

BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: 5/6/2025

*= Mandatory, information must be provided

Click or tap the boxes to enter text. If not applicable, indicate "N/A". *Title: P25CU00001 JUAREZ - W. AJO HIGHWAY *Introduction/Background: Jaime and Cherie Juarez request a Type II Conditional Use Permit for a mailbox store in accordance with Section 18.13.030.B.40 of the Pima County Zoning Code in the GR-1 (Rural Residential) zone, addressed as 15895 W. Ajo Highway. (District 3) *Discussion: The owner requests a Type II Conditional Use Permit to construct a maibox store. *Conclusion: Approval of the conditional use permit would allow the owner to build a mailbox store. *Recommendation: The Hearing Administrator and staff recommend APPROVAL of the Type II Conditional Use Permit subject to standard and special conditions. *Fiscal Impact: None *Board of Supervisor District: T 1 **F** 2 ₹ 3 ☐ All Department: Development Services Telephone: (520) 724-6675 Contact: Spencer Hickman, Senior Planner Telephone: (520) 724-6498 4/18/2025 Department Director Signature:

Deputy County Administrator Signature:

County Administrator Signature:



TO:

Honorable Jennifer Allen, District 3

FROM:

Chris Poirier, Director

Public Works-Development Services Department-Planning Division

DATE:

April 15, 2025

SUBJECT:

P25CU00001 JUAREZ – W. AJO HIGHWAY

(Conditional Use Type II - Mailbox Store)

The above referenced Conditional Use Permit is within your district and is scheduled for the Board of Supervisors' **TUESDAY**, **MAY 6**, **2024** hearing.

REQUEST:

For a **Type II Conditional Use Permit for a mailbox store** in accordance with Section 18.14.030.B.6 of the Pima County Zoning Code in the GR-1 (Rural Residential) zone located south of W. Ajo Highway, approximately 2,300 feet northeast of the intersection of W. Ajo Highway and S. Sasabe Highway,

addressed as 15895 W. Ajo Highway.

OWNER:

Jaime and Cherie Juarez 12515 W. High Ridge Dr

Tucson, AZ 85736

DISTRICT:

3

STAFF CONTACT: Spencer Hickman, Planner II

<u>PUBLIC COMMENT TO DATE</u>: As of April 15, 2025, staff received one letter of support and one letter of protest citing access concerns.

<u>HEARING ADMINISTRATOR RECOMMENDATION</u>: APPROVAL SUBJECT TO STANDARD AND SPECIAL CONDITIONS

MAEVEEN MARIE BEHAN CONSERVATION LANDS SYSTEM (CLS): The project is located within the Maeveen Marie Behan Conservation Land System designated as Multiple Use Management Area and the Special Species Management Area.

TD/SH/ds Attachments



BOARD OF SUPERVISORS MEMORANDUM

SUBJECT: P25CU00001

Page 1 of 3

FOR MAY 6, 2025 MEETING OF THE BOARD OF SUPERVISORS

TO:

HONORABLE BOARD OF SUPERVISORS

FROM:

Chris Poirier, Director

Public Works-Development Services Department-Planning Division

DATE:

April 15, 2025

ADVERTISED ITEM FOR PUBLIC HEARING

CONDITIONAL USE PERMIT

P25CU00001 JUAREZ – W. AJO HIGHWAY

Jaime and Cherie Juarez request a Type II Conditional Use Permit for a mailbox store in accordance with Section 18.14.030.B.6 of the Pima County Zoning Code in the GR-1 (Rural Residential) zone, addressed as 15895 W. Ajo Highway. Staff and the Hearing Administrator recommend APPROVAL SUBJECT TO STANDARD AND SPECIAL CONDITIONS. (District 3)

Summary of Hearing Administrator Hearing (March 12, 2025)

In accordance with Pima County Zoning Code Section 18.97.030.F.3, a public hearing was held on this application on March 12, 2025. The hearing was held in "hybrid" fashion, with both an inperson and online/virtual option for attending. The owner/applicant presented the case to the hearing administrator and answered all of his questions.

One (1) member of the public chose to speak on the matter (an in-person attendee). He was not in outright opposition to the proposal, but did express concerns about access to the proposed store via W. Doyle Street. The speaker's property lies at the southern end of a dirt road off of Doyle Street; his concern was with the possibility that his home would now be scrutinized by more individuals (i.e. users of the mailbox store), who would notice his property from the Doyle Street entry drive.

After hearing the above and allowing the applicants to respond, the Hearing Administrator thanked those in attendance, then stated that he was generally in support of the proposed use, and that he would recommend approval of it to the Board of Supervisors. It was his feeling that appropriate special conditions, together with adherence to Department of Transportation (DOT) street standards for safety and maneuverability of the new driveway off of Doyle Street, would reasonably address the speaker's concerns about his property.

It is the Hearing Administrator's basic position that a mailbox/mail-services store in this area is sorely needed; the nearest existing post office is more than thirty (30) miles to the east. As long as the facility is operated in accordance with the Special Conditions crafted below and with all

P24CU00006 Page 2 of 3

standard County codes and regulations, it will be a significant benefit to the larger community.

