

NOTICE AND AGENDA

ATTENTION

**THIS MEETING WILL BE IN-PERSON (with a virtual option) AT CITY HALL
in COUNCIL CHAMBERS**

To participate in the meeting virtually click the following link:
[Click here to join the meeting](#)

Planning & Zoning Commission meetings will be live streamed on the city's website (<https://www.flagstaff.az.gov/1461/Streaming-City-Council-Meetings>)

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

**PLANNING & ZONING COMMISSION
WEDNESDAY
April 26, 2023**

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

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 regular 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 City'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.

MARIE JONES, CHAIR
CAROLE MANDINO, VICE CHAIR
DR. RICARDO GUTHRIE
BOB HARRIS, III

MARY NORTON
IAN SHARP
MARCHELL CAMP

3. Public Comment

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

Approval of the minutes from the Special Meeting on Wednesday, April 19, 2023.

5. PUBLIC HEARING

A. PZ-23-00033 Carter High Occupancy Housing Development

A Conditional Use Permit request from Robert Colton on behalf of James and Sharon Carter Trust to allow a Single-Family High Occupancy Housing Development. The development will consist of a 5,293 sq. ft. single-family dwelling with 7 bedrooms and 5 sanitation facilities (bathrooms) on 7.11 acres at 40 N Lake Hills Drive in the Estate Residential zone.

STAFF RECOMMENDED ACTION:

In accordance with the findings presented in the attached report, Staff recommends approval of PZ-23-00033 with the following conditions:

1. The development of the site shall substantially conform to the plans as presented with the Conditional Use Permit application.
2. The property owner shall maintain compliance with the Flagstaff Police Department's Crime Free Multi-Housing Program, unless exempted by the Police Department's representative.

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 4/24/23, at 11:00 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 24 day of APRIL, 2023.

Tammy Bishop, Administrative Specialist



Planning & Zoning Commission

5. A.

Meeting Date: 04/26/2023

From: Patrick St. Clair, Planner

Information

TITLE:

PZ-23-00033 Carter High Occupancy Housing Development

A Conditional Use Permit request from Robert Colton on behalf of James and Sharon Carter Trust to allow a Single-Family High Occupancy Housing Development. The development will consist of a 5,293 sq. ft. single-family dwelling with 7 bedrooms and 5 sanitation facilities (bathrooms) on 7.11 acres at 40 N Lake Hills Drive in the Estate Residential zone.

STAFF RECOMMENDED ACTION:

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1. The development of the site shall substantially conform to the plans as presented with the Conditional Use Permit application.
2. The property owner shall maintain compliance with the Flagstaff Police Department's Crime Free Multi-Housing Program, unless exempted by the Police Department's representative.

Attachments

Staff Report
Draft CUP Agreement
Draft Notice of Decision
Draft Prop 207 Waiver
CUP Application
CUP Narrative
Vicinity Map
CUP Drawings
Legal Ad
Public Participation Report
Public Comments

PLANNING AND DEVELOPMENT SERVICES REPORT
CONDITIONAL USE PERMIT

PUBLIC HEARING
PZ-23-00033

<u>DATE:</u>	<u>April 6, 2023</u>
<u>MEETING DATE:</u>	<u>April 26, 2023</u>
<u>REPORT BY:</u>	<u>Patrick St. Clair</u>

REQUEST:

A Conditional Use Permit (CUP) request from Robert Colton on behalf of James and Sharon Carter Trust to allow a Single-Family High Occupancy Housing Development. The development will consist of a 5,293 sq. ft. single-family dwelling with 7 bedrooms and 5 sanitation facilities (bathrooms) on 7.11 acres at 40 N Lake Hills Drive in the Estate Residential zone.

STAFF RECOMMENDATION:

In accordance with the findings presented in this report, staff recommends approval of PZ-23-00033 with conditions.

PRESENT LAND USE:

A 3,705 sq. ft. three-bedroom, three-bathroom single-family dwelling and a 1,200 sq. ft. one-bedroom, one-bathroom guest house are located on the parcel.

PROPOSED LAND USE:

The land use will remain residential as a single-family dwelling. A 1,588 sq. ft. addition with four bedrooms and two bathrooms cause the development to be classified as a Single-Family High Occupancy Housing Development (HOHD) per the Zoning Code. No changes are proposed to the existing guest house.

NEIGHBORHOOD DEVELOPMENT:

Parcel is within the Country Club Ridge subdivision.

North: Single-family dwelling, Estate Residential (ER) zone
East: Undeveloped parcel, ER zone
South: Undeveloped parcel, ER zone; Two single-family dwellings on two Coconino County parcels, Agricultural Residential (AR) zone
West: Three single-family dwellings on three Coconino County parcels, AR zone

I. Project Introduction

A. Background/Introduction

Section 10-40.30.030.B of the Flagstaff Zoning Code, Residential Zones – Allowed Uses, identifies High Occupancy Housing Development, Single-Family as an allowed land use in the ER zone subject to the approval of a CUP by the Planning and Zoning Commission. Adopted on November 17, 2020, and effective on March 21, 2021, the HOHD zoning code standards require that a Single-Family Dwelling with seven or more bedrooms, and/or five or more sanitation facilities, obtain a CUP before a Building Permit can be issued.

In September of 2022, City Staff approved a Building Permit Application (BP-22-00841) for a 1,588 square foot addition to an existing three-bedroom and three-bathroom single-family home on the subject parcel. The addition included three bedrooms and a full bathroom. Including the approved addition, the single-family residence will have a total of six-bedrooms and four restrooms. Since the time of the building permit approval, the property owners have determined

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that they would like to obtain a CUP to revise the approved addition to include another bedroom and bathroom, or on the grand scale of the parcel, create a seven-bedroom and five-bathroom single-family dwelling. The seventh bedroom would be created from the existing storage area off the new entertainment room and the fifth restroom would be created by adding a shower/bath to the “New ½ Bath” located off the hallway serving Bedroom #1 and Bedroom #2. Drawings are attached to this report that clarify the proposed scope and location of the addition and the proposed new bedroom and new bathroom.

Though the proposed additional bedroom and bathroom are contained within and do not affect the size, shape, or exterior appearance of the already approved addition, the inclusion of a seventh bedroom and/or fifth bathroom defines the use as a HOHD, Single-Family and requires the approval of a CUP. Approval of the CUP will allow the addition of another bedroom and restroom within the already approved 1,588 SF addition.

The parcel is located within the Country Club Ridge subdivision consisting of nine-parcels ranging from approximately 2 and one-half acres to approximately 8 acres. The approved addition is located within the building area for the parcel shown on the Subdivision Plat and complies with the setbacks for the ER zone. Section 10-40.60.175 of the Flagstaff Zoning Code contains additional standards for HOHDs. These standards require the development to maintain compliance with the Flagstaff Police Department’s Crime Free Multi-Housing Program unless exempted by the Police Department’s representative. As well, the structure is required to be at least ten-feet or one-third of the structure’s height from other structures on the parcel or on adjacent structures. The greatest of these dimensions is ten feet and the site plan shows the proposal compliant with this standard. The project is required to provide one parking space for each bedroom. Including the three-car garage, and with ample existing driveway area, parking requirements for seven spaces can be addressed without issue.

The applicant has identified that the proposed seven-bedroom, five-bathroom single-family dwelling is to serve family members and facilitate their comfort when they gather at the residence for holiday and other family events.

If the CUP is approved, the applicant will be required to resubmit building permit drawings that show the additional bedroom, the full bathroom, and compliant parking for review and approval.

II. Required Findings

The Planning Commission may approve the CUP only after making the following three 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.

Per the Flagstaff Zoning Code: “The Estate Residential (ER) zone applies to areas of the City appropriate for estate type housing on large lots and limited agricultural uses. This zone is primarily designed for the utilization and enjoyment of the City’s unique mountain environment. The ER zone is intended to encourage landscaping and buffers that preserve and enhance the rural appearance.”

The ER zone allows HOHD uses with the granting of a CUP. The primary reason for the CUP is to protect the uses that are allowed by-right which may be incompatible with HOHD.

B. Finding #2

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

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If the proposed Single-Family HOHD is developed in accordance with City codes, standards, and requirements, the use 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 Section 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

Access to the property is provided by a cul-de-sac on N Lake Hills Drive. The proposed use will have minimal impact on traffic circulation. A Traffic Impact Analysis is not required of a single private residence which would only see traffic from the home's occupants. Single-Family HOHDs are required to provide one off-street parking space per bedroom. This development proposes seven bedrooms and onsite parking is provided for by the three-car garage and ample on-site driveway area for the remaining spaces. The on-site guest house has its own garage and driveway spur that is not affected by the proposed addition.

2. Adequacy of Site/Open Space/Resource Provisions

The proposed lot coverage is approximately 2%; the maximum lot coverage allowed is 17%. The site is located within the Resource Protection Overlay Zone. No floodplains or steep slopes are affected by the proposal. The proposed addition fits within the development envelope of the Country Club Ridge subdivision plat. The proposal complies with the resource protection standards.

3. Noise, Light, Visual, and Other Pollutants

It is not anticipated that the proposal will create any noise, visual or other pollutants into the area.

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

The proposed addition will blend in with the existing home and terrain. Seeking a seamless addition, the project respects the existing neighborhood and its single-family dwelling character.

5. Landscaping and Screening

No additional Landscaping is required for this use.

6. Impact on Public Utilities

The proposed addition will tie into the existing utility connections. No off-site improvements are required of the development.

7. Signage and Outdoor Lighting

No signage is proposed. All exterior lighting will be required to comply with the City of Flagstaff's strict outdoor lighting requirements which supports and maintains our designation as an International Dark Sky City. At the time of submittal, section 10-50.70: Outdoor Lighting Standards of the Zoning Code allowed single family residences to have up to 10,000 lumens of outdoor lighting (if using non-LED bulbs) or 6,993 lumens of outdoor lighting if all lighting is using LED bulbs. All outdoor lighting fixtures must be fully or partially shielded; no unshielded fixtures are allowed. Single family residential building permits do not require a separate Outdoor Lighting Permit.

8. Dedication and Development of Streets

The parcel is in an existing subdivision with developed streets. No dedication of right of way or development of streets is required by this proposal.

9. Impacts on Resources

This site is not currently listed on any state or federal historic registry, nor does the site have any other historical significance. The site is located within the Resource Protection Overlay Zone; the proposed addition fits within the development envelope of the Country Club Ridge subdivision plat, which meets the resource protection standards.

D. Finding #4

For the properties subject to Division 10-30.30, Heritage Preservation, the City's Historic Preservation Officer or the Heritage Preservation Commission has made a determination that the proposed HOHD or MHOHD has no adverse effect or has appropriately mitigated its effects on the historic cultural resource.

The property is not subject to Division 10-30.30; therefore, this standard is not applicable.

E. Finding #5

Adequate transit service is available to the Development Site containing four dwelling units or more. Adequate transit service from a Development Site to a permanent transit stop is:

- a. Less than or equal to 1,320 feet; or
- b. A distance greater than 1,320 feet when the Planning and Zoning Commission finds that the route to the permanent transit stop has adequate nighttime lighting and does not have a significant grade change, and the distance does not impede reasonable access to transit.

The distance between the permanent transit stop to the Development Site shall be measured following a continuously improved sidewalk and/or public paved trail.

This proposed CUP is for a HOHD, Single-Family; as such, this standard is not applicable.

Conditions of approval will only be imposed if they are necessary to ensure the intent and purpose of the Zoning Code are met; to ensure compatible and complementary development of the property; and to ensure the provision of appropriate off-site improvements will be fulfilled.

