

**PLANNING AND DEVELOPMENT SERVICES REPORT**  
**CONDITIONAL USE PERMIT**

**PUBLIC HEARING**  
**PZ-20-00019-05**

**DATE:** **December 23, 2020**  
**MEETING DATE:** **January 13, 2021**  
**REPORT BY:** **Tiffany Antol, AICP**

**REQUEST:**

A Conditional Use Permit request from Wayne Smith, on behalf of the Department of Children’s Safety, to construct a 20,836 square foot office building in the Light Industrial (LI) Zone, located at 2163 N. Vickey Street in the Northwoods Business Centre.

**STAFF RECOMMENDATION:**

Staff recommends approval of PZ-20-00019-05 with conditions.

**PRESENT LAND USE:**

This location is currently vacant.

**PROPOSED LAND USE:**

The applicant proposes to construct a new 20,836 square foot building as offices for the Department of Children’s Safety as well as the other required site improvements for such development.

**NEIGHBORHOOD DEVELOPMENT:**

- North: The Guidance Center, Light Industrial (LI) Zone
- East: Joe Dirt Excavating Contractors Equipment Yard, Light Industrial (LI) Zone
- South: Proposed Migrant Glass Warehouse, Light Industrial (LI) Zone
- West: The Guidance Center general offices, Light Industrial (LI) Zone

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**I. Project Introduction**

**A. Background/Introduction**

Section 10-40.30.050.B of the Flagstaff Zoning Code (Page 40.30-23), *Allowed Uses*, identifies “Office” as an allowed land use in the Light Industrial (LI) Zone subject to the approval of a Conditional Use Permit (CUP) by the Planning Commission. Staff approved a site plan application for the proposed building on this site on December 8, 2020. A copy of the Approval Letter and Conditions of Approval are attached to this report.

The Northwoods Business Centre is a low intensity industrial subdivision that includes a wide variety of uses including the Guidance Center facilities, a dialysis center, Northland Family Help Center, Hozhoni Foundation, Olsen’s Grain, Planet Rider, mini-storage and Joe Dirt Excavating, which is the most intense industrial use in the area. All of the buildings within the immediate vicinity are similar in size, design and material, and remain compliant with the primary goals of the architectural design standards of the Zoning Code.

**II. Required Findings**

The Planning Commission may approve the Conditional Use Permit only after making a finding that:

**A. Finding #1:**

The conditional use is consistent with the objectives of the Zoning Code and the purpose of the Zone in which the site is located.

“The Light Industrial (LI) zone applies to areas of the City appropriate for clean and quiet industries in proximity to commercial development, including manufacturing, warehousing, and related uses with limited and screened exterior storage. The LI zone establishes a transitional area between commercial and heavy industrial areas; while at the same time it is applied to areas of the City as a freestanding industrial zone.”

The Light Industrial (LI) Zone allows office uses with the granting of a Conditional Use Permit. The primary reasons for the Conditional Use Permit is to protect the uses that are allowed by right in the Light Industrial Zone which may be incompatible with general office uses, and industrially used buildings are not required to incorporate architectural design standards as would be required for an office building.

**B. Finding #2**

That granting the conditional use will not be detrimental to the public health, safety, or welfare.

As long as the proposed project is developed in accordance with City codes, standards and requirements, the project should not be detrimental to the public health, safety, or welfare.

**C. Finding #3**

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 (Flagstaff Zoning Code Section 10-20.40.050.E.3):

- Access, traffic, and pedestrian, bicycle and vehicular circulation;
- Adequacy of site and open space provisions, including resource protection standards, where applicable;
- Noise, light, visual and other pollutants;
- Proposed style and siting of structure(s), and relationship to the surrounding neighborhood;
- Landscaping and screening provisions, including additional landscaping in excess of otherwise applicable minimum requirements;
- Impact on public utilities;
- Signage and outdoor lighting;
- Dedication and development of streets adjoining the property; and
- Impacts on historical, prehistoric or natural resources.

**1. Access and Traffic; Pedestrian, Bicycle and Vehicular Circulation**

Access to the site is provided from Vickey Street which connects directly to Industrial Drive, Walgreens Street and Steves Boulevard. Pedestrian access is provided with sidewalks through the Northwoods Business Centre subdivision. Designated bicycle lanes are not provided, but bicycles can easily be accommodated on the existing improved streets. The required bicycle parking (4) spaces are provided at the front of the building.

Offices are required to provide one parking space per 300 gross square feet. A total of 70 parking spaces are required for the proposed office building. The site is designed with 16 spaces available for the general public outside of the secured (fenced and gated) parking area located behind the building. Within the secured parking area there are a total of 117 parking spaces for a grand total of 133 spaces. The Zoning Code only allows an addition of 5% over the required number of parking spaces on a development site without structured parking, for a total of 74 parking spaces. The additional parking spaces on this site (59 spaces) are specifically for government vehicle storage. The designated storage area is identified on the site plan.

