



MOUNTAIN LINE – KASPAR MAINTENANCE FACILITY

CONDITIONAL USE PERMIT – NEIGHBORHOOD MEETING PLAN

On behalf of Mountain Line, Norris Design (the “Applicant”) has filed a Conditional Use Permit (CUP) application for the approximately 6.78-acre property located at 3773 & 3825 N. Kaspar Drive (APN: 113-22-001M & 113-22-001T). The property is optimally located adjacent to the historic Route 66 and is currently utilized as the administrative headquarters and some maintenance operations for Mountain Line. The development site plan is anticipated to receive approval from the City of Flagstaff on February 27th. Enclosed is the latest site plan for the Mountain Line Passenger Transportation Facility, in which City Staff was agreeable to providing for the purpose of this CUP application as we await final approval on the Site Plan. As demonstrated on the enclosed site plan, the development team proposes to expand the subject property to allow for additional maintenance-related activities to the existing passenger transportation facilities. The expansion of the existing passenger transportation facilities is the focus of the Conditional Use Permit request.

OVERVIEW OF NEIGHBORHOOD MEETING NOTIFICATION

In order to notify interested parties that the application has been made, an initial notification letter will be mailed via first class mail to adjacent property owners within 825-feet of the subject property. The City of Flagstaff required a notification to be mailed to property owners within 300-feet of the subject property, however, it is the intent of the developer to go above and beyond the notification requirements and extend the boundary of notification to 825-feet from the property line. A list of notification letter recipients within 825-feet of the subject property is enclosed with this Neighborhood Meeting Plan.

The initial notification letter will contain details regarding the application, as well as an invitation to a neighborhood meeting to allow interested parties to express any concerns, issues or problems that they may have with the application in advance of the public hearings. In the mailed notice and at the neighborhood meeting, interested parties will be encouraged to contact the Applicant via phone or e-mail for additional information. A copy of the draft notification letter is enclosed with this Neighborhood Meeting Plan for City staff’s review and approval.

Upon approval of the notification letter by City staff, the neighborhood meeting will be scheduled, and a copy of the notification letter will be mailed to applicable parties at least fifteen (15) calendar days prior to the neighborhood meeting.

OVERVIEW OF PUBLIC HEARING NOTIFICATION

Upon the scheduling of any public hearing and no later than fifteen (15) calendar days prior to its occurrence, the Applicant shall arrange for proper notification of said hearing(s). Specifically, the following notification efforts are planned:

1. Mailed notice (via first class mail) to adjacent property owners within 825-feet of the subject property,
2. Erect sign postings on the property adjacent to right-of-way. The applicant shall remove signage within 7 days of the final disposition of the case.

A copy of the draft public hearing notification letter and sign posting is enclosed with this Neighborhood Meeting Plan for City staff’s review and approval. Specific locations for the required sign postings will be identified at a future date.