III. Citizen Participation

The applicant notified property owners within 300 feet of the subject site via mail in lieu of holding a virtual or in-person neighborhood meeting. The applicant also mailed a notice of public hearing to owners within 300 feet of the property and posted a sign on the property to advertise the public hearing. As of the date of this report, neither staff

PZ-23-00033

April 26, 2023

nor the applicant have received any comments from the public. The legal ad for the public hearing and the Public Participation Report are included as attachments to this staff report.

IV. Recommendation:

In accordance with the findings presented in this report, Staff recommends that the request for the CUP be granted by the Planning and Zoning Commission with the requirements included in CUP No. PZ-23-00033 and as follows:

1. The development of the site shall substantially conform to the plans as presented with the Conditional Use Permit application.
2. The property owner shall maintain compliance with the Flagstaff Police Department's Crime Free Multi-Housing Program, unless exempted by the Police Department's representative.

V. 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 CUP No. PZ-23-00033
- Draft Notice of Decision
- Draft Proposition 207 waiver
- CUP Application
- CUP Narrative
- Vicinity Map
- CUP Drawings
- Legal Ad
- Public Participation Report

**COCONINO COUNTY, ARIZONA RECORDER
CONDITIONAL USE PERMIT
FROM GRANTOR: CITY OF FLAGSTAFF
COCONINO COUNTY, ARIZONA
OFFICE OF PLANNING AND ZONING
TO GRANTEE: JAMES AND SHARON
CARTER TRUST**

Permit No. PZ-23-00033

May 8, 2023

Permission is hereby granted to James and Sharon Carter Trust to allow the establishment of a Single-Family High Occupancy Housing Development, consisting of an approximately 5,293 square foot residence with 7 bedrooms and 5 sanitary facilities, pursuant to Section 10-40.30.030.B of the *Flagstaff Zoning Code*, on 7.11 acres in the Estate Residential (ER) Zone legally described as Coconino County Assessor parcel number 106-06-033H in the city of Flagstaff, Arizona.

After a public hearing held on **April 26, 2023**, the Planning and Zoning Commission voted to **grant/deny** this Conditional Use Permit subject to the following conditions:

1. INSERT CONDITIONS

Furthermore, this permit is issued on the express condition that the use permitted herein 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.

STATE OF ARIZONA)
) ss
County of)

Permit No. PZ-23-00033

April 26, 2023

Page 3 of 3

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 _____, 2023.

Notary Public

My Commission expires: _____



City of Flagstaff

April 27, 2023

Mr. Robert Colton
2001 E Ranch Road
Tempe, AZ 85284

RE: **NOTICE OF DECISION** – Conditional Use Permit No. PZ-23-00033

Dear Mr. Colton:

The Planning and Zoning Commission, in accordance with Section 10-20.40.050 of the Flagstaff Zoning Code, has considered the request of Robert Colton (applicant) and James and Sharon Carter Trust (owner) for a Conditional Use Permit on the property at 40 N Lake Hills Drive (APN 106-06-033H) in the Estate Residential (ER) Zoning District for a Single-Family High Occupancy Housing Development as provided in Section 10-40.30.030.B of the City of Flagstaff Zoning Code, consisting of an approximately 5,293 square foot residence with 7 bedrooms and 5 sanitary facilities.

The Planning and Zoning Commission held a public hearing on April 26, 2023, in regard to this Conditional Use Permit. The Commission found and determined that, based on the information provided in the staff report dated April 4, 2023, 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. (CONDITIONS)

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 May 8, 2023 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,

Patrick St. Clair, Planner
City of Flagstaff, Current Planning Section
P. 928-213-2612
pstclair@flagstaffaz.gov

cc: Planning Director, City Clerk, City Council

When recorded, mail to:
City Clerk
City of Flagstaff
211 W. Aspen Avenue
Flagstaff, Arizona 86001

CONSENT TO CONDITIONS/WAIVER FOR DIMINUTION OF VALUE

The undersigned is the owner of certain real property legally described as Coconino County Assessor parcel number 106-06-033H in the City of Flagstaff, Arizona that is the subject of Conditional Use Permit Application No. PZ-23-00033. By signing this document, the undersigned agrees and consents to all of the conditions imposed by the City of Flagstaff in conjunction with the approval of Conditional Use Permit No. PZ-23-00033 and waives and fully releases any and all claims and causes of action that the owner may have, now or in the future, for any "diminution in value" and for any "just compensation" under the Private Property Rights Protection Act, Arizona Revised Statutes § 12-1131, et seq., that may now or in the future exist as a result of the approval of Conditional Use Permit No. PZ-23-00033. Within ten (10) days after the execution of this Consent to Conditions/Waiver for Diminution of Value by the undersigned, the City Clerk shall cause this document to be recorded in the official records of Coconino County, Arizona.

Dated this _____ day of _____, 2023

PROPERTY OWNER:

Print Name

Sign Name

State of Arizona)
) ss
County of _____)

SUBSCRIBED AND SWORN to before me this _____ day of _____, 2023, by:

Notary Public

My commission expires: _____



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)	James and Sharon Carter Trust		Phone 480 545 6097
Mailing Address	1305 West Caroline Ln	City, State, Zip Tempe, AZ 85284	Email N/A
Applicant(s)	Robert Colton - Owners Representative		Phone 602 828 1753
Mailing Address	2001 E. Ranch Road	City, State, Zip Tempe, AZ 85284	Email bobc@coltonconst.com
Project Representative	Robert Colton Owners Representative		Phone 602 828 1753
Mailing Address	2001 E. Ranch Road	City, State, Zip Tempe, AZ 85284	Email bobc@coltonconst.com

Project Name 20 Colton				
Site Address	40 N. Lake Hills Dr.	Parcel Number(s)	106-06-033H	
Subdivision, Tract & Lot Number		Country Club Ridge lot 6		
Zoning District	ER- Estate Res. Zone	Regional Plan Land Use Category	RPOZ	
Flood Zone	FEMA Zone X			
Property Information:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Located in an existing City of Flagstaff Historic District? (Name: _____) <input type="checkbox"/> Yes <input checked="" 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 Res	South Residential	East Residential	West Residential
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. <u>Incomplete submittals will not be scheduled.</u>				
Property Owner Signature	Date		Applicant Signature	Date
Sharon Carter James Carter	3-21-23		[Signature]	3-20-23

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

**40 N. Lake Hills Dr.
Flagstaff, AZ**

Introduction

COCONINO COUNTY ARIZONA

PARCEL INFORMATION
 APN: 10606033H

Account #: R0051834

911 Address: 40 N LAKE HILLS
 DR FLAGSTAFF, AZ 86004

Owner Name: CARTER JAMES S &
 SHARON K REVOCABLE LIVING TRUST

Owner Address: 1305 W CAROLINE LN
 TEMPE, AZ 85284

[Zoom to](#)

The applicant is proposing to construct a 1,588 sf addition (not including outside decks) to the main residence that will include an additional 3 bedrooms, 2 bathrooms and a family activity room (with a

bunk room area that will be counted as a bedroom). The addition will bring the primary residence to a total of 7 bedrooms and 5 baths which under the current zoning code is considered High Occupancy Housing. The purpose of the High Occupancy Housing ordinance was to regulate High Density Apartments or mega room single family dwelling units with the intent to rent to students in and around the university. The property in question does not meet the intent or purpose of the HOH ordinance but due to the number of bedrooms and baths is caught in responding to the ordinance. The applicant is requesting a Conditional Use Permit in accordance to section 10-40.60.175 of the Zoning code.

Background Information

The existing residence is currently undersized for number of bedrooms to allow for family members to assemble for holidays and family gatherings. The existing residence currently has 3 bedrooms, 3 baths and is undersized for when family visits on weekends, holidays or special occasions. The purpose of the additional bedrooms and bathrooms is so that more family members can comfortably get together. While there is an existing Guest house on the property this structure has only a single bedroom and does not bring the bedroom count up to the needed number.

Findings for granting a CUP

The Planning and Zoning Commission may grant a Conditional use permit upon findings as described below and in accordance with Section 10-20.40.050.

- 1) That the conditional use is consistent with the objectives of the Zoning Code and Purpose of the zone in which the site is located.

RESPONSE: The property in question is a 7 acre site located in an existing subdivision consisting of oversized lots and above average open space. The placement of the current and proposed structure is within the setbacks and the proposed addition to the main house is also within the setback requirements and is significantly lower than the max height allowed. The proposed addition is consistent with the zoning requirements or the ER zoning.

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

The factors to be considered in making this finding shall include, but not limited to:

- a. Property damage of nuisance arising from noise, smoke, odor, dust, vibration or illumination
- b. Hazard to persons or property from possible explosion, contamination, fire or flood
- c. Impact on surrounding areas arising from unusual volume or character of traffic.

RESPONSE: The property has been occupied by the current owner with no issues or complaints since purchased back in 2018. The proposed addition will continue this behavior without any additional a. Noise smoke, odor, dust, vibration or illumination, b. Prove not to be hazardous to persons or property from possible explosion, contamination, fire or flood and c. not cause any impact on surrounding areas from unusual volume of traffic. The existing property has adequate parking on paved surfaces for the intended use.

3) That 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.

- a. Access and traffic: pedestrian, bicycle, and vehicular circulation.

Response: The existing parcel is located at the end of a cul-de-sac that has limited traffic and with adequate parking on site for the proposed addition. There will not be any vehicular interruptions.

- b. Adequacy of site and open space provisions including site capacity and resource protection standards where applicable:

Response: The proposed addition is within the setback requirements and height restrictions of the ER zoning. The setbacks create a significant amount of open space and a low site capacity utilization. The proposed addition will minimize the disturbance to the existing site as required.

- c. Noise, Light, visual and other pollutants:

Response: As indicated the addition will mostly be turned inward to the existing residence minimizing noise, light, visual and other pollutants.

- d. Proposed style and siting of structure and relationship to the surrounding neighborhood

Response: The proposed addition will blend in well with the surrounding area and will minimally impact the natural terrain. The objective is to have a project that at the end of the day looks like it was part of the original structure following same exterior theme and roofline which will be consistent with the rest of the neighborhood.

- e. Landscaping and screening provisions:

Response: The proposed addition complies with the applicable landscaping and screening requirement.

- f. Impact on Public Utilities:

Response: The proposed addition will tie into the existing utilities on site, also provided by the subdivision and will have no impact on public utilities.

