

RESOLUTION NO. 2015-23

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, ARIZONA, DECLARING AS A PUBLIC RECORD THAT CERTAIN DOCUMENT FILED WITH THE CITY CLERK ENTITLED THE "2015 MINOR AMENDMENTS TO THE FLAGSTAFF CITY CODE" AND DECLARING AN EFFECTIVE DATE

RECITALS:

WHEREAS, pursuant to A.R.S. § 9-802 a municipality may enact or amend provision of the City Code by reference to a public record, providing that the adopting ordinance is published in full.

ENACTMENTS:

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FLAGSTAFF AS FOLLOWS:

SECTION 1.

That certain document known as "*2015 Minor Amendments to the Flagstaff City Code*", attached hereto as Exhibit A, three copies of which are on file in the office of the City Clerk, is hereby declared to be a public record, and said copies are ordered to remain on file with the City Clerk.

SECTION 2.

This resolution shall be effective thirty (30) days following adoption by the City Council.

PASSED AND ADOPTED by the City Council of the City of Flagstaff this 2nd day of June, 2015.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

2015
Minor Amendments
to the Flagstaff City Code

**TITLE ELEVEN: GENERAL PLANS AND
SUBDIVISIONS**

Chapter 11-10: General Plans

Division 11-10.10: Applicable to All Plan	10.10-1
11-10.10.010 Purpose	10.10-1
11-10.10.020 Common Procedures	10.10-1
Division 11-10.20: Comprehensive Updates, New Elements, and Major Amendments to the General Plan	10.20-1
11-10.20.010 Comprehensive Plan Updates	10.20-1
11-10.20.020 Major Plan Amendments and New Elements	10.20-2
Division 11-10.30: Specific Plans	10.30-1
11-10.30.010 Purpose	10.30-1
11-10.30.020 Elements of a Specific Plan	10.30-1
11-10.30.030 Specific Plan Adoption/Amendment	10.30-2

This page intentionally left blank

Division 11-10.10: Applicable to All

Sections:

- 11-10.10.010 Purpose
- 11-10.10.020 Common Procedures

11-10.10.010 Purpose

The purpose of Chapter 11-10 is to provide procedures for the adoption and amendment of the City of Flagstaff's General Plan as it relates to land within the corporate boundaries of the City.

11-10.10.020 Common Procedures

A. Applicability

The common procedures provided in this Section apply to major and minor amendments to the General Plan, and to the adoption of or an amendment to a Specific Plan. Additional procedures and requirements specific to major plan amendments are provided in Division 11-10.20 (Comprehensive Updates, New Elements and Major Amendments to the General Plan).

B. Initiation of General Plan Amendments

Except for Comprehensive Plan Updates (see Section 11-10.20.010), which may be initiated solely by the Planning Agency or the Council, requests for amendment of the General Plan may be made by one or more of the following:

1. Planning Agency

The Planning Section shall review the General Plan on an annual basis and may initiate amendments to the General Plan in accordance with A.R.S. § 9-461.07.

2. Council or Planning Commission

The Council or the Planning Commission may initiate an amendment to the map or to the text of the General Plan.

3. Property Owners

A property owner or an agent authorized in writing may apply for an amendment to the map or to the text of the General Plan governing the subject property.

C. Pre-Application Review

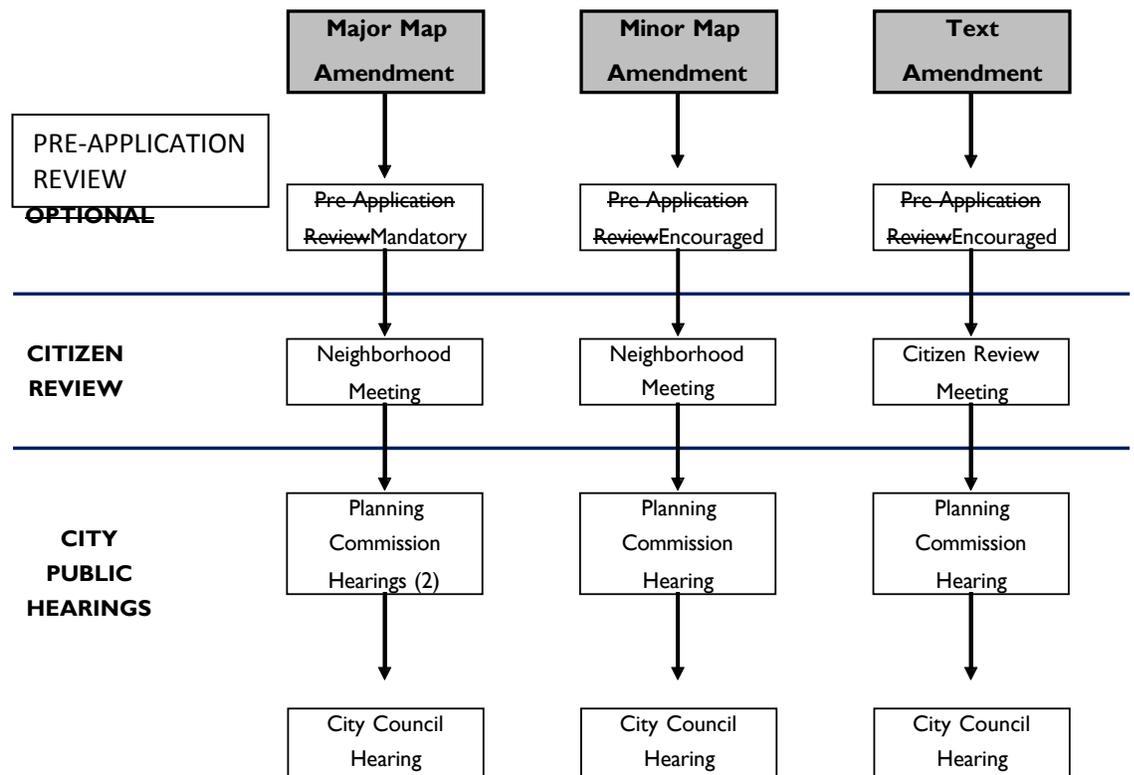
All applicants intending to amend a map or the text of the General Plan are encouraged to participate in a pre-application review with the Director pursuant to the procedures set forth in City Code Title 10, Zoning Code, Section 10-20.30.040 (Pre-Application Review by Director).

