

NOTICE AND AGENDA

PLANNING & ZONING COMMISSION
WEDNESDAY
APRIL 8, 2026

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

To participate in the meeting virtually use the following link:

[Join the Meeting Online](#)

The public can submit comments that will be read at the dais by a staff member to
CDPandZCommission@flagstaffaz.gov

1. CALL TO ORDER

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.

CAROLE MANDINO, CHAIR
JOSHUA MAHER
CHRISTINE SHEEHY
CJ LUCKE

MARY NORTON, VICE CHAIR
REBECCA COPPA
MEGAN WELLER

3. OPEN CALL TO THE PUBLIC

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

To approve the minutes from the regular meeting on March 25, 2026.

5. PUBLIC HEARING

- A.** A Conditional Use Permit (CUP) request from Tina Roberts for a Commercial Campground at 2101 West Route 66, in the Rural Residential (RR) zone. 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 RECOMMENDED ACTION:

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.

6. MISCELLANEOUS ITEMS TO/FROM COMMISSION MEMBERS

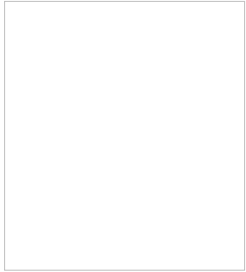
7. ADJOURNMENT

CERTIFICATE OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on _____, at _____ a.m./p.m. This notice has been posted on the City's website and can be downloaded at www.flagstaff.az.gov.

Dated this _____ day of _____, 2026.

Alexandra Pucciarelli, Commission Liaison



Planning & Zoning Commission

4.

Meeting Date: 04/08/2026

From: Nancy Corbin-Fuller, Administrative Specialist

Information

TITLE:

APPROVAL OF MINUTES

To approve the minutes from the regular meeting on March 25, 2026.

STAFF RECOMMENDED ACTION:

Attachments

P&Z minutes

Minutes

PLANNING & ZONING COMMISSION
WEDNESDAY
MARCH 25, 2026

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

1. CALL TO ORDER

- Chair Mandino called the meeting to order at 4:05 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
REBECCA COPPA
MEGAN WELLER

3. OPEN CALL TO THE PUBLIC

- 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 from the regular meeting on Wednesday, March 11, 2026.

Moved by Mary Norton, **seconded by** CJ Lucke to approve the minutes of March 11, 2026, with a correction to item 6A reflecting that it was Commissioner Lucke who requested a draft version of the amendment which would prohibit data centers as a use.

Vote: 7 - 0 - Unanimously

5. PUBLIC HEARING

- A. PZ-26-00018 - Data Centers:** City's request for a Zoning Code Text Amendment to modify Zoning Code provisions in Chapter 10-40: Specific to Zones, Division 10-40.30: Non-Transect Zones, Section 10-40.30.050: Industrial Zones, Table 10-40.30.050.B: Industrial Zones -- Allowed Uses, to add the Data Center Land Use, Division 10-40.60: Specific to Uses, to add development standards for Data Centers, and Chapter 10-80: Definitions to add a definition for Data Center. Staff recommends the Planning and Zoning Commission, in accordance with the findings presented in this report, make a recommendation to the City Council for approval of PZ-26-00018 Data Centers Proposal #1 Zoning Code Text Amendment.

Tiffany Antol, Zoning Code Manager, provided a PowerPoint presentation highlighting what is currently allowed under city code, the proposed amendment presented at the March 11 work session, and the requested second draft which would prohibit data centers as a use. A discussion followed with Chair Mandino, Vice-Chair Norton, and commissioners Lucke, Sheehy, Coppa, and Maher presenting questions and answered by Tiffany Antol.

Lee Williams, Water Services Director, clarified that the city does not mandate the use of reclaimed water for golf courses. City code states that potable water may not be used for golf courses.

Public comments were given by:

- Kayvon Khosrowpour
- River Ramuglia
- Brianna Acosta
- Michele James
- Kira Russo
- Daniel Davis - via TEAMs

The Commission presented questions and were answered by the following Divisions -

- IT was represented by CJ Perry, CIO
- Economic Vitality was represented by Jeff McCormac, Economic Development Manager
- Sustainability was represented by Jenny Niemann, Climate Section Director

Christina Rubalcave, Senior Assistant City Attorney, in answer to Chair Mandino's question regarding a data center being built on NAU's property, clarified that if the data center was solely for the use of NAU, would the project not be held to city zoning code. For commercial use, it would be held to city zoning code.

Moved by CJ Lucke, **seconded by** Mary Norton to recommend for approval to the City Council of PZ-26-00018 - Data Centers, proposal 2. Chair Mandino abstained.

Vote: 4 - 3

NAY: Christine Sheehy
Joshua Maher
Rebecca Coppa

Chair Carole Mandino abstained. Staff informed her that abstaining from the vote would be seen as an affirmative vote for the motion. Motion carries.

6. GENERAL BUSINESS

- None

7. OTHER BUSINESS

- None

8. MISCELLANEOUS ITEMS TO/FROM COMMISSION MEMBERS

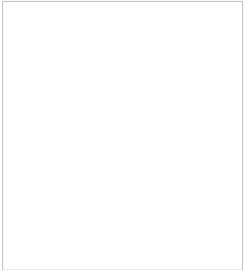
- None

9. ADJOURNMENT

- Meeting was adjourned at 5:51 p.m.

