



Cochise County
Community Development
Planning, Zoning and Building Safety Division
Public Programs...Personal Service
www.cochise.az.gov

COCHISE COUNTY
FEB 24 2020
PLANNING

Special Use Project Application

Applicant's Certification & Acknowledgement

By signing below, I certify that:

1. I am the Owner or authorized Agent of the Owner of the property being developed.
2. I am applying for the meetings/ review(s) indicated below.
3. I have read and understand the information provided in this Application Guide.
4. This application is complete and accurate to the best of my knowledge. Submission of false information may constitute fraud, and may be punishable by fine, imprisonment, or both pursuant to A.R.S. §13-2310.
5. I hereby request all inspections necessary to process this application, and if the permit is issued I request all inspections necessary to monitor progress, and document completion, at all stages of the work related to this permit.

By signing below, I acknowledge that:

6. Incomplete or inaccurate submittals by the Owner, Applicant or any other representative may result in delays, return of submittals, or denial of this application.
7. The submittal is subject to an administrative review of 10-business days (5-business days initial review, 5-business days resubmittal review) at which time I will receive written or electronic notice if the application is complete or, in the case of an incomplete application, a list of deficiencies that need to be corrected. An application will not pass the review for administrative completeness until all deficiencies have been corrected.
8. If the County does not issue a written or electronic notice of administrative completeness within the 10-business days, the application will be deemed administratively complete and the substantive review process begins.
9. The overall review time is 130-business days.
10. The substantive review process is 120-business days.

Planning, Zoning and Building Safety
1415 Melody Lane, Building E
Bisbee, Arizona 85603
520-432-9300
520-432-9278 fax
1-877-777-7958
planningandzoning@cochise.az.gov

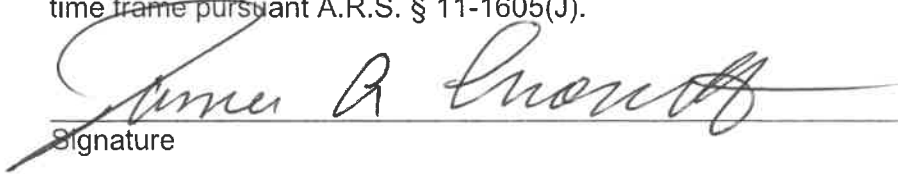
Highway and Floodplain
1415 Melody Lane, Building F
Bisbee, Arizona 85603
520-432-9300
520-432-9337 fax
1-800-752-3745
highway@cochise.az.gov
floodplain@cochise.az.gov

By signing below, I acknowledge that:

11. A complete response to any correspondence will be submitted to Cochise County for any subsequent reviews.
12. The Applicant or Agent will be sent written or electronic notice of a license approval or denial within the substantive review period.
13. All required permits must be obtained prior to any construction and that failure to obtain permits may result in fines or other penalties.
14. The Applicant or Agent is responsible for all changes and additional time required to correct plans and/or development as a result of differences between the proposed use and what is permitted in the zoning district in which the property lies.
15. The project review process and timeframe is suspended when a project triggers the requirement for an application for approval by an Outside Agency, the Planning and Zoning Commission, and/or the Board of Supervisors. If either the Planning and Zoning Commission or the Board of Supervisors approves the request contained in the application, then Community Development Department will resume the project review process. If the Board of Supervisors denies the request, then the Community Development Department will consider the project to be denied.

By signing below, I acknowledge that:

16. An appeal protesting any denial of an application may be made to Cochise County Community Development Department, Planning Division Deputy Director, Beverly Wilson, 1415 Melody Lane, Bldg. E. Bisbee, Arizona 85603. The appeal shall set forth all relevant facts pertaining to the denial, and must be in writing. It must be filed within ten-days from the date of the denial letter.
17. If the County does not issue to the Applicant the written or electronic notice granting or denying a license within the **overall** time frame or within the mutually agreed upon time frame extension, the county SHALL refund the Applicant all fees charged for reviewing the applications and SHALL excuse any fees not yet paid. The refund SHALL be made within 30-working days after the expiration of the agreed upon time frame pursuant A.R.S. § 11-1605(J).



