

July 19<sup>th</sup>, 2023

Bethan Heng  
City of Flagstaff  
311 W. Aspen Ave  
Flagstaff, AZ 86001

**RE:** Public participation report for Case #PZ-23-00125

Dear Bethan,

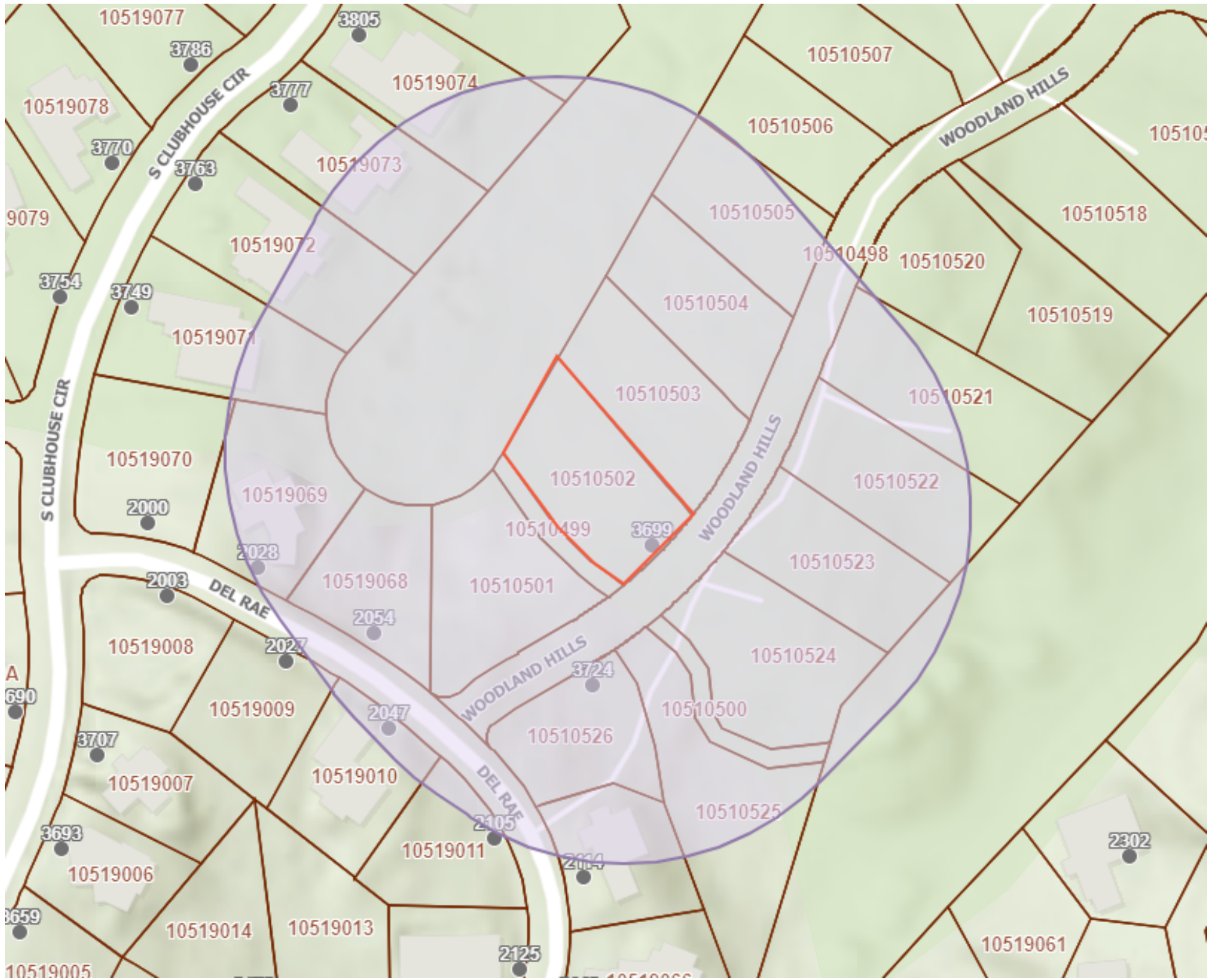
The following outlines the history of communication regarding the request for a conditional use permit to add a 5<sup>th</sup> bathroom to the already approved residence at 3699 S. Woodland Hill Drive.

