



MEMORANDUM

Community Development

DATE: May 29, 2020

TO: Greg Clifton, City Manager

CC: Shane Dille, Deputy City Manager

FROM: Eli Reisner, Capital Improvements Project Manager

THROUGH: Daniel Folke, Community Development Director
Rick Barrett, City Engineer
Bret Petersen, Capital Improvements Engineering

RE: Use of the Old Public Works Yard as a Temporary Construction Yard for
Coconino Estates Improvements Phase I Project from Spring 2020 – Fall
2022

Purpose of Memo

The purpose of this memo is to receive your endorsement of our intent to use the Old Public Works Yard as a temporary construction yard for the Coconino Estates Improvements Phase I Project from Spring 2020 – Fall 2022. The typical temporary use permit application process does not include the City Manager approval but given the neighborhood sensitivities of the area we thought it would be prudent to get your endorsement prior to issuing the approved permit to the Contractor.

Reasoning

The Coconino Estates Improvements Phase I Project is a very large-scale utility and roadway improvement project in the Coconino Estates Neighborhood that will require a significantly sized temporary construction yard for three consecutive construction seasons from spring 2020 through fall 2022. The Old Public Works Yard is an ideal temporary construction yard given its size, proximity to the Project, existing infrastructure including fencing, a reclaimed water connection, and power source. If endorsed, the northwest corner of the Old Public Works Yard will be used to store/stage construction materials, process materials prior to placement, store construction equipment, park workers vehicles rather than in the neighborhood surrounding the Project site, and to place a temporary construction office trailer. The City does not currently have a plan or funding in place for the Old Public Works Yard. For the project limits and location in relation to the proposed temporary construction yard please see the attached context and vicinity maps.

Benefits

The biggest benefits to utilizing the Old Public Works Yard include reducing impacts to the community and carbon footprint given the proximity to project site. Being able to process large quantities of materials within the yard prior to delivering to the site will reduce the number of truck trips through the community. The contractor has agreed to clear the existing asphalt and remove/salvage the fence from the southwest portion of the Old Public Works Yard, at no cost to the City, to prepare the area for potential plans like the expansion of the Urban Farm Incubator. Please see the attached Benefits to Utilizing the Old Public Works Yard document for a detailed list of multiple other benefits.

