



# City of Flagstaff

## Community Development

May 1, 2025

Anne Dunno  
Mountain Line  
3773 N Kaspar Dr  
Flagstaff, AZ 86004

RE: Mountain Line Maintenance and Storage Site Plan Approval (PZ-23-00161-02)

Dear Anne Dunno:

As of the date of this correspondence, the City of Flagstaff Inter-Division Staff (IDS) has approved Project No. PZ-23-00161-02 for the proposed development of an approximately 63,000 square foot passenger transportation facility located at 3773 and 3825 N Kaspar Drive. The Coconino County Assessor Parcel Number for the subject property is APN 113-22-001M & 113-22-001T. The approval is subject to the attached Conditions of Approval and a successful granting of a Conditional Use Permit.

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 HDR dated March 19, 2024 and revised February 27, 2025,
- Landscape & Irrigation Plan prepared by Norris Design dated July 25, 2024 and revised April 8, 2025,
- Floor Plan prepared by HDR dated March 19, 2024 and submitted February 2025,
- Building Elevations prepared by HDR dated March 19, 2024 and submitted April 2025,
- Resource Protection Plan prepared by Norris Design dated July 25, 2024 and revised April 8, 2025.

This approval shall be valid for a period of one year following the above date, May 1, 2026. 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. 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, James Boyer, to discuss the application submittal requirements, the review process, and the timing of reviews. James can be reached at (928) 213-2705 or via e-mail at [jboyer@flagstaffaz.gov](mailto:jboyer@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;

*Ben Mejia*

Ben Mejia  
Senior Planner  
City of Flagstaff Current Planning  
928 213 2616  
[ben.mejia@flagstaffaz.gov](mailto:ben.mejia@flagstaffaz.gov)

Attachment: Conditions of Approval