

NOTICE AND AGENDA

ATTENTION

IN-PERSON AUDIENCES AT PLANNING & ZONING COMMISSION MEETINGS HAVE BEEN SUSPENDED UNTIL FURTHER NOTICE

The meetings will continue to be live streamed on the city's website (<https://www.flagstaff.az.gov/1461/Streaming-City-Council-Meetings>)

To participate in the meeting click the following link:

[Join Microsoft Team Meeting](#)

The public can submit comments that will be read at the dais by a staff member to CDPandZCommission@flagstaffaz.gov.

**PLANNING & ZONING COMMISSION
WEDNESDAY
MARCH 23, 2023**

**COUNCIL CHAMBERS
211 WEST ASPEN AVENUE
4:00 P.M.**

1. Call to Order

2. Roll Call

NOTE: One or more Commission Members may be in attendance telephonically or by other technological means.

MARIE JONES, VICE CHAIR
MARY NORTON
CAROLE MANDINO
DR. RICARDO GUTHRIE

DR. ALEX MARTINEZ
BOB HARRIS III
LLOYD PAUL

3. Public Comment

At this time, any member of the public may address the Commission on any subject within their jurisdiction that is not scheduled before the Commission on that day. Due to Open Meeting Laws, the Commission cannot discuss or act on items presented during this portion of the agenda. To address the Commission on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard.

4. APPROVAL OF MINUTES

Approval of the minutes from the regular meeting on February 23, 2022.

5. PUBLIC HEARING

A. Conditional Use Permit PZ-20-00023-04 Shamrock Food Warehouse:

A Conditional Use Permit request from Shamrock Food Company to establish an 18,680 square-foot building to be used as a wholesale food store that is open to the public. The proposed use meets the definition of General Retail Business in the Zoning Code, which is permitted in the Light Industrial (LI) Zone with a Conditional Use Permit. The subject property is located at 3611 E Industrial Drive.

STAFF RECOMMENDED ACTION:

In accordance with the findings presented in this report, staff recommends approval of PZ-20-00023-04 with the following conditions:

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 January 4, 2022. Modifications to the approved site plan shall require additional review by the IDS team.

6. GENERAL BUSINESS

A. Preliminary Plat PZ-21-00154-01 MMV D3

MMV Devco, LLC requests Preliminary Plat approval for MMV D3 located at 1800 N Gemini Drive, a single-family subdivision on 6.31 acres in the MR (Medium Density Residential) Zone.

STAFF RECOMMENDED ACTION:

Staff recommends the Planning and Zoning Commission, in accordance with the findings presented in this report, forward the Preliminary Plat to the City Council with a recommendation of approval.

B. Zoning Code Text Amendment PZ-21-00045 Development Agreement Notifications:

Request for a work session with the Planning and Zoning Commission to discuss the City's proposed amendment to the Zoning Code to modify the existing public notification requirements for Development Agreements (Section 10-20.40.060).

STAFF RECOMMENDED ACTION:

The work session with the Planning and Zoning Commission is required as a "Citizen Review Session" in compliance with Section 10-20.50.040 (Procedures) of the Zoning Code and applicable state law. The purpose of the work session is for staff to present an overview of the proposed amendment, to allow interested residents to provide their ideas, suggestions, and concerns, and for the Commission to ask questions, seek clarification, and discuss the amendment, as well as offer alternate suggestions and ideas. The Commission will take no action at this work session. After the work session, staff will revise the proposed amendment. The amendment will then be presented to the Commission at a public hearing for consideration and action. Once a recommendation is received, a public hearing will be scheduled with the City Council.

7. MISCELLANEOUS ITEMS TO/FROM COMMISSION MEMBERS

8. ADJOURNMENT

CERTIFICATE OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on MARCH 18 at 2:00 p.m. This notice has been posted on the City's website and can be downloaded at www.flagstaff.az.gov.

Dated this 18 day of MARCH, 2022.

Tammy Bishop, Administrative Specialist



Planning & Zoning Commission

5. A.

Meeting Date: 03/23/2022

From: Tiffany Antol, Senior Planner

Information

TITLE:

Conditional Use Permit PZ-20-00023-04 Shamrock Food Warehouse:

A Conditional Use Permit request from Shamrock Food Company to establish an 18,680 square-foot building to be used as a wholesale food store that is open to the public. The proposed use meets the definition of General Retail Business in the Zoning Code, which is permitted in the Light Industrial (LI) Zone with a Conditional Use Permit. The subject property is located at 3611 E Industrial Drive.

STAFF RECOMMENDED ACTION:

In accordance with the findings presented in this report, staff recommends approval of PZ-20-00023-04 with the following conditions:

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 January 4, 2022. Modifications to the approved site plan shall require additional review by the IDS team.
-

Attachments

Staff Report
Draft CUP
Draft Notice of Decision
Prop 207 Waiver
Site Plan Approval Letter
Site Plan Conditions of Approval
CUP Application
CUP Narrative
Civil Site Plan
Architectural Site Plan
Building Floor Plan
Building Elevations
Landscape Site Plan
Parking Demand Study



PLANNING AND DEVELOPMENT SERVICES REPORT
CONDITIONAL USE PERMIT

PUBLIC HEARING
PZ-20-00023-04

DATE: **March 3, 2022**
MEETING DATE: **March 23, 2022**
REPORT BY: **Tiffany Antol, AICP**

REQUEST:

A Conditional Use Permit request from Shamrock Food Company to establish an 18,680 square-foot building to be used as a wholesale food store that is open to the public. The proposed use meets the definition of General Retail Business in the Zoning Code, which is permitted in the Light Industrial (LI) Zone with a Conditional Use Permit. The subject property is located at 3611 E Industrial Drive.

STAFF RECOMMENDATION:

In accordance with the findings presented in this report, staff recommends approval of PZ-20-00023-04 with the following conditions:

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 January 4, 2022. Modifications to the approved site plan shall require additional review by the IDS team.

PRESENT LAND USE:

This site contains an 8,449 square-foot building to support Shamrock Foods Transportation and local distribution. It is presumed that the original building was built in the 1950s as a gas station and auto repair shop. The exact date Shamrock acquired this property is unknown, but research to date indicates it was in the early 1970s. The transportation division began working with the dairy division at this location in 2012. Currently the building is approximately 85% vacant. The balance of the space contains three offices, a conference room, a small workspace used by drivers for re-charging communications equipment, and limited beverage product storage. Regional Shamrock Foods Dairy distribution delivers product to this building in the morning. These goods are immediately transferred to another truck via a cross-dock function for local distribution. Occasionally, local sales staff will pick up small amounts of product for missed customer orders. There is minimal customer pickup traffic. Approximately 10-12 trailers are regularly stored overnight on site.

PROPOSED LAND USE:

The applicant proposes to demolish the existing structure on site and construct an approximately 18,680 square-foot building, which can accommodate a general retail use on 1.71 acres. Shamrock Foodservice Warehouse stores cater to the restaurant and food service industry. They are also open to the public. No membership is required. Items can be purchased individually or in bulk. Hours of operation are Monday through Saturday 7AM to 7PM and Sunday 8AM to 6PM. The product mix includes restaurant supplies, dry and canned goods, dairy, frozen foods, and pre-packaged meat. All goods are sold pre-packaged. There is no on-site prep.

NEIGHBORHOOD DEVELOPMENT:

North: BNSF Railway; Route 66
East: Existing Industrial Uses, Light Industrial (LI) Zone
South: Existing Industrial Uses, Light Industrial (LI) Zone
West: Existing Industrial Uses, Light Industrial (LI) Zone

I. Project Introduction

A. Background/Introduction

Section 10-40.30.050.B of the Flagstaff Zoning Code (Page 40.30-21), *Allowed Uses*, identifies “General Retail Business” 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. IDS approved a site plan application for the proposed building on this site on January 4, 2022. A copy of the Site Plan Approval Letter and Conditions of Approval are attached to this report. The applicant proposes to redevelop the site with a new 18,680 square-foot building designed to be used as a warehouse store catering to restaurants as well as the general public.

The subject site includes two parcels that will be combined into one for the development of this site. A new, pre-engineered metal building will be built on the western side of the site to house the Foodservice Warehouse store with the remainder of the site accommodating parking. There is a drainage easement that will be abandoned located currently under the proposed building footprint. The City Stormwater staff have reviewed and agrees with abandonment of this easement. Both the parcel combination and the easement abandonment will need to occur prior to the approval of civil plans for the project.

The existing sidewalk along Industrial Drive will be updated where needed (along the western portion of Industrial Drive) to match recent improvements made along the rest of the site. The entrance to the proposed building will be on the eastern façade and will have a direct pedestrian connection to the adjacent sidewalk on Industrial Drive. The parking lot will be screened from Industrial Drive using landscaping. The dock door which trucks will back up to is located on the southern side of the building and will be screened from Industrial Drive by the building itself. Two separate, screened trash and recycling enclosures will be positioned along the southern end of the site out of direct view from Industrial Drive. Three new bicycle parking spaces will be provided, and two EV-ready parking stalls will be incorporated per city code, as well. An easement for a future traffic signal will be designated for the City of Flagstaff’s use.

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 general retail uses with the granting of a Conditional Use Permit. The primary reasons for the Conditional Use Permit are 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 retail and general service buildings in commercial zones.

B. Finding #2

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

If 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

Primary access to the site will be via a new driveway located towards the eastern edge of the property along Industrial Drive moving further away from the existing intersection with Fanning Drive. The location of this intersection limits the driveway location for this site which has altered the design of the parking lot in order to accommodate large truck movements on site.

Project development includes replacing the existing driveway on Industrial Drive and completing sidewalk where the existing driveway currently exists. The majority of the property already has a five-foot sidewalk with a five-foot parkway. The on-site pedestrian/bicycle network is further improved with a pathway that extends from the building entrance to the adjoining sidewalk.

A total of 36 parking spaces are provided on site for the proposed use. The applicant provided a parking demand study prepared by a registrant to reduce the required parking from one space per 300 gross square feet to accommodate the unique retail experience provided by the Shamrock Food. A copy of that study is attached. Bicycle parking is provided in accordance with the Zoning Code requirements.

2. Adequacy of Site/Open Space/Resource Provisions

The Applicant is proposing to construct approximately 18,680 square feet of new general retail on 1.71 acres. Neither civic space nor open space are required to be provide as part of this development plan. 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 off 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 support and maintain our designation as an International Dark Sky City. The proposed uses are less intensive than the former industrial use on this site.

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. There is a large landscape area along the front of the property intended to screen the parking lot. Alternative pavement materials are used to differentiate the space for vehicles and pedestrians/bicyclists on site. The building is designed to meet the Architectural Design Standards within the Zoning Code which dictate primary and secondary materials, colors, building massing, and scale. The property is surrounded by other uses in the Light Industrial Zone which are not required to comply with the same architectural standards.

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. Additionally, screening is not required for this use or site.

6. Impact on Public Utilities

Only new service lines are required to serve the proposed development with water and sewer.

7. Signage and Outdoor Lighting

The attached elevations show proposed building mounted signage for the new building. Outdoor lighting information will be submitted as part of the building permit application. Outdoor lighting information has not been received. The details for both are reviewed and approved in conjunction with the required building permit application, each requiring its own application (Sign Permit, Outdoor Lighting Permit). Any new signage or lighting will have to comply with the relevant Zoning Code requirements.

8. Dedication and Development of Streets

No additional right-of-way and/or other dedications will be made along the Industrial Drive frontage to accommodate the proposed project. The existing driveway will be relocated to the eastern side of the property to adequately accommodate the necessary truck traffic on site.

9. Impacts on Resources

This subject property is not located within the Resource Protection Overlay. A natural resource protection plan was not required or reviewed in conjunction with the site plan for this development. The buildings on site are over 50 years in age and were assessed for their historic value through a Cultural Resource Letter reviewed and approved by the Heritage Preservation Officer. No additional mitigation is required.

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 requested notifying adjacent property owners within 600 feet via mail about the impending Conditional Use Permit in lieu of a virtual meeting. All property owners within 600 feet were noticed of the public hearing and a sign was posted on-site advertising the public hearing. Staff placed an ad in the Arizona Daily Sun advertising this public hearing as well. To date, staff has not had any contact from the public regarding this case.

IV. Attachments:

The draft documents have been prepared in accordance with the staff recommendation and do not indicate the

PZ-20-00023-04

March 3, 2022

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-20-00023-04
- Draft Notice of Decision
- Proposition 207 waiver
- Site Plan Conditions of Approval
- Conditional Use Permit Application
 - Narrative
 - Civil Site Plan
 - Architectural Site Plan
 - Building Floor Plan
 - Building Elevations
 - Landscape Plans

**COCONINO COUNTY, ARIZONA RECORDER
CONDITIONAL USE PERMIT
FROM GRANTOR: CITY OF FLAGSTAFF
COCONINO COUNTY, ARIZONA
OFFICE OF PLANNING AND ZONING
TO GRANTEE: SHAMROCK FOODS COMPANY**

Permit No. PZ-20-00023-04
April 4, 2022

Permission is hereby granted to Shamrock Foods Company to allow the establishment of approximately 18,680 square feet of general retail, pursuant to Section 10-40.30.050.B. of the *Flagstaff Zoning Code*, at a site located at 3611 E Industrial Drive in the Light Industrial (LI) Zone, and legally described as Coconino County Assessor parcel numbers 113-23-008B and 113-23-008C in the city of Flagstaff, Arizona.

After a public hearing held on March 23, 2022, the Planning and Zoning Commission voted to grant this Conditional Use Permit subject to the following conditions.

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 January 4, 2022. Modifications to the approved site plan shall require additional review by the IDS team.

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

Any and all conditions endorsed on this permit are subject to periodic review by the City of Flagstaff's Planning Director. Following review, the Planning and Zoning Commission shall be notified when the conditions of operation imposed in the approval and issuance of this permit have not been or are not being complied with.

The Planning and Zoning Commission shall consider the matter of revocation and set the permit for public hearing. If the Planning and Zoning Commission finds, following the public hearing, that the conditions imposed in the issuance of this permit are not being complied with, this permit may be revoked and further operation of the use for which this permit was approved shall constitute a violation of the Zoning Code.

This Conditional Use Permit shall become null and void one (1) year from the effective date of April 4, 2022, unless the following shall have occurred:

1. A building permit has been issued and construction begun and diligently pursued; or

Permit No. PZ-20-00023-04

April 4, 2022

Page 3 of 3

STATE OF ARIZONA)
) ss
County of _____)

Before me, the undersigned Notary Public, personally appeared _____ who executed the foregoing document for the purposes contained therein.

SUBSCRIBED AND SWORN to before me this _____ day of _____, 2022.

Notary Public

My Commission expires: _____



City of Flagstaff

March 23, 2022

Mr. Matt Modrow
Shamrock Foods Company
3900 E Camelback Road, Suite 300
Phoenix, AZ 85018

RE: **NOTICE OF DECISION** – Conditional Use Permit No. PZ-20-00023-04

To Mr. Modrow:

The Planning Commission, in accordance with Section 10-20.40.050 of the Flagstaff Zoning Code, has considered the request of Shamrock Foods Company for a Conditional Use Permit on the property at 3611 E Industrial Drive, (APNs 113-23-008B and 113-23-008C) in the LI, Light Industrial Zoning District, for approximately 18,680 square feet of general retail as provided in Section 10-40.30.050.B of the City of Flagstaff Zoning Code.

The Planning Commission held a public hearing on March 23, 2022, regarding this Conditional Use Permit. The Commission found and determined that, based on the information provided in the staff report dated March 3, 2022, and at the public hearing, the facts exist as required by Section 10-20.40.050.F of the Zoning Code to justify granting the Conditional Use Permit.

Based upon the findings, the Commission approved a Conditional Use Permit by a vote of (0-0) for the use and location described above subject to the following conditions:

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 January 4, 2022. Modifications to the approved site plan shall require additional review by the IDS team.

The above conditions are deemed by the Commission to be required to assure that the requested use will be compatible with neighboring uses and the growth and development of the area.

This action becomes final and effective ten (10) calendar days after the posting of this Notice of Decision on April 4, 2022, unless during these ten (10) days a written appeal to the City Clerk is filed or the City Council elects to review the application. Either appeal or City Council review shall stay the Conditional Use Permit until the City Council holds the required public hearing to consider the request.

Should you have any questions, comments, or concerns, please do not hesitate to contact me.

Sincerely,

Tiffany Antol, Senior Planner
Planning & Development Services
P. 928-213-2605
tantol@flagstaffaz.gov

cc: Current Planning Manager, City Clerk, City Council

When recorded, mail to:
City Clerk
City of Flagstaff
211 W. Aspen Avenue
Flagstaff, Arizona 86001

CONSENT TO CONDITIONS/WAIVER FOR DIMINUTION OF VALUE

The undersigned is the owner of certain real property legally described as Coconino County Assessor parcel number 113-23-008B and 113-23-008C in the city of Flagstaff, Arizona, that is the subject of Conditional Use Permit Application No. PZ-20-00023-04. By signing this document, the undersigned agrees and consents to all of the conditions imposed by the City of Flagstaff in conjunction with the approval of Conditional Use Permit No. PZ-20-00023-04 and waives and fully releases any and all claims and causes of action that the owner may have, now or in the future, for any "diminution in value" and for any "just compensation" under the Private Property Rights Protection Act, Arizona Revised Statutes § 12-1131, et seq., that may now or in the future exist as a result of the approval of Conditional Use Permit No. PZ-20-00023-04. Within ten (10) days after the execution of this Consent to Conditions/Waiver for Diminution of Value by the undersigned, the City Clerk shall cause this document to be recorded in the official records of Coconino County, Arizona.

Dated this ____ day of _____, 2022

PROPERTY OWNER:

Print Name

Sign Name

State of Arizona)
) ss
County of _____)

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2022, by:

Notary Public

My commission expires: _____



City of Flagstaff

Community Development

January 4, 2022

Mr. Matthew Modrow
Shamrock Foods
3900 E Camelback Road Suite 300
Phoenix, AZ 85018

RE: PZ-20-00023-02 Shamrock Foodservice Warehouse Site Plan Approval

Dear Mr. Modrow:

As of the date of this correspondence, the City of Flagstaff Inter-Division Staff (IDS) has approved Project No. PZ-20-00023-02 for the proposed development of a 18,680 square foot foodservice warehouse located at 3611 and 3615 E Industrial Drive. The Coconino County Assessor Parcel Numbers for the subject property are 113-23-008B and 008C. The approval is subject to the attached Conditions of Approval.

Unless modified to comply with the Conditions of Approval, development shall substantially conform to the Site Plan Review Submittal and the approved drawings as follows:

- Site Plan prepared by BRR Architecture, Inc. dated 6/22/21 and revised 12/23/21,
- Landscape & Irrigation Plan prepared by The WLB Group dated December 2021
- Floor Plans prepared by BRR Architecture dated 6/22/21 and revised 12/23/21,
- Building Elevations prepared by BRR Architecture, Inc dated 6/22/21 and revised 12/23/21.

This approval shall be valid for a period of one year following the above date, **January 4, 2023**. If, at the expiration of this period, a building or civil permit has not been issued for the improvements related to the site plan; the issued permit(s) has/have expired for site plan related improvement; or the lot or parcel has not been used for purpose for which the site plan was approved, the site plan approval shall expire. A request for extension may be made at least 30 days prior to the date of expiration.

Any future alterations of the approved development will require approval from the Current Planning staff. This may include a Minor Modification to Development Approval, a Minor Improvement Permit, or a new Concept Plan Review; as well as any additional permits required.

The next step in the development process is Civil Improvement Plan ("Civil") review. Prior to Civil submittal, please contact the Development Engineering Project Manager assigned to the project, David Millis, to schedule a meeting to discuss the application submittal requirements, the review process, and timing of reviews. David Millis can be reached at (928) 213-2681 or via e-mail at David.Millis@flagstaffaz.gov.

We look forward to working with you and your development team through the civil review process, building permit review process, and construction/completion of the approved project. Should you have any questions, comments, or concerns, please do not hesitate to contact me.

Sincerely;

Tiffany Antol, AICP
Senior Planner
City of Flagstaff Current Planning
928-213-2605
tantol@flagstaffaz.gov

Attachment: Conditions of Approval



City of Flagstaff
Community Development
Site Plan Conditions of Approval

Project Name: Shamrock Food Service Warehouse
Project No.: PZ-20-00023-02
Project Address: 3615 E Industrial Drive

Date: January 4, 2022

Application Type: Site Plan
Review Type: 2nd Substantive Review

Project Manager: Tiffany Antol
E-mail: tantol@flagstaffaz.gov
Phone: 928-213-2605

Status of Review: **Approved with Conditions**

CONDITIONS/COMMENTS:

Current Planning: Tiffany Antol

Approved with Conditions 01/04/2022

Conditions of Approval

1. Any expansion or alteration of the approved site plan or exterior elevations, unless necessary to comply with these conditions of approval, may require site plan review and approval prior to building permit submittal.
2. A parcel combination shall be completed and the existing drainage easement shall be abandoned prior to the submittal of civil plans for the development on site.
3. An Outdoor Lighting Permit with light fixture cut sheets and lumen calculation table shall be submitted in conjunction with the building permit application.
4. Signage is not included within this approval. A separate Sign Permit will be required for all signage prior to installation.
5. Any mechanical equipment or utility cabinets necessary to complete the project will be required to be screened from the public right-of-way. This includes any roof mounted equipment or cabinets located along the property frontage (including within the right-of-way).

Development Engineering: David Millis

Approved with Conditions 12/28/2021

Conditions of Approval

1. Existing driveway entrance to be removed and replaced with curb, gutter, parkway, sidewalk.
2. Existing water service to be abandoned must be abandoned at the main.
3. The drainage easement abandonment must be completed prior to Civil Plan approval. City of Flagstaff Stormwater and Real Estate have indicated willingness to proceed with the abandonment process, however, the process may require approvals up to City Council action and therefore any work ahead of this approval should be considered "at-risk" Please contact City of Flagstaff Real Estate to initiate the easement abandonment process.
4. Street trees and groundcover in parkway to match adjacent Right-of-Way landscaping.
5. Relocation of existing overhead electric lines must be placed underground in accordance with City Code unless a waiver meeting the underground waiver criteria is approved. Any easement issues relating to the existing easement for overhead electric to be coordinated with APS and any other utilities having rights to this



City of Flagstaff
Community Development
Site Plan Conditions of Approval

easement.

Building & Safety: Victoria St. Clair
Approved with Conditions 08/09/2021
Conditions of Site Plan Approval

1. A Commercial Building Permit is required for the demolition of the existing building. A Commercial Building Permit is required for the new warehouse building. The services of an Arizona Registered Design Professional is required for the new construction. Standard building permit submittal requirements, applications, and list of adopted/amended building codes can be obtained from City of Flagstaff Building Safety website:
<https://www.flagstaff.az.gov/494/Building-Safety>

General Comments

1. The Building Safety Program reserves the right to make additional comments during actual plan submittal and review of building permit applications.
2. Documentation of the lot combination is required prior to building permit issuance. It is acceptable to submit for building permit plan review and approval but actual issue of building permit cannot occur until documentation is received.

Fire Prevention: Christopher Jack
Approved 08/05/2021
No Comments

Public Works: Scott Overton
Approved 08/02/2021
No Comments

Water Services: Jim Davis
Approved 08/04/2021
No Comments

Stormwater: Douglas Slover
Approved with Conditions 08/10/2021
Conditions of Site Plan Approval

1. Site Plan approval contingent on abandonment of existing public drainage easement.
2. Provide statement of Rainwater Harvesting intent. Either active RWH for all new roof area or passive RWH with native drought tolerant plants or other.

Future Submittal Requirements

1. Provide final drainage report with Civil Submittal.
2. Provide ECP with Civil Submittal.

Housing: Jennifer Mikelson
Approved 07/30/2021
No Comments

Heritage Preservation: Mark Reavis
Approved 08/02/2021
No Comments



City of Flagstaff
Community Development
Site Plan Conditions of Approval

Parks: Amy Hagin
Approved 08/09/2021
No Comments

Sustainability: Jenny Niemann
Approved 08/10/2021

The applicant is strongly encouraged to consider the installation of solar panels (also known as photovoltaic, or PV panels), on available roof space. Large buildings such as this commercial 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 electricity 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, resilience benefits from Shamrock's ability to create power on-site, and a return on investment. 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.