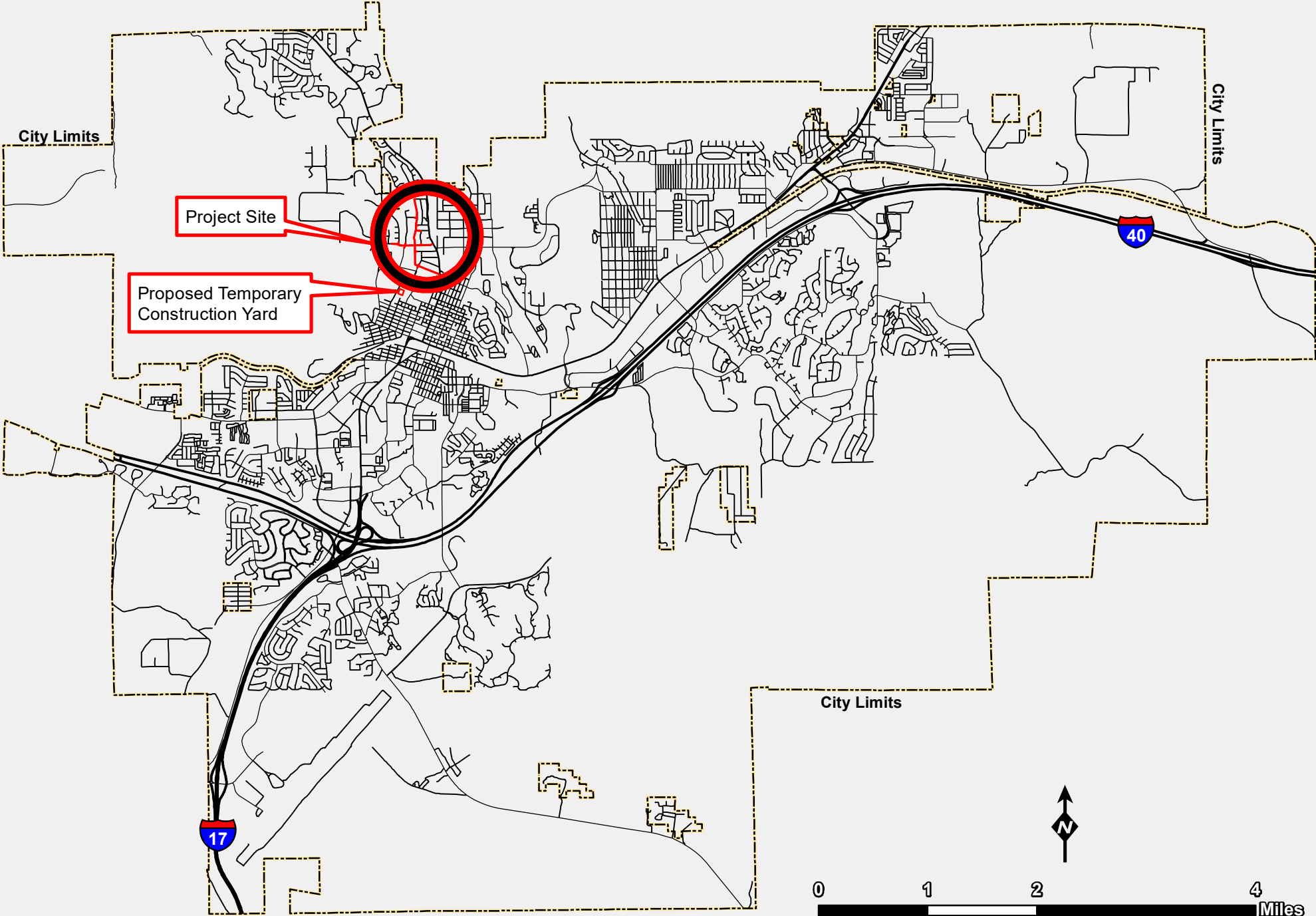
Coordination

The temporary use permit for the use of the Old Public Works Yard as a temporary construction yard for the Coconino Estates Improvements Phase I Project has been approved through the City's typical process and is endorsed by Public Works, Parks, Facilities, and Sustainability. Please see the attached temporary use permit and endorsement emails. FUSD was coordinated with during the design of the Project and approves of the primary haul route (Mogollon, Dale Bonito) and the secondary occasional haul route (Mogollon, Cherry, Thorpe, Aztec) from the proposed temporary construction yard to project site. The Townsite Neighborhood will be communicated with to inform them about the Project, reasoning, benefits, and to thank them for their cooperation and understanding.

Confirmation

We hope you can agree that the proposed location is the logical choice and can support our intent to use the Old Public Works Yard as a temporary construction yard for the Coconino Estates Improvements Phase I Project from Spring 2020 – Fall 2022. Please send us an email in return confirming your support.

