AGENDA

City of Sedona
Planning and Zoning Commission Meeting

4:30 PM | **Tuesday, February 3, 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, February 3, 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. ANNOUNCEMENTS & SUMMARY OF CURRENT EVENTS BY COMMISSIONERS & STAFF
3. APPROVAL OF THE FOLLOWING MINUTES:
   a. January 6, 2026 (R)
4. PUBLIC FORUM: *(This is the time for the public to comment on matters not listed on the agenda. The Commission may not discuss items that are not specifically identified on the agenda. Pursuant to A.R.S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to criticism, or scheduling the matter for further consideration and decision at a later date.)*
5. CONSIDERATION OF THE FOLLOWING ITEM(S) THROUGH PUBLIC HEARING PROCEDURES:
   a. Public hearing/discussion/possible action regarding Cloth & Flame: Request for renewal of a Conditional Use Permit (CUP) to use as an outdoor area for weddings, private, corporate, and community events. The property is currently zoned CF (Community Facilities) and is located at 995 Airport Road (135 Shrine Road). APN: 408-27-001A.

      Case Number: PZ25-00012 (CUP)

      Applicant: Cloth & Flame (Olivia Laux and Matt Cooley)

      Property Owner: Yavapai County (Sedona Airport)
6. DISCUSSION REGARDING POTENTIAL CHANGES TO THE LAND DEVELOPMENT CODE
7. FUTURE MEETING DATES AND AGENDA ITEMS
   a. Tuesday, March 3, 2026
8. 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.
9. ADJOURNMENT

Physical Posting: January 29, 2026 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.

Staff Report
PZ25-00012 (CUP)
Cloth & Flame – Venue on the Mesa
Summary Sheet

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

Meeting Date:	February 3, 2026
Hearing Body:	Planning and Zoning Commission
Action Requested:	Approval of a Conditional Use Permit Renewal
Staff Recommendation:	Approval, with conditions, of a Conditional Use Permit Renewal
Location:	995 Airport Road (Sedona Airport, 135 Shrine Road)
Parcel Number:	408-27-001A
Applicant:	Cloth & Flame (Olivia Laux and Matt Cooley)
Site Size:	Entire Airport: ±219 acres
	Site proposed for use: ±4 acres
SCP Designation:	Public/Semi-Public (P/SP)
Zoning:	Community Facilities (CF)
Land Use:	Entire Parcel: Airport and Accessory Uses
	Site Proposed for Use: Meeting Facility (Indoor Use only) and Outdoor Events as approved under PZ24-00003 (CUP)

	Area Zoning	**Area Land Uses**
North, East, South, West:	NF	National Forest

Report Prepared By:	Megan Yates, Assistant Planner

Project Summary:
The applicant is requesting renewal of a Conditional Use Permit (CUP) to allow for outdoor events, including weddings and private, corporate, and community events on a portion of the Sedona Airport property.

Attachments: **Page**

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

PROJECT DESCRIPTION

The applicant is requesting renewal of a Conditional Use Permit (CUP) to allow for outdoor events, including weddings and private, corporate, and community events on a portion of the Sedona Airport property.

Use of this site is permitted in accordance with the Land Development Code (LDC) requirements, specifically Article 3 (Use Regulations). The building on this portion of the property (the former Masonic Lodge) has been approved for use as a Conference/Meeting Facility. The proposed use of the outdoor space is considered "Outdoor Recreational Facility," which Table 3.1 of the LDC categorizes as a conditionally permitted accessory use in the Community Facility (CF) zoning district.

While the Community Development Director may approve a minor conditional use permit to authorize a renewal of any previously issued CUP (LDC Section 8.4.B(4)), the conditions of approval for PZ24-00003 (CUP) require that any renewal be returned to the Planning & Zoning Commission for consideration at a public hearing.

Current Conditional Use Permit (CUP)

This application is for the renewal of an existing CUP, approved on August 20, 2024, by the Planning and Zoning Commission. The meeting materials from that meeting can be found at the following link:

https://www.sedonaaz.gov/your-government/meetings-documents/-folder-5779#docfold_367_2962_2360_5779

The Staff Report from the August 2024 meeting is also included as Attachment 2 and the adopted Conditions of Approval are included as Attachment 2.a. Other than the expiration date, the applicant has not requested any modifications to the conditions of approval with this renewal application.

This Staff Report acts as a supplement to the August 2024 Staff Report and Conditions of Approval and should be reviewed in conjunction with that report.

BACKGROUND

Site Characteristics

Refer to Attachment 2. There have been no changes since 2024.

Zoning and Community Plan Designations

Refer to Attachment 2. The zoning, Community Facility (CF) designation, and Community Plan designation of Public/Semi-Public remain unchanged from the previous Conditional Use Permit (CUP).

Conditional Use Permit (CUP)

Refer to Attachment 2. A CUP (PZ24-00003 (CUP)) for Outdoor Events was approved for this site in August 2024 and expired on December 31, 2025. The Conditions of Approval, as approved by the Planning and Zoning Commission, are included as Attachment 2.a, as summarized below:

- Expiration date of December 31, 2025, and the renewal shall be brought to the Planning & Zoning Commission at a public meeting.
- Events will require to be monitored if multiple complaints are generated.

- By December 31 of each year, the applicant shall provide a report to the Community Development Department regarding the use of the property.
- Total number of people on the site shall not exceed the permitted occupancy of the building (366 persons).
- Total number of events shall not exceed 80 during the CUP period.

The applicant was required to provide a report by December 31 of each year regarding the use of the property. Below are summaries of the 2024 and 2025 reports:

- The report for 2024 was received on October 29, 2025, and included the following (Attachment 3.a.i):
    - Reporting period was from effective date of CUP (September 4, 2024) through December 31, 2024
    - Seven (7) total events
        - 5 weddings
        - 2 corporate events
    - Largest event: 192 total persons
        - 175 guests and 17 vendors
    - Most vehicles: 40 total vehicles (Site has 41 parking spaces)
        - 25 guest vehicles and 15 vendor vehicles
        - The overflow parking lot was not used for any events in 2024
- The report for 2025 was received on January 6, 2026, and included the following (Attachment 3.a.ii):
    - Reporting period was from January 1, 2025, through December 31, 2025
    - 15 total events
        - 14 weddings
        - 1 corporate event
    - Largest event: 176 total persons
        - 150 guests and 26 vendors
    - Most vehicles: 38 total vehicles (Site has 41 parking spaces)
        - 28 guest vehicles and 10 vendor vehicles
        - The overflow parking lot was not used for any events in 2025

As the current CUP expired on December 31, 2025, the applicant is required to request a renewal of the CUP to continue operation of the use. City Staff received a complete application for the renewal on November 24, 2025. Other than the extended expiration date, no changes from the original CUP are requested.

Operation of and Enforcement of the Original CUP

During the review of the original CUP, residents of the areas north of the airport expressed concern regarding traffic and noise generated based on this use. The City did not receive any code enforcement or police complaints related to this specific use during the term of the CUP. One noise inquiry was received in 2024. However, it was determined that Cloth and Flame had not had an event that night and the source of noise was the Airport Overlook/Sky Ranch Lodge area, not Cloth and Flame.

PUBLIC INPUT

- The applicant completed a Citizen Participation Plan. A copy of the Citizen Participation Report is included in the application (Attachment 3.b)
- Project documents submitted by the applicant were placed on the Projects and Proposals page of the Community Development Department website.

- As all land within 600 feet (required notification radius) of the project site is within the National Forest, the notification list was expanded to include property owners within 600 feet of the forest service boundary to the north of the airport property.
- The property was posted with a Notice of Public Hearing, and a notice was published in the Red Rock News on January 16, 2026.
- All notices contain contact information or a way to submit comments. All comments received by Staff are included as Attachment 4.

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

See Attachment 2 (Staff Report), Attachment 2.a (Conditions of Approval), and Attachment 3 (Application Materials).

The applicant, Cloth and Flame, is applying for a renewal of a CUP to allow for outdoor events, including weddings, private, corporate, and community events on a portion of the Sedona Airport property. A detailed description of the proposal, including a site plan of the property, were submitted by the applicant, and are included in Attachment 3. As previously indicated, no changes from the previous approval are proposed at this time. Attachment 2 contains a summary of the applicant's original proposal, which was modified during the Planning and Zoning Commission hearing (Attachment 2.a). The conditions of the approval are summarized below:

- Maximum of 80 events per year, with an anticipated breakdown of 40% weddings, 40% community events, and 20% corporate and social dinner events.
- Average event size of approximately 120 people, with most events being under 150. A maximum of 20 events per year would have a group size of 200-250.

Access, Traffic, and Parking

- The site has 41 parking spaces. Access and parking will remain the same.
    - For Community Events that need additional parking, the applicant has approval to use the parking at the Airport Overlook as overflow.
    - Private groups that need additional parking are required to use shuttle services.
        - 15 out of 22 events (68%) held in 2024 and 2025 used a shuttle service.

Sound Management

- Sound management measures will remain unchanged and will continue to be implemented as previously approved.
- Events operated during the CUP period have not generated noise complaints to the police or code enforcement.

Outdoor Lighting

- All lighting is fully shielded and complies with the City's exterior lighting requirements.

Waste Management

- Cloth and Flame will be responsible for keeping the site clean and free of debris.
- Confetti poppers or similar devices will not be permitted.

Building and Site Design

- No changes to the buildings or site are proposed.
- If any changes are in the future, all required permits will be required to be obtained.

REVIEW, COMMENTARY, AND ANALYSIS

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

- Consideration of a request for a Conditional Use Permit Renewal

Discussion (Conditional Use Permit)

Use Specific Standards

Table 3.1 of the LDC lists "Outdoor Recreation Facility" as a conditionally permitted use in the CF zoning district. There are no Use-Specific Standards applicable to this 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. A full/detailed evaluation of all applicable criteria was done for the original CUP and is included in the original Staff Report (Attachment 2), incorporated by reference, and summarized below. Where needed, updates since the 2024 evaluation are included. 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:*** *Staff and Reviewing Agencies have evaluated the submitted application materials. As conditioned, the proposal complies with all applicable review criteria. The proposal is in compliance with this criterion.*

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 CUP that was approved in 2024 has expired and a renewal is required to continue operation. No other land use approvals impact the review of this application. The proposal 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 Public/Semi Public in the Community Plan, which supports the Community Facility (CF) zoning designation. The CF designation allows for meeting space as a permitted use and outdoor recreation facility as a conditionally permitted use. The proposal is in compliance with this criterion.*

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 allowed uses for the CF zoning district. No waivers or variances are being requested. The proposal is in compliance with this criterion.*

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 3.b). Staff completed the required noticing and all public comments received are included as Attachment 4.*

As the standard notification radius of 600 feet would have only included Forest Service owned land, the notification radius to the north of the airport property was expanded to property owners within 600 feet of the forest service boundary. While some of the public comments mention being able to hear noise from the venue, no noise complaints attributable to the venue have been received by City Staff. Other public comments relate to how the City reviews non-aviation uses at the airport and other operational questions about the airport in general which are outside of the scope of the review of the CUP.

The proposal, as conditioned, is in compliance with this criterion.

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 proposal is in compliance with this criterion.*

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. As conditioned, the proposed CUP complies with all applicable regulatory authority standards included within this criterion.*

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 City's Public Works Department has reviewed the anticipated traffic generation and determined no further studies or mitigation measures are necessary. The proposal is in compliance with this criterion.*

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. 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: *As no new construction or alterations to the site are proposed, no phasing plan is required. The proposal is in compliance with this criterion.*

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. The applicant has operated on the property with a Conditional Use Permit since August 2024 with no recorded complaints to Code Enforcement or the Sedona Police Department. The applicant has indicated that operations will continue to include sound and traffic management measures to minimize potential impacts to surrounding neighborhoods.