- On July 20<sup>th</sup>, 2023, Two Hawks Design and Development mailed out letters notifying neighbors within a 300 ft. area of the request for conditional use permit. Enclosed is a copy of the letter and diagram, along with a list of recipients.
- As of August 2<sup>nd</sup>, 2023 I have received two enquiries with concern that the approval of this Conditional Use permit would allow 2 residence on the property. Both enquiries have been advised that would require a separate P&Z hearing and notice.
- On August 1<sup>st</sup>, 2023, Two Hawks Design & Development mailed out letters notifying neighbors of the public hearing before the Planning and Zoning Commission on August 23<sup>rd</sup>, 2023. Enclosed is a copy of the letter, along with a list of the recipients.
- On July 31<sup>st</sup>, 2023, a sign was posted at 3699 S. Woodland Hills Dr. to show notice of the public hearing that will be taking place on August 23<sup>rd</sup>, 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,

**Hugh McMahon**



<b>Parcel</b>	<b>Owner</b>	<b>Owner Address</b>
10519067	Pascale Gaetano Walter & Christina Trust	6610 E. Bent Tree Drive; Scottsdale, AZ 85266
10519068	Richards Living Trust	4710 E. Sierra Vista Drive; Paradise Valley, AZ 85253
10519069	SAC Trust	4703 E. Exeter Blvd; Phoenix, AZ 85018
10519071	Delduca Pamela Irrevocable Trust	1040 E. Osborn Road No. 1801; Phoenix, AZ 85014
10519072	Glass George M & Denise M Revocable Trust	10820 E. Quartz Rock Rd; Scottsdale, AZ 85255
10519073	Bevan Margaret Christine Trust	3777 S. Clubhouse Circle; Flagstaff, AZ 86005
10519074	King Investment Trust	3805 S. Clubhouse Circle; Flagstaff, AZ 86005
10510501	Tozer Kevin & Jennifer Family Trust	5715 E. Beverly Ln; Scottsdale, AZ 85254
10510503	JWM Irrevocable Trust	7030 N. Wilder Road; Phoenix, AZ 85021
10510504	Downing Michael & Paula Trust	6700 E. Caballo Drive; Paradise Valley, AZ 85253
10510505	Pine Run at Pine Canyon LLC	8601 N. Scottsdale Road Ste. 335; Scottsdale, AZ 85253
10510521	Carmel Living Trust	6838 E. Berneil Drive; Paradise Valley, AZ 85253
10510522	PC7 Holdings LLC	3050 N. 44th Street No. 200; Phoenix, AZ 85018
10510523	Montamara Investment LLC	11500 E. Caribbean Lane; Scottsdale, AZ 85255
10510524	Rinehimer Revocable Trust	10500 E. Lost Canyon Drive No.2; Scottsdale, AZ 85255
10510525	Stamp Scott & Silvia	42047 N. Mountain Cove Drive; Phoenix, AZ 85086
10510526	PC7 Holdings LLC	3050 N. 44th Street No. 200; Phoenix, AZ 85018
10519009	Windt Heinz	3124 W. Danielle Drive; Flagstaff, AZ 86001
10519010	Moffett Jack E.	11051 E. Desert Vista Drive; Scottsdale, AZ 85255
10519011	Hoster Deeann Schneider Gift Trust	111 E. Dunlap Ave. No.1-601; Phoenix, AZ 85020
10519075	Cheng Family trust	3819 S. Clubhouse Cir.; Flagstaff, AZ 86005
10510506	Smith Chad M & Christina D.	19494 N. 98th Pl.; Scottsdale, AZ 85255
10510520	PC7 Holdings LLC	3050 N. 44th Street No. 200; Phoenix, AZ 85018
10519008	Moore Family Revocable living trust	7030 N Wilder Rd; Phoenix, AZ 85021

Pine Canyon Lot 361  
3699 S. Woodland Hills Drive  
Flagstaff, AZ 86005

July 19<sup>th</sup>, 2023

**Subject:** Notification in lieu of Neighborhood meeting for proposed 5 bath new residence construction located at 3699 S. Woodland Hills Drive.

Dear Neighbor,

The Flagstaff Zoning Code requires single-family homes with 7 or more bedrooms, or 5 or more bathrooms, to obtain a Conditional Use Permit which requires a public hearing and approval from the Planning and Zoning Commission. 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 permit application and establish communication between the applicant and the affected nearby property owners.

