

PLANNING & DEVELOPMENT SERVICES REPORT CONDITIONAL USE PERMIT

PUBLIC HEARING
PZ-25-00141

DATE: March 19, 2026
MEETING DATE: April 8, 2026
REPORT BY: Alexandra Pucciarelli

REQUEST:

A Conditional Use Permit (CUP) request from Tina Roberts for a Commercial Campground at 2101 West Route 66 (APNs 112-07-001, 002, 003A, 004, 005, 006), in the Rural Residential (RR) zone. The existing development on the site is legal non-conforming. A Commercial Campground is a permitted use in the RR zone with a CUP. The approval of this request will bring the existing development into conformance with the current Flagstaff Zoning Code.

STAFF RECOMMENDATION:

In accordance with the findings presented in this report, staff recommends approval of PZ-25-00141 with the following conditions:

1. The development of the site shall substantially conform to the plans as presented with the CUP application.
2. The CUP will allow for permitted accessory structures at the camp sites, including decks, carports, Arizona rooms, and small storage sheds.
3. The CUP will allow for future development of a Community Center, including such uses as an office, game room, laundry room, and camp store.

PRESENT LAND USE:

The site is developed as an existing Commercial Campground with 256 spaces.

PROPOSED LAND USE:

The proposal is for the same use. By conforming to the current code, the applicant may submit for new accessory structures such as sheds, decks, etc., and a new park office building.

NEIGHBORHOOD DEVELOPMENT:

North: Railroad Springs Neighborhood, High Density Residential and Manufactured Housing zones; Gas Station and Shopping Center, Highway Commercial zone

South: Boulder Point Neighborhood, Medium Density Residential zone

East: Indoor Recreation and Office use, Light Industrial Open zone

West: Wildwood Hills, Manufactured Housing zone

STAFF REVIEW:

I. Project Information

A. Background

Section 10-40.30.030.B of the Flagstaff Zoning Code, Residential Zone – Allowed Uses, identifies a Commercial Campground as an allowed land use in the Rural Residential (RR) Zone subject to the approval of a Conditional Use Permit (CUP) by the Planning & Zoning Commission. Section 10-40.60.130 of the Flagstaff Zoning Code identifies specific to use requirements for a Commercial Campground, including the requirement to have direct access to an arterial street or highway. The subject property is

approximately 34 acres. Code allows for a maximum of 15 sites per acre, resulting in a maximum of 510 sites on 34 acres.

The site has been developed and operated as a Commercial Campground with 256 sites. This CUP request will bring the site into conformance with the current City code. The applicant had upgraded the utility services and internal circulation on the site. Additional improvements would not be permitted under the nonconforming provision of the Zoning code.

II. **Required Findings**

The Planning Commission may approve the Conditional Use Permit only after making the following five findings:

A. **Finding #1:**

The conditional use is consistent with the objectives of the Zoning Code and the purpose of the Zone in which the site is located.

The subject property is currently zoned Rural Residential (RR), with Commercial Campgrounds permitted with a Conditional Use Permit (CUP).

“The Rural Residential (RR) zone applies to areas of the City appropriate for both housing and limited agricultural uses that preserve the area’s rural character. This zone is predominantly large lot single-family development. However, it does allow for cluster and planned residential developments, which provide opportunities for higher densities. The RR zone applies to those non-urban areas of the City that cannot be economically and efficiently provided with City services associated with urban living. As such, it is designed for the utilization and enjoyment of the City’s unique mountain environment with a minimum amount of municipal services and improvements. This zone is also intended to be used to protect against premature development in areas on the fringe of the urban service area.” (Flagstaff Zoning Code 10-40.30.030)

The primary reason for a CUP is to provide a process for reviewing uses and activities that are permitted in an applicable zone, but that require more discretionary review and the possible imposition of conditions to mitigate the effects of the proposed use. The adjacent parcels are not zoned RR, but rather other zones allowing for more intensive development. Staff has found Finding #1 to be met.

B. **Finding #2**

That granting the conditional use will not be detrimental to the public health, safety, or welfare.

If the proposed project is developed in accordance with City codes, standards, and requirements as discussed, the project should not be detrimental to the public health, safety, or welfare.