Multimodal: Martin Ince
Approved 08/10/2021
No Comments

Traffic: Reid Miller
Approved 12/30/2021
No Comments



City of Flagstaff

Community Development Division

211 W. Aspen Ave

P: (928) 213-2618

Flagstaff, AZ 86001

www.flagstaff.az.gov

Date Received		Application for Conditional Use		File Number	
Property Owner(s) Shamrock Foods Company			Phone 602-477-2500		
Mailing Address 3900 E. Camelback Rd. Ste 300		City, State, Zip Phoenix, AZ 85018		Email Matt_Modrow@shamrockfoods.com	
Applicant(s) Matt Modrow / Shamrock Foods			Phone 480-561-3314		
Mailing Address 3900 E. Camelback Rd. Ste 300		City, State, Zip Phoenix, AZ 85018		Email Matt_Modrow@shamrockfoods.com	
Project Representative Colby Vickers / BRR Architecture, Inc.			Phone 602-386-4826		
Mailing Address 808 E Osborn Rd.		City, State, Zip Phoenix, AZ 85014		Email colby.vickers@brrarch.com	

Project Name Shamrock - Flagstaff Foodservice Warehouse FSW#551					
Site Address 3611 E Industrial Dr. Flagstaff, AZ 86004		Parcel Number(s) 113-23-008B / 113-23-008C		Subdivision, Tract & Lot Number	
Zoning District LI - Light Industrial		Regional Plan Land Use Category		Flood Zone	
Property Information: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Located in an existing City of Flagstaff Historic District? (Name: _____) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Existing structures are over 50 years old at the time of application? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Existing structures are pre-World War II housing? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Subject property is undeveloped land?					
Surrounding Uses (Res, Com, Ind)		North Commercial (HC)	South INDUSTRIAL (LI)	East INDUSTRIAL (LI)	West INDUSTRIAL (LI)
Note: Conditional Use Permits are reviewed by City's Planning and Zoning Commission (P&Z), which meets the second and fourth Wednesday of every month . Applications are due by the close of business no fewer than 30 days prior to the meeting. You must provide a complete application form, along with the required number of plans and information as indicated in the attached checklist. Incomplete submittals will not be scheduled.					
Property Owner Signature <i>Walter Modrow</i>		Date 2/3/2022	Applicant Signature <i>Colby Vickers</i>		Date 2/3/2022
For City Use					
Date Filed		File Number:			
Hearing Date		Pub. / Posting Date(s):		Prop. Owner Notif. Date:	
Fee Receipt Number		Amount		Date	
Action by Planning and Zoning Commission:					
Hearing Date:			Type of Request:		
<input type="checkbox"/> Approved			<input type="checkbox"/> CUP		
<input type="checkbox"/> Denied			<input type="checkbox"/> Extension		
<input type="checkbox"/> Continued					
Staff Assignments	Planning	Engineering	Fire	Public Works/Water	Stormwater



Required Findings Response

February 2nd, 2022

Tiffany Antol
Planning Development Manager
City of Flagstaff
211 W. Aspen Ave.
Flagstaff, AZ 86001
918-213-2603

Re: Shamrock Foodservice Warehouse – Flagstaff FSW#551 – Conditional Use Permit - Findings

Dear Ms. Antol,

As part of the Conditional Use Permit (CUP) application relative to the Shamrock Foodservice Warehouse project located at 3611 E. Industrial Dr., please find below the responses to the findings per Section 10-20.40.050 of the Zoning Code. The findings are in regular type followed by our responses in bold.

Colby Vickers, Project Architect (BRR Architecture), 602.386.4826, colby.vickers@brrarch.com
Brian Joerger, P.E. (WLB Group), 928.890.9268, bjjoerger@wlbgroup.com

The above mentioned professional providing any particular response is identified in parenthesis at the end of the response.

1. That the conditional use is consistent with the objectives of the Zoning Code and purpose of the zone in which the site is located.
 - a. **RESPONSE: THE CONDITIONAL USE OF THE PROPOSED BUILDING IS CONSISTENT WITH THE OBJECTIVES OF THE ZONING CODE AND PURPOSE OF THE ZONE OF WHICH IT IS WITHIN. IT IS ZONED AS LIGHT INDUSTRIAL (LI) WHICH “APPLIES TO THE 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” (SECTION 10-40.30.050 A. INTENT). THIS FOODSERVICE WAREHOUSE BY SHAMROCK WILL NOT HAVE EXTERIOR STORAGE AND ALL WAREHOUSING AND SALES WILL OCCUR WITHIN THE PROPOSED BUILDING. CURRENTLY, SHAMROCK USES THE EXISTING BUILDING ON THIS SITE FOR WAREHOUSING AND CROSS-DOCK OPERATIONS, NOT OPEN TO THE GENERAL PUBLIC. THE PROPOSED USE WILL STILL OPERATE PARTIALLY AS A WAREHOUSE FUNCTION BUT WILL ALSO BE OPEN TO THE GENERAL PUBLIC**

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6700 Antioch Plaza, Suite 300, Merriam, KS 66204 MAIN 913.262.9095

Kansas City – Bentonville – Phoenix – San Francisco – Philadelphia – Atlanta – Austin – Seattle – Miami – Los Angeles – Chicago

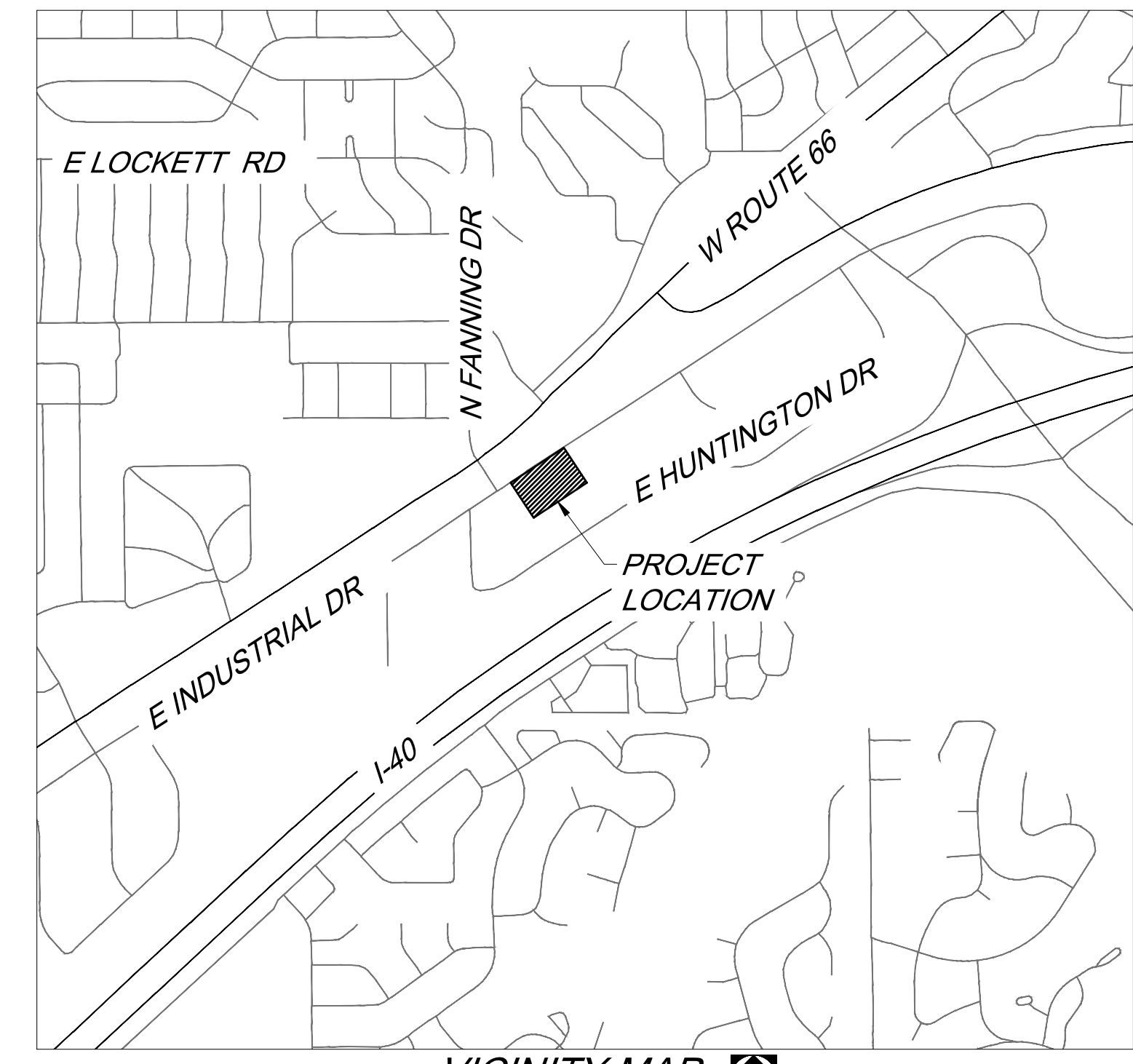
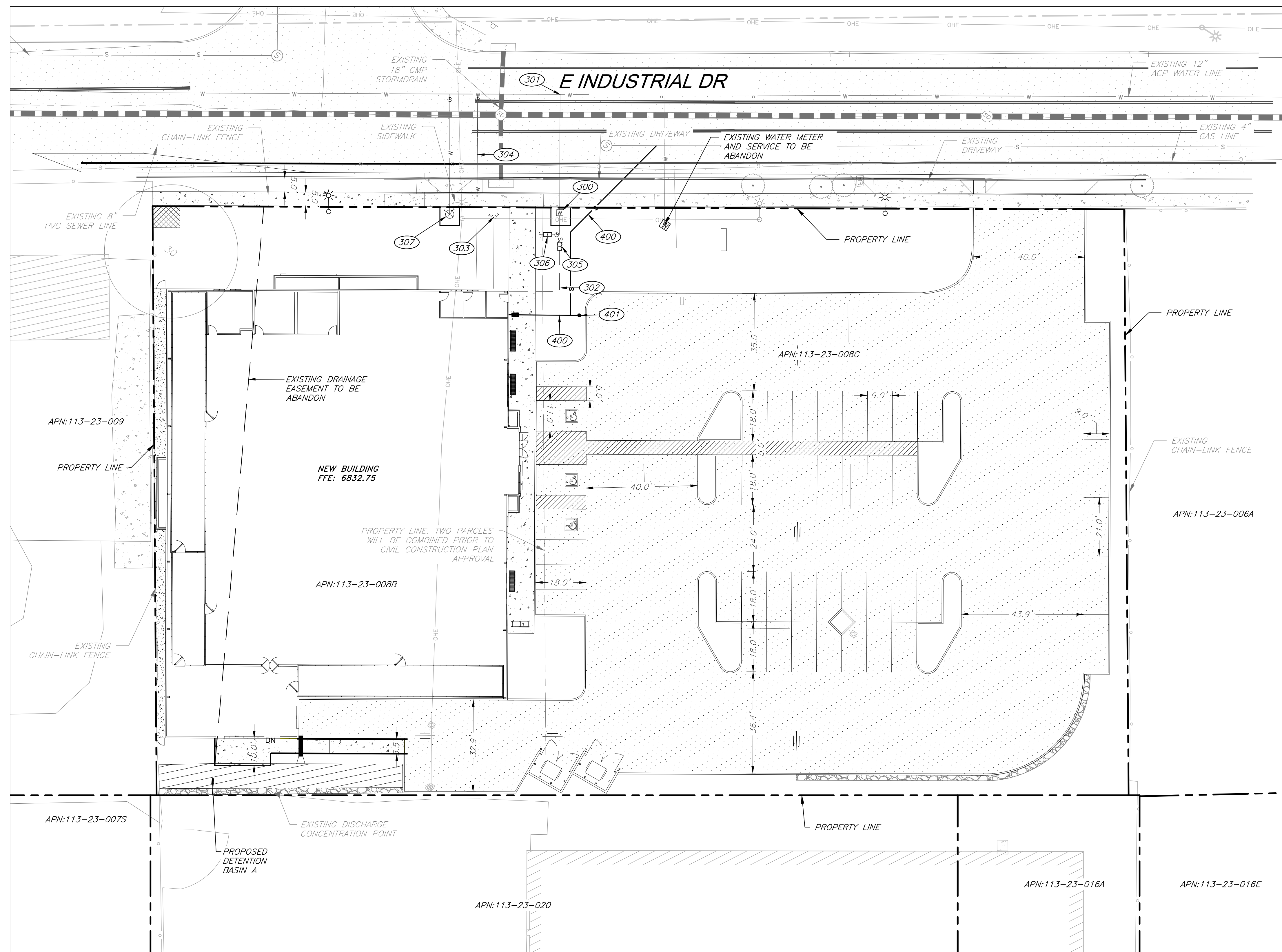
AS A RESTAURANT SUPPLY AND WHOLESALE FOODSERVICE WAREHOUSE. SHAMROCK'S FOODSERVICE WAREHOUSE IS A MIX OF "WHOLESALE AND DISTRIBUTION", WHICH IS A PERMITTED USE PER TABLE 10-40.30.050.B, AND "GENERAL RETAIL BUSINESS" WHICH IS A PERMITTED USE WITH THE CONDITIONAL USE PERMIT APPROVAL. (BRR)

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;
 - b. Hazard to persons or property from possible explosion, contamination, fire, or flood; and
 - c. Impact on surrounding areas arising from unusual volume or character of traffic.
 - i. **RESPONSE: THE FOODSERVICE WAREHOUSE, SHOULD IT BE GRANTED CONDITIONAL USE APPROVAL, WILL NOT BE DETRIMENTAL TO THE PUBLIC HEALTH, SAFETY, OR WELFARE. THE SITE WILL BE IMPROVED AND WILL NOT BE A USE THAT WILL CAUSE NUISANCES SUCH AS NOISE, SMOKE, ODOR, DUST, OR VIBRATING. THERE WILL BE ADDITIONAL SITE LIGHTING ADDED FOR PARKING AND SAFETY, BUT IT WILL ABIDE BY CODE AND ZONING ORDINANCES. PER CONVERSATIONS WITH TIFFANY ANTOL, SITE LIGHTING CAN BE HELD UNTIL BUILDING SUBMITTAL AND WILL NOT NEED TO BE INCLUDED IN THE CONDITIONAL USE PERMIT APPROVAL DELIVERABLES. THE FOODSERVICE WAREHOUSE WILL NOT POSE ADDITIONAL HAZARDS AS THERE IS NO FOOD PREP SUCH AS BAKING, FRYING, ETC. ALL PERISHABLE GOODS ARE SOLD PRE-PACKAGED. PER THE TRAFFIC STUDIES INCLUDED WITH PREVIOUS SUBMITTALS AT CONCEPT AND SITE PLAN APPROVAL, TRAFFIC IMPACTS WILL BE MINIMAL AS THE CUSTOMER VOLUME IS NOT AT LEVELS SEEN BY TRADITIONAL GROCERY STORES. ENTRANCE INTO THE SITE HAS BEEN REVISED TO REMOVE THE WESTERNMOST DRIVEWAY CLOSE TO THE INTERSECTION OF FANNING AND INDUSTRIAL TO PREVENT VEHICLES FROM SLOWING AND TURNING SO CLOSE TO THAT INTERSECTION. (BRR)**
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 and traffic; pedestrian, bicycle, and vehicular circulation;
 - i. **RESPONSE: SITE ACCESS HAS BEEN REVISED TO REMOVE THE WESTERNMOST DRIVEWAY WHICH WAS TOO CLOSE TO THE INTERSECTION OF FANNING AND INDUSTRIAL. THERE WILL BE ONE ENTRANCE INTO THE SITE WHICH IS AT THE EASTERNMOST SIDE OF THE SITE. THIS DRIVEWAY WILL BE USED BY BOTH CUSTOMERS, EMPLOYEES, AND DELIVERY TRUCKS. TRAFFIC STUDIES HAVE BEEN COMPLETED AND SUBMITTED WITH CONCEPT AND SITE PLAN APPROVALS INDICATING THE LIMITED INCREASE IN TRAFFIC DUE TO THE PUBLIC BEING ABLE TO SHOP AT THIS PROPOSED FOODSERVICE WAREHOUSE. PART OF THE IMPROVEMENTS TO BE MADE INCLUDE THE SIDEWALK ALONG THE ENTIRE SITE ON INDUSTRIAL TO MATCH EXISTING IMPROVEMENTS THAT HAVE BEEN MADE. PEDESTRIAN AND BICYCLE ACCESS WILL BE ACCOMMODATED AS PART OF THE SITE PLAN. (BRR)**
 - b. Adequacy of site and open space provisions, including site capacity and resource protection standards where applicable;
 - i. **RESPONSE: SITE IMPROVEMENTS INCLUDE ADDITIONAL LANDSCAPING AND PAVEMENT IMPROVEMENTS, SIDEWALK/STREET FRONTAGE IMPROVEMENTS, AND WILL PROVIDE ADEQUATE OPEN SPACE. (BRR)**
 - c. Noise, light, visual, and other pollutants;
 - i. **RESPONSE: OPERATIONS OF THE PROPOSED FOODSERVICE WAREHOUSE WILL OCCUR INTERNALLY AND WILL NOT GENERATE ANY NOISE POLLUTANTS ABOVE AND BEYOND TYPICAL VEHICULAR/TRAFFIC NOISE. IMPROVEMENTS MADE TO THE SITE WILL CONFORM TO THE ZONING CODE AND WILL NOT GENERATE ADDITIONAL POLLUTANTS. (BRR)**
 - d. Proposed style and siting of structure(s), and relationship to the surrounding neighborhood;
 - i. **RESPONSE: STYLE AND SITING OF THE PROPOSED BUILDING HAS BEEN APPROVED IN SITE PLAN APPROVAL AND WILL ENHANCE THE SITE AND NEIGHBORHOOD. THE PRE-ENGINEERED METAL BUILDING WILL INCLUDE ELEMENTS THAT REFLECT HISTORIC FLAGSTAFF WHILE ALSO KEEPING TO THE LIGHT INDUSTRIAL ZONE IT IS LOCATED IN. (BRR)**
 - e. Landscaping and screening provisions;

- i. **RESPONSE: NEW LANDSCAPING IS BEING PROPOSED TO MEET CODE AS WELL AS PROVIDE VISUAL SCREENING OF PARKING/HEADLIGHTS FROM INDUSTRIAL DRIVE. PROPOSED LANDSCAPING PLAN PROVIDED WITH CUP SUBMITTAL HAS BEEN APPROVED AS PART OF SITE PLAN APPROVAL PROCESS. (WLB)**
- f. Impact on public utilities;
 - i. **RESPONSE: NO REQUIREMENTS BY STAFF ON ANY KIND OF IMPROVEMENTS TO PUBLIC UTILITIES. WE ARE CONNECTING NEW LEADERS TO EXISTING PUBLIC UTILITIES ONLY. (WLB)**
- g. Signage and outdoor lighting;
 - i. **RESPONSE: SIGNAGE WILL CONSIST OF BUILDING MOUNTED SIGNAGE FACING NORTH AND EAST, AS WELL AS A MONUMENT SIGN PLACED ON SITE ALONG INDUSTRIAL AVENUE. SITE LIGHTING WILL BE UPDATED TO ADEQUATELY ILLUMINATE PARKING AND BUILDING PERIMETER AS REQUIRED AND WILL CONFORM TO CODE. PER CONVERSATION WITH TIFFANY ANTOL, SITE LIGHTING PLAN CAN BE EXCLUDED FROM CUP SUBMITTAL AND WILL BE NOTED AS A CONDITIONAL APPROVAL ITEM AND INCLUDED AS PART OF BUILDING SUBMITTAL. (BRR)**
- h. Dedication and development of streets adjoining the property;
 - i. **RESPONSE: NOT APPLICABLE, WE ARE MODIFYING THE EXISTING EASTERNMOST DRIVEWAY CONNECTING TO THE EXISTING INDUSTRIAL AVE AND REMOVING THE EXISTING WESTERNMOST DRIVEWAY. NO MODIFICATIONS TO INDUSTRIAL OR THE INTERSECTION AT FANNING AND INDUSTRIAL ARE BEING PROPOSED. (BRR)**
- i. Impacts on historical, prehistoric, or natural resources.
 - i. **RESPONSE: HISTORICAL REVIEW HAS BEEN APPROVED AS PART OF SITE PLAN APPROVAL PROCESS. NO PREHISTORIC OR NATURAL RESOURCE ITEMS LOCATED ON SITE TO PRESERVE. (BRR)**

Again, thank you for your timely review. I hope you find this findings response package to satisfactorily answer all your comments. If there is anything further you need from us, please call me directly at the number below.

Colby Vickers, AIA, NCARB
BRR Architecture, Inc.
602-386-4826
colby.vickers@brrarch.com |



PROJECT INFORMATION

DEVELOPMENT NAME: SHAMROCK FOODSERVICE WAREHOUSE #551
PROPERTY AREA: 74,651 SF (1.71 AC)
ARCHITECT: BRR ARCHITECTURE, INC. SHAD VERMEESCH
 808 E. OSBORN RD. PHOENIX, AZ 85014
 PH: (602) 386-4825
 E: SHAD.VERMEESCH@BRRARCH.COM
OWNER: SHAMROCK FOODS COMPANY
 2228 N. BLACK CANYON HWY PHOENIX, AZ 85009
SITE ADDRESS: 3615 E INDUSTRIAL DR FLAGSTAFF, AZ 86004
 APN: 113-23-008B/113-23-008C
PREPARER/PROJECT ENGINEER: THE WLB GROUP, INC.
 500 N BEAVER ST FLAGSTAFF, AZ 86001
 PH: (928) 779-1500
 FAX: (928) 779-1501
 CONTACT: BEN LANGSTON
 BLANGSTON@WLBGROUP.COM

UTILITY INFORMATION

ALL HYDRANTS ARE WITHIN 300' OF ALL NEW BUILDINGS AND 100' FROM FDC PER COF ENGINEERING STANDARDS 13-09-006-0006.3(7).

FLOOD PLAIN INFORMATION

ZONE X

ROCV CALCULATIONS

EXISTING SITE
 TOTAL AREA = 74,651 SF
 PERVIOUS AREA = 0 SF
 IMPERVIOUS AREA = 74,651 SF
 IMPERVIOUS AREA = 43,472 SF
 NON-PERVIOUS HARDPACK = 31,179 SF
PROPOSED SITE
 TOTAL AREA = 74,651 SF
 PERVIOUS AREA = 15,501 SF
 ONSITE IMPERVIOUS AREA = 59,150 SF
 REQUIRED RETENTION VOLUME = 0 CF
 (PROP. IMP) - (EXIST. IMP) * (1")
 (59,150 - 74,651 SF) * (1") = 0 CF
 ROOF IMP. = 19,265 SF
 HARDSCAPE IMP. = 39,885 SF
 PROVIDED RETENTION VOLUME = 0 CF

ROCV CALCULATION NOTES

1. EXISTING IMPERVIOUS AREA CALCULATION INCLUDES COUNTING A 31,179 SF HARDPACK DIRT/GRAVEL TRUCK PARKING AREA AS A NON-PERVIOUS SURFACE FOR THE PURPOSES OF RETENTION CALCULATION.

RAINWATER HARVESTING

PROJECT IS NOT UTILIZING ACTIVE RAINWATER HARVESTING. PROJECT UTILIZES PASSIVE RAINWATER HARVESTING AND NATIVE/DROUGHT TOLERANT PLANTS.