SIGNATURE LINE

Chair Person



Planning & Zoning Commission

5. A

Meeting Date: 04/08/2026

From: Alaxandra Pucciarelli, Current Planning Manager

Information

TITLE:

A Conditional Use Permit (CUP) request from Tina Roberts for a Commercial Campground at 2101 West Route 66, in the Rural Residential (RR) zone. 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 RECOMMENDED ACTION:

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.

Policy Impact:

Attachments

- Staff Report
 - Draft Conditional Use Permit
 - Draft Notice of Decision
 - Draft Prop 207 Waiver
 - Neighborhood Meeting Report
 - Conditional Use Permit Application
 - Narrative
 - Site Plan
 - Accessory Structures
 - Types of RVs
-

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

**COCONINO COUNTY, ARIZONA RECORDER
CONDITIONAL USE PERMIT
FROM GRANTOR: CITY OF FLAGSTAFF
COCONINO COUNTY, ARIZONA
OFFICE OF PLANNING AND ZONING
TO GRANTEE: TINA ROBERTS**

Permit No. PZ-25-00141
April 23, 2026

Permission is hereby granted to Tina Roberts to allow the establishment of a Commercial Campground, pursuant to Section 10-40.30.030.B. of the *Flagstaff Zoning Code* at a site located at 2101 West Route 66 in the Rural Residential (RR) Zone, and legally described as Coconino County Assessor parcel number 112-07-001, 002, 003A, 004, 005 and 006 in the City of Flagstaff, Arizona.

After a public hearing held on April 8, 2026, the Planning and Zoning Commission voted to grant this Conditional Use Permit subject to 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.

Furthermore, this permit is issued on the express condition that the use herein permitted shall conform in all relevant respects to the ordinances of the City of Flagstaff and the laws of the State of Arizona.

Any and all conditions endorsed on this permit are subject to periodic review by the City of Flagstaff's Planning Director. Following review, the Planning and Zoning Commission shall be notified when the conditions of operation imposed in the approval and issuance of this permit have not been or are not being complied with.

The Planning and Zoning Commission shall consider the matter of revocation and set the permit for public hearing. If the Planning and Zoning Commission finds, following the public hearing, that the conditions imposed in the issuance of this permit are not being complied with, this permit may be revoked and further operation of the use for which this permit was approved shall constitute a violation of the Zoning Code.

This Conditional Use Permit shall become null and void one (1) year from the effective date of April 23, 2026 unless the following shall have occurred:

- 1.A building permit has been issued and construction begun and diligently pursued; or
- 2.The approved use has been established; or
- 3.An extension has been granted by the Planning and Zoning Commission. Such extension shall be for a maximum of one hundred eighty (180) days and no extension may be granted which would extend the validity of the permit more than eighteen (18) months beyond the date of approval of the permit.
- 4.Property Owner shall sign Consent to Conditions/Waiver for Diminution of Value form as a condition of issuance of the Conditional Use Permit by the City.
- 5.Development of the use shall not be carried out until the applicant has secured all other permits and approvals required by the Zoning Code, the City, or applicable regional, State and federal agencies.

This document ___ does modify, or X does not modify the provisions of a previous Conditional Use Permit recorded in docket _____, Office of the Coconino County, Arizona, Recorder.

Planning Director, City of Flagstaff

By: _____
Applicant (if other than the property owner)

STATE OF ARIZONA)
) ss
County of _____)

Before me, the undersigned Notary Public personally appeared _____ who executed the foregoing document for the purposes contained therein.

SUBSCRIBED AND SWORN to before me this _____ day of _____, 2026

Notary Public

My Commission expires: _____

By: _____
Property Owner

Permit No. PZ-25-00141

April 23, 2026

Page 3 of 3

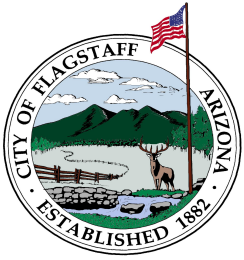
STATE OF ARIZONA)
) ss
County of _____)

Before me, the undersigned Notary Public personally appeared _____ who executed the foregoing document for the purposes contained therein..

SUBSCRIBED AND SWORN to before me this _____ day of _____, 2026

Notary Public

My Commission expires: _____



City of Flagstaff

April 9, 2026

Tina Roberts
KC Pioneer LLC
550 N 5th Street, Suite 302
Rapid City, SD, 57701

RE: **NOTICE OF DECISION** – Conditional Use Permit No. PZ-25-00141

Dear Ms. Roberts:

The Planning Commission, in accordance with Section 10-20.40.050 of the Flagstaff Zoning Code, has considered the request of Tina Roberts for a Conditional Use Permit on the property at (2101 W Route 66 & APNs 112-07-001, 002, -003A, 004, 005, & 006)) in the Rural Residential Zoning District for a Commercial Campground as provided in Section 10-40.30.030.B of the City of Flagstaff Zoning Code.

The Planning Commission held a public hearing on April 8, 2026, in regards to this Conditional Use Permit. The Commission found and determined that, based on the information provided in the staff report dated March 19, 2026, and at the public hearing, the facts exist as required by Section 10-20.40.050.F of the Zoning Code to justify granting the Conditional Use Permit.

Based upon the aforementioned findings, the Commission **approved** a Conditional Use Permit by a vote of **(VOTE)** for the use and location described above subject to 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.**

The above condition(s) is deemed by the Commission to be required to assure that the requested use will be compatible with neighboring uses and the growth and development of the area.