With this consideration, Staff is recommending this renewal be approved for an additional 3 years, with an expiration date of December 31, 2028. While not requested by the applicant, Staff is recommending a small change to the reporting requirements, requiring the report to be submitted by January 31 for the prior calendar year. Submitting a report by December 31 when the reporting period runs through December 31 creates a situation where the report will be late every year. No additional changes to the conditions of approval are recommended, leaving all other reporting and ongoing operational requirements in place.

If an issue arises prior to the expiration of the CUP, 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 PZ25-00012 (CUP), Cloth & Flame – Venue on the Mesa Renewal 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 PZ25-00012 (CUP), Cloth & Flame – Venue on the Mesa Renewal, based on compliance with all ordinance requirements of LDC Sections 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 PZ25-00012 (CUP), Cloth & Flame – Venue on the Mesa Renewal, based on the following findings (*specify findings*).

City of Sedona
Community Development Department
102 Roadrunner Drive Sedona, AZ 86336
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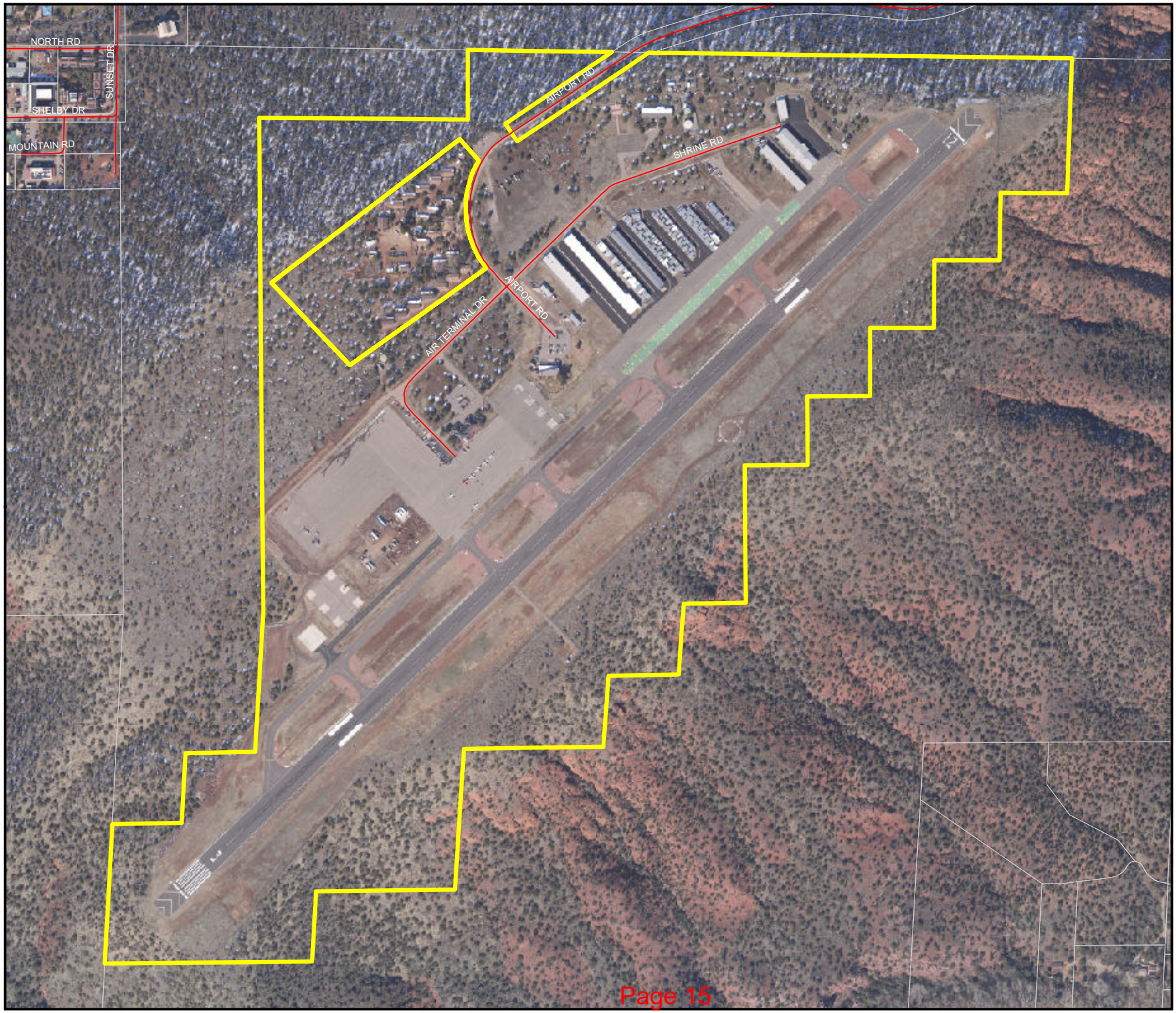
As proposed by Staff

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 Conditional Use Permit shall expire on December 31, 2028. Prior to the expiration date, the applicant or property owner may file a renewal application of the Conditional Use Permit in accordance with the requirements of the Land Development Code.
3. The permit holder shall ensure that the use is operating in compliance with the City Code, Land Development Code, and Conditions of Approval. If 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.
    a. If multiple events at this property generate complaints, the Community Development Director may require that Code Enforcement Officers attend future events to monitor for compliance. If Code Enforcement Officers determine that the complaints are substantiated, the permit holder shall be responsible for paying the overtime rate for the officers to attend the events until the complaints are rectified.
4. Total number of people on the site (guests plus staff and vendors) shall not exceed the permitted occupancy of the building (366 persons).
5. By January 31 of each year, the applicant shall provide a report to the Community Development Department regarding the use of the property for the prior calendar year. This report shall be used to determine if the use is being operated in accordance with the CUP and, at a minimum, shall include the following:
    a. Number of events held
    b. Breakdown of the types of events held
    c. Attendance of each event and total number of staff/vendors (to determine the total number of people on the property during the event)
    d. Number of cars on the property during the event, whether overflow parking was used, and whether shuttle service was used
    e. Any other information the Community Development Director deems necessary to determine if the use is being operated in accordance with the CUP.
6. 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.
7. 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
408-27-001A
Cloth and Flame

Parcel
408-27-001A

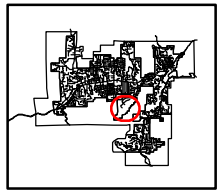
Parcel Boundary

Street Centerline

N

0 200 400 Feet

City Index



GIS, City of Sedona
02/06/2024
g:/pubreq/projects/clothandflame/
mxds/408-27-001a_aerial.mxd

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
408-27-001A
Cloth and Flame

Parcel
408-27-001A
Zoning Boundary
Building Footprint
Parcel Boundary
Trail
Street Centerline

0 210 420 Feet

City Index

GIS, City of Sedona
02/06/2024
g:/pubreq/projects/clothandflame/
mxds/408-27-001a_vicinity.mxd

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Attachment 2

Staff Report, PZ24-00003 (CUP)

August 20, 2024 Planning and Zoning Commission Meeting

Staff Report
PZ24-00003 (CUP)
Cloth & Flame – Venue on the Mesa
Summary Sheet

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

Meeting Date:	August 20, 2024
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:	995 Airport Road (Sedona Airport, 135 Shrine Road)
Parcel Number:	408-27-001A
Applicant:	Cloth & Flame (Olivia Laux)
Site Size:	Entire Airport: ±219 acres Site proposed for use: ±4 acres
SCP Designation:	Public/Semi-Public (P/SP)
Zoning:	Community Facilities (CF)
Land Use:	Entire Parcel: Airport and Accessory Uses Site Proposed for Use: Meeting Facility (Indoor Use only; Outdoor uses have been permitted by Temporary Use Permit)
	Area Zoning / **Area Land Uses**
North, East, South, West:	NF / National Forest
Report Prepared By:	Cari Meyer, Planning Manager

Project Summary:
The applicant is requesting approval of a Conditional Use Permit (CUP) to allow for outdoor events, including weddings and private, corporate, and community events on a portion of the Sedona Airport property.

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PZ24-00003 Staff Report

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PROJECT DESCRIPTION

The applicant is requesting approval of a Conditional Use Permit (CUP) to allow for outdoor events, including weddings and private, corporate, and community events on a portion of the Sedona Airport property.

Use of this site is permitted in accordance with the Land Development Code (LDC) requirements, specifically Article 3 (Use Regulations). The building on this portion of the property (the former Masonic Lodge) has been approved for use as a Conference/Meeting Facility. The proposed use of the outdoor space is considered "Outdoor Recreational Facility," which Table 3.1 of the LDC categorizes as a conditionally permitted accessory use in the Community Facility (CF) zoning district.

BACKGROUND

Site Characteristics

- The property is located on Airport Mesa, at the southern end of Airport Road (See Attachment 1).
    - The entire property is approximately 219 acres. The site proposed for this use is approximately 4 acres on the north side of Airport Mesa in the area surrounding the former Masonic Lodge on Shrine Road to the west of the water tanks.
    - Through this report, references to the property/site refer to the 4 acres where the use is proposed, not the entire Airport property.
- The property is the former Masonic Lodge. The applicant has obtained an occupancy permit to use the building as a meeting facility. Under consideration with this permit is the use of the outdoor area to the west of the building.
- There are no floodplains on the property.
- The property is accessed via Airport Road to Shrine Road. Airport 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 Community Facilities (CF) and designated as Commercial in the Community Plan. The purpose of the CF zone is stated as:

> *… primarily for the accommodation of public/semi-public uses (other than street rights-of-way). The CF district includes community uses such as public safety facilities, schools, libraries, community centers, City buildings, and public utilities as well as incidental and accessory uses.*
>
> *LDC Section 2.17.A*

Requirement for a Conditional Use Permit

The building on the site (former Masonic Lodge) currently operates as a Conference/Meeting Facility, which the Land Development Code (LDC) lists as a permitted use in the CF zone (LDC Section 3.2.E) and defines as follows:

> *Meeting rooms, business centers, assembly halls, auditoriums, and other related facilities used to facilitate and accommodate conferences, seminars, meetings and similar gatherings.*
>
> *LDC Section 9.4.B*

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The proposal for outdoor events is considered an Outdoor Recreation Facility, which the LDC lists as a conditionally permitted use in the CF zone (LDC Section 3.2.E) and defines as follows:

> *Recreation and entertainment activities operated by a commercial enterprise that are mostly outdoors or partially within a building, including picnic areas, outdoor swimming pools, skateboard parks, tennis courts, basketball courts, baseball diamonds, soccer and football fields,* ***amphitheaters, outdoor arenas, and outdoor theaters****. Accessory uses may include limited retail, concessions, and maintenance facilities but such accessory uses are only allowed in mixed-use and nonresidential zoning districts.* LDC Section 9.4.C, emphasis added

Therefore, the use of the building is permitted with the approval of a Tenant Occupancy Permit (which as been done), but the of the outdoor area requires approval of a CUP.

Use Classification

There have been questions about whether the "restaurant" category would be more appropriate for the proposed use. Restaurant is defined as follows:

> ***An eating/drinking establishment that is open to the public****, where food and beverages are prepared, served, and consumed within the principal building, or off the premises as carry-out orders; or in an outdoor seating area on the premises. Accessory uses may include an outdoor dining area or sidewalk café.* LDC Section 9.4.C, emphasis added

The definition of restaurant states that it is an establishment that is open to the public. The use, as proposed by the applicant, is primarily for private events, which does not meet the definition of restaurant. Further, the use will not have a permanent kitchen, with a temporary satellite kitchen being used when needed. Therefore, it was determined that, based on the use description provided by the applicant, it would be more appropriate to consider this use as a meeting facility/outdoor recreation facility rather than a restaurant.

Temporary Use Permits

While pursuing this CUP, Cloth and Flame has operated a handful of events under Temporary Use Permits (TUP). The TUP process requires a separate permit for each event and makes the use of the property subject to the limitations placed on temporary events by the LDC, including the number of events permitted and the requirement for a separate application and fee for each event. If the CUP is approved, the applicant will be able to hold events as outlined in the CUP and will not have to submit separate applications for each event.