D. Citizen Review

1. All applications for General Plan text or major or minor map amendments and the adoption of or an amendment to a Specific Plan, shall be subject to a citizen review process that provides effective, early, and continuous public participation ~~for major and minor amendments of the General Plan~~ from all geographic and economic areas of the City. The citizen review process includes a neighborhood meeting ~~and/or~~ a citizen review work session with the Planning Commission as set forth below and as illustrated in Figure A. Additional requirements for citizen outreach for certain new developments for which a General Plan amendment is required are provided in City Code Title 10, Zoning Code, Section 10-20.30.070 (Additional Requirements for Citizen Outreach). The Director may establish additional procedures for the citizen review process.

2. When processing a minor map amendment to correct the General Plan which is initiated by the Planning Agency or Council, only the procedures established in Section 11-10.10.020.D.4(Citizen Review Work Session) shall be required if:
 - a. The amendment is for map corrections, or;
 - b. The amendment is for a factual update based on a change in other policy or regulations (such as the establishment of a new State Historic District).

Figure A: Review Process for Map and Text Amendments



2.3. Neighborhood Meeting

The citizen review process for a major or minor map amendment, site or area specific amendment, including a Specific Plan, shall at a minimum consist of a neighborhood meeting conducted in accordance with the procedures set forth below or a citizen review meeting with the Planning Commission for a text amendment. The applicant is responsible for all costs associated with the neighborhood meeting. The Director may waive the requirement for a neighborhood meeting if it can be demonstrated that there are a limited number of property owners adjacent to the subject property and that other techniques for informing them of the application would be more effective, such as direct mailing with information on the application or one-on-one meetings with affected property owners.

- a. A plan for how the applicant intends to conduct the neighborhood meeting shall be submitted to and approved by the Director in accordance with the Review Schedule on file with Planning Section. The neighborhood meeting plan shall include the following information:
 - (1) Property owners, citizens, jurisdictions and public agencies within 300 feet of the site or area affected by the application and all residents of the subject property, or a larger area as deemed necessary to satisfy the intent of this Section by the Director;
 - (2) Proposed notification methods (e.g. mail, email, newspaper notice, posting of the subject property, etc.) for persons and organizations identified in Subsection (1) above;
 - (3) Form, structure and agenda of the meeting (e.g. town meeting, workshop, charrette or other appropriate public outreach technique);
 - (4) Opportunities for those potentially affected parties to discuss and provide input on the applicant's proposal;
 - (5) Location, date and time of the neighborhood meeting; and,
 - (6) Methods to keep the Director informed of the status and results of the neighborhood meeting.
- b. In compliance ~~accordance~~ with the Review Schedule on file with the Planning Section, the applicant shall provide notification as follows:
 - (1) Except for applications for amendments that are City-wide in nature or applications under 11-10.10.020.D.2, ~~the~~ the applicant shall notify by first-class mail all property owners of record within 300 feet of the subject property and residents of the subject property, unless the General Plan, a decision of the Director, or other applicable adopted City policy requires notification within a

larger area;

- (2) ~~¶~~ Except for applications for amendments that are City-wide in nature or applications under 11-10.10.020.D.2, the applicant shall notify by first-class mail all Homeowners Associations (HOAs) within 1,000 feet of the subject property; ~~as well as all~~
- ~~(2)(3)~~ (3) The applicant shall notify by first-class mail any ~~organizations, associations and other~~ interested persons or groups whose names are on the Registry of Interested Persons or Groups established in City Code Title 10, Zoning Code, Section 10-20.30.080. ~~That have registered their names and addresses with the City as being interested in receiving such;~~
- ~~(3)(4)~~ (4) The Director may expand the notification area if it is determined that the potential impact of the development extends beyond the required notification boundary;
- ~~(4)(5)~~ (5) The notice shall set forth the purpose and substance of the proposed application, and the time, date and place of the neighborhood meeting. A copy of the notice shall be submitted to the Director; and
- ~~(5)(6)~~ (6) Except for applications for amendments that are City-wide in nature or applications under 11-10.10.020.D.2, ~~¶~~the applicant shall install a minimum four by eight foot sign on the property in a location or locations clearly visible from a public right-of-way to adjacent residents setting forth the purpose, time, date and place of the neighborhood meeting, with an attached information tube containing copies of the meeting notice.

