

## FINAL AGENDA

REGULAR COUNCIL MEETING  
TUESDAY  
MARCH 18, 2014

COUNCIL CHAMBERS  
211 WEST ASPEN AVENUE  
4:00 P.M. AND 6:00 P.M.

### 4:00 P.M. MEETING

*Individual Items on the 4:00 p.m. meeting agenda may be postponed to the 6:00 p.m. meeting.*

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 City Council and to the general public that, at this regular meeting, the City Council 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 Councilmembers may be in attendance telephonically or by other technological means.*

MAYOR NABOURS

VICE MAYOR EVANS

COUNCILMEMBER BAROTZ

COUNCILMEMBER BREWSTER

COUNCILMEMBER ORAVITS

COUNCILMEMBER OVERTON

COUNCILMEMBER WOODSON

3. **PLEDGE OF ALLEGIANCE AND MISSION STATEMENT**

**MISSION STATEMENT**

*The mission of the City of Flagstaff is to protect and enhance the quality of life of its citizens.*

4. **APPROVAL OF MINUTES FROM PREVIOUS MEETINGS**

- A. **Consideration and Approval of Minutes:** City Council Budget Work Session of February 10, 2014; Special Meeting (Executive Session) of February 18, 2014; Special Meeting (Legislative Prep) of February 18, 2014; Special Meeting of February 25, 2014; Work Session of February 25, 2014; Regular Meeting of March 4, 2014; Special Meeting (Executive Session) of March 11, 2014; and the Work Session of March 11, 2014.

**RECOMMENDED ACTION:**

Amend/approve the minutes of the City Council Budget Work Session of February 10, 2014; Special Meeting (Executive Session) of February 18, 2014; Special Meeting (Legislative Prep) of February 18, 2014; Special Meeting of February 25, 2014; Work Session of February 25, 2014; Regular Meeting of March 4, 2014; Special Meeting (Executive Session) of March 11, 2014; and the Work Session of March 11, 2014.

**5. PUBLIC PARTICIPATION**

*Public Participation enables the public to address the Council about an item that is not on the agenda (or is listed under Possible Future Agenda Items). Comments relating to items that are on the agenda will be taken at the time that the item is discussed. If you wish to address the Council at tonight's meeting, please complete a comment card and submit it to the recording clerk as soon as possible. Your name will be called when it is your turn to speak. You may address the Council up to three times throughout the meeting, including comments made during Public Participation. Please limit your remarks to three minutes per item to allow everyone an opportunity to speak. At the discretion of the Chair, ten or more persons present at the meeting and wishing to speak may appoint a representative who may have no more than fifteen minutes to speak.*

**6. PROCLAMATIONS AND RECOGNITIONS**

None

**7. APPOINTMENTS**

*Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the City Council and to the general public that the City Council may vote to go into executive session, which will not be open to the public, for the purpose of discussing or considering employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee, or employee of any public body....., pursuant to A.R.S. §38-431.03(A)(1).*

None

**8. LIQUOR LICENSE PUBLIC HEARINGS**

None

**9. CONSENT ITEMS**

*All matters under Consent Agenda are considered by the City Council to be routine and will be enacted by one motion approving the recommendations listed on the agenda. Unless otherwise indicated, expenditures approved by Council are budgeted items.*

- A. Consideration and Approval of Agreement Modification:** USDA Forest Service (USFS) IGA # 11-CO-11030402-007 for the purposes of adding the language "annual" in Section II, Paragraph C, "annually" in Section III, Paragraph A, and adding the USFS contact information for Brian Poturalski to the original Agreement that was approved by City Council on 2/22/2011. ***(US Forest Service request for addition of technical changes - word addition and contact information)***

**RECOMMENDED ACTION:**

Approve the administrative modifications as requested by the USFS to Agreement # 11-CO-11030402-07.

- B. Consideration and Approval of Contract:** Cooperative Fire Rate Agreement (CFRA) with AZ State Forestry

**RECOMMENDED ACTION:**

Approve the renewal of the CFRA with AZ State Forestry

**10. ROUTINE ITEMS**

- A. Consideration and Adoption of Ordinance No. 2014-08:** An Ordinance of the City Council of the City of Flagstaff, Arizona, amending Flagstaff City Code, Title 4, Building Regulations, by adding a new Chapter 4-10, Uniform Housing Code, 1997 Edition and Amendments. *(This change will streamline the process and simplify debt collection by the City when the cost of repairs or demolition is taken on by the City)*

**RECOMMENDED ACTION:**

At the March 18, 2014, Council Meeting:

- 1) Read Ordinance No. 2014-08 by title only for the first time
- 2) City Clerk reads Ordinance No. 2014-08 by title only (if approved above)

At the April 1, 2014, Council Meeting:

- 3) Read Ordinance No. 2014-08 by title only for the final time
- 4) City Clerk reads Ordinance No. 2014-08 by title only (if approved above)
- 5) Adopt Ordinance No. 2014-08

- B. Consideration and Approval of Contract:** Intergovernmental Agreement between City of Flagstaff and Coconino County for election services for the May 20, 2014, Special Election.

**RECOMMENDED ACTION:**

Approve the Intergovernmental Agreement between the City of Flagstaff and Coconino County for election services for the May 20, 2014, Special Election.

**RECESS**

**6:00 P.M. MEETING**

**RECONVENE****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 City Council and to the general public that, at this regular meeting, the City Council 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 ).*

**11. ROLL CALL**

*NOTE: One or more Councilmembers may be in attendance telephonically or by other technological means.*

MAYOR NABOURS

VICE MAYOR EVANS

COUNCILMEMBER BAROTZ

COUNCILMEMBER BREWSTER

COUNCILMEMBER ORAVITS

COUNCILMEMBER OVERTON

COUNCILMEMBER WOODSON

**12. PUBLIC PARTICIPATION****13. CARRY OVER ITEMS FROM THE 4:00 P.M. AGENDA**

**14. PUBLIC HEARING ITEMS**

None

**15. REGULAR AGENDA**

- A. Consideration and Approval of Contract:** Landscape Maintenance Services for BBB-funded Beautification Areas

**RECOMMENDED ACTION:**

Reject all proposals from RFP No. 2014-33

- B. Consideration and Adoption of Ordinance No. 2014-07 and Resolution No. 2014-10:** Resolution No. 2014-10 Declaring the proposed amendments as a public record; and adoption of Ordinance No. 2014-07, Adopting Amendments to that certain document entitled "Division 8-03-002, Sidewalk Cafes, Sidewalk Vending Carts and Other Permitted Encroachments" **(An ordinance deleting North Downtown Business District Encroachment Policy, and replacing it in its entirety with Sidewalk Cafes, Sidewalk Vending Carts, and Other Permitted Encroachments)**

**RECOMMENDED ACTION:**

- 1) Read Resolution No. 2014-10 by title only
- 2) City Clerk reads Resolution No. 2014-10 (if approved above)
- 3) Read Ordinance No. 2014-07 for the first time by title only
- 4) City Clerk reads Ordinance No. 2014-07 for the first time by title only

At the April 1, 2014 Council Meeting:

- 5) Adopt Resolution No. 2014-10
- 6) Read Ordinance No. 2014-07 for the final time by title only
- 7) City Clerk reads Ordinance No. 2014-07 by title only (if approved above)
- 8) Adopt Ordinance No. 2014-07.

- C. Consideration and Approval of a Preliminary Plat:** Request from Vintage Partners, LLC, on behalf of Sinclair Oil Corp. / Sun Valley Company, for the subdivision of approximately 95.5 acres into 12 parcels located at 1201 N Country Club Drive, within the Highway Commercial (HC), High Density Residential (HR), and Rural Residential (RR) zones. **(Subdivision of approximately 95.5 acres into 12 parcels located at 1201 N. Country Club Drive)**

**RECOMMENDED ACTION:**

The Planning and Zoning Commission recommends the City Council approve the Preliminary Plat subject to conditions.

- D. Consideration and Approval of Preliminary Plat:** A request from Miramonte Homes for Preliminary Plat approval for the Switzer Canyon Village Townhomes, a 48-unit residential townhouse subdivision on an 18.56-acre site located at 587 North Switzer Canyon Drive, within the Single-Family Residential (R1) zone. **(Preliminary Plat for Switzer Canyon Village Townhomes located at 587 North Switzer Canyon Drive)**

**RECOMMENDED ACTION:**

The Planning and Zoning Commission reviewed this request at their meeting on February 26, 2014 and recommends the City Council approve the Preliminary Plat.

- E. **Consideration and Approval of Final Plat** A request from Miramonte Homes for Final Plat approval for the Switzer Canyon Village Townhomes, a 48-unit residential townhome subdivision on an 18.56 acre site located at 587 North Switzer Canyon Drive in the Single-family Residential (R1) zone. The existing condominium plat is proposed to be abandoned and a new townhouse plat is proposed. ***(Final Plat for Switzer Canyon Village Townhomes at 587 North Switzer Canyon Drive)***

**RECOMMENDED ACTION:**

Staff recommends approving the Final Plat subject to conditions, and authorizing the Mayor to sign the plat when notified by staff that all conditions have been met and documents are ready for recording.

**16. DISCUSSION ITEMS**

None

**17. POSSIBLE FUTURE AGENDA ITEMS**

*Verbal comments from the public on any item under this section must be given during Public Participation near the beginning of the meeting. Written comments may be submitted to the City Clerk. After discussion and upon agreement of three members of the Council, an item will be moved to a regularly-scheduled Council meeting.*

None

**18. INFORMATIONAL ITEMS AND REPORTS FROM COUNCIL AND STAFF, REQUESTS FOR FUTURE AGENDA ITEMS**

**19. 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. in accordance with the statement filed by the City Council with the City Clerk.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Elizabeth A. Burke, MMC, City Clerk

**CITY OF FLAGSTAFF**  
**STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Elizabeth A. Burke, City Clerk  
**Date:** 03/12/2014  
**Meeting Date:** 03/18/2014



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**TITLE**

**Consideration and Approval of Minutes:** City Council Budget Work Session of February 10, 2014; Special Meeting (Executive Session) of February 18, 2014; Special Meeting (Legislative Prep) of February 18, 2014; Special Meeting of February 25, 2014; Work Session of February 25, 2014; Regular Meeting of March 4, 2014; Special Meeting (Executive Session) of March 11, 2014; and the Work Session of March 11, 2014.

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**INFORMATION**

Attached are copies of the minutes of the City Council Budget Work Session of February 10, 2014; Special Meeting (Executive Session) of February 18, 2014; Special Meeting (Legislative Prep) of February 18, 2014; Special Meeting of February 25, 2014; Work Session of February 25, 2014; Regular Meeting of March 4, 2014; Special Meeting (Executive Session) of March 11, 2014; and the Work Session of March 11, 2014.

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**Attachments:** [02.10.2014.BWS.Minutes](#)  
[02.18.2014.CCSM.Minutes](#)  
[02.18.2014.CCSMES.Minutes](#)  
[02.25.2014.CCSM.Minutes](#)  
[02.25.2014.CCWS.Minutes](#)  
[03.04.2014.CCRM.Minutes](#)  
[03.11.2014.CCSMES.Minutes](#)  
[03.11.2014.CCWS.Minutes](#)

# MINUTES

BUDGET WORK SESSION  
FRIDAY, FEBRUARY 10, 2013  
FLAGSTAFF AQUAPLEX  
1702 NORTH FOURTH STREET  
8:00 A.M.

1. **Call to Order**

Mayor Nabours opened the Budget Work Session at 8:04 a.m. and welcomed everyone.

2. **Roll Call**

Council present:

Mayor Nabours  
Vice Mayor Evans  
Councilmember Barotz  
Councilmember Brewster  
Councilmember Oravits  
Councilmember Overton  
Councilmember Woodson

Council absent:

None

Others present: City Manager Kevin Burke; City Attorney Michelle D'Andrea.

3. 2015 Budget

OVERVIEW

Mr. Burke reviewed the agenda for the day with opening remarks, noting they would be following a PowerPoint presentation, Exhibit A attached hereto and made a part hereof.

EAC PRESENTATION

The EAC Co-Chairmen Matt Faull and Noah Eiseman presented to Council the recommendation from the employees, to provide for a merit to all employees. They explained that the recommendation was based on feedback received from the employee survey and they suggested that Council review the survey if they had not already. They said that the survey also noted that employees were unhappy with the City benefits. Councilmember Barotz asked staff to forward the survey to the Council. Ms. Anderson noted that it had previously been sent out to everyone, but they would resend to Council. The EAC Chairmen said that they would support any efforts made by Council to provide merits and would work with the City Manager to participate in the process.

After further question by Council, staff explained that a merit increase would move an employee to the next step in the range. It was noted that merits hurt the longer term

employees. It was also noted that, with regard to benefits, employees were unhappy with the cost, not the actual services.

Staff was asked the current turnover rate at the City. It was noted that currently it was at 11%, but Mr. Copley would be addressing that issue further in the afternoon.

### REVENUE PROJECTIONS

Revenue Director Andy Wagemaker reviewed the City's revenue projections.

Brief discussion was held on the upcoming cable franchise. Mr. Wagemaker said that they currently pay the City 5%; that is subject to negotiations and will be discussed further at that time.

Brief discussion was held on state shared sales tax. Mr. Wagemaker said that the City was seeing about a 3% increase; the state is projecting 6%, but the City always budgets more conservatively than the state.

### FIXED COSTS PROJECTIONS

Ms. Goodrich reviewed the Fixed Costs Projections, noting that for 2015 they were projecting one time funds in the amount of \$2.1 million and ongoing at \$1 million.

It was noted that they should not use the \$2.1 million for ongoing compensation because they could not be sure of the ability to sustain the increases in the future, but they could do a one-time compensation.

Councilmember Oravits referenced the past policy of holding vacancies open and whether they could generate more revenue if they left them vacant longer. Mr. Burke said that their policy has been to take the savings of that 30-day period, which is usually the minimum time to fill a seat anyway, but rather than have the funds stay in the department they are transferred to the General Fund for the greater good. He said that if they doubled the time period, it would probably be around a \$600,000 savings, but it would have an impact on service levels.

Staff was asked about the building on Cherry; how many people were housed and if it was necessary. It was also suggested that subscriptions be cut by 10% or 5%.

Mr. Burke said that they have had five employees move into the DROP program, which is significant, but that is temporary. The City now pays 52% of Fire employee salaries as their portion of the pension contribution with the Police Department at around 47%.

With regard to the Elected Officials pension, Ms. Goodrich said that if they were currently in office and re-elected, they would remain in the old plan. If they are newly-elected they would go into the new plan, although elected officials could change plans.

Staff was asked how strict the City was with rezones and reclassifications. Mr. Burke said that they have remained strict; they cannot be used to get a pay raise. Where it has

become good is where they have positions that have not been compared “apples to apples.”

He said that rezones are mainly because of the decision band. They would not change if someone was just taking on more workload, but if they took on different types of duties, it could merit a reclassification.

Risk Manager Dean Coughenour said that they are looking at a 0% increase in insurance rates in the coming year. He said that they have a quote coming in this week for general liability; on the workers’ compensation side the losses they have experienced have been fairly negative. He said that their loss ratio has been at 68%; now they are tracking at 18%. He said that he was meeting with the President of SCF this week. He said that they will be taking a serious look at the deductible. They are looking at \$250,000, while the City is currently sitting at a \$75,000 deductible.

Staff was asked if it was possible to go with a higher deductible with the employee health insurance. Ms. Anderson said that they are anticipating it going up an additional \$500, from \$3,500 a year to \$4,000. She said that it is capped by the Federal government, but they are not yet at the maximum. She said that another area they will be looking at is the Federal requirement in 2015 for those working 30 hours or more being provided insurance.

It was noted that one of the reasons that employees had issue with the cost of health care was the change in the amount paid for dependant coverage not the amount of the deductible.

Ms. Anderson said that another consideration for the future may be an on-site medical plan, which some communities are now moving to.

Mr. Burke said that the NAEPTB was looking into running its own clinic so they get employees in for preventative care. It has been shown around the state and country to be an overall cost saver. Another piece that may come up during the budget is the idea of a tiered structure in the way of health care for dependents.

Ms. Goodrich said that the difference between a merit and market is that some employees are topped out and they would not receive a merit, but they would receive an increase if they went with a market increase.

### NEW REVENUE POSSIBILITIES

#### *Use Tax*

Discussion was held on Use Tax and the ability to collect it. Staff noted that it would be self-reported. Mr. Wagemaker noted that most of the larger businesses are familiar with paying use tax and make it a part of their standard operating practice.

#### *Wastewater Services*

Staff explained that this was a new category in the Model City Tax Code and is collected on the utility bill for sewer usage.

*Jet Fuel*

Ms. Goodrich said that these funds would have to be used at the airport, but it could reduce the transfer from the General Fund to the airport.

*Recreation Fees*

Staff noted that this is in accordance with the steps taken last year by Council, as part of a three-year process to bring the fees up to 21%.

A break was taken from 9:40 a.m. to 10:10 a.m.

FY15 BUDGET PRIORITIES – EMPLOYEE COMPENSATION

Human Resources Director Shannon Anderson continued the PowerPoint presentation:

BENCHMARK HISTORY  
PAY ADJUSTMENT HISTORY  
DBM VS. MARKET BASED PAY  
STRUCTURE RECOMMENDATIONS

Staff was asked to remind Council of the rationale of the difference in Police and Fire personnel. Ms. Anderson said that they work different; they are seen as rank and start at the beginning of a range. In other departments they may start in one department and move to another, in the same type of work.

She said that they had focused on triggers in the Police Department because they were 30% or more below market; the Fire Department was not as severe.

BENCHMARK DATA  
COMPENSATION TOOLS  
MARKET INCREASE COST  
MERIT INCREASE  
PAY ADJUSTMENT FOR COMPACTION  
OTHER COSTS

Triggers

Add and Premium Pay

COMPENSATION OPTIONS

Discussion was held on the ability to open ranges so they could give merits, but it would not necessarily be to a next step; they could average them, for example, at around two percent.

EMPLOYEE COMPENSATION COUNCIL DISCUSSION

Staff was asked if they were looking for Council direction. Mr. Burke said that they first need to discuss what the pot of money is they have to work with and then determine the Council's priority. He said that the EAC's priority is merit, but the past five years the City has been focusing on market, at the expense of merit.

Mr. Eiseman said that compaction is a result of no merit. The longer they put off merit the farther behind they get with compaction. If they could focus on merit and take care of the ones here they may not have to focus so much on new hires in the future.

Deputy City Manager Josh Copley continued the presentation addressing:

STAFFING – CHALLENGES AND OPPORTUNITIES  
EMPLOYEE TURNOVER RATE  
IMPACTS OF HIGH TURNOVER AND RECRUITMENT DIFFICULTIES  
POSITIONS MOST RECRUITED DUE TO TURNOVER AND RECRUITMENT  
CHALLENGES  
HARD TO FILL POSITIONS COMPARED TO MARKET  
LESSONS LEARNED FROM EXIT INTERVIEWS  
STRATEGIES TO RETAIN  
PROPOSED STRATEGIES TO ADDRESS STAFFING CHALLENGES

A lunch break was taken from 11:57 a.m. to 12:46 p.m.

#### QUALITY INFRASTRUCTURE

Public Works Section Head Rebecca Sayers continued the presentation which addressed:

QUALITY INFRASTRUCTURE NEEDS ASSESSMENT  
NEEDS ASSESSMENT  
Facilities  
Parks  
Fleet  
Airport  
Streets  
Information Technology  
Utilities  
HISTORY OF QUALITY INFRASTRUCTURE CABINET

Project Manager Dan Holmes continued the presentation reviewing improvements made in the Airport five-year Capital Improvement Plan.

Ms. Sayers reviewed the progress made during FY2014 in the various sections.

Utilities Engineering Manager Ryan Roberts then continued the presentation which addressed:

UTILITIES NEEDS ASSESSMENT  
Water  
Wastewater  
Reclaimed Water  
Stormwater  
FACILITY ASSESSMENT FINDINGS – PRIORITY 1, 2  
STORMWATER MAINTENANCE

Mr. Burke said that in this area there is a policy decision that will need to be made by Council. If they are looking at a potential road repair tax initiative, the question will be whether they should increase the amount and take care of the utilities side at the same time so they are not repair streets and then tearing them up later to make improvements to utilities.

Utilities Director Brad Hill said that the strategy was to hire experts to identify the true capital asset needs to replace and they are just about there. The next step for staff will be to review those needs and determine their priorities so they can shave the number down. The consultant is coming on March 4.

IT Director Ladd Vagen then continued the presentation which addressed:

INFORMATION TECHNOLOGY

CURRENT COST TO MAINTAIN CONDITION (Funded)

ONE TIME COST TO UPGRADE (Unfunded)

ADDITIONAL ANNUAL COST TO MAINTAIN (Unfunded)

Ms. Sayers noted that in theory it would show that the City was overfunded, but that is not the case. They need to work more with Police, Courts, Library to make sure they are talking "apples to apples."

Ms. Sayers then continued the presentation which addressed:

STRATEGIES FOR FY15: GENERAL FUND

Parks/Unfunded

IT

Facilities

STRATEGIES FOR FY15: ALL FUNDS

Fleet

Solid Waste (Environmental Services Fund)

HURF

A break was taken from 2:00 p.m. to 2:15 p.m.

Mr. Burke then returned to discussion on strategies through new revenues and reallocations.

Staff was asked about the APS Building and its need. Mr. Burke said that there has been some discussion of space being available in the future at the new Core Services Maintenance Facility that may allow the APS Building to be used differently.

During considerable discussion by Council the following comments were made:

- They are at the same point as before re infrastructure
- They have put employees off too long; need to address, especially in Police Department
- Consider ongoing fund and one-time funding to address employee issues
- Utilities has their own funding; IT needs additional funding
- Look at utilities as part of street repair tax
- Look at impact of holding vacancies 60 to 90 days

- Consider having space study needs assessment done
- Are Dues and Subscriptions necessary?

Brief discussion was held on the issue of services provided and service levels. Mr. Burke noted that he did not hear support at the December Retreat to eliminate any services. It was suggested that there may be employees interested in taking on more duties if they were compensated for them, rather than bringing in a new employee. Mr. Burke said that they also continue to look at ways to “straighten the pipes.”

Brief discussion was held on third-party funding, and whether they should consider reducing those contributions. Staff noted that there were about three years remaining on the United Way contract. A majority of Council was comfortable with having a discussion when the RFP came back up for renewal.

Discussion was held on the process forward. As in the past, Mr. Burke will put items on the agenda and ask for four to move an item forward. With regard to further discussion on health insurance, some Councilmembers said they were comfortable with information being provided, but they were not interested in a prolonged discussion.

Mr. Burke said that they created a list of potential cuts; he asked if there were any potential *adds* to talk about. The following suggestions were made:

- Surcharge on building permits to address removal of dilapidated structures
- Need to be ready to look at proportionate shares of infrastructure improvements when big projects move forward
- Consider Jet Fuel
- Recreation Fees

In returning to the three priorities previously set by Council, the following comments were received:

- Use Tax, Recreation Fee, Jet Fuel – *adds*
- Address merit and compaction, and infrastructure, as well as staffing

#### FORMAT FOR APRIL BUDGET RETREAT

Mr. Burke asked if Council wanted to hear a presentation from each division. It was suggested that staff address what their biggest challenge was and address their work programs. Also, Council directed that they see the entire CIP, but focus on the current year.

#### 4. Adjournment

The Budget Work Session of the Flagstaff City Council held February 10, 2014, adjourned at 3:44 p.m.

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MAYOR

ATTEST:

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CITY CLERK

SPECIAL MEETING (LEGISLATIVE PREP)  
TUESDAY, FEBRUARY 18, 2014  
CITY MANAGER'S OFFICE  
211 WEST ASPEN AVENUE  
11:00 A.M.

1. **CALL TO ORDER**

Mayor Nabours called the Special Meeting of the Flagstaff City Council of February 18, 2014, to order at 11:00 a.m.

2. **ROLL CALL**

Present:

MAYOR NABOURS  
VICE MAYOR EVANS  
COUNCILMEMBER OVERTON  
COUNCILMEMBER WOODSON

Absent:

COUNCILMEMBER BAROTZ  
COUNCILMEMBER BREWSTER  
COUNCILMEMBER ORAVITS

Others present: City Manager Kevin Burke; Lobbyists Bob Holmes and Richard Travis; and Assistant to the City Manager Stephanie Smith.

3. **Discussion of Legislative Issues / Preparation for Travel to Washington D.C.**

The attendees reviewed the schedule and background materials for the upcoming legislative trip to Washington D.C.

4. **Adjournment**

The Special Meeting of the Flagstaff City Council held February 18, 2014, adjourned at 1:00 p.m.

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MAYOR

ATTEST:

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CITY CLERK

**MINUTES OF THE SPECIAL MEETING (EXECUTIVE SESSION) OF THE FLAGSTAFF CITY COUNCIL HELD ON TUESDAY, FEBRUARY 18, 2014, IN THE STAFF CONFERENCE ROOM, SECOND FLOOR OF THE FLAGSTAFF CITY HALL, 211 WEST ASPEN, FLAGSTAFF, ARIZONA**

1. Call to Order

Mayor Nabours called the meeting to order at 4:52 p.m.

2. Roll Call

Present:

Absent:

Mayor Nabours  
Vice Mayor Evans  
Councilmember Barotz  
Councilmember Brewster  
Councilmember Oravits  
Councilmember Overton  
Councilmember Woodson

Others present: City Manager Kevin Burke; City Attorney Michelle D'Andrea.

3. Recess into Executive Session

**Mayor Nabours moved to recess into Executive Session; seconded; passed unanimously.** The Flagstaff City Council recessed into Executive Session at 4:52 p.m.

4. **Executive Session:**

A. Discussion or consultation for legal advice with the attorney or attorneys of the public body; and discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation, pursuant to ARS 38-431.03(A)(3) and (4), respectively.

i. Construction Contract with Capital Improvements LLC re West/Arrowhead Project.

5. **ADJOURNMENT**

The Flagstaff City Council reconvened into Open Session at 5:22 p.m. at which time the Special Meeting of February 18, 2014, adjourned.

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MAYOR

ATTEST:

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CITY CLERK

## MINUTES

SPECIAL MEETING  
TUESDAY, FEBRUARY 25, 2014  
COUNCIL CHAMBERS  
211 WEST ASPEN AVENUE  
5:00 P.M.

### 1. Call to Order.

Mayor Nabours called the Flagstaff Special Meeting of February 25, 2014, to order at 5:00 p.m.

### 2. Roll Call

#### Councilmembers present:

MAYOR NABOURS  
VICE MAYOR EVANS  
COUNCILMEMBER BAROTZ  
COUNCILMEMBER BREWSTER  
COUNCILMEMBER ORAVITS  
COUNCILMEMBER OVERTON  
COUNCILMEMBER WOODSON

#### Councilmembers absent:

Others present: City Manager Kevin Burke; City Attorney Michelle D'Andrea.

### 3. Possible FY15 Budget Reductions

Mayor Nabours stated that at the budget retreat Mr. Burke had asked for suggestions on possible budget reductions and to bring them forward for consideration. This is just a preliminary discussion to see if there are at least three Councilmembers that want to further discuss the proposed reductions.

Mayor Nabours proposed the discontinuation of funding to SEDI; it is duplicative of what the City spends money on with NACET and ECONA. The funding is \$10,000 in ongoing funds and \$10,000 one time funds this year. He also proposed a 10% reduction to the funding of United Way, NACASA, and Victim Witness. A lot of City departments have significant needs and have taken significant cuts and compensation and benefits are an issue. The agencies that can raise funds themselves could take a little cut to help out some of the struggling departments in the City. It has come time to take care of the City's core services first.

Councilmember Oravits stated that the City currently has an unsustainable budget. He suggested that staff come to Council with suggestions of how to reallocate 1% of the General Fund to streets, infrastructure, compensation, and staffing levels.

Vice Mayor Evans stated that at the last budget retreat the Council discussed increasing revenues and there were a few that were agreed upon to continue to research. Mr. Burke stated that the three that staff is researching are recreation fees, a use tax, and a jet fuel tax. Vice Mayor Evans asked if the jet fuel tax was increase would it be enough to keep the organizations whole. Mr. Burke stated yes they could remain whole with some shuffling of funds.

Councilmember Barotz asked how the prior year one time funds are incorporated into the draft budget for the upcoming year. Mr. Burke stated that the budget starts with zeroing out all the one time dollars to see the base budget and what, if any, excess dollars there are for one time allocations. Staff then makes a proposal to the Budget Committee on how to use the one time monies. Last year the City used over a million dollars of one time monies to fix streets. It is not possible to commit to continuing the funding of all the one time requests.

The Mayor opened the discussion for public comment and asked that the speakers limit their remarks to three minutes as there are many that want to address the City Council and there is a limited amount of time.

The following individuals addressed Council in favor of maintaining current contributions to SEDI:

- Eric Marcus
- Sheila Anders
- Kevin Ordean
- Al White
- Jim Wurgler
- Janet Regner
- Joe Costion

The following individuals addressed Council in favor of maintaining current contributions to United Way:

- Steve Peru
- Diana Watt
- Erik Wolverton

The following individuals addressed Council in favor of maintaining current contributions to NACASA:

- Kara Ransom-Wright
- Alicyn Gitlin

The following individuals addressed Council in favor of maintaining current contributions to Victim Witness Services:

- Myra Ferell-Womochil

- Alicyn Gitlin

The following individuals addressed Council in favor of looking into contribution reduction:

- Peggy Pavlich
- Bill McCullough
- Joy Staveley

Councilmember Oravits asked if the City Council would consider looking at the whole issue as a hybrid of the two; perhaps there are ways to find \$660,000 and keep the contributions intact.

Councilmember Brewster stated that she is not comfortable giving a head nod to stop funding but would be open to having a broader discussion about looking for alternative ways to shift funding.

Councilmember Overton noted that this conversation is much easier in April as there is some predictability about the one time dollars that are available. He would like SEDI to have an opportunity to provide Council with an update similar to what FUSD, NACET and ECONA have done recently. He is not interested in cutting funding to United Way.

Vice Mayor Evans stated that she is not interested in the City discontinuing funding to SEDI. She also stated that Victim Witness Services is an extension of the Police Department and if Victim Witness goes away the Police Department will have to take on that service and thus increase funding. Additionally, she is not interested in cutting funding to NACASA as well.

Councilmember Woodson stated that he is not interested in the specific cuts outlined today; he is in favor of looking for a 1% reallocation. It would be helpful to understand what staff believes could be reallocated.

Councilmember Barotz stated that she is not supportive of the reductions to United Way, Victim Witness Services, and NACASA. She suggested looking more at revenue generating options.

Councilmember Oravits stated that the City should make cuts and reallocations but also look at the potential transportation tax as a possible funding source. The request for the discussion is simply an opportunity to look for the cuts, whether the full amount is found or not remains to be seen. He expressed support for the discussion of United Way in the context of what services are being provided and how they are funded.

Mr. Burke clarified that there are three Councilmembers in support of discussing the funding of SEDI as well as discussing a 1% cut.

**4. Adjournment**

The Special Meeting of the Flagstaff City Council held on February 25, 2014, adjourned at 6:10 p.m.

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MAYOR

ATTEST:

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CITY CLERK

## MINUTES

WORK SESSION  
TUESDAY, FEBRUARY 25, 2014  
COUNCIL CHAMBERS  
211 WEST ASPEN AVENUE  
6:00 P.M.

### WORK SESSION

#### 1. Call to Order

Mayor Nabours called the Flagstaff Work Session of February 25, 2014, to order at 6:34 p.m.

#### 1. Roll Call

##### Councilmembers present:

MAYOR NABOURS  
VICE MAYOR EVANS  
COUNCILMEMBER BAROTZ  
COUNCILMEMBER BREWSTER  
COUNCILMEMBER ORAVITS  
COUNCILMEMBER OVERTON  
COUNCILMEMBER WOODSON

##### Councilmembers absent:

Others present: Deputy City Manager Josh Copley; City Attorney Michelle D'Andrea.

#### 2. Public Participation (*Non-Agenda Items Only*):

*Public Participation enables the public to address the council about items that are not on the prepared agenda. Anyone wishing to comment at the meeting is asked to fill out a speaker card and submit it to the recording clerk. When the item comes up on the agenda, your name will be called. You may address the Council up to three times throughout the meeting, including comments made during Public Participation. Please limit your remarks to three minutes per item to allow everyone to have an opportunity to speak. At the discretion of the Chair, ten or more persons present at the meeting and wishing to speak may appoint a representative who may have no more than fifteen minutes to speak.*

Grace Thompson addressed Council with concerns about racial profiling.

The following individuals addressed Council regarding their dissatisfaction with the public meeting for the proposed project at the Arrowhead Village Mobile Home Park:

- Anna Maria Ortiz

- Elizabeth
- Francisca Mendoza
- Flo
- Norma Aguilar
- Ms. Salazar
- Lou Sento
- Marta
- Olga Garcia
- Myrna Martinez

Kathryn Jim addressed Council to thank the Flagstaff community for protesting SB1062 and encouraged the City Council to take a formal action in opposition to SB1062.

**3. Preliminary Review of Draft Agenda for the March 4, 2014, City Council Meeting\***

*\*Public comment on draft agenda items may be taken under "Review of Draft Agenda Items" later in the meeting, at the discretion of the Mayor. Citizens wishing to speak on agenda items not specifically called out by the City Council for discussion under the second Review section may submit a speaker card for their items of interest to the recording clerk.*

None

**4. Northern Arizona Center for Entrepreneurship and Technology (NACET) periodic update.**

Business Retention and Expansion Manager John Saltonstall introduced NACET President and CEO Russ Yelton and NACET Vice President Annette Zinky who provided a PowerPoint presentation that covered the following:

- ▶ FLAGSTAFF CITY COUNCIL UPDATE
- ▶ CURRENT STATS
- ▶ CLIENT FUNNEL
- ▶ CLIENT ANNOUNCEMENTS

Shawn Anthony, representing HYPO2 continued the presentation.

- ▶ HYPO2 HIGH PERFORMANCE SPORTS CENTER

Ms. Zinky continued the presentation.

- ▶ CLIENT MILESTONES

Jonathan Netski, representing Local Alternatives continued the presentation.

- ▶ TEPA BURGERS
- ▶ ACCOMPLISHMENTS
- ▶ WHAT'S NEXT?

Mr. Yelton continued the presentation.

- ▶ REVOLVING LOAN FUND

NACET's Youth Programs Liaison Celia Garcia continued the presentation.

- ▶ YOUTH ENGAGEMENT & ENTREPRENEURSHIP
- ▶ YES WEEK 2014
- ▶ STARTUP WEEKEND – NAU
- ▶ MANIFESTO PROJECT

Mr. Yelton continued the presentation.

- ▶ NORTHERN ARIZONA UNIVERSITY
- ▶ BRIDGE MANAGEMENT PROGRAM
- ▶ THE FUTURE

Councilmember Brewster asked about the satellite locations of NACET. Mr. Yelton stated that there are satellite locations in the White Mountains and Yavapai County.

Mayor Nabours asked about the types of services available to those who are not quite ready to jump into the NACET program. Ms. Zinky offered that NACET tries to create a culture of entrepreneurship; there are frequent coffee and lunch startup seminars where community business members often attend so it creates a good networking tool for those still in the early stages of development.

**5. Presentation on proposed public engagement/outreach techniques following the Regional Plan's adoption.**

Planning Director Dan Folke provided a PowerPoint presentation on the Flagstaff Regional Plan that covered the following:

- ▶ WORK SESSION PURPOSE
- ▶ INFORM TO EMPOWER
- ▶ OVERALL TIMELINE
- ▶ OVERVIEW OF TECHNIQUES

Comprehensive Planning Manager Sarah Dechter continued the presentation.

- ▶ ATTEND MEETINGS
- ▶ ADVERTISEMENTS/DISPLAY ADS/POSTERS
- ▶ WRITTEN MATERIALS
- ▶ ALL OTHER TECHNIQUES
- ▶ WHAT WE WILL NOT BE DOING
- ▶ MAY 20, 2014 MAIL ELECTION

Councilmember Brewster suggested checking with Channel 4 at Northern Arizona University to do a face to face interview.

Mayor Nabours asked if the Regional Plan is similar to a bond issue in that staff has to stay neutral and provide facts only. Ms. D'Andrea stated that staff is prohibited from advocating and may only educate. The City Council can, as individuals, promote the plan; they are just not able to do so as a whole body.

Councilmember Oravits asked for clarification on the cost associated with submitting a pro/con statement. Ms. D'Andrea stated that there is a statute that authorizes the charging of a fee. Staff did a poll of other municipalities in Arizona and Flagstaff was within the range of fees charged by others. The City Clerk sets the fee unless otherwise directed by Council.

**6. Discussion regarding the overnight parking of RVs in commercial parking lots.**

Mayor Nabours stated that on Wal-Mart's website that states that they invite overnight RV parking; there are rules to abide by but approval is subject to the local manager and city ordinance. Flagstaff has an ordinance that would preclude parking overnight even with the permission of the property owner.

Mr. Folke provided a PowerPoint presentation that addressed the following:

- ▶ DISCUSSION REGARDING OVERNIGHT RV PARKING IN COMMERCIAL PARKING LOT
- ▶ MEETING PURPOSE
- ▶ A RECENT PHOTOGRAPH
- ▶ WALMART PROMOTES OVERNIGHT PARKING
- ▶ A SAMPLE BLOG
- ▶ ZC-SECTION 10-50.80.080.L
- ▶ FPD CONCERNS
- ▶ COUNCIL POLICY DECISION

Councilmember Barotz clarified that it would be up to the property owner to decide whether or not to allow overnight parking should the ordinance be changed.

Vice Mayor Evans asked about the process if the property owner is not onsite or cannot be contacted. Mr. Folke stated that it is an enforcement issue and contact would have to be made with the owner to address the situation. Vice Mayor Evans followed up by asking which department would respond to complaints. Mr. Folke offered that it would typically fall to Code Enforcement however the Police Department would handle overnight complaints.

Councilmember Oravits stated that another policy issue to consider is putting limitations on the time someone can park. Mr. Folke offered that requirements and limitations can be set but cautioned that the more rules there are in place make it more difficult to enforce; ultimately it should be the property owner who will be monitoring and notifying of complaints.

Mayor Nabours asked Deputy Police Chief Walt Miller if overnight RV parking at the Wal-Mart property had been a problem for the police. Deputy Chief Miller responded that it is very rarely an issue, the problems that do arise are from those that want to live in the RV in the parking lot.

Mayor Nabours provided a scenario of someone driving through Flagstaff late at night and they need to rest. He asked what options are available to park and rest. Deputy Chief Miller stated that they are most often pulling into a parking lot and sleeping for a few hours and gone before the business even notices.

Councilmember Woodson suggested permitting the locations that would allow overnight parking. This allows the property owner to determine if they want people to park overnight or not.

Mr. Folke stated that staff will work to better define camping and work on language for the change in the ordinance.

A break was held from 8:16 p.m. through 8:29 p.m.

## **7. Discussion of Walnut Canyon Study.**

Community Sustainability Specialist McKenzie Jones provided a PowerPoint presentation on the Walnut Canyon Study Area that covered the following:

- ▶ OPTIONS PRESENTED BY THE STUDY
- ▶ OPTIONS FOR CITY COUNCIL

Mayor Nabours asked about use restrictions in the area that would make maintenance difficult. Ms. Jones stated that recreation and visitor use could increase or decrease depending on the option that is chosen but part of the goal is to restrict some access.

The following individuals addressed Council in support of a designation:

- Robert Breunig
- Moran Henn
- Tom Bean
- Alicyn Gitlin

Councilmember Barotz stated that the options are very confusing and it is important that everyone understands what makes up each option. She suggested another meeting to review and understand the three options.

Councilmember Overton agreed that he too would like to be better educated on the options.

Vice Mayor Evans stated that she is interested in continuing to pursue the buffer area around the study area. She noted that while not under a time constraint, the community has been after the Council for many years to do this.

Councilmember Barotz stated that there are two focus points, selecting or not selecting an option that prohibits future land trade and preserve existing uses. The Council's job is to determine which option best accomplishes that.

**10. Review of Draft Agenda Items for the March 4, 2014, City Council Meeting.\***

*\* Public comment on draft agenda items will be taken at this time, at the discretion of the Mayor.*

None

**11. Public Participation**

None

**12. Informational Items To/From Mayor, Council, and City Manager; request for future agenda items**

Vice Mayor Evans requested that Council consider a special meeting this week to discuss the City's stance on SB1062 similar to the City of Phoenix and Chamber of Commerce.

Vice Mayor Evans had the opportunity to attend the Landmark meeting on February 19, 2014, and feels that the developer should be required to redo the meeting. The meeting was extremely disorganized and there was never a public participation. Conflicting information was given to each person. The developer needs to answer questions and give a presentation on the project. She requested information from staff about the purpose of public meetings for rezoning and what the meeting is required to do.

Councilmember Oravits requested information on the submitting of pro and con statements for election issues and possible solutions to getting more participation.

Mr. Burke addressed Vice Mayor Evan's request for a special meeting to discuss the City's stance on SB1062; he suggested, due to timing, that the Council break from protocol and ask individuals to write their own letters to the State.

**13. Adjournment**

The Flagstaff City Council Work Session of February 25, 2014, adjourned at 9:15 p.m.

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MAYOR

ATTEST:

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CITY CLERK

REGULAR COUNCIL MEETING  
TUESDAY, MARCH 4, 2014  
COUNCIL CHAMBERS  
211 WEST ASPEN AVENUE  
4:00 P.M. AND 6:00 P.M.

## **4:00 P.M. MEETING**

### **1. CALL TO ORDER**

Mayor Nabours called the Regular Meeting of the Flagstaff City Council of March 4, 2014, to order at 4:00 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 City Council and to the general public that, at this regular meeting, the City Council 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 Councilmembers may be in attendance telephonically or by other technological means.*

Present:

MAYOR NABOURS  
VICE MAYOR EVANS  
COUNCILMEMBER BAROTZ  
COUNCILMEMBER BREWSTER  
COUNCILMEMBER ORAVITS  
COUNCILMEMBER OVERTON  
COUNCILMEMBER WOODSON

Absent:

Others present: Kevin Burke, City Manager; Michelle D'Andrea, City Attorney.

### **3. PLEDGE OF ALLEGIANCE AND MISSION STATEMENT**

The City Council and audience recited the Pledge of Allegiance and Mayor Nabours read the City's Mission Statement.

### **MISSION STATEMENT**

*The mission of the City of Flagstaff is to protect and enhance the quality of life of its citizens.*

4. **APPROVAL OF MINUTES FROM PREVIOUS MEETINGS**

- A. **Consideration and Approval of Minutes:** City Council Joint City/County Work Session of February 3, 2014; the Regular Council Meeting of February 4, 2014; the February 11, 2014, Work Session; and the Regular Council Meeting of February 18, 2014.

**Councilmember Oravits moved to approve the minutes of the City Council Joint City/County Work Session of February 3, 2014; the Regular Council Meeting of February 4, 2014; the February 11, 2014, Work Session; and the Regular Council Meeting of February 18, 2014; seconded; passed unanimously.**

5. **PUBLIC PARTICIPATION**

*Public Participation enables the public to address the Council about an item that is not on the agenda (or is listed under Possible Future Agenda Items). Comments relating to items that are on the agenda will be taken at the time that the item is discussed. If you wish to address the Council at tonight's meeting, please complete a comment card and submit it to the recording clerk as soon as possible. Your name will be called when it is your turn to speak. You may address the Council up to three times throughout the meeting, including comments made during Public Participation. Please limit your remarks to three minutes per item to allow everyone an opportunity to speak. At the discretion of the Chair, ten or more persons present at the meeting and wishing to speak may appoint a representative who may have no more than fifteen minutes to speak.*

The following individuals addressed Council in support of the off campus student housing being proposed:

- Jaycee McCullough
- Marcelino Coppola
- Shawn Stoufer

Jeff Johnson addressed Council with concerns about the awarding of contract for design services; he believes that the contract should support local businesses.

6. **PROCLAMATIONS AND RECOGNITIONS**

None

7. **APPOINTMENTS**

*Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the City Council and to the general public that the City Council may vote to go into executive session, which will not be open to the public, for the purpose of discussing or considering employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee, or employee of any public body..., pursuant to A.R.S. §38-431.03(A)(1).*

None

8. **LIQUOR LICENSE PUBLIC HEARINGS**

- A. **Consideration and Action on Liquor License Application:** Danny Thomas, "Dorado's", 103 N. Leroux, Series 06 (bar- all spirituous liquor), New License and Person Transfer.

Mayor Nabours opened the public hearing.

Applicant for the license Brian Gruger addressed Council providing some background into how he has come to manage the restaurant that was San Felipe's. He has changed the name of the restaurant to Dorado's and is changing the direction the restaurant is going in hopes of bringing back the family restaurant it once was.

Mayor Nabours closed the public hearing

**Councilmember Overton moved to forward the application for Dorado's to the State with a recommendation for approval; seconded; passed unanimously.**

9. **CONSENT ITEMS**

*All matters under Consent Agenda are considered by the City Council to be routine and will be enacted by one motion approving the recommendations listed on the agenda. Unless otherwise indicated, expenditures approved by Council are budgeted items.*

- A. **Consideration and Approval of Amendment to Lease Agreements:** Flagstaff Airport Rental Car Concessions, IFB 2011-09A: Amendment to leases with: Avis Budget Car Rental LLC, Alamo Rental Car/National Car Rental, The Hertz Corporation, and Enterprise Rent-A-Car companies. (Amendment to current leases with car rental companies for a three-year renewal in lieu of the two one-year renewals)

**MOTION:** Approve an amendment to the current lease agreement for a lease renewal for three (3) years in lieu of the two (2) one-year renewal (as the current lease agreements indicate) between the City of Flagstaff and Avis Budget Car Rental LLC, Alamo Rental Car/National Car Rental, The Hertz Corporation, and Enterprise Rent-A-Car Companies.

- B. **Consideration and Approval of Construction Contract:** Pulliam Airport Concrete Ramp Joint Repair Project.

**MOTION:** Approve the construction contract with Robert E. Porter Construction in the amount of \$149,148.00 with a 45 day contract time, subject to approval from ADOT Multimodal Planning Division, Aeronautics Group; approve change order authority in the amount of \$ 14,914.80 (10%) of the contract amount to cover potential costs associated with unanticipated items of work; and authorize the City Manager to execute the necessary documents.

**Councilmember Woodson moved to approve the Consent Items as presented; seconded; passed unanimously.**

10. **ROUTINE ITEMS**

- A. **Consideration and Approval of Contract:** Intergovernmental Agreement between the City of Flagstaff and Coconino County for use of the Joe C. Montoya Community and Senior Center for Senior Nutrition Programs and renewal of Meals on Wheels program. (Meals on Wheels Renewal)

**Councilmember Overton moved to approve Intergovernmental Agreement between the City of Flagstaff and Coconino County for use of the Joe C. Montoya Community and Senior Center for Senior Nutrition Programs and renewal of Meals on Wheels program; seconded; passed unanimously.**

- B. **Consideration and Approval of Contract:** Consideration to enter into the Cooperative Greater Flagstaff Fire Agencies All Risk Emergency Intergovernmental Agreement. (Enter into agreement with surrounding fire districts for mutual cooperation in responding to emergencies)

Mayor Nabours explained that item 10B has been withdrawn from the agenda as staff is working through some issues with the contract. It will be brought back at a later time.

- C. **Consideration and Approval of Contract:** Consideration to enter into the Arizona Mutual Aid Compact. (Enter into mutual aid agreement with other jurisdictions throughout the State of Arizona for responding to emergencies)

Fire Chief Mark Gaillard provided a PowerPoint presentation that covered the following:

- ▶ RECOMMENDATION
- ▶ INTRASTATE MUTUAL AID
- ▶ ELEMENTS OF THE AZMAC
- ▶ COMMUNITY BENEFITS
- ▶ RECOMMENDATION

Councilmember Brewster asked how and if expenses are reimbursed when Flagstaff sends employees to provide assistance. Chief Gaillard explained that there may be instances where the City is not reimbursed, in other cases the agreement specifies how the reimbursement will occur. There have been numerous instances around the State where assistance is needed and much of that service was not reimbursed and through the agreement the communities understood that there would be no reimbursement.

Mayor Nabours asked if there is any reimbursement when Flagstaff personnel are called upon by the Department of Public Safety to assist with large highway accidents. Chief Gaillard explained that none of the State agencies participate in the AZMAC agreement; however, Flagstaff assists immediately by request.

The City Council inquired about instances where reimbursement is given for services. Chief Gaillard stated that if a private party is involved then the City is able to pursue reimbursement from the private party as allowed by State statute. The agreement is administrative in that it facilitates participation from multiple agencies should a disaster occur.

Public Works Director Erik Solberg offered that during the Shultz flooding, Coconino County called in Yavapai County to help with the dirt roads. This is an instance where the agreement comes in.

**Councilmember Brewster moved to approve the Arizona Mutual Aid Compact and authorize the Mayor to execute on behalf of the City of Flagstaff seconded; passed unanimously.**

- D. **Consideration and Adoption of Resolution No. 2014-11:** A resolution of the City Council of the City of Flagstaff, Arizona approving an instrument of release and re-conveyance of public utility easements within Lots 126 and 127 as shown on the Final Subdivision Plat for Aspen Place at Sawmill as recorded in Instrument No. 3438431, and the Amended Plat recorded in Instrument No. 3583171, Records of Coconino County ("Easements") granted to the City in the original Subdivision Plat. (Abandoning unnecessary utility easements to allow for improved design in the Village at Aspen Place)

Councilmember Woodson declared a conflict of interest and left the dais at 4:27 p.m.

**Councilmember Overton moved to read Resolution No. 2014-11 by title only; seconded; passed unanimously.**

*A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, ARIZONA APPROVING AN INSTRUMENT OF RELEASE AND RE-CONVEYANCE OF PUBLIC UTILITY EASEMENTS WITHIN LOTS 126 AND 127 AS SHOWN ON THE FINAL SUBDIVISION PLAT FOR ASPEN PLACE AT SAWMILL AS RECORDED IN INSTRUMENT NO. 3438431, AND THE AMENDED PLAT RECORDED IN INSTRUMENT NO. 3583171, RECORDS OF COCONINO COUNTY ("EASEMENTS") GRANTED TO THE CITY IN THE ORIGINAL SUBDIVISION PLAT.*

**Councilmember Overton moved to adopt Resolution No. 2014-11; seconded; passed 6-0 with Councilmember Woodson abstaining.**

### **RECESS**

The 4:00 p.m. portion of the March 4, 2014, Flagstaff City Council meeting recessed at 4:28 p.m.

**6:00 P.M. MEETING**

**RECONVENE**

Mayor Nabours reconvened the meeting of the Flagstaff City Council held March 4, 2014, at 6:03 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 City Council and to the general public that, at this regular meeting, the City Council 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).*

11. **ROLL CALL**

Present:

Absent:

MAYOR NABOURS  
VICE MAYOR EVANS  
COUNCILMEMBER BAROTZ  
COUNCILMEMBER BREWSTER  
COUNCILMEMBER ORAVITS  
COUNCILMEMBER OVERTON  
COUNCILMEMBER WOODSON

Others present: Kevin Burke, City Manager; Michelle D'Andrea, City Attorney.

12. **PUBLIC PARTICIPATION**

Eric Erharger addressed Council with concerns about the electronic display sign near City Hall that states no overnight parking and the ordinance currently in effect during a time of no snow.

Sustainability Specialist Tamara Wallace addressed Council to formally invite them and the community to participate in an event called Lights out Flagstaff. It is an even that encourages people to turn off the lights for an hour on March 28<sup>th</sup> and 29<sup>th</sup> to show support for responsible energy use. The event will kick off on March 28<sup>th</sup> with the lowering of lights in Heritage Square where different community organizations will be offering free astronomy viewing with telescopes set up in the area. On March 29<sup>th</sup> Lowell Observatory is offering free admission to the public after 5pm.

13. **CARRY OVER ITEMS FROM THE 4:00 P.M. AGENDA**

None

14. **PUBLIC HEARING ITEMS**

None

15. **REGULAR AGENDA**

A. **Consideration and Approval of Construction Manager at Risk Contract: Funding of Street Maintenance Program 2014**

Mayor Nabours stated that it does not appear that Cedar/Forest is the worst of roads and is interested in why the money is not being spent on other more deteriorated roads. Public Works Senior Project Manager Dan Holmes explained that this is the first year that the Street Maintenance Program is getting back to preservation. To protect and extend the life of the roads that have been recently overlaid it is important to get protective preservation down on the streets.

Mayor Nabours asked about Switzer Canyon Drive, noting that there is current construction going on as well as it seems to need an overlay and not a chip seal. Mr. Holmes explained that the Capital Improvement project is not yet complete and part of the completion will be to bring the roads up to the required standard. The work is scheduled to be completed by May and the chip seal will be done after the work is completed.

Councilmember Overton asked about some of the elements included in the Construction Manager at Risk and if it is boiler plate language or pertinent to the current project. Mr. Holmes offered that it is standard boiler plate language and not all elements apply to the project.

Mayor Nabours asked Mr. Holmes to explain how the contract came to be awarded to the contractor and why it was not the lowest price. Mr. Holmes explained that the Construction Manager at Risk allows for solicitations and qualifications from vendors. A five member team evaluated the proposals and selected the contractor based on the best qualified to do the work. The proposals include a scope of work that provides a not to exceed price and a guarantee for any occurring overages.

Mr. Holmes also pointed out that since the staff report was written a portion of Huntington has been added to the list.

**Councilmember Oravits moved to approve the Construction Manager at Risk Contract with C and E Paving and Grading, LLC in an amount not to exceed \$3,249,999.62; and authorize Change Order Authority in the amount of \$162,500 (5%) to cover potential costs associated with unanticipated or additional items of work; and authorize the City Manager to execute the necessary documents; seconded; passed unanimously.**

B. **Consideration and Adoption of Resolution No. 2014-09:** A resolution of the Mayor and City Council of the City of Flagstaff, Arizona, requiring that the City incorporate sustainable building practices into the design, construction, and operation of all City-owned facilities and repealing Resolution No. 2008-32, which required all new City buildings to be constructed using the U.S. Green Building Council-sponsored principles of Leadership in Energy and Environmental Design (LEED) (For the purpose of providing more sustainable building options to the City)

Sustainability Manager Nicole Woodman stated that the intent of the Resolution is to provide the City with more sustainable building options and to address the diverse building needs of the City.

Mayor Nabours clarified that no additional requirements are being imposed with the Resolution. Ms. Woodman offered that the Resolution provides more of a menu of options for City facilities.

Ms. Woodman provided a brief PowerPoint presentation that covered the following:

- ▶ EXAMPLE BUILDING TO LEED SILVER – INNOVATION MESA
- ▶ EXAMPLE O&M AT LEED SILVER – INNOVATION MESA

Councilmember Overton noted that when the LEED Certification was adopted in 2008 he felt that the City was locking itself into LEED certification at the Silver level and that standard was a lofty goal. He is encouraged with the options now available to achieve similar results but with more flexibility in cost.

Councilmember Overton requested that the fourth whereas statement as well as section three be revised to replace the commas between certifications with or. This offers better clarification that any of the certifications are acceptable to use.

Jeff Knorr addressed Council asking if the new certifications would apply to all existing City buildings or new City buildings. Ms. Woodman offered that the options apply to new occupied facilities and any remodels over 10,000 square feet.

**Councilmember Barotz moved to read Resolution No. 2014-09 by title only and gives the Clerk the authority to make noted corrections; seconded; passed unanimously.**

*A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF FLAGSTAFF, ARIZONA, REQUIRING THAT THE CITY INCORPORATE SUSTAINABLE BUILDING PRACTICES INTO THE DESIGN, CONSTRUCTION, AND OPERATION OF ALL CITY-OWNED FACILITIES AND REPEALING RESOLUTION NO. 2008-32, WHICH REQUIRED ALL NEW CITY BUILDINGS TO BE CONSTRUCTED USING THE U.S. GREEN BUILDING COUNCIL-SPONSORED PRINCIPLES OF LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN (LEED) AS AMENDED*

**Councilmember Woodson moved to adopt Resolution No. 2014-09 as amended; seconded; passed unanimously.**

16. **DISCUSSION ITEMS**

A. **Review letter to NAU President Search Committee from Council**

Mayor Nabours stated that in the presentation the committee will look to address the questions provided; he drafted some questions and would like to know if the Council is interested in submitting any other questions and if the Council would like him to address the search committee and speak on behalf of the City Council or himself.

Councilmember Brewster stated that the questions drafted are good. She will be present to speak on her own behalf but would be okay with the Mayor speaking on behalf of the City Council.

Vice Mayor Evans stated that the list of questions presented was not available as part of the regular agenda and it is not currently available on the website. She requested that the document be made available as part of the agenda packet. She added that she does not agree with all of the comments and statements and would prefer that each Councilmember as individual members write a letter to the committee.

Mayor Nabours stated that if the Council is not unanimous on him representing the City Council as a whole he will speak only on behalf of himself and encouraged the other Councilmembers to do the same.

17. **POSSIBLE FUTURE AGENDA ITEMS**

*Verbal comments from the public on any item under this section must be given during Public Participation near the beginning of the meeting. Written comments may be submitted to the City Clerk. After discussion and upon agreement of three members of the Council, an item will be moved to a regularly-scheduled Council meeting.*

None

18. **INFORMATIONAL ITEMS AND REPORTS FROM COUNCIL AND STAFF, REQUESTS FOR FUTURE AGENDA ITEMS**

Councilmember Oravits noted the comments about the no parking sign outside City Hall and asked that these signs be included in the overall sign discussion happening in the near future. Vice Mayor Evans agreed with the request to have a further discussion as the enforcement is not consistent throughout the City.

Councilmember Woodson offered congratulations to the Flagstaff High School Boys Basketball who took second place in the State.

Mr. Burke offered that the Washington D.C. trip was very successful. The group was very focused on who they met with and what was being requested. They were able to have an effective meeting with the Assistant Secretary of the Army for Civil Works, regarding the Rio de Flag project. They also met with the Office of Management and Budget which gave good insights about process that help the City make better requests

each year. Met with the Undersecretary of Agriculture Robert Bonnie who has replaced Sherman Harris and it was nice to see that he took to heart the proclamation signed at the Museum of Northern Arizona as "how the leaders do it".

Mayor Nabours added that it is clear that Flagstaff's representatives, the Forest Service and Senators are fully behind the 4FRI initiative but it comes down to funding. Everyone is working to move past the funding challenges, by going back to Washington D.C. each year we are able to keep the discussion on the table and moving.

19. **ADJOURNMENT**

The Regular Meeting of the Flagstaff City Council held March 4, 2014, adjourned at 6:51p.m.

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MAYOR

ATTEST:

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CITY CLERK

**CERTIFICATION**

STATE OF ARIZONA )  
                                  SS)  
County of Coconino )

I, ELIZABETH A. BURKE, do hereby certify that I am the City Clerk of the City of Flagstaff, County of Coconino, State of Arizona, and that the above Minutes are a true and correct summary of the meeting of the Council of the City of Flagstaff held March 4, 2014. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 18th day of March, 2014.

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CITY CLERK

**MINUTES OF THE SPECIAL MEETING (EXECUTIVE SESSION) OF THE FLAGSTAFF CITY COUNCIL HELD ON TUESDAY, MARCH 11, 2014, IN THE STAFF CONFERENCE ROOM, SECOND FLOOR OF THE FLAGSTAFF CITY HALL, 211 WEST ASPEN, FLAGSTAFF, ARIZONA**

1. Call to Order

Mayor Nabours called the meeting to order at 4:02 p.m.

2. Roll Call

Present:

Absent:

MAYOR NABOURS  
VICE MAYOR EVANS  
COUNCILMEMBER BAROTZ  
COUNCILMEMBER BREWSTER  
COUNCILMEMBER ORAVITS  
COUNCILMEMBER OVERTON  
COUNCILMEMBER WOODSON

Others present: City Manager Kevin Burke; City Attorney Michelle D'Andrea.

3. Recess into Executive Session

**Mayor Nabours moved to recess into Executive Session; seconded; passed unanimously.** The Flagstaff City Council recessed into Executive Session at 4:02 p.m.

4. **EXECUTIVE SESSION:**

A. Discussion or consultation for legal advice with the attorney or attorneys of the public body.

i. Displacement Policy/Ordinance

5. **ADJOURNMENT**

The Flagstaff City Council reconvened into Open Session at 5:01 p.m. at which time the Special Meeting of March 11, 2014, adjourned.

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MAYOR

ATTEST:

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CITY CLERK

# MINUTES

WORK SESSION  
TUESDAY, MARCH 11, 2014  
COUNCIL CHAMBERS  
211 WEST ASPEN AVENUE  
6:00 P.M.

**1. Call to Order.**

Mayor Nabours called the Flagstaff City Council Work Session of March 11, 2014, to order at 6:02 p.m.

**2. Pledge of Allegiance.**

The City Council and audience recited the Pledge of Allegiance.

**3. Roll Call**

**Councilmembers present:**

MAYOR NABOURS  
VICE MAYOR EVANS  
COUNCILMEMBER BAROTZ  
COUNCILMEMBER BREWSTER  
COUNCILMEMBER ORAVITS  
COUNCILMEMBER OVERTON  
COUNCILMEMBER WOOSON

**Councilmembers absent:**

None

Others present: City Manager Kevin Burke; City Attorney Michelle D'Andrea

**4. Preliminary Review of Draft Agenda for the March 18, 2014, City Council Meeting.\***

*\* Public comment on draft agenda items may be taken under "Review of Draft Agenda Items" later in the meeting, at the discretion of the Mayor. Citizens wishing to speak on agenda items not specifically called out by the City Council for discussion under the second Review section may submit a speaker card for their items of interest to the recording clerk.*

Councilmember Woodson asked for clarification on Item 15-F, and why they were adopting a 1997 Code. Mr. Burke explained that this was an issue relating to the recent issue that came before Council regarding placement of a lien on a property needing to be cleaned up. He said that this would amend that requirement and have it become an administrative action.

Mr. Burke noted that he was suggesting that they move items 15-F and 15-G to the 4:00 p.m. section of the meeting next week.

With regard to Item 15-G, Councilmember Oravits asked if they would be able to discuss the fees associated with filing of pro/con statements with this item. Mr. Burke said that would need to come back on a future agenda.

## 5. **Public Participation**

*Public Participation enables the public to address the council about items that are not on the prepared agenda. Public Participation appears on the agenda twice, at the beginning and at the end of the work session. You may speak at one or the other, but not both. Anyone wishing to comment at the meeting is asked to fill out a speaker card and submit it to the recording clerk. When the item comes up on the agenda, your name will be called. You may address the Council up to three times throughout the meeting, including comments made during Public Participation. Please limit your remarks to three minutes per item to allow everyone to have an opportunity to speak. At the discretion of the Chair, ten or more persons present at the meeting and wishing to speak may appoint a representative who may have no more than fifteen minutes to speak.*

The following individuals address the Council regarding the Arrowhead Trailer Park situation:

- Adam Shimoni
- Gabriel D'Luzansky
- Leslie Fox
- Emily Davalos
- Michael (last name not given)
- Brenton (last name not given)
- Frankie Beesley

Comments received were:

- There is a lot of misunderstanding
- Activities are happening really fast
- Would like to see Council care more about its people
- Would like to see more of a compromise
- Great to see NAU expand, but need to be conscious about where housing is going
- Needs to be more integrated into the design of the plan
- Need to balance student housing with low-income housing
- Arrowhead people are not being heard
- Developers did a "smoke and screen" presentation
- Witnessed two weeks when student wanted to speak and Mayor shut him down
- Vice Mayor Evans spoke up for the students
- Urges Council to have developers hold another meeting that better informs – and it should happen before it moves to Planning and Zoning Commission
- Many students support the housing project
- Has met with many of the residents of Arrowhead Trailer Park and heard their stories; many the students who have spoken this evening have not had that opportunity
- Gentrification leaves people marginalized

The following individuals addressed the Council re increasing minimum wage:

- Jacob McIntosh
  - Shaun McKernan
  - Ryan Wright
  - Ryan (last name not given)
- 
- Cost of living in Flagstaff is higher
  - Raising minimum age would create jobs, not destroy them
  - Need occupational area wages
  - Supports increasing minimum wage
  - City employees need to be paid a living wage

Adrienne Anecchini then addressed the Council, representing many others as well, regarding the proposed changes to Fourth Street and voicing opposition to narrowing of the street.

Marcelino Coppola, NAU student, said that he had dropped a letter off earlier in the day and was asking the Council to require Vice Mayor Evans to be accountable for her behavior at the recent informational meeting held re the new student housing.

## 6. **Community Banking Program**

Management Services Director Barbara Goodrich gave a brief PowerPoint presentation on Community Banking.

- WHAT IS A COMMUNITY BANK?
- WHY INVEST IN A COMMUNITY BANK?
- TUCSON, AZ EXAMPLE  
    CHARTERED IN ARIZONA
- CDARS PROGRAM

Business Retention and Expansion Manager John Saltonstall continued the presentation, addressing:

- LOCAL LOW COST FINANCING

He reported that at present there have been 13 applications received; 2 loan requests have been declined; 6 have been funded at a total of \$145,000; 5 loan requests are pending totaling \$198,000 and 2 loans have been completed repaid. He also gave a brief history on the Revolving Loan Fund and the transfer of its administration from NACOG to the City.

After questioned by Council, Ms. Goodrich said that the City usually has around \$50 million invested in a variety of sources; some are restricted and some are not. She said that they would probably have between \$5 million to \$8 million available on a monthly basis available for this type of program.

Ms. Goodrich said that Tucson has designed their program to require that the bank have a physical presence in their community and be a part of the Arizona Department of Financial Institutions.

Ms. Goodrich explained that under the CDAR's, the money is deposited in a bank, up to the limit insured, such as \$250,000. Each \$250,000 would be deposited at a different entity.

Sherri Slayton, Alliance Bank, then gave a brief review of their bank's involvement with the CDAR program, adding that they were the sponsor of the Economic Outlook Conference held annually at NAU, and they have six programs within the group located at the NAU College of Business.