This project is a new residence that will contain 5 En suite bathrooms, which triggers a High Occupancy Housing Conditional Use Permit. Due to having 5 "Sanitation facilities" the current zoning code is considered High Occupancy Housing. The proposed residence has already been approved by Pine Canyon Homeowners association and is being built as a single-family primary or secondary residence. Please see attached floor plans.

Please feel free to contact me by phone at 928-853-6648, email at [Hugh@twohawksdesigns.com](mailto:Hugh@twohawksdesigns.com) or regular mail at 3050 N. 44<sup>th</sup> St #200; Phoenix, AZ 85018 with any concerns or comments. Please provide comments by July 31st, 2023 in order for them to be included in the Planning and Zoning staff report.

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

Sincerely,

**Hugh McMahon, Director of Construction, Northern.AZ.**

P 928-853-6648

E [hugh@twohawksdesigns.com](mailto:hugh@twohawksdesigns.com)



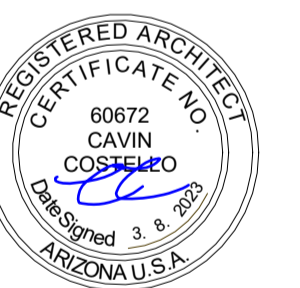
[twohawksdesigns.com](http://twohawksdesigns.com)



