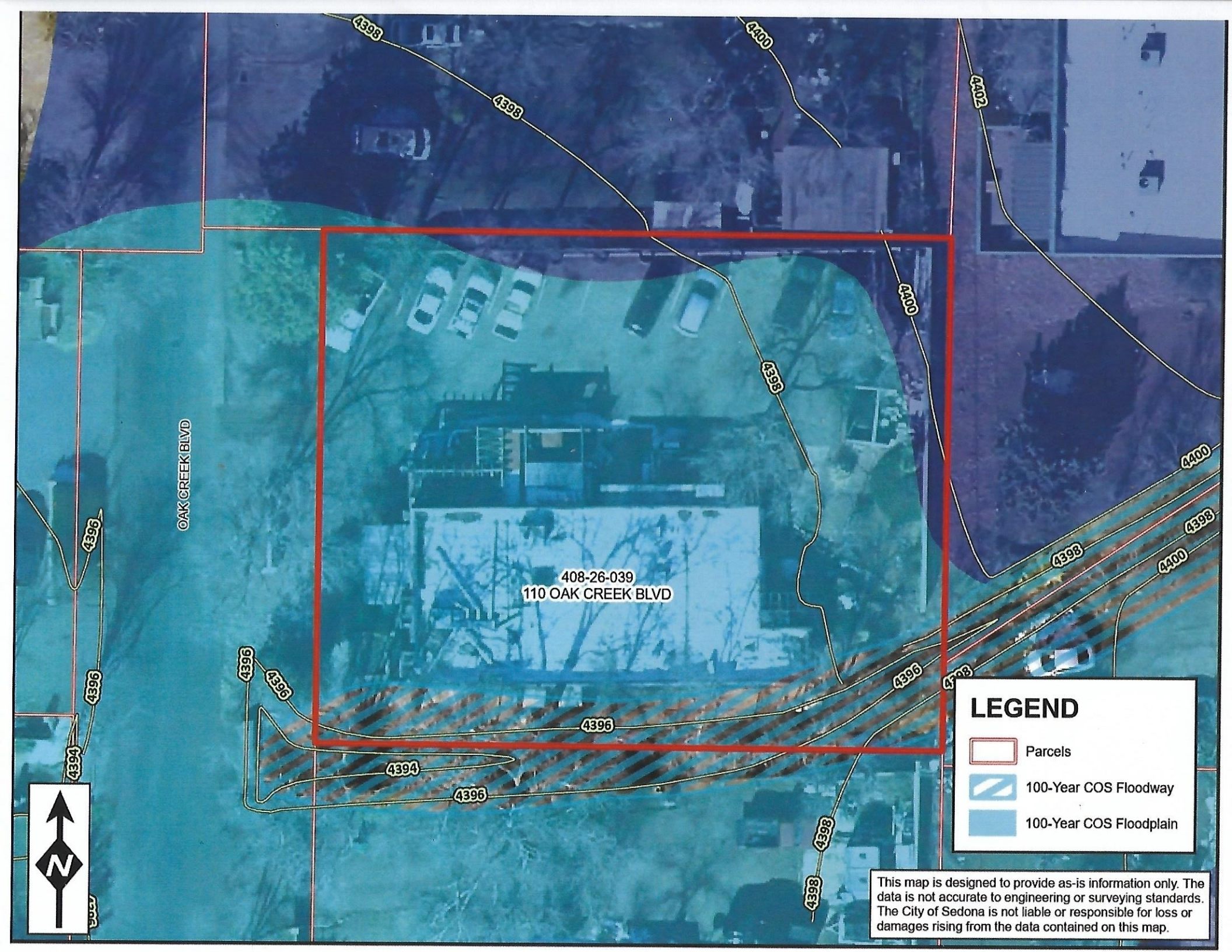
Property Outside of a SFHA *– Purchase of Flood Insurance is available and optional, at the discretion of the property owner or lending institution, and is not required by the Federal Insurance Administration, for a federally issued mortgage or loan for buildings located out of a Special Flood Hazard Area (SFHA).*

Property within a SFHA *– Federal law requires flood insurance as a condition of a federally insured mortgage or loans secured for buildings within a Special Food Hazard Area (SFHA).*

NOTICE 1 - The above information is based on the best data resources currently available. This response does not imply that the referenced property will or will not be free from flooding or damage. This response does not create the liability on the part of the provider, or any officer or employee thereof, for any expense, loss, or damage that result from reliance on this determination by the requestor or any third party.

NOTICE 2 – All property owners, or owner's lessees, are required by Sedona City Code Section 13.50.130, "Watercourse Protection", to maintain watercourses that pass through their property.

"Every person owning property through which a watercourse passes, or such person's lessee, shall keep and maintain that part of the watercourse within the property free of trash, debris, excessive vegetation, and other obstacles that would pollute, contaminate, or significantly retard the flow of water through the watercourse. In addition, the owner or lessee shall maintain existing privately owned structures within or adjacent to a watercourse, so that such structures will not become a hazard to the use, function, or physical integrity of the watercourse. All maintenance activities must be in compliance with federal, state and municipal regulations." Sedona City Code § 13.50.130 WATERCOURSE PROTECTION


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408-26-039
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LEGEND
Parcels
100-Year COS Floodway
100-Year COS Floodplain
N
This map is designed to provide as-is information only. The data is not accurate to engineering or surveying standards. The City of Sedona is not liable or responsible for loss or damages rising from the data contained on this map.


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110 Oak Creek Blvd

Kirk Riddell <KRiddell@sedonafire.org> Wed, Sep 10, 2025 at 1:02 PM
To: S Herman <kickncastbiz@gmail.com>

Hi Susan,

See the attached policy for the change of occupancy hazard levels. Also attached is the definition for "R" occupancies. Per our conversation, if the building stays a "B" or business occupancy with no additional square footage added, there will be no fire sprinkler requirement. If it becomes a vacation rental or R-1 (see attached chart) occupancy, then it moves to the next highest hazard and will require fire sprinklers.

Thanks,

Kirk Riddell

Deputy Fire Marshal

Sedona Fire District

928- 204-8926 Office

928-202-8025 Cell

kriddell@sedonafire.org

[Quoted text hidden]

903.2.5 [2003 SFC] Change of Occupancy. An automatic sprinkler system complying with Section 903.3 shall be provided for an existing building or portion thereof undergoing a change of occupancy as follows, based upon the relative hazard levels indicated in Table 903.2.2:

1. When a change of occupancy is made to a higher hazard level as shown in Table 903.2.2, the building shall be provided with an automatic fire sprinkler system.
2. When a change of occupancy is made to a lower hazard level or within a hazard level (except hazard level 1), as shown in Table 903.2.2, the building is not required to be provided with an automatic fire sprinkler system.
3. When a change of occupancy is made within hazard level 1 as shown in Table 903.2.2, the building shall be provided with an automatic fire sprinkler system.

TABLE 903.2.5 [2003 SFC]

EXISTING BUILDING HAZARD LEVELS

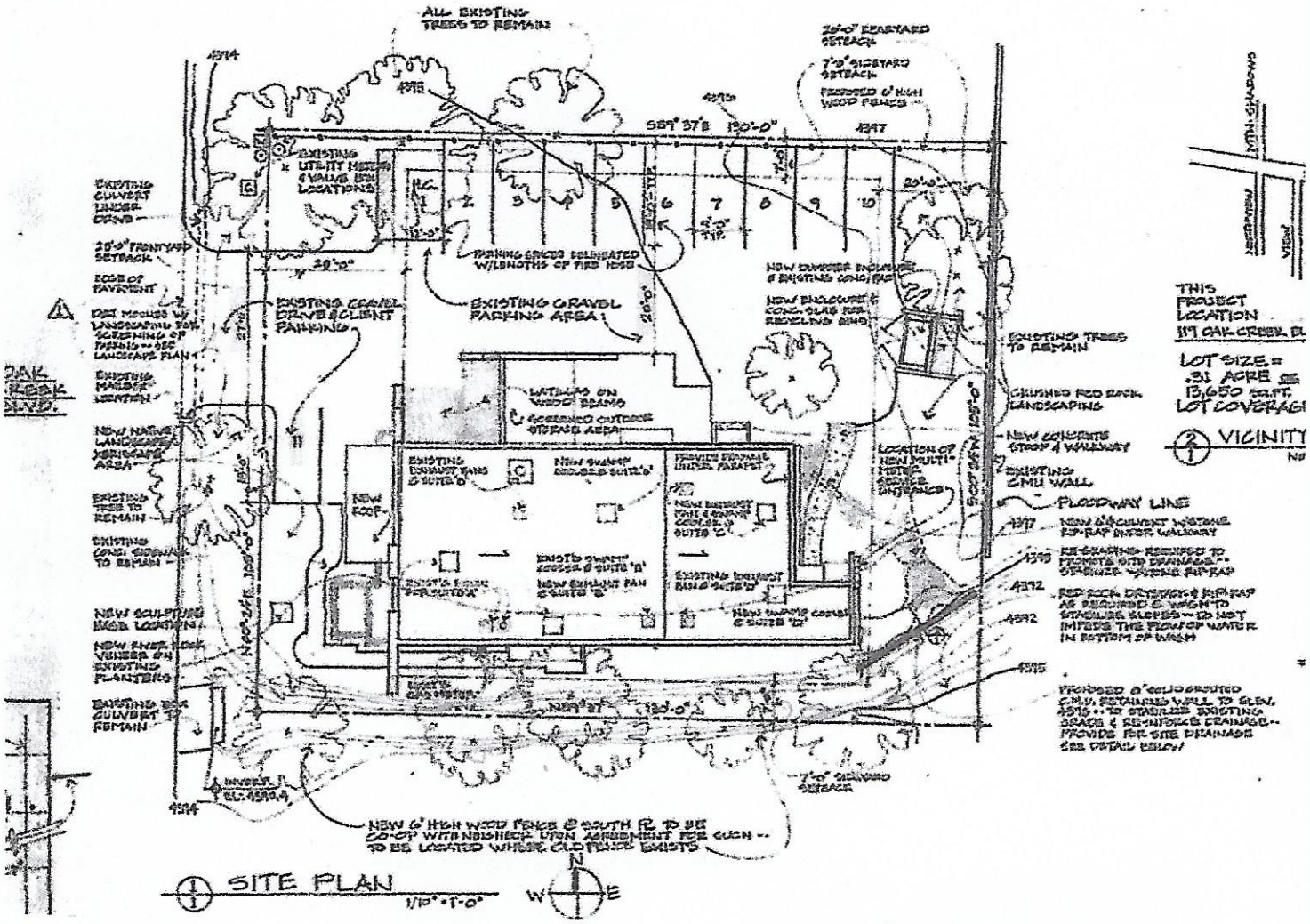
HAZARD LEVEL	BUILDING OCCUPANCY TYPE
1 (Highest)	H, I, R-1, R-2, R-4
2	A-2, A-5
3	A-1, A-3, A-4
4	E, F-1, M ≥ 3600 sq. ft,, S-1
5 (Lowest)	B, F-2, R-3, S-2, U, M < 3600 sq.ft.