Signature

2-24-20

Date

JAMES A THOMAS

Print Name/Firm

Owner

Agent

**COMMERCIAL USE/BUILDING PERMIT/SPECIAL USE PERMIT QUESTIONNAIRE
(TO BE PRINTED IN INK OR TYPED)**

TAX PARCEL NUMBER 106-39-036 thru 042

APPLICANT Bethlehem Holy Ghost Headquarters Church, Inc.

ADDRESS 409-421 E. Yuma St., Huachuca City, AZ 85616

CONTACT TELEPHONE NUMBER 520-456-9748/520-249-5562

EMAIL ADDRESS: jakob.winslow@gmail.com

PROPERTY OWNER (IF OTHER THAN APPLICANT) _____

ADDRESS 429 E. Yuma St./PO BOX 4438, Huachuca City, AZ 85616

DATE SUBMITTED February 7, 2020

Special Use Permit Public Hearing Fee (if applicable) \$ _____

Building/Use Permit Fee \$ _____

Total paid \$ _____

PART ONE - REQUIRED SUBMITTALS

1. Cochise County Joint Application (attached).
2. Questionnaire with all questions completely answered (attached).
3. A minimum of (6) copies of a site plan drawn to scale and completed with all the information requested on the attached Sample Site Plan and list of Non-residential Site Plan Requirements. **(Please note that nine (9) copies will be required for projects occurring inside the Uniform Building Code enforcement area. In addition, if the site plan is larger than 11 by 17 inches, please provide one reduced copy.)**
4. Proof of ownership/agent. If the applicant is not the property owner, provide a notarized letter from the property owner stating authorization of the Commercial Building/Use/Special Use Application.
5. Proof of Valid Commercial Contractor's License. (Note: any building used by the public and/or employees must be built by a Commercial Contractor licensed in the State of Arizona.)
6. Hazardous or Polluting Materials Questionnaire, if applicable.

OTHER ATTACHMENTS THAT MAY BE REQUIRED DEPENDING ON THE SCOPE OF THE PROJECT

1. Construction Plans (possibly stamped by a licensed Engineer or Architect)
2. Off-site Improvement Plans
3. Soils Engineering Report
4. Landscape Plan
5. Hydrology/Hydraulic Report

6. Traffic Impact Analysis (TIA): **Where existing demonstrable traffic problems have already been identified such as high number of accidents, substandard road design or surface, or the road is near or over capacity, the applicant may be required to submit additional information on a TIA.**
7. Material Safety Data Sheets
8. Extremely Hazardous Materials Tier Two Reports
9. Detailed Inventory of Hazardous or Polluting Materials along with a Contingency Plan for spills or releases

The Commercial Permit Coordinator/Planner will advise you as soon as possible if and when any of the above attachments are required.

PART TWO - QUESTIONNAIRE

In the following sections, thoroughly describe the proposed use that you are requesting. **Attach separate pages if the lines provided are not adequate for your response.** Answer each question as completely as possible to avoid confusion once the permit is issued.

SECTION A - General Description (Use separate sheets as needed)

1. What is the existing use of the property?

There is no existing use currently.

- What is the proposed use or improvement?

We will install a kitchen and bathrooms (including handicap access) and create a multipurpose room for community outreach/dining facility.

2. Describe all activities that will occur as part of the proposed use. In your estimation, what impacts do you think these activities will have on neighboring properties?

Dining facility and community after school program for children; little to no impact on neighbors

3. Describe all intermediate and final products/services that will be produced/offered/sold.

NA

4. What materials will be used to construct the building(s)? (Note, if an existing building(s), please list the construction type(s), i.e., factory built building, wood, block, metal)

Building already exists

5. Will the project be constructed/completed within one year or phased? One Year _____
Phased ___ if phased, describe the phases and depict on the site plan.

Phased; install restrooms and kitchen and then create dining facility/multipurpose room

6. Provide the following information (when applicable):

A. Days and hours of operation: Days: M-F Hours (from 6 AM to 8 PM)

B. Number of employees: Initially: 2 Future: 10
Number per shift Seasonal changes _____

C. Total average daily traffic generated:

(1) How many vehicles will be entering and leaving the site.

Approximately 20 per day maximum

(2) Total trucks (e.g., by type, number of wheels, or weight)

none

(3) Estimate which direction(s) and on which road(s) the traffic will travel from the site?

