

MINUTES

PLANNING & ZONING COMMISSION
WEDNESDAY
AUGUST 27, 2025

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

1. CALL TO ORDER

- Chair Mandino 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:
CAROLE MANDINO, CHAIR
JOSHUA MAHER
CHRISTINE SHEEHY
CJ LUCKE

MARY NORTON, VICE CHAIR
IAN SHARP
MEGAN WELLER

3. PUBLIC COMMENT

- None.

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.

4. APPROVAL OF MINUTES

- Approve the minutes from the regular meeting on August 13, 2025.

Moved by CJ Lucke, seconded by Ian Sharp to approve the minutes from the regular meeting on August 13, 2025.

Vote: 7 - 0 - Unanimously

5. PUBLIC HEARING

- A. **Public Hearing:** A Conditional Use Permit request from Hugh McMahon on behalf of Two Hawks Design & Development to allow a High Occupancy Housing Development, Single-Family in the Single-Family Residential (R1) Zone at 3666 S Woodland Hills Dr in The Estates at Pine Canyon Pine Run. The proposal is for a 4,792 square foot new-build single-family residence with 5 bedrooms, 5 bathrooms and a 910 square foot attached garage on approximately 0.46 acres

In accordance with the findings presented in this report, Staff recommends approval of PZ-25-00134 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. The commissioners had no questions.**

Moved by Mary Norton, seconded by CJ Lucke that in accordance with the findings and staff recommendations, to approve the conditional use permit for PZ-25-00134, with the conditions as recommended.

Vote: 7 - 0 - Unanimously

- B. **Public Hearing:** A Conditional Use Permit request from Hugh McMahon on behalf of Two Hawks Design & Development to allow a High Occupancy Housing Development, Single-Family in the Single-Family Residential (R1) Zone at 3724 S Woodland Hills Dr in The Estates at Pine Canyon Pine Run. The proposal is for a 5,450-square-foot new-build single-family residence with 5 bedrooms, 6 bathrooms, and a 1,214-square-foot attached garage on approximately 0.45 acres.

In accordance with the findings presented in this report, Staff recommends approval of PZ-25-00133 with conditions.

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

- **Dustin Stiffler gave a PowerPoint presentation. The commissioners had no questions.**

Moved by Ian Sharp, seconded by Mary Norton in accordance with the findings and staff recommendations, to approve the Conditional Use Permit for PZ-25-00133, with the conditions as recommended.

Vote: 7 - 0 - Unanimously

- C. **Public Hearing:** A Conditional Use Permit request from Hugh McMahon on behalf of Two Hawks Design & Development to allow a High Occupancy Housing Development, Single-Family in the Single-Family Residential (R1) Zone at 3646 S Woodland Hills Dr in The Estates at Pine Canyon Pine Run. The proposal is for a 5,472 square foot new-build single-family residence with 6 bedrooms, 6 bathrooms and a 1,060 square foot attached garage on approximately 0.7 acres

In accordance with the findings presented in this report, Staff recommends approval of PZ-25-00135 with conditions.

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

- **Dustin Stiffler gave a PowerPoint presentation. The commissioners had no questions.**

Moved by Mary Norton, seconded by Ian Sharp in accordance with the findings and staff recommendations, to approve the Conditional Use Permit for PZ-25-00135, with the conditions as recommended.

Vote: 7 - 0 - Unanimously

D. PZ-25-00041: Single Use Residential & Adaptive Reuse Incentives

The City is requesting a modification to the Zoning Code provisions in Chapter 10-30: General to All, Division 10-30.20: Affordable Housing Incentives and Chapter 10-40: Specific to Zones, Division 10-40.30: Non-Transect Zones, Section 10-40.30.040: Commercial Zones, Table 10-40.30.040.B. Commercial Zones -- Allowed Uses and Table 10-40.30.060.B. Public and Open Space Zones - Allowed Uses , to add existing High Occupancy Housing incentive, and add new incentives for Single Use Residential projects in the commercial and Public Facility zones and Adaptive Reuse projects. This amendment also includes modifications to Chapter 10-50: Supplemental to Zones, Division 10-50.80 Parking Standards for general clarifications on permitted parking adjustments and to include a new parking reduction for non-residential adaptive reuse projects less than 5,000 square feet.

Staff recommends the Planning and Zoning Commission, in accordance with the findings in this report, 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 the commissioners' questions.**
- **Jennifer Mikelson, Housing Planning Manager, answered questions from the commissioners.**

Moved by CJ Lucke, seconded by Christine Sheehy in accordance with the findings in this report, make a recommendation to the City Council for approval of the City Code Text Amendment PZ-25-00041.

Vote: 7 - 0 - Unanimously

E. PZ-25-00028: High Occupancy Housing Update

The City is requesting a modification to the Zoning Code provisions in Chapter 10-40: Specific to Zones, Division 10-40.30: Non-Transect Zones, Section 10-40.30.030: Residential Zones, Table 10-40.30.030.C: Residential Zones -- Building Form and Property Development Standards, and Section 10-40.30.040: Commercial Zones, Table 10-40.30.040.C. Commercial Zones --Building Form and Property Development Standards, to remove specific density requirements for properties within the Resource Protection Overlay (RPO). This amendment also includes modifications to Chapter 10-40: Specific to Zones, Division 10-40.60: Specific to Uses, Section 10-40.60.170: High Occupancy Housing (HOH) Developments and Mixed-Use High Occupancy Housing Developments to remove requirements tied to land use categories within the Regional Plan and to streamline general requirements for HOH projects. Lastly, the amendment includes modifications to existing definitions for HOH land uses as found in Chapter 10-80: Definitions, Division 10-80.20: Definition of Specialized Terms, Phrases, and Building Functions, Section 10-80.20.080: Definitions "H".

Staff recommends the Planning and Zoning Commission, in accordance with the findings in this report, 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 the commissioners' questions.**

Moved by Christine Sheehy, seconded by Joshua Maher in accordance with the findings in this report, make a recommendation to the City Council for approval of the City Code Text Amendment PZ-25-00028.

Vote: 7 - 0 - Unanimously

6. GENERAL BUSINESS

A. Discussion: Flagstaff Regional Land Use Plan 2045 Citizen Review Session

- Sara Dechter, Comprehensive & Neighborhood Planning Manager, gave a PowerPoint presentation and answered the commissioners' questions.
- Jennifer Mikelson, Housing Planning Manager, answered the commissioners' questions.
- Jenny Neimann, Climate Section Director, answered the commissioners' questions.
- Public Comments were given by:
 - Russel Randall, who was representing both Barrier Free Flagstaff and the Northern Arizona Community Practice Transition Team.
 - Robert Boothe a Flagstaff resident.

7. MISCELLANEOUS ITEMS TO/FROM COMMISSION MEMBERS

- Commissioner Norton noted that Mayor Daggett thanked the Planning and Zoning Commission at the City Council meeting on August 26, 2025.

8. ADJOURNMENT

- The meeting was adjourned at 6:43 p.m.

SIGNATURE LINE

CHAIRPERSON