The Ranch Mine LLC  
4340 E Indian School Rd.  
Suite 21552  
Phoenix, AZ 85018

480.399.5990  
info@theranchmine.com  
www.theranchmine.com

**PINE CANYON-361**  
Lot 361 Woodland Hills Drive  
Flagstaff, AZ 86005



phase:  
Construction Documents

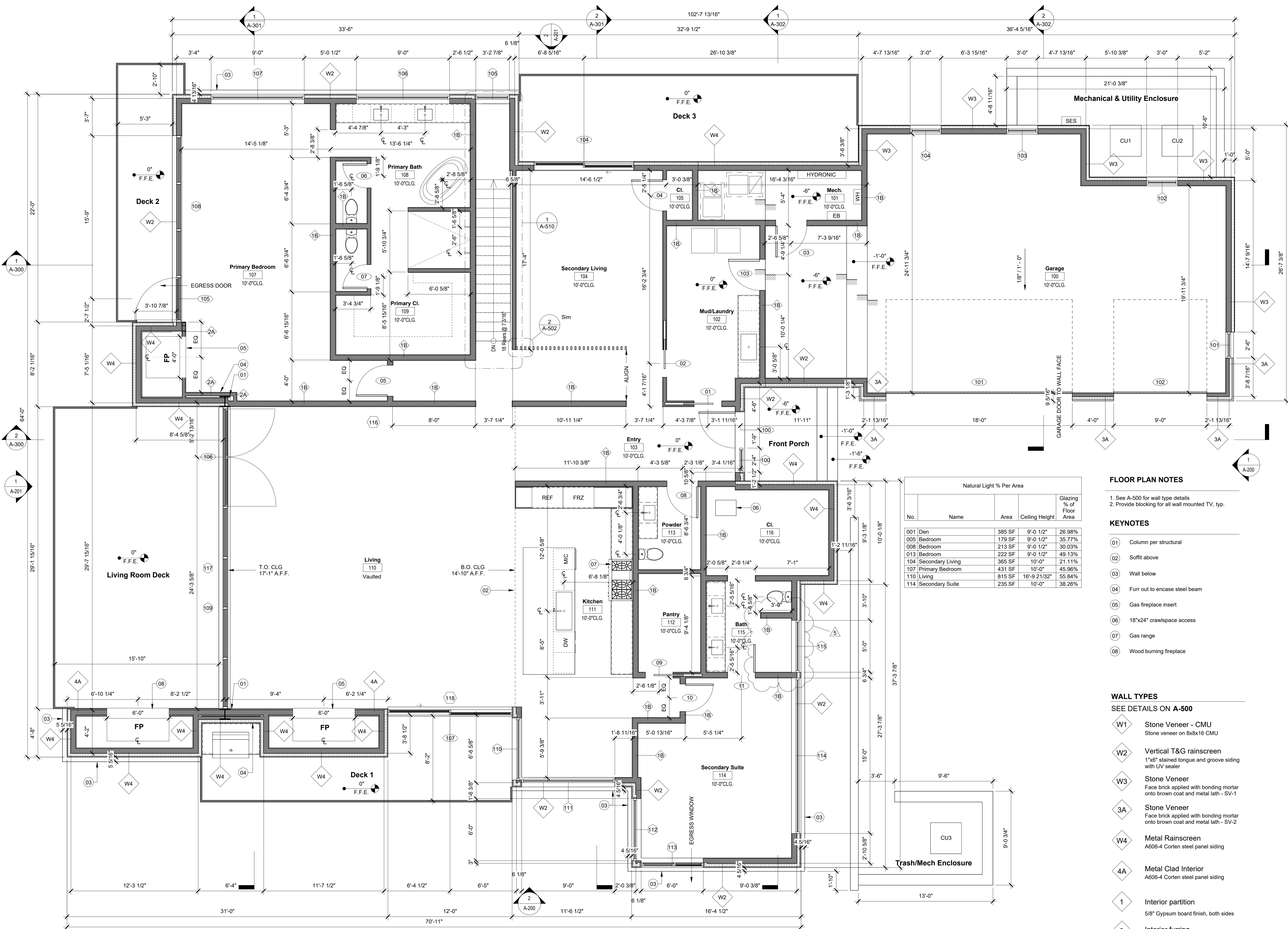
date of issue:  
03.08.2023

rev no, date, description:  
5 07.10.2023 Planning Review

sheet contents:  
**first floor plan**

sheet no:

**A-100**



No.	Name	Area	Ceiling Height	Glazing % of Floor Area
001	Den	385 SF	9'-0 1/2"	26.98%
005	Bedroom	179 SF	9'-0 1/2"	35.77%
008	Bedroom	213 SF	9'-0 1/2"	30.03%
013	Bedroom	222 SF	9'-0 1/2"	49.13%
104	Secondary Living	365 SF	10'-0"	21.11%
107	Primary Bedroom	431 SF	10'-0"	45.96%
110	Living	815 SF	16'-9 21/32"	55.84%
114	Secondary Suite	235 SF	10'-0"	38.26%

**FLOOR PLAN NOTES**

- See A-500 for wall type details
- Provide blocking for all wall mounted TV, typ.

**KEYNOTES**

- 01 Column per structural
- 02 Soffit above
- 03 Wall below
- 04 Furr out to encase steel beam
- 05 Gas fireplace insert
- 06 18"x24" crawspace access
- 07 Gas range
- 08 Wood burning fireplace

**WALL TYPES**

SEE DETAILS ON A-500

- W1 Stone Veneer - CMU  
Stone veneer on 8x8x16 CMU
- W2 Vertical T&G rainscreen  
1"x6" stained tongue and groove siding with UV sealer
- W3 Stone Veneer  
Face brick applied with bonding mortar onto brown coat and metal lath - SV-1
- 3A Stone Veneer  
Face brick applied with bonding mortar onto brown coat and metal lath - SV-2
- W4 Metal Rainscreen  
A606-4 Corten steel panel siding
- 4A Metal Clad Interior  
A606-4 Corten steel panel siding
- 1 Interior partition  
5/8" Gypsum board finish, both sides
- 2 Interior furring  
Gypsum board finish, U.N.O. - one side