Note: Occupancies as defined in this Code.

This Section is not intended to indicate all instances or circumstances where fire sprinkler systems are required; refer to this Code.

Thank you so much for reaching out for clarification. Please understand I don't need anything to change at this moment, but improvements may be required in the future and it depends on the type of use the future use may be. I know it's been operating fine for decades, but it's also my job to review plans for compliance to the current City Code when it does redevelop.

The screenshot of the old plans below show a backup space of 20' while today we would require 24'-26'. We also require 28' driveways now rather than 27'. Cars have unfortunately gotten bigger over the years and we've had to change these measurements to keep up.



Another plan and Google Streetview shows angled parking, which is logical for the tenants, but code would require some kind of turnaround that isn't backing up all the way to Space #11 or into the street. I know this works now because the tenants are used to it and the street is low traffic, but if it were to change use to something more public like a cafe, retail, or something with unfamiliar customers and requires you to keep at least 11 spaces, the current configuration wouldn't be approved when that goes through review.

However, just because it doesn't currently meet code, doesn't mean it can't. If it was converted to something like housing, it would likely need significantly fewer parking spaces, and you would have much more space to work with. More extreme options are moving the trash enclosure, cutting trees, demolishing the patio, etc. Again, things I absolutely don't need you to do before any changes in use, but those are some things for a new owner to consider.

I'm more than happy to meet with you or feel free to send any potential buyers my way to discuss. It's so much easier to understand each other when we talk rather than email!

Thank you,

Hanako Ueda, PE, CFM
Assistant Engineer

PROPOSED DEED OF RESTRICTION ON SHORT-TERM RENTALS

This Proposed Deed of Restriction is made effective upon City of Sedona's grant of an M1 zone change by and between the current owner(s) of the property located at 110 Oak Creek Blvd, Sedona AZ. 86336 (hereinafter referred to as the "Property").

PURPOSE

The purpose of this Proposed Deed of Restriction is to limit or prohibit the use of the Property for short-term rental purposes to maintain neighborhood character, ensure compliance with local ordinances, and protect property values. DEFINITIONS For the purposes of this Deed of Restriction, the following terms shall have the meanings set forth below: Short-Term Rental: Any rental of the Property, or any portion thereof, for a period of less than [Minimum Rental Period, e.g., thirty (30)] consecutive days. This includes, but is not limited to, rentals facilitated through online platforms such as Airbnb, VRBO, Booking.com, or any similar service. Occupant: Any person residing in or occupying the Property for any period, whether as a renter, guest, or invitee.

RESTRICTIONS ON SHORT-TERM RENTALS

The Property shall not be used, leased, rented, or occupied as a Short-Term Rental. This restriction applies to the entirety of the Property and any individual dwelling units thereon. Specifically, the following are prohibited: Renting the Property for periods shorter than thirty (30)] consecutive days. Advertising or listing the Property for rent for periods shorter than 30 days. Allowing any Occupant to stay on the Property for a cumulative total of less than 30 days within any calendar year, unless such Occupant is a bona fide tenant under a lease agreement for a term of 30 days or longer. Operating the Property as a hotel, motel, bed and breakfast, or any other form of transient lodging, regardless of the duration of stay, unless expressly permitted by other covenants or local zoning regulations that supersede this restriction.

EXCEPTIONS

Notwithstanding the foregoing, this Deed of Restriction shall not apply to: Rentals to immediate family members. Rentals pursuant to a long-term lease agreement for a term of thirty (30) consecutive days or longer, provided such lease is in writing and clearly specifies the rental term.

ENFORCEMENT

Any violation of this Deed of Restriction shall constitute a material breach. The owner(s) of the Property shall be responsible for ensuring compliance by themselves, their tenants, guests, and invitees. The party or parties entitled to enforce this Deed of Restriction (e.g., Homeowners Association, The City of Sedona, or their successors and assigns) shall have the right to pursue any and all remedies available at law or in equity, including but not limited to injunctive relief and damages.

DURATION

This Deed of Restriction shall run with the land for 40 consecutive years and shall be binding upon the current owner(s) of the Property and all future owner(s), their heirs, successors, and assigns, and shall remain in full force and effect indefinitely or until amended or released by the mutual written consent of all parties entitled to enforce it.

GOVERNING LAW

This Proposed Deed of Restriction shall be governed by and construed in accordance with the laws of the State of Arizona.

SEVERABILITY

If any provision of this Proposed Deed of Restriction is held to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.

SIGNATURES IN WITNESS WHEREOF, the undersigned owner(s) have executed this Deed of Restriction as of the date first written above.

Owner(s): _Paul Kaiser_____ [Owner Name 1] __Susan Herman___

Attachment 3:

Public Comments

Outlook

Fw: Notice Zone Change PZ25-00005 at 110 Oak Creek Blvd

From Tony Allender <TAllender@sedonaaz.gov>
Date Tue 12/23/2025 2:31 PM
To Cari Meyer <CMeyer@sedonaaz.gov>; Alex Ortega <AOrtega@sedonaaz.gov>

FYI...

Tony Allender, AICP
Director of Community Development

Community Development
102 Roadrunner Drive, Bldg. #104
Sedona, AZ 86336
tallender@sedonaaz.gov
(928) 203-5108

Business hours: Mon-Thur 7 a.m.-6 p.m.
Walk-in hours: Mon-Thur 7:30 a.m.-5 p.m.
Public safety 24/7

From: City of Sedona <noreply@sedonaaz.gov>
Sent: Tuesday, December 23, 2025 2:28 PM
To: Tony Allender <TAllender@sedonaaz.gov>
Subject: Notice Zone Change PZ25-00005 at 110 Oak Creek Blvd

Caution: This is an external email and should be considered suspicious. Please take care when clicking links or opening attachments. When in doubt, contact your IT Department.

Message submitted from the <City of Sedona> website.

Site Visitor Name: Kathleen Clifford
Site Visitor Email: wrongwy@aol.com

My husband and I own a second home at 280 Oak Creek Blvd which we bought almost 10 years ago. We met the applicant for the Arts 'n' One at the site on a walk recently. He explained the need for a conditional use permit to build out apartments in the building. We support additional housing in the

neighborhood. We do ask that the additional housing not be available for short term rentals as part of granting the permit. This should be possible since restrictions can be put on initially when a housing project is ok'd. Thank you for adding my comments to the community comment.

Caution: This message appears to be from someone inside our organization, but that does not guarantee its safety. Please take care when clicking links or opening attachments. When in doubt, contact your IT Department.

Agenda Item 6b:

Public hearing/discussion/possible action regarding St. John Vianney Food Pantry: Request for approval of a Conditional Use Permit (CUP) to construct a 1,500 sq. ft. Food Pantry. The subject property is located at 180 St. John Vianney Lane, northeast of the intersection at State Route 89A and Soldiers Pass Road. APN: 408-25-041B

Project/Case Number: St. John Vianny Food Pantry/PZ24-00008 (CUP)

Applicant: St. John Vianney Roman Catholic Parish (Rae-Mi Leroy)

Staff Report
PZ25-00008 (CUP)
St. John Vianney – Food Pantry
Summary Sheet

City of Sedona
Community Development Department
102 Roadrunner Drive Sedona, AZ 86336
(928) 282-1154 · www.sedonaaz.gov/cd

THIS IS ONLY FOR THE CUP FOR THE FOOD PANTRY AND DOES NOT INCLUDE THE PROPOSED ZONE CHANGE.

Meeting Date:	January 6, 2026
Hearing Body:	Planning and Zoning Commission
Action Requested:	Approval of a Conditional Use Permit
Staff Recommendation:	Approval, with conditions, of a Conditional Use Permit
Location:	180 St. John Vianney Lane
Parcel Number:	408-25-041B
Applicant:	St. John Vianney Roman Catholic Parish (Rae-Mi Leroy)
Site Size:	± 15.29 acres
	Proposed Food Pantry: 1,500 square feet
SCP Designation:	Single-Family Medium Density (Soldiers Pass Community Focus Area)
Zoning:	RS-10 (Single-Family Residential)
Land Use:	Religious Assembly

Surrounding Properties:

	Area Zoning	Area Land Uses
North	PD	Casa Contenta Subdivision
South	L, RS-10	Lodging, Religious Assembly
East	NF, SU	National Forest, Lodging
West	RS-10, M2	Single-Family & Offices

Report Prepared By: Megan Yates, Assistant Planner

Project Summary:
The applicant is requesting approval of a Conditional Use Permit (CUP) to allow for 1,500 square foot Food Pantry to replace the existing pantry at the St. John Vianney Roman Catholic Church. This application is only for the Food Pantry and does not include the zone change that was submitted at the same time.

Attachments: **Page**

1. Aerial View & Vicinity Map 9
2. Application Materials
    a. Application Packet, Citizen Participation Report 12
    b. Site Plan 34
3. Public Comments 37

Staff Report
PZ25-00008 (CUP)
St. John Vianney – Food Pantry
Summary Sheet

City of Sedona
Community Development Department
102 Roadrunner Drive Sedona, AZ 86336
(928) 282-1154 · www.sedonaaz.gov/cd

THIS IS ONLY FOR THE CUP FOR THE FOOD PANTRY AND DOES NOT INCLUDE THE PROPOSED ZONE CHANGE.