Council clarified that while they may be receiving information from Alliance Bank, they were not voting to do anything with Alliance Bank, or any other, but rather considering the development of such a program in the future.

Ms. Slayton further explained that whatever bank they worked with, the bank would administer the program and manage the various deposits. The City would receive one statement regarding one account. She said that typically their bank lends between \$50 million and \$75 million a year out of their office, with some of that covering other parts of northern Arizona. She said that they loaned out between \$20 million and \$30 million per year to addresses within Flagstaff.

Upon questions from Council, Ms. Slayton said that it would be great to receive between \$5 million and \$10 million from the City for the purpose of making loans. She was confident, based on their history, that they could make loans with that amount. She said that they have plenty of loan demands.

Brief discussion was held on the other agencies in the City that provide loans such as NACET, ECoNA, and SEDI. Vice Mayor Evans said that there has been some discussion with other agencies about possibly providing "character loans" for those that do not have much credit, to assist with getting a business started. She asked if that type of loan would be available through the Community Banking program. Ms. Slayton said those would not be available with the loans she had discussed.

Mayor Nabours asked Ms. Goodrich if she would be able to get those funds together if the Council decided to move forward with such a program. Ms. Goodrich said that she could. She would ask that they consider starting with \$2 million to \$5 million to allow for time to evaluate their success. They would want to protect their interest rates and make sure it did not impact their revenues. It is something she would also run by the City's investment advisors.

•QUESTIONS FOR COUNCIL

After further discussion, consensus of Council was to move forward with establishing a community banking program, to be a part of the CDAR program, to entities with a Flagstaff zip code, for a maximum amount of \$5 million in deposits.

Ms. Goodrich said that she would let Council know when the RFP is issued and will notify the local banks that may be interested (those with a local branch presence and headquartered in Arizona).

Mr. Burke said that periodically the City puts out an RFP for deposits and asked where the City was with that and if that would impact this program. Ms. Goodrich said that the City currently works with Wells Fargo, and they have been with them for many years. The City is not limited in their ability to invest elsewhere.

A break was held from 7:14 p.m. to 7:30 p.m.

**7. Discussion on the path forward for proposed amendments to the Flagstaff Zoning Code**

Zoning Administrator Roger Easement gave a brief PowerPoint presentation to address:

- ALL OTHER ZONING CODE AMENDMENTS
- THE PROCESS  
Established in statutes and zoning code
- TIMING – MOVING FORWARD
- FOUR POSSIBLE OPTIONS
- CONCLUSION

He said that staff was recommending they move forward with Option #2, to start with the Sign Code and then move on to the other Zoning Code amendments.

Discussion was held on what process they would use for submitting issues Council would like to address and how meetings would be held.

Lance Diskan, Flagstaff, said that he was a member of the Dark Sky Coalition and they were requesting involvement by the Coalition in any and all discussion of the Zoning Code amendments, mostly those dealing with illuminated signs. They hope to offer the City their expertise and technical knowledge to the process.

Consensus of the Council was to start with the Sign Code, and then they would work on the rest of the amendments, understanding that staff would be working on some of those at the same time. Suggestions for issues would be directed to the City Manager, to be forwarded to staff, and this would be scheduled for an upcoming Work Session.

**8. Discussion/Direction of Charter Amendment Process**

Ms. Burke gave a brief review, noting that on January 21, 2014, Council directed staff to schedule the creation of a Charter Advisory Committee for a future meeting. Staff began discussing election schedules and submitted suggestions for consideration, which totaled 30 proposed amendments, which were then divided into policy and technical changes.

Ms. Burke reviewed the election calendar and Council discussed the pros and cons of various election dates and whether to form a committee.

After further discussion Council directed the City Manager to establish a Manager-appointed committee, to make recommendations to the City Manager, and to plan for a May 2015 election. It was noted that this would allow time for the City Manager to wrap up his work with the Road Repair Tax Committee.

9. **Review of Draft Agenda Items for the March 18, 2014, City Council Meeting.\***

*\* Public comment on draft agenda items will be taken at this time, at the discretion of the Mayor.*

None

10. **Public Participation**

None

11. **Informational Items To/From Mayor, Council, and City Manager; requests for future agenda items.**

Mayor Nabours voiced concern with the miscommunication of information regarding the Fourth Street project. It was suggested that the City Manager prepare a one-paragraph CCR to get to the paper. Council also discussed possibly having a meeting to share the correct information with the public.

Mayor Nabours reported that Colonel Colton of the Army Corp of Engineers would be at City Hall on Thursday at 10:00 a.m. to meet with staff re the Rio de Flag project and asked any Councilmembers who were able, to attend.

Councilmember Barotz asked for a CCR to provide a printout of the lowest wages earned by City employees and their divisions. Mayor Nabours asked that staff include in that CCR whether the City has any control over the minimum wage.

12. **Adjournment**

The Work Session of the Flagstaff City Council held March 11, 2014, adjourned at 8:21 p.m.

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MAYOR

ATTEST:

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CITY CLERK

**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Mike Gallegos, Landfill Manager  
**Date:** 03/12/2014  
**Meeting Date:** 03/18/2014



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**TITLE:**

**Consideration and Approval of Agreement Modification:** USDA Forest Service (USFS) IGA # 11-CO-11030402-007 for the purposes of adding the language "annual" in Section II, Paragraph C, "annually" in Section III, Paragraph A, and adding the USFS contact information for Brian Poturalski to the original Agreement that was approved by City Council on 2/22/2011. ***(US Forest Service request for addition of technical changes - word addition and contact information)***

**RECOMMENDED ACTION:**

Approve the administrative modifications as requested by the USFS to Agreement # 11-CO-11030402-07.

**Policy Decision or Reason for Action:**

Subsidiary Decision Points: This Agreement was approved by City Council on 2/22/2011. The administrative modifications that have been requested will not change the intended purpose of the Agreement.

**Financial Impact:**

Solid Waste-Cinder Lake Landfill has a budget of \$95,069 used for litter cleanup activities. Of the \$95,069, the Solid Waste Section provides \$8,630 annually to the USFS as a condition of this Agreement for the work performed.

**Connection to Council Goal:**

Effective governance.

**Has There Been Previous Council Decision on This:**

Council approved the original Agreement with the USFS on 2/22/2011.

**Options and Alternatives:**

- o Option A- Agree to the requested modifications in the Agreement between the City of Flagstaff and the USFS. This option will allow staff to continue to work with USFS personnel on illegal dumping and wind blown litter issues within the vicinity of the Cinder Lake Landfill.
- o Option: B- Not agree to the requested modifications in the Agreement between the City of Flagstaff and the USFS and direct staff to work with the USFS to meet the requirements of the City of Flagstaff Cinder Lake Landfill Townsite Act Designation (Townsite Act).

**Background/History:**

- The Cinder Lake Landfill property was purchased from the USFS under the "City of Flagstaff Cinder Lake Landfill Townsite Act " on March 5th, 1999. The Townsite Act requires the City to enter into "an Intergovernmental Agreement which will provide for the means for increased enforcement and clean up" of wind blown trash and illegal dumping around the landfill. The City agreed to an annual payment to the USFS of \$8,630 to satisfy this requirement. Solid Waste-Cinder Lake Landfill has a budget of \$95,069 used for litter cleanup activities and uses \$8,630 of that budgeted number to meet this requirement. This Agreement has been beneficial to both parties when attempting to monitor and mitigate both wind blown litter and illegal wildcat dumping.

**Key Considerations:**

The Solid Waste Division makes every effort to establish good relationships with neighboring property owners as a high priority. This Agreement is one key to maintaining this relational partnership with the USFS.

**Expanded Financial Considerations:**

Solid Waste-Cinder Lake Landfill has a budget of \$95,069 used for litter cleanup activities. Of the \$95,069 the Solid Waste Section provides \$8,630 annually to the USFS as a condition of this Agreement.

**Community Benefits and Considerations:**

Ensuring the proper disposal of illegally dumped waste, abandoned vehicles, and windblown litter on the Flagstaff Ranger District; Coconino National Forest adjacent to the CLL; assists in maintaining this pristine public resource for the community.

**Community Involvement:**

Inform.

**Expanded Options and Alternatives:**

- Option A- Agree to the requested modifications to the Collection Agreement between the City of Flagstaff and the United States Forest Service. This option will allow staff to continue to work with USFS personnel on Illegal dumping and wind blown litter issues with in the vicinity of the Cinder Lake Landfill.
- Option: B- Not agree to the requested modifications in the Agreement between the City of Flagstaff and the USFS and direct staff to work with the USFS to meet the requirements of the City of Flagstaff Cinder Lake Landfill Townsite Act Designation (Townsite Act).

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**Attachments:**    Adendum  
                          Verbage  
                          2011 IGA



<b>MODIFICATION OF GRANT OR AGREEMENT</b>	PAGE <b>1</b>	OF PAGES <b>4</b>
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1. U.S. FOREST SERVICE GRANT/AGREEMENT NUMBER: <b>11-CO-11030402-007</b>	2. RECIPIENT/COOPERATOR GRANT or AGREEMENT NUMBER, IF ANY: <b>NA</b>	3. MODIFICATION NUMBER: <b>001</b>
-----------------------------------------------------------------------------	-------------------------------------------------------------------------	---------------------------------------

4. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING GRANT/AGREEMENT (unit name, street, city, state, and zip + 4): <b>Coconino National Forest, Supervisor's Office 1824 S Thompson Street Flagstaff, AZ 86001</b>	5. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING PROJECT/ACTIVITY (unit name, street, city, state, and zip + 4): <b>Coconino National Forest, Flagstaff Ranger District 5075 N Highway 89 Flagstaff, AZ 86004-2852</b>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

6. NAME/ADDRESS OF RECIPIENT/COOPERATOR (street, city, state, and zip + 4, county): <b>City of Flagstaff, Solid Waste Division 211 W Aspen Avenue Flagstaff, AZ 86001</b>	7. RECIPIENT/COOPERATOR'S HHS SUB ACCOUNT NUMBER (For HHS payment use only): <b>NA</b>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------

**8. PURPOSE OF MODIFICATION**

CHECK ALL THAT APPLY:	This modification is issued pursuant to the modification provision in the grant/agreement referenced in item no. 1, above.
<input type="checkbox"/>	CHANGE IN PERFORMANCE PERIOD:
<input type="checkbox"/>	CHANGE IN FUNDING:
<input checked="" type="checkbox"/>	ADMINISTRATIVE CHANGES: Update Forest Service Program Manager information, see attached
<input checked="" type="checkbox"/>	OTHER (Specify type of modification): Update collection provisions

**Except as provided herein, all terms and conditions of the Grant/Agreement referenced in 1, above, remain unchanged and in full force and effect.**

9. ADDITIONAL SPACE FOR DESCRIPTION OF MODIFICATION (add additional pages as needed):  
Update the language of the agreement to allow for annual billing for the agreed-upon amount of \$8,630.00, including indirect cost at the initially agreement upon rate of 7.1%

**10. ATTACHED DOCUMENTATION (Check all that apply):**

<input type="checkbox"/>	Revised Scope of Work
<input type="checkbox"/>	Revised Financial Plan
<input checked="" type="checkbox"/>	Other: Modified provisions to allow annual billings to the Cooperator and FS Program Manager contact information

**11. SIGNATURES**

**AUTHORIZED REPRESENTATIVE:** BY SIGNATURE BELOW, THE SIGNING PARTIES CERTIFY THAT THEY ARE THE OFFICIAL REPRESENTATIVES OF THEIR RESPECTIVE PARTIES AND AUTHORIZED TO ACT IN THEIR RESPECTIVE AREAS FOR MATTERS RELATED TO THE ABOVE-REFERENCED GRANT/AGREEMENT

11.A. CITY OF FLAGSTAFF SIGNATURE	11.B. DATE SIGNED	11.C. U.S. FOREST SERVICE SIGNATURE	11.D. DATE SIGNED
(Signature of Signatory Official)		(Signature of Signatory Official)	

11.E. NAME (type or print): <b>GERALD W. NABORS</b>	11.F. NAME (type or print): <b>M. EARL STEWART</b>
-----------------------------------------------------	----------------------------------------------------

11.G. TITLE (type or print): <b>Mayor</b>	11.H. TITLE: <b>Forest Supervisor</b>
ATTEST: _____ City Clerk  APPROVED AS TO FORM: _____ City Attorney	



USDA Forest Service

OMB 0596-0217  
FS-1500-19

**12. G&A REVIEW**

12.A. The authority and format of this modification have been reviewed and approved for signature by:

12.B. DATE  
SIGNED

\_\_\_\_\_  
ELIZABETH A. VENSEL

U.S. Forest Service Grants & Agreements Specialist



Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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## INSTRUCTIONS FOR FORM FS-1500-19

1. Enter the original U.S. Forest Service agreement number.
2. Enter the cooperator's agreement number, if applicable.
3. Enter the number for this Modification, i.e. 01, 02, or 03. The first modification to an instrument is '01', subsequent modifications receive a subsequent modification number (for example, the fourth modification is '04').
4. Enter the address of the G&A Specialist/Signatory Official responsible for this agreement.
5. Enter the address of the U.S. Forest Service Program/Project Manager or Lead Scientist responsible for this agreement.
6. Enter the cooperator's address.
7. Enter the cooperator's HHS Sub-Account numbers, if funding is provided on this modification (for example: G2412345003) (Only used by NA/S&PF and NRS)
8. Select all boxes that apply:
  - Change in Performance = updated performance period agreed to.
  - Change in Funding = obligation OR de-obligation amount and new totals.
  - Administrative = change in pay address, administrator address, correcting typing errors, etc.
  - Other = any other modification not described, such as update new objective to study plan, change the Principle Investigator, etc.
9. Insert changes such as updated provision, tasks, or any other data needed by the modification, add additional pages as needed.
10. Check all boxes that apply and ensure to attach these documents to the modification. Other attachments could include SF-424 forms.
11. A – D, self explanatory.
11. E – H, Type or print the names of signatory officials.
12. G&A Specialist signs and dates before sending to the individuals in block 11, if all modification data are approved for signature.

Forest Service Agreement #11-CO-11030402-007  
Modification 001

ATTACHMENT

Section II. Paragraph C.:

Upon presentation of an annual Bill for Collection, deposit with the U.S. Forest Service the amount agreed to in the Financial Plan.

Section III. Paragraph A. Advanced Billing:

The U.F. Forest Service shall bill the City annually after July 1 and prior to commencement of work for deposits sufficient to cover the estimated costs (including overhead) for the specific payment period. Overhead is assessed at the rate of 7.1 percent.

Billing Method: a single lump sum annual advance bill

Billings will be sent to: Mike Gallegos, Public Works Landfill Manager  
City of Flagstaff  
211 W Aspen  
Flagstaff, AZ 86001

Section IV. Paragraph A. Principal Contacts

US Forest Service Program Manager Contact:

Brian Poturalski, District Recreation Staff Officer  
Coconino National Forest, Flagstaff Ranger District  
5075 N Highway 89  
Flagstaff, AZ 86004-2852  
Phone: 928.527.8226  
FAX: 928.527.8288  
Email: [bpoturalski@fs.fed.us](mailto:bpoturalski@fs.fed.us)



United States  
Department of  
Agriculture

Forest  
Service

Cocoonino  
National Forest,  
Supervisor's Office

1824 S. Thompson Street  
Flagstaff, AZ 86001-2529  
Phone: (928) 527-3600  
Fax: (928) 527-3620

File Code: 1580

Date: June 6, 2011

RE: FS Agreement#11-CO-11030402-007

Fully executed agreement

Michael Gallegos, CMP  
Landfill Manager  
City of Flagstaff  
211 W Aspen Avenue  
Flagstaff, AZ 86001

### GRANTS & AGREEMENTS TRANSMITTAL LETTER

Enclosed are 2 original(s) and 0 copy(ies) of the referenced documents which have been signed on behalf of the USDA Forest Service, Coconino National Forest.

Generally, the City requires 2 originals and the Forest Service needs only 1 original. Therefore, I am sending 2 originals and you can give one to Stacey.

**We have retained a fully executed original for our files.**

If you have questions, please call me at (928) 527-3561, or email to [evensel@fs.fed.us](mailto:evensel@fs.fed.us).

Sincerely,

ELIZABETH A. VENSEL  
Grants & Agreements Specialist

cc: Rudolph R Bowen, Brian Poturalski





FS Agreement No. 11-CO-11030402-007  
Cooperator Agreement No. \_\_\_\_\_

**COLLECTION AGREEMENT**  
**Between The**  
**CITY OF FLAGSTAFF,**  
**SOLID WASTE DIVISION**  
**And The**  
**USDA, FOREST SERVICE**  
**COCONINO NATIONAL FOREST**

This COLLECTION AGREEMENT is hereby entered into by and between the City of Flagstaff, Solid Waste Division, hereinafter referred to as "the City", and the USDA, Forest Service, Coconino National Forest, hereinafter referred to as the "U.S. Forest Service," under the provisions of the Cooperative Funds Act of June 30, 1914 (16 U.S.C. 498 as amended by Pub. L. 104-127).

**Background:** The City and the Forest Service wish to continue cooperative efforts to manage illegal dumping, monitor litter at and adjacent to the Cinder Lake Landfill, and enforce litter and dumping regulations of National Forest System (NFS) Lands on the Flagstaff Ranger District within the Defined Area.

**Defined Area:** This is the area adjacent and surrounding the Cinder Lake Landfill with the borders identified with the following roads; Western Boundary is US Highway 89, on the Northern Boundary FS roads 770 to 777, on the Eastern Boundary FS road 9144 D, and on the Southern Boundary FS 9149 D.

**Title:** City of Flagstaff, Solid Waste Cooperative Management on Flagstaff Ranger District

**I. PURPOSE:** The purpose of this agreement, and incorporated Financial Plan, is to document the voluntary contribution of funds from the City to the U.S. Forest Service to properly dispose of illegally dumped waste and abandoned vehicles on the Flagstaff Ranger District; monitor and coordinate control of escaped/windblown litter at and adjacent the Cinder Lake Landfill; and reduce and inforce illegal dumping regulations on NFS lands on the Flagstaff Ranger District within the defined area.

**II. THE CITY SHALL:**

**A. LEGAL AUTHORITY.** The City shall have the legal authority to enter into this agreement, and the institutional, managerial, and financial capability to ensure proper planning, management, and completion of the project, which includes funds sufficient to pay the nonfederal share of project costs, when applicable.



- B. Perform in accordance with the Financial Plan.
- C. Upon presentation of a Bill for Collection, deposit with the U.S. Forest Service the amount agreed to in the Financial Plan.
- D. Conduct escaped/wind-blown trash clean-ups on NFS lands adjacent to the Cinder Lake Landfill, as required by the approved Cinder Lake Landfill Litter Control Plan.
- E. Provide equipment and labor, as requested and available, to help the Forest Service clean up illegal dump sites in the defined area adjacent to the Cinder Lake Landfill.
- F. The U.S. Forest Service shall have access to the Cinder Lake Landfill during posted operating hours with no fees being charged for material cleaned up within the Defined Area.

**III. THE U.S. FOREST SERVICE SHALL:**

- A. **ADVANCE BILLING.** The U.S. Forest Service shall bill the City prior to commencement of work for deposits sufficient to cover the estimated costs (including overhead) for the specific payment period. Overhead is assessed at the rate of 7.1 percent.

Billing Method: a single lump sum advance bill

Billing will be sent to:                   Mike Gallegos, Public Works Landfill Manager  
                                                          City of Flagstaff  
                                                          211 W Aspen Street  
                                                          Flagstaff, AZ 86001

- B. **SPECIAL BILLING REQUIREMENTS – FINANCIAL DOCUMENTATION.**  
Reimbursable billings shall be issued at the prescribed frequency based on expenditures recorded in the U.S. Forest Service accounting system for work performed. Bills for Collection reflect an aggregate amount for the billing period. U.S. Forest Service Transaction Register listing itemized expenses will be provided upon request at the end of a project or annually for long-term agreements. Provision of the Transaction Register or other supporting documentation accompanying individual bills will be limited to agreements over \$2,500, and only when cooperator requirements are clearly defined within this clause.  

The special billing requirements are: annually, with annual accomplishment report
- C. **SPECIAL BILLING REQUIREMENTS – PROGRAM DOCUMENTATION.** The U.S. Forest Service Program Manager shall provide the City with a written annual report that meets the City's specific documentation requirements.
- D. Perform in accordance with the attached Financial Plan.



E. Use funds provided by the City to pay salary costs of Forest Service personnel, equipment and services necessary to clean up illegal dump sites and abandoned vehicles, monitor NFS lands for illegal dumping within the Defined Area, and address issues on NFS lands related to operations of the Cinder Lake Landfill.

F. Provide an annual written report of accomplishments and expenditures of City funds under this agreement by December 31 of each year.

**IV. IT IS MUTUALLY AGREED AND UNDERSTOOD BY AND BETWEEN THE PARTIES THAT:**

A. PRINCIPAL CONTACTS. Individuals listed below are authorized to act in their respective areas for matters related to this instrument.

**Principal Cooperator Contacts:**

<b>Cooperator Program Contact</b>	<b>Cooperator Administrative Contact</b>
Mike Gallegos, Public Works Landfill Mgr Solid Waste/Fleet Div., City of Flagstaff 211 W Aspen Avenue Flagstaff, AZ 86001 Phone: 928.527.9844 FAX: 928.527.7678 Email: mgallegos@flagstaffaz.gov	Pat Bourque, Solid Waste/Fleet Director Solid Waste/Fleet Div., City of Flagstaff 211 W Aspen Avenue Flagstaff, AZ 86001 Phone: 928.779.7615 FAX: 928.556.1236 Email: pbourque@ci.flagstaff.az.us

**Principal U.S. Forest Service Contacts:**

<b>U.S. Forest Service Program Manager Contact</b>	<b>U.S. Forest Service Administrative Contact</b>
Rudy Bowen, Recreation Planner Flagstaff Ranger District, Coconino NF 5075 N Highway 89 Flagstaff, AZ 86004-2852 Phone: 928.527.8222 FAX: 928.527.8288 Email: rrbowen@fs.fed.us	Elizabeth Vensel, Grants & Agreements Spec. Supervisor's Office, Coconino NF 1824 S Thompson Street Flagstaff, AZ 86001-2529 Phone: 928.527.3561 FAX: 928.527.3620 Email: evensel@fs.fed.us

B. U.S. FOREST SERVICE LIABILITY. The U.S. Forest Service shall not be liable to the City or third parties for any damages incident to the performance of this agreement.

C. CITY OF FLAGSTAFF LIABILITY. The City shall not be liable to the U.S. Forest Service or third parties for any damages incident to the performance of this agreement.

D. NON-LIABILITY. The U.S. Forest Service does not assume liability for any third party claims for damages arising out of this instrument.



- E. REFUNDS. Funds collected in advance by the U.S. Forest Service, which are not spent or obligated for the project(s) approved under this agreement, may be refunded to the City, authorized for use for a new agreement by the City, or waived by the City. A DUNS number and registration in the Central Contractor Registry (CCR) by the City may be necessary to process a refund. Due to processing costs, any balance less than \$25 shall not be refunded to the City.
- F. FREEDOM OF INFORMATION ACT (FOIA). Public access to agreement records must not be limited, except when such records must be kept confidential and would have been exempted from disclosure pursuant to Freedom of Information regulations (5 U.S.C. 552).
- G. PARTICIPATION IN SIMILAR ACTIVITIES. This agreement in no way restricts the U.S. Forest Service or the City from participating in similar activities with other public or private agencies, organizations, and individuals.
- H. ENDORSEMENT. Any of the City's contributions made under this agreement do not by direct reference or implication convey U.S. Forest Service endorsement of the City's products or activities.
- I. NOTICES. Any communication affecting the operations covered by this agreement by the U.S. Forest Service or the City will be sufficient only if in writing and delivered in person, mailed, or transmitted electronically by e-mail or fax, as follows:
  - To the U.S. Forest Service Program Manager, at the address specified in the agreement.
  - To the City, at the City's address shown in the agreement or such other address designated within the agreement.Notices are effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later.
- J. TERMINATION FOR COLLECTION AGREEMENTS. Either party, in writing, may terminate this agreement in whole, or in part, at any time before the date of expiration. The U.S. Forest Service shall not incur any new obligations for the terminated portion of this agreement after the effective date of termination and shall cancel as many obligations as possible. Full credit must be allowed for U.S. Forest Service expenses and all non-cancelable obligations properly incurred up to the effective date of termination. Excess funds must be refunded in accordance with the REFUND provision of the agreement.
- K. CANCELLATION. This agreement is subject to the cancellation provisions of A.R.S. Section 38-511.
- L. LIABILITIES. The United States, acting by and through the U.S. Forest Service, hereby agrees to bear any and all liabilities of any kind related to the exercise of the U.S. Forest Service's rights under the Federal Tort Claims Act (FTCA), 28 U.S.C. 2671 et. seq., or any



other applicable act wherein Congress specifically waived sovereign immunity of the United States.

**M. DEBARMENT AND SUSPENSION.** The City shall immediately inform the U.S. Forest Service if they or any of their principals are presently excluded, debarred, or suspended from entering into covered transactions with the Federal Government according to the terms of 2 CFR Part 180. Additionally, should the City or any of their principals receive a transmittal letter or other official Federal notice of debarment or suspension, then they shall notify the U.S. Forest Service without undue delay. This applies whether the exclusion, debarment, or suspension is voluntary or involuntary.

**N. MODIFICATIONS.** Modifications within the scope of this instrument must be made by mutual consent of the parties, by the issuance of a written modification signed and dated by all properly authorized, signatory officials, prior to any changes being performed. Requests for modification should be made, in writing, at least 30 days prior to implementation of the requested change.

**O. COMMENCEMENT/EXPIRATION DATE.** This instrument is executed as of the date of the last signature, and has an expiration date of 5 years from the date of last signature. The expiration date is the final date for completion of all work activities under this agreement.

**P. AUTHORIZED REPRESENTATIVES.** By signature below, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for matters related to this instrument. In witness whereof, the parties hereto have executed this instrument as of the last date written below.

Attachment (A) Collection Agreement Financial Plan

*Chai-Band* 5.27.2011  
**SARAPRESLER, Mayor** **CENIA BAROTZ, VICE-Mayor** Date  
City of Flagstaff

ATTEST:

*Margie Spruce*  
City Clerk

APPROVED AS TO FORM:

*Paul D. Burns*  
City Attorney

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USDA Forest Service

OMB 0596-0217  
FS-1500-11

M. Earl Stewart  
M. EARL STEWART, Forest Supervisor  
U.S. Forest Service, Coconino National Forest

3 June 2011  
Date

The authority and format of this instrument have been reviewed and approved for signature

*Elizabeth A. Vensel*  
ELIZABETH A. VENSEL  
U.S. Forest Service Grants & Agreements Specialist

6/3/2011  
Date

Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Paul Summerfelt, Wildland Fire Manager  
**Date:** 03/12/2014  
**Meeting Date:** 03/18/2014



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**TITLE:**

**Consideration and Approval of Contract:** Cooperative Fire Rate Agreement (CFRA) with AZ State Forestry

**RECOMMENDED ACTION:**

Approve the renewal of the CFRA with AZ State Forestry

**Policy Decision or Reason for Action:**

The **CFRA** is a long-standing Agreement between the City and AZ State Forestry, renewable every two years. The current **CFRA** will expire March 30, 2014. The **CFRA** allows the City to participate in inter-agency emergency response outside the City (when assistance is requested by the State/Federal government) and to recover 100% of all equipment and personnel costs associated with such responses.

**Financial Impact:**

All incident response expenses are reimbursed to the City if the Agreement is in-place. None are reimbursed if the Agreement is not in-place. Incident frequency, size, and duration are episodic in nature: In CY 2013, nearly \$740,000 was reimbursed to the City, while over the past five years, that amount has been in excess of \$3 million.

**Connection to Council Goal:**

10. Develop an ongoing budget process – Reimbursement for all costs incurred on out-of-town emergencies, with some equipment revenue, above actual operating expenses, being returned to the General Fund.
11. Effective governance – budgetary accountability, no-cost training and experience for responders, assisting others in need, building and maintaining effective relationships with our partners.

**Has There Been Previous Council Decision on This:**

Previous City Councils have approved the renewal of the **CFRA** when such action was required. Many members of the current Council were part of the previous approval process (Mar 2012).

**Options and Alternatives:**

- 1) **Approve** the renewal of the **CFRA**
- 2) **Reject** the **CFRA**

**Background/History:**

The **CFRA** has existed between the City and AZ State Forestry since the mid 1980's. The Agreement is renewed on a biennial basis. It is the mechanism by which City resources are requested by the State/Federal government and assigned to out-of-area emergency events, and by which the city is reimbursed 100% of all costs related to such events.

**Key Considerations:**

The **CFRA** is a standard State-wide Agreement (format, conditions, terms, etc) between Fire Departments and AZ State Forestry. It covers local, regional, and national Incident Management Team (IMT) participation, engine, water-tender, City Crew 1, and Single-Resource assignments, including the use of other City personnel and equipment on fire and other all-risk assignments.

**Expanded Financial Considerations:**

Equipment rates remain the same as the 2012 Agreement. Personnel rates are not directly listed or included in the **CFRA**, but are reimbursed at the full actual burdened rate, to include any OT costs associated with any additional costs incurred to replace or act for those on assignment.

**Community Benefits and Considerations:**

The entire community benefits from the skills, knowledge, and abilities gained and maintained while employees are assigned to large-scale complex incidents outside of our city: learning elsewhere allows those same employees to effectively engage here when faced with a similar type event. The relationships established and nurtured elsewhere with other agency partners pays dividends when we require help here. And finally, the positive cash-flow allows us an opportunity to purchase some equipment and supplies at no cost to the city tax-payer, helps off-set the cost of needed training that does cost, and also puts some funds into the City's General Fund for other use.

**Community Involvement:**

None

**Expanded Options and Alternatives:**

1) **Approve** the renewal of the **CFRA**, allowing continued engagement with other partners and 100% cost-recovery; or 2) **Reject** the **CFRA**, reducing the opportunity to acquire large-scale incident no-cost training and experience, restricting the development of inter-agency relationships, and eliminating a positive cash-flow source into the General Fund.

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**Attachments:**     [Agreement](#)  
                          [Equipment List](#)  
                          [General Provisions](#)  
                          [\\$ Rates](#)  
                          [Required Equipment](#)



City of Flagstaff Fire Department Equipment List  
 AZ Cooperative Fire Rate Agreement 02-0733-14  
 Mar 18, 2014

<u>Vehicle #</u>	<u>ICS Type</u>	<u>Vehicle</u>	<u>License #</u>	<u>Description</u>
F2-03		Chief	G-487EX	2007 Ford Escape
F2-04		WFM - Staff	G-739FA	2007 Ford Expedition
F2-06	1	Quint 2 – CAFS (85' platform)	G-393FB	2007 Pierce Quantum
F2-08		Prevention - Staff	G-647FE	2008 Ford Escape
F2-10		Operations - Staff	G-673CM	2000 Ford Expedition
F2-12	1	Quint 3 (75' platform)	G-599BY	1998 Pierce Quantum
F2-15	1	Engine 4	G-822DM	2002 Pierce Quantum
F2-16	1	Engine 6	G-821DM	2002 Peirce Quantum
F2-17		General Staff	G-971AK	1993 Ford Bronco
F2-18	1	Engine 3	G-434GP	2013 Pierce Pumper
F2-20	1	Engine 5	G-945BL	1997 Pierce Quantum
F2-21	1	Engine 1	G-377FB	2007 Pierce Quantum
F2-23	6	Engine 12	G-791BJ	1996 Ford 1 ½ T, 4x4
F2-24	3	Engine 13 - CAFS	G-292CR	2000 International 4800 4x4
F2-25	3	Engine 11 - CAFS	G-293CR	2000 International 4800 4x4
F2-26	3	Engine 15 - CAFS	G-854FT	2008 International 7400 4x4
F2-27	6	Engine 14	G-760GP	2012 Dodge 2500 4x4x
F2-28	6	Engine 16	G-759GP	2012 Dodge 2500 4x4
F2-31	1	Water Tender 4 (3,000 gal)	G-098EA	1999 T-800 Kenworth
F2-32	1	Water Tender 6 (3,000 gal)	G-493CG	1999 T-800 Kenworth
F2-42		Operations – Staff	G-383DY	2004 Ford 1 T, 4x4
F2-45		Operations - Staff	G-809EN	2006 Ford ¾ T, 4x4
F2-46		Operations Staff	G-807EN	2006 Ford ¾ T, 4x4
F2-47		WFM – Crew	G-657ER	2006 Ford 1 T, 4x4
F2-48		WFM - Crew	G-658ER	2006 Ford 1 T, 4x4
F2-49		Operations – Dept Chief	G-579FH	2007 Chevy Tahoe
F2-52		Prevention - Staff	G-666EL	2006 Ford Taurus
S-733 F-241		ATV 2/2-axle trailer	29178A (ATV) G-340CJ (trailer)	2006 Bobcat
F-2039		Rescue 1	G-107GE	2009 Ford 1T
F-2059		Rescue 2	G-521FY	2009 GMC 1T
S-3-1		Truck – Public Works	G-829EE	2005 Ford ½ T, 4x4
S-3-6		Truck – Public Works	G-692EL	2006 Ford ½ T, 4x4

General Liability – Travelers Indemnity: Policy #15P01914

Equipment Insurance – Inland Marine, Travelers Indemnity: Policy #630-8200P770

Auto Liability – Charter Oaks Fire, Travelers Corp: Policy #810-9156P739

Workers Compensation – SCF Premier: Policy #W-20911

Qualification & Certifications – All members meet current National Wildland Fire Coordinating Group (NWCG) and AZ State Forestry (ASF) standards and requirements

## GENERAL PROVISIONS TO STATE FORESTER'S COOPERATIVE RATE AGREEMENT FORM FM 104A (02/14)

This Cooperative Fire Rate Agreement is entered pursuant to the Cooperative Intergovernmental Agreement currently in effect between the State Forester and the Cooperator. The following terms and provisions apply, but in the event of a conflict between this Rate Agreement and the Cooperative Intergovernmental Agreement, the Cooperative Intergovernmental Agreement shall prevail.

**Dispatch.** At the time of dispatch, an Incident Order Number and Resource Number will be assigned. Cooperator shall furnish this number as well as a copy of the Cooperative Rate Agreement upon arrival and check in at the incident. When such resources are furnished to the Incident, the following provisions shall apply;

1. **Condition of Equipment.** The State reserves the right to reject equipment which is not in safe and operative condition. No payment will be made for rejected equipment.

2. **Time Under Hire.** Starts when the equipment and/or personnel begins travel to the incident, and ends when the equipment and/or personnel returns to the point of hire, except as provided in section 6(F) and 9 of this Agreement. Cooperator shall promptly notify the State when the equipment and/or personnel have returned to the point of hire.

3. **Transportation of Equipment.** Equipment may be transported at State expense from point of hire to the site of work and return, except as provided in section 9 and 8(a)(1) of this Agreement.

4. **Operating Supplies.** Operating supplies are to be provided by the Cooperator. Operating supplies may include but are not limited to fuel, oil, filters, lube/oil changes, and other incidentals necessary to keep the equipment operational. Though all operating supplies are to be furnished by the Cooperator, the State may, at its option, elect to furnish such supplies when necessary to keep the equipment operating. The cost of supplies provided by the State will be deducted from payment to the Cooperator.

5. **Repairs.** Repairs to equipment shall be made and paid for by the Cooperator. The State may, at its option, elect to make such repairs when necessary to keep the equipment operating. The cost of repairs made by the State will be deducted from payment to the Cooperator.

6. **Timekeeping and Invoicing.** Time will be reviewed and approved by the appropriate incident supervisor and/or the State Forestry representative responsible for ordering and/or directing use of each piece of equipment on the incident. Time will be recorded in military time as follows:

a. Hourly rate - To nearest quarter hour.

b. Daily rate - By calendar day except for first and last day, this will be recorded to nearest hour. Not to exceed total daily rate. See also section 8(a)(2).

c. Mileage Rate - To nearest mile.

d. Excessive Work Hours - Work shifts exceeding 16 hours after the first shift of the incident will not be paid unless accompanied by a written

justification on CTR or other incident documentation completed by the incident commander or immediate incident supervisor.

e. **Meal breaks** – Crews must take a minimum thirty minute meal break during each operational period. Meal breaks shall be documented on the crew time reports. If meal breaks are not documented on crew time reports, a written justification must be provided. The written justification must show compliance with the conditions referenced in the current National Wildfire Coordinating Group (NWCG) Incident Business Management Handbook (IBMH). In addition, thirty minute meal breaks shall be shown while in travel status unless the method of travel conveyance precludes stopping, as referenced in the current NWCG IBMH.

f. **Refurbishment** – Refurbishment/Rehabilitation will be allowed but will be restricted to the time it takes to bring the equipment or vehicle back to fire readiness. Allowable Refurbishment timeframes may be referenced in the Arizona State Forestry Billing Manual. Refurbishment exceeding these time frames must be approved by the State Foresters Office in advance.

g. **Rest and Recuperation (R & R)** - R&R may be reimbursed if it is the personnel policy of the cooperator to allow R&R for permanent full time and permanent part time personnel. Payment for R&R may not exceed the Days Off conditions listed in the current NWCG IBMH. A copy of the cooperator's policy allowing R&R must be filed with the corresponding State Forestry District Office before the beginning of the incident to be considered.

7. **Invoices:** Invoices to the State shall include the information in the State Invoice Format (State Form FM 122) and shall be signed by an authorized Cooperator's representative. Invoices shall be submitted to the State after release from the incident and within the specified time frame contained in the Intergovernmental Agreement. Invoices received outside this timeframe may be subject to refusal. Invoices shall be prepared in accordance with the State Billing Manual and shall contain the following attachments:

a. Completed Crew Time Reports (Federal Form SF261) and / or Emergency Equipment Shift Tickets (Federal Form OF-297) signed by the Incident Commander, Immediate Incident Supervisor or State Forester's representative. On extended Federal Incidents and Team Managed Incidents, Fire Time Reports (Federal Form OF288) and Emergency Equipment Use Invoices (Federal Form OF-286) are also required **(All forms to be original)**.

b. Itemized receipts and resource order form with order #'s for authorized supply purchases are required and subject to state review and audit.

c. Incident based documentation: All inspections, reports, resource order #'s and justifications for damage or loss claims shall accompany invoice.

8. **Payments.**

a. **Rates of payments:** Payment for equipment and staffing furnished to the incident shall be in

accordance with the following, except as provided in section 9 of this Agreement:

(1) Hourly Work Rates (column 16): Shall apply to cooperators tactical and support apparatus, including federal excess cooperative property. Current State equipment rate sheets will be utilized to set these rates. Rates shall apply when the cooperator's resources are under hire as ordered by the State and on shift, including mobilization and demobilization of equipment under its own power. When apparatus is being transported (lowboy), a maximum of 4 hours per calendar day will be paid. Meal breaks do not apply to equipment.

(2) Daily Work Rates/Mileage Rates (use column 16-17 FM 104): Shall apply to light duty non-tactical vehicles, command vehicles and miscellaneous equipment. Payment will be made on the basis of calendar days. For fractional days at the beginning and end of the time under hire, the State will pay 50% of the daily rate for periods of less than 8 hours, and the full daily rate for periods of more than 8 hours. Current State equipment rate sheets will be utilized to set these rates. Daily work rates will apply to ATV's/UTV's but only when in actual use (wheels turning) and when documented on the Emergency Equipment Shift Ticket signed by the Incident Commander, incident Line Supervisor, or State Forestry Representative.

a. Personally Operated Vehicles (POV's): will be reimbursed at the current state vehicle rates and may include a daily rate for travel days between the incident and the point of hire. For fractional days at the beginning and end of the time under hire, payment will be based on 50% of the daily rate for periods less than 8 hours and at the full rate for periods greater than 8 hours. To receive payment for a daily rate for additional incident days, a justification signed by the Incident Commander, incident Line Supervisor, or State Forestry Representative must be written on the Emergency Equipment Shift Ticket demonstrating the POV's necessity. POV's must be included on the CFRA for compensation and proof of insurance must be included.

(3) Special Work Rates (column 17): If a specific work rate or work rate amendment is not in place for planned events within Arizona such as preparedness patrols, prescribed burns, and various non-emergency activities, the default equipment rate will be 50% of the standard hourly rate or 50% of the daily rate. In-State planned event default personnel rates will be as in section 8(4) and 8(5) of this Agreement, without allowance for excess costs due to backfill or coverage.

(4) Career Personnel Rates: Cooperator shall charge actual labor expenses including eligible overtime and employee related expenses in accordance with each department's pre-existing labor contracts and pay schedules. A copy of the shift schedule and pay schedule shall accompany the CFR agreement and be provided to the State. Pay schedule revisions occurring during the CFR agreement period will be provided to the State. Non budgeted costs to the fire department incurred for required backfill or coverage will be eligible.

(5) Volunteer and Supplemental Personnel Rates: Cooperator will charge the State for volunteer and supplemental fire personnel at the current rates outlined in the Arizona State Forester's Emergency Pay Plan For Seasonal Hires for the position for

which they were ordered. Supplemental Fire employees are defined per NWCG Memo #004-2009.

(6) Employer Related Expenses (ERE): Employer Related Expenses covered for time while on the assignment will be as follows:

Workers Compensation  
Unemployment Insurance  
FICA taxes  
Employee Insurance  
Retirement  
Long term disability

(7) Administrative or Special Wildland Fire Incentive Fees: Administrative or Special Wildland Fire Incentive Fees/Pay will not be reimbursed.

(8) Standard Staffing (Column 15): Cooperator shall list the standard staffing for listed equipment. Standard staffing means the NWCG identified minimum staffing level plus 1 body for engines, and NWCG minimum staffing for water tenders. This does not restrict the State from ordering or requesting staffing that differs from this value. Staffing above the standard level must be documented and approved in the Resource Order accompanying the assignment. Equipment rates are for equipment only and do not include staffing.

b. Method of Payment: Lump-sum payment will normally be processed at the end of the emergency incident upon receipt of invoice and approval by the State Forester. See Arizona Revised Statute 37-623.02E.

## 9. Exceptions

a. No further payment under item 8 will accrue during any period that equipment under hire is not in a safe or operable condition or when Cooperator staffing is not available.

(1) Equipment will be requested with the understanding that it may be on assignment for 14 days. Should a staffing swap be required before the completion of 14 days, prior approval by a State Forestry representative will be required before accepting the assignment.

b. If the Cooperator withdraws equipment and/or staffing prior to being released by the State, no further payment under item 8 shall accrue and the cooperator shall bear all costs of returning equipment and/or personnel to the point of hire.

c. After inspection and acceptance for use, equipment and/or furnished staffing that cannot be replaced or equipment that cannot be repaired at the site of work by the Cooperator or by the incident in accordance with Clause 5, within 24 hours, may be considered as being withdrawn by the Cooperator in accordance with paragraph b above, except that the incident will bear normal costs of returning equipment and/or personnel to the point of hire as promptly as emergency conditions will allow. Personnel assigned to inoperable equipment are limited to 8 hrs. of compensation per shift unless otherwise dictated by the home unit shift schedule.

10. Loss, Damage or Destruction. Equipment furnished under this agreement may be operated and subjected to extreme environmental and/or

strenuous operating conditions which could include but are not limited to unimproved roads, steep, rocky, hilly terrain, dust, heat, and smoky conditions.

As a result, by entering into this Agreement, the Cooperator agrees that what is considered wear and tear under this Agreement is in excess of what the equipment is subjected to under normal operations and is reflected in the rates paid for the equipment. No reimbursement will be made for loss, damage or destruction when (a) it is due to normal wear and tear, or (b) negligence of the Cooperator or the Cooperator's agents caused or contributed to the loss, damage or destruction, or (c) the damages are caused by equipment defects unless such defects are caused by negligence of the State or its employees.

#### 11. Meal and Lodging Expense Reimbursement:

a. In-State: The Cooperator will provide and/or pay for their own food and drinks for the first 12 hours of an in-state assignment. The State may, at its discretion, provide meals for in-state assignments within this 12 hour period at no cost to the Cooperator. Meals not provided after the first twelve hours of the incident and purchased by the Cooperator may be reimbursed according to the current State fire travel meal rates for breakfast, lunch, or dinner including a reasonable gratuity. The current reimbursable rates are included in the ASFD Billing Procedures Manual. Lodging costs will not be reimbursed for in-state assignments, excluding travel status, unless approved by the incident or dispatch office. Approved in-state lodging may be reimbursed according to current State travel policy.

b. Out-of-State: Cooperators may be reimbursed individual meals and lodging while traveling to and from out-of-state assignments where such costs are not provided by the incident. Meals will be reimbursed according to current State travel meal rates for breakfast, lunch, or dinner including a reasonable gratuity. The current reimbursable rates are included in the ASFD Billing Procedures Manual. Travel time will begin from the time the resources left for the assignment. Out-of-State lodging may be reimbursed. Current Out-of-State lodging rates are included in the ASFD Billing Procedure Manual. Meals and lodging purchased by the Cooperator while at the incident will not be reimbursed unless approved and documented by the incident.

c. Miscellaneous: Reimbursement for miscellaneous costs associated with the incident will be at the discretion of the State.

#### 12. Safety Requirements

a. The cooperator is required to comply with all applicable rules and regulations issued by the Arizona Industrial Commission Occupational Safety Codes, Title 23, Chapter 2, Article 10.

b. Current NWCG Qualifications Standards including the 3-22-04 NWCG Initial Action Clarification Memo shall apply. During initial response actions, minimum firefighter qualifications shall be completion of NWCG FFT2 training. Individuals at or above single resource boss and unit leader trainee level shall be approved by the State Qualifications Committee.

c. Fire department personnel must be a minimum

of 18 years of age and in adequate physical condition to meet the NWCG Standard 310-1 designated physical requirements for the position for which they were ordered.

d. Personal Protective Equipment- Cooperators must supply and utilize the following minimum required personal protective equipment for wildfire response: hardhat, goggles, long sleeve fire resistant shirt, fire resistant trousers, leather lace up boots with a minimum 8" top and non-skid soles, leather work gloves, and a fire shelter. Personal protective equipment shall meet current NFPA standards where applicable.

13. Disputes. In the event of a dispute, the parties agree to arbitrate the dispute to the extent required by A.R.S. § 12-1518.

14. Termination. The State may cancel this agreement without penalty or further obligation pursuant to A.R.S. § 38-511.

15. Failure to adhere to these provisions may result in the cooperators forfeiting all rights to payment.

16. Audit. Within a 5 year period of invoice submittal, the state at its discretion may request a review of fire invoicing documentation.

17. The Parties agree to comply with all applicable Federal or State laws relating to equal opportunity and non-discrimination.

Pursuant to A.R.S. § 35-214, the Cooperator shall retain all data, books and other records ("records") relating to this Contract for a period of five years after completion of the Contract. All records shall be subject to inspection and audit by the State at reasonable times. Upon request, the Cooperator shall produce the original of any or all such records.

This agreement shall be subject to available funding, and nothing in this agreement shall bind the State to expenditures in excess of funds appropriated and allotted for the purposes outlined in this agreement.

The Cooperator assigns to the State any claim for overcharges resulting from antitrust violations to the extent that such violations concern materials or services supplied by third parties to the Cooperator toward fulfillment of this Contract.

The Cooperator warrants its compliance with Federal Immigration Laws.

**2014 STATE FORESTER'S  
ACCEPTABLE EQUIPMENT RATES  
FOR COOPERATIVE FIRE RATE AGREEMENTS**

NWCG TYPE	PUMP RATE MINIMUM G.P.M. @ psi	TANK CAP. MINIMUM Gallons	MAXIMUM BASE HOURLY RATE (see next columns for additions & subtractions to this rate)	COMPRESSED <sup>1</sup> AIR FOAM ADDITION (+15%)	UNITS OVER <sup>2</sup> 20 YEARS OLD SUBTRACTION (-15%)	INCOMPLETE <sup>3</sup> EQUIPMENT SUBTRACTION (-25%)
ENGINE NWCG TYPE 1	1000 @ 150 psi	300	\$125	\$19	\$19	\$31
ENGINE NWCG TYPE 2	500 @ 150 psi	300	\$113	\$17	\$17	\$28
ENGINE NWCG TYPE 3	150 @ 250 psi	500	\$113	\$17	\$17	\$28
ENGINE NWCG TYPE 4	50 @ 100 psi	750	\$89	\$13	\$13	\$22
ENGINE NWCG TYPE 5	50 @ 100 psi	400	\$89	\$13	\$13	\$22
ENGINE NWCG TYPE 6	50 @ 100 psi	150	\$76	\$11	\$11	\$19
ENGINE NWCG TYPE 7	10 @ 100 psi	50	\$67	\$10	\$10	\$17
SUPPORT TENDER NWCG TYPE S1	300 @ 50 psi	4000	\$125	\$19	\$19	\$31
SUPPORT TENDER NWCG TYPE S2	200 @ 50 psi	2500	\$113	\$17	\$17	\$28
SUPPORT TENDER NWCG TYPE S3	200 @ 50 psi	1000	\$89	\$13	\$13	\$22
TACTICAL TENDER NWCG TYPE T1	250 @ 150 psi	2000	\$113	\$17	\$17	\$28
TACTICAL TENDER NWCG TYPE T2	250 @ 150 psi	1000	\$89	\$13	\$13	\$22

**2014 STATE FORESTER'S  
ACCEPTABLE EQUIPMENT RATES  
FOR COOPERATIVE FIRE RATE AGREEMENTS**

**COOPERATIVE STATE FORESTRY DIVISION EXCESS APPARATUS**

Vehicle Type	Other	Daily Rate	Mileage Rate (Wet - Fire Dept. pays for fuel/oil)
ENGINES NWC6 TYPE 1-5 AND All Tenders		\$66/Hr	
ENGINE NWC6 TYPE 6		\$37/Hr	
<b>LIGHT VEHICLES INCLUDING COMMAND VEHICLES</b>			
Sedans - All		\$40	\$0.40
Pickup 4x2 Compact	All Body Styles	\$34	\$0.34
Pickup 4x2 1/2 ton	All Body Styles	\$42	\$0.42
Pickup 4x2 3/4 ton	All Body Styles	\$57	\$0.57
Pickup 4x2 1 ton	All Body Styles	\$65	\$0.65
Pickup 4x4 Compact	All Body Styles	\$41	\$0.41
Pickup 4x4 1/2 Ton	All Body Styles	\$45	\$0.45
Pickup 4x4 3/4 Ton	All Body Styles	\$65	\$0.65
Pickup 4x4 1 Ton	All Body Styles	\$74	\$0.74
Medium Duty Truck 1 1/2 Ton 4x2 or 4x4	All Body Styles	\$66	\$0.66
Medium Duty Truck 2 Ton 4x2 or 4x4	All Body Styles	\$72	\$0.72
Medium Duty Truck 2 1/2 Ton 4x2 or 4x4	All Body Styles	\$78	\$0.78
SUV 4x2 Compact		\$40	\$0.40
SUV 4x2 1/2 Ton		\$44	\$0.44
SUV 4x2 3/4 Ton		\$54	\$0.54

**2014 STATE FORESTER'S  
ACCEPTABLE EQUIPMENT RATES  
FOR COOPERATIVE FIRE RATE AGREEMENTS**

<b>LIGHT VEHICLES INCLUDING COMMAND VEHICLES (Cont)</b>				
Vehicle Type	Other	Daily Rate	Mileage Rate (Wet - Cooperator pays for fuel/oil)	
SUV 4x4 Compact		\$46	\$0.46	
SUV 4x4 1/2 Ton		\$54	\$0.54	
SUV 4x4 3/4 Ton		\$63	\$0.63	
Van 7 Pass (mini -van)		\$42	\$0.42	
Van 8 Pass Full Size		\$54	\$0.54	
Van 12 to 15 Pass Full Size		\$62	\$0.62	
ATV Quad Regular		\$75	No Mileage	
ATV Large		\$100	No Mileage	

<sup>1</sup> **CAFS Units:** Add 15% to base rate.

<sup>2</sup> **Vehicles over 20 years old:** Subtract 15% from base rate

<sup>3</sup> **Vehicles not fully equipped per Arizona State Forestry Division Equipment Guide:** Subtract 25% from base rate.

**STATE FORESTER'S  
REQUIRED WILDLAND EQUIPMENT GUIDE**  
Revision Date 01/14

ITEM	TYPE 1 ENGINE MINIMUM	TYPE 2 ENGINE MINIMUM	TYPE 3 ENGINE MINIMUM	TYPE 4 ENGINE MINIMUM	TYPE 5 ENGINE MINIMUM	TYPE 6 ENGINE MINIMUM	TYPE 7 ENGINE MINIMUM	ALL TENDER TYPES
<b>HOSE</b>								
Hose, 3/4" Feet, Synthetic or Hard	0	0	200	100	100	100	100	
Hose, 2 1/2", NH, ft	1200	1000						
Hose, 1 1/2" CJRL or Synthetic, NH, 100 ft length	5	5	10	3	3	3	0	2
Hose, 1" CJRL or Synthetic, NPSH, 100 ft length	2	3	8	3	3	3	2	
Hose, Suction, 4" Soft, ft	16	16						16
Hose, Suction, 1 1/2" Hard, lgs			2	2		2	2	
Hose, Suction, 4" +, hard, lgs	2	2						2
Hose, Suction, 2 1/2" Soft, lgs.			2					
<b>FITTINGS</b>								
Adaptor, 1 1/2" NH Female to 1" NPSH male			1					
Adaptor, 1 1/2" NPSH Female to 1 1/2" NH male			1					
Cap, 1" NPSH			1					
Cap, 1 1/2" NH			1					
Check & Bleeder valve, 1 1/2" NH			1					
Coupling, 1" NPSH double male	1	1	1	1	1	1	1	
Coupling, 1" NPSH double female	1	1	1	1	1	1	1	
Coupling, 1 1/2" NH double male	1	1	1	1	1	1	1	
Coupling, 1 1/2" NH double female	1	1	1	1	1	1	1	
Coupling, 2 1/2" NH double female	1	1						
Coupling, 2 1/2" NH double female	1	1						
Draft Bell, 2 1/2"			1					

ITEM	TYPE 1 ENGINE MINIMUM	TYPE 2 ENGINE MINIMUM	TYPE 3 ENGINE MINIMUM	TYPE 4 ENGINE MINIMUM	TYPE 5 ENGINE MINIMUM	TYPE 6 ENGINE MINIMUM	TYPE 7 ENGINE MINIMUM	ALL TENDER TYPES
Incraser, 1", NPSH Female to 1 1/2" NPSH male			1					
Incraser, 1" NPSH Male to 1 1/2" NH male			1					
Nozzle, 1" NPSH Adjustable Pattern	2	2	2	2	2	2	1	
Nozzle, 1" NPSH Forester			5	2	2	2	1	
Nozzle, 1 1/2" NH Adjustable Pattern	2	2	1	1	1	1	1	1
Reducer, 1" NPSH Female to to 3/4" GH male	1	1						
Reducer, 1 1/2" NH Female to 1" NPSH male	4	4	5	10	4	4	2	
Reducer, 2 1/2" NH Female to 1 1/2" NH male	4	4	1					1
Tee, Inline 1 1/2" NS x 1 1/2" NS to 1" NPSH			1	1	1			
Tip, nozzle, forester, straight team			1	1	1	1	1	
Tip, nozzle, forester, 3 gpm fog			1	1	1	1	1	
Tip, nozzle, forester, 6 gpm fog			1	1	1	1	1	
Valve, Gated Wye, 1 1/2" NH			5	4	4	4	2	1
Valve, Foot w strain,			1	1	1	1	1	
<b>Water Handling Accessories</b>								
Wetting Agent (dts). Foam may be subst.	2	2	2	2	2	2	2	
Clamp, Hose 1 1/2"	2	2	3	3	2	2	2	
Clamp, Hose 2 1/2" +	2	2						
Gasket, Assorted Sizes, ea.	2	2	2	2	2	2	2	2
Tank, Portable, Folding or pillow type								1000 gal min.
Wrench, Hydrant	2	2	1	1	1	1	1	1
Wrench, Spanner	2	2	2	2	2	2	2	2

ITEM	TYPE 1 ENGINE MINIMUM	TYPE 2 ENGINE MINIMUM	TYPE 3 ENGINE MINIMUM	TYPE 4 ENGINE MINIMUM	TYPE 5 ENGINE MINIMUM	TYPE 6 ENGINE MINIMUM	TYPE 7 ENGINE MINIMUM	ALL TENDER TYPES
<b>Fireline Tools</b>								
Water, drinking, gal. (1 gal per person minimum)	4	3	3	3	3	3	3	2
Fusees	24	24	24	24	24	24	24	
McLeod	2	2	2	2	2	2	2	
Pulaski	2	2	2	2	2	2	2	1
Shovel or Combi tool	2	2	2	2	2	2	2	1
Backpack Pump	2	2	2	2	2	2	2	
File, Mill, Bastard	1	1	1	1	1	1	1	1
Chainsaw Kit			1	1	1	1	1	
<b>Structural Fire Tools</b>								
Debris Bag	1	1						
Fire Axe	1	1						
Forcible Entry Tool	2	2						
Hall Runner	1	1						
Ladder, 10' Attic	1	1						
Ladder, 14' Roof	1	1						
Ladder, 24' Extension	1	1						
Pike Pole 6 or 8'	1	1						
Salvage Cover 12 x 18'	1	1						
SCBA	4	3						
Spare SCBA Bottle	4	3						
Square Point Shovel	1	1						

Misc. Accessories									
Bag, Garbage	3	3	3	3	3	3	3	3	3
Batteries, Size AA	24	24	24	24	24	24	24	24	24
Spare Tire			1	1	1	1	1	1	
Can, Gas, 2 gal with gas	1	1	1	1	1	1	1	1	1
Chain, Tow or Tow Strap			1	1	1	1	1	1	
Extinguisher, Fire, 10 lb	1	1	1	1	1	1	1	1	1
Flagging, roll	1	1	1	1	1	1	1	1	1
Flashlight	1	1	1	1	1	1	1	1	1
Jack (size appropriate for vehicle) & lug wrench	1	1	1	1	1	1	1	1	1
Radio, Mobile, with 154,280 capability	1	1	1	1	1	1	1	1	1
Kit, First Aid, 10 pers.	1	1	1	1	1	1	1	1	1
Rations, MRE's or equals	12	12	12	12	12	12	12	12	6
Reflector, Emergency	1	1	1	1	1	1	1	1	1
Kit, Vehicle Maintenance Tool	1	1	1	1	1	1	1	1	1

**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Michael Scheu, Building Official  
**Date:** 03/12/2014  
**Meeting Date:** 03/18/2014



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**TITLE:**

**Consideration and Adoption of Ordinance No. 2014-08:** An Ordinance of the City Council of the City of Flagstaff, Arizona, amending Flagstaff City Code, Title 4, Building Regulations, by adding a new Chapter 4-10, Uniform Housing Code, 1997 Edition and Amendments. *(This change will streamline the process and simplify debt collection by the City when the cost of repairs or demolition is taken on by the City)*

**RECOMMENDED ACTION:**

At the March 18, 2014, Council Meeting:

- 1) Read Ordinance No. 2014-08 by title only for the first time
- 2) City Clerk reads Ordinance No. 2014-08 by title only (if approved above)

At the April 1, 2014, Council Meeting:

- 3) Read Ordinance No. 2014-08 by title only for the final time
- 4) City Clerk reads Ordinance No. 2014-08 by title only (if approved above)
- 5) Adopt Ordinance No. 2014-08

**Policy Decision or Reason for Action:**

This ordinance will amend Title 4, Building Regulations, by making certain technical, procedural and administrative changes to the Uniform Housing Code, 1997 Edition ("UHC"), previously adopted by the Flagstaff City Council,

**Financial Impact:**

See financial implications in additional information.

**Connection to Council Goal:**

11. Effective governance

**Has There Been Previous Council Decision on This:**

Not on these specific issues.

**Options and Alternatives:**

- 1) Do not adopt Ordinance No. 2014-08
- 2) Amend Ordinance No. 2014-08

**Background/History:**

In the last year, staff has increasingly come to rely on the UHC as its principal tool for addressing substandard building complaints. In working closely with the UHC, staff has come to realize that certain technical and procedural changes are warranted in order to not only harmonize the UHC with those other international codes previously adopted by Council, but also to streamline and simplify the process for the collection of debts incurred by the City for the demolition or repair of substandard buildings. In regard to technical amendments, revised Section 701.1, Heating, provides a fairly typical example. Currently, Section 701.1 states that dwelling units shall be capable of maintaining a room temperature of 70 degrees Fahrenheit. The proposed revision amends that standard to 68 degrees Fahrenheit, a change that simply brings this requirement in line with the International Building Code. More significant than these clarifying changes, the proposed amendments modify Chapter 16, which principally governs the legislative body's hearing of protests.

Currently, UHC, Chapter 16, mandates that the legislative body, in this case the City Council, pass judgment upon the building official's, and, by extension, the Building and Fire Code Board of Appeal's, determinations, as well as the "correctness of the charge" for those costs incurred by the City in abating the substandard conditions. The proposed amendments make no changes to Chapter 12, Appeal, which govern an individual's right to appeal the building official's decision to the Board of Building and Fire, and specifically adds language, Section 1501.3 – Procurement, to the UHC requiring staff to follow the City's procurement manual when hiring outside contractors for demolition or repair. As the two principal objectives of the legislative hearing set forth in Chapter 16, to pass upon the report of the building official and to satisfy itself with the correctness of the charge, are already substantially covered by the UHC and the proposed amendments, the need for such a burdensome additional hearing is all but negated.

**Key Considerations:**

City Council has expressed a desire to see the City take proactive steps in remediating substandard properties. By adopting these amendments, City staff will be able to devote more of their time and energy to that task, and less to the time-consuming and cumbersome administrative tasks currently imposed by the UHC.

**Community Involvement:**

Involve

The proposed ordinance and staff summary will be posted in accordance with law, and interested persons are invited to comment at the City Council meetings at which the ordinance will be under consideration. The Board of Building and Fire has reviewed the attached ordinance and is in favor of the proposed amendments.

**Expanded Options and Alternatives:**

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**Attachments:**     [Ord. 2014-08](#)

**ORDINANCE NO. 2014-08**

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF FLAGSTAFF, ARIZONA AMENDING TITLE 4, BUILDING REGULATIONS, BY ADDING A NEW CHAPTER 4-10, UNIFORM HOUSING CODE, EDITION 1997**

**RECITALS:**

WHEREAS, the Uniform Housing Code, Edition 1997 (the "Uniform Housing Code"), was adopted by the Flagstaff City Council on July 2, 2013 as one of the suite of codes comprising the "2012 International Family of Codes"; and

WHEREAS, the purpose of the Uniform Housing Code is to provide minimum standards to safeguard life or limb, health, property, and public welfare by regulating and controlling the use and occupancy, location, and maintenance of all residential buildings within this City; and

WHEREAS, in order to provide a more equitable and practicable method, cumulative with and in addition to any of the other remedies provided in the Flagstaff Municipal Code, or otherwise available at law, whereby buildings which, from any cause, endanger the life or limb, health, property and public welfare are required to be repaired, vacated or demolished, it is necessary to amend certain provisions of the Uniform Housing Code.

**ENACTMENTS:**

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FLAGSTAFF AS FOLLOWS:**

SECTION 1. That Title 4, Building Regulations, is hereby amended by adding the following chapter:

**CHAPTER 4-10 UNIFORM HOUSING CODE, EDITION 1997**

Sections:

4-10-001-0001 AMENDMENTS, ADDITIONS, AND DELETIONS

**4-10-001-0001 AMENDMENTS, ADDITIONS, AND DELETIONS**

The following provisions shall have the effect of either amending, adding to, or deleting from the Uniform Housing Code, Edition 1997, adopted in Flagstaff City Code, Title 4, Building Regulations, Chapter 4-01, Administrative Enactments, Section 4-01-001-0002, Adoption.

**CHAPTER 2**

**Sec. 203** Add a new Sec. 203.3 to read:

**203.3 Board.** The housing advisory and appeals board described in this code shall be the Building and Fire Code Board of Appeals established in Chapter 2-02 of the Flagstaff Municipal Code.

**Sec. 205** Add a new Sec. 205 to read:

### **CONSTRUCTION AND APPLICATION OF CODE**

(1) **Code and Additional Remedy.** Neither this code nor any application thereof shall be deemed to lessen or repeal any power of this jurisdiction to abate nuisances or to collect amounts expended to pay the costs and expenses thereof. This code is intended as an additional remedy for the abatement of nuisances to that of injunction or otherwise; and precludes neither the use of any existing statutory or common law remedies nor the application of any penalty provisions for violation of this code.

(2) **Inclusion of Legal Representative.** Every reference in this code to a person individually or to a class or status declared by Section 1101(c) to be entitled to service of Notice and Order, shall mean and include such person's legal guardian, conservator, attorney in fact, receiver, trustee, executor, administrator, or other such representative.

### **CHAPTER 3**

**Sec. 302** is deleted and a new Sec. 302 is added to read:

#### **Sec. 302 – FEES**

When a building permit is required by Section 301 of this code, the appropriate fees shall be paid as specified in Section 108 of the Building Code.

**Sec. 303** is deleted and a new Sec. 303 is added to read:

#### **Sec. 303 – INSPECTION**

Buildings or structures within the scope of this code and all construction or work for which a permit is required shall be subject to inspection by the building official in accordance with and in the manner provided by this code and Section 108 and 1704 of the Building Code.

**Sec. 304** a new Sec. 304 is added to read:

#### **Sec. 304 – OTHER APPROVALS REQUIRED**

The provisions of this Chapter shall in no way affect any other type of approval required by any other ordinance or statute of the City, State, or any political subdivision of the State, or of the United States, but shall be construed as an added requirement.

### **CHAPTER 4**

**Sec. 401** the definitions of “Building Code” and “Mechanical Code” are deleted and new definitions are added that read:

**BUILDING CODE** is the *International Building Code* promulgated by the International Conference of Building Officials, as adopted by this jurisdiction.

**MECHANICAL CODE** is the *International Mechanical Code* promulgated by the International Conference of Building Officials, as adopted by this jurisdiction.

