

MINUTES

PLANNING & ZONING COMMISSION  
WEDNESDAY  
JULY 23, 2025

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

1. CALL TO ORDER

- Vice Chair Mary Norton called the meeting to order at 4:02 p.m.

**NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION**

*Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Commission and to the general public that, at this meeting, the Commission may vote to go into executive session, which will not be open to the public, for legal advice and discussion with the Commission's attorneys for legal advice on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A)(3).*

2. ROLL CALL

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

PRESENT:

MARY NORTON, VICE CHAIR  
IAN SHARP  
MEGAN WELLER  
JOSHUA MAHER-JOINED THE MEETING AT 4:36 P.M.  
CHRISTINE SHEEHY  
CJ LUCKE

EXCUSED:

CAROLE MANDINO, CHAIR

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.*

Sara Dechter, Comprehensive & Neighborhood Planning Manager, provided an update on the Regional Plan, including key upcoming dates:

- **July 2025** -- Release of the next draft of the Regional Plan
- **August 27, 2025** -- City Planning and Zoning Commission Meeting and Citizen Review Session
- **September 10, 2025** -- City Planning and Zoning Commission Public Hearing #1
- **September 24, 2025** -- City Planning and Zoning Commission Public Hearing #2
- **October 9, 2025** -- City Council Public Hearing on Adoption of the Regional Plan
- **Dates TBD** -- Coconino County Planning and Zoning Commission and the Board of Supervisors will hold public hearings and vote to approve the Regional Plan as an amendment to the Coconino County Comprehensive Plan, following the adoption of the updated County Comprehensive Plan
- **May 2026** -- Flagstaff city residents will vote on ratifying the Regional Plan in a mail-only special election

There will be a new distribution email address set up to streamline the receipt of public comments related to both Planning & Zoning and City Council hearings. This system will ensure that all comments are sent to a central location and then distributed to all recipients at the same time. As a result, you will begin receiving public comment emails at the address where you currently receive your Planning & Zoning Commission correspondence. If you would prefer to use a different email address, please let Nancy Corbin-Fuller know so she can update the spreadsheet accordingly. This information will be submitted to IT on Friday.

#### 4. APPROVAL OF MINUTES

**Approval of the minutes from the regular meeting on Wednesday June 25, 2025.**

**Moved by Ian Sharp, seconded by Christine Sheehy to approve the minutes from the regular meeting held on Wednesday, June 25, 2025.**

**Note:** Joshua Maher was not present for the vote on the minutes.

**Vote:** 5 - 0 - Unanimously

#### 5. PUBLIC HEARING

##### A. Public Hearing:

**PZ-22-00109-04:** A Direct to Ordinance Zoning Map Amendment request from ViewPoint Engineering on behalf of Red Oak Development Group to rezone approximately 13.82 acres located at 2951 S Masonic Lane from the Rural Residential (RR) zone within the Resource Protection Overlay Zone (RPO) and Suburban Commercial (SC) zone within the RPO to the Medium Density Residential (MR) 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-22-00109-04**, subject to the following 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 May 9, 2024. 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 "Pinehaven 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 Rural Residential (RR) and Suburban Commercial (SC) in accordance with A.R.S. Å§ 9-462.01.
- Ben Mejia, Senior Planner, gave a PowerPoint presentation. The Commissioners' questions were addressed by Ben Mejia and Stephanie Santana, Senior Lead Transportation Engineer.
  - A PowerPoint presentation was given by Applicant Tom Staub, CEO of Red Oak Development Group; Mark Lind, Architect and Director of ViewPoint Design Studio; and Luke Caraway, President of ViewPoint Land Solutions. Commissioners' questions were answered by Tom Staub, Mark Lind, Luke Caraway, Ben Mejia, Stephanie Santana, and Alexandra Pucciarelli, Current Planning Manager.
  - Justyna Costa, Assistant Housing Director, responded to Commissioners' questions.
  - Public comment was provided by Michael Banker, a Flagstaff resident. His comments and questions were addressed by Luke Caraway, Ben Mejia, and Alexandra Pucciarelli.

**Moved by Ian Sharp, seconded by CJ Lucke to approve PZ-22-00109-04 and to recommend approval to the City Council, including the four staff-recommended conditions and incorporating the additional conditions proposed by Vice Chair Norton, as follows:**

- The site plan be revised to remove the rooftop deck from the amenity building.
- The site plan be revised to remove the observation deck.
- A restriction be placed to prohibit fractional sales.

**Vote: 6 - 0 - Unanimously**

**B. Public Hearing: CUP Extension Request (PZ-24-00046) - Mountain View Baptist Church**

At the June 26, 2024 meeting, the Commission approved a Conditional Use Permit request from Mountain View Baptist Church to establish a new 6,674 sq. ft. building, which includes a place of worship with more than 250 seats, office rooms, and meeting rooms. Places of worship with more than 250 seats require a Conditional Use Permit (CUP) in the Rural Residential (RR) zone. The applicant is requesting an extension of 180 days maximum.

Staff recommends that the request for the CUP extension be granted by the Planning and Zoning Commission with the original requirements included in Conditional Use Permit No. PZ-24-00046 and as follows:

1. The development of the site shall substantially conform to the plans as presented with the Conditional Use Permit application and with the Site Plan as approved by the Inter-Division Staff on January 9, 2024. Modifications to the approved site plan shall require additional review by the IDS team.
  - Beth Heng, Planner, gave a PowerPoint presentation and answered the Commissioners' questions.
  - The applicant, Jim Graves, provided an update and also answered the Commissioners' questions.

**Moved by Ian Sharp, seconded by CJ Lucke to approve the extension request for PZ-24-00046.**

**Vote: 6 - 0 - Unanimously**

**6. GENERAL BUSINESS**

- A. A request for Preliminary Block Plat approval for Canyon del Rio Phase 2 located at 3200 E Butler Avenue within the Single-family Residential (R1) zone and the Medium Density Residential (MR) zone.**

Staff recommends the Planning and Zoning Commission, in accordance with the findings presented in this report, forward the Preliminary Block Plat for Canyon Del Rio Phase 2 to the City Council with a recommendation of approval with the following conditions:

1. The final plats for each phase shall be in substantial conformance with the preliminary plat including the phasing plan and map (sheets PH01 and PH02) of the preliminary Block Plat of Canyon Del Rio Phase 2. Each phase and parcel of the Canyon del Rio plat must meet all requirements independently.
2. The Final Plat for Canyon Del Rio Phase 2 must meet the conditions of approval in the IDS approval comment letter dated June 5, 2025, as well as the conditions of approval of both the Traffic Impact Analysis dated April 2, 2025, and the Whetstone Memo dated July 10, 2025.

- The applicant requested the item to be pulled from the agenda.

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

- None

**8. ADJOURNMENT**

- Meeting was adjourned at 5:37 p.m.

SIGNATURE LINE

CHAIRPERSON