

## **WORK SESSION AGENDA**

**CITY COUNCIL WORK SESSION  
TUESDAY  
FEBRUARY 25, 2014**

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

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. 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

#### **4. 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.*

#### **5. 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.*

- 6. Northern Arizona Center for Entrepreneurship and Technology (NACET) periodic update.**
- 7. Presentation on proposed public engagement/outreach techniques following the Regional Plan's adoption.**
- 8. Discussion regarding the overnight parking of RVs in commercial parking lots.**
- 9. Discussion of Walnut Canyon Study.**

**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.*

**11. Public Participation**

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

**13. 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

# Memorandum

6.

## CITY OF FLAGSTAFF

**To:** The Honorable Mayor and Council  
**From:** John Saltonstall, Business Retention & Expansion Manager  
**Date:** 01/28/2014  
**Meeting Date:** 02/25/2014



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### TITLE:

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

### DESIRED OUTCOME:

For information only

### INFORMATION:

Russ Yelton, President/CEO of Northern Arizona Center for Entrepreneurship and Technology (NACET) and Annette Zinky, Vice-President, will present a periodic update at the Work Session on February 25, 2014. NACET is the City's operating tenant for the business incubator located on McMillan Mesa.

Topics to be discussed include general updates, new clients, client presentations, an update on the Manifesto Project led by NACET in Flagstaff and the status of NACET's loan fund (as part of the greater Northern Arizona Loan Committee) . Mr. Yelton and Ms. Zinky will be presenting and are available to answer any questions. Any supporting documents will be made available that evening.

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### Attachments:

# Memorandum

7.

## CITY OF FLAGSTAFF

**To:** The Honorable Mayor and Council  
**From:** Roger Eastman, Zoning Code Administrator  
**Date:** 02/14/2014  
**Meeting Date:** 02/25/2014



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### TITLE:

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

### DESIRED OUTCOME:

This presentation is for information only, although all ideas and suggestions from the Council to improve or expand the proposed approach to educating Flagstaff resident's understanding of the Flagstaff Regional Plan 2030 prior to the May 20<sup>th</sup> vote on the Plan are welcomed.

### INFORMATION:

On January 14, 2014, the Council unanimously adopted the Flagstaff Regional Plan 2030 document, and called for a vote of Flagstaff residents to ratify the Plan at an election to be held on May 20<sup>th</sup>.

Consistent with the City's adopted Public Participation Policy, which is based on the International Association of Public Participation's spectrum of public participation (Inform, Involve, Consult, Collaborate, and Empower), the approach taken with this outreach effort is to "INFORM to EMPOWER", so that when Flagstaff residents vote on the Regional Plan in May, they will have the information necessary to make an informed decision.

The emphasis of staff's outreach is therefore, to be factual in describing the Plan as adopted by the Council last month, and for staff via previously established talking points, to be neutral and without opinion on, for example, whether a resident should vote in support of the Plan or not. *Stated another way, staff will seek to educate on the Regional Plan, not advocate for the Plan.* This is consistent with ARS § 9-500.14 which establishes clear limitations on the use of city resources or employees to influence elections.

The attached document, "Thinking About Public Engagement/Outreach – Regional Plan Post Adoption", includes numerous ideas and strategies developed by staff to inform Flagstaff residents on the Regional Plan. Some observations and explanations of components of this document are highlighted below:

- Time line: In February staff has spent time developing the outreach plan, confirming schedules and contacts with community organizations and stakeholders, and generally preparing for the work to come. Initial outreach will continue through March, with the most intensive efforts occurring in mid-April prior to the ballot being mailed to voters and mid-May prior to the election deadline on May 20, 2014.
- Staff will be developing a simple PowerPoint presentation (5 – 7 minutes in length) with key talking points for use in all meetings with stakeholder groups and community organizations so that a consistent message will be presented by the various City staff assisting with these presentations.
- An educational meeting open to the public will be scheduled at City Hall in the Council Chambers in



mid-April to inform residents of the Regional Plan. This meeting will be recorded and posted on the Regional Plan website so that others can view it. A second meeting may be scheduled in early May.