Coconino Estates Improvements Phase 1



VICINITY MAP

Coconino Estates Improvements Phase 1

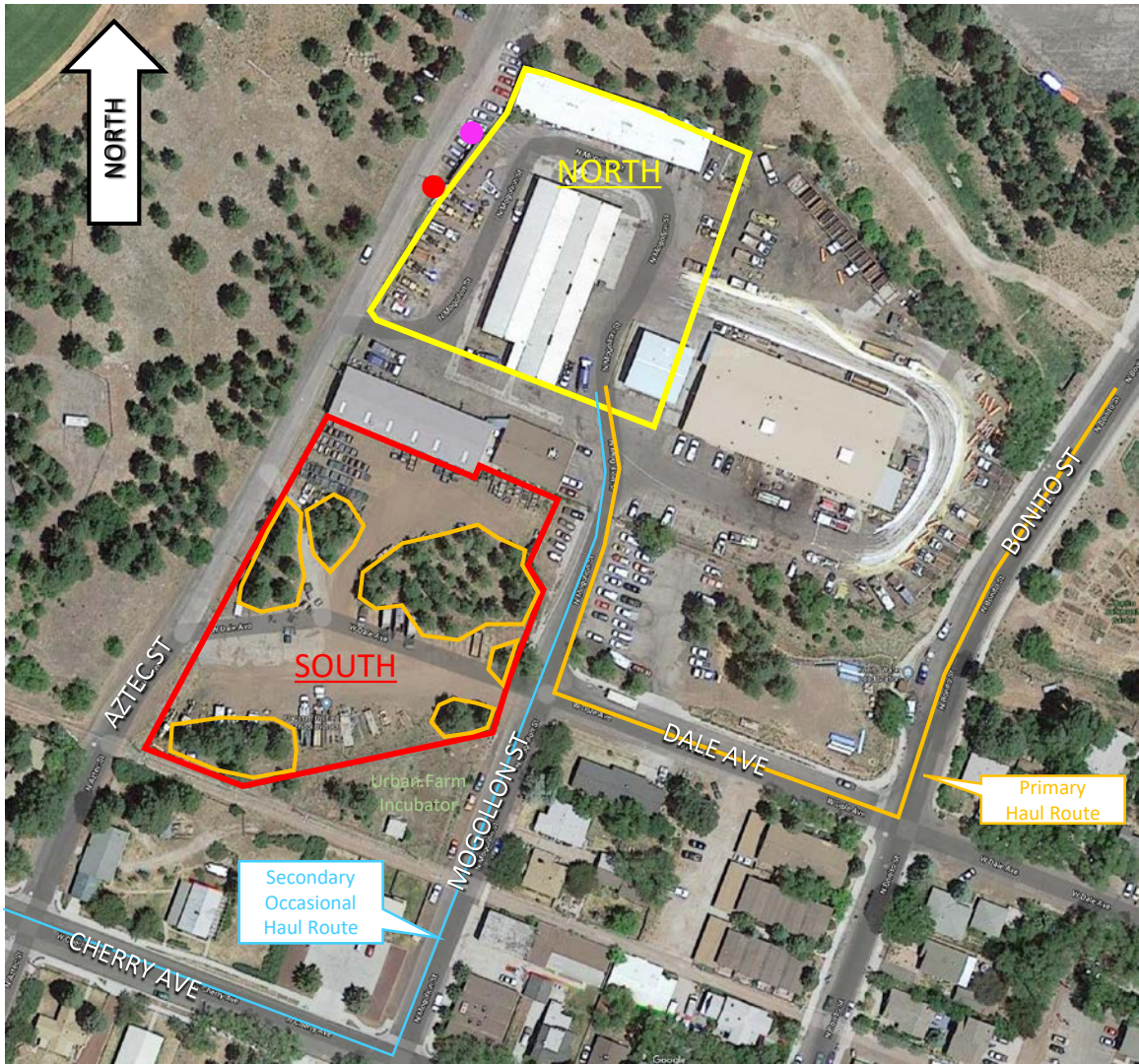


Legend

- Beal Road
Rockridge Road to Fort Valley Road
- Navajo Drive
Navajo Road to Murray Road
- Navajo Road
Navajo Drive to Fort Valley Road
- Whipple Road
Navajo Drive to McMillan Road
- Proposed Temporary
Construction Yard

**Proposed
Temporary
Construction
Yard**

Benefits to Utilizing the Old Public Works Yard



- The City does not currently have a plan or funding in place for the Old Public Works Yard.
- Reduces traffic impact to the community and carbon footprint given the proximity to the Project.
- Provides an opportunity to clear the existing asphalt and remove/salvage the fence from the south area (red) of the Old Public Works Yard, at no cost to the City, to prepare the area for potential plans like the expansion of the Urban Farm Incubator.
- Relocates activities further away from the neighborhood by utilizing the north area (yellow) as opposed to utilizing the south area (red).
- Visual impact to surrounding neighborhood will be less by utilizing the north area (yellow) as opposed to utilizing the south area (red).
- Project site does not allow for large amounts of material storage because it is in a Flood Plain that does not allow for material storage and it is located in a neighborhood where residential access must be maintained throughout the Project.

- Large north area (yellow) allows for large quantities of material storage, processing, and organization at the temporary construction yard.
- Large north area (yellow) allows for parking of workers vehicles rather than onsite in the neighborhood.
- Transformer to power Project Trailer right next to north area (yellow), no temporary infrastructure needed.
- North area (yellow) has a usable reclaimed water connection (pink dot).
- The existing soil conditions require fill material to be moisture conditioned prior to placement. The north area (yellow) with a reclaimed water connection and the space to process the material make this possible.
- No chances of damaging trees by utilizing the north area (yellow) as opposed to utilizing the south area (red).
- Some SWPPP is already in place from demo activity.
- In exchange for using the north area (yellow) and at no additional cost to the City of Flagstaff or the Project Eagle Mountain Construction (EMC) has agreed to:
 - Cleanup weed fabric left behind by demo activity in the north area (yellow).
 - Re-grade north site before start of the Project and after completion of the Project.
 - Remove and salvage fence on east, south, and west edges of the south area (red).
 - To be completed by the end of calendar year 2020.
 - Remove barbed wire along south side of Sustainability building but leave fence and fittings in place.
 - Remove existing asphalt in the south area (red).
 - To be completed by the end of calendar year 2020.
 - Regrade small dirt parking area on east side of Mogollon St. south of Sustainability building.
 - Provide ABC surface as necessary if existing material becomes muddy.
 - To be completed by end of June 2020.
- There are two items that EMC will be compensated for in exchange for using the North site:
 - Provide temporary construction screen fencing on south and east side separating construction from the Sustainability and fleet buildings. This cost will be charged to the Project CMAR Contingency.
 - Provide an additional single person gate in the existing fence at the southeast corner of the Sustainability building. Sustainability building has agreed to pay for the additional gate.