- g. Signage and outdoor lighting

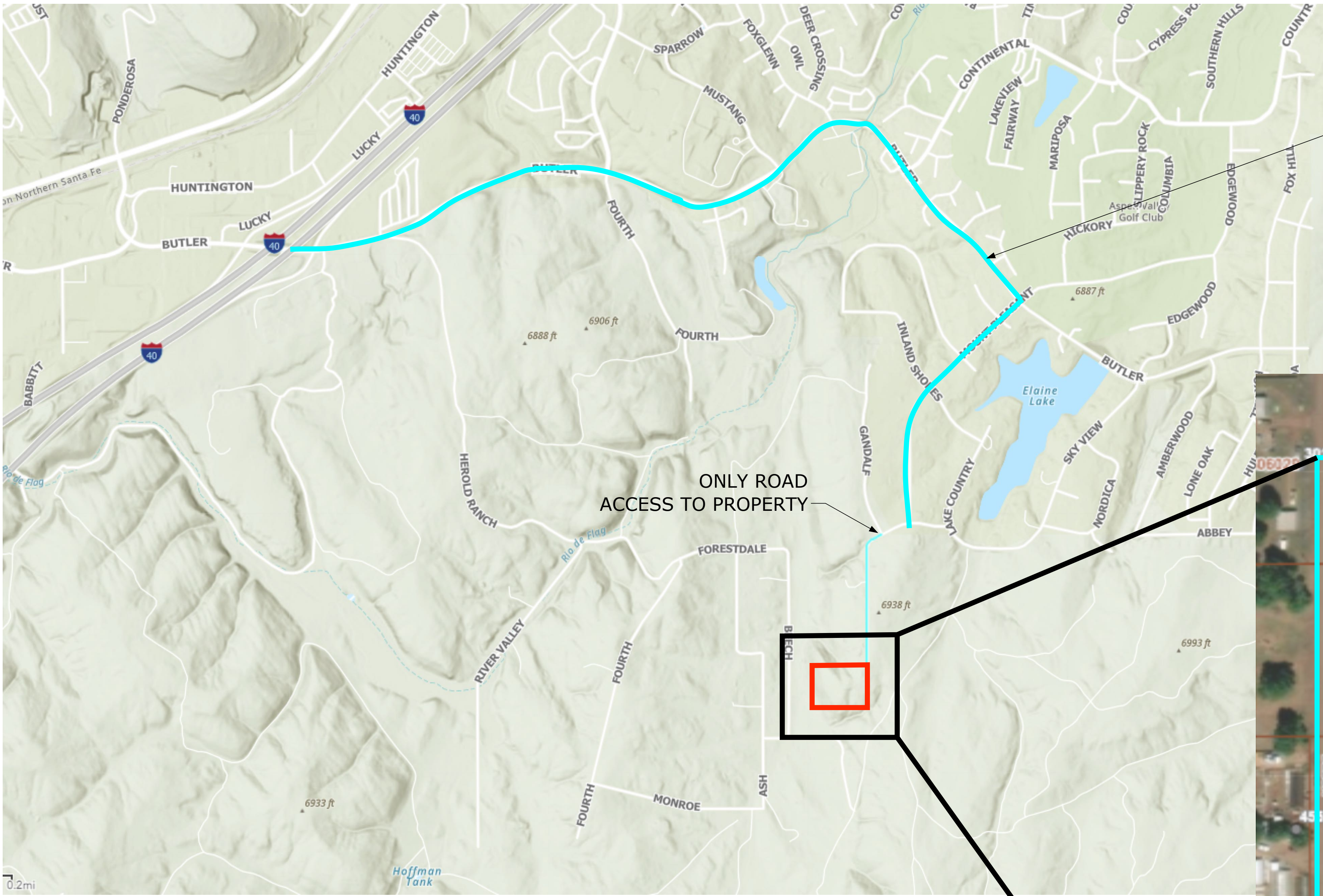
Response: The proposed addition complies with all lighting regulations. There is no signage proposed for the project.

- h. Dedication and development of streets adjoin the property:

Response: The property is located in an existing subdivision with developed streets and with no contiguous undeveloped streets, therefore will not require any dedication or development of any streets.

- i. Impacts on historical, prehistoric or natural resources.

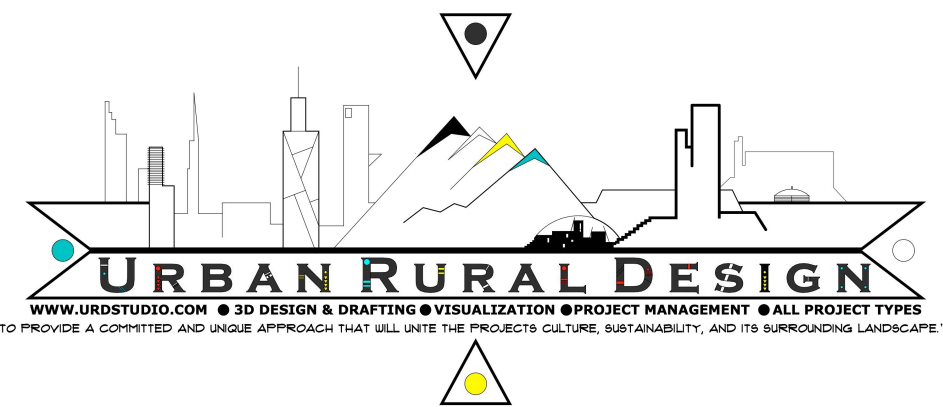
Response: The site/ addition complies with all applicable natural resources standards and has no historical or prehistoric impacts.



1 VICINITY MAP
Scale: NTS



2 Enlarged Map - 350' Radius
Scale: NTS



PROJECT FILE:
22LakeHills_Maps

CLIENT
James & Sharon Carter

PROJECT NAME
20Colton

PROJECT PARCEL NUMBER
106-06-033H

NO.	DATE	DESCRIPTION

DOCUMENT DATE
July 8, 2022

PAPER SIZE
24"x36"

DRAWING TITLE

Cover Sheet

2
08

DETAIL #
SHEET #

Detail Tag Key

DOCUMENT PHASE
Vicinity Map

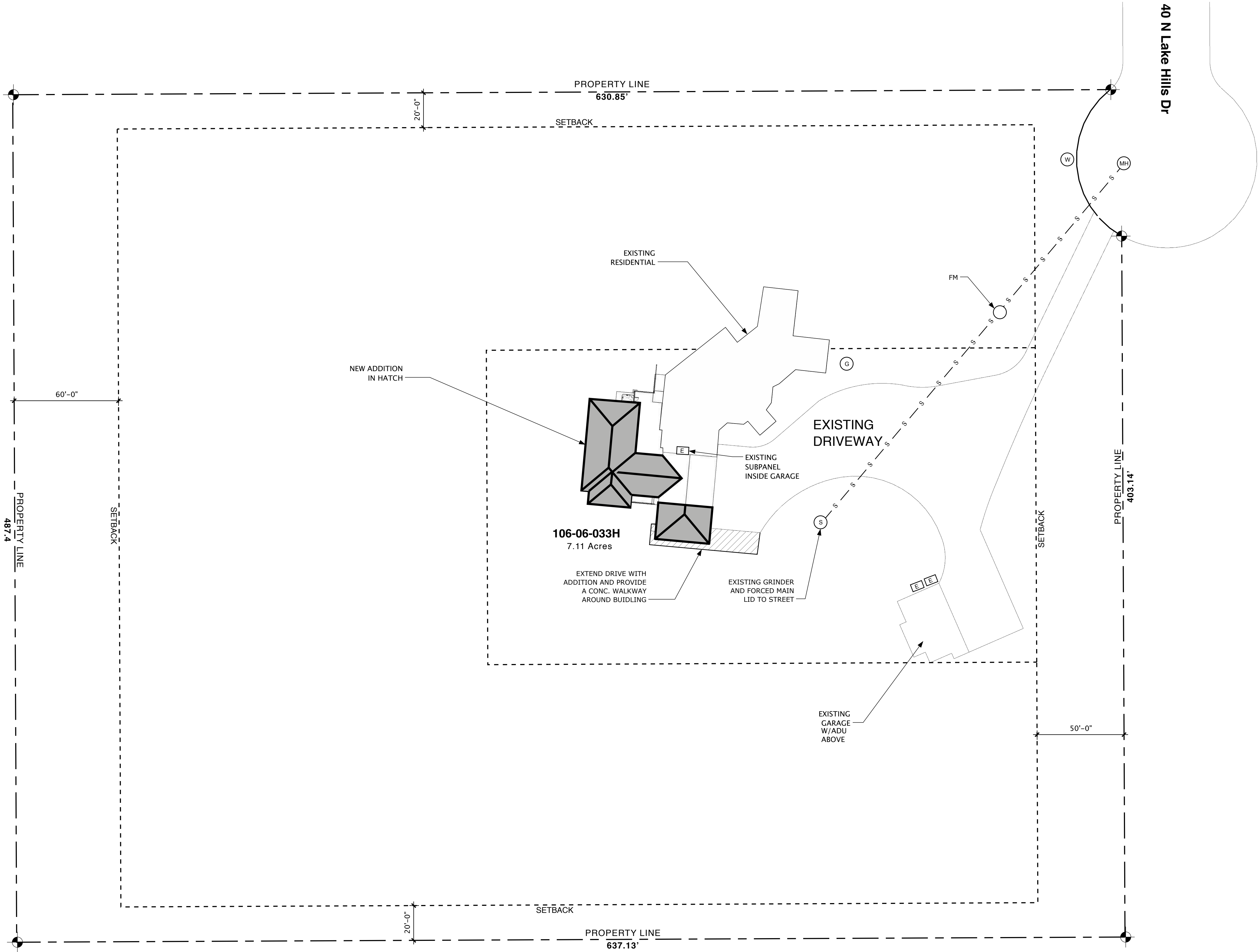
01

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SITE PLAN LEGEND	
SYMBOL	DESCRIPTION
(W)	EXISTING WATER
(G)	EXISTING GAS
(S)	EXISTING SEWER CLEANOUT
[E]	EXISTING PANEL & SUBPANEL
(MH)	EXISTING MANHOLE

NOTE:
CONTRACTOR - PARKING IS NOT ALLOWED ON SITE.

NOTE:
CONTRACTOR TO PROTECT EXISTING DRIVEWAY FROM DAMAGE DURING CONSTRUCTION.



1 Site Plan
Scale: 1" = 30'-0"



PROJECT FILE:
22LakeHills_V2

CLIENT
James & Sharon Carter

PROJECT NAME
20Colton

PROJECT PARCEL NUMBER
106-06-033H

NO.	DATE	DESCRIPTION
-----	------	-------------

FIELD SET

DOCUMENT DATE
February 17, 2022

PAPER SIZE
24"x36"

DRAWING TITLE
Site Plan

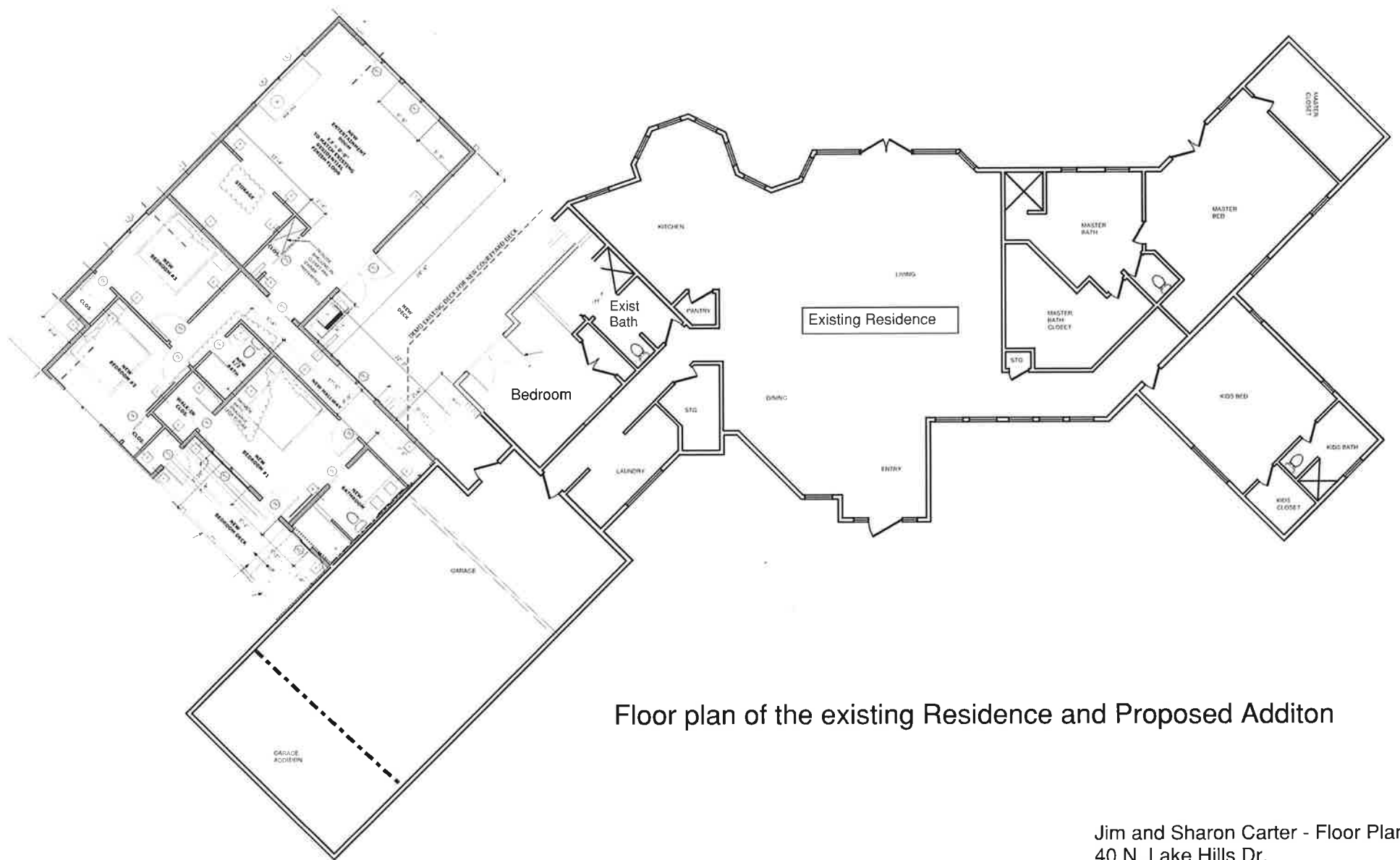
2 ———— DETAIL #
08 ———— SHEET #

Detail Tag Key

DOCUMENT PHASE
Construction Document

03

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Floor plan of the existing Residence and Proposed Additon

