



**APACHE COUNTY COMMUNITY
DEVELOPMENT**

P.O. Box 238
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St. Johns, Arizona 85936
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Director:
Matthew Fish

Senior Staff
Plan Reviewer:
Shaunna Pearce

July 22, 2026,

To: Apache County Planning & Zoning Commission

From: Matthew Fish, Community Development Director

RE: Bond Conditional Use Permit #2026-39

Staff Report

PROPERTY INFORMATION

Applicant: Sandra Bond

Property Owner: Sandra Bond

Parcel Number: 212-24-008L

Current Zoning: Agricultural General (AG)

Existing Use: Single-family residence with existing equestrian facilities.

Proposed Use: Equine trail sports and working equitation clinics.

The submitted site plan identifies the existing residence, riding arenas, camping/parking area, and access routes. No new structures or major site improvements are proposed as part of this application.

REQUEST

Sandra Bond is requesting approval of a Conditional Use Permit (CUP) to host equine trail sports and working equitation clinics at her existing ranch located on Apache County Parcel No. 212-24-008L. The proposed activities would consist of organized equestrian events held periodically throughout the year utilizing existing riding arenas and improvements on the property. The applicant states that the events are intended to

provide a venue for equestrian enthusiasts to participate in trail sports and working equitation activities and are not intended to establish a commercial boarding or riding instruction facility.

BACKGROUND

The applicant is seeking approval to host occasional equine trail sports and working equitation clinics on her existing ranch. According to the application materials, the proposed events would generally occur two (2) to six (6) times per year, consist of approximately 8 to 15 riders, and typically last one (1) to three (3) days. Approximately one-half of the participants are expected to camp temporarily on-site while the remaining participants travel to and from the property daily. Activities are conducted during daylight hours only. The applicant states that there are no public address systems, no amplified sound, and no permanent outdoor lighting associated with the events. As a courtesy to neighboring property owners, recreational vehicle generators are prohibited between the hours of 10:00 p.m. and 6:00 a.m.

Community Development reviewed the proposed use and determined that no significant grading or land disturbance is proposed. Accordingly, the Engineering Department's drainage report requirement was administratively waived because the proposed activities utilize existing improvements and do not alter existing drainage patterns.

APPLICABLE ORDINANCES

This application is reviewed pursuant to:

- Apache County Zoning Ordinance, **Article 11, Section 1107 – Conditional Use Permits**
- Apache County Zoning Ordinance, **Article 11, Section 1106 – Citizen Participation**
- Apache County Comprehensive Plan

Section 1107 requires the Planning and Zoning Commission to evaluate whether the proposed conditional use is compatible with surrounding land uses and whether it can operate without creating adverse impacts to neighboring properties or public infrastructure.

COMPREHENSIVE PLAN ANALYSIS

The Apache County Comprehensive Plan encourages land uses that:

- Preserve the County's rural lifestyle and agricultural heritage;
- Support recreational opportunities compatible with rural land uses;
- Protect neighboring properties from adverse impacts;

- Encourage development that is compatible with surrounding uses while preserving open space and natural resources.

The proposed use is consistent with these goals. The property will continue to function primarily as a rural residential and equestrian property while accommodating limited equestrian events that are compatible with the agricultural character of the surrounding area.

CITIZEN PARTICIPATION

Pursuant to Article 11, Section 1106, the applicant completed the required Citizen Participation process.

Due to the remote location of the property and the limited number of nearby property owners, Community Development approved the applicant's request to conduct the neighborhood meeting virtually through Microsoft Teams in lieu of an in-person meeting.

The applicant mailed notification letters to neighboring property owners explaining the proposed use and inviting them to participate in the virtual neighborhood meeting. The notification described the anticipated number of events, attendance, camping, and operating practices.

Following the meeting, the applicant submitted a Citizen Participation Report indicating:

- Notification letters were mailed on May 23, 2026;
- The Microsoft Teams neighborhood meeting was held on June 6, 2026;
- Two neighboring property owners contacted the applicant by telephone;
- No neighbors attended the virtual meeting;
- Both responding property owners expressed support for the proposal and raised no objections.

At the time this staff report was prepared, Community Development had received no written objections to the request.

AGENCY REVIEW

The application was circulated to the appropriate reviewing departments.