## CHAPTER 5

**Sec. 501** is deleted and a new Sec. 501 is added to read:

### **Sec. 501 – LOCATION ON PROPERTY**

All buildings shall be located with respect to property lines and to other buildings on the same property as required by Section 503.1.2 and Chapter 6 of the Building Code and the Zoning Code of this jurisdiction.

**Sec. 503.1** is deleted and a new Sec. 503.1 is added to read:

**Sec. 503.1 Ceiling Heights.** Ceiling heights shall comply with the currently adopted Building Code.

**Sec. 503.2** Delete the sentence at the end of the first paragraph that reads: "Where more than two persons occupy a room for sleeping purposes, the required floor area shall be increased at the rate of 50 square feet (4.65 m<sup>2</sup>) for each occupant in excess of two."

**Sec. 503.3** is deleted and a new Sec. 503.3 is added to read:

**503.3 Width.** No habitable room other than a kitchen shall be less than 7 feet (2134 mm) in any dimension.

Each water closet stool shall be located in a clear space not less than 30 inches (762 mm) in width and a clear space in front of the water closet stool of not less than 21 inches (533 mm) shall be provided.

**Sec. 504.2** is deleted and a new Sec. 504.2 is added to read:

**504.2 Light.** Guest rooms and habitable rooms within a dwelling unit or congregate residence shall be provided with natural light by means of exterior glazed openings with an area not less than eight percent (8%) of the floor area of such rooms.

**Sec. 504.3** Delete the first sentence of Sec. 504.3 and add a new first sentence to read: "Guest rooms and habitable rooms within a dwelling unit or congregate residence shall be provided with natural ventilation by means of openable exterior opening with an area not less than four percent (4%) of the area ventilated."

**Sec. 505.5** is deleted and a new Sec. 505.5 is added to read:

**Sec. 505.5 Water Closet Compartments.** Walls and floors of water closet compartments, except in dwellings, shall be finished in accordance with Section 1210 of the Building Code.

## CHAPTER 6

**Sec. 601.3** Add the following sentence: "All wood showing evidence of termite damage or decay, where structural or functional integrity is impaired, shall be replaced."

**CHAPTER 7**

**Sec. 701.1** is deleted and a new Sec. 701.1 is added to read:

**701.1 Heating.** Dwelling units shall be provided with heating facilities capable of maintaining a room temperature of 68 degrees Fahrenheit in all habitable rooms, bathrooms and toilet rooms. Such facilities shall be installed and maintained in a safe condition and in accordance with the Mechanical Code and all other applicable laws. Unvented fuel-burning heaters are not permitted. All heating devices or appliances shall be of an approved type.

**CHAPTER 9**

Chapter 9 is deleted in its entirety.

**CHAPTER 11**

**Sec. 1103** is deleted and a new Sec. 1103 is added to read:

**Sec. 1103 – REPAIR, VACATION AND DEMOLITION**

The following standards shall be followed by the building official (and by the board of appeals if an appeal is taken) in ordering the repair, vacation, or demolition of any dangerous building or structure:

1. Any building declared a dangerous building under this ordinance either shall be repaired in accordance with the current building code or shall be demolished at the option of the building owner.
2. If the building or structure is in such condition as to make it immediately dangerous to the life, limb, property, or safety of the public or its occupants, it shall be ordered to be vacated.
3. The determination of whether the building is a dangerous building shall be made without regard to temporary security measures to prevent access to the building.

If the building or structure is in such condition as to make it immediately dangerous to the life, limb, property or safety of the public or occupants, it shall be ordered to be vacated. Notwithstanding the provisions of Section 1104, if the building official determines that the immediate danger must be forthwith corrected or eliminated, he may without further notice correct the conditions or remove the hazard or do both, and notice that such action is being or was done, together with a statement of the reasons for such emergency action, shall be sent to the persons described in Section 1101.3.

**CHAPTER 13**

**Sec. 1306** a new Sec. 1306 is added to read:

**Sec. 1306 – COURT REVIEW OF BOARD DECISION**

A decision of the board, made at a duly scheduled and publicly noticed meeting, unless otherwise stated by the board in the body of said decision, shall be final. No further appeal is available to City boards, courts, or officials. Persons aggrieved by final decisions of the board must file their appeals in Coconino County Superior Court.

**Chapter 15**

**Sec. 1501.2** is deleted and a new Sec 1501.2 is added to read:

**1501.2 Costs.** The costs of such work plus ten percent (10%) of paid cost for administrative overhead thereof shall be paid from the repair and demolition fund, and shall be made a special assessment against the property involved.

**CHAPTER 16** Chapter 16 is deleted, and a new Chapter 16 is added to read:

**CHAPTER 16**

**RECOVERY OF COST OF REPAIR OR DEMOLITION**

The building official shall keep an itemized account of the costs and expenses incurred by this jurisdiction in the repair or demolition of any building, structure, or building service equipment done pursuant to the provisions of Section 1103 or Sections 1401.3.3 and 1501.1 of this Code. Upon the completion of the work of repair or demolition, the building official shall send the bill therefore to the persons whose rights and duties were concluded by the findings, decisions, and orders of the building official or board; and all such persons shall be jointly and severally liable for said costs and expenses. The building official shall prepare and file with the board a report specifying the work done, the itemized and total cost and expense of the work, a description of the real property upon which the building, structure, or equipment is or was located, and the names and addresses of those liable for payment; and shall make the costs and expenses a lien on all real and personal property within any county in the State of Arizona in which any person liable for payment may have a legal, equitable, or security interest. Such lien shall be effective from and after the date it is recorded in the Office of the Coconino County Recorder. Commencing thirty (30) days after recording, the amount thereof shall accrue interest thereon at the rate of ten per cent (10%) per annum, or fraction thereof, until fully paid to this jurisdiction as established by the City’s Management Service Director.

SECTION 2. That the City Clerk be authorized to correct typographical and grammatical errors, as well as errors of wording, spelling, and punctuation, as necessary; and that the City Clerk be authorized to make formatting changes needed for purposes of clarity and form, if required, to be consistent with Flagstaff City Code.

PASSED AND ADOPTED by the City Council and approved by the Mayor of the City of Flagstaff this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

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CITY ATTORNEY

**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Elizabeth A. Burke, City Clerk  
**Date:** 03/12/2014  
**Meeting Date:** 03/18/2014



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**TITLE:**

**Consideration and Approval of Contract:** Intergovernmental Agreement between City of Flagstaff and Coconino County for election services for the May 20, 2014, Special Election.

**RECOMMENDED ACTION:**

Approve the Intergovernmental Agreement between the City of Flagstaff and Coconino County for election services for the May 20, 2014, Special Election.

**Policy Decision or Reason for Action:**

The attached Intergovernmental Agreement (IGA) outlines the roles of the City and County in the May 20, 2014, Special Mail Ballot Election for ratification of the Regional Plan. Changes to this IGA from agreements approved in the past are: 1) a new Dispute Resolution (Section 11) to address what process will be followed should questions arise about the conduct of the election; and 2) additional language regarding compliance with laws that allows for consultation with the Secretary of State to determine what procedures are appropriate and lawful for conducting elections.

**Financial Impact:**

This election has been budgeted in the FY2014 Budget for \$125,000. The services provided by the County are charged at \$2.50 per registered voter. With approximately 31,000 registered voters, the County charges should be around \$77,500. Additional expenses will be incurred with Election Operation Services for compilation, translation, and mailing of the associated Publicity Pamphlet.

**Connection to Council Goal:**

11. Effective governance.

**Has There Been Previous Council Decision on This:**

While the City Council has discussed the Regional Plan much of last year, it was on January 14, 2014, that the *Flagstaff Area Regional Plan 2030: Place Matters* was adopted and the Council called for the May 20, 2014, Special Election to ratify that action as required by State law.

**Options and Alternatives:**

1) Approve the IGA as presented or 2) amend the IGA and return to Coconino County for further consideration.

**Background/History:**

On January 14, 2014, the City Council adopted Resolution No. 2014-02 calling for a Special Election on May 20, 2014, to ratify the action taken by the Council in adopting the Flagstaff Area Regional Plan 2030: Place Matters on that same date. This IGA outlines the responsibilities of the City and County with respect to this election. It also includes a new section (Section 11) to address dispute resolution, should the City receive complaints on the operation of the election.

As you know, questions were raised about election procedures during the 2012 election, which were forwarded to the County. Some of those issues were addressed by the then-current County Recorder. After consultation with the Secretary of State's Office, the City Clerk, the current County Recorder, and the City Attorney believe that many of the remaining concerns raised have been addressed. We are confident that this election will proceed in accordance with State law. We have also set forth new provisions in the IGA to provide a process for resolving any future disputes.

**Community Involvement:**

Inform  
Consult  
Involve  
Collaborate  
Empower

An election of this type provides the ultimate power to the voters of the City, in allowing them to ratify, or not, action taken by the Council in adopting the Flagstaff Area Regional Plan 2030: Place Matters in January of this year.

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**Attachments:**    [IGA](#)

**INTERGOVERNMENTAL AGREEMENT  
FOR PROVISION OF SERVICES BY THE  
COCONINO COUNTY RECORDER'S OFFICE**

THIS AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ between **COCONINO COUNTY RECORDER'S OFFICE** ("Recorder"), for and on behalf of the **COCONINO COUNTY BOARD OF SUPERVISORS**, the governing body of Coconino County, a political subdivision of the State of Arizona ("**COUNTY**"), and **CITY OF FLAGSTAFF**, ("**CITY**").

**RECITALS**

1. **CITY** is authorized under Flagstaff City Charter, Article IX, to hold primary, general, and special elections.
2. **COUNTY** is authorized, pursuant to A.R.S. Sections 16-408.D, and 11-251.3, to perform services concerning elections.
3. **COUNTY** is authorized by A.R.S. Section 16-172 to allow any political subdivision conducting an election to utilize the County registration rolls upon negotiation of an agreement to reimburse the County Recorder for actual expenses for preparing the necessary lists for use in such election.
4. **COUNTY** and **CITY** have determined that the use of the services of the Recorder's Office is in the public interest, and **COUNTY** agrees to provide such services.

NOW, THEREFORE, pursuant to Arizona Revised Statutes Section 11-952, authorizing contracts between public agencies for services for the joint exercise of powers common to both the **CITY** and the **COUNTY** and in consideration of the mutual covenants and stipulations set forth below, the parties agree as follows:

**SECTION 1: PURPOSE**

The purpose of the Agreement is to secure the services of **COUNTY**, as enumerated in Section 2, for the preparation and conduct of the **CITY'S** Special Election regarding its General Plan, which will be conducted by mail ballot (the "Election").

**SECTION 2: SERVICES TO BE PERFORMED BY COUNTY**

**COUNTY**, or its designated agent, agrees to:

For all elections:

- 2.1 Provide ballots, which will allow qualified electors to vote for any questions or candidates appearing on the ballot.
- 2.2 Cause the election boards to use the copies of the registers, prepared from the records of the Recorder, for the purpose of identifying the electors qualified to vote in **CITY** elections.

- 2.3 Conduct training as necessary.
- 2.4 Staff voting and tally boards, count ballots, and transmit the results to **CITY** within five (5) business days of each Election day.
- 2.5 Provide facilities for counting the ballots.
- 2.6 Provide facilities for obtaining replacement ballots for voters who misplace ballots, do not receive ballots, or spoil ballots in any way.
- 2.7 Provide translation, layout, and printing of ballots, ensuring that the return ballot envelopes are coded with a special postal code so that postal officials know to handle them with extreme care and promptness, and not to leave them unsecured.
- 2.8 Prepare the necessary registers for use in the election.
- 2.9 Provide an electronic file of all of the registered voters to William E. Doyle, a sole proprietor, doing business as Elections Operations Services, in time to meet all legal requirements and deadlines.
- 2.10 Provide publicity for last day to register, replacement ballots; drop off locations, and early voting availability and deadlines.
- 2.11 Provide to **CITY** an itemized statement of charges.

For polling place elections only: N/A

- 2.12 Establish polling place and provide staffing for the polling place election.
- 2.13 Provide facilities where voters may hand deliver ballots during regular business hours, Monday through Friday, throughout the balloting period, or during the hours of 6:00 a.m. to 7:00 p.m. on each Election Day.
- 2.14 Mail ballots, by first class mail, to every registered voter in the City of Flagstaff who is on the County's permanent early voting list or who has requested an early ballot pursuant to law. Ballots must be mailed within the statutorily required timeframes.

For mail ballot elections only:

- 2.15 Mail ballots, by first class mail, to every registered voter in the City of Flagstaff.
- 2.16 Mail a notice of election to every registered voter for the purpose of notifying voters of the mail ballot election and to clean up the election rolls.

### **SECTION 3: OBLIGATIONS OF CITY OF FLAGSTAFF**

**CITY**, or its designated agent, agrees to:

- 3.1 Upon completion of the canvass, prepare and issue the Certificate of Results for the Primary and General Elections, if applicable.
- 3.2 Pay to **COUNTY**, on a reimbursement basis, the actual cost of the service provided including, but not limited to \$2.50 per registered voter in the special election and for the actual cost of outreach, and administrative services provided by **COUNTY** pursuant to this Agreement. **CITY** will pay **COUNTY** within thirty (30) days after presentation by **COUNTY** of demand for payment.
- 3.3 Submit before the Election, upon request from ELECTION OPERATION SERVICES, (EOS) a check payable to EOS for estimated election postage costs for the mailing of the special postcard notification and mailing of information pamphlets. In addition, **CITY** will pay EOS directly for costs associated with Spanish translations of voting information, the actual cost of informational pamphlets, notification postcards, ballots, materials, and other election services as needed, upon presentation of an itemized billing by EOS.
- 3.4 All books, accounts, reports, files, and other records of the **COUNTY** relating to the contract shall be subject at all reasonable times to inspection and audit by the **CITY** for three (3) years after completion of the contract.
- 3.5 Publish and/or post all legal notices required by statute.
- 3.6 Prepare and submit Voting Rights Act submissions to the U.S. Justice Department, if applicable.
- 3.7 Provide translation, layout, printing, and mailing of Informational Pamphlet.
- 3.8 Prepare and file a report to the Speaker of the House and President of the Senate regarding the Mail Ballot Election results as required by statute. Provide any other notices, including but not limited to notice of change to taxing district boundaries, required for the contract for elections.

### **SECTION 4: MANNER OF FINANCING AND BUDGETING**

Each party represents that it has sufficient funds available in this current fiscal year budget to discharge the funding obligation imposed by this Agreement.

### **SECTION 5: TERMINATION**

This Agreement shall terminate upon completion or resolution of all matters connected with the election, legal challenges excepted, or upon written notice by either party to the other within thirty days (30) prior to the election date. Should the elections which are the subject of this Agreement be challenged or questioned for any reason whatsoever, then **CITY** shall be solely responsible for the defense of the election, however, the County agrees to make its officers and

employees available to testify as witnesses in any litigation related to the Election and to make its officers and employees available for any reasonable preparation for any such litigation.

#### **SECTION 6: INDEMNIFICATION**

Each party (as "Indemnitor") agrees to indemnify, defend and hold harmless the other party (as "Indemnitee") for, from and against any and all claims, losses, liability, costs or expenses, including reasonable attorney fees, (collectively referred to as "Claims") including those arising out of injury of any person, including bodily injury, death, or property damage, but only to the extent that such Claims which result in vicarious or derivative liability to the Indemnitee are caused by the act, omission, negligence, misconduct or other fault of the Indemnitor, its officers, officials, agents, employees, charges, or volunteers.

#### **SECTION 7: EFFECTIVE DATE AND TERM OF AGREEMENT**

This Agreement shall be effective at the time of signing and shall terminate as provided in Section 5.

#### **SECTION 8: SEVERABILITY**

If any provision of this Agreement or application of this Agreement is held invalid, such invalidity shall not affect other provisions or applications of this Agreement.

#### **SECTION 9: AUTHORITY TO CONTRACT**

Each party represents and warrants that it has full power and authority to enter into this Agreement and perform its obligations under this Agreement and has taken all required acts or actions necessary to authorize the Agreement.

#### **SECTION 10: CONFLICT OF INTEREST**

This Agreement is subject to Arizona Revised Statutes Section 38-511 and may be cancelled if any person significantly involved in initiating, negotiating, securing, drafting, or creating this Agreement on behalf of either party is an employee, consultant, or agent of the other party to this Agreement.

#### **SECTION 11: DISPUTE RESOLUTION**

- 11.1 Resolution of Issues Raised by Third Parties. The Parties understand that from time to time members of the public may raise issues about the conduct of an Election. If requested by the City, the County agrees to provide a thorough written explanation of its procedures to address the concerns raised by a member of the public. The City will not request an explanation from the County until after the canvass of the election and the time period for filing an election challenge has passed. If an election challenge is filed by the member of the public who has raised issues about the conduct of an Election, or if the member of the public has brought or intends to bring any legal action to enforce election laws, this paragraph is not applicable.
- 11.2 Attorneys' Fees. In the event any action at law or in equity is instituted between the parties in connection with this Agreement, the prevailing party in the action will be

entitled to its costs including reasonable attorneys' fees and court costs from the non-prevailing party.

**SECTION 12: COMPLIANCE WITH ALL LAWS**

**COUNTY** and **CITY** will comply with all applicable laws, ordinances, rules, regulations and executive orders of the federal, state and local government, which may affect the performance of this Agreement. Any provision required by law, ordinances, rules, regulations, or executive orders to be inserted in this Agreement shall be deemed inserted, whether or not such provisions appear in this Agreement. If there is a dispute between the parties as to whether their actions are compliant with all applicable laws, the Parties may consult with the Secretary of State's Office to determine the formal or informal position of that office.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

CITY OF FLAGSTAFF

COCONINO COUNTY

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
COCONINO COUNTY RECORDER

\_\_\_\_\_  
CHAIRMAN, BOARD OF SUPERVISORS

ATTEST:

ATTEST:

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
CLERK OF THE BOARD

In accordance with A.R.S. §11-952, the undersigned, as legal counsel for the City of Flagstaff, has reviewed the foregoing intergovernmental agreement and has determined that it is in appropriate form and is within the powers and authority granted to the CITY.

In accordance with A.R.S. §11-952, the undersigned, as legal counsel for Coconino County, has reviewed the foregoing intergovernmental agreement and has determined that it is in appropriate form and is within the powers and authority granted to the COUNTY.

\_\_\_\_\_  
CITY ATTORNEY

\_\_\_\_\_  
DEPUTY COUNTY ATTORNEY

**CITY OF FLAGSTAFF**  
**STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Karl Eberhard, Comm Design & Redevelopment Mgr  
**Co-Submitter:** Amy Hagin, Senior Procurement Specialist  
**Date:** 03/12/2014  
**Meeting Date:** 03/18/2014



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**TITLE:**

**Consideration and Approval of Contract:** Landscape Maintenance Services for BBB-funded Beautification Areas

**RECOMMENDED ACTION:**

Reject all proposals from RFP No. 2014-33

**Policy Decision or Reason for Action:**

Landscape maintenance of BBB Beautification Areas performed by Parks Division staff is more cost effective.

**Financial Impact:**

If the recommended action is the City Council's choice, the BBB Beautification Fund will save approximately \$19,795 per year. The City will realize additional savings (un-quantified) as the associated 4.5 FTE (full-time equivalent) staff positions also serve other programs.

**Connection to Council Goal:**

Effective governance - The City recognizes that attractive and well-maintained landscapes are important to the City's image and sense of place, and thus, the economic vitality of the City. Thus maintenance of BBB-funded Beautification Areas performed by Parks Division staff effectively and efficiently uses revenues to support economic vitality.

**Has There Been Previous Council Decision on This:**

No.

**Options and Alternatives:**

- 1) Accept proposal received.
- 2) Reject all proposals and continue landscape maintenance of BBB-funded Beautification Areas by the Parks Division (Recommended).
- 3) Reject all proposals and re-issue the Request for Proposals seeking a lower cost of services.
- 4) Provide staff with alternative direction.

**Background/History:**

The City of Flagstaff Parks Division currently maintains approximately 50 acres of landscaped areas throughout the city on behalf of the BBB Beautification Program. Note that additional areas that are maintained by the Parks Division staff, such as parks, open space and streets, are separate (not a part of the BBB Beautification Program), were not included in this Request for Proposals, and are thus not addressed in this report.

To more effectively manage the maintenance of BBB-funded Beautification Areas, Community Design & Redevelopment (CD&R) staff prepared a detailed inventory of all landscaping installed and maintained under the BBB Beautification Program. Individual areas were then evaluated according to health and visual quality, the potential need of capital reinvestment, the potential for alternative maintenance strategies, and any other special handling needs. In addition, the City's current maintenance practices were evaluated and modified to reflect the needs of individual projects, and detailed specifications were then written by CD&R staff for maintenance work of BBB-funded Beautification Areas.

Per City Council direction in the FY14 budget process, CD&R staff sought competitive qualifications-based proposals for private maintenance of the BBB-funded Beautification Areas. Using the inventory work as a basis, approximately 28 acres of landscaping, and the written maintenance specifications were included in the scope of work. To potentially allow more than one contractor to be awarded some of the work, the 28 acres were broken down into three (3) areas based on geographic proximity and are listed as separate contract areas on the accompanying table. Proposers had the option of bidding on any or all of the three (3) areas. In response to the RFP, one (1) proposal was received from Morning Dew Landscape.

The work of maintaining the remaining BBB-funded Beautification Areas, approximately 22 acres, would remain with the Parks Division until the special handling needs were addressed. For example, for those individual projects that are in need of capital reinvestment, once the reinvestment work is done, the maintenance could be added to the maintenance contract. Other areas, such as certain frontages of private properties, may not require future maintenance and would simply be removed from the inventory.

Concurrent with the advertisement for bid of this work, Parks Division put together an Inter-departmental Service Request (ISR) cost to continue to perform the landscape maintenance. City departments can't bid on City projects so the ISR method was selected as a way of obtaining a meaningful in-house number that could then be compared to private bids. Since the maintenance specifications differed from current practices, the Parks Division was provided with the same information and based their fee on the same scope of services included in the RFP. The fact that the Parks Division would be preparing a comparable number was noted in the RFP.

This ISR cost and the proposal received are summarized in the following table:

Contract Area	City Maintenance Department (ISR) Proposal			Morning Dew's Proposal		
	Cost	CD&R Admin Cost	Total	Bid	CD&R Admin Cost	Total
A	\$140,702	\$2,241	\$142,943	\$99,415.38	\$5,327.66	\$104,743.04
B	\$82,068	\$1,300	\$83,368	\$109,058.48	\$5,954.44	\$115,012.92
C	\$57,852	\$941	\$58,793	\$80,755.97	\$4,387.48	\$85,143.45

Total Fees \$280,622.00 \$4,482.65 **\$285,104.65** \$289,229.83 \$15,669.58 **\$304,899.41**

Note that the costs in the table are for one year of maintenance.

### **Key Considerations:**

Albeit slight, the basic costs are less if the maintenance is performed by the Parks Division staff. However, to accurately understand the cost of contracting for services, we must also consider the cost of administering the contract. CD&R staff estimated the necessary tasks and the hours necessary to complete them, and estimate that administering the contract will add about 5.5%. These tasks include some "contract" things such as gathering insurance and qualifications certificates, various contract paperwork, payment requests, performance inspections, seasonal shut-down and start-up, and annual reporting. There are also a number of administrative ("non-contract") expenses that occur whether the work is performed by the Parks Division or by an external contractor. These include quality control reviews, work coordination, monitoring irrigation usage, and looking for necessary upgrades and efficiencies. Because the expenses for "contracting" are not required when the work is performed by the Parks Division, the comparison table reflects different costs for each option - contracted work versus work performed by the Parks Division.

Furthermore, the numbers provided by the Parks Division included some additional services that would be extra cost under a private contract. From time to time, Parks Division carries out special projects - supplemental maintenance, minor new plantings, and so forth, but importantly also including off-hours and emergency work.

And, the Parks Division's intimate knowledge of each landscape area's special needs is based on hands-on experience as well as scientific knowledge. They have excelled at performing this work for decades and if chosen to continue the work there will be no 'learning curve' as may be required by an outside contractor. Also, the Parks Division already has on hand all the labor, equipment, vehicles, and materials necessary to perform the work.

### **Expanded Financial Considerations:**

As a result of this exercise, inventorying and analyzing the areas being maintained, and developing new levels of service and maintenance specifications, the anticipated (and budgeted) funds for maintenance will be decreased by approximately \$100,000.

### **Community Benefits and Considerations:**

The exercise of comparing internal costs to external costs is, in itself, a community benefit to assure the efficient use of public monies. In this case, the exercise validated that the existing maintenance strategy is appropriate. In addition, the work of preparing the inventory and maintenance specifications necessary for bidding yielded effective maintenance management tools that will serve both the BBB Beautification Program and Parks Division.

### **Community Involvement:**

Involve

### **Expanded Options and Alternatives:**

1. Accept proposal received. This would increase revenues for a local business, potentially create a few jobs, negligibly increase tax revenues, and cost the City an additional \$19,795 per year.
2. Reject all proposals and continue landscape maintenance of BBB-funded Beautification Areas by the Parks Division (Recommended).
3. Reject all proposals and re-issue the Request for Proposals seeking a lower cost of services. This option is not likely to yield substantially different results.
4. Provide staff with alternative direction.

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**Attachments:**

**CITY OF FLAGSTAFF**  
**STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Roger Eastman, Zoning Code Administrator  
**Date:** 03/12/2014  
**Meeting Date:** 03/18/2014



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**TITLE:**

**Consideration and Adoption of Ordinance No. 2014-07 and Resolution No. 2014-10:** Resolution No. 2014-10 Declaring the proposed amendments as a public record; and adoption of Ordinance No. 2014-07, Adopting Amendments to that certain document entitled "Division 8-03-002, Sidewalk Cafes, Sidewalk Vending Carts and Other Permitted Encroachments" ***(An ordinance deleting North Downtown Business District Encroachment Policy, and replacing it in its entirety with Sidewalk Cafes, Sidewalk Vending Carts, and Other Permitted Encroachments)***

**RECOMMENDED ACTION:**

- 1) Read Resolution No. 2014-10 by title only
  - 2) City Clerk reads Resolution No. 2014-10 (if approved above)
  - 3) Read Ordinance No. 2014-07 for the first time by title only
  - 4) City Clerk reads Ordinance No. 2014-07 for the first time by title only
- At the April 1, 2014 Council Meeting:
- 5) Adopt Resolution No. 2014-10
  - 6) Read Ordinance No. 2014-07 for the final time by title only
  - 7) City Clerk reads Ordinance No. 2014-07 by title only (if approved above)
  - 8) Adopt Ordinance No. 2014-07.

**Policy Decision or Reason for Action:**

The proposed amendments to City Code Division 8-03-002, Sidewalk Cafes, Sidewalk Vending Carts and Other Permitted Encroachments establish updated standards and review procedures for sidewalk cafes and sidewalk vending carts in the downtown and other certain commercial zones.

Subsidiary Decisions Points: A key policy decision will concern the establishment of a defensible procedure for calculating an appropriate lease rate that is fair and reasonable to business owners and that also reasonably compensates the City for the use, by private individuals, of City sidewalks.

**Financial Impact:**

The proposed amendments establish a new uniform fee for processing the application for a sidewalk café, vending cart, or other encroachment, as well as a uniform methodology for establishing a lease rate for the use of public sidewalks by a business owner for a sidewalk café or vending cart.

**Connection to Council Goal:**

11. Effective governance

## **Has There Been Previous Council Decision on This:**

At the October 8, 2013 Work Session, the Council reviewed and discussed suggested amendments to Division 8-03-002 developed by staff, received public comment, and provided staff with specific direction on an appropriate path forward.

## **Options and Alternatives:**

Please refer to the Expanded Options and Alternatives below.

## **Background/History:**

Sometime in the early 1970's, the City Council adopted the North Downtown Business District Encroachment Policy as Division 8-03-002 of the Flagstaff City Code. This ordinance, which was updated in 1996 and 1997, established standards and procedures for the review and approval of commercial encroachments (including sidewalk cafes and vending carts) as well as for permitted encroachments by certain structures (including, for example, overhead encroachments, excavations, and basement access) and encroachments by other activities and objects such as construction, bicycle racks, newspaper vending machines, etc.

Division 8-03-002 was specifically written to allow sidewalk cafes and sidewalk vending carts in downtown Flagstaff only, and hence no such encroachments may be permitted in other areas of the City, including the Southside. Many existing Southside businesses have been frustrated because of their inability to establish sidewalk cafes in public right-of-way.

Following Council discussion of this issue in October last year, staff from the City Attorney's office and the Community Development Division has developed amendments to this Division. The draft ordinance incorporates ideas for simplifying and clarifying an approach for the review and issuance of permits for sidewalk cafes and sidewalk vending carts in most commercial zones within the City.

## **Key Considerations:**

Staff has completed amendments to Division 8-03-002 of the Flagstaff City Code. Currently this Division is called "North Downtown Business District Encroachment Policy", and it will be renamed as "Sidewalk Cafes, Sidewalk Vending Carts, and Other Permitted Encroachments".

The amendments to this Division are based on some of the provisions in Division 8-03-002 which have been kept, as well as ideas from a variety of other cities, including Portland, OR, Seattle, WA, Salt Lake City, UT, Minneapolis, MN, and Redwood City, CA. In the narrative below, staff will describe the principal sections and provisions of the proposed draft ordinance.

Reorganization of the Division. This Division has been reorganized so that, for example, the definitions and appeals sections have been consolidated and certain sections have been rearranged so that the document is more logically organized. The definitions are also arranged alphabetically.

1. Illustrations. The Division includes illustrations to make it easier to understand key terms, such as "area of operation" and "clear pedestrian zone".
2. Applicability. The proposed standards apply to all commercial zones in the City except for the Suburban Commercial (SC) Zone. This is an important difference from the current standards which apply only to the downtown area, currently designated as the Commercial Business (CB) Zone. The proposed ordinance, therefore, would allow business owners in the Southside neighborhood or elsewhere in the City to apply for a sidewalk encroachment permit.
3. Types of encroachments. The amendments provide standards for three types of encroachments. Permits for sidewalk cafes and sidewalk vending carts encroachments will be administered by

Comprehensive Planning and Code Administration Program staff. Staff from the Development Engineering Program will continue to manage the encroachment permits required for work by public and private utilities in the right-of-way, driveway construction, and trash dumpsters placed in the right-of-way when there is no room on a property for them during construction.

4. Application fee. The amendments contemplate that all applications for sidewalk cafes and sidewalk vending carts will be required to pay an “application fee” to cover the administrative costs of accepting, reviewing and issuing a permit by staff. As changes to the City’s fee schedule are required by Arizona law to be posted to the City’s website for a minimum of 60 days before Council action on the fee, Council consideration of this application fee will be scheduled at a later date.
6. Annual lease rate: The amendments to Division 8-03-002 also contemplate an annual lease rate, the purpose of which is to compensate the City for use of public sidewalks for commercial purposes. The need for the lease rate arose when it was realized that sidewalk cafes located on Heritage Square were required to pay a license fee for the use of this public space as part of their lease agreements, whereas all other restaurants that had established seating areas on the sidewalks elsewhere in downtown were not required to pay for the use of the sidewalk.

Staff studied the methodology used by other US cities, including Seattle, WA and Corvallis, OR for establishing a defensible procedure for calculating an appropriate lease rate that is fair and reasonable to business owners and that reasonably compensates the City for the use by private individuals of its property. Staff recommends that a single aggregated lease rate should be applied City-wide rather than establish separate fees for different areas of the City. Staff created a matrix to analyze the property values of the parcels historically associated with applications for sidewalk cafes and sidewalk vending carts (see attached). Twelve such parcels were identified, including Heritage Square. Preliminary analysis suggests that the lease rate for use of a City sidewalk would be about \$15 per sq. ft.; i.e., \$1,800 annually for a 120 sq. ft. sidewalk café operating area. This is derived by taking the average full cash value established by the Coconino County Assessor’s Office for the 12 properties in the downtown and Southside areas, and dividing this value by the area of the parcel. The resultant average land value (\$60 per sq. ft.) may then be multiplied by the operating area in sq. ft. and a rate of return value of 25% (i.e. 0.25 over 4 years). Similarly, the cost to the proprietor of a vending cart based on a maximum operating area of 24 sq. ft. would be \$360 per year. Note that if the rate of return was calculated over a longer period of time, the annual lease rate would be lower. For example, if the rate of return was calculated over 6 years at 16.67%, then the lease rate for a 120 sq. ft. sidewalk café would be \$1,195.

The lease rate proposed above, or as ultimately adopted by the Council, will be applied to business owners who lease sidewalk space for outdoor cafes or vending carts, and will also be applied to business owners who lease portions of Heritage Square for outdoor dining areas. This lease rate will not apply in addition to any established lease amounts (e.g., for Cuvee 928 or Monsoon’s), and it would only apply once any current lease agreements terminate.

7. Permitting requirements and conditions of permits. The ordinance establishes the need for a permit for use of public sidewalks for sidewalk cafes and sidewalk vending carts, as well as other permitted encroachments consistent with existing City Code requirements. It also establishes minimum submittal requirements, including proof of liability and insurance, as well as procedures for review.
8. Denial, revocation or suspension of permits, and permit renewal. This section provides a procedure and standards for the denial, revocation or suspension of permits for sidewalk cafes and sidewalk vending carts. Note that the time frame for the renewal of a sidewalk café or vending cart permit has been changed. As the permit fee is for an annual permit, staff realized that applications for renewals of existing permits should be received from September 1<sup>st</sup> through December 31<sup>st</sup>. All applications received after December 31<sup>st</sup> will be processed as a new application. Consistent with the existing ordinance, an appeal process to the City Manager is established.

9. Location rules. Sidewalk cafes permitted under the current Division have been successful over the past years that staff has administered sidewalk café encroachment permits. Not only do the sidewalk cafés add to the ambiance and character of downtown Flagstaff, the standards in place have ensured that the encroachments do not constrict the sidewalk such that it is difficult for pedestrians to use them, especially those individuals who are mobility impaired. The proposed amendments to this Division are based on lessons learned through the application of the current standards, as well as best practices from other American cities that also permit sidewalk cafes and sidewalk vending carts. The new Division therefore, more clearly prescribes standards for minimum sidewalk width and a clear pedestrian zone relative to a defined area of operation for a sidewalk café. Allowances are also provided for pinch points around elements such as poles or posts supporting signs.
10. Standards for barriers defining sidewalk cafes. Arizona liquor laws require that barriers are installed to define an area in which alcohol is served, and federal Americans with Disabilities Act (ADA) standards require that barriers in public places meet certain standards so that, for example, a blind person with a cane can reasonably locate and move around the barrier. There are no minimum standards in the current code regarding the design and placement of barriers. The amendments, therefore, include a provision that requires barriers to harmonize with adjacent building's design, be moveable and not permanently attached to the sidewalk, and be constructed of high-quality durable materials. Appropriate standards to ensure compliance with ADA regulations are also included.
11. Sidewalk vending carts. The location and permitting regulations for sidewalk vending carts remain essentially unchanged from the existing regulations consistent with the Council's direction provided at the October 8, 2013 work session. The operating area for a sidewalk vending cart has been increased to 32 sq. ft. as staff realized that the area of 24 sq. ft. proposed in the October 8<sup>th</sup> draft was too small for a vending cart, operator, and trash receptacle.
12. Other Permitted Encroachments. This section remains essentially unchanged from the current regulations in Division 8-03-002, except that it has been updated and text has been clarified. Encroachments by such elements as bicycle racks, newspaper vending machines, potted plants, and mail boxes continue to be permitted, as do overhead encroachments, columns, and basement access. Similarly, permits will continue to be issued by the Engineering Section to allow construction activities in public rights-of-way, and to allow for the placement of waste containers in the right-of-way where there is no other location on-site for them to be placed.
13. Penalty for Violation and Abatement. Consistent with all City Code provisions, penalties are established for violations of Division 8-03-002, and authority is granted to the City to pursue summary abatement of a condition that creates "a risk of serious injury to persons or property".

### **Expanded Financial Considerations:**

As explained above, a key decision point for the Council will be the establishment of a defensible procedure for calculating an appropriate lease rate that is fair and reasonable to business owners and that also reasonably compensates the City for the use by private individuals of its property; i.e., sidewalks.

### **Community Benefits and Considerations:**

The current standards in Division 8-03-002, North Downtown Business District Encroachment Policy, have allowed for the establishment of sidewalk cafes and sidewalk vending carts in the downtown area. Bars and restaurants who have taken advantage of these regulations to establish seating areas on the public sidewalk have reported that their sales have increased making their businesses more profitable. Owners of sidewalk vending carts have also reported similar results. While increased business activity is beneficial to individual business owners, it also results in increased sales tax revenues to the City. Perhaps more importantly, the character and ambiance of downtown is significantly enhanced by sidewalk cafes and sidewalk vending carts, a fact that has been noted by many downtown businesses

and the Downtown Business Association. The proposed amendments to Division 8-03-002 are intended to continue to allow sidewalk cafes and sidewalk vending carts, so that the advantages described above may continue to be realized. However, other benefits result from these amendments, including the ability of business outside of the downtown area to also establish sidewalk cafes and sidewalk vending carts; the regulations have been clarified to eliminate confusing or contradictory regulations; enhanced protections for pedestrian use of sidewalks have been included; requirements for barriers around sidewalk cafes have been improved to assure architectural compatibility with buildings and to comply with ADA regulations; and, a mechanism to ensure the City is fairly compensated for private use of public rights-of-way is established. Furthermore, the existing regulations for other permitted encroachments that allow, for example, for the placement of a dumpster in public right-of-way when there is no space for it on a construction site, have been clarified.

### **Community Involvement:**

**INFORM, CONSULT, & INVOLVE** - Prior to the October 8, 2013 Council work session, staff provided a letter to business owners in the downtown and Southside who have utilized a sidewalk café and vending cart, or who have expressed interest in applying for a permit for one. This letter was also provided to the Downtown Business Association (DBA) and the Flagstaff Chamber of Commerce. On February 18, 2014 an updated letter was hand delivered to 16 business owners in the downtown and Southside neighborhood, as well as to the DBA and Chamber of Commerce so that they would be informed of the proposed amendments and upcoming hearings/meetings with the Council.

City staff attended the DBA's weekly meeting on February 24, 2014 to discuss the proposed amendments to Division 8-03-002. While the concept of permitting sidewalk cafes and sidewalk vending carts is supported by the DBA because, for example, they add to the ambiance and character of the downtown area, many members were concerned that the cost of the application fee and the permit fee was too high and that this would discourage businesses from applying for the permit. Staff explained why it was important and necessary to have a uniform fee for the use of public right-of-way by private businesses, and that ultimately the Council would decide on the amount of the fee (note the permit fee for a sidewalk café would apply to both Heritage Square and public sidewalks; however, no vending carts are permitted in Heritage Square).

City staff also presented the proposed amendments to a number of City Commissions and Committees, as summarized below:

**Pedestrian Advisory Committee** – December 12, 2013 and January 9, 2014. The Committee reviewed the proposed amendments to Division 8-03-002 and after some questions to staff and discussion the requirements for barriers around sidewalk cafes were supported, including the need for them to meet ADA standards. Further questions on potential obstructions, permitting requirements, and noise issues were answered by staff.

**Transportation Commission** – February 5, 2014. The Transportation Commission listened to staff's presentation on the sidewalk encroachment amendments, and moved to support the ordinance and recommended approval to the Council. The Commission reviewed the minutes of the Pedestrian Advisory Committee's last meeting, and they concurred with each of their points. The Commission also discussed the requirements for vending carts and were concerned that they were onerous, specifically the 100% approval requirement. Staff mentioned that a similar discussion had already taken place with the Council last year, and that the Council had directed staff not to change the requirements and standards for vending carts.

**Disability Awareness Commission** – February 25, 2014. After some discussion, during which staff answered questions, the Commission unanimously moved to support the proposed amendments to Division 8-03-002, and recommended their adoption by Council.

The public hearing/first reading of the ordinance to adopt the proposed amendments to Division 8-03-002 has been scheduled for March 18, 2014 with the ordinance's second reading and possible adoption now scheduled for April 1, 2014. The effective date will, therefore, be May 1, 2014. Owners of interested bars, restaurants, and sidewalk vending carts may apply for a Sidewalk Café and Sidewalk Vending Cart Permit on April 2<sup>nd</sup>, assuming Council adoption of the ordinance. However, permits will only be issued on April 30<sup>th</sup> in advance of the May 1<sup>st</sup> effective date.

**Expanded Options and Alternatives:**

1. Adopt Resolution No. 2014-10 declaring that the document entitled "Division 8-03-002, Sidewalk Cafes, Sidewalk Vending Carts and Other Permitted Encroachments" to be a public record
2. Do not adopt Resolution No. 2014-10 and, therefore, do not declare the proposed amendments to be a public record
3. Adopt Ordinance No. 2014-07 adopting amendments to that certain document entitled "Division 8-03-002, Sidewalk Cafes, Sidewalk Vending Carts and Other Permitted Encroachments"
4. Modify and adopt Ordinance No. 2014-07 adopting amendments to that certain document entitled "Division 8-03-002, Sidewalk Cafes, Sidewalk Vending Carts and Other Permitted Encroachments"
5. Do not adopt Ordinance No. 2014-07 and, therefore, make no changes to the existing text in Division 8-03-002.

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**Attachments:**     Ord. 2014-07  
                          Res. 2014-10.Amended  
                          Analysis

**ORDINANCE NO. 2014-07**

**AN ORDINANCE OF THE CITY COUNCIL OF FLAGSTAFF, ARIZONA, AMENDING TITLE 8 OF THE FLAGSTAFF MUNICIPAL CODE BY DELETING IN ITS ENTIRETY DIVISION 8-03-002, *NORTH DOWNTOWN BUSINESS DISTRICT ENCROACHMENT POLICY*; AND ADOPTING THAT CERTAIN DOCUMENT ENTITLED “*DIVISION 8-03-002, SIDEWALK CAFES, SIDEWALK VENDING CARTS AND OTHER PERMITTED ENCROACHMENTS*”**

**RECITALS:**

WHEREAS, Division 8-03-002, North Downtown Business District Encroachment Policy, of the Flagstaff City Code currently provides authority for City staff to issue permits allowing sidewalk cafes, sidewalk vending carts and other permitted encroachments within the right-of-way in the City's North Downtown Business District; and

WHEREAS, the City Council desires to amend Division 8-03-002 in order to open the benefits of this Division to businesses located outside the Downtown area, clarify existing regulations related to sidewalk encroachments, further encourage sidewalk cafes by eliminating confusing or unnecessary regulations, adequately protect pedestrian access to the public sidewalk, impose conditions that ensure the City is fairly compensated for private use of public rights-of-way, and otherwise improve the City's existing laws in this regard;

**ENACTMENTS:**

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FLAGSTAFF AS FOLLOWS:

SECTION 1. Division 8-03-002, North Downtown Business District Encroachment Policy, is hereby deleted in its entirety.

SECTION 2. “*Division 8-03-002, Sidewalk Cafes, Sidewalk Vending Carts and Other Permitted Encroachments,*” which document was made a public record through previous Resolution No. 2014-10 of the City Council, is hereby adopted.

SECTION 3. That the City Clerk be authorized to correct typographical and grammatical errors, as well as errors of wording, spelling, and punctuation, as necessary; and that the City Clerk be authorized to make formatting changes needed for purposes of clarity and form, if required, to be consistent with Flagstaff City Code.

PASSED AND ADOPTED by the City Council and approved by the Mayor of the City of Flagstaff this 1st day of April, 2014.

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MAYOR

ATTEST:

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CITY CLERK

APPROVED AS TO FORM:

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CITY ATTORNEY

**RESOLUTION NO. 2014-10**

**A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF FLAGSTAFF, ARIZONA, DECLARING AS A PUBLIC RECORD THAT CERTAIN DOCUMENT FILED WITH THE CITY CLERK AND ENTITLED “DIVISION 8-03-002, SIDEWALK CAFES, SIDEWALK VENDING CARTS AND OTHER PERMITTED ENCROACHMENTS”**

**RECITALS:**

WHEREAS, the City Council wishes to incorporate by reference amendments to Chapter 8-03, Streets and Public Ways, of the Flagstaff City Code, by first declaring said amendments to be a public record; and

WHEREAS, three copies of “*Division 8-03-002, Sidewalk Cafes, Sidewalk Vending Carts and Other Permitted Encroachments*” (Exhibit A attached hereto and made a part hereof) have been deposited in the office of the City Clerk and are available for public use and inspection.

**ENACTMENTS:**

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FLAGSTAFF AS FOLLOWS:**

“*Division 8-03-002, Sidewalk Cafes, Sidewalk Vending Carts and Other Permitted Encroachments,*” (Exhibit A attached hereto and made a part hereof) three complete copies of which are on file in the office of the City Clerk, is hereby declared to be a public record.

PASSED AND ADOPTED by the City Council and approved by the Mayor of the City of Flagstaff this 1st day of April, 2014.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY

**EXHIBIT A****DIVISION 8-03-002: SIDEWALK CAFES, SIDEWALK VENDING CARTS AND OTHER PERMITTED ENCROACHMENTS****SECTION 8-03-002-0001 DEFINITIONS**

- A. Area of Operation means the area of the sidewalk established by the Director within which a business is allowed to operate a sidewalk café.
- B. City Engineer means the City of Flagstaff City Engineer or his or her designee.
- C. Clear Pedestrian Zone is the area reserved for travel. No sidewalk café operations are allowed in this area and the area must meet Federal, State and local accessibility standards and be free of hazards.
- D. Commercial Zone means abutting property which is zoned Central Business (CB), Highway Commercial (HC), Commercial Service (CS), and Community Commercial (CC) of the City of Flagstaff Zoning Code, or any other zone which may be created as a successor zone to such existing commercial zones.
- E. Community Event means an event specifically approved by an individual permit granting use of a street within a specifically defined area for a period of time.
- F. Conduct Business means the act of selling or attempting to sell services, or edible or non-edible items for immediate delivery from a sidewalk vending cart.
- G. Director means the City of Flagstaff Planning Director or his or her designee.
- H. Operate a Sidewalk Café means serving food or beverages from an adjacent café or restaurant to patrons seated at tables located within the sidewalk area adjacent to the café or restaurant.
- I. Permit Operating Area means the sidewalk from the midpoint of one block face to the midpoint of an adjacent block face.
- J. Permittee means the individual who applied for the sidewalk café or sidewalk vending permit and to whom the permit is issued. The permittee bears the ultimate responsibility for the operation of the sidewalk café or, for sidewalk vending carts, the Permit Operating Area.
- ~~J.K.~~ Public Way or Public Right-of Way means public land that has been set aside for the purpose of vehicular and/or pedestrian travel by the public, or other public use, such as utilities, including subsurface, surface, and air rights.
- ~~K.L.~~ Sidewalk means that portion of the street between the curb lines of the roadway and the adjacent property lines intended for use by pedestrians. For purposes of permitting sidewalk cafes, the term "sidewalk" includes Heritage Square, as depicted in the "Declaration of Public Plaza Easement by and between the City of Flagstaff and Flagstaff Heritage Land, LLC" recorded June 5, 1997 in the Official Records of Coconino County as Instrument Number 97-15313. Sidewalk vending carts, as defined herein, are prohibited in Heritage Square.

**SECTION 8-03-002-0002 COMMON PERMITTING AND REVIEW PROCEDURES FOR SIDEWALK CAFES, SIDEWALK VENDING CARTS AND OTHER PERMITTED ENCROACHMENTS.**

- A. PERMIT REQUIRED FOR SIDEWALK CAFÉ, SIDEWALK VENDING CARTS AND OTHER PERMITTED ENCROACHMENTS

No person shall conduct a business, as herein defined, on City sidewalks, or otherwise encroach upon a City sidewalk, without first obtaining a permit from the City's Community Development Division and paying the appropriate fee(s) to the City of Flagstaff. It shall be unlawful for any person to operate a sidewalk café or sidewalk vending cart on any City sidewalk within the City of Flagstaff, or otherwise encroach upon a City sidewalk, except as provided by this Division.

**B. APPLICATION FEE AND LEASE RATE**

1. Each application for a sidewalk café, sidewalk vending cart, or other permitted encroachment shall be accompanied by an application fee. Application fees are established by the City's Management Services Director. The application fee is nonrefundable and additional to the lease rate amount. The annual amount of the lease rate shall be collected prior to issuance of the permit. The annual lease rate for a sidewalk café and a sidewalk vending cart regardless of the amount of time used, or other permitted encroachment, shall be determined as set forth in sub-paragraph 2. below.
2. The annual lease rate shall be based on a per square foot calculation of permitted sidewalk areas. The lease rate shall be calculated annually by the Assistant to the City Manager for Real Estate by no later than September 1<sup>st</sup> of each year. The lease rate, which shall be applied throughout the City of Flagstaff where sidewalk cafes and sidewalk vending carts are permitted, shall be derived by taking the average full cash value as established by the Coconino County Assessor's Office for the 12 properties in the downtown and Southside areas that have historically applied for and operated sidewalk cafes (including Heritage Square), and dividing this value by the area of the parcel. The resultant average land value shall then multiplied by the operating area in sq. ft. and a rate of return value of 25% applied.

**C. LIABILITY AND INSURANCE**

All permit applications shall be accompanied by a signed statement that the permittee shall hold harmless the City of Flagstaff, its officers and employees, and shall indemnify the City of Flagstaff, its officers and employees for any claims for damages to property or injury to persons which may be occasioned by any activity carried on under the terms of the permit. Permittee shall furnish and maintain such public liability and property damages insurance as will protect permittee and City of Flagstaff from all claims for damage to property or bodily injury, including death, which may arise from operations under the permit or in connection therewith. Such insurance shall provide coverage of not less than \$1,000,000 (one million dollars). Such insurance shall be without prejudice to coverage otherwise existing therein, and shall name as additional insured the City of Flagstaff, its officers and employees, the property owner, and shall further provide that the policy shall not terminate or be canceled prior to the completion of the contract without 30 days written notice to the City of Flagstaff.

**D. DENIAL, REVOCATION OR SUSPENSION OF PERMIT**

1. The Director may deny, revoke, or suspend the permit for any sidewalk café, sidewalk vending cart, or other permitted encroachment if it is found:

- a. That the applicable provisions of this Division have been violated.
  - b. The permittee does not have insurance which is correct and effective in the minimum amount prescribed in Subsection C, above.
2. Upon denial or revocation, the Director shall give notice of such action to the responsible party and permittee in writing stating the action which has been taken and the reason therefor. The action shall be effective upon giving such notice to the permittee. Any denial or revocation may be appealed to the Director by filing within 10 days.
  3. Upon approximately forty-eight hours advance notice, the Director may temporarily suspend the permit in the event of an emergency or if the public interest requires use of the sidewalk permit area for a community event, construction, repair, or any other public purpose. The City will attempt to provide notice of said suspension as soon as practical. The City shall not be responsible for any loss or damage claimed by the permittee for such closure, except that permittee shall be entitled to a refund of the lease rate amount based on a pro rated calculation of rates based on days of closure.

#### E. RENEWAL OF PERMITS

Application for renewal of permits shall be received from September 1<sup>st</sup> through December 31<sup>st</sup>. Application shall be on a form deemed suitable to the Director, accompanied by the application fee and total lease rate amount. Applications received after December 31<sup>st</sup> shall be processed as new applications. The Director shall review each application to determine that:

1. Any required consent has not been withdrawn.
2. The application has a currently effective insurance policy in the amount provided in Section 8-03-002-0002(C).
3. All required permits are current.
4. All applicable standards have been met. If the Director finds that the application meets all the above requirements, a new permit shall be issued.

#### F. APPEAL

Any permittee aggrieved by a determination of the Director may appeal that determination to the City Manager. Notwithstanding any other provisions of this Code, there shall be a non-refundable fee of \$250 for any appeal pursuant to this subsection. Such fee must accompany any such appeal and no such appeal shall be considered filed or received until such fee is paid in full.

### **SECTION 8-03-002-0003 SIDEWALK CAFES**

#### A. PERMIT APPLICATION

Application for a permit to operate a sidewalk café shall be made to the Director at the City of Flagstaff Community Development Division counter, in a form approved by the

Director. In addition to those requirements set forth in Section 8-03-002-0002, above, such application shall include, but not be limited to, the following information:

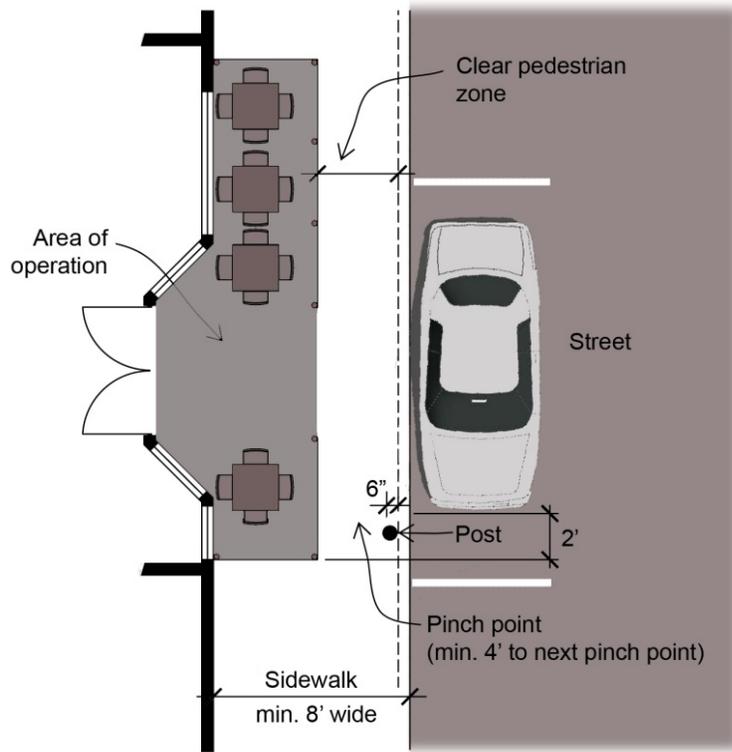
1. Name and address of the applicant.
2. A drawing showing the width of the applicant's café or restaurant facing the sidewalk indicating the area of operation requested to be used, location of doorways; the width of the sidewalk (distance from curb back to building face); locations of tree wells, bus shelters, sidewalk benches, signs, trash receptacles, driveways or curb cuts, or any other semi-permanent or permanent sidewalk obstructions.

**B. LOCATION RULES AND REVIEW**

1. A sidewalk café shall only be allowed where the sidewalk is at least 8 feet wide and where compliance with the Americans with Disabilities Act can be ensured. Café operations will be allowed only within the area of operation, which shall be established by the Director.
2. The following table shows the minimum width of the clear pedestrian zone for a given sidewalk width. The width of the clear pedestrian zone shall be measured from the back of the curb to the outer edge of the barrier delimiting the boundary of the sidewalk café.

Sidewalk Width	Clear Pedestrian Zone Minimum Width
Greater than or equal to 8' 0" and less than or equal to 10' 0"	5' 6"
Greater than 10' 0" and less than 15' 0"	6' 0"
Greater than or equal to 15' 0"	8' 0"

3. Sidewalk width is determined by the Director's field measurements
4. As a tool to allow compliance in areas with space conflicts a sidewalk café may be allowed pinch points that are less than the required clear pedestrian zone minimum width. At a pinch point, the clear pedestrian zone minimum width may be reduced by 6 inches for a length of no more than 2 feet. Pinch points must be at least 4 feet from adjacent pinch points. Pinch points may be used at the discretion of the Director.
5. Except as allowed in Subsection 4, above, the clear pedestrian zone shall be free of all obstructions, permanent and temporary. This includes objects such as posts, signs, street lights, fire hydrants, bicycle racks, bicycles utilizing bicycle racks, vegetation, trees, tree-wells, planters, literature and news racks, parking meters, bus shelters, benches, tables, chairs, umbrellas, heaters, and waste receptacles.



Location Restrictions for Sidewalk Cafes

6. Obstructions controlled by the café or property owner that extend into/over the clear pedestrian zone shall be at least 8 feet above the sidewalk surface within the clear pedestrian zone.
7. The approved area of operation shall be established by the Director. At all times during the hours of operation of the sidewalk café a barrier or physical separator that can easily be lifted and moved immediately without the assistance of tools shall surround the area of operation. All barriers shall harmonize with the adjacent building's design and be professionally constructed using high-quality durable materials.
8. Barriers must be detectable by cane to warn visually impaired persons of potential hazards in the path of travel. Barriers must include one or more of the following detectable elements:
  - a. A toe rail with its top edge at 6 inches minimum in height and its bottom edge no higher than 1-1/2 inches above the adjacent surface;
  - b. Fencing, landscaping, or other elements detectable by cane spaced no more than 27 inches vertically and no more than 24 inches horizontally; or
  - c. Elements sufficiently detectable by cane to warn visually impaired persons of potential hazards in the path of travel.

**C. FORM AND CONDITIONS OF PERMITS**

The permit issued shall be in a form deemed suitable by the Director. In addition to naming the name of the business and other information deemed appropriate by the Director, the permit shall contain the following conditions:

1. Each permit issued shall terminate December 31st of the year in which issued.
2. The permit issued shall be personal to the permittee only and is not transferable in any manner.
3. An indemnity provision indemnifying and releasing the City of Flagstaff, its agents, employees and elected officials from any and all liability against any and all claims, actions and suits of any type whatsoever.
4. The permit is specifically limited to the approved area of operation.
5. The permittee shall use positive action to assure that its use of the sidewalk in no way interferes with or embarrasses sidewalk users or limits their free and unobstructed passage.
6. The sidewalk and all things placed thereon shall at all times be maintained in a clean and attractive condition. Trash containers may be provided for use by the sidewalk café patrons.
7. The permit shall be posted in a conspicuous place near the main entrance visible from the sidewalk at all times.
8. All furniture and equipment used in the operation of a sidewalk café shall be removed from the right-of-way within a period of 10 days when not available for use by patrons. Removal of furniture and equipment may be required, on a case by case basis, outside of the business' hours of operation if determined necessary for safety or other reasons including, but not limited to, capital improvement projects, routine maintenance or emergency repairs, at the discretion of the City Engineer. The Flagstaff Police Department or other City departments may provide recommendations for the consideration by the Director.
9. Outdoor cooking shall be prohibited.
10. Smoking within the confines of the permitted area of operation is prohibited.
11. The serving or consumption of alcohol is prohibited within the permitted area of operation between the hours of 2:00 a.m. and 10:00 a.m.
12. No additional advertising or signs of any sort shall be allowed in the permitted area of operation.

**SECTION 8-03-002-0004 SIDEWALK VENDING CARTS****A. PERMIT APPLICATION**

An application for a permit to conduct business in a vending cart on a sidewalk shall be made to the Director at the City of Flagstaff Community Development Division counter, in a form approved by the Director. In addition to those requirements set forth in Section 8-03-002-0002, such application shall include but not be limited to the following information:

1. Name and address of the applicant.
2. The expiration of applicant's City business license.

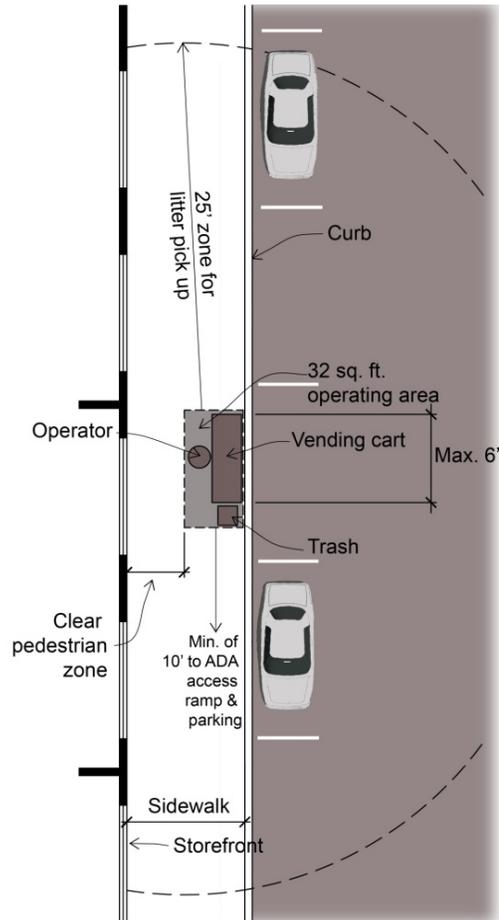
3. Type of items sold or services rendered. Individual applications shall be accepted for one type of product or service only.
4. A valid copy of all necessary permits required by State or local health officials.
5. Means to be used in conducting business including but not limited to a description of any vending cart, to be used for transport or to display approved items or sales.
6. The proposed location for conducting business and the written consent of all directly competing businesses within 145 feet of such proposed location, and 80% of all businesses and owners of real property within 145 feet of such proposed location, along with a signed statement that permittee shall hold harmless the adjacent property owner(s) for any claims for damage to property or injury to persons which may be occasioned by any activity carried on or under the permit. This consent and hold harmless statement must be submitted on a form deemed appropriate by the Director. No application shall apply to more than one location. No application will be accepted for a permit operating area within which a current permit has been issued or an application is pending.
7. No food vendor application will be accepted for a permit operating area where a restaurant, with direct access to the sidewalk, is adjacent or within 100 feet on the same block. Distance is measured from the property line of the restaurant to the nearest part of the permit operating area. Alleys and public ways are included in this measurement. This requirement may be waived if the application is submitted with the written consent of the proprietor of the restaurant. This consent must be submitted on a form deemed appropriate by the Director.

## B. LOCATION REVIEW AND RESTRICTIONS

1. Upon receipt of an application for a permit the Director shall review the proposed permit operating area to determine if the said area is suitable for sidewalk vending. In making this determination, the Director shall consider the following criteria:
  - a. The permit operating area shall be within a Commercial Zone.
  - a.b. A sidewalk vending cart shall only be allowed where the sidewalk is at least 8 feet wide and where compliance with the Americans with Disabilities Act can be ensured.
  - b.c. The use of the permit operating area for sidewalk vending must be compatible with the public interest in use of the sidewalk areas as public rights-of-way. In making such determination the Director shall consider the width of the sidewalk, the proximity and location of existing street furniture, including, but not limited to, signposts, lamp posts, parking meters, bus shelters, benches, phone booths, street trees and newsstands, as well as, the presence of bus stops, truck loading zones, taxi stands or hotel zones to determine whether the proposed use would result in pedestrian or street congestion.

The Director shall inform the applicant whether the proposed permit operating area is suitable or unsuitable. In the event the applicant is dissatisfied with the Director's decision regarding a certain application, he/she may appeal the decision pursuant to Section 8-03-002-0002(E).

2. Any person conducting business on the sidewalks of the City of Flagstaff with a valid permit issued under this Division may display/sell items or services upon any vending cart, under or subject to the following conditions:
  - a. The operating area shall not exceed 32 square feet of sidewalk which shall include the area of the vending cart, and, when externally located, the operator and trash receptacle.



Location Restrictions for Sidewalk Vending Carts

- b. The length of the vending cart shall not exceed 6 feet.
  - c. The height of the vending cart, excluding canopies, umbrellas, or transparent enclosures, shall not exceed 5 feet.
3. No person may conduct business on a sidewalk in any of the following places:
  - a. Within the curb return radius except that the Director may waive this restriction in writing for any location upon finding that construction of extra-width sidewalks makes such use consistent with the standards established in Section 8-03-002-0004(F);
  - b. Within 10 feet of any disabled parking space, or access ramp.

4. The sidewalk and all things placed thereon shall at all times be maintained in a clean and attractive condition. All persons conducting business on a sidewalk must pick up any paper, cardboard, wood or plastic containers, wrappers or any litter in any form which is deposited by any person on the sidewalk or street within 25 feet of the place of conducting business. Each person conducting business on a public sidewalk under the provisions of this Division shall carry a suitable container for placement of such litter by customers or other persons.
5. All persons conducting business on a sidewalk shall obey any lawful order of a police officer to move to a different permitted location to avoid congestion or obstruction of the sidewalk, or remove his/her vending cart entirely from the sidewalk, if necessary to avoid such congestion or obstruction.
6. No person shall conduct business as defined herein at a location other than that designated on his/her permit.
7. No permittee shall make any loud or unreasonable noise of any kind by vocalization or otherwise for the purpose of advertising or attracting attention to his/her wares.
8. No permitted vending cart shall be left unattended on a sidewalk nor remain on the sidewalk between the hours of 2 a.m. and 6 a.m.
9. No permittee shall conduct business in violation of the provision of any permit providing for a community event.

#### C. ITEMS FOR SALE

The Director shall maintain a list of items and services which are either approved or prohibited for sale from sidewalk vending carts. Any item or service not on the list may be considered for approval based on the following criteria:

1. All items or services must:
  - a. Be vended from a regulation size vending cart, see Section 8-03-002-0004(L).
  - b. Not lead to or cause congestion or blocking of pedestrian traffic on the sidewalk;
  - c. Involve a short transaction period to complete the sale or render the service;
  - d. Not cause undue noise or offensive odors;
  - e. Be easily carried by pedestrians.

Requests to have an item or service considered for approval shall be submitted in writing to the Director who shall determine whether the item or service conforms to the above criteria. If the item or service conforms to the above criteria, it shall be listed as approved for sale by sidewalk vendors. The decision of the Director, if adverse to the party making the request, may be appealed pursuant to Section 8-03-002-0002(E).

#### D. FIRE MARSHALL INSPECTION

Prior to the issuance of any permit, the Fire Marshall shall inspect and approve any vending cart to assure the conformance of any heating or cooking apparatus with the provisions of the City of Flagstaff Fire Code.

**E. APPLICATION TIME LIMIT**

The applicant must complete all reviews, inspections and have presented all required documents to the Director within 60 days from date of location approval. Failure to meet this requirement shall result in cancellation of the application and forfeiture of the application fee. The Director may extend this time limit, upon written request and a finding of reasonable need.