After visiting the subject property, considering the facts and testimony in this case, together with the materials submitted by the applicant, the Hearing Administrator recommends APPROVAL of this request for a Type II conditional use permit for a mailbox and mailing services store. The applicant is advised that this is a recommendation to the Board of Supervisors, who will make the ultimate and final decision on this CUP request.

Should the Board of Supervisors agree with the Hearing Administrator's recommendation for approval, it is suggested that this approval be granted subject to the following standard and special conditions, which were promulgated by staff and further supported and amended by the Hearing Administrator.

Standard Conditions & Requirements pre the Pima County Zoning Code

1. A mail servicers store is allowed in the GR-1 zone as a conditional use per Section 18.14.030.B.6.

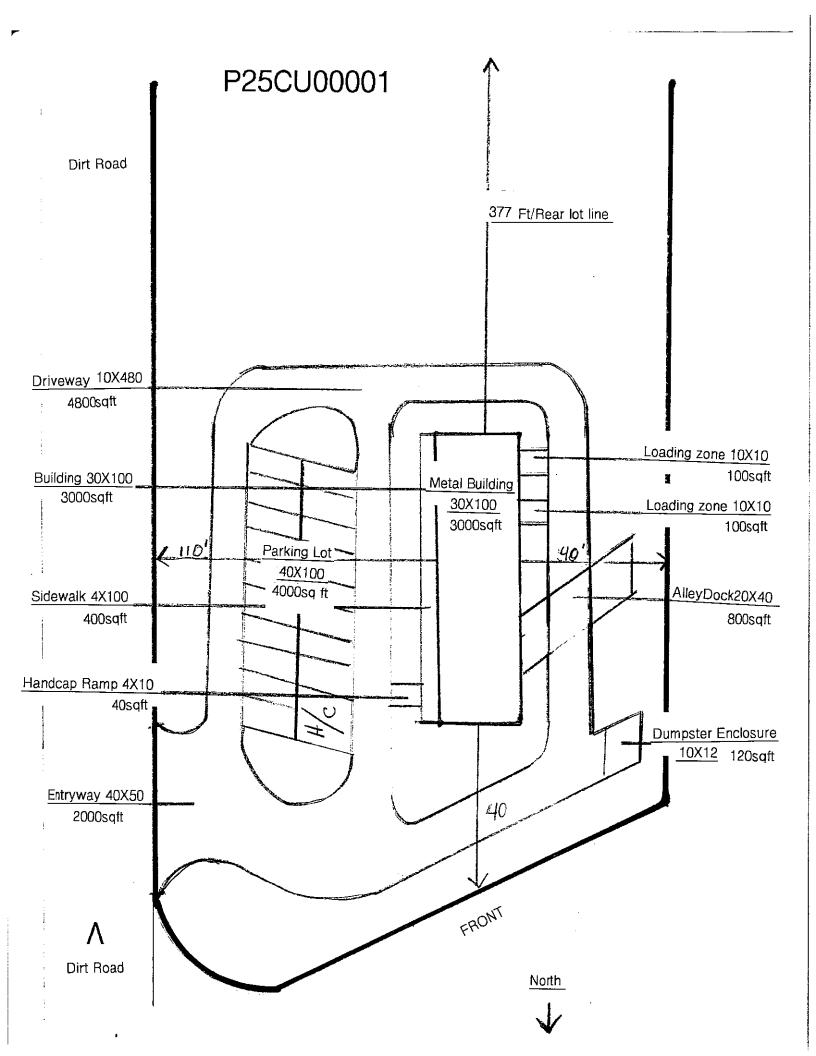
Special Conditions - Hearing Administrator

