

The Commons at Sawmill

Written Response to Required Findings ("Narrative")

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May 7, 2019

Neil Gullickson
Planning Development Manager
Community Development Department
City of Flagstaff
211 W Aspen Ave
Flagstaff, AZ 86001

Re: Conditional Use Permit Draft Narrative for Staff Review - Commons at Sawmill

Dear Neil:

On behalf of NB Sawmill TIC 1, LLC, (“NB”) I am pleased to submit this Conditional Use Permit narrative of findings for its approximately 6.71-acre property located at 901 S O’Leary Street in Flagstaff, Arizona (the “Property”), otherwise known as Coconino County Assessor’s Parcel Number (APN) 10409002F (Exhibit A). The Property is an existing garden style apartment community with 194 dwelling units/448 total beds (the “Project”). No new development is proposed with this request; rather, this request is simply to fulfill a technical requirement by the City of Flagstaff Zoning Ordinance.

The purpose of this letter is to provide: (i) a description of the Conditional Use Permit requested herein; and, (ii) a summary of the findings for approval for this request required by City of Flagstaff Zoning Code Section 10-20.40.50.E.

I. Description of Request

NB purchased the Property as an established student housing community in February of 2016. After purchasing the Property, it came to NB’s attention that, although student housing (i.e. “rooming and boarding”) land uses are permitted with a Conditional Use Permit in the High Density Residential (HR) Zone (“HR Zone”), a Conditional Use Permit had never been approved for the Property nor requested by any of the preceding owner/operators. Because the Property was acquired to be operated under NB’s “by the bed” rental model, and understood at the time of purchase to be allowed to have such use, this request for a Conditional Use Permit is required to meet the technical requirements of the Zoning Code to formalize the history use of the Property as a “by the bed” student housing rental community.

II. Conditional Use Permit Findings

Zoning Code Section 10-20.40.050.E establishes “findings” that are required to be met for approval of a Conditional Use Permit (“CUP”). As set forth below, this request meets each of these criterion.

1. *“That the conditional use is consistent with the objectives of this Zoning Code and the purpose of the zone in which the site is located.”*

The HR Zone is intended to, among other objectives, provide medium to high density multiple-family residential development (Code Section 10-40.30.030.A.6). The Project provides an appropriate residential density proximate to NAU and nearby commercial uses, including restaurants and entertainment. Further, with its rent-by-the-room leasing structure, the Project provides more affordable living accommodations for students at an optimal location near campus.

Therefore, the proposed CUP is consistent with the objectives of the Zoning Code and the purpose of the HR Zone and meets this criterion.

2. *“That granting the conditional use will not be detrimental to the public health, safety or welfare. The factors to be considered in making this finding shall include, but not be limited to:”*

a. *“Property damage or nuisance arising from noise, smoke, odor, dust, vibration or illumination”*

The requested CUP, which is for an established use, has and will not cause property damage or nuisance from noise, smoke, odor, dust, vibration or illumination beyond that of that which would be typical for a similarly situated multi-family community and/or that of the ambient conditions in the surrounding area.

One nuisance concern associated with student housing uses is a perceived increase in calls for service or general police related activities at such developments. Since the Project has been operating as a student focused development, this situation permits a unique opportunity to evaluate the impact of the proposed use before its approval. In response to our request for “Calls for Service” data from the Flagstaff Police Department, information was provided from March 2018 to March 2019 (Exhibit A).

Out of 106 calls for service over that one-year period, 65 were related to private towing actions (a common request near campus). Six were related to traffic violations (related to the public road in front of the Project) and another 12 were civil matters, field interview, animal control or service functions. The remaining criminal matters that

resulted in a call for service (deposition of said calls is unknown, so this data just represents a call for service, not validity of such calls) total 23, and include only 11 “disturbing the peace” calls. In review of this data, it appears that, on average, there are approximately two (2) calls for service a month that are related to activities on the Property that are truly “criminal” in nature.

Even if all 106 calls for service are associated with the Property, the result is a ratio of .24 calls per bed per year (for all types of calls for service; removing towing only, ratio drops to .09 calls per bed per year).

For comparison, the City Council Report dated January 28, 2019, prepared by Police Chief Musselman and Fire Chief Gaillard, the 2018 calls for service for four multi-family developments (away from the university) where:

*“Elevation Apartments, 5000, N. Mall Way, calculated at .17 calls per bed per year.
Country Club Vista Apartments, 5250 E. Cortland Blvd., .24 calls per bed per year.
Greenlaw Apartments, 2600 E. Seventh Ave., calculated at .13 calls per year per bed.
Butterfield Apartments, 4015 E. Soliere Ave., calculated at .31 calls per bed per year.*

The four complexes when averaged together resulted in an average call load of .22 calls per bed per year” (Page 2).