825-FOOT PROPERTY OWNER NOTIFICATION LIST

APN	OWNERNAME	OWNERADDRESS_ADDRESS1	OWNERADDRESS_CITY OWNERAD
11380009	BUCINA LIVING TRUST DTD 06-01-17	4037 N GANNET WAY	FLAGSTAFF, AZ 86004
11320006B	GREENE CHAD J	4247 N MOUNTAIN MEADOW DR	FLAGSTAFF, AZ 86004
10814138	ANDERSSOHN RYAN & KATHERINE	3359 E ASCONA WAY	FLAGSTAFF, AZ 86004
11321009	THORNTON HEATHER L	3850 N FANNING DR	FLAGSTAFF, AZ 86004
10814089	SCHUTTE PHILLIP	4001 N ZERMATT WAY	FLAGSTAFF, AZ 86004
10814010	FLATT CHERYLL JEAN PARKER LIVING TRUST DTD 09-30-14	8632 WOOD FOREST	SAN ANTONIO, TX 78251
11321022	PROSPER FAMILY TRUST DTD 07-03-19	1810 W UNIVERSITY HEIGHTS DR	FLAGSTAFF, AZ 86005
11323006A	CTI CORPORATION	11810 N TANGELO PARK PL	MARANA, AZ 85653
11321018	RAMOS CARLOS A	3850 N FANNING DR NO E2	FLAGSTAFF, AZ 86004
11321006	EDWARDS JONATHAN JORDAN	3850 N FANNING DR NO B2	FLAGSTAFF, AZ 86004
11380001	BITSUI JEFFREY & MARIAN	3779 E AVOCET AVE	FLAGSTAFF, AZ 86004
10814004	CONTRYMAN KATHRYN A	3388 E SWISS RD	FLAGSTAFF, AZ 86004
11380036	RUIZ GUSTAVO	PO BOX 30486	FLAGSTAFF, AZ 86003
11323004D	QWEST CORPORATION	1025 EL DORADO BLVD.	BROOMFIELD, CO 80021
11380107	KINO SATOSHI	4040 N PIPIT PL	FLAGSTAFF, AZ 86004
10814024A	HAMILTON FAMILY NEEDS TRUST DTD 01-30-09	3788 N ZURICH ST	FLAGSTAFF, AZ 86004
10805004C	MH FLAGSTAFF INVESTMENTS LLC	809 W RIORDAN RD NO 100-106	FLAGSTAFF, AZ 86001
11321025	BREWER STACEY L	3850 N FANNING DR NO G1	FLAGSTAFF, AZ 86004
11380110	BITNER FAMILY REVOCABLE LIVING TRUST DTD 11-21-06	2433 S GAUCHO	MESA, AZ 85202
11326010	G-FORCE PROPERTIES LLC	4159 E HUNTINGTON DR NO A	FLAGSTAFF, AZ 86004
10814131	DONNELLY JESSICA L & TRISTAN S	3325 E ASCONA WAY	FLAGSTAFF, AZ 86004
11380075	VESEY REX J	3748 E JACAMAR DR	FLAGSTAFF, AZ 86004
11380069	SCHMID ALEX & LAUREN	3111 E ANDRE AVE	GILBERT, AZ 85298
11380120	GARDNER GRANT J	3219 N ALTA VISTA DR	FLAGSTAFF, AZ 86004
11323011T	TRIPLE B AZ LLC	2282 E ZION WAY	CHANDLER, AZ 85249
11323004J	FLAGSHIP REALTY LLC	5323 E SUPERSTITION BLVD	APACHE JUNCTION, AZ 85119
10814085E	SWANN RE REVOCABLE TRUST	200 N OAK ST	FALLS CHURCH, VA 22046
11323011S	VILLA LOS ALTOS LLC	3650 E ROUTE 66	FLAGSTAFF, AZ 86004
10814005A	HONER LIVING TRUST DTD 06-26-02	3262 LOMA ALTA DR	SANTA CLARA, CA 95051
10805003B	FLAGSTAFF CITY OF	211 W ASPEN AVE	FLAGSTAFF, AZ 86001
11380061	BALOPOLE HARVEY L	6234 N ROCKGLEN RD	TUCSON, AZ 85704
11323011V	CANYON OIL INC	3686 E ROUTE 66	FLAGSTAFF, AZ 86004
10814032	STEPHENS HELEN MARIE	PO BOX 30002	FLAGSTAFF, AZ 86003
11380111	LOMENICK BRYAN W	4008 N PIPIT PL	FLAGSTAFF, AZ 86004
11323010D	GOLIGHTLY REVOCABLE TRUST DTD 03-16-00	3900 E HUNTINGTON DR	FLAGSTAFF, AZ 86004
10814134B	SAXTON AARON N & KRISTINA K	3370 E ASCONA WAY	FLAGSTAFF, AZ 86004
11321013	MALONEY ERIN	3850 N FANNING DR NO D1	FLAGSTAFF, AZ 86004
11321028	SHOOP MARY	3211 W CACTUS TREE TRL	TUCSON, AZ 85742
11380007	ESKUCHEN CHRISTOPHER & JULIA	4021 N GANNET WAY	FLAGSTAFF, AZ 86004
11380070	CLARK VINCENT G & KAREN L	5036 NIGHTHAWK WAY	OCEANSIDE, CA 92056
11323015A	BNSF RAILWAY COMPANY	PROPERTY TAX DEPARTMENT	FORT WORTH, TX 76161-0089
11380121	LA MINH LIEN	3884 E JACAMAR DR	FLAGSTAFF, AZ 86004
11380052A	ROBINSON EDWARD WILLIAM	3903 E JACAMAR DR	FLAGSTAFF, AZ 86004
11323004K	AANIKA HOSPITALITY CORPORATION	3417 S BROWN SAGE CT	FLAGSTAFF, AZ 86005
11380125C	MOUNT ELDEN VILLAS HOMEOWNERS ASSOCIATION	PO BOX 10000	PRESCOTT, AZ 86304
11380064	LA MAI THI N	3844 E JACAMAR DR	FLAGSTAFF, AZ 86004
11380105	MEYER SARAH E	4056 N PIPIT PL	FLAGSTAFF, AZ 86004
11380073	SCHANZ EMILY	3764 E JACAMAR DR	FLAGSTAFF, AZ 86004
10814008	MARTINEZ JOHNHENRY & AMY	3889 N FANNING DR	FLAGSTAFF, AZ 86004
10814129A	RICK PROPERTIES LLC	2953 N HEMBERG DR	FLAGSTAFF, AZ 86004
10814139	ARGOFF LES D	3355 E ASCONA WAY	FLAGSTAFF, AZ 86004
11380010	TEGLER STEPHEN C & KEM E	4045 N GANNET WAY	FLAGSTAFF, AZ 86004
11322001M	NORTHERN ARIZONA INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY	2300 S HUFFER LN	FLAGSTAFF, AZ 86001
11380004	SLADE DANIEL J & SUSAN	4001 N GANNET WAY	FLAGSTAFF, AZ 86004
11380063	CARRIG MICHAEL J & SANDRA E	3811 E JACAMAR DR	FLAGSTAFF, AZ 86004
11380067	BJBRJ SNICKER FAMILY TRUST DTD 04-30-19	3779 E JACAMAR DR	FLAGSTAFF, AZ 86004
10814011A	STARK CARTER J	3465 E LINDA VISTA DR	FLAGSTAFF, AZ 86004
11326008B	DL MONTEZUMA ENTERPRISES LLC	PO BOX 30214	FLAGSTAFF, AZ 86003
11321016	WOOD SUSAN	3850 N FANNING DR D4	FLAGSTAFF, AZ 86004
11380117	GEORGE CHRIS BRIAN & KIMBERLY A	3852 E JACAMAR DR	FLAGSTAFF, AZ 86004
11323010C	JMADE VENTURES LLC	9375 DONEY PARK LN	FLAGSTAFF, AZ 86004