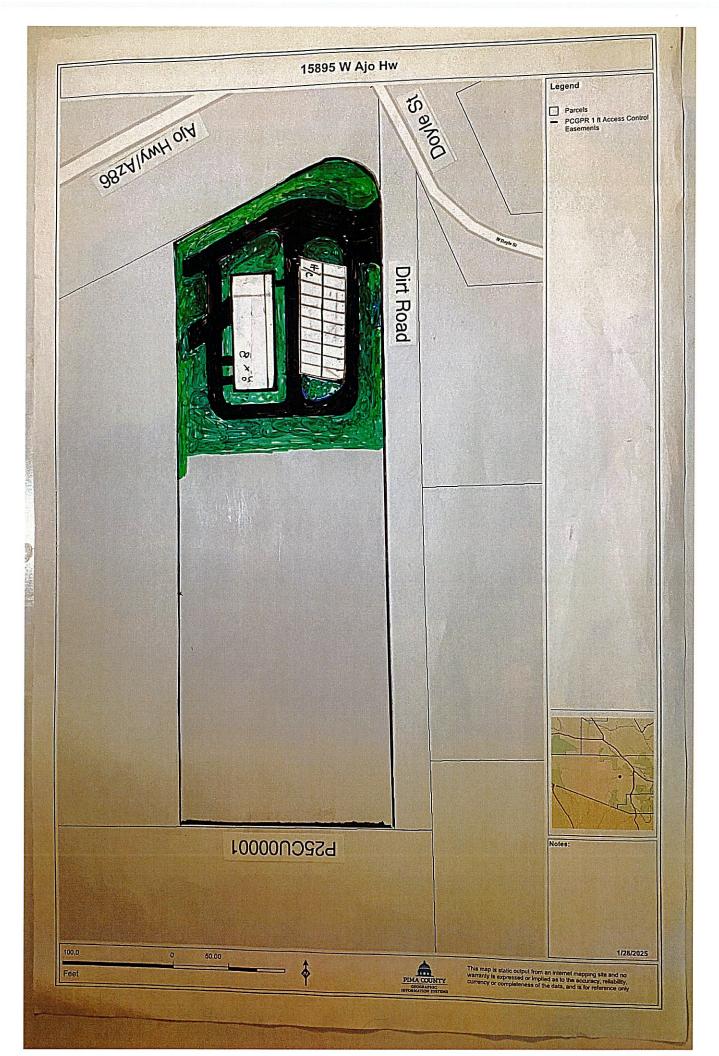
The following Special Conditions incorporate detailed input provided by the Development Services Department, the Department of Transportation, Department of Conservation Lands and Resources, and the Regional Flood Control District.

- 1. This conditional use permit approval is for a mailbox and mail-services store and its customary related activities only. No other non-residential or commercial uses are authorized by this approval.
- 2. Development of the property shall proceed in substantial conformance with the updated site plan submitted in conjunction with this conditional use permit. A full Development Plan/Site Construction Permit shall be submitted for review and approval.
- 3. Regional Flood Control District review and approval is required at the time of permitting.
- 4. Department of Transportation's Subdivision Development and Street Standards (SDSS) clearly stipulate a paved connection to W. Doyle Street. The physical connection of the project to Doyle Street shall be in accordance with all SDSS requirements for safety, maneuverability, sight visibility, etc.
- 5. The property owner shall achieve compliance with the Maeveen Marie Behan Conservation Lands System (CLS) Guidelines by limiting onsite disturbance to no more than 15,360 square feet in total, in conformance with the approximate location and configuration shown on the submitted site plan.

TD/SH/ds Attachments

C: Jaime and Cherie Juarez







P25CU00001 Page 1 of 6

FOR BOARD OF SUPERVISORS MAY 20, 2025 PUBLIC HEARING

TO:

HONORABLE BOARD OF SUPERVISORS

FROM:

Jim Portner, Hearing Administrator

DATE:

March 17, 2025

DOCUMENT:

P25CU00001

CONDITIONAL USE PERMIT REQUEST FOR PUBLIC HEARING:

Jaime and Cherie Juarez request a **Type II Conditional Use Permit for a mailbox store** in accordance with Section 18.14.030.B.6 of the Pima County Zoning Code, in the GR-1 (Rural Residential) zone, located south of W. Ajo Highway and S. Sasabe Highway, addressed as **15895 W. Ajo Highway.** (District 3)

CASE BACKGROUND AND PARTICULARS

This is a request to approve a conditional use permit for a mailbox and mailing-services store. The store will be housed with a new metal building, approximately 3,000 square feet in size, on the 2.35-acre subject property. The building will be sited nearer to the west property line, a significant distance from the existing residence to the east. Development of the site will largely occur in the property's northern portion near to W. Ajo Highway, with access to it being from W. Doyle Street. The southern portion of the site will essentially remain as-is in its natural state.

The adjacent properties are all unsubdivided. Those to the east and south contain single-family residences. The parcel to the immediate west has evidence of significant prior disturbance; further west is the non-residential United Community Health Center. To the north (across Ajo Highway) is vacant property with significant disturbance, together with more non-residential uses further west in the form of the Robles Ranch Community Center and the Pima County Sheriff's Department.

SUMMARY OF THE HEARING ADMINISTRATOR MEETING

In accordance with Pima County Zoning Code Section 18.97.030.F.3, a public hearing was held on this application on March 12, 2025. The hearing was held in "hybrid" fashion, with both an inperson and online/virtual option for attending. The owner/applicant presented the case to the hearing administrator and answered all of his questions.

One (1) member of the public chose to speak on the matter (an in-person attendee). He was not in outright opposition to the proposal, but did express concerns about access to the proposed store via W. Doyle Street. The speaker's property lies at the southern end of a dirt road off of Doyle Street; his concern was with the possibility that his home would now be scrutinized by more individuals (i.e. users of the mailbox store), who would notice his property from the Doyle Street entry drive.

After hearing the above and allowing the applicants to respond, the Hearing Administrator thanked those in attendance, then stated that he was generally in support of the proposed use, and that he would recommend approval of it to the Board of Supervisors. It was his feeling that appropriate special conditions, together with adherence to Department of Transportation (DOT) street standards for safety and maneuverability of the new driveway off of Doyle Street, would reasonably address the speaker's concerns about his property.

