

April 11th, 2023

Mr. Patrick St. Clair
City of Flagstaff
311 W. Aspen Ave.
Flagstaff, AZ 86001

RE: Public Participation Report for Case #PZ-23-00033

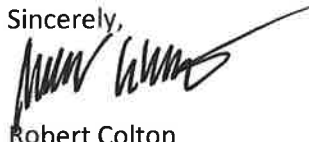
Dear Patrick,

The following outlines the history of communication regarding the request for a conditional use permit to add a 5th bathroom and 7th bedroom to the already approved addition at 40 N. Lake Hills Dr.

- On March 22nd, 2023, Robert and Sarah Colton 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 recipients.
- As of April 11th, 2023, we have not received any requests or inquiries from neighbors in regards to the letters that were mailed out.
- On April 8th, 2023, Robert and Sarah Colton mailed out letters notifying neighbors of the public hearing before the Planning and Zoning Commission on April 26th, 2023. Enclosed is a copy of the letter, along with a list of the recipients.
- On April 10th, 2023, a sign was posted at 40 N. Lake Hills Dr. to show notice of the Public Hearing that will be taking place on April 26th, 2023. A photo of the sign is attached.

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

Sincerely,



Robert Colton
Applicant

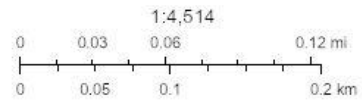
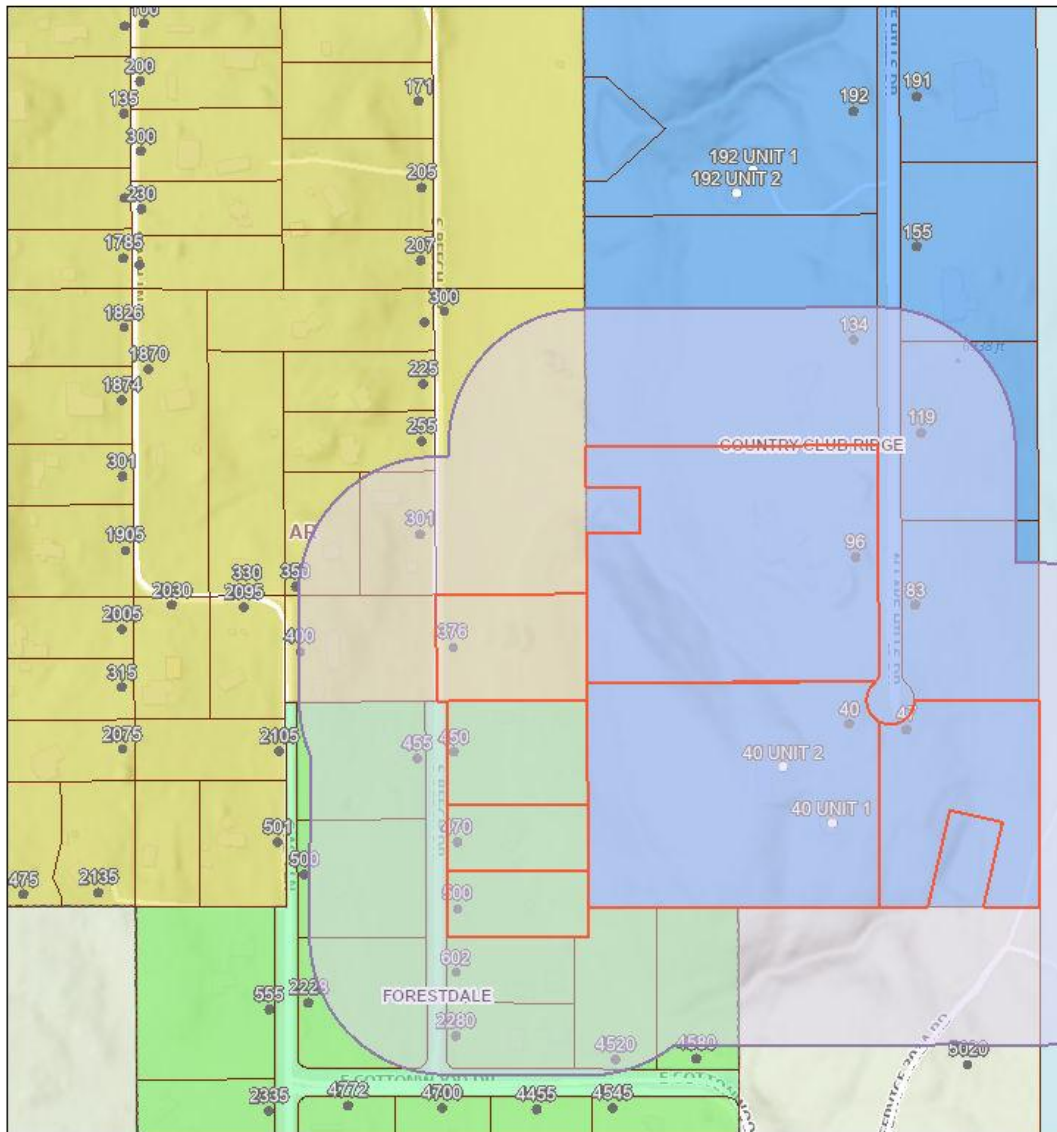