In review of the available data, it appears that the Property is well within the range of “standard” apartment complexes as to calls for service.

In summary, the Project will not result in any additional risk of property damage or nuisance beyond what is typical for multi-family developments elsewhere in the City.

b. “Hazard to persons or property from possible explosion, contamination, fire or flood”

The CUP is for a residential use; thus, it will not cause possible explosion, contamination, fire or flooding beyond those risks associated with other HR Zoned properties and/or HR allowed land uses.

c. “Impact on surrounding areas arising from unusual volume or character of traffic”

This CUP is requested is for the formalization of an already established student housing use. Because of the nature of the Project and its proximity to the NAU campus and nearby commercial services and amenities, the project conceivably minimizes vehicular trips per day compared to a typical multi-family residential use, rather than increase vehicular trips, as alternative transportation modes (i.e. walking and biking) are often

utilized and necessitated due to parking limitations on-campus and within the immediate surrounding area.

The Project meets all of Criterion #2.

3. *“That the characteristics of the conditional use as proposed and as it may be conditioned are reasonably compatible with the types of uses permitted in the surrounding area. The conditional use permit shall be issued only when the Planning Commission finds that the applicant has considered and adequately addressed the following to ensure that the proposed use will be compatible with the surrounding area:”*

a. *“Access, traffic, and pedestrian, bicycle and vehicular circulation”*

The Project is an established use; therefore, site access and circulation will not change with this approval (its traffic pattern is already well established). Existing pedestrian and bicycle traffic may be higher than typical multi-family communities (as there is more similarity in ages of the population), however the advantage is that there should be reduced vehicular trips to and from the Property as a result as well as more of a spread between on and off-peak movements due to the variety of class schedules of student residents.

b. *“Adequacy of site and open space provisions, including resource protection standards, where applicable”*

Upon purchasing the Property, NB desired to construct on-site improvements for ancillary amenities to increase livability at the Property. These improvements, which include a new clubhouse, were approved by the City and are under construction at the Property. With these new improvements, there is an increase in open space and amenity areas at the Property for tenant use. These are more than adequate for the residents.

This CUP request does not propose any new physical improvements to the site, simply approval of the leasing structure. The existing city-approved resource protection plan associated with the clubhouse improvements is not changing, so there are no impacts to resources on-site.

c. *“Noise, light, visual and other pollutants”*

A student house/multi-family use does not, and will not, emit unusual noise, light, visual and other pollutants beyond that of that which would be typical for a multi-family community and/or that of the ambient conditions in the surrounding area and as otherwise allowed in the HR Zoning District.

d. *“Proposed style and siting of structure(s), and relationship to the surrounding neighborhood”*

There are no new proposed buildings as part of this request. The existing Project is compatible with the surrounding area, as it provides for HR zone compliant building setbacks. Further, significant mature landscaping exists along S. O’Leary Street and S. Lone Tree Road, which buffers the Project from adjacent uses.

e. *“Landscaping and screening provisions, including additional landscaping in excess of otherwise applicable minimum requirements”*

The Project is established, therefore there is not a significant opportunity to increase landscaping at the Property. As noted above, significant landscaping exists along two (2) sides of public rights-of-way where the Property is visible, which helps to buffer the Project from other uses and the broader public. With respect to landscaping along West Hoskins, adjacent property owners have significant landscaping for privacy of their properties that provides buffers for both sides of the street. In addition to the existing landscaping, NB proposes adding to the existing landscaping on-site. The development does not meet current landscaping expectations under the Zoning Code, particularly related to landscaping in the parking lot areas. If approved, NB will improve this landscaping by adding trees and other vegetation as noted on the provided landscaping plans. This will enhance the site landscaping and improve the visual quality of the project. Exhibit B illustrates the new improvements in comparison to today’s condition.

f. *“Impact on public utilities”*

Approval of this use will not impact public utilities, as the land use is already developed and does not propose any new improvements/changes to the unit mix.

g. *“Signage and outdoor lighting”*

No new signage or outdoor lighting is proposed as part of this request.

h. *“Dedication and development of streets adjoining the property”*

The surrounding streets have already been improved to their full and final design. Since this CUP does not propose any new development, no new street dedications or development improvements should be required nor are known to be necessary.

i. *“Impacts on historical, prehistoric or natural resources”*

No new development is proposed that would impact historical, prehistoric or natural resources at the Property.

The Project meets the requirements of Criterion #3.