**CITY OF FLAGSTAFF**

211 W Aspen Ave
 Flagstaff, AZ 86001
 Phone: 928-213-2601
 Fax: 928-213-2609

PERMIT NUMBER:

CC-20-00364

PERMIT TYPE:

Temporary Use

PROJECT NAME: Coconino Estate Improvements Construction Yard**ISSUE DATE:**

03/10/2020

EXPIRATION DATE:

12/01/2022

Before You Dig Call 1-800-782-5348

PROPERTY ADDRESS:

419 N MOGOLLON ST
 Flagstaff, AZ 86001

PARCEL NUMBER:

100-01-001H

SUBDIVISION:

FLAGSTAFF (TOWN OF) PARK
 ADDITION

LOT #:

N/A

OWNER

FLAGSTAFF CITY OF
 211 W ASPEN AVE
 Flagstaff, AZ 86001

DESCRIPTION OF WORK:

This area will be a temporary construction yard to store equipment and materials for the Coconino Estates improvements Phase I Project. The area is currently fenced with lockable gates and will be utilized by Eagle Mountain Construction and their subcontractors. Eagle jason.woods@emcaz.com Mountain Construction will provide their own lock and chain to be combined with City Facilities and Fire Department locks. Eagle Mountain Construction will provide orange construction fencing around existing trees in the area to protect the trees during use of the site.

FEE SUMMARY

Temporary Use Permit

CHARGED

\$345.00

PAID

\$345.00

DATE PAID

03/10/2020

RECEIPT #

64874

TOTAL FEES:

\$345.00

\$345.00

CONDITIONS/COMMENTS:

Development Engineering

Brian Gall, Development Engineer

Review, 3/6/2020, Approved with Conditions

Conditions of Approval:

1. Since there will not be any trash receptacles provided, the applicant must remove and properly dispose of any trash generated on site.

2. The applicant must comply with any City of Flagstaff noise ordinances while using the site.

General Comments:

1. None.

Future Submittal Requirements:

1. None.

General Comments

1. Temporary use shall not have ANY non stormwater discharges from the site.

2. Use shall not have any non stormwater discharges to any storm drain or stormwater systems on the site.

3. Applicant/Contractor is required to contact Christopher Palmer with the City of Flagstaff Stormwater Management Section at 213-2474/814-6346 (cell) prior to any loose material stockpiling activities for initial existing condition inspection.

4. Contractor is required to control erosion, sediment, and construction site debris/wastes on the project site through the installation of stormwater control measures (i.e., rock trackout pad, sediment wattles, silt fence, etc.) where appropriate.

5. BMPs will be installed before any ground disturbing activities and maintained throughout life of the project.

Please call when you are ready to add our FD lock. 928 213 2500

Section 1. The Planning and Development Services Section, in accordance with Section 10-20.40.150 of the City of Flagstaff Zoning Code, has approved the request of Eagle Mountain Construction (applicant) and City of Flagstaff (property owners) for a Temporary Use Permit at parcel number 100-01-001H (Old Public Works Yard) for a construction lay-down yard from 5/1/2020 - 11/31/2021.

Approval is subject to the following conditions:

1. A copy of the Temporary Use Permit shall be kept on site through the date approved.

2. The construction yard shall be removed immediately upon completion of the construction project, or the expiration of the building permit authorizing the construction project, whichever occurs first.

3. Immediately upon removal of the construction yard(s), the property shall be restored to the condition pre-existing the construction yard(s), or a condition approved by the City of Flagstaff Planning Director.

4. Any refuse generated will need to be removed appropriately by the permittee.

5. Construction activities shall comply with City of Flagstaff noise ordinance requirements.

Section 2. This permit is issued on the express conditions that the use herein permitted shall conform in all relevant respects to ordinances of the City of Flagstaff, and the laws of Coconino County and the State of Arizona.

Section 3. It is understood that this permit is binding on the permittee and upon his/her heirs, successors and assigns.