HEARING ADMINISTRATOR'S COMMENTS

It is the Hearing Administrator's basic position that a mailbox/mail-services store in this area is sorely needed; the nearest existing post office is more than thirty (30) miles to the east. As long as the facility is operated in accordance with the *Special Conditions* crafted below and with all standard County codes and regulations, it will be a significant benefit to the larger community.

HEARING ADMINISTRATOR'S RECOMMENDATION

After visiting the subject property, considering the facts and testimony in this case, together with the materials submitted by the applicant, the Hearing Administrator recommends **APPROVAL** of this request for a Type II conditional use permit for a mailbox and mailing services store. The applicant is advised that this is a *recommendation* to the Board of Supervisors, who will make the ultimate and final decision on this CUP request.

Should the Board of Supervisors agree with the Hearing Administrator's recommendation for approval, it is suggested that this approval be granted subject to the following standard and special conditions, which were promulgated by staff and further supported and amended by the Hearing Administrator.

Standard Conditions & Requirements per the Pima County Zoning Code

1. A mail servicers store is allowed in the GR-1 zone as a conditional use per Section 18.14.030.B.6.

Special Conditions – Hearing Administrator

The following Special Conditions incorporate detailed input provided by the Development Services Department and the Department of Transportation, and have been amended as appropriate by the Hearing Administrator:

- 1. This conditional use permit approval is for a mailbox and mail-services store and its customary related activities only. No other non-residential or commercial uses are authorized by this approval.
- 2. Development of the property shall proceed in substantial conformance with the updated site plan submitted in conjunction with this conditional use permit. A full Development Plan/Site Construction Permit shall be submitted for review and approval.
- 3. Regional Flood Control District review and approval is required at the time of permitting.
- 4. Department of Transportation's Subdivision Development and Street Standards (SDSS) clearly stipulate a paved connection to W. Doyle Street. The physical connection of the project to Doyle Street shall be in accordance with all SDSS requirements for safety, maneuverability, sight visibility, etc.
- 5. The property owner shall achieve compliance with the Maeveen Marie Behan Conservation Lands System (CLS) Guidelines by limiting onsite disturbance to no more than 15,360 square feet in total, in conformance with the approximate location and configuration shown on the submitted site plan.

REQUIRED STANDARDS AND FINDINGS

Following are the Hearing Administrator's findings relative to the standards set by Pima County Code Sec. 18.97.030.F.3.c. These Sections stipulate that the following standards be met by the proposed use:

1. It will not be in serious conflict with the objectives of the general land use plan or the area plan in which situated.

The Pima County Comprehensive Plan designates the majority of this site as *Medium Intensity Rural (MIR)*, the purpose of which is to "designate areas for residential uses at densities consistent with rural settlements in reasonable proximity to Rural Crossroads, arterials, or suburban areas."

With the above in mind, and considering that the nearest existing post office is more than thirty miles away, the Hearing Administrator finds that a new mailbox/mail-services store is a wholly appropriate use in proximity to the intersection of Ajo Highway and Sasabe Highway. Given the proposed design, and when operated in conformance with the Special Conditions crafted below and all applicable County commercial-development standards, it can easily and peacefully co-exist with its neighboring properties.

With the above being the case, the Hearing Administrator finds that the proposed conditional use permit application is not in conflict with the Comprehensive Plan and the site's *Medium Intensity Rural* designation.

2. It will provide safeguards for the protection of adjacent developed property, or if the adjacent property is undeveloped, for the legal permitted uses of such property.

It is the Hearing Administrator's position that the proposed conditional use, if constructed as shown on the submitted site plan, and if operated in conformance with the recommended *Special Conditions* prescribed above, will satisfactorily safeguard the adjacent properties and their permitted uses.

3. It has adequate accessibility to the County Road network.

The property will take its direct access to W. Doyle Street, a paved public street that has a nearby and direct connection to W. Ajo Highway. The latter is a designated state highway and major route on Pima County's *Major Streets and Routes Plan*. Access is found to be adequate, as long as the driveway connection to Doyle Street meets DOT standards.

4. It has sufficient off-street parking and loading facilities, that will be developed in accordance with County engineering standards.

Parking requirements are reviewed by staff at the time of final permitting. The submitted site plan appears to have sufficient parking.

5. It will meet County standards in terms of control of noise, smoke, glare or heat, odors, vibrations, fly, ash, dust, fumes, vapors, gasses, and other forms of air pollution, liquids and solid wastes.

It is the Hearing Administrator's finding that the new use poses no significant public threat in any of the above ways. Verification that the project satisfies all applicable Pima County ordinances and regulations, to occur via the Development Plan/Site Construction Plan process, shall satisfactorily address these issues.

6. Hours of operation will not be detrimental to adjoining residents.

Hours of operation are not viewed as an issue here. Standard post-office business hours would be completely acceptable in this location.

7. Landscaping will be fully in conformance with zoning code regulations.

Required setbacks and landscape buffers shall be verified at the time of future Development Plan/Site Construction Plan review and approval.