LEGEND

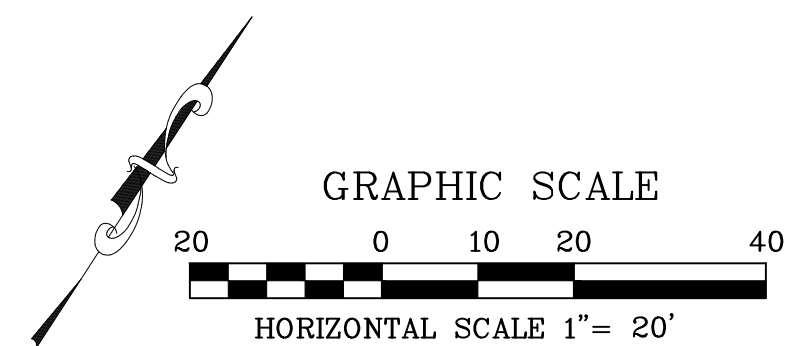
- 6901 - EXISTING CONTOUR MINOR
- 6900 - EXISTING CONTOUR MAJOR
- W - EXISTING WATERLINE
- S - EXISTING SEWER MAIN
- OHE - EXISTING OVERHEAD ELECTRIC
- UGE - EXISTING UNDERGROUND ELECTRIC
- G - EXISTING GAS
- CL - EXISTING CHAIN-LINK FENCE
- FW - EXISTING FIRE SERVICE LINE
- - EXISTING RIGHT-OF-WAY
- - EXISTING PROPERTY LINE
- - EXISTING LIGHT POLE
- - EXISTING GUY WIRE
- - EXISTING ELECTRIC BOX
- - EXISTING TELEPHONE JUNCTION BOX
- ⊗ - EXISTING WATER VALVE
- ⊗ - EXISTING WATER METER BOX
- ⊗ - EXISTING SEWER MANHOLE
- ⊗ - EXISTING SEWER CLEANOUT
- - EXISTING GAS METER
- - EXISTING POWER POLE
- - EXISTING STORMDRAIN CATCHBASIN
- - EXISTING SIGN
- - EXISTING FIRE HYDRANT
- - DRAINAGE FLOW ARROW

ABBREVIATIONS

HP: HIGH POINT
 LP: LOW POINT
 FFE: FINISHED FLOOR ELEVATION

CONSTRUCTION NOTES

- WATER CONSTRUCTION:**
 (NOTE 300)
 NEW 1 1/2" DOMESTIC WATER METER PER COF DET 9-03-71.
 (NOTE 301)
 CONNECT INTO EXISTING 12" WATER MAIN.
 (NOTE 302)
 NEW 1" DOMESTIC WATER SERVICE LINE ON PRIVATE SIDE OF METER.
 (NOTE 303)
 NEW FREE STANDING FIRE DEPARTMENT CONNECTION INCLUDING LINE TO BUILDING.
 (NOTE 304)
 NEW 6" FIRE SERVICE LINE. CONNECT INTO EXISTING 12" WATER MAIN.
 (NOTE 305)
 NEW 1 1/2" RPZ BACKFLOW PREVENTOR PER COF STD. DET. 08-08-072 IN HOT BOX.
 (NOTE 306)
 NEW 3/4" TEE BALL VALVE AND BACKFLOW PREVENTOR PER LANDSCAPING AND IRRIGATIONS PLANS.
 (NOTE 307)
 NEW FIRE HYDRANT ASSEMBLY PER COF ENG DET. 13-03-011. INCLUDES INSTALLATION OF VALVE, BOX, AND COVER.
- SEWER CONSTRUCTION:**
 (NOTE 400)
 NEW 6" PRIVATE SEWER SERVICE WITH TWO-WAY CLEANOUT PER MAG STD DET 440-2.
 (NOTE 401)
 NEW 6" CLEANOUT AT BEND.



NO.	DATE:	ITEM:

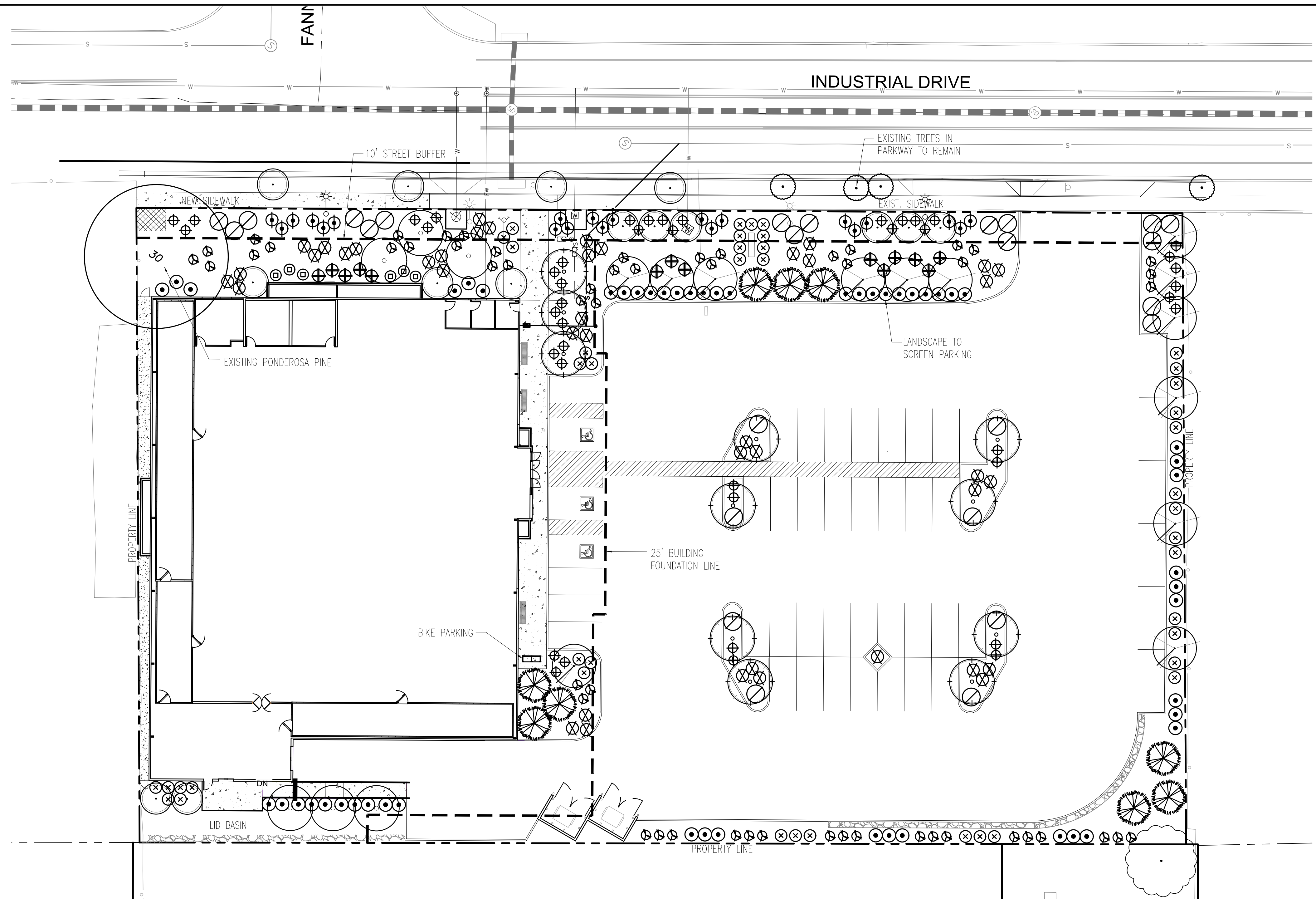
The **WLB** Group, Inc.
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 500 N BEAVER ST
 FLAGSTAFF, AZ 86001
 PH: (928) 779-1500
 FAX: (928) 779-1501
 CONTACT: BEN LANGSTON
 BLANGSTON@WLBGROUP.COM

SHAMROCK FOOD SERVICE WAREHOUSE #551
 CIVIL SITE PLAN



DESIGNED BY: WLB	WLB
DRAWN BY: WLB	WLB
CHECK BY: BL	BL
DATE: DECEMBER 2021	

PROJECT NO. 32006A003
 SHEET C1



PLANT SCHEDULE (ON SITE)

SYMBOL	BOTANICAL/COMMON NAME	SIZE	QTY.	MAT. SIZE	REMARKS
TREES					
○	ACER GINNALA 'FLAME' AMUR MAPLE	2" CAL.	11	15x12	LOW-BREAKING
○	CRATAEGUS LAEVIGATA 'CRIMSON CLOUD' CRIMSON CLOUD HAWTHORN	2" CAL.	11	20x15	STANDARD
○	PICEA PUNGENS 'BABY BLUEEYES' BABY BLUEEYES SPRUCE	6' TALL	9	20x10	STANDARD
○	POPULUS TREMULOIDES QUAKING ASPEN	15-GAL.	6	50x15	STANDARD
○	PYRUS CALLERYANA 'CHANTICLEER' CHANTICLEER PEAR	2" CAL.	13	30x15	STANDARD

SYMBOL	BOTANICAL/COMMON NAME	SIZE	QTY.	MAT. SIZE	REMARKS
SHRUBS / GRASSES					
⊕	ARONIA MELANOCARPA 'IROQUOIS BEAUTY' IROQUOIS BEAUTY CHOKEBERRY	5 GAL.	6	3x4	2 GPH EMITTER
⊕	CALAMAGROSTIS x ACUTIFLORA 'K.F.' FOERSTER'S FEATHER REED GRASS	5 GAL.	54	4x2.5	2 GPH EMITTER
⊕	CORNUS SERICEA 'ARCTIC FIRE' ARCTIC FIRE DOGWOOD	5 GAL.	14	4x4	2 GPH EMITTER
⊕	MAHONIA AQUIFOLIUM OREGON GRAPE	5 GAL.	54	4x4	2 GPH EMITTER
⊕	PEROVSKIA ATRIPLICIFOLIA RUSSIAN SAGE	5 GAL.	42	4x4	2 GPH EMITTER
⊕	POTENTILLA FRUTICOSA 'GOLDFINGER' GOLDFINGER POTENTILLA	5 GAL.	44	3x3	2 GPH EMITTER

SYMBOL	BOTANICAL/COMMON NAME	SIZE	QTY.	MAT. SIZE	REMARKS
GROUND COVER					
⊗	JUNIPERUS HORIZONTALIS 'WILTONI' BLUE RUG JUNIPER	5 GAL.	25	.75x6	2 GPH EMITTER
⊗	JUNIPERUS COMMUNIS 'MONDAP' ALPINE CARPET JUNIPER	5 GAL.	43	1x4	2 GPH EMITTER
⊕	MAHONIA REPENS 'DARKSTAR' CREEPING OREGON GRAPE	1 GAL.	21	1.5x4	2 GPH EMITTER

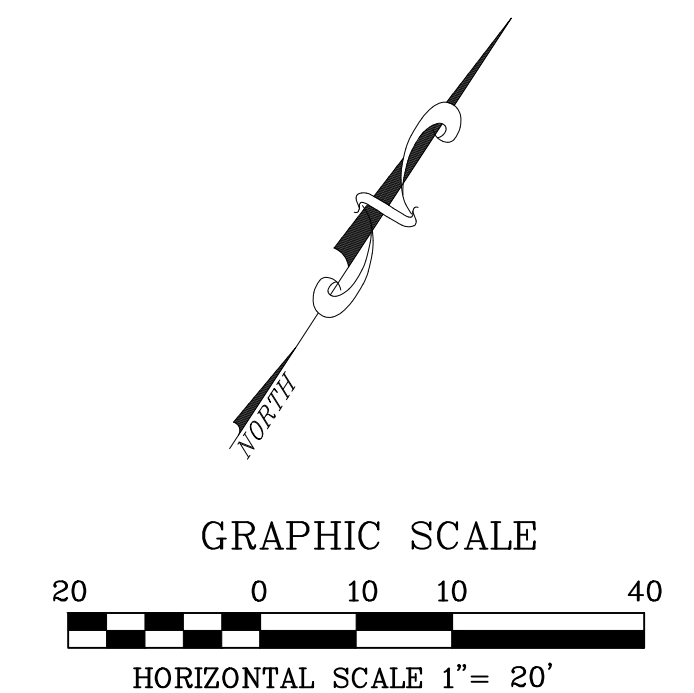
MATERIALS	REMARKS
MAHOGANY (ROCK PROS) DECOMPOSED GRANITE	1/2" SCREENED - 2" DEPTH IN LANDSCAPE AREAS EXCEPT HYDROSEED

PLANT SCHEDULE (PARKWAY - OFF SITE)

SYMBOL	BOTANICAL/COMMON NAME	SIZE	QTY.	MAT. SIZE	REMARKS
○	ACER GINNALA 'FLAME' AMUR MAPLE	2" CAL.	4	15x12	LOW-BREAKING
	MAHOGANY (ROCK PROS) DECOMPOSED GRANITE	1/2" SCREENED	1,312 S.F.	2"	DEPTH IN PARKWAY

CITY OF FLAGSTAFF LANDSCAPE NOTES

- ADJACENT SITE IMPROVEMENTS, PAVEMENT CONSTRUCTION, IRRIGATION INSTALLATION AND FINISH GRADING SHALL BE COMPLETED PRIOR TO INSTALLATION OF PLANT MATERIAL. DO NOT PLANT WHEN CONDITIONS ARE NOT SUITABLE FOR DIGGING, MIXING, RAKING AND/OR GRADING. PLANTING SHALL OCCUR DURING THE MONTHS THAT IRRIGATION SYSTEMS ARE IN OPERATION. THEREFORE, PLANTING MAY OCCUR BETWEEN APRIL 1st AND SEPTEMBER 30th.
- SOIL EXCAVATED FROM THE PLANTING PIT SHALL BE TYPICALLY CONSIDERED ACCEPTABLE AS BACKFILL MATERIAL FOR PLANTING.
- ALL CONTAINERS SHALL BE REMOVED PRIOR TO PLANT INSTALLATION IN A MANNER THAT DOES NOT DISTURB THE POTTED SOIL OR ROOT BALL.
- SET THE ROOT BALL ON SIX-INCHES OF FIRM PLANTING SOIL, PLUMB AND IN THE CENTER OF THE PIT WITH THE ROOT BALL CROWN SLIGHTLY ABOVE THE SAME ELEVATION AS ADJACENT FINISHED LANDSCAPE GRADES. REMOVE ANY WIRE, TWINE, BURLAP, OR OTHER MATERIAL FROM THE UPPER ONE-THIRD OF THE ROOT BALL OF BALLED AND BURLAPPED STOCK. WIRE BASKETS AND SYNTHETIC BURLAP SHALL BE COMPLETELY REMOVED AFTER THE ROOT BALL HAS BEEN PLACED IN ITS FINAL LOCATION.
- ONCE PLANT IS SET, PLACE BACKFILL MATERIAL AROUND BASE AND SIDES OF ROOT BALL AND WORK EACH LAYER TO SETTLE BACKFILL AND ELIMINATE VOIDS. WHEN BACKFILLING IS TWO-THIRDS COMPLETE, WATER THOROUGHLY. PLACE THE REMAINDER OF THE BACKFILL AND REPEAT WATERING UNTIL NO MORE IS ABSORBED. PLACE THE FINAL LAYER OF BACKFILL AND WATER.
- ALL DECIDUOUS TREES SHALL BE WRAPPED FROM THE GROUND LINE UP TO AND INCLUDING THE FIRST PRIMARY CROTCH FORMED BY THE FIRST MAJOR BRANCH. WRAPPING SHALL BE DONE AFTER THE PLANT HAS BEEN INSTALLED.
- TWO TO THREE INCHES OF SPECIFIED MULCH SHALL BE PLACED IN THE AREA DISTURBED BY EXCAVATION OF THE PLANTING WELL.
- PRIOR TO PLANTING ACTIVITIES, COMPLETELY REMOVE EXISTING WEEDS, INCLUDING ROOTS. IMMEDIATELY PRIOR TO INSTALLATION, CULTIVATE GROUND COVER AREAS TO A DEPTH OF SIX-INCHES AND GRADE SMOOTHLY AND UNIFORMLY. PLANT GROUND COVER SO THE ROOT CROWN IS AT OR SLIGHTLY ABOVE THE BED'S FINISH GRADE. AFTER PLANTING OF GROUND COVER AND PRIOR TO MULCHING, APPLY PRE-EMERGENT WEED CONTROL OVER PLANTING BED SOIL SURFACE IN ACCORDANCE WITH MANUFACTURER'S WRITTEN DIRECTIONS. INSTALL THE SPECIFIED MULCH TO A DEPTH OF TWO-INCHES OVER THE ENTIRE GROUND COVER BED.
- PRUNE DEAD OR DAMAGED BRANCHES, MAKING ALL CUTS AT BRANCH COLLAR. MAINTAIN THE NATURAL HABIT, SHAPE AND SPECIFIED SIZE. REMOVE ALL TAGS, LABELS, AND OTHER MATERIAL.



NO.	DATE	REVISIONS

The **WLB** Group, Inc.
 WLB Group, Inc.
 Surveying • Planning • Urban Design
 Landscape Architecture • Civil Engineering
 Office Locations:
 Flagstaff, and Las Vegas, NV,
 500 N. Beaver Street,
 Flagstaff, AZ 86001
 Ph: (928) 779-1500

**SHAMROCK FOOD SERVICE
WAREHOUSE #551**
 LANDSCAPE
 SITE PLAN



DESIGNED BY: WLB	WLB	BL	DATE: DECEMBER 2021
DRAWN BY: WLB	WLB	BL	
CHECK BY: WLB	WLB	BL	

PROJECT NO.
320006A003
 SHEET
L1



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IRRIGATION LEGEND:

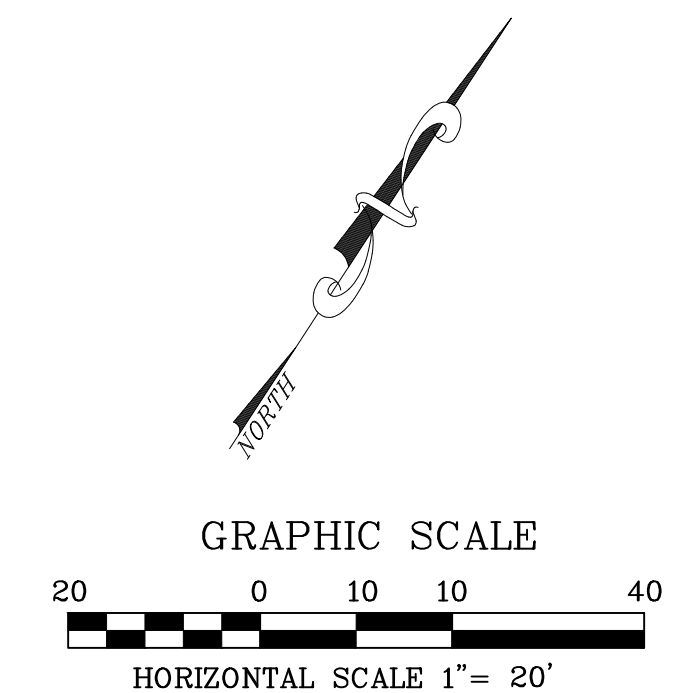
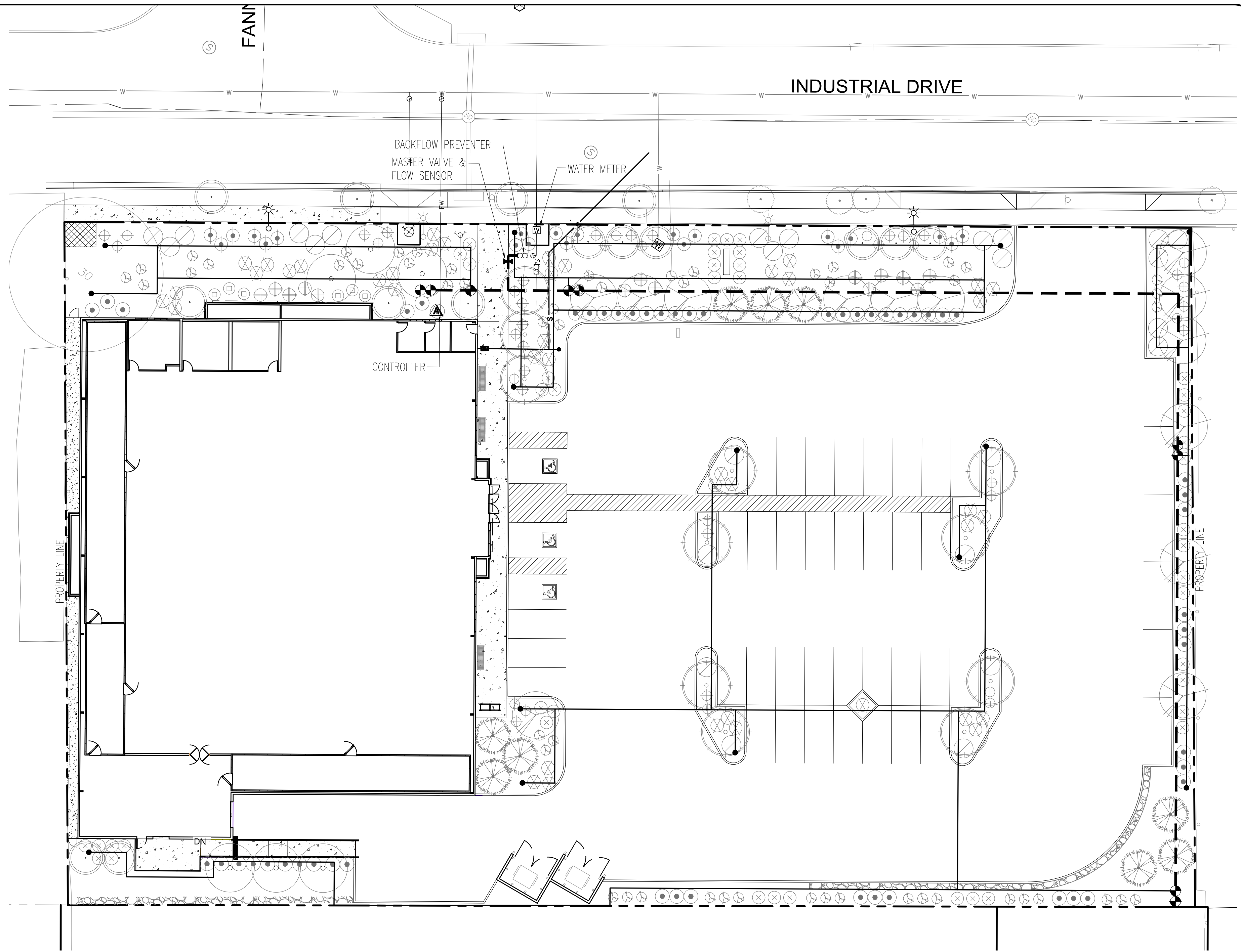
SYMBOL	DESCRIPTION	MANUFACTURER/MODEL	COMMENTS
	WATER METER	N/A	WATER METER TO BE INSTALLED PER CIVIL PLANS
	BACKFLOW PREVENTER	FEBCO 825YA	3/4" BFP TO BE INSTALLED PER CIVIL PLANS. INSTALL IN A SECURABLE BACKFLOW PREVENTER CAGE.
	FLOW SENSOR	IRRITROL FS-400	INSTALL AFTER MASTER VALVE AT P.O.C.
	CONTROLLER	IRRITROL TC-18EXM-R 18-STATION WALL MOUNTED CONTROLLER IN METAL CABINET	INSTALL PER MANUFACTURER'S SPECIFICATIONS PROVIDE KEYS AND OPERATING INSTRUCTIONS TO OWNER
	GATE VALVE	WATTS WGV THD BRASS GATE VALVE	INSTALL IN 10" ROUND VALVE BOX.
	1" QUICK COUPLER	TORO 100-SLSC W/ 100-SLK KEY	INSTALL IN 10" ROUND VALVE BOX. PROVIDE 3 KEYS
	REMOTE CONTROL DRIP VALVE ASSEMBLY	TORO DZK-700, 1" DRIP VALVE ASSEMBLY INCLUDES Y-FILTER AND PRESSURE REGULATOR	INSTALL IN VALVE BOX
	MAIN LINE	SCH 40 PVC, SCH 80 FITTINGS	SIZE PER PIPE SCHEDULE (1" MIN.); SOLVENT WELD.
	SHRUB/G.C. LATERAL	CLASS 200 PVC	3/4" UNLESS OTHERWISE NOTED.
	TREE LATERAL	CLASS 200 PVC	3/4" UNLESS OTHERWISE NOTED.
	MULTI-OUTLET DRIP EMITTER	TORO T-PR25-9 PRESSURE REGULATING MANIFOLD OR APPROVED EQUAL	NOT SHOWN ON PLAN. SEE EMITTER DETAILS..
	SINGLE-OUTLET DRIP EMITTER	TORO T-DPJ08-A, 2-CPH EMITTER OR APPROVED EQUAL	NOT SHOWN ON PLAN. SEE EMITTER DETAILS.
	DISTRIBUTION TUBE	1/4" POLYETHYLENE	MAXIMUM LENGTH 6-FEET. SEE EMITTER DETAILS.
	END FLUSH CAP	TORO T-FCH-H-FIPT, OR APPROVED EQUAL	LOCATE IN 10" ROUND VALVE BOX
	SLEEVE	SCH. 40 PVC PIPE	SIZE TO BE 2X DIAMETER OF PIPE BEING SLEEVED
	ELECTRICAL SLEEVE	SCH. 40 PVC PIPE (1.5" MINIMUM)	SLEEVE UNDER ALL PAVING TYP.