- During the Zoning Code update process, staff was successful in working with Harkins Theatres to place a community service announcement in the slide presentation shown before all movies in the theatre. As so many people will be exposed to this slide, staff will be working with Harkins Theatres to once again display an announcement informing where to get information on the plan and key election dates.
- Comprehensive planning staff will be working with City staff to help them to understand the Regional Plan and how it should be used and applied. Staff will also be working with the City Manager and City Clerk to include in the Agenda Quick templates for staff summaries an appropriate drop-down box so that applicable Regional Plan goals and policies can be references in the staff summary. This outreach will commence in March and, assuming the Plan is ratified in May, will be ongoing thereafter as comprehensive planning staff will be a resource for all other City staff.

## **CONCLUSION**

At the February 25, 2014 work session, staff will present the proposed approach to informing Flagstaff residents of the Flagstaff Regional Plan 2030 prior to the May 20<sup>th</sup> vote on the Plan. All ideas and suggestions from the Council to improve or expand the proposed approach to educating Flagstaff resident's understanding of the Flagstaff Regional Plan 2030 prior to the May 20<sup>th</sup> vote on the Plan are welcomed.

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**Attachments:**     [RP Outreach Ideas](#)

# Thinking About Public Engagement/Outreach

## Regional Plan Post Adoption



Rev. February 19, 2014

January	February	March	April	May
Getting going ...	02/19 deadline for pros/cons  Planning & preparation	Initial outreach – ongoing planning	04/21 publicity pamphlet mailed to voters 04/28 ballot mailed to voters  Hit outreach hard 2 weeks prior	05/20 election date  Hit outreach hard 2 weeks prior

### “INFORM to EMPOWER”

*Not Involve, Consult, or Collaborate*

Task/organization:	Desired Outcome/ Comment:	When:
Develop talking points, consistent message, and PowerPoint for 5-7 minute presentation	“Educate not Advocate” with a conservative simple approach - less is more is best Stay factual – no staff opinion Provide to staff and Council	February/March
Contact all community organizations and contributors to the Regional Plan	5 – 7 minute presentation Develop a master list and schedule Assign staff attendance	March - May
Utilize Community Development weekly reports	Send updates through Mark L. to the City Manager and Council on upcoming meetings	Once meeting schedule with community groups and stakeholders is established
Primary stakeholder groups – NAAR, F3, NABA, Chamber, Flagstaff 40, etc.	Article in monthly newsletters Regular attendance at board or committee meetings	March – general April – receive ballots May – vote by May 20 <sup>th</sup>
Flagstaff Business News	Article in next few months Confirm deadlines	Mayor’s column in March Staff article in April
Arizona Daily Sun	Kim O. to discuss possible editorial with Randy Wilson Display ads	Early-April Mid-April & mid-May
Radio Stations	Interviews and regular stories Kim O. on Sunny 100 Jennifer M. on KAFF	Mid-April & mid-May

	KNAU day sponsorship	
Outreach through Facebook and Twitter	Work with Kim O. Develop very visual key messages Include daily Regional Plan quiz	Change message every 1-2 weeks April & May
Special university/educational meeting	City Hall – stream meeting Include CAC Advertise in advance	April 16 <sup>th</sup>
Set-up mobile electronic message boards to remind voters to vote	Tom B. - City Hall and possibly on 4 <sup>th</sup> Street	Mid-April & mid-May
Cityscape – April issue	Special 3-page insert on the Regional Plan	Get final schedule from Kim O. Publish in April for spring
Place posters at City hall (chambers and lobby) and other City facilities	36"x48" vertical format on easels	Mid-April & mid-May
NAIPTA	Advertise on displays inside buses. Establish deadlines.	April and May
Purchase display ads. in Az. Daily Sun, Flagstaff Business News, Flag Live, etc.	Contact to determine costs – bundled advertising?	April and May
Possible insert in utility bills – explore feasibility	Contact Jennifer W.	April billing cycle?
Mailer to registered voters in the City	Determine costs	In mail-boxes at same time as ballot
Harkins theaters	Explore the community service announcement idea. Determine costs.	Ideally mid-April through mid-May
Attend all City Commissions and Committees	Develop a schedule Assign staff attendance	March - May
Presentations at City Division staff meetings	Develop a schedule Assign staff attendance	March - May
Update FAQ fact sheet and create RP quiz	Use on webpage, in e-newsletters, Cityscape, etc.	February
Webpage	Jennifer M. to update regularly	Ongoing
PowerPoint for TVs in city hall lobby and libraries	Jennifer M. to prepare a slide to be shown 3-4 times	April - May