This action becomes final and effective ten (10) calendar days after the posting of this Notice of Decision on (April 23, 2026) unless during these ten (10) days a written appeal to the City Clerk is filed or the City Council elects to review the application. Either appeal or City Council review shall stay the Conditional Use Permit until the City Council holds the required public hearing to consider the request.

Should you have any questions, comments, or concerns, please do not hesitate to contact me.

Sincerely;

Alexandra Pucciarelli, Current Planning Manager
City of Flagstaff, Current Planning Section
(928) 213-2640
apucciarelli@flagstaffaz.gov

cc: Current Planning Manager, Planning & Development Services Director, City Clerk, City Council

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.

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

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



City of Flagstaff

Community Development Division

211 W. Aspen Ave
 Flagstaff, AZ 86001
 www.flagstaff.az.gov

P: (928) 213-2618

Date Received	Application for Conditional Use		File Number
Property Owner(s) KC Pioneer		Phone 415-515-7510	
Mailing Address 550 N. 5th St., Suite 302		City, State, Zip Rapid City, SD 57701	Email parkowner@gmail.com
Applicant(s) Tina Roberts		Phone	
Mailing Address		City, State, Zip	Email
Project Representative Ryan Mahar, P.E.		Phone 928-522-9287	
Mailing Address 618 E. Route 66		City, State, Zip Flagstaff, AZ 86001	Email r.mahar@cdeinc.org

Project Name Heartwood Flagstaff (Formally Kit Carson RV Park)				
Site Address 2101 W. Route 66		Parcel Number(s) 112-07-001,2,3A,4,5,&6		Subdivision, Tract & Lot Number
Zoning District Rural Residential		Regional Plan Land Use Category		Flood Zone Zone 'A'
Property Information:				
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Located in an existing City of Flagstaff Historic District? (Name: _____) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Existing structures are over 50 years old at the time of application? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Existing structures are pre-World War II housing? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Subject property is undeveloped land?				
Surrounding Uses (Res, Com, Ind)	North Route 66	South SFH Residential	East Residential	West Commercial
Note: Conditional Use Permits are reviewed by City's Planning and Zoning Commission (P&Z), which meets the second and fourth Wednesday of every month . Applications are due by the close of business no fewer than 30 days prior to the meeting. You must provide a complete application form, along with the required number of plans and information as indicated in the attached checklist. Incomplete submittals will not be scheduled.				
Property Owner Signature 		Date 6-30-25	Applicant Signature	
			Date	

For City Use				
Date Filed		File Number:		
Hearing Date		Pub. / Posting Date(s):		Prop. Owner Notif. Date:
Fee Receipt Number		Amount		Date
Action by Planning and Zoning Commission:				
Hearing Date:			Type of Request:	
<input type="checkbox"/> Approved			<input type="checkbox"/> CUP	
<input type="checkbox"/> Denied			<input type="checkbox"/> Extension	
<input type="checkbox"/> Continued				
Staff Assignments	Planning	Engineering	Fire	Public Works/Water
				Stormwater

Revised: 3/2020

Kit Carson RV Park Conceptual Plan Narrative for
Commercial Campground, Conditional Use Permit (CUP)

Kit Carson RV Park has been renting to recreational vehicles (RVs) for over 60 years. A staple of the Route 66 corridor, the park has hosted many travelers entering Flagstaff, the gateway to the Grand Canyon and beyond. My business and romantic partner Chris Welsh, attempted to redevelop the RV park in several iterations before his unexpected passing in 2021. I've discovered student housing, mobile home park and modular home concepts in the files from the past 6-8 years. After careful review and a previous attempt at development beyond the RV park footprint, I'm planning on keeping the RV park in full operation and re-branding, refreshing and offering an uplifted experience for RV short and long-term space rental.

The extensive electrical, water and sewer utility upgrade, which is underway, has led us to realize that addressing our non-conforming status and applying for a Commercial Campground Conditional-Use-Permit (CUP) would provide the best path for the RV park for many years to come.

Over 150 of the 256 spaces have rented every May through September to the same generational families escaping the heat of the Maricopa County valley. The other 106 spaces have been seasonal overnight and monthly RV rentals. We've had grandmas and grandpas, aunts and uncles, moms and dads, year after year - in the same spaces with the same group of friends calling Kit Carson RV Park home.

The CUP would help us create an internal design review process for tenant-built decks, carports, Arizona rooms and small storage sheds, with COF permits where applicable. We'd also be able to ensure any outside vendors are insured and licensed. As is common in Mesa, Phoenix, Gilbert and Show Low, RVs often park in spaces that they call home for many months annually and sometimes up to year. It's very common to find free-standing accessories such as decks, carports, Arizona rooms and small storage sheds next to where these RV are parked. With proper design approval, which we will create, park residents who feel at home are happier in their social networks and are more invested in where they live and work. These structures will also have to adhere to the Wildland Urban Interface approved construction materials and methods which will be limited to noncombustible materials, fire retardant treated wood approved for exterior use and ignition/fire resistant building materials.

While we'll be keeping spaces open for nightly rentals, there are a fair number of tenants who require longer term RV space rental. These include construction workers, nurses,

teachers and seasonal hospitality to name a few. These groups in particular keep Flagstaff operating. They cannot afford to buy a house, and often can't afford to rent when availability is poor, especially in the summer busy season. Kit Carson RV Park has always been a place to rent a space for their own RV unit – giving them place to live near work, on a budget. And because our utilities are now guaranteed below the frostline, we allow this same working class the opportunity to rent from us in the fall, winter and spring months as well.