**F. FORM AND CONDITIONS OF PERMITS**

The permit shall be issued in a form deemed suitable by the Director. In addition to naming the permittee and other information deemed appropriate by the Director, the permit shall contain, but not be limited to, the following conditions:

1. Each permit will expire at midnight, December 31<sup>st</sup> of the year issued.
2. The permit issued shall be personal to the permittee only and is not transferable in any manner.
3. The permit is valid only when used at the permit operating area designated on the permit. The permit operating area may be changed by submitting a new application and an additional application fee.
4. The permit is valid for one vending cart only.
5. The location within the permit operating area may be changed, either temporarily or permanently, by written notice of the Director.
6. The permittee shall use positive action to assure that its use of the sidewalk in no way interferes with or embarrasses sidewalk users or limits their free and unobstructed passage.
7. The permit is subject to further restrictions as set forth in this Division.

**SECTION 8-03-002-0005 OTHER PERMITTED ENCROACHMENTS****A. PERMITTED ENCROACHMENTS BY STRUCTURES.**

The City may issue permits for certain fixed continuing minor encroachments of public ways, or fixed encroachments indefinite as to time or duration, such as awnings, signs, balconies, bay windows, cornices, columns, pillars, shutters, roofs, show windows, ornamental projections, wires across streets, marquees, basement access or porticoes, upon the following conditions:

1. **Overhead Encroachments.** All awnings, signs, balconies, bay windows, cornices, shutters, roofs, show windows, ornamental projections, wires across streets, marquees, porticoes constructed or maintained over or across a right-of-way shall be securely and safely attached to and supported by the structure to which it is attached, and shall extend no closer than 2 feet to a vertical line drawn from the face of the curb. The lowest part of any awning or other such overhead encroachment shall be no closer than 8 feet from the sidewalk surface.

2. Excavations and Other Subsurface Encroachments. The City may issue permits for excavations and other subsurface encroachments subject to the need for installation and maintenance of utilities.
3. Columns and Basement Access. All columns, pillars, basement access or similar structures must, in addition to meeting all other requirements of this Ordinance, be reviewed and approved by the Heritage Preservation Commission.

**B. OTHER ENCROACHMENTS FOR THE PLACEMENT OF OBJECTS OR FOR CONSTRUCTION OR REPAIR.**

The City may issue permits for temporary encroachments of the public way in all zoning districts, when, in the City's sole discretion, such encroachment may enhance the ambience of the area or may be reasonably necessary in order to conduct exterior repairs to a building, including but not limited to the following:

1. Construction Encroaching into Public Ways. Temporary obstructions and encroachments on public ways in connection with the erection and repair of buildings and other structures may be permitted, provided that such obstructions or encroachment does not interfere unreasonably with the rights of adjacent property owners.
2. Bicycle Parking Racks. Bicycle parking racks shall be placed so the rack and the bicycles parked at the rack do not interfere with accessible paths of travel or accessible parking as required by the American with Disabilities Act of 1990, as amended. All racks must meet the requirements of Sections 10-50.80.050.B.2 and 10-50.80.050.D of the Flagstaff Zoning Code.
3. Potted Plants. All plants, trees, shrubs, and flowers shall be placed in containers that are aesthetically compatible with the downtown area. Said containers shall be constructed in such a manner that no soil, fertilizer or other deleterious material shall leak, leach or spill onto the public sidewalk. In the interest of pedestrian safety and to accommodate snow removal operations, potted plants shall be removed from the sidewalk area no later than October 31st and placed no earlier than May 1st of each year.
4. Newspaper Vending Machines. Notwithstanding anything to the contrary contained herein, an encroachment permit shall not be required for newspaper vending machines. Such vending machines shall nonetheless be placed in a manner to allow for the safe and unrestricted use of the sidewalk by the public and shall be placed a minimum of 2 feet from the face of curb. Any regulation or restriction on the placement of newspaper vending machines shall be location-specific and shall apply to all such machines equally.
5. Mailboxes. Notwithstanding anything to the contrary contained herein, an encroachment permit shall not be required for mail receptacles owned by the U.S. Postal Service.

**C. PERMIT APPLICATION**

Application for a permitted encroachment shall be made to the City Engineer at the City of Flagstaff Community Development Division counter, in a form approved by the City Engineer. In addition to those requirements set forth in Section 8-03-002-0002, such application shall include, but not be limited to, the following information:

1. Name and address of the applicant.
2. A drawing showing the width of the applicant's encroachment indicating the area requested to be used, location of doorways; the width of the sidewalk (distance from curb back to building face); locations of tree wells, bus shelters, sidewalk benches, signs, trash receptacles, driveways or curb cuts, or any other semi-permanent or permanent sidewalk obstructions.

#### **SECTION 8-03-002-0006 PENALTY FOR VIOLATION**

- A. Knowingly encroaching upon a City sidewalk without a permit shall be considered a misdemeanor offense, subject to the sanctions set forth in Chapter 1-04, General Penalties.
- B. The Director is authorized to issue a citation to any person violating the provisions of this Division. Issuance of a citation shall trigger revocation of the permit under Section 8-03-002-0002(D) and, in the event of conviction, no permit shall be issued to the same person, entity or address, for a period of at least two years.

#### **SECTION 8-03-002-0007 SUMMARY ABATEMENT**

If the condition of any sidewalk café, sidewalk vending cart, or other permitted encroachment located on a City sidewalk or within a public way is such that it creates a risk of serious injury to persons or property, the Director is authorized to pursue summary abatement of the condition and to charge against the permittee the full costs of such abatement.

## Analysis of 12 Properties in the Downtown and Southside to Determine an Annual Lease Rate for the use of Public Sidewalks

4-Mar-14

Property	Parcel Number	Assessed FCV 14	Assesed FCV 15	size (acre)	size (sq ft)	value/sq ft (CY14)
<b>Parcels Associated with Sidewalk Cafes/Carts</b>						
Charley's/Weatherford	100-20-026	\$ 945,257.00	\$ 994,507.00	0.23	10018.8	\$ 94.35
Collins	100-20-070	\$ 350,886.00	\$ 375,738.00	0.14	6098.4	\$ 57.54
Downtown Deli	10119007A	\$ 803,370.00	\$ 836,537.00	0.2	8712	\$ 92.21
Macy's	10041013B	\$ 242,570.00	\$ 244,839.00	0.17	7405.2	\$ 32.76
Maloney's	10019001A	\$ 745,839.00	\$ 684,069.00		9680	\$ 77.05
Mt. Oasis	10020013	\$ 517,957.00	\$ 533,699.00	0.28	12196.8	\$ 42.47
Pickles	10020001B	\$ 107,435.00	\$ 108,759.00	0.02	871.2	\$ 123.32
Former Late For Train	10138002	\$ 286,266.00	\$ 300,706.00		2702	\$ 105.95
Vino Loco	10118002	\$ 351,497.00	\$ 351,497.00	0.19	8276.4	\$ 42.47
Heritage Square	10119001E	\$ 2,607,698.00	\$ 2,961,092.00	0.66	28749.6	\$ 90.70
San Felipe's (Dorado's)	10019001B	\$ 303,398.00	\$ 312,744.00	0.1	4356	\$ 69.65
2 S Beaver	10044004D	\$ 540,783.00	\$ 540,783.00	1.32	57499.2	\$ 9.41
						\$ 837.87
					<b>Average</b>	<b>\$ 59.85 \$60/sq. ft.</b>

Sidewalk Operating Area (sq. ft.)	120
Rate of return (0.25 over 4 years)	0.25
Average Lease Rate (\$.sq.ft)	\$60
<b>Annual Lease Rate for 120 sq. ft. café is</b>	<b>\$1,800</b>

**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Brian Kulina, Planning Development Manager  
**Date:** 03/12/2014  
**Meeting Date:** 03/18/2014



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**TITLE:**

**Consideration and Approval of a Preliminary Plat:** Request from Vintage Partners, LLC, on behalf of Sinclair Oil Corp. / Sun Valley Company, for the subdivision of approximately 95.5 acres into 12 parcels located at 1201 N Country Club Drive, within the Highway Commercial (HC), High Density Residential (HR), and Rural Residential (RR) zones. ***(Subdivision of approximately 95.5 acres into 12 parcels located at 1201 N. Country Club Drive)***

**RECOMMENDED ACTION:**

The Planning and Zoning Commission recommends the City Council approve the Preliminary Plat subject to conditions.

**Policy Decision or Reason for Action:**

The City Council will find, based on the recommendation from the Planning and Zoning Commission, that the proposed Preliminary Plat meets the requirements of the Zoning Code (City Code Title 10), the Subdivision Code (City Code Title 11), and the Engineering Design Standards and Specifications for New Infrastructure (City Code Title 13).

**Financial Impact:**

No financial liabilities are anticipated by the approval of this Preliminary Plat.

**Connection to Council Goal:**

Repair Replace maintain infrastructure (streets & utilities)  
Retain, expand, and diversify economic base

**Has There Been Previous Council Decision on This:**

No previous Council decision has been made related to this proposed development or the subject property.

**Options and Alternatives:**

1. Approve the Preliminary Plat, with the following conditions, as recommended by the Planning and Zoning Commission:
  1. Prior to Final Plat submittal for Unit 1, a Concept Master Plan shall be submitted, reviewed, and accepted. In addition to any submittal items identified on the established Concept Plan checklist, the Concept Master Plan shall identify solutions for building placement, water and sewer infrastructure, circulation and parking, and drainage.
  2. Prior to Civil Plan Review submittal, the following shall be submitted for review and approval:



Landscape Plan

Preliminary Plat

**PLANNING AND DEVELOPMENT SERVICES REPORT**  
**PRELIMINARY PLAT**

**PC PPPL2014-0002**

**DATE:** **February 19, 2014**

**MEETING DATE:** **February 26, 2014**

**REPORT BY:** **Brian Kulina**

**REQUEST:**

A Preliminary Plat request from Vintage Partners, LLC, on behalf of Sinclair Oil Corp. / Sun Valley Company, for a Preliminary Plat of 12 parcels on 95.5 acres located at 1201 N Country Club Drive, within the Highway Commercial (HC), High Density Residential (HR), and Rural Residential (RR) zones.

**STAFF RECOMMENDATION:**

Staff recommends the Planning and Zoning Commission forward the Preliminary Plat to the City Council with a recommendation for approval.

**PRESENT LAND USE:**

Undeveloped

**PROPOSED LAND USE:**

Commercial and Residential

**NEIGHBORHOOD DEVELOPMENT:**

North: Interstate-40 and Mobile Gas Station; Highway Commercial (HC), Light Industrial (LI), and Light Industrial Open (LI-O) zones  
East: Country Club Drive, Cortland Boulevard, Continental Plaza, Country Club Vista Apartments, and Country Club Estates Apartments; Highway Commercial (HC) and High Density Residential (HR) zones  
South: Country Club Estates Unit 1 and Tam O'Shanter Villas; Single-family Residential (R1), Medium Density Residential (MR), and High Density Residential (HR) zones  
West: Timberline Place Apartments; High Density Residential (HR) zone

**REQUIRED FINDINGS:**

The Planning and Zoning Commission shall find that the proposed Preliminary Plat meets the requirement of the Zoning Code (City Code Title 10), the Subdivision Code (City Code Title 11), and the Engineering Design Standards and Specifications for New Infrastructure (City Code Title 13).

**STAFF REVIEW:**

**Introduction and Discussion**

Vintage Partners, LLC (the "Developer") is currently under contract with Sinclair Oil Corp. / Sun Valley Company to purchase 95.5 acres located south and east of the intersection of Interstate 40 and Country Club Drive (the "subject property"). The proposed plat subdivides the subject property into two units. Unit 1, containing Parcels 3 and 7 through 12, is generally located

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**February 19, 2014**

at the southeast corner of Country Club Drive and Interstate 40 to the east and south of the existing Mobile gas station. Unit 2, containing Parcels 1, 2, and 4 through 6, is generally located west of the intersection of Country Club Drive and Soliere Avenue. It is the anticipation of the Developer to develop all of Unit 1 and, Parcels 1 and 2 with approximately 250,000 square feet of commercial space including a retail anchor, a potential 100-room hotel, and other retail tenants such as restaurants, fueling, bank, fast food drive through, and service uses. This concentration of commercial uses is partially achieved through the realignment of Soliere Avenue to the south creating a larger more developable pad (Parcel 1) between Soliere Avenue and Interstate 40/Country Club Drive. Additional information regarding this realignment can be found under the Traffic section of this report and in the proposed Preliminary Plat Narrative, a copy of which is attached to this report. Further, the Developer intends to develop Parcel 4 as a residential use. At this time, the specifics of that use have not been determined but, for the purposes of impact analysis preparation, the proposed dwelling unit count is 30. Parcel 5 contains the Rio de Flag and Parcel 6 is almost entirely consumed by slope, forest, and floodplain resources. It is the intention of the Developer to dedicate Parcel 5 to the city for use as open space, floodplain/drainage, and public utilities. Parcel 6 will be incorporated into the development of Parcel 4 to take advantage of those resource calculations.

The zoning for the subject property is identified on City of Flagstaff Zoning Maps 10 and 11, a copy of which is attached. The majority of the subject property is currently zoned Highway Commercial (HC), which allows all of the proposed uses. A strip of High Density Residential (HR) zoning exists along the southern edge of the subject property within Parcel 4. When Parcel 4 is developed, a Zoning Map Amendment will be processed to change the existing HC and HR zoning to something more appropriate for the traditional residential development. This amendment will include Parcel 6.

The subject property is currently bordered by residential uses to the south and west, by Interstate 40 to the north, and by a mix of commercial and residential uses to the east. To provide an appropriate buffer between existing residential uses and proposed commercial uses, commercial uses will be concentrated near the Interstate 40/Country Club Drive and Soliere Avenue/Country Club Drive intersections. Where commercial uses are adjacent to residential uses, adequate buffering in accordance with the Zoning Code will be ensured during site plan review.

**Flagstaff Area Regional Land Use and Transportation Plan**

The Flagstaff Area Regional Land Use and Transportation Plan (RLUTP) designates the subject property as Commercial Neighborhood, Urban Open Space, and Low-Density Residential. The Commercial Neighborhood land use designation is intended for all commercial retail and service uses that meet consumer demands for frequently needed goods and services, with an emphasis on serving the surrounding residential neighborhoods. It is the intention of the Developer to develop the subject property with various commercial and service uses; thus fulfilling the intent of the Commercial Neighborhood designation. The Urban Open Space land use designation is intended to further the goals of the Greater Flagstaff Area Opens Spaces and Greenways Plan by preserving open space and greenways within the urban area where water, resident wildlife, wildlife corridors, botanical diversity, wildlife viewing opportunities, historic significance, visual landmarks, scenic viewing opportunities, and geological hazards converge. It is the intention of the development to retain and dedicate the majority of the subject property (Parcels 5 and 6) that has this designation as open space. The Low-Density Residential land use designation is intended predominately for single-family detached residential development with densities up to 5 dwelling units per acre. At this time, a specific residential product type has not been determined. Staff will ensure that the intent of the Low-Density Residential land use designation is complied with at the time of rezoning and preliminary plat review for Parcel 4.

**ZONING REQUIREMENTS**

The subject property contains approximately 94 acres, of which 86 acres is currently zoned Highway Commercial (HC), 5 acres is currently zoned High Density Residential (HR), and 3 acres is currently zone Rural Residential (RR). The majority of development will be within the HC zone and contain appropriate commercial and service uses. It is the anticipation of the

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**February 19, 2014**

Developer that a portion of the subject property, located in the southwest corner and containing approximately 17 acres, will be rezoned to accommodate future residential development. The timing of this rezoning application is currently unknown. The remaining undeveloped portions of the subject property will be dedicated to the city for preservation open space, the Rio de Flag, and potential recreational amenities.

**Density/Intensity/Development Standards**

The subject property is proposed to develop as 12 parcels with a mix of commercial, residential, open space, and public land. Parcel 5, the largest individual parcel and the current location of the Rio de Flag and Lake Continental, contains 35.8 acres and is anticipated to be dedicated to the city for open space, trails, public utilities, and drainage. This dedication will occur after all necessary drainage and roadway improvements have been completed. Parcels 1, 2, 3, and 7 through 12 contain 39.5 acres and are anticipated to develop with approximately 250,000 square feet of commercial space, including a retail anchor, a potential 100-room hotel development and other retail tenants such as restaurants, fueling, bank, fast food drive through, and service uses. Parcel 4 contains 17.2 acres and is anticipated to develop as a residential subdivision. Only a portion of Parcel 4 is zoned to allow residential development. The Developer must proceed with a rezoning of Parcel 4 to accomplish the anticipated development pattern. At this time, the exact number of dwelling units proposed within Parcel 4 is unknown; however a dwelling unit count of 30 units was used for the purposes of determining impacts to the water, sewer, and traffic infrastructure systems. Parcel 6, immediately to the west of Parcel 4, contains 2.6 acres and will be retained, preserved, and incorporated into the development of Parcel 4 as open space and resource protection. Regardless of when or how the individual parcels develop, development must be in conformance with the development standards, based on underlying zoning, outlined in Section 10-40.30 of the Zoning Code (Page 40.30-1) in addition to any specific use development standards established in 10-40.60 of the Zoning Code (Page 40.60-1).

**Natural Resources**

In accordance with Section 10-50.90.020.A of the Zoning Code (Page 50.90-2), the subject property is located within the established Resource Protection Overlay (RPO) Zone and is identified as having forest, slope, and urban floodplain resources on-site. A Natural Resource Protection Plan, a copy of which is attached to this report, was prepared by the Developer and approved by staff. The plan protects resources based on the underlying zoning of the subject property. The protection threshold for commercial is different from residential. At the time Parcel 4 is rezoned to accommodate a residential development, this plan must be amended to ensure continued compliance.

**Landscaping**

In accordance with Section 10-50.60.020.A of the Zoning Code (Page 50.60-5), all new nonresidential and residential developments shall provide landscaping. Compliance within each parcel will be ensured at the time of site plan approval for the commercial development and at the time of rezoning and preliminary plat approval for the residential development. With the realignment and reconstruction of Soliere Avenue, right-of-way landscaping will be brought into conformance with established standards. A Preliminary Landscape Plan for Soliere Avenue, a copy of which is attached to this report, has been prepared by the Developer and accepted by staff. That plan includes the landscaping of all parkways, medians, and Low Impact Development features contained within Parcel 5. As previously mentioned, the subject property is located within the Resource Protection Overlay. Section 10-50.60.050.A.1.g of the Zoning Code (Page 50.60-18) can be used to offset some of the required landscaping. While this credit was not used to offset required right-of-way landscaping, it may be used on a per-parcel basis. A final landscape plan prepared in accordance with Section 10-50.60.030.C of the Zoning Code (Page 50.60-6) will be required as part of the public improvement plan submission for Soliere Avenue, as part of the site plan submission for the commercial development, and as part of the rezoning and preliminary plat submission for the residential development.

The Zoning Code only identifies specific open space requirements for higher density residential development. Open space for

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all other types of development is achieved through compliance with lot coverage and landscaping requirements. The proposed development will have a mix of commercial and residential uses/zones. Compliance within each parcel will be ensured at the time of site plan approval for the commercial development and at the time of rezoning and preliminary plat approval for the residential development. In reviewing overall compliance with this proposed plat, Parcels 5 and 6 contain 38.4 acres and are, among other things, anticipated to be developed as open space. That translates into 40% of the subject property being developed as open space, which well exceeds any standard, commercial or residential, currently established within the Zoning Code.

**Lighting**

In accordance with Section 10-50.70.040.B of the Zoning Code (Page 50.70-4), this development is located within Lighting Zone 3. In accordance with Table 10-50.70.050.A of the Zoning Code (Page 50.70-6), the maximum total lumens for a commercial development within Zone 3 is 100,000 lumens per acre, which includes a limit of 5,500 lumens per acre for partially shielded light fixtures and 10,000 lumens per acre for non-low pressure sodium light sources, and the maximum total lumens for a single-family residential development within Zone 3 is 10,000 lumens per lot, which includes a limit of 4,000 lumens per lot for partially shielded light fixtures. Lighting compliance will be ensured during site plan review for the commercial development and during the preliminary plat review for the residential development.

**Building Design**

In accordance with Section 10-50.20.020.A of the Zoning Code (Page 50.20-1), architectural design standards shall apply to applications for site plan review involving commercial and multi-family uses. Final design compliance for the commercial development will be ensured during site plan review. Final design compliance for the residential development will be ensured during preliminary plat review; however, should it develop as a traditional single-family residential subdivision, the architectural design standards would not be applicable in accordance with Section 10-50.20.020.B.1 of the Zoning Code (Page 50.20-2).

**SYSTEMS ANALYSIS:**

**Traffic/Access/Pedestrian/Bicycle**

A Traffic Impact Analysis was prepared by the Development and accepted by the city. That analysis identified four areas in which the proposed development contributed to off-site infrastructure impacts. Those areas are: (1) the proposed private access drive from Unit 1 onto Country Club Drive; (2) the intersection of Country Club Drive and Oakmont Drive/Old Walnut Canyon Road; (3) the intersection of Fourth Street and Soliere Avenue; and (4) the Fourth Street overpass bridge of Interstate 40. The Developer has agreed to discuss potential contributions for the mitigation of these impacts as part of a Development Agreement, which must occur prior to the final platting of any unit and/or parcel identified on the proposed preliminary plat.

In order to provide greater access control and a larger developable parcel, the Developer proposes to realign Soliere Avenue to the south and fully improve it with medians, four travel lanes (two in each direction), bike lanes, curb, gutter, parkway, and sidewalks. In addition, the existing sidewalk along the south side of Soliere Avenue will be extended from its current terminus, approximately 200 feet west of the western boundary of the subject property, to Country Club Drive. While Country Club Drive is currently in a fully improved state, additional improvements will be made to provide for full access turning movements in Unit 1. Access to each commercial parcel will be provided from the six driveways located along Soliere Avenue adjacent to Parcel 1, the two driveways located along Soliere Avenue adjacent to Parcel 2, and the two driveways located along Country Club Drive adjacent to Unit 1. Access to Parcel 4, the residential parcel, is anticipated to occur from Oakmont Drive; however, potential increases in density could cause a secondary access connection be made to

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Solier Avenue. Specific internal access, including pedestrian and bicycle circulation, for the commercial and residential parcels will be determined at the time of site plan review and preliminary plat review, respectively.

**Water and Wastewater Systems**

All water services will be provided in accordance with Engineering Design Standards. Water service for Unit 2, Parcels 1 and 2, will be provided through the extension of a 12-inch distribution main from the terminus of an existing main located within Solier Avenue at the western edge of the subject property to Country Club Drive. Individual building services within Parcels 1 and 2 will be determined at the time of site plan review. Water service for Unit 1, Parcels 3 and 7 through 12, will be provided through a new main connection to an existing 12-inch distribution main located in Country Club Drive. The new main will be located within the dedicated public utility and private access easement depicted on Parcels 8, 9, 10, and 12. Individual building services will be determined at the time of Concept Master Plan review for the whole of Unit 1 and refined at the time of site plan review for each parcel within Unit 1. Water service for Unit 1, Parcel 4, will be provided through a new main connection to an existing 12-inch distribution main that runs parallel with the southern edge of the subject property. Individual services to each building or lot will be determined at the time of preliminary plat review.

All sewer services will be provided in accordance with Engineering Design Standards. Sewer service for Unit 2, Parcels 1 and 2, will be provided through the extension of an 8-inch collector from an existing 8-inch collector located in Solier Avenue to a 30-inch interceptor located in Country Club Drive. Individual building services within Parcels 1 and 2 will be determined at the time of site plan review. Sewer service for Unit 1, Parcels 3 and 7 through 12, will be provided through a new collector connection to an existing 8-inch collector located in Country Club Drive, which connects to an existing 8-inch collector that runs through Unit 2 and connects with a 30-inch interceptor located in Parcel 5. The new collector will be located within the dedicated public utility and private access easement depicted on Parcels 8, 9, 10, and 12. Individual building services will be determined at the time of Concept Master Plan review for the whole of Unit 1 and refined at the time of site plan review for each parcel within Unit 1. Sewer service for Unit 1, Parcel 4, will be provided through a new connection to an existing 8-inch collector that runs through Parcel 4 and connects with a 12-inch outfall at the southern edge of the subject property. Individual services to each building or lot will be determined at the time of preliminary plat review.

A Water and Sewer Impact Analysis was waived as part of this preliminary plat application. A separate analysis performed by the City Utilities Department determined that the existing off-site and proposed on-site water and sewer system infrastructures were adequate to accommodate the proposed development. The analysis further determined that there is adequate system capacity, and additional analysis work would not be required for this project. No off-site infrastructure improvements, outside of those necessary to complete the on-site systems, are required of this development.

**Stormwater System**

The Rio de Flag, which currently runs through Unit 2, Parcel 5, has been identified by the Federal Emergency Management Agency (FEMA) as a Special Flood Hazard Area (SFHA) with a Zone "AE" designation. The Developer intends to develop the subject property in such a way as to reclaim a portion of SFHA by elevating the Parcel 1 building pads above the base flood elevation level and realigning Solier Avenue. This realignment requires review and approval of a Conditional Letter of Map Revision (CLOMR), prior to construction occurring, and a Letter of Map Revision (LOMR), after construction is complete, by FEMA. The CLOMR application has been reviewed and approved by Stormwater staff and is currently being reviewed by FEMA.

All drainage will flow to the Rio de Flag. The project incorporates a unique drainage solution, which is supported by Stormwater staff, in that the impact to the level pool floodplain, "Lake Continental," was analyzed instead of standard retention/detention. This analysis resulted in the commercial development (i.e. Parcel 1, Parcel 2, and Unit 1) being required to retain the first half inch of stormwater on-site for infiltration, in accordance with Low Impact Development requirements, with

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**February 19, 2014**

the remaining stormwater being routed to the Rio de Flag via shallow infiltration retention sumps that will be enhanced with native vegetation. With this, the total stormwater volume generated by the commercial development will be compensated for by ensuring there is no increase in the water surface elevation of "Lake Continental." The future residential development of Parcel 4 has been accounted for in the overall storage calculations.

The low flow channels of the Rio de Flag and Fanning Drive Wash have been identified by the US Army Corps of Engineers as a Waters of the US in a Preliminary Jurisdictional Delineation. The project anticipates minor disturbances to the Waters of the US for a temporary construction road, for the widening of Soliere Avenue, and for culvert improvements at Fanning Wash Drive. These disturbances will be designed to meet the terms and conditions of the Nationwide Permit Numbers 12 and 14. The US Army Corps of Engineers has issued a Nationwide Permit Verification letter to the Developer permitting the project to proceed as proposed. A copy of that letter is on file with the city.

**RECOMMENDATION:**

Staff recommends that the Planning and Zoning Commission forward the preliminary plat to the City Council with a recommendation for approval subject to the following conditions:

1. Prior to Final Plat submittal for Unit 1, a Concept Master Plan shall be submitted, reviewed, and accepted. In addition to any submittal items identified on the established Concept Plan checklist, the Concept Master Plan shall identify solutions for building placement, water and sewer infrastructure, circulation and parking, and drainage.
2. Prior to Civil Plan Review submittal, the following shall be submitted for review and approval: a revised grading plan reflecting the most recent changes to the Soliere cross section; revised earthwork calculations indicating that the necessary compensatory volume is maintained; and, earthwork calculations modeling inputs/outputs.

**Attachments:**

- Preliminary Plat Application
- Vicinity Map
- Aerial Image
- Preliminary Plat Narrative
- City of Flagstaff Zoning Maps
- Preliminary Plat
- Natural Resource Protection Plan
- Landscape Plan



# City of Flagstaff

# Community Development Division

211 W. Aspen Ave P: (928) 213-2618  
 Flagstaff, AZ 86001 F: (928) 779-7684  
 www.flagstaff.az.gov

SUBD

Date Received JUN 18 2013	<b>Application for Subdivision Review</b>	File Number DEV 12-086
Property Owner(s) Sinclair Oil Corp. / Sun Valley Company		Phone 208-622-2041
Mailing Address PO Box 10, 1 Sun Valley Road,		City, State, Zip Sun Valley, ID 83353
Applicant(s) Vintage Partners, LLC		Phone 602-626-8992
Mailing Address 2400 E. Arizona Biltmore Cir.		City, State, Zip Phoenix, AZ 85016
Project Representative David Scholl		Phone 602-696-8992
Mailing Address Suite 1170 2400 E. Arizona Biltmore Cir.		City, State, Zip Phoenix, AZ 85016
Requested Review:		<input type="checkbox"/> Development Master Plan <input type="checkbox"/> Conceptual Plat <input type="checkbox"/> Preliminary Plat P&Z and Council <input type="checkbox"/> Modified Subdivision <input checked="" type="checkbox"/> Preliminary Plat <input type="checkbox"/> Final Plat- Council

Project Name: Country Club & I-40		Site Address SWC & SEC Country Club & I-40		Parcel Number
Proposed Use Commercial / Residential		Existing Use Vacant / Undeveloped		Subdivision, Tract & Lot Number
Zoning District HC, HR & RR	Regional Plan Category LDR, Urban OS, Comm Nbhd	Flood Zone Zone X & AE	Size of Site (Sq. ft. or Acres) Approx 93-Acres	
Property Information:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Located in an existing Local/National 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Subject property is undeveloped land?			
Surrounding Uses (Res, Com, Ind)	North I-40, Commercial	South Residential	East Resid. / Commercial	West Residential

Proposed Use:	Number of Lots	Number of Units	Number of acres per use	Building Square Feet
Commercial / Residential / Open Space	(See attached documents for detailed proposal)			

Please complete a "Subdivision Review Application" and provide an initialed "Application and Information Checklist" form along with the required number of plans and information as appropriate for a Development Master Plan, Conceptual, Preliminary or Final Plat. **Incomplete submittals will not be scheduled.**

Property Owner Signature: (required) See attached authorization letter	Date: 6-18-13	Applicant Signature: <i>[Signature]</i>	Date: 6-18-13
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**For City Use**

Date Filed:	Case Number (s)	PPPL20140002			
P & Z Hearing Date: 2/26/14	Publication and Posting Date: N/A				
Council Hearing Date:	Publication and Posting Date:				
Fee Receipt Number: 13-0036232	Amount: \$ 3,676.00	Date: 6/18/13			
Action by Planning and Zoning Commission:		Action By City Council:			
<input checked="" type="checkbox"/> Approved		<input type="checkbox"/> Approved			
<input type="checkbox"/> Denied		<input type="checkbox"/> Denied			
<input type="checkbox"/> Continued		<input type="checkbox"/> Continued			
Staff Assignments	Planning <i>Brian</i>	Engineering <i>Rana</i>	Fire <i>Mike</i>	Public Works/Utilities <i>Jim</i>	Stormwater <i>Kyle</i>



December 19, 2012

To the City of Flagstaff, Arizona

Re: **Property at I-40 and Country Club Drive**

To Whom It May Concern:

We are currently the property owners of an approximately 95 acre parcel in Flagstaff, Arizona, located at Section 7, Township 21 North, Range 8 East of the Gila and Salt River Base and Meridian, Coconino County, Arizona.

We hereby authorize Vintage Partners to make application to the City of Flagstaff for conceptual, preliminary, final plat and site planning for our property located at Interstate 40 and Country Club.

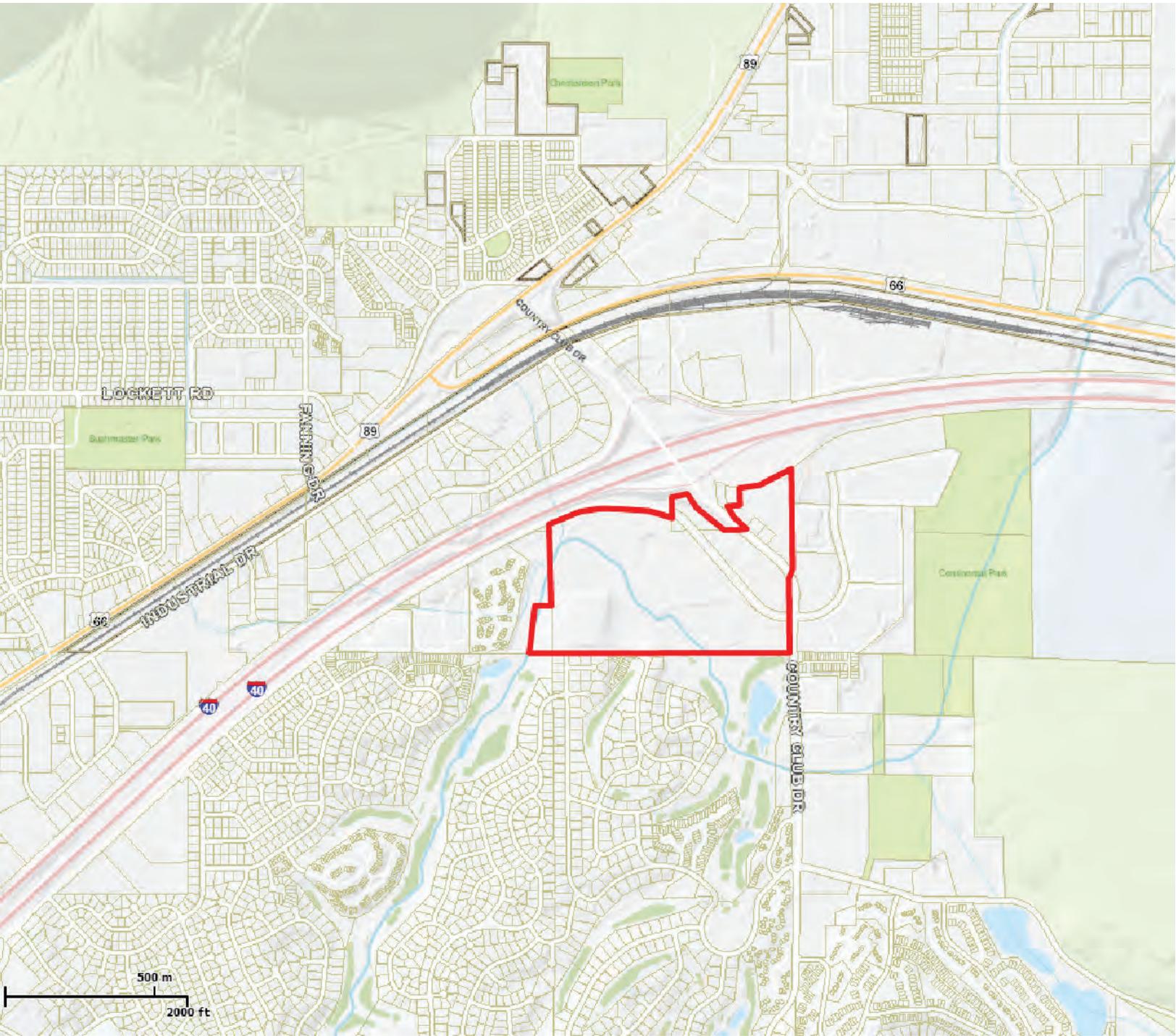
If you have any questions, please do not hesitate to call me at 208-622-2041.

Sincerely,

Wallace Huffman  
Agent  
Sinclair Oil Corporation/Sun Valley Company  
P.O. Box 10  
1 Sun Valley Road  
Sun Valley, ID 83353

# PPPL2014-00002

## Vicinity Map



Fri Feb 14 2014 07:44:05 AM.

PPPL2014-0002 Aerial Map





# Country Club & I-40 Preliminary Plat Narrative

*Revised January 31, 2014*

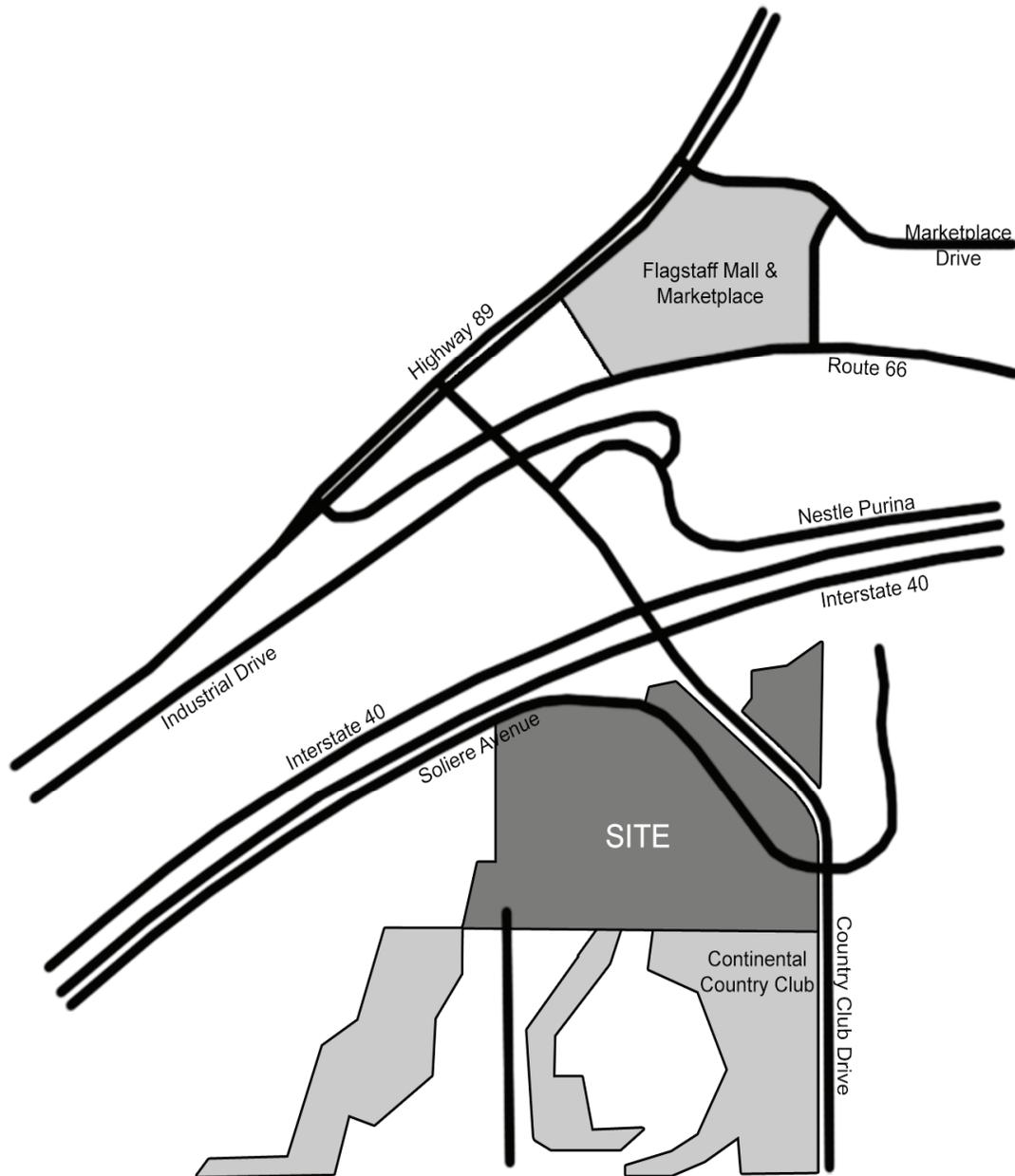
## Introduction

Vintage Partners is proposing to develop a commercial retail development on approximately 40 acres of a 95 acre site, composed of a number of proximate privately owned parcels within the City of Flagstaff, Arizona. In addition to the proposed commercial uses, this plat sets aside a 17.2-acre parcel that will contain a future residential development and large areas for permanent open space and floodplain. The majority of the property is generally bounded to the north by Interstate 40, to the east by Country Club Drive, to the south by the Continental Country Club golf course community and to the west by the Rio de Flag. A non-contiguous 9.5 acre parcel, also a part of this subdivision application, is generally bounded to the north by Interstate 40, to the east by private commercial and multifamily properties, and to the southwest by Country Club Drive. The combination of these properties is being developed under a single plat with the tentative project title "Country Club & I-40". (see Figure 1: Vicinity Map)

Vintage Partners is in escrow to purchase the property and intends to close on the property prior to final plat recordation. Vintage Partners has received authorization from the current owner to process this site through the City of Flagstaff processes for Subdivision Platting and Site Planning (authorization letter submitted previously to the City). The property is primarily zoned Highway Commercial (HC) which permits the commercial uses proposed in this development. A small portion of the southwest corner of the site is zoned High Density Residential (HR) and currently has a shape not conducive to high density residential development. An additional portion of the site at the southwest corner is zoned Rural Residential (RR). (see Figure 2: Existing Zoning Map)

## Project Proposal

Vintage Partners envisions the Country Club & I-40 project providing approximately 250,000 square feet of commercial space including a retail anchor, a 100 key hotel development and other retail tenants such as restaurants, fueling, bank, fast food drive thru, and service uses. The specific uses are tentative subject to market demand and will be firmed up as the project gets closer to the Site Planning phase of development. Country Club & I-40 proposes a realignment of East Soliere Avenue to the southwest of its current position to promote a larger contiguous commercial retail development parcel between Soliere Avenue and Country Club Drive conducive to a retail anchor tenant.



**Figure 1: Vicinity Map (NTS)**

The Country Club & I-40 subdivision plat will create two commercial development areas in two Units. The upper area north and east of Country Club Drive called Unit 1 (previously identified as Parcel 3) will likely develop first and is made up of 7 Parcels. The lower area below Country Club Drive contains Parcels 1 & 2 and they will be further divided into lots and/or parcels for sale or lease, ranging in size from 13 acres for a potential retail anchor to



under an acre for small retail pads. The layout and footprints of these will be further detailed through future applications with the City as tenant demand is confirmed and detailed site planning is completed. In accordance with City requirements, if three or less parcels will be created within any of the three parcels a lot split will be utilized; otherwise a subdivision plat will be processed to divide that parcel into individual lots for sale to tenants, etc. The other option to divide land that may be utilized as appropriate is the Modified Subdivision process as defined in Section 11-20.90 of the City Code.

Late in the Preliminary Plat review process, City staff asked the development team to remove the phasing notations and replace them with Unit 1 and Unit 2, and to rename Parcel 3 and the lots within it to Unit 1 with parcels within it. This will cause some confusion between the final version of the preliminary plat and various documents already produced and approved including the TIA and other engineering studies. Unit 1 which was previously called Parcel 3 and is made up of seven parcels now called Parcels 3 and 7 thru 12, ranging in size from over 2 acres for hotel sites to under an acre for small retail pads. Each of the seven parcels will have frontage on and physical access to Country Club Drive. Prior to Final Plat recording, the developer will record CC&R's for Unit 1 that will grant cross access to all parcels within Unit 1 giving each access to the two proposed driveways into the commercial development.

Parcel 4 will be developed sometime in the future thru a rezoning & subdivision plat process in order to align the zoning and shape to the terrain and adjacent land uses. It is too early to discuss the specific product proposed for the residential parcel. The current goal of Vintage Partners is to create a natural and compatible extension of the existing Continental Country Club development that takes advantage of the natural vegetation and views, and further reflects input from the City, neighbors, and market demand. The boundary of Parcel 4 was created to allow Parcel 5 to be conveyed to the City prior to the development of Parcel 4 if the developer and City decide to make that transfer prior to Parcel 4's development. The eventual plat of Parcel 4 will contain residential development area, open space for natural resource protection and floodplain.

Vintage Partners understands the City's desire to have the 35.8 acre Parcel 5 conveyed to the City for open space, floodplain / drainage and for public utilities. Vintage Partners intends to convey Parcel 5 to the City after the Final Plat records, at a time that works best for the City and Vintage Partners. The details of this conveyance will be worked out in the proposed Development Agreement. The intent is to convey to the City the floodplain area within Parcel 4 when it develops. Parcel 6 will likely be re-platted with Parcel 4 because of its residential zoning and is intended to be dedicated primarily as open space with the majority of the existing vegetation and slope preserved.

The major infrastructure needed to support this subdivision application in a first phase of development consists in general of:

- Realignment of East Soliere Avenue including the utilities that are in the existing alignment and installing any needed utilities in the future alignment with stubs to Parcels 1 & 2,
- Improvements to the Soliere – Country Club Intersection needed to support the development,
- Mass grading to remove portions of the site from the floodplain and create superpads for Parcels 1 & 2 and to create compensatory storage in the proposed redefined floodplain within the site,
- Right of Way landscaping in the re-aligned Soliere, and landscape restoration of the Rio-de-Flag floodplain area disturbed during construction,
- Abandonment of and/or realignment as needed of existing utilities in the area to be graded for development,
- Storm drain infrastructure in the new Soliere alignment with stubs into Parcels 1 & 2 to accommodate future storm drain systems.
- Improvements to Country Club to open the median for left turn access into Unit 1 and right turn decal lanes into Unit 1; a raised median in front of Parcel 2 to control access; and utility stubs into Unit 1 for connection in the future.

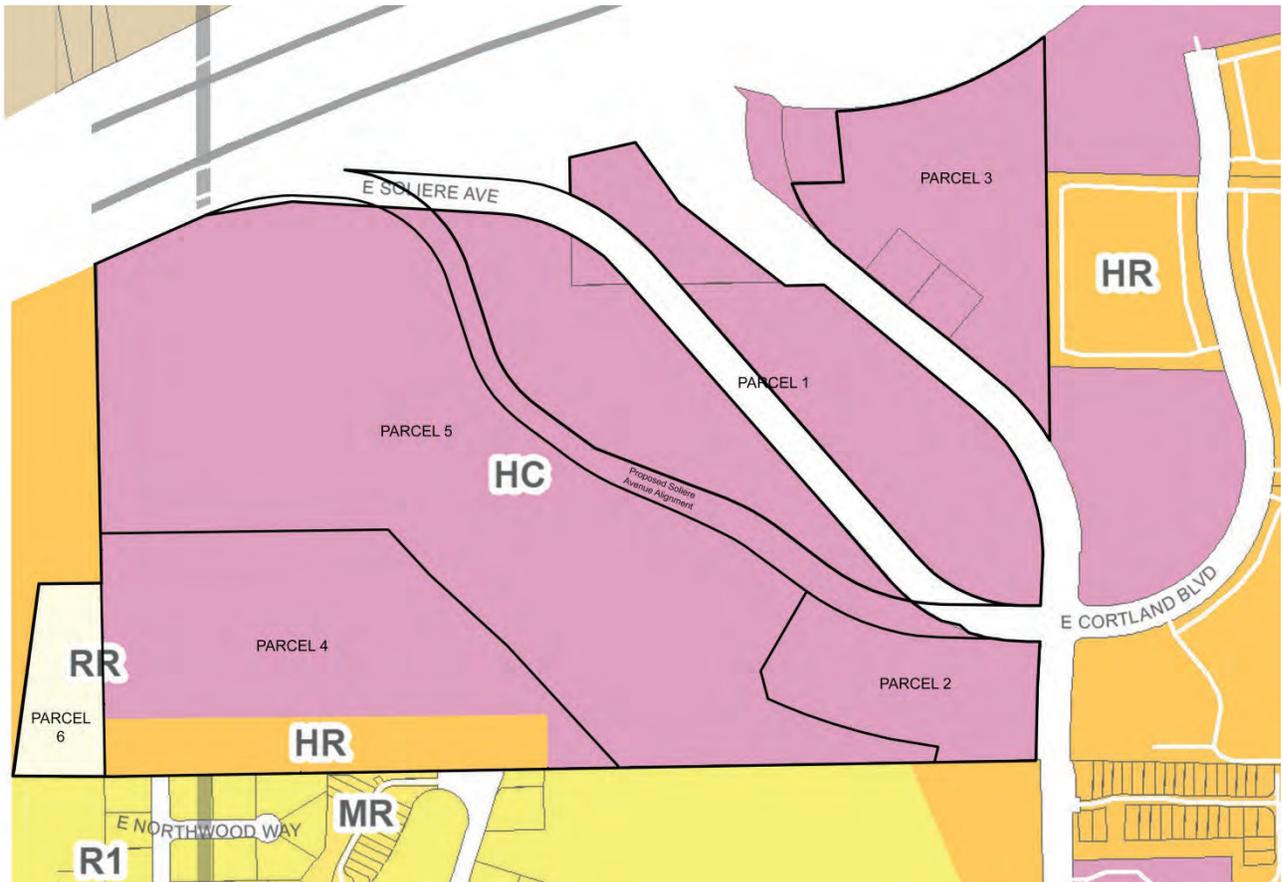
A comprehensive sign plan, detailed landscape calculations and impervious surface calculations for each commercial development parcel will be provided with the individual site plan submittals as those parcels develop.

## Future Rezoning

While the current configuration of zoning across all subject parcels is conducive to the proposed commercial development, future development of residential uses is currently inhibited. After discussions with City staff on the most effective process to develop the residential parcel without slowing the initial effort to bring the commercial development online as quickly as possible, Vintage Partners proposes to proceed thru to final plat on the Country Club & I-40 project now with a stipulation that a future rezoning action will be required to develop the residential portion of Parcel 4.

At some time in the future Vintage Partners may decide to pursue development of the residential portion of Parcel 4, and will propose a rezoning to revise portions of the HC and HR zoning to align with the area most conducive to residential development. Based on a subdivision layout, we would then propose portions of Parcel 4 be revised from HC and HR to a residential use appropriate for the neighborhood. The area in Parcel 4 that currently has HR zoning that falls outside the proposed residential zoning would then be rezoned to HC with a stipulation that it will be dedicated as open space and the trees and slopes that fall on the parcel be preserved.

It is important to note that we are using a dwelling unit count for the proposed residential parcel of 30 units in various documents as part of the subdivision application for the purpose of estimating water & sewer needs and traffic generation only. It should not be construed that we are proposing a maximum unit count of 30 homes for the future rezoning of Parcel 4.



**Figure 2: Existing Zoning Map (NTS)**

The two stage process we are proposing will allow the commercial development to move forward through the City’s Subdivision process, meeting its Forest Resource Protection requirements utilizing current zoning categories. Parcels 1, 2, & 5 and the parcels within Unit 1 are currently zoned Highway Commercial (HC) and are intended to remain as currently zoned.

Parcel 6 is currently zoned RR and will be subdivided with the residential portion of Parcel 4. The natural resources contained there would be available to support development of the residential portion of Parcel 4, with the intent that much of Parcel 6 will be dedicated as Open Space and the majority of natural resources that fall on the parcel be preserved.

At the time of rezoning, the NRPP will be updated to demonstrate continued compliance for the overall project with the City’s Resource Protection requirements.

## Existing Conditions

The Country Club & I-40 site generally slopes toward the Rio de Flag drainage way with several dramatic slope conditions as a result of roadway construction or borrow pit excavations from previous infrastructure projects. While most of the significant slopes on the site are manmade, there are some natural slopes in the southwest corner of the property adjacent to the Continental Country Club development. The site is dominated by grasses, annuals, and forest with a concentration of pinion, juniper, and ponderosa trees associated with the site's steep slope area. A number of non-native species are also present on site, including Russian Olive and Siberian Elm trees.

The site is currently undeveloped land that includes an abandoned fueling station on Unit 1. The site can currently be accessed by vehicle along Country Club Drive and East Soliere Avenue. The future residential parcel in the southwest corner of the site has vehicular access through the Continental Country Club development. Pedestrian access is currently available along Country Club Drive providing pedestrian access to the retail Parcels 1 & 2 and Unit 1. In addition there is an existing bus stop on the northwest corner of Soliere and Country Club.

## Adjacent Uses

Country Club & I-40 is currently bordered by residential uses to the south and west, by Interstate 40 to the north, and by a mix of commercial and residential uses to the east. This development proposal concentrates the commercial uses near the I-40 and Country Club interchange and provides a significant open space parcel buffering the proposed commercial uses from the existing residential uses to the south and west. The eastern boundary of Unit 1 is shared with both commercial and multifamily residential uses which will be buffered per the City of Flagstaff Zoning Code Section 10-50.60.040.

## Natural Resource Protection

The development team has prepared a Natural Resource Protection Plan (NRPP) in support of the Preliminary Plat submittal. This plan illustrates the conceptual limits of disturbance on site with the associated natural resource impacts anticipated from the development. EcoPlan Associates, Inc. was commissioned to prepare a Biological Resource Survey which included locating and assessing the onsite forest canopy per the City of Flagstaff Zoning Code requirements in Section 10-50.90.070A and identifying any wetlands. A revised version of this report was included in the 2<sup>nd</sup> submittal of the Conceptual Plat. A slope analysis was prepared by Cardno Inc. demonstrating the area of each slope category identified in the City of Flagstaff Zoning Code, Section 10-50.90.050 and is reflected on the NRPP. An Archaeological Inventory was prepared by PaleoWest Archaeology to identify any architectural or historic preservation sites that might impact development potential. This report was previously submitted to the City with the 1<sup>st</sup> Concept Plat submittal. The floodplains on site were identified utilizing the current FEMA FIRM mapping and City of Flagstaff delineations.

Steep slopes have been classified on the Natural Resource Protection Plan as either Natural or Manmade slopes. This development proposal will meet the Slope Protection Threshold as defined in the City of Flagstaff Zoning Code, preserving no less than 60% of slopes between 17% and 24.99%, no less than 80% of slopes between 25% and 34.99% and not disturbing any natural slopes above 35%. Manmade slopes are identified and calculated on the Natural Resource Protection Plan; however, the impacts to these slopes are not regulated by the City of Flagstaff Zoning Code.

The Archaeological Inventory found no sites that would be considered eligible for listing on the National Register of Historic Places. The Biological Resource Survey found no locations on site that support riparian vegetation or wetlands and there are no apparent endangered species on site to address. The Floodplains on site are categorized as Urban Floodplains by the City of Flagstaff. All adjustments proposed by this development within the Urban Floodplain will be coordinated with the City of Flagstaff Stormwater Manager and will process through the CLOMR / LOMR process to revise the existing Floodway and Floodplain.

The Natural Resource Protection Plan demonstrates the development proposal's potential impact on each of the inventoried resources. The County Club & I-40 project will abide by the limits set forth in the City of Flagstaff Zoning Code for impacts on Natural Resources. This development proposal will remove most of the canopy identified in Parcels 1 & 2 and Unit 1 as defined by the Preliminary Plat while preserving forest canopy associated with the natural slopes within Parcels 4, 5 and 6.

Based on current zoning, the areas zoned HC are calculated together as commercial to demonstrate compliance to the Commercial Forest Resource Protection Threshold of 70%.

Based on current zoning, the areas zoned RR & HR are calculated separately from the commercial parcels to demonstrate compliance with the Residential Forest Resource Protection Threshold of 50%.

When portions of Parcel 4 are rezoned as described above under the Project Proposal and Future Rezoning sections of this narrative, a revision to the NRPP will be filed which transfers the Forest Resources between the rezoned residential and commercial areas of Parcel 4 to show that the project on a whole still meets the Forest Resources requirements for the commercial and residential development areas of the project.

During the Preliminary Plat review process, City staff asked the development team to provide a calculation demonstrating that a future rezoning on Parcel 4 can comply with current resource protection requirements. Although the portion of Parcel 4 that will be proposed as residential zoning in the future is not yet finalized, we have prepared exhibits reflecting one logical and possible revision to the residential versus commercial zoning boundaries in order to show that there is a scenario that will meet the NRPP requirements. See the attached Exhibits 1 & 2 demonstrating the potential revisions to the zoning boundaries with the associated calculations.

## Traffic

A comprehensive traffic impact analysis (TIA) has been submitted to fulfill the traffic study requirements associated with preliminary plat approval. The applicant has been working with the City's traffic and transportation engineers during the completion of the traffic impact analysis, and the applicant has provided the City with trip generation estimates for the project, as requested by the City for the City's use in updating the Flagstaff Area Metropolitan Organization (FMPO) regional traffic model (RTM) with new land use information for the Country Club & I-40 project.

As part of the Country Club & I-40 project, Soliere Avenue will be improved to provide access to commercial parcels 1 & 2. Improvements to Country Club Drive will be installed to provide access to Unit 1 and to restrict access to Parcel 2. Public street access to Parcel 4 is already available via Oakmont Drive.

Access to each of the three commercial parcels will be provided by separate and distinct access drives connecting to either Country Club Drive for Unit 1; the realigned Soliere Avenue for Parcel 1; or both in the case of Parcel 2.

Unit 1 will be provided access at two locations along the east side of Country Club Drive. Right in/right out only access will be provided at the southernmost access drive, and full movement access will be provided at the northernmost access drive. Right turn deceleration lanes will be provided on the northbound approaches to both Unit 1 access points. Left turn access into and out of the northern access drive will be provided by removing a portion of the existing raised median on Country Club Drive, and replacing it with pavement, traffic signing, and pavement markings, and new median curbing at the limits of the removal, appropriate to define a southbound left turn lane for entering traffic, and to allow both entering and exiting left turns to be made at this access point.

The existing curb-to-curb width of Country Club Drive equals or exceeds the City of Flagstaff standard widths of both a 5-lane major collector (as Country Club Drive, to the south of I-40, is currently classified), and a 4 lane divided minor arterial (as Country Club Drive is classified across and to the north of I-40), therefore no widening will be necessary to provide the median opening and southbound left turn lane providing the above-described left turn access into Unit 1.

Based on current proposed uses for Unit 1, we do not anticipate a need for traffic signal control at either of the proposed Unit 1 entrances, and that stop sign control of traffic exiting Unit 1 would result in less impact, than would a signal, on through traffic flow along Country Club Drive.

Parcel 2 will be provided access at two locations along the south side of Soliere Avenue, and at one location along the west side of Country Club Drive. The Country Club Drive access drive will be restricted to right in and right out only. A raised median will be installed in Country Club Drive adjacent to the Parcel 2 driveway to prohibit left in and left out access. A raised median on Soliere Avenue will restrict the easternmost access drive on Soliere Avenue to right in and right out. The westernmost access drive for Parcel 2 will occur west of the Soliere Avenue median, and the

driveway and median will be configured to allow all movements to the aligning opposite side access drive for Parcel 1.

Parcel 1 will have driveway access at six locations along the north side of the realigned Soliere Avenue. The Parcel 1 driveway to be located closest to Country Club Drive, will be restricted to right in / right out movements only, and the other five driveways will be full movement driveways.

Future traffic projections for Soliere Avenue, through 2030, do not warrant more than one travel lane in each direction. A second eastbound (south side) travel lane will be provided with this project, within the limits of the Parcel 2 frontage and a second westbound (north side) travel lane will be provided with this project, along the majority of Parcel 1 frontage as shown on the Preliminary Plat. These “second lane” segments will be provided, in lieu of a separate right turn deceleration lane for both of the Parcel 2 (Soliere Avenue) driveways, and for the four easternmost of the Parcel 1 driveways. The two westernmost Parcel 1 driveways will each be provided a separate right turn deceleration lane, instead.

As compared to constructing separate right turn lanes for each driveway, and only two travel lanes that directly benefit through traffic; the “second through lane in lieu” option being proposed effectively increases the overall capacity of Soliere Avenue to serve project traffic and non-project (or “background”) traffic and gives the City increased capacity for future regional traffic increases. This option will provide a “slow lane” for turning traffic to use and allow through traffic to avoid being delayed by traffic decelerating to enter and/or accelerating to exit a driveway.

Improvements will be installed to the extent necessary to mitigate the impacts this project would have on traffic conditions and traffic signal infrastructure at the intersection of Country Club Drive and Soliere Avenue/Cortland Boulevard. Generally speaking these improvements consist of the construction of a separate right turn deceleration lane on the southbound approach (west side of Country Club Drive) to the intersection, and any traffic signal equipment modifications necessary to accommodate the proposed right turn lane.

No other off-site improvements, over and above those necessary to provide direct access to each of the proposed commercial parcels and lots, and to provide a separate southbound right turn lane on Country Club Drive, immediately north of Soliere Avenue, as described above, are anticipated to be needed nor constructed with this project.

## Pedestrians and Bicycle Access

Vintage Partners desires to create a development that fosters pedestrian and bicycle access and will work with the City to identify connections to existing trails, walkways and bike lanes at or near the site.

Pedestrian access to Unit 1 is already provided by sidewalk that runs along the east side of Country Club Drive, for the entire length of Unit 1. Improvements to this segment of sidewalk, as needed to accommodate driveways, right turn deceleration lanes and other off-site improvements associated with Unit 1 development, as well as connection of Country Club



sidewalk to the internal pedestrian circulation system within Unit 1, will be installed with the infrastructure.

The sidewalk on Country Club Drive continues south to (and beyond) Soliere Avenue/Cortland Boulevard. At the Country Club/Solier/Cortland intersection, a pedestrian activated traffic signal, ADA ramps marked crosswalks provide pedestrian connections between Unit 1 and Parcels 1 and 2. Pedestrian access to future development on Parcels 1 and 2 will be provided with this project, as sidewalk is not currently provided along either parcel's Soliere Avenue frontage.

The north side sidewalk will run from Country Club Drive, west to the western limit of Parcel 1. The south side sidewalk will run from Country Club Drive, west beyond the western limit of the project to connect to the existing sidewalk approximately 200-feet west of the project. Cross walks are proposed in the vicinity of Driveway 1D to allow pedestrian crossing of Soliere Avenue between Parcels 1 & 2 and near the west end of Parcel 1 to allow pedestrians from the west to cross over to Parcel 1. Pedestrian median refuge islands will be provided within the center turn lane on Soliere Avenue to provide a safe haven for pedestrians. The pedestrian routes described above will provide access to the internal pedestrian circulation system within Parcels 1 & 2 and Unit 1 of the Plat which, in turn will provide access to each building's public access point.

Bicycle lanes exist along both sides of Country Club Drive, and any portions of these lanes disturbed by improvements associated with this project will be restored. Bicycle lanes do not currently exist along Soliere Avenue within the limits of this Project. Bicycle lanes will be provided along both sides (and within the public right of way) of the segment of Soliere Avenue to be realigned and otherwise improved with this project. The above-described bicycle facilities will provide alternative transportation access to and between the proposed commercial development parcels of the Plat.

## Utilities

The City of Flagstaff has jurisdiction over the existing public water, sanitary sewer and storm drainage facilities adjacent to and traversing the project site. Arizona Public Service (APS) is the local provider for electricity, Unisource delivers natural gas, and Century Link distributes telephone and cable TV. According to the project's ALTA survey, electric, natural gas and communications facilities exist onsite and/or adjacent to the project. At this time there are no known capacity issues. We have begun communication with the dry utility providers to discuss service to the new development and needed relocations.

The project site is well served by existing public waterlines and wastewater collection systems, some of which will need relocation and/or abandonment as the site develops. The City Utilities Division has provided a letter dated June 10, 2013 waiving the requirement for a Water & Sewer Impact analysis. Proposed relocations and new water & sewer infrastructure are shown on the Preliminary Plat drawings.

Existing storm water facilities impacting the project include a 24-inch diameter storm drain line in Country Club Drive. Additionally, there are several culverts of various size conveying storm water under I-40, Country Club Drive and existing Soliere Avenue, across the project site and into the Rio de Flag.

Proposed utility improvements include abandonments and system extensions. Existing utilities in Soliere Avenue will need to be abandoned and new lines will be installed along the proposed Soliere Avenue alignment. This will provide the necessary backbone system to serve Parcels 1 and 2. Unit 1 is expected to be served by utility extensions from Country Club Drive. No extensions are anticipated for Parcel 4 prior to its development but adequate facilities exist on the site.

## Stormwater and Floodplain

The Rio de Flag has been identified by the Federal Emergency Management Agency (FEMA) as a Special Flood Hazard Area (SFHA). A significant portion of this project falls within the SFHA identified as a Zone "AE". The project intends to reclaim some of this SFHA by means of fill to elevate the building pads above the base flood elevation and the re-alignment of Soliere Ave. Care will be taken to maintain an adequate conveyance corridor and volume for the Rio de Flag. A Conditional Letter of Map Revision (CLOMR) and Letter of Map Revision (LOMR) will be processed. The City of Flagstaff Floodplain Administrator has already reviewed and approved the CLOMR application for submittal to FEMA. The CLOMR Application was delivered to FEMA offices in Alexandria, Virginia on October 8, 2013.

All development parcels will drain to the Rio-de-Flag drainage way. After significant analysis and meetings with City Floodplain staff it was agreed that this project should not develop under a standard retention / detention concept rather it should take a storm water volume impact approach to the level pool floodplain. The three commercial development Parcels 1 & 2 and Unit 1 will retain the first half inch of storm water on site for infiltration in accordance with the City Low Impact Development (LID) requirements. The balance of storm water will be routed to the Rio-de-Flag drainage way, via shallow infiltration sumps that will be enhanced with vegetation. The total storm water volume generated from the commercial development parcels over and above existing conditions and the first half inch of LID storage being addressed on site, will be compensated for by adding an equivalent or greater amount of storage in the Rio-de-Flag Floodplain thereby mitigating the impact of the development on the current flooding conditions. The portion of Parcel 4 to be developed as residential development in the future has also been accounted for in the overall storage calculations contained in the drainage reports supporting the Preliminary Plat.

## Section 404 Permitting

The low flow channels of the Rio de Flag and Fanning Drive Wash have been identified by the U.S. Army Corps of Engineers as a Waters of the U.S. in a Preliminary Jurisdictional

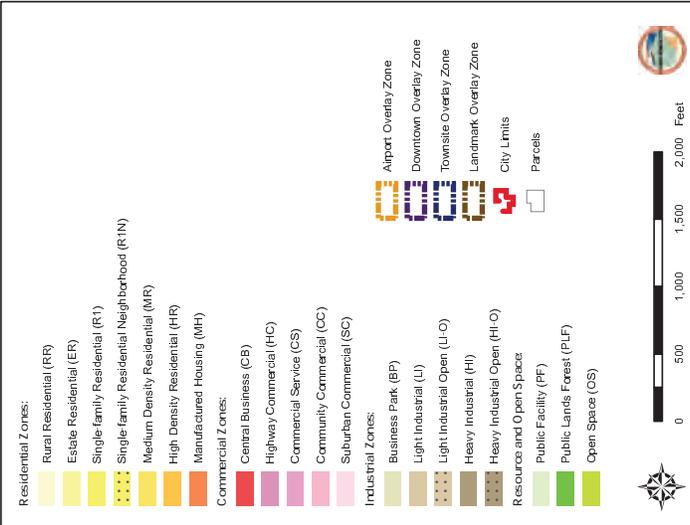


Delineation dated August 24, 2012. The site is intended to be developed with minor disturbances to the Waters of the U.S. for a temporary construction road and for widening of Soliere Ave and culvert improvements at Fanning Drive Wash. These disturbances will be designed to meet the terms and conditions of the Nationwide Permit Numbers 12 and 14. We received a Nationwide Permit Verification letter from the Corps of Engineers dated September 24, 2013 permitting the project to proceed as proposed. A copy of the letter was sent to City Planning staff for the City's records.