10814142	MCNEAL SCOTT & LARA	1951 MEADOW VIEW CT	THOUSAND OAKS, CA 91362
11380055	FLORES J DE JESUS & DELIA	3887 E JACAMAR DR	FLAGSTAFF, AZ 86004
10814078	LC JACOBS PROPERTY 2 LLC	5023 E WINCHCOMB DR	SCOTTSDALE, AZ 85254
11321019	DOM HOLDINGS LLC	2565 N PARK AVE NO 30	TUCSON, AZ 85719
11321007	GOODWIN JOHN E	3850 N FANNING DR NO B3	FLAGSTAFF, AZ 86004
11320006A	CARBAJAL GERARDO & MARINA	4249 N MOUNTAIN MEADOW DR	FLAGSTAFF, AZ 86004
11323003	VALDIVIESO FRANKLIN EVANIVALDO MENDOZA	3841 E INDUSTRIAL DR	FLAGSTAFF, AZ 86004
11380108	MBS TRUST DTD 01-29-24	13003 N 12TH AVE	PHOENIX, AZ 85029
11380037	GREAT GATEWAY LLC	16627 W PAPAGO ST	GOODYEAR, AZ 85338
10814025A	3786 N ZURICH ST LLC	5901 E GIRLS RANCH RD	FLAGSTAFF, AZ 86004
10814009A	GEHL LANE R	3891 N FANNING DR	FLAGSTAFF, AZ 86004
10814130A	RICK PROPERTIES LLC	2953 N HEMBERG DR	FLAGSTAFF, AZ 86004
11321026	LI JIA	3850 N FANNING DR NO G2	FLAGSTAFF, AZ 86004
10814132	ENGELMAN MARK REVOCABLE LIVING TRUST DTD 10-29-20	27723 N 18TH DR	PHOENIX, AZ 85085
11380051	LANG JANICE L FAMILY TRUST DTD 12-26-96	3733 E AVOCET WAY	FLAGSTAFF, AZ 86004
11326008C	FLAGSTAFF EASTGATE LLC	5175 BIGHORN DR	FLAGSTAFF, AZ 86004
11321011	HARMENING KENNETH M & JULIE A	3850 N JAMISON BLVD UN B B	FLAGSTAFF, AZ 86004
11380005	KAKERT MATTHEW & JENNIFER L	4005 N GANNET WAY	FLAGSTAFF, AZ 86004
11323011K	YOOG HOSPITALITY INC	3417 S BROWN SAGE CT	FLAGSTAFF, AZ 86005
11380068	TRAVIS HARRY S III & LANI	3804 E JACAMAR DR	FLAGSTAFF, AZ 86004
11321017	SEE NATHANIEL A & ELIZABETH A	3850 N FANNING DR NO E1	FLAGSTAFF, AZ 86004
11380076	HEMMELGARN SAMUEL PAUL	3740 E JACAMAR DR	FLAGSTAFF, AZ 86004
11380056	RODRIGUEZ SAUL & MARTHA E	3883 E JACAMAR DR	FLAGSTAFF, AZ 86004
10814079	WHITEHAIR RODNEY A & MARSHA M	3789 N ZURICH ST	FLAGSTAFF, AZ 86004
10805002	FLAGSTAFF UNIFIED SCHOOL DISTRICT 1	3285 E SPARROW AVE	FLAGSTAFF, AZ 86004
11323004G	DAT DIRT LLC	5600 LAKE MARY RD	FLAGSTAFF, AZ 86005
11380038	BEGAY JOHN J & LUCINDA A	PO BOX 98	PINON, AZ 86510
11380062	AJSIC ADNAN	3819 E JACAMAR DR	FLAGSTAFF, AZ 86004
11380008	ERICKSON KATHRINE & ROSS	4029 N GANNET WAY	FLAGSTAFF, AZ 86004
10814006A	PINE COUNTRY RENTALS LLC	PO BOX 31115	FLAGSTAFF, AZ 86003
11321010	CAIN DAVID & PAMELA JEAN	837 N FOXHILL RD	FLAGSTAFF, AZ 86001
10814136A	RANDOL MARSHALL G	3367 E ASCONA WAY	FLAGSTAFF, AZ 86004
10814090	TWOMEY WILLIAM G & MARGARET J	3371 E SWISS RD	FLAGSTAFF, AZ 86004
11321029	VILLAGE HOMEOWNERS ASSOCIATION	PO BOX 31059	FLAGSTAFF, AZ 86003
11321014	ASHLEY FORREST G & JENNIFER E	14425 N INTERLACKEN DR	PHOENIX, AZ 85022
11321023	VALLEJO GABRIEL R	8860 E FAIRBROOK ST	MESA, AZ 85207
11380065	FARRIS RAYMOND L & PANJA	3795 E JACAMAR DR	FLAGSTAFF, AZ 86004
10814140	BERG MITCHELL	3351 E ASCONA WAY	FLAGSTAFF, AZ 86004
11322001S	NORTHERN ARIZONA INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY	3773 N KASPER DR	FLAGSTAFF, AZ 86004
11380059	CASKEY ROBERT & CHRISTINA FAMILY TRUST DTD 12-20-11	3420 S MOORE CIR	FLAGSTAFF, AZ 86005
11323015B	FLAGSTAFF CITY OF	211 W ASPEN AVE	FLAGSTAFF, AZ 86001
11322001P	3500 LV LLC	2200 E CEDAR AVE NO 6	FLAGSTAFF, AZ 86004
11380081	KURTZ JEFFREY C	4049 N PIPIT PL	FLAGSTAFF, AZ 86004
11380002	MOE JOHN R & STEPHANIE M	3771 E AVOCET WAY	FLAGSTAFF, AZ 86004
11380106	DORMAN BRADLEY JAMES & SARAH CHRISTINE	4048 N PIPIT PL	FLAGSTAFF, AZ 86004
10805003F	FLAGSTAFF CITY OF	211 W ASPEN AVE	FLAGSTAFF, AZ 86001
11380035	RUIZ GUSTAVO	PO BOX 30486	FLAGSTAFF, AZ 86003
11323002E	JM4 LIVING TRUST	1041 N PINE CLIFF DR	FLAGSTAFF, AZ 86001
10805004B	GREENLAW BAPTIST CHURCH OF FLAGSTAFF AZ INC	PO BOX 2425	FLAGSTAFF, AZ 86003
11380074	TALLEY CHARLES P	3756 E JACAMAR DR	FLAGSTAFF, AZ 86004
11380041	PEREIRA ROBERT & BRENDA	4026 N GANNET WAY	FLAGSTAFF, AZ 86004
11380109	LAPERRIERE ADAM C	975 N LINCOLN ST NO 9I	DENVER, CO 80203
11322001E	HOPE COMMUNITY CHURCH	3700 N FANNING DR	FLAGSTAFF, AZ 86004
11321024	MCNABBB MICHAEL J & LAURA L	PO BOX 625	PAGE, AZ 86040
10814007	JBK TRUST DTD 03-11-19	2938 N 17TH DR	PHOENIX, AZ 85015
10814127A	KUNKLE LIVING TRUST DTD 11-20-96	3346 E ASCONCA WAY	FLAGSTAFF, AZ 86004
11380079	SEVENTH LLC	PO BOX 668	EUREKA, CA 95502
11326005C	ARIZONA STATE OF	100 N 15TH AVE	PHOENIX, AZ 85007
11380118	MONDAY ARTHUR B & MARY G FAMILY TRUST DTD 09-10-98	4104 N PIPIT PL	FLAGSTAFF, AZ 86004
11380119	NICKERSON THEODORE E & SUSAN B	3868 E JACAMAR DR	FLAGSTAFF, AZ 86004
10814141	SCHUTT CHRISTOPHER A	3345 E ASCONA WAY	FLAGSTAFF, AZ 86004
11380060	ALLEN AMANDA	3839 E JACAMAR DR	FLAGSTAFF, AZ 86004