The applicant has applied for and been issued five (5) TUPs in 2024, with one event in April, two in May, one in June, and one in July, summarized below:

- Three weddings/receptions and two corporate dinners
- Events have ranged in size from 35-150 people
  - Average size of 86 people
  - One event exceeded 100 attendees
- The event that exceeded 100 attendees (150 attendees) used shuttle service
- Guests have arrived between 5:30 pm and 6:00 pm
- Corporate dinners have ended at 9:00 pm. Weddings have been required to move inside at 9:00 pm.
- Code compliant (fully shielded) exterior lighting has been used for the events.

While operating under TUPs, the City's Code Enforcement Division has monitored the use of the space and has not noted any code violations and has not received any code enforcement complaints regarding those

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operations. The CUP application under consideration would memorialize a number of the strategies that the applicant has used to ensure that the event has not negatively impacted neighboring properties.

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.
- As all land within 300 feet (required notification radius) of the project site is within the National Forest, the notification list was expanded to include property owners within 300 feet of the forest service boundary to the north of the airport property. The notice of public hearing went to these property owners and was emailed to anyone who had previously submitted a public comment and provided an email address with that comment.
- The property was posted with a Notice of Public Hearing and a notice was published in the Red Rock News on August 1, 2024.
- 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, Cloth and Flame, is applying for a CUP to allow for outdoor events, including weddings, private, corporate, and community events on a portion of the Sedona Airport property. 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:

- Maximum of 120 events per year, with an anticipated breakdown of 40% weddings, 40% corporate and social dinner events, and 20% community events
- Average event size of approximately 120 people, with most events being under 150. A maximum of 20 events per year would have a group size of 200-250.

Access, Traffic, and Parking

- Access to the site is off Shrine Road via Airport Road, which intersects with W State Route 89A at a signalized intersection. This use will not alter existing access.
- As the property previously operated as the Masonic Lodge, traffic volumes from this site as a meeting facility have been factored into previous traffic counts/studies for the airport property.
- The site has 41 parking spaces.
    - For Community Events that need additional parking, the applicant has approval to use the parking at the Airport Overlook as overflow.
    - The applicant has included a stipulation that private groups that need additional parking will be required to use shuttle services.
    - The City encourages the use of existing parking areas wherever possible, as construction of additional parking areas typically requires removal of vegetation and paving of natural areas. Though this should only be done as a last resort, there is sufficient space on the property for additional parking to be constructed if needed.

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- The Public Works Department has reviewed the anticipated traffic generation and determined that additional analysis is not needed.

Sound Management

- Outdoor speakers will face south (away from residences)
- Outdoor activities/music on the property will cease at 9:00 pm (if the event continues, it will be required to be moved inside).
- Events operated under TUPs have not exceeded 45 decibels at the nearest residential property line.
- Events operated under TUPs have not generated noise complaints to the police or code enforcement.

Outdoor Lighting

- All lighting will be fully shielded and comply with the City's exterior lighting requirements.

Waste Management

- Cloth and Flame will be responsible for keeping the site clean and free of debris.
- Confetti poppers or similar devices will not be permitted.

Building and Site Design

- No changes to the buildings or site are proposed, other than minor landscape improvements (leveling of ground, addition of native vegetation, removal of tripping hazards).
- If any changes are in the future, all required permits will be required to be obtained.

REVIEW, COMMENTARY, AND ANALYSIS

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

- Consideration of a request for a Conditional Use Permit

Discussion (Conditional Use Permit)

Use Specific Standards

Table 3.1 of the LDC lists "Outdoor Recreation Facility" as a conditionally permitted use in the CF zoning district. There are no Use-Specific Standards applicable to this 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:*** *Staff and Reviewing Agencies have evaluated the submitted application materials. As conditioned, the proposal complies with all applicable review criteria. The proposal is in compliance with this criterion.*

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.

PZ24-00003 Staff Report

Staff Evaluation: *No previous land use approvals impact the review of this application. Five TUPs have been granted for the operation of outdoor events at this location this year, with no code enforcement complaints. The proposal 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 Public/Semi Public in the Community Plan, which supports the Community Facility (CF) zoning designation. The CF designation allows for meeting space as a permitted use and outdoor recreation facility as a conditionally permitted use. The proposal is in compliance with this criterion.*

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 allowed uses for the CF zoning district. No waivers or variances are being requested. The proposal is in compliance with this criterion.*

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.b). Staff completed the required noticing and all public comments received are included as Attachment 3.*

As the standard notification radius of 300 feet would have only included Forest Service owned land, the notification radius to the north of the airport property was expanded to property owners within 300 feet of the forest service boundary. Comments received were concerned about the use of the property along with concerns about noise, traffic, lighting, the number of events, etc.

The applicant has addressed these concerns with amendments to the application regarding time of the events, number of events, set up, sound control measures, parking strategies, etc.

Staff has proposed conditions regarding reporting requirements and code enforcement attendance at events if substantiated complaints are received. Staff is recommending an expiration date of December 31, 2025 and requiring that a renewal be considered at a public hearing. If the permit is approved and the applicant applies for a renewal at the end of 2025, staff, the public, and the commission would have the opportunity to review the operations of the use

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and determine if it is appropriate to continue this use in this location and if any additional conditions are warranted.

The proposal, as conditioned, is in compliance with this criterion.

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. Minor landscape improvements are planned, including leveling of the ground, addition of native vegetation, and removal of tripping hazards. The proposal is in compliance with this criterion.*

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. As conditioned, the proposed CUP complies with all applicable regulatory authority standards included within this criterion.*

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 City's Public Works Department has reviewed the anticipated traffic generation and determined no further studies or mitigation measures are necessary.*

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The site previously operated as the Masonic Lodge; traffic generation from that use has been factored in when previous traffic evaluations on Airport Mesa have been conducted. As conditioned, the occupancy of the site cannot exceed the permitted occupancy of the building, so additional mitigation measures are not warranted. If the use were to expand to exceed the permitted occupancy of the building, additional traffic measures may need to be considered. The proposal is in compliance with this criterion.

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. 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: *As no new construction or alterations to the site are proposed, no phasing plan is required. The proposal is in compliance with this criterion.*

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. While the applicant has obtained a few TUPs for this property and the events have not generated code enforcement complaints, there is not a long track record of them operating events at this property. Further, in reviewing the public comments, many of the concerns are regarding operational items (sound, noise, traffic, etc.). While those concerns are understood and the applicant has submitted a proposal they believe addresses those concerns, the use will need to be operational for a period of time to determine if their strategies address the resident concerns.

With this consideration, Staff is recommending this application be approved with an expiration date of December 31, 2025. This would allow the applicant to operate for the rest of 2024 and all of 2025. In addition to the expiration date, Staff has also included a recommendation that an annual report be submitted and that, if the event operations generate multiple substantiated complaints, Code Enforcement Officers would need to attend future events (at the cost of the applicant) to monitor until the complaints are rectified. Finally, while renewals of CUPs can sometimes be done at a Staff level, included in the conditions of approval is that a renewal for this application will be required to be considered by the Planning and Zoning Commission at a public hearing.

If an issue arises prior to the expiration of the CUP, 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.

PZ24-00003 Staff Report

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 PZ24-00003 (CUP), Cloth & Flame – Venue on the Mesa 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 PZ24-00003 (CUP), Cloth & Flame – Venue on the Mesa, 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 PZ24-00003 (CUP), Cloth & Flame – Venue on the Mesa, based on the following findings (*specify findings*).

PZ24-00003 Staff Report

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 Conditional Use Permit shall expire on December 31, 2025. Prior to the expiration date, the applicant or property owner may file a renewal application of the Conditional Use Permit. The renewal application shall require consideration by the Planning and Zoning Commission at a public meeting.
3. The permit holder shall ensure that the use is operating in compliance with the City Code, Land Development Code, and 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.
    a. If multiple events at this property generate complaints, the Community Development Director may require that Code Enforcement Officers attend future events to monitor for compliance. If Code Enforcement Officers determine that the complaints are substantiated, the permit holder shall be responsible for paying the overtime rate for the officers to attend the events until the complaints are rectified.
4. Total number of people of the site (guests plus staff and vendors) shall not exceed the permitted occupancy of the building (366 persons).
5. By December 31 of each year, the applicant shall provide a report to the Community Development Department regarding the use of the property. This report shall be used to determine if the use is being operated in accordance with the CUP and, at a minimum, shall include the following:
    a. Number of events held
    b. Breakdown of the types of events held
    c. Attendance of each event and total number of staff/vendors (to determine the total number of people on the property during the event)
    d. Number of cars on the property during the event, whether overflow parking was used, and whether shuttle service was used
    e. Any other information the Community Development Director deems necessary to determine if the use is being operated in accordance with the CUP.
6. 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.
7. 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

PZ24-00003 Staff Report

just compensation for diminution in value under A.R.S. §12-1134 related to the granting of this Conditional Use Permit.

PZ24-00003 Staff Report

Attachment 2.a

Conditions of Approval as approved by the Planning and Zoning Commission

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

As approved by the Planning and Zoning Commission, August 20, 2024

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 Conditional Use Permit shall expire on December 31, 2025. Prior to the expiration date, the applicant or property owner may file a renewal application of the Conditional Use Permit. The renewal application shall require consideration by the Planning and Zoning Commission at a public meeting.
3. The permit holder shall ensure that the use is operating in compliance with the City Code, Land Development Code, and 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.
    a. If multiple events at this property generate complaints, the Community Development Director may require that Code Enforcement Officers attend future events to monitor for compliance. If Code Enforcement Officers determine that the complaints are substantiated, the permit holder shall be responsible for paying the overtime rate for the officers to attend the events until the complaints are rectified.
4. Total number of people of the site (guests plus staff and vendors) shall not exceed the permitted occupancy of the building (366 persons).
5. By December 31 of each year, the applicant shall provide a report to the Community Development Department regarding the use of the property. This report shall be used to determine if the use is being operated in accordance with the CUP and, at a minimum, shall include the following:
    a. Number of events held
    b. Breakdown of the types of events held
    c. Attendance of each event and total number of staff/vendors (to determine the total number of people on the property during the event)
    d. Number of cars on the property during the event, whether overflow parking was used, and whether shuttle service was used
    e. Any other information the Community Development Director deems necessary to determine if the use is being operated in accordance with the CUP
6. 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.
7. 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.
8. The total number of events shall not exceed 80 during the CUP period.

Attachment 3

Application Materials

Attachment 3.a

Application Packet

December 8, 2025

Cloth & Flame LLC
1110 E Washington St
Phoenix, AZ 85034

Letter of Intent/Context Plan
Conditional Use Permit Extension Application
PZ-24-00003

Cloth & Flame LLC, on behalf of Venue on the Mesa, located at 135 Shrine Road, Sedona, AZ 86336 (Portion of APN: 408-27-001A) is applying for an extension of our conditional use permit **PZ-24-0003** for use of the property's outdoor area to create wedding, private, corporate, and community events.

We have separately obtained a tenant occupancy permit (TO) for the use of the building. The approved building occupancy use category was and is Conference/Meeting Facility. On August 20, 2024 we received our CUP.

Cloth & Flame LLC and its subsidiary, Open Venues LLC, won the RFP to lease the property as the operator. Our 10-year land lease with the Airport (SOCAA) commenced when the first CUP was earned on August 20, 2024.

Our Company

Cloth & Flame operates low-impact community venues and culinary experiences while working to conserve land by keeping it accessible and top of mind. We manage a portfolio of venue spaces such as multi-generational ranches, historic buildings, as well as spaces within communities, and desert and conservation easements. Most of our venues are in Arizona (18) and we have a few in other states such as Nevada (1), Utah (2), and California (2).

We operate multiple venues adjacent to neighborhood communities where quiet enjoyment is paramount, such as Scottsdale, Paradise Valley, and Cave Creek, and we understand how to create positive community and cultural impact while eliminating disruptions typically associated with venues and events. We have been applying these principles at the 135 Shrine Rd. property with our CUP and with great results, explained in greater detail below.