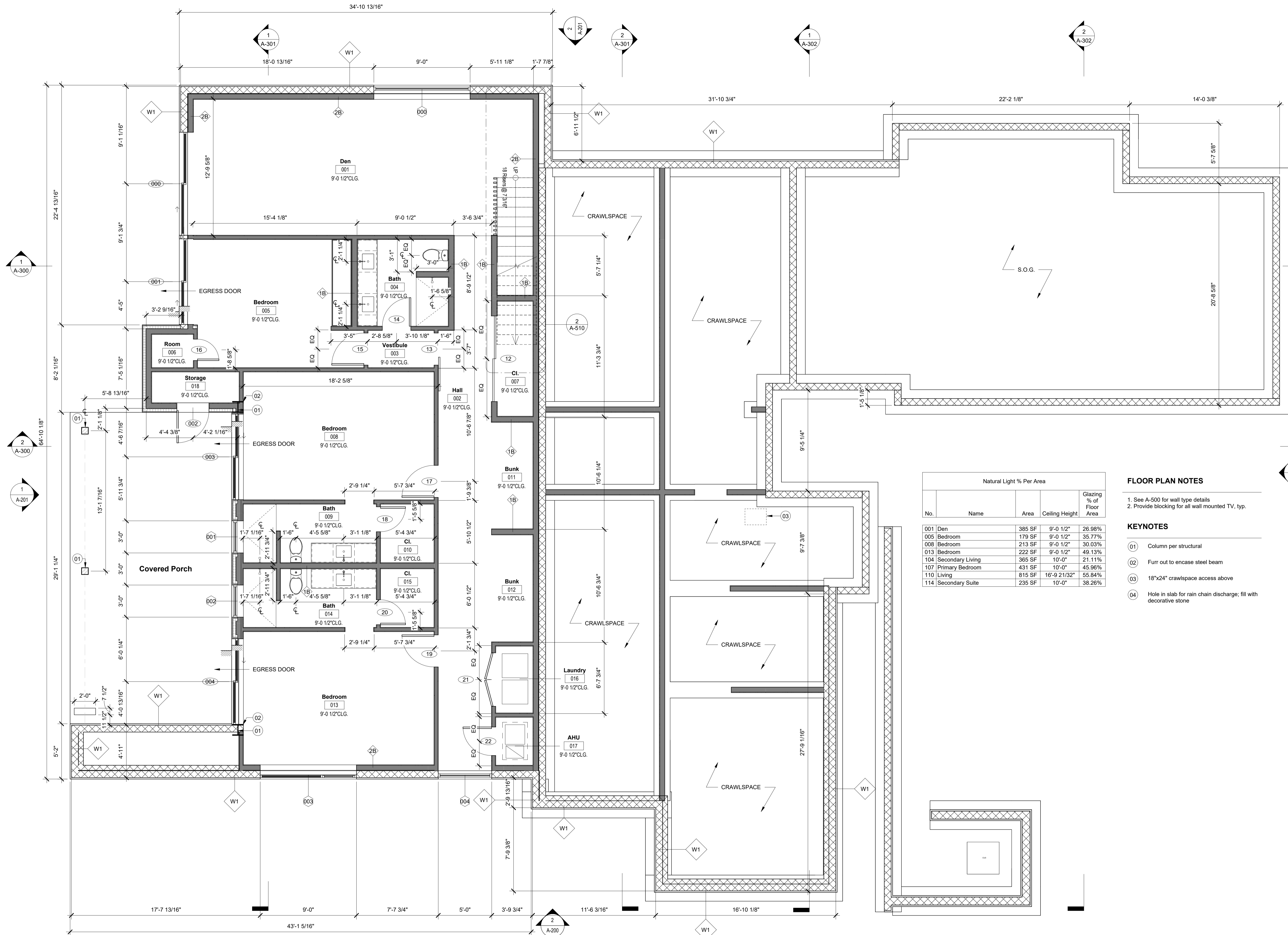
**1** first floor plan  
1/4" = 1'-0"



The Ranch Mine LLC  
 4340 E Indian School Rd.  
 Suite 21552  
 Phoenix, AZ 85018

480.399.5990  
 info@theranchmine.com  
 www.theranchmine.com

**PINE CANYON-361**  
 Lot 361 Woodland Hills Drive  
 Flagstaff, AZ 86005



Natural Light % Per Area			
No.	Name	Area	Glazing % of Floor Area
001	Den	385 SF	26.98%
005	Bedroom	179 SF	35.77%
008	Bedroom	213 SF	30.03%
013	Bedroom	222 SF	49.13%
104	Secondary Living	365 SF	21.11%
107	Primary Bedroom	431 SF	45.96%
110	Living	815 SF	55.84%
114	Secondary Suite	235 SF	38.26%

**FLOOR PLAN NOTES**

1. See A-500 for wall type details
2. Provide blocking for all wall mounted TV, typ.

**KEYNOTES**

- 01 Column per structural
- 02 Furr out to encase steel beam
- 03 18"x24" crawlspace access above
- 04 Hole in slab for rain chain discharge; fill with decorative stone



phase:  
 Construction Documents

date of issue:  
 03.08.2023

rev no, date, description:

sheet contents:  
**basement floor plan**

sheet no:

**A-101**

**1** basement floor plan  
 1/4" = 1'-0"

**Affidavit of Notifications to Affected Property Owners**

Case Number: PZ-23-00125

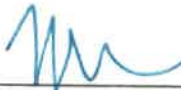
Project Name: Pine Canyon Lot 361

Applicant Name: Two Hawks Design & Development

Location: 3699 S.Woodland Hills Drive; 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 20<sup>th</sup> day of July, 2023 by:

Megan Blakey  
Notary Public

My Commission Expires:  
July 2nd, 2025



Pine Canyon Lot 361  
3699 S. Woodland Hills Drive  
Flagstaff, AZ 86005

August 2<sup>nd</sup>, 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/or seven or more bedrooms to obtain an approved Conditional Use Permit from the Planning and Zoning Commission.