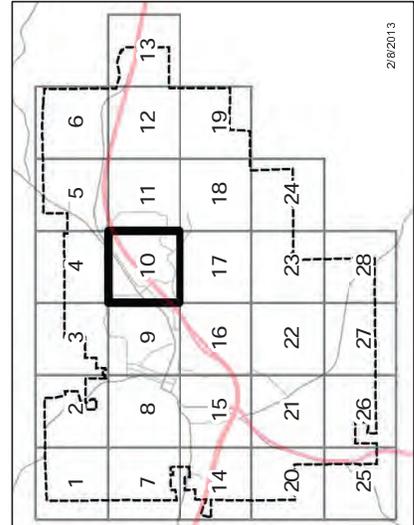
## Phasing

Unit 1 may develop prior to the lower areas associated with the re-alignment of Soliere and grading of the floodplain areas. In general Unit 1 can develop independently of Unit 2, but there is a long term drainage interaction reflected in the designs and on the preliminary plat. Interim drainage improvements will be installed with Unit 1 allowing it to stand on its own which may include a temporary storm water basin on one of the parcels in Unit 1 or on areas of Parcel 1 between Country Club and the existing Soliere.

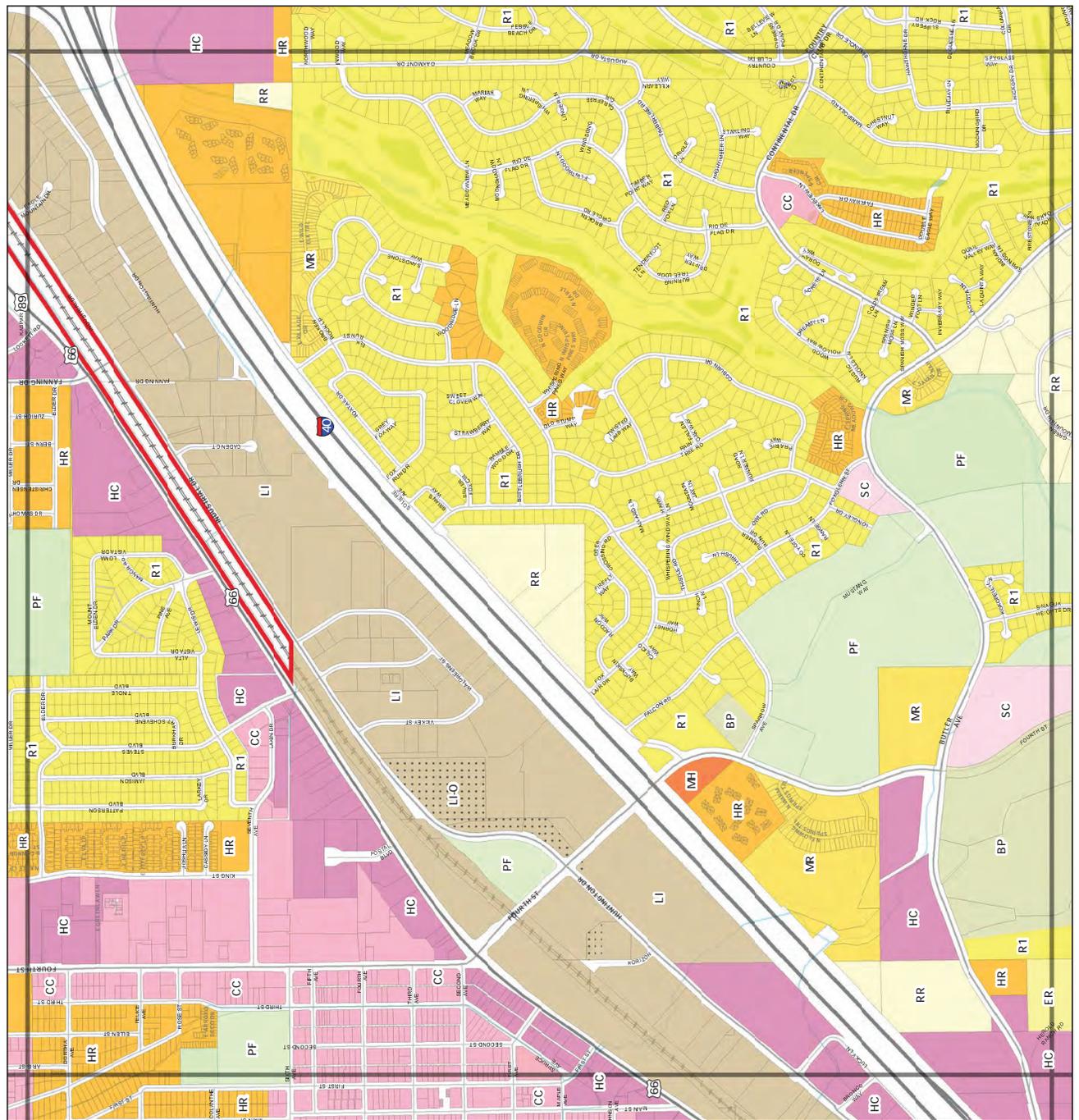
# City of Flagstaff Zoning Map 10



This map is known as the "City of Flagstaff Official Zoning Map" or the "City of Flagstaff Official Regulating Plan," and is intended to implement the City of Flagstaff Zoning Code per Ordinance 2011-20 adopted on 11/01/2011 and all subsequent amendments. These maps are based on the most accurate graphic information available at the time they were produced. The City of Flagstaff furnishes these maps "as is" and assumes no responsibility for their accuracy. All zoning information should be verified by legal description whenever possible.



2/9/2013





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Floodplain Mapping from:  
City of Flagstaff

Disturbance/Floodplain			
Color	Description	Acres	Disturbed Acres
	Urban	45.9 ac	39.8 ac (86.8%)
	Floodplain		

Slope Analysis			
COMMERCIAL ZONING			
Color/Slope	Existing Slope Area	Required Slope Preserve	Proposed Slope Preserve
	17 and 24.99%	23,305 sf	23,305 sf
	25 and 34.99%	10,771 sf	10,771 sf
	35% +	3,276 sf	3,276 sf
Proposed Preserve in Excess of Required:			11,476 sf
Conversion to Tree Points:			262.9 Points

RESIDENTIAL ZONING			
Color/Slope	Existing Slope Area	Required Slope Preserve	Proposed Slope Preserve
	17 and 24.99%	6,078 sf	6,078 sf
	25 and 34.99%	17,561 sf	17,516 sf
	35% +	1,214 sf	1,214 sf
Proposed Preserve in Excess of Required:			5,336 sf
Conversion to Tree Points:			122.2 Points

**MANMADE STEEP SLOPES**  
 Manmade slopes are exempt from protection in this Natural Resource Protection Plan.

Tree Survey	
COMMERCIAL ZONING	
Existing Trees	Points:
Pinion/Juniper	1320
Ponderosa	442
<b>Total Points</b>	<b>1762</b>

Disturbance	
Protection Threshold (30%)	
Point Disturbance Allowed	1233.4
Carryover from Slope Preservation	262.9
<b>Total Disturbance Allowed</b>	<b>1496.3</b>
<b>PROPOSED DISTURBANCE</b>	<b>1467</b>

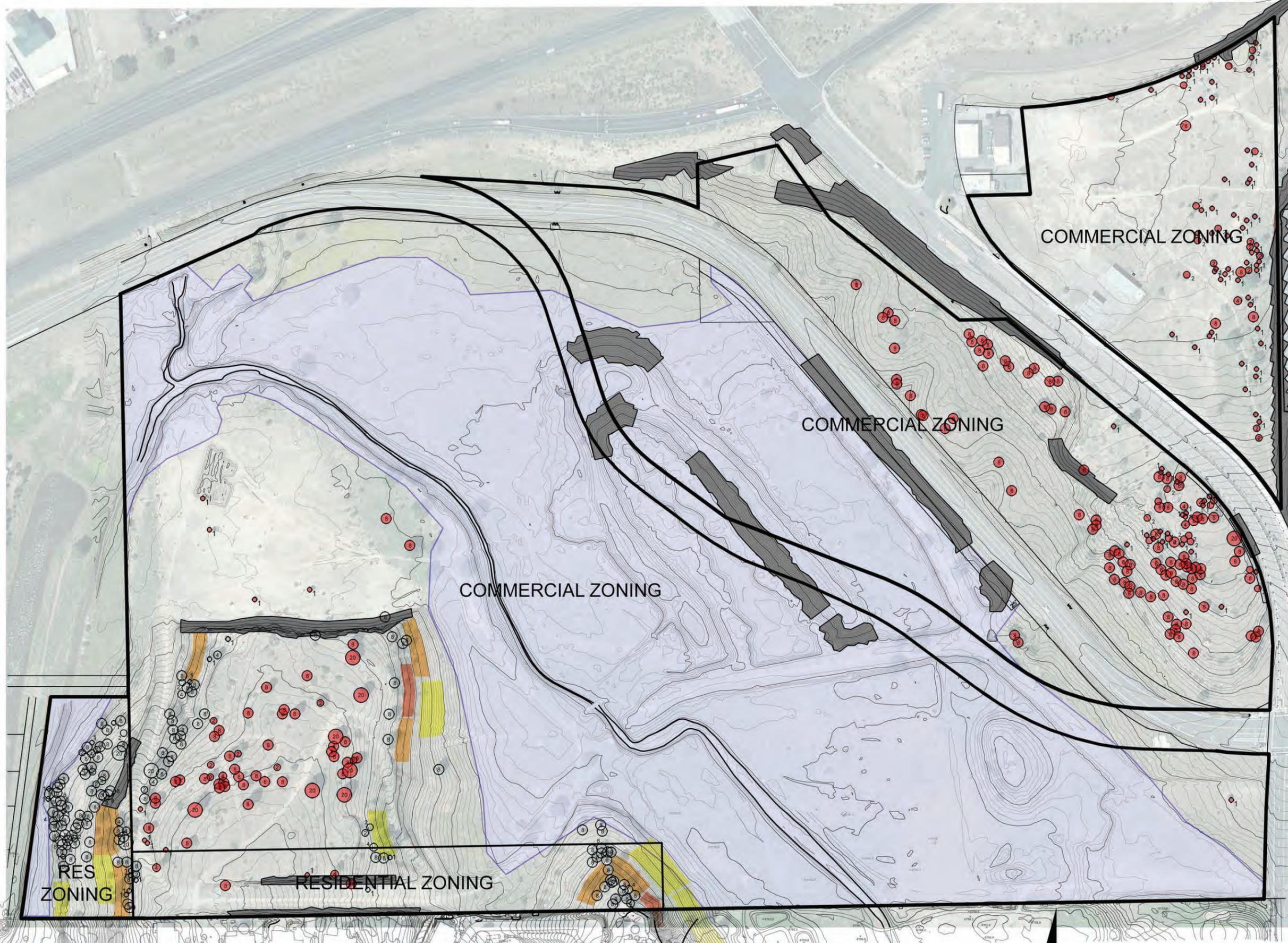
RESIDENTIAL ZONING	
Existing Trees	Points
Pinion/Juniper	624
Ponderosa	140
<b>Total Points</b>	<b>764</b>

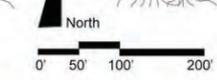
Disturbance	
Protection Threshold (50%)	
Point Disturbance Allowed	382
Carryover from Slope Preservation	122.2
<b>Total Disturbance Allowed</b>	<b>504.2</b>
<b>PROPOSED DISTURBANCE</b>	<b>25</b>

**TREE INVENTORY KEY**  
Existing/Protected Trees  
 Diameter and number indicate approximate drip line of tree and associated point value  
  
Existing/Potentially Removed Trees  
 Diameter and number indicate approximate drip line of tree and associated point value

9/31/2013



Off-site slopes shown are utilized to qualify 100 foot slope length requirement of on-site slopes as required by code



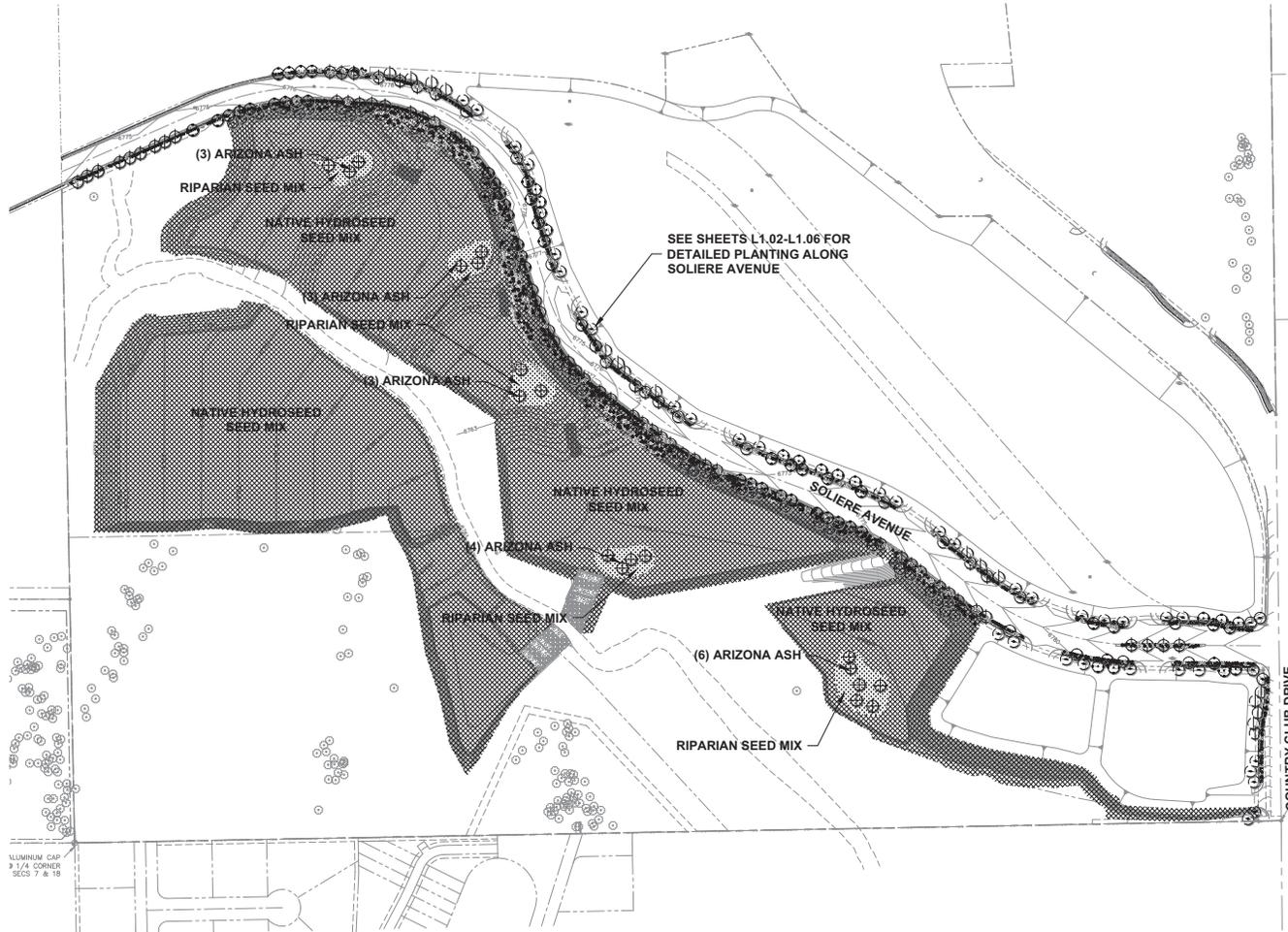
Ponderosa Tree Number	Non-Resource Trees			Resource Tree Points	Resource Tree Points Removed
	Trees on Steep Slopes	Trees within Urban Floodplain	Resource Tree Points		
34			1	1	
35			1	1	
36			1	1	
37			1	1	
38			2	2	
39			4	4	
40			20	20	
41			8	8	
42			8	8	
43			4	4	
44			1	1	
45			2	2	
46	2				
47			1	1	
48	4				
49			4	4	
50	1				
51			1	1	
52			2	2	
53			2	2	
54			2	2	
55			4	4	
56			20	20	
57			2	2	
58			8	8	
63			2	2	
64			8	8	
65			8	8	
66			2	2	
67			8	8	
68			20	20	
69	1				
70	1				
71	1				
72			20	20	
73	2				
74			20	20	
75			2	2	
76			20	20	
77			20	20	
78			20	20	
79			2	2	
80			2	2	
81	8				
82	4				
83	1				
84	2				
86			4	4	
88			8	8	
89			1	1	
90			1	1	
91			4	4	
92			1	1	
102			1	1	
103			1	1	
104			1	1	
105			1	1	
106			2	2	
107			1	1	
108			2	2	
109			1	1	
110			1	1	
111			1	1	
112			2	2	
113			1	1	
114			2	2	
115			20	20	
116			1	1	
117			2	2	
118			1	1	
119			1	1	
120			1	1	
121			2	2	
122			1	1	
123			1	1	
124			2	2	
125			2	2	
126			2	2	
127			1	1	
128			4	4	
129			1	1	
130			1	1	
131			1	1	
132			4	4	
133			2	2	
134			1	1	
135			4	4	
136			2	2	
137			1	1	
138			1	1	
139			1	1	
140			1	1	
141			1	1	
142			1	1	
143			2	2	
144			2	2	
145			1	1	
146			2	2	
147			1	1	
148			2	2	
149			1	1	
150			1	1	
151			1	1	
152			1	1	
153			2	2	
154			1	1	
155			1	1	
156			1	1	
157			1	1	
158			1	1	
159			1	1	
160			1	1	
161			1	1	
162			1	1	
163			2	2	

Ponderosa Tree Number	Non-Resource Trees			Resource Tree Points	Resource Tree Points Removed
	Trees on Steep Slopes	Trees within Urban Floodplain	Resource Tree Points		
164			1	1	
165			1	1	
166			2	2	
167			1	1	
168			1	1	
169			2	2	
170			1	1	
171			1	1	
172			1	1	
173			1	1	
174			1	1	
175			1	1	
176			1	1	
177			1	1	
178			1	1	
179			1	1	
180			2	2	
181			1	1	
182			2	2	
183			1	1	
184			2	2	
185			1	1	
186			2	2	
187			2	2	
188			1	1	
189			1	1	
190			1	1	
191			1	1	
192			1	1	
193			1	1	
194			1	1	
195			2	2	
196			1	1	
197			1	1	
198			2	2	
199			1	1	
200			1	1	
201			1	1	
202			1	1	
203			2	2	
204			1	1	
205			4	4	
206			1	1	
207			1	1	
208			1	1	
209			1	1	
210			1	1	
211			1	1	
212			2	2	
213			2	2	
214			1	1	
215			1	1	
216	Dead				
217			1	1	
218			1	1	
219			1	1	
220			1	1	
221			1	1	
222			1	1	
223			1	1	
224			8	8	
225			8	8	
226			8	8	
227			8	8	
228			8	8	
229			8	8	
230			8	8	
231			8	8	
232			8	8	
233			8	8	
234			8	8	
235			8	8	
236			8	8	
237			8	8	
238			8	8	
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245			8	8	
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247			8	8	
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251			8	8	
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254			8	8	
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263			8	8	
264			8	8	
265			8	8	
266			8	8	
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297			8	8	
298			8	8	
299			8	8	
300			8	8	
301			8	8	
302			8	8	
303			8	8	
304			8	8	
305			8	8	
306			8	8	
307			8	8	

Native Tree Number	Non-Resource Trees			Resource Tree Points	Resource Tree Points Removed
	Trees on Steep Slopes	Trees within Urban Floodplain	Resource Tree Points		
153			8	8	
154			8	8	
155			8	8	
156			8	8	
157			8	8	
158			8	8	
159			8	8	
160	8				
161	8				
162	8				
165			8	8	
166			8	8	
167			8	8	
168			8	8	
169			8	8	
170			8	8	
171			8	8	
172			8	8	
173			8	8	
174			8	8	
175			8	8	
176			8	8	
215			8	8	
216			8	8	
217			8	8	
218			8	8	
219			8	8	
220			8	8	
221			8	8	
222			8	8	
223			8	8	
224			8	8	
225			8	8	
226			8	8	
227			8	8	
228			8	8	
229			8	8	
230			8	8	
231			8	8	
232			8	8	
233			8	8	
234			8	8	
235			8	8	
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237			8	8	
238			8	8	
239			8	8	
240			8	8	
241			8	8	
242			8	8	
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247			8	8	
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249			8	8	
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255			8	8	
256			8	8	



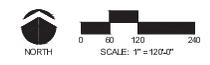
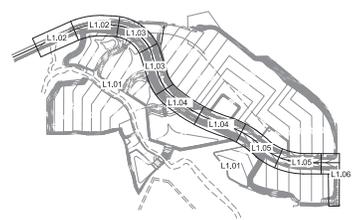
\\s01\proj\1010\landscaping\_L10101-1-07.dwg 8/15/2013 3:58:11 AM MKT



LANDSCAPE PALETTE

- EXISTING TREES**  
ITEM
- Existing Trees To Remain
- DECIDUOUS TREES**  
ITEM
- Robinia ambigua* 'purple robe'  
PURPLE ROBE LOCUST
- Fraxinus pennsylvanica*  
GREEN ASH
- Quercus macrocarpa* var. *parva*  
HONEY LOCUST
- Fraxinus velutina*  
Alicorns Ash
- EVERGREEN TREES**  
ITEM
- Juniperus monosperma*  
ONE SEED JUNIPER
- Pinus edulis*  
PINON PINE
- Pinus ponderosa*  
POND PINE
- EVERGREEN SHRUBS**  
ITEM
- Chrysothamnus nauseosus*  
RABBITBUSH
- Covillea tridentata*  
CLIFFROSE
- Juniperus sabina* 'Bradburia'  
BROADWING JUNIPER
- Juniperus spp.* 'Blue Chip'  
BLUE CHIP JUNIPER
- DECIDUOUS SHRUBS**  
ITEM
- Amelanchier alnifolia*  
SASKATOON SERVICEBERRY
- Arctostaphylos pungens*  
MIMSAITA
- Ceanothus velutinus*  
REDBUSH
- Cotoneaster integerrimus*  
COTONEASTER
- Rhus typhina*  
THREE LEAF SUMAC
- Ribes aurum*  
GOLDEN CURRANT
- GROUNDCOVERS**  
ITEM
- Juniperus spp.* 'Blue Flag'  
BLUE FLAG JUNIPER
- Lonicera japonica*  
JAPANESE HONEYSUCKLE
- Clematis integrifolia*  
HOCKEYS EVENING PRIMROSE
- Mertensia virginica*  
CREEPING VIOLET
- Sedum spum.*  
SEDUM
- MISCELLANEOUS**  
ITEM
- RIPARIAN SEED MIX
- NATIVE GROUND COVER SEED MIX
- BOULDER
- ORGANIC BARK MULCH
- ALL PLANTER AREAS

KEY MAP



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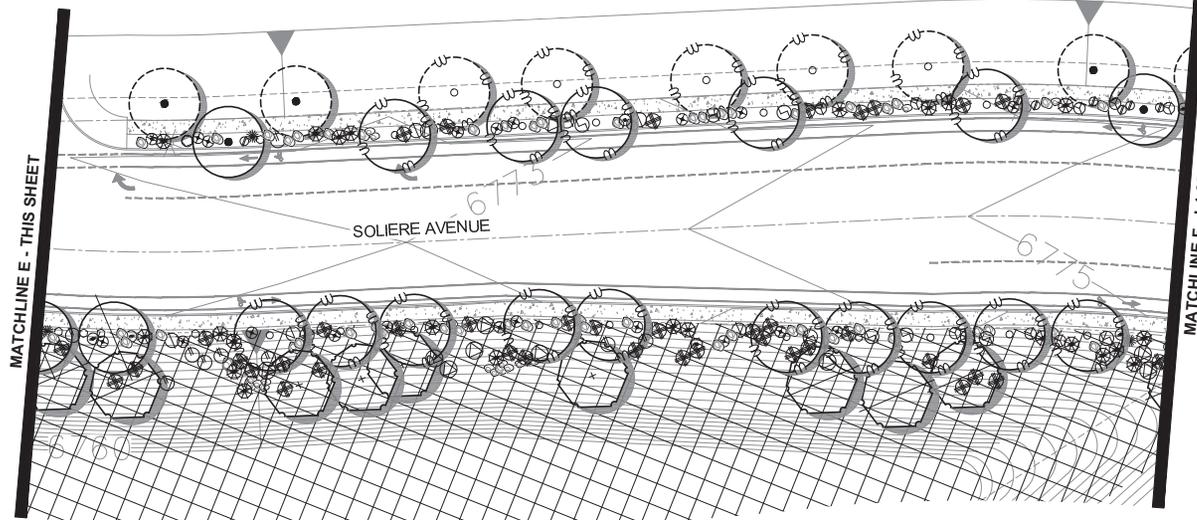
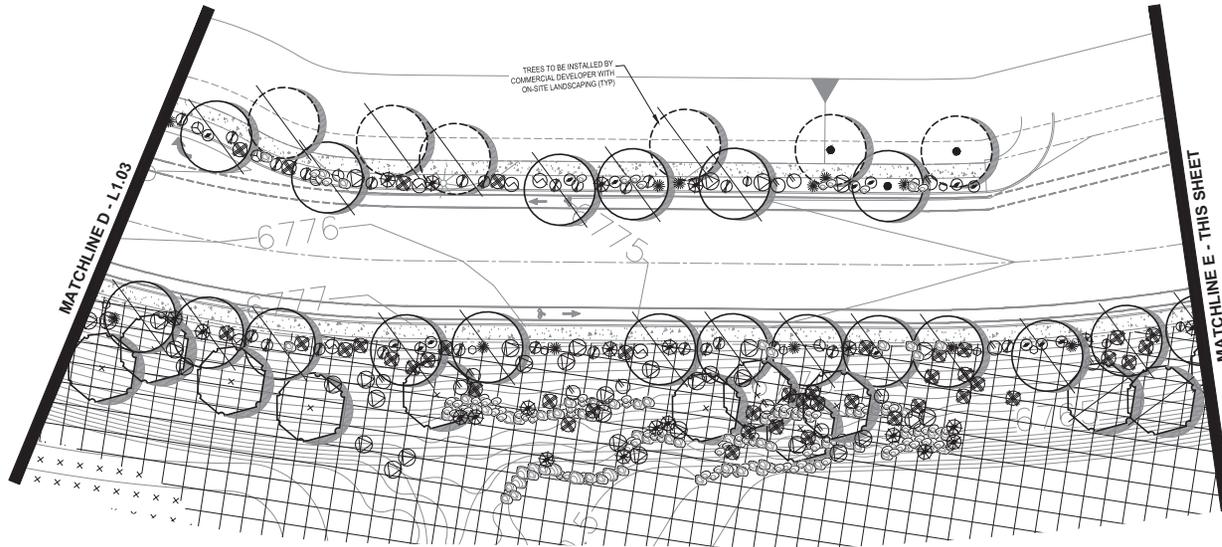
DATE	1-10-14/2013
DRAWN	I TEAM
DESIGNED	I TEAM
CHECKED	I
PROJECT #	14129/13000
SHEET TITLE	PLANTING MASTER PLAN
SHEET NUMBER	<b>L1.01</b>
	02 OF 13 SHEETS

Preliminary Plot Submittal





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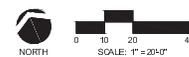
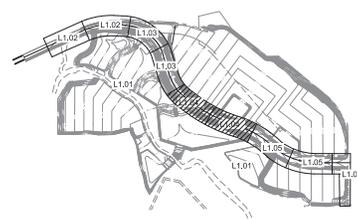


LANDSCAPE PALETTE

- |  |                                                             |
|--|-------------------------------------------------------------|
|  | <b>EXISTING TREES</b><br>ITEM                               |
|  | Existing Trees To Remain                                    |
|  | <b>DECIDUOUS TREES</b><br>ITEM                              |
|  | <i>Robinia albigua</i> "purple robe"<br>PURPLE ROBE LOCUST  |
|  | <i>Fraxinus pennsylvanica</i><br>GREEN ASH                  |
|  | <i>Quercus macrocarpa</i> var. <i>parva</i><br>HONEY LOCUST |
|  | <i>Fraxinus velutina</i><br>Arizona Ash                     |
|  | <b>EVERGREEN TREES</b><br>ITEM                              |
|  | <i>Juniperus monosperma</i><br>ONE SEED JUNIPER             |
|  | <i>Pinus edulis</i><br>PINON PINE                           |
|  | <i>Pinus ponderosa</i><br>POCKET PINE                       |
|  | <b>EVERGREEN SHRUBS</b><br>ITEM                             |
|  | <i>Corydalis aurea</i><br>RABBITRUSS                        |
|  | <i>Cowantherisma</i><br>CLIFF ROSE                          |
|  | <i>Juniperus sabina</i> "Bradford"<br>BROADMOCK JUNIPER     |
|  | <i>Juniperus</i> spp. "Blue Chip"<br>BLUE CHIP JUNIPER      |
|  | <b>DECIDUOUS SHRUBS</b><br>ITEM                             |
|  | <i>Amelanchier alnifolia</i><br>SASKATOON SERVICEBERRY      |
|  | <i>Arctostaphylos purpurea</i><br>MIMSAITA                  |
|  | <i>Ceanothus velutinus</i><br>REDBUSH                       |
|  | <i>Cotoneaster integerrimus</i><br>COTONEASTER              |
|  | <i>Rhus typhina</i><br>THREE LEAF SUMAC                     |
|  | <i>Ribes aurum</i><br>GOLDEN CURRANT                        |
|  | <b>GROUNDCOVERS</b><br>ITEM                                 |
|  | <i>Juniperus</i> spp. "Blue Plug"<br>BLUE PLUG JUNIPER      |
|  | <i>Lonicera japonica</i><br>JAPANESE HONEYSUCKLE            |
|  | <i>Chamaenerion</i><br>HOCKEYS EVENING PRIMROSE             |
|  | <i>Mentha arvensis</i><br>CREEPING MINT                     |
|  | <i>Sedum spum</i><br>SEDUM                                  |
|  | <b>MISCELLANEOUS</b><br>ITEM                                |
|  | RIPARIAN SEED MIX                                           |
|  | NATIVE GROUND COVER SEED MIX                                |
|  | BOULDER                                                     |
|  | ORGANIC BARK MULCH<br>IN ALL PLANTER AREAS                  |



KEY MAP



**Cardno**  
SINCE 1978

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FLAGSTAFF, AZ

A	A	A	A	A	A	A	A	A	A
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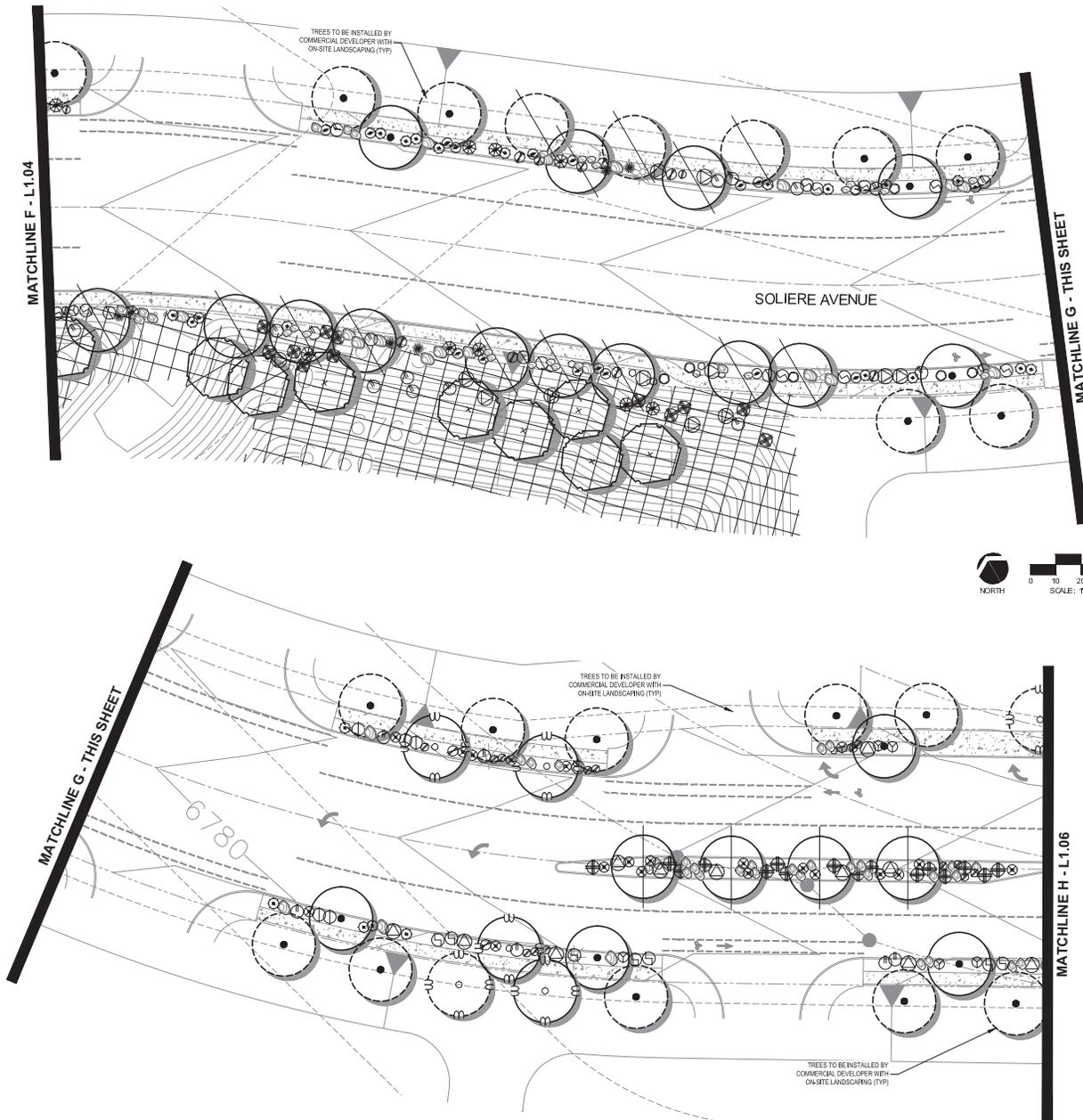
EXPIRES 09/30/14

DATE: 1/10/14/2013  
DRAWN: I TEAM  
DESIGNED: I TEAM  
CHECKED: I  
PROJECT #: 1412591.000

SHEET TITLE: PLANTING PLAN  
SHEET NUMBER: L1.04  
OF 13 SHEETS

Preliminary Plot Submittal

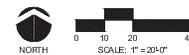
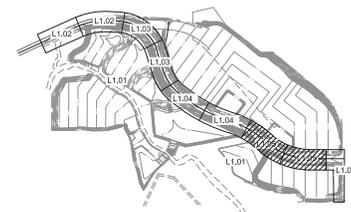
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**LANDSCAPE PALETTE**

- |  |                                                             |
|--|-------------------------------------------------------------|
|  | <b>EXISTING TREES</b><br>ITEM                               |
|  | Existing Trees To Remain                                    |
|  | <b>DECIDUOUS TREES</b><br>ITEM                              |
|  | <i>Robinia ambigua</i> "purple robe"<br>PURPLE ROBE LOCUST  |
|  | <i>Fraxinus pennsylvanica</i><br>GREEN ASH                  |
|  | <i>Quercus macrocarpa</i> var. <i>parva</i><br>HONEY LOCUST |
|  | <i>Fraxinus velutina</i><br>Arizona Ash                     |
|  | <b>EVERGREEN TREES</b><br>ITEM                              |
|  | <i>Juniperus monosperma</i><br>ONE SEED JUNIPER             |
|  | <i>Pinus edulis</i><br>PINON PINE                           |
|  | <i>Pinus ponderosa</i><br>POUNCEWOOD PINE                   |
|  | <b>EVERGREEN SHRUBS</b><br>ITEM                             |
|  | <i>Chrysothamnus nauseosus</i><br>RABBITRUSH                |
|  | <i>Ceanothus texanensis</i><br>CLIFF ROSE                   |
|  | <i>Juniperus sabina</i> "Bradford"<br>BROADMOCK JUNIPER     |
|  | <i>Juniperus spp.</i> "Blue Chip"<br>BLUE CHIP JUNIPER      |
|  | <b>DECIDUOUS SHRUBS</b><br>ITEM                             |
|  | <i>Amelanchier alnifolia</i><br>SASKATOON SERVICEBERRY      |
|  | <i>Arctostaphylos pungens</i><br>MUNSHATA                   |
|  | <i>Ceanothus velutinus</i><br>REINISH                       |
|  | <i>Cotoneaster integerrimus</i><br>COTONEASTER              |
|  | <i>Rhus typhina</i><br>THREE LEAF SUMAC                     |
|  | <i>Ribes aurum</i><br>GOLDEN CURRANT                        |
|  | <b>GROUNDCOVERS</b><br>ITEM                                 |
|  | <i>Juniperus spp.</i> "Blue Flag"<br>BLUE FLAG JUNIPER      |
|  | <i>Lonicera japonica</i><br>JAPANESE HONEYSUCKLE            |
|  | <i>Chamaenerion</i><br>HOCKEYS EVENING PRIMROSE             |
|  | <i>Melvinia repens</i><br>CREEPING MAHONIA                  |
|  | <i>Sedum spum</i><br>SEDUM                                  |
|  | <b>MISCELLANEOUS</b><br>ITEM                                |
|  | RIPIARIAN SEED MIX                                          |
|  | NATIVE GROUND COVER SEED MIX                                |
|  | BOULDER                                                     |
|  | ORGANIC BARK MULCH<br>IN ALL PLANTER AREAS                  |

**KEY MAP**



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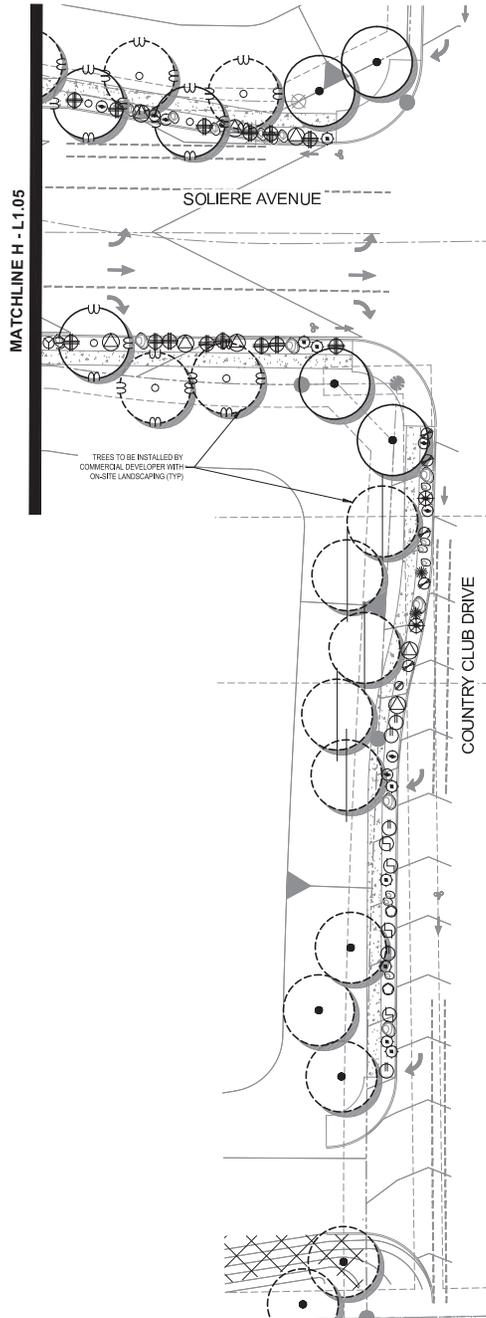
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DATE: 11/14/2013  
DRAWN: I TEAM  
DESIGNED: I TEAM  
CHECKED: I TEAM  
PROJECT #: 1412591.000

SHEET TITLE:  
**PLANTING PLAN**  
SHEET NUMBER:  
**L1.05**  
07 OF 13 SHEETS

Expires 09/30/14

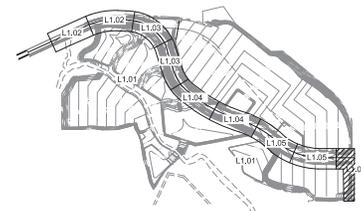
Preliminary Plot Submittal



**LANDSCAPE PALETTE**

- EXISTING TREES**  
ITEM
- Existing Trees To Remain
- DECIDUOUS TREES**  
ITEM
- Rubus anthracinus* "Purple Rose"  
PURPLE ROSE LOGCUST
- Fraxinus pennsylvanica*  
GREEN ASH
- Quercus macrocarpa* var. *parva*  
HONEY LOGCUST
- Fraxinus velutina*  
Arizona Ash
- EVERGREEN TREES**  
ITEM
- Juniperus monosperma*  
ONE SEED JUNIPER
- Pinus edulis*  
PINON PINE
- Pinus ponderosa*  
PONDEROSA PINE
- EVERGREEN SHRUBS**  
ITEM
- Chrysothamnus nauseosus*  
RABBITRUSH
- Covillea trichocarpa*  
CLIFF ROSE
- Juniperus sabina* "Broadleaf"  
BROADLEAF JUNIPER
- Juniperus ssp. "Blue Chip"*  
BLUE CHIP JUNIPER
- DECIDUOUS SHRUBS**  
ITEM
- Amelanchier alnifolia*  
SASKATOON SERVICEBERRY
- Arctostaphylos pungens*  
MIMSAUTA
- Ceanothus velutinus*  
REDBUSH
- Colea intermedia*  
CRANBERRY COTONWEASTER
- Rhus typhina*  
THREE LEAF SUMAC
- Ribes aurum*  
GOLDEN CURRANT
- GROUNDCOVERS**  
ITEM
- Juniperus ssp. "Blue Flag"*  
BLUE FLAG JUNIPER
- Lonicera japonica*  
JAPANESE HONEYSUCKLE
- Clematis integrifolia*  
HOCKEYS EVENING PRIMROSE
- Mentha spicata*  
CREEPING MINT
- Sedum sp. "Sedum"*  
SEDUM
- MISCELLANEOUS**  
ITEM
- RIPARIAN SEED MIX
- NATIVE GROUNDCOVER SEED MIX
- BOULDER
- ORGANIC BARK MULCH IN ALL PLANTER AREAS

**KEY MAP**



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Preliminary Plot Submittal

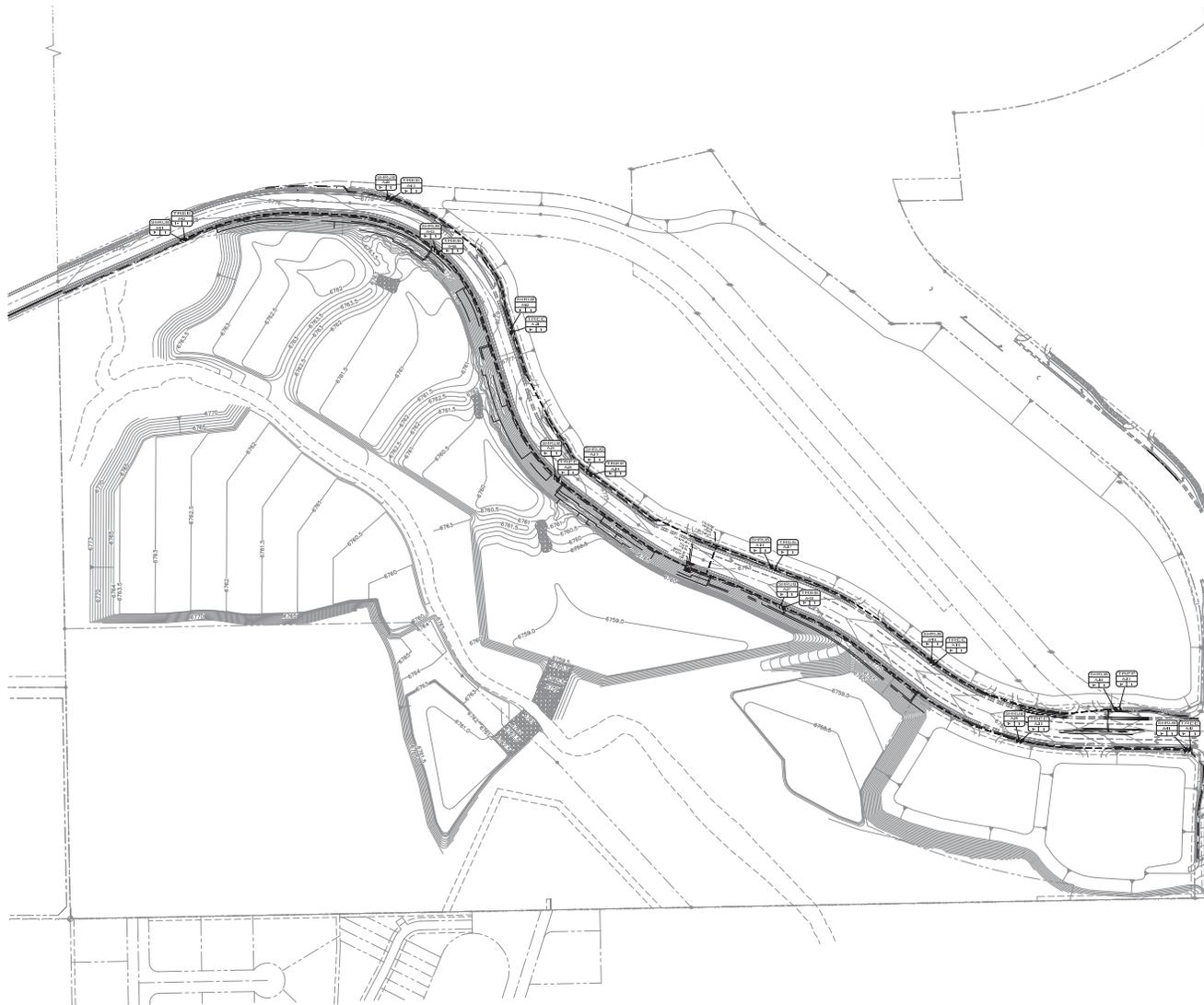
DATE: 1/10/14/2013  
DRAWN: I TEAM  
DESIGNED: I TEAM  
CHECKED: T  
PROJECT #: 14129191.000

SHEET TITLE: **PLANTING PLAN**

SHEET NUMBER: **L1.06**

(8) OF 13 SHEETS

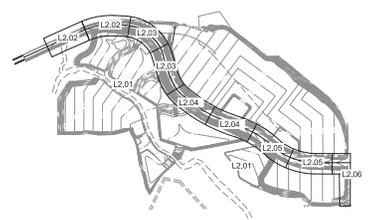
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**IRRIGATION LEGEND**

SYMBOL	DESCRIPTION
	WATER METER, BY OTHERS
	BOOSTER PUMP
	CONTROLLER
	BACKFLOW PREVENTION UNIT
	AIR RELIEF VALVE
	MASTER VALVE
	MASTER VALVE & FLOW SENSOR
	GATE VALVE
	REMOTE CONTROL VALVE, REFER TO DETAIL ? / L???
	PRESSURE REGULATOR & WYE FILTER
	END FLUSH CAP, REFER TO DETAIL ? / L???
	WATERLINE (POINT OF CONNECTION)
	MAIN SERVICE
	MAINLINE
	LATERAL LINE (FREE)
	LATERAL LINE (SHRUB)
	PVC SLEEVE
	PVC WIRE SLEEVE
VALVE TAG:	
	VALVE TYPE
	CONTROLLER AND STATION
	GALLONS PER MINUTE
	VALVE SIZE

**KEY MAP**



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 Vintage Partners  
 FLAGSTAFF, AZ

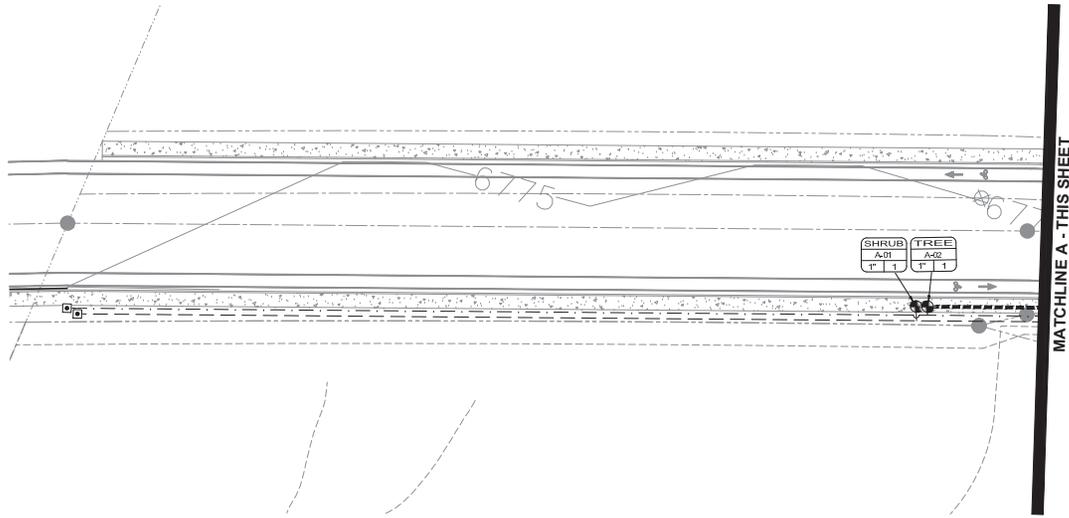
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Professional Engineer Seal  
 State of Arizona  
 No. 14129193  
 Expires 09/30/14

DATE	1/01/2013
DRAWN	I TEAM
DESIGNED	I TEAM
CHECKED	I
PROJECT #	14129193.000
SHEET TITLE	IRRIGATION MASTER PLAN
SHEET NUMBER	<b>L2.01</b>
08 OF 13 SHEETS	

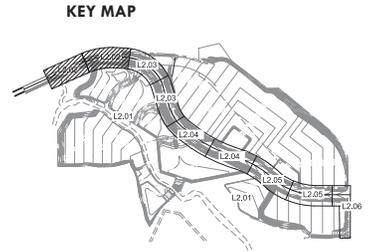
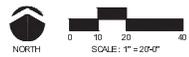
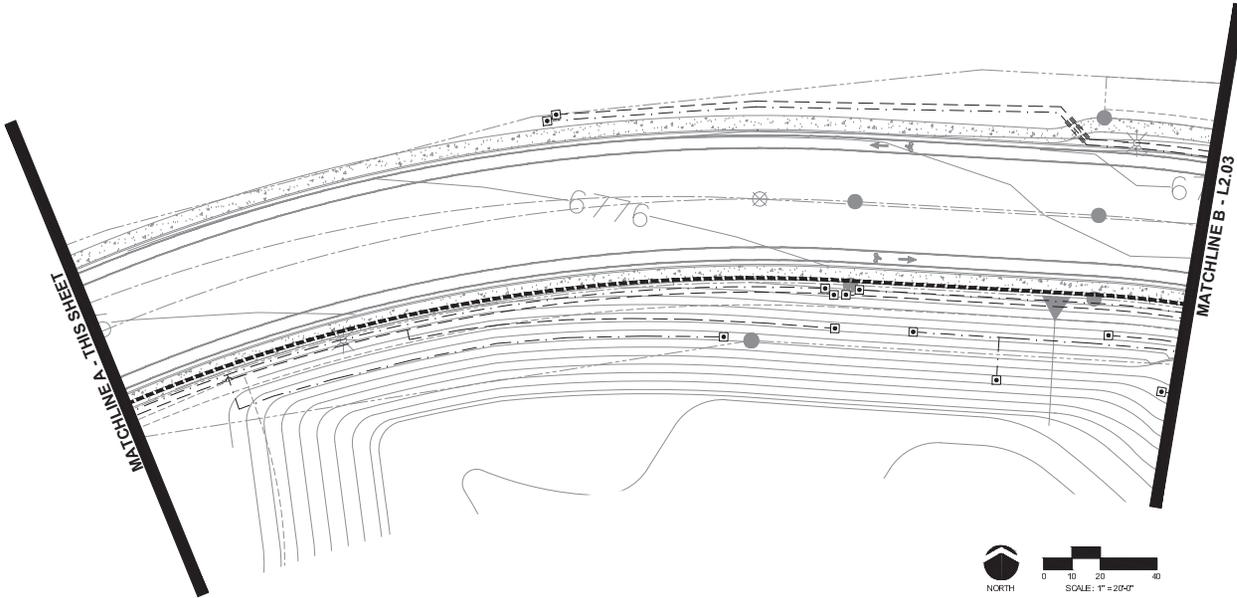
Preliminary Plot Submittal

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**IRRIGATION LEGEND**

SYMBOL	DESCRIPTION
	WATER METER, BY OTHERS
	BOOSTER PUMP
	CONTROLLER
	BACKFLOW PREVENTION UNIT
	AIR RELIEF VALVE
	MASTER VALVE
	MASTER VALVE & FLOW SENSOR
	GATE VALVE
	REMOTE CONTROL VALVE, REFER TO DETAIL ? / L???
	PRESSURE REGULATOR & WYE FILTER
	END FLUSH CAP, REFER TO DETAIL ? / L???
	WATERLINE (POINT OF CONNECTION)
	MAINLINE
	LATERAL LINE (TREE)
	LATERAL LINE (SHRUB)
	PVC SLEEVE
	PVC WIRE SLEEVE
VALVE TAG:	
	VALVE TYPE
	CONTROL AND STATION
	GALLONS PER MINUTE
	VALVE SIZE



**Cardno**  
Slope to Future

PHOENIX  
8077 N NORTH ST. STE 300, SCOTTSDALE, AZ 85258  
TEL: (602) 977-6000 FAX: (602) 977-6099  
WWW.CARDNO.COM

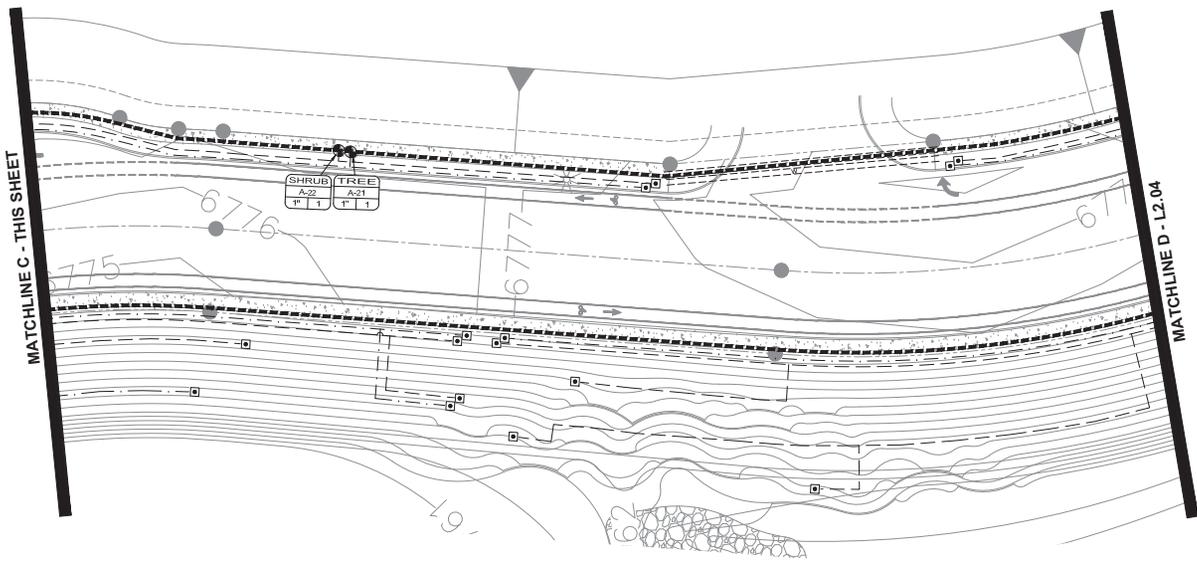
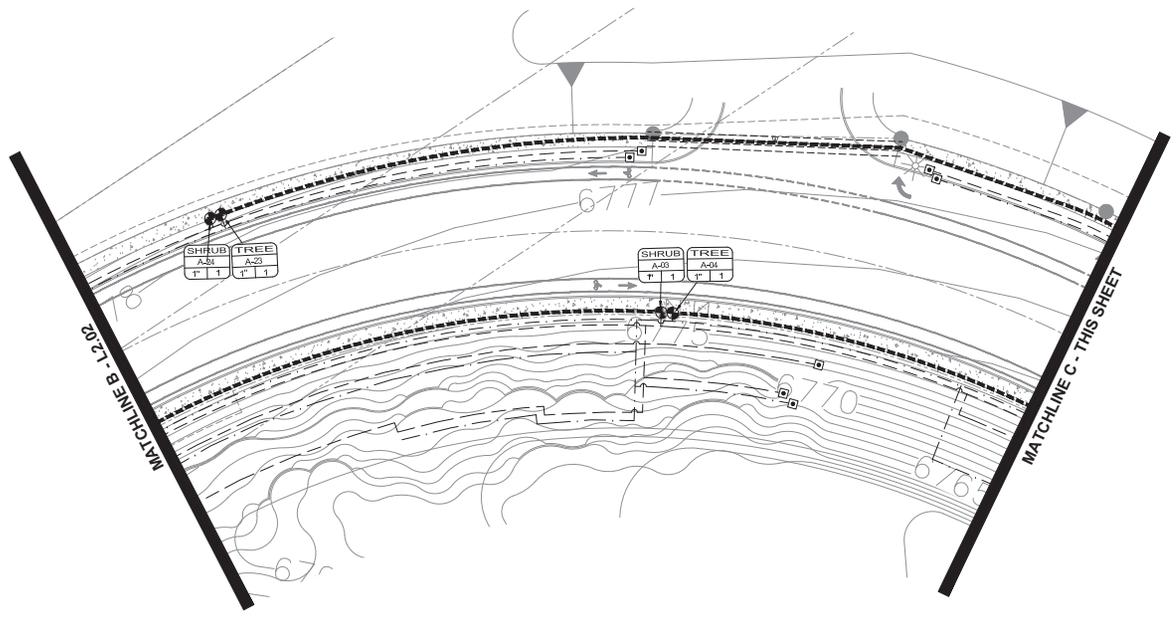
**ARIZONA**  
Professional Engineer  
No. 11486  
Exp. 09/30/14

**COUNTRY CLUB & I-40**  
Vintage Partners  
FLAGSTAFF, AZ

Preliminary Plot Submittal

DATE: 1/01/2013  
DRAWN: I TEAM  
DESIGNED: I TEAM  
CHECKED: I  
PROJECT #: 14125913000

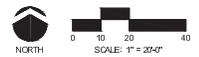
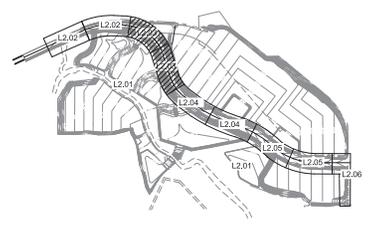
SHEET TITLE: IRRIGATION PLAN  
SHEET NUMBER: **L2.02**  
09 OF 13 SHEETS



**IRRIGATION LEGEND**

SYMBOL	DESCRIPTION
[M]	WATER METER, BY OTHERS
[P]	BOOSTER PUMP
[△]	CONTROLLER
[●]	BACKFLOW PREVENTION UNIT
[○]	AIR RELIEF VALVE
[X]	MASTER VALVE
[X]	MASTER VALVE & FLOW SENSOR
[X]	GATE VALVE
[□]	REMOTE CONTROL VALVE, REFER TO DETAIL ? / L???
[□]	PRESSURE REGULATOR & WYE FILTER
[□]	END FLUSH CAP, REFER TO DETAIL ? / L???
---	WATERLINE (POINT OF CONNECTION)
---	WATER SERVICE
---	MAINLINE
---	LATERAL LINE (FREE)
---	LATERAL LINE (SHRUB)
---	PVC SLEEVE
---	PVC WIRE SLEEVE
[S]	VALVE TAG:
[S]	VALVE TYPE
[C]	CONTROLLER AND STATION
[G]	GALLONS PER MINUTE
[S]	VALVE SIZE

**KEY MAP**



PRELIMINARY LANDSCAPE PLANS  
**COUNTRY CLUB & I-40**  
 Vintage Partners  
 FLAGSTAFF, AZ

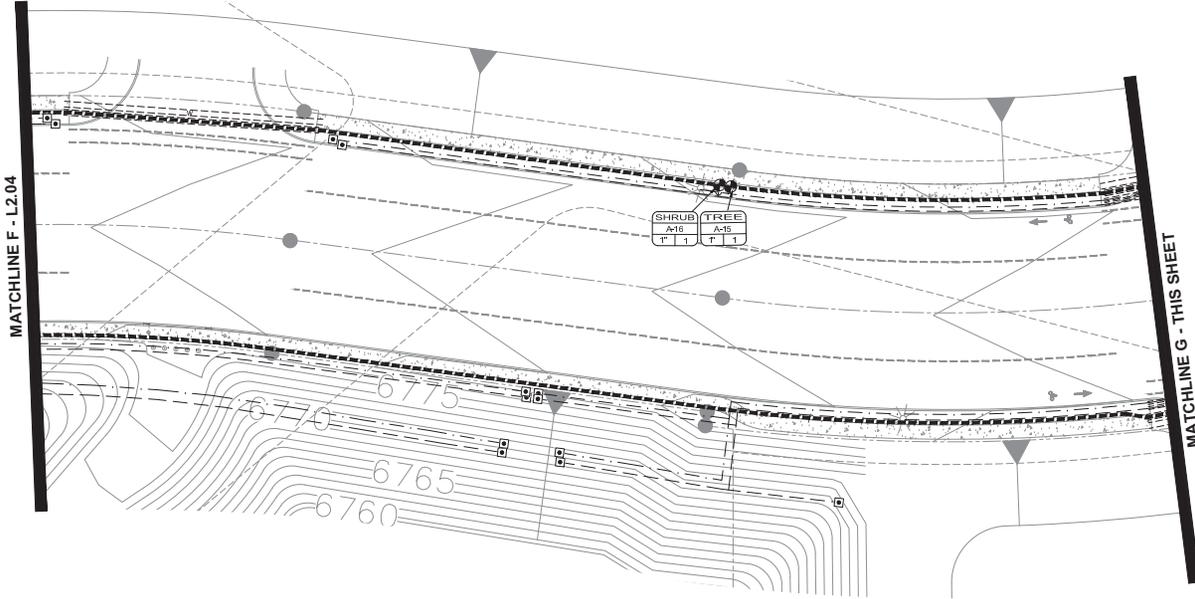
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DATE	1/01/2013
DRAWN	I TEAM
DESIGNED	I TEAM
CHECKED	I
PROJECT #	14129193000
SHEET TITLE	IRRIGATION PLAN
SHEET NUMBER	<b>L2.03</b>
10 OF 13 SHEETS	

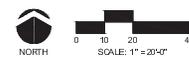
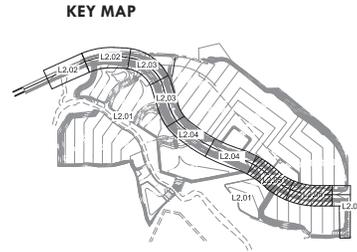
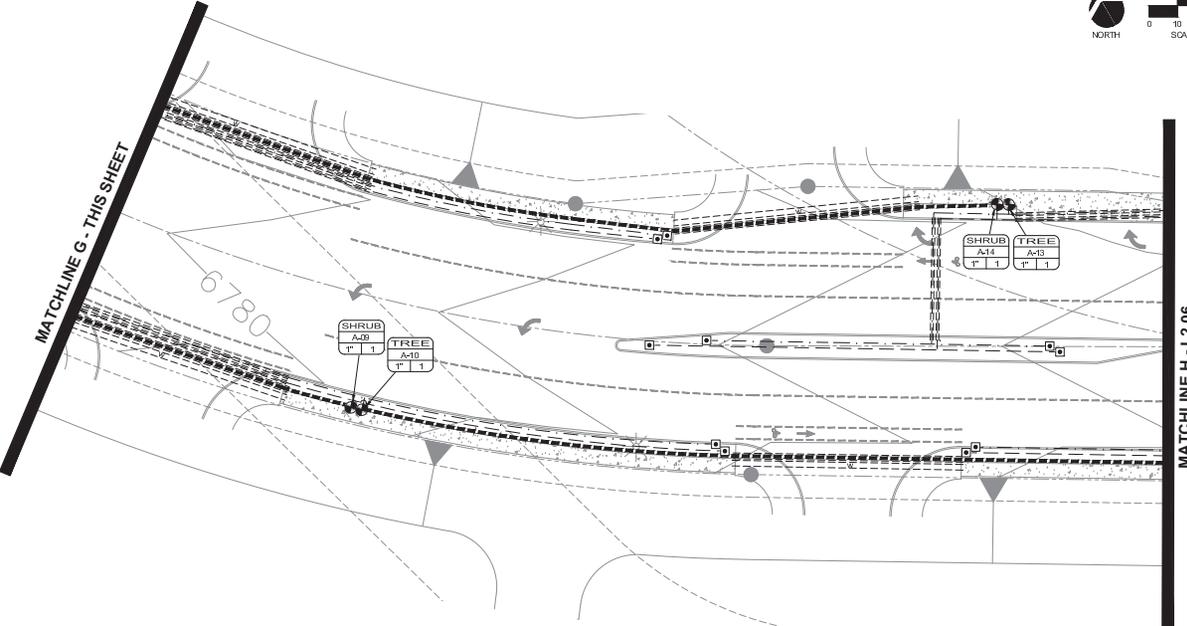
Preliminary Plot Submittal