V. Summary

This is a technical request for a Conditional Use Permit to allow for an already established student housing community at the Property. If granted, this CUP will formally allow a by-the-bed lease structure at the Property under the HR Zoning District and the “Rooming and Boarding” provisions of the Zoning Code. No new development is proposed at the Property, therefore there will be no new impacts to the surrounding area beyond that of existing ambient conditions. Furthermore, upon approval, NB will add additional landscaping to the property, improving the visual quality of the project.

Thank you for your careful consideration and we look forward to discussing this request with you at our hearing.

Respectfully submitted,

Snell & Wilmer

Noel J. Griemsmann, AICP
Sr. Urban Planner

Exhibit A – Calls for Service Data

901 S O LEARY ST

CALLS FOR SERVICE MARCH 1, 2018 TO MARCH 1, 2019

CALL ID	CASE ID	ACC ID	DATE	NATURECODE	NATURECODE DESCRIPTION
E18072762			9/4/2018 0:00	FI	FIELD INTERVIEW CONTACT
E18073753			9/7/2018 0:00	DTP	DISTURBING THE PEACE
E18076245			9/14/2018 0:00	PPT	PRIVATE PROP TOW
E18076248			9/14/2018 0:00	PPT	PRIVATE PROP TOW
E18076252			9/14/2018 0:00	PPT	PRIVATE PROP TOW
E18076258			9/14/2018 0:00	PPT	PRIVATE PROP TOW
E18076259			9/14/2018 0:00	PPT	PRIVATE PROP TOW
E18076262			9/14/2018 0:00	PPT	PRIVATE PROP TOW
E18076264			9/14/2018 0:00	PPT	PRIVATE PROP TOW
E18076268			9/14/2018 0:00	PPT	PRIVATE PROP TOW
E18076565			9/15/2018 0:00	PPT	PRIVATE PROP TOW
E18076570			9/15/2018 0:00	PPT	PRIVATE PROP TOW
E18076574			9/15/2018 0:00	PPT	PRIVATE PROP TOW
E18076577			9/15/2018 0:00	PPT	PRIVATE PROP TOW
E18076666			9/16/2018 0:00	MSG	MESSAGE FOR FIELD UNIT
E18077742			9/20/2018 0:00	SUSP	SUSPICIOUS
E18078688			9/23/2018 0:00	PPT	PRIVATE PROP TOW
E18078693			9/23/2018 0:00	PPT	PRIVATE PROP TOW
E18078701			9/23/2018 0:00	PPT	PRIVATE PROP TOW
E18080021			9/28/2018 0:00	TS	TRAFFIC STOP
E18080319			9/28/2018 0:00	PPT	PRIVATE PROP TOW
E18080323			9/28/2018 0:00	PPT	PRIVATE PROP TOW
E18080348			9/29/2018 0:00	DTP	DISTURBING THE PEACE
E18080382			9/29/2018 0:00	DUI	DRIVING UNDER THE INFLUENCE
E18080600			9/29/2018 0:00	PPT	PRIVATE PROP TOW
E18080601			9/29/2018 0:00	PPT	PRIVATE PROP TOW
E18080603			9/29/2018 0:00	PPT	PRIVATE PROP TOW
E18080605			9/29/2018 0:00	PPT	PRIVATE PROP TOW
E18080613			9/29/2018 0:00	PPT	PRIVATE PROP TOW
E18082344			10/6/2018 0:00	TRES	TRESSPASSING
E18082539			10/6/2018 0:00	PPT	PRIVATE PROP TOW
E18082540			10/6/2018 0:00	PPT	PRIVATE PROP TOW
E18082544			10/6/2018 0:00	PPT	PRIVATE PROP TOW
E18084202			10/12/2018 0:00	PPT	PRIVATE PROP TOW
E18084209			10/12/2018 0:00	PPT	PRIVATE PROP TOW
E18084218			10/12/2018 0:00	PPT	PRIVATE PROP TOW
E18085967			10/19/2018 0:00	DTP	DISTURBING THE PEACE
E18086256			10/19/2018 0:00	PPT	PRIVATE PROP TOW
E18086257			10/19/2018 0:00	PPT	PRIVATE PROP TOW
E18086258			10/19/2018 0:00	PPT	PRIVATE PROP TOW
E18086263			10/19/2018 0:00	PPT	PRIVATE PROP TOW
E18086265			10/19/2018 0:00	PPT	PRIVATE PROP TOW
E18086269			10/19/2018 0:00	PPT	PRIVATE PROP TOW
E18086547			10/20/2018 0:00	PPT	PRIVATE PROP TOW
E18086664	P1814393		10/21/2018 0:00	CDAM	CRIMINAL DAMAGE
E18086736			10/21/2018 0:00	PPT	PRIVATE PROP TOW
E18086740			10/21/2018 0:00	PPT	PRIVATE PROP TOW
E18086742			10/21/2018 0:00	PPT	PRIVATE PROP TOW
E18087433	P1814531		10/24/2018 0:00	PROP	PROPERTY
E18088249			10/26/2018 0:00	PPT	PRIVATE PROP TOW
E18088259			10/26/2018 0:00	PPT	PRIVATE PROP TOW
E18088417			10/27/2018 0:00	DTP	DISTURBING THE PEACE
E18088418			10/27/2018 0:00	DTP	DISTURBING THE PEACE
E18088437			10/27/2018 0:00	DTP	DISTURBING THE PEACE
E18088601			10/27/2018 0:00	PPT	PRIVATE PROP TOW
E18090717			11/3/2018 0:00	PPT	PRIVATE PROP TOW
E18091724	P1815265		11/7/2018 0:00	THEFT	THEFT
E18092611			11/9/2018 0:00	PPT	PRIVATE PROP TOW
E18092857			11/10/2018 0:00	PPT	PRIVATE PROP TOW
E18092858			11/10/2018 0:00	PPT	PRIVATE PROP TOW
E18092992	P1815490		11/11/2018 0:00	DRUG	DRUG OFFENSES
E18094276			11/16/2018 0:00	AOA	ASSIST OTHER AGENCY

