



City of Flagstaff  
Community Development  
Site Plan Review Comments

---

**Project Name:** PuttTek Flagstaff  
**Project No.:** PZ-20-00212-01  
**Project Address:** 3126 E. Route 66

**Date:** August 22, 2022

**Application Type:** Site Plan  
**Review Type:** Substantive  
**Review Number:** 1

**Project Manager:** Genevieve Pearthree  
**E-mail:** gpearthree@flagstaffaz.gov  
**Phone:** 928-213-2603

**Status of Review:** Approved with Conditions

The Inter-Division Staff (IDS) Review has approved the Site Plan application subject to the conditions and comments listed below. The applicant is now allowed to submit for a Conditional Use Permit. This correspondence is transmitted to the applicant on day 11 of the 22-day Substantive Review Period in accordance with ARS 9-835(J). Please submit all Conditional Use Permit application materials electronically to Becky Cardiff at bcardiff@flagstaffaz.gov. The next submittal should include a copy of this Site Plan Review Comments Letter along with your responses to each comment, in addition to all required application materials and plans.

---

**PROJECT SUMMARY**

This application proposes to convert a .57-acre former gas station site into an 18-hole mini golf course at 3126 E. Route 66 in the HC (Highway Commercial) zone. The gas pumps have been removed, but the existing convenience store building is proposed to be converted to support the mini golf course (it will include a pro-shop, concessions area, service desk, and restrooms). The proposed use (Commercial Recreation Facilities, Outdoor) is allowed in the HC zone with a Conditional Use Permit. The site has existing parking in front of and to the side of the convenience store building. The site also has existing landscaping, some of which may satisfy some landscaping requirements.

---

**CONDITIONS/COMMENTS:**

**Current Planning:**

First Review, **Approved with Conditions**, 8/22/22  
Genevieve Pearthree, Senior Planner

**Conditions of Approval**

1. General
  - a. Please consider installing a low wall or some sort of barrier between the putting course and the landscaping to prevent golf balls from going off the property and onto Route 66.
  - b. Label the width of the drive aisle. It should be at least 24 ft. wide.
2. Landscaping



## City of Flagstaff Community Development Site Plan Review Comments

- a. Show the total required vs. provided number of trees, shrubs, and groundcovers.
  - b. Show the quantity of each species you are proposing.
  - c. Identify whether the proposed plants are native or naturalized per [Appendix 3: City of Flagstaff Landscape Plant List](#).
  - d. Make sure the size at planting meets the minimum required sizes in Zoning Code Table 10-50.60.050.C: Plant Sizes. The minimum size depends on whether the plant is native or naturalized.
  - e. Provide the scientific and common name for each proposed species.
  - f. Make sure all species are listed on the Landscape Plan List.
    - i. If the Purple Leaf Plum species is not on the plant list, replace it with a species that is.
    - ii. Clarify if the potentilla plant is the same as the bush cinquefoil, or if it is different. See the Plant List for more info.
  - g. Show the location of landscaping irrigation lines.
3. Conditional Use Permit
- a. Outdoor Commercial Recreation Facilities require a Conditional Use Permit in the HC zone (see Table [10-40.30.040.B. Commercial Zones – Allowed Uses](#). CUPs are granted by the Planning and Zoning Commission. An approved CUP is required prior to Building Permit approval.
  - b. You can submit your CUP application at anytime (the application is available here: <https://www.flagstaff.az.gov/DocumentCenter/View/384/CUP-Application>).
  - c. Provide a copy of this comments letter along with your responses when you submit for the Conditional Use Permit. In your next comment response, please include the original city review comments and your responses in the same letter.
4. Cross-access easement
- a. A recorded cross-access easement with the adjacent parcel to the east is required prior to the issuance of any building permit. If the property owner is the same across both parcels, then a reservation of easement will need to be recorded

### General Comments

1. Adaptive Reuse Program grant
  - a. This development may be eligible for an up to \$5,000 grant to cover development and review fees as part of the City of Flagstaff Adaptive Reuse Program (please see the attached flier and application for more information).
  - b. If you are interested in applying for this grant, please contact John Saltonstall at [jsaltonstall@flagstaffaz.gov](mailto:jsaltonstall@flagstaffaz.gov) or 928-213-2966.
2. Fences and Screening ([10-50.50](#))
  - c. Any roof- or ground-mounted mechanical and electrical equipment must be screened from public view to the height of the tallest equipment or be enclosed in a building. The screening materials must be materials architecturally compatible with the finishes and character of the principal structures as shown in Figure 10-50.50.040B, Rooftop Equipment Screening.
  - d. Refuse and recycling containers shall be screened by solid fences or walls constructed to a minimum height of six feet and designed to match the building materials of the primary building on the site and the Engineering Standards.
  - e. Any new fences and walls less than 6 ft. high and that are not associated with the Building Permit for the warehouse shall require an approved [Minor Improvement Permit](#) prior to installation. Any fences or walls taller than 6 ft. tall shall require an approved Building Permit prior to installation.