Section 4. The Planning & Development Services Section may periodically review this Temporary Use Permit to determine if the use is not operating in accordance with the conditions of approval. Failure to comply with the conditions of approval is a basis for revocation of the Temporary Use Permit.

A Manufactured/Mobile Home/Temporary Construction Trailer Permit is required. Please visit the Building Safety website for application and requirements: <https://www.flagstaff.az.gov/494/Building-Safety>

Development Engineering

Brian Gall

Review 5/27/2020, Approved with Conditions

Conditions of Approval

1. Please note that earthwork volumes in excess of 50 c.y. will require a grading permit.

General Comments

1. None

Future Submittal Requirements

1. None

Douglas Slover, 2020-05-26, Temporary Use Permit Plan Review

Approved

General Comments

1. This temporary use will require CGP coverage if over 1-acre of disturbance area. If over 1-acre of disturbance, provide Erosion Control Plan. Erosion Control for the Temporary Use should be reflective of the overall SWPPP site plan.

2. Applicant is responsible for any increase in runoff as a result of this temporary use. Potential change in runoff volume and peak flow rates due to additional compaction of existing soil may need to be evaluated and mitigated by the applicant. Proposed area of material storage on the lot shall not change stormwater runoff discharge patterns from the site.

3. Any disturbed area within the storage site may promote sediment transport from the site and as such BMPs will be required.

Contractor is required to control erosion, sediment, and construction site debris/wastes on the project site through the installation of stormwater control measures (i.e., rock trackout pad, sediment wattles, silt fence, etc.) where appropriate.

4. Contact Christopher Palmer with the City of Flagstaff Stormwater Management Section at 213-2474/814-6346 (cell) prior to any ground disturbing activities for initial BMP and existing condition inspection.

5. BMPs should be installed before any ground disturbing activities and shall be maintained throughout life of the project.

6. Closeout of the SWPPP (if NOI is required) by obtaining an ADEQ NOT will be required prior to end of Temporary Use permit. the applicant is required to purchase a Pad Lock version of a Knox Lock. The Fire Department does not supply the lock. They are available through Knox Box at <https://www.knoxbox.com/>

Section 1. The Planning and Development Services Section, in accordance with Section 10-20.40.150 of the City of Flagstaff Zoning Code, has approved the request of Eagle Mountain Construction (applicant) and City of Flagstaff (property owners) for a Temporary Use Permit at parcel number 100-01-001H (Old Public Works Yard) for a construction lay-down yard from 5/26/2020 - 11/31/2022.

Approval is subject to the following conditions:

1. A copy of the Temporary Use Permit shall be kept on site through the date approved.

2. The construction yard shall be removed immediately upon completion of the construction project, or the expiration of the building permit authorizing the construction project, whichever occurs first.

3. Immediately upon removal of the construction yard(s), the property shall be restored to the condition pre-existing the construction yard(s), or a condition approved by the City of Flagstaff Planning Director.

4. Any refuse generated will need to be removed appropriately by the permittee.

5. Construction activities shall comply with City of Flagstaff noise ordinance requirements.

6. The applicant shall receive a Manufactured Home Building Permit prior to installing the construction trailer.

Section 2. This permit is issued on the express conditions that the use herein permitted shall conform in all relevant respects to ordinances of the City of Flagstaff, and the laws of Coconino County and the State of Arizona.

Section 3. It is understood that this permit is binding on the permittee and upon his/her heirs, successors and assigns.

Section 4. The Planning & Development Services Section may periodically review this Temporary Use Permit to determine if the use is not operating in accordance with the conditions of approval. Failure to comply with the conditions of approval is a basis for revocation of the Temporary Use Permit.

1. The location of the temporary use shall conform to the submitted site plan and be located at least 10-feet from any property line.

2. The temporary use shall adhere to all City of Flagstaff business license and sales tax requirements.

3. The temporary use shall adhere to all City of Flagstaff Fire Codes and any fire restrictions that may be in place at the time of the event.

4. There shall be no disruption of vehicle access or traffic flow.

5. There shall be no disruption of pedestrian or handicap access ways, sidewalks, or ramps.

6. The temporary use organizer shall adhere to all City codes and ordinances.

7. This Temporary Use Permit does not authorize any runoff other than normal stormwater. Additional uses that may impact stormwater quality runoff require additional review.