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L.L.P.

Neil Gullickson

May 7, 2019

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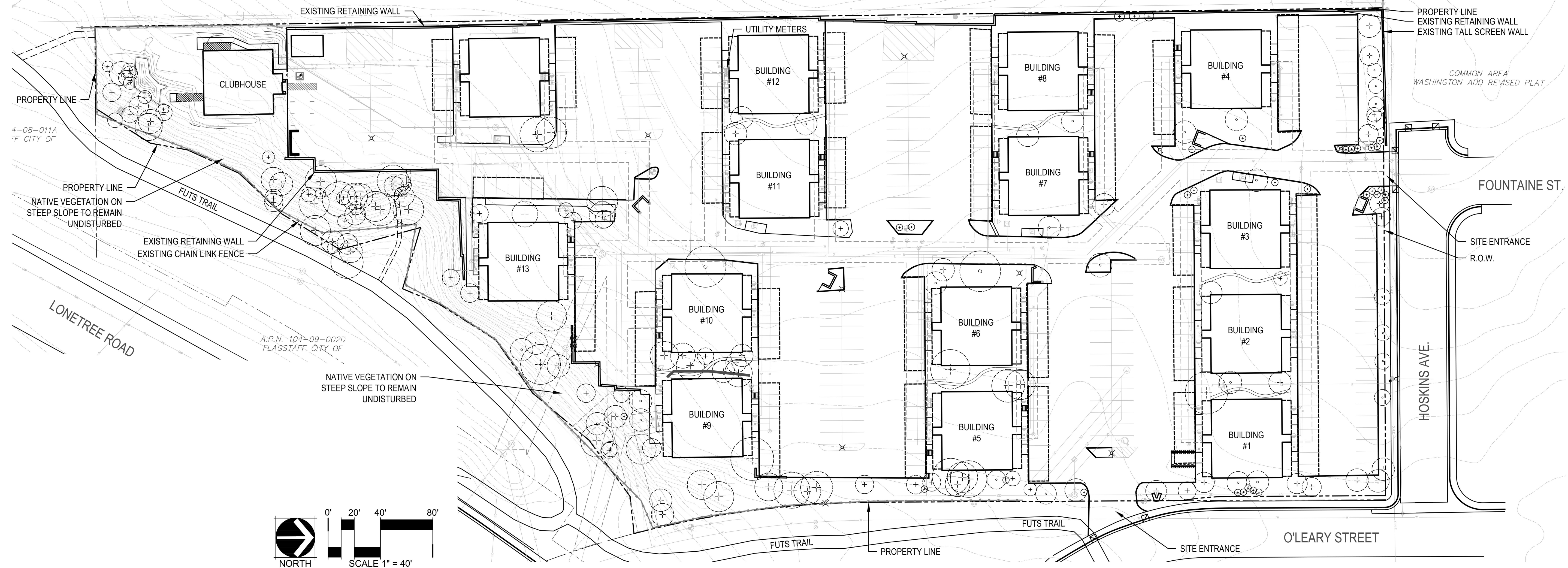
E18094610		11/16/2018 0:00 PPT	PRIVATE PROP TOW
E18094819		11/17/2018 0:00 BURG	BURGLARY
E18099493	P1816572 P1816572	12/5/2018 0:00 961	ACCIDENT NON INJURY
E18099521		12/5/2018 0:00 911	911 HANG UP
E18100246		12/7/2018 0:00 PPT	PRIVATE PROP TOW
E18100807	P1816770	12/8/2018 0:00 DUI	DRIVING UNDER THE INFLUENCE
E18101107	P1816866	12/10/2018 0:00 BURG	BURGLARY
E18101272		12/11/2018 0:00 PARK	PARKING PROBLEM/ENFORCEMENT NAUPD
E18102307		12/14/2018 0:00 PPT	PRIVATE PROP TOW
E18102313		12/14/2018 0:00 PPT	PRIVATE PROP TOW
E18102321		12/14/2018 0:00 PPT	PRIVATE PROP TOW
E18102325		12/14/2018 0:00 PPT	PRIVATE PROP TOW
E18102328		12/14/2018 0:00 PPT	PRIVATE PROP TOW
E18102414	P1817058	12/15/2018 0:00 CDAM	CRIMINAL DAMAGE
E18104992		12/24/2018 0:00 PUBL	PUBLIC ASSIST
E18105610		12/27/2018 0:00 REPO	VEHICLE REPO
E18105893		12/28/2018 0:00 CIVIL	CIVIL MATTER
E19006811		1/26/2019 0:00 PPT	PRIVATE PROP TOW
E19007003		1/26/2019 0:00 TS	TRAFFIC STOP
E19008822		2/2/2019 0:00 PPT	PRIVATE PROP TOW
E19008826		2/2/2019 0:00 PPT	PRIVATE PROP TOW
E19008831		2/2/2019 0:00 PPT	PRIVATE PROP TOW
E19008833		2/2/2019 0:00 PPT	PRIVATE PROP TOW
E19009043		2/2/2019 0:00 PPT	PRIVATE PROP TOW
E19009717		2/6/2019 0:00 PARK	PARKING PROBLEM/ENFORCEMENT NAUPD
E19009847	P1901747	2/6/2019 0:00 TRES	TRESSPASSING