11326006	BNSF RAILWAY COMPANY	PROPERTY TAX DEPARTMENT	FORT WORTH, TX 76161-0089
11321020	BROWN ROBERT GARRISON	3850 N FANNING DR E4	FLAGSTAFF, AZ 86004
11380113	EGGLETON-BERKEL FAMILY TRUST DTD 04-21-21	148 W VERA LN	TEMPE, AZ 85284
11380054	LARA MARY	3891 E JACAMAR DR	FLAGSTAFF, AZ 86004
10814077	MARYN STEVE & REBECCA LOUISE	3794 N BERN ST	FLAGSTAFF, AZ 86004
11321008	SETTANNI CHRISTOPHER E	3850 N FANNING DR NO B4	FLAGSTAFF, AZ 86004
11380003	ORTIZ OSCAR P & MARIA D	3763 AVOCET AVE	FLAGSTAFF, AZ 86004
11380082	MIRABILE FAMILY LIVING TRUST DTD 07-14-21	4057 N PIPIT PL	FLAGSTAFF, AZ 86004
10814031	GORCE JEANNIE LIVING TRUST DTD 02-27-24	3365 E SWISS RD	FLAGSTAFF, AZ 86004
11321027	STROBEL JOHN CHRISTOPHER	3850 N FANNING DR NO G3	FLAGSTAFF, AZ 86004
11380122	CORNETT JOE & MARGARET	3892 E JACAMAR DR	FLAGSTAFF, AZ 86004
10814133A	DEVILLIERS HEATHER	3366 E ASCONA WAY	FLAGSTAFF, AZ 86004
10806002A	FLAGSTAFF CITY OF	211 W ASPEN AVE	FLAGSTAFF, AZ 86001
11321012	HARFMANN GODFREY	8058 N 15TH AVE	PHOENIX, AZ 85021
11380006	GARRISON KEITH & STEPHANIE	4013 GANNET WAY	FLAGSTAFF, AZ 86004
11321021	VERGARA STEVE & JENNY REBECCA	1208 W LAGUNA DR	TEMPE, AZ 85282
11380129	MOUNT ELDEN FOOTHILLS HOMEOWNERS ASSOCIATION	PO BOX 10000	PRESCOTT, AZ 86304
11323011L	PSNK INVESTMENTS LLC	3601 E LOCKETT RD	FLAGSTAFF, AZ 86004
10814135	ALTIN JOHN	3373 EAST ASCONA WAY	FLAGSTAFF, AZ 86004
11380077	MCCORMICK SHARON LIVING TRUST DTD 03-01-14	3732 E JACAMAR DR	FLAGSTAFF, AZ 86004
11380071	MULLEN SEAN & KERRY	3780 E JACAMAR DR	FLAGSTAFF, AZ 86004
10818090	KINNEY WILLIAM M	3338 E ASCONA WAY	FLAGSTAFF, AZ 86004
11380057	ACOSTA JOSE RODRIGUEZ	3875 E JACAMAR DR	FLAGSTAFF, AZ 86004
11380085	FAUBION FAMILY TRUST DTD 04-12-00	8524 GOLDEN RIDGE RD	LAKESIDE, CA 92040
11380127A	MOUNT ELDEN FOOTHILLS HOMEOWNERS ASSOCIATION	PO BOX 10000	PRESCOTT, AZ 86304
11321005	GOODE TYLER	3850 N FANNING DR NO B1	FLAGSTAFF, AZ 86004
10814088	PEDERSON REVOCABLE TRUST DTD 05-19-16	318 W ROSE LN	PHOENIX, AZ 85013
11380116	LA MAI THI NGOC	3844 E JACAMAR DR	FLAGSTAFF, AZ 86004
10814023A	NASH DAVID ALAN & SYLVIA J	3790 N ZURICH ST	FLAGSTAFF, AZ 86004
11322001T	NORTHERN ARIZONA INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY	2300 S HUFFER LN	FLAGSTAFF, AZ 86001
11380084	MCSALLY MARTHA	8148 S CARBURY WAY	TUCSON, AZ 85747
11380040	NATAY QUINCY LEE & LOLA TANEIL	25 MILE NW CHURCH'S NR 7	CHINLE, AZ 86504
11380086	BARNHILL-LINTON LIVING TRUST DTD 10-22-09	5838 E ORANGE BLOSSOM LN	PHOENIX, AZ 85018
11380115	BRITT MICHAEL R & SANDRA G LIVING TRUST DTD 05-28-03	3836 E JACAMAR DR	FLAGSTAFF, AZ 86004
11380083	BROWN ROBERT W	4065 N PIPIT PL	FLAGSTAFF, AZ 86004
11380114	GIBBS PHILLIP LEE	1706 E BEVERLY LN	PHOENIX, AZ 85022
11380080	WHITEHAIR SHERRY	4041 N PIPIT PL	FLAGSTAFF, AZ 86004
11380058	MADDEN ALBERTA LOUISE LIVING TRUST DTD 06-03-16	3867 E JACAMAR DR	FLAGSTAFF, AZ 86004
11380072	DUDEVOIR SCOTT G & CORINNE ADELE	3772 E JACAMAR DR	FLAGSTAFF, AZ 86004
11380078	LASH NIKOLAJ & RAYONVA	3724 E JACAMAR DR	FLAGSTAFF, AZ 86004
11380066	MCMANIMON MICHELLE K	3787 E JACAMAR DR	FLAGSTAFF, AZ 86004
11321015	CONRAD JESSICA LAUREN	3850 N FANNING DR D3	FLAGSTAFF, AZ 86004
11380123	ABRAHAM RAMAN ISAAC	22043 NEPTUNE AVE	CARSON, CA 90745
11380039	HAGAMAN CELESTE & LOGAN	4010 N GANNET WAY	FLAGSTAFF, AZ 86004
11380053	POLEN LEIGH W & THOMAS R	3651 S BARBERRY PL	CHANDLER, AZ 85248
11323012B	CANYON OIL INC	3686 E ROUTE 66	FLAGSTAFF, AZ 86004
11380090	SADAHIRO DEVEN D	3708 JACAMAR DR	FLAGSTAFF, AZ 86004
11326022	BLOCK-LITE COMPANY INC	PO BOX 2728	FLAGSTAFF, AZ 86003
11321002	RUSH CYNTHIA THERESA	3850 N FANNING DR NO A2	FLAGSTAFF, AZ 86004
11326011	BLACK BRADY RAY	5355 N DODGE AVE	FLAGSTAFF, AZ 86004
11380089	DESTIN KENYA	1774 RAVIZZA AVE	SANTA CLARA, CA 95051
11321001	RITTER SHAWNA	3850 N FANNING DR NO A1	FLAGSTAFF, AZ 86004
11380124	FLAGSTAFF CITY OF	211 W ASPEN AVE	FLAGSTAFF, AZ 86001
10814022	PEREZ MAURICIO	PO BOX 803	SELIGMAN, AZ 86337
11380104	OWENS LUKE & KIM HENSLEY	4064 N PIPIT PL	FLAGSTAFF, AZ 86004
11321004	QUINN ZACHARY A & VALERIE M	3850 N FANNING DR NO A4	FLAGSTAFF, AZ 86004
11321003	JAMES DINITA L	5812 N 12TH ST NO 36	PHOENIX, AZ 86014
11380112	RUESS-HENRY REVOCABLE LIVING TRUST DTD 04-21-21	4000 N PIPIT PL	FLAGSTAFF, AZ 86004
10814003A	DISNEY MEREDITH LAMARCHE LIVING TRUST DTD 05-16-13	21458 E MEWES RD	QUEEN CREEK, AZ 85142