**2. Adequacy of Site/Open Space/Resource Provisions**

The Applicant is proposing to build a new 20,836 square foot office building on a 2.65-acre site. The site plan shows the proposed building complying with all of the required development standards of the Light Industrial (LI) Zone including setbacks, building height and Floor Area Ratio (FAR). The site provides the required number of parking spaces for the proposed use of Office with vehicle storage area. Dedicated open space is not required in industrial developments and is instead accomplished through compliance with landscaping standards. The building is over 20,000 square feet, so it is required to provide 5% of the site, approximately 5700 square feet, as civic space. The applicant has provided this space at the rear of the building as an amenity to the employees of the site. The subject property is not located in the Resource Protection Overlay.

**3. Noise, Light, Visual and Other Pollutants**

It is not anticipated that the proposed office use will create any noise, visual or other pollutants into the area. All exterior lighting will be required to comply with the City of Flagstaff's strict outdoor lighting requirements which supports and maintains our designation as an International Dark Sky City. The majority of the proposed use will occur within the proposed building except for the parking and a small amenity space for the employees.

**4. Style and Siting of Structure(s) and Relationship to Surrounding Neighborhood**

The proposed building has been designed in accordance with the Site Planning Design Standards as identified in the Zoning Code. This includes a building forward design with parking areas located to the side and rear of the building. Industrial buildings are not required to comply with the Architectural Design Standards found in the Zoning Code, but because this is an "office building" requiring a Conditional Use Permit, it is required to comply with these standards. The proposed building is a metal building provided with façade and roof articulations in compliance with the code. Material embellishments will be applied to the building also complying with these standards. The windows will also be recessed in accordance with code requirement. The proposed building style is in concert with the majority of development within the Northwoods Business Centre.

**5. Landscaping and Screening**

The site is proposed to be landscaped in accordance with the requirements of the Zoning Code; see the attached landscaping plan. The applicant has attempted to maintain existing mature vegetation on site. Most of the site will be fenced in accordance with the needs of the Department of Children's Safety. This fencing provides adequate screening between the adjacent properties.

**6. Impact on Public Utilities**

The site proposes no impact to City utilities.

**7. Signage and Outdoor Lighting**

The attached elevations show proposed building mounted signage for the site. An outdoor lighting plan has also been provided as part of this application. Both of these details are generally approved in conjunction with the required building permit application, each requiring its own application. A detailed analysis of these plans has not yet been completed. Any new signage or lighting will have to comply with the relevant Zoning Code requirements.

**8. Dedication and Development of Streets**

No dedication or development of public streets is required.

**9. Impacts on Resources**

This site is not currently listed on any state or federal historic registry, nor does the site have any other historical significance. As previously mentioned, the site is not located within the Resource Protection Overlay Zone.

Conditions of approval will only be imposed if they are necessary to ensure the intent and purpose of the Zoning Code are met; to ensure compatible and complementary development of the property; and to ensure the provision of appropriate off-site improvements will be fulfilled.

**III. Citizen Participation**

The applicant held the required neighborhood meeting to discuss the proposed Conditional Use Permit application on September 17, 2020 at the Little America Hotel. The applicant posted a sign on the property regarding the meeting and sent letters to 90 neighboring property owners. No one attended the meeting. The applicant requested to have the second meeting waived, which was approved by the Planning Director. Since that meeting the applicant has not had contact from property owners in the area requesting information or voicing a concern.

**IV. Recommendation:**

The Inter-Division Staff (IDS) team approved the site plan for this project on December 8, 2020 (conditions attached). Staff recommends that the request for the CUP be granted by the Planning Commission with the requirements included in Conditional Use Permit No. PZ-20-00019-05 and as follows:

1. The development of the site shall substantially conform to the plans as presented with the Conditional Use Permit application and with the Site Plan as approved by the Inter-Division Staff on December 8, 2020.

**V. Attachments:**

The draft documents have been prepared in accordance with the staff recommendation and do not indicate the Commission's final decision. These documents will be updated after the public hearing on this case to reflect the Commission's decision.

- Draft Conditional Use Permit No. PZ-20-00019-05
- Draft Notice of Decision
- Proposition 207 waiver
- Site Plan Conditions of Approval, dated May 21, 2015
- Conditional Use Permit Application
  - Response to findings
  - Site Plan & Vicinity Map
  - Elevations and Signage

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- Landscaping Plan
- Floor Plan
- Exterior Elevations
- Lighting Plan