Westbound on Yuma Street

(4) If more than one direction, estimate the percentage that travel in each direction

Nearing 100% of traffic will go west from site on Yuma Street

(5) At what time of day, day of week and season (if applicable) is traffic the heavies

3-8 pm weekdays during the school year

Circle whether you will be on public water system or private well. If private well, show the location on the site plan.

Estimated total gallons of water used: per day 100 **per year** _____

Will you use a septic system? Yes _____ No If yes, is the septic tank system existing?

Yes _____ No _____ Show the septic tank, leach field and 100% expansion area on the site plan.

G. Does your parcel have permanent legal access*? Yes No _____ if no, what steps are you taking to obtain such access?

*Section 1807.02A of the Cochise County Zoning Regulations stipulates that no building permit for a non-residential use shall be issued unless a site has permanent and direct access to a publicly maintained street or street where a private maintenance agreement is in place. Said access shall be not less than twenty (20) feet wide throughout its entire length and shall adjoin the site for a minimum distance of twenty (20) feet. If access is from a private road or easement provide documentation of your right to use this road or easement and a private maintenance agreement.

H. For Special Uses only - provide deed restrictions that apply to this parcel if any.

Attached _____ NA _____

8. Identify how the following services will be provided:

Service	Utility Company/Service Provider	Provisions to be made
Water		
Sewer/Septic	Huachuca City	
Electricity	SSVEC	
Natural Gas	Southwest Gas	
Telephone	Century Link	
Fire Protection	Whetstone Fire	

SECTION B - Outdoors Activities/Off-site Impacts

1. Describe any activities that will occur outdoors.

Basketball, cornhole, kickball, and a number of children's games

2. Will outdoor storage of equipment, materials or products be needed? Yes _____ No ^x_____ if yes, show the location on the site plan. Describe any measures to be taken to screen this storage from neighboring properties.

Will any noise be produced that can be heard on neighboring properties? Yes ^x_____ No _____ if yes; describe the level and duration of this noise. What measures are you proposing to prevent this noise from being heard on neighboring properties?

Noise will come from children playing outside; we have a brick wall surrounding the children's play area.

3. Will any vibrations be produced that can be felt on neighboring properties? Yes _____ No _____ if yes; describe the level and duration of vibrations. What measures will be taken to prevent vibrations from impacting neighboring properties?

4. Will odors be created? Yes _____ No ^x_____ If yes, what measures will be taken to prevent these odors from escaping onto neighboring properties?

5. Will any activities attract pests, such as flies? Yes _____ No ^x_____ If yes, what measures will be taken to prevent a nuisance on neighboring properties?

6. Will outdoor lighting be used? Yes _____ No If yes, show the location(s) on the site plan. Indicate how neighboring properties and roadways will be shielded from light spillover. Please provide manufacturer's specifications.

7. Do signs presently exist on the property? Yes _____ No If yes, please indicate type (wall, freestanding, etc.) and square footage for each sign and show location on the site plan.

A. _____ B. _____ C. _____ D. _____

8. Will any new signs be erected on site? Yes _____ No _____ If yes, show the location(s) on the site plan. Also, draw a sketch of the sign to scale, show the copy that will go on the sign and **FILL OUT A SIGN PERMIT APPLICATION** (attached).

9. Show on-site drainage flow on the site plan. Will drainage patterns on site be changed?

Yes _____ No

If yes, will storm water be directed into the public right-of-way? Yes _____ No _____

Will washes be improved with culverts, bank protection, crossings or other means?

Yes _____ No

If yes to any of these questions, describe and/or show on the site plan.

10. What surface will be used for driveways, parking and loading areas? (i.e., none, crushed aggregate, chipseal, asphalt, other)

Crushed aggregate for parking lot and loading and unloading zones

11. Show dimensions of parking and loading areas, width of driveway and exact location of these areas on the site plan. (See site plan requirements checklist.)

12. Will you be performing any off-site construction (e.g., access aprons, driveways, and culverts)?
Yes _____ No If yes, show details on the site plan. **Note: The County may require off-site improvements reasonably related to the impacts of the use such as road or drainage improvements.**

SECTION C - Water Conservation and Land Clearing

1. If the developed portion of the site is one acre or larger, specific measures to conserve water on-site must be addressed. Specifically, design features that will be incorporated into the development to reduce water use, provide for detention and conserve and enhance natural recharge areas must be described. The Planning Department has prepared a *Water Wise Development Guide* to assist applicants. This guide is available upon request. If the site one acre or larger, what specific water conservation measures are proposed? Describe here or show on the site plan submitted with this application.