REGISTRY OF INTERESTED PARTIES

The following list of interested parties was provided by the City of Flagstaff Planning & Development Department and will be used to notify recipients for the Public Hearing Process in addition to the 825-foot buffer area as indicated on previous pages.

Friends of Flagstaff's Future
P.O. Box 23462
Flagstaff, AZ 86002
info@friendsofflagstaff.org
(928) 556-8663

Michele A. James
Executive Director
Friends of Flagstaff's Future
P.O. Box 23462
Flagstaff, Arizona 86002

Northern Arizona Building Association
1500 East Cedar Avenue, Suite 86
Flagstaff, AZ 86004
tbociung@nazba.org
(928) 779-3071

Northern Arizona Association of Realtors,
Jeffrey Herd
1515 East Cedar Avenue, Suite C-4
Flagstaff, AZ 86004
naarflag@nazrealtor.com and
naargovaffairs@outlook.com
(928) 779-4303

Tish Bogan-Ozmun
5271 Mt. Pleasant Drive
Flagstaff, AZ 86004
tishflagstaff@gmail.com

Marilyn Weissman
1055 East Apple Way
Flagstaff, AZ 86001
(928) 779-5323
Missymoet@aol.com

Nat White
1120 North Rockridge Road
Flagstaff, AZ 86001
white@lowell.edu

Charlie Silver
720 West Aspen Avenue
Flagstaff, AZ 86001
Cws720@gmail.com

Betsy McKellar
330 S Ash Lane
Flagstaff, AZ 86004
birdvest8@gmail.com

David Carpenter
1109 W Beal Road
Flagstaff, AZ 86001
dc@hopeaz.com

Dorenda Coleman
Arizona Army National Guard, AZAA-FMO
5636 E McDowell Rd, M5330
Phoenix, AZ 85008
dorenda.j.coleman.nfg@mail.mil

Mary Beth Dreusike
US Navy, Intergovernmental Branch
850 Pacific Highway
Building 1 – 5th Floor, Suite 513
San Diego, CA 92132
marybeth.dreusike@navy.mil

Celia Barotz
3354 N Crest Street
Flagstaff, AZ 86001
cbarotz@gmail.com

Jay Christelman
Coconino County Community Development
2500 N Fort Valley Rd. Bldg 1
Flagstaff, Az 86001-1287
jchristelman@coconino.az.gov

Tyler Denham
800 W Forest Meadows St, Apt 119
Flagstaff, AZ 86001
tyler.b.denham@gmail.com

Jess McNeely
Coconino County Community Development
2500 N Fort Valley Rd. Bldg 1
Flagstaff, Az 86001-1287
wmcneely@coconino.az.gov



Steve Finch
Flagstaff Lodging, Restaurant & Tourism
Association
PO Box 30622
Flagstaff, AZ 86003
sfinch@flrta.org
(928) 326-6008

Rachel Bass
3083 W. Easterday Lane
Flagstaff 86001
rsilverton@gmail.com

Stephanie Barbour
PO Box 5691
Carefree, Arizona 85377
612-499-0651

Requested Notification of
Zoning Code Text Amendments Only

David Hayward
Neighborhood Homes, LLC
510-331-3380
david@neighborhoodhomes.com

Barry Levitan
19 S San Francisco St
Flagstaff, AZ 86001
bllips@aol.com

NEIGHBORHOOD MEETING FORMAT

The neighborhood meeting is planned to be held as a presentation style meeting. The development team will prepare a PowerPoint Presentation that discusses the proposal and allow attendees to provide feedback and answer questions at the end of the presentation. The development team will have a sign-in sheet and comment cards available for attendees to fill out as well. Additionally, the development team will provide attendees with business cards so that they may contact the team with any questions or comments after the meeting.

The anticipated agenda for the meeting is as follows:

- 6:00 PM: Development Team Introductions
- 6:05 PM: Presentation of Proposal via PowerPoint
- 6:30 PM: Questions & Answers
- 7:00 PM: Meeting Concludes

RECORD OF PROCEEDINGS

Following the neighborhood meeting, the development team will provide staff with a summary of the meeting and any questions or concerns that were brought up. Additionally, the development team will keep a record of any emails or phone calls received from neighbors to include within the meeting summary.

NEIGHBORHOOD MEETING NOTIFICATION DOCUMENTS

The following pages include:

- Draft neighborhood meeting notification letter to send to adjacent property owners (pending approval by staff)
- 825-foot radius map of property owners to be contacted
- List of property owners to be contacted, including owner names and tax billing addresses



NEIGHBORHOOD MEETING NOTIFICATION LETTER

January 3, 2025

RE: Mountain Line Kaspar Headquarters Facility (Case# PZ-23-00161-05)

Dear Property Owner or Neighborhood Association President:

A Conditional Use Permit (CUP) application has been filed with the City of Flagstaff for the proposed Mountain Line Maintenance Facility Headquarters located at **3773 & 3825 N. Kaspar Dr.** The subject property (APN: 113-22-001M & 113-22-001T) is currently zoned Highway Commercial (HC) and is requesting a CUP to allow for the expansion of the Passenger Transportation Facilities. The existing administration building is proposed to be modified to accommodate additional maintenance services to accommodate the needs of the Mountain Line bus system.

The development team would like to invite you to a neighborhood meeting to discuss the proposed project. The development team is holding a hybrid neighborhood meeting via Zoom Virtual Meeting and in-person at the Mountain Line Facility Vera Conference Room (Capacity: 24 seats) to address any questions or concerns that the surrounding residents may have so that comments can be taken into the consideration during the application process. Additionally, a public hearing will be held at a later date to present and discuss the project with the Planning and Zoning Commission. A separate notification will be provided for the future Planning & Zoning Commission Hearing. The neighborhood meeting date regarding this request is as follows:

NEIGHBORHOOD MEETING

Date: January 22, 2025

Time: 6:00 p.m.