Our team consists of Matt Cooley, Olivia Laux, and support staff from the Cloth & Flame and Open Venues teams. Each event includes vendors contributing to different parts of individual events. These vendors typically include: event rentals (including tables, chairs, lounge seating, bar, etc.), supplementary compliant lighting rentals, florists, caterers, bartender, entertainment (***such as acoustic musicians and duos—no drums***, as well as astronomers, sound healing instructors and yoga instructors), event planners, photographers, etc.

Most events are catered by our chefs, and all catering occurring on the property sets up its own temporary satellite kitchen and is required to obtain Yavapai County Environmental Health Special Event Licenses.

135 Shrine Rd. Property

135 Shrine Road is located on a parcel of Yavapai County land on Airport Mesa. In 1964 the Freemasons obtained a 50 year lease to utilize this property and the building as a masonic lodge. Before our involvement, many weddings and community events have been conducted here at various times throughout its history, including many hundreds of private parties and social events, as well as community events, such as a music festival. We do not see this as permission to do whatever we want willy-nilly, and we make our plans to keep this space at or below the ambient noise made by birds and wind in the nearest neighborhoods clear, in this application. We still see this history as an important part of the story of this space and worthy of mention.

Requested Property Improvements

We don't intend to significantly alter the property for its intended use. While we're not seeking to do anything in the second CUP term, we would still like to provide a more comprehensive list of improvements we would eventually like to pursue for anyone who may be reading this. This is to avoid confusion and speculation, and should not be viewed as a formal request at this time.

Later requests, which would need to be approved in subsequent renewals of our CUP, may include:

1. The eventual burial of the powerline to the building
2. Adding skylights to the building
3. Adding of a wood deck attached to the building
4. Adding accordion doors to the deck

We are ***not*** seeking the following in this CUP application ***nor in any future*** **CUP renewals**:

1. To build an amphitheater or concert facility
2. To install permanent speakers
3. To add new buildings

There will be no additional environmental impacts, no structural changes to the buildings or the property, homeowners association restrictions, etc.

Lastly, minor landscaping includes leveling of the ground, removing any tripping hazards, planting additional native vegetation, etc. Cloth & Flame will follow all DREAM standards for landscape and for the list of plants native to the area.

The only other license we are seeking is to add a Series 6 liquor license to the site/building.

The Series 6 license allows a retailer to sell and serve spirituous liquors to be consumed on the premises, in the original container.

Updated Detailed Event Types & Frequency

During our first term of the CUP, we held 16 events; 12 weddings and 4 corporate events. We are seeking approval for a maximum 80 events per year. This total is likely much more than we will actually do, but we wish to retain the maximum total events established in the initial CUP. We'd like to adjust the breakdown of type of event as follows: 40% weddings, 20% corporate and social events, and 40% community events. We're making this change because it is difficult for us to sell events that have a longer lead time (such as weddings and corporate events). With community programming, we can control when to host events and can fill dates in as necessary to support our expenses.

The average group size for our events is 120 guests. Many of our events are under 50 guests and a small percentage are over 150 guests. We will allow a maximum of 20 events per year with group sizes between 200-250.

Our proposed approach allows us to adapt to variations in preferred event sizes and types throughout the year with a defined total. The adjusted event capacity maximums are as follows:

1. **Up to 70 persons**: Up to 46 events
2. **Up to 150**: Up to 60 events (90-120 persons is our most common size)
3. **151-200**: Up to 32 events
4. **200-250**: Up to 20 events (most restricted)

When totaled, these maximum capacities suggest a potential for hosting up to 166 events. This is written to support flexibility to client demand, but the overall operational limit is set at 80 events per year. This structure adheres to whichever maximum is reached first, to make sure we're maintaining a balance that works, while respecting community welfare and expectations.

Possible Community Events
32 community events expected per year:

- Neighborhood-only at-cost dining events 3 times up to 120 guests
- Community dining event 30 times up to 120 guests
- Sedona Film Festival annually up to 200 guests
- Art exhibit/class 4 times up to 80 guests
- Yoga class/retreat 2 times up to 50 guests
- Meditation, sound bath, breathwork class/retreat 4 times up to 50 guests
- Food drive annually no guests

Expected Wedding Events
32 weddings expected per year.

Expected Corporate & Social Events
16 corporate and social events expected per year.

Complimentary Support/Fundraising Events
4 venue uses given free-of-charge to local 501c3's and Community Services groups.

Additional Policies

Weddings or other groups over 150 guests that would like to have a dancing component, must do so inside the building, regardless of the time of day.

All speeches given outdoors must not exceed a maximum of 30 minutes combined, and must not exceed 43dB on any residential property (or ambient recorded average dB in area at the same time of day – sometimes birds and wind are louder than 43dB).

Hours of Operation

The venue's hours of operation will fluctuate and are determined based on event bookings. While the variable nature of event bookings means that no advance schedule of dates is possible, the average will be 1.54 events per week.

The majority of our events begin 1-2 hours before sunset and conclude outdoors at 9:00pm, with all outdoor music and organized activities/service ceasing or moving inside at 9:00pm. Regardless of the time, our robust and effective sound management plan will be adhered to, as defined in the Sound Management section of this document.

Traffic & Parking

While more than 60% of our private groups, regardless of size, hosted at this property over the last year have arrived via group transportation, we want our plans for traffic and parking to be clear;

There are 41 parking spaces on site. Private groups that need additional parking are required to utilize shuttle services to the property in order to minimize the number of vehicles on site, traffic impact on Airport Mesa, and physical impact on the property.

Guest shuttles pick up and drop off at each group's selected hotel. We clearly deliver and communicate driving, parking and shuttle instructions to parties prior to arrival. Driving routes are clearly marked for both parking and shuttle service. Temporary directional signs (typically folding A frame board signs) may be set up for each event and removed immediately after.

For local community programming, where additional parking may be needed, we have secured permission to rent spaces at the airport overlook lot. The lot is usually not more than 50% full on any afternoon/evening, and our need on these occasions would be closer to 20%. These are designated parking spaces, already approved via traffic study, and our totals aren't high enough to limit access to visitors of the overlook from parking.

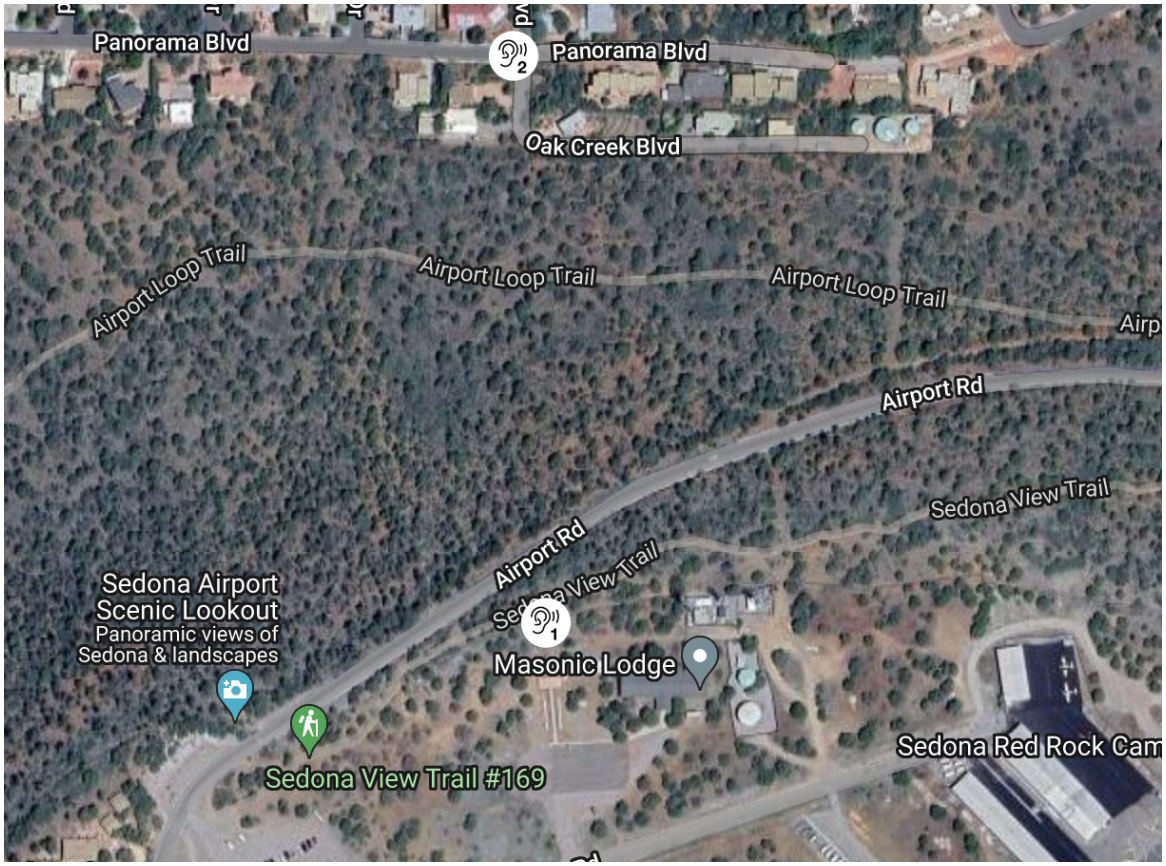
Expected max community event size: 130 people x .60 (high estimate of percentage of cars) = 78 – 41 in our existing lot = max 37 spaces needed during community events in the overlook lot. One note here; this has not yet been necessary for the community events we've hosted on the site in the last year. It's just a clear picture of the kinds of impact traffic will realistically have on the road, parking lots, etc.

Sound Management

Sound management is central to our project's success, and our experience with Temporary Use Permits (TUPs) over the past year has not only reinforced the fact that it can be done responsibly, but has also honed our understanding of responsible sound management on site.

We have determined that maintaining a maximum volume of 62 decibels, as measured from the northern edge of the property at 135 Shrine Road, works well for our operational needs while respecting the quiet enjoyment of our neighboring community. To further minimize our sound impact, we employ south-facing speakers, which direct sound away from residential neighborhoods. This strategic placement combined with our self-imposed maximums, ensures that sound levels experienced in the nearest neighborhood do not exceed 45 decibels— a level which is comfortably masked by ambient environmental sounds such as birdsong, wind, and normal road sound from 89a.

We take frequent measurements at two critical points: the northern edge of our property (identified as **Point 1** on the attached map) and the nearest publicly accessible point in the neighborhood below us (**Point 2** on the map), to ensure that these levels are adhered to.



This policy protects residents further than outlined in Sedona's noise ordinance regulations. Our operational hours for sound emission, even at our reduced levels, are tightly controlled. All outdoor sound activities cease at 9pm, an hour before the City of Sedona's requirement. All speakers used are small, directional PA systems, which are precisely adjusted before each event.

In exceptional cases where an event might exceed 65 decibels at our primary measuring point, we will proactively apply for a Temporary Use Permit. These instances are very rare and as such are not being pursued as part of our CUP application. Even so, we commit to handling such rare occasions with the utmost care to minimize disruption and maintain our commitment to community harmony.

Again, our controls go a step further than local regulations, ensuring that our events integrate seamlessly into the community fabric without detracting from the natural beauty and tranquility of Sedona.

We've also attached two images, taken in the neighborhood at **Point 2** during the loudest parts of our two most recent events; Saturday, May 11th, and Tuesday, May 14th.