PIPE SIZING SCHEDULE		SLEEVE SIZING SCHEDULE (MIN.)				EMITTER NOTES	
SIZE	GPM	SIZE	GPM	PIPE	SLEEVE	PIPE	SLEEVE
3/4"	6-10	1 1/2"	26-35	3/4"	1 1/2"	1 1/2"	3"
1"	11-15	2"	36-55	1"	2"	2"	4"
1 1/4"	16-25	2 1/2"	56-80	1 1/4"	2.5"	2 1/2"	5"

	STATION NUMBER
	VALVE SIZE/ZONE TYPE

IRRIGATION NOTES:

- ALL EXACT QUANTITIES OF EQUIPMENT REMAIN THE RESPONSIBILITY OF THE IRRIGATION CONTRACTOR AND NO ADDITIONAL COSTS TO OWNER WILL BE ACCEPTED AFTER BIDDING THIS PROJECT EXCEPT FOR CHANGE ORDERS APPROVED BY THE OWNER.
- PLANS ARE DIAGRAMMATIC AND APPROXIMATE. ALL IRRIGATION EQUIPMENT SHALL BE LOCATED IN LANDSCAPE AREAS; ALL SLEEVES SHALL BE INSTALLED PRIOR TO PAVING WORK. NO TEES, ELLS OR OTHER TURNS IN PIPING SHALL BE LOCATED UNDER PAVING EXCEPT WHERE SHOWN ON THE PLANS.
- THE IRRIGATION SYSTEM IS DESIGNED FOR 90 STATIC PSL. CONTRACTOR SHALL VERIFY WATER PRESSURE IN THE FIELD PRIOR TO CONSTRUCTION. CONTRACTOR IS RESPONSIBLE FOR ALERTING THE LANDSCAPE ARCHITECT AND OWNER OF ANY DISCREPANCIES BETWEEN DESIGN PRESSURE AND FIELD PRESSURE.
- CONTRACTOR SHALL CONFORM TO ALL STATE AND LOCAL CODES AND IS RESPONSIBLE FOR OBTAINING PERMITS FROM LOCAL AGENCIES AND UTILITY COMPANIES HAVING JURISDICTION OVER THE PROJECT SITE.
- CONTRACTOR SHALL VERIFY LOCATIONS OF ALL UNDERGROUND UTILITIES PRIOR TO ANY INSTALLATION. CONTACT BLUE STAKES CENTER (263-1100) FORTY-EIGHT (48) HOURS PRIOR TO CONSTRUCTION.
- CONTRACTOR SHALL PROVIDE ALL LABOR, MATERIALS, AND EQUIPMENT NECESSARY TO INSTALL THE IMPROVEMENTS INDICATED ON THE IRRIGATION PLANS. CONTRACTOR IS RESPONSIBLE FOR CAREFUL SITE INSPECTION, REVIEW OF ALL LANDSCAPE DOCUMENTS, AND COORDINATION WITH OTHER CONTRACTORS ON-SITE PRIOR TO ANY INSTALLATION. ANY DISCREPANCIES SHALL BE IMMEDIATELY BROUGHT TO THE ATTENTION OF THE SITE SUPERINTENDENT AND THE OWNER.
- CONTRACTOR IS RESPONSIBLE FOR THE COORDINATING THE INSTALLATION OF SLEEVES UNDER PAVED SURFACES WITH THE GENERAL CONTRACTOR.
- PROVIDE PVC VALVE BOXES FOR ALL UNDERGROUND VALVES, PRESET PRESSURE REGULATORS AND FLUSH PLUGS.
- USE ONLY #14 DIRECT BURIAL COPPER WIRE FOR ALL UNDERGROUND WIRING. ALL WIRE RUNS TO BE CONTINUOUS FROM CONTROLLER TO CONTROL VALVE. USE ONLY EPOXY FILLED WATERPROOF WIRE ASSEMBLIES BY SPEARS (OR EQUAL) FOR ALL WIRE SPLICES.
- OBTAIN APPROVAL FROM THE OWNER'S AGENT OF STAKED LOCATIONS FOR ALL VALVES, MAINLINE, AND THE AUTOMATIC CONTROLLER PRIOR TO INSTALLATION.
- TEST MAINLINE UNDER PRESSURE FROM THE WATER SOURCE (POINT OF CONNECTION) TO CONTROL VALVES AND QUICK COUPLERS FOR A MINIMUM OF 12-HOURS. OBTAIN APPROVAL FROM OWNER'S AGENT PRIOR TO BACKFILLING.
- ALL PVC SLEEVEING PASSING UNDER PAVED SURFACES AND THROUGH FOOTINGS SHALL BE SCHEDULE-40 PVC PIPE TWICE THE SIZE OF THE PIPE PASSING THROUGH. PROVIDE A SEPARATE SLEEVE FOR ELECTRICAL WIRING (1.5" MINIMUM).
- EXACT PIPE SIZING AND FOOTAGE ARE THE RESPONSIBILITY OF THE IRRIGATION CONTRACTOR.
- USE TEFLON TAPE OR PIPE JOINT COMPOUND ON ALL THREADED JOINTS.
- ALL DRIP SYSTEM LATERAL PIPING SHALL BE 3/4-INCH CLASS 200 PVC. ALL FITTINGS SHALL BE SCHEDULE 40 PVC.
- CONTRACTOR IS RESPONSIBLE FOR COORDINATING THE IRRIGATION WORK WITH THE LANDSCAPE PLANS TO AVOID CONFLICT BETWEEN IRRIGATION EQUIPMENT AND PLANTING PITS.
- WHERE TREES, LIGHT STANDARDS, ETC. ARE AN OBSTRUCTION OF SPRAYS, PIPING AND SPRINKLER HEADS SHALL BE ADJUSTED AND/OR RELOCATED AS REQUIRED TO ACHIEVE FULL HEAD TO HEAD COVERAGE.
- PROVIDE A TYPED WATERING SCHEDULE ENCASED IN PLASTIC AND ATTACHED TO THE INSIDE OF THE CONTROLLER ENCLOSURE.
- PRIOR TO INITIATING THE 90-DAY MAINTENANCE PERIOD, TEST THE SYSTEM WITH THE OWNER'S AGENT TO VERIFY THAT THE SYSTEM IS FULLY OPERATIONAL. PROVIDE WRITTEN RECOMMENDATIONS OF SUGGESTED SEASONAL WATERING SCHEDULES.
- PROVIDE A WRITTEN 18-MONTH GUARANTEE FOR ALL IRRIGATION EQUIPMENT DATED FROM THE START OF THE 90-DAY MAINTENANCE PERIOD. CONTRACTOR SHALL PROVIDE LABOR, MATERIALS AND EQUIPMENT AS NECESSARY TO RESTORE THE FULL OPERATION OF THE SYSTEM AND REPLACE ANY PLANT MATERIAL THAT DIED AS A DIRECT RESULT OF THE FAILURE.



NO.	DATE:	REVISIONS

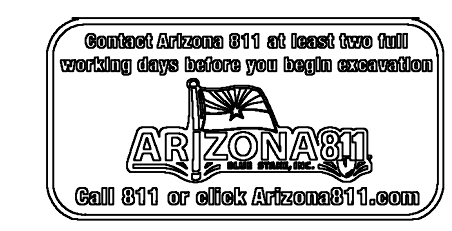
Engineering • Planning • Surveying
The WLB Group, Inc.
 Offices located in: Tucson, Phoenix, Flagstaff, and Las Vegas, NV.
 500 N. Beaver Street, Flagstaff, AZ, 86001
 PH: (928) 779-1500

SHAMROCK FOOD SERVICE WAREHOUSE #551
 IRRIGATION SITE PLAN

LANDSCAPE ARCHITECT
 REGISTERED ARCHITECT
 STATE OF ARIZONA
 ARCHITECT NO. 3488
 STERLING
 12/15/2021

DESIGNED BY: WLB
 DRAWN BY: WLB
 CHECK BY: BL
 DATE: DECEMBER 2021

PROJECT NO. 320006A003
 SHEET
L2



N:\320006A003_Shamrock FSW Flagsstaff North\dwg\Cut-Site\Improvement\Landscapes\IR.dwg, 12/20/2021, 4:07:48 PM

December 16, 2021

Ms. Julianne Hanak, Construction Project Manager
 Shamrock Foods Company
 3900 East Camelback Road, Suite 300
 Phoenix, Arizona 85018



**RE: PARKING DEMAND STUDY FOR A SHAMROCK FOODS COMPANY FOOD SERVICE WAREHOUSE –
 3615 EAST INDUSTRIAL DRIVE, FLAGSTAFF**

Dear Ms. Hanak:

Thank you for engaging CivTech to provide Shamrock Foods (the “**Client**”) with this parking demand study for the proposed redevelopment of its existing facility at 3615 East Industrial Drive in the City of Flagstaff, Arizona. The site consists of two parcels already owned by Shamrock fronting Industrial Drive that total a combined 74,651 square feet (SF) or 1.71 acres. The existing site includes a food service warehouse and also serves as a transportation hub. The latter use will be moved off-site to another area in Flagstaff when the site is redeveloped.

PROPOSED DEVELOPMENT

As currently planned, by 2022, Shamrock will construct a new food service warehouse with 18,680 square feet (SF) of floor area on the east lot (the current parking lot) and the existing building will be razed to provide a new parking lot providing 45 stalls. The new warehouse will cater to the local independent restaurant/food service industry and is opened from 7 AM to 7 PM daily. A review of the site plan reveals that, unlike a traditional grocery store or supermarket, there will be no storage area. Upon delivery, all wares are put out for sale, either on shelves or in freezers and coolers.

CITY OF FLAGSTAFF PARKING REQUIREMENT

Motor vehicle and bicycle parking requirements are addressed in Division 10-50.80 of the *Flagstaff City Code*. Of the land uses listed under the heading “Retail Trade,” CivTech assumed the most applicable use to be “General Retail Business” since the facility is neither a convenience store or traditional supermarket or grocery store. In accordance with the parking requirements in the code, a grocery or supermarket requires 1 parking space per 300 gsf (gross square feet). The City also requires the greater of two bicycle parking spaces or the equivalent of five percent of the off-street parking requirements. **Table 1** summarizes the required parking.

TABLE 1 – REQUIRED PARKING SPACES PER CITY OF FLAGSTAFF’S ZONING CODE

Project Data		Motor Vehicle Spaces Required per Code		Bicycle Spaces Required per Code	
Land Use	Quantity Units	Ratio	Spaces	Ratio	Spaces
General Retail Business	18,680 SF	1 space per 300 SF	63	5% of Motor Vehicle, min. 2	3
Total Parking Spaces Provided			45		5
Excess(Shortage)			(18)		2

As summarized in **Table 1**, the required parking based on the City's Zoning Code is 63 motor vehicle parking spaces (62.27 spaces rounded up) and 3 bicycle spaces. Per the expected conditions, 45 motor vehicle parking spaces and a 5-bicycle rack will be provided on-site for the new food service warehouse, resulting in a shortage of 18 motor vehicle parking spaces (before any allowable reductions) and an excess of 1 bicycle space. Three of the spaces will be reserved for the disabled and marked and signed per ADA requirements.

PARKING ADJUSTMENTS

The *Flagstaff City Code Title 10, Flagstaff Zoning Code Section 10-50.80.060* allows that more than one parking adjustment may be applied.

Per Section 10-50.80.060, A. Transit Reduction, "A parking reduction of up to 10 percent may be approved by the Director for any use within one-quarter of a mile of bus stop." A bus stop for NAIPTA Red Route #66 on the south side of Route 66 just east of Fanning Drive is less than 500 feet from the Shamrock site. This stop and its corresponding stop on the north side, both depicted in **Figure 1**, are less than one-quarter mile from the Shamrock site. Thus, the site qualifies for the transit reduction of 10% or 6.22 spaces.

As noted, at least 4 bicycle spaces are required. Per Section 10-50.80.060, F. Bicycle Parking Reduction, "The Director may allow a reduction of one required motor vehicle parking space for each four bicycle parking spaces provided to a maximum of five percent (5%) of the required motor vehicle parking spaces." Thus, the 4 bicycle spaces provided can offset up to 1 parking space, as long as the 1 space is less than 5% of the total required parking. In this case, 5% of the required motor vehicle parking spaces is 3 parking spaces; thus, the maximum reduction that can be taken for the bicycle parking reduction is 1.25 spaces, or the 5 spaces in the bike rack provided divided by 4.

The reductions to the required 75 parking spaces per City of Flagstaff's Zoning Code are summarized in **Table 2**.

Live Route Map

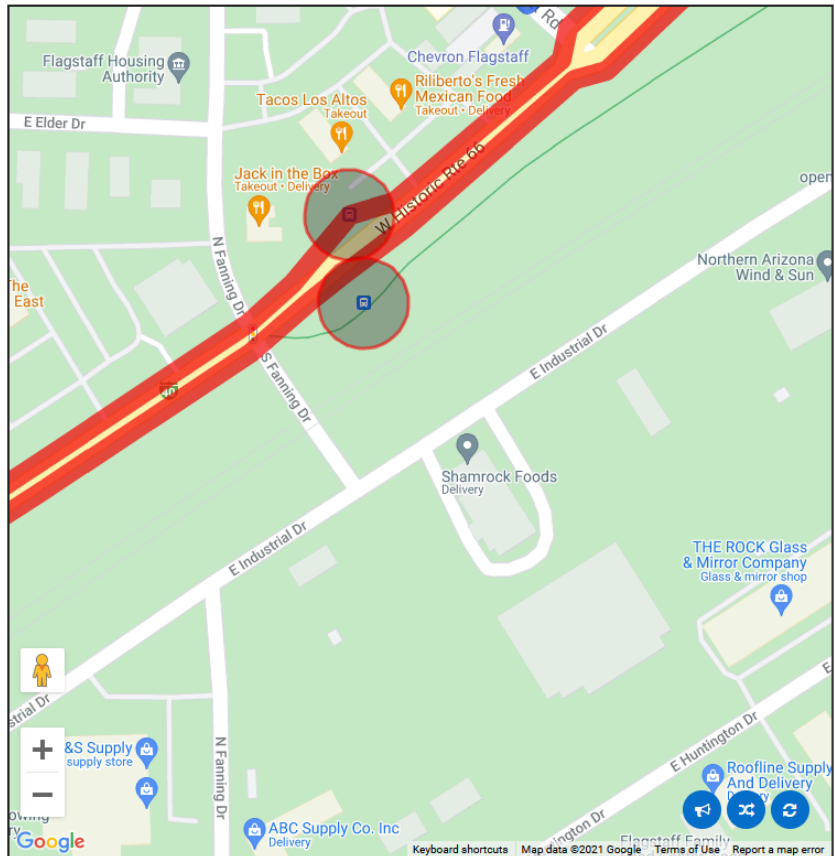


FIGURE 1 – VICINITY MAP WITH BUS STOPS NEAR SITE

TABLE 2 – REQUIRED PARKING SPACES PER CITY OF FLAGSTAFF’S ZONING CODE AFTER REDUCTIONS

Project Data		Motor Vehicle Spaces Required per Code		Bicycle Spaces Required per Code	
Land Use	Quantity Units	Ratio	Spaces	Ratio	Spaces
General Retail Business	18,680 SF	1 space per 300 SF	62.26	5% of Motor Vehicle, min. 2	3
	<i>Transit Reduction</i>	<i>10%</i>	<i>6.22</i>		
	<i>Bicycle Parking Reduction</i>	<i>1 space per 4 bike spaces (max. 5%)</i>	<i>1.25</i>		
Total Parking Spaces Required			55		
Total Parking Spaces Provided			45		5
Excess(Shortage)			(10)		2

The resulting allowable reductions to the 62.26 required parking spaces include a 6.22-parking space transit reduction and a 1.25-parking space bicycle parking reduction. The total number of parking spaces required after these reductions is 55 parking spaces, which is 8 fewer than the number of spaces required before allowable reductions. After the reductions, there is still a shortage of 10 parking spaces when comparing the proposed 45 parking spaces to the required 55 parking spaces per the code after allowable reductions. Under the City Code a minimum of 4 bicycle parking spaces is required; thus, a bicycle rack with a capacity of 5 bicycle spaces provides 2 more spaces than required by the City.

PARKING DEMAND

Per Section 10-50.80.060, C. Parking Demand Study, the City may approve a reduction in the amount of parking from that otherwise required by this division based on the completion and submittal of a parking demand study completed in accordance with established professional practices. Therefore, CivTech considered two approaches to establishing an appropriate parking demand.

ITE Parking Generation. The first approach is based on parking rates published by the Institute of Transportation Engineers (ITE) in the latest (5th) edition of its *Parking Generation Manual*. The manual has two potential candidate land uses. The ITE Land Use Code (LUC) for a Supermarket is LUC 850. **Table 3** summarizes these rates for the three periods for which (sufficient) data is available. *Please note that these are for a supermarket in a "General Urban/Suburban" setting, which may imply that the data was recorded in metropolitan areas larger and more densely-populated than Flagstaff. That alone may render the data suspect. Also, while a supermarket use is more akin to the Shamrock food service warehouse than any other land use in the ITE manual, there are still substantive differences.*

TABLE 3 – ITE PARKING RATIOS FOR LUC 850, SUPERMARKET*

Day(s)	Hours	Low	33 rd %-ile	Average	85 th %-ile	High
Monday-Thursday	12:00 – 6:00 PM	1.89	2.70	2.93	4.07	5.08
Friday	1:00 – 5:00 PM	2.64	3.20	4.59	6.87	7.59
Saturday	11:00 AM – 5:00 PM	1.54	2.92	3.64	4.82	7.97

* (All ratios are expressed in spaces per 1,000 SF, or KSF.)

A review of the parking ratios summarized in **Table 3** reveals that the lowest and highest ratios were recorded on a Saturday. Applying these two ratios to the 18,860-SF floor area of the Shamrock store expressed in KSF (i.e., 18.680 KSF) yields a range with a low of 29 spaces to a high of 149 spaces.



Applying the highest average rate of 4.59 spaces/KSF yields a need for 86 spaces. The ratio that best approximates the City’s requirement of 1 space per 300 SF, which is equivalent to 3.33 spaces per KSF, is the ratio of 3.20 spaces per KSF that is the 33rd percentile ratio for Friday afternoon from 1:00 to 5:00 PM. Therefore, given this sampling of results, CivTech concludes it would not be appropriate to base a justification for a reduced number of parking spaces for the Shamrock food service warehouse by use of ITE Supermarket land use parking ratios.

Shamrock Experience. The second approach is to mimic the approach taken by CivTech in the companion traffic study it prepared in 2020 and to use data provided by Shamrock from some of its other similar food service warehouses. None was able to provide parking occupancy counts (whereby an observer recorded how many parking spaces were occupied on an hourly or half-hourly basis), but CivTech did receive hourly transaction data from the Shamrock food service warehouse in Fort Collins, Colorado. In an email transmitting the data to CivTech, Fort Collins was described to CivTech as having “a similar market size to Flagstaff.” The data provided was recorded over a three-month period and transactions per hour averages calculated. CivTech intends to use these hourly averages as proxies, in essence assuming one transaction represents one person in a vehicle. In addition, it was indicated to CivTech that up to 6 employees may be working at any one time in the facility. CivTech will also assume some adjustment for the overlap of arriving and departing vehicles and that, occasionally, two partners in a restaurant business may arrive in separate vehicles to meet and do the shopping for the day or next day, and leave after having completed just a single transaction. CivTech will also make an allowance that the hourly averages themselves are calculated from numbers of transactions can vary during the same hour from day to day and that the need could be higher need than the average may suggest.

Table 4 summarizes the hourly transaction data provided by Shamrock for its Fort Collins food service warehouse. These data are averages from the three-month period beginning June 22, 2021 and ending September 21, 2021.

TABLE 4 – HOURLY TRANSACTIONS FORT COLLINS (CO) SHAMROCKFOOR SERVICE WAREHOUSE

Hour beginning:	6 AM	7AM	8AM	9AM	10 AM	11 AM	12 N	1 PM	2 PM	3 PM	4 PM	5 PM	6 PM	7PM	Total
Average Transactions:	0.7	7.4	13.6	23.9	28.0	28.5	25.9	26.1	26.7	24.4	18.8	15.0	11.9	2.3	253.2

As noted above, 45 parking stalls are to be provided, three of which will be reserved for the disabled and another 6 for employees. Thus, for establishing the sufficient of the parking based on the Fort Collins data, CivTech will consider only the 36 parking spaces available to the general public. With a peak average of 29 hourly transactions (rounded up from 28.5), there is capacity for 7 more spaces or approximately 24%.

CivTech noted several adjustments that should be considered to make certain that the 36 spaces are sufficient. Each is assessed below.

Overlap. When engineers consider how a parking lot operates, there is always some consideration of the overlap of arriving and departing vehicles, especially in an environment where there are scheduled start and stop times of a sequence of events over the course of a day, such as at a place of worship.

Typically, it is considered that the capacity of the parking lot should be about ten percent more than the expected need to allow those arriving early to park before those departing early start to leave. Ten percent of 29 spaces would be another 3 spaces.

Hourly Variations. As noted, hourly average rates were provided for Shamrocks Fort Collins food service warehouse. An average is the sum of numbers divided by the count of individual numbers added. Thus, during the same hour, the transactions recorded could vary from one day to the next. However, as a business that provides products for other businesses, CivTech expects the fluctuations to be fairly minimal as there are no “loss-leaders” causing the number of customers to spike dramatically as might happen at a traditional supermarket. Additionally, there is little or no advertising in the electronic media, and so forth, leading CivTech to conclude that those who shop at a Shamrock food service warehouse likely do so on a fairly regular basis because that is what they need to do for their businesses and they do it on a regular schedule. Therefore, CivTech will assume that the peak numbers of hourly transactions are approximately ten percent above than the average. As above, ten percent of 29 spaces would be another 3 spaces.

Multi-Vehicle Transaction. CivTech also noted the possibility of one transaction representing two trips, by business partners or couples who might meet at the store because it is convenient, do the shopping, and then go from there. CivTech estimates this likelihood to be not more than 1 in any given hour and that the situation as described would most likely arise at the beginning or end of the business day, not during the busier midday hours. For purposes of this analysis, the need for 1 additional space is assumed.

Adding to the 29 average spaces allowances for 3 overlap spaces, 3 more spaces for hourly variations, and 1 space for multi-vehicle transactions brings the total to 36 spaces, which leaves no excess—and no shortage—of spaces. Therefore, the proposed parking lot with 36 spaces is sufficient.

SUMMARY AND CONCLUSIONS

Shamrock Foods is proposing to improve its Flagstaff facilities by constructing a new 18,680-SF food service warehouse on its east lot (the current parking lot), razing the existing building to provide a new parking lot, and moving its existing transportation hub facilities off-site to somewhere else in the Flagstaff area. While no substantial increase in the number of customers is being anticipated, the estimates of parking spaces required documented herein are based on a Shamrock Farms food service warehouse in Fort Collins, Colorado.

Based on the foregoing, CivTech concludes the following:

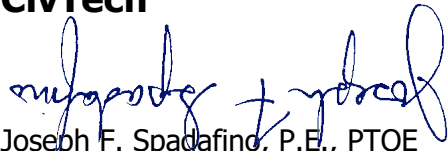
- The required parking based on the City’s Zoning Code is 63 motor vehicle parking spaces and 3 bicycle spaces.
- Per the expected conditions, 45 motor vehicle parking spaces and a 5-bicycle rack will be provided on-site for the new food service warehouse, resulting in a shortage of 18 motor vehicle parking spaces (before any allowable reductions) and an excess of 2 bicycle spaces.
- Three of the spaces will be spaces near the store entrance will be reserved for the disabled and marked and signed per ADA requirements.

- The total number of parking spaces required after allowable reductions is 55 parking spaces, which is 8 fewer than the number of spaces required before allowable reductions. After the reductions, there is still a shortage of 10 parking spaces when comparing the proposed 45 parking spaces to the required 66 parking spaces per the code after allowable reductions.
- It would not be appropriate to base a justification for a reduced number of parking spaces for the Shamrock food service warehouse by use of ITE Supermarket land use parking ratios.
- Based on Shamrock Fort Collins data and after allowing for 6 employee parking spaces, considering only the 36 parking spaces available to the general public, with a peak average of 29 hourly transactions, there is capacity for 7 more spaces or approximately 24%.
- Adding to the 29 average spaces allowances for 3 overlap spaces, 3 more spaces for hourly variations, and 1 space for multi-vehicle transactions brings the total to 36 spaces, which leaves no excess—and no shortage—of spaces. Therefore, the proposed parking lot with 45 spaces is sufficient.