Location: Mountain Line Headquarters, Room: Vera
3773 N. Kaspar Dr.
Flagstaff, AZ 86004

JOIN VIRTUALLY

Visit <https://app.zoom.us/jc> to join the meeting virtually

Meeting ID: 884 2481 8801

Passcode: 01222025

According to the Coconino County Assessors records, you are a property owner within 825-feet of the property under consideration. In order to better inform you of the meetings scheduled for this matter, this notice is being sent to you via mail. If you wish to provide input on this matter, you may attend the meeting or submit a written comment before or at the meeting. If you have any questions concerning this matter, the development team welcomes questions or comments to be directed to the contacts below.

Norris Design Project Contact: Aaron Hayne
ahayne@norris-design.com | 602.254.9600

Mountain Line Contact: Anne Dunno
adunno@mountainline.az.gov | 928.679.8942

For more information about the CUP application submittal, please contact the City of Flagstaff Planning & Development Services Department staff, Ben Mejia.
ben.mejia@flagstaffaz.gov | 928.213.2616

Sincerely,
Aaron Hayne



AFFIDAVIT OF NEIGHBORHOOD MEETING NOTIFICATION LETTER

Affidavit of Notifications to Affected Property Owners

Case Number: PZ-23-00161-05

Project Name: Mountain Line Kaspar Headquarters Facility

Applicant Name: Norris Design

Location: 3773 + 3825 N. Kaspar Drive

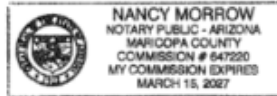
In order to assist in providing adequate notice to interested parties and to meet Arizona State Statute, the applicant for public hearings in the City of Flagstaff shall notify affected property owners as prescribed by Section 10-20.30.080 of the City of Flagstaff Zoning Code. It shall be the responsibility 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: Rachael Smith

SUBSCRIBED AND SWORN before me this 7th day of January, 2025 by:

[Signature]
Notary Public



My Commission Expires:
March 15, 2027



NEIGHBORHOOD MEETING SIGN LANGUAGE

City of Flagstaff

NEIGHBORHOOD MEETING

MEETING DATE: January 22, 2025

TIME: 6:00 PM

LOCATION OF MEETING:

Mountain Line Headquarters, Room: Vera
3773 N. Kaspar Dr.
Flagstaff, AZ 86004

REQUEST: Conditional Use Permit

PROPOSAL: Conditional Use Permit to allow for the expansion of passenger transportation facilities.

GENERAL LOCATION: 3773 & 3825 N. Kaspar Dr. Flagstaff, AZ 86004

SIZE: +/- 6.78 Acres

CASE #: PZ-23-00161-05

APPLICANT/CONTACT: Aaron Hayne, Norris Design

PHONE: 602-254-9600

Planning & Development Services Department: 928-213-2616

Posting Date: 01/07/2024

- The sign shall be a minimum of 4 ft. x 4 ft. in size.
- The sign shall be constructed of laminated coroplast, laminated plywood, or other suitable construction material.
- The sign shall have a white background with black lettering.
- The minimum lettering size shall be ½ inch of lowercase and 1 inch of upper case.
- The words "Neighborhood Meeting" shall be a minimum of 2 inches in size.
- The sign shall be securely fastened to wooden or metal stakes.
- The height of the sign shall be at least 4 ft. from finished grade to top of sign and shall not be obstructed from view.



AFFIDAVIT OF NEIGHBORHOOD MEETING SIGN POSTING

Affidavit of Sign Posting

Case Number: PZ-23-00101-05
Project Name: Mountain Line Kaspar Headquarters Facility
Applicant Name: Norris Design
Location: 3773 + 3825 N. Kaspar Drive

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.

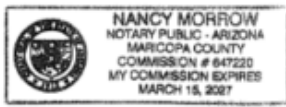
I confirm that the site has been posted as detailed in Section 10-20.30.080 of the Zoning Code as well as the Public Hearing Notice Sign Specifications included in this application for the case above and the site was posted at least fifteen (15) days prior to the public hearing.

See attached date stamped photo exhibit of posted signs.

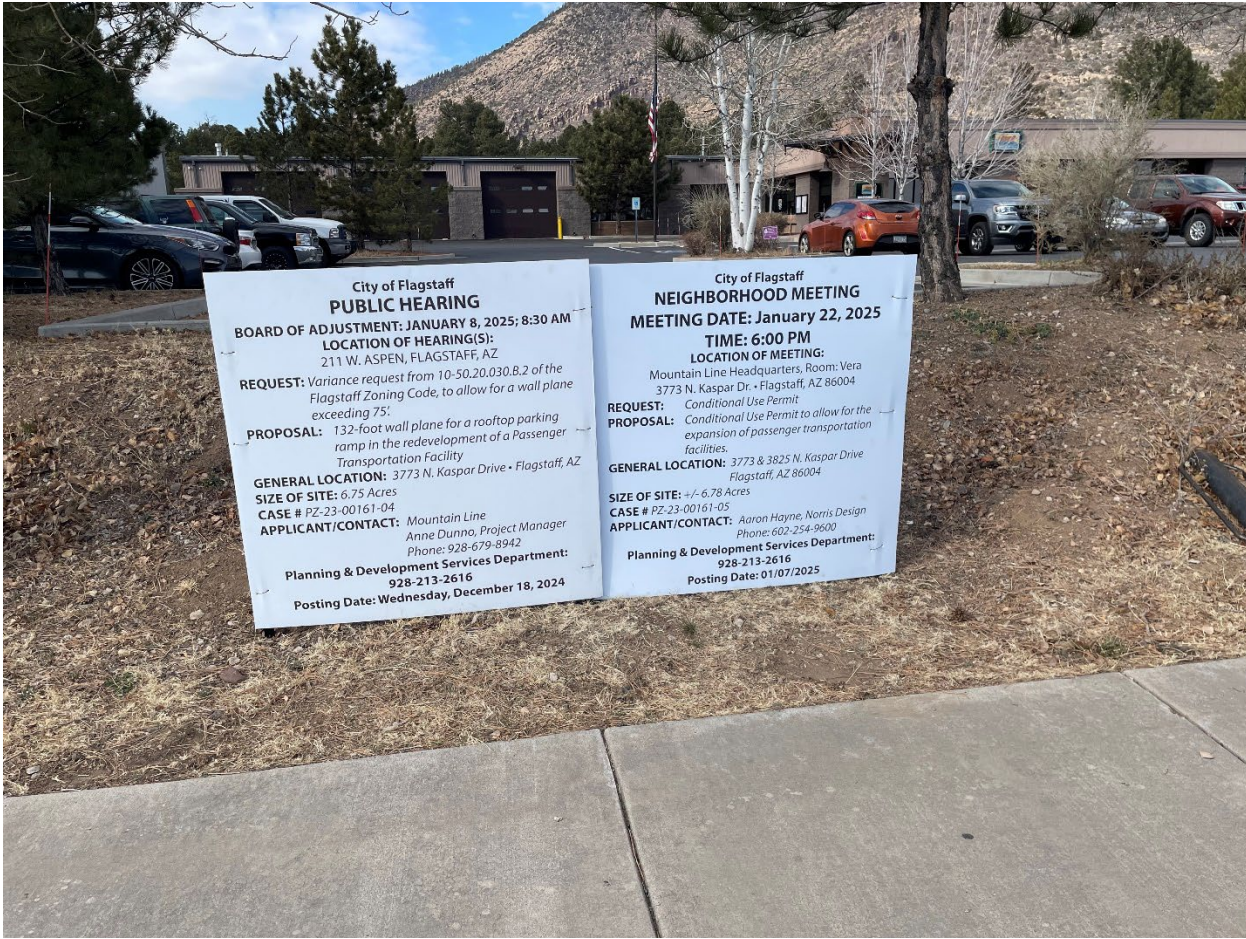
Applicant's/Representative's Signature: Ramuel Smith

