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**PLANNING & ZONING COMMISSION  
WEDNESDAY, AUGUST 14, 2019  
CITY HALL COUNCIL CHAMBERS  
211 WEST ASPEN  
4:00 PM**

**1. Call to Order**

Vice Chair Zimmerman called the meeting of the Flagstaff Planning & Zoning Commission held August 14, 2019 to order at 4:00 p.m.

**2. Roll Call**

*NOTE: One of more Commissioner may be in attendance telephonically or by other technological means.*

**PRESENT:**

Vice Chair, David Zimmerman  
Marie Jones  
Dr. Alex Martinez  
Eric Nolan

**ABSENT:**

Chair, Margo Wheeler

Others present: Tiffany Antol, Planning Director; Neil Gullickson, Planning Development Manager; Alaxandra Pucciarelli, Planning Development Manager

**3. Public Comment**

*At this time, any member of the public may address the Commission on any subject within their jurisdiction that is not scheduled before the Commission on that day. Due to Open Meeting Laws, the Commission cannot discuss or act on items presented during this portion of the agenda. To address the Commission on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard.*

None

**4. APPROVAL OF MINUTES**

[Minutes from the regular meeting on Wednesday, June 26, 2019.](#)

STAFF RECOMMENDED ACTION:

[Staff recommends the Planning & Zoning Commission approve the minutes of June 26, 2019.](#)

**Moved by** Eric Nolan, **seconded by** Marie Jones to approve the minutes from the regular meeting of June 26, 2019

**Vote:** 4 - 0

**5. PUBLIC HEARING**

**A. Project # PZ-17-00227-03 Miramonte at Ponderosa Parkway**

[Direct to Ordinance Zoning Map Amendment, by Miramonte Arizona, LLC, of approximately 11.97 acres located at 1650 East Ponderosa Parkway from the Rural Residential \(RR\) zone to the High Density Residential \(HR\) zone. The development site is located within the Resource Protection](#)

Overlay (RPO).

Staff recommends the Planning and Zoning Commission, in accordance with the findings presented in this report, forward the Direct to Ordinance Zoning Map Amendment request to the City Council with a recommendation for approval of case PZ-17-00227-03, subject to the following four conditions which will be included into the zoning map amendment ordinance:

1. The subject property must be developed in accordance with the approved site plan and the conditions of approval dated May 28, 2019. Modifications (other than minor modifications) to the approved site plan will require an amendment to this Direct to Ordinance Zoning Map Amendment request.
2. All other requirements of the Zoning Code and other City codes, ordinances and regulations, shall be met by the proposed development.
3. All terms, conditions, and restrictions detailed within the "Development Agreement Miramonte at Ponderosa Parkway Condominiums" must be fully satisfied.
4. In the event the property is rezoned and the Developer fails to obtain final Civil Plan approval within two (2) years of the effective date of the rezoning ordinance, then the City may schedule a public hearing before the City Council for the purpose of causing the zoning on the Property to revert to the former classifications of Rural Residential (RR) in accordance with A.R.S. § 9-462.01.

Ms. Pucciarelli gave a PowerPoint presentation on the proposed project.

Whitney Cunningham from Aspey, Watkins, and Diesel, representing the applicant also gave a PowerPoint presentation and introduced Jack Kemmerly as the owner. Mr. Kemmerly briefly spoke about the proposed project

**PUBLIC COMMENT:**

Devonna McLaughlin, Housing Solutions, supports the proposed project because of the affordable housing component.

**Moved by** Marie Jones, **seconded by** Dr. Alex H. Martinez In accordance with the findings presented, forward the Direct to Ordinance Zoning Map Amendment request to the City Council with a recommendation for approval of case PZ-17-00227-03, subject to the four conditions presented by staff.