c. **City Staff Involvement**

City staff may attend the neighborhood meeting. The role of City staff will be limited to discussing the review process for the development and explaining the opportunities for the public to be engaged in the review process, except when the Planning Agency, City-~~or staff,~~ or Council ~~or Planning Commission~~ are the applicant.:

d. **Record of Proceedings**

The applicant shall create a written summary of the meeting, which shall be filed with the Director. This written summary will be attached to the Director's report to the Planning Commission and Council. At a minimum, the report shall include the following information:

- (1) Certification, on a form established by the Director, that the meeting was noticed and conducted in compliance with requirements of this Section;
- (2) Details of techniques the applicant used to involve the public, including:
- (a) Dates and locations of neighborhood meetings;

- (b) Content, dates mailed, and numbers of mailings, including letters, meeting notices, newsletters, and other correspondence;
 - (c) A copy of the mailing list, and a summary of where residents, property owners, and potentially affected citizens receiving notices, newsletters or other written materials were located;
 - (d) The number and names of people that participated in the process based on the sign-in sheet for the meeting; and
 - (e) A dated photograph of the sign installed in compliance with Subsection C.2.b.(5) above.
- (3) A summary of concerns, issues, and problems expressed during the neighborhood meeting, including:
- (a) The substance of the concerns, issues and problems; and
 - (b) The applicant's response to the comments received at the public meeting. The applicant's responses shall be included on the site plan, illustrative plan, other planning document and/or in an associated report. If public comments are not included in any of these documents, an explanation why they were not included must be provided.

3.4. Citizen Review Work Session

- a. A citizen review session shall be held at a work session of the Planning Commission scheduled not less than five days and no more than 14 days prior to the public hearing at the Planning Commission for the consideration of any proposed map or text amendments to the General Plan or a Specific Plan. Landowners and other citizens potentially affected by the proposed text amendment shall have an opportunity to address the Planning Commission on the proposal.
- b. Notice of the citizen review session shall be given to landowners, citizens potentially affected by the proposed text amendments, and any person or group whose names are on the Registry of Interested Persons or Groups established in City Code Title 10, Zoning Code, Section 10-20.30.080. ~~Who has specifically requested notice regarding the application,~~ at least 10 days prior to the Planning Commission work session. The notice shall state the date, time and place of the citizen review session and shall include a general explanation of the proposed text or map amendment. Any form of notice used by the Director for the proposed text or map amendment shall be considered sufficient. The form of notice given may include, but is not limited to, those established in City Code Title 10, Zoning Code, Section 10-20.30.080 (Notice of Public Hearings).
- c. Prior to the Council hearing on the proposed text or map amendment, the Planning Commission shall report on the issues and concerns raised during the citizen review session.

D.E. Application for Amendments to the General Plan

All applications for amendments to the General Plan shall be filed in accordance with the application procedures set forth in City Code Title 10, Zoning Code, Section 10-20.30.020 (Application Process).

1. An application for a minor amendment to the General Plan and a Zoning Map amendment for the same development site/application may be submitted at the same time and reviewed together by the Planning Commission and Council.
2. If it is determined that a major amendment to the General Plan is required, then the application for a Zoning Map amendment cannot be accepted until the major plan amendment has been approved.

E.F. Public Notice

Public notification shall be provided in compliance with City Code Title 10, Zoning Code, Section 10-20.30.080 (Notice of Public Hearings).

E.G. Notice to Other Jurisdictions

Upon receipt of a complete application for an amendment to the General Plan, the Council through the Director shall consult with, advise, and provide an opportunity for official comment by the following public officials and agencies generally to secure maximum coordination of plans and to indicate properly located sites for all public purposes on the General Plan:

1. Coconino County;
2. Flagstaff Unified School District;
3. Coconino County Superintendent of Schools;
4. Northern Arizona Council of Governments;
5. Public land management agencies, such as the United States Forest Service, United States Park Service, Arizona State Land Department, and Arizona State Parks;
6. Other appropriate government jurisdictions;
7. Public utility companies;
8. Civic, educational, professional, and other organizations; and
9. Affected property owners and citizens as determined in Subparagraph D.324. (Neighborhood Meeting) above.

E.H. General Plan Amendment Submittal Requirements

The Director shall not schedule a General Plan amendment before the Planning Commission until a complete application with all required written materials and fees are received from the applicant. The application shall be on a form and with those submittal requirements deemed necessary by the Director to ensure a complete review of the plan amendment application. At a

minimum, an applicant is required to submit the following, but the Director may require the submittal of additional materials to assist in the review of the General Plan amendment:

1. An executive summary clearly stating the proposed amendment with a description of the section of the General Plan for which the amendment is requested. The executive summary shall include the following:
 - a. A summary of the reason(s) for the request;
 - b. Identification of supporting key points discussed in the narrative or other submitted studies;
 - c. Statement of community benefits to be accrued as through the proposed amendment; and
 - d. An introduction to the applicant's team (i.e. owner, developer, and/or representative), including contact information.
2. An analysis of the site in terms of its physical characteristics, surrounding uses within 1,000 feet of the subject property, and the existing character of the area.
3. A land use analysis providing information about the proposed development, plans for any exception parcels, and a land use compatibility analysis. Items to address include:
 - a. Overall description and need for the proposed amendment;
 - b. Existing Land Use Plan and Proposed Land Use Plan;
 - c. Proposed residential unit count, density and anticipated housing mix, if applicable;
 - d. Proposed development phasing and timing;
 - e. Existing and proposed internal and external circulation and pedestrian opportunities (include circulation plan);
 - f. Open space concept plan;
 - g. Land use buffering techniques, if applicable; and
 - h. Incompatibility issues and proposed solutions.
4. A detailed narrative that shall include at a minimum the following:
 - a. Project title and date;
 - b. Legal description of the parcel;
 - c. Site acreage;