Our RV park sits in one of the most pristine, old-growth pine groves in the city limits. We treasure those trees and their canopy. The utility upgrade has cleared the forest floor and dead snags to ensure mobility and fire safety. Without the low hanging electrical lines, the roads are more accessible to larger, longer RVs. Spaces will now have enhanced flat gravel surfaces and up to 100 amp metered electrical service, fiber optic internet and metered water and sewer.

The Commercial Campground CUP is also a path to build a community center which could have covered, built-in propane BBQs, picnic tables and enclosed gas firepits for guests to enjoy and gather. We could have an office, game room, laundry room and small store. All amenities we cannot build under our current non-conforming status.

We're spending over \$3,000,000 on the utility upgrade. No small investment. We plan on operating the RV park as a newly improved, safe, clean community. What this means is standardized tenant screening, consistent space sizing (60'x30'), firm ground surfaces, consistent color palettes, RV age standards, pristine roads, community gathering spaces, a dog park, nature paths and onsite full-time staffing.

From toy-hauler to campers, park models to motorhomes, tenants own a variety of RV styles. One particular style included in the RV classification of the State of Arizona and AZ RV Long Term Rental Space Act are park models. By definition, these are built on a single chassis, mounted on wheels and designed to connect to utilities necessary for the operation of fixtures and appliances, not more than 400 sq ft, licensed with state DMV not federal HUD. Prior to the utility upgrade we had over 45 park models at Kit Carson, many of which had unapproved accessories. Many would like to return with newly built park models.

Beginning fall of 2025, we will rebrand the space and introduce Heartwood RV Resort, formerly Kit Carson RV Park. The name Heartwood RV Resort represents our desire to include our extended family who will help develop the community and social spaces of our park. My sister, a pediatric nurse, and her husband, a teacher, are avid RV enthusiasts. While I'm the business face of Heartwood, they love community and sharing a glass of wine

with new friends or playing Bocce and BBQing. We look forward to creating the new Heartwood RV Resort together – a place to play, gather and cherish Flagstaff –

Additional points we have considered are:

10-20.50.040.F.1.a.(1) The conditional use is consistent with the objectives of this Zoning Code and the purpose of the zone in which the site is located. The current zoning is Rural Residential with no CUP for RV Park use. This application is attempting to remedy the current status.

10-20.50.040.F.1.a.(2) Granting the conditional use will not be detrimental to the public health, safety or welfare. Future construction discussed above will be subject to building permits, site plan processes, and other permits through the City of Flagstaff. This will mitigate the detrimental effects of building unpermitted structures, utilities, or decks and porches.

10-20.50.040.F.1.a.(3) The factors that the City of Flagstaff might consider in making this finding shall include, but not be limited to:

- a. Property damage or nuisance arising from noise, smoke, odor, dust, vibration or illumination; - park has and will remain same use. No additional impact expected.
- b. Hazard to persons or property from possible explosion, contamination, fire or flood; and – park has flood plain and will continue it's protection of this area.
- c. Impact on surrounding areas arising from unusual volume or character of traffic. – traffic will remain as it has for many years as the use of the park is not changing.

The characteristics of the proposed conditional use, and as it may be conditioned, are reasonably compatible with the types of uses permitted in the surrounding area. We have considered and adequately addressed the following to ensure that the proposed use will be compatible with the surrounding area:

- a. Access, traffic, and pedestrian, bicycle and vehicular circulation; ensuring lots allow for two vehicles to park including their RV and restricting to two vehicles per lot. There will

be no change to traffic patterns on Route 66 as this project has been operating as an RV park for many years and will not change due to this CUP. Any future applications will need to provide circulation updates to both the City of Flagstaff and ADOT.

b. Adequacy of site and common space provisions, including resource protection standards, where applicable; Common spaces include the proposed new community gathering area near the park entrance and utilizing the flood plain for walking and possible dog park.

c. Noise, light, visual and other pollutants; While we haven't chosen street lights, we would use low voltage, downward lighting consisted with Dark Sky requirements.

d. Proposed style and siting of structure(s), and relationship to the surrounding neighborhood have been considered. These are shown in the attachment labeled "Heartwood Accessories.pdf" which provides a mountain aesthetic that blends with the wooded nature of the site.

e. Landscaping and screening provisions, including additional landscaping in excess of otherwise applicable minimum requirements. While there are adequate trees and canopy coverage, we will encourage additional common area landscaping where possible. Any future applications will be required to adhere to the City of Flagstaff Zoning Code section 10-50.60.

f. Impact on public utilities; considered with our \$12,000 sewer impact study to replace the current septic system. Utilities have long been in place with sewer and water and there is no additional impact.

g. Signage and outdoor lighting; both considered as we re-brand the property Heartwood.
-This application will be deferred till a formal application can be submitted through the City of Flagstaff Lighting and City of Flagstaff Sign permit process. Both of these applications must adhere to the City of Flagstaff Zoning Code sections 10-50.70 and 10-50.100 respectively.

i. Impacts on historical, prehistoric or natural resources –. The clubhouse may be historic, which this CUP application is not requesting altering. If in the future an alteration to this clubhouse is applied for, through the City of Flagstaff concept and site plan process, a historic conservation analysis will be conducted at that time. The site has been disturbed via RV park activities for many years, and prehistoric resources, if existing has most likely already been disturbed. However, if during future construction activities, prehistoric resources are found, the proper avenues for recording and mitigation will be

adhered too. The tree canopy and old growth forest are our greatest resources. We are very careful to protect these resources