**IRRIGATION LEGEND**

SYMBOL	DESCRIPTION
	WATER METER, BY OTHERS
	BOOSTER PUMP
	CONTROLLER
	BACKFLOW PREVENTION UNIT
	AIR RELIEF VALVE
	MASTER VALVE
	MASTER VALVE & FLOW SENSOR
	GATE VALVE
	REMOTE CONTROL VALVE, REFER TO DETAIL ? / L???
	PRESSURE REGULATOR & WYE FILTER
	END FLUSH CAP, REFER TO DETAIL ? / L???
	WATERLINE (POINT OF CONNECTION)
	MAINLINE
	LATERAL LINE (FREE)
	LATERAL LINE (SHRUB)
	PVC SLEEVE
	PVC WIRE SLEEVE
<b>VALVE TAG:</b>	
	VALVE TYPE
	CONTROLLER AND STATION
	GALLONS PER MINUTE
	VALVE SIZE



PRELIMINARY LANDSCAPE PLANS  
**COUNTRY CLUB & I-40**  
 Vintage Partners  
 FLAGSTAFF, AZ




DATE	1/01/2013
DRAWN	I TEAM
DESIGNED	I TEAM
CHECKED	I
PROJECT #	1412913000
SHEET TITLE	IRRIGATION PLAN
SHEET NUMBER	<b>L2.05</b>
12 OF 13 SHEETS	

Preliminary Plot Submittal



**PARCEL DESCRIPTION**

**EXISTING PARCEL NO. 1:**

A PORTION OF THE SOUTHEAST QUARTER OF SECTION 7, TOWNSHIP 21 NORTH, RANGE 8 EAST OF THE GILA AND SALT RIVER MERIDIAN, COCONINO COUNTY, ARIZONA, DESCRIBED AS FOLLOWS:  
 COMMENCING FOR REFERENCE AT THE EAST QUARTER CORNER OF SAID SECTION 7;  
 THENCE SOUTH 00° 29' 50" EAST, ALONG THE EAST LINE OF SAID SECTION 7, 650.28 FEET TO A FOUND 1-1/2" DIAMETER ALUMINUM CAP ON THE SOUTHERLY LINE OF U.S. INTERSTATE HIGHWAY 40 MARKED "EMPLETON RLS 26406" AND THE POINT OF BEGINNING;  
 THENCE SOUTH 00°30'34" EAST, 1123.42 FEET ALONG SAID EAST LINE OF SECTION 7 TO A FOUND ALUMINUM CAP MARKED "CITY OF FLAGSTAFF NES 14671";  
 THENCE CONTINUING SOUTH 00°30'34" EAST, 311.42 FEET ALONG SAID EAST LINE OF SECTION 7 TO A SET 1/2" DIAMETER REBAR WITH CAP MARKED "LS 16630 RLS 18215", HEREIN AFTER REFERRED TO AS POINT "A", AT THE MOST NORTHEASTERLY CORNER OF THAT PARCEL DESCRIBED IN THAT DOCUMENT RECORDED IN INSTRUMENT NO. 3274414, RECORDS OF COCONINO COUNTY, ARIZONA (RCC), HEREIN AFTER REFERRED TO AS "SOLIERE AVENUE";  
 THENCE SOUTH 89°29'26" WEST, 22.73 FEET ALONG THE NORTHERLY LINE OF SAID SOLIERE AVENUE TO A FOUND 3" DIAMETER ALUMINUM CAP MARKED "ADOT HWY DIV 19";  
 THENCE SOUTH 02°25'30" WEST, 126.80 FEET ALONG SAID NORTHERLY LINE OF SOLIERE AVENUE TO A SET 1/2" DIAMETER REBAR WITH CAP MARKED "LS 16630 RLS 18215";  
 THENCE SOUTH 63°32'32" WEST, 43.73 FEET ALONG SAID NORTHERLY LINE OF SOLIERE AVENUE TO A FOUND ALUMINUM CAP MARKED "NES 14671" AT A POINT OF NON-TANGENCY THROUGH WHICH A RADIAL LINE BEARS SOUTH 00°27'10" EAST;  
 THENCE SOUTHWESTERLY AND NORTHWESTERLY, 346.05 FEET ALONG SAID NORTHERLY LINE OF SOLIERE AVENUE, ALONG THE ARC OF A 400.57 FOOT RADIUS CURVE, CONCAVE TO THE NORTHEAST, HAVING A CENTRAL ANGLE OF 49°29'49" TO A FOUND 3" DIAMETER ALUMINUM CAP MARKED "ADOT HWY DIV 19";  
 THENCE NORTH 40°58'23" WEST, 1121.63 FEET ALONG SAID NORTHERLY LINE OF SOLIERE AVENUE TO POINT OF CURVATURE AT A FOUND 3" DIAMETER ALUMINUM CAP MARKED "ADOT HWY DIV 19";  
 THENCE NORTHWESTERLY, 280.33 FEET ALONG SAID NORTHERLY LINE OF SOLIERE AVENUE, ALONG THE ARC OF A 622.96 FOOT RADIUS CURVE, CONCAVE TO THE SOUTHWEST, HAVING A CENTRAL ANGLE OF 25°46'59" TO A SET 1/2" DIAMETER REBAR WITH CAP MARKED "LS 16630 RLS 18215";  
 THENCE NORTH 00°47'50" WEST, 102.90 FEET TO A FOUND 3" DIAMETER ALUMINUM CAP MARKED "ADOT HWY DIV 1989";  
 THENCE NORTH 77°10'24" EAST, 187.99 FEET TO A FOUND 3" DIAMETER ALUMINUM CAP MARKED "ADOT";  
 THENCE SOUTH 35°04'29" EAST, 206.59 FEET TO A FOUND 3" DIAMETER ALUMINUM CAP MARKED "ADOT HWY DIV 1989";  
 THENCE SOUTH 52°52'04" EAST, 258.01 FEET TO FOUND 3" DIAMETER ALUMINUM CAP MARKED "ADOT HWY DIV 1989";  
 THENCE SOUTH 50°10'17" EAST, 116.92 FEET TO A FOUND 3" DIAMETER ALUMINUM CAP MARKED "ADOT HWY DIV 1989";  
 THENCE NORTH 89°46'22" EAST, 107.96 FEET TO A FOUND 3" DIAMETER ALUMINUM CAP MARKED "ADOT HWY DIV 1989";  
 THENCE NORTH 51°30'22" WEST, 22.22 FEET TO A FOUND 3" DIAMETER ALUMINUM CAP MARKED "ADOT ROLL 2013 217+36.71 425 RLS 35113" AT A POINT OF NON-TANGENCY THROUGH WHICH A RADIAL LINE BEARS SOUTH 39°39'09" WEST;  
 THENCE NORTHWESTERLY, 336.40 FEET ALONG THE ARC OF A 548.22 FOOT RADIUS CURVE, CONCAVE TO THE NORTHEAST, HAVING A CENTRAL ANGLE OF 35°09'30" TO A SET MAG NAIL WITH TAG MARKED "LS 16630" AT A POINT OF CUSP AT A CORNER OF THAT PARCEL DESCRIBED IN DOCKET 2110, PAGE 392, RCC;  
 THENCE SOUTH 50°17'20" EAST, 316.01 FEET ALONG THE SOUTHWESTERLY LINE OF SAID PARCEL TO A FOUND 2" DIAMETER ALUMINUM CAP MARKED "CITY OF FLAGSTAFF RLS (ILLEGIBLE)" AT A POINT OF CUSP OF A NON-TANGENT CURVE THROUGH WHICH A RADIAL LINE BEARS SOUTH 39°34'00" WEST;  
 THENCE NORTHWESTERLY, 236.97 FEET ALONG THE ARC OF A 448.22 FOOT RADIUS CURVE, CONCAVE TO THE NORTHEAST, HAVING A CENTRAL ANGLE OF 30°17'30" TO A FOUND 2" DIAMETER ALUMINUM CAP MARKED "NES 14671" ON THE SOUTHERLY LINE OF THAT PARCEL DESCRIBED IN DOCKET 2110, PAGE 392, RCC;  
 THENCE NORTH 89°18'01" EAST, 145.34 FEET ALONG THE SOUTH LINE OF SAID PARCEL DESCRIBED IN DOCKET 2110, PAGE 392, RCC, AND THE SOUTH LINE OF SAID PARCEL 2 TO A FOUND 2" DIAMETER ALUMINUM CAP MARKED "NES 14671" AT THE SOUTHEAST CORNER THEREOF;  
 THENCE NORTH 05°29'27" WEST, 200.77 FEET ALONG THE EAST LINE OF SAID PARCEL DESCRIBED IN DOCKET 2110, PAGE 392, RCC, TO A FOUND 2" DIAMETER ALUMINUM CAP MARKED "NES 14671" AT THE NORTHEAST CORNER THEREOF, AT A POINT OF NON-TANGENCY ON THE SOUTH LINE OF U.S. INTERSTATE HIGHWAY 40, THROUGH WHICH A RADIAL LINE BEARS SOUTH 01°11'21" EAST;  
 THENCE NORTHEASTERLY, 623.62 FEET ALONG SAID SOUTH LINE OF U.S. INTERSTATE HIGHWAY 40, ALONG THE ARC OF A 981.47 FOOT RADIUS CURVE, CONCAVE TO THE NORTHWEST, HAVING A CENTRAL ANGLE OF 36°24'20" TO THE POINT OF BEGINNING.  
 AND  
 A PORTION OF THE SOUTHEAST QUARTER OF SECTION 7, TOWNSHIP 21 NORTH, RANGE 8 EAST OF THE GILA AND SALT RIVER MERIDIAN, COCONINO COUNTY, ARIZONA, DESCRIBED AS FOLLOWS:  
 COMMENCING FOR REFERENCE AT THE HEREIN BEFORE DESCRIBED AS POINT "A";  
 THENCE SOUTH 00°30'34" EAST, 575.29 FEET ALONG THE EAST LINE OF SAID SECTION 7 TO A FOUND 3" BRASS CAP IN HANDHOLE AT THE SOUTHEAST CORNER OF SAID SECTION 7;  
 THENCE SOUTH 89°10'49" WEST, 50.00 FEET ALONG THE SOUTH LINE OF SAID SECTION 7 TO THE POINT OF BEGINNING;  
 THENCE CONTINUING SOUTH 89°10'49" WEST, 2587.35 FEET ALONG THE SOUTH LINE OF SAID SECTION 7 TO A FOUND 1-1/2" DIAMETER ALUMINUM CAP MARKED "LS 4321" AT THE SOUTH QUARTER CORNER OF SAID SECTION 7;  
 THENCE NORTH 00°52'57" WEST, 1428.36 FEET TO A SET 1/2" DIAMETER REBAR WITH CAP MARKED "LS 16630 RLS 18215" AT THE MOST SOUTHWESTERLY CORNER OF THAT PARCEL DESCRIBED IN THAT DOCUMENT RECORDED IN INSTRUMENT NO. 3274414, RECORDS OF COCONINO COUNTY, ARIZONA (RCC), HEREIN AFTER REFERRED TO AS "SOLIERE AVENUE", AT A POINT OF NON-TANGENCY THROUGH WHICH A RADIAL LINE BEARS NORTH 24°20'09" WEST;  
 THENCE NORTHEASTERLY, 336.70 FEET ALONG THE SOUTHERLY LINE OF SAID SOLIERE AVENUE, ALONG THE ARC OF A 14,083.18 FOOT RADIUS CURVE, CONCAVE TO THE SOUTHEAST, HAVING A CENTRAL ANGLE OF 01°22'11" TO A SET 1/2" DIAMETER REBAR WITH CAP MARKED "LS 16630 RLS 18215";  
 THENCE NORTH 81°24'15" EAST, 243.24 FEET ALONG SAID SOUTHERLY LINE OF SOLIERE AVENUE TO A FOUND 3" DIAMETER ALUMINUM CAP MARKED "ADOT HWY DIV 19";  
 THENCE SOUTH 86°27'29" EAST, 559.53 FEET ALONG SAID SOUTHERLY LINE OF SOLIERE AVENUE TO A FOUND 3" DIAMETER ALUMINUM CAP MARKED "ADOT HWY DIV 19" AT A POINT OF NON-TANGENCY THROUGH WHICH A RADIAL LINE BEARS NORTH 03°30'49" EAST;

(CONT AT RIGHT)

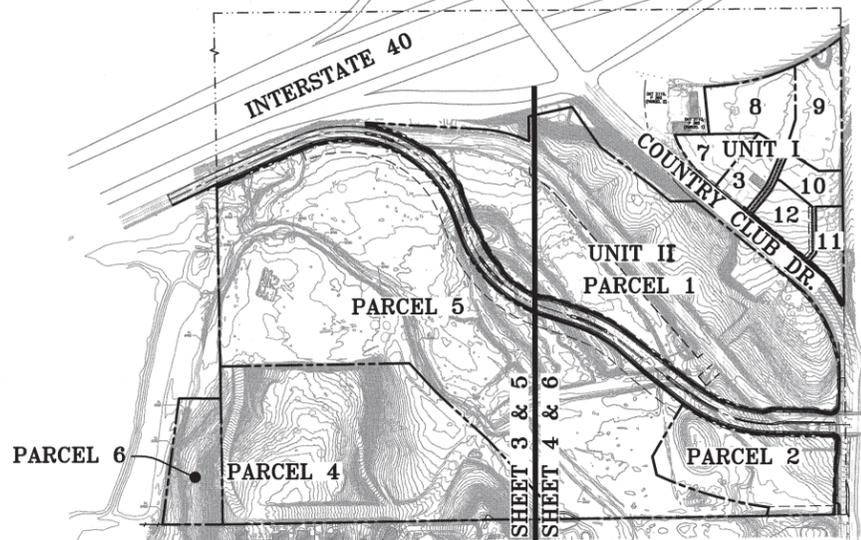
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THENCE SOUTHEASTERLY, 415.40 FEET, ALONG SAID SOUTHERLY LINE OF SOLIERE AVENUE, ALONG THE ARC OF A 522.96 FOOT RADIUS CURVE, CONCAVE TO THE SOUTHWEST, HAVING A CENTRAL ANGLE OF 45°30'42" TO A FOUND 3" DIAMETER ALUMINUM CAP MARKED "ADOT HWY DIV 19";  
 THENCE SOUTH 40°57'14" EAST, 1122.24 FEET ALONG SAID SOUTHERLY LINE OF SOLIERE AVENUE TO A FOUND 3" DIAMETER ALUMINUM CAP MARKED "ADOT HWY DIV 19" AT A POINT OF NON-TANGENCY THROUGH WHICH A RADIAL LINE BEARS SOUTH 49°02'37" WEST;  
 THENCE SOUTHEASTERLY, 181.47 FEET ALONG SAID SOUTHERLY LINE OF SOLIERE AVENUE, ALONG THE ARC OF A 500.00 FOOT RADIUS CURVE, CONCAVE TO THE NORTHEAST, HAVING A CENTRAL ANGLE OF 20°47'42" TO A FOUND 3" DIAMETER ALUMINUM CAP MARKED "ADOT HWY DIV 19";  
 THENCE SOUTH 77°49'30" EAST, 52.95 FEET ALONG SAID SOUTHERLY LINE OF SOLIERE AVENUE TO A FOUND 3" DIAMETER ALUMINUM CAP MARKED "ADOT HWY DIV 19";  
 THENCE SOUTH 48°11'55" EAST, 32.99 FEET ALONG SAID SOUTHERLY LINE OF SOLIERE AVENUE TO A FOUND 3" DIAMETER ALUMINUM CAP MARKED "ADOT HWY DIV 19" AT A POINT OF NON-TANGENCY THROUGH WHICH A RADIAL LINE BEARS SOUTH 18°41'52" WEST;  
 THENCE SOUTHEASTERLY, 167.54 FEET ALONG SAID SOUTHERLY LINE OF SOLIERE AVENUE, ALONG THE ARC OF A 500.00 FOOT RADIUS CURVE, CONCAVE TO THE NORTHEAST, HAVING A CENTRAL ANGLE OF 19°11'55" TO A FOUND 3" DIAMETER ALUMINUM CAP MARKED "ADOT HWY DIV 19";  
 THENCE NORTH 89°29'57" EAST, 33.63 FEET ALONG SAID SOUTHERLY LINE OF SOLIERE AVENUE TO A SET 1/2" DIAMETER REBAR WITH CAP MARKED "LS 16630 RLS 18215";  
 THENCE SOUTH 03°15'20" WEST, 125.64 FEET ALONG SAID SOUTHERLY LINE OF SOLIERE AVENUE TO A FOUND 3" DIAMETER ALUMINUM CAP MARKED "ADOT HWY DIV 19" AT A POINT OF NON-TANGENCY THROUGH WHICH A RADIAL LINE BEARS NORTH 86°44'40" WEST;  
 THENCE SOUTHWESTERLY, 204.68 FEET ALONG SAID SOUTHERLY LINE OF SOLIERE AVENUE, ALONG THE ARC OF A 3,110.01 FOOT RADIUS CURVE, CONCAVE TO THE SOUTHEAST, HAVING A CENTRAL ANGLE OF 03°46'15" TO THE POINT OF BEGINNING;  
 EXCEPT THAT PORTION CONVEYED TO THE CITY OF FLAGSTAFF BY QUIT CLAIM DEED RECORDED IN INSTRUMENT NO. 3671654, AND RE-RECORDED IN INSTRUMENT NO. \_\_\_\_\_ RECORDS OF COCONINO COUNTY, ARIZONA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:  
 COMMENCING FOR REFERENCE AT A FOUND BRASS CAP IN HANDHOLE AT THE SOUTHEAST CORNER OF SAID SECTION 7;  
 THENCE NORTH 00° 30' 34" WEST, A DISTANCE OF 575.31 FEET ALONG THE EAST LINE OF SAID SECTION 7 TO THE TRUE POINT OF BEGINNING;  
 THENCE SOUTH 89° 29' 26" WEST, A DISTANCE OF 22.73 FEET TO A FOUND 3" DIAMETER ALUMINUM CAP MARKED "ADOT HWY DIV 19" AT A POINT OF NON-TANGENCY THROUGH WHICH A RADIAL LINE BEARS NORTH 89° 51' 41" EAST;  
 THENCE NORTHWESTERLY, A DISTANCE OF 458.53 FEET, ALONG THE ARC OF A 523.87 FOOT RADIUS CURVE, CONCAVE TO THE SOUTHWEST, HAVING A CENTRAL ANGLE OF 50° 09' 01" TO A FOUND 2" DIAMETER ALUMINUM CAP MARKED "CITY OF FLAGSTAFF";  
 THENCE NORTH 50° 17' 20" WEST, A DISTANCE OF 541.96 FEET TO A FOUND 3" DIAMETER ALUMINUM CAP MARKED "ADOT HWY DIV 1989" AT THE SOUTHWESTERLY CORNER OF A PORTION OF U.S. INTERSTATE HIGHWAY 40;  
 THENCE NORTH 51° 30' 22" WEST, A DISTANCE OF 22.22 FEET CONTINUING ALONG SAID PORTION OF U.S. INTERSTATE HIGHWAY 40 TO A FOUND 3" DIAMETER ALUMINUM CAP MARKED "ADOT RLS 35113 217+36.71 425" AT A POINT OF NON-TANGENCY THROUGH WHICH A RADIAL LINE BEARS SOUTH 39° 09' 09" WEST;  
 THENCE NORTHWESTERLY, A DISTANCE OF 336.40 FEET ALONG SAID PORTION OF U.S. INTERSTATE HIGHWAY 40, ALONG THE ARC OF A 548.22 FOOT RADIUS CURVE, CONCAVE TO THE NORTHEAST, HAVING A CENTRAL ANGLE OF 35° 09' 30" TO A SET NAIL WITH TAG MARKED "LS 16630" AT A POINT OF CUSP ON THE WESTERLY LINE OF THAT PARCEL DESCRIBED IN DOCKET 2110, PAGE 392, RECORDS OF COCONINO COUNTY, ARIZONA, THROUGH WHICH A RADIAL LINE BEARS SOUTH 74° 55' 56" WEST;  
 THENCE SOUTH 50° 17' 20" EAST, A DISTANCE OF 316.01 FEET ALONG THE WEST LINE OF SAID PARCEL TO THE WESTERLY CORNER OF THAT PARCEL DESCRIBED IN INSTRUMENT NO. 3208494, TO A FOUND 2" DIAMETER ALUMINUM CAP MARKED "CITY OF FLAGSTAFF LS";  
 THENCE SOUTH 50° 34' 21" EAST, A DISTANCE OF 563.77 FEET TO A FOUND NAIL WITH ILLEGIBLE BRASS TAG;  
 THENCE NORTH 38° 22' 54" EAST, A DISTANCE OF 1.58 FEET TO A FOUND NAIL WITH ILLEGIBLE BRASS TAG AT A POINT OF NON-TANGENCY THROUGH WHICH A RADIAL LINE BEARS NORTH 39° 43' 25" EAST;  
 THENCE SOUTHEASTERLY A DISTANCE OF 223.38 FEET, ALONG THE ARC OF A 628.51 FOOT RADIUS CURVE, CONCAVE TO THE SOUTHWEST, HAVING A CENTRAL ANGLE OF 20° 21' 50" TO A FOUND 2-1/2" DIAMETER ALUMINUM CAP MARKED "CITY OF FLAGSTAFF" ON THE EAST LINE OF SAID SECTION 7;  
 THENCE SOUTH 00° 30' 34" EAST, A DISTANCE OF 311.39 FEET ALONG SAID EAST LINE TO THE TRUE POINT OF BEGINNING.  
**EXISTING PARCEL NO. 2:**  
 (INTENTIONALLY DELETED)  
**EXISTING PARCEL NO. 3:**  
 TRACT "B", COUNTRY CLUB MANOR, AS SHOWN ON THE PLAT THEREOF, RECORDED IN CASE 2, MAP 1, RECORDS OF COCONINO COUNTY, ARIZONA; TOGETHER WITH THOSE ALLEYS LYING ADJACENT TO AND EASTERLY AND SOUTHERLY OF SAID TRACT B, AND THAT PART OF THE SOUTH HALF OF AVON PLACE LYING ADJACENT TO SAID TRACT B, ALL DEPICTED AS BEING PART OF TRACT B ON "ABANDONMENT PLAT M-K-G" RECORDED IN CASE 4, MAP 91, RECORDS OF COCONINO COUNTY, ARIZONA, AND ABANDONED BY RESOLUTION BY THE CITY OF FLAGSTAFF RECORDED IN INSTRUMENT NO. \_\_\_\_\_ RECORDS OF COCONINO COUNTY, ARIZONA.

**SITE INFORMATION**

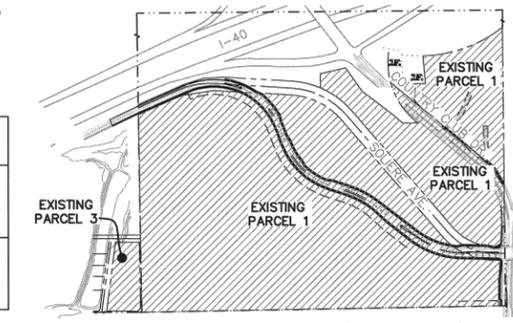
EXISTING PACEL NUMBER:	COCONINO COUNTY PARCEL NUMBER(S)	CURRENT AREA (GROSS)	CURRENT AREA (NET)
1	113-29-001L, 113-29-003G, 113-29-003J, 113-29-003K	91.36 AC	91.36 AC
3	113-25-103	2.40 AC	2.40 AC

**COUNTRY CLUB & I-40 PRELIMINARY PLAT**  
 LOCATED IN A PORTION OF SECTION 7 & 8, T.21.N., R.7.E., OF THE G. & S.R.M., COCONINO COUNTY, FLAGSTAFF, ARIZONA



**LEGEND**

EXISTING	DESCRIPTION	PROPOSED
---	PROPERTY/PARCEL LINE	---
---	ROADWAY CENTER LINE	---
---	EASEMENT LINE	---
---	CONTOUR	---
---	CURB	---
---	STORM DRAIN MANHOLE	---
---	CATCH BASIN	---
---	HEADWALL	---
---	FIRE HYDRANT	---
---	SEWER MANHOLE	---
---	WATER LINE	---
---	SEWER LINE	---
---	GAS LINE	---
---	TELEPHONE LINE	---
---	STORM DRAIN	---
---	DRAINAGE FLOW DIRECTION	---
---	FLOWLINE	---
---	FLOODPLAIN LIMITS	---
---	TREE	---
---	ESMT EASEMENT	---
---	EX. EXISTING	---
---	PROP. PROPOSED	---
---	PUE PUBLIC UTILITY EASEMENT	---
---	R/W RIGHT-OF-WAY	---
---	S/W SIDEWALK	---
---	TYP. TYPICAL	---



**PARCEL DESCRIPTION (EXISTING)**  
 N.T.S.

**PRELIMINARY EARTHWORK QUANTITIES**

PRELIMINARY EARTHWORK QUANTITIES ARE ESTIMATED IN PLACE. NO SHRINK OR SWELL IS ASSUMED.

CUT	429,672 C.Y.
FILL	363,761 C.Y.

**IMPERVIOUS AREA**

EXISTING	7 AC
PROPOSED	45 AC

**SURVEY NOTE**

BOUNDARY INFORMATION DISPLAYED IS BASED ON AN ALTA SURVEY PREPARED BY WOODSON ENGINEERING AND SURVEYING INC. DATED APRIL 2013.  
 BASIS OF BEARINGS IS THE EAST LINE OF THE SOUTHEAST QUARTER OF SECTION 7 T21N, R7E OF THE G&SRM, COCONINO COUNTY, ARIZONA, NORTH 00°30'34" WEST.  
 BOUNDARY INFORMATION REFLECTS FIELD MEASUREMENTS EXISTING TOPOGRAPHY IS BASED ON AN AERIAL SURVEY PREPARED BY COOPER AERIAL  
 NAD 85 (2011) POSITION: 35° 10' 38.30178" N  
 111° 39' 25.29096" W  
 NAVD 88 ORTHO HEIGHT: 6929.1 FEET

**UTILITY REVIEW**

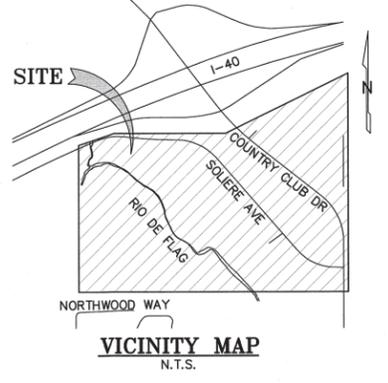
THESE PLANS HAVE BEEN SUBMITTED TO THE FOLLOWING UTILITY COMPANIES. WHERE THE WORK TO BE DONE CONFLICTS WITH ANY OF THESE UTILITIES, THE CONFLICTS SHALL BE RESOLVED AS SPECIFIED IN THE SPECIAL PROVISIONS AND/OR AS OTHERWISE NOTED ON THESE PLANS. CONFLICTS ARISING DURING THE COURSE OF CONSTRUCTION FROM UNFORESEEN CIRCUMSTANCES SHALL BE REPORTED TO THE INTERESTED UTILITY COMPANY AND BE RESOLVED BY THEM AND THE DESIGN ENGINEER.  
 IN ACCORDANCE WITH AAC R18-4-119, ALL MATERIALS ADDED AFTER JANUARY 1, 1993 WHICH MAY COME INTO CONTACT WITH DRINKING WATER SHALL CONFORM TO NATIONAL SANITATION FOUNDATION STANDARDS 60 AND 61.

**NO CONFLICT SIGNATURE BLOCK**

UTILITY	UTILITY COMPANY	NAME OF COMPANY REPRESENTATIVE	DATE SENT	DATE SIGNED
TELEPHONE	CENTURY LINK	JASON COOK	4/30/13	5/1/13
NATURAL GAS	UNISOURCE ENERGY SERVICES	MARTIN CONBOY	4/30/13	-
CABLE TV	SUDENLINK	RICHARD DAVIS	4/30/13	5/1/13
ELECTRIC	ARIZONA PUBLIC SERVICE	SHANNON SHOOTS	4/30/13	-
-	COCONINO COUNTY HEALTH DEVELOP.	-	5/02/13	-
-	USDA	KRISTEN ROCKFORD	5/02/13	-
-	FLAGSTAFF USD	BARBARA HICKMAN	5/02/13	5/7/13

**SURVEYOR'S CERTIFICATION**

I, THOMAS R. GETTINGS OF WOOD, PATEL & ASSOCIATES, INC. HEREBY CERTIFY THAT THIS PRELIMINARY PLAT WAS PREPARED UNDER MY SUPERVISION AND IS CORRECT AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. SAID PRELIMINARY PLAT IS BASED ON THE CLIENT PROVIDED ALTA/ACSM LAND TITLE SURVEY PREPARED BY WOODSON ENGINEERING AND SURVEYING INC., JOB NUMBER 112024, DATED 10-04-2013.



**OWNER**  
 SINCLAIR OIL CORPORATION/  
 SUN VALLEY COMPANY  
 PO BOX 10  
 1 SUN VALLEY ROAD  
 SUN VALLEY, ID 83353  
 PH: (208) 622-2041  
 CONTACT: WALLACE HUFFMAN, AGENT

**DEVELOPER**  
 VINTAGE PARTNERS  
 2502 E. CAMELBACK ROAD, SUITE 214  
 PHOENIX, ARIZONA 85016  
 PH: (602) 459-9924  
 CONTACT: MR. DAVID C. SCHOLL

**REPRESENTATIVE**  
 DM HUNN DEVELOPMENT, LLC  
 PH: (602) 459-9931  
 CONTACT: MR. DUANE M. HUNN, P.E., PRINCIPAL

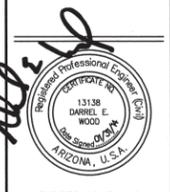
**ENGINEER**  
 WOOD, PATEL & ASSOCIATES, INC.  
 2051 WEST NORTHERN AVENUE  
 SUITE#100  
 PHOENIX, ARIZONA 85021  
 PH: (602) 335-8500  
 FX: (602) 335-8580  
 CONTACT: MR. DARREL WOOD, P.E., R.L.S.

**PLANNER**  
 CARDNO  
 9977 NORTH 90TH STREET  
 SUITE #350  
 SCOTTSDALE, ARIZONA 85258  
 PH: (602) 977-8000  
 FX: (602) 977-8099  
 CONTACT: MR. KRISTIAN KELLEY, R.L.A.

**SHEET INDEX**

SHEET 1	PRELIMINARY PLAT COVER
SHEET 2	PRELIMINARY PLAT
SHEET 3	PRELIMINARY PLAT IMPROVEMENTS
SHEET 4	PRELIMINARY PLAT IMPROVEMENTS
SHEET 5	PRELIMINARY PLAT ROADWAY GEOMETRICS
SHEET 6	PRELIMINARY PLAT ROADWAY GEOMETRICS

**COUNTRY CLUB & I-40 PRELIMINARY PLAT COVER SHEET**



EXPIRES 12-31-18

**WOOD/PATEL**  
 CIVIL ENGINEERS  
 HYDROLOGISTS  
 LAND SURVEYORS  
 CONSTRUCTION MANAGERS

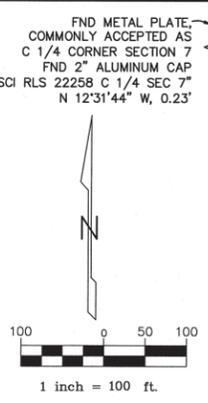
2051 W. Northern Ave.  
 Phoenix, AZ 85021  
 (602) 335-8500  
 www.woodpatel.com

ENGINEER D. WOOD  
 DESIGNER D. NICHOLS  
 CAD TECHNICIAN STAFF  
 SCALE (HORIZ) -  
 SCALE (VERT) -  
 DATE 01/31/14  
 JOB NUMBER 123928  
 SHEET 1 OF 6

CALL TWO WORKING DAYS BEFORE YOU DIG  
 602-263-1100  
 1-800-STAKE-IT  
 (OUTSIDE MARICOPA COUNTY)



N:\2013\123928\DWG\Title\_Plat\_Prelim.dwg, 3/28/2013 10:49 AM



- NOTE**
- 1) \*THE LOCATION OF THIS EASEMENT IS BASED UPON THE SURVEYORS BEST ATTEMPT TO RECREATE THE INFORMATION DEPICTED ON AN EXTREMELY ILLIGIBLE DRAWING. CAUTION SHOULD BE USED WITH RESPECT TO THIS INTERPRETATION.
  - 2) [Symbol] INDICATES EASEMENTS TO BE ABANDONED
  - 3) [Symbol] 1/2" REBAR WITH CAP MARKED "LS 16630 RLS 18215"
  - 4) [Symbol] INDICATES PROPOSED 30' PRIVATE ACCESS EASEMENT & 26" PUBLIC WATER AND SEWER EASEMENT.
  - 5) N.V.A.E. INDICATES VEHICULAR NON-ACCESS EASEMENT.

**PROPOSED PARCEL AREAS & USE**

PARCEL ID	AREA (A.C.)	LAND USE
PARCEL NO. 1	24.5	RETAIL
PARCEL NO. 2	5.4	RETAIL
PARCEL NO. 3	1.05	RETAIL
PARCEL NO. 4	17.2	RESIDENTIAL
PARCEL NO. 5*	35.8	SEE NOTE BELOW
PARCEL NO. 6	2.6	OPEN SPACE
PARCEL NO. 7	1.0	RETAIL
PARCEL NO. 8	2.2	RETAIL
PARCEL NO. 9	2.35	RETAIL

**PROP. PARCEL AREAS & USE (CONT.)**

PARCEL ID	AREA (A.C.)	LAND USE
PARCEL NO. 10	1.0	RETAIL
PARCEL NO. 11	0.9	RETAIL
PARCEL NO. 12	1.1	RETAIL
<b>TOTAL</b>	<b>95.5±</b>	

\*PARCEL NO. 5 TO BE CONVEYED TO THE CITY OF FLAGSTAFF FOR OPEN SPACE, TRAILS, PUBLIC UTILITIES AND DRAINAGE MATTERS.

**Parcel Line Table**

Line#	Length	Direction
L1	7.88'	N3° 32' 09.00"E
L2	48.33'	S65° 47' 42.28"E
L3	48.33'	N14° 21' 20.27"W
L4	58.35'	S20° 01' 20.54"E
L5	45.38'	N34° 03' 31.02"W
L6	42.34'	S28° 23' 10.19"E
L7	43.00'	S85° 06' 10.88"E
L8	41.93'	N76° 58' 20.92"E
L9	71.02'	S79° 09' 46.69"E
L10	10.14'	S88° 53' 25.97"E
L11	28.18'	N46° 20' 37.10"E
L12	6.66'	S88° 25' 19.83"E
L13	125.39'	N2° 25' 29.55"E
L14	45.87'	S50° 34' 20.55"E
L15	15.00'	S50° 34' 20.55"E
L16	15.00'	S50° 34' 20.55"E
L17	15.00'	S50° 34' 20.55"E

**Parcel Line Table**

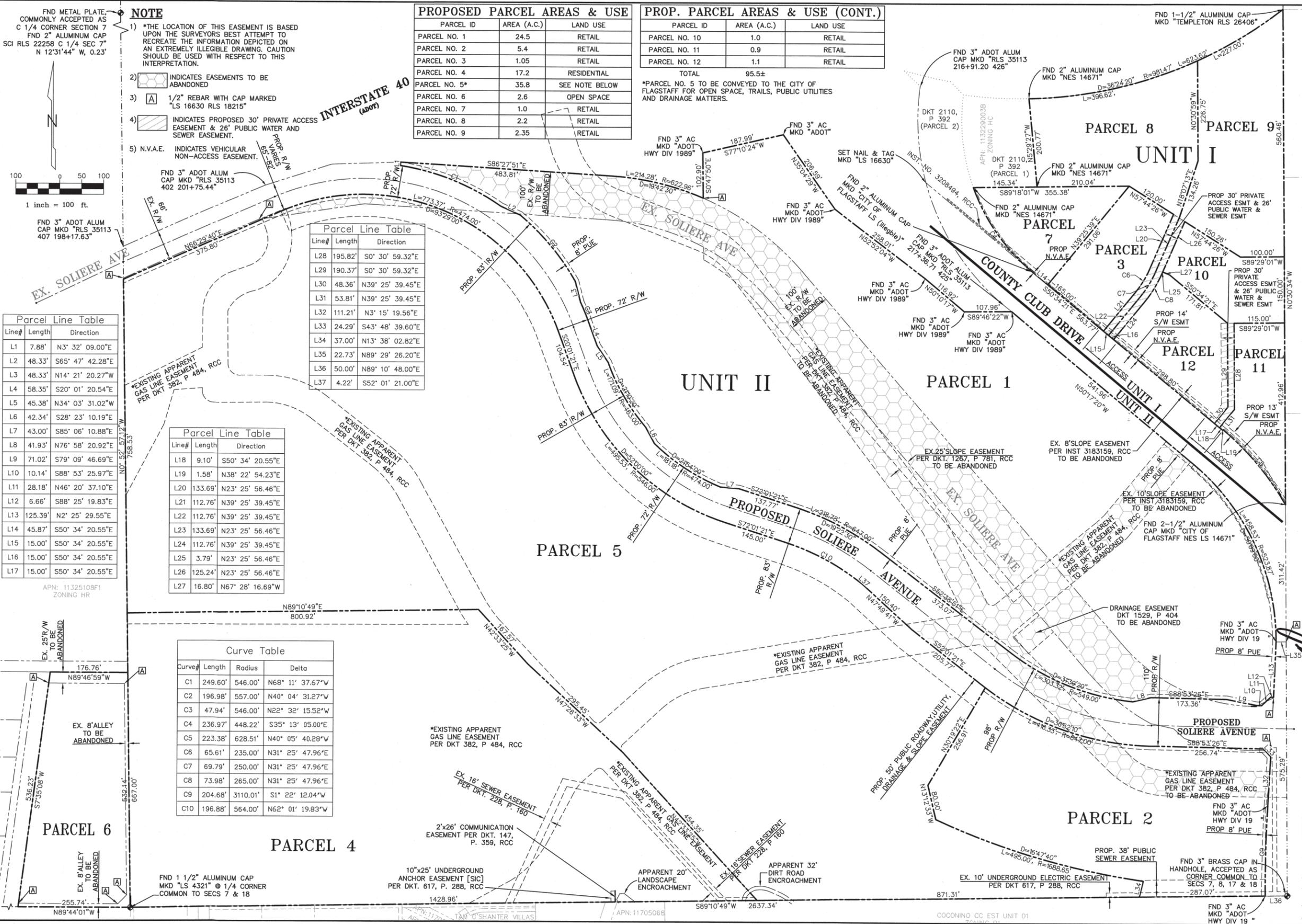
Line#	Length	Direction
L28	195.82'	S0° 30' 59.32"E
L29	190.37'	S0° 30' 59.32"E
L30	48.36'	N39° 25' 39.45"E
L31	53.81'	N39° 25' 39.45"E
L32	111.21'	N3° 15' 19.56"E
L33	24.29'	S43° 48' 39.60"E
L34	37.00'	N13° 38' 02.82"E
L35	22.73'	N89° 29' 26.20"E
L36	50.00'	N89° 10' 48.00"E
L37	4.22'	S52° 01' 21.00"E

**Parcel Line Table**

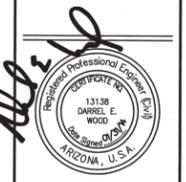
Line#	Length	Direction
L18	9.10'	S50° 34' 20.55"E
L19	1.58'	N38° 22' 54.23"E
L20	133.69'	N23° 25' 56.46"E
L21	112.76'	N39° 25' 39.45"E
L22	112.76'	N39° 25' 39.45"E
L23	133.69'	N23° 25' 56.46"E
L24	112.76'	N39° 25' 39.45"E
L25	3.79'	N23° 25' 56.46"E
L26	125.24'	N23° 25' 56.46"E
L27	16.80'	N67° 28' 16.69"W

**Curve Table**

Curve#	Length	Radius	Delta
C1	249.60'	546.00'	N68° 11' 37.67"W
C2	196.98'	557.00'	N40° 04' 31.27"W
C3	47.94'	546.00'	N22° 32' 15.52"W
C4	236.97'	448.22'	S35° 13' 05.00"E
C5	223.38'	628.51'	N40° 05' 40.28"W
C6	65.61'	235.00'	N31° 25' 47.96"E
C7	69.79'	250.00'	N31° 25' 47.96"E
C8	73.98'	265.00'	N31° 25' 47.96"E
C9	204.68'	3110.01'	S1° 22' 12.04"W
C10	196.88'	564.00'	N62° 01' 19.83"W



**COUNTRY CLUB & I-40  
PRELIMINARY PLAT**



EXPIRES 12-31-16

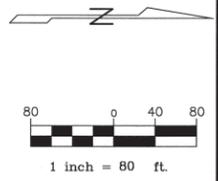
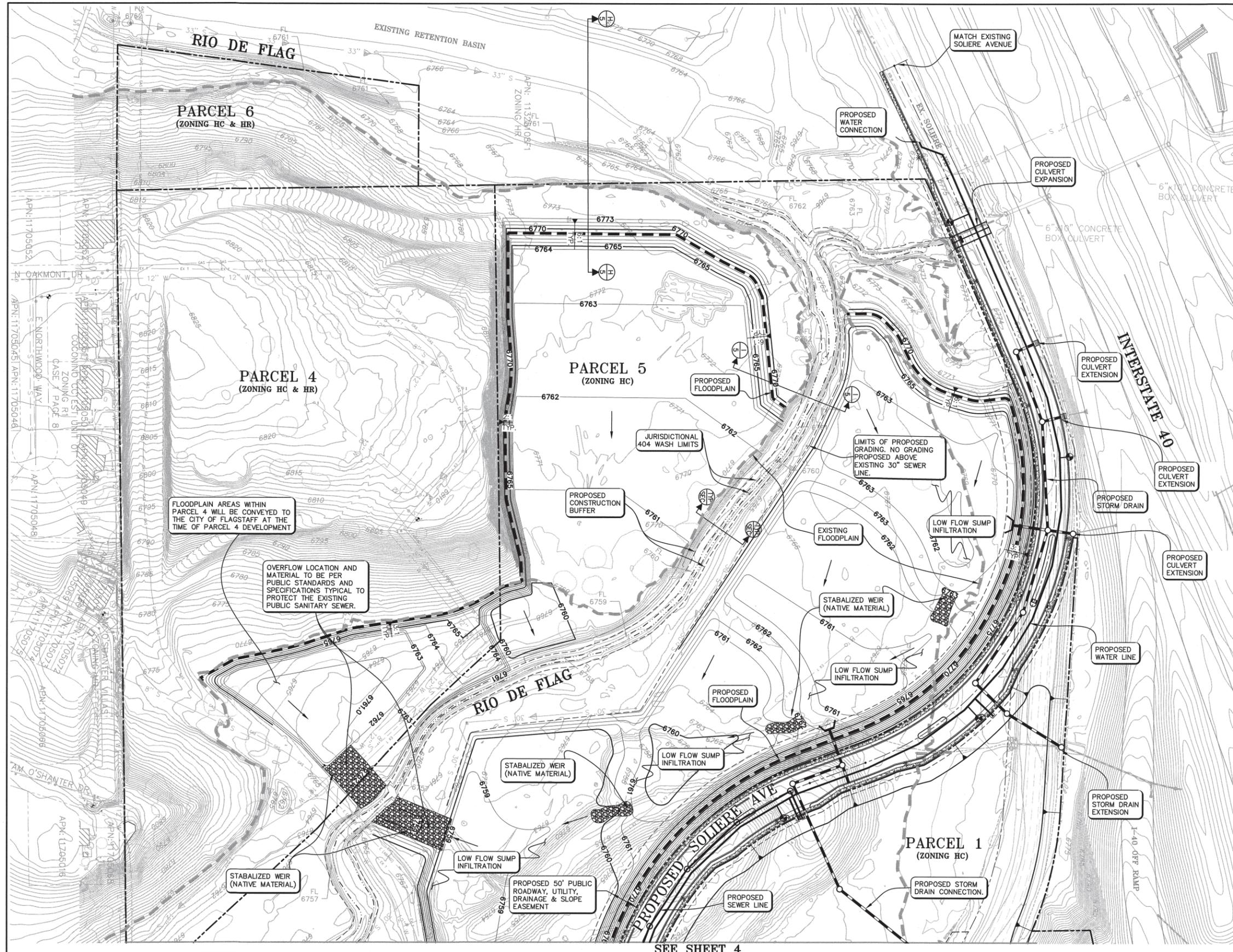
**WOOD/PATEL**  
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HYDROLOGISTS  
LAND SURVEYORS  
CONSTRUCTION MANAGERS

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Phoenix, AZ 85021  
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www.woodpatel.com  
PHOENIX • MESA • TUCSON

ENGINEER **D. WOOD**  
DESIGNER **D. NICHOLS**  
CAD TECHNICIAN **STAFF**

SCALE (HORIZ) 1"=100'  
SCALE (VERT) 1"=100'

DATE 01/31/14  
JOB NUMBER 123928  
SHEET **2 OF 6**



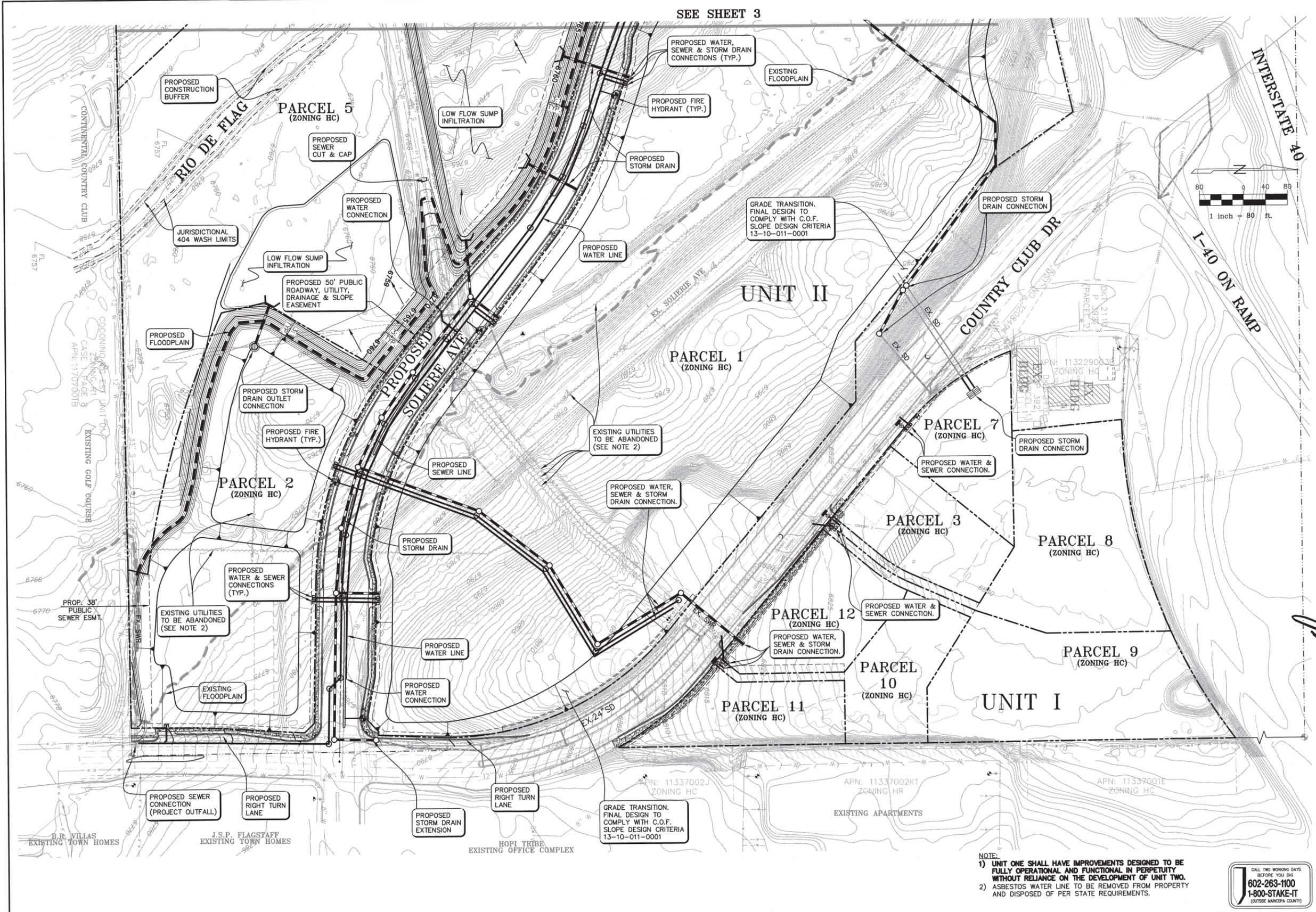
**COUNTRY CLUB & I-40  
PRELIMINARY PLAT  
IMPROVEMENTS**



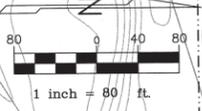
EXPIRES 12-31-16  
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 ENGINEER D. WOOD  
 DESIGNER D. NICHOLS  
 CAD TECHNICIAN STAFF  
 SCALE (HORIZ) 1"=80'  
 SCALE (VERT) -  
 DATE 01/31/14  
 JOB NUMBER 123928  
 SHEET 3 OF 6

CALL TWO WORKING DAYS  
 BEFORE YOU DIG  
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 (OUTSIDE MARICOPA COUNTY)

SEE SHEET 4



SEE SHEET 3



INTERSTATE 40  
I-40 ON RAMP

**COUNTRY CLUB & I-40  
PRELIMINARY PLAT  
IMPROVEMENTS**



EXPIRES 12-31-16

**WOOD/PATEL**  
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ENGINEER **D. WOOD**  
DESIGNER **D. NICHOLS**  
CAD TECHNICIAN **STAFF**

SCALE (HORIZ) **1"=80'**  
SCALE (VERT) **-**

DATE **01/31/14**

JOB NUMBER **123928**

SHEET **4 OF 6**

- NOTE:  
 1) UNIT ONE SHALL HAVE IMPROVEMENTS DESIGNED TO BE FULLY OPERATIONAL AND FUNCTIONAL IN PERPETUITY WITHOUT RELIANCE ON THE DEVELOPMENT OF UNIT TWO.  
 2) ASBESTOS WATER LINE TO BE REMOVED FROM PROPERTY AND DISPOSED OF PER STATE REQUIREMENTS.

CALL TWO WORKING DAYS BEFORE YOU DIG  
**602-263-1100**  
**1-800-STAKE-IT**  
(OUTSIDE MARICOPA COUNTY)

PROPOSED WATER, SEWER & STORM DRAIN CONNECTIONS (TYP.)  
 EXISTING FLOODPLAIN  
 PROPOSED FIRE HYDRANT (TYP.)  
 PROPOSED STORM DRAIN  
 PROPOSED WATER LINE  
 GRADE TRANSITION. FINAL DESIGN TO COMPLY WITH C.O.F. SLOPE DESIGN CRITERIA 13-10-011-0001  
 PROPOSED STORM DRAIN CONNECTION  
 COUNTRY CLUB DR  
 I-40 ON RAMP  
 EX SOLIERIE AVE  
 UNIT II  
 PARCEL 5 (ZONING HC)  
 PROPOSED CONSTRUCTION BUFFER  
 RIO DE FLAG  
 JURISDICTIONAL 404 WASH LIMITS  
 PROPOSED SEWER CUT & CAP  
 PROPOSED WATER CONNECTION  
 LOW FLOW SUMP INFILTRATION  
 PROPOSED 50' PUBLIC ROADWAY, UTILITY, DRAINAGE & SLOPE EASEMENT  
 PROPOSED FLOODPLAIN  
 PROPOSED STORM DRAIN OUTLET CONNECTION  
 PROPOSED FIRE HYDRANT (TYP.)  
 PARCEL 2 (ZONING HC)  
 PROPOSED SEWER LINE  
 EXISTING UTILITIES TO BE ABANDONED (SEE NOTE 2)  
 PROPOSED WATER, SEWER & STORM DRAIN CONNECTION.  
 PARCEL 7 (ZONING HC)  
 PROPOSED WATER & SEWER CONNECTION.  
 PROPOSED STORM DRAIN CONNECTION  
 PARCEL 3 (ZONING HC)  
 PARCEL 8 (ZONING HC)  
 PARCEL 12 (ZONING HC)  
 PROPOSED WATER & SEWER CONNECTION.  
 PROPOSED WATER, SEWER & STORM DRAIN CONNECTION.  
 PARCEL 10 (ZONING HC)  
 PARCEL 11 (ZONING HC)  
 GRADE TRANSITION. FINAL DESIGN TO COMPLY WITH C.O.F. SLOPE DESIGN CRITERIA 13-10-011-0001  
 EXISTING APARTMENTS  
 PROPOSED WATER LINE  
 PROPOSED WATER CONNECTION  
 PROPOSED STORM DRAIN  
 PROPOSED WATER & SEWER CONNECTIONS (TYP.)  
 EXISTING UTILITIES TO BE ABANDONED (SEE NOTE 2)  
 EXISTING FLOODPLAIN  
 PROPOSED SEWER CONNECTION (PROJECT OUTFALL)  
 PROPOSED RIGHT TURN LANE  
 PROPOSED WATER CONNECTION  
 PROPOSED STORM DRAIN EXTENSION  
 PROPOSED RIGHT TURN LANE  
 GRADE TRANSITION. FINAL DESIGN TO COMPLY WITH C.O.F. SLOPE DESIGN CRITERIA 13-10-011-0001  
 EX-24" SD  
 APN: 11337002J ZONING HC  
 APN: 11337002K1 ZONING HR  
 APN: 11337001E ZONING HC  
 PROPOSED FLOODPLAIN  
 JURISDICTIONAL 404 WASH LIMITS  
 COCONINO COUNTY ZONING RT UNIT 1 CASE PAGE 8 APN: 11707001B  
 EXISTING GOLF COURSE  
 PROP. 38" PUBLIC SEWER ESMT.  
 B.R. VILLAS EXISTING TOWN HOMES  
 J.S.P. FLAGSTAFF EXISTING TOWN HOMES  
 HOPI TRIBE EXISTING OFFICE COMPLEX

INTERSTATE 40

I-40  
(E.B. OFF RAMP)

EXISTING ADOT & C.O.F. RIGHT-OF-WAY

PROPOSED RAISED MEDIAN  
PROPOSED PEDESTRIAN CROSSING

EX. SOLIERE AVE

PARCEL 5

PARCEL 1

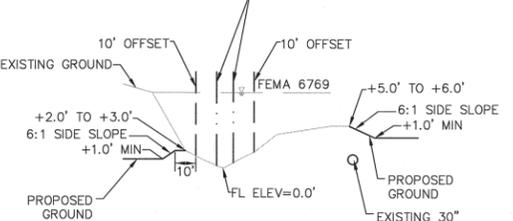
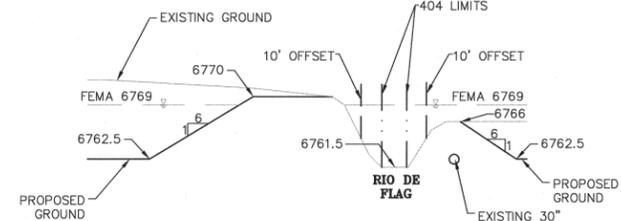
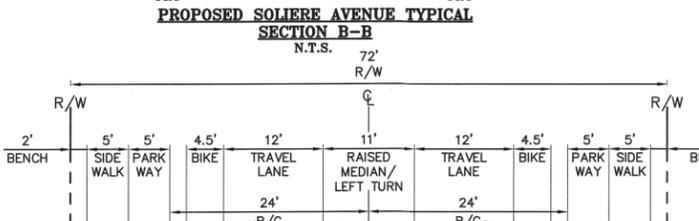
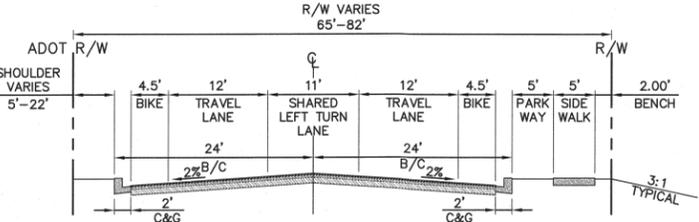
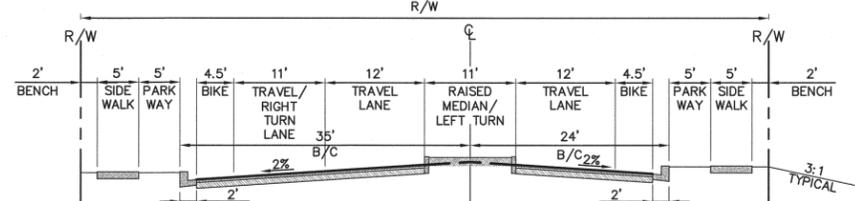
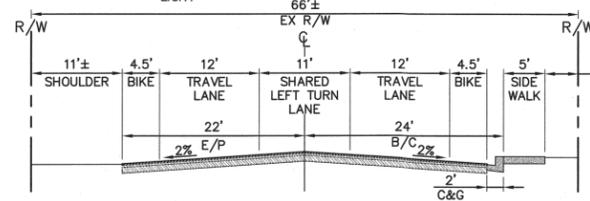
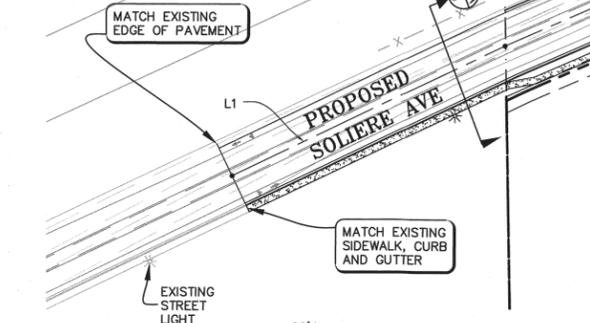
LINE TABLE: ALIGNMENTS

LINE	LENGTH	DIRECTION
L1	218.83'	N64°38'00"E
L2	376.38'	N66°29'40"E
L3	104.54'	S20°01'20"E
L4	145.00'	S72°01'20"E
L5	360.00'	S52°01'20"E
L6	325.37'	S88°53'30"E

CURVE TABLE: ALIGNMENTS

CURVE	DELTA	RADIUS	ARC	CHORD
C1*	93°29'00"	510.00'	832.11'	742.84'
C2*	52°00'00"	510.00'	462.86'	447.14'
C3	20°00'00"	600.00'	209.44'	208.38'
C4	36°52'10"	600.00'	386.08'	379.46'

\*PROPOSED CURVE RADIUS PER AASHTO GEOMETRIC DESIGN OF HIGHWAYS AND STREETS TABLE 3-13b. \*MINIMUM RADIUS AND SUPERELEVATION FOR LOW-SPEED URBAN STREETS. PROPOSED RADIUS BASED UPON 2% CROWN (e=-2%) AND 35MPH DESIGN SPEED.

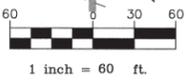


SECTION I-I  
N.T.S.  
GRADING PLAN SECTIONS  
(SEE SHITS 3 & 4)  
N.T.S.

SECTION H-H  
N.T.S.

1C INDICATES PROPOSED DRIVEWAY AS REFERENCED IN THE TRAFFIC IMPACT ANALYSIS FOR COUNTRY CLUB AND I-40 PREPARED BY KIMLEY-HORN AND ASSOCIATES DATED JUNE 17, 2013.

SEE SHEET 6



COUNTRY CLUB & I-40  
PRELIMINARY PLAT  
ROADWAY GEOMETRICS



WOOD/PATEL  
CIVIL ENGINEERS  
HYDROLOGISTS  
LAND SURVEYORS  
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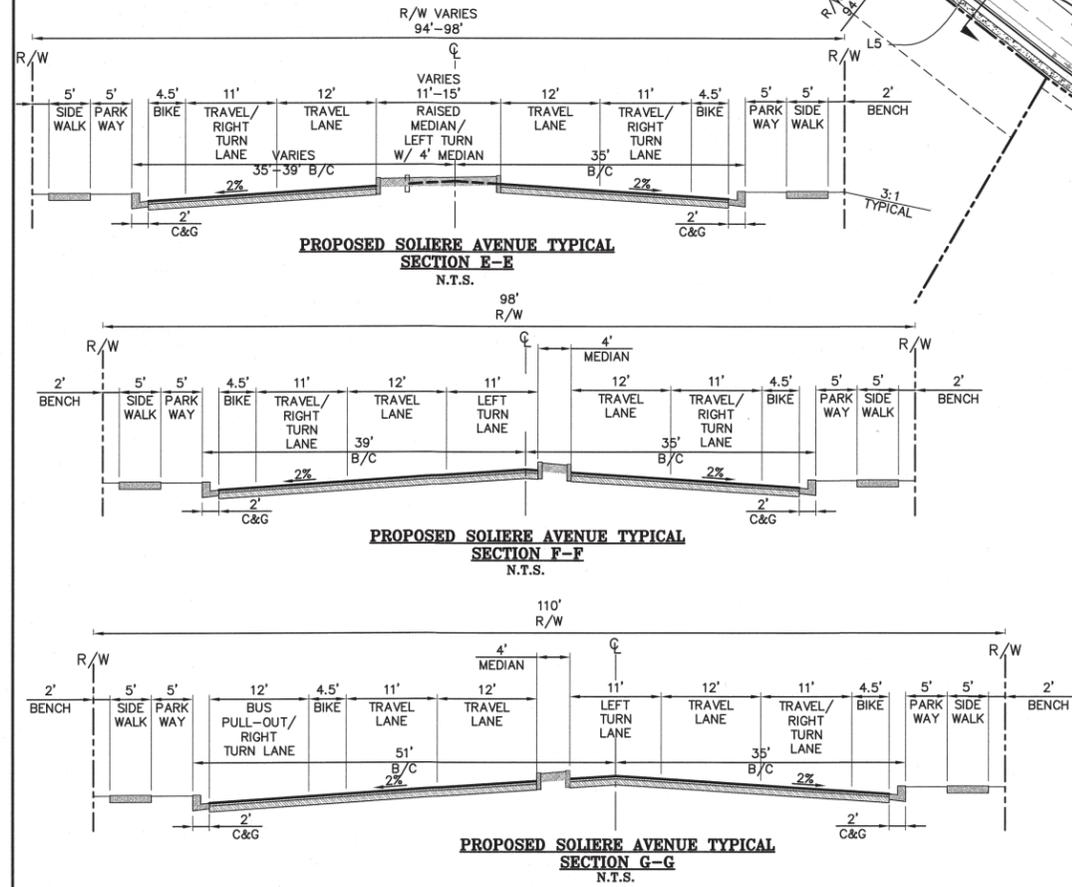
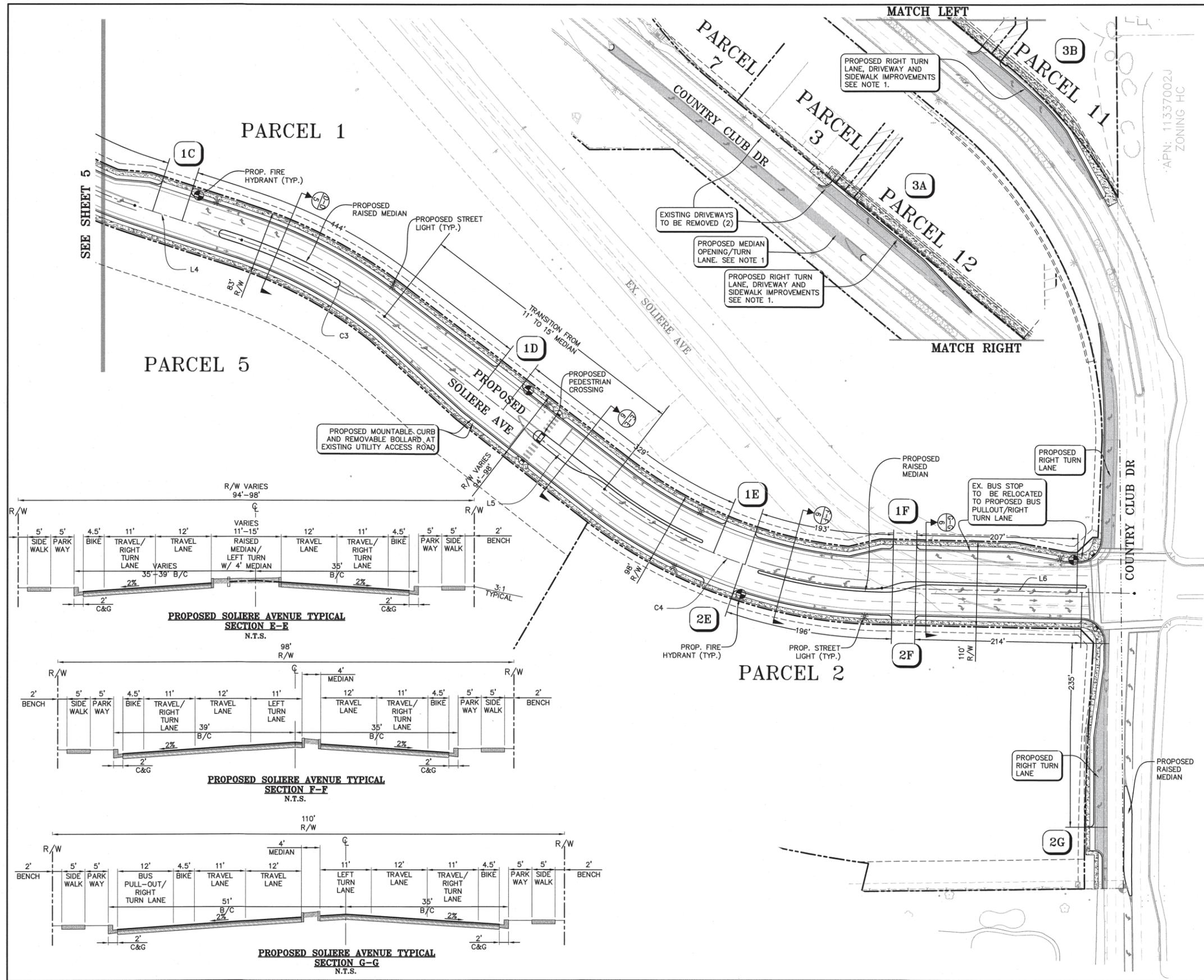
ENGINEER D. WOOD  
DESIGNER D. NICHOLS  
CAD TECHNICIAN STAFF

SCALE (HORIZ) 1"=60'  
SCALE (VERT) 1"=60'

DATE 01/31/14  
JOB NUMBER 123928

SHEET 5 OF 6

CALL TWO WORKING DAYS BEFORE YOU DIG  
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(OUTSIDE MARICOPA COUNTY)



PROPOSED RIGHT TURN LANE, DRIVEWAY AND SIDEWALK IMPROVEMENTS SEE NOTE 1.