Thank you for allowing CivTech to assist you on this project. Please contact me with any questions you may have on this statement.

Sincerely,

CivTech



Joseph F. Spadafino, P.E., PTOE
Senior Project Manager/Traffic Engineer

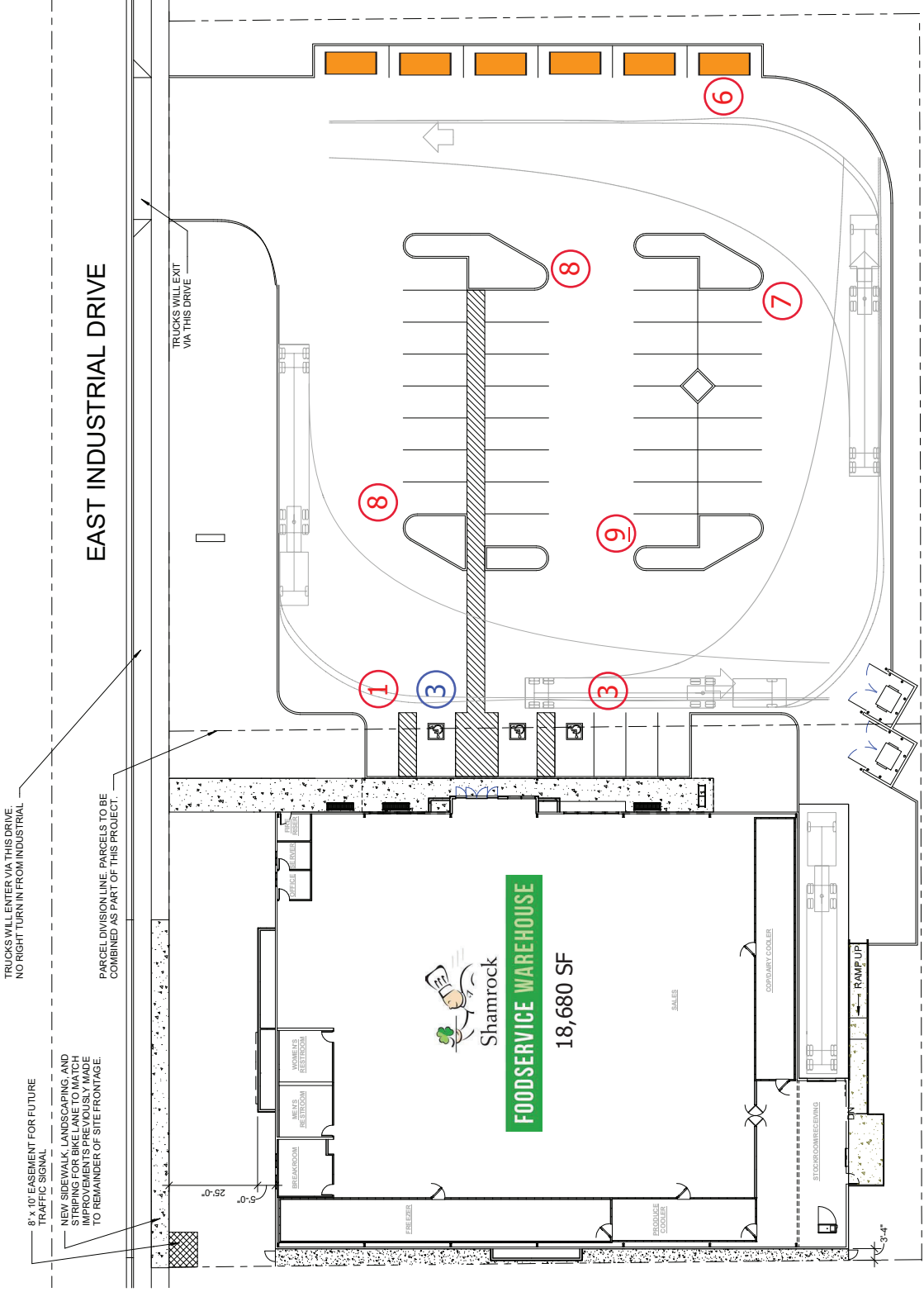
Attachment

FANNING DRIVE

LEGEND

- 36 Std Spaces (Public)
- 6 Std Spaces (Employees)
- 3 ADA Spaces

45 Spaces Total



Attachment A: Site Plan





Planning & Zoning Commission

6. A.

Meeting Date: 03/23/2022

From: Tiffany Antol, Senior Planner

Information

TITLE:

Preliminary Plat PZ-21-00154-01 MMV D3

MMV Devco, LLC requests Preliminary Plat approval for MMV D3 located at 1800 N Gemini Drive, a single-family subdivision on 6.31 acres in the MR (Medium Density Residential) Zone.

STAFF RECOMMENDED ACTION:

Staff recommends the Planning and Zoning Commission, in accordance with the findings presented in this report, forward the Preliminary Plat to the City Council with a recommendation of approval.

Executive Summary:

The applicant, MMV Devco, LLC, is seeking Preliminary Plat approval for a 41-lot single-family residential subdivision within the larger McMillan Mesa Village development. Lot sizes range from 3,990 square feet to 10,919 square feet. New infrastructure will need to be provided for the project including one new residential local road (Misty Meadow Drive), 8" water and sewer lines, dry utilities, and stormwater detention. City Staff approved the Preliminary Plat on February 24, 2022, based on conformance with all relevant development standards.

Attachments

Staff Report
Application
Preliminary Plat
Altice Utility Letter
APS Utility letter
Century Link Utility Letter
Flood Control District Letter
FUSD Letter
Unisource Utility Letter



PLANNING & DEVELOPMENT SERVICES REPORT

PRELIMINARY PLAT

PZ-21-00154-01

DATE: March 3, 2022
MEETING DATE: March 23, 2022
REPORT BY: Tiffany Antol, AICP

REQUEST:

MMV Devco, LLC requests Preliminary Plat approval for MMV D3 located at 1800 N Gemini Drive, a single-family subdivision on 6.31 acres in the MR (Medium Density Residential) Zone.

STAFF RECOMMENDATION:

Staff recommends the Planning and Zoning Commission, in accordance with the findings presented in this report, forward the Preliminary Plat to the City Council with a recommendation of approval.

PRESENT LAND USE:

The subject site is currently vacant.

PROPOSED LAND USE:

The MMV D3 subdivision, consisting of 41 single-family lots located on 6.31 acres in the MR (Medium Density Residential) Zone.

NEIGHBORHOOD DEVELOPMENT:

See the attached vicinity map for more information.

North: Congregate Care Facility, CC Zone.

South: Open Space, POS Zone.

East: Open Space, POS Zone.

West: FUTS Trail, Basis School, RD Zone.

REQUIRED FINDINGS:

The Planning and Zoning Commission shall find the proposed Preliminary Plat meets the requirements of the City Code Title 10, Flagstaff Zoning Code; City Code Title 11, General Plans and Subdivisions; and City Code Title 13, Engineering Design Standards and Specifications.

STAFF REVIEW:

I. Project Information

A. Background

In 2016, the City Council approved a rezoning request from Research and Development to Medium Density Residential on Parcel D3 within the McMillan Mesa Village Specific Plan area. The concept plan for Parcel D3 showed 50 single-family residential lots that front on an interior street that would be created through the subdivision process. The proposed elevations showed two-story homes like other houses located on McMillan Mesa.

The applicant, MMV Devco, LLC, is seeking Preliminary Plat approval for a 41-lot single-family residential subdivision within the larger McMillan Mesa Village development. Lot sizes range from 3,990 square feet to 10,919 square feet. New infrastructure will need to be provided for the project including one new residential local road (Misty Meadow Drive), 8" water and sewer lines, dry utilities, and stormwater detention. City Staff approved the Preliminary Plat on February 24, 2022, based on conformance with all relevant development standards.

B. Type of Plat

This Preliminary Plat request is for a single-family residential subdivision consisting of 41 individual lots. All areas in the subdivision not allocated as lots are reserved as tracts. Tract A is located at the southwestern portion of the subdivision and is designated as a Low Impact Development (LID) basin to address stormwater management requirements and Tract B located in the center of the subdivision is designated for open space.

II. Required Findings: Conformance with City Development Standards and Regional Plan

Staff reviewed and approved the Preliminary Plat based on conformance with City Code Title 10, Flagstaff Zoning Code; City Code Title 11, General Plans and Subdivisions; and City Code Title 13, Engineering Design Standards and Specifications.

A. City of Flagstaff Zoning Code (Title 10)

i. Medium Density (MR) Zone

The property is zoned MR, Medium Density Residential. The MR Zone has a minimum density requirement of 6 units per acre and a maximum density of 9 units per acre in the Resource Protection Overlay. The proposed 41 lots on 6.31 acres have a gross density of 6.50 units per acre and a net density of 8.25 units per acre, which meets the minimum density for the MR Zone per Section 10-10.30.070.

Planned Residential Development (PRD) is a permitted use in the MR zone. Division 10-40.60.280 of the Zoning Code addresses specific use standards for Planned Residential Developments. PRDs may use different building types (i.e., Carriage House, Single-Family Cottage, Duplex) as part of an integrated site planning process in non-transect zones and for achieving gross densities on undeveloped land where substantial natural resources are present on the site. Division 10-50.110 of the Zoning Code provides standards for specific building types and specifies the transect zones in which they are allowed. The T4N.2 transect zone allows the Single-Family building types in new neighborhoods.

The Single-Family Cottage building type permits a minimum lot area of 2,500 square feet. The lots within this subdivision comply with the minimum lot area per building type. The preliminary plat complies with the applicable standards and building form and placement standards such as setbacks and height allowed in the T4N.2 transect zone (Division 10-40.40.060 of the Zoning Code).

Setback requirements for the T4N.2 transect zone are:

Front	5' min, 12' max
Side	3' min
Side Street	10' min, 15' max
Rear	3' min

Each building type has specific frontage types that must be used when developing the individual lots. In this case, the Projecting Porch frontage type has been applied to all lots. Division 10-50.120.040 addresses the standards for the Projecting Porch frontage type. With this frontage type, the house has a small to medium setback from the property line. The resulting front yard is typically very small.

ii. Natural Resources

The subject property is located within the Resource Protection Overlay. A Resource Protection Plan was prepared for the entire McMillan Mesa Village area. No resources are required to be preserved on the subject site.

iii. Historic/Cultural Resources

Cultural resource clearance will be required for this subdivision prior to the submission of civil plans.

iv. Parks, Open Space, Pedestrian, and Bicycle Facilities

The closest City-owned parks to the site are Buffalo Park, a regional recreational facility, and Ponderosa Park, a neighborhood facility. The subject property is also surrounded by the City-owned McMillan Mesa Natural Area (protected open space). In addition, 15% of the property is set aside as open space within the subdivision as is required in the Medium Density Residential (MR) Zone. Staff is confident that the park and recreational needs of the residents of the proposed development will be met through these amenities provided on- and off-site.

B. City of Flagstaff Subdivision Standards (Title 11)

i. Preliminary Plat

IDS approved the Preliminary Plat based on conformance with the procedures and application requirements outlined in Section 11-20.60: Preliminary Plat.

ii. Subdivision Standards and Regulations

IDS also approved the Preliminary Plat based on conformance with relevant standards in Section 11-20.120: Subdivision Design Standards and Requirements.

ii.1 Lot Design

The proposed subdivision meets the standards for lot design:

- Meet the minimum lot width, depth, and size requirements of the Zoning Code.
- Be designed appropriately for the location and character of the proposed development, street improvements, and underlying topography.
- All lots shall be lawfully built upon and be developable (lots are designed in a way so that development can meet all relevant development standards).
- Buildable area (building envelope) shall be located away from the crest of ridge lines.
- Buildable area shall be determined by setback requirements and the location of natural topographic features.

ii.2 Street Design

The proposed subdivision meets the standards for street design:

- Meet the street cross-section standards (Engineering Standards) for the type of street proposed.
- Street design is appropriate for underlying topography and in relation to existing streets. Where feasible, streets shall be placed on top of ridges to minimize the extent of grading and reduce the visual impact of development.

ii.3 Easement Design

The proposed subdivision meets the standards for easement design:

- Easements shall be provided and dedicated where deemed necessary for specific purposes (the plat will dedicate a public utility easement and a drainage easement).
- Drainage easements shall substantially follow the line of any existing watercourse that traverses the land.

ii.4 Block Design

The proposed subdivision meets the standards for block design:

- Blocks in non-transect zones shall not normally exceed 1,200 feet in length measured from the property lines, except in hillside developments or where a subdivision of one-half acre lots or larger justify or require a variation from this requirement, or where there are unusual conditions of the property being subdivided.

iii. Minimum Required Subdivision Improvements

The subdivider is required to improve all streets, pedestrian ways, alleys, and easements in the subdivision and adjacent to it as required to serve the subdivision. Staff review of the Preliminary Plat along with the impact analyses discussed in the Engineering Standards section below identified the required improvements in conformance with Section 11-20.130: Minimum Required Subdivision Improvements. These improvements will formally be approved with Civil Engineering Plans review, which will occur after Preliminary Plat approval by City Council.

C. City of Flagstaff Engineering Standards (Title 13)

As part of the Preliminary Plat Block Plat review, Staff conducted a public systems analysis to confirm preliminary compliance with Engineering Standards. Following Preliminary Plat approval, the applicant shall submit and receive approval for Civil Engineering Plans for the subdivision prior to review and approval of the Final Plat. Approval of the Civil Engineering Plans will be contingent on the plat meeting City Engineering Standards.

i. Access and Traffic

McMillan Mesa Village is bounded on the north by Forest Avenue. Vehicular access is provided along North Gemini Drive, a looped roadway through the subdivision connecting with Forest Avenue via a controlled right-in/right-out entrance on the western edge of the subdivision and a four-way signalized intersection on the eastern edge of the subdivision. North Gemini Drive connects with North Pine Cliff Drive, which provides a southerly access to Ponderosa Parkway. North Gemini Drive and North Pine Cliff Drive as well as the signalized intersection on North Forest Ave were constructed in conjunction with the development of the McMillan Mesa Village subdivision.

A Traffic Impact Analysis for the McMillan Mesa Village Specific Plan was completed by Pike Engineering on May 20, 1992. At the time this analysis was prepared, the infrastructure for the subdivision was contemplated; however, it was not completed. In 2008, the applicant completed the infrastructure according to the Specific Plan as part of the McMillan Mesa Village subdivision. The road sections constructed within the subdivision changed from those identified in the specific plan to current public roadway standards. The lane widths were reduced resulting in less pavement, five-foot parkways, four and one-half or five-foot wide bike lanes, and a fifteen-foot wide median on North Gemini Drive. North Pine Cliff drive south of the roundabout does not include medians but does include parking along the portion south of Pinion Court to accommodate for the residentially platted lots. The developer of the subdivision was allowed to relocate the final location of the FUTS from the original specific plan to avoid steep slope conditions.

According to the ordinance that adopted the McMillan Mesa Village Specific Plan and granted the existing zoning entitlements, the developer was required to construct a traffic signal at the intersection of Gemini and Forest Avenue. A Traffic Impact Analysis is typically required as part of a Concept Zoning Map Amendment application. The applicant submitted a Traffic Statement letter, with the rezoning for this property, that indicates the original Average Daily Trips per day are reduced from 21,334 to 7,769. For this reason, a new Traffic Impact Analysis was not required.

ii. Water and Wastewater

A previous Water and Sewer Impact Study was completed for the McMillan Mesa Village subdivision in July 2006. The applicant was required to show as part of the review on this application that the proposed subdivision will have no significant impact to existing off-site water and sewer infrastructure because of this development. The land use and intensity proposed can be served by existing infrastructure. There is adequate existing capacity as long as water and sewer demands do not increase from the Specific Plan Amendment.

Water

Existing Zone A water infrastructure in the development area includes a twelve-inch (12") diameter waterline tying into the 12" main located at the United States Geological Survey (USGS) facility. The waterline then loops through the internal project, following the North Gemini Drive alignment, and ultimately connecting back to the Zone A system at the intersection of North Turquoise Drive and East Cedar Avenue. For the proposed subdivision, the existing water line in

North Gemini Drive will be connected to a new 8" water line which will be routed through the public road loop on parcel D3. Water taps will be provided to each lot in the subdivision.

Wastewater

The existing 15" diameter Switzer Canyon trunk line is the connection point for all sewage flows generated by the McMillan Mesa Village subdivision. The Switzer Canyon sewer collector system gravity flows to the south until it ultimately connects to a 33" RCP interceptor line in Foxglenn Park. The McMillan Mesa Village Subdivision was required to make off-site modifications to the existing sewer system including the replacement of the 33" sewer line, which connects manholes 23-063 and 23-058, with a 42" pipe. This reach was approximately 2237' feet in length and runs from Foxglenn Park to the intersection of E Butler Avenue.

The applicant will be providing a new 8" inch sewer line in the public road loop that will be connected to the existing sewer main within Pine Cliff Drive. This connection will be provided through the southwest corner of the property and will run underneath the proposed FUTS trail connection shown on the City-owned property and then through an easement on the Basis property out to Pine Cliff Drive. No portion of the McMillan Mesa Natural Area will be impacted by this sewer extension.

iii. Stormwater

Prior to the adoption of the McMillan Mesa Village Specific Plan, a Drainage Analysis for McMillan Mesa Village was prepared by Pike Engineering on May 21, 1991, with multiple revisions up to October 9, 1992. In 2006, the applicant began the design and City submittals for construction of the subdivision infrastructure. As a component of the design and construction of the infrastructure, the applicant hired Shephard Westnitzer, Inc. to provide a detailed hydrology study, also referred to as the Final Drainage report for McMillan Mesa Village. The initial study, provided to the City on August 23, 2007, was revised on February 7, 2008, with the last revision published on August 15, 2016, for the Basis School development.

According to the Basis Report, Parcel D3 is located within Drainage Basins A1 and A2 and will drain to regional detention Pond A. The proposed MMV D3 subdivision will consist of approximately 3.62 acres of impervious cover and 2.69 acres of landscape area which can be accommodated within Pond A. No additional stormwater detention is required for this project. Although detention for the site will be provided within Pond A, the site will still be required to meet the City's Low Impact Development (LID) standards. An LID facility is provided in the southwestern corner of the proposed subdivision designed to meet the City's requirements.

REQUIRED FINDINGS:

The Planning and Zoning Commission shall find the Preliminary Plat meets the requirements of the City Code Title 10, Flagstaff Zoning Code; City Code Title 11, General Plans and Subdivisions; and City Code Title 13, Engineering Design Standards and Specifications.

Recommendation

Staff recommends the Planning and Zoning Commission, in accordance with the required findings presented in this report, forward the Preliminary Plat to the City Council with a recommendation of approval.

Attachments:

- Application
- Preliminary Plat
- Vicinity Map
- Utility notification letters



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

SUBD

Date Received	Application for Subdivision Review	File Number
Property Owner(s) MMV DEVCO, LLC		Phone (480) 627-7000
Mailing Address 15300 N. 90TH STREET, STE 200	City, State, Zip SCOTTSDALE, AZ 85260	Email
Applicant(s) CAVAN REAL ESTATE		Phone (480) 627-7000
Mailing Address 15300 N. 90TH STREET, STE 200	City, State, Zip SCOTTSDALE, AZ 85260	Email
Project Representative Dave Cavan		Phone (480) 747-9426
Mailing Address 15300 N. 90TH STREET, STE 200	City, State, Zip SCOTTSDALE, AZ 85260	Email DAVECAVAN@CAVANREALESTATE.NET
Requested Review:	<input type="checkbox"/> Development Master Plan <input type="checkbox"/> Conceptual Plat <input type="checkbox"/> Modified Subdivision <input checked="" type="checkbox"/> Preliminary Plat	<input type="checkbox"/> Preliminary Plat P&Z and Council <input type="checkbox"/> Final Plat- Council

Project Name: MMV PARCEL D3		Site Address 1800 N. GEMENI DR.		Parcel Number 101-46-006	
Proposed Use RESIDENTIAL		Existing Use UNDEVELOPED		Subdivision, Tract & Lot Number MCMILLAN MESA VILLAGE LOT D3	
Zoning District MR		Regional Plan Category SUBURBAN		Flood Zone X	
				Size of Site (Sq. ft. or Acres) 6.31 ACRES	
Property Information:		<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?			
Surrounding Uses	North	South	East	West	
(Res, Com, Ind)	COM	OPEN SPACE	OPEN SPACE	COM	

Proposed Use:	Number of Lots	Number of Units	Number of acres per use	Building Square Feet
RESIDENTIAL	41			

Please complete a "Subdivision Review Application" and provide an initialed "Application and Information Checklist" form along with the required number of plans and information as appropriate for a Development Master Plan, Conceptual, Preliminary or Final Plat. **Incomplete submittals will not be scheduled.**

Property Owner Signature: (required)	Date: 10/7/21	Applicant Signature:	Date: 10/7/21
---	----------------------	-----------------------------	----------------------

For City Use					
Date Filed:		Case Number (s)			
P & Z Hearing Date:			Publication and Posting Date:		
Council Hearing Date:			Publication and Posting Date:		
Fee Receipt Number:		Amount:		Date:	
Action by Planning and Zoning Commission:			Action By City Council:		
<input type="checkbox"/> Approved			<input type="checkbox"/> Approved		
<input type="checkbox"/> Denied			<input type="checkbox"/> Denied		
<input type="checkbox"/> Continued			<input type="checkbox"/> Continued		
Staff Assignments	Planning	Engineering	Fire	Public Works/Utilities	Stormwater

PROJECT OWNER:

MMV DEVCO, LLC.
RAINTREE CORPORATE CENTER
15300 N. 90TH STREET, STE. 200
SCOTTSDALE, AZ 85620
(480) 627-7000

PROJECT DEVELOPER:

CAVAN REAL ESTATE
DAVE CAVAN
RAINTREE CORPORATE CENTER
15300 N. 90TH STREET, STE. 200
SCOTTSDALE, AZ 85620
(480) 627-7000

SURVEYOR:

SHEPHARD-WESNITZER, INC.
AARON BORLING, RLS #48756
110 W. DALE AVE.
FLAGSTAFF, AZ 86001
(928) 774-0354

PROPERTY INFORMATION:

McMILLAN MESA VILLAGE - PARCEL D3
ADDRESS - 1000 N. GEMINI DR.
FLAGSTAFF, AZ 86001

A: APN# 101-46-006 (± 6.31 AC)
B: MEDIUM DENSITY (MR) - PRD (T4N.2)

NUMBER OF UNITS/LOTS: 41
TOTAL ACREAGE OF LOTS: ± 4.2 AC
NUMBER OF TRACTS: 2
TOTAL ACREAGE OF TRACTS: ± 0.55 AC
BUILDING TYPE: COTTAGE
FRONTAGE TYPE: PORCH
GROSS AREA: 6.31 ACRES
GROSS DENSITY: 6.50 UNITS PER ACRE
NET ACREAGE (EXCLUDING ROADWAY): 4.97 ACRES
NET DENSITY (EXCLUDING ROADWAY): 8.25 UNITS PER ACRE

- 1. ALL UTILITIES, INCLUDING STREET LIGHT AND ELECTRIC LINES INSTALLED WITH THIS DEVELOPMENT SHALL BE PLACED UNDERGROUND.
2. DEVELOPMENT AND USE OF THIS SITE WILL CONFORM TO ALL APPLICABLE CITY OF FLAGSTAFF CODES AND ORDINANCES.
3. AN ASSOCIATION WILL BE FORMED AND HAVE THE RESPONSIBILITY FOR MAINTAINING ALL COMMON AREAS TO BE NOTED AS "TRACTS" (INCLUDING LANDSCAPED AREAS AND DRAINAGE FACILITIES).
4. NEW IMPERVIOUS SURFACE AREA: 157,688 SF (3.62 ACRES) PER TABLE ON SHEET SS01.
5. ALL RIGHT-OF-WAYS WITHIN THE SUBDIVISION SHALL BE DEDICATED TO CITY OF FLAGSTAFF.
6. MAIL BOX LOCATIONS MUST BE APPROVED BY THE UNITED STATES POST OFFICE.

