



# City of Flagstaff


# Community Development Division

211 W. Aspen Ave  
 Flagstaff, AZ 86001  
 www.flagstaff.az.gov

P: (928) 213-2618  
 F: (928) 213-2609

<b>Date Received</b>	<b>Application for Concept Zoning Map Amendment</b>			<b>File Number</b>
<b>Project Name</b> Restoration Soils Yard				
<b>Site Address</b> M&B IN NE N2S2NW S2S2N2NW		<b>Parcel Number(s)</b> NA	<b>Subdivision &amp; Lot Number</b> NA	<b>Site Acreage</b> 8.95
<b>Existing Zoning District</b> HC		<b>Proposed Zoning District</b> HI-O	<b>Existing Regional Plan Area and Place Type</b> Area in White	
<b>Existing Use</b> Vacant Disturbed Land			<b>Proposed Use</b> Mulch and Compost Facility	
<b>Property Information:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Located in an existing Local/National Historic District? (Name: _____) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Existing structures are over 50 years old at the time of application? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Subject property is undeveloped land?			
<b>Type of Zoning Map Amendment (Small, Medium, Large or Multi-Phase)</b>			Small	

<b>Property Owner(s)</b> Arizona State Land Department c/o Van Robinson		<b>Phone</b> 602-542-3127
<b>Mailing Address</b> 1616 West Adams, Phoenix, AZ 85007		<b>City, State, Zip</b> Phoenix, AZ 85007
<b>E-mail</b> vrobinson@azland.gov		
<b>Applicant(s)</b> Square Peg Development c/o David Hayward		<b>Phone</b> 510-331-3380
<b>Mailing Address</b> 3325 N Antler Xing, Flagstaff, AZ 86001		<b>City, State, Zip</b> Flagstaff, AZ 86001
<b>E-mail</b> david@squarepegaz.com		
<b>Project Representative(s)</b> NA		<b>Phone</b>
<b>Mailing Address</b>		<b>City, State, Zip</b>
<b>E-mail</b>		

<b>Property Owner Signature (required)</b> See attached ASLD Letter		<b>Date</b>	<b>Applicant Signature</b> 		<b>Date</b> 7-20-21
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<b>For City Use</b>					
<b>Date Filed:</b>		<b>File Number(s):</b>			
<b>P &amp; Z Hearing Date:</b>		<b>Publication and Posting Date:</b>			
<b>Council Hearing Date:</b>		<b>Publication and Posting Date:</b>			
<b>Fee Receipt Number:</b>		<b>Amount:</b>		<b>Date:</b>	

<b>Action by Planning and Zoning Commission:</b>			<b>Action by City Council:</b>		
<input type="checkbox"/> Approved			<input type="checkbox"/> Approved		
<input type="checkbox"/> Denied			<input type="checkbox"/> Denied		
<input type="checkbox"/> Continued			<input type="checkbox"/> Continued		
<b>Staff Assignments</b>	Planning	Engineering	Fire	PW/Water Services	Stormwater

# Application for Concept Zoning Map Amendment

The information included below is intended to help an applicant complete the necessary forms and provide the required information in support of an application for a Concept Zoning Map Amendment (i.e., rezoning) as established in Zoning Code Division 10-20.50 (Amendments to the Zoning Code Text and the Zoning Map).

## **Concept Zoning Plan**

Using a **Concept Zoning Plan** as the basis for the application (Authorization to “Rezone” with a Concept Zoning Plan), an application for Zoning Map Amendment will be processed before an application for Site Plan or Preliminary Plat Review is considered.

Prior to the acceptance of a Concept Zoning Map Amendment application, an **Impact Analysis Scoping Meeting** is required (see attached application). This meeting requires the applicant to submit a **Concept Plan with Proposed Uses, Vicinity Maps, Context Map, Concept Phasing Map, and Housing Types Table** (if applicable) as well as a **Proposed Circulation Map**. This will include square footage of nonresidential uses as well as number of dwelling units. The impact analysis will need to evaluate all proposed uses to determine the direct impacts created by the development.