2. How many acres will be cleared? _____
If more than one acre is to be cleared describe the proposed dust and erosion control measures to be used

(Show on site plan if appropriate.) _____

SECTION D - Hazardous or Polluting Materials

Some businesses involve materials that can contaminate the soil, air, water, waste disposal system or environment in general. Precautions must be taken to protect the environment when such products are distributed to or from the site, stored, manufactured, processed, disposed of, or released as raw materials, products, wastes, emissions, or discharges (When sold or incorporated in a product these materials are required to have Material Safety Data Sheets (MSDS) supplied by the manufacturer.) Examples of such products include but are not limited to paint, solvents, chemicals and chemical wastes, oil, pesticides, herbicides, fertilizers, radioactive materials, biological wastes etc.

Does the proposed use have any activities involving such materials?

Yes ___ No ___ If yes, complete the attached *Hazardous or Polluting Materials Use Questionnaire*.

Note: Depending on quantities, this question does not apply to ordinary household or office products or wastes such as cleansers, waxes or office supplies. Answer YES only if the materials are involved in the commercial or special use process or if landscaping or maintenance chemicals (pesticides, fertilizers, paints, etc.) will be present in quantities greater than 50 pounds (solids) or 25 gallons (liquids).

If you answer NO to this question but in the County's experience, the type of business proposed typically uses such materials, you will be asked to complete the *Hazardous or Polluting Materials Questionnaire* prior to processing this Commercial Use/ Building/ Special Use Permit.

Applications that involve hazardous or polluting materials may take a longer than normal processing time due to the need for additional research. The Arizona Department of Environmental Quality Compliance Assistance Program can address questions about Hazardous Materials (1-800-234-5677, ext. 4333).

SECTION E - Applicant's Statement

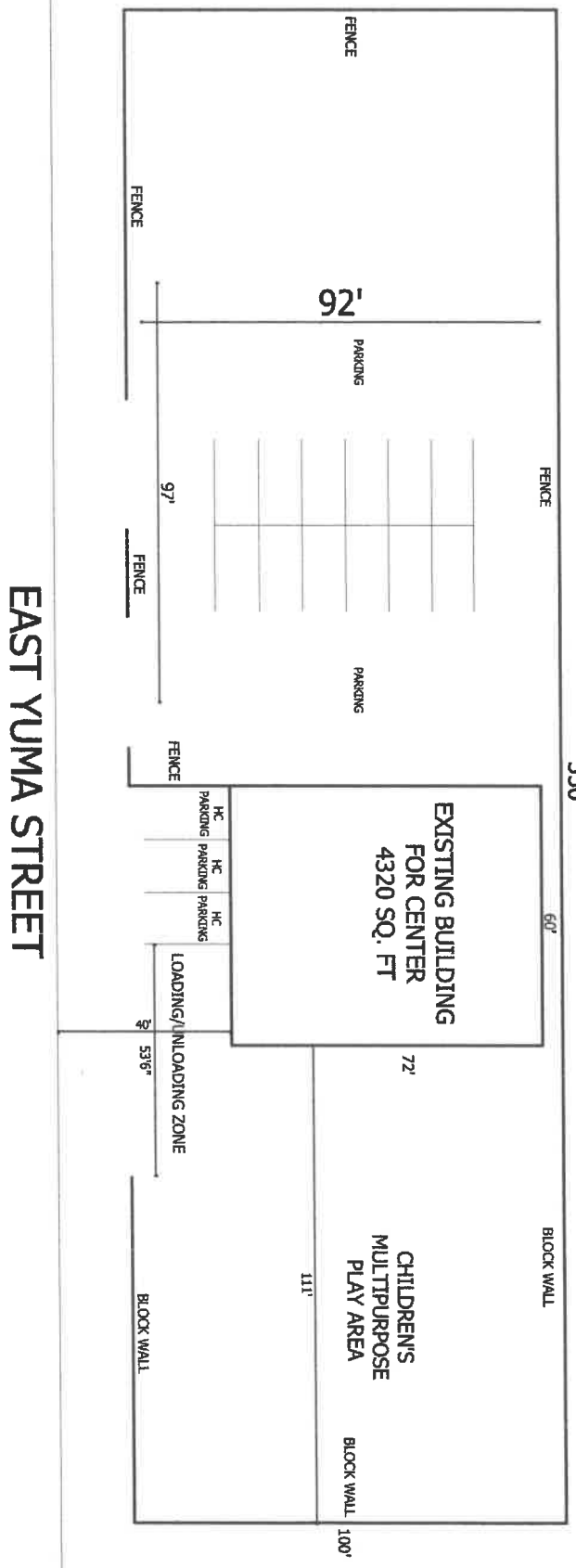
I hereby certify that I am the owner or duly authorized owner's agent and all information in this questionnaire, in the Joint Permit Application and on the site plan is accurate. I understand that if any information is false, it may be grounds for revocation of the Commercial Use/ Building/ Special Use Permit.