Light & Visual Impact Management

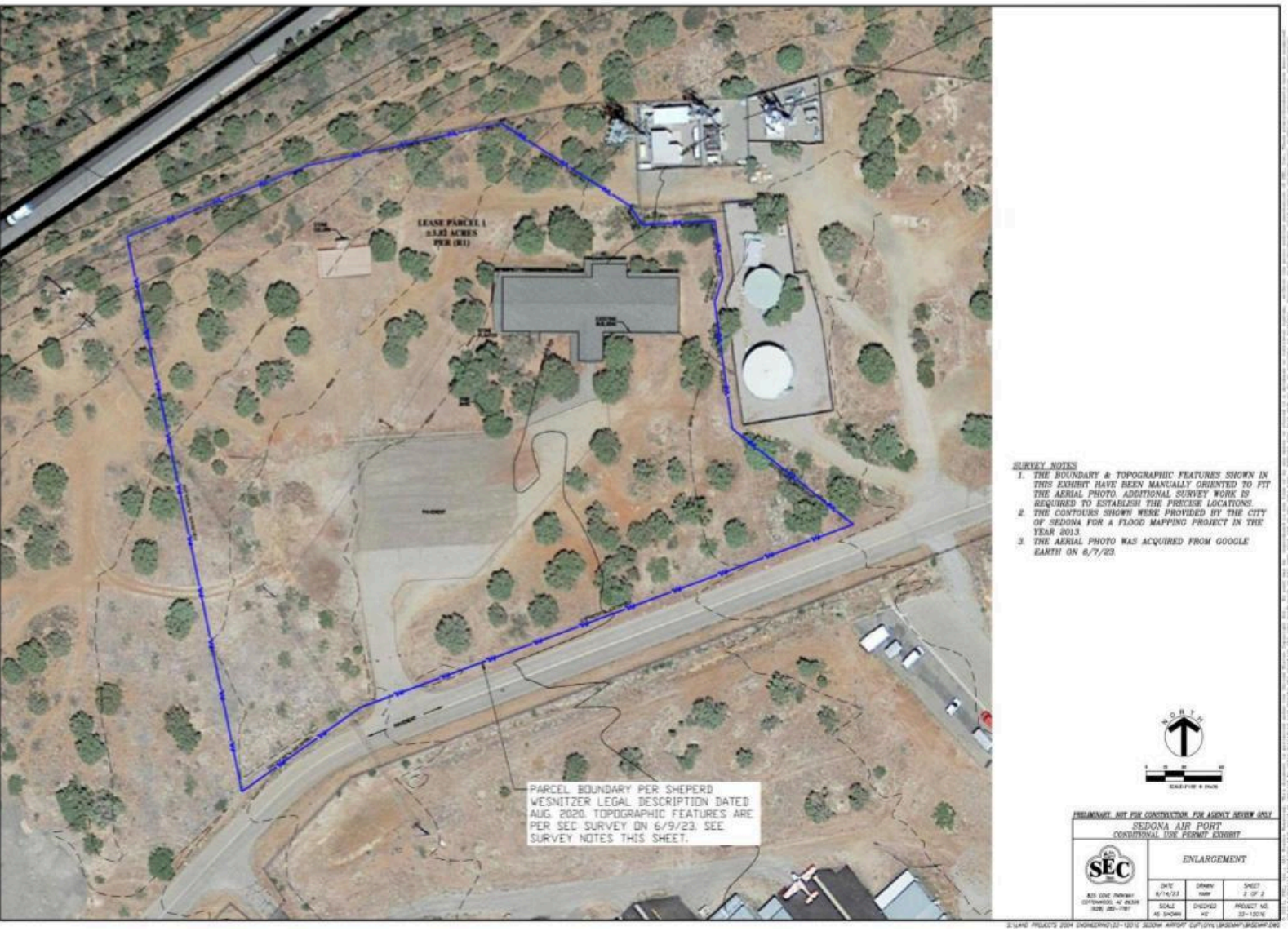
Dark Sky-approved outdoor lighting has been installed on the property. This lighting will only be turned on days an event is occurring and consists of energy-efficient LED, dark sky-compliant bistro lights and pendant covers. The compliance officer from the City of Sedona let us know after auditing our last event that our lighting is the perfect solution for temporary dark sky event lighting, and will be recommended to other event companies hoping to use string lighting, as an optimal solution.

Waste Management

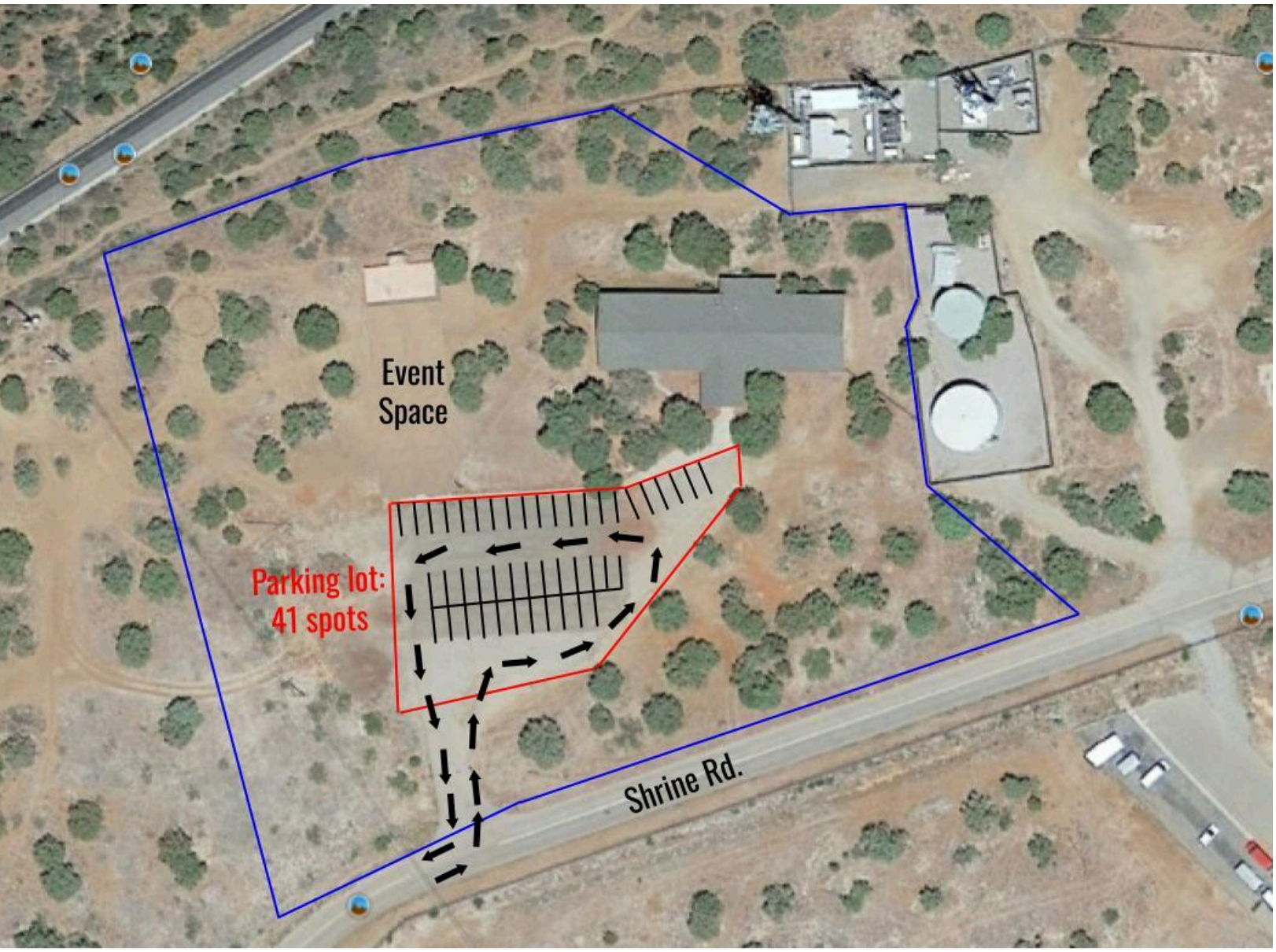
Cloth & Flame has secured waste management service and a small dumpster to handle all disposal of trash produced from gatherings at the site. This dumpster is tucked into the corner of the property to reduce any visual impact. We are working to implement a composting plan for collection of food waste when food is being prepared on site. The Cloth & Flame team will also monitor that the property is consistently maintained and cleared of any garbage, litter, or other trash and that no items are used that would impact the surrounding environment. Cloth & Flame also does not allow the use of confetti poppers or

other highly polluting materials that are hard to manage and clean up to ensure no environmental impact is made.

General Area Map:



Property Use Overview and Traffic Flow Map:



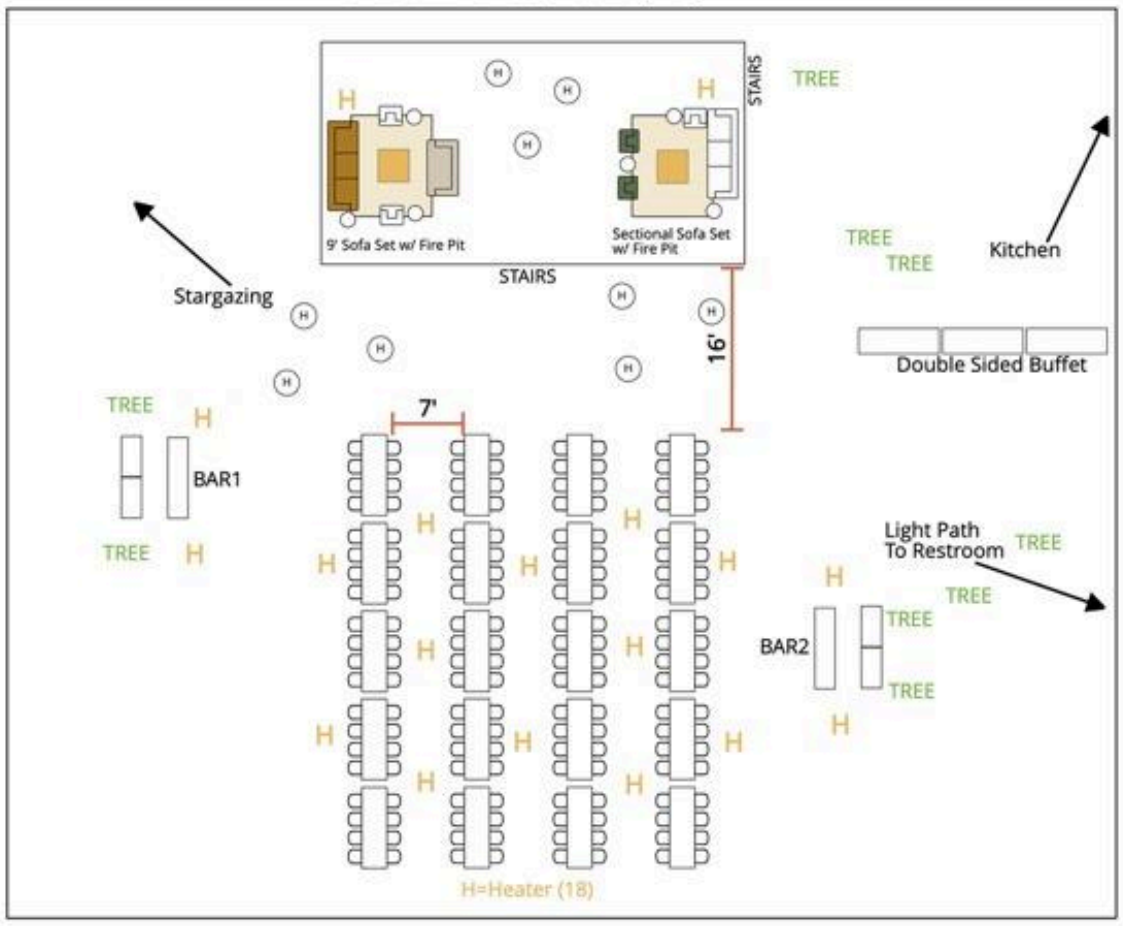
Proximity map, and sound direction:



Property Use - Past Event Site Map:



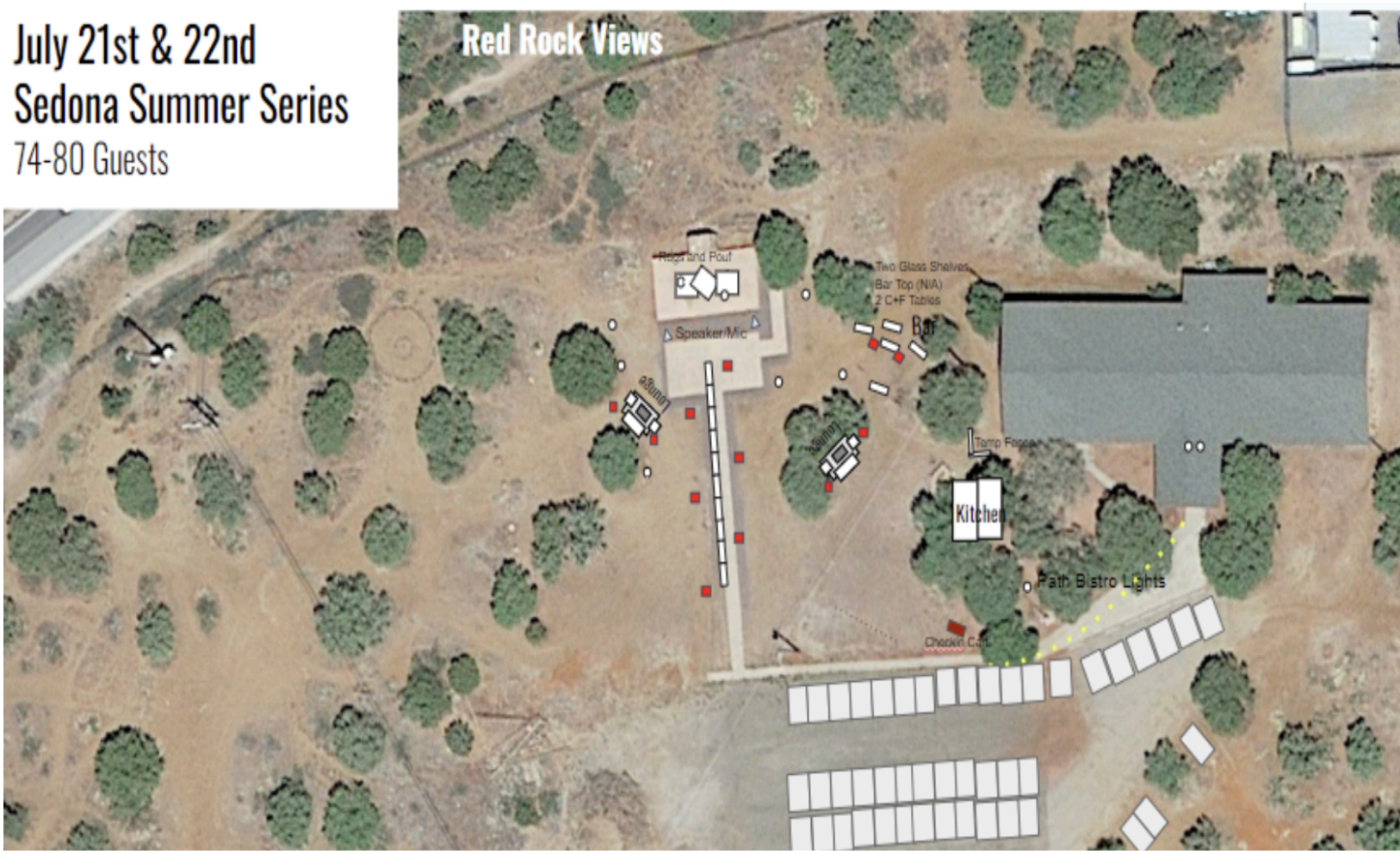
Property Use - Past Event Site Map:



Property Use - Past Event Site Map:



Property Use - Past Event Site Map:



Property Use - Past Event Site Map:



Property Use - Past Event Site Map:



Approved Certificate of Occupancy

Department of Community Development
Certificate of Occupancy

102 Roadrunner Drive; Sedona, AZ 86336
www.SedonaAZ.gov
Information: (928) 282-1154

This Certificate is issued pursuant to the requirements of the 2018 International Building Codes and certifies that at the time of final inspection, this building, or portion as described, was in compliance with the Ordinances of the City regulating Building construction and use.

This Certificate must be posted at all times in a conspicuous location visible to the public.

Building Permit: B-06854
Issued to: CLOTH & FLAME
Date of Issue: 4/8/2024
Property Address: 995 AIRPORT ROAD

Occupancy Group: A-2
Type of Construction: VB
Automatic Sprinklers: NO
Area: 5,500 Sq Ft
Design Occupant Load: 366

Description of Occupancy: EVENT VENUE

Conditions: Must meet all requirements of the Sedona Fire District.

Department of Community Development Building Official

Venue on the Mesa Code of Conduct, required to be signed by all groups prior to booking the site:

WHAT IS INCLUDED IN OUR CONTRACT?
Includes access to the site, two 7,000 watt super quiet generators, and an Open Venues Event Day Venue Concierge to oversee venue operations.

WHAT SPACES WILL WE HAVE ACCESS TO AS PART OF THE VENUE RENTAL?
You will have access to the main outdoor lawn event space, the raised "stage" outside, the parking lot, and the large main room inside the building and the restrooms in the building.

WHAT TIME DO WE HAVE ACCESS TO THE SITE FOR SET UP?
Typically 11am, but please check your contract for details specific to your event.

WHAT TIME DO WE HAVE TO BE FULLY LOADED OUT OF THE SPACE?
Typically 10pm, but please check your contract for details specific to your event. We recommend saving 1.5 hours for clean up and strike after the event end time. Additional hours can be added for $150/hr but can go no later than 12am the day of the event, and must be pre-requested at least 30 days ahead of the day of the event. If additional time the next morning is needed, this can be accommodated on case by case basis between 8am-10am and must be pre-arranged. Availability is not guaranteed. Reminder that the contracted hours for your event should encompass all activities, including the strike/clean up from your event.

WHAT IF WE NEED EXTRA HOURS FOR SET UP OR STRIKE?
Open Venues does not guarantee early set-up times or teardown times for outside vendors or clients. This includes but is not limited to florists, decorators, musicians, etc. Any extensive set-up or teardown must be discussed with your Venue Concierge in advance. Open Venues will require an additional fee of $150 per hour to cover the usage of space for additional time. This must be requested at least 30 days prior to your event for approval. Additional hours may not be approved and are contingent on what events are booked before or after your event in the space. Typical contracts run 11am-10pm, which is to include set up, event time, and clean up. Be sure to communicate the timeline with all of your vendors so they are prepared with the proper labor to complete the work within the given time frames. If these pre-arranged times are exceeded on the day of the event, they will be billed at $500 per hour and will be deducted from your Damage, Excessive Cleaning and Misuse Fee deposit you will put down with your 3rd payment.

PARKING
Onsite parking is available for approximately 41 cars. Vehicles cannot be left on site overnight without prior approval. Due to the open nature of the parking area and outdoor event site, it is recommended that you block cars from parking immediately adjacent to

your setup if you plan to use the full outdoor space, so cars are not in the background of your photos. Coordination of transportation services is the responsibility of the client and their planners to secure and confirm service to the site.

ANY SOUND RESTRICTIONS WE SHOULD BE AWARE OF?
Outdoor sound curfew 9pm, indoor space 11pm. Amplified sound must not exceed 65 decibels measured at the property line and 45 decibels measured in the neighborhood (this is the typical ambient noise volume of the neighborhood produced by birds and wind) any given time. All amplified sound must conclude before the listed time. These sound restrictions are strictly enforced. Your Venue Concierge will be measuring sound using a decibel reader and will alert you if the volume needs to be adjusted.

POWER
Two 7,000 watt generators are provided as part of your contract and the indoor space has power throughout. If C&F Culinary is used, a generator for all C&F Culinary purposes/needs will be provided. Additional generators may be rented and must be requested no later than 30 days prior to the event. Venue does not provide extension cords.

LIGHTING
The Sedona Land Development Code requires Dark Sky-approved lighting. Open Venues has Sedona-approved lighting that can be added on for a fee. Should you wish to use an outside vendor for lighting, a light plan must be submitted and approved by the City of Sedona.

ALCOHOL
This is a BYOB property, so clients may bring in their own alcohol. A licensed, insured bartender is required, and self-service of alcohol is strictly prohibited.

RESTROOMS
4 single-stall restrooms on-site in the building.

IS THE SITE ADA ACCESSIBLE?
The restrooms are not, but ADA trailers or ADA port-a-johns may be added upon request (additional charges apply). The site ground material outside is a combination of packed dirt path, grass, gravel, and the indoor space is concrete. The outdoor area does have rocks and unlevel ground in certain areas.

WHAT IF OUR GUEST SIZE GOES UP?
Your group size may be subject to additional rules and restrictions. Please contact your Venue Concierge with any increases of more than 10%.

WHAT IF OUR GUEST SIZE GOES DOWN?
No action needed.

WHAT IS THE MAX CAPACITY FOR THE SITE?
200 people. Please contact your Venue Concierge if requesting an exception, and an interview will be conducted to determine eligibility. **These increases are not typically granted for wedding parties, but exceptions can be made with a strictly enforced compliance plan.**

ARE ANIMALS ALLOWED TO BE BROUGHT ON SITE? (DOGS, BEER BURROS, ETC)
Dogs are allowed on site. They must be leashed and cleaned up after. C&F cannot be held responsible for injury to or by the animal. In indoor spaces, no animals are allowed. Animals other than dogs may be approved on a case-by-case basis. If you plan to have any animals at this venue, please let us know so we can get it approved and documented. Reach out to events@clothandflame.com.

TRASH REMOVAL
Client & client's vendors must remove all trash. Site must be returned in the same condition as start of contract time. Additional cleaning fees may be incurred for trash or damage after event contract time concludes.

SITE VISIT POLICY
Clients are allowed one site visit during their contract, which must be pre arranged and scheduled with C&F. We are not able to accommodate drop-in visits.

WEDDING CEREMONY REHEARSALS
We are not able to provide access to the space outside of your scheduled event day. We recommend you rehearse wherever you may be gathering the night before! It is typically very easy to apply what you practice off-site to our space day of. Your planner can help with directing these elements and any questions you may have.

WIFI/INTERNET ACCESS
This site has cell service and LTE access, but does not have Wifi available. If you are planning on providing your own playlist, we recommend using a service such as Spotify and downloading your playlist on a couple of devices to be sure you don't have any hiccups!

OUTSIDE VENDORS
We welcome outside vendors to be part of your event at Open Venues. We do ask that all vendors have a copy of their liability insurance, and complete the vendor agreement form that will be sent to you 30 days out from your event. Please communicate with your vendors on the nature of the site you have booked with us so they are prepared as many of the Open Venue spaces are non-traditional spaces, and are often adjacent to neighborhoods. We have hosted many great vendors over the years with no issue, but do like to ensure everyone is prepared since some of our locations are remote! Please also confirm their set up and strike timing based on your contracted times for accessing the

space.

OPEN FLAME

We follow all local regulations for fire restrictions and no burn days. If there are currently no restrictions in place the day of your event, you may have a fire pit in a designated fire ring but it must be approved by Open Venues. Fire pits must be elevated off the ground to prevent any scarring of grass or ground cover from the heat or flames. We also do permit the use of candles in our spaces. Please use common sense, and monitor any open flames at all times and take precaution. We ask that any outside caterers please also abide by any restrictions on type of cooking, and provide necessary fire extinguishers. Sparklers are not permitted in any Open Venue spaces.

WEATHER CONTINGENCY

We highly recommend securing rain tenting insurance from a tent vendor to hold a tent for your event date in chance of rain. Please work with your furniture rental vendors and other vendors to ensure you are meeting any of their rain contingency requirements.

CONFETTI POPPERS

We do not allow confetti poppers, through our experience the confetti is damaging. Our stunning venues are natural, historical, pristine, and typically in remote outdoor areas. We care about the health of our venue as well as the health of the surrounding environment so we want to minimize our footprint and take care of the space to the best of our ability. We cannot risk any pieces of confetti being left behind. In addition, we do not allow biodegradable confetti, as we have allowed couples to use this in the past and it does not biodegrade in the way that they advertise it.