Jim and Sharon Carter - Floor Plan
 40 N. Lake Hills Dr.
 Flagstaff, AZ

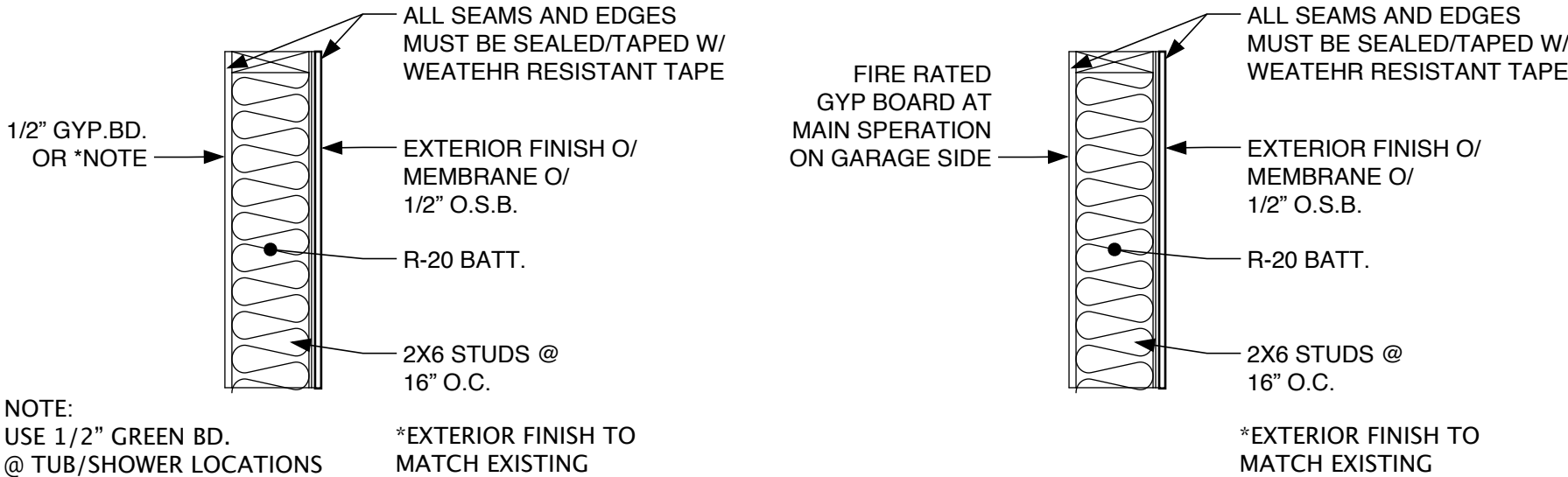
DOOR SCHEDULE				
Label	Size	Type	Quantity	Notes
D1	(2) 6'-0" X 8'-0"	Double exterior swinging door	1	Deadbolt & lockset. To match existing patio doors
D2	3'-6" X 8'-0"	Fire rated swinging door	1	Self closing hinges
D3	3'-0" X 8'-0"	Interior swinging door	4	Lockset
D4	2'-6" X 8'-0"	Interior swinging door	3	Lockset
D5	3'-0" X 8'-0"	Pocket door	1	
D6	4'-0" X 8'-0"	Sliding closet door	1	
D7	9'-0" X 8'-0"	Garage door	1	To match existing garage door
D8	3'-0" X 8'-0"	Patio exterior swinging door	1	Deadbolt & lockset. To match existing
D9	3'-0" X 8'-0"	Fire rated swinging door	1	Deadbolt & Lockset. Self closing hinges
D10	3'-0" X 8'-0"	Exterior closet door	1	Lockset. To match existing patio doors
D11	4'-0" X 8'-0"	Barn door	1	
D12	6'-0" X 8'-0"	Sliding closet door	1	
D13	5'-0" X 3'-0"	Deck gate	1	

NOTE:
PCR-HUNG SC PANEL DOORS. MATCH EXISTING HARDWARE AND DOOR

NOTE:
VERIFY ROUGH OPENING/W DOOR MANUFACTURER

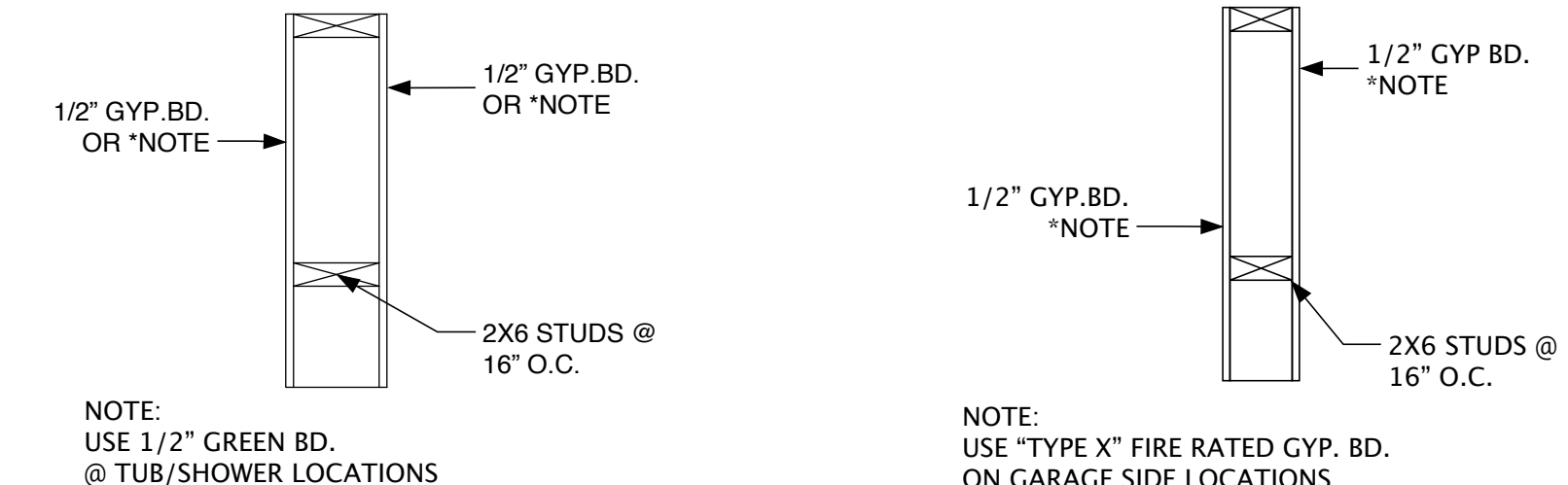
WINDOW SCHEDULE				
Label	Size	Type	Quantity	Notes
W1	72" X 72"	Single Hung window w/ Mullions	7	Header @ +8'-0" AFF. To match existing windows
W2	36" X 20"	Slider window	1	Header @ +8'-0" AFF. Tempered
W3	72" X 20"	Existing Fixed window	2	Relocate existing garage windows
W4	48" X 48"	Single Hung window w/ Mullions	2	Header @ +8'-0" AFF. To match existing windows

