



September 13, 2022

Mr. Ben Mejia
City of Flagstaff
211 W. Aspen Ave.
Flagstaff, AZ 86001
VIA E-MAIL

RE: Public Participation Report for Case #PZ-22-00129

Dear Ben,

The following outlines the history of communication regarding the request for a conditional use permit to add a fifth shower at 3883 S. Clubhouse Circle.

- On August 8th, 2022, Salcito Custom Homes mailed out letters notifying neighbors within a 300 ft. area of the request for a conditional use permit. Enclosed is a copy of the letter and diagram, along with a list of the recipients.
- On August 15th, 2022, Jenn Scopacasa received an email from Tom and Kathy Plimpton, owners of 3887 S. Clubhouse Circle. Jenn responded to the homeowner's concerns on 8/17/22. Tom and Kathy Plimpton replied again on 8/18/22. Please see the enclosed copy of the correspondence. This was the only correspondence that Salcito received in response to the August 8th letter.
- On September 7th, 2022, Salcito Custom Homes mailed out letters notifying neighbors of the public hearing before the Planning and Zoning Commission on September 28th, 2022. Enclosed is a copy of the letter, along with a list of the recipients.

Please let me know if you have any questions, or require any additional information at this time.

Sincerely,

Jenn Scopacasa
Project Manager
Salcito Custom Homes, Ltd.

www.salcito.com

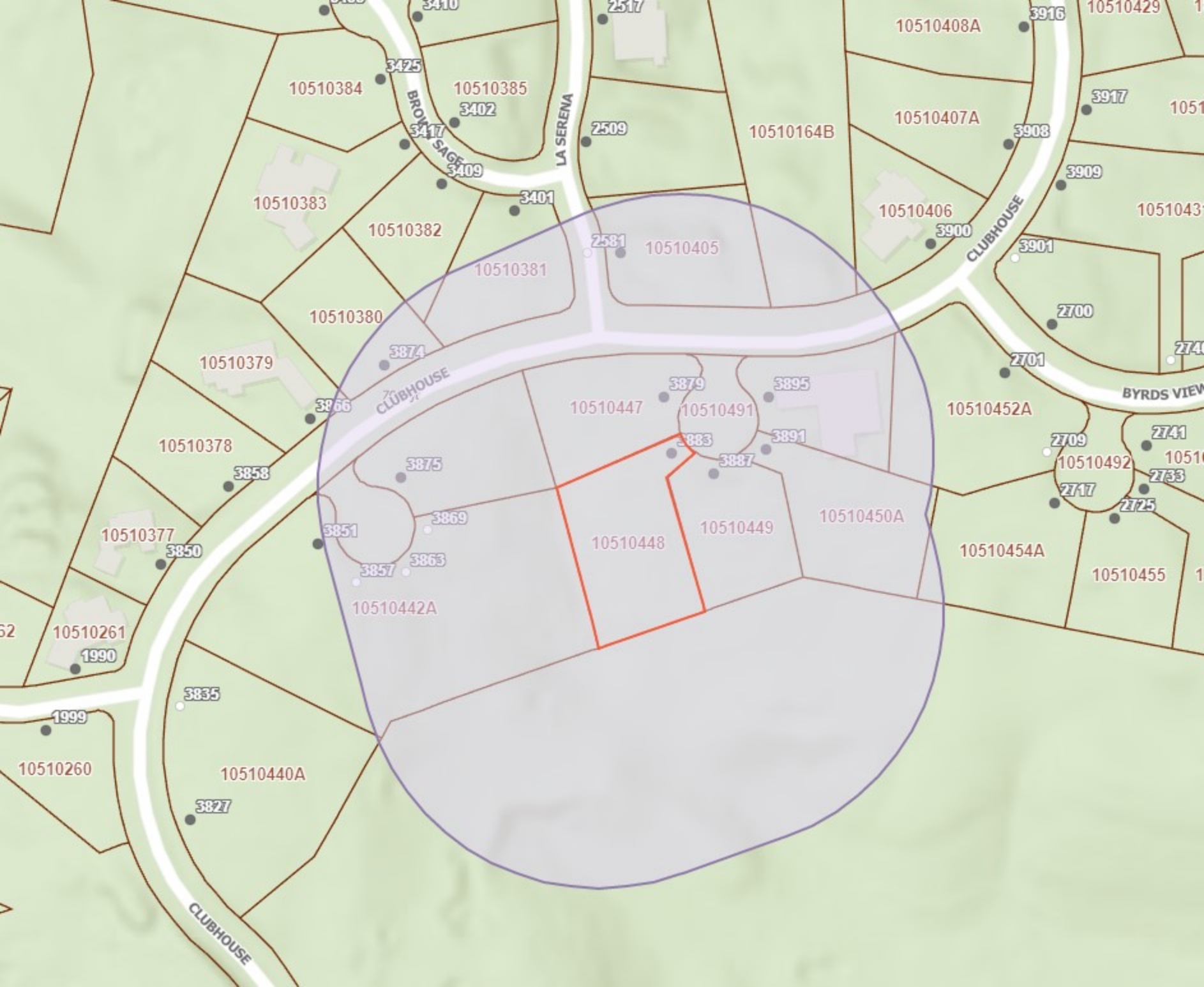
20909 N. 90th Place, Suite 202 ■ Scottsdale, Arizona 85255 ■ Phone: 480-585-5065 ■ Fax: 480-585-4292 ■ Toll Free: 800-801-5065