CONCEPT CONDITIONAL USE PLAN
HEARTWOOD FLAGSTAFF
(FORMALLY KIT CARSON RV PARK)
APN #'S: 112-07-005, 112-07-004,
112-07-006, 112-07-003A, 112-07-002,
112-07-001
2101 W. ROUTE 66
FLAGSTAFF, AZ 86001

DEVELOPMENT NAME: KIT CARSON RV PARK
SITE ADDRESS: 2101 W. ROUTE 66 FLAGSTAFF, AZ 86001
ASSESSOR'S PARCEL NUMBER: 112-07-004, 112-07-004, 112-07-006,
112-07-003A, 112-07-002, 112-07-001

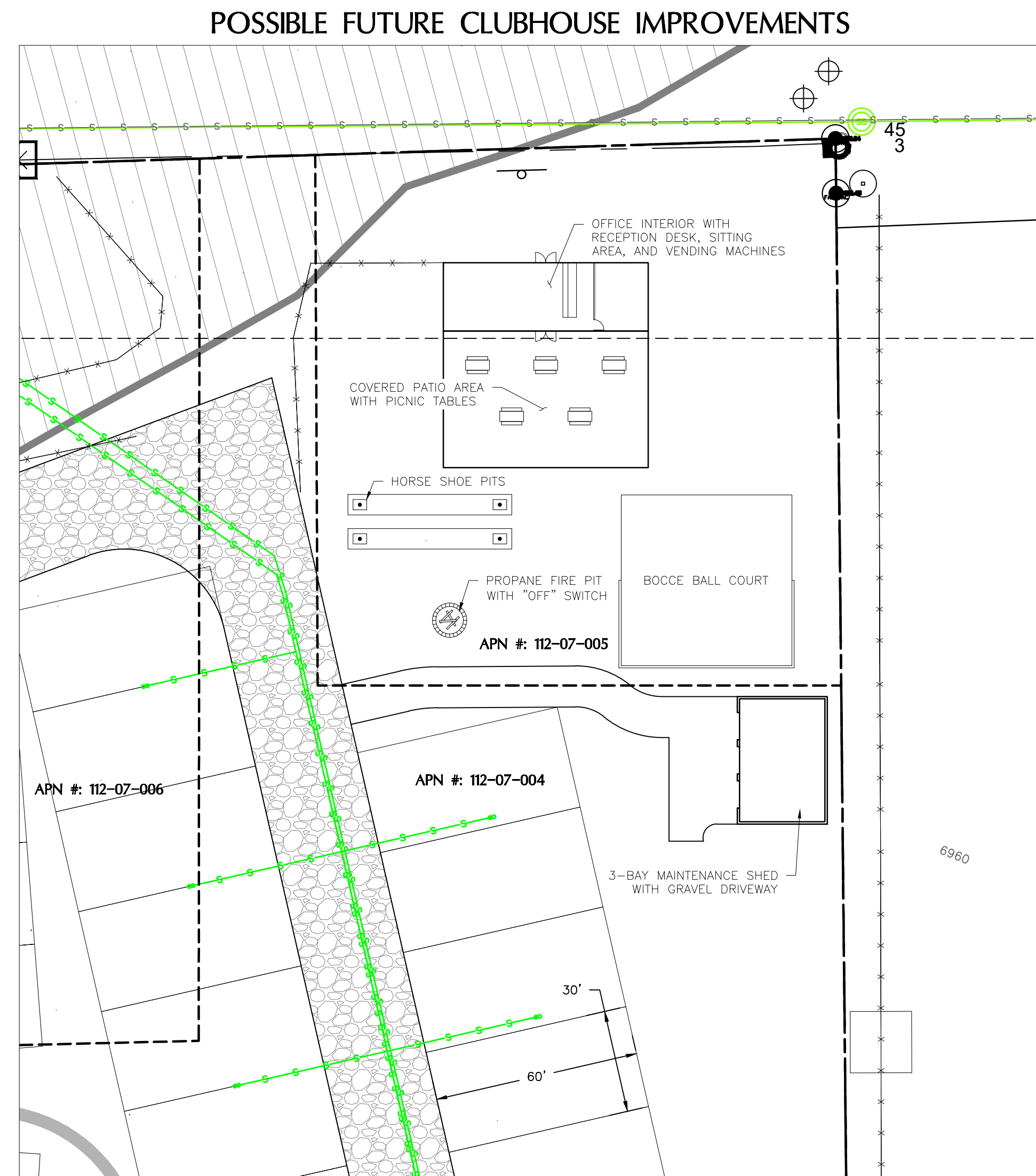
PROPERTY OWNER: TINA ROBERTS
CONTACT INFORMATION: 809 RIORDAN RD NO 202 FLAGSTAFF, AZ 86001
415-515-7510

PREPARER'S NAME AND CONTACT INFORMATION: CIVIL DESIGN AND ENGINEERING, INC.
RYAN MAHAR
618 E. ROUTE 66
FLAGSTAFF, AZ 86001
(928) 522-9287