## **General Processing Information for all Applications**

1. Application(s) shall be made on the forms provided by the City which shall bear the signature of the owner of the property affected. If the applicant is other than the owner, the applicant shall also sign the application. The application shall include all information and materials specified in the checklist along with the required fee.
2. All applications shall be reviewed by staff to determine the completeness of the application prior to it being scheduled for a public hearing before the Planning and Zoning Commission or City Council. Prior to the first hearing with the Planning and Zoning Commission, the Planning Development Manager will notify the applicant of the required number of copies of the completed application to submit for the public hearing review.
3. The Planning Director may request any additional information that is relevant to assist in the review of the rezoning request (Zoning Code Section 10-20.50.040.C.3). The Planning Director may also waive the requirements for any of the information required in Zoning Code Section 10-20.50.040.C if it is determined that such information is not necessary in order to complete a review of the requested Zoning Map Amendment.
4. The applicant shall schedule and conduct neighborhood meetings in compliance with Zoning Code Section 10.20.30.060.
5. Each request for rezoning shall be advertised in a local newspaper, have notices sent to surrounding property owners, and have the notice posted on the property at least 15 calendar days prior to the first public hearing.
6. A minimum of 30 calendar days is required to process an application for a Planning and Zoning Commission public hearing. The Planning and Zoning Commission meets on the second and fourth Wednesday of each month.
7. The requested rezoning will be scheduled for a public hearing by the City Council a minimum of 21 calendar days or more after action by the Commission.

## **Findings for Granting a Zoning Map Amendment**

An amendment to the Zoning Map may be approved only if all the following findings are made, as applicable to the type of amendment proposed:

- 1) The proposed amendment is consistent with and conforms to the goals of the General Plan and any applicable specific plans;
- 2) The proposed amendment will not be detrimental to the public interest, health, safety, convenience, or welfare of the City, and will add to the public good as described in the General Plan; and
- 3) The affected site is physically suitable in terms of design, location, shape, size, operating characteristics, and the provision of public and emergency vehicle (e.g., fire and medical) access and public services and utilities (e.g., fire protection, police protection, potable water, schools, solid waste collection and disposal, storm drainage, wastewater collection, treatment, and disposal) to ensure that the requested zone designation and the proposed or anticipated uses and/or development will not endanger, jeopardize, or otherwise constitute a hazard to the property or improvements in the vicinity in which the property is located.

**Applications for Concept Zoning Map Amendments will not be accepted or scheduled for public hearing until all submission requirements are met. Neither the application nor accompanying development plans can be amended or modified once an application has been scheduled for public hearing.**

The submittals required for applications for Zoning Map Amendments vary based on the size of the development and whether an amendment to the General Plan is required, as set forth below:

1. **Small-Scale Zoning Map Amendments.** These are applications for Zoning Map Amendments for which no infrastructure analyses are required by the *City of Flagstaff Engineering Standards* and are determined by the Planning Director to be consistent with the General Plan and to be compatible with surrounding development. These applications typically include developments on small lots or parcels (a duplex, for example). For such applications, the requirements for a site analysis and Concept Zoning Plan may be waived if they are not warranted in the opinion of the Planning Director.
2. **Medium-Scale Zoning Map Amendments.** These are applications for Zoning Map Amendments for developments that fall below the thresholds for large-scale Zoning Map Amendments and that meet the following thresholds:
  - a. Require a minor amendment to the General Plan; and/or
  - b. Require infrastructure analyses in accordance with the *City of Flagstaff Engineering Standards*.

Such applications must meet the minimum submittal requirements for a Concept Zoning Plan (see Part II – Concept Zoning Plan checklists on page 5 of this application), in addition to a development agreement that defines applicant/City obligations, if needed.

3. **Large-Scale Zoning Map Amendments.** These are applications for Zoning Map Amendments that meet the following thresholds:
  - a. Residential developments over 100 units; all commercial developments over 50,000 square feet or 15 acres; all industrial and research and development uses over 150,000 square feet or 20 acres; or
  - b. Require a major amendment to the General Plan.

For such applications, the minimum submittal requirements for a Concept Zoning Plan are required, as well as infrastructure analyses as required by the *City of Flagstaff Engineering Standards*. Additional requirements for citizen outreach may also be required depending on the size of the proposed development. In addition, a development agreement that defines applicant/City obligations is required to be submitted.

4. **Multi-Phase Scale Zoning Map Amendments.** These are applications for Zoning Map amendments for very large projects that meet the following thresholds:
  - a. Are complex in terms of their associated development issues; involve the future subdivision of land and the potential for multiple land developers; include multiple land use types; include multiple zone designations; involve complex utility infrastructure issues; and will require the design and layout of an internal street network to connect to existing streets; or
  - b. Require a major amendment to the General Plan.