Insert an image to display on the screens at Council meetings during the break	Jennifer M. to prepare	Mid-March – May 20 <sup>th</sup>
Utilize Code Compliance Program's newsletter to HOA's etc.	Monthly distribution	March - May
Develop RP e-newsletter for broad distribution via e-mail/webpage	Use groups to distribute e-newsletter	March - May
Assist Liz with publicity pamphlet	Completed	Due Feb 19 <sup>th</sup>
Update Council on outreach plan	Brief update and presentation	February 25 <sup>th</sup> work session
Develop simple handout materials for presentations (may be flyer mailed to voters)		
City staff	Internal education/outreach on goals and policies and their application in staff summaries and reports	After May and the Plan has been ratified

# Memorandum

8.

## CITY OF FLAGSTAFF

**To:** The Honorable Mayor and Council  
**From:** Roger Eastman, Zoning Code Administrator  
**Date:** 02/16/2014  
**Meeting Date:** 02/25/2014



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### TITLE:

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

### DESIRED OUTCOME:

At this work session, staff will be seeking direction from the City Council on whether amendments are required in Division 10-50.80 of the Zoning Code regarding the overnight parking of RVs in commercial parking lots.

### INFORMATION:

Some months ago a member of the Council raised a concern with the existing language in the Zoning Code that regulates the overnight parking of RVs in commercial parking areas. This is consistent with a concern that has also surfaced within the Flagstaff Police Department, and that has resulted in internal staff meetings to discuss the issue. For reference, the relevant paragraph from the Subsection of the Zoning Code is copied below:

#### **10-50.80.080.L (Trailers, RVs and Boats)**

3. Overnight parking of travel trailers, motor homes, boats or other recreational vehicles is prohibited in commercial zones where camping activities are not specifically permitted by this Zoning Code. Owners of such properties shall be prohibited from posting signs indicating that camping is permitted.

The Police Department's concern with the code as it is currently written is that it includes the language "camping" which confuses the issue of overnight parking with camping, which is addressed in a separate section of City Code. In addition, the Police Department is concerned that the language is too vague which makes it hard to apply and enforce.

Service calls made by the Police Department between the dates of January 1, 2010 and January 1 2014 reveal the following:

- Wal-Mart off Woodlands Village Boulevard - 10 calls for service specific to RV parking overnight, eight of which were from management at Wal-Mart and two were calls from citizens complaining. For one of these calls, a citizen reported several RV's parked together with the occupants setting up grills for outdoor cooking and playing frisbee.
- Wal-Mart on Huntington Drive - 4 calls for service specific to overnight parking of RVs, with one call from Wal-Mart management and 3 calls from citizens complaining, one of whom complained that there is signage on site stating that no overnight parking was permitted.

As noted previously, staff has met on a number of occasions to discuss this issue. Attached is a draft of

possible amendments to this Subsection of the Zoning Code that should resolve the concerns noted by the Police Department to make this Subsection more enforceable. In these amendments staff suggests that the existing Paragraph 3 should be deleted, and that a new Section 10-50.80.100 (Camping) be inserted. The prohibition from (L)(3) is suggested for deletion as that subsection is too narrowly focused on a “camping or vacation trailer, recreational vehicle, utility trailer or boat.” What happens when someone’s sleeping in a two door coupe? Also, staff has deliberately left out a definition of “camping” as courts have consistently held that “we all have a common-sense understanding of what camping is.” However, should Council determine that a definition for camping be included in the Zoning Code, the existing definition in City Code 6-01-001-0022, with a few minor amendments, would be appropriate.

In researching this issue, staff found a “Wal-Mart Atlas” online that has a “No Park Wal-Mart” section listing the more than 600 US cities that prohibit overnight parking/camping in Wal-Mart parking lots - <http://www.walmartatlas.com/wp-content/uploads/2013/02/no-park-walmarts.pdf>. It appears that most Arizona municipalities appear to ban overnight parking/camping in Wal-Mart parking lots which would suggest that the prohibition of overnight parking/camping in Flagstaff is no different than that imposed by the majority of Arizona cities.