SONORAN DESERT CONSERVATION CONCEPT PLAN/ENVIRONMENTAL ISSUES

Comprehensive Plan Regional Environmental Policies — Conservation Lands System

In December, 2001 the Board of Supervisors incorporated the Maeveen Marie Behan Conservation Lands System (MMB-CLS) into the Comprehensive Plan 2001 Update as the Regional Environmental Policies. The MMB-CLS is the heart of the Sonoran Desert Conservation Plan (SDCP). On June 21, 2005, the Board of Supervisors amended the Comprehensive Plan Regional Environmental Policies and the MMB-CLS to reflect recommendations from the SDCP Science Technical Advisory Committee that were based on new scientific and technical data. As adopted, Conservation Guidelines associated with the MMB-CLS establish conservation objectives for a variety of projects (e.g. rezoning actions, comprehensive plan amendments, Type II and Type III conditional use permits, etc.) that require discretionary decision by the Board of Supervisors. Conservation objectives include:

- 1. Important Riparian Areas 95% undisturbed natural open space
- 2. Biological Core Management Areas 80% undisturbed natural open space
- 3. Special Species Management Areas 80% undisturbed natural open space
- 4. Multiple Use Management Areas 66-2/3% undisturbed natural open space

The subject property lies within the MULTIPLE USE MANAGEMENT AREA (MUMA) of the MMB-CLS, as is the entire surrounding region, including the occupied/developed properties as well as the vacant ones. The entire region also lies within the SPECIAL SPECIES MANAGEMENT AREA (SSMA) for the Cactus Ferruginous Pygmy Owl.

Staff Commentary on Biological Impacts

Extensive review of this application has been completed by the Environmental Planning Division, which has found it acceptable subject to its compliance with the above CLS designations. *Special Condition* #5 has been recommended to ensure same and has been incorporated into this Hearing Administrator's recommendation to the Board of Supervisors.

Facts Confirmed by the Pima County Geographic Information System (GIS)

The following facts are confirmed by the Pima County GIS and the Sonoran Desert Conservation Plan maps with respect to this conditional use permit request:

Cactus Ferruginous Pygmy Owl. The subject property is located within Priority Conservation Area (PCA) #23 for this species.

Western Burrowing Owl. The subject property is not located within the Priority Conservation Area for this species.

Pima Pineapple Cactus. The subject property is located within the Priority Conservation Area (PCA) for this species, as is the majority of the region surrounding it.

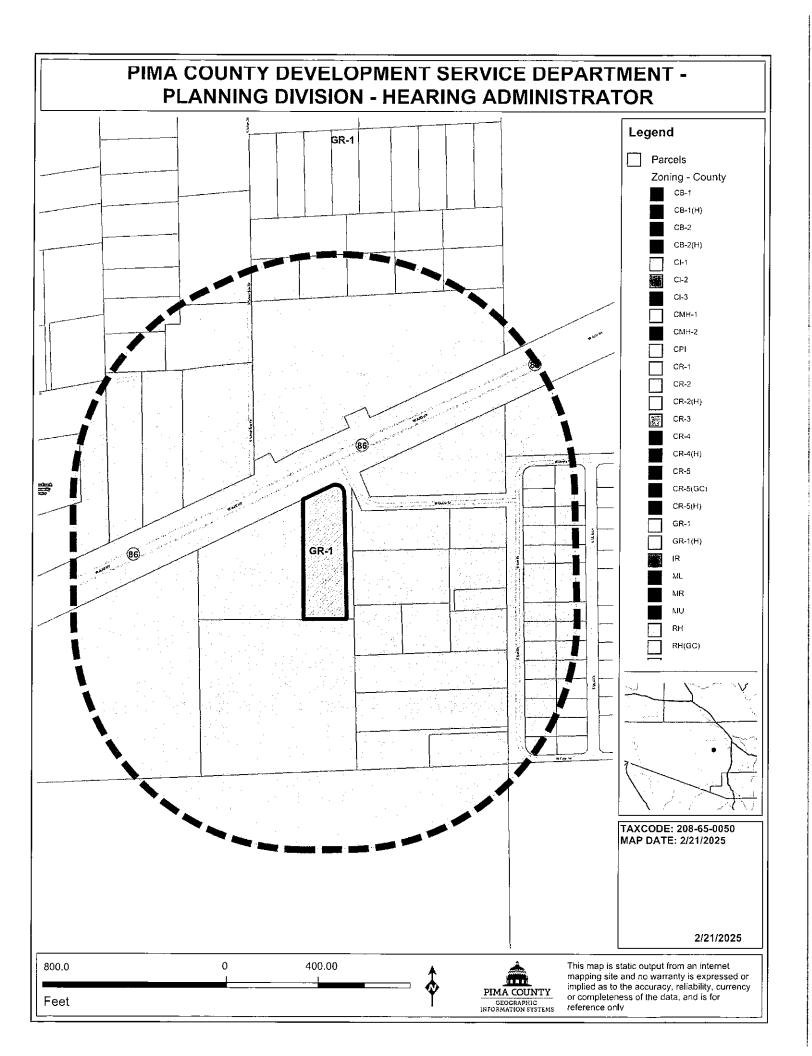
Needle-Spined Pineapple Cactus. The subject property is not within the Priority Conservation Area (PCA) for this species.