For such applications, the minimum submittal requirements for a Concept Zoning Plan are required, in addition to the requirements for an Enhanced Concept Zoning Plan in Section II.6 of the Concept Zoning Map Amendment checklist on page 6 of this application.

#### **Public Record**

All information submitted in conjunction with this application will become part of the public record and may be provided to members of the public. You must notify the City prior to submitting this application if you believe the information you are submitting may be proprietary or confidential.



<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>I.9 Neighborhood Meeting Record of Proceedings – 1 copy</b></p> <p>The applicant shall create a written summary of the meetings which shall be submitted prior to the application being deemed complete and include:</p> <ul style="list-style-type: none"> <li>• Certification that the meeting was noticed and conducted in compliance with Zoning Code Section 10-20.30.060.</li> <li>• Details of techniques used to involve the public, including: <ul style="list-style-type: none"> <li>○ Dates and locations of neighborhood meetings;</li> <li>○ Copies of letters, notices, newsletters, and other correspondence, including dates and numbers of mailings or deliveries;</li> <li>○ A copy of the mailing list and a summary of where residents, property owners, and potentially affected citizens receiving notices, newsletters, or other written materials were located;</li> <li>○ The number and names of people that participated in the process based on the sign-in sheet for the meeting; and</li> <li>○ A dated photograph of the sign installed in compliance with Zoning Code Section 10-20.30.060.D.6.</li> </ul> </li> <li>• A summary of concerns, issues, and problems expressed during the neighborhood meeting, including: <ul style="list-style-type: none"> <li>○ The substance of the concerns, issues, and problems; and</li> <li>○ The applicant's response to the comments received at the public meeting.</li> </ul> </li> <li>• The applicant shall also send a copy of the written summary to all the people who recorded their names on the sign-in sheet for the meeting within two weeks of the meeting.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>I.10 Development Agreement Application and Fee</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>I.11 Owner Certification Acknowledging Receipt of Notice of Right to Appeal Exactions and Dedications</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>I.12 Electronic Submittal – 1 copy</b></p> <p>An electronic copy of all submitted information (.pdf format).</p>
<b>PART II – CONCEPT ZONING PLAN</b>		
<b>Staff Use Only</b>		<p><b>Description of Documents Required for Complete Application.</b> No application shall be accepted without all items marked below. All plans shall be plotted at an appropriate scale for ease of reading and reproduction. Please note the Concept Zoning Plan does not need to be based on accurate survey data. The City's GIS topographic and other data, as well as the City's aerial photographs, are appropriate for use as the base layer for the Concept Zoning Plan.</p>
<b>Req</b>	<b>Sub</b>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>II.1 Cover Sheet – 1 copy (minimum 8.5" x 11")</b></p> <p>The cover sheet of the Concept Zoning Plan shall include the following:</p> <p><b>Administrative Data:</b></p> <ul style="list-style-type: none"> <li>• Property owner's name, address, and phone number.</li> <li>• Developer's name, address, and phone number.</li> <li>• Preparer's name, address, and phone number.</li> <li>• The name, address, and phone number of all consultants assisting with the application.</li> <li>• Date of plan preparation.</li> </ul> <p><b>Property Data:</b></p> <ul style="list-style-type: none"> <li>• Site address.</li> <li>• Assessor's parcel number.</li> <li>• Site area (acres).</li> <li>• Existing zoning classification(s).</li> <li>• Proposed zoning classification(s).</li> </ul> <p><b>Project Data:</b></p> <ul style="list-style-type: none"> <li>• Development name.</li> <li>• <u>Residential</u> – General computation of proposed number of dwelling units, units per acre, and building types.</li> <li>• <u>Commercial</u> – General computation of proposed non-residential (commercial/industrial) square footage, Floor Area Ratio (FAR), and building types.</li> <li>• <u>Mixed-Use</u> – Include the requirements for both Residential and Commercial projects listed above.</li> <li>• <u>Open Space</u> – General description of proposed open space type(s).</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>II.2 Vicinity Map – 1 copy (minimum 8.5" x 11") (see examples on pages 9-10 of this application for more information)</b></p> <p>The vicinity map, which may be divided into separate sheets, shall include the following:</p> <ul style="list-style-type: none"> <li>• The location of the subject property within the city relative to interstate highways, major arterials, and collectors.</li> <li>• Surrounding parcels and streets within 300 feet from the subject property.</li> <li>• An aerial photograph with the subject property highlighted with street names.</li> </ul>