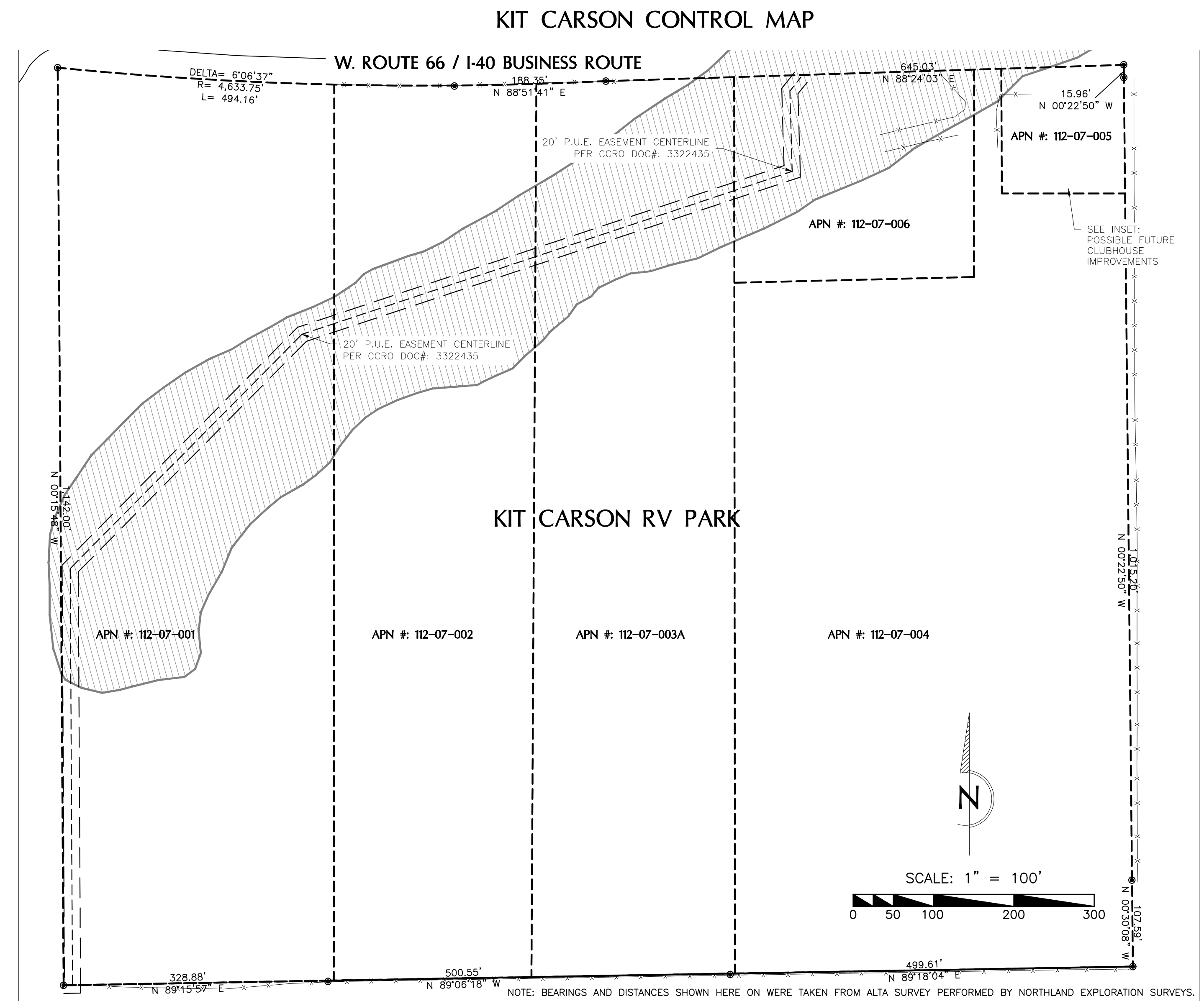
SURVEY PROVIDED BY: ASPEN SURVEY LLC.



SHEET INDEX
C1 COVER SHEET & NOTES
C2 SUBJECT SITE PLAN + 200' BEYOND BOUNDARY
C3 SITE ANALYSIS



NOTE:
THE ABOVE IMPROVEMENTS ARE FOR REFERENCE ONLY. THEY ARE NOT BEING PROPOSED AT THIS TIME, BECAUSE OF THIS, NO DRAINAGE, LANDSCAPING, OR L.I.D. IMPROVEMENTS ARE INCLUDED WITH THIS CONCEPT C.U.P. PLAN SUBMITTAL.

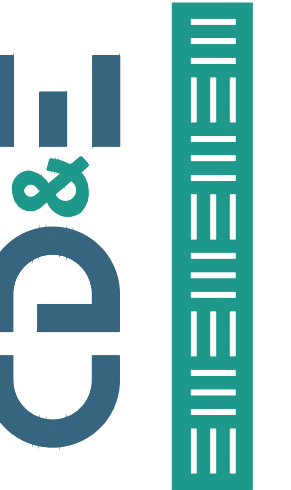


UTILITY ACKNOWLEDGMENTS
ARIZONA PUBLIC SERVICE
UNISOURCE GAS
CENTURYLINK
SUDDENLINK

CITY APPROVAL
CONCEPT APPROVAL
THE CITY APPROVES THESE PLANS FOR CONCEPT ONLY. THE CITY SHALL NOT BE LIABLE FOR ERRORS OR OMISSIONS OF THE DESIGN ENGINEER

CONSTRUCTION AUTHORIZATION
APPROVAL BY THE CITY OF FLAGSTAFF IS REQUIRED PRIOR TO BEGINNING OF CONSTRUCTION. WITHOUT C.O.F. APPROVAL THESE PLANS HAVE NOT BEEN COMPLETED WITH RESPECT TO AGENCY REVIEW. ADDITIONALLY, IT IS THE OWNER/CONTRACTORS RESPONSIBILITY TO OBTAIN THE NECESSARY PERMITS PRIOR TO COMMENCEMENT OF CONSTRUCTION ACTIVITIES ON THIS PROJECT.