RECOMMENDATIONS BY THE DEPARTMENT OF TRANSPORTATION (DOT) AND BY THE REGIONAL FLOOD CONTROL DISTRICT (RFCD):

Both the Department of Transportation (DOT) and the Regional Flood Control District (RFCD) have reviewed this application and provided specific comments that are detailed within the March 5, 2025 staff report accompanying the Board of Supervisors packet on this agenda item. DOT and FCD comments and recommendations have been incorporated into the *Special Conditions* put forth above by the Hearing Administrator.

attachments

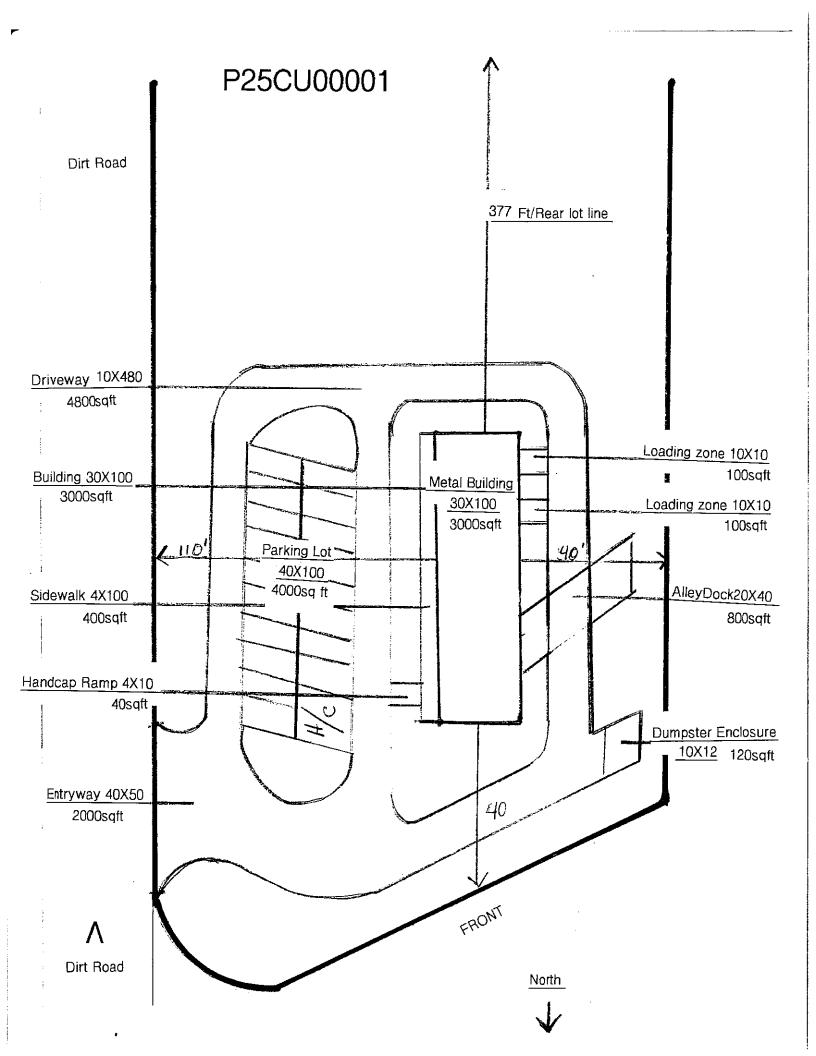
cc: Carla Blackwell, Director, Development Services
Dan Ice, Chief Building Official
Chris Poirier, Planning Official
Tom Drzazgowski, Chief Zoning Inspector
Jaime & Cheri Juarez, Owners & Applicant