Applicant's Signature James A Thomas

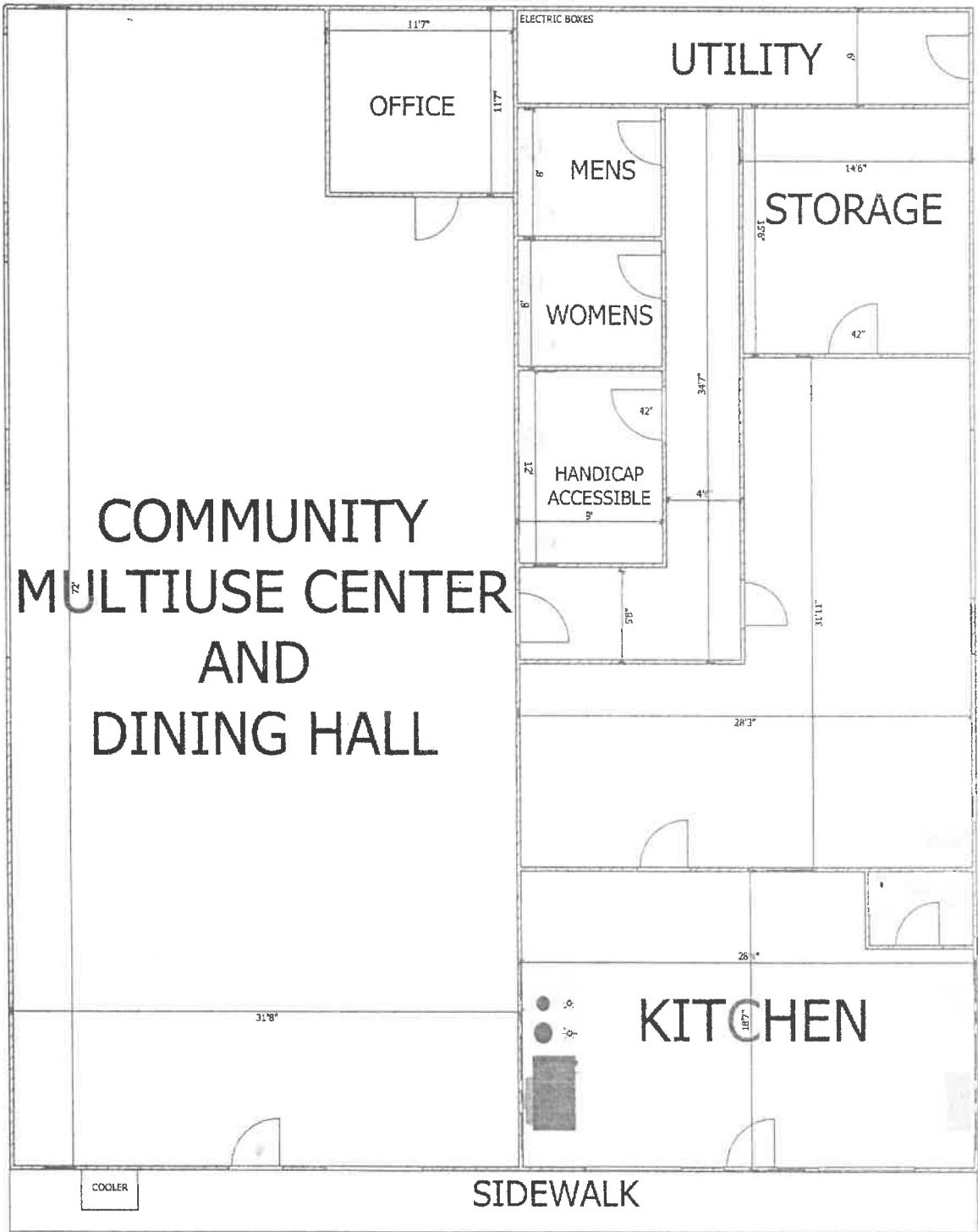
Print Applicant's Name JAMES A THOMAS

Date signed 2-24-20

BETHLEHEM HOLY GHOST HEADQUARTERS CHURCH, INC
 PROPOSED MASTER SITE PLAN
 409-421 E. YUMA ST., HUACHUCA CITY, AZ
 PARCELS 106-39-036 THRU 042



EAST YUMA STREET



Bethlehem Holy Ghost Headquarters Church, Inc.
Community Outreach Center
And Dining Facility
4320 sq. ft.

COCHISE COUNTY
FEB 24 2023
PLANNING

Citizens Review Report

Bethlehem Holy Ghost Headquarters Church, Inc.

429 East Yuma Street, Huachuca City, AZ 85616

Briefing and Results of Citizens Review

A letter was sent out to all property owners within 1000 feet of our proposed site at 409-421 E. Yuma St. in Huachuca City in October. The attached letter described our endeavors and sought to field questions and concerns from our neighbors. Our distribution of letters to the community yielded two responses. The responses are attached and were overwhelmingly positive. We were surprised to have no negative responses to our proposal. The only other email sought to sell us their property in the vicinity for our endeavors. One neighbor shared concerns about noise and traffic, which we addressed promptly. The aforementioned neighbor showed support of our efforts. We feel optimistic and confident that we have the support of those residing in the area of our proposal.

Submitted,

Jakob Winslow

Board of Directors, Bethlehem Holy Ghost Headquarters Church, Inc.

Bethlehem Holy Ghost Headquarters Church, Inc.
429 East Yuma Street, Huachuca City, AZ 85616 (520)456-9748
Bishop Dr. Allen L. Malone, Pastor

September 30, 2019

Dear Friends and Neighbors,

My name is Jake Winslow and I represent Bethlehem Holy Ghost Headquarters Church in Huachuca City. We have been an established place of worship on Yuma Street since 1977. As part of our church's endeavors, we are looking to establish a kitchen/dining hall/multipurpose facility in our first phase of construction. We will be establishing a center for the children of the community to include recreational activities, after school academic services, and outreach center in our second phase of construction. The center will be located in an existing building adjacent to our current church campus at 409-421 E. Yuma Street (parcels 106-39-36 through 42). Our mission through this project is to serve those in our congregation as well as the local community more thoroughly.