WHAT INFO DOES C&F NEED FROM US? / NEXT STEPS

45 days out from the event, C&F will need:

- Site Map of planned use of space
- Final Guest Count
- Timeline for the day, including load in and out times
- List of vendors and their set up and strike times and contact info
- Point of contact for the day of
- Overview of power needs
- Confirmation of any venue-specific rentals you have booked with C&F
- COI from all vendors, with C&F listed as additionally insured

Our Venue Concierge team will reach out to gather the above details 45 days out from your event, and will ensure your Event Day Venue Concierge has all of your details and is prepared for the event! If you have any additional questions that are not addressed in this FAQ sheet, please contact your Venue Concierge, or events@openvenues.com, and our operations team will be happy to assist!

Cloth & Flame LLC
1110 E Washington St
Phoenix, AZ 85034

Fire Code Report
Conditional Use Permit Application

Cloth & Flame reached out to the Sedona Fire Department and determined that the guidelines and fire code requirements for outdoor use are as follows, and will be adhered to at all times:

- Any tent over 400 sqft will be inspected for proper installation/use prior to each event by the fire department.
- Tents where cooking is performed shall be separated from other tents, canopies or membrane structures by a minimum of 20 feet.
- Address will be clearly visible for 911 to locate in emergencies.
- Exit signs, capacity sign at entrance, and fire extinguishers to code.

Cloth & Flame LLC
1110 E Washington St
Phoenix, AZ 85034

Citizen Participation Plan
Conditional Use Permit Application

The Citizen Participation Plan includes the following:

- Contact property owners (by mail; see included letter) within 300 feet of the project site. We plan to expand our outreach to the housing subdivisions on Airport Road
- Schedule a Citizen Participation Plan meeting at which resident concerns will be heard (date/time TBD; location 135 Shrine Rd. Sedona, AZ 86336)
- Document names and addresses of the attendees
- Document resident concerns
- Document Cloth & Flame response
- File the Citizen Participation Report with the city

Community Letter

November 22, 2025

Dear Neighbors,

I hope this message finds you well. I'm Olivia Laux, co-founder of Cloth & Flame. We have applied for a renewal of our conditional use permit (CUP) at 135 Shrine Road, Sedona, AZ 86336. Our aim is to continue to host respectful and low-impact events, including social gatherings, corporate meetings, and weddings.

Please feel free to visit our website to understand more about our small Arizona business and the work we do: clothandflame.com

We divide our time between West Sedon and Phoenix and understanding and minimizing our impact on our local neighborhoods and the environment remains our top priority. As with other properties we manage, our primary outdoor activities will be early dinners and ceremonies. We do not hold concerts and are not seeking permission to do so in our CUP.. We enforce strict noise controls and require activities post-9 PM to be indoors to maintain tranquility in the area.

We would love to discuss this further and hear your thoughts at our community meeting scheduled for **December 9, 2025, from 1:00-3:00 PM** at the property. Your feedback is invaluable and will be formally recorded and considered throughout the city's review process.

If you're unable to attend but have questions or comments, please don't hesitate to reach out to me by email at olivia@clothandflame.com.

Thank you for your time and support. We look forward to continuing to build a positive relationship with each of you and enriching our incredible community together.

Warmly,

Olivia Laux

Co-founder, Cloth & Flame

Attachment 3.a.i

2024 Cloth and Flame Report

2024							
Event date	**Event type**	**Number of Guests**	**Method of Guest Arrival**	**Guest Cars**	**Staff/Vendor Cars**	**Vendor Bodies**	**Overflow lot used?**
9/1/24	Wedding	50	Self Driving	28	5	7	No
9/7/24	Wedding	130	Shuttle + Self Driving	7	10	12	No
9/11/24	Corporate	40	Shuttle	1	6	6	No
10/1/24	Wedding	85	Shuttle + Self Driving	6	10	12	No
10/4/24	Wedding	175	Shuttle + Self Driving	25	15	17	No
10/12/24	Wedding	100	Shuttle + Self Driving	18	12	15	No
11/18,19,2024	Corporate	30	Self Driving	8	6	7	No

Attachment 3.a.ii

2025 Cloth and Flame Report

Venue on the Mesa Event Report							
2025							
Event date	**Event type**	**Number of Guests**	**Method of Guest Arrival**	**Guest Cars**	**Staff/Vendor Cars**	**Vendor Bodies**	**Overflow lot used?**
3/29/25	Wedding	100	Self Driving/Walking from Sky Ranch Lodge	28	10	12	No
4/12/25	Wedding	150	Shuttle/Driving	12	24	26	No
4/18/25	Wedding	11	Driving	4	4	8	No
5/2/25	Wedding	125	Shuttle/Driving	4	15	20	No
5/3/25	Wedding	150	Shuttle/Driving	6	10	12	No
5/9/25	Wedding	40	Shuttle/Driving	4	8	10	No
5/10/25	Wedding	70	Shuttle/Driving	10	9	13	No
5/16/25	Corporate	30	Shuttle	1	12	17	No
10/3/25	Wedding	125	Shuttle	4	14	18	No
10/4/25	Wedding	30	Driving	18	5	7	No
10/6/25	Wedding	130	Shuttle	4	11	13	No
10/11/25	Wedding	75	Driving	28	6	8	No
10/18/25	Wedding	100	Shuttle/Driving	6	6	12	No
10/25/25	Wedding	100	Shuttle / Driving	20	8	16	No
12/05/25	Wedding	140	Self Driving/Walking from Sky Ranch Lodge	15	6	9	No

Attachment 3.b

Citizen Participation Report

Outlook

12/09/25 Community Meeting Report - Venue On the Mesa

From Jaime Wilson <jaime@clothandflame.com>
Date Wed 12/17/2025 10:32 AM
To Megan Yates <MYates@sedonaaz.gov>; Cari Meyer <CMeyer@sedonaaz.gov>
Cc Olivia Laux <olivia@clothandflame.com>; Matt Cooley <matt@clothandflame.com>

1 attachment (25 KB)
VOM CUP Citizen Participation Meeting Sign In Sheet - 12_09_25 Renewal Commuity Mtg.pdf;

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.

Good Morning Cari & Megan,

We held our community meeting at Venue on the Mesa on 12/09/25 from 12:00pm-3:00pm as part of our renewal process. We did not receive any community members in person. We did however receive the below email:

"Hi Olivia, I received your letter about the CUP meeting, and hope it all goes well for you. You have such a cool concept.

Just wanted to say I am cheering you on, good luck at the meeting!"

Please find attached our sign in sheet. Let us know of any questions or if you need anything further. Thank you!!

Best,
Jaime Wilson | Project Manager
Office: (480) 428-6028 | Mobile: (360) 306-0605
clothandflame.com | @clothandflame

CLOTH & FLAME

Attachment 4

Public Comments

Outlook

Comment on Development Proposal

From donotreply@sedonaaz.gov <donotreply@sedonaaz.gov>
Date Tue 12/23/2025 12:03 PM
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:	12/23/2025 12:03 p.m.
Response #:	770
Submitter ID:	8027
IP address:	174.238.225.140
Time to complete:	15 min. , 9 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:**
   Cloth & Flame CUP Extension Application PZ-24-00003

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

TO: Community Development Director and P&Z Commission Members Dec 22, 2025
RE: Cloth & Flame CUP Extension Application PZ-24-00003 (dated Dec 8, 2025)

Over the years residents have repeatedly brought concerns about non-aviation commercial activity at the Sedona Airport to the attention of staff, P&Z Commission and City Council.

Nearby residents still have the same objections to granting this CUP that we had in 2024.

The detailed description of the Cloth & Flame company and its prospective activities is lovely to read, but may not be a proper fit for the zoning regulations of airport non-aviation locations.

SOCAA has leased non-aviation space to a loosely branded “events company” that actually calls itself a speciality dinner company and functions as a Food & Beverage Service (“most events are catered by our chefs”. . . . “our primary outdoor activities will be early dinners and ceremonies”). The airport property is zoned to be used as Community Facilities; city staff has re-labeled SOCAA-sponsored commercial activities as “events” and suggested these activities belong in a “community/meeting space” - rather than as its real function of a Food & Beverage Service. Food & Beverage Service is a for-profit business, it is not “community facilities”. It is not an allowable use anywhere in that Table of Uses for the CF zoning. This starkly commercial application basically privatizes a space zoned for much more public access, at the expense of nearby residents who see no value or benefit from it but must suffer disruption of the peaceful enjoyment of their homes as outdoor spaces are increasingly used for expanded tourist activity.

We would like our elected & appointed officials, along with city staff, to again review the dozens and dozens of comments submitted when this CUP was originally requested in 2024, and attempt to understand nearby residents have concerns about the permanent nature of weekends full of outdoor tourist events so close to our homes and negative impact on our quality of life. This tourist-centered attempt by SOCAA to expand the use of outdoor spaces to increase revenue is not an allowable use of this parcel according to the current CF zoning.

Please take a moment to apply those past but still-valid concerns, and these specific points to your deliberation - and deny this CUP when the renewal request comes before you for a vote.
~~~~~~~~~~~~~~~~~~~~~~~~

1. OWNERSHIP and ACCOUNTABILITY
There is the question of whether it is even valid for Cloth & Flame, a commercial tenant who sub-leases space, to request the application for a CUP on behalf of another tenant (Venue on the Mesa), that will in fact not be held by either tenant - but held by the owners of the property, (Yavapai County via their agent, SOCCA). Regardless of the promises made by Cloth & Flame as an operator, if granted, this CUP allows commercial use of outdoor spaces to remain with the land & property owner even if the tenant changes, opening up the potential for more future disturbance with loud activities - with no further input from concerned residents.

This is in no way a judgement on Cloth & Flame or its business model, but a call to clearly reveal and honor correct city process. If this CUP renewal request is “on behalf of Venue on the Mesa” then of course the Development & Lease Agreement between
~~~~~~~~~~~~~~~~~~~~~~~~

SOCAA and Venue on the Mesa needs review to determine the total scope of its implications for granting this CUP. Staff, P&Z Members and residents can all gain from the LDC premise of “informed decision-making”.

The nature of the commercial activities proposed by Cloth & Flame is only one small part of our concern. In essence, Venue on the Mesa is a commercial business and a tenant renting space from Yavapai County on airport grounds, selling food and arranging entertainment purely for profit, and has been operated using a series of renewable temporary permits to expand their events outdoors and get around zoning regulations that REQUIRE a local community club membership component to be able to hold many multiples of outdoor “events”.

It should actually be SOCAA that engages directly with the City and the Sedona residents on this issue, thus opening up for review all the real Lease and/or Development Agreements entered into by the owner of the airport properties and benefitting from this CUP, which directly affect neighboring residents. The Sedona LDS 8.4 B.3.f. Review & Decision states clearly that P & Z “shall receive pertinent evidence concerning the proposed use and the proposed conditions under which it would be operated or maintained”. The big picture here is important.

Over the years, City Staff has been too lenient in mis-labeling the true function of the applicant and it landlord, and the scope of the commercial activities taking place at this space.

In 2024 Staff refused to gain further perspective, and told residents they could not acknowledge or take into consideration the long-term lease SOCAA has with commercial entities who want to eventually install activities on non-aviation areas of the airport property that simply do not comply with current zoning. Yet residents are the ones affected by the lease.

Cloth and Flame’s lease with the Sedona airport is stated as 10 years, (and undoubtedly has an option of at least 10 more years). This “lease” was part of an extensive Lease & Development Agreement entered into by SOCAA and Harrell Cooley LLC - and actually did call for the eventual establishment of an outdoor restaurant and outdoor amphitheater if the CUP is granted for outdoor use of the airport property. It is a bigger picture than Cloth & Flame presents in its CUP renewal application at this time, but if approved and continually renewed, this CUP would lock in the use of that parcel with private commercial activities, with very few opportunities for the “Community Facilities” function and totally ignoring the true intention of the original use described in the LDC Article 3.2 Table of Uses.