NOTE:
WINDOW COVERINGS PER OWNER PREFERENCE AND BY OTHERS



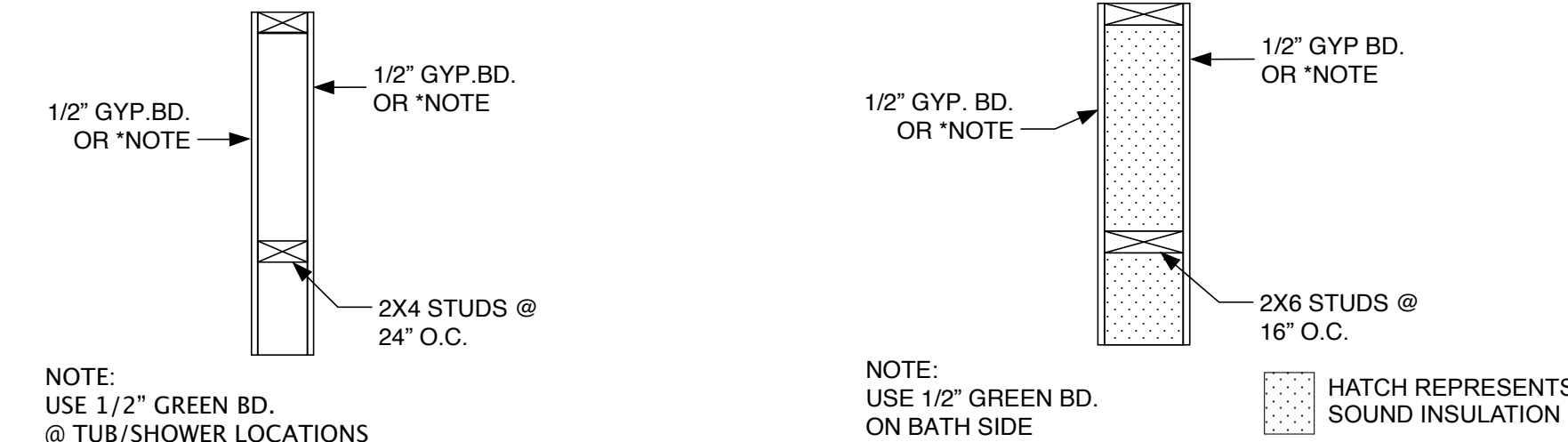
1 2X6 EXTERIOR WALL

2 2X6 EXTERIOR WALL @ GARAGE



3 2X6 INTERIOR WALL

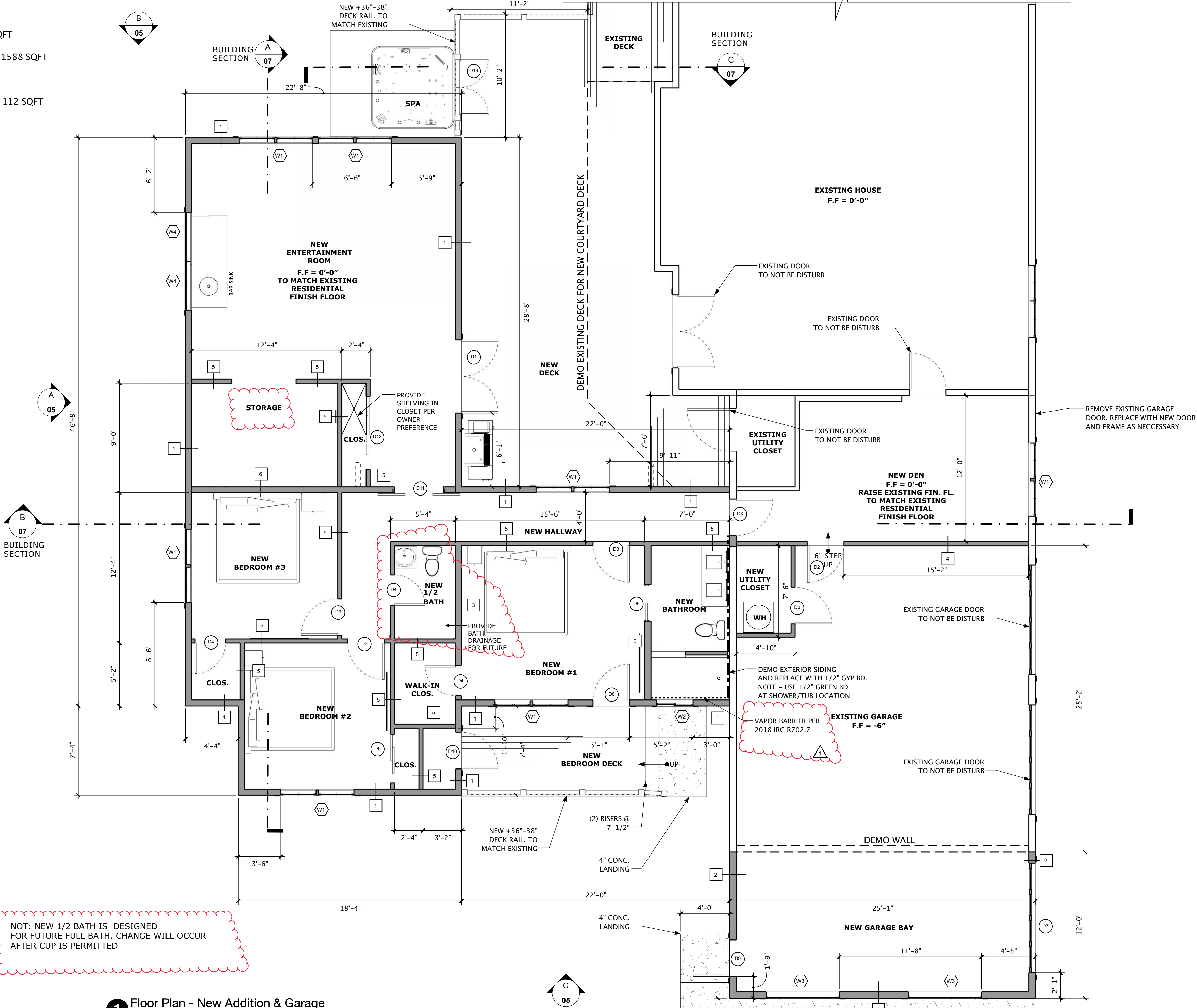
4 2X4 INTERIOR WALL FIRE RATED @ GARAGE



5 2X4 INTERIOR WALL

6 2X6 INTERIOR WALL W/ SOUND INSULATION

GARAGE SQFT: 301 SQFT
NEW ADDITION SQFT: 1588 SQFT
NEW DECK: 478 SQFT
NEW BEDROOM DECK: 112 SQFT



NOT: NEW 1/2 BATH IS DESIGNED FOR FUTURE FULL BATH. CHANGE WILL OCCUR AFTER CUP IS PERMITTED

1 Floor Plan - New Addition & Garage
Scale: 1/4" = 1'-0"

PROJECT FILE:
22LakeHills_V2

PROJECT NAME
20Colton

PROJECT PARCEL NUMBER
106-06-033H

CLIENT
James & Sharon Carter

NO. DATE DESCRIPTION

FIELD SET

DOCUMENT DATE
February 17, 2022

PAPER SIZE
24"x36"

DRAWING TITLE
Floor Plan

2 08
DETAIL #
SHEET #
Detail Tag Key

DOCUMENT PHASE
Construction Document

04

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FOOTING SCHEDULE			
MARK	SIZE	REINFORCING	COMMENTS
FTG:1	1'-4" X 8" THK CONTINUOUS FOOTING	(3) #4s CONT. & #4 TRANS @ 48" O.C.	FOOTING DEPTH @ 30" MIN BELOW GRADE
FTG:2	32" SQ X 10" THK CONC. PAD FOOTING	(3) #4s EA. WAY EVENLY SPACED	FOOTING DEPTH @ 30" MIN BELOW GRADE
FTG:3	36" SQ X 10" THK CONC. SPREAD FOOTING	(4) #4s EA. WAY EVENLY SPACED	-

CRAWL SPACE VENTILATION
CALCULATION

TOTAL CRAWL SPACE AREA =	1,588
TOTAL AREA/ 150 (PER IRC)=	10.6 SQ FT
AREA SQFT/144 (INCHES)=	1524.6912 SQ IN
TOTAL SQ IN/ 2	762.3456 SQ IN

EXHAUST:

LOMANCO MODEL 179 OR SIMILIAR	56 SQ IN
TOTAL EXHAUST/18 SQ IN=	13.6 NEEDED
	14 PROVIDED

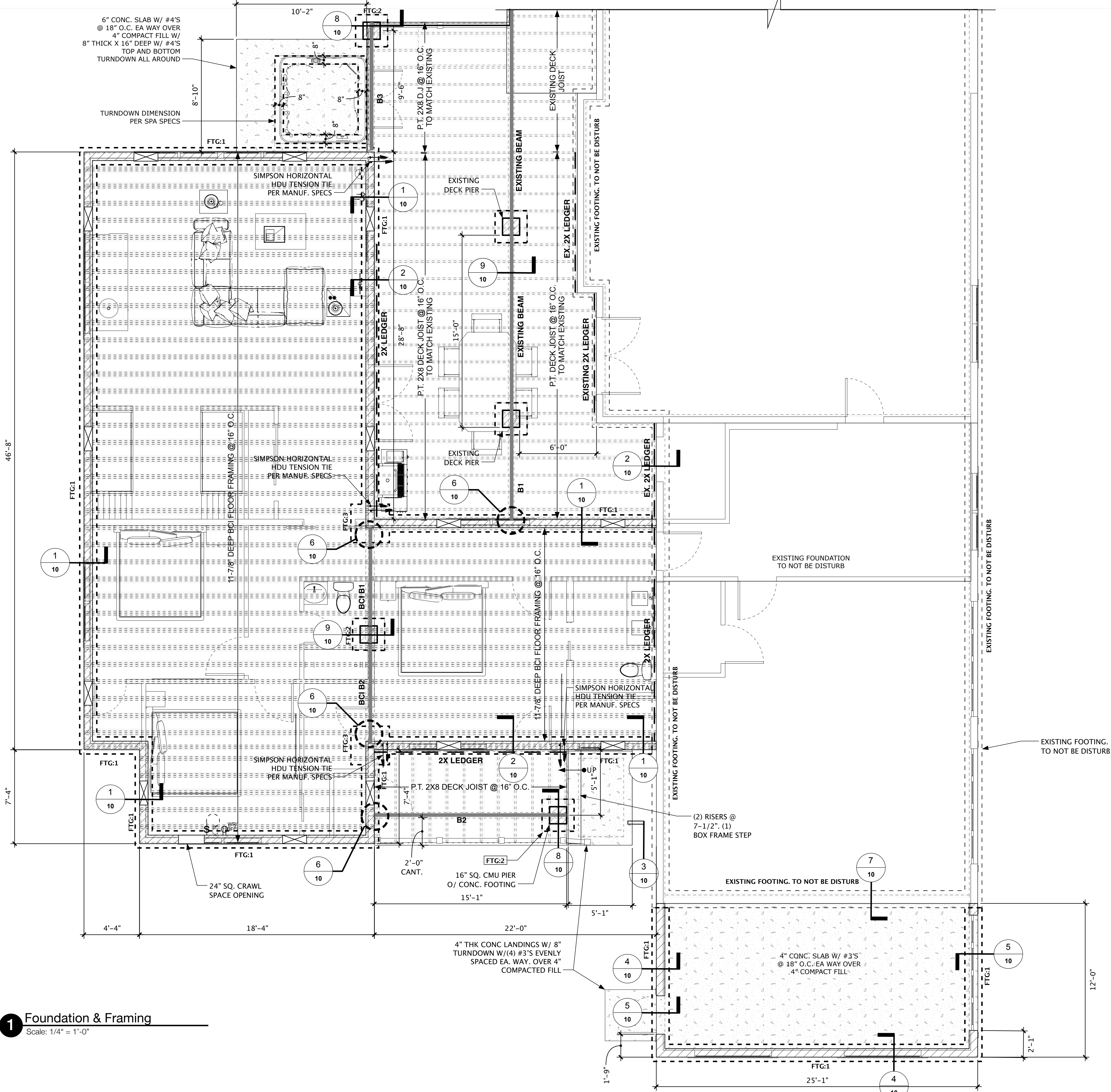
BEAM (B) SCHEDULE

MARK	SIZE	SPAN	REMARKS
B1	5 1/8" X 10.5"	7'-10"	GLULAM
B2	5 1/8" X 10.5"	15'-0"	GLULAM
B3	5 1/8" X 10.5"	10'-2"	GLULAM

BCI BEAM (B) SCHEDULE

MARK	SIZE	SPAN	REMARKS
BCI B1	5 1/8" X 10.5"	8'-4"	GLULAM
BCI B2	5 1/8" X 10.5"	8'-4"	GLULAM

SYMBOL & HATCH LEGEND



1 Foundation & Framing
Scale: 1/4" = 1'-0"

PROJECT FILE:
22LakeHills_V2

PROJECT NAME
20Colton

CLIENT
James & Sharon Carter

PROJECT PARCEL NUMBER
106-06-033H

NO. DATE DESCRIPTION

FIELD SET

DOCUMENT DATE
February 17, 2022

PAPER SIZE
24"x36"

DRAWING TITLE
Foundation & Floor Framing

2 ———— DETAIL #
08 ———— SHEET #

Detail Tag Key

DOCUMENT PHASE
Construction Document

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NOTE:
CONTRACTOR SHALL COORDINATE WITH OWNER FOR ALL FINISH APPROVALS PRIOR TO CONSTRUCTION

NOTE:
ALLOWANCES FOR FINISHED MATERIALS ARE TO BE INCLUDED IN BIDS AND ARE TO BE ONLY FOR THE MATERIAL
AND IS TO INCLUDE SALES TAXES



C Elevations
Scale: 1/4" = 1'-0"