AZ Res. License No. ROC098560(B) AZ Com. License No. ROC174833(K-1)

List of property owners and parcel numbers for properties within 300 ft. of 3883 S. Clubhouse Circle Flagstaff, AZ 86005

***These property owners received both the 8/8/22 notification of CUP request and the 9/7/22 notification of public hearing.

Parcel #	Lot #	Address	Owner	Mailing Address
105-10-406		3900 S. Clubhouse Circle	Donald & Renee Felix Living Trust	10103 E. Jensen St. Mesa, AZ 85207
105-10-379		3866 S. Clubhouse Circle	Captured Peak, LLC	5701 E. Mockingbird Lane Paradise Valley, AZ 85253
105-10-382		3409 S. Brown Sage Ct.	Anselmo Garcia	2115 E. Electra Ln. Phoenix, AZ 85024
105-10-454A		2717 E. Byrds View Dr.	Paul and Judi Bennett Revocable Trust	34522 N. Scottsdale Rd. #120-470 Scottsdale, AZ 85266
105-10-380		3874 S. Clubhouse Circle	Robert and Linda Crandall Revocable Trust	11352 E. Caribbean Ln. Scottsdale, AZ 85255
105-10-452A		2701 E. Byrds View Dr.	Paul Ottenstein Revocable Trust	2701 E. Byrds View Dr. Flagstaff, AZ 86005
105-10-490			Walnut Canyon at Pine Canyon, LLC	8601 N. Scottsdale Rd. Suite 335 Scottsdale, AZ 85253
105-10-491			Walnut Canyon at Pine Canyon, LLC	8601 N. Scottsdale Rd. Suite 335 Scottsdale, AZ 85253
105-10-164B		4200 S. Clubhouse Circle	TLC PC Golf, LLC	8601 N. Scottsdale Rd. Suite 335 Scottsdale, AZ 85253
105-10-381		3401 S. Brown Sage Ct.	Jaseon and Letty Ebel	18801 N. 90th Way Scottsdale, AZ 85255
105-10-451		3895 S. Clubhouse Circle	David Abeyta	3895 S. Clubhouse Circle Flagstaff, AZ 86005
105-10-449		3887 S. Clubhouse Circle	TKP Family Trust	10040 E. Happy Valley Rd. #915 Scottsdale, AZ 85255
105-10-447		3879 S. Clubhouse Circle	Clifton D. & Diana L. Cokingtin	42746 N. 102nd St. Scottsdale, AZ 85262
105-10-405		2501 E. La Serena Dr.	Justin and Ashley Upton	10960 Wilshire Blvd. 5th Floor Los Angeles, CA 90024
105-10-446		3875 S. Clubhouse Circle	JCNDMN Living Trust	5802 E. Donna Ln. Paradise Valley, AZ 85253
105-10-450A		3891 S. Clubhouse Circle	Donald & Jane Reese	5535 E. Valley Vista Ln. Paradise Valley, AZ 85253
105-10-159C			PC Village Association, Inc.	P.O. Box 10000 Prescott, AZ 86034
105-10-162B		2811 E. Byrds View Dr.	TLC PC Golf, LLC	8601 N. Scottsdale Rd. Suite 335 Scottsdale, AZ 85253
105-10-440A		3827 S. Clubhouse Circle	Booth Joint Management Trust	10040 E. Happy Valley Rd. #317 Scottsdale, AZ 85255
105-10-442A		3851 S. Clubhouse Circle	JCNDMN Living Trust	5802 E. Donna Ln. Paradise Valley, AZ 85253
105-10-404		2509 E. La Serena Dr.	Binns Revocable Family Trust	4556 N. 56th St. Phoenix, AZ 85018





