

# PLANNING & DEVELOPMENT SERVICES REPORT PRELIMINARY PLAT

**PZ-17-00055-04**

**DATE:** March 29, 2019  
**MEETING DATE:** April 10, 2019  
**REPORT BY:** Elaine Averitt, AICP

## **REQUEST:**

A request by Capital Equity Investments, LLC for Preliminary Plat approval for Flagstaff Lofts Condominiums, a condominium subdivision consisting of six (6) residential units and one (1) commercial unit, on a .37-acre site located at 602 W. Coconino Avenue in the HR, High Density Residential Zone.

## **STAFF RECOMMENDATION:**

In accordance with the findings, staff recommends the Planning and Zoning Commission forward the preliminary plat to the City Council with a recommendation for approval.

## **PRESENT LAND USE:**

The present land use is an existing 5,070 square foot office/warehouse building, a residential 4-plex building, and a covered parking structure along with several uncovered parking spaces for the commercial building and 4-plex. A site plan for two new apartment units was approved by the Inter-Division Staff on September 7, 2017.

## **PROPOSED LAND USE:**

Flagstaff Lofts Condominiums residential and commercial subdivision development, consisting of six (6) residential condominium dwelling units and one (1) commercial unit located on .37-acres of developed land.

## **NEIGHBORHOOD DEVELOPMENT:**

North: Rental residential; R1N (Single-Family Residential Neighborhood) Zone  
South: Railroad property, HC (Highway Commercial) Zone  
East: Residential townhomes, HR (High Density Residential) Zone  
West: Commercial office; HR (High Density Residential) Zone

## **REQUIRED FINDINGS:**

The Planning and Zoning Commission shall find the proposed preliminary plat meets the requirements of the City Code Title 10, *Flagstaff Zoning Code*; City Code Title 11, *General Plans and Subdivisions*; and City Code Title 13, *Engineering Design Standards and Specifications*. These findings are addressed in the next sections of this report.

## **STAFF REVIEW:**

### **Introduction & Background**

In 2013, a 4-plex apartment building was constructed on the property after city approvals. The property also includes a storage warehouse building which was built in 1954 and is considered a legal non-conforming use in the HR zone. On September 7, 2017, the Inter-Division Staff approved a Site Plan for the proposed

development of two additional units in the form of a 2,800 square foot duplex. An existing parking canopy behind the warehouse building was recently removed and construction of the two new units has commenced. The property owner has elected to create a condominium subdivision in order to allow ownership of the units and warehouse building. A vicinity map is located on Sheet 3 of the Preliminary Plat.

**FLAGSTAFF ZONING CODE, SUBDIVISION CODE, ENGINEERING STANDARDS FINDINGS**

**City Code Title 10, Flagstaff Zoning Code**

Any subdivision shall be designed to comply with the requirements of the specific zoning district within which it is located. The subject property is zoned HR, High Density Residential, with an optional Transect Zone Overlay of T4N.1. The property is located in the Flagstaff Townsite subdivision and is not located in any historic district. The HR zone requires a minimum density of 10 dwelling units per acre (DU/AC) and a maximum of 29 DU/AC outside of the Resource Protection Overlay. The proposed density is 16 dwelling units per acre (6 units divided by .37 acres), which complies with the density standard. In addition, the number of units for this parcel's lot area is limited to a minimum of 2,000 square feet per dwelling unit. The proposed units also meet this lot area standard. Maximum permitted lot coverage in the HR zone is 50%; the proposed coverage with the new duplex is 49.5%. A Site Plan, floor plans and exterior elevations are attached as part of this packet.

Required setbacks for the HR zone are: Front 10' for 2<sup>nd</sup> floor & below, 15' above 2<sup>nd</sup> floor; Side: 5'; Rear 15'. Porches are allowed to encroach 5' into a rear setback. The structures meet the setbacks, except for the existing non-conforming warehouse building.

Maximum permitted height in the HR zone is 60 feet. The new duplex building consists of three stories with a maximum overall height of 37 feet to the ridge. Enclosed garages are located on the first floor. The existing 4-plex building is similar.

**Parking**

Parking area access is from an alley off of Coconino Avenue and an alley at the rear (north) of the development. The minimum required parking for six 2-bedroom units is 12 spaces plus .25 guest space per unit for a total of 13.5 spaces. The warehouse requires one space per 2,000 square feet (5,070 sq ft/2,000) which is 3 spaces. The total required parking spaces for residential and commercial is 16.5. The development is providing 18 spaces. The residential units each have one space in a garage with a tandem space behind. The commercial spaces and some guest parking spaces are located on the east side of the warehouse building.