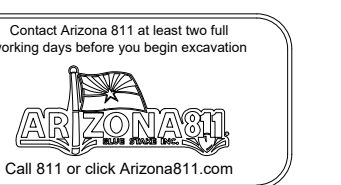
CITY ENGINEER _____ DATE _____
PUBLIC WORKS DIRECTOR _____ DATE _____
WATER SERVICES DIRECTOR _____ DATE _____



CIVIL DESIGN & ENGINEERING, INC.
618 E. ROUTE 66
FLAGSTAFF, ARIZONA 86001
PHONE: (928) 522-9287
7075 W. BELL RD. - SUITE 9
GLENDALE, ARIZONA 85308
PHONE: (602) 438-2700

COVER SHEET & NOTES
HEARTWOOD FLAGSTAFF
APN #'S: 112-07-005, 112-07-004, 112-07-006,
112-07-003A, 112-07-002, 112-07-001
2101 W. ROUTE 66
FLAGSTAFF, AZ 86001

FOR AGENCY REVIEW
NOT FOR RECORDING OR CONSTRUCTION PURPOSES

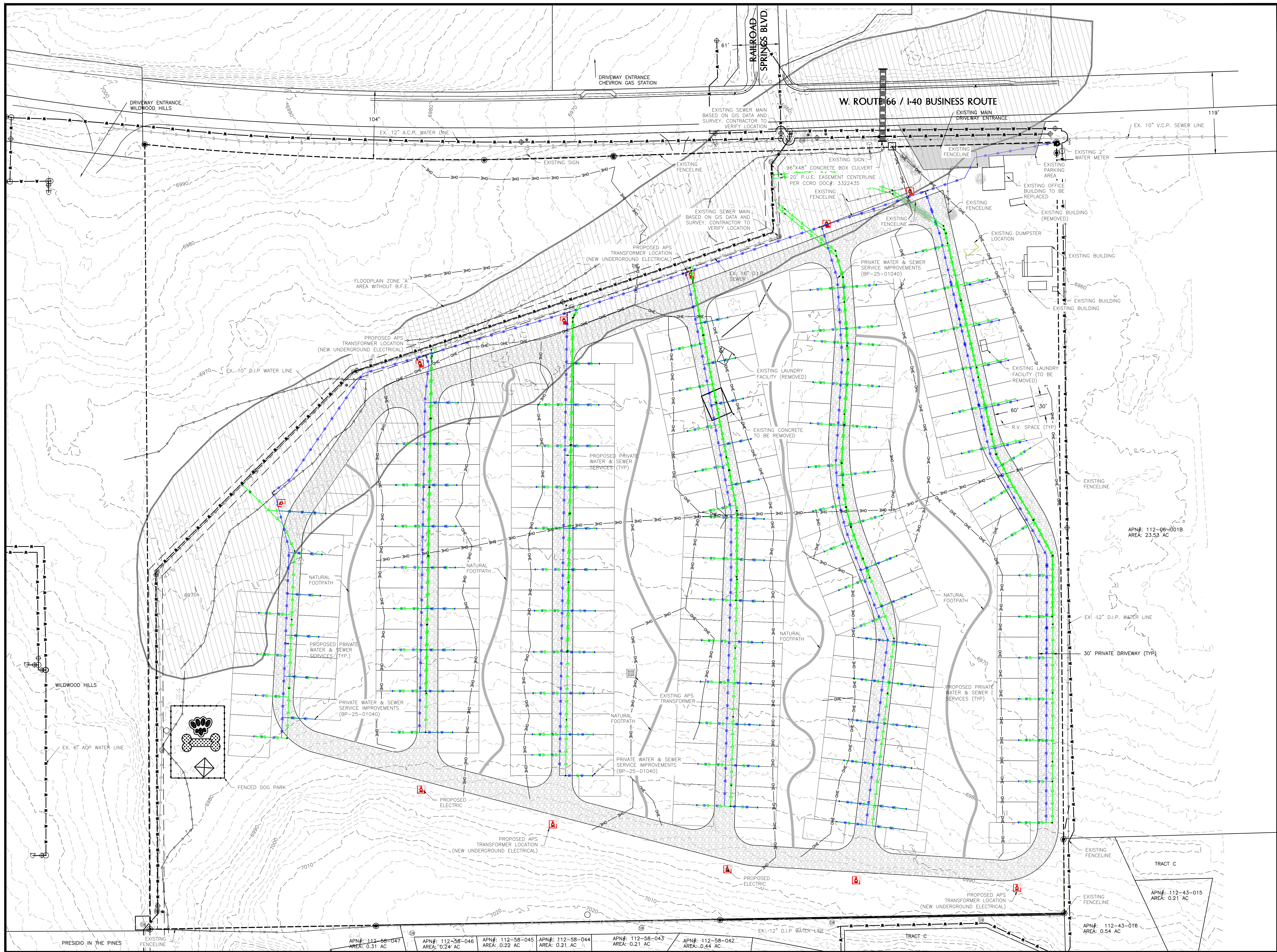


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date:
date:
date:

proj. #: 21-142
drawn by: ME
reviewed by: RM
date: 6/16/2025

C1

sheet C1 of C3



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SUBJECT SITE PLAN + 200' BEYOND BOUNDARY
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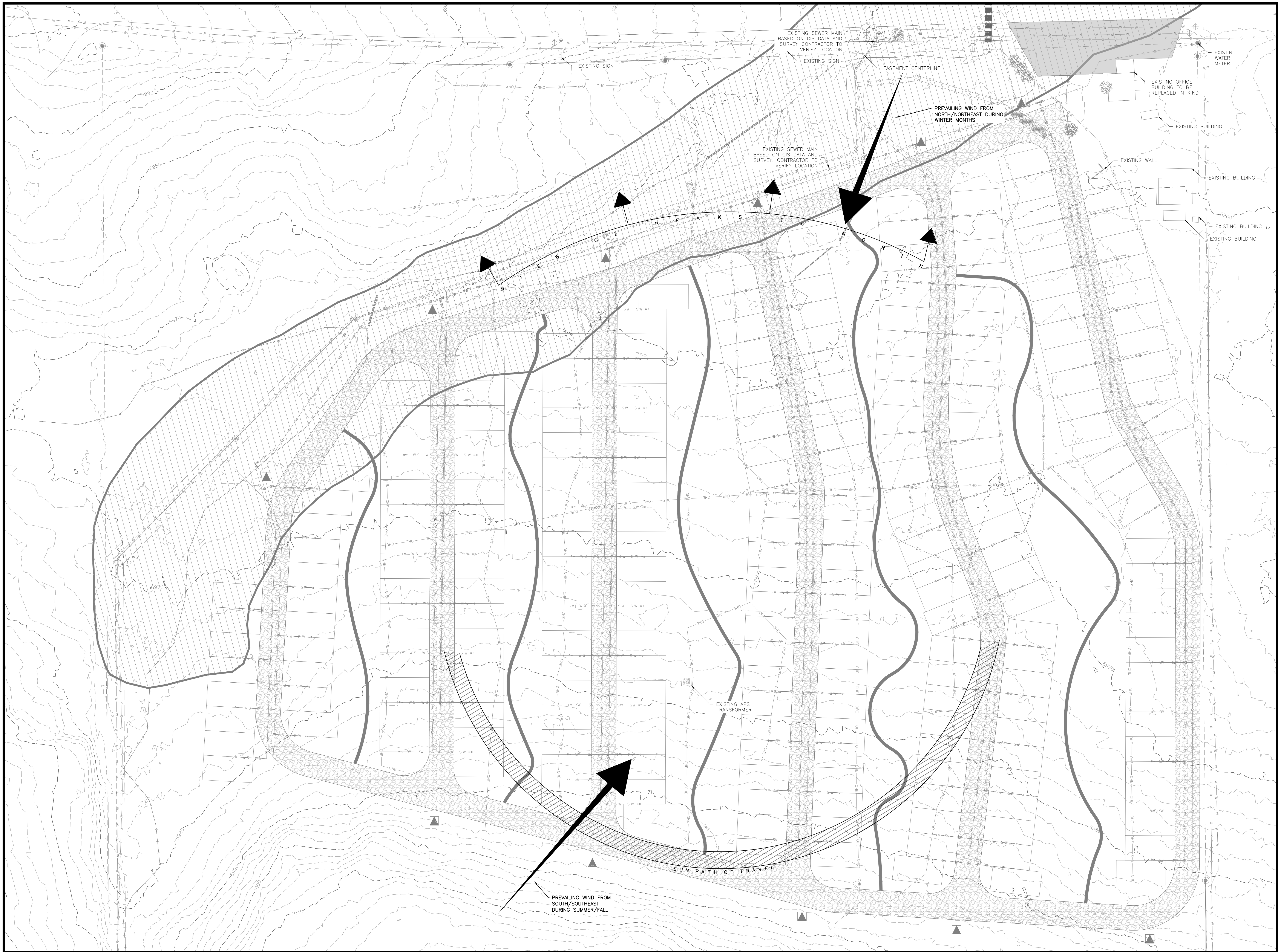


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proj. #: 21-142
 drawn by: ME
 reviewed by: RM
 date: 6/16/2025

C2

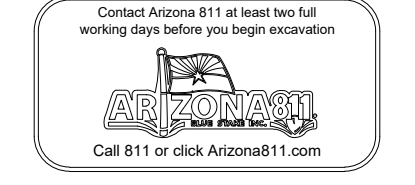
sheet C2 of C3



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 PHONE: (938) 522-9287
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SITE ANALYSIS
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 APN #S: 112-07-005, 112-07-004, 112-07-006,
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 date: 6/16/2025

C3

sheet C3 of C3

Accessories:

Past residents with park models and RVs have been asking if we will allow these types of accessories, thus the purpose of the CUP.

Possible RV Decks: We'd require all COF building permits and consistent construction of wood or composite wood materials from approved licensed vendors. Some decks might include screens or roofs. Colors and material must match palette approved by the park.



Possible Park model decks and Arizona rooms: We'd require all COF building permits and consistent construction of wood or composite wood materials from approved licensed vendors. Colors and material must match Park approved color palette.





Possible sheds: Only used for storage of outside furniture during winter months, or personal household belongings. No fuel, no machines, no equipment.

We'd require all COF building permits and consistent construction of wood or composite wood materials from approved licensed vendors. Colors and material must match Park approved color palette. Roofing materials must be metal.



Possible Carports: Due to the extensive pine tree canopy, pine sap consistently leaks onto vehicles. Historically, vehicle canopies in Kit Carson RV Park have been light aluminum frame and tarps. Those styles will be disallowed.

We'd require all COF building permits and consistent construction of wood or composite wood materials from approved licensed vendors. Colors and material must match Park approved color palette. Roofing materials must be metal.

Kit Carson (the new Heartwood) RV Park – Types of Recreational Vehicles