August 8, 2022

RE: Notification in lieu of Neighborhood Meeting for proposed 5th bathroom in custom residence being built at 3883 S. Clubhouse Circle.

Dear Neighbor,

Recent updates to the Flagstaff Zoning Code requires single-family homes with five or more bathrooms to obtain approval from the Planning and Zoning Commission of a Conditional Use Permit. Applicants for a Conditional Use Permit are typically required to hold a neighborhood meeting to alert nearby property owners of the application, however, in this case, the planning director has allowed a direct mailing in lieu of the neighborhood meeting. The purpose of this mailing is to inform property owners of the application and allow communication between the applicant and the affected nearby property owners.

The custom residence currently under construction at 3883 S. Clubhouse Circle has already been approved by the City of Flagstaff and the Pine Canyon Homeowners' Association. The owners of the property would like us to add a shower to the fifth bath on the second story of the home near the bonus room. Please see the enclosed "before" and "after" plans. As stated previously, the "before" plan is fully permitted. The owners of the property will be using it as a second home.

Please feel free to contact me by phone at (480) 585-5065, email at jscopacasa@salcito.com or regular mail at 20909 N. 90th Pl. Suite 202, Scottsdale, AZ 85255 with any concerns or comments. I must receive your comments or concerns on or before August 22nd, 2022 for it to be valid.

You will be contacted once again when the project is scheduled to go before the Planning and Zoning Commission.