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>II.3 Context Analysis Map</b> – 1 copy (minimum 11" x 17")</p> <p>The context analysis map shall be drawn on an aerial photograph and shall identify the following within 300 feet of the subject property (see examples on page 11 of this application):</p> <ul style="list-style-type: none"> <li>• Subject property boundaries.</li> <li>• Existing zoning.</li> <li>• Existing uses.</li> <li>• Street names.</li> <li>• Contour lines (minimum 2-foot intervals).</li> <li>• Other natural features (i.e., flood plains, floodways, and general locations of slopes and forest resources).</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>II.4 Site Analysis Map</b> – 1 copy (minimum 11" x 17")</p> <p>In accordance with Section 10-30.60.030 of the Zoning Code, the site analysis map shall be drawn on an aerial photograph and shall identify the following:</p> <ul style="list-style-type: none"> <li>• Topography of the site – Areas with the following slopes: 0 to 16.99%, 17 to 24.99%, 25 to 34.99%, 35% and steeper.</li> <li>• Solar orientation or aspect – The ability of development to take advantage of the sun's energy.</li> <li>• Existing or native vegetation types and relative quality.</li> <li>• View corridors – Analysis to determine view corridors to and from the subject property.</li> <li>• Climatic considerations – Understanding of prevailing wind and precipitation patterns and frequency.</li> <li>• Subsurface conditions – Soil and foundation conditions.</li> <li>• Drainage swales and stream corridors – Locations identified to minimize disturbance.</li> <li>• Built environment and land use context: <ul style="list-style-type: none"> <li>▪ Subject property boundaries and adjoining land uses.</li> <li>▪ Location of adjacent roadways, driveways, off-street vehicular connections, pedestrian ways, access points, and easements.</li> <li>▪ Existing structures and other built improvements including residential building footprints constructed before 1946 and commercial building footprints that are over 50 years old at the time of application.</li> <li>▪ Prehistoric and historic sites, structures, and routes.</li> </ul> </li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>II.5 Concept Zoning Plan</b> – 1 copy (minimum 11" x 17")</p> <p>The Concept Zoning Plan shall be drawn on an aerial photograph and shall include the following:</p> <ul style="list-style-type: none"> <li>▪ Scale and north arrow.</li> <li>▪ Legend.</li> <li>▪ Date prepared.</li> <li>▪ Subject property boundary.</li> <li>▪ Contour lines (minimum 2-foot intervals).</li> <li>▪ List of all uses proposed on the subject property.</li> <li>▪ List of all uses that will not be permitted on the subject property.</li> <li>▪ Illustrative photographs and descriptions (i.e., estimated number of dwelling units, number of floors, non-residential square footage, and FAR, etc.) of proposed building types and forms.</li> <li>▪ Identification of maximum building envelope for all proposed uses (identification of proposed building footprints is optional).</li> <li>▪ Conceptual representation of parking areas with approximate number of total parking provided (depiction of a detailed parking layout is not required).</li> <li>▪ Location of existing improvements, buildings, and uses on the subject property.</li> <li>▪ Rights-of-way with street names, pedestrian facilities, transit facilities, Flagstaff Urban Trail System (FUTS), etc.</li> <li>▪ Conceptual representation of points of connection to rights-of-way, pedestrian facilities, FUTS, etc.</li> <li>▪ Conceptual representation of areas proposed for forest resource preservation (if the subject property is located within the Resource Protection Overlay).</li> <li>▪ Conceptual representation of areas proposed for open space, civic space, parks, etc.</li> <li>▪ Photographs to represent proposed civic space types.</li> <li>▪ Conceptual representation of areas proposed for stormwater detention and Low Impact Development.</li> <li>▪ Location, size, and type of existing and proposed utilities with a conceptual representation of points of connection.</li> <li>▪ Description of any proposed grading activity for the subject property.</li> <li>▪ Any other information the applicant would like to submit in support of the requested Zoning Map Amendment.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>II.6 Enhanced Concept Zoning Plan</b> – 1 copy (minimum 11" x 17")</p> <p>In multi-phase developments, the Concept Zoning Plan shall be enhanced to add the following:</p> <ul style="list-style-type: none"> <li>• Indicate the proposed zoning designation(s) within the subject area.</li> <li>• Conceptual representation of vehicular circulation (collector roads and above) within the project area and connections to existing vehicular infrastructure.</li> <li>• Three-dimensional bulk and mass analysis/visualization of the project or parts of the project.</li> <li>• Architectural rendering.</li> <li>• Phasing map indicating the sequence of zoning, development, and public utility and infrastructure improvements.</li> </ul>

