

MEETING MINUTES



DATE & TIME: 1/7/26 @ 5:00 pm MST

PROJECT: Heartwood RV Resort

COF PROJECT #: PZ-25-00141

CD&E PROJECT #: 21-142

SUBJECT: Neighborhood Meeting

Applicant Name: Tina Roberts

Location of Meeting: Virtual – Microsoft Teams

1. Meeting Certification:

This meeting was noticed and conducted in compliance with Zoning Code Section 10-20.30.060.

2. Public Involvement Techniques:

- **Correspondence Details:**

- Copies of letters/notices/newsletters:

- Attachment A

- Dates and numbers of mailings:

- On 12/17/2025, 110 notification letters were sent to property owners located within 300' of the project.

- **Mailing List Summary:**

- Summary of recipients:

- Residents, property owners, and affected citizens within 300' of the project.

- **Participation Summary:**

- **Sign-in Sheet:**

- Number of participants: 7
- Names of Participants:
 - Ryan Mahar (r.mahar@cdeinc.org)

- Karen Rodriguez (Unverified)
 - Tina Roberts
 - Kiara (Unverified)
 - Tom Lane (Unverified)
 - Karl Meyer (External) (karl@inspiredclosetsaz.com)
 - Koren Straub (External) (Koren.Straub@nau.edu)
- **Photograph of Sign:**



3. Summary of Concerns, Issues, and Responses:

- **Concerns and Issues Raised During the Meeting:**
 - Karen Rodriguez expressed concerns regarding pedestrians crossing to the Chevron gas station, particularly the dangers involved in crossing Route 66.

- Karl Meyer mentioned having heard about potential roundabouts being implemented at the intersections of Railroad Springs and Route 66 as well as Woody Mountain Road and Route 66.
- Karl Meyer also noted that the existing clubhouse is perceived as an eyesore.
- **Applicant's Responses:**
 - The applicant will follow up on the issues raised regarding pedestrian safety. To enhance safety, the applicant will include a warning in the welcome package for renters, informing them of the dangers associated with crossing Route 66. Additionally, consideration will be given to addressing the aesthetic concerns related to the clubhouse.

4. Distribution of Written Summary:

A copy of this written summary will be sent to all individuals who recorded their names on the sign-in sheet within two weeks of this meeting.



Dear Neighbors,

We are writing to inform you about upcoming improvements at Kit Carson RV Park, located along Route 66 in Flagstaff. Our park has served the community and travelers for over 60 years. As part of a major utility upgrade now underway, we are applying for a Conditional Use Permit (CUP) with the City of Flagstaff to formally designate the property as a Commercial Campground. This permit allows us to bring the park into compliance while continuing our long-standing use as an RV park.

The CUP will help us enhance infrastructure and amenities, including improved RV pads, upgraded electrical, water, and sewer service, fiber internet, and better access for all types of RVs. We also plan to create a design review process for tenant improvements such as decks or storage sheds and to build a small community center with gathering space, laundry, and other shared facilities. These improvements will allow us to better serve both short-term visitors and long-term guests such as seasonal workers, teachers, nurses, and families who return year after year.

While we are making these upgrades and investing over \$3 million into the property, the core use of the park is not changing. Traffic, noise, and environmental impacts are expected to remain consistent. We are taking special care to preserve the park's old-growth pine canopy and comply with Dark Sky lighting standards and other city guidelines.

Beginning in Fall 2025, we will rebrand as Heartwood RV Resort to reflect our family's vision of a welcoming, safe, and community-focused space. We look forward to continuing to serve Flagstaff and our loyal guests for years to come.

We will be holding a public hearing online via Microsoft Teams at 5pm on Friday, December 26th, 2025. Please scan the QR Code or navigate to the link shown below.

<https://tinyurl.com/ykzvdc88>

If you have any questions for the City of Flagstaff or would like to review plans submitted to the City, please contact Wesley Welch.

Wesley Welch
Senior Planner
Wesley.Welch@flagstaffaz.gov
928-213-2608.

Sincerely,
Tina Roberts
Heartwood RV Resort
parkowner@gmail.com
415-515-7510



Neighborhood Meeting



LOCATION: **MS Teams Meeting:** <https://tinyurl.com/ykzvdc88>

REQUEST/PROPOSAL: This application proposes to bring a legal non-conforming use of a Commercial Campground into conformance with the current Flagstaff Zoning Code. The parcel numbers for the subject property are 112-07-001, -002, -003A, -004, -005, and -006. The current zoning of the subject property is Rural Residential (RR) and a Commercial Campground is an allowed use with a Conditional Use Permit.

GENERAL LOCATION: Approximately 34 acres, South of W Route66

CASE NUMBER: PZ-25-00141

APPLICANT: Tina Roberts, Heartwood RV Resort
(415)515-7510 or parkowner@gmail.com

CITY OF FLAGSTAFF PLANNING & DEVELOPMENT SERVICES DIVISION

WESLEY WELCH, SENIOR PLANNER: (928) 213-2608

Neighborhood Meeting

LOCATION: MS Teams Meeting: <https://tinyurl.com/ytmv78eK>
January 7th, 2026 @ 5pm



REQUEST/PROPOSAL: This application proposes to bring a legal non-conforming use of a Commercial Campground into conformance with the current Flagstaff Zoning Code. The parcel numbers for the subject property are 112-07-001, -002, -003A, -004, -005, and -006. The current zoning of the subject property is Rural Residential (RR) and a Commercial Campground is an allowed use with a Conditional Use Permit.

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Affidavit of Notifications to Affected Property Owners

Case Number: PZ - 25 - 00141

Project Name: Heartwood Flagstaff

Applicant Name: FC Pioneer LLC

Location: 2101 W Hwy 66 Flagstaff

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: [Signature]

SUBSCRIBED AND SWORN before me this 10 day of December, 2025 by:

[Signature]
Notary Public

My Commission Expires:
9.27.26



Affidavit of Sign Posting

Case Number: PZ -25 - 00141
Project Name: Heart Wood Flagstaff
Applicant Name: KC Pioneer LLC
Location: 2101 W Hwy 66 Flagstaff

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: [Signature]

SUBSCRIBED AND SWORN before me this 10th day of December, 2025 by:

[Signature]
Notary Public



My Commission Expires:
9, 27, 26