- d. Description of the applicable section of the General Plan for which the amendment is requested;
 - e. Statement of current zoning, and proposed zoning if applicable;
 - f. An explanation of why the proposed amendment is necessary and the public benefit that will be realized by the amendment;
 - g. An explanation of how the proposed amendment(s) will affect the vision expressed in the written goals, objectives, and policies of the General Plan that are most relevant to the proposed amendment. When a proposed amendment(s) is inconsistent with General Plan goals, objectives, and policies, the proposed amendment(s) must include one of the following:
 - (1) Justification for an exception to the written goals, objectives and policies; or
 - (2) A proposal to modify or eliminate the inconsistent goals, objectives and policies.
 - h. Cumulative impact of the proposal on ~~land use categories~~ area and place types within the City based on the ~~General Plan Land Use map~~ Future Growth Illustration;
 - i. Cumulative impact of the proposal on the supply of land zoned in the ~~same~~ existing category for the property within the City;
 - j. Impact on transportation and service needs;
 - k. Impact and/or benefit to housing which may result from the proposal; and
 - l. Impact on the implementation of the General Plan goals and policies resulting from the proposal.
5. Conceptual site or development plan at a size and scale as determined by the Director to generally illustrate the development intended under the requested amendment; and
 6. A non-refundable General Plan amendment fee in accordance with Appendix 2 (Planning Fee Schedule) provided in City Code Title 10, Zoning Code.

H.I. Staff Report

The Director shall prepare and transmit a staff report to the Planning Commission. A copy of the staff report shall be made available to the public and any applicant prior to the public hearing.

H.J. Planning Commission Hearing

1. The Planning Commission shall hold at least one public hearing on any amendment to the General Plan, including Specific Plans.

2. Notice of the time and place of a public hearing(s) on the General Plan or any amendments to the General Plan shall be made by publication of a notice at least once in a newspaper of general circulation published or circulated in the City at least 15 days but not more than 30 days before the public hearing.
3. In order to ensure effective and timely participation by the citizens of Flagstaff in new development projects for which a General Plan amendment is required, the requirements for a neighborhood meeting provided in City Code Title 10, Zoning Code, Section 10-20.30.060 (Neighborhood Meeting) shall apply.
4. The Planning Commission may recommend approval, approval with conditions, or denial of the proposed amendment. If the Planning Commission fails to make a recommendation to the Council within 30 days after closing the second public hearing, the Planning Commission shall be deemed to have recommended denial and the application shall be scheduled for public hearing and action by the Council.
5. Action by the Planning Commission on the General Plan or any amendment to the General Plan shall be transmitted to the Council.

J-K. Council Hearing

1. Upon receipt of the recommendation of the Planning Commission, the Council shall conduct at least one public hearing.
2. A copy of the adopted amendments to the General Plan shall be sent to Coconino County.

This page intentionally left blank

Division 11-10.20: Additional Procedures for Comprehensive Updates, New Elements, and Major Amendments to the General Plan

Sections:

- 11-10.20.010 Comprehensive Plan Updates
- 11-10.20.020 Major Plan Amendments and New Elements

11-10.20.010 Comprehensive Plan Updates

- A. A Comprehensive Plan Update shall be initiated by the City and includes the adoption of a new General Plan or re-adoption of the City General Plan pursuant to A.R.S. § 9-461.06.
- B. The adoption of a new General Plan or re-adoption of the General Plan shall follow the Common Procedures for General Plan amendments (Section 11-10.10.020) and the procedures for a Major Plan Amendment (Section 11-10.20.020), except that it need not be heard at a single public hearing held during the calendar year in which the application was filed.
- C. The adoption of a new General Plan or re-adoption of the General Plan shall be approved by resolution of the Council by an affirmative vote of at least two-thirds of the members of the Council, and ratified by the voters pursuant to A.R.S. § 9-461.06.
- D. Pursuant to A.R.S. § 9-461.06, a comprehensive update of the General Plan must be conducted and ratified by the citizens of Flagstaff at least once every 10 years. However, changing conditions may warrant a comprehensive update on a more frequent basis as determined by the Council.
- E. All Comprehensive Plan Updates are subject to the public participation procedures established in City Code Title 10, Zoning Code, Section 10-20.30.060 (Neighborhood Meeting).
- F. **Ratification**
 - 1. Each new or readopted General Plan shall be submitted to the voters for ratification at the next regularly scheduled municipal election or at a special election scheduled at least 120 days after the governing body adopted the General Plan pursuant to A.R.S. § 16-204. The Council shall include a general description of the General Plan and its elements in the municipal election pamphlet and shall provide copies of the proposed General Plan to the public in at least two locations that are easily accessible to the public, which may include posting on the City's official internet web site.