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>II.7 Project Narrative – 1 copy</b></p> <p>The narrative should include the following:</p> <ul style="list-style-type: none"> <li>• Project title and date.</li> <li>• The reason for the request.</li> <li>• An analysis of how the proposed amendment is consistent with and conforms to the goals of the General Plan and any applicable specific plan(s). This analysis shall include any relevant goals and policies that DO NOT support the application.</li> <li>• A summary of how the proposed amendment will not be detrimental to the public interest, health, safety, convenience, or welfare, and will add to the public good.</li> <li>• A description of how the subject property is physically suitable in terms of design, location, shape, size, operating characteristics, and the provision of public and emergency vehicle access, public services, and utilities (e.g., fire protection, police protection, potable water, schools, solid waste collection and disposal, stormwater drainage, and wastewater collection, treatment, and disposal) to ensure that the requested amendment and the proposed uses will not endanger, jeopardize, or otherwise constitute a hazard to the subject property or improvements within the vicinity of the subject property.</li> <li>• A description of how essential public services (i.e., water, wastewater, stormwater, solid waste) will be provided.</li> <li>• An analysis of how the proposed amendment will benefit the community.</li> <li>• Any additional information the applicant would like to submit in support of the requested amendment.</li> </ul>
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**PART III – REQUIRED REPORTS, STUDIES, ANALYSIS, AND RELATED DATA**

Staff Use Only		Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
Req	Sub	
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>III.1 Cultural Resource Study – 1 copy</b></p> <p>All cultural resource studies must be prepared by a qualified historic preservation professional and include the following information:</p> <ul style="list-style-type: none"> <li>• Introductory information (identification of the development, property owners, clients, study preparers, contents, and index).</li> <li>• A description of the study area and context and a description of the study boundaries and how these were determined.</li> <li>• A description of existing conditions.</li> <li>• A description of proposed work.</li> <li>• A summary of research results; review of literature and records (AZSITE, ASLD, Government Land Office Maps and Sanborn Maps, land use records, and so forth).</li> <li>• A detailed description of the site history.</li> <li>• A complete description and evaluation of the significance and integrity of actual and potential cultural resources.</li> <li>• An evaluation of potential impacts of proposed work on actual or potential cultural resources including any indirect or residual impacts.</li> <li>• Specific recommendations for mitigation of major impacts on actual or potential cultural resources.</li> <li>• When appropriate, specific recommendations for additional research and documentation.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>III.2 Preliminary Drainage Report – 1 copy</b></p> <p>Please contact Stormwater Staff for submittal requirements.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>III.3 Drainage Impact Analysis – 1 copy</b></p> <p>Please contact Stormwater Staff for submittal requirements.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>III.4 Water and Sewer Impact Analysis – 1 copy</b></p> <p>Please contact Water Services Staff for submittal requirements.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>III.5 Reclaimed Water Impact Analysis – 1 copy</b></p> <p>Please contact Water Services Staff for submittal requirements.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>III.6 Traffic Impact Analysis – 1 copy</b></p> <p>See attached Application for Impact Analysis Scoping Meeting.</p>

**PART IV – OTHER SUBMITTAL REQUIREMENTS**

Staff Use Only		Description of Documents Required for Complete Application. No application shall be accepted without all items listed below.
Req	Sub	
<input type="checkbox"/>	<input type="checkbox"/>	<b>IV.1 Other Requirements</b> Please provide the following: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

**PART V – PLANNING DEVELOPMENT MANAGER**

No application shall be accepted without a Planning Development Manager signature below.

**V.1 Planning Development Manager Contact Information**

If you have any questions regarding this application checklist, please contact your Planning Development Manager (PDM). If you did not receive a completed copy of this checklist as part of your Concept Plan review, please contact the PDM assigned to your Concept Plan application.

**PDM Name (print):** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**PDM E-mail:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PDM Signature:** \_\_\_\_\_