SUMMARY OF TRACTS

- 1. TRACT A IS INTENDED FOR LID FACILITIES & TRAIL.
2. TRACT B IS INTENDED FOR OPEN SPACE.

ZONING:

THE PROJECT IS LOCATED WITHIN THE MEDIUM DENSITY (MR) ZONE. SINGLE-FAMILY DEVELOPMENT IS PERMITTED IN THE MR ZONE AS A PLANNED RESIDENTIAL DEVELOPMENT (PRD).

OPEN SPACE NOTE:

PER CITY OF FLAGSTAFF ZONING CODE SECTION 10-30.60.90, THE SITE IS REQUIRED TO PROVIDE 15% OF THE SITE AS OPEN SPACE. BASED ON THE PROPOSED LAYOUT, THE SITE PROVIDES APPROXIMATELY 46,320 SF (1.06 ACRES) OF OPEN SPACE (~16.9% OF THE SITE).

EARTHWORK SUMMARY

SITE GRADING:

UNADJUSTED CUT: 6,967 CY
UNADJUSTED FILL: 597 CY

EARTHWORK VOLUMES SHOWN ABOVE ARE BASED ON IN-PLACE VOLUMES REQUIRED FOR SITE GRADING. QUANTITIES ARE NOT ADJUSTED FOR SHRINKAGE (SEE GEOTECH REPORT FOR ESTIMATED SHRINKAGE FACTORS). THESE RESULTS MAY NOT REFLECT THE FINAL CONSTRUCTED QUANTITIES. THE CONTRACTOR IS RESPONSIBLE FOR MAKING HIS OWN QUANTITY DETERMINATIONS. ADDITIONAL EARTHWORK QUANTITIES SHALL BE CONSIDERED INCIDENTAL TO BUILDING CONSTRUCTION. ANY WASTE MATERIAL SHALL BE INCIDENTAL TO CONSTRUCTION.

SOURCE OF PROJECT INFORMATION

TOPOGRAPHIC INFORMATION BASED ON DATA PROVIDED BY MOGOLLON ENGINEERING & SURVEYING AND SUPPLEMENTAL TOPOGRAPHY BY SWI PROJECT NO. 08361.

BOUNDARY INFORMATION BASED ON McMILLAN MESA VILLAGE FINAL PLAT BY SWI, DATED 3/06/2008.

LEGAL DESCRIPTIONS

PARCEL D3 ACCORDING TO THE FINAL PLAT FOR McMILLAN MESA VILLAGE, INSTRUMENT NUMBER 3488287, OFFICIAL RECORDS OF COCONINO COUNTY, LOCATED WITHIN THE NORTHEAST QUARTER OF SECTION 15, TOWNSHIP 21 NORTH, RANGE 7 EAST, OF THE GILA AND SALT RIVER MERIDIAN, CITY OF FLAGSTAFF, COCONINO COUNTY, ARIZONA.

RESOURCE PRESERVATION

THE PROJECT IS LOCATED WITHIN THE RESOURCE PROTECTION OVERLAY (RPO). A NATURAL RESOURCE PROTECTION PLAN WAS PREPARED FOR THE McMILLAN MESA VILLAGE SUBDIVISION INCLUDING THIS SITE. THERE ARE NO PROTECTED RESOURCES ON THIS SITE.

FEMA DESIGNATION

THIS PROJECT IS LOCATED WITHIN ZONE X OF FEMA FIRM MAP #04005C6809G, EFFECTIVE SEPTEMBER 3, 2010. ZONE X IS DESCRIBED AS AN AREA DETERMINED TO BE OUTSIDE THE 500-YR FLOODPLAIN.

WATER AND SEWER IMPACT ANALYSIS

THE PLAT IS IN COMPLIANCE WITH THE RECOMMENDATIONS SET FORTH IN THE McMILLAN MESA VILLAGE W.S.I.A. PREPARED BY THE CITY OF FLAGSTAFF UTILITIES DEPARTMENT DATED JULY 7, 2006. A WATER AND SEWER IMPACT ANALYSIS WAIVER HAS BEEN REQUESTED.

ADEQUATE WATER SUPPLY NOTE:

THE CITY OF FLAGSTAFF PROVIDES WATER [UTILITY] SERVICE PURSUANT TO STATE LAW, AND IS CURRENTLY OPERATING UNDER A DESIGNATION OF ADEQUATE WATER SUPPLY GRANTED BY THE ARIZONA DEPARTMENT OF WATER RESOURCES, APPLICATION NO. 41-900002.0002.

FENCING NOTE

FENCING IS ALLOWED WITHIN THE APPROVED SETBACKS AND BUILDING ENVELOPES. CONSTRUCTION OF ANY FENCING ADJACENT TO THE CITY OF FLAGSTAFF OPEN SPACE SHALL NOT DISTURB ANY PORTION OF THE EXISTING OPEN SPACE AREAS.

STORMWATER

DOWNSPOUT FILTERS TO BE PROVIDED FOR LOTS 1-26.

CERTIFICATE OF LAND SURVEYOR

This is to certify that the survey of the property described and plotted hereon was made under my direction and supervision and is accurately represented on this plat.

I also certify that the plat is in substantial conformance to the approved tentative plat and that this plat is correct and accurate as shown to the best of my knowledge and belief.

Registered Land Surveyor

Date

PRELIMINARY PLAT
FOR
McMILLAN MESA VILLAGE
PARCEL D3
FLAGSTAFF, ARIZONA

LOCATED IN NE 1/4 OF SECTION 15, TOWNSHIP 21 NORTH, RANGE 07 EAST OF THE GILA AND SALT RIVER MERIDIAN, COCONINO COUNTY, CITY OF FLAGSTAFF, ARIZONA



VICINITY MAP

PROJECT LOCATION

UTILITY COMPANY CONTACTS

APS
CONTACT: CHAD BROOKS
2200 E. HUNTINGTON
FLAGSTAFF, AZ 86004
CHAD.BROOKS@APS.COM
PHONE: (928) 773-6440

UNISOURCE ENERGY SERVICES
CONTACT: MARTIN CONBOY
2901 W SHAMRELL BLVD #110
FLAGSTAFF, AZ 86001
MCONBOY@UESAZ.COM
PHONE: (928) 226-2269

CENTURYLINK
CONTACT: MANUEL HERNANDEZ
112 NORTH BEAVER STREET
FLAGSTAFF, AZ 86001
MANUEL.HERNANDEZ4@CENTURYLINK.COM
PHONE: (928) 779-4935

ALTICE USA
CONTACT: SANFORD YAZZIE
1601 SOUTH PLAZA WAY
FLAGSTAFF, AZ 86001
SANFORD.YAZZIE@ALTICEUSA.COM
PHONE: (928) 266-0672

UTILITY CONFLICT

UNDERGROUND UTILITIES SHOWN ARE APPROXIMATE AND WERE COMPILED FROM RECORD DRAWINGS, SURVEY, AND CONSTRUCTION PLANS FURNISHED BY OTHERS. THE CONTRACTOR IS ULTIMATELY RESPONSIBLE FOR DETERMINING THE ACTUAL LOCATIONS OF ALL UNDERGROUND LINES THAT MAY AFFECT WORK PRIOR TO CONSTRUCTION.

DEDICATION

THE OWNER DOES HEREBY DEDICATE TO UNISOURCE ENERGY SERVICES AND ITS SUBSIDIARY UNS GAS, INC., ITS SUCCESSORS AND ASSIGNS ALL AREAS ON THIS PLAT MARKED PUE OR PUBLIC UTILITY EASEMENT AND THE PROPERTY DESIGNATED ON THE PLAT FOR STREETS, WHETHER PUBLIC OR PRIVATE, FOR EXISTING NATURAL GAS FACILITIES TOGETHER WITHIN THE RIGHT TO INSTALL REQUIRED SERVICE CONNECTIONS OVER OR UNDER THE SURFACE TO SERVE IMPROVEMENTS THEREON OR ADJACENT TO.

Sheet List Table with columns: Sheet Number, Sheet Number, Sheet Title. Rows include CVR, EPO1, PPO1, and SS01.

BASIS OF BEARING

LINEAR UNIT: INTERNATIONAL FEET
GEODETIC DATUM: NAD 83 (2002.0)
VERTICAL DATUM: NGVD 29 (SEE BELOW)
SYSTEM: CITY OF FLAGSTAFF LOW DISTORTION PROJECTION (06)

PROJECTION: TRANSVERSE MERCATOR
LATITUDE OF GRID ORIGIN: 35° 00' 00" N
LONGITUDE OF CENTRAL MERIDIAN: 111° 37' 00" W
NORTHING AT GRID ORIGIN: 0.0 FT
EASTING AT CENTRAL MERIDIAN: 70,000 FT
CENTRAL MERIDIAN SCALE FACTOR: 1.000333 (EXACT)

ALL MEASURED DISTANCES AND BEARINGS SHOWN HEREON ARE GRID VALUES BASED ON THE PRECEDING PROJECTION DEFINITION. THE PROJECTION WAS DEFINED SUCH THAT GRID DISTANCES ARE EQUIVALENT TO "GROUND" DISTANCES IN THE PROJECT AREA.

THE BASIS OF BEARINGS IS TRUE GEODETIC NORTH. NOTE THAT THE MEASURED GRID BEARINGS SHOWN HEREON (OR IMPLIED BY GRID COORDINATES) DO NOT EQUAL GEODETIC BEARINGS DUE TO MERIDIAN CONVERGENCE.

ORTHOMETRIC HEIGHTS (ELEVATIONS) WERE TRANSFERRED TO THE SITE FROM CITY OF FLAGSTAFF CONTROL POINT 1720110 (NGVD 29) USING GPS WITH NGS GEOD MODEL "GEOID03". ELEVATIONS SHOWN HEREON ARE REFERENCED TO THE PUBLISHED ELEVATION OF THIS STATION.

THE SURVEY WAS CONDUCTED USING GPS REFERENCED TO THE NATIONAL SPATIAL REFERENCE SYSTEM. A PARTIAL LIST OF POINT COORDINATES FOR THIS SURVEY IS GIVEN BELOW (ADDITIONAL COORDINATES ARE AVAILABLE UPON REQUEST). LOCAL NETWORK ESTIMATES ARE GIVEN AT THE 95% CONFIDENCE LEVEL AND ARE BASED ON AN APPROPRIATELY CONSTRAINED LEAST-SQUARES ADJUSTMENT OF OVER-DETERMINED AND STATISTICALLY INDEPENDENT OBSERVATIONS.

BEARING AND DISTANCE BETWEEN CITY OF FLAGSTAFF POINT 1620000 AND 1720110: S 35° 51' 18" E 1788.55 FT

POINT #31 (COF # 1620000)

Table with columns: LATITUDE, LONGITUDE, ELLIPSOID HEIGHT, NORTHING, EASTING, ELEVATION, ESTIMATED ACCURACY. Row for POINT #31.

POINT #1250 3" ALUM. CAP USDAFS T21N R7E

Table with columns: LATITUDE, LONGITUDE, ELLIPSOID HEIGHT, NORTHING, EASTING, ELEVATION, ESTIMATED ACCURACY. Row for POINT #1250.

POINT #1251 (COF # 1720110) SITE BENCHMARK 3" BRASS CAP USDIJLM 1981

Table with columns: LATITUDE, LONGITUDE, ELLIPSOID HEIGHT, NORTHING, EASTING, ELEVATION, ESTIMATED ACCURACY. Row for POINT #1251.

POINT #1329 3" ALUM. CAP 1/4 S15-S14 2003 RLS 26406

Table with columns: LATITUDE, LONGITUDE, ELLIPSOID HEIGHT, NORTHING, EASTING, ELEVATION, ESTIMATED ACCURACY. Row for POINT #1329.

LEGEND

Legend table listing symbols for ROW, EASEMENT, GRAVITY SEWER LINE, PUBLIC WATER LINE, STORM DRAIN PIPE, LOT BOUNDARY, FIRE HYDRANT, AIR RELEASE VALVE, SEWER MANHOLE, STORM DRAIN MANHOLE, CATCH BASIN, GATE VALVE, LIGHT POLE, TREE, EX. LOT LINE, EX. EASEMENT, EX. INTERMEDIATE CONTOUR, EX. INDEX CONTOUR, EX. WATER LINE, EX. SEWER LINE, EX. GAS, EX. STORM DRAIN, EX. UNDERGROUND UTIL., EX. OVERHEAD UTIL., SECTION LINE, EX. ROAD STRIPING, EX. WATER VALVE, EX. SIGNAGE, EX. ELECTRIC BOX, LID BASIN.

UTILITY COMPANY APPROVAL

ARIZONA PUBLIC SERVICE

CHAD BROOKS (BY LETTER)
BY: _____ DATE: _____

UNISOURCE ENERGY SERVICES

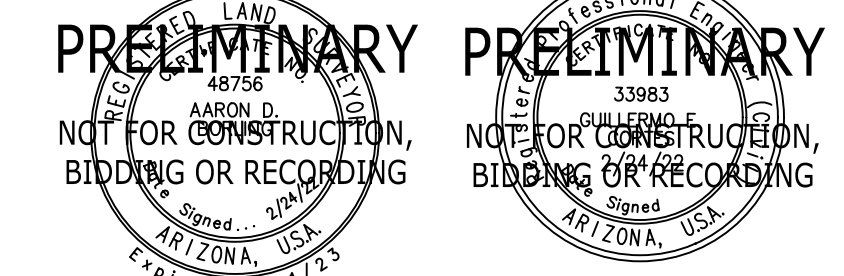
MARTIN CONBOY (BY LETTER)
BY: _____ DATE: _____

CENTURYLINK

MANUEL HERNANDEZ (BY LETTER - KEVIN WAGNER)
BY: _____ DATE: _____

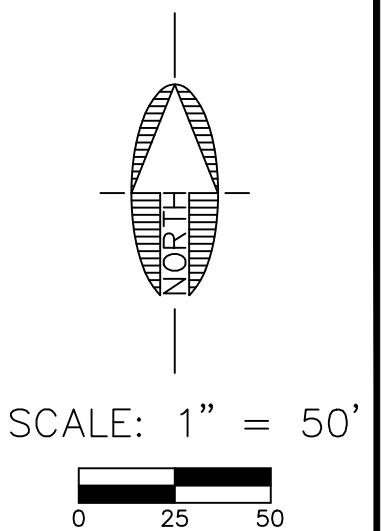
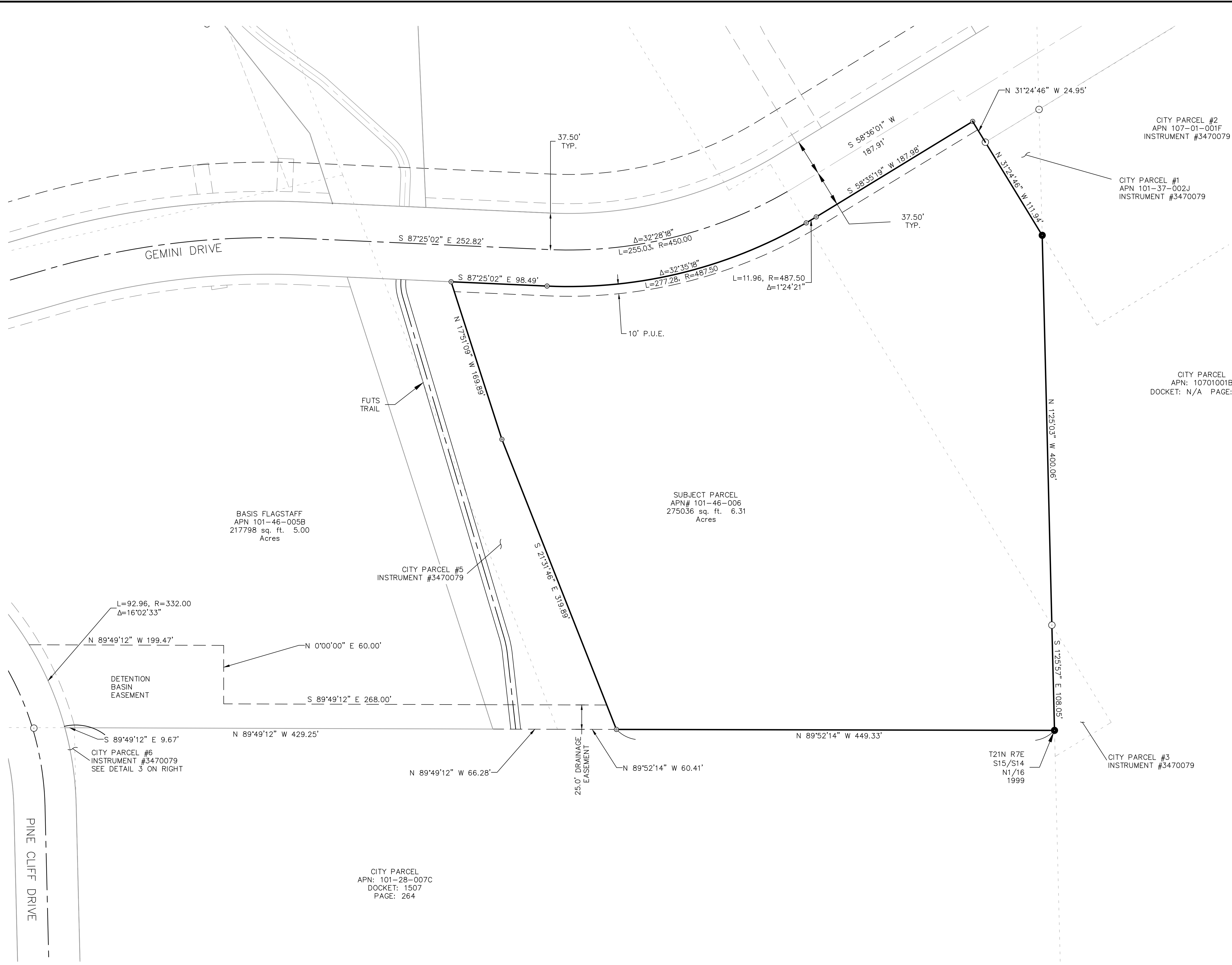
ALTICE USA

SANFORD YAZZIE (BY LETTER)
BY: _____ DATE: _____



C.O.F. Project #PZ 21-00154

Vertical sidebar containing: JOB NO. 16103, DATE: FEB 22, SCALE: AS SHOWN, DRAWN: JEE, DESIGN: JEE, KMF, CHECKED: KMF, 110 W. Dale Avenue, Flagstaff, AZ 86001, SWI logo, Shephard Wesnitzer, Inc., ARIZONA 801 logo, and drawing number CVR.



LEGEND

- PARCEL BOUNDARY LINE
- CENTERLINE
- - - - - TWO-STORY BUILDING SETBACKS
- - - - - PUBLIC UTILITIES AND DRAINAGE EASEMENTS
- - - - - EXISTING BOUNDARIES
- - - - - EXISTING RIGHT OF WAY CENTERLINE
- - - - - EXISTING EASEMENTS
- - - - - EXISTING RIGHT OF WAY

- FOUND 1" OPEN PIPE AFFIXED TAG STAMPED "RLS 40460"
- ⊙ FOUND SURVEY NAIL
- FOUND CAPPED 1/2" REBAR STAMPED "NES LS 14671" UNLESS OTHERWISE NOTED
- FOUND 1/2" REBAR AFFIXED TAG STAMPED "RLS 40460"
- ⊙ SET 1/2" REBAR WITH ALUMINUM CAP "LS40640"

PARCEL MAP CHECK REPORT

OVERALL PROPERTY BOUNDARY
 North: 75869.0038' East: 65669.9951'

Segment #1 : Line
 Course: S1° 25' 03.30"E Length: 400.060'
 North: 75469.0663' East: 65679.8922'

Segment #2 : Line
 Course: S1° 25' 56.76"E Length: 108.048'
 North: 75361.0520' East: 65682.5932'

Segment #3 : Line
 Course: N89° 52' 13.53"W Length: 449.330'
 North: 75362.0682' East: 65233.2644'

Segment #4 : Line
 Course: N21° 31' 46.01"W Length: 319.889'
 North: 75659.6382' East: 65115.8717'

Segment #5 : Line
 Course: N17° 51' 09.47"W Length: 169.893'
 North: 75821.3506' East: 65063.7876'

Segment #6 : Line
 Course: S87° 25' 02.00"E Length: 98.486'
 North: 75816.9125' East: 65162.1736'

Segment #7 : Curve
 Length: 277.277' Radius: 487.500'
 Delta: 32.5883 (d) Tangent: 142.501'
 Chord: 273.555' Course: N78° 17' 19.05"E
 Course In: N2° 34' 58.00"E Course Out: S30° 00' 19.91"E
 RP North: 76303.9173' East: 65184.1417'
 End North: 75881.7536' East: 65427.9328'

Segment #8 : Curve
 Length: 11.961' Radius: 487.500'
 Delta: 1.4058 (d) Tangent: 5.991'
 Chord: 11.961' Course: N59° 17' 29.60"E
 Course In: N30° 00' 19.91"W Course Out: S31° 24' 40.90"E
 RP North: 76303.9174' East: 65184.1421'
 End North: 75887.8617' East: 65438.2166'

Segment #9 : Line
 Course: N58° 35' 19.10"E Length: 187.979'
 North: 75985.8324' East: 65598.6468'

Segment #10 : Line
 Course: S31° 24' 46.34"E Length: 24.948'
 North: 75964.5409' East: 65611.6498'

Segment #11 : Line
 Course: S31° 24' 46.34"E Length: 111.944'
 North: 75869.0041' East: 65669.9951'

Perimeter: 2159.815' Area: 275035.12 Sq. Ft.
 Error Closure: 0.0003 Course: N1° 36' 47.74"W
 Error North: 0.00029 East: -0.00001

Precision 1: 7186976.667

NOTES:
 FOR ADDITIONAL MEASURED AND RECORD BOUNDARY INFORMATION REFER TO RESULTS OF SURVEY RECORDED IN INSTRUMENT # 3445467 IN THE OFFICE OF THE COCONINO COUNTY RECORDERS.

PRELIMINARY
 NOT FOR CONSTRUCTION, BIDDING OR RECORDING

PRELIMINARY
 NOT FOR CONSTRUCTION, BIDDING OR RECORDING

FLAGSTAFF ARIZONA

MC MILLAN MESA VISTA PARCEL D33

EXISTING BOUNDARY + EASEMENTS

JOB NO: 16103
 DATE: FEB 22
 SCALE: AS SHOWN
 DRAWN: JEE, KMF
 DESIGN: JEE, KMF
 CHECKED: KMF

110 W. Dole Avenue
 Flagstaff, AZ 86001
 928.774.0354
 928.774.8934 fax
 www.swi.az.com

SWI
 Shephard Wesnitzer, Inc.

NO.	REVISIONS	DATE	BY

NO. DESCRIPTION

Call at least two full working days before you begin excavation.