Our Project will include (Provide key project details and stats):

- **4,500** Square foot building (already established at 417 E. Yuma St.)
- Upgrades to the interior and exterior of facility to suit intended purpose of building
- Fencing around the perimeter of property
- Approximately 30 parking stalls (aggregate surface)

The county requires us to go through the zoning process of acquiring a special use authorization. Part of that process includes getting feedback from you, our neighbors.

You will also be receiving a letter from the county, with contact information in case of objections to the project. If you have any concerns, questions or objections, we ask and encourage you to contact us first. We are happy to address them, and it may be something we haven't thought of that will make the project that much better. We hope that this will be the start of a very cooperative relationship.

Thank you for your time and consideration. Please find my contact information below:

Jake Winslow, Board of Directors, Bethlehem Holy Ghost Headquarters Church
520-456-9748 – church phone– leave message
jakob.winslow@gmail.com



Jakob Winslow <jakob.winslow@gmail.com>

Church endeavors

4 messages

Lyn Braswell <hcfirelady@yahoo.com>

Sat, Oct 19, 2019 at 6:46 PM

To: "jakob.winslow@gmail.com" <jakob.winslow@gmail.com>

Hi Jake,

This is Lyn and Frank, we live at 416 E Pima. We have a couple of questions about the church endeavors. One of the first ones is what are the hours of operations going to be? Another is what kind of fence will be used? Also, what kind of building will be used for the kitchen/dining? Or will it all be in the current building? We also are wondering about the property to the east of ours that was used as a playground? Nothing has been done with that property in years, what is the time line of this project?