E19009890		2/6/2019 0:00 WARR	ARREST WARRANT SERVICE
E19010481		2/8/2019 0:00 PUBL	PUBLIC ASSIST
E19010565		2/8/2019 0:00 PPT	PRIVATE PROP TOW
E19010816	P1901938	2/9/2019 0:00 DTP	DISTURBING THE PEACE
E19010900		2/10/2019 0:00 PUBL	PUBLIC ASSIST
E19012414		2/15/2019 0:00 PPT	PRIVATE PROP TOW
E19012416		2/15/2019 0:00 PPT	PRIVATE PROP TOW
E19012738		2/17/2019 0:00 PPT	PRIVATE PROP TOW
E19013821		2/21/2019 0:00 DTP	DISTURBING THE PEACE
E19013823		2/21/2019 0:00 DTP	DISTURBING THE PEACE
E19014787	P1902585	2/24/2019 0:00 DTP	DISTURBING THE PEACE
E19014795		2/24/2019 0:00 FU	FOLLOW UP REPORT
E19018534		3/10/2019 0:00 DTP	DISTURBING THE PEACE
E19019444		3/13/2019 0:00 SUSP	SUSPICIOUS
E19020574		3/18/2019 0:00 SUSP	SUSPICIOUS
E19020598		3/18/2019 0:00 ATL	ATTEMPT TO LOCATE
E19021136		3/20/2019 0:00 ACO	ANIMAL CONTROL
E19022862		3/27/2019 0:00 1017	PAPER SERVICE

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Neil Gullickson
May 7, 2019
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Exhibit B – Existing vs Proposed Landscaping Exhibit

EXISTING LANDSCAPE CONDITIONS



PROPOSED LANDSCAPE IMPROVEMENTS



LEGEND

	EXISTING EVERGREEN TREE TO REMAIN		PROPOSED DECIDUOUS TREE
	EXISTING EVERGREEN TREE TO REMAIN		PROPOSED EVERGREEN TREE
	EXISTING SHRUBS TO REMAIN		PROPOSED SHRUBS
	DECOMPOSED GRANITE		PROPOSED GROUNDCOVER
	CONCRETE PAVERS		BIKE RACKS
	SOD		BENCH
	NATIVE SEED		TABLE SEATING
	PARKING CANOPY		LITTER RECEPTACLE
			DOG STATION