ARIZONA 811
 Arizona Blue Stake, Inc.
 888-841-1111 or 1-800-514-1111 (AZ-5148)

DRAWING NO. **EP01**

SHT NO. 2 OF 4

C.O.F. Project #PZ 21-00154

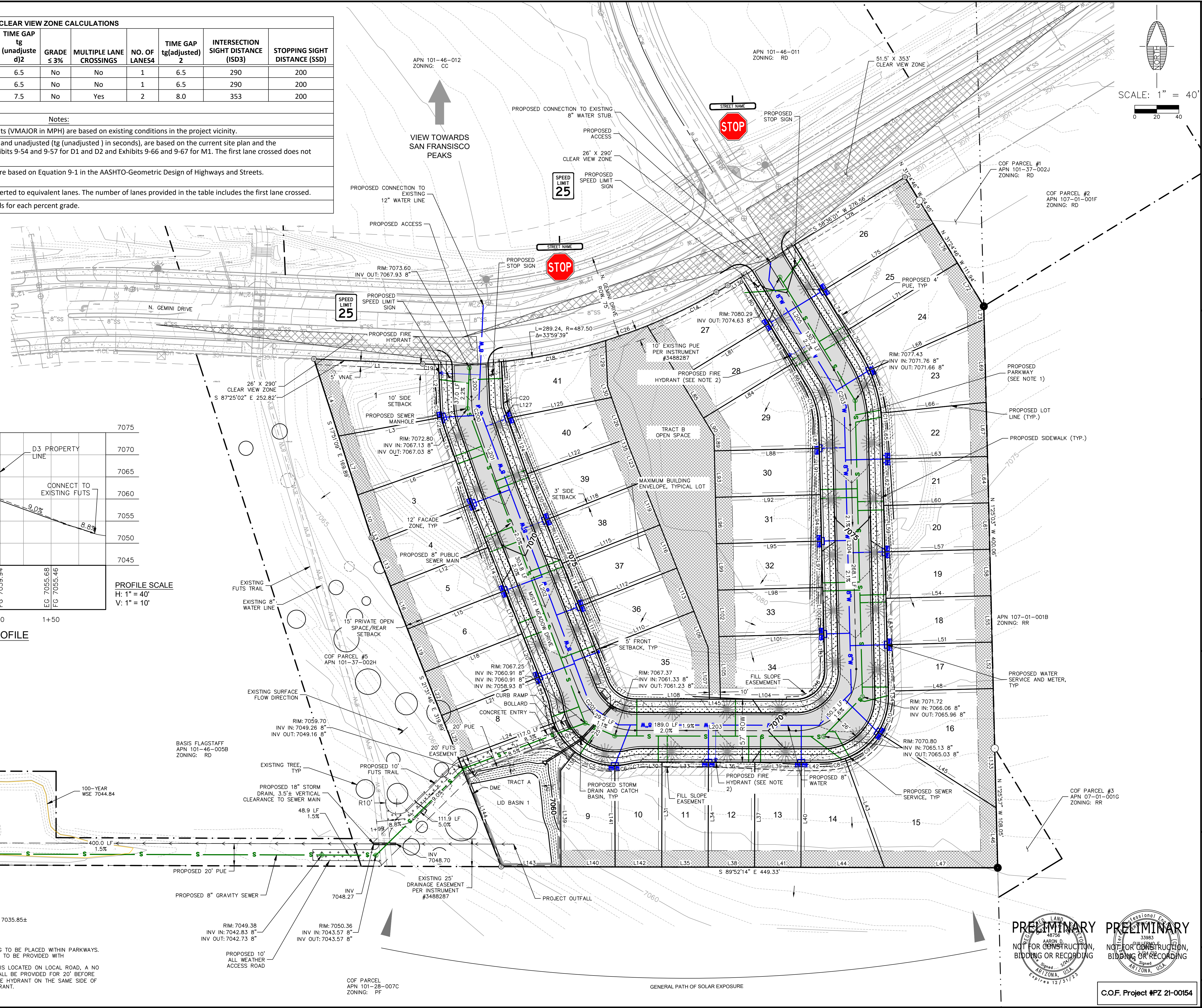
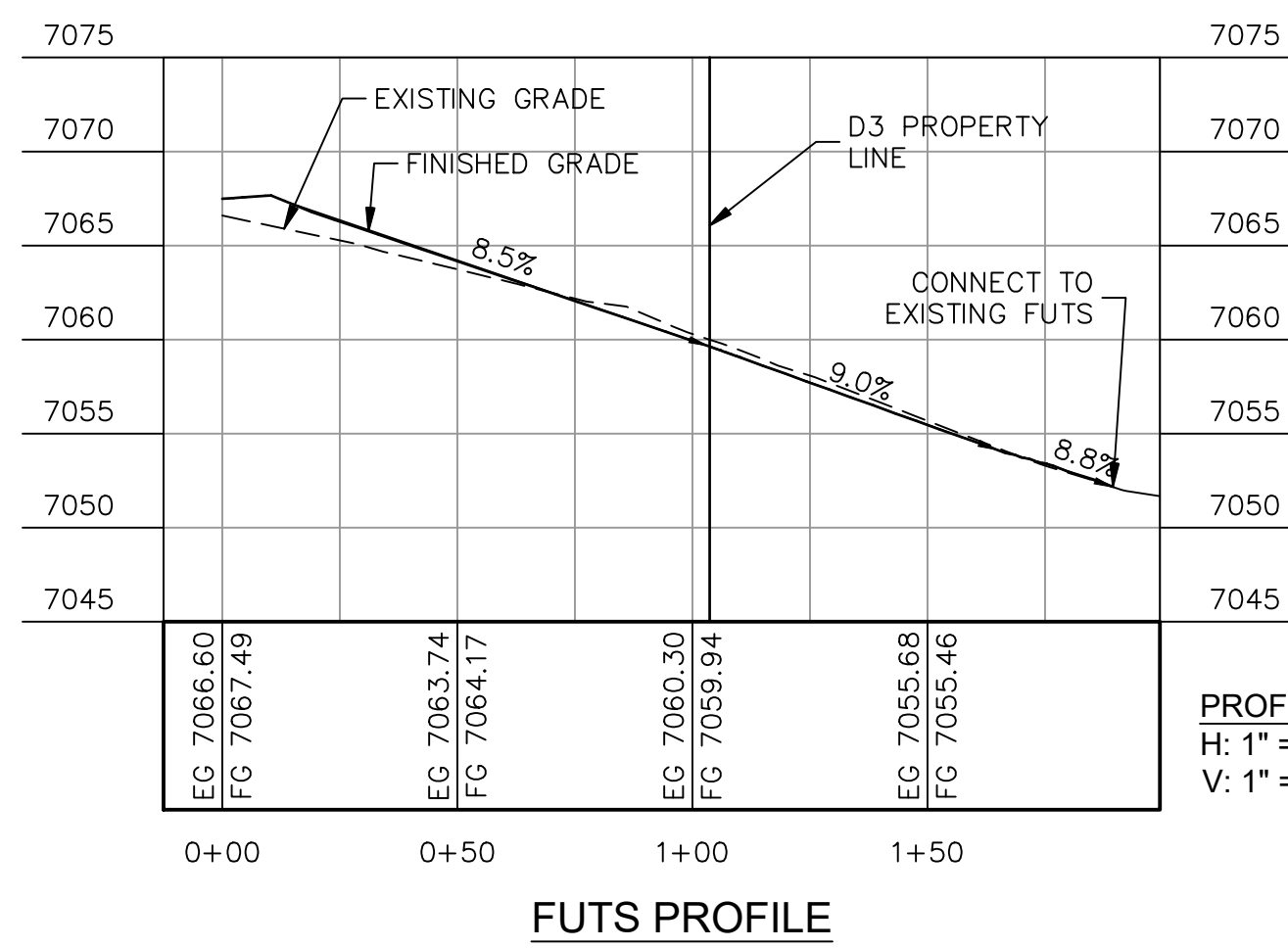
PLOTTED: Feb 24, 2022 - 8:52am

CLEAR VIEW ZONE CALCULATIONS										
ID #	MAJOR STREET	MANEUVER DIRECTION	DESIGN SPEED (VMAJOR)1	TIME GAP tg (unadjusted) d2	GRADE ≤ 3%	MULTIPLE LANE CROSSINGS	NO. OF LANES4	TIME GAP tg(adjusted) 2	INTERSECTION SIGHT DISTANCE (ISD3)	STOPPING SIGHT DISTANCE (SSD)
D1	Gemini Drive	Right	30	6.5	No	No	1	6.5	290	200
D2	Gemini Drive	Right	30	6.5	No	No	1	6.5	290	200
D3	Gemini Drive	Left	30	7.5	No	Yes	2	8.0	353	200

Notes:

- The major road speed limits (VMAJOR in MPH) are based on existing conditions in the project vicinity.
- The time gap values, adjusted (tg (adjusted) in seconds) and unadjusted (tg (unadjusted) in seconds), are based on the current site plan and the warrant an adjustment to the time gap.
- The intersection sight distance (ISD in feet) calculations are based on Equation 9-1 in the AASHTO-Geometric Design of Highways and Streets. Equation 9-1: $ISD = 1.47 \times VMAJOR \times tg$
- The number of lanes crossed may include medians converted to equivalent lanes. The number of lanes provided in the table includes the first lane crossed.
- If the approach grade is greater than 3%, add 0.1 seconds for each percent grade.

LANDSCAPE CALCULATIONS		
SECTION	REQUIREMENTS	QUANTITY
STREET BUFFER REQUIREMENT (1001 L.F. LOCAL RD CL)		
TREES	1 PER 25 LINEAR FEET	40
SHRUBS	2 PER TREE	80
GROUND COVER	2 PER TREE	80



- NOTES:
- PROPOSED LANDSCAPING TO BE PLACED WITHIN PARKWAYS. FINAL LANDSCAPE PLAN TO BE PROVIDED WITH CONSTRUCTION PLANS.
 - WHERE FIRE HYDRANTS IS LOCATED ON LOCAL ROAD, A NO PARKING FIRE LANE SHALL BE PROVIDED FOR 20' BEFORE AND 20' AFTER THE FIRE HYDRANT ON THE SAME SIDE OF THE ROAD AS THE HYDRANT.

PRELIMINARY
NOT FOR CONSTRUCTION,
BIDDING OR RECORDING

PRELIMINARY
NOT FOR CONSTRUCTION,
BIDDING OR RECORDING

FLAGSTAFF ARIZONA

MC MILLAN MESA VILLAGE PARCEL D3

PRELIMINARY PLAT & CONCEPTUAL LANDSCAPE PLANS (1)

JOB NO: 16103
DATE: FEB 22
SCALE: AS SHOWN
DRAWN: JEE, KMF
DESIGN: JEE, KMF
CHECKED: KMF

110 W. Dolé Avenue
Flagstaff, AZ 86001
928.774.0354
928.774.8934 fax
www.swigz.com

SWI
Shephard Wesnitzer, Inc.

NO.	DESCRIPTION	DATE	BY

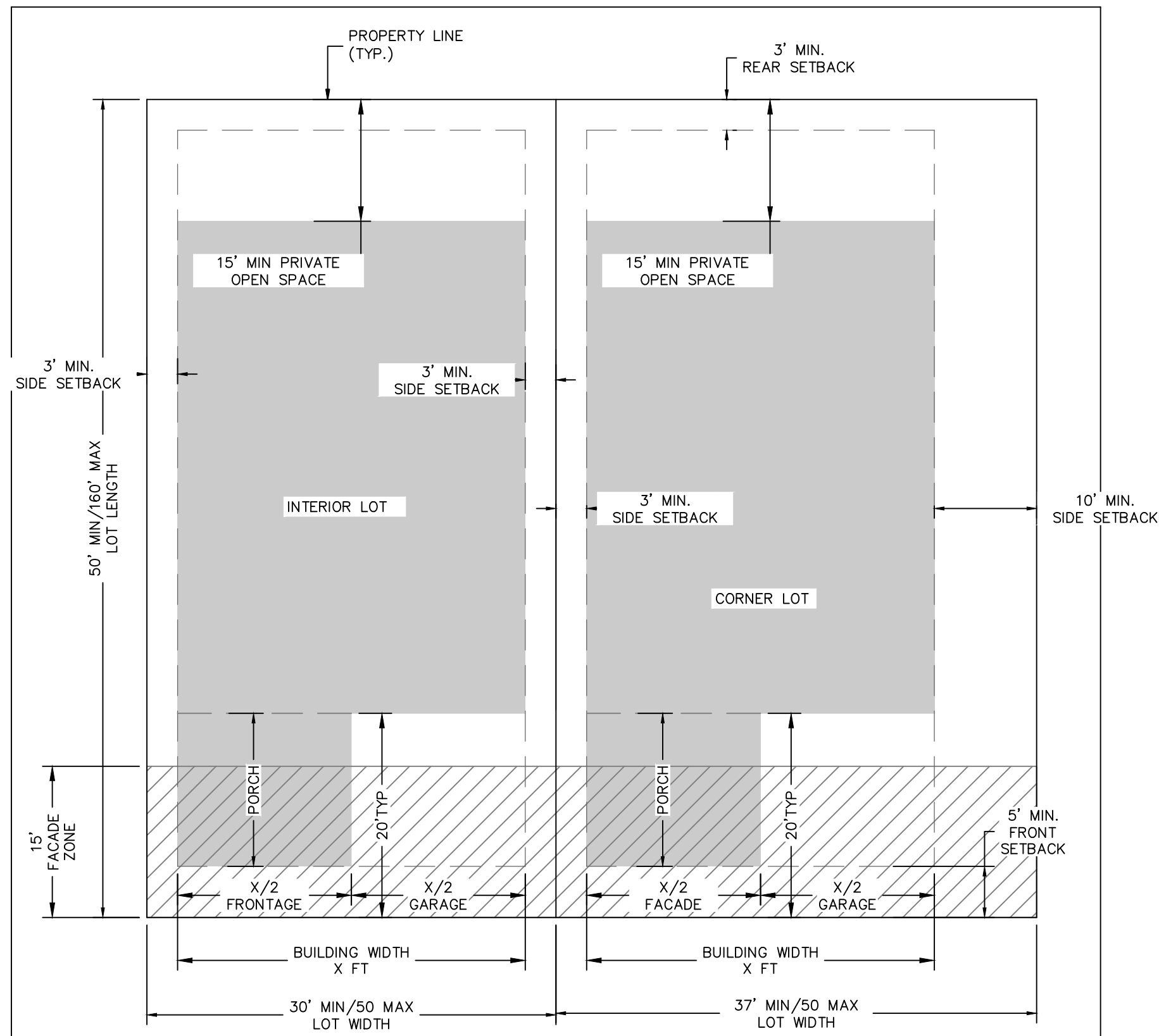
Call at least two full working days before you begin excavation.

ARIZONA 801
Autumn Blue Stakes, Inc.
DOB 8-1-11 or 1-800-574-6111 (782-5348)

DRAWING NO. **PP01**

SHT NO. 3 OF 4

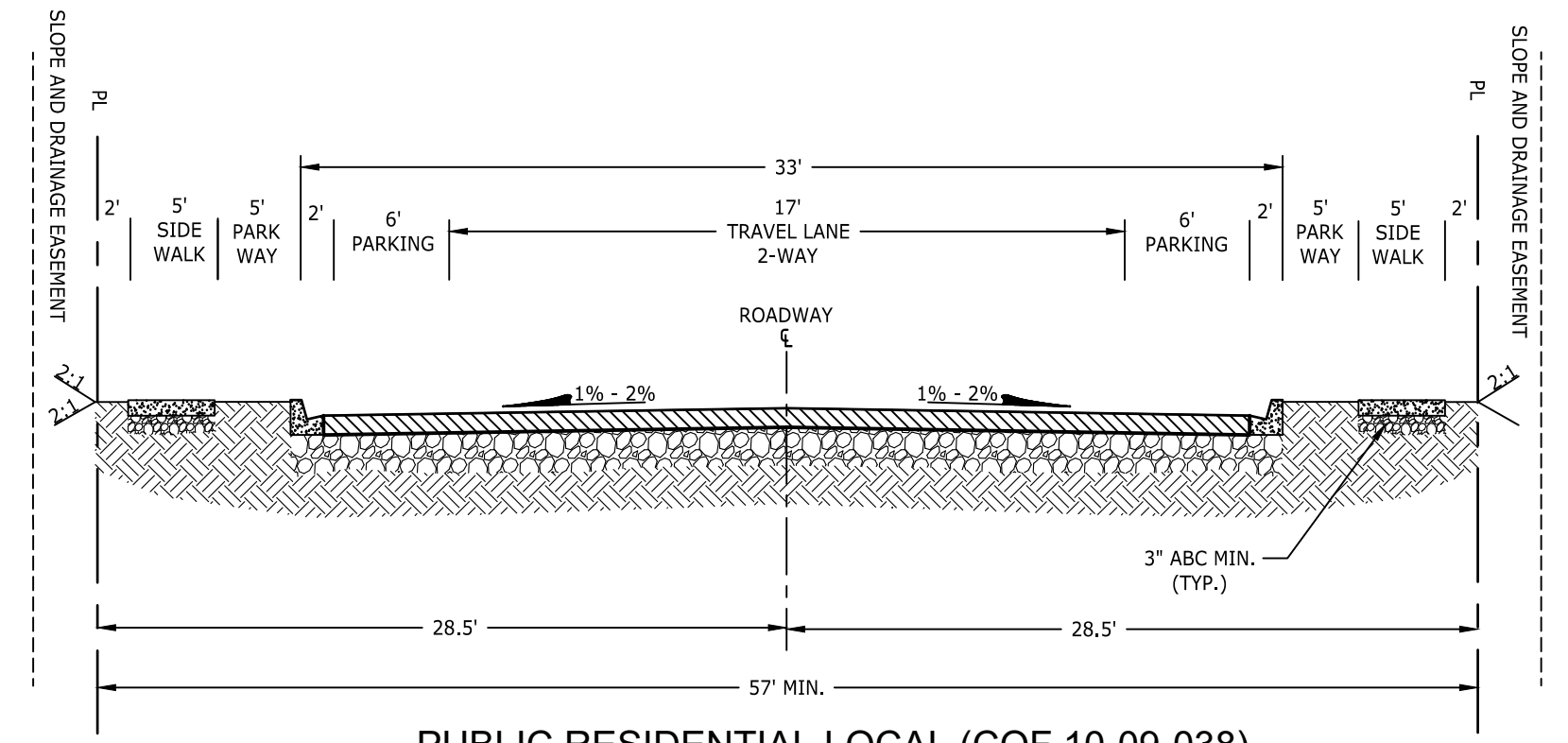
C.O.F. Project #PZ 21-00154



- LOT PROVISIONS:**
1. LOT WIDTH ARE MEASURED AT THE FRONT SETBACK LINE.
 2. PRIVATE OPEN SPACE TO HAVE 15 FT MINIMUM WIDTH AND DEPTH. NOTHING CAN BE CONSTRUCTED WITHIN THIS AREA.
 3. MAXIMUM ALLOWABLE LOT COVERAGE IS 70%.
 4. 8' X 10' PORCH FRONTAGE PROVIDED FOR THE UNIT.
 5. TWO-CAR GARAGE, SINGLE CAR/TANDEM GARAGE, AND DETACHED GARAGE ALLOWED WITH PROPOSED LAYOUT.
 6. TWO CAR GARAGE DOOR WIDTH IS 16' WITH ONE FOOT WALL ON EACH SIDE FOR A TOTAL GARAGE WIDTH OF 18'. PORCH SHALL OVERLAP ONE FOOT OF WALL OF GARAGE TO KEEP GARAGE WIDTH LESS THEN 50% OF TOTAL BUILDING WIDTH.

**TYPICAL LOT LAYOUT FOR
MCMILLAN MESA VILLAGE SINGLE FAMILY COTTAGE**

N.T.S.



PUBLIC RESIDENTIAL LOCAL (COF 10-09-038)
NOT TO SCALE

LOT TABLE			
LOT #	SQUARE FEET	ACRES	
1	6,108.48	0.14	
2	4,546.96	0.10	
3	4,126.11	0.09	
4	3,990.00	0.09	
5	3,990.00	0.09	
6	3,990.00	0.09	
7	3,990.00	0.09	
8	4,029.18	0.09	
9	4,684.24	0.11	
10	3,990.00	0.09	
11	3,990.00	0.09	
12	3,990.00	0.09	
13	3,990.00	0.09	
14	5,566.83	0.13	
15	10,919.53	0.25	
16	7,354.77	0.17	
17	3,990.00	0.09	
18	3,990.00	0.09	
19	3,990.00	0.09	
20	3,990.00	0.09	
21	3,990.00	0.09	
22	4,306.99	0.10	
23	5,791.35	0.13	
24	5,737.54	0.13	
25	4,922.11	0.11	
26	5,742.44	0.13	
27	4,839.01	0.11	
28	3,990.00	0.09	
29	5,460.18	0.13	
30	3,990.00	0.09	
31	3,990.00	0.09	
32	3,990.00	0.09	
33	3,990.00	0.09	
34	5,347.34	0.12	
35	5,863.95	0.13	
36	3,990.00	0.09	
37	3,990.00	0.09	
38	3,990.00	0.09	
39	4,108.42	0.09	
40	4,423.90	0.10	
41	4,793.80	0.11	
TRACT A	8,897.83	0.20	
TRACT B	15,186.80	0.35	
ROW	58,487.35	1.34	

LINE TABLE		
LINE #	LENGTH	DIRECTION
L1	98.49	N 87°25'02" W
L2	37.83	N 2°27'20" W
L3	94.64	S 79°40'22" W
L4	73.28	S 17°51'09" E
L5	29.61	N 19°19'56" W
L6	94.01	S 70°40'04" W
L7	56.00	S 17°51'09" E
L8	40.37	N 19°19'56" W
L9	95.00	S 68°28'14" W
L10	40.61	S 17°51'09" E
L11	42.00	N 21°31'46" W
L12	95.00	S 68°28'14" W
L13	42.00	S 21°31'46" E
L14	42.00	N 21°31'46" W
L15	95.00	S 68°28'14" W
L16	42.00	S 21°31'46" E
L17	42.00	N 21°31'46" W
L18	95.00	S 68°28'14" W
L19	42.00	S 21°31'46" E
L20	42.00	N 21°31'46" W
L21	95.00	S 68°28'14" W
L22	42.00	S 21°31'46" E
L23	17.49	N 21°31'46" W
L24	91.86	N 69°28'24" E
L25	42.00	S 21°31'46" E
L30	15.78	N 89°52'14" W
L31	95.00	S 0°07'46" W
L33	42.00	N 89°52'14" W
L34	95.00	S 0°07'46" W
L35	42.00	S 89°52'14" E
L36	42.00	N 89°52'14" W
L37	95.00	S 0°07'46" W
L38	42.00	S 89°52'14" E
L39	42.00	N 89°52'14" W
L40	95.00	S 0°07'46" W
L41	42.00	S 89°52'14" E
L42	19.77	N 89°52'14" W
L43	104.78	S 19°46'32" E
L44	75.53	S 89°52'14" E
L45	126.87	S 57°22'34" E
L46	54.17	N 1°25'57" W
L47	102.48	S 89°52'14" E
L48	95.00	N 88°34'57" E
L50	42.00	S 1°25'03" E
L51	95.00	N 88°34'57" E
L52	42.00	N 1°25'03" W
L53	42.00	S 1°25'03" E
L54	95.00	N 88°34'57" E
L55	42.00	N 1°25'03" W
L56	42.00	S 1°25'03" E

LINE TABLE		
LINE #	LENGTH	DIRECTION
L57	95.00	N 88°34'57" E
L58	42.00	N 1°25'03" W
L59	42.00	S 1°25'03" E
L60	95.00	N 88°34'57" E
L61	42.00	N 1°25'03" W
L62	42.00	S 1°25'03" E
L63	95.00	N 88°34'57" E
L64	42.00	N 1°25'03" W
L65	31.65	S 1°25'03" E
L66	95.67	N 84°08'21" E
L67	49.01	N 1°25'03" W
L68	113.36	N 66°06'49" E
L69	75.07	N 1°25'03" W
L70	24.46	S 31°24'46" E
L71	117.19	N 58°35'14" E
L72	45.89	N 31°24'46" W
L73	11.84	N 1°25'03" W
L74	42.00	S 31°24'46" E
L75	117.19	N 58°35'14" E
L76	42.00	N 31°24'46" W
L77	49.00	S 31°24'46" E
L78	117.19	S 58°35'19" W
L79	49.00	N 31°24'46" W
L80	49.00	N 31°24'46" W
L81	95.00	S 58°35'14" W
L82	55.81	S 31°24'46" E
L83	42.00	N 31°24'46" W
L84	95.00	S 58°35'14" W
L85	42.00	S 31°24'46" E
L86	24.47	N 31°24'46" W
L87	20.48	N 1°25'03" W
L88	95.00	S 88°34'57" W
L89	14.18	S 1°25'03" E
L90	18.17	S 31°24'46" E
L91	42.00	N 1°25'03" W
L92	95.00	S 88°34'57" W
L93	42.00	S 1°25'03" E
L94	42.00	N 1°25'03" W
L95	95.00	S 88°34'57" W
L96	42.00	S 1°25'03" E
L97	42.00	N 1°25'03" W
L98	95.00	S 88°34'57" W
L99	42.00	S 1°25'03" E
L100	42.00	N 1°25'03" W
L101	95.00	S 88°34'57" W
L102	42.00	S 1°25'03" E
L103	32.48	N 1°25'03" W
L104	68.32	S 89°52'14" E
L105	56.63	S 1°25'03" E
L106	35.14	N 21°31'46" W

LINE TABLE		
LINE #	LENGTH	DIRECTION
L107	46.76	N 1°25'03" W
L108	67.27	S 89°52'14" E
L109	30.05	S 21°31'46" E
L110	95.00	N 68°28'14" E
L111	42.00	S 21°31'46" E
L112	95.00	N 68°28'14" E
L113	42.00	N 21°31'46" W
L114	42.00	S 21°31'46" E
L115	95.00	N 68°28'14" E
L116	42.00	N 21°31'46" W
L117	42.00	S 21°31'46" E
L118	95.00	N 68°28'14" E
L119	42.00	N 21°31'46" W
L120	38.49	S 21°31'46" E
L121	6.58	S 19°19'56" E
L122	95.00	N 70°40'04" E
L123	36.67	N 21°31'46" W
L124	53.24	S 19°19'56" E
L125	95.93	N 78°40'03" E
L126	39.89	N 19°19'56" W
L127	9.06	S 19°19'56" E
L128	37.84	S 2°27'20" E
L129	41.35	N 2°27'20" W
L130	10.84	N 19°19'56" W
L131	4.86	S 21°31'46" E
L133	108.02	N 1°25'30" W
L134	3.98	S 1°25'03" E
L135	4.76	N 19°19'56" W
L136	13.79	S 58°35'19" W
L138	21.31	S 37°27'41" W
L139	86.98	S 0°08'20" E
L140	49.00	S 89°52'14" E
L141	91.84	N 0°08'20" W
L142	42.22	S 89°52'14" E
L143	54.10	S 89°52'14" E
L144	105.03	S 21°31'46" E
L145	10.00	N 89°52'14" W
L200	37.00	S 2°27'20" E
L201	69.43	S 19°19'56" E
L202	195.09	S 21°31'46" E
L203	145.59	S 89°52'14" E
L204	220.97	N 1°25'03" W
L205	115.47	N 31°24'46" W

Concept Plat Impervious Areas & LID Analysis			
Basin ID	Site Area (sf)	Total impervious area for LID (sf)	Required 1" LID volume based on impervious gross area (cf)
Total	274,864	157,688	13,141
Basin 1	274,864	157,688	13,141

1. Gross required 1" LID volume is for impervious area including streets, parking, sidewalks and buildings.

PRELIMINARY PLAT OPEN SPACE ANALYSIS

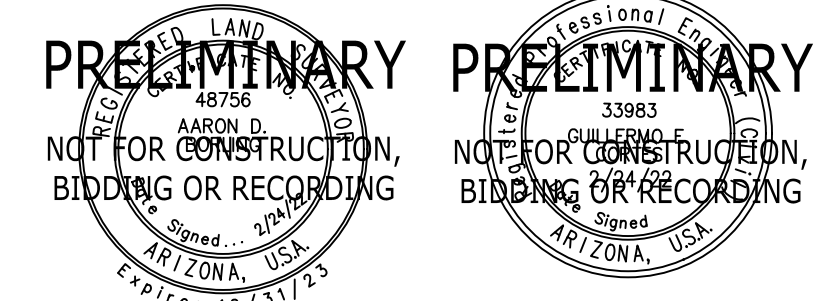
Total Area (sf)	274,864
15% of Total Area (sf)	41,230
Required Open Space (sf)	41,230
Private Open space Provided (sf)	31,187
Tract B Area (sf)	15,137
Provided Open Space Total (sf)	46,324

1. Open Space is active and passive recreation areas, landscape areas, and community gardens according to the Flagstaff Zoning Code 10-40.30.30.