## City of Flagstaff Community Development Site Plan Review Comments

3. Outdoor Lighting Standards ([10-50.70](#))
  - f. All exterior lighting on the site shall meet the requirements of the City of Flagstaff Outdoor Lighting Standards.
  - g. This project is in Lighting Zone 3, which permits a maximum of 100,000 lumens per acre (or 69,930 lumens per acre if using all LED or NSALED [Narrow-Spectrum Amber LED] luminaires).
  - h. No more than 10% of the total allowed lumens may be from non NSALED (Narrow Spectrum Amber LED) or non-LPS (Low Pressure Sodium) luminaires.
  - i. No more than 5.5% of the total allowed lumens may be partially-shielded. No unshielded lumens are allowed.
  - j. The applicant shall apply for an Outdoor Lighting Permit with Building Permit submittal, and shall have an approved Permit prior to installing new, or modifying existing, outdoor lighting. This permit is available here: <https://flagstaff.az.gov/618/Code-Administration-Permitting>.
4. Sign Standards ([10-50.100](#))
  - k. All signage shall comply with the requirements of this section.
  - l. The applicant shall obtain a Permanent Sign Permit prior to installing any permanent signage. This permit is available here: <https://flagstaff.az.gov/618/Code-Administration-Permitting>.
  - m. The existing free standing sign is likely a legal nonconforming sign, which means the only changes to the sign are sign face changes and regular maintenance/repairs. Other changes would require the sign to be removed and be replaced with a legal conforming sign. See [10-20.60.110](#): Nonconforming Signs for more information.

### Future Submittal Requirements/Process

1. Conditional Use Permit
  - a. Provide an updated landscaping plan in response to the conditions of approval, above
2. Building Permit
  - a. Submit Outdoor Lighting Permit with BP
  - b. Submit final landscaping plans and bike rack detail with BP
  - c. Submit evidence of ADOT approval of all required ADOT permits
  - b. Submit recorded cross-access easement (or recorded reservation of easement if needed)
5. Sign Permit (if applicable)

### **Building & Safety:**

First Review, **Approved with Conditions**, 8/18/22

Victoria St. Clair, Building Plans Examiner

### Conditions of Approval

1. A Commercial Building Permit is required for the Change of Occupancy (from previous use as a fuel station and convenience store to pro-shop and concessions serving the putting course) and alteration proposed to the building. The services of an Arizona Registered Design Professional is required. Standard building permit submittal requirements can be obtained from the City of Flagstaff website.  
<https://www.flagstaff.az.gov/494/Building-Safety>.

### General Comments



City of Flagstaff  
Community Development  
Site Plan Review Comments

1. The Building Safety Program reserves the right to make additional comments during actual plan submittal and review of building permit applications.

Future Submittal Requirements

1. None

**Engineering:**

First Review, **Approved with Conditions**, 8/17/22

James Boyer, Development Engineering Project Manager

Conditions of Approval

1. Confirmation of ADOT review and approval of any required ADOT permits must be provided before Building Permits can be issued.
2. If ADOT requirements result in changes to the site layout, this Site Plan may need to be reviewed again before Building Permit can be approved.

General Comments

1. None

Future Submittal Requirements

1. None

**Fire Prevention:**

First Review, **Approved with Conditions**, 8/18/22

Chris Jack, Fire Inspector

Conditions of Approval

1. A kitchen hood suppression system shall be permitted as deferred submittal to the fire department.

General Comments

1. None

Future Submittal Requirements

1. None

**Public Works:**

First Review, **Approved**, 8/12/22

Samuel Beckett, Streets Section Director

**Stormwater:**

First Review, **Approved with Conditions**, 8/22/22

Douglas Slover, Project Manager

Conditions of Approval



## City of Flagstaff Community Development Site Plan Review Comments

1. Provide ADOT review and permit comments with Building Permit Review.

### General Comments

1. None

### Future Submittal Requirements

1. None

### **Water Services:**

First Review, **Approved**, 8/17/22

Jackson Salazar, Water Services Plan Reviewer

### **Traffic:**

First Review, **Approved**, 8/18/22

Reid Miller, Traffic Engineering Project Manager

### **Housing:**

First Review, **Approved**, 8/10/22

Jennifer Mikelson, Housing Analyst

### **Parks:**

First Review, **Approved**, 8/17/22

Amy Hagin, Parks Manager

### **Sustainability**

First Review, **Approved**, 8/18/22

Jenny Neimann, Climate and Energy Specialist

### Conditions of Approval

1. None

### General Comments

1. For any interior renovations that are made, the applicant is encouraged to plan for an electric-only building, avoiding extending natural gas infrastructure, and allowing the building to rely on only one energy utility.

Energy-efficient, electric-only buildings are the buildings of the future. In recent years, electric heat pumps and water heating technologies have improved dramatically, making electric-only buildings feasible and sometimes even preferred.

Electric-only planning allows the building to eventually become a zero-emissions building as the electric grid becomes a zero-emissions grid: APS has committed to an electric grid that produces net zero emissions by 2050. Installing natural gas appliances locks this building into consuming fossil fuels until a costly retrofit is made.



City of Flagstaff  
Community Development  
Site Plan Review Comments

Forgoing natural gas also has health benefits, resulting in healthier indoor air for employees and visitors. Gas appliances and heating devices generate a variety of air pollutants that have been linked to health risks

Future Submittal Requirements

1. None

**Heritage Preservation/Community Design:**

First Review, **Approved**, 8/17/22

Mark Reavis, Neighborhood Planner – Heritage Preservation Officer

**Multimodal**

First Review, **Approved**, 8/18/22

Martin Ince, Multimodal Transportation Project Manager