C. **Finding #3**

The characteristics of the conditional use as proposed, and as it may be conditioned, are reasonably compatible with the types of uses permitted in the surrounding area. The Conditional Use Permit shall be issued only when the Planning Commission finds that the applicant has considered and adequately addressed the following to ensure that the proposed use will be compatible with the surrounding area (Flagstaff Zoning Code 10-20.40.050.E.3):

- Access, traffic, and pedestrian, bicycle and vehicular circulation;
- Adequacy of site and open space provisions, including resource protection standards, where applicable;
- Noise, light, visual and other pollutants;
- Proposed style and siting of structure(s), and relationship to the surrounding neighborhood;
- Landscaping and screening provisions, including additional landscaping in excess of otherwise

applicable minimum requirements;

- Impact on public utilities;
- Signage and outdoor lighting;
- Dedication and development of streets adjoining the property; and
- Impacts on historical, prehistoric or natural resources.

1. Access and Traffic; Pedestrian, Bicycle and Vehicular Circulation

The existing driveway entrance will be required to be brought to current standards with the building permit of any new building. The development has direct access to W Route 66, and will need to coordinate new access with ADOT and a possible future signal at Railroad Springs.

The Site Plan shows pedestrian paths throughout the site and upgraded on-site vehicular circulation.

2. Adequacy of Site/Open Space/Resource Provisions

Section 10-40.60.130 of the Flagstaff Zoning Code identifies specific to use requirements for a Commercial Campground, including 100 square feet of recreation area or common space per site. This resulting in a minimum of 25,600 square feet (0.59 acres) of space. The site plan shows over 13 acres of space.

3. Noise, Light, Visual and Other Pollutants

It is not anticipated that the existing use will create any noise, visual, or other pollutants into the area. The site is well-maintained. The applicant will submit an application for outdoor lighting for City review.

4. Style and Siting of Structure(s), and Relationship to Surrounding Neighborhood

The development is concentrated at the northeast corner of the site. This provides a buffer between the Commercial Campground use and the residential uses to the west and south. The applicant has stated in their narrative that the development will have a "...mountain aesthetic that blends with the wooded nature of the site."

5. Landscaping and Screening

The existing trees on the site may be credited towards the required landscaping. Any future development applications will be required to meet current landscaping standards.

6. Impact on Public Utilities

The existing development is upgrading the existing utility services on the site, including water, sewer, and electricity. The old campground had a septic system. The upgrades include tying into the City's sewer system.

7. Signage and Outdoor Lighting

All exterior lighting will be required to comply with the City of Flagstaff's strict outdoor lighting requirements, which support and maintain our designation as an International Dark Sky City. Any new signage will have to comply with the relevant Zoning Code requirements.

8. Dedication and Development of Streets

No additional right-of-way and/or other dedications will be made along the Route 66 frontage to accommodate the proposed project.

9. Impacts on Resources

Cultural Resource studies are required for all public and private developments involving structures over

50 years old at the time of application. The existing office building's date of construction is 1940 per the Coconino County Assessor. Future replacement of the office building or other historic-age buildings may require a cultural resource study. The site is not located within the Resource Protection Overlay Zone.

III. Citizen Participation

The applicant notified adjacent property owners within 300 feet via mail about the impending CUP and invited them to a virtual neighborhood meeting. The neighborhood meeting was held on January 7, 2026. Five members of the public attended the meeting. The second neighborhood meeting was waived by the Planning Director. All property owners within 300 feet were noticed of the public hearing, and a sign was posted on-site advertising the public hearing. Staff placed an ad in the Arizona Daily Sun advertising this public hearing as well. To date, staff has not had any contact from the public regarding this case.

IV. Attachments

The draft documents have been prepared in accordance with the staff recommendation and do not indicate the Commission's final decision. These documents will be updated after the public hearing on this case to reflect the Commission's decision.

- Draft Conditional Use Permit No. PZ-25-00141
- Draft Notice of Decision
- Draft Prop 207 Waiver
- Neighborhood Meeting Report
- Conditional Use Permit Application
- Narrative
- Site Plan
- Accessory Structures
- Types of RVs