



# City of Flagstaff

## Community Development

October 7, 2024

Kayla Fleishman  
Shephard-Wesnitzer, Inc., an Ardurra Company  
110 W. Dale Avenue  
Flagstaff, AZ 86001

RE: US Courthouse Site Plan Approval (PZ-23-00042-02)

Dear Kayla Fleishman:

As of the date of this correspondence, the City of Flagstaff Inter-Division Staff (IDS) has approved Project No. PZ-23-00042-02 for the proposed development of a 38,426 square foot federal courthouse office use located at 1535 W Route 66. The Coconino County Assessor Parcel Number for the subject property is 112-27-021A. The approval is subject to the attached Conditions of Approval and a successful granting of a Conditional Use Permit from Planning and Zoning Commission.

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 Shephard-Wesnitzer, Inc., an Ardurra Company dated September 2024,
- Landscape & Irrigation Plan prepared by Morning Dew dated September 26, 2024,
- Floor Plan prepared by Shive Hattery Architecture and Engineering dated June 05, 2024,
- Building Elevations prepared by Shive Hattery Architecture and Engineering dated September 26, 2024,
- Resource Protection Plan prepared by Shephard-Wesnitzer, Inc., an Ardurra Company dated September 2024.

This approval shall be valid for a period of one year following the above date, October 7, 2024. If, at the expiration of this period, the property has not been improved for the approved development; or a certificate of occupancy has not been issued; or the site has not been occupied per Zoning Code section 10-20.40.140, 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 and scheduling a public hearing with Planning and Zoning Commission for a Conditional Use Permit. Detailed minimum requirements and Civil Plan Review application can be found on the City of Flagstaff website: <https://www.flagstaff.az.gov/4697/Development-Engineering>. Please include with your submittal a copy of this letter along with your responses to each comment. Prior to submittal, please contact the Development Engineering Project Manager assigned to the project, Dana Cole, to discuss the application submittal requirements, the review process, and the timing of reviews. Dana can be reached at (928) 864-9951 or via e-mail at [dcole@flagstaffaz.gov](mailto:dcole@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;



Bethan Heng  
Planner  
City of Flagstaff Current Planning  
(928) 213-2603  
[Bethan.heng@flagstaffaz.gov](mailto:Bethan.heng@flagstaffaz.gov)

Attachment: Conditions of Approval