**Vote:** 3 - 1

NAY: Eric Nolan

**B. Project # PZ-18-00182-02 The Commons at Sawmill**

A request from NB SAWMILLTIC 1 LLC, for a Conditional Use Permit from the City of Flagstaff to allow a Rooming and Boarding Facility which permits each of the 448 bedrooms (194 garden style apartments) to be leased individually. The site is 6.71 acres in size and is located at 901 South O'Leary Street, within the High Density Residential (HR) Zone.

In accordance with the findings as presented in this report, staff recommends the Planning and Zoning Commission approve Conditional Use Permit PZ-18-00182-02 with the following conditions:

1. The development complies with all the IDS site plan approval comments, dated February 25, 2019.
2. The site is developed in substantial conformance to the site plan, elevations, and technical documents approved by the Planning and Zoning Commission.
3. The applicant agrees to provide NAIPTA bus passes through the Bulk Purchase Program with each lease (one per bedroom) for a two-year period.

Mr. Gullickson gave a PowerPoint presentation about the proposed Conditional Use Permit and answered questions from Commissioners.

Nick Wood, applicants representative, gave a PowerPoint presentation and answered questions from Commissioners.

**PUBLIC COMMENT:**

Jack Moeller, resident, expressed concern about increase in student population and traffic.  
Mr. Wood Clarified that there is no increase in students that the project is existing.

**Moved by** Dr. Alex H. Martinez, **seconded by** Vice Chair, David Zimmerman approve Conditional Use Permit PZ-18-00182-02 in accordance with the findings and with the conditions presented by Staff.

**Vote:** 3 - 1

NAY: Eric Nolan

**C. Project # PZ-19-00095 Accessory Dwelling Unit**

A Zoning Code Text Amendment to amend the Flagstaff Zoning Code (Ordinance No. 2011-20) for the purpose of modifying chapters, divisions, and sections of Title 10 Flagstaff Zoning Code, including the sections of Division 10-40.60: Specific to Uses, and Division 10-80.20: Definition of Specialized Terms, Phrases, and Building Functions, to resolve conflicts, incorporate technical corrections and clarity, and to add new and modify existing requirements, provisions, and definitions.

Staff recommends the Planning and Zoning Commission, in accordance with the findings presented in this report, find that the requirements of the Zoning Code have been met, and make a recommendation to the City Council for approval of the Zoning Code Text Amendment.

Mr. Symer gave a PowerPoint presentation about the proposed text amendment and answered questions from Commissioners.

Discussion was held on the proposed amendment.

**Moved by** Marie Jones, **seconded by** Eric Nolan in accordance with the findings presented by Staff, find that the requirements of the Zoning Code have been met, and make a recommendation to the City Council for approval of the Zoning Code Text Amendment.

**Vote:** 4 - 0

**6. GENERAL BUSINESS**

**A. A work session with the Planning and Zoning Commission to discuss the City's concepts to amend the zoning code pertaining mixed-use developments.**

Mr. Symer gave a PowerPoint and discussion was held on the City's concepts to amend the zoning code pertaining to mixed-use developments.

**B. A work session with the Planning and Zoning Commission to discuss the City's concepts to amend the zoning code pertaining to the goals, policies, and implementation strategies of the High Occupancy Housing Specific Plan.**

Mr. Symer gave a PowerPoint presentation and discussion was held about the City's concepts to amend the zoning code pertaining to the goals, policies, and implementation strategies of the High Occupancy Housing Specific Plan.

**7. MISCELLANEOUS ITEMS TO/FROM COMMISSION MEMBERS**

Ms. Antol discussed changes to the agenda  
There are 2 vacancies on the Commission, hoping to fill at the next council meeting  
Discussed future meeting dates and agendas

**8. ADJOURNMENT**

Adjourned at 7:15 p.m.

**CERTIFICATE OF POSTING OF NOTICE**

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on \_\_\_\_\_, at \_\_\_\_\_ a.m./p.m. This notice has been posted on

the City's website and can be downloaded at [www.flagstaff.az.gov](http://www.flagstaff.az.gov).

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Tammy Bishop, Administrative Specialist

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