On behalf of Owner, Brent C. Berge, Trustee of the First Sun Trust,

Sincerely,

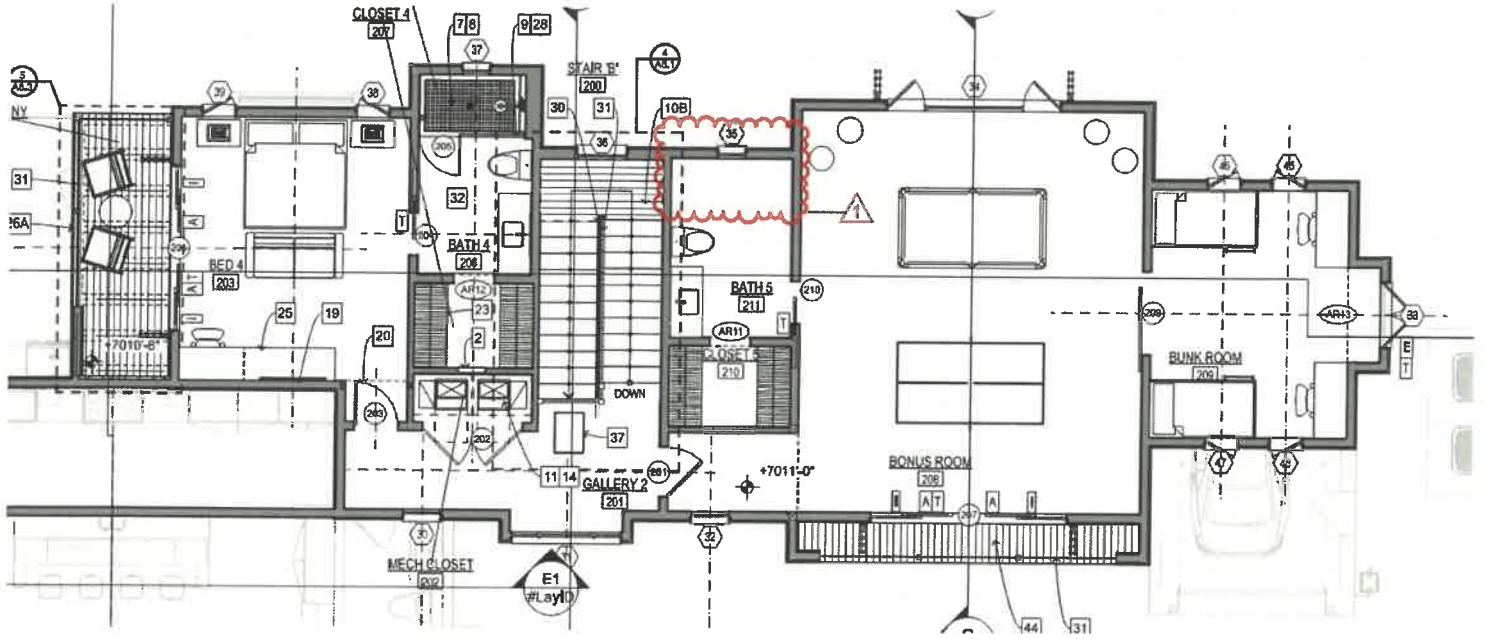
Jenn Scopacasa
Project Manager
Salcito Custom Homes, Ltd.

www.salcito.com

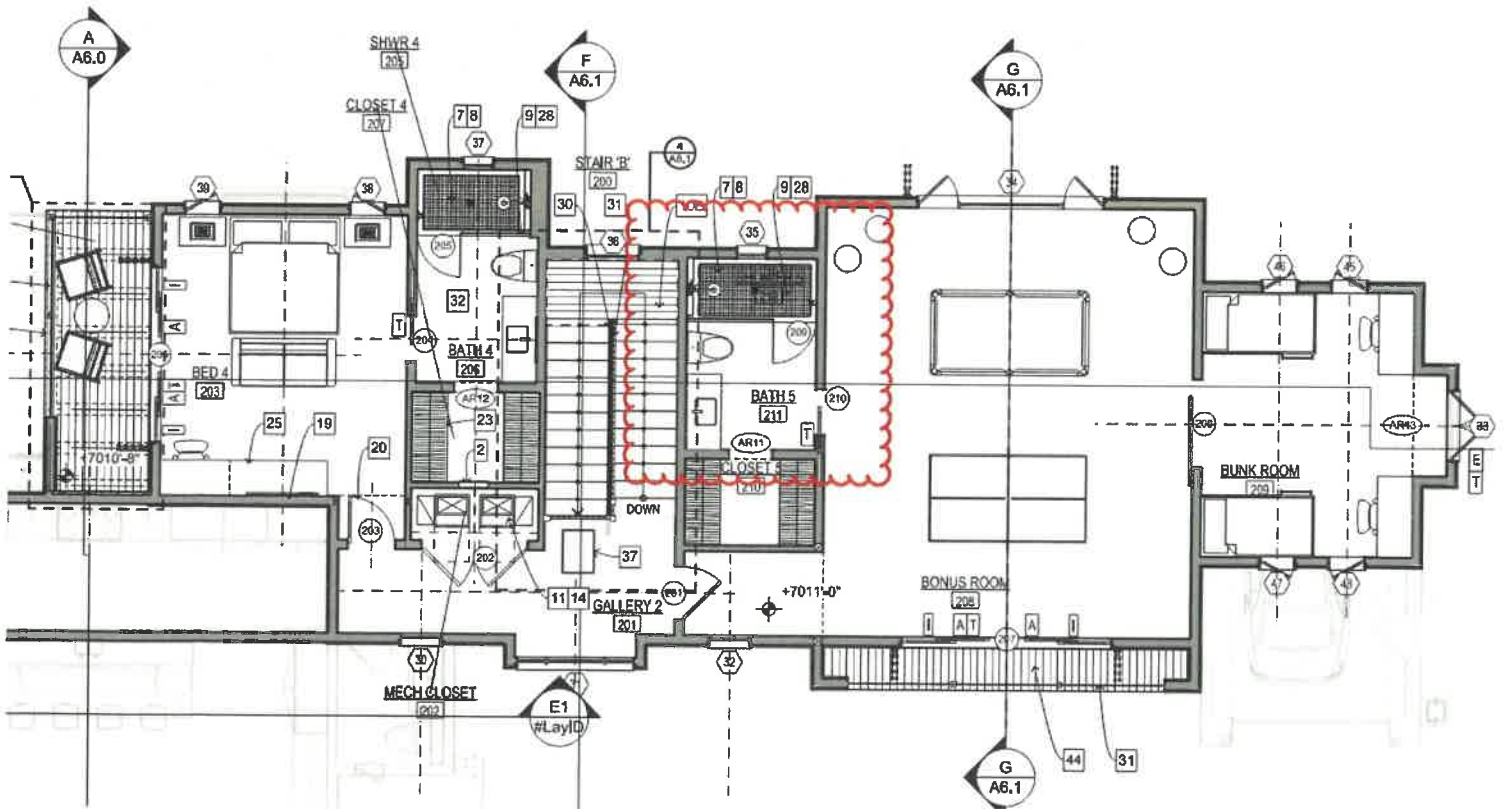
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2nd story "before" plan, approved by City of Flagstaff and Pine Canyon Homeowners Association



