

August 1st, 2025

Dustin Stiffler
City of Flagstaff
311 W. Aspen Ave
Flagstaff, AZ 86001

RE: Public participation report for Case #PZ-25-00135

Dear Dustin,

The following outlines the history of communication regarding the request for a conditional use permit to add a 5th bathroom to the already approved residence at 3646 S. Woodland Hills Drive.

- On July 16th, 2025, Two Hawks Design and Development mailed out letters notifying neighbors within a 300 ft. area of the request for conditional use permit and posted signage. Enclosed is a copy of the letter and diagram, along with a list of recipients along with a picture of the signage.
- As of August 1st, 2025 I have received one email giving full support of the project.

Please let me know if you have any questions, or require any additional information at this time.

Sincerely,

Hugh McMahon

Pine Canyon Lot 377
3646 S. Woodland Hills Dr.
Flagstaff, AZ 86005

July 16th, 2025

Subject: Notification in lieu of Neighborhood meeting for proposed 6 bath new residence construction located at 3646 S. Woodland Hills Dr. Flagstaff, AZ 86005

Dear Neighbor,

The Flagstaff Zoning Code requires single-family homes with 7 or more bedrooms, or 5 or more bathrooms, to obtain a Conditional Use Permit which requires a public hearing and approval from the Planning and Zoning Commission. Applicants for a Conditional Use Permit are typically required to hold a neighborhood meeting but, in this case, the Planning Director has allowed a direct mailing in lieu of the neighborhood meeting. The purpose of this mailing is to inform property owners of the permit application and establish communication between the applicant and the affected nearby property owners.

This project is a new residence that will contain 6 En suite bathrooms, which triggers a High Occupancy Housing Conditional Use Permit. Due to having 6 "Sanitation facilities" the current zoning code is considered High Occupancy Housing. The proposed residence has already been approved by Pine Canyon Homeowners association and is being built as a single-family primary or secondary residence. Please see attached floor plans.

Please feel free to contact me by phone at 928-853-6648, email at Hugh@twohawksdesigns.com or regular mail at 3050 N. 44th St #200; Phoenix, AZ 85018 with any concerns or comments. Please provide comments by July 31st 2025 in order for them to be included in the Planning and Zoning staff report.

You will be contacted once again when the project is scheduled to go before the Planning and Zoning Commission.

Sincerely,

Hugh McMahon, Director of Construction, Northern.AZ.

P 928-853-6648

E hugh@twohawksdesigns.com



twohawksdesigns.com

CITY OF FLAGSTAFF

NOTIFICATION IN LIEU OF NEIGHBORHOOD MEETING:

PURPOSE: to inform property owners within the vicinity of an application for conditional use permit. Please send questions and comments to contacts below.

REQUEST: Conditional Use Permit to allow a Single-Family High Occupancy Housing Dwelling. This project is a new single-family residence that will include 6 ensuite bathrooms, which meets the High Occupancy Housing threshold outlined by Flagstaff zoning code. To comply with local zoning code, we are pursuing the approval of a Conditional Use Permit so that this number of bathrooms can be allowed in the residence.

PROPOSAL: High Occupancy Housing Development Single Family.

GENERAL LOCATION: 3646 S. Woodlands Hills Drive

SIZE OF SITE: 70 ACRES

CASE #: PZ-25-000135

APPLICANT / CONTACT: Hugh McMahon;

Hugh@twohawksdesigns.com

PHONE #: (928) 853-6648

CITY CONTACT: Dustin Stiffler; dustin.stiffler@flagstaffaz.gov

PHONE: (928) 213-2613

PLANNING & DEVELOPMENT SERVICES DEPARTMENT:

(928) 213-2600

Plans may be viewed in-person at the Community Development Front Counter at City Hall during business hours on weekdays, 8 AM - 4:30 PM.

POSTING DATE: 07-15-2025

<https://www.flagstaff.az.gov/2445/planning/zoning-commission>

**TWO HAWKS
DESIGN & DEVELOPMENT
LIC# 313970**

TwoHawksDesigns.com

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