PROJECT DESCRIPTION

The applicant is requesting approval of a Conditional Use Permit (CUP) to allow for 1,500 square foot Food Pantry, to replace the existing pantry at the St. John Vianney Roman Catholic Church.

Use of this site is permitted in accordance with the Land Development Code (LDC) requirements, specifically Article 3 (Use Regulations). The building was constructed prior to City of Sedona incorporation in 1979 as a church. The proposed use of the Food Pantry is considered as a "Foodbank" which Table 3.1 of the LDC categorizes as a conditionally permitted accessory use in the RS-10 (Single-Family Residential) zoning district.

BACKGROUND

Site Characteristics

- The property is located on St John Vianney Lane (See Attachment 1).
    - The entire property is approximately 15.29 acres. The site proposed for this use is approximately 1,500 square feet on the northwest side of the existing church building. (See Attachment 2: Application Packet)
- There are no floodplains on the property.
- The property is accessed via Soldiers Pass Road to St John Vianney Lane. Soldiers Pass Road intersects with W State Route 89A at a signalized intersection.
- The property is not part of a recorded subdivision.

Zoning and Community Plan Designations

The property is zoned RS-10 (Single-Family Residential) and designated as CFA (Soldiers Pass) in the Community Plan.

The purpose of the RS-10 zone is stated as:

> *… intended to accommodate and preserve medium-density single-family residential uses with limited community and educational uses and incidental or accessory uses.*
>
> *LDC Section 2.5.A*

Requirement for a Conditional Use Permit

The site has operated as a religious assembly (church) since 1979 and has had a foodbank (food pantry) since 1987. The LDC lists both of these uses as conditionally permitted use in the RS-10 zone (LDC Section 3.2.E). However, as both the church and food pantry have operated since prior to the City's incorporation and have not undergone any changes, the existing uses do not have a City CUP.

The church is proposing to move the food pantry from the south side of the church to the northwest side of the church, provide a permanent building, and slightly increase the size. Foodbanks are listed in the LDC as a conditionally permitted accessory use in the RS-10 zone (LDC Section 3.2.E) and the Use-Specific Standard requires that it be *accessory to non-residential use*. As the primary use of the property (church) is a non-residential use, a conditional use permit may be considered for the food pantry.

PUBLIC INPUT

- The applicant completed a Citizen Participation Plan. A copy of the Citizen Participation Report is included in the application (Attachment 2.b)
- Project documents submitted by the applicant were placed on the Projects and Proposals page of the Community Development Department website.
- Property owners within 300 feet of the subject properties were notified of the Public Hearing.
- The property was posted with a Notice of Public Hearing, and a notice was published in the Red Rock News on December 19, 2025.
- All notices contain contact information or a way to submit comments. All comments received by Staff are included as Attachment 3.

REVIEWING AGENCY COMMENTS AND CONCERNS

All internal and external review agencies were given an opportunity to review this application. Staff did not receive any comments from the review agencies.

DEVELOPMENT PROPOSAL

The applicant, St. John Vianney, is applying for a CUP to allow for a new 1,500 square foot building to become a Food Pantry, which will replace the existing pantry at the church. A detailed description of the proposal, including a site plan of the property, were submitted by the applicant, and are included in Attachment 2.a. They are proposing the following:

- St. John Vianney Food Pantry distributes food Thursday mornings between 9:00 am and 11:00 am.
- St. Mary's Food Bank delivers in the morning of the 1st & 3rd Tuesdays of the month.
- St. Vincent De Paul Phoenix Food Bank delivers in the morning on the 1st Friday of the month.
- The Neighborhood Food Collection is delivered on the 2nd Saturday of alternating months, totaling 6 deliveries each year.

Access, Traffic, and Parking

- Access to the site is off St John Vianney Lane via Soldier Pass Road, which intersects with W State Route 89A at a signalized intersection. This use will not alter existing access.
- As the property currently operates as a church, traffic volumes from this site as a Religious Assembly have been factored into traffic counts/studies for the property.
- The site has more than 150 parking spaces. Distributions are scheduled on Thursdays, when church activity is at its lowest.
- The Public Works Department has reviewed the anticipated traffic generation and determined that additional analysis is not needed.

Building and Site Design

- The applicant is proposing a 1,500 square foot building on the northwest side of the church.
    - As the building will be under 2,000 square feet, a separate development review application is not required. Staff will review for compliance with all applicable LDC requirements when the building is submitted for building permits.
- No exceptions to the LDC have been requested.

REVIEW, COMMENTARY, AND ANALYSIS

The following action is requested from the Planning and Zoning Commission:

- Consideration of a request for a Conditional Use Permit
    - *(This is only for the CUP for the food pantry and does not include the proposed zone change)*

Discussion (Conditional Use Permit)

Use Specific Standards

Table 3.1 of the LDC identifies "Foodbank" as a conditionally permitted accessory use within the RS-10 zoning district and specifies, as a Use-Specific Standard, that a foodbank must be accessory to a non-residential use. Since the current use of the property is a church, a foodbank qualifies as a conditionally permitted accessory use.

Approval Criteria Applicable To All Applications

This use is subject to the findings stated in LDC Section 8.3.E(5): Approval Criteria Applicable to all Applications. The criteria as noted in Section 8.3.E(5) are:

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.

> ***Staff Evaluation:*** *The project has been reviewed for compliance with all applicable criteria. Therefore, staff believes this criterion is met*

B. Prior Approvals

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

> ***Staff Evaluation:*** *No previous land use approvals impact the review of this application. The application is in compliance with this criterion.*

C. Consistency with Sedona Community Plan and Other Applicable Plans

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

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

> ***Staff Evaluation:*** *The property is designated Community Focus Area (CFA) in the Community Plan and is zoned RS-10. While no zone change is proposed with this application, the Food Pantry provides a public service and the RS-10 district allows a foodbank as a conditionally permitted accessory use. Therefore, staff believes this criterion is met.*

D. Compliance with This Code and Other Applicable Regulations

The proposed development shall be consistent with the purpose statements of this Code and comply with all applicable standards in this Code and all other applicable regulations, requirements and plans,

unless the standard is lawfully modified or varied. Compliance with these standards is applied at the level of detail required for the subject submittal.

Staff Evaluation: *The proposal is compliant with all applicable standards of the Land Development Code, including the conditionally allowed uses for the RS-10 zoning district. No waivers or variances are being requested. Therefore, staff believes this criterion is met.*

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.

Staff Evaluation: *The applicant completed their required Citizen Participation Plan. The Citizen Participation Report is included in the application (Attachment 2). Staff completed the required noticing and all public comments received are included as Attachment 3.*

The Zone Change and CUP for the Food Pantry were submitted concurrently; however, the applicant has elected to proceed with only the CUP at this time. When the food pantry was mentioned, public comments expressed support for the CUP, while opposition focused on the zone change request. The feedback received is supportive of the CUP. Therefore, staff believes this criterion is met.

F. Consistent with Intergovernmental Agreements

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

Staff Evaluation: *There are no adopted intergovernmental agreements in place that are affected by the proposed CUP. This criterion does not apply to this request.*

G. Minimizes Adverse Environmental Impacts

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

Staff Evaluation: *No negative environmental impacts are anticipated. The use will be in a previously disturbed area and use existing parking areas. Some of the existing landscaping will be removed from the area of the new building, however, one large tree on the west of the new building will remain. Therefore, staff believes this criterion is met.*

H. Minimizes Adverse Fiscal Impacts

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

Staff Evaluation: *No adverse fiscal impacts on the City are anticipated. The proposal is in compliance with this criterion.*

I. Compliance with Utility, Service, and Improvement Standards

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

Staff Evaluation: *The application materials were provided to review agencies for an opportunity to review and no comments were received. A final review will be conducted during the permit review process. Therefore, staff believes this criterion is met.*

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.

Staff Evaluation: *No change in existing site access is proposed. The site currently operated as the St. John Vianney Roman Catholic Church and food pantry; traffic generation from that use has been factored in when previous traffic evaluations on Soldiers Pass Road have been conducted. The City's Public Works Department has reviewed the anticipated traffic generation and determined no further studies or mitigation measures are necessary. Therefore, staff believes this criterion is met.*

K. Provides Adequate Public Services and Facilities

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

Staff Evaluation: *The application materials were provided to review agencies for an opportunity to review and no comment were received. As the new food pantry replaces an existing one, Staff believes that adequate public service and facility capacity exists to accommodate the proposed conditional use on this site. The proposal is in compliance with this criterion.*

L. Rational Phasing Plan

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

Staff Evaluation: *The project is to be developed in a single phase. Therefore, staff believes this criterion is met.*

It is Staff's opinion that this request for CUP meets the required findings listed above.

The applicant has not requested a time frame for the CUP. As this use has operated on this site since 1987, with no complaints, Staff is recommending that this application be approved without an expiration date. If an issue arises, staff will first work to address it through the established code enforcement process. If a resolution cannot be reached, staff may initiate proceedings to suspend and/or revoke the CUP.

City of Sedona
Community Development Department
102 Roadrunner Drive Sedona, AZ 86336
(928) 282-1154 · www.sedonaaz.gov/cd

STAFF RECOMMENDATION

Based on compliance with all ordinance requirements and satisfaction of the Conditional Use Permit findings of the Land Development Code, staff recommends approval of case number PZ25-00008 (CUP), St. John Vianney Food Pantry as subject to all applicable ordinance requirements and the attached conditions of approval.

Sample Motions for Commission Use

(Please note that the following motions are offered as samples only and that the Commission may make other motions as appropriate.)

Recommended Motion for Approval

I move for approval of case number PZ25-00008 (CUP), St. John Vianney Food Pantry, based on compliance with all ordinance requirements of LDC Section 8.3 and 8.4 and satisfaction of the Conditional Use Permit findings and applicable Land Development Code requirements as outlined in the staff report, which staff report is hereby adopted as the findings of the Planning and Zoning Commission, and the attached conditions of approval.

Alternative Motion for Denial

I move for denial of case number PZ25-00008 (CUP), St. John Vianney Food Pantry, based on the following findings (*specify findings*).