Following review of the application, Apache County Environmental Health expressed concern that temporary overnight camping associated with the proposed clinics may result in wastewater flows exceeding the design capacity of the existing onsite wastewater treatment system if participants utilize the applicant's septic facilities.

Environmental Health recommended that, prior to conducting events involving overnight camping, the applicant either:

- Obtain approval for an onsite wastewater treatment system of sufficient capacity to accommodate the additional temporary use; **or**
- Provide an adequate number of portable restroom facilities during organized events to serve participants and protect public health.

Community Development concurs that this concern can be appropriately addressed through conditions of approval.

STAFF ANALYSIS

Community Development evaluated the application using the standards contained in Article 11, Section 1107(B) of the Apache County Zoning Ordinance.

1. Comprehensive Plan Consistency

The proposed use is harmonious with the goals and policies of the Apache County Comprehensive Plan by supporting agricultural and equestrian activities that are compatible with the rural character of the surrounding area.

Staff Finding: Meets the criterion.

2. Compatibility with Surrounding Area

The proposed clinics will occur on an existing equestrian property utilizing existing facilities. No significant expansion of development is proposed, and the limited frequency of the events minimizes impacts to surrounding properties.

Staff Finding: Meets the criterion.

3. Traffic

The proposed events are limited in size and frequency, with approximately 8 to 15 participants attending several times per year. Staff does not anticipate the proposed use will create traffic volumes that would adversely affect the surrounding roadway system.

Staff Finding: Meets the criterion.

4. Public Services

The proposed use will utilize existing roads and on-site facilities. No additional public infrastructure or County services are anticipated as a result of this request.

Apache County Environmental Health reviewed the application and determined that temporary camping associated with organized events may increase demand on the existing onsite wastewater treatment system. Environmental Health recommended that

the applicant either provide an adequately sized onsite wastewater treatment system capable of accommodating the temporary increase in occupancy or provide portable restroom facilities during organized events.

Community Development finds that this issue can be adequately addressed through conditions of approval and does not preclude consideration of the Conditional Use Permit.

Staff Finding: Meets the criterion, subject to compliance with Environmental Health requirements.

5. Public Cost

The proposed use is not expected to create additional costs to Apache County for public facilities or services.

Staff Finding: Meets the criterion.

6. Noise and Operational Impacts

Events are limited to daylight hours and do not utilize amplified sound or permanent outdoor lighting. The applicant has also voluntarily prohibited overnight generator use between 10:00 p.m. and 6:00 a.m.

Staff finds these operational characteristics reduce potential impacts on surrounding properties.

Staff Finding: Meets the criterion.

7. Access and Parking

The submitted site plan demonstrates existing parking and camping areas capable of accommodating participants. Existing access roads will continue to serve the property.

Staff Finding: Meets the criterion.

8. Buffering

Given the property's rural location, large parcel sizes, and limited number of neighboring properties, staff finds existing separation distances provide adequate buffering.

Staff Finding: Meets the criterion.

9. Compliance with Regulations

The applicant will be required to comply with all applicable County, State, and Federal regulations.

Staff Finding: Meets the criterion.

STAFF FINDINGS

Based upon the application materials, site plan, citizen participation process, Comprehensive Plan review, and evaluation criteria contained in Article 11, Community Development finds:

1. The application complies with the submission requirements of Article 11.
2. The proposed use is compatible with the surrounding rural and agricultural character.
3. The proposed use is consistent with the Apache County Comprehensive Plan.
4. The proposed use will not create significant adverse impacts to surrounding properties.
5. The proposed use utilizes existing improvements and does not require significant site disturbance.
6. Community Development appropriately waived the drainage report requirement because no grading or drainage modifications are proposed.
7. The applicant completed the required Citizen Participation process, and no objections were received.
8. Environmental Health identified onsite wastewater capacity as a potential concern during organized events involving overnight camping. Staff finds that this concern can be adequately mitigated through appropriate conditions of approval.

STAFF RECOMMENDATION

Community Development finds that the applicant has satisfied the application requirements and evaluation criteria contained in Article 11, Section 1107 of the Apache County Zoning Ordinance. Based upon the information submitted and the findings contained in this report, staff forwards this application to the Planning and Zoning Commission for its consideration and recommendation to the Apache County Board of Supervisors.