EXISTING DRIVEWAYS TO BE REMOVED (2)

PROPOSED MEDIAN OPENING/TURN LANE. SEE NOTE 1

PROPOSED RIGHT TURN LANE, DRIVEWAY AND SIDEWALK IMPROVEMENTS SEE NOTE 1.

PROPOSED MOUNTABLE CURB AND REMOVABLE BOLLARD AT EXISTING UTILITY ACCESS ROAD

PROPOSED RAISED MEDIAN

EX. BUS STOP TO BE RELOCATED TO PROPOSED BUS PULLOUT/RIGHT TURN LANE

PROPOSED RAISED MEDIAN

PROP. FIRE HYDRANT (TYP.)

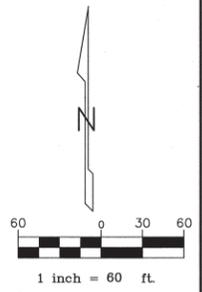
PROP. STREET LIGHT (TYP.)

PROPOSED RAISED MEDIAN

PROPOSED RIGHT TURN LANE

INDICATES NEW TURN LANES TO BE CONSTRUCTED ON COUNTRY CLUB DRIVE. REMOVAL OF CENTER MEDIAN AS REQUIRED.

1C INDICATES PROPOSED DRIVEWAY AS REFERENCED IN THE TRAFFIC IMPACT ANALYSIS FOR COUNTRY CLUB AND I-40 PREPARED BY KIMLEY-HORN AND ASSOCIATES DATED JUNE 17, 2013.



**COUNTRY CLUB & I-40**  
**PRELIMINARY PLAN**  
ROADWAY GEOMETRICS



EXPIRES 12-31-16

**WOOD/PATEL**  
CIVIL ENGINEERS  
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CONSTRUCTION MANAGERS

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ENGINEER D. WOOD

DESIGNER D. NICHOLS

CAD TECHNICIAN STAFF

SCALE (HORIZ) 1"=60'

SCALE (VERT) -

DATE 01/31/14

JOB NUMBER 123928

SHEET 6 OF 6

CALL TWO WORKING DAYS BEFORE YOU DIG  
602-263-1100  
1-800-STAKE-IT  
(OUTSIDE MARICOPA COUNTY)

IN 2013 (123928) City of Phoenix - Park View - 20130609.dwg

**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Elaine Averitt, Planning Development Manager  
**Date:** 03/12/2014  
**Meeting Date:** 03/18/2014



---

**TITLE:**

**Consideration and Approval of Preliminary Plat:** A request from Miramonte Homes for Preliminary Plat approval for the Switzer Canyon Village Townhomes, a 48-unit residential townhouse subdivision on an 18.56-acre site located at 587 North Switzer Canyon Drive, within the Single-Family Residential (R1) zone. *(Preliminary Plat for Switzer Canyon Village Townhomes located at 587 North Switzer Canyon Drive)*

**RECOMMENDED ACTION:**

The Planning and Zoning Commission reviewed this request at their meeting on February 26, 2014 and recommends the City Council approve the Preliminary Plat.

**Policy Decision or Reason for Action:**

The City Council will find, based on the recommendation from the Planning and Zoning Commission, that the proposed Preliminary Plat meets the requirements of the Zoning Code (City Code Title 10), the Subdivision Code (City Code Title 11), and the Engineering Design Standards and Specifications for New Infrastructure (City Code Title 13).

**Financial Impact:**

No financial liabilities are anticipated by the approval of this Preliminary Plat.

**Connection to Council Goal:**

Repair Replace maintain infrastructure (streets & utilities)  
Retain, expand, and diversify economic base

**Has There Been Previous Council Decision on This:**

On May 17, 2005, the City Council approved a tentative plat intended for 96 condominium dwelling units, and authorized the Mayor to sign the final plat and City/Subdivider Agreement. In 2006, the subject site was recorded as a final plat intended for 96 condominium dwelling units.

**Options and Alternatives:**

- 1) Approve the Preliminary Plat, with no conditions, as recommended by the Planning and Zoning Commission.
- 2) Approve the Preliminary Plat with new conditions.
- 3) Deny the Preliminary Plat based on non-compliance with the Zoning Code, the Subdivision Code, and/or the Engineering Design Standards and Specifications for New Infrastructure.





## MINUTES - Draft

City of Flagstaff  
PLANNING & ZONING COMMISSION  
4:00 PM– Wednesday, February 26, 2014  
City of Flagstaff, Council Chambers

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### CALL TO ORDER

Chairman Carpenter called the meeting to order at 4:04 p.m.

### COMMISSION MEMBERS:

PRESENT: David Carpenter, Chairman; Paul Turner; Stephen Dorsett, Vice Chairman; Steve Jackson; Paul Moore; Justin Ramsey

Absent: Tina Pfeiffer

### CITY STAFF:

Mark Sawyers, Staff Liaison

Elaine Averitt, Planning Development Manager

Brian Kulina, Planning Development Manager

Becky Cardiff, Recording Secretary

### GENERAL BUSINESS

#### A. PUBLIC COMMENT

None.

#### B. APPROVAL OF MINUTES

- 1) Regular meeting of November 13, 2013.

Motion: Move to approve the minutes of the Regular Meeting of November 13, 2013, with amendment to Chairman Carpenter's comment Action: Approve with amendment Moved by: Chairman Carpenter Seconded by: Commissioner Moore. Motion carried unanimously

- 2) Regular meeting of January 8, 2014.

Motion: Move to approve the minutes of the Regular Meeting of January 8, 2013, as submitted Action: Approve as submitted Moved by: Vice Chair Dorsett Seconded by: Commissioner Turner. Motion carried unanimously

OTHER BUSINESS

1. Switzer Canyon Village Townhomes

Address: 587 N Switzer Canyon Dr  
Assessor's Parcel Number: 101-45-098, 101-45-099  
Property Owner: Forest Ring LLC  
Applicant: Rick Schuller, Woodson Engineering  
Application Number: PPPL 2014-0001  
City Staff: Elaine Averitt  
Action Sought: Preliminary Plat Approval

A request for Preliminary Plat approval for the Switzer Canyon Village Townhomes, a 48-unit residential townhouse subdivision on an 18.56-acre site located at 587 North Switzer Canyon Drive in the R1, Single-Family Residential Zone. The existing condominium plat is proposed to be abandoned and a new townhouse plat is proposed as described.

Ms. Averitt gave a PowerPoint presentation on the proposed project and answered questions from Commissioners.

Rick Schuller, Woodson Engineering, introduced himself and answered questions from Commissioners.

Mr. Sawyers also answered and clarified questions from the Commissioners.

[Motion: Motion to approve PPPL 2014-0001 Switzer Canyon Village Townhomes as submitted Moved by: Commissioner Jackson Seconded by: Chairman Carpenter. Motion carried unanimously.](#)

2. Country Club I-40

Address: 1201 N Country Club Drive  
Assessor's Parcel Number: 113-29-001L;113-29-003G;113-29-003J;113-29-003K;  
113-25-103  
Property Owner: Sinclair Oil Corp/Sun Valley Company  
Applicant: Vintage Partners, LLC  
Application Number: PPPL2014-0002  
City Staff: Brian Kulina  
Action Sought: Preliminary Plat Approval

A Preliminary Plat request from Vintage Partners, LLC, on behalf of Sinclair Oil Corp. / Sun Valley Company, for a Preliminary Plat of 12 parcels on 95.5-acres located at 1201 North Country Club Drive, within the Highway Commercial (HC), High Density Residential (HR), and Rural Residential (RR) zones.

Mr. Kulina gave a PowerPoint presentation on the proposed project and answered questions.

David, Scholl, Vintage Partners, introduced himself spoke briefly about the proposed project and answered questions from Commissioners.

Mr. Sawyers and Malcolm Alter, City of Flagstaff Storm Water Section, were both present and answered questions from Commissioners.

Dwayne Hund, Vintage Partners, answered and clarified questions from Commissioners.

Discussion was held among Commissioners and Commissioners commended the developer on their proposed project but they want to make sure it's done right.

Motion: Motion to approve PPPL 2014-0002 Country Club I-40 with conditions proposed by Staff and additionally the condition that any subsequent final platting of units within the boundaries of the preliminary plat must stand alone in regards to transportation, sewer, water, storm water and franchise utilities Moved by: Vice Chairman Dorsett Seconded by: Chairman Carpenter Motion carried unanimously.

### 3. ELECTION OF OFFICERS

Motion: Motion to elect Mr. Dorsett to Chairman of the Planning and Zoning Commission Moved by: Chairman Carpenter Seconded by: Commissioner Jackson Motion carried unanimously.

Motion: Motion to elect Mr. Ramsey to Vice Chairman of the Planning and Zoning Commission Moved by: Vice Chairman Dorsett Seconded by: Chairman Carpenter Motion carried unanimously

### 4. APPOINTMENTS

Motion: Motion for the representatives that are currently in place to remain the same for the Water, Board of Adjustments and Open Space Commissions. Moved by: Chairman Carpenter Seconded by: Commissioner Turner. Motion carried unanimously.

### MISCELLANEOUS ITEMS TO/FROM COMMISSION MEMBERS

Mr. Sawyers gave a very brief update on some projects that will be on the March 26<sup>th</sup> agenda and informed the Commission that Brad Hill from Utilities will be at the same meeting to give a presentation on water adequacy.

### ADJOURNMENT

The meeting was adjourned at 5:55 p.m.

**PLANNING & DEVELOPMENT SERVICES REPORT  
PRELIMINARY PLAT**

**PPPL2014-0001**

**DATE:** February 14, 2014  
**MEETING DATE:** February 26, 2014  
**REPORT BY:** Elaine Averitt  
**CONTACT:** 928-213-2616

**REQUEST:**

A request for Preliminary Plat approval for the Switzer Canyon Village Townhomes, a 48-unit residential townhouse subdivision on an 18.56-acre site located at 587 North Switzer Canyon Drive in the R1, Single-Family Residential Zone. The existing condominium plat is proposed to be abandoned and a new townhouse plat is proposed as described.

**STAFF RECOMMENDATION:**

Staff recommends the Planning and Zoning Commission forward the preliminary plat to the City Council with a recommendation for approval, subject to the condition that the development complies with all applicable conditions of the Development Review staff approval of January 14, 2014.

**PRESENT LAND USE:**

An existing residential condominium subdivision consisting of 96 undeveloped condominium dwelling units with existing public and private street improvements completed.

**PROPOSED LAND USE:**

Residential subdivision development consisting of 48 townhome dwelling units.

**NEIGHBORHOOD DEVELOPMENT:**

North: Single-Family Residential; R1 Zone;

South: Vacant; R1 Zone;

East: Commercial and Institutional; HC and R1 Zones, and Switzer Canyon Dr;

West: Single-Family Residential; R1 Zone.

**REQUIRED FINDINGS:**

The Planning and Zoning Commission shall find the proposed preliminary plat meets the requirements of the City Code Title 10, Flagstaff Zoning Code; City Code Title 11, General Plans and Subdivisions; and City Code Title 13, Engineering Design Standards and Specifications.

**STAFF REVIEW:**

**Introduction**

The applicant, Woodson Engineering, representing Miramonte Homes, is seeking Preliminary Plat approval for a 48-unit, residential townhouse subdivision. The applicant received conditional approval by the Development Review Staff on January 14, 2014. In 2006, the subject site was recorded as a final plat intended for 96

Condominium dwelling units. Most of the infrastructure for the project has been installed as part of the condominium project. No buildings/dwellings have been constructed. The new owner intends to abandon the condominium plat (Sheet 3) and re-plat the subdivision for the proposed townhomes and reduce the number of lots to 48.

Several development standards have changed since 2006, including a new Zoning Code, new driveway ordinance, new storm water standards, new engineering standards, new landscaping standards, and new building placement standards. As such, the applicant was required to go through the development review process beginning with a conceptual plat review. The plan for the townhome subdivision was adjusted accordingly.

### **Flagstaff Area Regional Land Use and Transportation Plan**

The current land use designation for the site is predominantly Urban Open Space due to the significant hillsides located on the site. A small portion of the site adjacent to Switzer Canyon Drive has land use designations of Commercial Regional/Community and Low Density Residential (1-5 du/ac). However, the parcel is currently zoned Single-family Residential. In instances where zoning is vested, the development rights provided by the zoning district take precedent over the Open Space land use designation. The applicant has provided an open space element as identified by the 7.52-acre, Tract "A" on the Preliminary Plat. This dedicated open space tract exceeded the previous zoning code's open space requirement of 4.91 acres per the development standards for the previous UR, Urban Residential zone. The current R1, Single-Family Residential Zone does not require any common open space. It does require a minimum 15% of lot area as private open space. In addition, a blanket easement to allow for future F.U.T.S. trail development by the City is being provided on Tract "A." The previous developer roughed out a section of the F.U.T.S. north of Tract "A" as identified in the Regional Land Use and Transportation Plan and the current developer will re-dedicate a twenty-foot-wide easement to the City of Flagstaff for this section of trail across the site. The City will complete construction of the trail at a later date. Staff believes the applicant has designed the site in conformance to the City's open space plan by providing a continuous F.U.T.S. trail from the north portion of the site through the site, and providing Tract "A" as open space dedicated to the homeowners association.

### **ZONING REQUIREMENTS**

The property is zoned R1, Single-Family Residential. The proposed development of 48 dwelling units is within the density required by the *Flagstaff Zoning Code* (Section 10-40.30.030). The R1 density requirement is 2-5 gross units per acre within the Resource Protection Overlay; the proposed gross density is 2.59 units per acre. The property was previously zoned UR, Urban Residential, which allowed a gross density of six dwelling units per acre.

Single-family (attached) use is permitted in the R1 zone as a Planned Residential Development (PRD). Division 10-40.60.270 addresses specific use standards for Planned Residential Developments. PRDs may use different building types (i.e., Courtyard Apts, Duplex, Townhouse) as part of an integrated site planning process in non-transect zones and for achieving gross densities on undeveloped land where substantial natural resources are present on the site. Division 10-50.110 provides standards for specific building types and specifies the transect zones in which they are allowed. The T4N.2 transect zone allows townhouses in new neighborhoods. Townhouse standards are located in Division 10-50.110.120. Front-loaded townhouses are only allowed where topography does not allow alley access, as with this development. However, the developer was able to design the townhouses to place livable space in front of the garage in the form of optional guest suites or porches.

The Townhouse Building Type permits a minimum lot area of 1,440 square feet (18' width x 80' depth). The lots within the Switzer Canyon Townhome subdivision comply with the minimum lot area. The condominium

plat to be abandoned did not require division of land; therefore the side and rear-yard setbacks were non-existent. The replat townhome project complies to the maximum extent feasible with the Townhouse Building Type standards (including open space, size/massing) and building form and placement standards such as setbacks and height allowed in the T4N.2 transect zone (10-40.40.030, p. 40.40-32). There are a few lots which do not meet the 10' by 10' minimum depth and width for private open space but do meet the 15% of lot area. Setback requirements for the T4N.2 transect zone are:

Front: 5' min.; 12' max.	Provided (min.):	5'
Side: 3' min. (0' for side by side units)	Provided (min.):	5' (0' for side by side units)
Rear: 3' min.	Provided (min.):	3' (Downhill); 15' (Uphill)

Maximum permitted height in the T4N.2 transect zone is 4 stories with a maximum overall height of 52'. The proposed townhouses will have a three stories maximum with a maximum overall height of 48'-2" (uphill models).

Thirty of the townhouse units will be "Downhill Models." These duplex units are located on the downhill side of each street and access into each unit is from the uphill side of the slope. The Downhill models include basements and two car garages. Some of these units (rear elevation with balconies) will be visible from Switzer Canyon Drive.

Eighteen of the townhouse units will be "Uphill Models" which will be located on the uphill side of each street. Access into each unit is from the lower end of the slope. These duplex and triplex units are generally on flatter slopes and do not include basements. They will include two car garages.

The building elevations provide visual interest by incorporating design review elements including: primary entrances at human scale, recessed garage doors, sloped roofs with overhanging eaves, multiple roof planes and varying pitch angles, and indigenous building materials. Each unit has an individual pedestrian entry facing the street, which is in compliance with the Townhouse building type.

**Landscaping**

The submitted landscape plan indicates that existing Ponderosa pines will be sufficient to meet minimum requirements for peripheral buffer landscaping. Foundation landscaping on each lot will be met by a combination of credits for existing Ponderosa trees and new plantings. New landscaping will be planted to meet parking lot landscaping requirements for the surface parking areas. Forest View Drive will be planted with 17 new street trees, identified as Purple Robe Locust.

**Natural Resources**

Resources on the site include steep slopes, moderate slopes, and forest. The resource protection plan submitted with the Preliminary Plat application indicates that minimum protection standards will be met. In this case the resource calculations include a 5 percent credit toward slope and tree resource for preservation of open space (Section 10-30.60.060.B.1.c), when on-site design conforms to the City's open space plan and public non-motorized pedestrian access is provided.

The Resource Protection table on the following page shows that 0.25 acres of excess slope in the steep slope category (25-34.9%) was applied to the moderate slope category (17-24.9%) in order to meet the required slope protection level.

According to the resource plan, there is a total of 453 tree resource points on the non-sloped portion of the site. Following development, 139 tree resource points will be removed resulting in 314 points or approximately 69.4 percent preservation of the existing tree resource points.

**RESOURCE PROTECTION LAND IN THE R1 DISTRICT**  
**SWITZER CANYON VILLAGE TOWNHOMES**

RESOURCE	TOTAL ACRES	REQUIRED PROTECTION LEVEL & ACRES	PROTECTED LEVEL & PROTECTED ACRES
Rural Floodplain	None	--	--
Slope 17-24.9%	15.26	65% (70% - 5% O.S. credit) 9.92	*65% 9.92 (9.67 + 0.25)
Slope 25% -34.9%	1.00	75% (80% - 5% O.S. credit) 0.75	100% 1.00 (0.25 extra)
Forest Resource	Total Tree <u>Resource Points</u> 453	50% 227 points	69.4% 314 points

\* Developer credited 0.25 acres of excess slope from the 25% and greater slopes to meet minimum thresholds for slopes of 17-24.9%.

**Open Space**

As noted earlier in this report, a majority of the site is designated open space in the Land Use and Transportation Plan. Staff believes the developer has designed the subdivision in conformance to the City’s open space plan to the extent possible. The proposed development is clustered and limited to the northerly half of the site leaving a 7.52-acre, open space tract identified as Tract “A” on the Preliminary Plat. The areas outside of development on tract “B” as identified on the plat will remain undisturbed. The majority of area outside of development on Tract “C” will also remain undisturbed, except for a completed detention basin facility and drainage structure. All of the open space areas will be dedicated to the Home Owners Association and will be maintained by the association with the exception of the F.U.T.S. trail, which will be maintained by the City.

**F.U.T.S. Trail Development**

Per the Regional Land Use and Transportation Plan, a F.U.T.S. trail is designated to pass through this site. The Developer was responsible for construction of the trail from the connection to the public sidewalk on Switzer Canyon Drive at the north property line into and through the site to Tract “A” as indicated on the Preliminary Plat. At a later date, this portion of the trail will be hard-surfaced and constructed per the City standard. A twenty-foot-wide easement will be dedicated to the City for this section of trail, which will be maintained by the City. The City shall be responsible for the construction of the trail through Tract “A” at a future date. A blanket easement will be dedicated to the City on Tract “A” in order to allow the City flexibility in determining the future trail alignment in relation to the adjacent parcel to the south.

**Site Planning Design Standards**

As previously described, the infrastructure such as grading, curbs, gutters and sidewalks was installed several years ago as part of the previous planned condominium project. Prior to construction, Design Review guidelines applicable under the previous Land Development Code were applied and approved. The submitted

Preliminary Plat site layout meets the guidelines which were applicable at that time. The new proposed building elevations meet the new Architectural Design Standards for buildings.

## **SYSTEMS ANALYSIS:**

### **Access and Traffic**

A “Residential Local Narrow” public street was constructed by the previous developer from Switzer Canyon Drive and connecting into the completed Forest View Drive that was constructed with the platted Switzer Terrace Subdivision. The relatively new public street includes a five-foot sidewalk and five-foot parkway system from Switzer Canyon Drive into the subdivision. The public sidewalk continues through the subdivision and connects to Switzer Canyon Drive along the north side of the street. However, the parkway was designed and built to be eliminated after passing the living units in order to match the approved public roadway system that was constructed in the platted Switzer Terrace Subdivision.

Two private streets have already been constructed to intersect with the public road, then converge and end in a cul-de-sac to provide access to the majority of the units. The private roads include five-foot-wide sidewalks on one side located at the back of the curb to provide pedestrian circulation and connection to the public sidewalk system.

Parking for the living units will consist of a two-car garage. The previously planned condominiums were designed to have one-car garages with a surface space in tandem configuration outside of each garage. Approximately twenty-eight additional surface parking spaces will be provided in areas throughout the subdivision to accommodate visitors. The asphalt surfaces have been constructed but they need to be striped.

The previous Developer was responsible for and completed edge improvements on Switzer Canyon Drive across the property frontage to include roadway widening, bike lane, curb, gutter, five-foot sidewalk and parkway.

### **Transit Facilities**

The nearest public transit stop to the proposed subdivision is located to the south in proximity to the intersection of Route 66 and Switzer Canyon Drive.

### **Water and Wastewater**

Eight-inch public waterlines have been constructed beneath the public and private streets. Connections have been made to the eight-inch public waterline extension constructed by the previous Developer along the property frontage under Switzer Canyon Drive and the eight-inch public waterline constructed in the adjacent platted Switzer Terrace Subdivision to the north. Eight-inch public sewer lines have been constructed beneath the public and private streets. Connections have been made to an existing eight-inch public sewer line located along Switzer Canyon Drive. Per the City of Flagstaff Engineering Standards individual water meters/services and sewer services are required to each townhouse unit. Utilities to each new lot must be separate and distinct and not cross property boundaries. Additional sewer taps will be required to be installed so that each unit has its own separate sewer service. The existing water services that will not be used will be abandoned to City of Flagstaff Utilities Section specifications and must be inspected and approved.

**Stormwater**

Stormwater runoff will be detained in an underground system located on site underneath portions of the public and private streets and the F.U.T.S. trail and released onto Switzer Canyon Drive. The system will be maintained by the subdivision Homeowners Association. A detention basin and drainage system previously constructed on this site serves the adjacent platted Switzer Terrace Subdivision to the north.

In addition, the Preliminary Plat for the proposed townhomes (Grading Plan sheets 1 & 2) shows the location of proposed brow ditches at the top of the cut slopes located above Moriah Drive. The Developer's engineer has provided an addendum to the Drainage Report to demonstrate that the brow ditches will safely convey flows around and away from the proposed townhomes.

**RECOMMENDATION:**

Staff recommends the Planning and Zoning Commission forward the Preliminary Plat to the City Council with a recommendation for approval.

**ATTACHMENTS:**

- Application
- Location/Vicinity Map
- IDS conditions of approval, January 14, 2014
- Preliminary Plat, Grading, Landscape and Irrigation Plans (11 sheets, 24x36")
- Resource Plan (1 sheet, 24x36")
- Floor Plans & Typ. Elevations (uphill models, downhill models, 11x17")
- Colored Elevations



## SWITZER CANYON

TOWN HOME 3375



Floor plans and elevations are artist renderings and are for illustration only. Miramonte Homes reserves the right to change interior and exterior designs, specifications, locations, sizes and design features of floor plans, elevations and prices without prior notice. All dimensions are approximate. Miramonte Home floor plans and elevations are solely owned by Miramonte Homes and are protected by Copyright law. Any unauthorized use is prohibited. ROC241199KB01





## SWITZER CANYON LEFT SIDE

## TOWN HOME 3375

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## SWITZER CANYON RIGHT SIDE

TOWN HOME 3375

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## SWITZER CANYON REAR

## TOWN HOME 3375

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## SWITZER CANYON FRONT

## TOWN HOME 2965

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## SWITZER CANYON RIGHT

TOWN HOME 2965



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## SWITZER CANYON LEFT

## TOWN HOME 2965

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## SWITZER CANYON REAR

## TOWN HOME 2965

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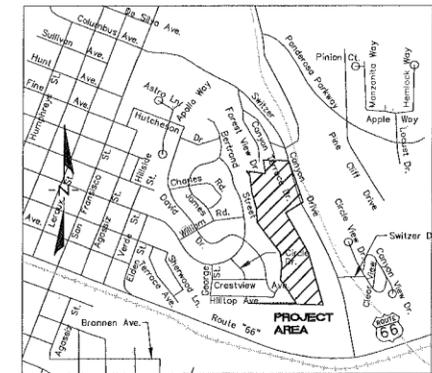
**LEGEND**

	EXISTING PROPERTY LINE
	EXISTING SECTION LINE
	EXISTING ADJACENT LOT LINE
	EXISTING ROAD CENTERLINE
	EXISTING EASEMENT
	EXISTING MAJOR CONTOUR
	EXISTING MINOR CONTOUR
	EXISTING FLOWLINE
	EXISTING WATER LINE
	EXISTING SANITARY SEWER LINE
	EXISTING STORM DRAIN
	EXISTING GAS LINE
	EXISTING OVERHEAD ELECTRIC LINE
	EXISTING UNDERGROUND ELECTRIC LINE
	EXISTING CABLE TV LINE
	EXISTING TELEPHONE LINE
	EXISTING FIBER OPTIC LINE
	EXISTING BARBED WIRE FENCE
	EXISTING CHAIN LINK FENCE
	EXISTING WOOD FENCE
	EXISTING WALL
	EXISTING CONCRETE
	EXISTING STRUCTURE
	EXISTING PAVEMENT
	PROPOSED PROPERTY LINE
	PROPOSED MAJOR CONTOUR
	PROPOSED MINOR CONTOUR
	PROPOSED FLOWLINE
	PROPOSED WATER LINE
	PROPOSED SANITARY SEWER LINE
	PROPOSED STORM DRAIN
	PROPOSED WOOD FENCE
	PROPOSED WALL
	PROPOSED CONCRETE
	PROPOSED STRUCTURE
	PROPOSED PAVEMENT
	EXISTING WATER VALVE
	EXISTING WATER METER
	EXISTING FIRE HYDRANT
	EXISTING SANITARY SEWER MANHOLE
	EXISTING STORM DRAIN MANHOLE
	EXISTING CATCH BASIN
	EXISTING GAS VALVE
	EXISTING GAS METER
	EXISTING ELECTRIC METER
	EXISTING MISCELLANEOUS MANHOLE
	EXISTING UTILITY POLE
	EXISTING GUY ANCHOR
	EXISTING LIGHT POLE
	EXISTING SIGN POST
	EXISTING BOLLARD
	EXISTING TREE TO REMAIN (DIAMETER AND P=PINE, J=JUNIPER, D=DECIDUOUS)
	EXISTING TREE TO BE REMOVED (DIAMETER AND P=PINE, J=JUNIPER, D=DECIDUOUS)
	FOUND SECTION CORNER AS NOTED
	FOUND TAG AS NOTED
	FOUND REBAR AS NOTED
	FOUND MONUMENT AS NOTED
	FOUND PIPE AS NOTED
	FOUND NAIL AS NOTED
	CALCULATED LOCATION, NOTHING FOUND OR SET
	PROPOSED WATER VALVE
	PROPOSED WATER METER
	PROPOSED FIRE HYDRANT
	PROPOSED SANITARY SEWER MANHOLE
	PROPOSED SIGN POST
	PROPOSED BOLLARD
	PROPOSED TREE (DIAMETER AND P=PINE, J=JUNIPER, D=DECIDUOUS)
	PARKING SPACE COUNT

# SWITZER CANYON VILLAGE TOWNHOMES PRELIMINARY PLAT

## 587 N. SWITZER CANYON DRIVE

A PROPOSED IMPROVEMENT AND REPLAT OF THAT PARCEL RECORDED IN INSTRUMENT NOS. 3425283 & 3540870, RCC, SITUATED IN THE SE QUARTER OF SECTION 15, TOWNSHIP 21 NORTH, RANGE 7 EAST, GILA AND SALT RIVER BASE AND MERIDIAN, CITY OF FLAGSTAFF, COCONINO COUNTY, ARIZONA, CONTAINING 18.56± ACRES - ZONED R1



**PROJECT SUMMARY**

ABANDON EXISTING CONDOMINIUM PLAT AND CCR'S (96 UNITS)

REPLAT TOWNHOME PROJECT (48 UNITS)  
18 UPHILL UNITS  
30 DOWNHILL UNITS

WAS REZONED TO URBAN RESIDENTIAL (UR)  
NOW LISTED AS R1 ZONING

PROPOSED PLANNED RESIDENTIAL DEVELOPMENT (PRD)

**SHEET INDEX**

- 1 COVER SHEET
- 2 NOTES AND DETAILS SHEET
- 3 ABANDONMENT PLAT SHEET
- 4 NEW PARCELS PLAT SHEET
- 5 PLAN SHEET
- 6A GRADING PLAN SHEET
- 6B GRADING PLAN SHEET
- 7 LANDSCAPE PLAN SHEET
- 8 LANDSCAPE PLAN SHEET
- 9 IRRIGATION PLAN SHEET
- 10 IRRIGATION PLAN SHEET
- 11 LANDSCAPE AND IRRIGATION DETAILS SHEET

**REVISIONS**  
01/24/14 ADDED SHEETS 9-11 AND UTILITY ACKNOWLEDGEMENTS

**PROPOSED GROSS DENSITY CALCULATIONS:**

TOTAL PARCEL ACREAGE = 18.56 AC.  
 •TRACT A = 7.50 AC.  
 •TRACT B = 9.04 AC.  
 •TRACT C = 2.02 AC.

TOTAL UNITS = 48  
 •UPHILL = 18  
 •DOWNHILL = 30

CALCULATIONS:  
 •48/18.56 = 2.59 UNITS/AC. (INCLUDES ALL 3 TRACTS)  
 •48/11.06 = 4.34 UNITS/AC. (EXCLUDES OPEN SPACE TRACT A)

GENERAL NOTES:  
 •DENSITY REQUIREMENTS PER CITY OF FLAGSTAFF ZONING CODE  
 •R1 ZONING WITHIN THE RPO ZONE REQUIRES 2 UNITS/ACRE MINIMUM AND 5 UNITS PER ACRE MAXIMUM

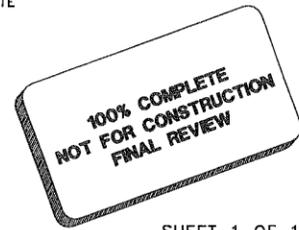


**WOODSON**  
ENGINEERING AND SURVEYING, INC.  
124 N. ELDEN ST.  
FLAGSTAFF, AZ 86001  
PHONE: (928) 774-4636 FAX: (928) 774-4646

<b>ADEQ APPROVAL</b>	
ADEQ APPROVAL DONE UNDER CITY DELEGATION AGREEMENT	DATE
<b>WATER</b>	
ADEQ APPROVAL DONE UNDER CITY DELEGATION AGREEMENT	DATE
<b>SEWER</b>	
<b>UTILITY ACKNOWLEDGEMENT</b>	
BY LETTER	12/23/13 DATE
<b>ARIZONA PUBLIC SERVICE</b>	
BY LETTER	01/15/14 DATE
<b>CENTURYLINK</b>	
BY LETTER	01/16/14 DATE
<b>SUDDENLINK</b>	
BY LETTER	01/09/14 DATE
<b>UNISOURCE ENERGY SERVICES</b>	

**ENGINEER**  
WOODSON ENGINEERING AND SURVEYING, INC.  
124 N. ELDEN ST.  
FLAGSTAFF, AZ 86001  
(928) 774-4636

**OWNER/DEVELOPER**  
MIRAMONTE HOMES  
CHRIS KEMMERLY  
2492 E. RIVER ROAD, SUITE 100  
TUCSON, AZ 85718  
(520)-615-8900



01/24/14

WOODSON ENGINEERING AND SURVEYING, INC.  
124 N. ELDEN ST. • FLAGSTAFF, AZ 86001 • PHONE: (928) 774-4636 FAX: (928) 774-4646

113024

SWITZER CANYON VILLAGE TOWNHOMES  
PRELIMINARY PLAT  
COVER SHEET

DRAFTED BY: CGE  
DATE: 6/10/13  
PROJ. NO.: 113024  
FN: P-PLAT

<b>BUILDING TYPE</b>		
Townhouses		
<b>LOT SIZE</b>		
Downhill Units	Required (Min.)	Provided (Min.)
Width	18'	39.5'
Depth	80'	83'
Uphill Units	Required (Min.)	Provided (Min.)
Width	18'	33.5'
Depth	80'	80'
<b>PEDESTRIAN ACCESS</b>		
Individual Entries Facing Streets		
<b>FRONTAGE TYPE</b>		
Porches		
<b>VEHICLE ACCESS AND PARKING</b>		
Street Access with Individual Driveways and Garages (2 spaces/unit min. required)		
<b>PRIVATE OPEN SPACE</b>		
Area	Required (Min.)	Provided (Min.)
Width	15% of Lot Area	36%
Depth	10' min.	Max. Extent Feasible
Depth	10' min.	Max. Extent Feasible
<b>BUILDING SIZE AND MASSING</b>		
Downhill Units	Required	Provided
Width	18' min./36' max.	34.5'
Depth	N/A	67.67'
Height	4 Stories (52' max.)	3 Stories (44' overall)
Lot Coverage	80% max.	54.5% max.
Uphill Units	Required	Provided
Width	18' min./36' max.	33.5'
Depth	N/A	41.75'
Height	4 Stories (52' max. overall height)	3 Stories (48.25' overall)
Lot Coverage	80% max.	53.6% max.
<b>TRANSECT ZONE STANDARDS</b>		
Utilizing T4N.2 Standards		
Building Placement must comply with Building Setbacks in T4N.2 Standards		
<b>BUILDING PLACEMENT</b>		
Setback	Required (Min.)	Provided (Min.)
Front	5' min.; 12' max	5'
Side	3' (0' for side-by-side units)	5' (0' for side-by-side units)
Rear	3'	3' (Downhill); 15' (Uphill)

**PROJECT LID CALCULATIONS:**

UPHILL UNITS (18 UNITS) IMPERVIOUS AREA = 34,167 SQ. FT.

- BUILDING FOOTPRINT = 1321.44 SQ. FT.
- PATIO = 82.50 SQ. FT.
- PORCH = 116.25 SQ. FT.
- DRIVEWAY = 378 SQ. FT.
- $(1321.44 \times 18) + (82.50 \times 18) + (116.25 \times 18) + (378 \times 18) = 34,167$  SQ. FT.

DOWNHILL UNITS (30 UNITS) IMPERVIOUS AREA = 69,489 SQ. FT.

- BUILDING FOOTPRINT = 1,829.23 SQ. FT.
- PATIO = 109.07 SQ. FT.
- DRIVEWAY = 378 SQ. FT.
- $(1829.23 \times 30) + (109.07 \times 30) + (378 \times 30) = 69,489$  SQ. FT.

**GENERAL NOTES:**

- PREVIOUS CONDOMINIUM DEVELOPMENT PROPOSED IMPERVIOUS AREA = 104,005 SQ. FT.
- 80,796 (BUILDINGS) + 23,209 (DRIVEWAYS) = 104,005 SQ. FT.

**CALCULATIONS:**

- TOTAL PROPOSED IMPERVIOUS AREA = 103,656 SQ. FT.
- 34,167 (UPHILL) + 69,489 (DOWNHILL) = 103,656 SQ. FT.
- NET IMPERVIOUS AREA CHANGE = -349 SQ. FT.
- 103,656 (PROPOSED) - 104,005 (PREVIOUSLY PROPOSED) = -349 SQ. FT.

**SUMMARY:**

- NO NET INCREASE IN IMPERVIOUS AREA
- CURRENT DRAINAGE INFRASTRUCTURE WILL ADEQUATELY HANDLE REQUIRED DESIGN STORM; THEREFORE, THERE ARE NO PROPOSED LID IMPROVEMENTS ON THE SITE.

**LIGHTING NOTES:**

PARCEL SIZE 18.56 ACRES

LIGHTING ZONE 2

**LIGHTING STANDARDS**

**MAXIMUM TOTAL OUTDOOR LIGHT OUTPUT STANDARDS**

TOTAL	50,000 PER ACRE
PARTIALLY SHIELDED ONLY	5,500 PER ACRE
NON-LPS	5,000 PER ACRE

**SINGLE FAMILY RESIDENTIAL**

TOTAL	10,000 PER PARCEL
PARTIALLY SHIELDED ONLY	4,000 PER PARCEL

**TOTAL SITE ALLOWED**

50,000 x 18.56 AC	928,000 LUMENS
-------------------	----------------

**LIGHTING DESIGN**

**STREET LIGHTING (PRIVATE RIGHT OF WAY)**

4 LIGHTS (8000 LUMENS)	32,000 LUMENS
------------------------	---------------

**BUILDING LIGHTING**

FULLY SHIELDED	1,000 LUMENS PER FIXTURE
4 FIXTURES PER LOT	4,000 LUMENS PER LOT
48 LOTS	192,000 LUMENS

**TOTAL SITE DESIGN**

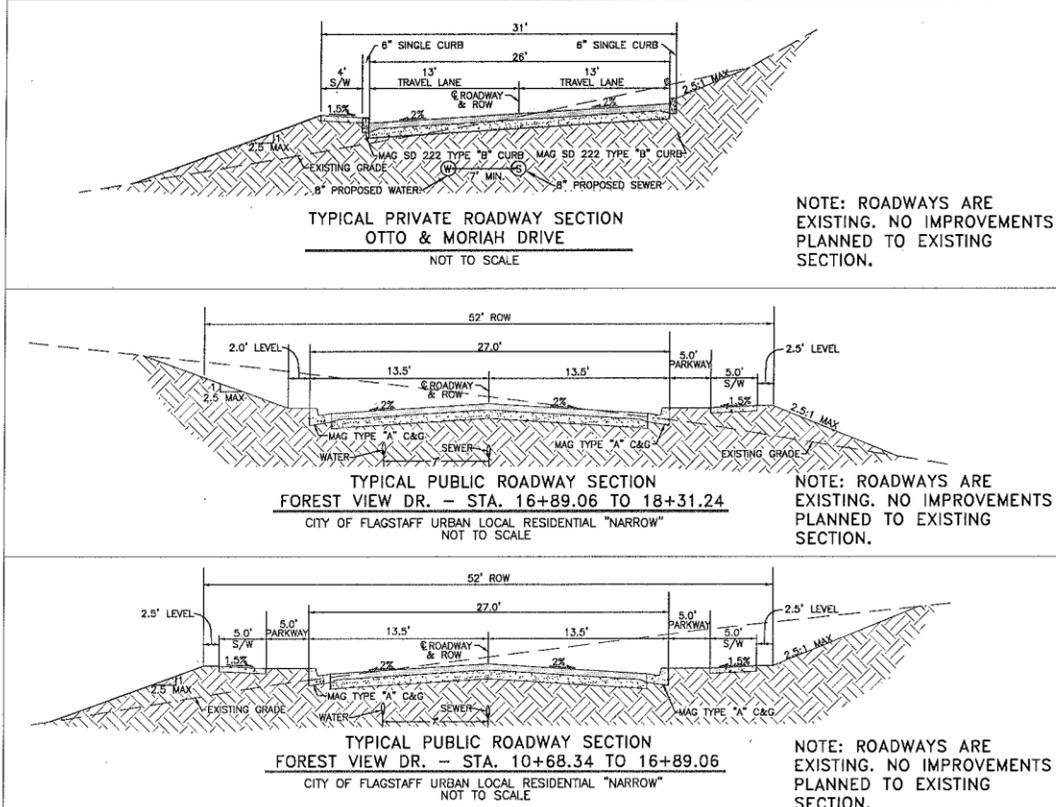
	224,000 LUMENS
--	----------------

- UTILITY NOTES:**
- EXISTING SERVICES THAT ARE NOT TO BE USED WILL BE ABANDONED TO THE CITY. WATER SERVICES THAT ARE ABANDONED TO THE CITY MUST BE INSPECTED AND APPROVED. THERE WILL BE ONE SEPARATE WATER AND SEWER SERVICE FOR EACH UNIT. SEE TYPICAL LOT LAYOUTS ON THIS SHEET AND UTILITY LAYOUTS ON SHEET 5.
  - INDIVIDUAL SERVICES WILL NOT CROSS PROPERTY LINES.
  - EXCESS LENGTH ON THE EXISTING SEWER SERVICES WILL BE CUT AS SHOWN.
  - ALL WATER METERS SHOWN ON PLAN ARE PROPOSED. SERVICE LINES ARE EXISTING BUT NO METERS HAVE BEEN INSTALLED.
  - WATER METERS NOT ALLOWED IN DRIVEWAYS OR SIDEWALKS. PLACE IN LANDSCAPED AREAS.

- GENERAL NOTES:**
- ALL STREETS, SIDEWALKS, PARKING AREAS, DRAINAGE FEATURES ARE EXISTING PER PREVIOUS PLAT
  - ALL SEWER AND WATER UTILITIES ARE EXISTING PER PREVIOUS PLAT
  - AS-BUILT TOPO IS FROM FIELD SURVEY PREPARED IN MARCH, 2013
  - SEE RESOURCE PLAN FOR OVERALL TOPOGRAPHICAL MAP

**NOTE:**

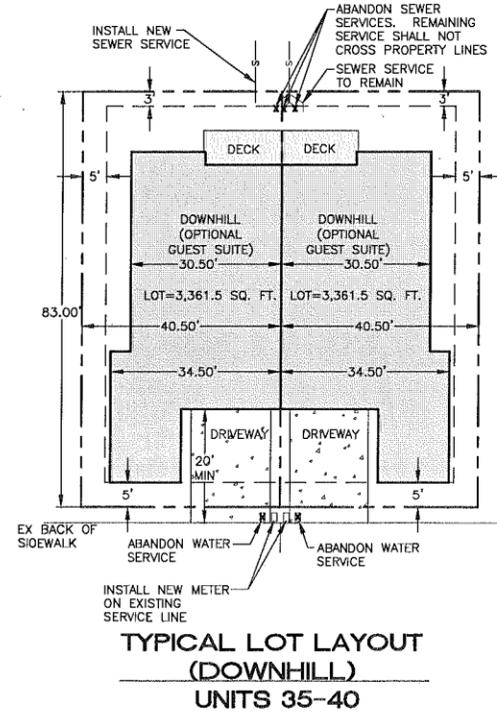
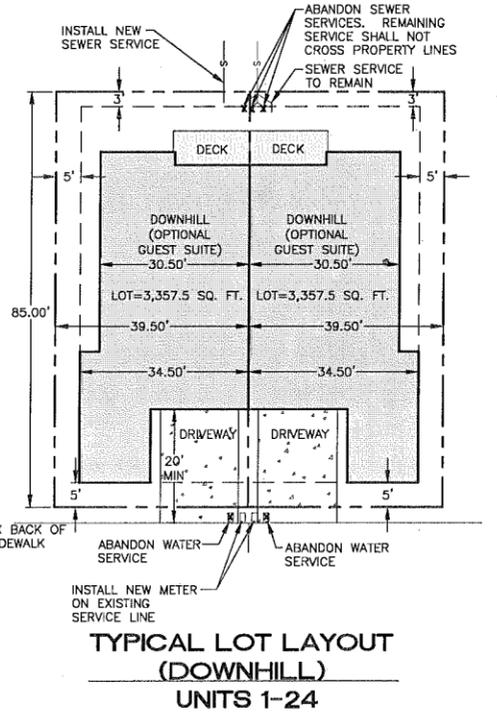
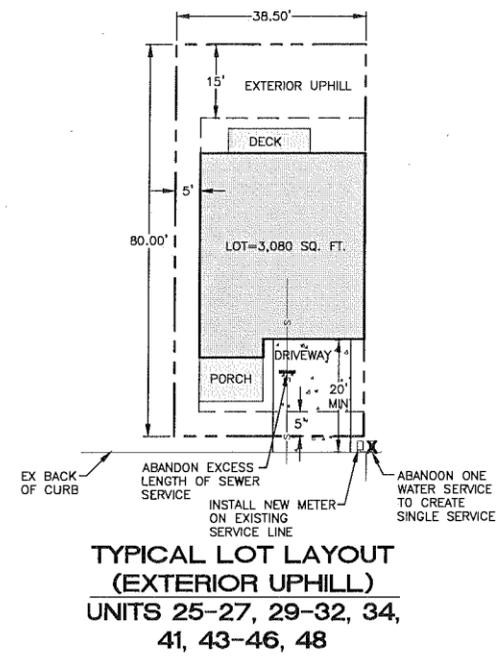
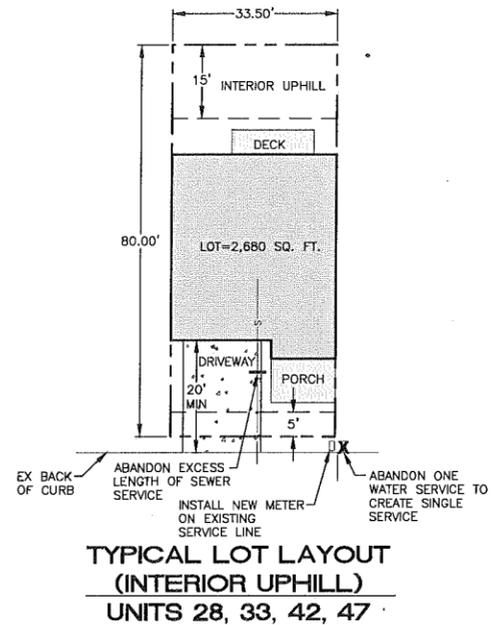
ALL EXISTING CUT SLOPES AND ALL NEWLY CREATED CUT SLOPES STEEPER THAN 2:1 MUST BE CERTIFIED BY A GEOTECHNICAL ENGINEER PRIOR TO ISSUANCE OF BUILDING PERMITS.



NOTE: ROADWAYS ARE EXISTING. NO IMPROVEMENTS PLANNED TO EXISTING SECTION.

NOTE: ROADWAYS ARE EXISTING. NO IMPROVEMENTS PLANNED TO EXISTING SECTION.

NOTE: ROADWAYS ARE EXISTING. NO IMPROVEMENTS PLANNED TO EXISTING SECTION.



**100% COMPLETE**  
**NOT FOR CONSTRUCTION**  
**FINAL REVIEW**

CALL TWO WEEKS IN ADVANCE  
**1-800-STAKE-IT**  
1-800-782-5348  
(OUTSIDE MARICOPA COUNTY)

**REVISIONS:**

01/24/14	ADDED SHEETS 9-11 AND CITY SUBSTANTIVE REVIEW COMMENTS
----------	--------------------------------------------------------

Professional Engineer Seal  
RICHARD L. SCHULLER  
01/24/14  
EXPIRES 3/31/2015

**WOODSON**  
ENGINEERING AND SURVEYING, INC.  
124 N. ELDEN ST.  
FLAGSTAFF, AZ 86001  
PHONE: (928) 774-4636 FAX: (928) 774-4646

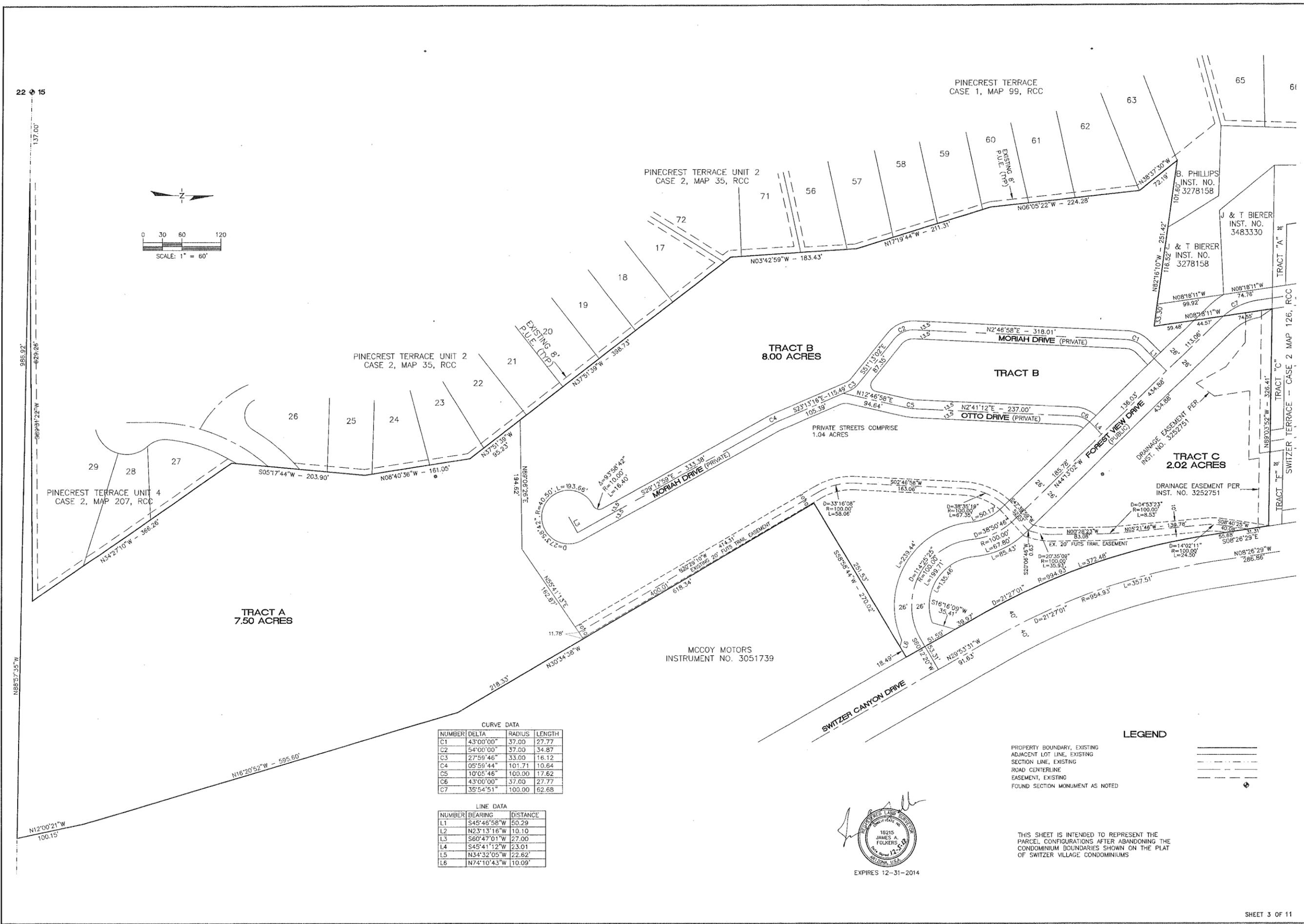
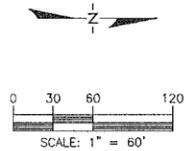
SWITZER CANYON VILLAGE TOWNHOMES

PRELIMINARY PLAT NOTES & DETAILS SHEET

HOR SCALE:	1"=40'
VERT SCALE:	NA
DATE:	6/10/13
PROJECT NO.:	113024
AGENCY NO.:	
SHEET NO.:	2 OF 11

113024  
 WOODSON ENGINEERING AND SURVEYING, INC.  
 124 N. ELDEN ST. • FLAGSTAFF, AZ 86001 • PHONE: (928) 774-4636 FAX: (928) 774-4646  
 01/24/14  
 SWITZER CANYON VILLAGE TOWNHOMES  
 PRELIMINARY PLAT NOTES & DETAILS SHEET

22 15



CURVE DATA

NUMBER	DELTA	RADIUS	LENGTH
C1	43°00'00"	37.00	27.77
C2	54°00'00"	37.00	34.87
C3	27°59'46"	33.00	16.12
C4	05°59'44"	101.71	10.64
C5	10°05'46"	100.00	17.62
C6	43°00'00"	37.00	27.77
C7	35°54'51"	100.00	62.68

LINE DATA

NUMBER	BEARING	DISTANCE
L1	S45°46'58"W	50.29
L2	N23°13'16"W	10.10
L3	S60°47'01"W	27.00
L4	S45°41'12"W	23.01
L5	N34°32'05"W	22.62
L6	N74°10'43"W	10.09



EXPIRES 12-31-2014

THIS SHEET IS INTENDED TO REPRESENT THE PARCEL CONFIGURATIONS AFTER ABANDONING THE CONDOMINIUM BOUNDARIES SHOWN ON THE PLAT OF SWITZER VILLAGE CONDOMINIUMS

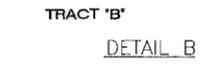
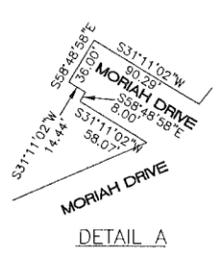
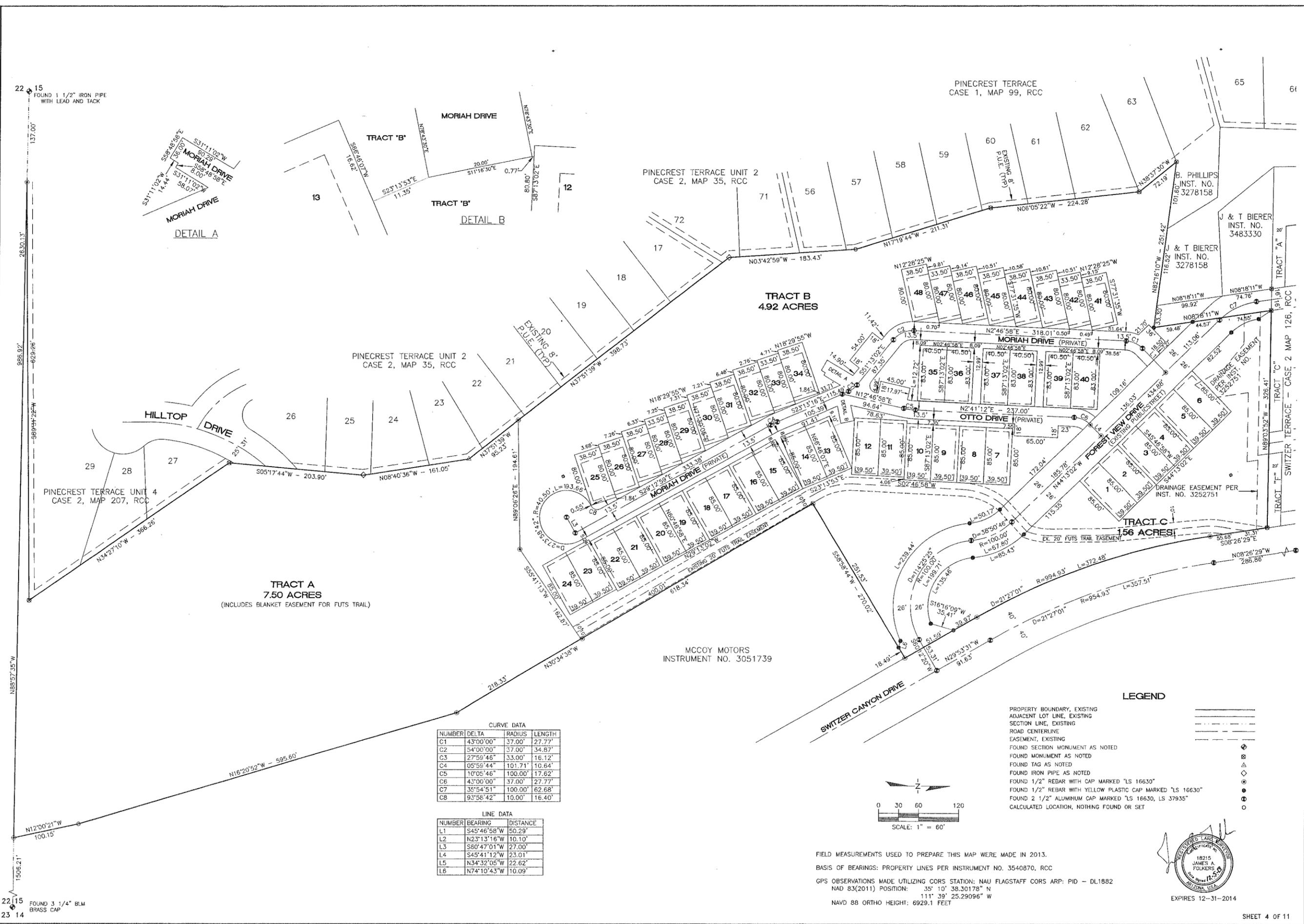
12-5-2013

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113024

SWITZER CANYON VILLAGE TOWNHOMES ABANDONMENT SHEET

DRAFTED BY: JAF  
START DATE: 07/26/13  
PROJ. NO.: 113024  
P/N:

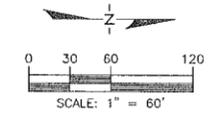


**CURVE DATA**

NUMBER	DELTA	RADIUS	LENGTH
C1	43°00'00"	37.00'	27.77'
C2	54°00'00"	37.00'	34.87'
C3	27°59'46"	33.00'	16.12'
C4	05°59'44"	101.71'	10.64'
C5	10°05'46"	100.00'	17.62'
C6	43°00'00"	37.00'	27.77'
C7	35°54'51"	100.00'	62.68'
C8	93°58'42"	10.00'	16.40'

**LINE DATA**

NUMBER	BEARING	DISTANCE
L1	S45°46'58"W	50.29'
L2	N23°13'16"W	10.10'
L3	S60°47'01"W	27.00'
L4	S45°41'12"W	23.01'
L5	N34°32'05"W	22.62'
L6	N74°10'43"W	10.09'



**LEGEND**

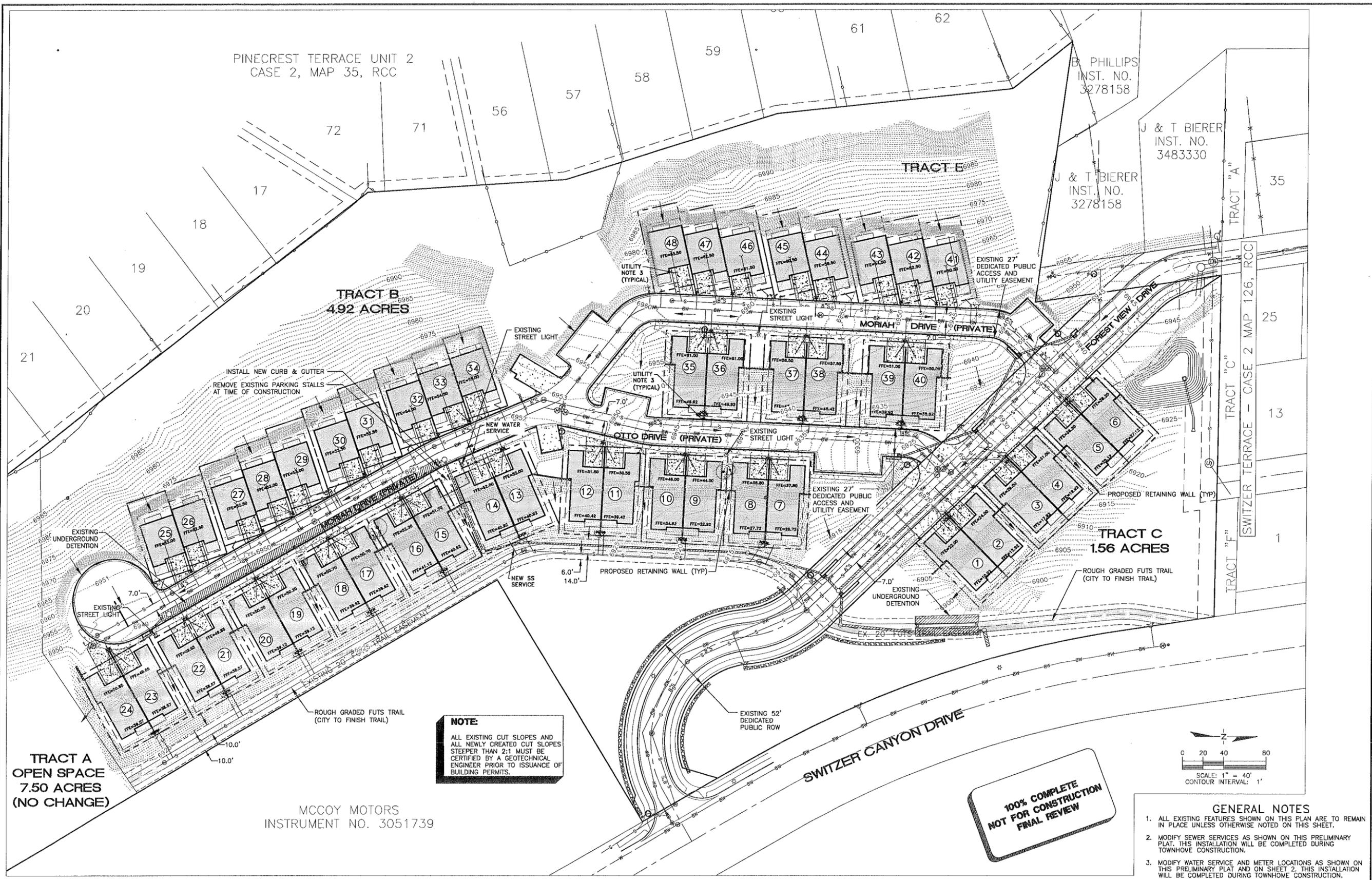
- PROPERTY BOUNDARY, EXISTING
- ADJACENT LOT LINE, EXISTING
- SECTION LINE, EXISTING
- ROAD CENTERLINE
- EASEMENT, EXISTING
- FOUND SECTION MONUMENT AS NOTED
- FOUND MONUMENT AS NOTED
- FOUND TAG AS NOTED
- FOUND IRON PIPE AS NOTED
- FOUND 1/2" REBAR WITH CAP MARKED "LS 16630"
- FOUND 1/2" REBAR WITH YELLOW PLASTIC CAP MARKED "LS 16630"
- FOUND 2 1/2" ALUMINUM CAP MARKED "LS 16630, LS 37935"
- CALCULATED LOCATION, NOTHING FOUND OR SET



FIELD MEASUREMENTS USED TO PREPARE THIS MAP WERE MADE IN 2013.  
 BASIS OF BEARINGS: PROPERTY LINES PER INSTRUMENT NO. 3540870, RCC  
 GPS OBSERVATIONS MADE UTILIZING CORS STATION: NAU FLAGSTAFF CORS ARP: PID - DL1882  
 NAD 83(2011) POSITION: 35° 10' 38.30178" N  
 111° 39' 25.29096" W  
 NAVD 88 ORTHO HEIGHT: 6929.1 FEET

22 15 FOUND 1 1/2" IRON PIPE WITH LEAD AND TACK

22 15 FOUND 3 1/4" BLM BRASS CAP

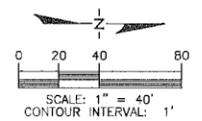


**TRACT A**  
OPEN SPACE  
7.5 ACRES  
(NO CHANGE)

MCCOY MOTORS  
INSTRUMENT NO. 3051739

**NOTE**  
ALL EXISTING CUT SLOPES AND ALL NEWLY CREATED CUT SLOPES STEEPER THAN 2:1 MUST BE CERTIFIED BY A GEOTECHNICAL ENGINEER PRIOR TO ISSUANCE OF BUILDING PERMITS.

**100% COMPLETE  
NOT FOR CONSTRUCTION  
FINAL REVIEW**



- GENERAL NOTES**
1. ALL EXISTING FEATURES SHOWN ON THIS PLAN ARE TO REMAIN IN PLACE UNLESS OTHERWISE NOTED ON THIS SHEET.
  2. MODIFY SEWER SERVICES AS SHOWN ON THIS PRELIMINARY PLAN. THIS INSTALLATION WILL BE COMPLETED DURING TOWNHOME CONSTRUCTION.
  3. MODIFY WATER SERVICE AND METER LOCATIONS AS SHOWN ON THIS PRELIMINARY PLAN AND ON SHEET 2. THIS INSTALLATION WILL BE COMPLETED DURING TOWNHOME CONSTRUCTION.