City of Sedona
Community Development Department
102 Roadrunner Drive Sedona, AZ 86336
(928) 282-1154 · www.sedonaaz.gov/cd

As proposed by Staff

1. The use shall be in substantial conformance with the applicant's representations of the project, including the site plan, letter of intent, and all supporting documents, as reviewed, modified, and approved by the Planning and Zoning Commission. Proposed changes in operation or activities to the approved Conditional Use Permit determined to be substantial by the Community Development Director shall require reconsideration by the Planning and Zoning Commission at a public meeting.
2. The applicant shall ensure that the use is operating in compliance with the Land Development Code requirements and applicable conditions of approval. In the event that any unforeseen problems or nuisances arise due to the operation of this use, City may require additional measures to be taken by the permit holder to correct the violation, problem, or nuisance. If a satisfactory solution is not found, City Staff may initiate proceedings to revoke the CUP.
3. The applicant shall ensure that the use operates in compliance with the requirements of all applicable agencies, including, but not limited to, Sedona Community Development Department, Sedona Public Works Department, Sedona Police Department, Sedona Fire District, and Yavapai County.
4. Within thirty days of approval of the Conditional Use Permit, the property owner of record of subject property voluntarily agrees to sign and record a waiver acknowledging their waiver of any right to claim just compensation for diminution in value under A.R.S. §12-1134 related to the granting of this Conditional Use Permit.

Attachment 1:

Aerial View & Vicinity Map



Aerial View

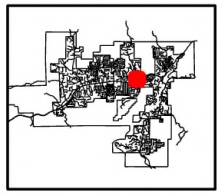
Parcel
408-25-041B_M_P
St John Vianney
Master Plan &
Food Bank

Parcel Boundary
Street Centerline
408-25-041B_M_P

N

0 50 100 Feet

City Index



GIS - City of Sedona
7/22/2025
G:\Depts\CD\CariMeyer
/408-25-041B_M_P_aerial.aprx

This map is designed to provide information about Sedona, and has been prepared for general planning and informational purposes only. It is not necessarily accurate to engineering or surveying standards. Every effort has been made to make this map as complete and as accurate as possible; however, no warranty or fitness is implied.

The information is provided on an "as-is" basis. The City of Sedona shall have neither liability nor responsibility to any person or entity with respect to any loss or damages in connection with or rising from the information contained on this map.

Vicinity Map

Parcel
408-25-041B_M_P
St John Vianney
Master Plan &
Food Bank

- Zoning Boundary
- Building Footprint
- Parcel Boundary
- Trail
- Street Centerline
- 408-25-041B_M_P

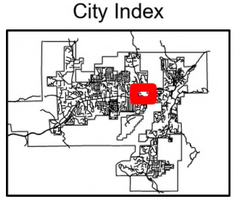
CF
PD
NF
RS-10
M2
CO
L
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SU

408-25-041M
408-25-041P
408-25-041B

CALLE DIAMANTE
CALLE BONITA
SAN PATRICIO DR
ST JOHN VIANNEY LN
VISTA MONTANA RD
N AIRPORT RD
SOLDIERS PASS RD
SADDLEROCK CIR
ELK RD
AIRPORT RD
W STATE ROUTE 89A
ELICE CIR
PEN CT
COURTNEY CIR
LES SPRINGS DR
BRINS MESA RD
BRINS MESA LN
RUE DE LYNN

0 75 150 Feet

City Index



GIS - City of Sedona
7/22/2025
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/408-25-041B_M_P_vicinity.aprx

This map is designed to provide information about Sedona, and has been prepared for general planning and informational purposes only. It is not necessarily accurate to engineering or surveying standards. Every effort has been made to make this map as complete and as accurate as possible; however, no warranty or fitness is implied.

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Attachment 2:

Application Materials

Click on each attachment to be taken to document

The project page may be reviewed at the following link:

https://www.sedonaaz.gov/your-government/departments-and-programs/community-development/projects-and-proposals/st-john-vianney-food-pantry-cup

2a. Application, Letter of Intent, Citizen Participation Report

2b. Site Plan

Project Application

fillable PDF available online at:
www.sedonaaz.gov/projects

City Of Sedona
Community Development Department
102 Roadrunner Drive Sedona, AZ 86336
(928) 282-1154 ▪ www.sedonaaz.gov/cd

Application for (check all that apply):

❑ Conceptual Review ❑ Comprehensive Review ❑ Appeal ❑ Time Extension

❑ Community Plan Amendment ❑ Development Review ❑ Subdivision ❑ Minor Modification
❑ Zone Change ■ Conditional Use Permit ❑ Variance

Project Information	Project Name	St Vincent de Paul Food Pantry		
	Project Address	180 St John Vianney Ln	Parcel No. (APN)	408-25-041B
	Primary Contact	Rae-Mi Leroy	Primary Phone	928-282-7545 Ext. 101
	Email	rleroy@sjvsedona.org	Alt. Phone	323.459.9659
	Address	180 St John Vianney Ln	City/State/ZIP	Sedona, AZ 86336-4736
Office Use Only	*Application No*		*Date Received*	
	Received by		*Fee Paid*	

Project Description	The pantry project is a replacement of the inadequate existing facilities on site. It is intended to facilitate a safer, more efficient, and more humanizing experience both for members of the community in need of aid but also for the dedicated volunteers who have been running this outreach for many years. The project will give the outreach program a more permanent and energy efficient facility that will allow the acceptance of increased donations and more expedient service to community members.

Additional Contact Information: Please complete the following for all companies/people *authorized* to discuss the project with the City. Please attach additional sheets if necessary.

Contact #1	Company	Architectural Resource Team	Contact Name	Doug McCord
	Project Role	Architect	Primary Phone	602.509.9824
	Email	dmccord@art-team.com	Alt. Phone	602.307.5399
	Address	1055 E Indian School Rd	City/State/ZIP	Phoenix, AZ 85014
Contact #2	Company	St John Vianney Roman Catholic Parish	Contact Name	Fr. Ignatius Mazanowski
	Project Role	Owner	Primary Phone	928.631.9122
	Email	frmaz@sjvsedona.org	Alt. Phone	
	Address	180 St John Vianney Ln	City/State/ZIP	Sedona, AZ 86336-4736
Contact #3	Company		Contact Name	
	Project Role		Primary Phone	
	Email		Alt. Phone	
	Address		City/State/ZIP	

July 24, 2025

New St. Vincent de Paul Food Pantry at the St John Vianney Church

Letter of Intent
Conditional Use Permit Application

Summary

The new SVdP Food Pantry project is a replacement for the inadequate existing facilities on site. It is intended to facilitate a safer, more efficient, and more humanizing experience both for members of the community in need of aid, but also for the dedicated volunteers who have been running this community program for many years. The project will give the SVdP pantry a more permanent and energy efficient facility that will allow the acceptance of increased donations and more expedient service to community members.

Context

The food pantry outreach mission of the Parish has been in operation since 1987. The operations of the pantry are currently conducted in a small portable building with limited storage and space for community members to 'shop' at the pantry. A generous donor has provided the program with the ability to design and build a new, efficient building on the Parish site to improve their operations and have the capacity to accept and store donations that it has had to turn away in the past due to limited space. The location of the new Pantry is just southwest of the existing church with good access for patrons and deliveries thus requiring no additional drives or parking. It is also located to ensure that assistance can be provided to community members through the construction timeline of the proposed master plan build out.

Description of Operations

The Pantry receives deliveries from three different organizations each month:

- The St. Mary's Food Bank delivers on the 1st and 3rd Tuesday mornings.
- The SVdP Phoenix Food Bank delivers on the morning of the first Friday of the month.
- The Neighborhood Food Collection is delivered on the second Saturday of alternating months, totaling 6 deliveries each year.

The Food Pantry distributes food every Thursday morning between 9:00 am and 11:00 am.

Community Impact

90% of clients using the Pantry are Sedona residents. In 2024, we served 2,387 cumulative families and 5,465 cumulative family members.

SVdP also provides assistance with rent/mortgage, utility, transportation, dental, medical expenses to the working poor of Sedona.

Through June of 2025, this outreach mission has prevented over 30 families from homelessness.

Traffic and Parking

Because distributions are scheduled on Thursdays when there is the least activity at the church, parking is easily accommodated with existing capacity and traffic is not anticipated to increase beyond that generated by current operations.

Citizen Participation Plan - Conditional Use Permit Application

The Citizen Participation Plan includes the following:

Contact property owners (by mail; see included draft letter) within 300 feet of the project site.
Neighbors will be invited to witness the current operations on Thursday mornings
Document names and addresses of any attendees
Document any resident concerns
Document any Parish responses
File the Citizen Participation Report with the city

Trip Generation Statement

The number of vehicle trips is not contemplated to increase beyond that generated by current operations.

ST. JOHN VIANNEY
† CATHOLIC CHURCH †
SEDONA, AZ

DRAFT

Aug __, 2025

Neighbor's address

Re: The New St. Vincent de Paul Food Pantry at the St John Vianney Church

We want to let our Neighbors know that thanks to a generous donor, we are currently in the stages of planning and designing a new permanent building for the St. Vincent de Paul (SVdP) Food Pantry program. Although this outreach mission has been in operation on the campus since 1987, current zoning ordinances require us to obtain a Conditional Use Permit for this program.

The new SVdP Food Pantry project is a replacement for the inadequate existing facilities on site. It is intended to facilitate a safer, more efficient, and more humanizing experience both for members of the community in need of aid, but also for the dedicated volunteers who have been running this community program for many years. The project will give the SVdP pantry a permanent and energy efficient facility that will allow the acceptance of increased donations and more expedient service to community members. We do not anticipate any changes to traffic or operations due to this new facility.

Community Impact

90% of clients using the Pantry are Sedona residents. In 2024, we served 2,387 cumulative families and 5,465 cumulative family members. St. Vincent de Paul also provides assistance with rent/mortgage, utility, transportation, dental, and medical expenses to the working poor of Sedona. Through June of 2025, this outreach mission has prevented over 30 families from homelessness.

If you have any questions or comments, please do not hesitate to contact us at pantry@sjvsedona.org. A letter or comment of support would also be greatly appreciated.