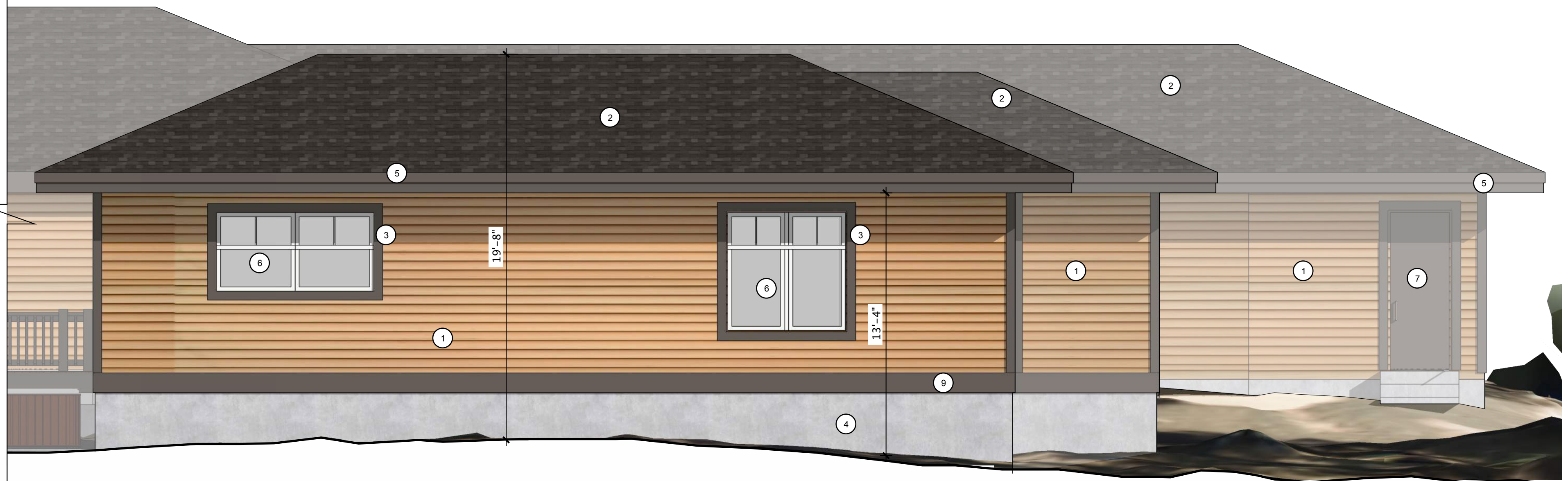
B Elevations
Scale: 1/4" = 1'-0"

ELEVATION KEYNOTES

- 1 LAP SIDING. TO MATCH EXISTING
- 2 ASPHALT ROOF. TO MATCH EXISTING
- 3 6" TRIM AROUND ALL OPENINGS AND CORNERS TO MATCH EXISTING
- 4 STUCCO O/ CMU STEM WALL. TO MATCH EXISTING
- 5 2X TRIM. TO MATCH EXISTING
- 6 WINDOW. TO MATCH EXISTING
- 7 DOOR. TO MATCH EXISTING
- 8 +36"-38" RAIL. TO MATCH EXISTING
- 9 2X FASCIA. TO MATCH EXISTING



D Existing Finishes - Image
Scale: NTS



A Elevations
Scale: 1/4" = 1'-0"

PROJECT FILE:
22LakeHills_V2

CLIENT
James & Sharon Carter

PROJECT NAME
20Colton

PROJECT PARCEL NUMBER
106-06-033H

NO.	DATE	DESCRIPTION
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FIELD SET

DOCUMENT DATE
February 17, 2022

PAPER SIZE
24"x36"

DRAWING TITLE

Elevations

2
08

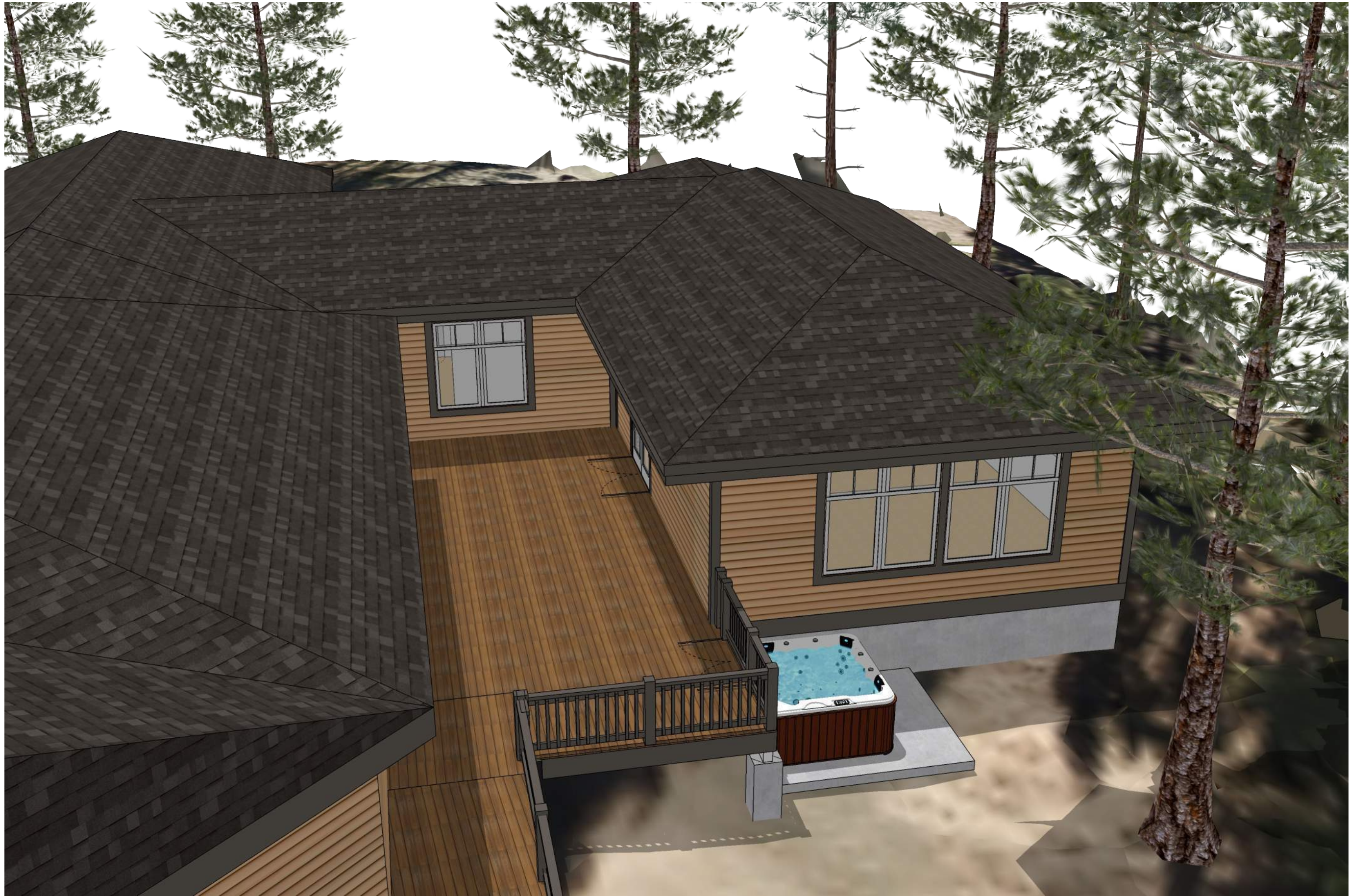
DETAIL #
SHEET #

Detail Tag Key

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B Perspective Elevations
Scale: 1/4" = 1'-0"



C Perspective Elevations
Scale: 1/4" = 1'-0"



A Perspective Elevations
Scale: 1/4" = 1'-0"

PROJECT FILE:
22LakeHills_V2

CLIENT
James & Sharon Carter

PROJECT NAME
20Colton

PROJECT PARCEL NUMBER
106-06-033H

NO.	DATE	DESCRIPTION
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FIELD SET

DOCUMENT DATE
February 17, 2022

PAPER SIZE
24"x36"

DRAWING TITLE
Perspective Elevations

2 ———— DETAIL #
08 ———— SHEET #

Detail Tag Key

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NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the City of Flagstaff Planning and Zoning Commission will hold a Public Hearing on, April 26, 2023, at 4:00 p.m. to consider the following:

1. PZ-23-00033; A Conditional Use Permit request from Robert Colton, representing James and Sharon Carter Trust, to allow a High Occupancy Housing Development – Single-Family at 40 N Lake Hills Dr (APN 106-06-003H), within the Estate Residential (ER) zone.

Interested persons may file comments in writing regarding the proposed permit or be heard at the hearing date herein set forth.

All Planning and Zoning Commission meetings are currently being held virtually. For instructions on the virtual meetings visit the following link:

<https://www.flagstaff.az.gov/2845/Planning-Zoning-Commission>

Contact the Planner, Patrick St. Clair, for maps and information regarding the proposed Conditional Use Permit.

Alexandra Pucciarelli
Current Planning Manager
Liaison, Planning and Zoning Commission

For further information, please contact:

Patrick St. Clair, Planner
(928) 213-2612
pstclair@flagstaffaz.gov

Publish April 8, 2022

April 11th, 2023

Mr. Patrick St. Clair
City of Flagstaff
311 W. Aspen Ave.
Flagstaff, AZ 86001

RE: Public Participation Report for Case #PZ-23-00033

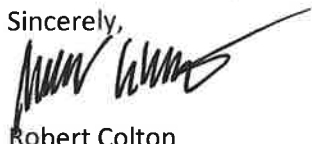
Dear Patrick,

The following outlines the history of communication regarding the request for a conditional use permit to add a 5th bathroom and 7th bedroom to the already approved addition at 40 N. Lake Hills Dr.

- On March 22nd, 2023, Robert and Sarah Colton mailed out letters notifying neighbors within a 300 ft. area of the request for a conditional use permit. Enclosed is a copy of the letter and diagram, along with a list of recipients.
- As of April 11th, 2023, we have not received any requests or inquiries from neighbors in regards to the letters that were mailed out.
- On April 8th, 2023, Robert and Sarah Colton mailed out letters notifying neighbors of the public hearing before the Planning and Zoning Commission on April 26th, 2023. Enclosed is a copy of the letter, along with a list of the recipients.
- On April 10th, 2023, a sign was posted at 40 N. Lake Hills Dr. to show notice of the Public Hearing that will be taking place on April 26th, 2023. A photo of the sign is attached.

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Robert Colton', with a stylized flourish at the end.

Robert Colton
Applicant

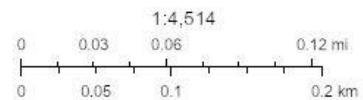
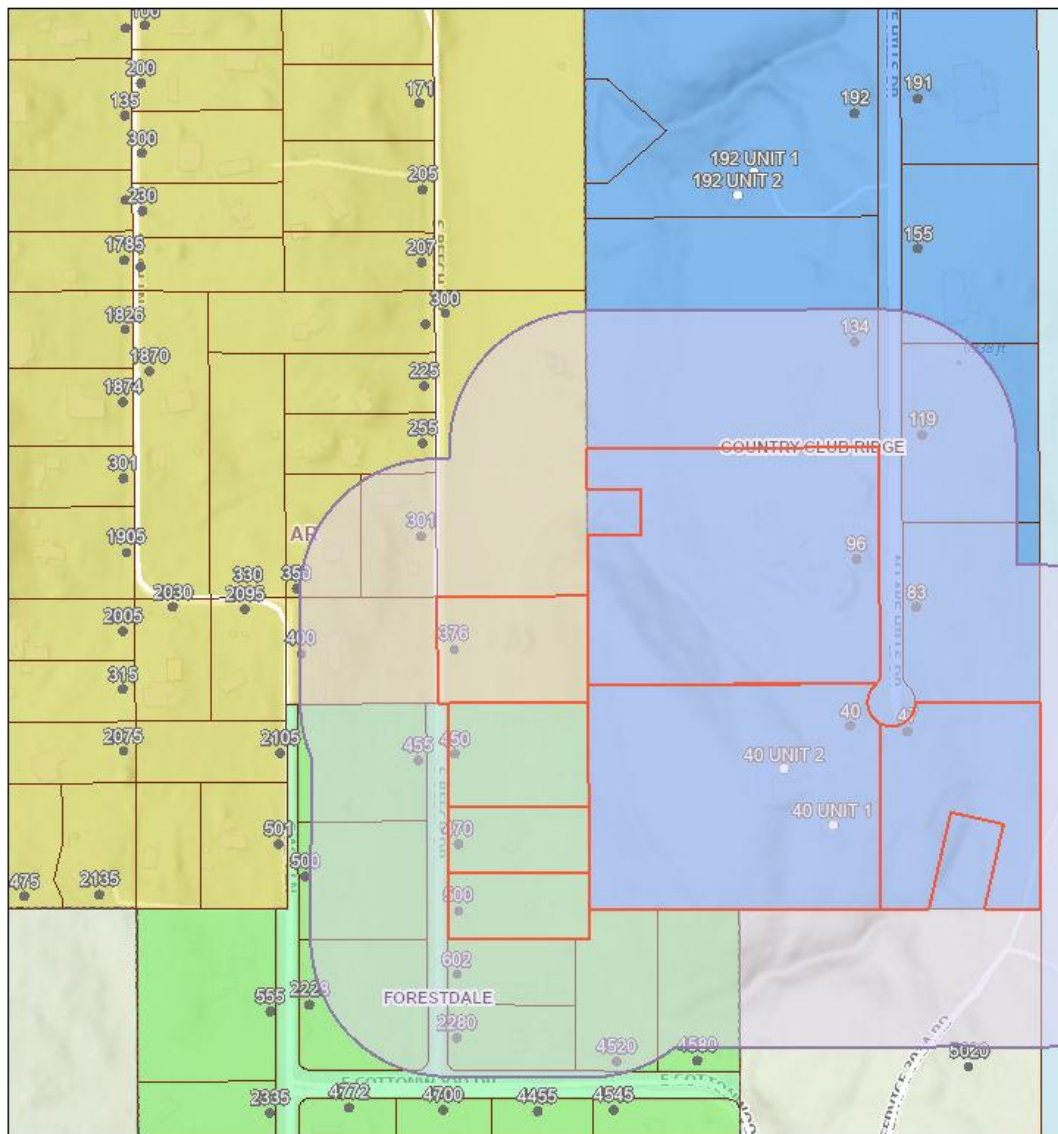