We appreciate all of the work you all have done already. The property looks much better.

Thanks,

Lyn and Frank

Jakob Winslow <jakob.winslow@gmail.com>

Sun, Oct 20, 2019 at 10:42 PM

To: Lyn Braswell <hcfirelady@yahoo.com>

Good evening Lyn and Frank,

I appreciate your questions on our future endeavors. I will do the best I can to answer your questions.

The hours of operation would be from approximately 3-8 PM Monday through Friday during the school year. That will be in the second phase of our project, which may be some years down the road.

Our goal is to have chain link fencing around the perimeter of the property with the exception of the block wall on the east side of 417 E Yuma.

We are going to use half of building that exists at 417 E. Yuma for our new kitchen and dining facility.

As far as the playground goes, it is independent of the current project at 417 E. Yuma. We have had a number of contracts to reconstruct the wall on the west end of the playground. We hope to eventually reconstruct the wall and upgrade the equipment on the playground.

I appreciate your questions and hope I have answered them sufficiently. Please reach out if you have any questions. I hope you all are doing well!!!!

Jake

[Quoted text hidden]

Lyn Braswell <hcfirelady@yahoo.com>

Mon, Oct 21, 2019 at 7:47 AM

To: Jakob Winslow <jakob.winslow@gmail.com>

Hi Jake,

Thanks for answering so quickly. we are doing well. How is school going? I hear it is growing!

Just a couple more questions I can think of. what are the hours of the kitchen/dining, and who will it be feeding? we are just wondering when people are going to be wondering

around. LOL

We would like to wish you guys good luck with this new construction. It is nice to see the improvements and it going to help the community.

If you need anything from us please let us know. We like knowing what is happening with the property.

Lyn and Frank

[Quoted text hidden]

Jakob Winslow <jakob.winslow@gmail.com>
To: Lyn Braswell <hcfirelady@yahoo.com>

Fri, Oct 25, 2019 at 7:06 PM

Lynn and Frank,

I'm really glad to hear that you all are doing well. School has been crazy busy as it usually is. We hosted our home cross country meet on Wednesday, and it was bigger than it has been in over 15 years. All of my energy has gone to that this week!

As far as the kitchen goes, that will have a couple of purposes. It will be a dining hall for the members of our church when we have functions. We also would like to see about getting back into programs such as the summer lunch/meal programs for the kids if that's feasible. We also might use it in conjunction with our after-school programs down the road. One thing is that we are going to try to control access and limit it to only Yuma St.

I truly appreciate your questions and concerns. If you ever have any questions, please contact me. I do appreciate your kind words and it is our prayer that we can do something meaningful in our community.

Thank you again and take good care of yourselves!

Jake

[Quoted text hidden]



Jakob Winslow <jakob.winslow@gmail.com>

417 Navajo

Peter Van Veen <petervanveen2@gmail.com>
To: jakob.winslow@gmail.com

Sun, Nov 17, 2019 at 8:59 AM

Hello Jake,

I received your September 30, 2019 letter and have no objection to your plans. I would however like to bring to your attention a commercial building that is for sale a block from your church. It might be considerably cheaper to purchase the building at 417 Navajo then building from scratch. Here is a link.

https://www.coldwellbankerhomes.com/az/huachuca-city/417-navajo-e/pid_30263520/

Peter Van Veen

(303) 918-5458

Bethlehem Holy Ghost Headquarters Church, Inc.
429 East Yuma Street, Huachuca City, AZ 85616 (520)456-9748
Bishop Dr. Allen L. Malone, Pastor

September 30, 2019

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Our Project will include (Provide key project details and stats):

- **4,500** Square foot building (already established at 417 E. Yuma St.)
- Upgrades to the interior and exterior of facility to suit intended purpose of building
- Fencing around the perimeter of property
- Approximately 30 parking stalls (aggregate surface)

The county requires us to go through the zoning process of acquiring a special use authorization. Part of that process includes getting feedback from you, our neighbors.

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Thank you for your time and consideration. Please find my contact information below:

Jake Winslow, Board of Directors, Bethlehem Holy Ghost Headquarters Church
520-456-9748 – church phone– leave message
jakob.winslow@gmail.com

YOUR MAILBOX IS FULL

I HOPE THIS WILL DO

I HAVE NO OBJECTIONS

Bill Jackson