

## MINUTES

PLANNING & ZONING COMMISSION  
WEDNESDAY  
OCTOBER 23, 2024

COUNCIL CHAMBERS  
211 WEST ASPEN AVENUE  
4:00 P.M.

### 1. CALL TO ORDER

Chair Mandino called the meeting of order at 4:03 p.m.

### 2. ROLL CALL

*NOTE: One or more Commission Members may be in attendance telephonically or by other technological means.*

PRESENT:  
CAROLE MANDINO, CHAIR  
BOB HARRIS, III (virtually)  
CHRISTINE SHEEHY  
CJ LUCKE

MARY NORTON, VICE CHAIR  
IAN SHARP  
MEGAN WELLER

### 3. PUBLIC COMMENT

*At this time, any member of the public may address the Commission on any subject within their jurisdiction that is not scheduled before the Commission on that day. Due to Open Meeting Laws, the Commission cannot discuss or act on items presented during this portion of the agenda. To address the Commission on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard.*

Elsa Erling, Associate Planner Comprehensive Planning at the City of Flagstaff, announced that the Flagstaff Regional Land Use Plan for 2045 is now available for the 60 day public review on [www.flagstaff.az.gov/regionalplan2045](http://www.flagstaff.az.gov/regionalplan2045).

### 4. APPROVAL OF MINUTES

Approval of the minutes from the regular meeting on Wednesday October 9, 2024

Moved by Mary Norton, seconded by CJ Lucke to approve the minutes of October 9, 2024.

Vote: 7 - 0 - Unanimously

### 5. PUBLIC HEARING

- A. A Direct to Ordinance Zoning Map Amendment request from Snell & Willmer, LLP, on behalf of the applicant Atlantic Development & Investments, LLC to rezone approximately 13.96 acres located at 4631 S Lake Mary Rd from the Estate Residential (ER) zone within the Resource Protection Overlay Zone (RPO) to the High Density Residential (HR) zone within the RPO.

#### STAFF RECOMMENDED ACTION:

Staff recommends the Planning & Zoning Commission forward the request to the City Council with a recommendation approving PZ-21-00213-01, subject to the following four conditions which will be included into the zoning map amendment ordinance:

1. The subject property must be developed in accordance with the approved site plan and the conditions of approval dated December 22, 2022. Modifications (other than minor modifications) to the approved site plan will require an amendment to this Direct to Ordinance Zoning Map Amendment request.
2. All other requirements of the Zoning Code and other City codes, ordinances and regulations, shall be met by the proposed development.
3. All terms, conditions, and restrictions detailed within the "Lake Mary Housing Development Agreement" must be fully satisfied.
4. In the event the property is rezoned and the Developer fails to obtain final Civil Plan approval within two (2) years of the effective date of the rezoning ordinance, then the City may schedule a public hearing before the City Council for the purpose of causing the zoning on the Property to revert to the former classification of Estate Residential (ER) in accordance with A.R.S. Â§ 9-462.01. Civil Plan approval will not be granted until the following conditions precedent are met:
  - a. The Developer obtains the required approvals from the National Forest Service to locate the pressurized sewer line in National Forest Service property.
  - b. The Flagstaff City Code is amended to allow the installation and connection of public pressurized sewer systems.

Ben Mejia, Senior Planner, gave a PowerPoint presentation and answered the commissioners questions.

- Discussion held and questions answered by; Jackson Salazar, Project Manager Water Services and Ben Mejia, Senior planner City of Flagstaff.

Mike Merowitz with Snell & Willmer, LLP, gave a PowerPoint presentation and spoke on behalf of the the applicant Atlantic Development & Investments, LLC.

- Discussion held and questions answered by; Dawn Cartiaire, President/Senior Traffic Engineer at Civtech Inc., Jennifer Mikelson, Housing Planning Manager City of Flagstaff, Mike Merowitz and Staff.

**Public Comment:**

- Danya Gorel
- Bryan Dennehy Creighton Chante
- Mary & Kent Powell
- John Lloyd
- Jackie Kypta
- Frances Joseph
- Tobie Bardsley
- Tim Hamrah
- Mary Elise Rumpf
- Julia Green
- Anne Doyle
- Sara Schmitz

**Moved by Ian Sharp, seconded by Mary Norton that the Planning & Zoning Commission forward the request to the City Council with a recommendation to deny.**

**Vote: 6 - 1**

**NAY: CJ Lucke**

- B. Public Hearing: PZ-24-00149 Conditional Use Permit for Single-Family High Occupancy Housing Development at 2961 S Solitaires Canyon Dr**  
In accordance with the findings presented in this report, Staff recommends approval of PZ-24-00149 with conditions.

1. The development of the site shall substantially conform to the plans as presented with the Conditional Use Permit application.

Dustin Stiffler, Accociate Planner, gave a PowerPoint presentation and answered the commissioners questions.

**Moved by Mary Norton, seconded by Ian Sharp** in accordance with the findings and conditions to recommend approval of the Conditional Use Permit PZ-24-000645.

**Vote: 7 - 0 - Unanimously**

- C. Public Hearing: PZ-24-00064 Conditional Use Permit for Single-Family High Occupancy Housing Development at 5015 E Lake Country Rd**  
In accordance with the findings presented in this report, Staff recommends approval of PZ-24-00064 with conditions.

1. The development of the site shall substantially conform to the plans as presented with the Conditional Use Permit application.

Dustin Stiffler, Associate Planner, gave a PowerPoint presentation and answered questions from the commission.

Applicant Jordan Greenman of Greenman Law participated virtually and answered questions form commission.

**Moved by CJ Lucke, seconded by Megan Weller** in accordance with the findings and conditions to approve the Conditional Use Permit application PZ-24-000645.

**Vote: 7 - 0 - Unanimously**

- D. PZ-24-00009 Subdivsion Process City Code (Title 11) Text Amendment : City's request to modify City Code Title 11: General Plans and Subdivisions, Chapter 11-20: Subdivision and Land Split Regulations, to remove the requirement for Concept Plat; allow Minor Subdivisions of up to 10 lots instead of 4 lots; make all preliminary and final plats administrative unless modifications to development standards are requested, such as an Engineering modification or a Planned Residential Development; establish a separate process for land dedications affiliated with subdivisions; develop a formal plat amendment process; replace Development Master Plan with a Master Block Plat Process; and minor changes to lot split standards. This amendment will be a full replacement of the Chapter. Staff recommends the Planning and Zoning Commission, in accordance with this report, find that the required findings of the Zoning Code have been met, and that the Planning and Zoning Commission make a recommendation to the City Council for approval of the City Code Text Amendment.**

Tiffany Antol, Zoning Code Manager, gave a PowerPoint presentation and answered questions from the commission.

Public Comment:

- Lindsay C. Shube

**Moved by Ian Sharp, seconded by CJ Lucke** in accordance with the findings and conditions to approve the City Code Text Amendment PZ-24-00009.

**Vote: 7 - 0 - Unanimously**

6. **MISCELLANEOUS ITEMS TO/FROM COMMISSION MEMBERS**

None

7. **ADJOURNMENT**

The meeting was adjourned at 8:08 p.m.