Parcel Report- Properties within 300' of Jim and Sharon Carter

Area of Interest (AOI) Information

Area : 2,684,483.52 ft²

Jan 15 2023 19:18:57 Mountain Standard Time



Sources: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatasysteem, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user community, Esri Community Maps Contributors, City of Flagstaff GIS, Coconino County, County of Yavapai, ©

#	APN	Account #	911 Address	Owner Name	Owner Address
1	10606028	R0022383	255 S BEECH DR	SHEARON JENNIFER	255 S BEECH DR FLAGSTAFF, AZ 86004
2	10606033D	R0022389	155 N LAKE HILLS DR	SECLUDED ESTATES LLC	7449 EAST TAYLOR STREET SCOTTSDALE, AZ 85257
3	10606030	R0022385	350 S ASH LN	BEYNON STEPHANIE N	350 S ASH LN FLAGSTAFF, AZ 86004
4	10606011B	R0010257	2280 S BEECH DR	SMITH SCOTT	2280 S BEECH DR FLAGSTAFF, AZ 86004
5	10606011A	R0010256	602 S BEECH DR	WHITE ROBERT G	PO BOX 1248 RIMROCK, AZ 86335
6	10606029	R0022384	301 S BEECH DR	KAZLO BRENDA F	301 S BEECH DR FLAGSTAFF, AZ 86004
7	10606014B	R0040867	470 S BEECH DR	PIMENTEL JOHANNA	470 S BEECH DR FLAGSTAFF, AZ 86004
8	10606014C	R0040868	500 S BEECH DR	CHAVEZ FREDERICK J & LEATHEA A	4025 COTTONWOOD DR FLAGSTAFF, AZ 86004
9	10606009	R0052384	4580 E COTTONWOOD DR	CHAVEZ FREDERICK J & LEATHEA A	4025 COTTONWOOD DR FLAGSTAFF, AZ 86004
10	10606012	R0010258	2228 S ASH LN	BELLA RICA 2228 LLC	2105 N 2ND ST NO E FLAGSTAFF, AZ 86004
11	10606010	R0010255	4520 E COTTONWOOD DR	CHAVEZ FREDERICK J & L ARLENE	4025 E COTTONWOOD DR FLAGSTAFF, AZ 86004
12	10606013	R0040865	500 S ASH LN	PLUMB SPENCER	725 HARRISON ST MISSOULA, MT 59802
13	10606016	R0066026	455 S BEECH DR	MORTON-STARNER RYLAN	450 S ASH LN FLAGSTAFF, AZ 86004
14	10606014A	R0040866	450 S BEECH DR	DAWSON LUCAS J	111 FAIRWAY BLVD KALISPELL, MT 59901
15	10606001P	R0057284	400 S ASH LN	WILLIAMS HUGH P	400 S ASH LN FLAGSTAFF, AZ 86004
16	10606035	R0051662	376 S BEECH DR	COLLETTI MARK A REVOCABLE LIVING TRUST DTD 06-08-00	376 S BEECH DR FLAGSTAFF, AZ 86004
17	10606033E	R0051831	119 N LAKE HILLS DR	LAKE HILLS 6920 LLC	3210 S GILBERT RD NO 4 CHANDLER, AZ 85249
18	10606033F	R0051832	83 N LAKE HILLS DR	STP COMMUNITY PROPERTY TRUST DTD 03-18-13	10443 N CENTRAL AVE PHOENIX, AZ 85020
19	10606033G	R0051833	47 N LAKE HILLS DR	LEWIS RAYMOND & GLENNA FAMILY TRUST DTD 05-01-19	2534 E TEAKWOOD PL CHANDLER, AZ 85249
20	10606001M	R0057283	300 S BEECH DR	MONTGOMERY FAMILY TRUST DTD 09-08-95	PO BOX 730 THOMPSON FALLS, MT 59873
21	10606033K	R0051659	134 N LAKE HILLS DR	WILLIAMS FAMILY TRUST DTD 12-15-86	134 N LAKEHILLS DR FLAGSTAFF, AZ 86004
22	10606037D	R0353390	5000 E COTTONWOOD DR	DONATELL GABRIEL J & KELLY C	5000 E COTTONWOOD DR FLAGSTAFF, AZ 86004

23	10606033H	R0051834	40 N LAKE HILLS DR	CARTER JAMES S & SHARON K REVOCABLE LIVING TRUST	1305 W CAROLINE LN TEMPE, AZ 85284
24	10606033J	R0051658	96 N LAKE HILLS DR	SCHIEK TRUST EST 6- 2-99	96 N LAKE HILLS DR FLAGSTAFF, AZ 86004

Jim and Sharon Carter Residence
40 N. Lake Hills Drive
Flagstaff, AZ

March 20 ,2023

Subject: Notification in lieu of Neighborhood Meeting for proposed 7th bedroom and 5th bathroom/ shower located in the proposed addition to an existing residence located at 40 N. Lake Hills Dr.

Dear Neighbor,

The Flagstaff Zoning Code requires single-family homes with 5 or more bathrooms and 7 or more bedrooms to obtain approval from the Planning and Zoning Commission of a Conditional Use Permit. 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 application and allow communication between the applicant and the affected nearby property owners.

This project is an addition to an existing 3 bedroom, 3 bath residence with the addition currently under construction to the main residence at 40 N. Lake Hills Drive built back in 2002. The permit for the addition has already been issued by the City of Flagstaff and approved by the Country Club Ridge Homeowners Association. The owners of the property would like to add a shower to the 5th bathroom of the home, in the bathroom near bedrooms 2&3 and add an additional bedroom off the entertainment room. Please see the enclosed “before and “after plans. As stated previously the “current permitted” proposed addition is fully permitted. The owners of the property are using this as a second home and have many children with families that will be visiting from time to time.

Please feel free to contact me by phone at 602 828 1753, email at bobc@coltonconst.com or regular mail at 2001 East Ranch Road, Tempe AZ 85284 with any concerns or comments. I must receive your comments or concerns on or before April 8, 2023 for it to be valid.

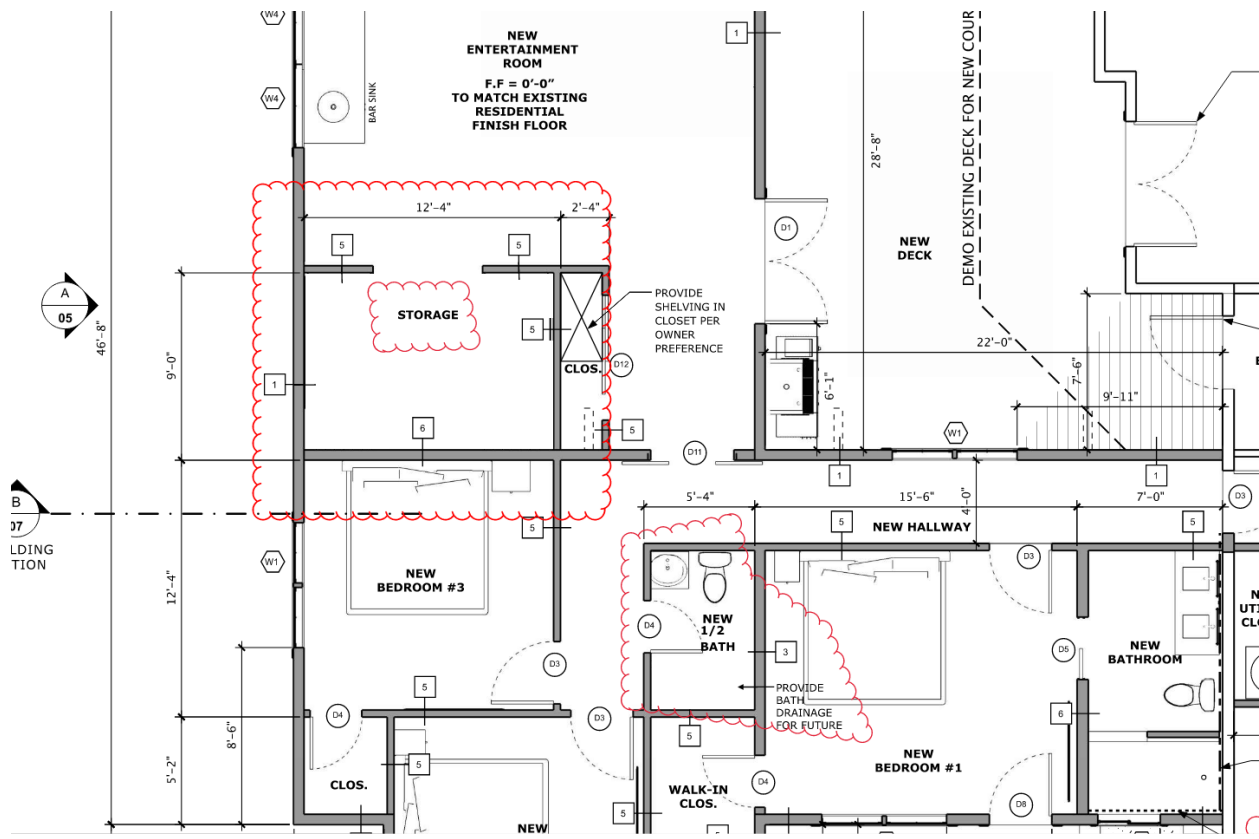
You will be contacted once again when the project is scheduled to go before the Planning and Zoning Commission.