COMMONS AT SAWMILL
 901 S. O'LEARY ST
 FLAGSTAFF, AZ 86001

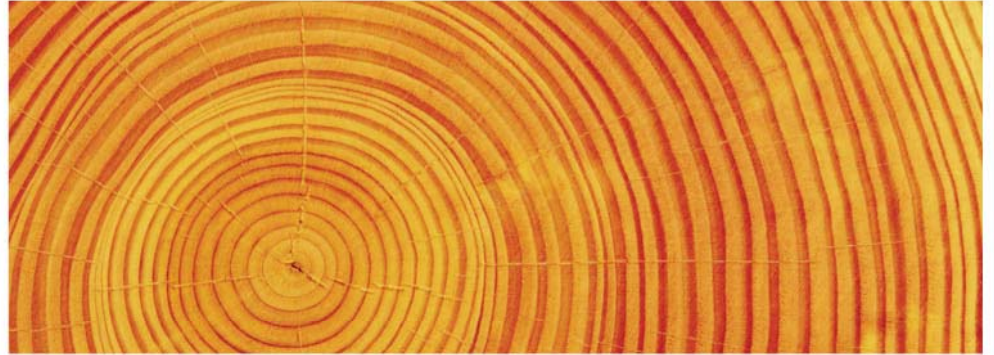
OWNER:
 NB PRIVATE CAPITAL
 130 VANTIS DRIVE, SUITE 160
 ALISO VIEJO, CA 92656
 949.243.5315

NOT FOR CONSTRUCTION

DATE:
 LANDSCAPE EXHIBIT
 03.08.19

SHEET TITLE:
 EXISTING VS PROPOSED
 CONDITIONS

CHECKED BY: AH, KW
 DRAWN BY:



The Commons at Sawmill

Building Elevations

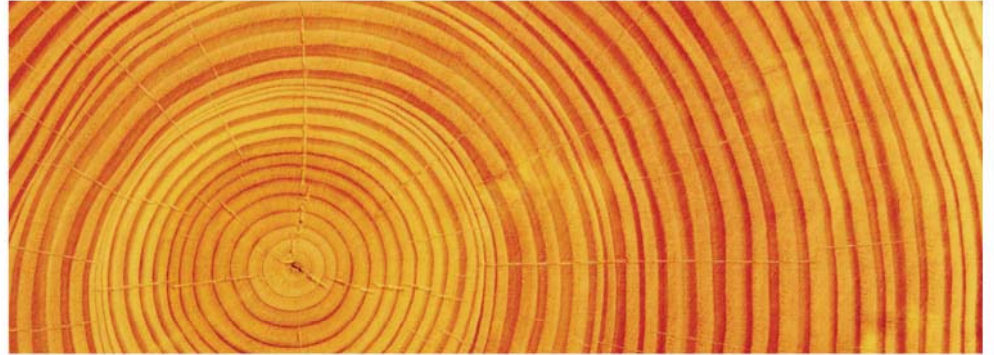
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The Commons at Sawmill