2nd story "after" proposed plan to add shower to 5th bath



From: [Tom Plimpton](#)
To: [Jenn Scopacasa](#)
Cc: [Kathy Plimpton](#); [Anthony Salcito](#); [Brian Genik](#); brentberge@bergegroup.com
Subject: Re: 5th Bathroom at 3883 S. Clubhouse Circle
Date: Thursday, August 18, 2022 11:38:29 AM

Hi Jenn.

Thanks for the response. I have copied the homeowner on my response as, in the end, it is their assurances that will matter. I will assume that if he does not respond that he is in agreement with your response.

Your superintendent, Brian, has been very good in dealing with things that I bring up. Overall, your worksite is well managed and orderly. Glad to hear that the dead trees are down and gone.

Good luck in completing the house in a timely manner. I am sure the owner is ready to move in LOL.

Best

Tom Plimpton

On Tue, Aug 16, 2022 at 4:57 PM Jenn Scopacasa <jscopacasa@salcito.com> wrote:

Good Afternoon Mr. Plimpton,

Thank you for your email. I apologize for the delayed response.

We apologize for the excessive noise. Brian Genik, the superintendent, has been notified of this concern. If you would like, I can let you know the next time Anthony Salcito intends to be in Pine Canyon so he can stop by to discuss the noise issues you mentioned in person. He typically travels to Flagstaff once every 1-2 weeks.

As far as the 5th bathroom/shower addition goes, please be assured the house is being built for a family of four. There is no plan for inclusion of extended family members living at the house, nor for renting the house out to private parties, or through third-party sites such as VRBO. The bunk room concept was included in the floor plan because the Berge family has young children. There is no intent to use this property to house extended family, or to rent out the property now, or anytime in the future.

I believe Brian Genik had the two pine trees you mention in your email below

removed yesterday. Yes, we intend to address any issues (bring back to original condition) on your property that are caused by our construction on 3883 S. Clubhouse Circle. It sounds like you have spoken to Brian Genik, the superintendent, however, I have enclosed his contact information for your reference as well:

(480) 584-9356

Bgenik@salcito.com

Thank you again for your email. Please let us know if we can address any further concerns.