Parcel Report- Properties within 300' of Jim and Sharon Carter

Area of Interest (AOI) Information

Area : 2,684,483.52 ft²

Jan 15 2023 19:18:57 Mountain Standard Time



Sources: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatasysteem, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user community, Esri Community Maps Contributors, City of Flagstaff GIS, Coconino County, County of Yavapai, ©

#	APN	Account #	911 Address	Owner Name	Owner Address
1	10606028	R0022383	255 S BEECH DR	SHEARON JENNIFER	255 S BEECH DR FLAGSTAFF, AZ 86004
2	10606033D	R0022389	155 N LAKE HILLS DR	SECLUDED ESTATES LLC	7449 EAST TAYLOR STREET SCOTTSDALE, AZ 85257
3	10606030	R0022385	350 S ASH LN	BEYNON STEPHANIE N	350 S ASH LN FLAGSTAFF, AZ 86004
4	10606011B	R0010257	2280 S BEECH DR	SMITH SCOTT	2280 S BEECH DR FLAGSTAFF, AZ 86004
5	10606011A	R0010256	602 S BEECH DR	WHITE ROBERT G	PO BOX 1248 RIMROCK, AZ 86335
6	10606029	R0022384	301 S BEECH DR	KAZLO BRENDA F	301 S BEECH DR FLAGSTAFF, AZ 86004
7	10606014B	R0040867	470 S BEECH DR	PIMENTEL JOHANNA	470 S BEECH DR FLAGSTAFF, AZ 86004
8	10606014C	R0040868	500 S BEECH DR	CHAVEZ FREDERICK J & LEATHEA A	4025 COTTONWOOD DR FLAGSTAFF, AZ 86004
9	10606009	R0052384	4580 E COTTONWOOD DR	CHAVEZ FREDERICK J & LEATHEA A	4025 COTTONWOOD DR FLAGSTAFF, AZ 86004
10	10606012	R0010258	2228 S ASH LN	BELLA RICA 2228 LLC	2105 N 2ND ST NO E FLAGSTAFF, AZ 86004
11	10606010	R0010255	4520 E COTTONWOOD DR	CHAVEZ FREDERICK J & L ARLENE	4025 E COTTONWOOD DR FLAGSTAFF, AZ 86004
12	10606013	R0040865	500 S ASH LN	PLUMB SPENCER	725 HARRISON ST MISSOULA, MT 59802
13	10606016	R0066026	455 S BEECH DR	MORTON-STARNER RYLAN	450 S ASH LN FLAGSTAFF, AZ 86004
14	10606014A	R0040866	450 S BEECH DR	DAWSON LUCAS J	111 FAIRWAY BLVD KALISPELL, MT 59901
15	10606001P	R0057284	400 S ASH LN	WILLIAMS HUGH P	400 S ASH LN FLAGSTAFF, AZ 86004
16	10606035	R0051662	376 S BEECH DR	COLLETTI MARK A REVOCABLE LIVING TRUST DTD 06-08-00	376 S BEECH DR FLAGSTAFF, AZ 86004
17	10606033E	R0051831	119 N LAKE HILLS DR	LAKE HILLS 6920 LLC	3210 S GILBERT RD NO 4 CHANDLER, AZ 85249
18	10606033F	R0051832	83 N LAKE HILLS DR	STP COMMUNITY PROPERTY TRUST DTD 03-18-13	10443 N CENTRAL AVE PHOENIX, AZ 85020
19	10606033G	R0051833	47 N LAKE HILLS DR	LEWIS RAYMOND & GLENNA FAMILY TRUST DTD 05-01-19	2534 E TEAKWOOD PL CHANDLER, AZ 85249
20	10606001M	R0057283	300 S BEECH DR	MONTGOMERY FAMILY TRUST DTD 09-08-95	PO BOX 730 THOMPSON FALLS, MT 59873
21	10606033K	R0051659	134 N LAKE HILLS DR	WILLIAMS FAMILY TRUST DTD 12-15-86	134 N LAKEHILLS DR FLAGSTAFF, AZ 86004
22	10606037D	R0353390	5000 E COTTONWOOD DR	DONATELL GABRIEL J & KELLY C	5000 E COTTONWOOD DR FLAGSTAFF, AZ 86004