St. John Vianney Catholic Church
180 St. John Vianney Lane
Sedona, AZ 86336
928-282-7545
stjohnvianney@sjvsedona.org
sjvsedona.org

ST. JOHN VIANNEY
† CATHOLIC CHURCH †
SEDONA, AZ

You are more than welcome to tour our current operations; the Pantry distributes food and household necessities every Thursday morning between 9:00 am and 11:00 am. Please contact us; we would be happy to show you around.

Respectfully,

Father Ignatius Mazanowski

St. John Vianney Catholic Church
180 St. John Vianney Lane
Sedona, AZ 86336
928-282-7545
stjohnvianney@sjvsedona.org
sjvsedona.org

ARCHITECTURAL
RESOURCE TEAM

design with purpose

The New St Vincent de Paul Food Pantry at the St John Vianney Church October 6th, 2025

Citizen Participation Report

The citizen participation plan entailed mailing the following letter to all neighbors on August 6th informing them of the Conditional Use Permit application as well as the history and plans for the new food pantry. An invitation was also extended to witness the pantry operations which occur every Thursday morning.

From one of the Pantry Volunteers

"We did have a woman visit who lives in Casa Contente. She came on a Pantry day in early September. She wanted to see if the location of the new pantry shown on the City of Sedona's web site was consistent with our building plan. I showed her exactly where the new pantry location would be positioned on the property confirming the accuracy of what appeared on the City of Sedona's web site. She mentioned that some of the neighbors were concerned that the pantry would be on the other side of the driveway closer to their homes. She volunteers at the Sedona Food Pantry and has no issues with the new building."

Following also are the emails that were received regarding the CUP application.

In summary we have had no objections to the new pantry receiving a Conditional Use Permit.

Please feel free to reach out to me with any Questions.

Sincerely,

Doug McCord, AIA, LFA, LEEDAP BD+C/H
Principal, Director of Design

p 602.307.5399 a 1055 e. indian school rd., phoenix, az 85014 w art-team.com
principals: Doug McCord AIA, LFA, LEEDAP Dev Pawar AIA, EDAC, LFA, LEEDAP Erica Quintana LFA

ST. JOHN VIANNEY
† CATHOLIC CHURCH †
SEDONA, AZ

August __, 2025

Re: The New St. Vincent de Paul Food Pantry at the St John Vianney Church

We want to let our Neighbors know that thanks to a generous donor, we are currently in the stages of planning and designing a new permanent building for the St. Vincent de Paul (SVdP) Food Pantry program. Although this outreach mission has been in operation on the campus since 1987, current zoning ordinances require us to obtain a Conditional Use Permit for this program.

The new SVdP Food Pantry project is a replacement for the inadequate existing facilities on site. It is intended to facilitate a safer, more efficient, and more humanizing experience both for members of the community in need of aid, but also for the dedicated volunteers who have been running this community program for many years. The project will give the SVdP pantry a permanent and energy efficient facility that will allow the acceptance of increased donations and more expedient service to community members. We do not anticipate any changes to traffic or operations due to this new facility.

Community Impact

90% of clients using the Pantry are Sedona residents. In 2024, we served 2,387 cumulative families and 5,465 cumulative family members. St. Vincent de Paul also provides assistance with rent/mortgage, utility, transportation, dental, and medical expenses to the working poor of Sedona. Through June of 2025, this outreach mission has prevented over 30 families from homelessness.

If you have any questions or comments, please do not hesitate to contact us at pantry@sjvsedona.org. A letter or comment of support would also be greatly appreciated.

You are more than welcome to tour our current operations; the Pantry distributes food and household necessities every Thursday morning between 9:00 am and 11:00 am. Please contact us; we would be happy to show you around.

Peace be with you,

Father Ignatius Mazanowski, Pastor of St. John Vianney Catholic Church

St. John Vianney Catholic Church
180 St. John Vianney Lane
Sedona, AZ 86336
928-282-7545
stjohnvianney@sjvsedona.org
sjvsedona.org

Subject: St Vincent de Paul Pantry.
Date: Friday, August 15, 2025 at 9:03:18 AM Mountain Standard Time
From: The Brearley's
To: Pantry

To whom it may concern,

The parishioners, City of Sedona and Arizona Community Foundation all financially support the Sedona programs of St. Vincent de Paul - both its free food pantry and its Rental Assistance program. What better testament is there!

I urge you to support this vital project.

Andrew Brearley.

Subject: Fwd: svdp letter
Date: Wednesday, August 20, 2025 at 8:54:55 AM Mountain Standard Time
From: Barbara Cypher
To: Pantry
CC: Jackie Moorman

Dear City Inspectors and Fire Marshal of Sedona,
I am writing in support of St. Vincent De Paul certificate of use for a larger warehouse to serve those who live below poverty in Sedona, AZ. As someone who is passionate about providing support to the elderly and disadvantaged in our area, I believe this project has the potential to make a real, positive impact on our community.

The problem we are facing is the current building located on the St. John Vianney campus is a small temporary building which allows storage for one fourth of the food needed to service the community members who reach out to us on Thursday mornings. Due to the size of the building the elderly and compromised people living in our area wait for hours, trying to find shade from the intense sunlight, to get basic supplies to stretch their food budget on a weekly basis. These people are not found asking for donations on the street corners. They are the marginalized poor, who don't use their air conditioners so they can pay their electric bills, or compromise on water use, so water bills can be paid. These individuals could be any of us who never believed an unimagined circumstance like this could happen to them.

Fortunately, St. Vincent De Paul has developed an innovative and effective solution to this problem. By building a substantial, extensive building, using a strong group of volunteers we can address this issue and make a real impact on our neighbors.

St. Vincent De Paul, founded in 1833, has a proven track record of success and has the experience and expertise to execute this project with excellence.

Thank you for considering this proposal. Your support will make a meaningful difference in the lives of our community members.

Sincerely,

Barbara J. Cypher

137 Linda Vuista

My name is Carol Copp. I handle the scheduling of St. Vincent DePaul volunteers at our food pantry at St. John Vianney Catholic Church in Sedona. As is typical of volunteers in the city, we are predominantly senior citizens, our oldest being a young 88 years old! To serve our neighbors in need, we need to have an adequate structure in place to better provide shelter from inclement weather, for not only our recipients but also the volunteers who serve them. When I am unable to secure the necessary volunteers due to the weather conditions, those we aim to aid suffer.

In addition, we need adequate space to streamline our ability to provide nutritious food, both fresh and shelf stable. The added space will also enable us to provide for the desperately needed client services more comfortably. (In addition to food, we provide rent, utility, medical and transportation assistance.)

The proposed new SVdP Pantry will provide for these upgrades to our facilities and thus improve our ability to serve our neighbors in need. I urge you to approve our application for the new St. Vincent DePaul Pantry.

Carol Copp

Subject: Proposed New Pantry for St Vincent de Paul at St John Vianney Catholic Church, Sedona
Date: Tuesday, August 19, 2025 at 5:41:29 PM Mountain Standard Time
From: Cullen Hollister
To: Pantry

We need a larger facility to support the working poor and homeless in Sedona. It is not just a pantry (food) that SVdP provides assistance to those in need here. We support the working poor, retired, those subsisting on social security by providing a safe place to visit, specially on Thursday's when our pantry is open, rental, utility, and transportation assistance, food, and utility assistance.

The new facility will provide an expanded pantry, two offices for private consultation when there are needs other than food such as rental, utility or transportation assistance, a public restroom that our clients can use when the facility is in use, a covered, enclosed place to wait, and other items that will make life a little easier for our clients. And will provide some semblance of comfort and privacy, albeit only temporary. .

The present pantry does not have the space for our clients to wait out of the heat, rain, and cold. We do not have adequate space to display fresh fruits and vegetables, meats, desserts, toiletries, and other items. We put items on tables in the SJV parking lot outside when we open on Thursday's. The present facility is simply not adequate for what we are attempting to support the SVdP Mission to FEED, CLOTHE, HOUSE, HEAL. We do not have "Thrift" store, and this facility is not intended to expand into that clothe or house, but we work on the heal and feed parts. We are doing all we can to support keeping people in their homes.

St Vincent de Paul (SVdP) has operated a food pantry at St John Vianney (SJV) Catholic Church since 1987 from what I have been informed.

I have been a Vincentian at SJV since 1998/99 and have been active in volunteering at the Pantry since 2010. For almost 4 years I was the Pantry Manager. I have watched the need grow significantly over the years. The operation has gone from "Here is abag of food, hope you Enjoy, Have a good week!" to "Welcome, how can we assist you today. Come in and fill a bag for you and your family." We try to make their experience as welcoming and joyful as circumstances allow.

Our numbers have increased as the needs have increased. The building will not be an intrusion on the property and we will not require additional access or parking, so the impact is minimal. And our hours of operation for the pantry will not change. We operate only with volunteers, no paid staff..

I ask that you approve the CUP application for the SVdP Building.

As a personal story on how SVdP supports the population in Sedona, one day, I was finalizing whatever I was doing in the pantry, and I heard a quiet knock on the door. A young (for me) man stood outside. I recognized him as a client on our Thursday food distribution. When I asked what I could do for him, he explained that he was homeless but had a job interview the following day and needed some clothes as he was wearing the only clothing he possessed, and I can inform you that the clothes were not presentable. While he was clean, the clothes were not. I explained that we did not have clothes, but if he would meet me at Goodwill, I would see what we could do. We met, and he picked out a shirt and a pair of pants. It cost about $10. When I next saw him, he informed me that he got the job, and was working full-time and would not be coming to our Thursday Food Distribution in the future. He was extremely happy and very proud of himself, as was I. One has to spend time with the working poor and homeless in order to realize that even the small things we do, can have enormous benefits, even life changing.

Sincerely;

Cullen A Hollister

Subject: NEW ST VINCENT DE PAUL BUILDING
Date: Tuesday, August 19, 2025 at 4:41:48 PM Mountain Standard Time
From: D M Sicher
To: Pantry

This is being written to show my support for the development of a new, larger and more efficient St. Vincent de Paul building at St. John Vianney Catholic Church in Sedona, Arizona. It has been my experience for the last few years that food prices have continued to escalate despite what the media may say regarding supposed price decreases. I have NOT found one item that has a lower price than before. Once prices are increased by a manufacturer and grocery store, it is a sticky slope to lower the price. They relish making a higher profit at the expense of the public. I am a bargain shopper, and I very rarely find bargains now. Additionally, Safeway in Sedona is notorious for charging a higher advertised price for the same item that has a lower advertised price in the Phoenix Safeway ad!! The Sedona Bashas keeps their prices the same as the Phoenix Bashas stores. Kudos to Bashas.