The applicant is requesting a conditional use permit for a single-family home with 5 En suite bedrooms. The proposed residence has already been approved by Pine Canyon Homeowners association and is being built as a single-family primary or secondary residence.

Case # PZ-23-00125 will be reviewed at the Planning & Zoning Commission public hearing on, August 23<sup>rd</sup>, 2023 at 4:00 PM. The public is invited to participate in the meeting, or to submit comments via email to [bethan.heng@flagstaffaz.gov](mailto:bethan.heng@flagstaffaz.gov) prior not 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 the Planner assigned to this case, at [bethan.heng@flagstaffaz.gov](mailto:bethan.heng@flagstaffaz.gov) or (928) 213-2603.

On behalf of the owner PC7 Holdings LLC.

Sincerely,

Hugh McMahon – Owners Representative

**Affidavit of Notifications to Affected Property Owners**

Case Number: PZ-23-00125

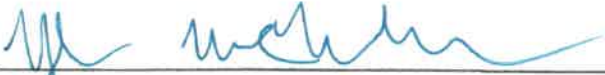
Project Name: Pine Canyon Lot 361

Applicant Name: Two Hawks Design & Development

Location: 3699 S. Woodland Hills Drive; 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 3<sup>rd</sup> day of August, 2023 by:

  
Notary Public

My Commission Expires:  
July 2nd, 2025





Name: Hugh McMahon

Date: 07.21.2023

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:** AUGUST 23rd, 2023 at 4:00P.M.

**LOCATION OF HEARING:** VIRTUAL \*SEE LINK BELOW

**REQUEST:** CONDITIONAL USE PERMIT

**PROPOSAL:** High Occupancy Housing  
Development Single Family

**GENERAL LOCATION:** 3699 S. Woodland Hills Blvd.

**SIZE OF SITE:** .55 ACRES

**CASE #:** PZ-23-00125

**APPLICANT / CONTACT:** Hugh McMahon

**PHONE #:** (928) 853-6648

**CITY CONTACT:** Bethan Heng bethan.heng@flagstaff.gov

**PHONE:** (928) 213-2603

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

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

POSTING DATE: 08/02/2023

**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 :



PMS 0000



PMS 0000



PMS 0000



PMS 0000

Notes:

LAUNCH  
REAL ESTATE

ARISSA HOSS  
0.212.2267



CITY OF FLAGSTAFF  
**PUBLIC HEARING**  
PLANNING AND ZONING COMMISSION :  
DATE: AUGUST 23rd, 2023 at 4:00PM  
— LOCATION OF HEARING: VIRTUAL \*SEE LINK BELOW—  
REQUEST: CONDITIONAL USE PERMIT  
PROPOSAL: High Occupancy Housing  
Development/ Single Family  
GENERAL LOCATION: 3699 S. Woodland Hills Blvd.  
SIZE OF SITE: 55 ACRES  
CASE #: PZ-23-00125  
APPLICANT / CONTACT: Hugh McMahon  
PHONE #: (928) 853-6648  
CITY CONTACT: Bethan Heng bethan.heng@flagstaff.gov  
PHONE: (928) 213-2603  
— PLANNING & DEVELOPMENT SERVICES DEPARTMENT—  
(928) 213-2600  
<https://www.flagstaff.az.gov/2845/planning-zoning-commission>  
POSTING DATE: 08/02/2023

Affidavit of Sign Posting

Case Number: PZ-23-00125

Project Name: Pine Canyon Lot 361

Applicant Name: Two Hawks Design & Development

Location: 3699 S. Woodland Hills Drive; 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: *[Handwritten Signature]*

SUBSCRIBED AND SWORN before me this 3<sup>rd</sup> day of August, 2023 by:

*Megan Blakey*

Notary Public

My Commission Expires:

July 2<sup>nd</sup>, 2025

