



City of Flagstaff  
Community Development  
Substantive Review Comments

---

**Project Name:** Commons at Sawmill  
**Project No.:** PZ 18-00182-01  
**Project Address:** 901 South O'Leary Street

February 25, 2019

**Application Type:** Site Plan  
**Review Type:** Substantive Site Plan Submittal

**Project Manager:** Neil Gullickson  
**E-mail:** ngullickson@flagstaffaz.gov  
**Phone:** 928-213-2614

**Status of Review:** Approved w/ Conditions

In accordance with ARS 9-835(J), the Substantive Review of the application is complete, and the application has been approved subject to the following conditions and comments. This correspondence is being transmitted on Day 12 of the 22-day Substantive Review Timeframe.

---

**CONDITIONS APPROVAL/COMMENTS:**

Provide a copy of these conditions with responses when submitting for either building permit or civil plan review.

Current Planning  
Neil Gullickson, Planning Development Manager

---

**Substantive Current Planning:** Current Planning, Neil Gullickson Approved with Conditions  
2/25/2019

**General Comments**

1. A conditional use permit is required. The CUP process and requirements are in section 10-20.40.050 of the Zoning Code. Regarding the findings of the CUP, your draft document section 2.a indicates this development generates few violations, provide a comparison between this complex and other similar student housing projects.
2. Provide for the CUP:
  - \* The CUP application.
  - \* 10 copies of the Site plan, Sheet 1-5 of 6 by Woodson Engineering and sheet 2 of the ALTA survey by Superior Surveying Services Inc.
  - \* 10 copies of the resource plan
  - \* 10 copies of the landscape plan.
  - \* A packet (10 copies) that includes the final Conditional Use Permit Narrative, the site photos, the floor plan drawings, the Building Layout and Unit Mix graphic, the records of Proceedings, less Exhibit B and the project narrative.
3. The fee for the CUP review is \$3,000 and is expected with the application.



City of Flagstaff  
Community Development  
Substantive Review Comments

Future submission requirements

1. Provide a detail on the landscaping plans that show how the trees will be planted in the areas that will be covered by pavers.
2. Review section 10-50.60. 050.C: Oasis Allowance and provide notes or explain in the narrative how the proposed sod area near the clubhouse meet the requirements of this section.
3. Referencing sheet L-4, the note that states "Additional Trees Counted Towards Parking Lot Deficiency (43 Trees) shows a small circle as the symbol. This symbol gets lost on the landscape plan and I cannot identify these trees, revise the symbol and easily identify these trees.
4. Sheet L4, show me where in the code you can use shrubs and ground covers to credit for trees. I do not believe this type of credit exist. Remove the this from the plan and verify that all required trees are/will be provided.

Other

1. Recent review of nearby student projects by the Council encouraged the developer to purchase Eco Passes, transit ridership bus pass for all residents for a period of 5-years, Staff is encouraging the developer to discuss this option with NAIPTA.
2. Staff encourages the applicant to review the City's web site specifically, City Council Reports 2019, the memo by Dan Musselman of the PD, dated 1/28/2019 discussing impact fees and consider the impacts that this type of development has on the city 's emergency response processes.
3. Regarding section 3.e of the draft Conditional Use Permit Draft Narrative. The landscape discussion seems weak in compared to the new landscaping that will be provided via this CUP review.

**Substantive Building & Safety:** Building Safety, Victoria St. Clair Approved 02/19/2019

No Comments

**Substantive Engineering:** Engineering, James Boyer Approved 02/19/2019

No Comments

**Substantive Fire Prevention:** Fire Prevention, Kent Snide Approved 02/13/2019

No Comments

**Substantive Public Works:** Public Works, Scott Overton Approved 02/14/2019

No Comments

**Substantive Water Services:** Water Services, Jim Davis Approved 02/11/2019

No Comments

**Substantive Traffic:** Traffic, Reid Miller Approved 02/13/2019

No Comments

**Substantive Stormwater:** Stormwater, Douglas Slover Approved 02/20/2019

General Comments

1. None



City of Flagstaff  
Community Development  
Substantive Review Comments

**Substantive Housing:** Housing, Jennifer Mikelson Approved 02/14/2019  
No Comments

**Substantive HPC/Comm Design:** Heritage Preservation, Alaxandra Pucciarelli Approved  
02/12/2019  
No Comments

**Substantive Parks:** Public Works, Amy Hagin Approved 02/18/2019  
No Comments

---