People with limited income that is already stretched to its max are NOT able to absorb the increased prices in food but additionally in housing, utilities (don't get me going about APS), repairs, transportation and medical bills. They are forced to give up something. This causes undue stress and anxiety for the entire family to constantly "live on the edge". Which contributes to the breakdown of mental well being and the ability to function as a stable individual/family.

We need people in decision making positions to show compassion to the needs of others.
A person's worth is determined by his character not his bank account!

Please support this worthwhile endeavor. Thank you for your consideration and commitment to those most in need.

Warm regards,

Dawn Sicher

Subject: Rezoning for St Vincent de Paul
Date: Tuesday, August 19, 2025 at 4:48:10 PM Mountain Standard Time
From: Dennis Sullivan
To: Pantry

I think it is good for the church, for the people of Sedona. I am in support of the new facility because it will take all the people inside the building instead of out in the driveway in heat and cold weather. It is designed to be a hospitable place for all people.

Dennis Sullivan

Outlook

Letter of support for the new SVDP building

From Molinero <dmolinero29@gmail.com>
Date Thu 8/21/2025 9:27 PM
To pantry@sjvsedona.org <pantry@sjvsedona.org>

My husband and I have been SVDP volunteers for the past eight years and have witnessed first hand the joy and relief we have brought to people in Sedona facing hardships of one kind or another through the generous donations of our community and visitors. We have outgrown our present facility. A larger new building would give us the ability to expand our present services and serve our neighbors more efficiently. Urge you to support this much needed project! Thank you and Blessings, Doris & Morris Molinero Sent from my iPad

Subject: Support for a new St Vincent de Paul building at SJV
Date: Wednesday, August 20, 2025 at 7:57:25 AM Mountain Standard Time
From: Jeanine Bottrell
To: Pantry

This project is very needed.
A larger and more efficient building for the pantry would be an asset to the community we serve.
It will expand storage for our deliveries.
It will help us create a more safe, organized environment for the volunteers who keep the SVDP pantry running.
It will streamline our Thursday distributions.
This pantry is a lifeline to help keep our neighbors in need healthy, feed and cared for.
Jeanine Adams Bottrell

Subject: New St Vincent de Paul Building
Date: Sunday, August 17, 2025 at 9:36:12 PM Mountain Standard Time
From: John Moorman
To: Pantry

our food pantry not just for sustenance, but for dignity and hope. Unfortunately,
equate to meet these needs. Limited space, outdated infrastructure, and logistical
rve our neighbors effectively.

city, enabling us to stock a wider variety of nutritious foods, including fresh
l and frozen items.

🚚 **Streamline distribution**, reducing wait times and improving accessibility for clients.

- **Enhance volunteer operations**, creating a safer and more organized environment for those who generously give their time.
- **Scale outreach programs**, adding a 2nd client services office to assist neighbors with rent, utility, transportation, dental/medical bills.

This is more than a building—it's a lifeline. Investing in a modern food pantry is an investment in the health, resilience, and future of our community. I urge you to support this project with the urgency and compassion it deserves.

Thank you for your consideration and commitment to those in need.

Warm regards,

John Moorman

Subject: St. Vincent Folks
Date: Friday, August 22, 2025 at 7:17:10 AM Mountain Standard Time
From: Karen Shaffer
To: Pantry

You all are such wonderful examples of loving God and all "Our Neighbors". Peace be with you all as you move forward with your plans.
Karen Shaffer

Yahoo Mail: Search, Organize, Conquer

Subject: Conditional Use Permit
Date: Friday, August 22, 2025 at 9:55:07 AM Mountain Standard Time
From: Nick Henning
To: Pantry

To whom it may concern:

As a voting resident of Sedona for over 3 years I'm in full support of the St. Vincent de Paul conditional use permit being granted immediately. This ministry has and continues to support those in most need with the essentials of food and subsidizing those in emergency financial situations. A new building will allow the group to better serve more of our community members who have the greatest needs.

Thank you for your time and consideration!

--
Best Regards,
Nick Henning
312-208-0930

Subject: (none)
Date: Wednesday, August 27, 2025 at 1:58:00 PM Mountain Standard Time
From: Patricia Monahan
To: Pantry

I feel we need a new facility for the pantry but that is all I'm interested in at this time

Subject: St Vincent de Paul New Pantry
Date: Friday, August 8, 2025 at 8:55:24 AM Mountain Standard Time
From: Suzanne Hughes
To: Pantry

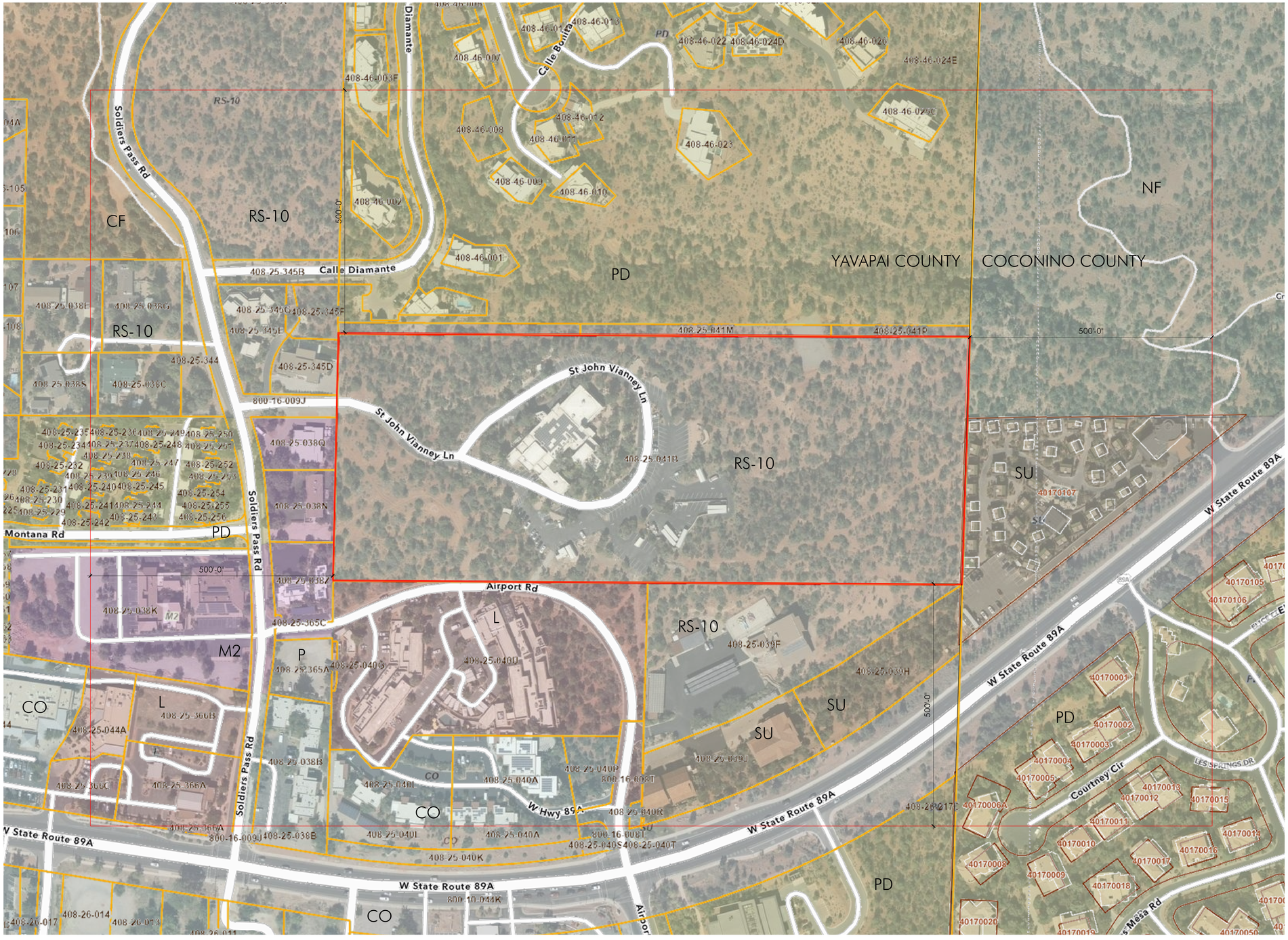
I strongly support the building of the new pantry. It will make our food distribution and client outreach services more efficient and cost effective. It will also allow for better food preservation and in a building that is more in tune to the current and future architecture of the property and surrounding area.
May God continue to bless the development plans for St. John Vianney Parish.
Suzanne C Hughes

--
Suzanne

Subject: Need for New SVD Pantry
Date: Wednesday, August 20, 2025 at 7:07:40 AM Mountain Standard Time
From: Thomas Goulet
To: Pantry

We volunteer at the Saint Vincent De Paul food pantry at Saint John Vianney Church in Sedona, and there is great need to expand the size of the current pantry. Weekly we serve people in the community that are in great need of food to feed themselves and their families. Many of the people we serve work multiple jobs, but do to the cost of living just can't get by without a life line like Saint Vincent De Paul food pantry. Unfortunately the current pantry is not capable of keeping up with the need and we often struggle on being able to store and keep the food that is essential in feeding our community. Please help us to help those most vunerable in our society by approving the new plans for our community food pantry for Saint Vincent De Paul.