PINECREST TERRACE UNIT 2  
CASE 2, MAP 35, RCC

**TRACT B**  
4.92 ACRES

**TRACT E**

B. PHILLIPS  
INST. NO.  
3278158

J & T BIERER  
INST. NO.  
3483330

J & T BIERER  
INST. NO.  
3278158

**TRACT C**  
1.56 ACRES

113024

**WOODSON ENGINEERING AND SURVEYING, INC.**  
124 N. ELDEN ST. • FLAGSTAFF, AZ 86001 • PHONE: (928) 774-4635 FAX: (928) 774-4646

01/24/14

SWITZER CANYON VILLAGE TOWNHOMES  
PRELIMINARY PLAN SHEET



REVISIONS:

01/24/14	ADDED SHEETS 9-11 AND CITY SUBSTANTIVE REVIEW COMMENTS
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**WOODSON**  
ENGINEERING AND SURVEYING, INC.  
124 N. ELDEN ST.  
FLAGSTAFF, AZ 86001  
PHONE: (928) 774-4636 FAX: (928) 774-4646

SWITZER CANYON  
VILLAGE TOWNHOMES

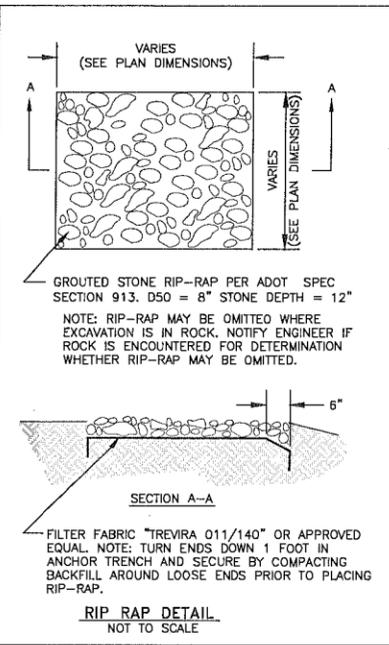
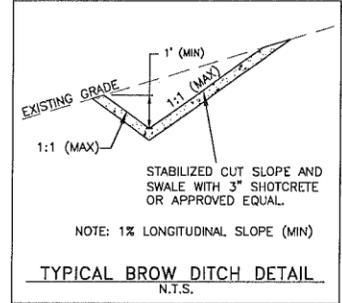
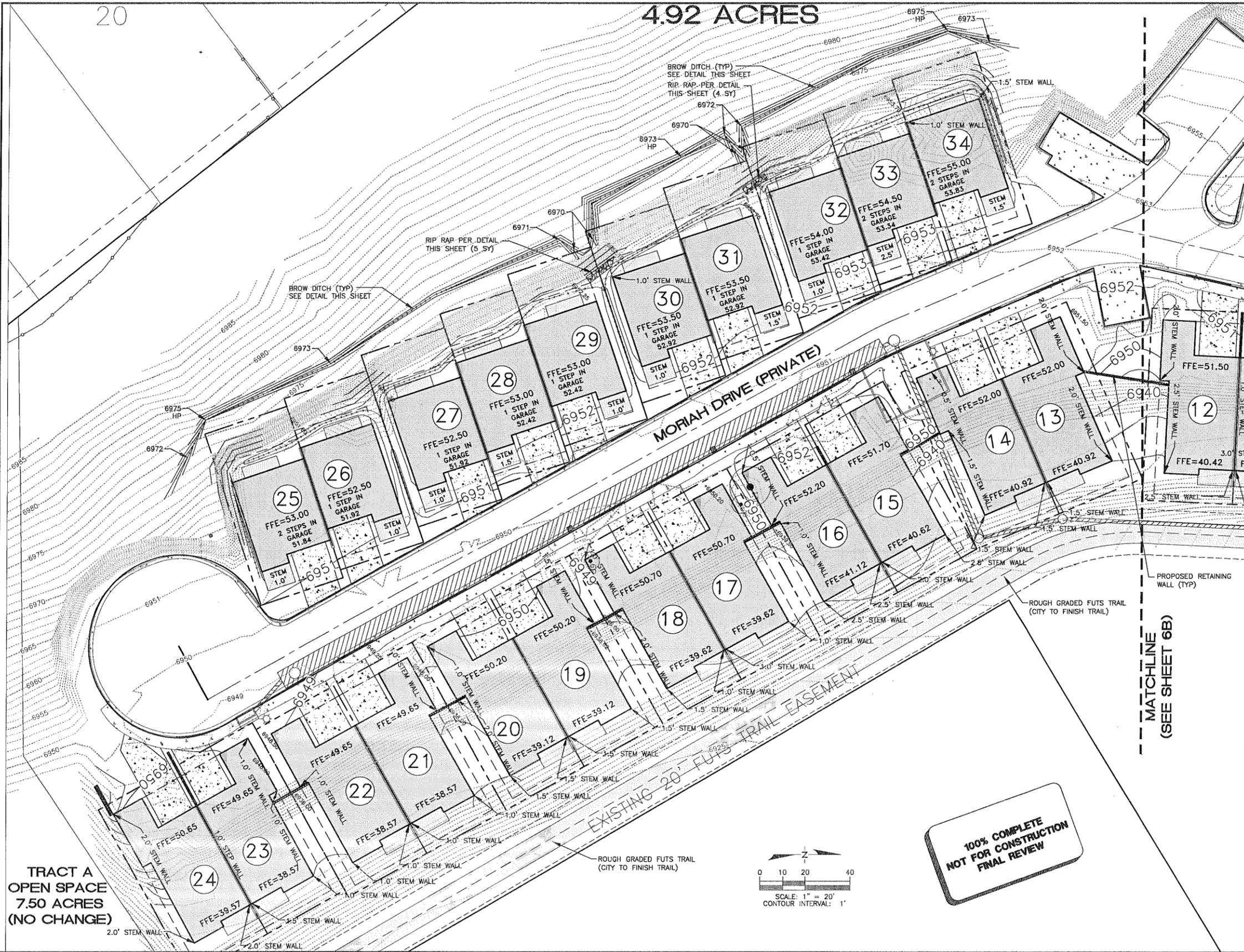
PRELIMINARY PLAN SHEET

HOR SCALE: 1"=40'
VERT SCALE: NA
DATE: 6/10/13
PROJECT NO.: 113024
AGENCY NO.:
SHEET NO.: 5 OF 11

DESIGNED BY: GCE  
DRAWN BY: GCE  
CHECKED BY: RLS

20

4.92 ACRES



**100% COMPLETE  
NOT FOR CONSTRUCTION  
FINAL REVIEW**

113024

WOODSON ENGINEERING AND SURVEYING, INC.  
124 N. ELDEN ST. • FLAGSTAFF, AZ 86001 • PHONE: (928) 774-4636 FAX: (928) 774-4646

01/24/14

SWITZER CANYON VILLAGE TOWNHOMES  
PRELIMINARY PLAT  
GRADING PLAN SHEET 1

TRACT A  
OPEN SPACE  
7.50 ACRES  
(NO CHANGE)

REVISIONS:  
12/19/13 CITY COMPLETENESS REVIEW COMMENTS  
01/24/14 ADDED SHEETS 9-11 AND CITY  
SUBSTANTIVE REVIEW COMMENTS



**WOODSON**  
ENGINEERING AND SURVEYING, INC.  
124 N. ELDEN ST.  
FLAGSTAFF, AZ 86001  
PHONE: (928) 774-4636 FAX: (928) 774-4646

SWITZER CANYON VILLAGE TOWNHOMES

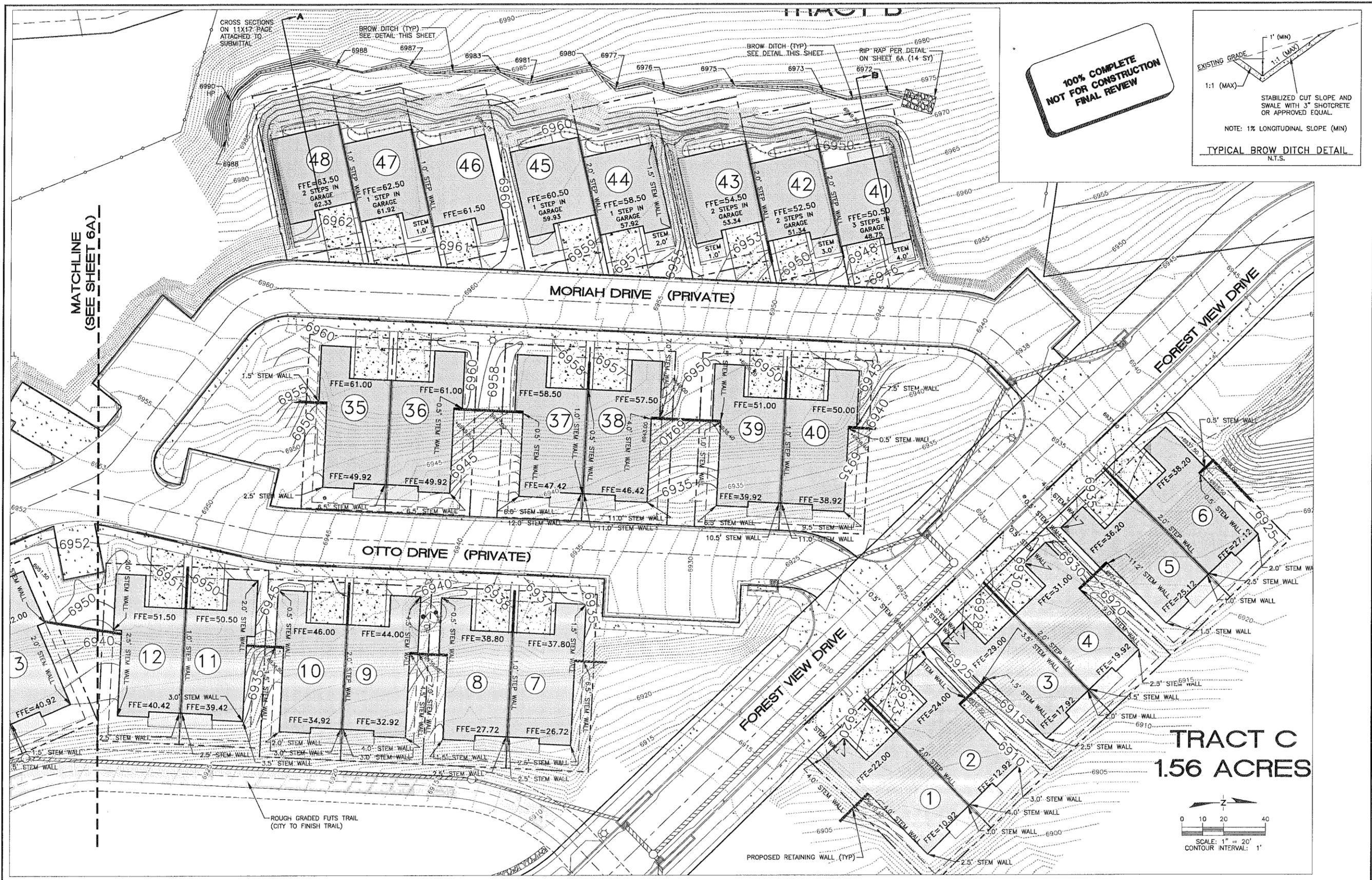
PRELIMINARY PLAT  
GRADING PLAN SHEET 1

HOR SCALE: 1"=40'  
VERT SCALE: NA  
DATE: 6/10/13  
PROJECT NO.: 113024  
AGENCY NO.:  
SHEET NO.: 6A OF 11

DESIGNED BY: GDE  
DRAFTED BY: GDE  
CHECKED BY: RLS



FN: Concept Plat.dwg



113024

WOODSON ENGINEERING AND SURVEYING, INC.  
124 N. ELDEN ST. • FLAGSTAFF, AZ 86001 • PHONE: (928) 774-4636 FAX: (928) 774-4646

01/24/14

SWITZER CANYON VILLAGE TOWNHOMES  
PRELIMINARY PLAT  
GRADING PLAN SHEET 2

CALL TWO WORKING DAYS BEFORE YOU DIE  
**1-800-STAKE-IT**  
1-800-762-5348  
(OUTSIDE MARICOPA COUNTY)

REVISIONS:  
12/19/13 CITY COMPLETENESS REVIEW COMMENTS  
01/24/14 ADDED SHEETS 9-11 AND CITY  
SUBSTANTIVE REVIEW COMMENTS

PROFESSIONAL ENGINEER  
34537  
RICHARD L. SCHULLER  
01/24/14  
EXPIRES 3/31/2015

**WOODSON**  
ENGINEERING AND SURVEYING, INC.  
124 N. ELDEN ST.  
FLAGSTAFF, AZ 86001  
PHONE: (928) 774-4636 FAX: (928) 774-4646

SWITZER CANYON VILLAGE TOWNHOMES

PRELIMINARY PLAT  
GRADING PLAN SHEET 2

HOR SCALE: 1"=40'  
VERT SCALE: NA  
DATE: 6/10/13  
PROJECT NO.: 113024  
AGENCY NO.:  
SHEET NO.: 68 OF 11

DESIGNED BY: GSE  
DRAWN BY: GSE  
CHECKED BY: RLS



ZONING CODE LANDSCAPE REQUIREMENTS AREA	LENGTH OR QTY.	TOTAL Trees Required	TOTAL Shrubs Required	TOTAL Groundcover Required
Foundation Landscape No Native Trees	29 Lots	2 Trees/Lot 58 Trees Req'd 58 Trees Provided	4/ Shrubs/Lot = 116 Shrubs Req'd 116 Provided	4/GCs/Lot = 116 GCs Req'd 116 Provided
Foundation Landscape One Native Tree/Lot	14 Lots (90% of requirements)	1 Trees/Lot 14 Trees Req'd 14 Trees Provided	2/ Shrubs/Lot = 28 Shrubs Req'd 28 Provided	2/ GCs/Lot = 28 GCs Req'd 28 Provided
Foundation Landscape Two Native Trees/Lot	5 Lots	2 Native Trees No Trees Req'd	2 Native Trees No Shrubs Req'd	2 Native Trees No GCs Req'd
City Street Buffer (Forest View Drive)	425 lf	1/25 lf = 17 Trees Req'd 17 Provided	Not Required	Not Required
Parking Spaces	22 Spaces	2/8 space = 6 Trees Req'd 6 Provided	2/Tree = 12 Shrubs Req'd 12 Provided	2/Tree = 12 GCs Req'd 12 Provided
Parking Spaces	22 Spaces	Not Required	2 Shrubs (3-5'Ht) per Space = 44 Shrubs	Not Required
Peripheral Buffer (Provided by Existing Natural Vegetation)	N.A.	Not Required	Not Required	Not Required
<b>TOTALS - Required/Provided</b>		<b>94 Trees Req'd</b> <b>96 Trees Provided</b> (27 Native Trees +/-)	<b>200 Shrubs Req'd</b> <b>200 Shrubs Provided</b>	<b>156 GCs Req'd</b> <b>161 GCs Provided</b>

Note: Grasses are included in the Shrub Totals.  
Note: Perennials and Vines are included in the Groundcover Totals.

Sheet 3 Landscape Materials/ Areas *			
No.	Symbol	Qty.	Unit Description
1	70	1 Ea.	Add Alternate Malpais Boulders - 3-4' Diameter, Bury 1/3 Mass
2	60,500	Sf.	Min. 2" Depth - 1" Dia Cinnamon Gravel (Min. 2" depth) w/ DeWitt Weed Barrier (Submit Samples)
3	4,000	Sf.	Min. 4" Depth - 60% 1-3" Dia. & 40% 6-12" Dia. River Rock w/ DeWitt Woven Weed Barrier (Submit Samples)

\* Note: Quantities are for estimation purposes only. Field Measure prior to ordering materials.

- General Notes**
- Contractor shall review these plans thoroughly, make a detailed site visit, and shall immediately bring any inconsistency, site layout problem, or any other request for clarification to the architect for resolution prior to the delivery of any bid. Failure to do so shall cause the Contractor to be ineligible for extras relating to such matters.
  - Double stake all new trees with a two - 2" diameter by 8' tall wooden stakes and two - hose and wire ties.
  - Plant pits to be dug 2-1/2 times the width of the rootball and no deeper. Plant backfill mix to be 2/3 native soil and 1/3 composted organic material. Agriform Tablets to be included in plant backfill at a rate of two per shrub and eight per tree.
  - Add Alternate - (48) each 3-4' long by minimum 2-3' wide Malpais Boulders. Submit photo for approval. Bury each 1/3 mass.
  - Install minimum 2" depth of 1" Diameter Cinnamon or Rock Springs Chocolate gravel topdressing in landscape areas as shown with DeWitt Woven Weed Barrier.
  - Automatic drip irrigation system to be installed to water all new plantings as shown in irrigation plan.
  - All dwelling units shall utilize passive rainwater harvesting techniques. All runoff shall be directed to landscape areas.
  - No hydrozones, turf areas, or other types of oasis areas are included in this landscaping.
  - Slope areas shall have larger River rock topdressing as shown. Use 60% 1-3" Diameter and 40% 6-12" diameter w/ DeWitt Woven Weed Barrier. Grade for positive drainage away from buildings.

Use of Exclusively Native and Low Water Use Plants from the COF Plant List.

Plant Type	ID/ Symbol	Qty	Botanical Name	Common Name	Size	Mature Height, Spread and Description
Grasses	G - Pa vi S	34	Panicum virgatum 'Shenandoah'	Shenandoah Switch Grass	5 Gallon	Drought tolerant grass with purple seed heads and fall foliage 4'x4'
Grasses	G - Sc sc	52	Schizachyrium scoparium	Little Bluestem	3 Gallon	Small Native Grass w/ red fall color 36" W x 2'
Groundcover	GC - Ju co	34	Juniperus communis	Alpine (Common) Juniper	3 Gallon	18" Tall & 8" Wide. Native Evergreen Groundcover w/ Arching Green/White Foliage
Groundcover	GC - Ma re	34	Mahonia repens	Creeping Mahonia	1 Gallon	18" x 2' Native Broadleaf evergreen Groundcover
Groundcover	GC - Ta de	34	Tanacetum densatum	Partridge Feather	1 Gallon	48" x 12" Ht Groundcover with yellow blooms and soft feathery foliage
Perennials	P - Er um	35	Eriogonon umbellatum	Sulphurflower Buckwheat	1 Gallon	Broadleaf Evergreen GC w/ yellow blooms 12" Ht. x 2' Wide
Perennials	P - Po hi	18	Potentilla hippiana	Silver Cinquefoil	1 Gallon	30" x 18" Ht. Mounding Perennial w/ Silver Foliage, Yellow Blooms
Shrubs	S - Ar lu	38	Artemisia ludoviciana	Prairie Sage	3 Gallon	Hardy Native Shrub w/ Silver Gray Aromatic Foliage 3' x 3'
Shrubs	S - Ch mi	21	Chamaebatiaria millefolium	Fernbush	5 Gallon	Semi evergreen fernlike foliage w/ white blooms 4'x4' size
Shrubs	S - Ri au	46	Ribes aureum	Golden Currant	5 Gallon	Hardy Native Shrub with Yellow Spring Blooms and Red Fall Color 3-4' x 3-4'
Shrubs	S - Ro wo	9	Rosa woodsii	Woods Rose	5 Gallon	3-4' Tall and 3-6' Wide. Native Rose w/ fragrant pink blooms
Trees	T - Fo ne	37	Forestiera neomexicana	New Mexican Olive	15 Gallon	Hardy Native Multi Tree w/ White Trunks, Black Berries 8-10' W x 12' Tall
Trees	T - Ju sc	10	Juniperus scopulorum	Rocky Mtn. Juniper	15 Gallon	Hardy Small Native Evergreen Tree 18" x 18"
Trees	T - Qu ga	30	Quercus gambelli	Gambel's Oak	25 Gallon	Hardy native tree with golden fall color 18" W x 25'
Trees	T - Ro am	19	Robinia ambigua 'Purple Robe'	Purple Robe Locust	2" Calliper	Hardy Tree w/ May Purple Blooms 20' W x 35'
Vines	V - He he	18	Hedera helix	English Ivy	1 Gallon	3' Wide, Trailing Evergreen Vine/Groundcover
Vines	V - Vi ar	8	Vitis arizonica	Canyon Grape	1 Gallon	18" Ht x 36" Wide Shade tolerant Native Vine

PORTION OF SECTION 15, TOWNSHIP 21 NORTH, RANGE 7 EAST,  
GILA AND SALT RIVE MERIDIAN,  
CITY OF FLAGSTAFF, COCONINO COUNTY, ARIZONA

CALL TWO WORKING DAYS BEFORE YOU DO  
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NO.	DATE	DESCRIPTION



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FLAGSTAFF, AZ 89001  
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SWITZER CANYON VILLAGE TOWNHOMES

LANDSCAPE PLAN

HOR SCALE: 1"=20'
VERT SCALE: NA
DATE: 1/22/14
PROJECT NO.: 113024
AGENCY NO.:
SHEET NO.: 7 OF 11

DESIGNED BY: PS  
DRAFTED BY: PS  
CHECKED BY:

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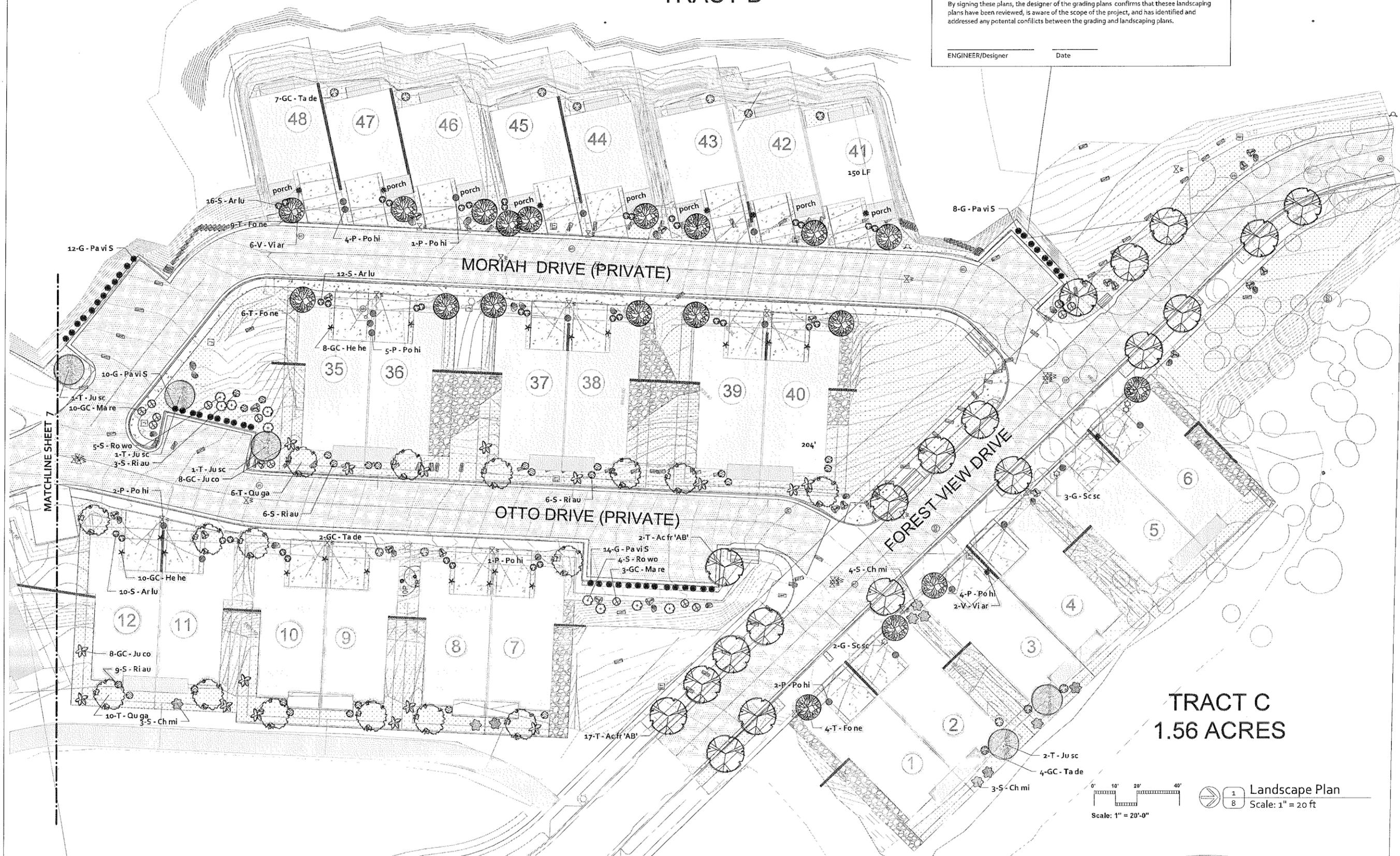
113024

1/22/2014

# TRACT B

By signing these plans, the designer of the grading plans confirms that these landscaping plans have been reviewed, is aware of the scope of the project, and has identified and addressed any potential conflicts between the grading and landscaping plans.

ENGINEER/Designer \_\_\_\_\_ Date \_\_\_\_\_



**TRACT C**  
1.56 ACRES

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113024

1/22/14

SWITZER CANYON VILLAGE TOWNHOMES  
MIRAMONTE HOMES  
TOPOGRAPHICAL SURVEY

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SWITZER CANYON VILLAGE  
TOWNHOMES

LANDSCAPE PLAN

HOR SCALE:	1"=20'
VERT SCALE:	NA
DATE:	1/22/14
PROJECT NO.:	113024
AGENCY NO.:	
SHEET NO.:	8 OF 11

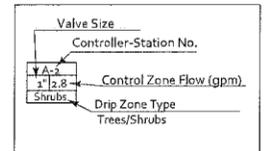
DESIGNED BY: PS  
DRAFTED BY: PS  
CHECKED BY:



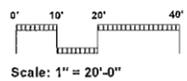
Irrigation Schedule	
Symbol	Description & Model Number
[Symbol]	Rainbird ESP-8 MC Wall Mount Irrigation Controller - w/ Wireless Rain Sensor - Field Locate Controllers
[Symbol]	Backflow Preventors - Febcos 825Y A-1" - w/ Wye Filter
[Symbol]	Manual Drain Valve: 1" Wilkins 850SH - Field Locate at Lowest Point - Not Graphically shown
[Symbol]	Stop 'N Waste Drain for Winter Drain Down
[Symbol]	1" Bronze Isolation Ball Valve
[Symbol]	1" Sch 40 Pvc Mainline - Bury 18" Deep
[Symbol]	Sch 40 Pvc Drip Laterals Leader - refer to pipe sizing chart
[Symbol]	Sch 40 Drip Lateral lines - refer to pipe sizing chart
[Symbol]	Sch 40 pvc Sleeves - Size as Noted on Plans
[Symbol]	1" Remote Control Master Valve Assembly: Rainbird 100-EFB-CP-PRS
[Symbol]	1" Remote Control Drip Valve Assembly: Rainbird 100-EFB-CP-PRS
[Symbol]	- Wye Strainer - Watts or Febcos 1" - with 150 mesh screen
[Symbol]	- Pressure Regulator - Watts or Febcos 1" in-line 25 psi
[Symbol]	Flush End Cap Assembly: 3/4" MHT Ag Products 3/4"-MHA w/ 3/4" cap (2 per zone - not shown)
[Symbol]	Multi-Outlet Emitter Assembly - Bowsmith ML200
[Symbol]	Tree Emitter symbol shown, Shrub Emitters not graphically shown on plan - See Emitter Chart

Pipe Sizing:	Pipe Size	Max Gpm
	2"	50
	1-1/2"	30
	1-1/4"	22
	1"	12
	3/4"	8
	1/2"	4

Emitter Schedule				
Plant Materials	Emits/Plant	Multi/Single	# of Outlets	GPH/Outlet
Trees	1	M	6	2
Shrubs/ Grasses	2	M/S	2	1
GCs/Perennials/Vines	1	M/S	1	1



**SEASONAL IRRIGATION SCHEDULE:**  
 INITIAL PLANTING - WATER DAILY - ONE HOUR - TWO WEEK PERIOD.  
 GROWING SEASON SCHEDULE (APRIL TO SEPTEMBER) - WATER THREE TIMES PER WEEK - ONE HOUR  
 SHOULDER SEASON (LATE SPRING/MID TO LATE FALL) - WATER TWICE PER WEEK.  
 WINTER (NOVEMBER TO END OF MARCH) FIRST YEAR ONLY - HAND WATER ONCE/MONTH IF EXTREMELY DRY WINTER



**Irrigation Plan**  
 Scale: 1" = 20 ft

PORTION OF SECTION 15, TOWNSHIP 21 NORTH, RANGE 7 EAST,  
 GILA AND SALT RIVE MERIDIAN,  
 CITY OF FLAGSTAFF, COCONINO COUNTY, ARIZONA

113024

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1/22/2014

SWITZER CANYON VILLAGE TOWNHOMES  
 MIRAMONTE HOMES  
 TOPOGRAPHICAL SURVEY

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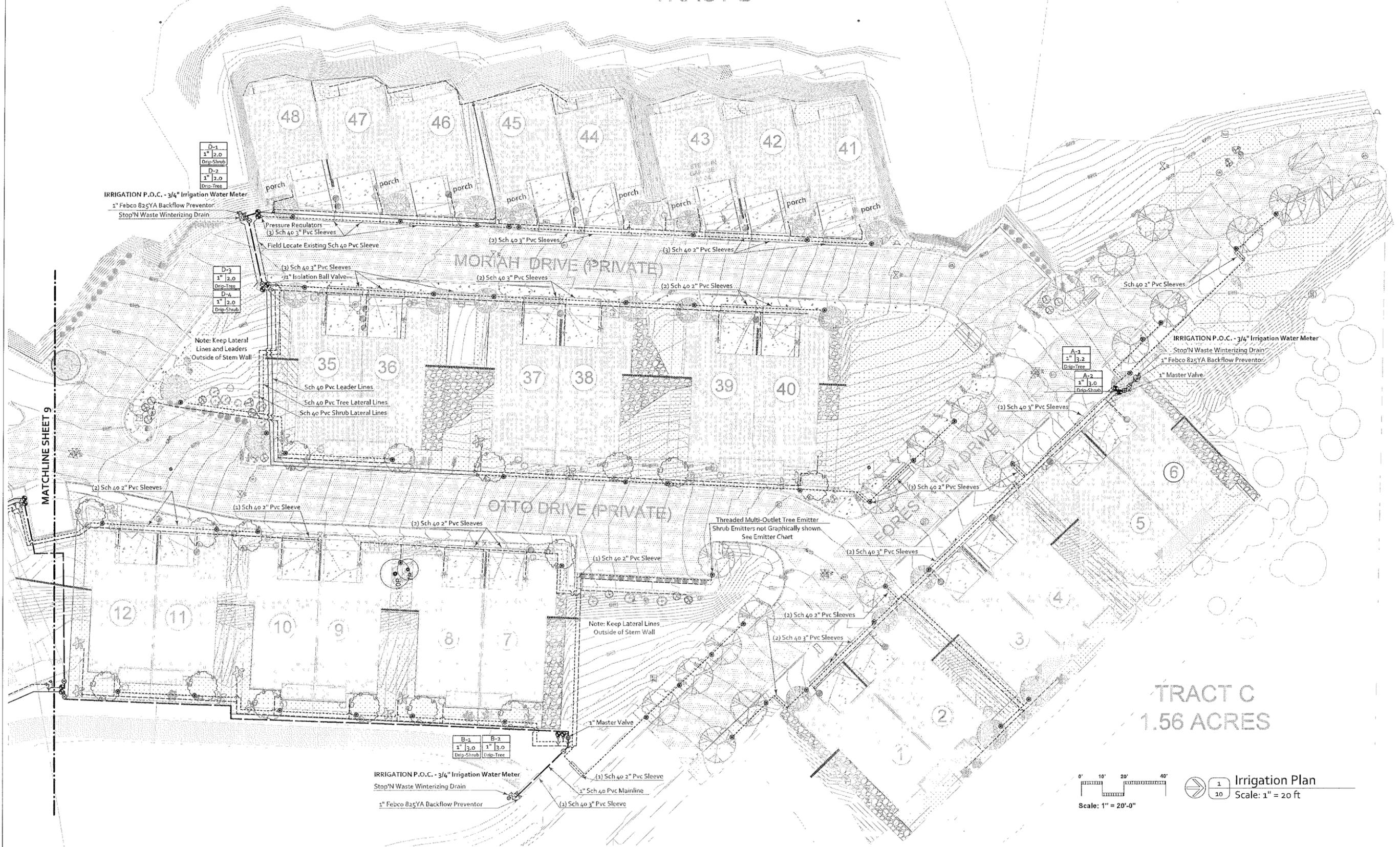
**SWITZER CANYON VILLAGE TOWNHOMES**

**IRRIGATION PLAN**

HOR SCALE: 1"=20'
VERT SCALE: NA
DATE: 1/22/14
PROJECT NO.: 113024
AGENCY NO.:
SHEET NO.: 9 OF 11

DESIGNED BY: PS  
 DRAFTED BY: PS  
 CHECKED BY:

TRACT B



D-1	1" 2.0
Drip-Shrub	
D-2	1" 2.0
Drip-Tree	

D-3	1" 2.0
Drip-Tree	
D-4	1" 2.0
Drip-Shrub	

A-1	1" 3.2
Drip-Tree	
A-2	1" 3.0
Drip-Shrub	

B-1	1" 3.0
Drip-Shrub	
B-2	1" 3.0
Drip-Tree	

IRRIGATION P.O.C. - 3/4" Irrigation Water Meter  
1" Febco 825YA Backflow Preventor  
Stop'N Waste Winterizing Drain

IRRIGATION P.O.C. - 3/4" Irrigation Water Meter  
Stop'N Waste Winterizing Drain  
1" Febco 825YA Backflow Preventor  
1" Master Valve

IRRIGATION P.O.C. - 3/4" Irrigation Water Meter  
Stop'N Waste Winterizing Drain  
1" Febco 825YA Backflow Preventor  
1" Sch 40 Pvc Mainline  
1" Sch 40 3" Pvc Sleeve

Note: Keep Lateral Lines and Leaders Outside of Stem Wall

Note: Keep Lateral Lines Outside of Stem Wall

Threaded Multi-Outlet Tree Emitter  
Shrub Emitters not Graphically shown.  
See Emitter Chart

Scale: 1" = 20'-0"

1 Irrigation Plan  
Scale: 1" = 20 ft

MATCHLINE SHEET 9

113024

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1/22/14

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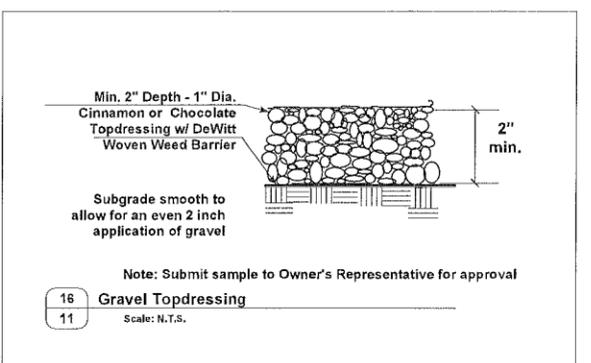
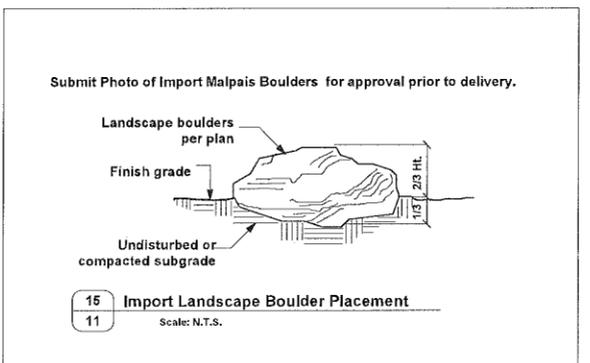
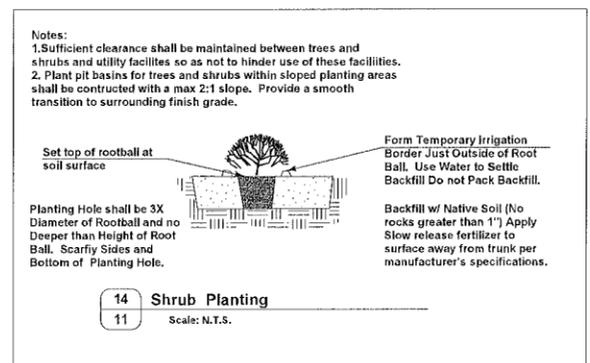
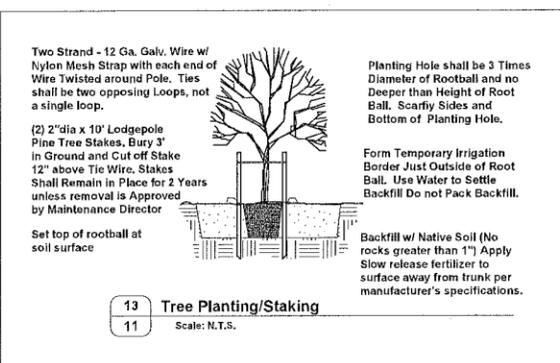
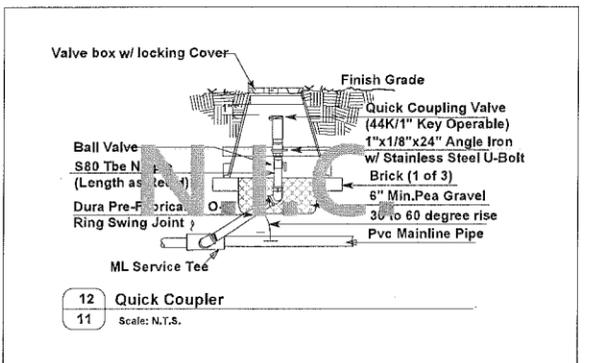
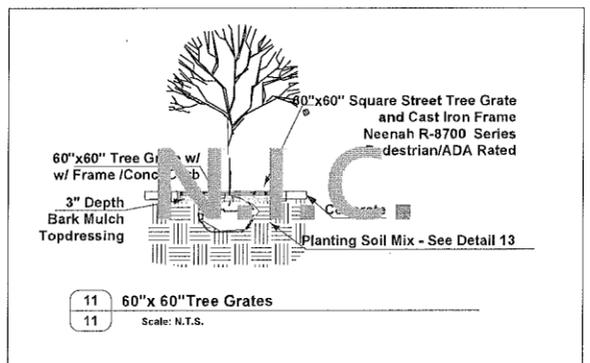
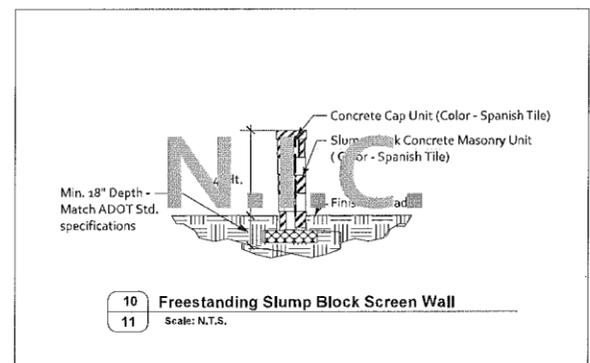
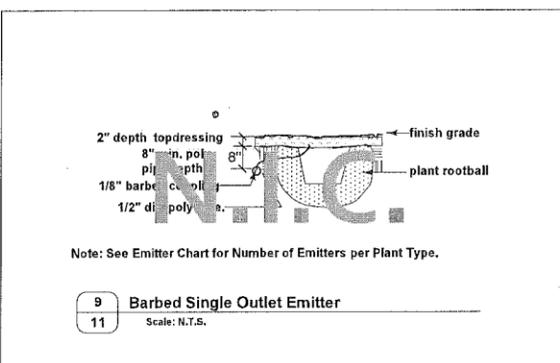
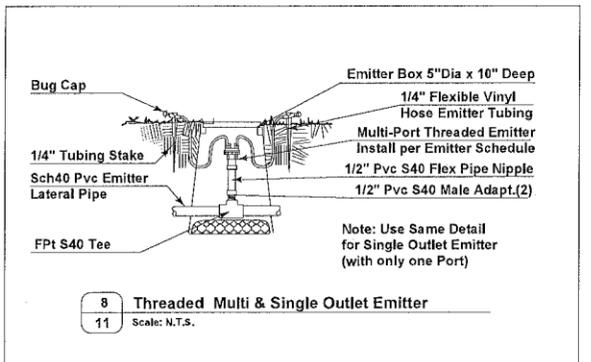
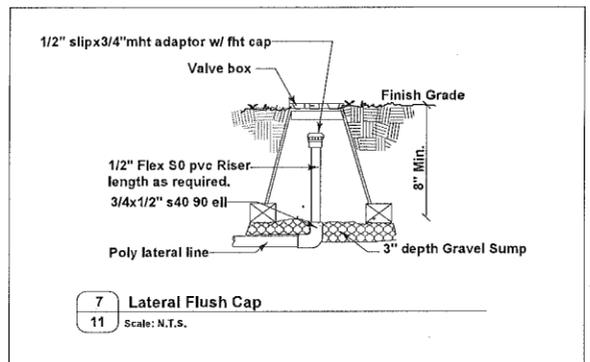
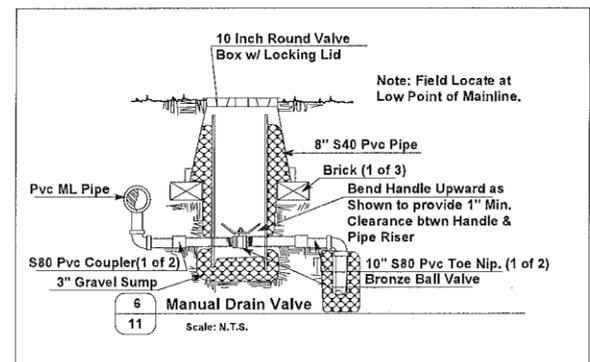
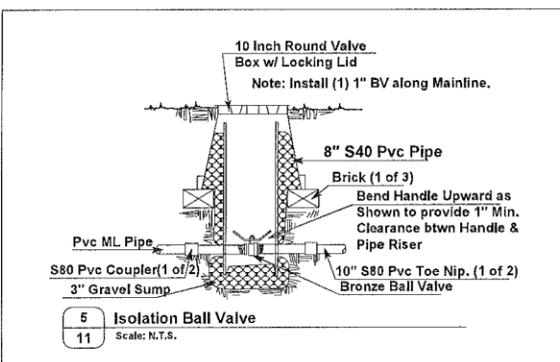
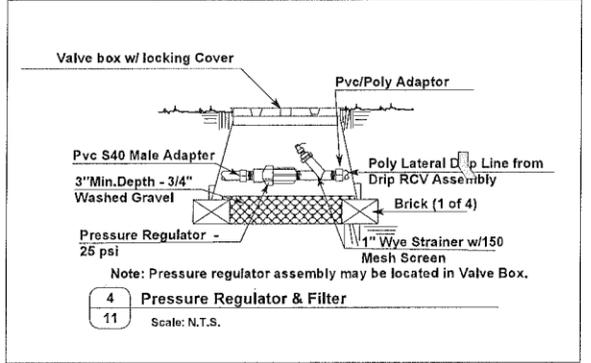
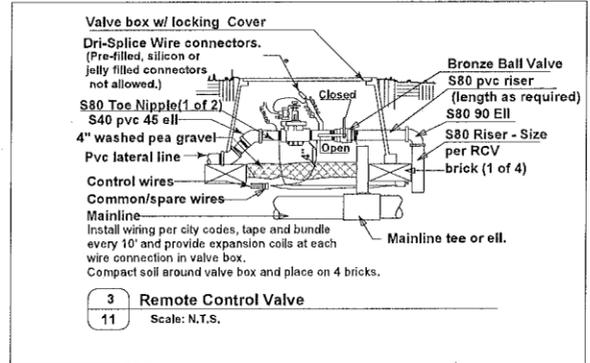
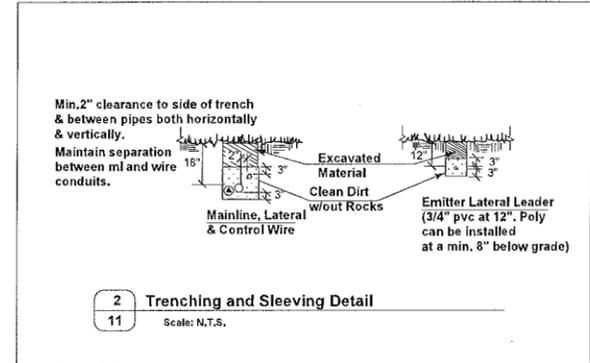
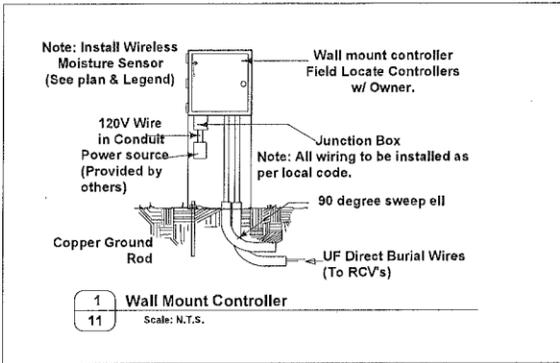
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SWITZER CANYON VILLAGE TOWNHOMES

IRRIGATION PLAN

HOR SCALE:	1"=20'
VERT SCALE:	NA
DATE:	1/22/14
PROJECT NO.:	113024
AGENCY NO.:	
SHEET NO.:	10 OF 11

DESIGNED BY: PS  
DRAWN BY: PS  
CHECKED BY:



11 Landscape and Irrigation Details  
N.T.S.

86002

NO.	REVISIONS



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pansymond@psladesign.com

Expires 3/31/14

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SWITZER CANYON VILLAGE TOWNHOMES

LANDSCAPE & IRRIGATION DETAILS

HOR SCALE:	1"=20'
VERT SCALE:	NA
DATE:	1/22/14
PROJECT NO.:	113024
AGENCY NO.:	
SHEET NO.:	11 OF 11

DESIGNED BY: PS  
DRAFTED BY: PS  
CHECKED BY: PS



**CITY OF FLAGSTAFF**  
**STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Elaine Averitt, Planning Development Manager  
**Date:** 03/12/2014  
**Meeting Date:** 03/18/2014



---

**TITLE:**

**Consideration and Approval of Final Plat** A request from Miramonte Homes for Final Plat approval for the Switzer Canyon Village Townhomes, a 48-unit residential townhome subdivision on an 18.56 acre site located at 587 North Switzer Canyon Drive in the Single-family Residential (R1) zone. The existing condominium plat is proposed to be abandoned and a new townhouse plat is proposed. ***(Final Plat for Switzer Canyon Village Townhomes at 587 North Switzer Canyon Drive)***

**RECOMMENDED ACTION:**

Staff recommends approving the Final Plat subject to conditions, and authorizing the Mayor to sign the plat when notified by staff that all conditions have been met and documents are ready for recording.

**Policy Decision or Reason for Action:**

Title 11: General Plans and Subdivisions Section 11-20.70.030.F. indicates that approval of a final plat requires approval by the City Council provided the Council finds that the final plat meets the requirements of the zoning code and the engineering design standards and specifications.

Subsidiary Decisions Points: This is the second of two related items. The first is the Preliminary Plat review. Normally, a Final Plat review would not be scheduled for review until such time the public improvement plans and bonding was completed. In this case, all of the improvements have been completed and the processing of the Preliminary and Final Plat is appropriate.

**Financial Impact:**

No financial liabilities are anticipated by the approval of this Final Plat.

**Connection to Council Goal:**

Repair Replace maintain infrastructure (streets & utilities)  
Retain, expand, and diversify economic base

**Has There Been Previous Council Decision on This:**

On May 17, 2005, the City Council approved a tentative plat for the subject site intended for 96 condominium dwelling units, and authorized the Mayor to sign the final plat and City/Subdivider Agreement.

**Options and Alternatives:**

1) Approve the final plat; 2) Deny the final plat.

**Background/History:**

In 2006, the subject site was recorded as a Final Plat intended for 96 condominium dwelling units. The infrastructure for the project has been installed as part of the condominium project. No buildings/dwellings have been constructed. With this plat, the new owner intends to abandon the condominium plat and re-plat the subdivision for the proposed townhomes and reduce the number of lots to 48.

**Key Considerations:**

The Preliminary Plat and the Final Plat are scheduled on the same agenda for the March 18, 2014 City Council meeting. The Preliminary Plat must be approved by City Council prior to Council approving the Final Plat.

Having the Preliminary and Final Plat on the same agenda is not the typical process; however, due to the fact that the infrastructure for the project has already been installed, there is no requirement for public improvement plans, a performance bond, or a City/Subdivider agreement. The Inter-division Staff (IDS) has reviewed and approved the Final Plat subject to conditions.

**Community Benefits and Considerations:**

A blanket easement to allow for future F.U.T.S. (Flagstaff Urban Trail System) trail development by the City is being provided by the developer on Tract "A," a 7.52-acre open space tract. The open space tract is dedicated to the Homeowners Association.

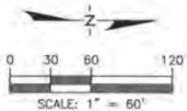
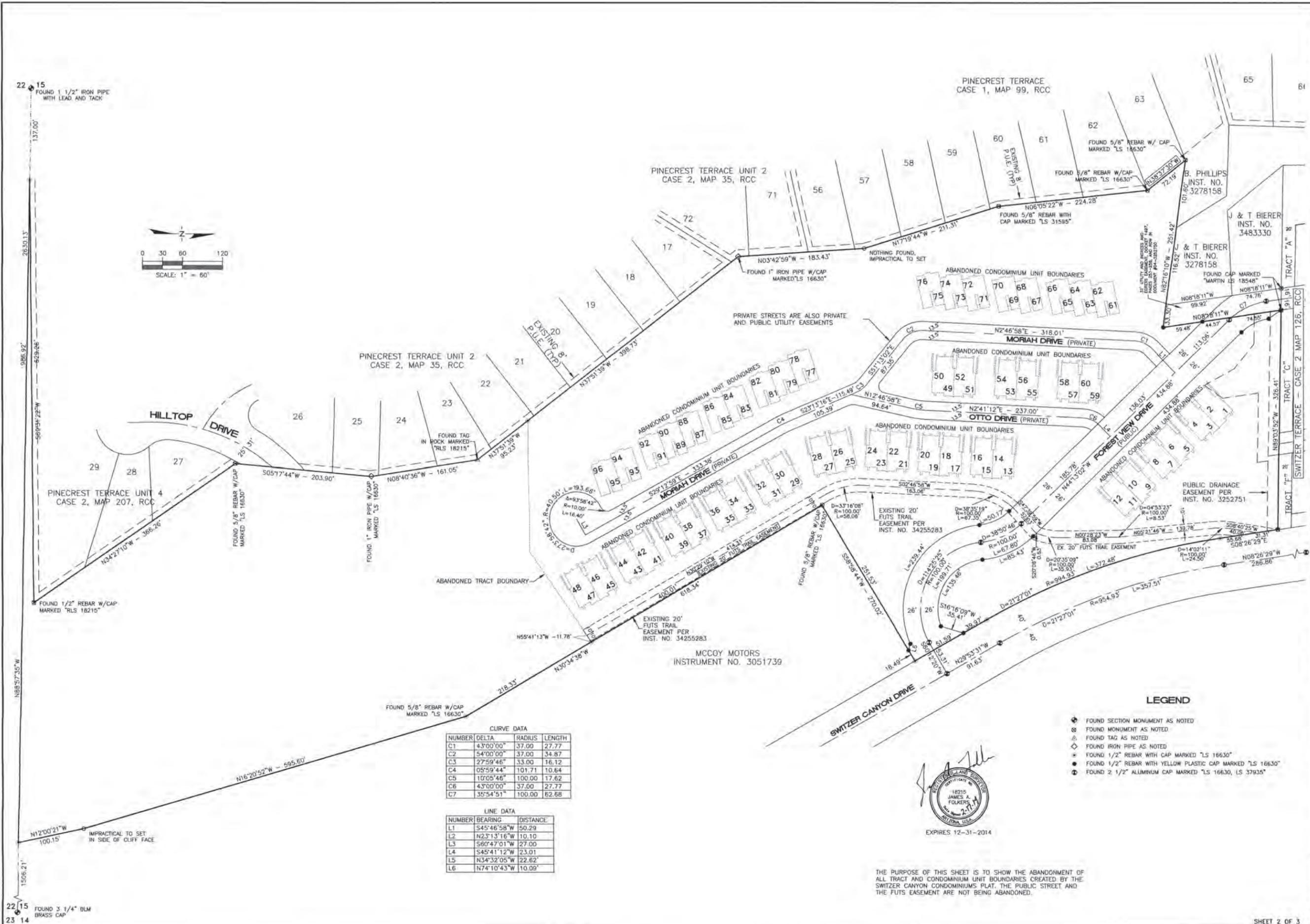
**Community Involvement:**

The platting process does not require a public hearing. However, the Preliminary Plat was reviewed by the Planning & Zoning Commission at a public meeting on February 26, 2014.

---

**Attachments:**     [Final Plat](#)  
                              [Lot Sizes](#)  
                              [Revised Conditions](#)





CURVE DATA

NUMBER	DELTA	RADIUS	LENGTH
C1	43°00'00"	37.00	27.77
C2	54°00'00"	37.00	34.87
C3	27°59'46"	33.00	16.12
C4	05°59'44"	101.71	10.64
C5	10°05'46"	100.00	17.62
C6	43°00'00"	37.00	27.77
C7	35°54'51"	100.00	62.68

LINE DATA

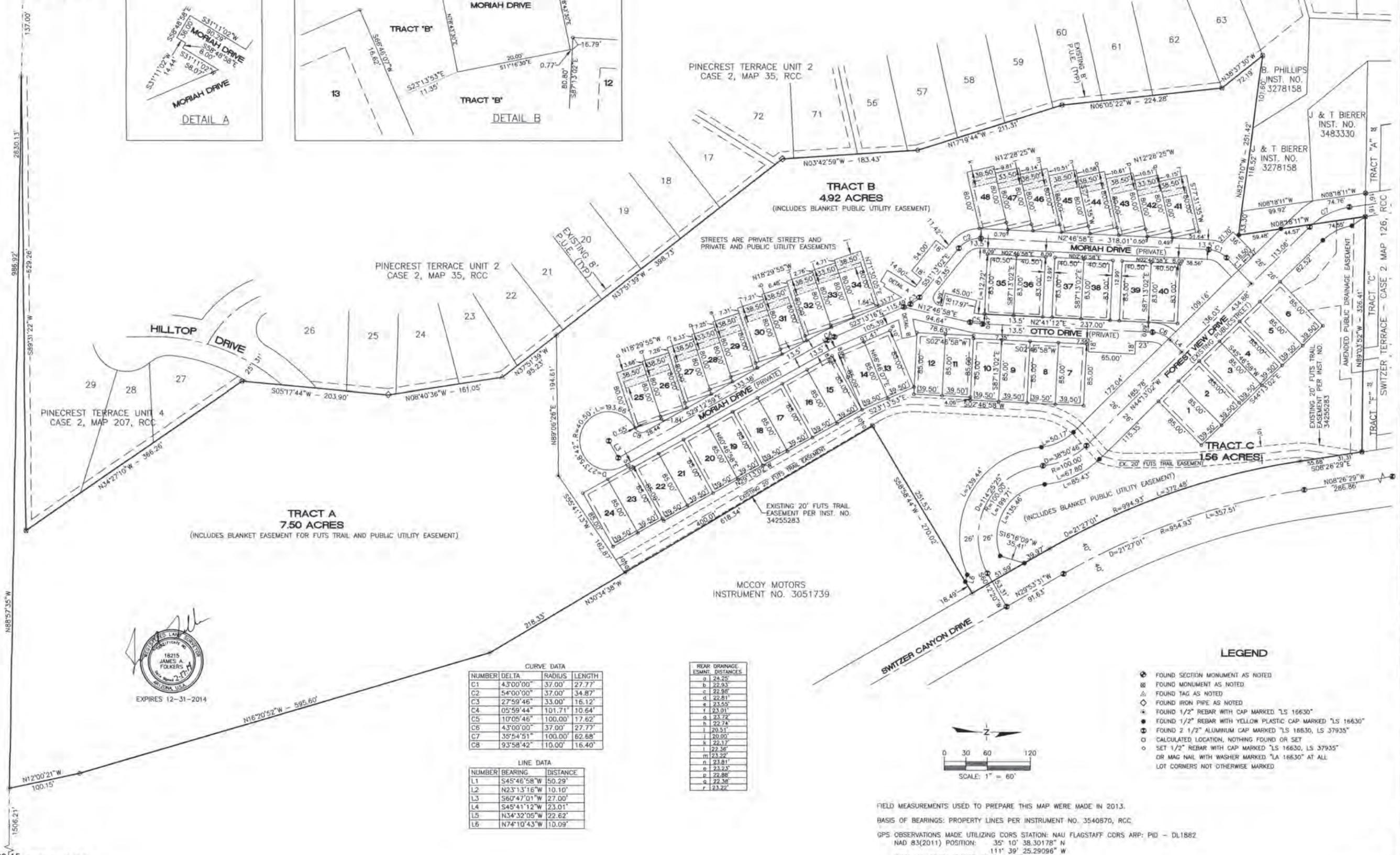
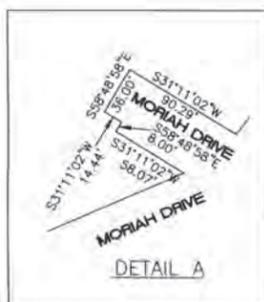
NUMBER	BEARING	DISTANCE
L1	S45°46'58"W	50.29
L2	N23°13'16"W	10.10
L3	S60°47'01"W	27.00
L4	S45°41'12"W	23.01
L5	N34°32'05"W	22.62
L6	N74°10'43"W	10.09



- LEGEND
- ⊕ FOUND SECTION MONUMENT AS NOTED
  - ⊗ FOUND MONUMENT AS NOTED
  - △ FOUND TAG AS NOTED
  - ◇ FOUND IRON PIPE AS NOTED
  - FOUND 1/2" REBAR WITH CAP MARKED "LS 16630"
  - FOUND 1/2" REBAR WITH YELLOW PLASTIC CAP MARKED "LS 16630"
  - ⊙ FOUND 2 1/2" ALUMINUM CAP MARKED "LS 16630, LS 37935"

THE PURPOSE OF THIS SHEET IS TO SHOW THE ABANDONMENT OF ALL TRACT AND CONDOMINIUM UNIT BOUNDARIES CREATED BY THE SWITZER CANYON CONDOMINIUMS PLAT. THE PUBLIC STREET AND THE FUTS EASEMENT ARE NOT BEING ABANDONED.

22 15 FOUND 1 1/2" IRON PIPE WITH LEAD AND TACK



**CURVE DATA**

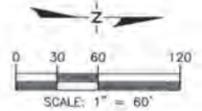
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C3	27°59'46"	33.00'	16.12'
C4	05°58'44"	101.71'	10.64'
C5	10°05'46"	100.00'	17.82'
C6	43°00'00"	37.00'	27.77'
C7	35°54'51"	100.00'	62.68'
C8	93°58'42"	110.00'	16.40'

**LINE DATA**

NUMBER	BEARING	DISTANCE
L1	S45°46'58\"W	50.29'
L2	N23°13'16\"W	10.10'
L3	S60°47'01\"W	27.00'
L4	S45°41'12\"W	23.01'
L5	N34°32'05\"W	22.62'
L6	N74°10'43\"W	10.09'

**REAR DRAINAGE ESMNT. DISTANCES**

a	24.25'
b	22.93'
c	22.88'
d	22.81'
e	23.55'
f	23.91'
g	23.72'
h	22.74'
i	20.51'
j	20.00'
k	22.17'
l	22.36'
m	23.22'
n	23.81'
o	23.23'
p	22.88'
q	22.38'
r	23.22'



- LEGEND**
- ⊗ FOUND SECTION MONUMENT AS NOTED
  - ⊙ FOUND MONUMENT AS NOTED
  - ⊠ FOUND TAG AS NOTED
  - ⊕ FOUND IRON PIPE AS NOTED
  - ⊖ FOUND 1/2" REBAR WITH CAP MARKED "LS 16630"
  - ⊗ FOUND 1/2" REBAR WITH YELLOW PLASTIC CAP MARKED "LS 16630"
  - ⊘ FOUND 2 1/2" ALUMINUM CAP MARKED "LS 16630, LS 37935"
  - CALCULATED LOCATION, NOTHING FOUND OR SET
  - ⊙ SET 1/2" REBAR WITH CAP MARKED "LS 16630, LS 37935" OR MAG NAIL WITH WASHER MARKED "LS 16630" AT ALL LOT CORNERS NOT OTHERWISE MARKED

FIELD MEASUREMENTS USED TO PREPARE THIS MAP WERE MADE IN 2013.  
 BASIS OF BEARINGS: PROPERTY LINES PER INSTRUMENT NO. 3540870, RCC.  
 GPS OBSERVATIONS MADE UTILIZING CORS STATION: NAU FLAGSTAFF CORS ARP: PID - DL1882  
 NAD 83(2011) POSITION: 35° 10' 38.30178" N  
 111° 39' 25.29096" W  
 NAVD 88 ORTHO HEIGHT: 6929.1 FEET

22 15 FOUND 3 1/4" BLM BRASS CAP

**113024 - Switzer Canyon Village Townhomes**  
**LOT COVERAGE AND OPEN SPACE CALCULATIONS**  
**December 3, 2013**

Building #	Bldg Coverage (sq ft)	Lot Size (sq ft)	Lot Coverage (%)	Driveway Area (sq ft)	Open Space Private (sq ft)	Open Space Private (%)
1	1829	3357.5	54.5%	320	1208.5	36.0%
2	1829	3357.5	54.5%	320	1208.5	36.0%
3	1829	3357.5	54.5%	320	1208.5	36.0%
4	1829	3357.5	54.5%	320	1208.5	36.0%
5	1829	3357.5	54.5%	320	1208.5	36.0%
6	1829	3357.5	54.5%	320	1208.5	36.0%
7	1829	3357.5	54.5%	320	1208.5	36.0%
8	1829	3357.5	54.5%	320	1208.5	36.0%
9	1829	3357.5	54.5%	320	1208.5	36.0%
10	1829	3357.5	54.5%	320	1208.5	36.0%
11	1829	3357.5	54.5%	320	1208.5	36.0%
12	1829	3357.5	54.5%	320	1208.5	36.0%
13	1829	3357.5	54.5%	320	1208.5	36.0%
14	1829	3357.5	54.5%	320	1208.5	36.0%
15	1829	3357.5	54.5%	320	1208.5	36.0%
16	1829	3357.5	54.5%	320	1208.5	36.0%
17	1829	3357.5	54.5%	320	1208.5	36.0%
18	1829	3357.5	54.5%	320	1208.5	36.0%
19	1829	3357.5	54.5%	320	1208.5	36.0%
20	1829	3357.5	54.5%	320	1208.5	36.0%
21	1829	3357.5	54.5%	320	1208.5	36.0%
22	1829	3357.5	54.5%	320	1208.5	36.0%
23	1829	3357.5	54.5%	320	1208.5	36.0%
24	1829	3357.5	54.5%	320	1208.5	36.0%
25	1437	3080	46.7%	284	1359	44.1%
26	1437	3080	46.7%	305	1338	43.4%
27	1437	3080	46.7%	304	1339	43.5%
28	1437	2680	53.6%	307	936	34.9%
29	1437	3080	46.7%	295	1348	43.8%
30	1437	3080	46.7%	304	1339	43.5%
31	1437	3080	46.7%	292	1351	43.9%
32	1437	3080	46.7%	308	1335	43.3%
33	1437	2680	53.6%	344	899	33.5%
34	1437	3080	46.7%	374	1269	41.2%
35	1829	3361.5	54.4%	320	1212.5	36.1%
36	1829	3361.5	54.4%	320	1212.5	36.1%
37	1829	3361.5	54.4%	320	1212.5	36.1%
38	1829	3361.5	54.4%	320	1212.5	36.1%
39	1829	3361.5	54.4%	320	1212.5	36.1%

**113024 - Switzer Canyon Village Townhomes**  
**LOT COVERAGE AND OPEN SPACE CALCULATIONS**  
**December 3, 2013**

Building #	Bldg Coverage (sq ft)	Lot Size (sq ft)	Lot Coverage (%)	Driveway Area (sq ft)	Open Space Private (sq ft)	Open Space Private (%)
40	1829	3361.5	54.4%	320	1212.5	36.1%
41	1437	3080	46.7%	300	1343	43.6%
42	1437	2680	53.6%	314	929	34.7%
43	1437	3080	46.7%	306	1337	43.4%
44	1437	3080	46.7%	300	1343	43.6%
45	1437	3080	46.7%	291	1352	43.9%
46	1437	3080	46.7%	300	1343	43.6%
47	1437	2680	53.6%	314	929	34.7%
48	1437	3080	46.7%	317	1326	43.1%



City of Flagstaff  
Final Plat Review  
Conditions of Approval

Project Name: **SWITZER CYN VILLAGE TOWNHOMES**  
Print Date: 03-March-2014  
Project Number: **DEV13-032**

Conditions revised & accepted by applicant March 13, 2014

**Site Address: 4015 S Holland Rd – Applic. No. PFPL 2014-0002      Status: Approved w/conditions**

## Conditions of Approval:

Project Mgmt (Planning): Approved with conditions, 3/3/14, E. Averitt

ON THE MYLAR DRAWINGS, PLEASE MAKE THE FOLLOWING CORRECTION:

1. Checklist item 2.18: Sheet 1: Under typical envelope area, add maximum permitted lot coverage (80%).

Community Design: No Conditions, KE

Fire Dept: No Conditions 2/4/2014 MS

Project Review (Building): No Conditions 1/31/2014, mds

Public Works: No Conditions 02/04/2014 - Jim Davis

Utilities: Approved with Conditions 03/06/2014 - Jim Davis

1. Add the following note to the Final Plat:

**ADEQUATE WATER SUPPLY**

THIS SUBDIVISION IS LOCATED WITHIN THE CITY OF FLAGSTAFF SERVICE AREA. A DESIGNATION OF ADEQUATE WATER SUPPLY HAS BEEN GRANTED BY THE ARIZONA DEPARTMENT OF WATER RESOURCES APPLICATION NO. 41-900002.0002.

Project Review Engineering: Approved with conditions 03/07/2014, Gary Miller

1. Final acceptance of the public improvements for the subdivision must be approved prior to the recording of the Final Plat.
2. The Final Grading Certificate for the subdivision must be approved prior to the recording of the Final Plat.
3. The legal description for the Forest View Drive does not appear to close due to a missing line description at the intersection at Switzer Canyon Dr. Add a line description from the center of Forest View, and the West side of Switzer Canyon, to the South West corner of the intersection.
4. Sheets 2 and 3 reference an instrument number of 34255283 for the 'Existing 20' FUTS Trail Easement'. It appears this should be a reference to the previous Condo Plat which has an instrument number of 345283. Please correct the typo.

Storm water: Approved with conditions, 03/03/14 Kyle Brown

1. Include the following standard language on the plat: "Maintenance of local on-site detention facilities shall be the responsibility of the property owner or homeowner's association. The City shall reserve the right to periodically inspect any detention facilities to verify that regular maintenance activities are being performed."

Ensure from language above that all drainage easements/facilities (excluding inst. no. 3252751) will be dedicated as private facilities.

2. The following stormwater item will be addressed in a Letter Agreement to be recorded with the plat:

- The brow ditch will be constructed and approved prior to issuance of building permits.

Traffic Engineering: No conditions, R. Miller