Have a very nice evening!

Best regards,

Jenn Scopacasa

Project Manager

Salcito Custom Homes, Ltd.

Salcito Construction Co., Inc.

20909 N. 90th Pl. Suite 202

Scottsdale, AZ 85255

Phone: (480) 585-5065

Fax: (480) 585-4292

jscopacasa@salcito.com

www.salcito.com

From: Tom Plimpton <tplimptontx@gmail.com>

Sent: Sunday, August 14, 2022 11:31 AM
To: Jenn Scopacasa <jscopacasa@salcito.com>
Cc: Kathy Plimpton <plimptonk@gmail.com>
Subject: 5th Bathroom at 3883 S. Clubhouse Circle

Dear Jenn,

We are in receipt of your letter of August 8, 2022 concerning the proposed 5th Bathroom in the custom residence being built at 3883 S. Clubhouse Circle.

After enduring a long summer of excessive construction noise at the residence in question, we feel we must comment on the proposal for the 5th bathroom. On a side note we do understand that, of course, there will be construction noise, but there is a way to go about it. We have watched the framers many days and wonder if they do things in a way just to make more noise. I can fill you in if you are interested.

We are not in favor of the proposed bathroom if it leads to several undesirable situations as detailed below.

- As far as we know this house is being built for a family of 4. If the additional bathroom would lead to the inclusion of extended family members living at the house (more occupants per SF) then we would not look favorably on your proposal.
- We would be totally against the bathroom proposal if the owners of the house (Berge) would rent the house out either directly, through VRBO, through AIRBNB or other sites/third parties. We are concerned as one has to ask "why does a family need so many bathrooms"? The tip off may be the Bunk Room concept on the second level.

On a side note, there are two large pine trees that are dying or dead on the property. I have pointed one out to your superintendent who has been very cooperative during the construction. We are concerned that the high winds, etc could cause the tree(s) to fall down and cause damage to our house/property. We hope you can deal with this issue soon as the fall winds are close at hand. Also, we are expecting that any construction overflow onto our property will be put back to its original condition as the house is completed.

We don't want to be difficult, but while a 5th bathroom addition sounds minor, it may not be. Many of us are concerned about rentals, noise, extended families, etc.

We look forward to your written comments and assurances.

Many thanks. Please confirm your receipt of this email.

Tom and Kathy Plimpton
3887 S. Clubhouse Circle
Flagstaff, AZ 86005

425-891-5467

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September 7, 2022

RE: Notification of Public Hearing before the Planning and Zoning Commission for proposed 5th bathroom in custom residence being built at 3883 S. Clubhouse Circle.

Dear Neighbor,

Recent updates to the Flagstaff Zoning Code requires single-family homes with five or more bathrooms to obtain approval from the Planning and Zoning Commission of a Conditional Use Permit.

The custom residence currently under construction at 3883 S. Clubhouse Circle has already been approved by the City of Flagstaff and the Pine Canyon Homeowners' Association. The owners of the property would like us to add a shower to the fifth bath on the second story of the home near the bonus room.

Case #PZ-22-00129 will be reviewed at the Planning & Zoning Commission meeting on Wednesday, September 28th, 2022 at 4:00pm. The public is invited to participate in the meeting, or to submit comments via e-mail to Ben Mejia ben.mejia@flagstaffaz.gov prior to the meeting. The meeting will be held virtually, and can be joined through a link on the following website:

<https://www.flagstaff.az.gov/2845/Planning-Zoning-Commission>

For more information regarding the hearing, please contact Ben Mejia, City of Flagstaff Planner, at ben.mejia@flagstaffaz.gov or (928) 213-2616.

On behalf of Owner, Brent C. Berge, Trustee of the First Sun Trust,

Sincerely,

Jenn Scopacasa
Project Manager
Salcito Custom Homes, Ltd.

www.salcito.com

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**CONSTRUCTION
AREA
AUTHORIZED
PERSONNEL
ONLY**

EVERYONE ENTERING THIS SITE
MUST WEAR AN APPROVED HARD
HAT & MUST ABIDE BY ALL
OSHA SAFETY & HEALTH STANDARDS

ACCORDING TO FEDERAL LAW
SAFETY ON THE JOB IS
EVERYONES RESPONSIBILITY!