Tom and Rebecca Goulet



CONTEXT PLAN | 1" = 100'

NORTH

0' 50' 100' 200' 400'

St. John Vianney Parish

St. John Vianney Campus - SVdP Pantry

180 St. John Vianney Ln Sedona, AZ 86336

ARCHITECTURAL RESOURCE TEAM design with purpose

1055 E. Indian School Rd., Phoenix, AZ 85014-4811 v | 602.307.5399 www.art-team.com

CUP SUBMITTAL

REVISION SCHEDULE		
#	DATE	DESCRIPTION

A | R | T PROJECT NO.
25019

DATE
7/23/2025

PRELIMINARY NOT FOR CONSTRUCTION

DRAWING TITLE
CONTEXT PLAN

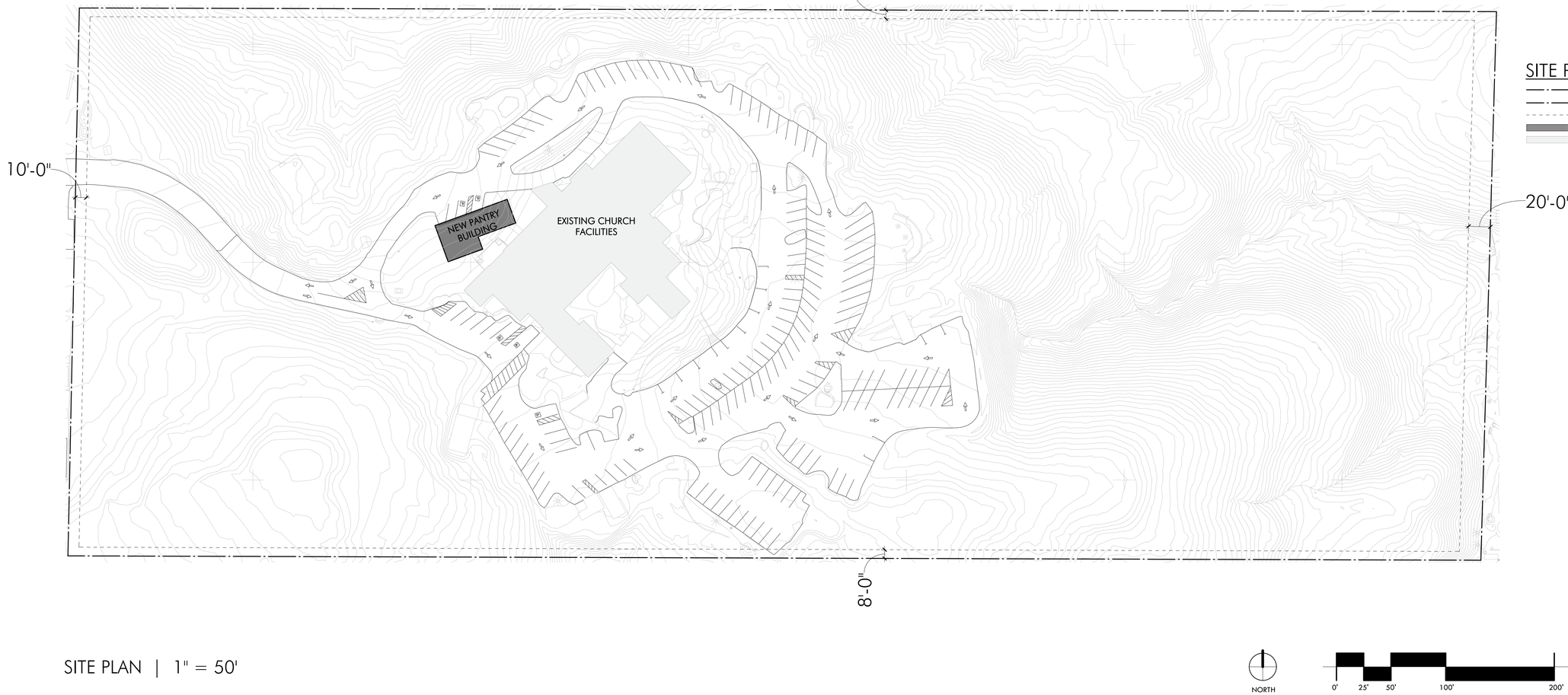
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SITE PLAN LEGEND

- PROPERTY LINE
- MATCH LINE
- BUILDING SETBACK
- PROPOSED NEW BUILDING
- EXISTING BUILDING

SITE PLAN | 1" = 50'

NORTH

0' 25' 50' 100' 200'

IF THIS IS NOT 24"X36", IT IS A REDUCED PRINT - SCALE ACCORDINGLY

1/16" = 1' 0' 8' 16' 32' 48'
1/8" = 1' 0' 4' 8' 16' 24'
1/4" = 1' 0' 2' 4' 8' 12'
1/2" = 1' 0' 1' 2' 4' 6'
1/2" = 1' 0' 1' 2'
3" = 1' 0' 3'

PLEASE RECYCLE

St. John Vianney Parish
St. John Vianney Campus - SVdP Pantry

180 St. John Vianney Ln Sedona, AZ 86336

ARCHITECTURAL RESOURCE TEAM design with purpose
1055 E. Indian School Rd., Phoenix, AZ 85014-4811 v | 602.307.5399 www.art-team.com

CUP SUBMITTAL

REVISION SCHEDULE		
#	DATE	DESCRIPTION

A | R | T PROJECT NO.
25019

DATE
7/23/2025

PRELIMINARY NOT FOR CONSTRUCTION

DRAWING TITLE
SITE PLAN

DRAWING No.
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3" = 1'
0' 3'

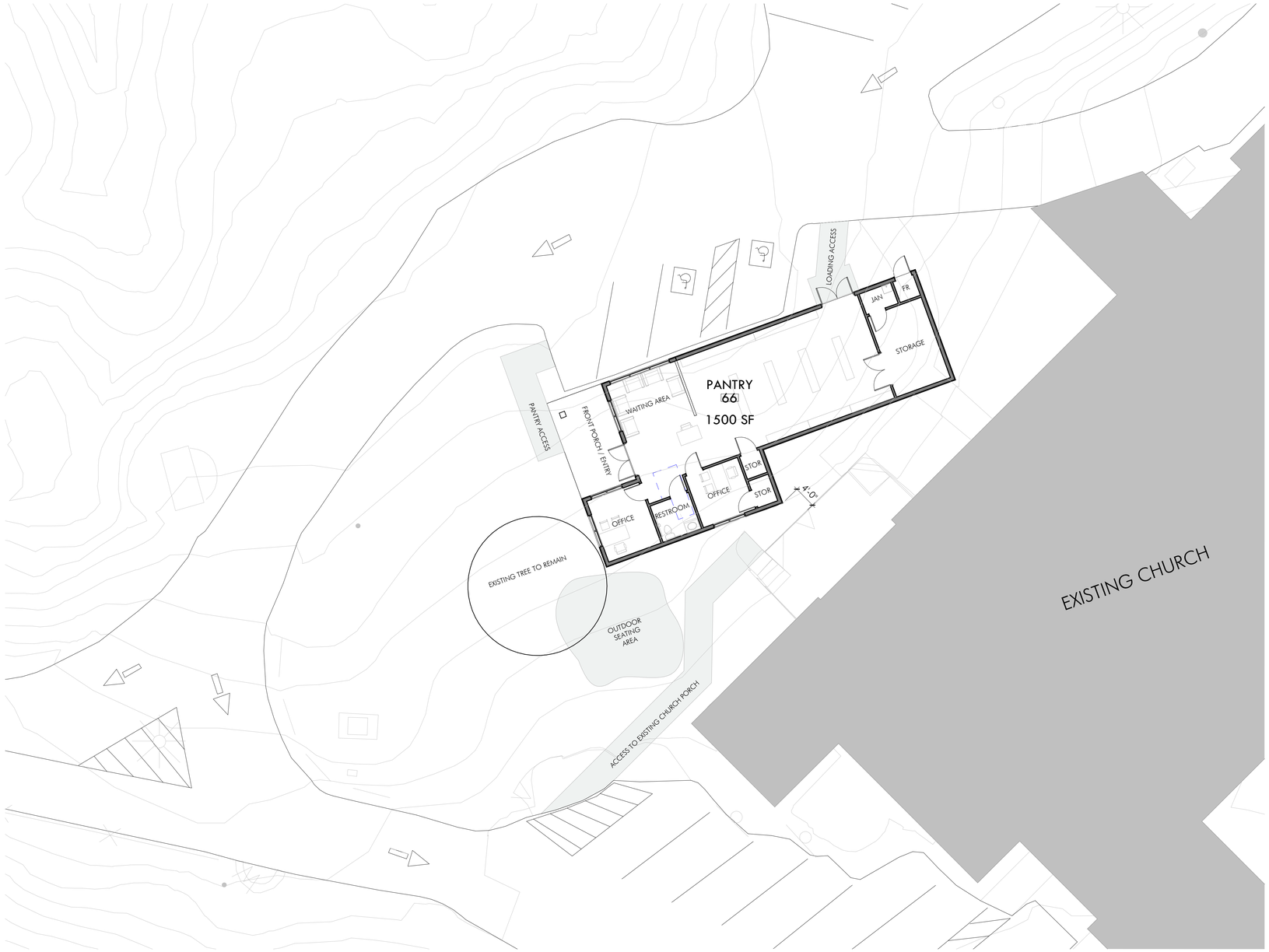
1 1/2" = 1'
0' 1' 2'

1/4" = 1'
0' 2' 4' 8' 12'

1/8" = 1'
0' 4' 8' 16' 24'

1/16" = 1'
0' 8' 16' 32' 48'

IF THIS IS NOT 24"X36", IT IS A REDUCED PRINT - SCALE ACCORDINGLY



BUILDING PLAN | 1" = 10'

NORTH

0' 5' 10' 20' 40'

180 St. John Vianney Ln Sedona, AZ 86336

St. John Vianney Parish

St. John Vianney Campus - SVdP Pantry

ARCHITECTURAL RESOURCE TEAM design with purpose
1055 E. Indian School Rd., Phoenix, AZ 85014-4811 v | 602.307.5399 www.art-team.com

CUP SUBMITTAL

REVISION SCHEDULE		
#	DATE	DESCRIPTION

25019 A | R | T PROJECT NO.

7/23/2025 DATE

PRELIMINARY NOT FOR CONSTRUCTION

DRAWING TITLE

BUILDING PLAN

DRAWING No.