Building Layout and Unit Mix Exhibit

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Assistant Planner

COMMONS AT SAWMILL: Building Layout and Unit Mix



BUILDING 4
L1: (8) Studio
L2: (4) 2x2
L3: (4) 3x2

BUILDING 3
L1: (4) 2x2
L2: (4) 2x2
L3: (4) 3x2

BUILDING 2
L1: (8) Studio
L2: (4) 2x2
L3: (4) 3x2

BUILDING 1
L1: (6) Studio
(2) Office
L2: (4) 2x2
L3: (4) 3x2

BUILDING 8
L1: (8) Studio
L2: (4) 2x2
L3: (4) 3x2

BUILDING 7
L1: (8) Studio
L2: (4) 2x2
L3: (4) 3x2

BUILDING 6
L1: (8) Studio
L2: (4) 2x2
L3: (4) 3x2

BUILDING 5
L1: (8) Studio
L2: (4) 2x2
L3: (4) 3x2

BUILDING 12
L1: (4) 2x2
L2: (4) 2x2
L3: (4) 3x2

BUILDING 11
L1: (4) 2x2
L2: (4) 2x2
L3: (4) 3x2

BUILDING 10
L1: (4) 2x2
L2: (4) 2x2
L3: (4) 3x2

BUILDING 9
L1: (4) 2x2
L2: (4) 2x2
L3: (4) 3x2

BUILDING 14
L1: (4) 2x2
L2: (4) 2x2
L3: (4) 3x2

BUILDING 13
L1: (4) 2x2
L2: (4) 2x2
L3: (4) 3x2

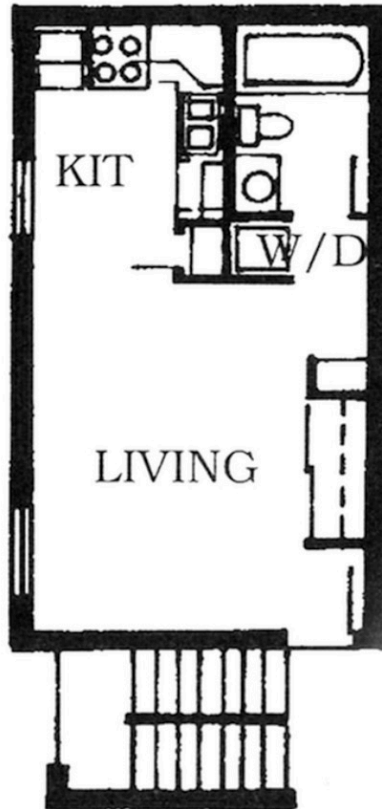
NEW AMENITY BUILDING

The Commons at Sawmill Apartments

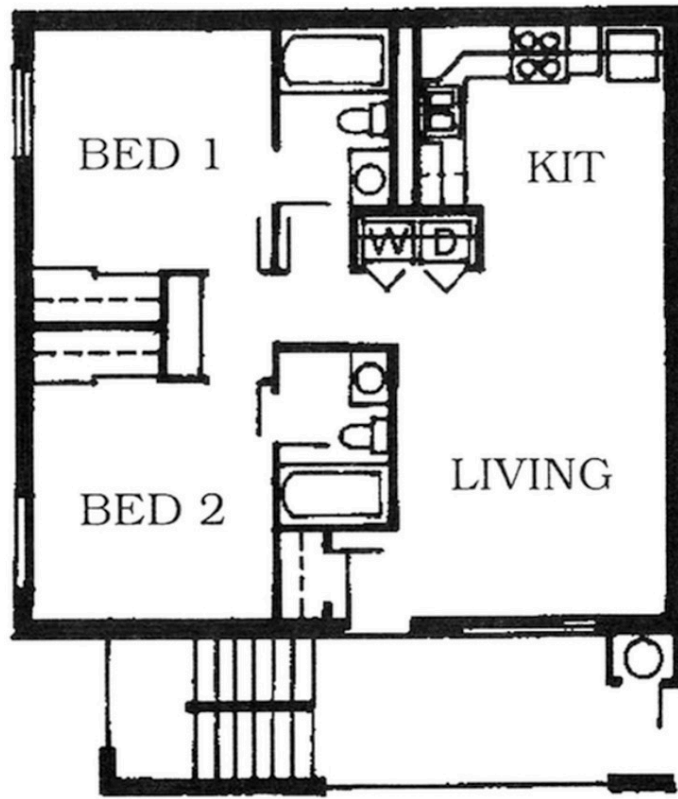
O'Leary Street Community Garden

901 South O'Leary Street

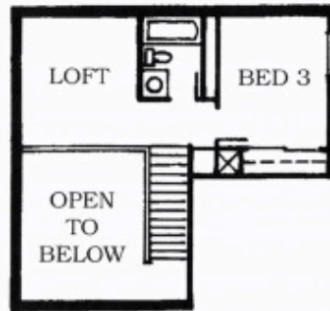
Studio



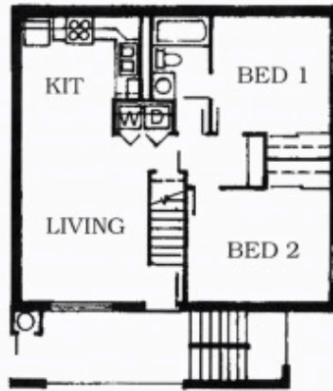
2x2



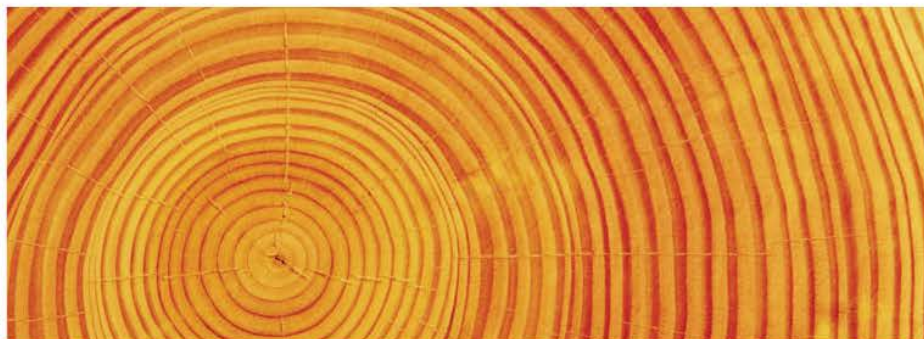
3x2



UPPER LEVEL



LOWER LEVEL



The Commons at Sawmill

Record of Proceedings

Nick Wood, Esq
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Noel J. Griemsmann, AICP
Sr. Urban Planner

Stephanie M. Watney
Urban Planner

1. Certification

This Record of Proceedings for the Commons at Sawmill (Case No. PZ 18-00182) (the “Project”) is being submitted pursuant to Flagstaff Zoning Code (the “Code”) Section 10-20.30.060.F.