SUBSCRIBED AND SWORN before me this 7th day of January, 2025 by:

[Signature]
Notary Public



My Commission Expires:
March 15, 2027



Add a Caption

Tuesday • Jan 7, 2025 • 1:42 PM

Adjust

📷 IMG_1261



NEIGHBORHOOD MEETING SUMMARY

The neighborhood meeting for the Conditional Use Permit (CUP) for the Mountain Line Kaspar Maintenance Facility was held on Wednesday, January 22, 2025, at 6:00 p.m. at the Mountain Line Headquarters' Vera Room in Flagstaff, Arizona. A total of nine (9) attendees participated in this hybrid neighborhood meeting, with four (4) individuals participating in person and five (5) individuals joining via Zoom.

The meeting was conducted in a presentation style, beginning with an introduction to the development team members. The presentation covered the project location and the area of notification, which was expanded from 300 feet to 825 feet to notify additional property owners. Illustrations of the site plan, building elevations, and upcoming project dates were also shared with the attendees. Throughout the presentation, attendees were encouraged to ask questions or raise concerns, allowing for a more organic and interactive Q&A session.

During the neighborhood meeting, attendees raised questions regarding project and building details, traffic and operations, environmental and safety concerns, zoning, and future development. The questions were about: (i) the need for the conditional permit and which specific changes over the past 50 years led to the current proposal; (ii) the lifespan of the proposed maintenance facility; (iii) estimated cost; (iv) the height and design of the building, including its materials and how it will blend with the mountain environment; (v) the size and layout of the building, particularly the length of Phase 2 and parking arrangements for employees; (vi) the building's function, including its usage; (vii) the traffic flow in the area, particularly surrounding the neighborhood, and operational hours; (viii) the fire protection and detection system in place for the lithium-ion batteries used in the buses; (ix) how waste, particularly related to battery disposal, will be managed; (x) the plans for a new fence or barrier separating the facility from the surrounding neighborhood; (xi) any visible changes affecting the views from the residential zone; (xiii) whether there are plans to connect Kasper to Route 66.

During the neighborhood meeting, several key matters were raised by attendees regarding the proposed Mountain Line maintenance facility project. Neighbors inquired about the building's design and its integration with the surrounding mountain environment. Additional concerns were raised about potential fire risks, particularly related to lithium-ion batteries used for bus charging, protocols for handling battery waste and ensuring that disposal methods would adhere to EPA standards, as well as the safety systems in place for potential battery-related issues. Neighbors expressed concerns about the responsibility for ensuring the parcel north of the subject project area is properly maintained to prevent wildfires. Attendees expressed a desire for ongoing, detailed communication throughout the development of the project. This included the distribution of site plans and updates, as well as the organization of additional tours to allow residents to better understand how the facility would operate and its impact on the neighborhood.

ISSUE RESOLUTION

The questions and concerns primarily focused on the facility's design, its environmental and safety impacts (particularly related to fire risks and waste management), and its compatibility with the surrounding neighborhood. Traffic and operational hours were also major topics. Attendees requested materials shared during the meeting be sent to them so they could receive a copy of the plans. Below is a summary of the development team's responses to questions and concerns raised regarding these topics.

As there was an inquiry regarding the potential for bus charging to cut off power to the surrounding neighborhood, it was clarified that power and gas lines run directly under the property, and the facility's electrical setup is designed to prevent any disruption to the power supply in the residential area. Attendees were relieved to know that the power and gas lines to the property would not effect the surrounding property owners.

As noted above, neighbors also expressed additional concerns about the fire risks related to lithium-ion batteries used in the buses. In response, it was shared that all buses are equipped with a full-time operational heat management system that automatically shuts down the bus when needed to cool down. Additionally, the facility has fire detection and protection systems both inside and outside, including on the chargers. The Mountain Line Maintenance team informed attendees of proper protocol for the rare case if a lithium battery were to catch fire. One attendee also expressed concerns about environmental waste management, particularly regarding the disposal of lithium-ion batteries. In response, it was clarified that a universal waste management system is already implemented, and there will be no temporary storage of waste at the site. All



batteries will be properly disposed of through specialized processes to prevent environmental hazards. It was shared that the maintenance follows standard procedures, including regular inspections, to ensure longevity while minimizing environmental impact. One resident expressed interest in a tour to gain a better understanding of the facility's operations. In response, the development team welcomed the opportunity and agreed to arrange a tour for the individual.

Another concern brought up was the safety of charging practices at the facility. In response, it was explained that buses are only charged when the facility is operational, and no charge occurs when the property is unoccupied. A variety of safety equipment is in place to minimize any fire risks, ensuring the safety of both the facility and the surrounding neighborhood. Attendees were satisfied with the development team response.