A1.11

Attachment 3:

Public Comments

Outlook

Comment on Development Proposal

From donotreply@sedonaaz.gov <donotreply@sedonaaz.gov>
Date Sat 12/20/2025 9:44 AM
To Cari Meyer <CMeyer@sedonaaz.gov>; Megan Yates <MYates@sedonaaz.gov>; Alex Ortega <AOrtega@sedonaaz.gov>; Dae Marie Foti <DFoti@sedonaaz.gov>

Caution: This is an external email and should be considered suspicious. Please take care when clicking links or opening attachments. When in doubt, contact your IT Department.

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

Form Name:	Comments on Development Proposals
Date & Time:	12/20/2025 9:44 a.m.
Response #:	769
Submitter ID:	8021
IP address:	24.121.125.190
Time to complete:	17 min. , 38 sec.

Survey Details

Page 1

We want to hear what you think. Please share your thoughts below. If you have questions about the project, please enter your contact information so that we can respond. Please note that all information submitted (including name, addresses, and email) will become part of the public record and will be available for public inspection.

1. **Project Name:**
   St. John Vianney Rezone and CUP for Food Pantry

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

   St. John Vianney Food Pantry CUP - PZ25-00008 (CUP)

   Thank you for the opportunity to comment.

   First, no doubt exists for me that the SJV Food Pantry expansion proposal correctly aims at the key goals of increased efficiency, greater community reach and improved volunteer operations. The proposal should move forward.

   However, the tentative location does raise concerns to be addressed before actual execution.

   - The current proposed location blocks or eliminates handicapped parking or at least the ease of access of that parking into the church.
   - While the existing building needs replacement/upgrade, that existing building at least sits right next to a good number of parking spots, while the new location does not and could spur cars to park temporarily on the road, blocking or hindering traffic flow.
   - The new location sits close to the main lot entrance off Soldier Pass Road, close enough to possibly hinder, or block,

road realignments needed for the longer range SJV Master Plan now also submitted.

The Parish has just received feedback from an intense survey by Ruotolo. That survey, and other considerations, may open the possibility that the Food Pantry expansion could occur more advantageously near its current location (including several more parking spaces), or some other location better than that now proposed.

To state it again, the Food Pantry expansion serves key and critical community needs and interest, so no issue on the goals. I raise concerns to improve the effectiveness of that expansion, not block it.

3. Your contact information (If you do not feel comfortable sharing or do not want this information to become a public record, a partial answer or "not applicable" is acceptable.)

Name:	David Mascone
Address (or Street Name):	40 Adobe Circle
City of Residence	VOC
E-mail:	david.mascone@gmail.com

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

(o) Yes

Thank you,
City of Sedona

This is an automated message generated by Granicus. Please do not reply directly to this email.

Agenda Item 7:

Presentation/discussion of a program update by the Verde Valley Community Development Organization.

City Of Sedona Community Development Department
102 Roadrunner Drive Sedona, AZ 86336
(928) 282-1154 · www.sedonaaz.gov/cd

Memorandum

DATE: December 30, 2025

TO: **Planning and Zoning Commission**

FROM: Laura Stewart, Housing Coordinator

MEETING DATE: **January 6, 2026**

SUBJECT: Verde Valley Community Development Organization Presentation

The Verde Valley Community Development Organization (VVCDO) identifies, facilitates, and implements regional programs and projects that ensure sustainable communities through regional engagement. In March 2025, the VVCDO convened regional leaders—including representatives from municipalities, Yavapai County, chambers of commerce, nonprofit organizations, and the business community—for a strategic session focused on workforce housing. The goal was to identify shared priorities and actionable strategies to address regional housing challenges. Through this collaborative process, participants established three focus areas and five priorities that will guide regional coordination and implementation efforts. In addition, the VVCDO is implementing the Verde Valley Community Land Trust (VVCLT) in order to provide affordable housing.

Mary Chicoine, Executive Director of the VVCDO, will be presenting the program update for informational purposes only.

VERDE VALLEY
Community Development Organization

Community Update: Working Together on Housing Issues



Visit Our Website:
vvcdo.com

Vision

The Verde Valley Community Development Organization (VVCDO) shapes resilient communities through regional collaborations and alliances.

Mission

The Verde Valley Community Development Organization (VVCDO) identifies, facilitates, and implements regional programs and projects that ensure sustainable communities through regional engagement.

VERDE VALLEY
Community Development
Organization

Celebrating Success

- Establish the Housing Advisory Committee
- Regional Planning Outcomes
- Community Presence
- Developable Land Database
- Cost to Build a House Study
- Education and Outreach Program
- Verde Valley Community Land Trust
- Next Steps Moving Forward

VERDE VALLEY
Community Development
Organization

Housing Advisory Committee

Regional collaboration

Thirty- Five Representatives

- VVCDO Board of Directors
- Municipal Elected Officials
- Municipal Leadership
- County Elected Officials
- County Leadership
- Business Leaders: Development, Real Estate, Engineering, Tourism
- Non-Profit Leaders: Chambers, Nonprofits
- Yavapai College

VERDE VALLEY
Community Development
Organization

Regional Planning Outcomes

Regional representation planning to define the role and priorities for the VVCDO and region related to housing.

Led by Martina Kuehl, Arizona housing leader.



Regional Planning Outcomes

Focus Area - Perception, Understanding, and Education

- Develop and implement an education and outreach program.
- Develop a formal and consistent process and presentation for working with all constituents involved in a development project.

Focus Area - Municipal Practice and Implementation

- Develop and implement a process that ensures the success of proposed projects.
- Identify and implement the best regional practices.

Focus Area - Builder and Developer

- Work with developers in identifying successful and needed projects.

VERDE VALLEY
Community Development Organization

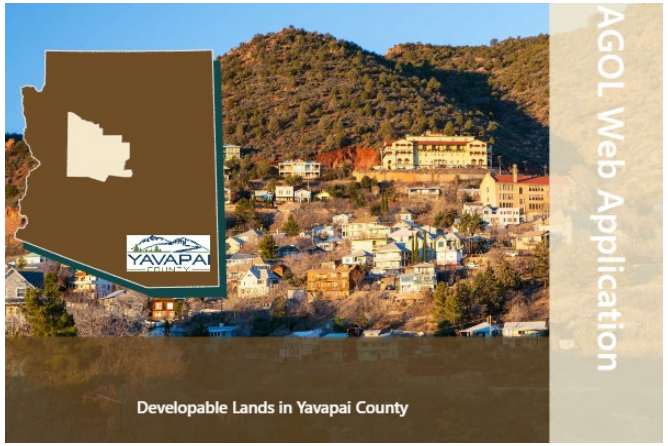
Community Presence

- Council meeting presentations and attendance.
- Commission meetings presentations and attendance.
- Housing projects Letters of Support.
- Mobilizing community outreach in support of projects.
- Documented responses to misinformation and misconceptions at public meetings.
- Constituent meetings to address the issues.

VERDE VALLEY
Community Development
Organization

Developable Land Database

- Information layer added to the Yavapai County GIS database.
- Data provided by each municipality to county with annual update protocol.
- Links potential Verde Valley developers to municipal leadership through the VVCDO website.



Cost to Build a House Study

Draft study reviewed by the county and municipalities for accuracy.

Project put on hold with the new legislation requiring housing templates for an 800, 1200/1500, 2000 square foot home templates.

Study will be updated with three housing sizes and then reviewed by county and municipalities for accuracy.

VERDE VALLEY
Community Development Organization

Education and Outreach Program

- Regional leadership met to define the priorities for the education and outreach for housing in the Verde Valley.
- A comprehensive branding and marketing plan was developed with critical messaging and topic development.
- Collaboration led to six images and three tag lines.
- A media asset page is on the VVCDO website with images branded for each community and organization focusing on housing in the Verde Valley

Education and Outreach Program













VERDE VALLEY
Community Development
Organization

Education and Outreach Program



VERDE VALLEY
Community Development Organization

Verde Valley Community Land Trust

- Addressing the needs of the Missing Middle.
- Ground lease and shared equity program.
- Ground Lease documentation being developed.
- Income requirements - AMI at 150 percent or less of HUD area (Yavapai County).
- Separate website for homeowners and homes for sale.

Verde Valley Community Land Trust

Purchase Town of Jerome Property

- VVCDO only bidder.
- Council denied bid December 2025.
- Council doing a public RFP to get more money.



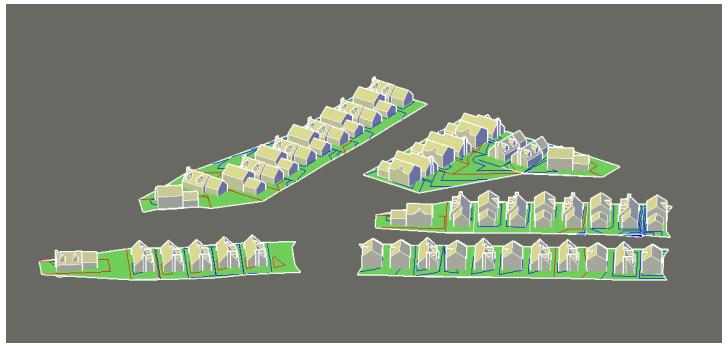
VERDE VALLEY
Community Development Organization

Verde Valley Community Land Trust

Land Donation

- Focus on single family Missing Middle housing.
- Approximate value $500,000.
- 13.84 acres on Highway 260
- Accommodate approximately 45 workforce homes.





VERDE VALLEY Community Development Organization

Next Steps/Engagement

Municipality presentations:

- Councils
- Planning and Zoning Commissions

County presentations:

- Board of Supervisors
- Planning and Zoning Commission

Unincorporated community organizations:

- Cornville Community Association
- Big Park Community Association
- Beaver Creek Community Association

Chamber presentations:

- Greater Sedona Chamber of Commerce
- Greater Verde Valley Chamber of Commerce

Major employer presentations

Community presentations:

- Rotary Clubs
- Churches

VERDE VALLEY
Community Development
Organization

Next Steps/Engagement

- Provide financial support.
- Identify properties and homes for the VVCLT.
- Be a vocal advocate for affordable housing.
- Follow VVCDO and VVCLT on Facebook.
- Sign up for newsletter at vvcdo.com.
- Share Education and Outreach Program materials with constituents.
- Other.

VERDE VALLEY
Community Development
Organization

VERDE VALLEY
Community Development Organization

Community Update: Next Steps and Questions



Visit Our Website:
vvcdo.com