**STRICTLY NO SMOKING
ON THIS JOBSITE!**

SALCITO
CUSTOM HOMES, LTD.

City of Flagstaff

PUBLIC HEARING

Planning and Zoning Commission: September 28th, 2022 4:00pm

LOCATION OF HEARING: Virtual

REQUEST: Conditional Use Permit

PROPOSAL: High-Occupancy Housing Development,
Single-Family

GENERAL LOCATION: 3883 S. Clubhouse Circle

SIZE OF SITE: .71 acres

CASE # PZ-22-00129

APPLICANT/CONTACT: Salcito Custom Homes

PHONE #: (480) 585-5065

CITY CONTACT: Ben Mejia ben.mejia@flagstaffaz.gov

PHONE #: (928) 213-2616

Planning & Development Services Department: (928) 213-2600

Posting Date: 9/13/2022

3883

CLUBHOUSE
CIR



Affidavit of Sign Posting

Case Number: PZ-22-00129

Project Name: Pine Canyon Lot 321

Applicant Name: Salcito Custom Homes, Ltd. - Anthony Salcito

Location: 3883 S. Clubhouse Circle Flagstaff, AZ 86005

In order to assist in providing adequate notice to interested parties and to meet Arizona State Statute, the applicant for public hearings in the City of Flagstaff shall post signs as prescribed by Section 10-20.30.080 of the City of Flagstaff Zoning Code. It shall be the responsibility of the applicant to erect and to maintain the sign on the subject property 15 days prior to the hearing and to update the hearing information on the sign until final disposition of the case. It shall also be the responsibility of the applicant to remove the sign within seven (7) days after the final disposition of the case.

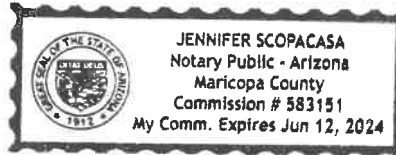
I confirm that the site has been posted as detailed in Section 10-20.30.080 of the Zoning Code as well as the Public Hearing Notice Sign Specifications included in this application for the case above and the site was posted at least fifteen (15) days prior to the public hearing.

See attached date stamped photo exhibit of posted signs.

Applicant's/Representative's Signature: 

SUBSCRIBED AND SWORN before me this 13th day of September, 2022 by: Anthony Salcito


Notary Public



My Commission Expires:

6/12/2024

Affidavit of Notifications to Affected Property Owners

Case Number: PZ-22-00129

Project Name: Pine Canyon Lot 321

Applicant Name: Salcito Custom Homes, Ltd. - Anthony Salcito


Location: 3883 S. Clubhouse Circle Flagstaff, AZ 86005

In order to assist in providing adequate notice to interested parties and to meet Arizona State Statute, the applicant for public hearings in the City of Flagstaff shall notify affected property owners as prescribed by Section 10-20.30.080 of the City of Flagstaff Zoning Code. It shall be the responsibility of the applicant to establish a list of the names and addresses of persons who require notification of a public hearing as established in sections 10-20.30.60.(A).3, 10-20.30.60.(B), and 10-20.30.60.(C) of the Zoning Code, and mail a notice of required public hearing via first class mail to each of the persons on the list referenced above no later than 15 days prior to the public hearing date. It shall also be the responsibility of the applicant to submit a notarized copy of the mailing list to the Director prior to the fifteenth day before the public hearing date.

I confirm that the public hearing notifications were mailed as detailed in Section 10-20.30.080 of the City of Flagstaff Zoning Code at least fifteen (15) days prior to the public hearing.

Applicant's/Representative's Signature: 

SUBSCRIBED AND SWORN before me this 13th day of September, 2022 by: Anthony Salcito


Notary Public



My Commission Expires:
6/12/2024