Should the Planning and Zoning Commission recommend approval, Community Development recommends the following conditions:

1. The Conditional Use Permit shall authorize only equine trail sports and working equitation clinics substantially consistent with the submitted application.
2. Organized events shall be limited to no more than **six (6)** events per calendar year unless otherwise approved through an amendment to this Conditional Use Permit.
3. Events shall generally occur during daylight hours.

4. All parking and camping associated with the events shall remain on the subject property.
5. Dust shall be controlled as necessary to prevent impacts to neighboring properties.
6. Any future grading, drainage modifications, or expansion of the facility beyond the scope of this approval shall require review by the Apache County Community Development Department and may require amendment of this Conditional Use Permit.
7. The applicant shall comply with all applicable County, State, and Federal laws and regulations.
8. Prior to conducting any organized equine clinic or event involving overnight camping or use of onsite sanitary facilities by participants, the applicant shall either: (a) obtain approval from Apache County Environmental Health for an onsite wastewater treatment system with sufficient capacity to accommodate the temporary increase in occupancy; or (b) provide an adequate number of portable restroom facilities for participants during the event, as determined appropriate by Apache County Environmental Health.
9. The applicant shall comply with all applicable requirements of Apache County Environmental Health related to sanitation and onsite wastewater disposal associated with the approved use.

Matthew Fish

A handwritten signature in black ink, appearing to read "Matthew Fish". The signature is written in a cursive, flowing style.

Apache County Community Development Director



APACHE COUNTY — Community Development Department
P.O. Box 238 • St. Johns, AZ 85936 • Phone: (928) 337-7526 • Fax: (928) 337-7633

CONDITIONAL USE PERMIT APPLICATION

APPLICANT

Name Sandra Bond
Mailing Address PO Box 1739
Taylor, AZ 85939
Contact Person Sandra Bond
Phone 602-751-9608 Fax _____
Email sandybond1969@gmail.com

PROPERTY INFORMATION

Assessor's Parcel # 212-24-008L
Township 14N Range 24E ^{THE E2 OF SW4} Section 28
Subdivision RANCHO DE LA MONTANA
Unit # _____ Lot # _____
Address/Location 120 County Road N 9217
Concho, AZ 85924
Existing Zoning Agricultural
Existing Land Use Residential / Ranch
Lot Size 80

CONDITIONAL USE PERMIT REQUEST

Please provide a brief description of the request.
We would like to be able to host Equine Trail Sports
and Working Equitation Clinics/Events at our existing
equine facilities. We estimate between 2 to 4 events
per year lasting from 1 to 3 days each, with 8-15 participants.
Temporary Use: ☐ Yes ☐ No

OFFICE USE ONLY

Received By [Signature] Date 6/23/26
Receipt # 1064 Fee 500
Permit # 2026-39
Related Cases _____
Appeal Filed By _____ Date _____
Receipt # _____ Fee _____

SUBMITTAL CHECKLIST

- ☐ Pre-application meeting with a staff planner.
- ☐ A non-refundable filing fee.
- ☐ Proof of Ownership.
- ☐ Application, photographs, diagrams, site plans with the setbacks noted, drainage report and any other required information. Please be precise and detailed.
- ☐ Citizen Review Process as listed in ordinance Section 1106. A list of names and addresses of all the property owners within 300 feet of subject property.
- ☐ ADOT permit granting ingress / egress access
- ☐ Map to property.
- ☐ All required items need to be submitted to Planning & Zoning at least 30 days prior to the next scheduled meeting.

CERTIFICATION & SIGNATURE

Submittal of this application constitutes consent of the applicant in granting the Community Development Department access to the subject property during the course of project review. No further consent or notice shall be required.

I hereby certify that the information in this application is correct and agree to abide by the regulations of this jurisdiction.

Signature of Applicant

[Signature] Date 5/12/2026

Signature of Property Owner (if not the applicant)

Date _____

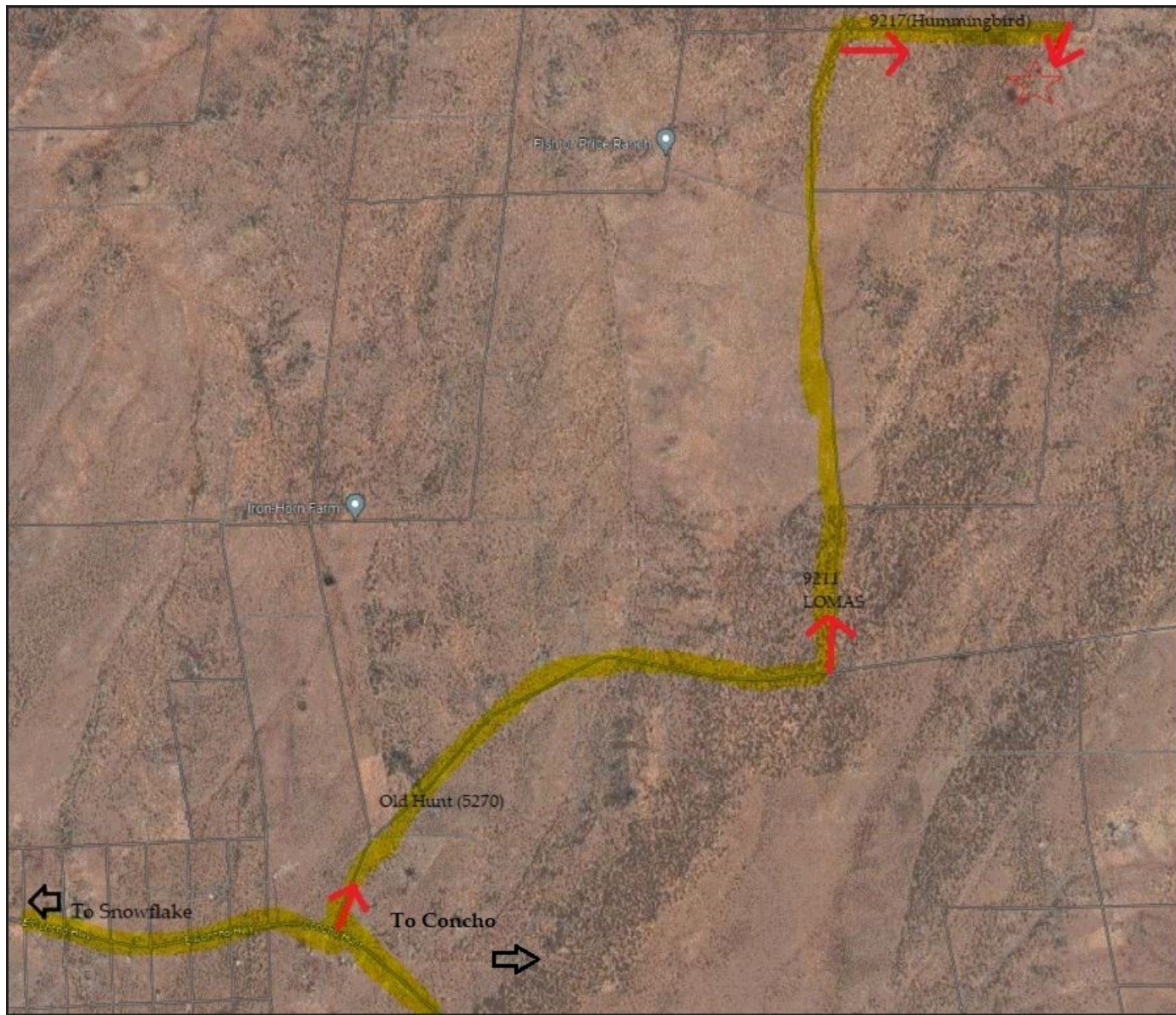
COMMISSION ACTION

☐ Approved ☐ with Conditions ☐ Denied
Resolution # _____ Date _____
Chairman _____ Date _____

BOARD ACTION

☐ Approved ☐ with Conditions ☐ Denied
Ordinance # _____ Date _____
Supervisor _____ Date _____

December 1, 2021



Bond CUP 212-24-008L



6/23/2026, 9:59:29 AM

- Parcel8252025

SupervisorBoundary11102022

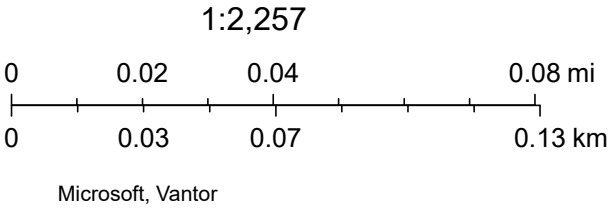
N Roads

Subdivisions04042023

Partially Passable

Apache County

Passable



N9200

N9217

N9217

CAMPING/PARKING
AREA

100 ft

ARENA #1

ARENA #2

N9201

N92

Parking Camping Area



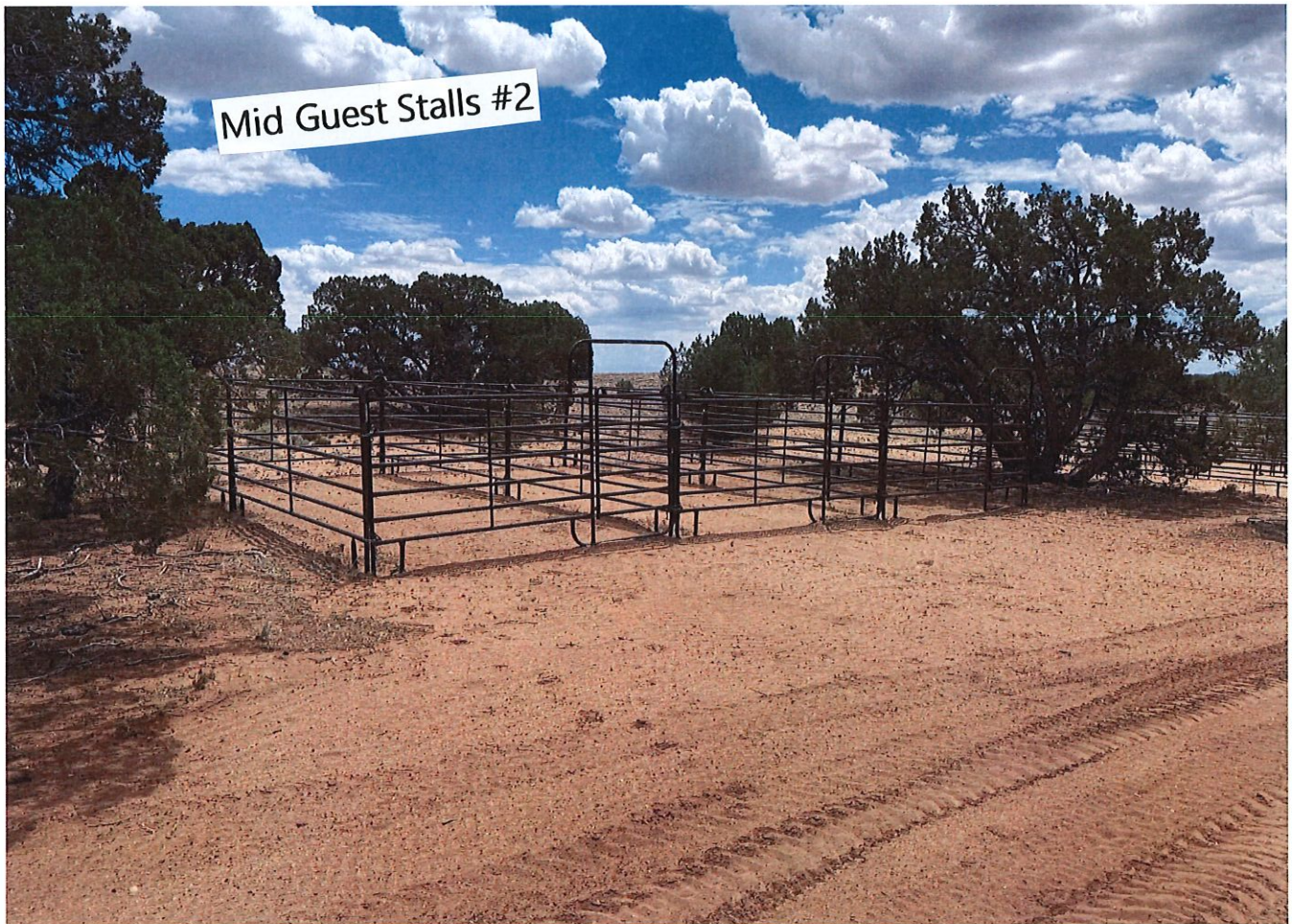
Top Guest stalls #1



Mid Guest Stalls #1



Mid Guest Stalls #2



Top Guest stalls #2



Arena #1



Arena #2



Lower Guest Stalls