On behalf of Owner, Jim and Sharon Carter Trust

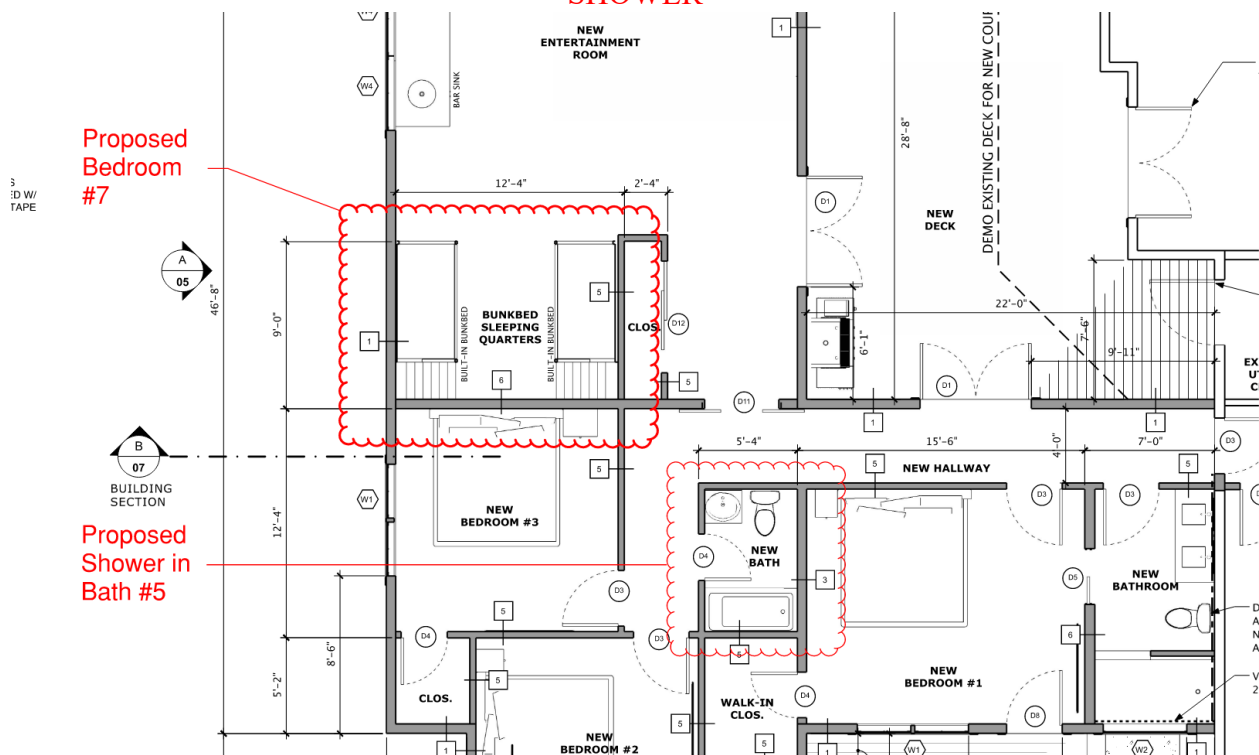
Sincerely



Robert Colton – Owners Representative



CURRENT PERMITTED PLANS SHOWING STORAGE AND BATHROOM - LESS SHOWER



AFTER - WITH ADDITIONAL BEDROOM AND SHOWER

Affidavit of Notifications to Affected Property Owners

Case Number: PZ-23-00033
Project Name: 20COLTON
Applicant Name: Robert Colton
Location: 40 N. Lake Hills Dr.

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:  OWNERS REP.

SUBSCRIBED AND SWORN before me this 22nd day of March, 2023 by:


Notary Public



My Commission Expires: September 30, 2026

April 5, 2023

Subject: Notification of Public Hearing before the Planning and Zoning Commission requesting a Conditional Use Permit for a Single Family High Occupancy Housing Development

Dear Neighbor,

The Flagstaff Zoning Code requires single-family homes with five or more full bathrooms and seven or more bedrooms to obtain approval from the Planning and Zoning Commission of a Conditional Use Permit.

An addition to an existing three bedroom, three-bathroom single family dwelling is currently in progress, at 40 N. Lake Hills Dr. (APN 106-06-033H). The addition, approved by the City of Flagstaff as BP-22-00841, and the Country Club Ridge Homeowners Association will create a six bedroom, four bathroom single family dwelling on site. The applicant is requesting a Conditional Use Permit to add a seventh bedroom and fifth full bath as part of the already approved addition to the home to better serve the family and allow additional family member's and guests the room needed to gather at the residence.

Case # PZ-23-00033 will be reviewed at the Planning & Zoning Commission public hearing on, April 26, 2023 at 4:00 pm. The public is invited to participate in the meeting, or to submit comments vial e-mail to Patrick St Clair pstclaire@flagstaffaz.gov prior to the meeting. The meeting will be held virtually, and can be joined through a link on the following website:

<https://www.flagstaff.az.gov/2845/planning-zoning-commission>

For more information regarding the hearing, please contact Patrick St Clair City of Flagstaff Planner, at pstclaire@flagstaffaz.gov or (928) 213-2612

On behalf of the owners Jim and Sharon Carter Trust

Sincerely



Robert Colton- Owners Representative



Name: Sarah Colton

Date: 04.06.2023

INV #: 00000

Rev #: 0

CUSTOMER'S APPROVAL

- ☐ Approved
- ☐ Approved with Changes
- ☐ Revise and Proof Again

Signature _____

Date _____

SIGN SPECS

- ☐ Radius Corners in.
- ☐ Holes Punched
- ☐ Center Top & Bottom
- ☐ All Four Corners
- ☐ Hems ☐ Grommets

PRODUCTION STAGES

- ☐ Design ☐ Material
- ☐ Printed/ Cut
- ☐ Production ☐ Install

☐ **DONE**

Signature _____

Date _____

Signarama
FLAGSTAFF

2333 E. Spruce Avenue,
Flagstaff, AZ 86004

Ph: (928) 714-0740

Email: signs@sarflagstaff.com

Web: www.SARflagstaff.com

48 in

48 in

CITY OF FLAGSTAFF

PUBLIC HEARING

PLANNING AND ZONING COMMISSION :

DATE: APRIL 26TH , 2023

LOCATION OF HEARING: VIRTUAL *[SEE LINK BELOW](#)

REQUEST: CONDITIONAL USE PERMIT

PROPOSAL: High Occupancy Housing
Development Single Family

GENERAL LOCATION: 40 N. Lake Hills Dr.

SIZE OF SITE: 7.1 ACRES

CASE #: PZ-23-00033

APPLICANT / CONTACT: Robert Colton

PHONE #: (602) 828-1753

CITY CONTACT: Patrick St. Clair pstclair@flagstaffaz.gov

PHONE: (928) 213-2612

PLANNING & DEVELOPMENT SERVICES DEPARTMENT:
(928) 213-2600

<https://www.flagstaff.az.gov/2845/planning-zoning-commission>

POSTING DATE: 04 /10/2023

Single Sided Coroplast / Qty. [x1]
Single sided coroplast with UV printed graphics.

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Color :



PMS 0000



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Notes:

Apr 10, 2023 at 2:02:00 PM
40 N Lake Hills Dr
Flagstaff AZ 86004
United States
Coconino National Forest

CITY OF FLAGSTAFF
PUBLIC HEARING
PLANNING AND ZONING COMMISSION
DATE: APRIL 26TH, 2023
LOCATION OF HEARING: VIRTUAL, PUEBLO AVENUE
REQUEST: CONDITIONAL USE PERMIT
PROPOSAL: High Occupancy Housing
Development Single Family
GENERAL LOCATION: 40 N. Lake Hills Dr.
SIZE OF SITE: 7.1 ACRES
CASE #: PZ-23-00033
APPLICANT / CONTACT: Robert Cotton
PHONE #: 928-328-1753
CITY CONTACT: Patrick St. Clair patrick@flagstaff.gov
PHONE: (928) 213-2833
PLANNING & DEVELOPMENT SERVICES DEPARTMENT
(928) 213-0688
<https://www.flagstaffaz.gov/planning>
POSTING DATE: 04/10/2023

ROC #245687
**BARDEN
HOME
BUILDERS LLC**
928.699.3515



Affidavit of Notifications to Affected Property Owners

Case Number: PZ-23-00033

Project Name: 20 COLTON

Applicant Name: ROBERT COLTON - OWNERS REPRESENTATIVE

Location: 40 N. LAKE HILLS DR

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] - OWNERS REP

SUBSCRIBED AND SWORN before me this 12th day of April, 2023 by:

[Signature]
Notary Public



My Commission Expires:

September 30, 2026

Affidavit of Sign Posting

Case Number: P2-23-00033

Project Name: 20 COLTON

Applicant Name: ROBERT COLTON - OWNERS REPRESENTATIVE

Location: 40 N. LAKE HILLS DR

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] - OWNERS REP.

SUBSCRIBED AND SWORN before me this 12th day of April, 2023 by:

[Signature]
Notary Public



My Commission Expires:

September 30, 2026

Patrick St. Clair

From: jack weiss <jackweiss555@gmail.com>
Sent: Monday, April 17, 2023 7:20 AM
To: Patrick St. Clair

You don't often get email from jackweiss555@gmail.com. [Learn why this is important](#)

Dear Sir,

I hope this is going to the correct office, this is to comment on a zoning commission proposal at 40 N.Lake Hills Dr. for a high occupancy housing development. I live a short distance away in the Forestdale area. I do not know exactly what the plan is other than to increase the number of people there. As it is, there is often considerable noise that comes from that area, especially on weekends of people, children, and music. Also it is across from some open lots that border Az state land and has USFS road 301 running through it. There are some houses bordering it that through the years have used it for access with ATVs and motorcycles. Although that is probably not illegal, those are extremely noisy and easily heard in Forestdale. They also do considerable damage to the forest because they do not stay on the roads.

Regardless of any promises from 40 N Lake Hills, there WILL be ORVs up there. They also seem to find their way to the Forestdale area and, because we are all unpaved roads out here, they feel that they can go 40-50mph on the roads. These are frequently unregistered motorcycles and ATVs driven by unlicensed 10-14 year olds. They ignore requests to stop and are always gone before county sheriffs can come.

I am against granting them this change, there is enough noise from them now.

Jack Weiss
555 S. Ash
Flagstaff

Patrick St. Clair

From: Lynn Schiek <laschiek@suddenlink.net>
Sent: Monday, April 17, 2023 1:12 PM
To: Patrick St. Clair
Subject: Case PZ-23-00033; 40 N Lake Hills Drive
Attachments: 40 N Lake Hills_planning.pdf

You don't often get email from laschiek@suddenlink.net. [Learn why this is important](#)

Dear Patrick.

I live on Lake Hills Drive and neighbor the subject property. I received your April 5, 2023 notification regarding the public hearing for the conditional use permit at 40 N Lake Hills.

I have written a statement I wish to have included in the public hearing April 26. I plan on connecting to the hearing via Zoom, but wanted to get you this statement in advance, especially if my schedule changes that day.

Please let me know if you have any questions or need additional information.

Regards,
Lynn Schiek

TO: Flagstaff Planning and Zoning Commission

RE: Case #PZ-23-00033
Addition to 40 N. Lake Hills Drive; Flagstaff, AZ

DATE: April 17, 2023

My name is Lynn Schiek. I am a full time resident of 96 N. Lake Hills Drive, neighboring the subject property at 40 N. Lake Hills Drive. I have lived at this address full time since July 2014. I also am the Country Club Ridge (CCR) HOA board president. The CCR HOA represents the nine property owners from the intersection of Gandalf and Lake Hills Drive to the dead end of Lake Hills Drive.

During the years that the Carter Family have been living at 40 N. Lake Hills Drive, my husband and I have had no noise complaints at our neighbors property. The current deck of the Carter's home, directly points towards and borders my backyard. While I may hear voices from their deck in the summer, they never been loud or disruptive. I haven't heard loud music or parties from their residence, or seen any ATVs or off road vehicles.

The CCR HOA, which includes 40 N. Lake Hills Drive, forbids property owners renting any of their property for a period less than six months. The CCR HOA residents are very grateful for this requirement. We have not had short time vacation rentals that disrupt our neighborhood.

Respectfully,
Lynn Schiek

96 N. Lake Hills Drive
Flagstaff, AZ 86004