2. Details of Techniques

a. Date and Location of Neighborhood Meeting

The neighborhood meeting for the Project was held on November 14, 2018 from 6:30 P.M. to 7:30 P.M., as advertised. The neighborhood meeting took place at the Boys & Girls Club of Flagstaff, located at 301 South Paseo Del Flag in Flagstaff, Arizona.

b. Notification

The notification letters are attached as Exhibit A.

A total of three-hundred ninety-six (396) notice letters were mailed by the applicant; forty-five (45) of those were sent to property owners of record, three-hundred thirty-six (336) were sent to tenants residing at the Property, and fifteen (15) were sent to City identified registered neighborhood organizations and interested persons.

c. Notification Parties and Summary of Their Locations

The notification was mailed via first class mail to: (i) property owners within 300 feet, exclusive of rights-of-way from the Project; (ii) the situs or actual address of all tenants and residents living at the Property; and (iii) homeowners associations and registered interested persons within 1,000 feet of the Property, as required by Code Section 10-20.30.060.D. In addition to the notification parties required by the Code, the notification area was extended to include property owners generally located at the southwest corner of East Franklin Avenue and South Lone Tree Road.

A corresponding list of property owners, tenants residing at the Property, and City identified registered neighborhood organizations and interested persons that were provided notice is attached as Exhibit B.

Please see the notification buffer area map on the following page for the general location of the property owners that were included in the neighborhood meeting notification effort.



Exhibit A

Notification Letter

Nick Wood, Esq
Attorney

Noel J. Griemsmann, AICP
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LLP

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TUCSON
WASHINGTON DC

November 5, 2018

Re: Neighborhood Meeting Notification for the Property Located at 901 South O'Leary Street in Flagstaff, Arizona ("The Commons at Sawmill")

Dear Property Owner or Neighborhood Association Representative:

On behalf of NB Private Capital, we are pleased to invite you to a neighborhood meeting regarding the property located at 901 South O'Leary Street, commonly known as the Commons at Sawmill. The purpose of the neighborhood meeting is to inform you of the Conditional Use Permit ("CUP") that we will be proposing for the existing student housing project. Please note that there will be no proposed changes in land use at the site. Our request is simply to fulfill a technical requirement by the City of Flagstaff.

The neighborhood meeting is scheduled as follows:

**Wednesday, November 14, 2018
6:30 PM to 7:30 PM
Boys and Girls Club of Flagstaff
301 South Paseo Del Flag
Flagstaff, AZ 86001**

Please contact me or my staff urban planner, Noel Griemsmann, AICP, at (602) 382-6824 or via e-mail to ngriemsmann@swlaw.com to learn more about the case and express your thoughts. The City of Flagstaff Planner assigned to this case is Neil Gullickson. Mr. Gullickson can answer your questions regarding the City's review and hearing processes as well as the staff position once their staff report is complete. You may contact Mr. Gullickson at (928) 213-2614 or via e-mail to ngullickson@flagstaffaz.gov.

Again, I would be happy to answer any questions or discuss any comments that you may have regarding this proposal.

Sincerely,

Snell & Wilmer

Nicholas J. Wood

Snell & Wilmer is a member of LEX MUNDI, The Leading Association of Independent Law Firms.

Exhibit A – Site Aerial



Tenant Notification Letter

November 5, 2018

Re: Notification Regarding a Pending Application Being Processed with the City of Flagstaff for the Commons at Sawmill

Dear Tenant:

This letter is to inform you that the property ownership of The Commons at Sawmill will be filing a Conditional Use Permit application with the City of Flagstaff for rooming and boarding (single room occupancy rentals) at the Commons, which is a technical requirement by the City of Flagstaff.

Prior to formally filing the request, a neighborhood meeting is being held to inform interested parties about the request. Enclosed for your reference is a general notification that has been mailed to interested persons. **Please note that this process does not affect the terms of your current lease**; this notice is being provided as a general requirement by the City's Zoning Ordinance.

Please feel free to contact the Commons at Sawmill property manager with any questions that you may have as follows:

Name: Marie Diaz
Telephone: (520) 491-9642
E-Mail Address: mdiaz@redstoneresidential.com

Sincerely,



Blake Wettengel
CEO

NB Private Capital, LLC

Snell & Wilmer

LLP

LAW OFFICES

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TUCSON
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November 5, 2018

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Again, I would be happy to answer any questions or discuss any comments that you may have regarding this proposal.

Sincerely,

Snell & Wilmer

Nicholas J. Wood

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Exhibit A – Site Aerial