CURVE TABLE

CURVE #	LENGTH	RADIUS	DELTA
C1	10.19	74.00	7°53'25"
C2	11.61	74.00	8°59'11"
C3	13.70	59.00	13°18'11"
C4	12.67	59.00	12°18'01"
C5	38.79	59.00	37°40'15"
C6	12.77	59.00	12°24'07"
C7	13.70	59.00	13°18'11"
C8	20.50	59.00	19°54'19"
C9	38.72	59.00	37°36'01"
C10	35.05	59.00	34°02'30"
C11	9.96	128.50	4°26'35"
C12	40.43	128.50	18°01'32"
C13	16.88	128.50	7°31'35"
C14	81.59	487.50	9°35'23"
C15	37.43	71.50	29°59'43"
C16	41.54	26.00	91°32'50"
C17	31.01	26.00	68°20'28"
C18	96.35	487.50	11°19'25"
C19	14.44	487.50	1°41'50"
C20	5.01	17.00	16°52'36"
C21	32.96	59.00	32°00'43"
C26	39.82	487.50	4°40'50"
C200	13.40	45.50	16°52'36"
C201	65.01	54.50	68°20'28"
C202	87.08	54.50	91°32'50"
C203	52.35	100.00	29°59'43"

ROAD CENTERLINE			
Line #/Curve #	Length	Bearing/Delta	Radius
L200	37.00	S2° 27' 19.71"E	
C200	13.40	16.88	45.50
L201	69.43	S19° 19' 55.82"E	
L202	195.09	S21° 31' 46.01"E	
C201	65.01	68.34	54.50
L203	145.59	S89° 52' 13.53"E	
C202	87.08	91.55	54.50
L204	220.97	N1° 25' 03.30"W	
C203	52.35	30.00	100.00
L205	115.47	N31° 24' 46.34"W	



C.O.F. Project #PZ 21-00154

FLAGSTAFF ARIZONA

MCMILLAN MESA VISTA PARCEL D33

TYPICAL SECTIONS & SETBACKS

JOB NO: 16103
DATE: FEB 22
SCALE: AS SHOWN
DRAWN: JEE, KMF
DESIGN: JEE, KMF
CHECKED: KMF

110 W. Dole Avenue
Flagstaff, AZ 86001
928.773.0354
928.774.8934 fax
www.swi.coz

SWI
Shephard Wesnitzer, Inc.

NO.	DESCRIPTION	DATE	BY

Call at least two full working days before you begin excavation.

ARIZONA 811
Arizona Blue Stakes, Inc.

Professional Engineer
AARON D. CULLEM
33983
CULLEM A
SIGNED: 2/24/22
ARIZONA, USA
Expire 12/31/23

Professional Engineer
SIGNED: 2/24/22
ARIZONA, USA
Expire 12/31/23

DRAWING NO.
SS01

SHT NO. OF
4 OF 4



110 West Dale Avenue
Flagstaff, AZ 86001

928.773.0354
928.774.8923

www.swiaz.com

Engineering an environment of excellence.

October 26, 2021

Job #16103

PROJECT: McMillan Mesa Village Parcel D3

REVIEW AGENCY NOTIFICATION LETTER

TO: AlticeUSA

FROM: Shephard-Wesnitzer Inc.

Sanford Yazzie
1601 S Plaza Way
Flagstaff, AZ 86001

Kayla Fleishman
110 W Dale Ave
Flagstaff, AZ 86001

In conformance with the City of Flagstaff subdivision development process, we have enclosed the Preliminary Plat for the McMillan Mesa Village Parcel D3 development prepared by Shephard-Wesnitzer, Inc. The site is situated on the south side of Gemini Dr.

Please provide any comments and return them to us as soon as possible. Please also provide maps of any existing Altice USA utilities in the vicinity of the site for coordination purposes. Thank you for taking the time to complete, sign, date, and return this document. Your transmittal may be by mail or email as indicated on the bottom of this page.

APPROVED WITHOUT COMMENT

APPROVED WITH COMMENT, AS FOLLOWS

ACKNOWLEDGED, APPROVAL NOT REQUIRED, COMMENTS AS FOLLOWS

Altice/Suddenlink currently has facilities within the ROW of the property. Would be able to provide services to the new residential area.

SIGNED: Sanford Yazzie

TITLE: Supervisor Operations Construction

AGENCY: Suddenlink/Altice

DATE: 12-13-2021

110 W. Dale Ave.
Flagstaff, AZ 86001

Phone #: 928-773-0354

Email: kfleishman@swiaz.com



110 West Dale Avenue
Flagstaff, AZ 86001

928.773.0354
928.774.8923

www.swiaz.com

Engineering an environment of excellence.

October 26, 2021

Job #16103

PROJECT: McMillan Mesa Village Parcel D3

REVIEW AGENCY NOTIFICATION LETTER

TO: Arizona Public Service

FROM: Shephard-Wesnitzer Inc.

Chad Brooks
2200 E Huntington Dr.
Flagstaff, AZ 86004

Kayla Fleishman
110 W Dale Ave
Flagstaff, AZ 86001

In conformance with the City of Flagstaff subdivision development process, we have enclosed the Preliminary Plat for the McMillan Mesa Village Parcel D3 development prepared by Shephard-Wesnitzer, Inc. The site is situated on the south side of Gemini Dr.

Please provide any comments and return them to us as soon as possible. Please also provide maps of any existing APS utilities in the vicinity of the site for coordination purposes. Thank you for taking the time to complete, sign, date, and return this document. Your transmittal may be by mail or email as indicated on the bottom of this page.

APPROVED WITHOUT COMMENT

APPROVED WITH COMMENT, AS FOLLOWS

ACKNOWLEDGED, APPROVAL NOT REQUIRED, COMMENTS AS FOLLOWS

PLEASE SEE ATTACHED

SIGNED: Chad Brooks

TITLE: CUSTOMER PROJECT REP SR

AGENCY: APS

DATE: 10-27-2021

110 W. Dale Ave.
Flagstaff, AZ 86001

Phone #: 928-773-0354

Email: kfleishman@swiaz.com



A subsidiary of Pinnacle West Capital Corporation

Station 4423
2200 E Huntington DR
Flagstaff, AZ 86004
www.aps.com

October 27, 2021,

Re: MCMILLAN MESA VILLAGE PARCEL D3

SHEPHARD-WESNITZER INC.

Dear Kayla,

Thank you for your recent request for a utility conflict check. Please complete the attached Map Request, and e-mail it to the e-mail address on the form (mapprint@apsc.com). Once APS receives a completed Map Request, you should receive the map or maps by email within 5-7 business days.

The APS maps show facility locations adjacent to or within the property shown on the proposed plans we received from you. Please review these maps for possible conflicts. The utility locations are approximate only and are not reliable for construction purposes. It is important to note that there may be additional conflicts in existence due to recent construction that are not shown on the current maps you receive.

Please be advised that it is the responsibility of the customer to maintain proper clearances and blue stake prior to digging. For actual conditions, please contact the Arizona Blue Stake Center at 602-263-1100.

Also enclosed is APS's General Design Guidelines for Proposed Improvements in APS Transmission ROW Please review this document carefully.

If I can be of further assistance, please do not hesitate to call me at 602-371-5770. Further information is also available on the APS Construction Services at:

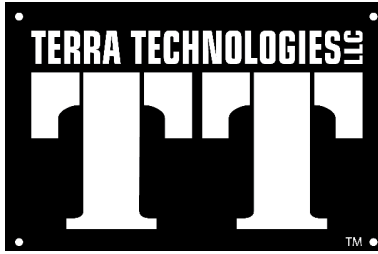
www.aps.com/construction

Sincerely,

Chad Brooks

Chad Brooks
Customer Project Representative SR
Flagstaff Construction

Enclosures



Lumen Conflict Memorandum

Date: November 3, 2021

To: Kayla Fleishman (Shephard Wesnitzer, Inc)
kfleishman@swiaz.com

From: Kevin Wagner, Terra Technologies LLC

Subject: Lumen – Conflict Memo – Project No. 16103 – McMillan Mesa Village Parcel D3, Flagstaff

Terra Technologies is in receipt of the plans and a letter dated October 26, 2021. Below you will see an overview of Lumen facilities within the project limits, and a brief project overview along with comments regarding any Lumen facilities with respect to the proposed project.

Inventory of Lumen Facilities

Lumen has facilities within the project limits. Terra Technologies anticipates that due to the site improvements that the Lumen facilities (buried cable, ducts & pedestal) may be impacted. Plan markups have been attached showing approximate locations of Lumen facilities.

Project Overview

The design intent of this project appears to be developing a vacant parcel of land for a residential subdivision.

Facility Locations and Impacts

Plans have been reviewed for conflicts with Lumen facilities based on NDS mapping which show a general location of utility locations. Neither Terra Technologies LLC nor Lumen makes any representation regarding the completeness or accuracy of vertical and horizontal utility information used to determine conflicts or no conflicts.

Based on Lumen mapping, street view imagery and the construction drawings the following conflicts and/or potential conflicts should be addressed as part of this construction project.



Lumen Conflict Memorandum

(Note: Stations and Offsets are approximate)
 (See attached plan mark-ups for additional clarification of conflict locations)

PROBABILITY OF CONFLICT (POC)

L = Low M = Medium H = High K = Known (100%)

No.	LINE	STATION	OFFSET	FACILITY	CONFLICT	POC	ACTION
1	N Gemini Dr.	PP01	RT	Buried Cable, Ducts	Proposed Water Line (2 Locations)	M	Protect in place. Contractor to adjust water line as necessary to avoid conflict, maintain 12' vertical separation.
2	N Gemini Dr.	PP01	RT	Buried Cable, Ducts	Proposed Sewer Line	M	Recommend locating and potholing to determine conflict.

Utility conflicts with this private development project will be 100% reimbursable. Payment for design and mitigation of conflicts is to be coordinated prior to work commencing.

In accordance with state law, Blue Staking for location of Lumen facilities must be completed prior to any construction. When crossing Lumen facilities, you will be required to pothole to determine depth and maintain a minimum of 12 inch vertical and horizontal separation from facilities.

Pursuant to state law, support and protection is required for all Lumen facilities during construction.

Should the Contractor locate or expose an unknown Lumen facility, please contact Lumen as soon as possible.

In the event Lumen facilities need to be removed/relocated, some or all cost may be at the expense of the sponsoring agency.



Lumen Conflict Memorandum

If you have any questions or concerns regarding this review, feel free to contact me immediately, either by phone or email at the number/address provided below. The contractor is also responsible for contacting Lumen prior to construction around the Lumen facilities.

Notification List

Terra Technologies LLC Kevin Wagner, Project Manager kwagner@terratechllc.net 815-245-9640	Terra Technologies LLC Jason Jensen, P.E. jjensen@terratechllc.net 801-735-2464
Lumen (Engineer II) Manny Hernandez Manuel.Hernandez@Lumen.com 112 N Beaver Street Flagstaff AZ, 86001 Work: 928-779-4935	Lumen (SR Account Mgr – BDP/MDU-GF) John West John.West1@Lumen.com Work: 480-423-4737



110 West Dale Avenue
Flagstaff, AZ 86001

928.773.0354
928.774.8923

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October 26, 2021

Job #16103

PROJECT: McMillan Mesa Village Parcel D3

REVIEW AGENCY NOTIFICATION LETTER

TO: Coconino County Flood Control District

FROM: Shephard-Wesnitzer Inc.

Jamie Brown-Esplain
2500 North Fort Valley Road, Bldg. 1
Flagstaff, AZ 86001

Kayla Fleishman
110 W Dale Ave
Flagstaff, AZ 86001

In conformance with the City of Flagstaff subdivision development process, we have enclosed the Preliminary Plat for the McMillan Mesa Village Parcel D3 development prepared by Shephard-Wesnitzer, Inc. The site is situated on the south side of Gemini Dr.

Please provide any comments and return them to us as soon as possible. Thank you for taking the time to complete, sign, date, and return this document. Your transmittal may be by mail or email as indicated on the bottom of this page.

APPROVED WITHOUT COMMENT

APPROVED WITH COMMENT, AS FOLLOWS

ACKNOWLEDGED, APPROVAL NOT REQUIRED, COMMENTS AS FOLLOWS

Review of submitted document completed. Parcel is located outside of Coconino County Unincorporated area.

SIGNED: Jamie Brown-Esplain

TITLE: Engineering Technician

AGENCY: Coconino County Community Development

DATE: 11/01/21

110 W. Dale Ave.
Flagstaff, AZ 86001

Phone #: 928-773-0354

Email: kfleishman@swiaz.com



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October 26, 2021

Job #16103

PROJECT: McMillan Mesa Village Parcel D3

REVIEW AGENCY NOTIFICATION LETTER

TO: Flagstaff Unified School District

FROM: Shephard-Wesnitzer Inc.

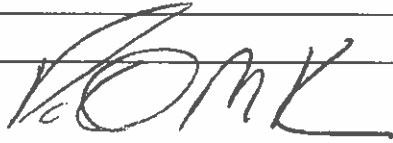
Bob Kuhn
3285 E. Sparrow Avenue
Flagstaff, AZ 86001

Kayla Fleishman
110 W Dale Ave
Flagstaff, AZ 86001

In conformance with the City of Flagstaff subdivision development process, we have enclosed the Preliminary Plat for the McMillan Mesa Village Parcel D3 development prepared by Shephard-Wesnitzer, Inc. The site is situated on the south side of Gemini Dr.

Please provide any comments and return them to us as soon as possible. Thank you for taking the time to complete, sign, date, and return this document. Your transmittal may be by mail or email as indicated on the bottom of this page.

- APPROVED WITHOUT COMMENT
- APPROVED WITH COMMENT, AS FOLLOWS
- ACKNOWLEDGED, APPROVAL NOT REQUIRED, COMMENTS AS FOLLOWS

SIGNED: 

TITLE: Director of Operations

AGENCY: F. U. S. D.

DATE: 10-28-21

110 W. Dale Ave.
Flagstaff, AZ 86001

Phone #: 928-773-0354

Email: kfleishman@swiaz.com



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928.774.8923

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October 26, 2021

Job #16103

PROJECT: McMillan Mesa Village Parcel D3

REVIEW AGENCY NOTIFICATION LETTER

TO: Unisource Energy Services

FROM: Shephard-Wesnitzer Inc.

Martin Conboy
1459 East Butler Ave.
Flagstaff, AZ 86001

Kayla Fleishman
110 W Dale Ave
Flagstaff, AZ 86001

In conformance with the City of Flagstaff subdivision development process, we have enclosed the Preliminary Plat for the McMillan Mesa Village Parcel D3 development prepared by Shephard-Wesnitzer, Inc. The site is situated on the south side of Gemini Dr.

Please provide any comments and return them to us as soon as possible. Please also provide maps of any existing Unisource utilities in the vicinity of the site for coordination purposes. Thank you for taking the time to complete, sign, date, and return this document. Your transmittal may be by mail or email as indicated on the bottom of this page.

- APPROVED WITHOUT COMMENT
- APPROVED WITH COMMENT, AS FOLLOWS
- ACKNOWLEDGED, APPROVAL NOT REQUIRED, COMMENTS AS FOLLOWS

SIGNED: Martin Conboy **TITLE:** Gas Engineering Supervisor
AGENCY: UNS Gas, Inc. **DATE:** October 27, 2021

110 W. Dale Ave. Phone #: 928-773-0354 Email: kfleishman@swiaz.com
Flagstaff, AZ 86001



Planning & Zoning Commission

6. B.

Meeting Date: 03/23/2022

From: Tiffany Antol, Senior Planner

Information

TITLE:

Zoning Code Text Amendment PZ-21-00045 Development Agreement Notifications:

Request for a work session with the Planning and Zoning Commission to discuss the City's proposed amendment to the Zoning Code to modify the existing public notification requirements for Development Agreements (Section 10-20.40.060).

STAFF RECOMMENDED ACTION:

The work session with the Planning and Zoning Commission is required as a "Citizen Review Session" in compliance with Section 10-20.50.040 (Procedures) of the Zoning Code and applicable state law. The purpose of the work session is for staff to present an overview of the proposed amendment, to allow interested residents to provide their ideas, suggestions, and concerns, and for the Commission to ask questions, seek clarification, and discuss the amendment, as well as offer alternate suggestions and ideas. The Commission will take no action at this work session. After the work session, staff will revise the proposed amendment. The amendment will then be presented to the Commission at a public hearing for consideration and action. Once a recommendation is received, a public hearing will be scheduled with the City Council.

Attachments

Staff Report

Proposed Amendment



**Community Development Department
Planning and Development Services**

Date: March 3, 2022
TO: Planning and Zoning Commission
FROM: Tiffany Antol, AICP, Senior Planner
Through: Alaxandra Pucciarelli, Current Planning Manager
RE: Planning and Zoning Commission Work Session

I. **Request:**

Case No. PZ-21-00045: Request for a work session with the Planning and Zoning Commission to discuss the City's proposed amendment to the Zoning Code to modify the existing public notification requirements for Development Agreements (Section 10-20.40.060).

II. **Purpose of the Work Session:**

The work session with the Planning and Zoning Commission is required as a "Citizen Review Session" in compliance with Section 10-20.50.040 (Procedures) of the Zoning Code and applicable state law. The purpose of the work session is for staff to present an overview of the proposed amendment, to allow interested residents to provide their ideas, suggestions, and concerns, and for the Commission to ask questions, seek clarification, and discuss the amendment, as well as offer alternate suggestions and ideas. The Commission will take no action at this work session. After the work session, staff will revise the proposed amendment. The amendment will then be presented to the Commission at a public hearing for consideration and action. Once a recommendation is received, a public hearing will be scheduled with the City Council. The anticipated timeline for the amendments is as follows:

- March 23, 2022 – Planning and Zoning Commission Work Session
- April 13, 2022 – Planning and Zoning Commission Public Hearing
- May 3, 2022 – City Council Public Hearing (1st Reading of Ordinance)
- May 17, 2022 – City Council Public Hearing (2nd Reading of Ordinance/Adoption)

III. **Planning and Zoning Commission Questions:**

For your reference, below is the question on which staff is seeking the Planning and Zoning Commission's comments and direction.

- Does the Planning and Zoning Commission have any recommended modifications or considerations on the proposed Zoning Code Text Amendment?

IV. **Overview of Proposed Amendment:**

Amend the Flagstaff Zoning Code (Ordinance No. 2011-20) for the purpose of modifying Title 10 Flagstaff Zoning Code, Division 10-20.40: Permits and Approvals, Section 10-20.40.060 Development Agreements, to add subsection E. Notification Requirements for a Development Agreement.

Summary of the Staff Revisions to the Zoning Code:

The proposed amendment includes the addition of the following text:

10-20.40.060 Development Agreements

E. Notification Requirements.

- 1. Notice of a Development Agreement, including an amendment to an existing agreement. Prior to consideration of any action on a Development Agreement, notice of the City Council's public meeting shall be provided pursuant to the public hearing requirements of Section 10-20.30.080. Notice of Public Hearings.**

V. **Findings:**

At the April 13, 2022 Planning and Zoning Commission meeting, the Commission will be requested to make a recommendation to the City Council on the proposed amendments based on the required findings specified in the Zoning Code. For your reference and discussion purposes, the required findings are specified below:

1. The proposed amendment is consistent with and conforms to the objectives and policies of the General Plan and any applicable specific plan;
2. The proposed amendment will not be detrimental to the public interest, health, safety, convenience, or welfare of the City; and
3. The proposed amendment is internally consistent with other applicable provisions of this Zoning Code.

VI. **Community Involvement**

In accordance with Arizona Revised Statutes and the Zoning Code, the work session before the Planning and Zoning Commission was advertised in the Arizona Daily Sun on Saturday March 5, 2022, which is 18 days before the scheduled meeting date.

As of the date of this memorandum, staff has not received any public comments on the proposed amendment.

Conclusion:

As indicated above, the purpose of the work session is for staff to present an overview of the Zoning Code's proposed amendment and allow interested individuals, residents, and business owners to provide comments. The work session also allows the Commission to ask questions, seek clarification, have discussions, and offer comments on the proposed amendment. No formal recommendation or action by the Commission to the City Council is to occur at the work session. Additional opportunities for discussion, public comment, and action by the Commission will occur at a future public hearing.

Attachments:

1. Case No. PZ-22-00045 Updates to Zoning Code 2022 – Notification Requirements for Development Agreements (Including Amendments)

Case No. PZ-22-00045 Updates to Zoning Code 2022 – Notification Requirements for Development Agreements (Including Amendments)

An amendment to the City Code and the Flagstaff Zoning Code

HOW TO READ THIS DOCUMENT

Unless otherwise stated, provisions that are being deleted are shown in bold red strikethrough text, like this: ~~Provisions that are being deleted are shown with a bold red strikethroughs text.~~

Provisions that are being added are shown in bold blue text, like this: **Provisions that are being added are shown in bold blue text.:**

Section 1. Amend Title 10 Flagstaff Zoning Code, Division 10-20.40: Permits and Approvals, Section 10-20.40.060 Development Agreements, to add subsection E. Notification Requirements for a Development Agreement, as follows:

10-20.40.060 Development Agreements

E. Notification Requirements.

- 1. Notice of a Development Agreement, including an amendment to an existing agreement. Prior to consideration of any action on a Development Agreement, notice of the City Council's public meeting shall be provided pursuant to the public hearing requirements of Section 10-20.30.080. Notice of Public Hearings.**