**Landscaping**

A landscaping plan was submitted and approved in conjunction with the site plan for the addition of the duplex apartment building. Existing and new vegetation will be utilized to meet the requirements. New landscaping will be installed in conjunction with the new duplex, the east parking area, and parkway refurbishment.

**Natural Resources**

The subject property is located outside of the the Resource Protection Overlay.

**City Code Title 10, General Plans and Subdivisions Code**

Preliminary plats require submittal and staff review of traffic, preliminary stormwater, and water and/or sewer analyses. A summary of these analyses are provided later in this report. The subdivider is also required to inform public utility, cable and communication companies, school district, Soil Conservation Service, County Health Department, ADOT (if site abuts a state highway); Flood Control District; and, County Community Development Department (if site is adjacent to an unincorporated area). The applicant sent the required letters and has provided copies of any responses by the review agencies.

The information required to be shown as part of the preliminary plat submittal is extensive and includes, for example, existing and proposed rights-of-way and easements within the subdivision; adjacent street dedications and lot lines; size of each lot; location and description of proposed and existing utilities; and lot and tract dimensions.

Condominium subdivisions include additional information, including but not limited to, boundaries of the condominium; vertical and horizontal boundaries of each unit; and, location and dimensions of limited common elements, including porches, balconies, patios and entryways.

This application is a condominium plat, which takes a multi-unit complex, such as the subject property, and creates the ability for individually owned units. In this case the units are defined as the air space within the walls of each structure. Once the plat is complete, the buyer of a unit will receive a recordable deed to the individual unit purchased, including the right to sell, mortgage, etc., that unit and sharing in joint ownership of any common grounds, parking areas and access. Areas outside of the unit such as decks, stairs and parking spaces can be set aside for the individual owners as “limited common elements.” Shared areas such as the landscaped areas and sidewalks are considered “common elements.” Tract “A” contains all areas outside of the units and their associated limited common elements and is dedicated to the owner association as common element. The preliminary plat delineates all of the elements affiliated with the individual units.

Approval of a preliminary plat is valid for a period of two years from the date of City Council approval. Preliminary plat approval may, upon written request to the Planning Director, be extended for an additional year if there is no change in conditions within or adjoining the preliminary plat which could warrant a revision of the original plat. A preliminary plat may not be recorded and does not constitute approval to clear, grade, remove trees, or perform other construction activity until a final plat is recorded and a grading permit is issued.

**City Code Title 13, Engineering Design Standards and Specifications**

A condominium subdivision has typically completed a site plan review which includes zoning code and engineering standards compliance findings. Engineering related standards including utility easements, stormwater management, and landscaping in the parkway (right-of-way), have been reviewed and approved by staff. No new streets or edge improvements are required.

**SYSTEMS ANALYSIS:**

**Access and Traffic**

The subject property is located on the north side of Coconino Avenue, one parcel east of Walnut Street, with direct access from Coconino Avenue and existing alleys on both the east and north sides of the parcel. There is existing sidewalk and parkway on Coconino Avenue. The existing parkway will be refurbished with new street

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trees along the property frontage. The parking spaces east of the warehouse will have new surfacing: five (5) spaces will be pervious and one (1) will be concrete.

### **Water and Wastewater**

Water and sewer lines are shown on Sheet 1 of 12 of the preliminary plat. The new water services for the new duplex building will be off of an existing 8-inch water main in Coconino Avenue. New sewer connections will be off of an 8-inch sewer main in the north alley. Existing water supply and sewer infrastructure adjacent to the site in Coconino Avenue and the east/west alley on the north side of the site were deemed adequate to serve this development. No new utility infrastructure is required for this development. A Home Owner's Association will be required to be established in perpetuity.

### **Stormwater**

As part of the site plan application a drainage report, which analyzes the potential for damage to adjacent properties and downstream drainage capacity, was reviewed and approved by Stormwater staff. Removal of existing structures and pavement within the site will decrease the net impervious surface by 587 square feet so no detention or LID is required. However, passive rainwater harvesting is required from roof surfaces into rainwater barrels and landscape areas.

### **RECOMMENDATION:**

In accordance with the findings, staff recommends the Planning and Zoning Commission forward the Preliminary Plat to the City Council with a recommendation for approval.

### **ATTACHMENTS:**

- Application
- Floor Plans and Exterior Elevations (one sheet, 11x17")
- Preliminary Plat (12 sheets, 24x36")