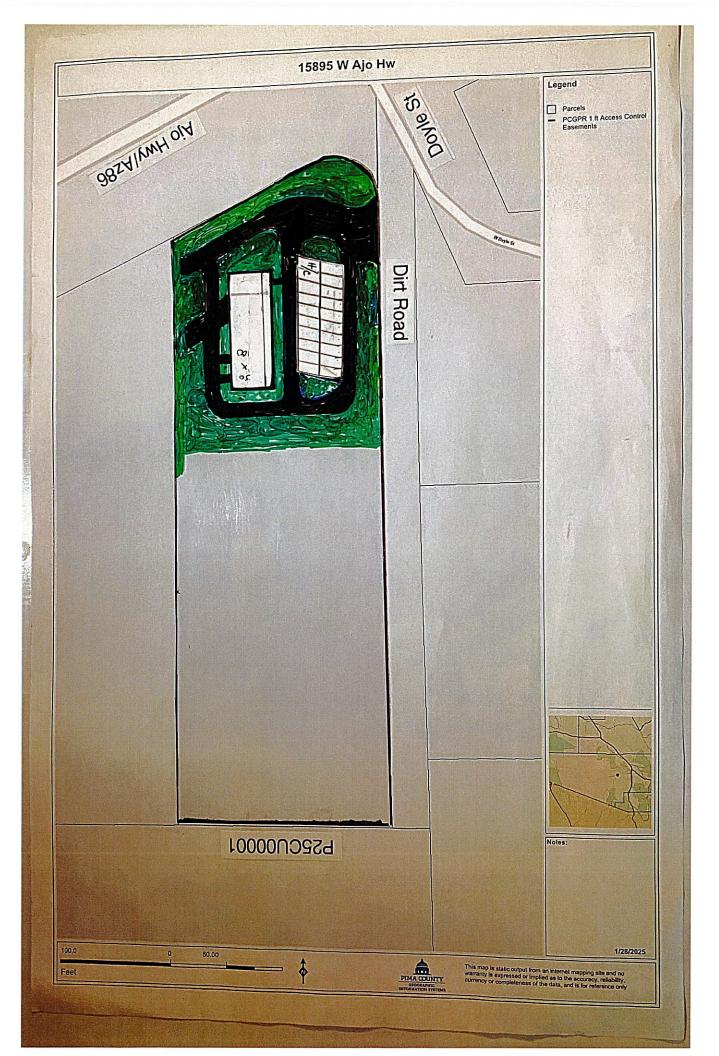


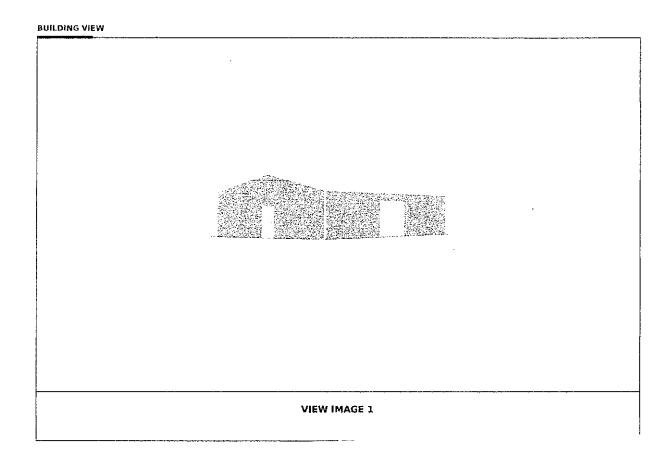


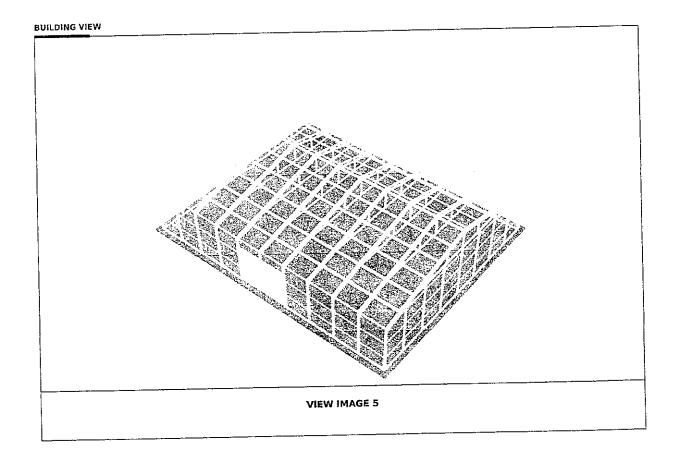
Conditional Use Permit Application

Property Owner:	Jaime and Cherie J	luarez	Phone: <u>520-248</u>	-3127/248-7272
Owner's Mailing	Address, City, State &	Zip: 12515 W High	Phone: 520-248 Ridge Dr Tucson, A	z 85736
Applicant (if diffe	rent from owner).		Dhana	
Applicant's Mailir	ng Address, City, State	. & Zip: 12515 W Hi	gh Ridge Dr Tucson	, Az 85736
Applicant's or Ow	ner's Email Address:	Cherie.Juarez@thr	eepointsmailnmore.	com
Property Address	or Tax Code:	W Ajo Hwy Tucson	, Az 85735 viding secure boxes	
TYPE OF OSCITOR	osed for the Froncity.	•		
deliveries from	ALL carriers, Coping	g, Faxing, Shreddir	ig, Notary, Contracte	ed w/ USPS for
for Mailing/ship	ping, Drop location f	or Amazon, small I	ocal business retail	shops
	osed use and it's comp acted area zip codes		Yes, voluments Yes, v	ve plan to mail Facebook
in Three Points	Comunity and on N	extdoor. Post signs	and speak with nei	ghbors
The applicant to application sub		Regional Flood Cont	rol <u>District</u> to discuss t	he proposal prior
scott_richardson@		a written notice that	Wildlife Service at an application for a country to the public hearing c	
	s for a (Select one): onal Use 🗏 Type II Co	onditional Use 🛚 Ty	pe III Conditional Use	
Terms and Condi	tions			
owner of the abo		or have been autho	to the best of my know rized by the owner to g this application.)	_
02/04/202 Date:	25	-		











201 N. Stone Avenue, Tucson, AZ 85701 (520) 724-9000 www.pima.gov/developmentservices

BIOLOGICAL IMPACT REPORT

(Not applicable for rezonings that require a site analysis)

The Biological Impact Report assists staff in assessing a proposed project's potential to impact sensitive biological resources and is required by the Pima County Zoning Code Chapter 18.91. A project's design should conserve these important resources.

