



City of Flagstaff  
Community Development  
Site Plan Review Comments

**Project Name:** Cedar Medical  
**Project No.:** PZ-19-00101-02  
**Project Address:** 1831 N Jasper Dr

**Date:** April 14, 2021

**Application Type:** Site Plan Review  
**Review Type:** Substantive Review – 3rd Submittal

**Project Manager:** Patrick St. Clair  
**E-mail:** pstclair@flagstaffaz.gov  
**Phone:** 928 213-2612

**Status of Review:** *Approved with 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 21 of the 22-day Substantive Review Timeframe.

**CONDITIONS/COMMENTS OF SITE PLAN RESUBMITTAL:** Please include a copy of this letter with any responses to comments as part of the Civil Drawing and Building Permit submittals.

Substantive Current Planning: Current Planning, Patrick St. Clair *Approved with Conditions* 04/16/2021

**Conditions of approval:**

1. The approved Site Plan drawing A0.1 includes additional civic space along the southern entry drive to the project added to this approved version of the Site Plan. This civic space shall be included into the Civil, Grading Landscape and Architectural drawings at the time of Civil Drawing and Building Permit submittal.
2. The final Landscape, Hardscape and amenity plans will be reviewed and approved as part of the Civil Drawing set. Any of these drawings included in the building permit set shall be for reference only.

**General Comments:**

1. The proposed new single-story medical office is permitted in the Research and Development (RD) zone and within the McMillan Mesa Village Specific Plan Development Area F. The proposed FAR of 0.215 is compliant with the zone and the development area of the MMVSP.
2. Any outdoor lighting associated with the project shall require separate Outdoor Lighting Permit submittal and review. Provide drawings and specifications as indicated in the OLP application. The OLP should be submitted concurrently with the Building Permit submittal.
3. Any permanent signage associated with the project will require a separate Permanent Signage Permit application for review and approval.
4. The Outdoor Lighting Permit and Permanent Signage Permit applications can be found at the following link: <https://www.flagstaff.az.gov/618/Code-Administration-Permitting>

**Process:**

1. The Site Plan has been approved with conditions. The project may move forward to Civil Drawing and Building Permit applications. Please see the Site Plan approval letter for your engineering contact for these phases of review.

Substantive Building & Safety: Building Safety, Elias Slover *Approved* 03/12/2021

**General Comments:**



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1. Currently the City of Flagstaff is no longer accepting hard copy plan submittals. All plan submittal packages are to be submitted digitally and via email to the Community Development front counter (bcardiff@flagstaffaz.gov). Please visit the Building Safety website and review the “Electronic Permitting” process document to ensure that reviews are scheduled appropriately: <https://www.flagstaff.az.gov/DocumentCenter/View/63379/Electronic-Permitting-Process-2020-04-01?bidId=>
2. A Commercial Building Permit is required for this application. The services of an Arizona Registered Design Professional is required.
3. Standard building permit submittal requirements can be obtained from the Community Development front counter or on the City of Flagstaff Building Safety Program web site: <http://www.flagstaff.az.gov/494/Building-Safety>
4. The Building Safety Program reserves the right to make additional comments during actual plan submittal and review of building permit applications.
5. Site retaining walls having any imposed surcharges from adjacent structural elements or unbalanced loading that exceed four (4) feet, shall be designed by an Arizona certified or registered Design Professional and requires a separate Commercial Building Permit.
6. Civil and Grading plans are to be submitted separately to the Development Engineering Program. Do not include in plans submitted for building permit.
7. The Building Safety Program reserves the right to make additional comments during actual plan submittal and review of building permit applications.

Substantive Engineering: Engineering, David Millis **Approved with Conditions** 04/07/2021

Conditions of Site Plan Approval:

1. Street trees remain a requirement along Forest as well as Jasper. Per Engineering Standards as well as Developer’s response to comments on Concept Plan dated 5/15/19 “Unevenly-spaced native trees with an understory of native grasses and wildflowers”. Given the limited frontage of this phase of the project to Forest this can be worked out during Civil Plan review.

Substantive Fire Prevention: Fire Prevention, Christopher Jack **Approved with Conditions** 03/09/2021

Move riser room to South East corner of building or provide sidewalk to access riser room in current location.

Substantive Public Works: Public Works, Scott Overton **Approved** 03/04/2021

No Comments

Substantive Water Services: Water Services, Jim Davis **Approved** 03/03/2021

No Comments

Substantive Traffic: Traffic, Reid Miller **Approved** 03/08/2021

No Comments

Substantive Stormwater: Stormwater, Douglas Slover **Approved** 03/10/2021

Douglas Slover, 2021-03-10, Site Plan Review

Approved

General Comments

1. none.

Future Submittal Requirements

1. Provide drainage report with civil plan submittal.



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2. Provide erosion control plan with civil plan submittal.

Substantive Housing: Housing, Jennifer Mikelson *Approved* 03/04/2021

No Comments

Substantive HPC/Comm Design: Heritage Preservation, Mark Reavis *Approved* 03/04/2021

No Comments

Substantive Parks: Parks, Amy Hagin *Approved* 03/10/2021

No Comments

Substantive Sustainability: Sustainability, Jenny Niemann *Approved* 03/10/2021

The applicant is encouraged to consider the installation of solar panels (also known as photovoltaic, or PV panels), on available roof space. Large buildings such as this building are the Flagstaff community's best opportunity for the installation of solar infrastructure within city limits. This building's unobstructed southern viewshed means it has significant solar potential.

Solar is now the least expensive energy source in history, and so the applicant is encouraged to invest in this energy source at the time of construction when it is particularly cost-effective. Solar can benefit businesses in several ways, including additional revenue and a return on investment, and federal or state tax incentives may be available.

APS has programming that may be available to the applicant to support solar installation, and provide financial benefits. COF sustainability staff is happy to support the applicant in this process if desired -- feel free to contact us.

Substantive Multimodal: Traffic, Martin Ince *Approved with Conditions* 03/12/2021

Provide a 5-foot radius between the sidewalk connection and the existing FUTS trail, per Engineering Standards.

The trail connection will be the maintenance responsibility of property owner.

Recommend relocating the bike racks on the north side of the building to the east to better serve the units on the east wing of the building.