8. A copy of the approved Temporary Use Permit shall be kept on-site throughout the duration of the event.
9. All signs associated with this temporary use shall be placed in compliance with the provisions of Flagstaff Zoning Code Section 10-50.100.090 (Portable Signs).
10. The use of any outdoor lighting shall be fully shielded in compliance with the provisions of Division 10-50.70 (Outdoor Lighting Standards) and shall be extinguished outside of the approved hours of operation.

This permit is issued on the express condition that the use herein permitted shall conform in all relevant respects to the ordinances of the City of Flagstaff, and the laws of Coconino County and the State of Arizona.

It is understood that this permit is binding on the permittee and upon his/her successors and assigns.

ACKNOWLEDGEMENT & APPROVAL

I HEREBY CERTIFY THAT THE INFORMATION SET FORTH ON THIS FORM IS COMPLETE AND ACCURATE AND DO HEREBY AGREE TO COMPLY WITH ALL APPLICABLE CODES OF THE CITY OF FLAGSTAFF AND THE STATE OF ARIZONA AND WITH ANY CONDITIONS ATTACHED HERETO, AND REQUEST THAT ALL PERTINENT CITY PERSONNEL ACCESS MY PROPERTY AT ANY TIME DEEMED NECESSARY TO INSPECT WORK BEING DONE RELATING TO THIS PERMIT:

Jason Woods

PERMIT HOLDER SIGNATURE:



Digitally signed by Jason Woods
 DN: cn=Jason Woods, o=Eagle Mountain Construction, ou,
 email=jaso.woods@emcaz.com, c=US
 Date: 2020.05.28 10:46:23 -07'00' DATE:

Permit Closed:

Inspector

Date

Approved/Expired

POST IN A LOCATION VISIBLE FROM THE STREET

Public Works Endorsement

Andy Bertelsen

5/21/2020

From: [Andy Bertelsen](#)
To: [Eli Reisner](#)
Cc: [Nicole Antonopoulos](#); [Amy Hagin](#); [Craig Smith](#); [Bret Petersen](#)
Subject: Re: Coconino Estates Improvements - Temporary Construction Yard
Date: Thursday, May 21, 2020 8:23:43 PM

I support the plan. Feel free to forward as appropriate.

Andy

Parks Endorsement

Amy Hagin

5/19/2020

From: [Amy Hagin](#)
To: [Eli Reisner](#); [Nicole Antonopoulos](#); [Craig Smith](#); [Andy Bertelsen](#); [Bret Petersen](#)
Cc: [Shawn Mullaney](#); [Rebecca Sayers](#)
Subject: RE: Coconino Estates Improvements - Temporary Construction Yard
Date: Tuesday, May 19, 2020 4:18:43 PM
Attachments: [2020.05.18_TCY_OPTIONS.pdf](#)

All

Parks is in favor of the temporary construction yard, and the usage will not conflict with the current pandemic related Parks team deployment Tuesday through Friday.

Thank you,

Amy Hagin | Parks Manager
City of Flagstaff | 211 West Aspen Ave | Flagstaff, AZ 86001
ahagin@flagstaffaz.gov | 928.326.1559 C

Facilities Endorsement

Craig Smith

5/20/2020

From: [Craig Smith](#)
To: [Amy Hagin](#); [Eli Reisner](#); [Nicole Antonopoulos](#); [Andy Bertelsen](#); [Bret Petersen](#)
Cc: [Shawn Mullaney](#); [Rebecca Sayers](#)
Subject: RE: Coconino Estates Improvements - Temporary Construction Yard
Date: Wednesday, May 20, 2020 8:17:14 AM

Facilities is in favor of the shift to the north lot and working to provide better access for the Sustainability Program and their facility.
We see no negative impact and support the remediation of the lower South lot this summer.
Thanks,

Craig L. Smith
Facilities Superintendent
City of Flagstaff
211 W. Aspen Ave.
Flagstaff, AZ 86001
928-213-2160 (Office)
craig.smith@flagstaffaz.gov

Sustainability Endorsement

Nicole Antonopoulos

5/22/2020

From: [Nicole Antonopoulos](#)
To: [Eli Reisner](#)
Cc: [Amy Hagin](#); [Craig Smith](#); [Bret Petersen](#); [Andy Bertelsen](#)
Subject: RE: Coconino Estates Improvements - Temporary Construction Yard
Date: Friday, May 22, 2020 1:42:39 PM

Good afternoon, Eli,

Sustainability is in favor of the outlined actions. Thank you for collaborating with us on identifying solutions.

Please reach out when you are ready to communicate with the neighborhood. I'm happy to assist.

Kind regards,
Nicole