The report will include information provided by both Pima County Planning staff (Part I) and the Applicant (Part II).

INSTRUCTIONS FOR SAVING FORM: 1) Download form to computer. 2) Fill out form as applicable.
3) Save completed form to computer. 4) Submit completed form to Pima County Development
Services. If you fill out the form before you download it, the info you entered will not be saved.

Project ID (case no., APN no., address, or other identifying info):

Part I. Information Provided by Pima County Staff

Pima County Planning staff will provide the following information for the project site, as applicable:

1. Is the project located within any Maeveen Marie Behan Conservation Lands System (CLS) designation(s)? (Hold SHIFT for multiple selections) NA

Important Riparian Area Biological Core

Multi-Use Management Area

- 2. Is the project within a CLS Special Species Management Area? Yes
- 3. Is the project in the vicinity of any of the six Critical Landscape Linkages? No
- 4. Is the project designated for acquisition as a Habitat Protection or Community Open Space property? No
- 5. Is the project located within a Priority Conservation Area for any of the following species?
 - a. Cactus ferruginous pygmy-owl: Yes
 - b. Western burrowing owl: No
 - c. Pima pineapple cactus: Yes
 - d. Needle-spined pineapple cactus: No

Part II. Information Provided by the Applicant

The Applicant will provide the following information to the best of their knowledge, as applicable:

- Has the owner of the project site had any communications with County staff about Pima County potentially acquiring the property? No
 If yes, provide a summary of those communications:
- 2. The following species are of particular interest to Pima County conservation efforts; please fill out the following table to the best of your knowledge:

Species	Ever found on project site?	If yes, date of last observation/survey?	Future surveys planned?
Cactus ferruginous pygmy owl	No		No
Western burrowing owl	No		No
Pima pineapple cactus	No		No
Needle-spined pineapple cactus	No		No

Questions about this form?

Contact the Office of Sustainability and Conservation at (520) 724-6940.

Spencer Hickman

From:

DSD Planning

Sent:

Wednesday, March 12, 2025 7:56 AM

To:

Spencer Hickman

Subject:

FW: p25cu00001 JUAREZ-W.AJO HIGHWAY

Terrill L. Tillman, AICP
Planner III
Pima County Development Services
201 N. Stone Avenue, 1st Floor
Tucson, AZ 85701
520-724-6921

From: Mikey Dunn < justaboutdunn@yahoo.com>
Sent: Wednesday, March 12, 2025 2:47 AM
To: DSD Planning < DSDPlanning@pima.gov>
Subject: p25cu00001 JUAREZ-W.AJO HIGHWAY

You don't often get email from justaboutdunn@yahoo.com. Learn why this is important

CAUTION: This message and sender come from outside Pima County. If you did not expect this message, proceed with caution. Verify the sender's identity before performing any action, such as clicking on a link or opening an attachment.

My name is Michael Dunn and I have an issue with this permit and would like to address the ingress and egress of the property.

Spencer Hickman

From:

DSD Planning

Sent:

Wednesday, March 12, 2025 7:57 AM

To:

Spencer Hickman

Subject:

FW: REF # P 25CUOOO01

Terrill L. Tillman, AICP
Planner III
Pima County Development Services
201 N. Stone Avenue, 1st Floor
Tucson, AZ 85701
520-724-6921

From: Sara <sce2255@yahoo.com>
Sent: Tuesday, March 11, 2025 6:29 PM
To: DSD Planning <DSDPlanning@pima.gov>

Subject: REF # P 25CU00001

You don't often get email from sce2255@yahoo.com. Learn why this is important

CAUTION: This message and sender come from outside Pima County. If you did not expect this message, proceed with caution. Verify the sender's identity before performing any action, such as clicking on a link or opening an attachment.

This is a comment on an application for business license to open a mailbox store in the Sierrita Mountain Rd area of Tucson.

The area used to have a working mail area in a gas station/convenience store (Speedway station now) that closed and now if you want a mailbox you won't get one unless you go into Tucson city on Valencia Rd. There is mail box unit in Three Points but i am sure it's full also, as well as the one at the Kestrel Cafe on Sierrita Mtn Rd. But there is rarely an opening. people are moving out this way and will have to drive 40 minutes just to get their mail.

please know that it's a pretty desperate situation out here and we would love more ability to get our mail and packages.

Thank you,

Sara Edelman 15195 W Ajo Hwy #222 Tucson, AZ 85735

Editing and Writing Services Tucson, Arizona