In general, it has been clear that Staff continually demonstrated a deference to commercial interests over the concerns voiced by local citizens, seems to take a conveniently isolated “hands-off” approach to business network relationships, regardless of the consequences of bringing in a lot more people and its subsequent burden on all city residents (current residents have no need for so many wedding and corporate events - that’s obviously a tourist thing}.

2. REVENUE
The people who run the Airport have come before City Council to say the airport needs money —- but that is decidedly not a reason to approve this request. In the same manner in which a Variance “is not intended to allow a use in a zoning district where it is not currently permitted, or to alleviate inconveniences or financial burdens imposed on landowners”. . . . a CUP should not be employed by any property owner who wants to take advantage of the beauty of Sedona as a means of increasing a revenue stream at the expense of nearby residents.

The Authority’s claim that they must be self-sufficient in their airport operations does not give SOCAA any rights to impose commercial activities on nearby residents who must then suffer the impacts of over-tourism so close to their homes. SOCAA can certainly make a request for a CUP, but there is no assurance for this request to be granted as Staff should be tasked to weigh resident input and the proper application of the zoning regulations to the real function of this business entity.

This CUP is all about expanding a Food & Beverage business to outside areas of a parcel, and adding outdoor enhancements which could eventually become a permanent use of that outdoor space. Granting of additional permits are meant for citizen review, and the citizens of Sedona have been telling the city over and over again that we do not want the city to allow these outdoor activities at airport locations now, or in the future. Nonetheless, city staff put together a complex set of conditions apparently meant to appease resident complaints, and still allow the contested outdoor commercial activities to take place. Now SOCAA wants more.

3. PROPER DEFINITIONS according to FUNCTION
The Airport Authority should not be allowed to artificially re-brand their activities to fit into LDC Use categories and do an end-run around current zoning regulations. Nearby residents have a right to expect commercial businesses to stay in strictly commercial areas and not to encroach on the peace and quiet of residential neighborhoods with a series of misleading labels.

In granting the short-term CUP in 2024, Cloth & Flame and city staff appeared to mis-state the use of this parcel - by calling it an “event space” or “conference/meeting space with a common side activity providing a meal”. And during the 2024 P&Z presentation, some called it “fancy dinner parties” (which fits squarely into the Food & Beverage Use category and NOT the Events definition). Labels apparently justified by claiming a “continuing” former use on that parcel.

Residents do not feel those labels are accurate.

a. TRUE PURPOSE and USE
More than 80% of the Cloth & Flame business model emphasizes an on-going permanent but portable restaurant dining experience, by definition a commercial Food & Beverage Service - not an allowable Use, and doesn’t qualify for a CUP under the CF zoning of airport property.

“We still see this history as an important part of the story of this space and worthy of mention.”The “history” of former use noted in this application refers to a former entity that did at one time, fit the requirement of the zoning use; the Masons were a member-based community organization which hosted activities at that site. Other former uses, such as a big outdoor music festival, were not correctly authorized or permitted by the city, but held anyway.

After the arrangement with the Masons expired several years ago, SOCAA entered into a new Lease & Development Agreement with a different entity that is purely a for-profit business which wants to expand and make permanent several structural improvements both indoors and outdoors for ongoing commercial benefit (Venue on the Mesa), all the while claiming the same “former use”. This approach totally ignores the original intent of the zoning for use of this property by community member organizations. This should not be allowed to continue.

Neither Cloth & Flame nor Open Venues nor Venue on the Mesa are considered a membership club. They are strictly privately held commercial businesses. Specific to the applicant’s mention of previous use of the space, it is obvious that any former use can no longer be considered a “continuation”, as that thread was already broken. All former use for private members was abandoned and replaced in 2022, 2023, and 2024 with a purely commercial use when SOCAA rented to Harrell Cooley LLC, and Harrell Cooley sub-let the space to Cloth & Flame and Open Venues. A series of Ticketed Dinner events occurred in outdoor areas at this site, without a city permit, and prior to a request for any other proper permits from the City.

Venue on the Mesa does not have the benefit of being a “club” or “lodge”, as was the old lease with the Masons, so there is no real “history” to point to in defending current commercial activities. Long-term residents have repeatedly been subject to disturbances from those former events, as well as extremely loud activities at Sky Ranch Lodge that never seem to subside. The fleeting references by airport representatives to “development of the Overlook” never mentions busking with loud outdoor amplified speakers pointed out over the neighborhoods that have already disturbed the peaceful enjoyment of our own outdoor spaces.
A many-years extension of a CUP might make these instances more frequent, worse for area residents with little accountability by these businesses, and not much over-sight by SOCAA.

In terms of the history, the past continual promotion of those un-permitted commercial activities for several years does not show good faith for the future on the part of the Airport Authority to work within the established City of Sedona zoning regulations.

Cloth & Flame may be a wonderful company, and it’s mission admirable, but that’s not the point. The point is that any CUP for expanded outdoor activities will be held by SOCAA and might be applied to other areas of the airport properties, to the detriment of area residents.

b. COMMUNITY
This renewal cites only a few activities as designed solely for benefit of local residents. City staff have never defined what percentage of community benefit they require for approval.

The “community programming” focus defined in the application is really a stretch; there is no true public benefit. This renewal request actually more clearly describes plans by a commercial restaurant advertising a beautiful space to dine with a spectacular

vista but every expectation that “the community” will pay for the view and the food or otherwise not be allowed in that space - as Cloth & Flame must make its monthly rent payment to SOCAA under their current lease. Obviously it is an exclusively commercial application, a private by-invitation-only restriction to Yavapai County property run by the airplane enthusiasts who need to fund the aviation facilities at that location; not a true definition of any benevolent community benefit.

This attempt to disguise a business process by adding the word “community” certainly dilutes the true meaning of providing event space for resident functions. On balance, the trade-off here is not believable as a bonafide gesture of respect for the desires of residents, when time and again the people who live in Sedona have asked the city to limit over-tourism and preserve some of our most iconic local spaces for real resident enjoyment, without any strings.

4. FUTURE EXPANSION
“Later requests, which would need to be approved in subsequent renewals of our CUP . . . “
What guarantee do residents have that these never-ending later requests will ever come up for citizen review and comments?

Altho Cloth & Flame maintains that “We are not seeking the following in this CUP application nor in any future CUP renewals” - the over-all lease they initially entered into with SOCAA had specifically outlined large future build-out of the indoor and outdoor spaces. And the CUP wording in the Table of Uses itself might also allow the build-out and permanent use of outdoor spaces, if granted to a club or lodge. So unless there is evidence that those provisions in the original lease have been changed, a possible future commercial expansion outdoors is real. P&Z must review the original/current lease agreement this applicant is obliged under.

The obvious advantage for commercial tourist development, of course, is that there is an airport on site, attractive for small private planes and private helicopters to bring in visitors who can afford such luxuries. Residents do not want to be forced to return every few years to keep tabs on continuing commercial development at Sedona airport properties for the benefit of attracting more tourists to these outdoor areas, disturbing the quiet nature of neighborhoods.

Altho Cloth & Flame might have a specific operational method they feel satisfies any noise complaints resident might have, it is not Cloth & Flame that holds the Permit.

This permit “runs with the land”. If this CUP is granted the ability to hold loud outdoor events can happen in the future whether this tenant remains or another commercial tenant takes its place. It is the potentially permanent nature of this Conditional Use Permit granted to SOCAA that residents object to. Any new tenant would benefit from the CUP already being in place; and a new business might have louder sounds or other disturbing features that belong in a commercial zone, and no regard for neighbors such as Cloth & Flame might now try to show.

In view of the fact that permits tend to be granted for several years running, as time goes on and economies change, residents simply do not trust that there will continue to be self-imposed restraints on outdoor amplified sound from the commercial entities themselves. From residents point of view, it is best not to allow this on-going outdoor commercial activity to get established at that location in the first place. It has been this way from the City’s incorporation.
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The previous procedures with limited short-term TUPs and the Use definition of “special event” provided much needed oversight and has built-in preventative measures to limit excessive outdoor commercial use at that location - it has been in place since the city began its zoning. It keeps most of the activity in dispute - inside of a building. It requires Staff to address issues.

Residents request that there is no outdoor amplified sound of any kind allowed at non-aviation locations on the Sedona Airport property - Cloth & Flame’s generous efforts at mitigation not-withstanding. The Sedona LDC does not call for constant monitoring by residents phoning in a complaint, engaging and burdening Sedona city resources. Residents should not be put in that position. Residents want the long-standing Use application prior to the granting of the 2024 CUP to remain in place. If properly adhered to, this process itself will limit the scope and frequency of events. LDC Use descriptions are already clear. These Use regulations simply need to be appropriately applied and followed by City Staff in the denial of this CUP request.

SOCAA’s desire for additional revenue cannot be more important than following the Use regulations and proper zoning conditions that all Sedona citizens are required to abide by.

Altho nearby residents understand and accept aviation activity, people have chosen to live on this mesa precisely because it is not an otherwise overt commercial zone and we should be able to count on the city to protect these resident interests by adhering to the true intent of the zoning regulations as written. Again, as with a Variance, this CUP request should be denied so as not to “constitute a special privilege inconsistent with limitations on other properties classified in the same zoning district.” Zoning Regulations do not need to be altered, stretched, re-defined or changed every time a business needs more money.

Residents have a lot of respect for city processes and staff efforts to balance many components as they manage crucial issues on our behalf. We do expect true adherence to the spirit of the folks who incorporated this area into our wonderful small city; but it is hard to watch how it can sometimes feel as if “progress” means we have gone astray. This is one of those times. Residents don’t want that to happen with this permit renewal request. We retain a true fondness for our life here in Sedona and a deep respect for its natural beauty. Thank you for your consideration of our sincere desire to participate in the best future possible for our city.

Regards, Rob & Maria West
540 Panorama Blvd 86336
314-520-9378

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:	Maria & Rob West
Address (or Street Name):	540 PANORAMA BLVD
City of Residence	Sedona
E-mail:	mjwsed@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.
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Outlook

Case PZ25-00012 (CUP), Cloth & Flame Conditional Use Permit

From Dave Garten <daveoutside@gmail.com>
Date Sat 1/24/2026 7:34 AM
To Planning <Planning@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.

Dear Sedona Community Development Department,

I am a resident in the Saddlerock subdivision, at 60 Forest Drive.

We absolutely can hear music from the venue. So, even if it meets the 43 dB permit requirement in the neighborhood, we can hear it easily. The noise is disturbing, and we cannot sit outside and enjoy Sedona during events. Whenever there is an event there, it also generates more traffic, creating yet more noise going up Airport Road.

Certainly I am against having any event venue on the airport property, just above our neighborhood.

That said, my primary objection is that the use permit allows for 80 events. The letter from the Cloth and Flame owners states that last year there were 18 events held. So why permit for more? 18 is bad enough, so I would like to see the City, if the conditional use permit is granted, to limit the maximum number of events to far less, perhaps 20 events. That way, we at least know that an increase in the frequency of noise is limited.

Thank you,

Dave Garten
60 Forest Circle
Sedona

503-327-4278
daveoutside@alum.mit.edu

Outlook

Case PZ25-00012 (CUP), Cloth & Flame Conditional Use Permit

From Linda Bonder <runwalkhike@gmail.com>
Date Sun 1/25/2026 4:20 PM
To Planning <Planning@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.

Dear Sedona Planning folks

I am a Saddlerock neighborhood resident. We definitely hear music from the Cloth & Flame event venue - unfortunately, this neighborhood is a real echo chamber. I object to the noise and the noise from the extra traffic going up Airport. The biggest thing is that the permit is for up to 80 events per year! Even if those events were spread out in Oct through April, that would be more than 10 evenings every month that residents would not be able to sit outside and enjoy the peace of Sedona. The owner says that they only had 18 events last year. They say that they don't want tons, so why not limit them to 20 events per year. Otherwise, all the residents in our area are at their mercy. By Please - Sedona needs to be great for residents, not just for visitors.

Thank you,

Linda Bonder
60 Forest Circle
Sedona

503-753-4325
runwalkhike@duck.com