2. If a majority of the qualified electors voting on the proposition approves the new or readopted General Plan, it shall become effective as provided by law.
3. If a majority of the qualified electors voting on the proposition fails to approve the new or readopted General Plan, the current General Plan remains in effect until a new or readopted General Plan is approved by the voters pursuant to this section. The Council may resubmit the proposed new or readopted General Plan, or revise the new or readopted General Plan as provided by this section for subsequent submission to the voters.

11-10.20.020 Major Plan Amendments and New Elements
A. Major Plan Amendment Criteria

- 1.—Major amendments to the General Plan are substantial alterations of the City’s land use mixture or balance as established in the City’s existing General Plan land use element and which involve changes that have an impact on large areas of the General Plan and/or can affect other issues or policies. These amendments alter the substance or intent of major General Plan policies. The criteria for determining whether a proposed change, including an annexation or a Specific Plan, will be treated as a Major Plan Amendment can be found in the General Plan.as follows:
 - a.—~~Category 1: Any increase of intensity of residential land use category of 80 acres or more;~~
 - b.—~~Category 2: A change from a residential land use classification to a non-residential land use category of 40 acres or more; and~~
 - c.—~~Category 3: Any change of non-residential land use category of 20 acres or more.~~
- 2.—~~All other amendments shall be considered minor amendments, including any change to or from parks, open space, and roadway plans.~~

~~Changes to the Redevelopment Area Plan in the General Plan and changes to goals and policies are not subject to the Major Plan Amendment process.~~

B. Supplemental Procedures for Major Plan Amendments

In addition to the Common Procedures provided in Section 11-10.10.020, a major amendment to the General Plan shall be adopted in the following manner:

1. Application Deadline

- a. All applications for Major Plan Amendments to the General Plan shall be heard by the Council at a single public hearing during the calendar year in which they are filed. In order to provide sufficient time for comprehensive review of an application for a Major Plan Amendment, the Director shall determine the application date each year for Major Plan Amendment requests. The following typical submittal dates apply:

April 1st – Pre-application meeting deadline;

May 1st – Application deadline for completeness review of the application by the Review Authority;

July 1st – Application deadline for submittal of the final application;

October – Planning Commission public hearings commence; and

December – Council public hearing.

- b. Incomplete applications or applications submitted after the July 1st deadline established in Subsection B.1 above will not be processed.

2. Application Requirements

In addition to the application requirements for all General Plan amendments, an application for a major amendment shall also include, at a minimum:

- a. An Infrastructure and Community Services Impact Analysis to provide the information necessary to assess the proposal’s impact on utilities, roads, parks, schools, and other community facilities and services. This includes:
 - (1) Traffic analysis or traffic report that shows conformance with the ~~Transportation and Circulation Element~~ General Plan and the City’s Transportation Master Plan;
 - (2) Water/wastewater analysis that shows conformance with the ~~Water Resources Element~~ General Plan and the City’s Water and Waste Water Master Plan;
 - (3) Police and fire protection analysis that shows conformance with the General Plan ~~the Safety Element~~;
 - (4) School impact analysis, including a letter/memorandum from the appropriate school district(s) addressing the potential impact of the proposal on the school(s); and

(5) Conformance with the General Plan's goals and policies for ~~Public Services and Facilities~~ ~~goals and policies~~ Element.

- b. An Economic Development Analysis that analyzes and weighs the cumulative economic impacts of the proposed amendment, including if requested by the Director, an economic impact study conducted by an economic consultant.

3. **Additional Notice for New Plans, Comprehensive Updates, Elements and Major Amendments**

At least 60 days before notice of the first hearing of the Planning Commission on a new, comprehensive update, an element, or a major amendment to the General Plan, the Director shall transmit the proposal to the Planning Commission and the Council and shall submit a copy for review and further comment to ~~all government bodies and agencies listed in ARS 9.461.06.D~~ as it may be amended from time to time, and any person or entity that requests in writing to receive a review copy of the proposal. The proposal shall also be posted on the City's website and on the applicant or applicant's agent's website, if such website exists.

- ~~a. Coconino County;~~
- ~~b. The General Planning agency within which the City is located;~~
- ~~c. The Arizona Department of Commerce or any other state agency that is subsequently designated as the general planning agency for the state;~~
- ~~d. The Arizona Department of Water Resources for review and comment on the water resources element, if a water resources element is required; and~~

~~Any person or entity that requests in writing to receive a review copy of the proposal.~~

4. **Additional Planning Commission Hearings**

- a. The Planning Commission shall conduct at least two public hearings for major General Plan amendments. Hearings on major General Plan amendments shall be held in two separate locations in the City.
- b. Notice of the time and place of each public hearing on the General Plan or any amendments to the General Plan shall be made by publication of a notice at least once in a newspaper of general circulation published or circulated in the City at least 15 days but not more than 30 days before the public hearing.

5. **Public Hearing - Council**

- a. All major amendments to the General Plan shall be presented at a

single public hearing during the calendar year the application is made.

- b. Adoption or re-adoption of the General Plan or a major amendment to the General Plan shall be approved by affirmative vote of at least two-thirds of the members of the Council. Approval shall be by resolution.

C. Supplemental Notice for New Elements of the General Plan

In addition to following all the common procedures for amending the General Plan, the addition of a new element to the General Plan shall be noticed as set forth in Section 11-10.20.020.B.3.