23	10606033H	R0051834	40 N LAKE HILLS DR	CARTER JAMES S & SHARON K REVOCABLE LIVING TRUST	1305 W CAROLINE LN TEMPE, AZ 85284
24	10606033J	R0051658	96 N LAKE HILLS DR	SCHIEK TRUST EST 6- 2-99	96 N LAKE HILLS DR FLAGSTAFF, AZ 86004

Jim and Sharon Carter Residence
40 N. Lake Hills Drive
Flagstaff, AZ

March 20 ,2023

Subject: Notification in lieu of Neighborhood Meeting for proposed 7th bedroom and 5th bathroom/ shower located in the proposed addition to an existing residence located at 40 N. Lake Hills Dr.

Dear Neighbor,

The Flagstaff Zoning Code requires single-family homes with 5 or more bathrooms and 7 or more bedrooms 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 but 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.

This project is an addition to an existing 3 bedroom, 3 bath residence with the addition currently under construction to the main residence at 40 N. Lake Hills Drive built back in 2002. The permit for the addition has already been issued by the City of Flagstaff and approved by the Country Club Ridge Homeowners Association. The owners of the property would like to add a shower to the 5th bathroom of the home, in the bathroom near bedrooms 2&3 and add an additional bedroom off the entertainment room. Please see the enclosed “before and “after plans. As stated previously the “current permitted” proposed addition is fully permitted. The owners of the property are using this as a second home and have many children with families that will be visiting from time to time.

Please feel free to contact me by phone at 602 828 1753, email at bobc@coltonconst.com or regular mail at 2001 East Ranch Road, Tempe AZ 85284 with any concerns or comments. I must receive your comments or concerns on or before April 8, 2023 for it to be valid.

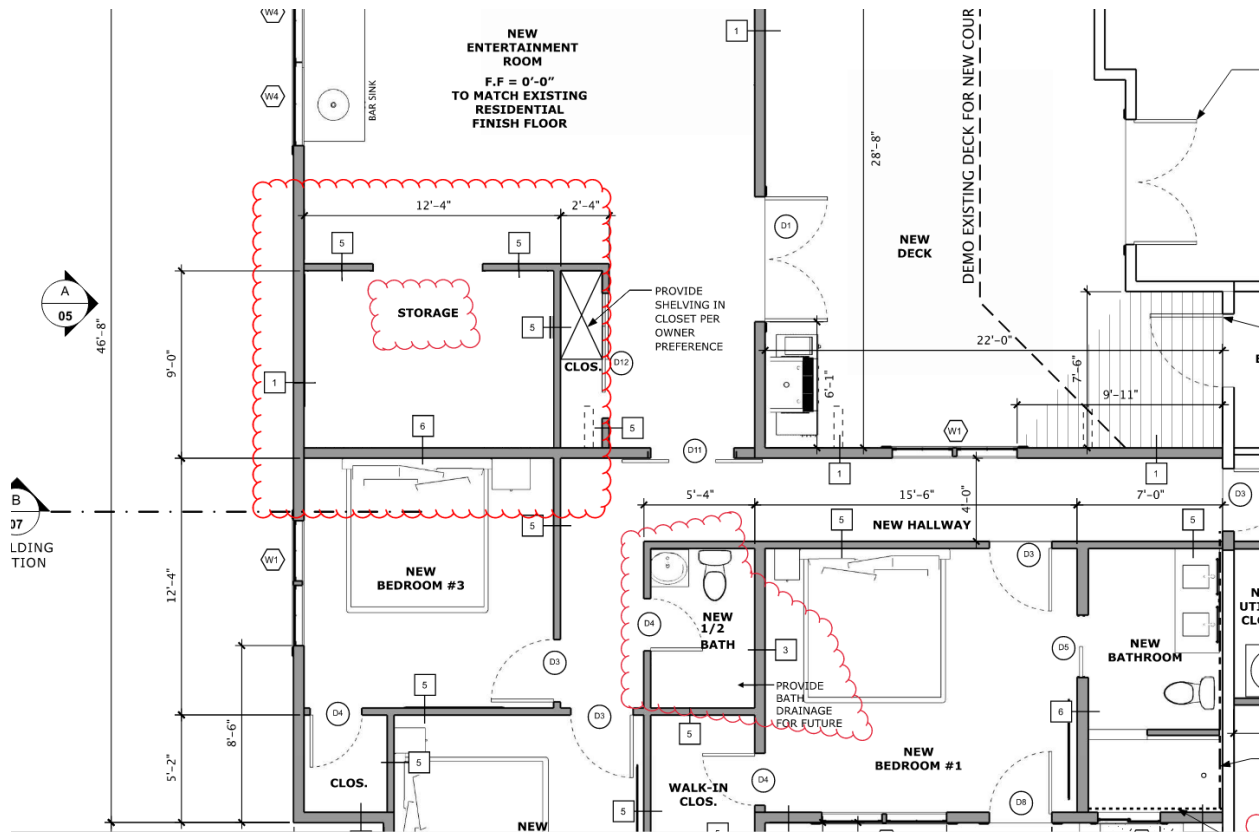
You will be contacted once again when the project is scheduled to go before the Planning and Zoning Commission.

On behalf of Owner, Jim and Sharon Carter Trust

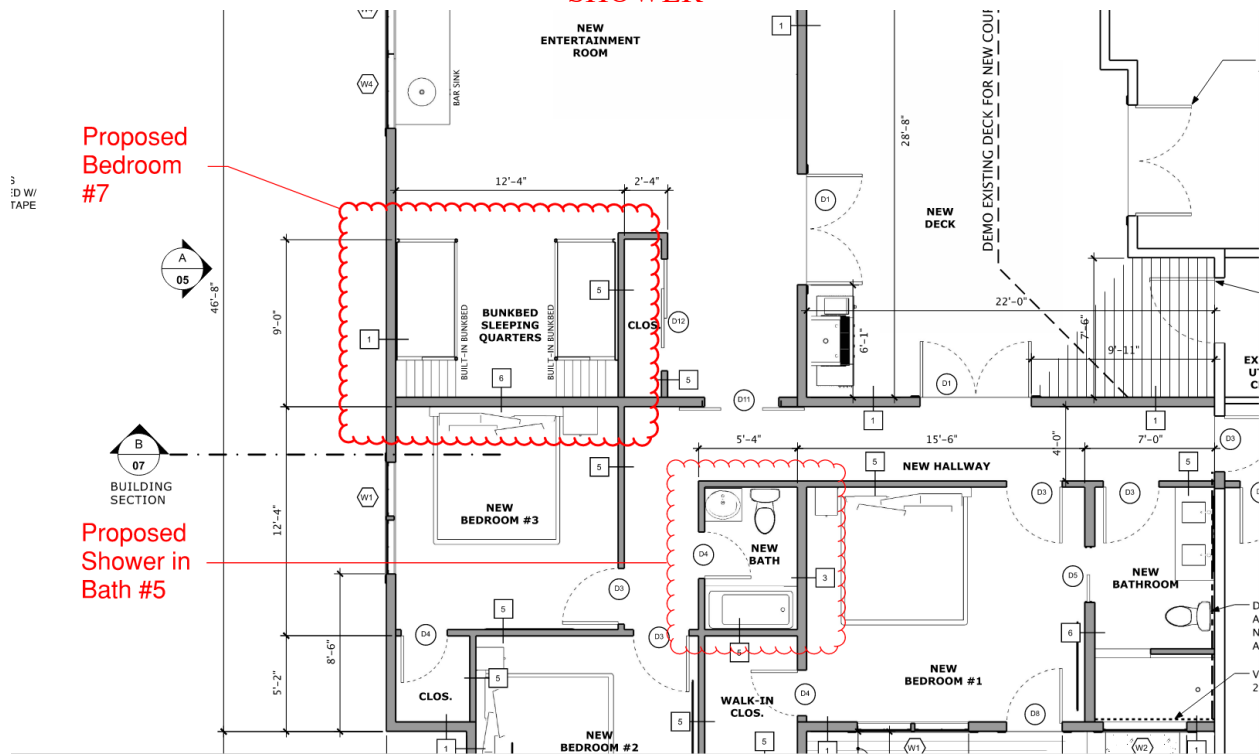
Sincerely



Robert Colton – Owners Representative



CURRENT PERMITTED PLANS SHOWING STORAGE AND BATHROOM - LESS SHOWER



AFTER - WITH ADDITIONAL BEDROOM AND SHOWER

Affidavit of Notifications to Affected Property Owners

Case Number: PZ-23-00033
Project Name: 20COLTON
Applicant Name: Robert Colton
Location: 40 N. Lake Hills Dr.

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:  OWNERS REP.

SUBSCRIBED AND SWORN before me this 22nd day of March, 2023 by:


Notary Public



My Commission Expires: September 30, 2026

April 5, 2023

Subject: Notification of Public Hearing before the Planning and Zoning Commission requesting a Conditional Use Permit for a Single Family High Occupancy Housing Development

Dear Neighbor,

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

An addition to an existing three bedroom, three-bathroom single family dwelling is currently in progress, at 40 N. Lake Hills Dr. (APN 106-06-033H). The addition, approved by the City of Flagstaff as BP-22-00841, and the Country Club Ridge Homeowners Association will create a six bedroom, four bathroom single family dwelling on site. The applicant is requesting a Conditional Use Permit to add a seventh bedroom and fifth full bath as part of the already approved addition to the home to better serve the family and allow additional family member's and guests the room needed to gather at the residence.

Case # PZ-23-00033 will be reviewed at the Planning & Zoning Commission public hearing on, April 26, 2023 at 4:00 pm. The public is invited to participate in the meeting, or to submit comments vial e-mail to Patrick St Clair pstclaire@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 Patrick St Clair City of Flagstaff Planner, at pstclaire@flagstaffaz.gov or (928) 213-2612

On behalf of the owners Jim and Sharon Carter Trust

Sincerely



Robert Colton- Owners Representative



Name: Sarah Colton

Date: 04.06.2023

INV #: 00000

Rev #: 0

CUSTOMER'S APPROVAL

- Approved
- Approved with Changes
- Revise and Proof Again

Signature _____
 Date _____

SIGN SPECS

- Radius Corners in.
- Holes Punched
 - Center Top & Bottom
 - All Four Corners
- Hems Grommets

PRODUCTION STAGES

- Design Material
- Printed/ Cut
- Production Install

DONE
 Signature _____ Date _____



2333 E. Spruce Avenue,
Flagstaff, AZ 86004

Ph: (928) 714-0740
Email: signs@sarflagstaff.com
Web: www.SARflagstaff.com

48 in

48 in

CITY OF FLAGSTAFF
PUBLIC HEARING
 PLANNING AND ZONING COMMISSION :

DATE: APRIL 26TH , 2023

LOCATION OF HEARING: VIRTUAL *SEE LINK BELOW

REQUEST: CONDITIONAL USE PERMIT

PROPOSAL: High Occupancy Housing
Development Single Family

GENERAL LOCATION: 40 N. Lake Hills Dr.

SIZE OF SITE: 7.1 ACRES

CASE #: PZ-23-00033

APPLICANT / CONTACT: Robert Colton

PHONE #: (602) 828-1753

CITY CONTACT: Patrick St. Clair pstclair@flagstaffaz.gov

PHONE: (928) 213-2612

PLANNING & DEVELOPMENT SERVICES DEPARTMENT:
(928) 213-2600

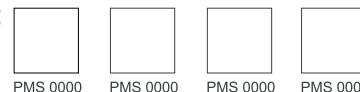
<https://www.flagstaff.az.gov/2845/planning-zoning-commission>

POSTING DATE: 04 /10/2023

Single Sided Coroplast / Qty. [x1]
Single sided coroplast with UV printed graphics.

This design and drawing submitted for your review and approval is the exclusive property of SIGNARAMA. It may not be reproduced, copied, exhibited or utilized for any purpose, in part or in whole by any individual inside out outside without written consent of SIGNARAMA.

Color :



Notes:

Apr 10, 2023 at 2:02:00 PM
40 N Lake Hills Dr
Flagstaff AZ 86004
United States
Coconino National Forest

CITY OF FLAGSTAFF
PUBLIC HEARING
PLANNING AND ZONING COMMISSION
DATE: APRIL 10TH, 2023
LOCATION OF HEARING: VIRTUAL, 7:00-8:00 AM
REQUEST: CONDITIONAL USE PERMIT
PROPOSAL: High Occupancy Housing
Development Single Family
GENERAL LOCATION: 40 N. Lake Hills Dr.
SIZE OF SITE: 1.1 ACRES
CASE #: PZ-23-00033
APPLICANT / CONTACT: Robert Cotton
PHONE #: 800.628.1753
CITY CONTACT: Patrick B. Clew patrick@flagstaff.gov
PHONE: (909) 213-2813
PLANNING & DEVELOPMENT SERVICES DEPARTMENT
1001 213-0888
Visit www.flagstaff.gov/planning for more information regarding zoning and development.
POSTING DATE: 04/10/2023

ROC #245687
**BARDEN
HOME
BUILDERS LLC**
928.699.3515



Affidavit of Notifications to Affected Property Owners

Case Number: PZ-23-00033

Project Name: 20 COLTON

Applicant Name: ROBERT COLTON - OWNERS REPRESENTATIVE

Location: 40 N. LAKE HILLS DR

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: [Signature] - OWNERS REP

SUBSCRIBED AND SWORN before me this 12th day of April, 2023 by:

[Signature]

Notary Public



My Commission Expires:

September 30, 2026

Affidavit of Sign Posting

Case Number: P2-23-00033

Project Name: 20 COLTON

Applicant Name: ROBERT COLTON - OWNERS REPRESENTATIVE

Location: 40 N. LAKE HILLS DR

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: [Signature] - OWNERS REP.

SUBSCRIBED AND SWORN before me this 12th day of April, 2023 by:

[Signature]
Notary Public



My Commission Expires: September 30, 2026