Regarding concerns about traffic flow and how it might be affected by the project, it was assured that there would be no significant changes for the public. Attendees were happy to hear that traffic would not negatively impact the surrounding area for the proposed project.

Overall, meeting attendees understood the need for an improved maintenance facility for the bus lines to serve the greater community. Compliments were made on the architectural elevations while others expressed, they are looking forward more modern architecture to be cohesive with the environment. Applicants understood that the Mountain Line project is going through various reviews with the City of Flagstaff for several processes and were grateful to Mountain Line for committing to communicate on the upcoming hearings.

At the end of the meeting, the development team provided business cards and contact information for attendees to reach out for further inquiries. The development team will also remain available to respond to questions or discuss concerns regarding the proposal throughout the application process.



DRAFT PUBLIC HEARING NOTIFICATION DOCUMENTS

The following pages include:

- Draft public hearing notification letter to send to adjacent property owners (pending approval by staff)
- Draft public hearing sign language (pending approval by staff)



DRAFT PUBLIC HEARING NOTIFICATION LETTER

[DATE]

RE: Mountain Line Kaspar Headquarters Facility

Dear Property Owner or Neighborhood Association President:

A Conditional Use Permit (CUP) application has been filed with the City of Flagstaff for the proposed Mountain Line Maintenance Facility Headquarters located at 3773 & 3825 N. Kaspar Dr. The subject property (APN: 113-22-001M & 113-22-001T) is currently zoned Highway Commercial (HC) and is requesting a CUP to allow for the expansion of the Passenger Transportation Facilities. The existing administration building is proposed to be modified to accommodate additional maintenance services to accommodate the needs of the Mountain Line bus system.

The development team would like to invite you to a public hearing to discuss the proposed project. The Conditional Use Permit application has been scheduled for Planning & Zoning Commission for the following dates:

PLANNING & ZONING COMMISSION HEARING

Date: TBD (To be scheduled by staff)

Time: 4 p.m.

Location: City Hall Council Chambers

211 W. Aspen Ave.

Flagstaff, AZ 86001

To participate in the Planning & Zoning Hearing virtually, please visit:

<https://www.flagstaff.az.gov/2845/Planning-Zoning-Commission>

According to the Coconino County Assessors records, you are a property owner within 825-feet of the property under consideration. In order to better inform you of the meetings scheduled for this matter, this notice is being sent to you via mail.

If you wish to provide input on this matter, you may attend the meeting or submit a written comment before or at the meeting. If you have any questions concerning this matter, please contact Ben Mejia with the City of Flagstaff Planning Department at 928.213.2616. You can also email him at ben.mejia@flagstaffaz.gov subject Case #PZ-23-00161-05. Additionally, the development team welcomes questions or comments to be directed to the contacts below.

Norris Design Project Contact: Aaron Hayne
ahayne@norris-design.com | 602.254.9600

Mountain Line Contact: Anne Dunno
adunno@mountainline.az.gov | 928.679.8942

Sincerely,

Aaron Hayne



AFFIDAVIT OF PUBLIC HEARING NOTIFICATION LETTER

TBD



DRAFT PUBLIC HEARING SIGN LANGUAGE

City of Flagstaff

PUBLIC HEARING
Planning and Zoning Commission: [Date and Time]

LOCATION OF HEARINGS:
City Hall Council Chambers
211 W. Aspen Ave.
Flagstaff, AZ 86001

REQUEST: Conditional Use Permit

PROPOSAL: Conditional Use Permit to allow for the expansion of
passenger transportation facilities.

GENERAL LOCATION: 3773 & 3825 N. Kaspar Drive
SIZE: +/- 6.78 Acres
CASE #: PZ-23-00161-05

APPLICANT/CONTACT: Aaron Hayne, Norris Design
PHONE: 602-254-9600

Development Services Department: 928-213-2616
Posting Date: ___/___/2024

- The sign shall be a minimum of 4 ft. x 4 ft. in size.
- The sign shall be constructed of laminated coroplast, laminated plywood, or other suitable construction material.
- The sign shall have a white background with black lettering.
- The minimum lettering size shall be ½ inch of lowercase and 1 inch of upper case.
- The words “Public Hearing” shall be a minimum of 2 inches in size.
- The sign shall be securely fastened to wooden or metal stakes.
- The height of the sign shall be at least 4 ft. from finished grade to top of sign and shall not be obstructed from view.



AFFIDAVIT OF PUBLIC HEARING SIGN POSTING

TBD



February 18, 2024

City of Flagstaff
Planning and Development Services (c/o Ben Mejia)
211 W. Aspen Ave.
Flagstaff, AZ 86001

Dear Mr. Mejia,

I am writing to formally request to waive the second neighborhood meeting for the Conditional Use Permit (CUP) proposed for the Mountain Line Kasper Maintenance Facility. Our first neighborhood meeting was held on January 22, 2025, where we provided a thorough presentation on the project. As you know, the notification area for the subject property was increased from 300 feet to 825 feet to notify additional residents. The development team was very adamant of being good neighbors and going above and beyond to inform and listen to surrounding property owners for any comments.

During the first neighborhood meeting, illustrations of the site plan and building elevations were shared with the attendees as well as the intent of the proposed functionality of the project. Attendees were invited to ask questions, and we addressed concerns regarding project details, traffic and operations, environmental and safety considerations, zoning, and future development. The development team provided attendees with contact information after the meeting should they have any additional questions and comments. Additionally, Mountain Line agreed to provide the attendees and surrounding community with updates as the various portions of the project move through the entitlement process. The development team also informed attendees that additional notifications will be provided to them when the CUP application moved to Planning & Zoning Commission. Overall, attendees felt that all of their questions were answered, and they understood the need for updated buildings and infrastructure to support the fleet of buses that serve the Flagstaff community.

Based on the success of the first meeting, we believe all key concerns have been addressed and no additional neighborhood meetings are necessary. The team went above and beyond to notify the surrounding property owners and provided detailed responses to attendee's questions or concerns. Therefore, we respectfully request that the City of Flagstaff consider waving the second neighborhood meeting requirement for this CUP application.

Thank you for your consideration. Should you require any further information, please do not hesitate to contact me via email at rsmith@norris-design.com or by phone at 602.560.3416.

Sincerely,

Rachael Smith
Norris Design