This page intentionally left blank

Division 11-10.30: Specific Plans

Sections:

- 11-10.30.010 Purpose
- 11-10.30.020 Elements of a Specific Plan
- 11-10.30.030 Specific Plan Adoption/Amendment

11-10.30.010 Purpose

The purpose of a Specific Plan is to provide a greater level of detail for a specific geographic area or element of the General Plan, and to provide ~~specific regulations and standards~~ for the systematic implementation of the General Plan.

11-10.30.020 Elements of a Specific Plan

- A. Specific Plans shall be prepared based on the following factors:
 - 1. Development potential for new or expanded economic activities (including commercial areas, employment areas, corridors and mixed use districts);
 - 2. Development and/or revitalization of unique character districts;
 - 3. Special site characteristics (i.e., historic, recreational, natural resources, etc.);
 - 4. Rapid growth or economic change that warrants the need for special planning to accommodate such growth or change;
 - 5. Corridor Plan; and
 - 6. Other extenuating circumstances.
- B. A Specific Plan may, ~~in addition to recommended revisions to the Zoning Code (City Code Title 10) and the Subdivision and Land Split Regulations (Chapter 11-20),~~ include the following elements:
 - 1. ~~Regulations determining~~ Recommendations or statements of intent regarding the location of buildings and other improvements with respect to existing rights-of-way, floodplains, and public facilities;
 - 2. ~~Regulations of~~ Recommendations or statements of intent regarding the use of land, buildings and structures, the height and bulk of buildings and structures, and the open spaces around buildings and structures;
 - 3. Street and highway naming and numbering plans;

4. A plan ~~and regulations~~ and policies determining the location of infrastructure service area boundaries, consistent with the growth areas element of the General Plan, beyond which the municipality may limit or prescribe conditions on publicly financed extensions of water, sewer and street improvements that are necessary to service needs generated by new development. The plan ~~and regulations~~ and policies shall consider all elements of the General Plan, including the circulation and public facilities elements;
 5. Measures required to insure the execution of the General Plan; and
 6. Other matters which will accomplish the purposes of this section and the General Plan, including procedures for the administration of the General Plan.
- ~~6.7.~~ Any other matter permitted by law.

11-10.30.030 Specific Plan Adoption/Amendment

A. Initiation

The preparation of a Specific Plan may be initiated by the Director, by request from the Council, or by a property owner or group of property owners and their agent.

B. Preparation of a Specific Plan

1. If the preparation of a Specific Plan is requested by the Council, the Director shall cause a Specific Plan to be prepared in accordance with a schedule to be determined by the City Manager.
2. If a request for the preparation of a Specific Plan is initiated by a property owner or group of owners, the plan shall be prepared by the property owner(s) for review and revision by the Director, provided that:
 - a. The proposed Specific Plan conforms to the General Plan and the elements of this Section and it includes the requirements for a Specific Plan provided in Subsection 11-10.30.030.D (Format and Contents of Specific Plan);
 - ~~b. The resulting development will be of substantially higher quality than could be achieved under existing policies or land use categories as defined in the General Plan, in terms of integration of a mix of compatible uses with the surrounding uses;~~
 - e.b. The Specific Plan will be prepared by an interdisciplinary team of qualified professionals including but not limited to urban planners, architects, landscape architects, market analysts, and engineers; and,
 - ~~d.c.~~ The minimum area of the Specific Plan is such that a range of uses can

be accommodated and well integrated.

C. Configuration of Specific Plan

A proposed Specific Plan shall be configured to include all land within the Specific Plan boundary.

D. Format and Contents of Specific Plan

An application for a Specific Plan shall be on a form prescribed by the Director and available in the Community Development Division, and shall include, at a minimum, all information required for a major amendment to the General Plan plus the following additional information, if applicable as determined by the Director:

1. A precise map showing the land to be included within the proposed Specific Plan;
2. For all Specific Plan applications initiated by a property owner(s) or their agent, the written consent of all owners of the real property within the Specific Plan and a list, by name and title, of all ownership interests in the real property;
3. A letter of authorization for an agent, if applicable;
4. A Statement of Intent of the Specific Plan. The Statement of Intent is a written statement that outlines the need or desire for a Specific Plan;
5. A Site and Area Analysis Report that shall include the following elements:
 - a. Surface hydrology and water resources;
 - b. Topography and slope analysis;
 - c. Summary of General Plan requirements;
 - d. Environmental overview and assessment, including soils and geology, type of vegetation, etc.;
 - e. Existing structures, roads, and other development;
 - f. Existing infrastructure and public services;
 - g. Existing zoning/land use information;
 - h. Traffic analysis;
 - i. Cultural resource investigation;
 - j. Synthesis and summary of analysis; and
 - k. An analysis of the current context of the area in which the Specific Plan will be applied, including the identification of existing land uses,

environmental conditions, public facilities/ infrastructure and planning area issues.

6. Concept or Illustrative Plan

The Concept or Illustrative Plan, a graphic illustration of potential land uses with descriptive text, shall be presented to the Director upon completion of the preliminary Site and Area Analysis Report. The Director will make a preliminary determination as to conformance with the General Plan, will determine whether a General Plan amendment is required, and will identify planning issues to be addressed in the submittal of the final Specific Plan. If it is determined that a plan amendment(s) is required, an application for General Plan Amendment shall be filed concurrently with the Specific Plan submittal.

7. Specific Plan Proposal

After preliminary approval of the Concept Plan, a complete Specific Plan proposal shall be submitted which includes, but may not be limited to, the following:

a. Map Elements:

- (1) The distribution, location, and extent of all land uses with proposed densities and building heights;
- (2) Existing and planned land uses within 300 feet of the Specific Plan boundary;
- (3) Open space, recreational facilities, parks, and trails;
- (4) Public, educational, health care, and religious facilities;
- (5) Drainage strategy;
- (6) Name and location of existing or proposed arterial and collector streets located within the area to be regulated by the Specific Plan or needed for servicing that area; and
- (7) Location and extent of existing or proposed provisions for sewage disposal, effluent use, storm-water drainage, solid waste disposal and public utilities.

b. Text

The text of the Specific Plan shall describe the following:

- (1) A statement of the long term direction of the Specific Plan identifying development opportunities and formulating objectives, policies, and implementation measures;
- (2) A statement(s) indicating how existing and approved elements of the General Plan will be supported by the proposed Specific Plan;

- (3) The compatibility of the Specific Plan with adjoining land uses;
 - (4) ~~Detailed regulations~~ Recommendations and programs for systematic implementation of the Specific Plan, and if applicable, ~~regulations~~ recommendations including regarding any annexation agreements and, required ordinance, or policy changes required;
 - (5) Specific development standards for the map elements as described in the Site and Area Analysis;
 - (6) Drainage strategy;
 - (7) Configuration and criteria for the phasing and maintenance of arterial and collector streets proposed for the Specific Plan area or needed for servicing the project;
 - (8) Configuration and criteria for the phasing and maintenance of sewage disposal, effluent use, storm water drainage, solid waste disposal, and public utilities;
 - (9) Criteria for the conservation, development, or utilization of natural resources, including surface water, soils, vegetation, and wildlife;
 - (10) General landscape program;
 - (11) For single-phase plans, a draft schedule for the preservation of site features established by the plan and the construction, dedication and provision of public services;
 - (12) For multi-phased plans, a draft schedule for the preservation of site features established by the plan, the development of the various planning areas of the Specific Plan, and the construction dedication and provision of public services;
 - (13) Provisions to update the Specific Plan every five years to reflect changing market conditions, governmental regulations and physical conditions; and
 - (14) Demonstration of conformance with the General Plan, or, if required by the Director, a General Plan Amendment application.
- c. A non-refundable fee in accordance with Appendix 2 (Planning Fee Schedule) provided in City Code Title 10, Zoning Code.
 - d. Incomplete submittals will not be reviewed.

E. Review and Recommendation by the Director

Upon completion of the Specific Plan, the Director shall review the plan and

submit it to the Planning Commission. No Specific Plan may be adopted or amended unless the proposed plan or amendment is in substantial conformance with the General Plan.

F. Citizen Review

All applications for Specific Plans shall be subject to a citizen review process that provides effective, early and continuous public participation in accordance with the provisions set forth in Section 11-10.10.020.D.1 (Neighborhood Meeting). The Director may establish additional procedures for the citizen review process.

G. Planning Commission and Council Consideration

A Specific Plan will follow the procedures applicable to major amendments to the General Plan.

TITLE NINE: TRAFFIC

9-01-001-0008 MUNICIPAL PARKING LOTS

(A) The municipal parking lots now or hereafter acquired or established by the City shall be under the supervision and regulation of the Traffic Engineer, pursuant to Section 9-01-001-0007 of the Flagstaff City Code. Regulation by the Traffic Engineer of traffic and public parking at Flagstaff Pulliam Airport shall be subject to the approval of the Airport Manager and Public Works Director.

(B) The City Traffic Engineer is hereby authorized to post signs regulating the use of municipal parking lots. The signage or regulation may be reviewed by an aggrieved party pursuant to Section 9-01-001-0007 (C) of the Flagstaff City Code.

(C) It shall be unlawful to park any vehicle in any municipal parking lot in violation of this title, or to park contrary to the signs or regulation established by the City Traffic Engineer pursuant to paragraph B above.

(D) The penalty for violating Section C above shall be that prescribed in Section 9-01-001-0003 ~~(N)~~ (I) or as provided in Section 9-01-001-0006 (E), whichever is applicable. (Ord. 1564, 6/7/88)

TITLE EIGHT: PUBLIC WAYS AND PROPERTY

CHAPTER 8-05 REGULATIONS GOVERNING LAKE MARY

SECTIONS:

- ~~8-05-001-0001 JURISDICTION DECLARED:~~
- ~~8-05-001-0002 PICNICKING; CAMPING NEAR UPPER LAKE MARY:~~
- ~~8-05-001-0003 CAMPING NEAR LOWER LAKE MARY:~~
- ~~8-05-001-0004 COMMERCIAL FACILITIES:~~
- ~~8-05-001-0005 FISHING, HUNTING:~~
- ~~8-05-001-0006 BOATING:~~
- ~~8-05-001-0007 LITTERING LAKE AREA:~~

~~8-05-001-0001 JURISDICTION DECLARED:~~

~~Whereas, by authority vested in the City by that certain Special Use Permit issued by the United States Forest Service and section 16-601, Arizona Code of 1939 (A.R.S. [9-276](#)), and amendments and supplements thereto, covering administration of and jurisdiction over the public use of those certain lakes known as Upper Lake Mary and Lower Lake Mary, and the shoreline of the same for a distance of five hundred feet (500') from the high water level of the same, said Lakes being within Sections 1 and 2, Township 19 North, Range 8 East, Section 5, 6, 7, 8, 9, 16 and 17, Township 19 North, Range 9 East; Section 17 and the NE1/4, NW1/4, SW1/4, E1/2, of Section 18 and Sections 19, 20, 21, 22, 26, 27, 28, 34, 35 and 36, Township 20 North, Range 8 East; and Section 31, Township 20 North, Range 9 East of the Gila and Salt River base and meridian, jurisdiction of the City is hereby declared to exist.~~

~~8-05-001-0002 PICNICKING; CAMPING NEAR UPPER LAKE MARY:~~

~~Picnicking and camping within that areas embracing Upper Lake Mary described in Section 8-5-1 above and under the jurisdiction of the City are hereby prohibited, excepting within those designated and developed recreation or camping areas as shown on the U.S. Forest Service Map and Plan on file in the office of the Clerk and in the office of the Supervisor of the Coconino National Forest in Flagstaff, Arizona.~~

~~8-05-001-0003 CAMPING NEAR LOWER LAKE MARY:~~

~~Camping within that area embracing Lower Lake Mary as described in Section 8-5-1 above and under the jurisdiction of the City is hereby prohibited, excepting within those designated and developed camping areas as shown on the U.S.~~

Forest Service Map and Plan on file in the office of the Clerk and in the office of the Supervisor of the Coconino National Forest in Flagstaff, Arizona.

~~8-05-001-0004 COMMERCIAL FACILITIES:~~

~~Commercial facilities and business enterprises of all natures are hereby prohibited, excepting within one resort and two (2) boat landing areas as are shown and located on the U.S. Forest Service Map and Plan described in Sections 8-5-2 and 8-5-3 of this Chapter.~~

~~8-05-001-0005 FISHING, HUNTING:~~

~~Fishing and hunting and all other forms of public recreation are hereby prohibited within the area of the Lake approximately three hundred (300) yards above the dam at Lower Lake Mary and within the area of the Lake approximately four hundred forty (440) yards above the dam at Upper Lake Mary, as said areas are marked and posted by the City.~~

~~8-05-001-0006 BOATING:~~

~~Boating for the purposes of fishing or other forms of recreation or pleasure is hereby prohibited within the restricted areas as described in Section 8-5-5 above.~~

~~8-05-001-0007 LITTERING LAKE AREA:~~

~~The throwing, placing or disposing of any paper, trash of any nature, vegetable or animal matter of any nature, human excretion or waste of any nature, or rubbish of any nature within any of the areas described in Section 8-5-1 herein, excepting within containers labeled for that purpose within the areas set forth in Section 8-5-4 of this Chapter is hereby prohibited.~~

Title Six: Police Regulations

~~6-01-001-0003 DAMAGE TO PUBLIC WAYS AND PROPERTY:~~

~~A.— Damage to Road, Street or Bridge: No person shall, in any manner, damage any road, street or bridge in the City limits by running heavy vehicles over the same, by malicious destruction or by any act that will result in damage to said road, street or bridge. (Ord. 638, 6-9-64)~~

~~B.— Damaging Public Fixtures: It shall be unlawful for any person to, in any manner, damage or attempt to damage or tamper with any pipe lines, water hydrants, street lamps or lights or the fixtures and appliances belonging upon any of the poles or other objects for use in connection with the lighting of the streets of the City; or in any manner to damage any water pipes, hydrants or any appliances pertaining to the water or sewer works; or in any manner to damage or attempt to damage or tamper with any other property of any and every character belonging to the City. (Ord. 214, 4-15-18)~~

~~C.— Deposits of Injurious Material on Thoroughfares: It shall be unlawful for any person to deposit, place or allow to remain in or upon any public thoroughfare any material or substance injurious to person or property. (Ord. 3, 6-14-1894)~~

~~D.— Injuring Fire Hydrants: The use of fire hydrants for any purpose except the extinguishment of fire is hereby prohibited; provided, that this subsection shall not operate to prevent the reasonable and moderate use of any hydrant for the practice of the Fire Department under the supervision of some duly authorized official thereof, or such use as the Superintendent of Waterworks may find expedient in the interest of the City. (Ord. 49, 2-16-1899)~~

~~E.— Injuring Sidewalks: Any person defacing, walking, riding or driving upon or over any sidewalk or street crossing composed of or containing cement, during the construction thereof, or before the same is thrown open to public use, shall be deemed guilty of a misdemeanor. (Ord. 143, 7-11-12)~~

~~F.— Lug Wheels Prohibited: It shall be unlawful for tractors and any other vehicles with wheels injurious to pavement to be permitted upon the public thoroughfares unless the operator of such vehicle shall first plank such streets.~~

Title One: Administrative

SECTION 1-01-009-0006, SCRIVENER AND FORMATTING ERRORS:

The City Clerk is authorized to correct typographical and grammatical errors, as well as errors of wording and punctuation, as necessary; and that the City Clerk is authorized to make those formatting changes needed for purposes of clarity and form, if required, to be consistent with Flagstaff City Code. The City Clerk is authorized to make such necessary corrections to any ordinance, before, during or following codification.