## **CONCLUSION**

At the February 25, 2014 work session, staff will be seeking direction from the City Council on whether amendments are required in Division 10-50.80 of the Zoning Code regarding the overnight parking of RVs in commercial parking lots.

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**Attachments:**     Possible Amendments ZC 10-50.80.080

## **Possible Amendments – Zoning Code Section 10-50.80.080 Parking Spaces, Parking Lot Design and Layout**

### **L. Trailers, RV's, and Boats**

1. Parking or placement of a camping or vacation trailer, recreational vehicle, utility trailer or boat in any zone for residential or storage purposes shall be prohibited except as determined by Subsection 2 below.

2. A camping or vacation trailer, recreation vehicle, utility trailer, or boat may be stored in the rear or interior side setback behind the front of the building, garage, or carport on any parcel in any zone, provided that:

- a. There is a principal use of the property, to which such storage would be accessory;
- b. No living quarters shall be maintained or any business conducted within a parked or stored trailer or vehicle; and,
- c. The required parking on the parcel is maintained in addition to the area used for the stored vehicle(s).

~~3. Overnight parking of travel trailers, motor homes, boats or other recreational vehicles is prohibited in commercial zones where camping activities are not specifically permitted by this Zoning Code. Owners of such properties shall be prohibited from posting signs indicating that camping is permitted.~~

### **10-50.80.090 Development and Maintenance**

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A. Construction Specifications. The construction of all off-street parking areas shall meet the requirements of the Engineering Standards.

#### **1. Maintenance.**

- a. All parking areas shall be paved, striped, and maintained in a dust-free and litter-free condition at all times.

- b. A parking lot maintenance permit shall be required when existing parking areas are repaved, resealed, or restriped. See Section 10-20.40.110, Parking Lot Maintenance Permit.

### **10-50.80.100 Camping**

Camping is prohibited in the parking lot of any retail, industrial, office or commercial establishment, regardless of the permission of the owner, lessee, occupant or person having legal control of such property, unless such property has been specifically zoned to permit camping and has approved water and wastewater disposal facilities and other utilities for camping.

#### **Existing Definition of Camping – 6-01-001-0022.B**

It is unlawful for any individual to camp on public property within the Flagstaff city limits unless specifically authorized by law. For the purpose of this section, the term "camping" means the use of any city property or any undeveloped, unimproved county, state, and federal property for living accommodation purposes, including, but not limited to, activities such as:

- (1) Sleeping activities or making preparations to sleep including the laying down of bedding for the purpose of sleeping;
- (2) Storing personal belongings;
- (3) Making any fire, other than in a fire or barbecue pit provided by the City for such use;
- (4) Using any tent, shelter, vehicle, or other structure for sleeping;
- (5) Cooking, other than in a fire or barbecue pit provided by the City for such use

The above listed activities shall constitute camping when it reasonably appears, in light of all the circumstances, that the participants, in conducting such activities, are in fact using the area for living accommodation purposes, either as recreational camping or as a primary living space, and regardless of the intent of the participants or the nature of any other activities in which they may also be engaging. "Camping" shall be distinguished from those short term uses such as napping and picknicking that are characterized by brief and intermittent use of city property for recreational purposes during daylight hours.



# Memorandum

9.

## CITY OF FLAGSTAFF



**To:** The Honorable Mayor and Council  
**From:** Elizabeth A. Burke, City Clerk  
**Date:** 02/21/2014  
**Meeting Date:** 02/25/2014

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### TITLE:

**Discussion of Walnut Canyon Study.**

### DESIRED OUTCOME:

Council direction

### INFORMATION:

Nicole Woodman, Sustainability Manager, will give a brief recap of what was recently presented on the Walnut Canyon Study and then Council will have an opportunity to provide direction to staff.

Here's the report itself:

[http://www.fs.usda.gov/Internet/FSE\\_DOCUMENTS/stelprdb5447204.pdf](http://www.fs.usda.gov/Internet/FSE_DOCUMENTS/stelprdb5447204.pdf)

and appendices:

[http://www.fs.usda.gov/Internet/FSE\\_DOCUMENTS/stelprdb5447205.pdf](http://www.fs.usda.gov/Internet/FSE_DOCUMENTS/stelprdb5447205.pdf)

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### Attachments: