

FINAL AGENDA

REGULAR COUNCIL MEETING
TUESDAY
DECEMBER 1, 2015

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 BAROTZ

COUNCILMEMBER BREWSTER

COUNCILMEMBER EVANS

COUNCILMEMBER ORAVITS

COUNCILMEMBER OVERTON

COUNCILMEMBER PUTZOVA

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

None

5. PUBLIC PARTICIPATION

Public Participation enables the public to address the Council about an item that is not on the agenda. 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).

A. Consideration of Appointments: Planning and Zoning Commission.**RECOMMENDED ACTION:**

Make three appointments to terms expiring December 2018.

B. Consideration of Appointments: Water Commission**RECOMMENDED ACTION:**

Make three appointments to terms expiring December 2018.

Make one appointment to a term expiring December 2017.

8. LIQUOR LICENSE PUBLIC HEARINGS**A. Consideration and Action on Liquor License Application: Brandon Kinchen, "Flagstaff Green Room", 15 N. Agassiz St., Series 06 (bar- all spirituous liquor), Person Transfer.****RECOMMENDED ACTION:**

Hold the Public Hearing; absent any valid concerns received from the public hearing, staff recommends the Council forward a recommendation for approval to the State.

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 Contract: Financial Advisor Contract with Stifel, Nicolaus & Company, Incorporated.**RECOMMENDED ACTION:**

Approve the contract with Stifel, Nicolaus & Company, with compensation based on the pricing schedule outlined in Exhibit C.

10. ROUTINE ITEMS

- A. Consideration and Adoption of Ordinance No. 2015-19:** An ordinance of the City Council of the City of Flagstaff, amending the Flagstaff City Code, Section 3-10-001-0007 Cemetery to increase Cemetery fees by 10%. (***Cemetery fee increase***)

RECOMMENDED ACTION:

- 1) Read Ordinance No. 2015-19 by title only for the final time
- 2) City Clerk reads Ordinance No. 2015-19 by title only for the final time (if approved above)
- 3) Adopt Ordinance No. 2015-19

- B. Consideration and Approval of Contract:** Amendment to Intergovernmental Agreement with the Coconino Community College District regarding the leasing of property to the City for the East Flagstaff Community Library (***Approve the amendment to the IGA with the Coconino Community College District in the amount of \$5,400.00 annually***)

RECOMMENDED ACTION:

Approve the Amendment to the IGA with the Coconino County Community College District to provide 500 square feet of additional leased space to the City on behalf of the East Flagstaff Community Library for an annual fee of \$5,400.00

- C. Consideration of Annexation Ordinance No. 2015-20:** An annexation ordinance extending and increasing the corporate limits of the City of Flagstaff by annexing certain land totaling approximately 44.01 acres located at 3200 W. Route 66, and establishing city zoning for said land as Rural Residential, RR. (***Annexation of property for the new McAllister Ranch public works yard located on West Route 66***).

RECOMMENDED ACTION:

- 1) Read Ordinance No. 2015-20 by title only for the final time
- 2) City Clerk reads Ordinance No. 2015-20 by title only for the final time (if approved above)
- 3) Adopt Ordinance No. 2015-20

- D. Consideration of Ordinance No. 2015-21:** A zoning map amendment/direct ordinance amending the Flagstaff Zoning Code to rezone approximately 48.81 acres of real property from Rural Residential (RR) to Public Facility (PF) located at 3200 West Route 66 on parcel numbers 112-01-001D and 112-01-002. (***Rezoning of property for the new McAllister Ranch public works yard located on West Route 66***).

RECOMMENDED ACTION:

- 1) Read Ordinance No. 2015-21 by title for the final time
- 2) City Clerk reads Ordinance No. 2015-21 by title only for the final time (if approved above)
- 3) Adopt Ordinance No.2015-21

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

NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

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11. ROLL CALL

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

MAYOR NABOURS

VICE MAYOR BAROTZ

COUNCILMEMBER BREWSTER

COUNCILMEMBER EVANS

COUNCILMEMBER ORAVITS

COUNCILMEMBER OVERTON

COUNCILMEMBER PUTZOVA

12. PUBLIC PARTICIPATION**13. CARRY OVER ITEMS FROM THE 4:00 P.M. AGENDA****14. PUBLIC HEARING ITEMS**

- A. Public Hearing, Consideration and Adoption of Resolution No. 2015-38:** A resolution of the City Council of the City of Flagstaff, Arizona, amending the Flagstaff Regional Plan 2030 by amending Map 25 of the Plan and Establishing an effective date.

RECOMMENDED ACTION:

- 1) Hold public hearing
- 2) Read Resolution No. 2015-38 by title only
- 3) City Clerk reads Resolution No. 2015-38 by title only (if approved above)
- 4) Adopt Resolution No. 2015-38 by two-thirds majority per Arizona Revised Statute 9-461.06.

15. REGULAR AGENDA

- A. Discussion and Consideration:** Joining Plastic Bag Lawsuit.

16. DISCUSSION ITEMS

- A. Review of Comprehensive Planning Work Program related to Specific Plans**
- B. Presentation and Discussion:** Recommended Comprehensive Parking Management Program
- C. Policy discussion on proposed amendments to Zoning Code Chapter 10-30 (General to All).**
- D. Policy discussion on proposed amendments to Chapter 10-40 (Specific to Zones) of the Flagstaff Zoning Code.**

17. FUTURE AGENDA ITEM REQUESTS

After discussion and upon agreement of three members of the Council, an item will be moved to a regularly-scheduled Council meeting.

- A. Future Agenda Item Request (F.A.I.R.):** A request by Vice Mayor Barotz to place on a future Work Session agenda a follow-up discussion of the the Student Housing Report.

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

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 _____, 2015.

Elizabeth A. Burke, MMC, City Clerk

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Stacy Saltzburg, Deputy City Clerk
Date: 11/23/2015
Meeting Date: 12/01/2015



TITLE:

Consideration of Appointments: Planning and Zoning Commission.

RECOMMENDED ACTION:

Make three appointments to terms expiring December 2018.

Executive Summary:

The Planning and Zoning Commission consists of seven citizen members, and serves as an advisory board to the Council on matters relating to the growth and physical development of the City. The commission also conducts hearings on amendments to the Zoning Map, tentative subdivision plats, and Development Review Board appeals. There are currently three seats available as the terms of David Carpenter, Steve Jackson, and Tina Pfeiffer will expire the end of December; all three are eligible for reappointment and two have submitted applications for consideration. It is important to fill vacancies on Boards and Commissions quickly so as to allow the Commission to continue meeting on a regular basis.

There are twelve applications currently on file, they are as follows:

- Bart Bartel (new applicant)
- David Carpenter (current commissioner)
- Kyle Chandler (new applicant)
- Ed Dunn (new applicant)
- Gregg Ensminger (new applicant)
- Robert Hubbard (new applicant)
- Steve Jackson (current commissioner)
- Robert Kelty (new applicant)
- Thomas Klimas (new applicant)
- Jeff Knorr (new applicant)
- Margo Wheeler (new applicant)
- David Zimmerman (new applicant)

It is important to note one of the applicants is a currently seated commissioner on another commission; David Zimmerman is a member of the Heritage Preservation Commission with a term expiring December 2015. While the handbook states that a commissioner cannot serve more than one commission at a time, it does not address applying for another commission while seated. The Council did discuss this situation during a work session and gave direction to the City Attorney to make changes to the Board and Commission Handbook; those changes are still being drafted and have not yet come back to Council for review and approval. If the Council appoints Mr. Zimmerman he will finish out his current commission

seat and no longer be eligible for reappointment to the Heritage Preservation Commission.

COUNCIL APPOINTMENT ASSIGNMENT: Councilmember Evans, Councilmember Putzova and Vice Mayor Barotz

Financial Impact:

These are voluntary positions and there is no budgetary impact to the City of Flagstaff.

Connection to Council Goal and/or Regional Plan:

There is no Council goal that specifically addresses appointments to Boards and Commissions; however, boards and commissions do provide input and recommendations based on City Council goals that may pertain to the board or commission work plan.

Has There Been Previous Council Decision on This:

None

Options and Alternatives:

- 1) Appoint three Commissioners: By appointing Commissioners at this time, the Planning and Zoning Commission will be at full membership, allowing the group to meet and provide recommendations to the City Council.
- 2) Table the action to allow for further discussion or expand the list of candidates.

Community Benefits and Considerations:

The City's boards, commissions, and committees were created to foster public participation and input and to encourage Flagstaff citizens to take an active role in city government.

Community Involvement:

INFORM: The vacancies are posted on the City's website and individual recruitment and mention of the opening by Board members and City staff has occurred, informing others of these vacancies through word of mouth.

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- Attachments:** [P&Z Roster](#)
 [P&Z Authority](#)
 [P&Z Applicant Roster](#)
 [P&Z Applications](#)



City of Flagstaff, AZ

PLANNING AND ZONING COMMISSION MEMBERS

<u>NAME</u>	<u>APPOINTED</u>	<u>TERM EXPIRES</u>	<u>TRAINING COMPLETED</u>
<u>Carpenter, David</u> Owner/Hope Construction 1715 E. Tradewinds Ct. Flagstaff, AZ 86005 Cell Phone: 928-380-5808 Term: (1st 2/10-12/12; 2nd 12/12-12/15)	01/15/2013	12/15	03/18/2010
<u>Dorsett, Stephen</u> President/Architect/Shapes & Forms Architects 1823 W. Heavenly Court Flagstaff, AZ 86001 Work Phone: 928-213-9626 Term: (1st 6/09-12/10; 2nd 12/10-12/13; 3rd 12/13-12/16)	12/03/2013	12/16	10/20/2011
<u>Jackson, Steve, Co-Chairman</u> Owner/Broker/Coldwell Banker NARICO 4417 E. Burning Tree Loop Flagstaff, AZ 86004 Work Phone: 928-226-3188 Term: (1st 1/13-12/15)	01/15/2013	12/15	02/19/2015
<u>Pfeiffer, Tina</u> Mortgage Loan Officer/Prime Lending 4391 E. Savannah Cir. Flagstaff, AZ 86004 Cell Phone: 928-600-3143 Term: (1st 9/11-12/12; 2nd 12/12-12/15)	01/15/2013	12/15	02/16/2012
<u>Pucciarelli, Alaxandra</u> Architect/Loven Contracting Inc 1711 N. Turquoise Dr. Flagstaff, AZ 86001 Work Phone: 928-774-9040 Term: (1st 7/15-12/17)	07/07/2015	12/17	09/08/2015



City of Flagstaff, AZ

<u>Stigmon, John</u>	01/20/2015	12/17	No
Vice President/ECONA 2819 W. Darleen Dr. Flagstaff, AZ 86001 Cell Phone: 928-380-3026 Term: (1st 1/15-12/17)			
<u>Turner, Paul W.</u>	12/03/2013	12/16	02/19/2015
Principal/President/Turner Engineering, Inc. 4825 E. Hightimber Lane Flagstaff, AZ 86004 Work Phone: 928-779-1814 Term: (1st 12/13-12/16)			

Staff Representative: Mark Sawyers

As Of: November 18, 2015

**CHAPTER 2-01
PLANNING AND ZONING COMMISSION**

SECTIONS:

- 2-01-001-0001 CREATION OF COMMISSION
- 2-01-001-0002 INTENT AND PURPOSE
- 2-01-001-0003 MEMBERSHIP
- 2-01-001-0004 MEETINGS
- 2-01-001-0005 DUTIES AND FUNCTIONS

Prior legislation: Ords. 339, 859, 1427, 1826 and 2007-09.

2-01-001-0001 CREATION OF COMMISSION

There is hereby established a Planning and Zoning Commission for the City of Flagstaff under the provisions of A.R.S. § 9-461.02. (Ord. 339, 10-8-45; Ord. 2010-35, Amended, 11/16/2010)

2-01-001-0002 INTENT AND PURPOSE

The purpose of the Planning and Zoning Commission is to direct the growth and physical development of the City in a sound and orderly fashion for the prosperity, health, safety, convenience, and general welfare of the citizens of Flagstaff. (Ord. 2010-35, 11/16/2010)

2-01-001-0003 MEMBERSHIP

The Planning and Zoning Commission shall consist of seven (7) members appointed by the Mayor and Council.

The term of each citizen member shall be three (3) years or until his successor takes office. Vacancies occurring otherwise than through the expiration of term shall be filled for the unexpired portion of the term.

A. A Chairperson and Vice-Chairperson shall be elected from and by the voting membership of the Commission to serve one (1) year terms. A Chairperson may serve no more than two (2) consecutive terms as Chairperson (exclusive of a term as Vice-Chairperson). Upon the conclusion of a second, consecutive term as Chairperson, such Commission member shall be ineligible to serve as either Chairperson or Vice-Chairperson until a calendar year has expired.

B. In addition to the causes for removal set out in the Board and Commission Members' Rules and Operations Manual, a member accumulating eight (8) absences from regularly scheduled meetings in any given calendar year will be automatically removed from the Commission and a replacement appointed by the City Council. An unexcused absence is defined as the failure of the member to notify the Planning and Development Services Section of his or her inability to attend a regularly scheduled meeting. (Ord. 2010-35, 11/16/2010; Ord. 2014-28, Amended, 11/18/2014)

2-01-001-0004 MEETINGS

Unless there are no matters to be considered, the Commission shall hold at least one meeting each month and may schedule additional special meetings as needed. A special meeting may serve as the minimum one meeting per month. (Ord. 2010-35, 11/16/2010)

2-01-001-0005 DUTIES AND FUNCTIONS

The Planning and Zoning Commission created in this chapter shall be and act as the Zoning Commission of the City, and all duties and powers granted to zoning commissions under State law shall be exercised by the Planning and Zoning Commission. In addition to any authority granted to the Planning and Zoning Commission by State law or other ordinances of the City, the Planning and Zoning Commission shall have the following duties and functions under the provisions of these regulations:

- A. To review and recommend to the City Council adoption of a comprehensive general plan adopted in compliance with the authority provided in A.R.S. Section 9-461.05 for the orderly growth and development of the City and for any land outside the City which, in the opinion of the Planning and Zoning Commission, bears a relation to the planning of the City.
- B. To hear, review, and make recommendations to the City Council regarding applications for amendments to the General Plan or any other plan in accordance with the provisions of Chapter 11-10 (General Plans).
- C. To serve as an advisory body to the City Council and furnish the Council through the Planning Director the facts concerning the adoption of any report or recommendation.
- D. To make its special knowledge and expertise available upon reasonable written request and authorization of the City Council to any official, department, board, commission or agency of the State or Federal governments.
- E. To hear and review amendments to the Zoning Map and to the text of the Zoning Code in accordance with the provisions of Title 10, Zoning Code, Division 10-20.50 (Amendments to the Zoning Code Text and the Zoning Map).
- F. To confer with and advise other similar City or County commissions.
- G. To make investigations, maps, reports, and recommendations to the City Council in regard to the physical development of the City.
- H. To hear, review and make recommendations to the City Council regarding preliminary subdivision plats after recommendation from the Planning Director and City Engineer in accordance with Chapter 11-20, Subdivision and Land Split Regulations.
- I. To take such other action as authorized in Title 10 (Zoning Code) and Title 11 (General Plan and Subdivisions) as necessary to implement the provisions of those titles and the General Plan.
- J. To consider, review and approve Conditional Use Permits, pursuant to the provisions of Section 10-20.40.050 (Conditional Use Permits).
- K. The Commission shall carry out other such duties as determined by the City Council and present other recommendations the City Council deems pertinent. (Ord. 859, 10-24-72; Ord. 2010-35, Amended, 11/16/2010; Ord. 2014-28, Amended, 11/18/2014)



City of Flagstaff, AZ

PLANNING AND ZONING COMMISSION APPLICANTS

<u>NAME</u>	<u>APPOINTED</u>	<u>TERM EXPIRES</u>	<u>TRAINING COMPLETED</u>
<u>Bartel, Bart</u> Member/BPJRanch LLC 2650 W. Kiltie Flagstaff, AZ 86005 Cell Phone: 928-606-5926			No
<u>Carpenter, David</u> Owner/Hope Construction 1715 E. Tradewinds Ct. Flagstaff, AZ 86005 Cell Phone: 928-380-5808 Term: (1st 2/10-12/12; 2nd 12/12-12/15)	01/15/2013	12/15	03/18/2010
<u>Chandler, Kyle</u> Driver/Papa Johns 1201 E. Ponderosa Pkwy #121 Flagstaff, AZ 86001 Home Phone: 602-740-3721			No
<u>Dunn, Ed</u> Owner/Solar Design & Construction and ED Studio 21 W. Pine Ave. Flagstaff, AZ 86001 Cell Phone: 928-607-2479			No
<u>Ensminger, Gregg</u> Delivery/Papa Johns 2800 S. Highland Mesa Rd., #18-204A Flagstaff, AZ 86001 Cell Phone: 602-373-9424			No



City of Flagstaff, AZ

Hubbard, Robert

No

Principal/Hubbard Merrell Engineering
2778 N. Sandstone Way
Flagstaff, AZ 86004
Work Phone: 928-526-6174

Jackson, Steve

01/15/2013

12/15

02/19/2015

Designated Broker/Jackson Associates
4417 E. Burning Tree Loop
Flagstaff, AZ 86004
Work Phone: 928-774-4579
Term: (1st 1/13-12/15)

Kelty, Robert

No

Senior Managing Director/Teach for America
4100 N. Country Club Dr.
Flagstaff, AZ 86004
Home Phone: 928-814-9310

Klimas, Thomas

No

Senior Environmental Specialist/Westland
Resources, Inc.
2509 S. Highland Mesa Rd.
Flagstaff, AZ 86001
Cell Phone: 520-419-5638

Knorr, Jeff

11/04/2013

President/JKC Inc General Contractor
6744 Anazazi
Flagstaff, AZ 86004
Home Phone: 928-600-3762

Wheeler, M. Margo

No

Lecturer/NAU
3528 S. Amanda St.
Flagstaff, AZ 86005
Cell Phone: 760-898-2826



City of Flagstaff, AZ

Zimmerman, David

11/04/2013

Historic Preservation Specialist/Arizona
Department of Transportation
3001 N. Schevene Blvd.
Flagstaff, AZ 86004
Cell Phone: 928-380-3057

Staff Representative: Mark Sawyers

As Of: November 20, 2015

Stacy Saltzburg

From: noreply@civicplus.com
Sent: Thursday, November 20, 2014 9:22 PM
To: Elizabeth Burke; Stacy Saltzburg
Subject: Online Form Submittal: Board/Commission Application

Categories: Green Category

If you are having problems viewing this HTML email, click to view a [Text version](#).

Board/Commission Application

Important Notice:

The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

Application to Serve on a Board/Commission

Please note that this information is public information.

Date:* 11/20/14
Board/Commission you wish to serve on:* Planning and Zoning Commission
If applicable, type of seat for which you are qualified:

Your Information

Name:*	Bart Bartel	Home Phone:*	None
Home Address:*	2650 W. Kiltie	Zip:*	86005
Mailing Address (If different from above):			
Employer:*	BPJRanch LLC	Job Title:*	Member
Business Phone:		Cell:	928-606-5926
E-mail:*	bpjranch@aol.com		
Indicate preferred telephone:*	<input type="checkbox"/> Home	<input checked="" type="checkbox"/> Cell	
	<input type="checkbox"/> Work		
Please indicate age group:*	<input type="checkbox"/> 18-34	<input checked="" type="checkbox"/> 55+	
	<input type="checkbox"/> 35-54		
Please indicate education:*	<input type="checkbox"/> High School	<input checked="" type="checkbox"/> Post Graduate	
	<input type="checkbox"/> College		
Number of years living in the Flagstaff area:*	22		

Background Information

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

My wife and I own and operate a retail business in Coconino County, and reside in west Flagstaff. I enjoy business planning, and see a good fit to this commission. I am very familiar with Flagstaff and surrounding areas to review impacts of decisions made by this commission.

Why do you want to serve on the board or commission you listed?

I am interested in seeing Flagstaff continue to support regional master plans, existing and new businesses, and current/future residents. I want Flagstaff to continue with smart growth. I also want to better understand what local priorities are for businesses and residents, and support projects that meet these requirements.

By submitting this electronic form, I acknowledge that any information provided above is public information, and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:
<http://az-flagstaff3.civicplus.com/Admin/FormHistory.aspx?SID=13716>

The following form was submitted via your website: Board/Commission Application

Date:: 11/20/14

Board/Commission you wish to serve on:: Planning and Zoning Commission

If applicable, type of seat for which you are qualified::

Name:: Bart Bartel

Home Phone:: None

Home Address:: 2650 W. Kiltie

Zip:: 86005

Mailing Address (If different from above)::

Employer:: BPJRanch LLC

Job Title:: Member

Business Phone::

Cell:: 928-606-5926

E-mail:: bpjranch@aol.com

Indicate preferred telephone:: Cell

Please indicate age group:: 55+

Please indicate education:: Post Graduate

Number of years living in the Flagstaff area:: 22

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.: My wife and I own and operate a retail business in Coconino County, and reside in west Flagstaff. I enjoy business planning, and see a good fit to this commission. I am very familiar with Flagstaff and surrounding areas to review impacts of decisions made by this commission.

Why do you want to serve on the board or commission you listed?: I am interested in seeing Flagstaff continue to support regional master plans, existing and new businesses, and current/future residents. I want Flagstaff to continue with smart growth. I also want to better understand what local priorities are for businesses and residents, and support projects that meet these requirements.

Additional Information:

Form submitted on: 11/20/2014 9:21:53 PM

Submitted from IP Address: 24.121.108.236

Stacy Saltzburg

From: noreply@civicplus.com
Sent: Thursday, November 19, 2015 9:12 AM
To: Elizabeth Burke; Stacy Saltzburg
Subject: Online Form Submittal: Board/Commission Application

If you are having problems viewing this HTML email, click to view a [Text version](#).

Board/Commission Application

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Application to Serve on a Board/Commission

Please note that this information is public information.

Date:* 11/19/2015
Board/Commission you wish to serve on:* Planning and Zoning
If applicable, type of seat for which you are qualified: Any Open Seat

Your Information

Name:* David Carpenter Home Phone:* 928-380-5808
Home Address:* 1715 E Trade Winds Ct. Zip:* 86005
Mailing Address (If different from above):
Employer:* Hope Construction Job Title:* Owner
Business Phone: 928-527-3159 Cell: 928-380-5808
E-mail:* dc@hopeaz.com
Indicate preferred telephone:*
() Home (X) Cell
() Work
Please indicate age group:*
() 18-34 () 55+
(X) 35-54
Please indicate education:*
() High School () Post Graduate
(X) College
Number of years living in the Flagstaff area:* 15

Background Information

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

I bring real world community development experience to the commission. In my 5 years serving on the Planning and Zoning Commission I have helped rewrite the Land Development Code, Participated in shaping our communities vision in the Regional Plan, and heard countless applications for CUP's, Plats, and Zoning changes. As a small local developer and builder I bring real business experience to my service, and couple that with what I'm hearing from staff, the applicants, and the citizens of the community to try and make the best decisions for the city at large.

Why do you want to serve on the board or commission you listed?

Flagstaff has been great to me, my family, and our business. I consider it an honor to be able to give back my time and expertise to the community. With the recession behind us we are in another building cycle. It's during these cycles that the built environment of our city evolves and what we see around us changes. How that happens is of great importance to me and I am excited to part of the process.

By submitting this electronic form, I acknowledge that any information provided above is public information, and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

Please note that all board and commission meetings are streamed live for public viewing.

* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:
<http://az-flagstaff3.civicplus.com/Admin/FormHistory.aspx?SID=19650>

The following form was submitted via your website: Board/Commission Application

Date:: 11/19/2015

Board/Commission you wish to serve on:: Planning and Zoning

If applicable, type of seat for which you are qualified:: Any Open Seat

Name:: David Carpenter

Home Phone:: 928-380-5808

Home Address:: 1715 E Trade Winds Ct.

Zip:: 86005

Mailing Address (If different from above)::

Employer:: Hope Construction

Job Title:: Owner

Business Phone:: 928-527-3159

Cell:: 928-380-5808

E-mail:: dc@hopeaz.com

Indicate preferred telephone:: Cell

Please indicate age group:: 35-54

Please indicate education:: College

Number of years living in the Flagstaff area:: 15

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.: I bring real world community development experience to the commission. In my 5 years serving on the Planning and Zoning Commission I have helped rewrite the Land Development Code, Participated in shaping our communities vision in the Regional Plan, and heard countless applications for CUP's, Plats, and Zoning changes. As a small local developer and builder I bring real business experience to my service, and couple that with what I'm hearing from staff, the applicants, and the citizens of the community to try and make the best decisions for the city at large.

Why do you want to serve on the board or commission you listed?: Flagstaff has been great to me, my family, and our business. I consider it an honor to be able to give back my time and expertise to the community. With the recession behind us we are in another building cycle. It's during these cycles that the built environment of our city evolves and what we see around us changes. How that happens is of great importance to me and I am excited to part of the process.

Stacy Saltzburg

From: noreply@civicplus.com
Sent: Monday, November 02, 2015 8:50 PM
To: Elizabeth Burke; Stacy Saltzburg
Subject: Online Form Submittal: Board/Commission Application

If you are having problems viewing this HTML email, click to view a [Text version](#).

Board/Commission Application

Important Notice:

The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

Application to Serve on a Board/Commission

Please note that this information is public information.

Date:* 11/2/2015
Board/Commission you wish to serve on:* **Zoning and planning/** Parks and recreation
If applicable, type of seat for which you are qualified:

Your Information

Name:*	Kyle Chandler	Home Phone:*	6027403721
Home Address:*	1201 E PONDEROSA PKWY Apt 121	Zip:*	86001
Mailing Address (If different from above):			
Employer:*	Papa Johns	Job Title:*	Driver
Business Phone:		Cell:	
E-mail:*	kjc954@icloud.com		
Indicate preferred telephone:*	<input checked="" type="checkbox"/> Home <input type="checkbox"/> Work	<input type="checkbox"/> Cell	
Please indicate age group:*	<input checked="" type="checkbox"/> 18-34 <input type="checkbox"/> 35-54	<input type="checkbox"/> 55+	
Please indicate education:*	<input checked="" type="checkbox"/> High School <input type="checkbox"/> College	<input type="checkbox"/> Post Graduate	
Number of years living in the Flagstaff area:*	1		

Background Information

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

I have only recently moved back into Flagstaff, and have not yet had a chance to partake in any of the local activities.

Why do you want to serve on the board or commission you listed?

As a citizen of Flagstaff, I feel obligated to serve my city in any capacity that I am able. No matter how small of a role, I believe putting my input in on a commission is a great way to serve my community and help it thrive as it has been for years.

By submitting this electronic form, I acknowledge that any information provided above is public information, and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

Please note that all board and commission meetings are streamed live for public viewing.

* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:

<http://az-flagstaff3.civicplus.com/Admin/FormHistory.aspx?SID=19450>

The following form was submitted via your website: Board/Commission Application

Date:: 11/2/2015

Board/Commission you wish to serve on:: Zoning and planning/ Parks and recreation

If applicable, type of seat for which you are qualified::

Name:: Kyle Chandler

Home Phone:: 6027403721

Home Address:: 1201 E PONDEROSA PKWY Apt 121

Zip:: 86001

Mailing Address (If different from above)::

Employer:: Papa Johns

Job Title:: Driver

Business Phone::

Cell::

E-mail:: kjc954@icloud.com

Indicate preferred telephone:: Home

Please indicate age group:: 18-34

Please indicate education:: High School

Number of years living in the Flagstaff area:: 1

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.: I have only recently moved back into Flagstaff, and have not yet had a chance to partake in any of the local activities.

Why do you want to serve on the board or commission you listed?: As a citizen of Flagstaff, I feel obligated to serve my city in any capacity that I am able. No matter how small of a role, I believe putting my input in on a commission is a great way to serve my community and help it thrive as it has been for years.

Additional Information:

Form submitted on: 11/2/2015 8:49:49 PM

Submitted from IP Address: 24.206.235.151

Stacy Saltzburg

From: noreply@civicplus.com
Sent: Wednesday, January 07, 2015 7:31 PM
To: Elizabeth Burke; Stacy Saltzburg
Subject: Online Form Submittal: Board/Commission Application

Categories: Red Category

If you are having problems viewing this HTML email, click to view a [Text version](#).

Board/Commission Application

Important Notice:

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Application to Serve on a Board/Commission

Please note that this information is public information.

Date:* 1/7/2015
Board/Commission you wish to serve on:* P&Z
If applicable, type of seat for which you are qualified:

Your Information

Name:*	Ed Dunn	Home Phone:*	9286072479
Home Address:*	21 W Pine Ave	Zip:*	86001
Mailing Address (If different from above):		Job Title:*	Owner
Employer:*	Solar Design & Construction and ED Studio	Cell:	same
Business Phone:	same		
E-mail:*	solar.ed@gmail.com		
Indicate preferred telephone:*	<input checked="" type="checkbox"/> Home <input type="checkbox"/> Work	<input type="checkbox"/> Cell	
Please indicate age group:*	<input type="checkbox"/> 18-34 <input type="checkbox"/> 35-54	<input checked="" type="checkbox"/> 55+	
Please indicate education:*	<input type="checkbox"/> High School <input type="checkbox"/> College	<input checked="" type="checkbox"/> Post Graduate	
Number of years living in the Flagstaff area:*	27		

Background Information

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

I have been involved in the community through Friends of Flagstaff's Future and the Coconino County Sustainable Building Program. My undergrad was a BS in Geography with an Urban Planning Emphasis

Why do you want to serve on the board or commission you listed?

I want to ensure that Flagstaff is a great place to live for all of its citizens. The P&Z Commission is very important in maintaining a high quality of life in our mountain town.

By submitting this electronic form, I acknowledge that any information provided above is public information, and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:
<http://az-flagstaff3.civicplus.com/Admin/FormHistory.aspx?SID=14310>

The following form was submitted via your website: Board/Commission Application

Date:: 1/7/2015

Board/Commission you wish to serve on:: P&Z

If applicable, type of seat for which you are qualified::

Name:: Ed Dunn

Home Phone:: 9286072479

Home Address:: 21 W Pine Ave

Zip:: 86001

Mailing Address (If different from above)::

Employer:: Solar Design & Construction and ED Studio

Job Title:: Owner

Business Phone:: same

Cell:: same

E-mail:: solar.ed@gmail.com

Indicate preferred telephone:: Home

Please indicate age group:: 55+

Please indicate education:: Post Graduate

Number of years living in the Flagstaff area:: 27

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.: I have been involved in the community through Friends of Flagstaff's Future and the Coconino County Sustainable Building Program. My undergrad was a BS in Geography with an Urban Planning Emphasis

Why do you want to serve on the board or commission you listed?: I want to ensure that Flagstaff is a great place to live for all of its citizens. The P&Z Commission is very important in maintaining a high quality of life in our mountain town.

Additional Information:

Form submitted on: 1/7/2015 7:30:54 PM

Submitted from IP Address: 174.17.150.131

Stacy Saltzburg

From: noreply@civicplus.com
Sent: Tuesday, November 17, 2015 9:13 PM
To: Elizabeth Burke; Stacy Saltzburg
Subject: Online Form Submittal: Board/Commission Application

Categories: Green Category

If you are having problems viewing this HTML email, click to view a [Text version](#).

Board/Commission Application

Important Notice:

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Application to Serve on a Board/Commission

Please note that this information is public information.

Date:* 11/17/2015
Board/Commission you wish to serve on:* Planning & Zoning
If applicable, type of seat for which you are qualified:

Your Information

Name:*	Gregg Ensminger	Home Phone:*	602-373-9424
Home Address:*	2800 S. Highland Mesa Rd., #18-204A	Zip:*	86001
Mailing Address (If different from above):			
Employer:*	Papa John's	Job Title:*	delivery
Business Phone:		Cell:	602-373-9424
E-mail:*	gregg@nau.edu		
Indicate preferred telephone:*	<input type="checkbox"/> Home <input type="checkbox"/> Work	<input checked="" type="checkbox"/> Cell	
Please indicate age group:*	<input type="checkbox"/> 18-34 <input checked="" type="checkbox"/> 35-54	<input type="checkbox"/> 55+	
Please indicate education:*	<input type="checkbox"/> High School <input checked="" type="checkbox"/> College	<input type="checkbox"/> Post Graduate	
Number of years living in the Flagstaff area:*	4		

Background Information

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

Since I have lived in Flagstaff, I have been active in many areas of community life. I have volunteered at the Food Center, organized a Relay for Life booth, and been an avid supporter of local theatre. I graduated NAU with a Bachelor's Degree, and I am proud of what this university means to the city. As a delivery driver, I have driven the streets and highways of Flagstaff, and noticed many opportunities for improvement, either with street alignment or building placement. Also, one of my hobbies is studying road maps, making me a natural for working on new plans and proposals for the city. I have even written in advocacy of Bus Rapid Transit in major cities, using Flagstaff's dedicated busway on the NAU campus as an example of how to improve and beautify cities.

Why do you want to serve on the board or commission you listed?

It would make me ecstatic to work with the Commission on zoning and rezoning issues, as well as creating new maps and proposing new roads. I am also concerned with the expanded rate of building on the NAU campus, and would like to address that issue. On a lighter note, I believe that Flagstaff would be a great place to host the Winter Olympics someday, and I would love to work with the Commission in drafting a proposal--which would make Flagstaff an official candidate for hosting--to submit to the USOC.

By submitting this electronic form, I acknowledge that any information provided above is public information, and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

* indicates required fields.

View any uploaded files by signing in and then proceeding to the link below:
<http://az-flagstaff3.civicplus.com/Admin/FormHistory.aspx?SID=19638>

The following form was submitted via your website: Board/Commission Application

Date:: 11/17/2015

Board/Commission you wish to serve on:: Planning & Zoning

If applicable, type of seat for which you are qualified::

Name:: Gregg Ensminger

Home Phone:: 602-373-9424

Home Address:: 2800 S. Highland Mesa Rd., #18-204A

Zip:: 86001

Mailing Address (If different from above)::

Employer:: Papa John's

Job Title:: delivery

Business Phone::

Cell:: 602-373-9424

E-mail:: gregg@nau.edu

Indicate preferred telephone:: Cell

Please indicate age group:: 35-54

Please indicate education:: College

Number of years living in the Flagstaff area:: 4

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.: Since I have lived in Flagstaff, I have been active in many areas of community life. I have volunteered at the Food Center, organized a Relay for Life booth, and been an avid supporter of local theatre. I graduated NAU with a Bachelor's Degree, and I am proud of what this university means to the city. As a delivery driver, I have driven the streets and highways of Flagstaff, and noticed many opportunities for improvement, either with street alignment or building placement. Also, one of my hobbies is studying road maps, making me a natural for working on new plans and proposals for the city. I have even written in advocacy

of Bus Rapid Transit in major cities, using Flagstaff's dedicated busway on the NAU campus as an example of how to improve and beautify cities.

Why do you want to serve on the board or commission you listed?: It would make me ecstatic to work with the Commission on zoning and rezoning issues, as well as creating new maps and proposing new roads. I am also concerned with the expanded rate of building on the NAU campus, and would like to address that issue. On a lighter note, I believe that Flagstaff would be a great place to host the Winter Olympics someday, and I would love to work with the Commission in drafting a proposal--which would make Flagstaff an official candidate for hosting--to submit to the USOC.

Additional Information:

Form submitted on: 11/17/2015 9:12:31 PM

Submitted from IP Address: 24.121.219.200

Referrer Page: <http://www.flagstaff.az.gov/index.aspx?NID=1886>

Form Address: <http://az-flagstaff3.civicplus.com/Forms.aspx?FID=166>

IMPORTANT NOTICE: The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

CITY OF FLAGSTAFF
APPLICATION TO SERVE ON A BOARD/COMMISSION

RETURN TO: CITY CLERK'S OFFICE, 211 WEST ASPEN AVENUE, FLAGSTAFF, AZ 86001

PLEASE TYPE OR PRINT IN BLACK INK
APPLICATIONS WILL BE KEPT ON FILE FOR ONE YEAR!

DATE: MAY 21, 2015

BOARD/COMMISSION YOU WISH TO SERVE ON: PLANNING & ZONING COMMISSION

IF APPLICABLE, TYPE OF SEAT FOR WHICH YOU ARE QUALIFIED: _____

YOUR NAME: ROBERT A. HUBBARD ^{CAL} HOME PHONE: 928.606.3650

HOME ADDRESS: 2778 N. SANDSTONE WAY, FLAGSTAFF ZIP: 86004

MAILING ADDRESS (if Different from Above): SAME

EMPLOYER: HUBBARD MERRELL ENGINEERING JOB TITLE: PRINCIPAL

BUS. PHONE: 928.526.6174 CELL: 928.606.3650 E-MAIL: BOB@HUBBARDMERRELL.COM

PLEASE INDICATE PREFERRED TELEPHONE: HOME WORK CELL

BACKGROUND INFORMATION: Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

THROUGH MY PROFESSION AND COMMUNITY INVOLVEMENT I AM FAMILIAR WITH THE PLANNING, DESIGN AND CONSTRUCTION INDUSTRIES. I BELIEVE THROUGH MY EXPERIENCE I CAN ASSIST THE COMMISSION IN APPLYING THE PLANNING & ZONING RULES AND REGULATIONS.

Why do you want to serve on the board or commission you listed? (Attach additional page if needed.)

I AM A FAIRLY LONGTIME FLAGSTAFF RESIDENT (SINCE 1999) AND HAVE SEEN THE GROWTH AND CHANGES IN OUR CITY. I AM INTERESTED IN SERVING ON THE COMMISSION FOR THE CONTINUED BETTERMENT OF OUR COMMUNITY.

I certify that I meet the City Charter requirement of living within the Flagstaff City limits and that I have read and understand the right to have my application considered in a public meeting.

Robert A. Hubbard
Applicant Signature

Stacy Saltzburg

From: noreply@civicplus.com
Sent: Wednesday, November 18, 2015 2:09 PM
To: Elizabeth Burke; Stacy Saltzburg
Subject: Online Form Submittal: Board/Commission Application

If you are having problems viewing this HTML email, click to view a [Text version](#).

Board/Commission Application

Important Notice:

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Application to Serve on a Board/Commission

Please note that this information is public information.

Date:* 11/18/2015
Board/Commission you wish to serve on:* Planning and Zoning
If applicable, type of seat for which you are qualified:

Your Information

Name:* Steve M Jackson Home Phone:* 928-526-2226
Home Address:* 4417 Burning Tree Loop Zip:* 86004
Mailing Address (If different from above): Flagstaff, Az
Employer:* Jackson Associates Job Title:* Designated Broker
Business Phone: 928-774-4579 Cell: 928-600-9457
E-mail:* sjackson@cbnarico.com
Indicate preferred telephone:*
() Home () Cell
(X) Work
Please indicate age group:*
() 18-34 (X) 55+
() 35-54
Please indicate education:*
() High School () Post Graduate
(X) College
Number of years living in the Flagstaff area:* 66

Background Information

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

My board experience stretches from for profits, like First State Bank, to non profits like Flagstaff Medical Center. As co/chair for City bond elections to service on the Airport commission. From commerce oriented boards like the Flagstaff Chamber of Commerce to Foundation boards like the Flagstaff Community Foundation and the NAU Foundation board. I believe that my years of service have given me a well rounded knowledge of what these diverse groups strive for in our Community. My real estate background spans 43 years in Flagstaff which gives me a great understanding of how the City has grown and some knowledge from lessons learned which will help to guide our future growth.

Why do you want to serve on the board or commission you listed?

Over the past 3 years I have enjoyed serving on the P&Z commission and have learned a great deal during my tenure. I believe that my expertise and connection to the Flagstaff community is a valuable resource in solving some of the complex issues that we are and will be facing.

By submitting this electronic form, I acknowledge that any information provided above is public information, and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

Please note that all board and commission meetings are streamed live for public viewing.

* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:
<http://az-flagstaff3.civicplus.com/Admin/FormHistory.aspx?SID=19645>

The following form was submitted via your website: Board/Commission Application

Date:: 11/18/2015

Board/Commission you wish to serve on:: Planning and Zoning

If applicable, type of seat for which you are qualified::

Name:: Steve M Jackson

Home Phone:: 928-526-2226

Home Address:: 4417 Burning Tree Loop

Zip:: 86004

Mailing Address (If different from above):: Flagstaff, Az

Employer:: Jackson Associates

Job Title:: Designated Broker

Business Phone:: 928-774-4579

Cell:: 928-600-9457

E-mail:: sjackson@cbnarico.com

Indicate preferred telephone:: Work

Please indicate age group:: 55+

Please indicate education:: College

Number of years living in the Flagstaff area:: 66

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.: My board experience stretches from for profits, like First State Bank, to non profits like Flagstaff Medical Center. As co/chair for City bond elections to service on the Airport commission. From commerce oriented boards like the Flagstaff Chamber of Commerce to Foundation boards like the Flagstaff Community Foundation and the NAU Foundation board. I believe that my years of service have given me a well rounded knowledge of what these diverse groups strive for in our Community. My real estate background spans 43 years in Flagstaff which gives me a great understanding of how the City has grown and some knowledge from lessons learned which will help to guide our future growth.

Why do you want to serve on the board or commission you listed?: Over the past 3 years I have enjoyed serving on the P&Z commission and have learned a great deal during my tenure. I believe that my expertise and connection to the Flagstaff community is a valuable resource in solving some of the complex issues that we are and will be facing.

Stacy Saltzburg

From: noreply@civicplus.com
Sent: Monday, January 12, 2015 11:54 AM
To: Elizabeth Burke; Stacy Saltzburg
Subject: Online Form Submittal: Board/Commission Application

Categories: Red Category

If you are having problems viewing this HTML email, click to view a [Text version](#).

Board/Commission Application

Important Notice:

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Application to Serve on a Board/Commission

Please note that this information is public information.

Date:* 01/12/2015
Board/Commission you wish to serve on:* Planning & Zoning Commission
If applicable, type of seat for which you are qualified: Commission Member

Your Information

Name:* Robert Kelty Home Phone:* 928 814 9310
Home Address:* 4100 N. Country Club Dr.; Zip:* 86004
Flagstaff, AZ
Mailing Address (If different from above):
Employer:* Teach For America Job Title:* Senior Managing Director
Business Phone: Cell: 646 483 9429
E-mail:* Robert.Kelty@teachforamerica.org
Indicate preferred telephone:* (X) Home () Cell
() Work
Please indicate age group:* () 18-34 () 55+
(X) 35-54
Please indicate education:* () High School (X) Post Graduate
() College
Number of years living in the Flagstaff area:* 11 Years

Background Information

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

I have had the honor in serving in various capacities throughout Flagstaff and Coconino County, as a former educator in FUSD, Coconino County School Superintendent, and Governing Board Member on various local non-profits. I currently have the honor of serving on the First Things First Coconino Regional Council as well as co-leading the Flagstaff Commission on Excellence in Education to further Flagstaff's brand as a city known for educational excellence and opportunity from preschool to college. However, how our city grows, both physically and economically, is vital to all of the above efforts, and I believe I would bring value and a high ethical standard to the Commission on establishing smart recommendations for the Mayor and City Council to consider for how Flagstaff should grow into the future.

Why do you want to serve on the board or commission you listed?

Flagstaff is my home and where I choose to raise my family. Flagstaff is also a city that I appreciate on a deep level, as my work takes me to countless cities across our great country. Some of the cities in which I work are developed with profound intentionality; others carry great burdens to rethink transportation and economic development when growth occurred less thoughtfully. Currently, Flagstaff faces crucial decisions that will mark the city's character for countless generations. I would be honored to work with my fellow citizens to propose the best possible planning & zoning recommendations for the Flagstaff Mayor and City Council to consider in a mutual effort to ensure Flagstaff meets its potential as an international landmark for the sciences, education, and smart development. Thank you for

considering this application and thank you your service to our local municipality.

By submitting this electronic form, I acknowledge that any information provided above is public information, and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

* indicates required fields.

View any uploaded files by signing in and then proceeding to the link below:
<http://az-flagstaff3.civicplus.com/Admin/FormHistory.aspx?SID=14376>

The following form was submitted via your website: Board/Commission Application

Date:: 01/12/2015

Board/Commission you wish to serve on:: Planning & Zoning Commission

If applicable, type of seat for which you are qualified:: Commission Member

Name:: Robert Kelty

Home Phone:: 928 814 9310

Home Address:: 4100 N. Country Club Dr.; Flagstaff, AZ

Zip:: 86004

Mailing Address (If different from above)::

Employer:: Teach For America

Job Title:: Senior Managing Director

Business Phone::

Cell:: 646 483 9429

E-mail:: Robert.Kelty@teachforamerica.org

Indicate preferred telephone:: Home

Please indicate age group:: 35-54

Please indicate education:: Post Graduate

Number of years living in the Flagstaff area:: 11 Years

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.: I have had the honor in serving in various capacities throughout Flagstaff and Coconino County, as a former educator in FUSD, Coconino County School Superintendent, and Governing Board Member on various local non-profits. I currently have the honor of serving on the First Things First Coconino Regional Council as well as co-leading the Flagstaff Commission on Excellence in Education to further

Flagstaff's brand as a city known for educational excellence and opportunity from preschool to college. However, how our city grows, both physically and economically, is vital to all of the above efforts, and I believe I would bring value and a high ethical standard to the Commission on establishing smart recommendations for the Mayor and City Council to consider for how Flagstaff should grow into the future.

Why do you want to serve on the board or commission you listed?: Flagstaff is my home and where I choose to raise my family. Flagstaff is also a city that I appreciate on a deep level, as my work takes me to countless cities across our great country. Some of the cities in which I work are developed with profound intentionality; others carry great burdens to rethink transportation and economic development when growth occurred less thoughtfully. Currently, Flagstaff faces crucial decisions that will mark the city's character for countless generations. I would be honored to work with my fellow citizens to propose the best possible planning & zoning recommendations for the Flagstaff Mayor and City Council to consider in a mutual effort to ensure Flagstaff meets its potential as an international landmark for the sciences, education, and smart development. Thank you for considering this application and thank you your service to our local municipality.

Additional Information:

Form submitted on: 1/12/2015 11:53:59 AM

Submitted from IP Address: 24.156.35.97

Referrer Page: <http://www.flagstaff.az.gov/index.aspx?NID=1883>

Form Address: <http://az-flagstaff3.civicplus.com/Forms.aspx?FID=166>

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**CITY OF FLAGSTAFF
APPLICATION TO SERVE ON A BOARD/COMMISSION**

RETURN TO: CITY CLERK'S OFFICE, 211 WEST ASPEN AVENUE, FLAGSTAFF, AZ 86001

PLEASE TYPE OR PRINT IN BLACK INK
APPLICATIONS WILL BE KEPT ON FILE FOR ONE YEAR!

DATE: May 5, 2015

BOARD/COMMISSION YOU WISH TO SERVE ON: Planning & Zoning

IF APPLICABLE, TYPE OF SEAT FOR WHICH YOU ARE QUALIFIED: _____

YOUR NAME: Thomas Klimas HOME PHONE: (520) 419-5638

HOME ADDRESS: 2509 S. Highland Mesa Rd, Flagstaff, AZ ZIP: 86001

MAILING ADDRESS (if Different from Above): _____

EMPLOYER: Westland Resources, Inc. JOB TITLE: Senior Environmental Specialist

BUS. PHONE: (928) 225-2218 CELL: (520) 419-5638 E-MAIL: tklimas@westlandresources.com

PLEASE INDICATE PREFERRED TELEPHONE: HOME WORK CELL

BACKGROUND INFORMATION: Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

In my daily work, I guide clients and projects through diverse, sometimes complex, regulatory planning and permitting processes. I enjoy both the research and decision-making aspects of planning, understanding that moving forward with plans for growth often requires finding a balance between economic feasibility, community sustainability and other public interests.

Why do you want to serve on the board or commission you listed? (Attach additional page if needed.)

I would enjoy having any kind of helping hand in the growth of the community in which I live and work. As a long-time resident of Arizona, I understand the unique issues and challenges facing our growth and development. My current work in environmental and development planning helps me see the importance of strong project planning and the need to take a holistic view of the process.

I certify that I meet the City Charter requirement of living within the Flagstaff City limits and that I have read and understand the right to have my application considered in a public meeting.

Thomas M. Klimas
Applicant Signature

Project Role and Responsibilities:

Senior Environmental Specialist

Education/Training:

- B.A., *Magna Cum Laude*,
Anthropology, University of Arizona
- *Mine Safety and Health
Administration Certified*
- *NUCA Certified Competent Person*

Areas of Expertise:

- *CWA Section 404 Planning and
Compliance*
- *NEPA Planning and Assessment*
- *NHPA Section 106 Compliance*
- *Regulatory and Planning Research*

Professional Experience:

Background

Mr. Klimas is a senior environmental specialist with experience in Clean Water Act (CWA), National Environmental Policy Act (NEPA), and Endangered Species Act (ESA) permitting, regulatory assessment, and compliance. Mr. Klimas' background in National Historic Preservation Act (NHPA) Section 106 cultural resources compliance work has provided a solid foundation for the expansion of his work into broader federal regulatory programs. Working within the CWA and NEPA regulatory programs has allowed Mr. Klimas to gain expertise in overall federal permitting compliance while continuing to manage the cultural and biological resource aspects of the permitting process.

His experience with CWA compliance and NEPA has encompassed all steps of the regulatory process from jurisdictional delineations through permit approval and final coordination with the US Army Corps of Engineers. A majority of Mr. Klimas' recent work has involved mine-related projects that possess diverse planning requirements and research, including surface and ground water rights, NEPA effects assessments, and agency/client coordination. His direct project

experience includes both preliminary and approved jurisdictional delineations, the preparation of Environmental Assessments, emergency permitting, 404(b)(1) alternatives analyses, NEPA baseline studies, and research and coordination for significant nexus evaluations. His overall permitting and planning work has involved a wide range of project sizes and scopes, from large corporate projects covering thousands of acres to small private projects on single parcels. Mr. Klimas also specializes in the project-specific research necessary to integrate regulatory compliance and construction planning timetables and goals.

Selected Environmental Planning Experience

- Completed a request for an approved Jurisdictional Determination, including a finding of "No Significant Nexus" for Project Area drainages with a Traditional Navigable Water for a 3,600+ acre area of privately-held and federally-managed lands for Resolution Copper Mining, in Superior, Arizona.
- Completed project management and coordination of archaeological and biological resource studies for the City of Flagstaff's Red Gap Ranch Property in Coconino County, Arizona in support of the City's anticipated preparation of an Environmental Impact Statement with the Bureau of Reclamation.
- Currently providing project management, CWA, and NEPA support services for a client-confidential proposed mine expansion in Arizona; including a Section 404 Individual Permit Application, the development and preparation of the 404(b)(1) alternatives analysis, and senior review and approval of baseline environmental documentation for NEPA compliance.
- Managed project to secure Letter of Verification of Compliance for emergency repair project in Ward Canyon under Regional General Permit 63. Coordinated tasks and prepared post-project report to ensure compliance with the conditions of the permit, including CWA Section 404, ESA Section 7, NHPA Section 106, and Federal Emergency Management Agency National Flood Insurance Program compliance requirements.
- Completed the CWA Section 404 Permitting for the Garfield Expansion and Tailings Dam Reconstruction Projects at the Morenci Facility; includes the research, development, and preparation of the Permit Application, Jurisdictional Delineations, 404(b)(1) Alternatives Analysis, and draft Environmental Assessment for the expansion.

Thomas M. Klimas

- Performed field delineation of potentially jurisdictional drainage features and an assessment of project compliance needs with regards to CWA permitting for a client-confidential solar-energy generating facility in Maricopa County, Arizona.
- Completed a request for an approved Jurisdictional Determination, including a finding of "No Significant Nexus" for Project Area drainages with a Traditional Navigable Water for a proposed 750-acre, private-land expansion of the Silver Bell Mine, in Green Valley, Arizona.
- Coordinated and completed a preliminary jurisdictional delineation, Pre-Construction Notification, and Section 401 Water Quality Certification under Nationwide Permit 29 for Residential Developments for the Centennial Club Project, a LEED certified residential community in Tucson.

Work History

2010 – Present: *Environmental Specialist, Project Manager*; WestLand Resources, Inc., Tucson

2008 – 2010: *Archaeology Field Director, Cartographer, and Lithic Analyst*; WestLand Resources, Inc., Tucson

2004 – 2008: *Archaeology Crew Chief, Lithic Analyst, and Author*; Tierra Right of Way Services, Ltd., Tucson

2001 – 2004: *Field Archaeologist, Lithic Analyst, and Research Assistant*; Desert Archaeology, Inc., Tucson

IMPORTANT NOTICE: The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

**CITY OF FLAGSTAFF
APPLICATION TO SERVE ON A BOARD/COMMISSION**

RETURN TO: CITY CLERK'S OFFICE, 211 WEST ASPEN AVENUE, FLAGSTAFF, AZ 86001

PLEASE NOTE THAT THIS INFORMATION IS PUBLIC INFORMATION.
APPLICATIONS WILL BE KEPT ON FILE FOR ONE YEAR!

DATE: 1-6-15

BOARD/COMMISSION YOU WISH TO SERVE ON: Planning and Zoning

IF APPLICABLE, TYPE OF SEAT FOR WHICH YOU ARE QUALIFIED: _____

YOUR NAME: Jeff Knorr HOME PHONE: 928-600-3762

HOME ADDRESS: 6744 E Anazazi ZIP: 86001

MAILING ADDRESS (If Different from Above): _____

EMPLOYER: JKC inc JOB TITLE: President

BUS. PHONE: 928-606-4378 CELL: _____ E-MAIL: JeffK@JKC-inc.com

PLEASE INDICATE PREFERRED TELEPHONE: HOME WORK CELL

PLEASE INDICATE AGE GROUP: 18-34 35-54 55+

PLEASE INDICATE EDUCATION: High School College Post Graduate

NUMBER OF YEARS LIVING IN THE FLAGSTAFF AREA: 32

BACKGROUND INFORMATION: Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

As a long time local with a building background I see first hand how the negative & positive results of development and how it is processed. I believe I would be an asset to the community and the board.

Why do you want to serve on the board or commission you listed? (Attach additional page if needed.)

To serve the citizens of Flagstaff by bringing my skills and experience to the commission

I UNDERSTAND THAT ANY INFORMATION PROVIDED ABOVE IS PUBLIC INFORMATION AND I CERTIFY THAT I MEET THE CITY CHARTER REQUIREMENT OF LIVING WITHIN THE FLAGSTAFF CITY LIMITS AND HAVE READ AND UNDERSTAND THE RIGHT TO HAVE MY APPLICATION CONSIDERED IN A PUBLIC MEETING.


Applicant Signature

Stacy Saltzburg

From: noreply@civicplus.com
Sent: Tuesday, May 12, 2015 4:07 PM
To: Elizabeth Burke; Stacy Saltzburg
Subject: Online Form Submittal: Board/Commission Application

Categories: Green Category

If you are having problems viewing this HTML email, click to view a [Text version](#).

Board/Commission Application

Important Notice:

The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

Application to Serve on a Board/Commission

Please note that this information is public information.

Date:* 05/12/2015
Board/Commission you wish to serve on:* Planning & Zoning
If applicable, type of seat for which you are qualified:

Your Information

Name:*	Margo Wheeler	Home Phone:*	928-266-1319
Home Address:*	3528 S. Amanda St.	Zip:*	86005
Mailing Address (If different from above):			
Employer:*	NAU	Job Title:*	Lecturer
Business Phone:	523-1579	Cell:	
E-mail:*	mmw626@yahoo.com		
Indicate preferred telephone:*	<input checked="" type="checkbox"/> Home <input type="checkbox"/> Work	<input type="checkbox"/> Cell	
Please indicate age group:*	<input type="checkbox"/> 18-34 <input type="checkbox"/> 35-54	<input checked="" type="checkbox"/> 55+	
Please indicate education:*	<input type="checkbox"/> High School <input type="checkbox"/> College	<input checked="" type="checkbox"/> Post Graduate	
Number of years living in the Flagstaff area:*	1		

Background Information

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

I am a planner by profession having a Bachelors degree in Economics and a Masters degree in urban and regional Studies. I have 30 years experience as a Planning Director in the cities of Monterey Park, Davis and Palm Springs, California and Las Vegas Nevada from 2001-11. I am currently teaching Planning, design, historical preservation in the department of Geography, Planning and Recreation at NAU. I have taught and will continue to teach the Planning Capstone project for seniors where they specifically design a project for the city of Flagstaff working with guidance from city Planning staff. This work requires them to delve deeply into the city's Regional Plan and Zoning code, affording me the opportunity to become familiar with these important policy and legal documents unique to Flagstaff. I serve on the American Planning Association - Arizona Chapter - Board as the NAU representative and have been instrumental in bringing a mini-conference to Flagstaff in the fall of this year. In addition to my professional work I am a member of Soroptimist International of Arizona Peaks which allows me to work on service projects benefiting the community.

Why do you want to serve on the board or commission you listed?

I have had the opportunity to serve on the city of Burbank, CA, Planning Commission when I lived there in the 90's and have spent my career working in Planning. I very much wish to share my knowledge and experience with my new hometown of which I am very proud. I wish to have the opportunity to implement the policies as adopted by the City Council to the betterment of the community. I would be honored to work with the excellent city planning staff.

By submitting this electronic form, I acknowledge that any information provided above is public information, and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

* indicates required fields.

View any uploaded files by signing in and then proceeding to the link below:
<http://az-flagstaff3.civicplus.com/Admin/FormHistory.aspx?SID=16024>

The following form was submitted via your website: Board/Commission Application

Date:: 05/12/2015

Board/Commission you wish to serve on:: Planning & Zoning

If applicable, type of seat for which you are qualified::

Name:: Margo Wheeler

Home Phone:: 928-266-1319

Home Address:: 3528 S. Amanda St.

Zip:: 86005

Mailing Address (If different from above)::

Employer:: NAU

Job Title:: Lecturer

Business Phone:: 523-1579

Cell::

E-mail:: mmw626@yahoo.com

Indicate preferred telephone:: Home

Please indicate age group:: 55+

Please indicate education:: Post Graduate

Number of years living in the Flagstaff area:: 1

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.: I am a planner by profession having a Bachelors degree in Economics and a Masters degree in urban and regional Studies. I have 30 years experience as a Planning Director in the cities of Monterey Park, Davis and Palm Springs, California and Las Vegas Nevada from 2001-11. I am currently teaching Planning, design, historical preservation in the department of Geography, Planning and Recreation at NAU. I have taught and will continue to teach the Planning Capstone project for seniors where they specifically design a project for the city of Flagstaff working with guidance from city Planning staff. This work requires them to delve deeply into the city's Regional Plan and Zoning code, affording me the opportunity to become

familiar with these important policy and legal documents unique to Flagstaff. I serve on the American Planning Association - Arizona Chapter - Board as the NAU representative and have been instrumental in bringing a mini-conference to Flagstaff in the fall of this year.

In addition to my professional work I am a member of Soroptimist International of Arizona Peaks which allows me to work on service projects benefiting the community.

Why do you want to serve on the board or commission you listed?: I have had the opportunity to serve on the city of Burbank, CA, Planning Commission when I lived there in the 90's and have spent my career working in Planning. I very much wish to share my knowledge and experience with my new hometown of which I am very proud. I wish to have the opportunity to implement the policies as adopted by the City Council to the betterment of the community. I would be honored to work with the excellent city planning staff.

Additional Information:

Form submitted on: 5/12/2015 4:06:32 PM

Submitted from IP Address: 134.114.53.32

Referrer Page: <http://www.flagstaff.az.gov/index.aspx?nid=994>

Form Address: <http://az-flagstaff3.civicplus.com/Forms.aspx?FID=166>

Stacy Saltzburg

From: noreply@civicplus.com
Sent: Thursday, January 08, 2015 1:36 PM
To: Elizabeth Burke; Stacy Saltzburg
Subject: Online Form Submittal: Board/Commission Application

Categories: Red Category

If you are having problems viewing this HTML email, click to view a [Text version](#).

Board/Commission Application

Important Notice:

The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

Application to Serve on a Board/Commission

Please note that this information is public information.

Date:* 01/08/2015
Board/Commission you wish to serve on:* Planning and Zoning
If applicable, type of seat for which you are qualified:

Your Information

Name:* David Zimmerman Home Phone:* 928-380-3057
Home Address:* 3001 N. Schevene Blvd Zip:* 86004
Mailing Address (If different from above):
Employer:* AZ Dept of Transportation Job Title:* Historic Preservation Specialist
Business Phone: 928-779-7577 Cell: 928-380-3057
E-mail:* zimmerd@gmail.com
Indicate preferred telephone:* Home Cell
 Work
Please indicate age group:* 18-34 55+
 35-54
Please indicate education:* High School Post Graduate
 College
Number of years living in the Flagstaff area:* 19

Background Information

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

I have served as a member, vice-chair, and chair of the Heritage Preservation Commission through several appointments over the past 10 years. I am currently on the advisory board of Literacy Volunteers of Coconino County, and the board of directors for the Arizona Preservation Foundation. During the recent rewrite of the city code, I worked closely with Karl Eberhard to develop the heritage preservation language adopted in the current code. As a professional planner and historic preservationist, I have had an active role in public development projects in Flagstaff and other communities across Arizona.

Why do you want to serve on the board or commission you listed?

I am interested in expanding my contribution to City service by joining a commission whose role is central to the well-being and future development of the City. Since the time I first came to Flagstaff in 1989, I have seen many changes in the character of the city, and most of these have been positive. I want to apply and expand my leadership and experience through service on a critical commission and have a hand in shaping the continued positive development of Flagstaff. I understand that service on the P&Z Commission requires hard work, dedication, and professionalism, and I feel I have these qualities to offer. Flagstaff has been challenged recently with a number of complex growth and development issues and I feel my experience as a professional planner, historic preservationist, and member of non-profit boards gives me a perspective that will allow me to make a positive contribution on P&Z.

By submitting this electronic form, I acknowledge that any information provided above is public information, and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand

the right to have my application considered in a public meeting.

* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:
<http://az-flagstaff3.civicplus.com/Admin/FormHistory.aspx?SID=14319>

The following form was submitted via your website: Board/Commission Application

Date:: 01/08/2015

Board/Commission you wish to serve on:: Planning and Zoning

If applicable, type of seat for which you are qualified::

Name:: David Zimmerman

Home Phone:: 928-380-3057

Home Address:: 3001 N. Schevene Blvd

Zip:: 86004

Mailing Address (If different from above)::

Employer:: AZ Dept of Transportation

Job Title:: Historic Preservation Specialist

Business Phone:: 928-779-7577

Cell:: 928-380-3057

E-mail:: zimmerdg@gmail.com

Indicate preferred telephone:: Cell

Please indicate age group:: 35-54

Please indicate education:: Post Graduate

Number of years living in the Flagstaff area:: 19

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.: I have served as a member, vice-chair, and chair of the Heritage Preservation Commission through several appointments over the past 10 years. I am currently on the advisory board of Literacy Volunteers of Coconino County, and the board of directors for the Arizona Preservation Foundation. During the recent rewrite of the city code, I worked closely with Karl Eberhard to develop the heritage preservation language adopted in the current code. As a professional planner and historic preservationist, I have had an active role in public development projects in Flagstaff and other communities across Arizona.

Why do you want to serve on the board or commission you listed?: I am interested in expanding my contribution to City service by joining a commission whose role is central to the well-being and future development of the City. Since the time I first came to Flagstaff in 1989, I have seen many changes in the character of the city, and most of these have been positive. I want to apply and expand my leadership and experience through service on a critical commission and have a hand in shaping the continued positive development of Flagstaff. I understand that service on the P&Z Commission requires hard work, dedication, and professionalism, and I feel I have these qualities to offer. Flagstaff has been challenged recently with a number of complex growth and development issues and I feel my experience as a professional planner, historic preservationist, and member of non-profit boards gives me a perspective that will allow me to make a positive contribution on P&Z.

Additional Information:

Form submitted on: 1/8/2015 1:35:30 PM

Submitted from IP Address: 162.59.200.193

Referrer Page: No Referrer - Direct Link

Form Address: <http://az-flagstaff3.civicplus.com/Forms.aspx?FID=166>

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Stacy Saltzburg, Deputy City Clerk
Date: 11/23/2015
Meeting Date: 12/01/2015



TITLE:

Consideration of Appointments: Water Commission

RECOMMENDED ACTION:

Make three appointments to terms expiring December 2018.
Make one appointment to a term expiring December 2017.

Executive Summary:

The Water Commission consists of seven citizens and a representative from the Planning and Zoning Commission. It reviews extensions of the water and sewer collection systems, treatment and use of water furnished by the City, treatment and disposal of the City's sewage system effluent, and water/sewer rates. There are currently four seats available; three commissioners have reached the end of their terms and Ms. Cortner and Mr. Malin have applied for and are eligible for reappointment. It is important to fill vacancies on Boards and Commissions quickly so as to allow the Commission to continue meeting on a regular basis.

There are seven applications on file and they are as follows:

Lucas Bair (new applicant)
Hanna Cortner (current commissioner)
Ward Davis (new applicant)
John Malin (current commissioner)
Gavin O'Connor (new applicant)
Kira Russo (new applicant)
Abigail Wellumson (new applicant)

COUNCIL APPOINTMENT ASSIGNMENT: Councilmember Overton, Councilmember Evans, Councilmember Putzova, and Councilmember Oravits

Financial Impact:

These are voluntary positions and there is no budgetary impact to the City of Flagstaff.

Connection to Council Goal and/or Regional Plan:

There is no Council goal that specifically addresses appointments to Boards and Commissions; however, boards and commissions do provide input and recommendations based on City Council goals that may pertain to the board or commission work plan.

Has There Been Previous Council Decision on This:

None.

Options and Alternatives:

1) Appoint four Commissioners: by appointing members at this time, the Water Commission will be at full membership, allowing the group to continue meeting to provide recommendations to the City Council.

2) Table the action to allow for further discussion or expand the list of candidates.

Community Benefits and Considerations:

The City's boards, commissions, and committees were created to foster public participation and input and to encourage Flagstaff citizens to take an active role in city government.

Community Involvement:

INFORM: Board members and City staff have informed the community of these vacancies through word of mouth in addition to the vacancies posting on the City's website.

Attachments: [Water - Roster](#)
 [Water - Authority](#)
 [Water - Applicant Roster](#)
 [Water - Applications](#)



City of Flagstaff, AZ

WATER COMMISSION MEMBERS

<u>NAME</u>	<u>APPOINTED</u>	<u>TERM EXPIRES</u>	<u>TRAINING COMPLETED</u>
<u>Cortner, Hanna</u> Cortner and Associates 6064 E. Mountain Oaks Dr. Flagstaff, AZ 86004 Home Phone: 928-526-1514 Term: (1st 2/10 - 12/12; 2nd 12/12 - 12/15)	12/04/2012	12/15	10/20/2011
<u>Ketter, Brian</u> CHAIRMAN Associate/WL Gore 822 W. Birch Avenue Flagstaff, AZ 86001 Cell Phone: 928-853-5889 Term: (1st 11/10 - 12/12; 2nd 12/12 - 12/15)	12/04/2012	12/15	03/12/2013
<u>Malin, John</u> Director, Sales/Marketing/Troon Golf 769 N. Wakonda St. Flagstaff, AZ 86004 Cell Phone: 928-864-6158 Term: (1st 12/12-12/15)	12/04/2012	12/15	02/19/2015
<u>Nowakowski, John</u> Retired 3798 N. Zurich St. Flagstaff, AZ 86004 Cell Phone: 928-607-8371 Term: (1st 8/09-12/10; 2nd 12/10-12/13; 3rd 12/13-12/16)	12/03/2013	12/16	10/20/2011



City of Flagstaff, AZ

<u>Odegaard, Charlie</u>	12/03/2013	12/16	10/27/2014
Owner/Odegaard's Sewing Center 1639 W. Stevanna Way Flagstaff, AZ 86001 Cell Phone: 928-853-2262 Term: (1st 12/13-12/16)			
<u>Turner, Paul W.</u>	12/03/2013	12/16	02/19/2015
PLANNING AND ZONING REPRESENTATIVE Principal/President/Turner Engineering, Inc. 4825 E. Hightimber Lane Flagstaff, AZ 86004 Work Phone: 928-779-1814 Term: (1st 12/13-12/16)			
<u>Wadsack, Karin</u>	01/06/2015	12/17	03/12/2013
Project Director/NAU 33 Trail of the Woods Flagstaff, AZ 86001 Cell Phone: 928-669-0112 Term: (1st 1/15-12/17)			
<u>Z-VACANT,</u>		12/17	No

Staff Representative: Hill / Alter

As Of: November 18, 2015

CHAPTER 2-04 WATER COMMISSION

SECTIONS:

- 2-04-001-0001 PURPOSE AND EFFECT:
- 2-04-001-0002 DEFINITIONS
- 2-04-001-0003 DECLARATION OF POLICY
- 2-04-001-0004 WATER COMMISSION
- 2-04-001-0005 OFFICERS OF THE COMMISSION
- 2-04-001-0006 MEETINGS
- 2-04-001-0007 APPLICATION; PROCEDURE FOR
- 2-04-001-0008 ACTION ON APPLICATION
- 2-04-001-0009 EXTENSION OF URBAN SERVICE BOUNDARY
- 2-04-001-0010 CHANGES IN WATER, SEWER, RECLAMATION SYSTEM
- 2-04-001-0011 INVESTIGATIONS

2-04-001-0001 PURPOSE AND EFFECT:

The provisions of this Chapter shall be deemed to be the minimum requirements for the promotion of public health, safety, convenience and public welfare. These provisions shall govern whenever they are more stringent than any other statute, provision of this Code, legal covenant, agreement or contract, but shall not abrogate any other requirement which is more stringent or restrictive than the provisions of this Chapter.

2-04-001-0002 DEFINITIONS:

Whenever any of the following words are used in this Chapter, they shall have the meaning herein ascribed to them:

BUSINESS USE: The use of water which is primarily for business or commercial purposes, including the occasional furnishing of water to travelers or tourists by hotels, motels or other owners of places of public convenience.

COMMISSION: The Commission as designated and established by this Chapter.

COUNCIL: The Council of the City of Flagstaff.

RECLAIMED WASTEWATER: The treated effluent which is the product of the municipal wastewater system, which although not suitable for human consumption, may be used for certain industrial or commercial purposes. (Ord. 1789, 01/05/93)

RESIDENTIAL USE: The use of water which is primarily for the persons and property residing in a building or a portion thereof designed to be occupied as an abode. (Ord. 447, 8-26-58)

STORMWATER RUNOFF: The direct response of a watershed or drainage area to precipitation from a storm event and/or snowmelt and includes surface and subsurface runoff or drainage that enters a watercourse, street, storm drain or other concentrated flow during and following precipitation.

SEWER SYSTEM: All the facilities within and without the City required or convenient for the collection and treatment of sewage including the disposal, recycling or utilization of the resulting effluent by the City, within or without the corporate limits. (Ord. 980, 12-7-76)

STORMWATER MANAGEMENT DESIGN MANUAL: A manual of technical hydrologic and hydraulic calculations and computations by which all designs of stormwater facilities shall adhere.

STORMWATER MASTER PLAN: A comprehensive plan for all city watercourses that sets forth necessary plans and improvements to improve or mitigate the effects of flooding throughout the community.

STORMWATER QUALITY PROGRAM: A program that involves best management practices that result in an improvement to stormwater quality and that includes the National Pollutant Discharge Eliminations System (NPDES) as mandated United States Environmental Protection Agency (USEPA) and other improvements as may be necessary and approved by the Council.

STORMWATER MANAGEMENT ACTIVITIES: All activities associated with the Stormwater Management Design Manual, the Stormwater Master Plan, the City's Stormwater Quality Program, and the National Flood Insurance Program (NFIP).

URBAN SERVICE BOUNDARY: The boundary established by the City Council that surrounds vacant land areas bypassed by urban growth and immediately adjacent to urban growth that can be most efficiently and effectively provided facilities and services by the City. (Ord. 1789, 01/05/93)

WATER SYSTEM: All the facilities within and without the City required or convenient for the production and distribution of water by the City within or without the corporate limits. (Ord. 447, 8-26-58)

(Ord. No. 1789, Amended, 01/05/93)

2-04-001-0003 DECLARATION OF POLICY:

The Mayor and Council of the City declare that one of the most important duties of the City is to furnish its citizens with water, to collect, treat and dispose of sewage, to reclaim and distribute wastewater, and to develop and implement an effective stormwater management program. It is further declared that production and distribution of water, and collection, treatment, reclamation and disposal of sewage, and management of stormwater within and without its corporate limits requires special investigation and sound recommendations. In order to insure these objectives, both from the standpoint of economy and convenience, a Commission is required to investigate extensions, and priority of extensions, of the water, sewer, and reclaimed wastewater systems; the use and priority of use of water furnished by the City; the treatment, reclamation, and ultimate disposal of the resultant effluent of the sewage system of the City; the management of stormwater; and make appropriate recommendations. (Ord. 1789, 01/05/93)

(Ord. No. 1789, Amended, 01/05/93; Ord. No. 2009-08, Amended, 03/03/09)

2-04-001-0004 WATER COMMISSION:

There is hereby established a Water Commission. There shall be seven (7) voting members of said Commission, who shall consist of:

- A. Seven (7) voting members to be appointed by the Council of the City, who shall serve for three (3) year terms on a staggered basis.
- B. The Chair of the Planning and Zoning Commission, or a member of the Planning and Zoning Commission, to serve as a nonvoting member during his or her term of office.
- C. Repealed by Ord. 2014-28.
- D. Membership on the Commission shall terminate if any member has two (2) consecutive unexcused absences. The Chair shall determine, prior to any meeting, if a member's absence is excusable. (Ord. No. 1789, Amended, 01/05/93; Ord. No. 1926, Amended, 12/17/96; Ord. No. 2007-12, Amended 02/06/2007; Ord. No. 2009-08, Amended, 03/03/09; Ord. 2014-28, Amended, 11/18/2014)

2-04-001-0005 OFFICERS OF THE COMMISSION:

A. Ex-Officio Members: The following persons shall be ex- officio members of the Commission, but shall have no vote:

The City Manager

The City Attorney

The City Engineer

The City Utilities Director, and

The Coconino County Manager or designated representative.

B. At the first meeting held in any calendar year, the members of the Commission shall elect a Chair and a Vice Chair from among its voting members. (Ord. 1789, 01/05/93)

(Ord. No. 1789, Amended, 01/05/93; Ord. No. 2009-08, Amended, 03/03/09)

2-04-001-0006 MEETINGS:

The meetings of the Commission shall be held at the time and place adopted for the regular monthly meetings of the Commission.

Meetings shall be conducted in accordance with the Board and Commission Members' Rules and Operations Manual adopted by resolution of the Flagstaff City Council, and in compliance with all other local, State, and Federal laws.

A quorum shall be one (1) more than half the voting membership of the Commission. (Ord. 1789, 01/05/93; Ord. No. 2007-12, Amended 02/06/2007; Ord. No. 1789, Amended, 01/05/93; Ord. No. 2009-08, Amended, 03/03/09; Ord. 2014-28, Amended, 11/18/2014)

2-04-001-0007 APPLICATION; PROCEDURE FOR:

Any person, corporation or association desiring a water connection or tap, reclaimed wastewater connection, or sewer connection outside the limits of the City shall first apply to the Commission for such connection or tap. The application shall be in writing and shall be filed with the Clerk of the City, who shall

forthwith submit it to the Commission or to a person designated by the Commission to receive the same. The Commission shall thereupon, at the next regular or special meeting called for the purpose, consider the application and may, in its sole discretion, require a public hearing before granting said application. In the event that a public hearing is thus required, notice thereof shall be given in writing to those persons designated by the Commission and notice containing the time, place and purpose of the meeting shall be published at least once in the official newspaper of the City, which publication shall be at least five (5) days prior to the time set for such hearing. At such hearing, the Commission may hear such testimony as it may deem advisable and may, at its discretion, permit cross-examination of the applicant and other witnesses by any party interested; however, the scope of the cross-examination shall at all times be discretionary with the Chairman of the Commission.

After any hearing provided by this Section, the Commission shall, within five (5) days thereafter, advise the Mayor and Council, in writing, of the nature of the application, whether a public hearing was held and the recommendations of the Commission on said application.

With the consent of the Mayor and Council, the Commission may give the City Manager or his or her designee authority within a prescribed area and within prescribed limits to allow water connections, sewer connections, and reclaimed wastewater connections for business and residential uses; provided, however, that such uses are in accordance with the regulations theretofore adopted by the Commission or Council. (Ord. 1789, 01/05/93)

(Ord. No. 1789, Amended, 01/05/93; Ord. No. 2009-08, Amended, 03/03/09)

(See Title 7, Chapter 3 of this City Code for additional water regulations.)

2-04-001-0008 ACTION ON APPLICATION:

After receipt of the application and the action thereon as provided in the preceding Section, the Council shall consider recommendations of the Commission at its next regular meeting, or at such meeting as may be determined by the Mayor and Council, whether regular or special, but in any event the application shall be acted upon not later than thirty (30) days after receipt of the recommendations of the Commission by the Mayor and Council. The Council may thereupon grant or reject the application and may provide such hearing or hearings as the Mayor and Council may, in their sole discretion, determine and shall give such notice of such hearing as may be determined to be advisable or convenient. (Ord. 244, Amended 8-26-58; Ord. 1541, Amended 1-5-88)

2-04-001-0009 EXTENSION OF URBAN SERVICE BOUNDARY:

Any application for a water or sewer connection to serve a business, residence, or development in an area which would require an extension of the Urban Service Boundary, whether within or without the corporate limits of the City, shall be considered by the Water Commission and the recommendation of the Commission shall be forwarded to the Planning and Zoning Commission and the City Council. Impact on adjacent areas shall also be considered when evaluating applications for extension of the Urban Service Boundary. (Ord. 1789, 01/05/93)

(Ord. No. 1789, Amended, 01/05/93; Ord. No. 2009-08, Amended, 03/03/09)

2-04-001-0010 CHANGES IN WATER, SEWER, RECLAMATION SYSTEM:

No extension, replacement, maintenance or repair of the production or distribution water system or collection of sewage, treatment thereof, reclamation or disposal of resulting effluent of the City, whether within or without its corporate limits, which requires a bond levy, shall be undertaken until the same has been submitted to the Commission for its recommendation in accordance with Section 2-04-001-0007 of this Chapter, and the Mayor and Council shall have approved the same in accordance with the procedure established in Section 2-04-001-0009 of this Chapter. (Ord. 1789, 01/05/93)

(Ord. No. 1789, Amended, 01/05/93; Ord. No. 2009-08, Amended, 03/03/09)

2-04-001-0011 INVESTIGATIONS:

In addition to those other duties, as provided by this Chapter, the Commission shall study and be responsible for the evaluation of the long range water needs of the City as well as the review and evaluation of the City water conservation program. It shall, on request after investigation and upon consideration of an orderly, normal increase of the population of the City, make recommendations to the Council regarding exploration and development and new and additional water resources. The Commission shall recommend to the City Council measures it deems necessary to protect existing and potential water resources.

The Commission shall request or study, evaluate, and from time to time make recommendations to the Council on sewage disposal, the degree of purification treatment, and the ultimate disposition and utilization of the resultant effluent and reclaimed wastewater, within guidelines and mandates of Municipal, State and Federal regulations and laws governing such activities. (Ord, 1789, 01/05/93)

(Ord. No. 1789, Amended, 01/05/93)

The Commission shall provide input to City staff; provide a forum for public comment and input; and study, evaluate, and make recommendations to the City Council regarding new initiatives and revisions, additions, and variance requests to Stormwater Management Activities. (Ord. No. 2009-08, Amended, 03/03/09)



City of Flagstaff, AZ

WATER COMMISSION APPLICANTS

<u>NAME</u>	<u>APPOINTED</u>	<u>TERM EXPIRES</u>	<u>TRAINING COMPLETED</u>
<u>Bair, Lucas</u> Economist/USGS 1510 N. Beaver St. Flagstaff, AZ 86001 Home Phone: 541-740-1360			No
<u>Cortner, Hanna</u> Retired 6064 E. Mountain Oaks Dr. Flagstaff, AZ 86004 Home Phone: 928-526-1514 Term: (1st 2/10 - 12/12; 2nd 12/12 - 12/15)	12/04/2012	12/15	10/20/2011
<u>Davis, Ward</u> Consultant/Self/Retired 3226 N. 4th St. Flagstaff, AZ 86004 Home Phone: 928-527-9752			No
<u>Malin, John</u> Director, Sales/Marketing/Troon Golf 769 N. Wakonda St. Flagstaff, AZ 86004 Cell Phone: 928-864-6158 Term: (1st 12/12-12/15)	12/04/2012	12/15	02/19/2015
<u>O'Connor, Gavin</u> Attorney II/Navajo County 1052 W. Lil Ben Trail Flagstaff, AZ 86005 Cell Phone: 928-853-6971			No



City of Flagstaff, AZ

Russo, Kira

No

Professor/Northern Arizona University
1385 W. University Ave. #171
Flagstaff, AZ 86001
Cell Phone: 928-607-2855

Wellumson, Abigail

No

Strategic Printing Manager/Giftcard Zen
502 W. Cherry Ave. Apt. 1
Flagstaff, AZ 86001

Staff Representative: Hill / Alter

As Of: November 18, 2015

Stacy Saltzburg

From: noreply@civicplus.com
Sent: Tuesday, September 15, 2015 10:53 AM
To: Elizabeth Burke; Stacy Saltzburg
Subject: Online Form Submittal: Board/Commission Application

Categories: Green Category

If you are having problems viewing this HTML email, click to view a [Text version](#).

Board/Commission Application

Important Notice:

The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

Application to Serve on a Board/Commission

Please note that this information is public information.

Date:* 9/15/2015
Board/Commission you wish to serve on:* Water Commission
If applicable, type of seat for which you are qualified:

Your Information

Name:*	Lucas Bair	Home Phone:*	541-740-1360
Home Address:*	1510 N. Beaver St.	Zip:*	86001
Mailing Address (If different from above):			
Employer:*	USGS	Job Title:*	Economist
Business Phone:		Cell:	
E-mail:*	lucas.bair@gmail.com		
Indicate preferred telephone:*	<input checked="" type="checkbox"/> Home	<input type="checkbox"/> Cell	
	<input type="checkbox"/> Work		
Please indicate age group:*	<input type="checkbox"/> 18-34	<input type="checkbox"/> 55+	
	<input checked="" type="checkbox"/> 35-54		
Please indicate education:*	<input type="checkbox"/> High School	<input checked="" type="checkbox"/> Post Graduate	
	<input type="checkbox"/> College		
Number of years living in the Flagstaff area:*	2		

Background Information

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

My professional experience as a natural resource economist, primarily working with energy and water resources, provides a unique set of skills and interests in sustainable water resource management.

Why do you want to serve on the board or commission you listed?

I am interested in Flagstaff's sustainable use of water resources. This would include the integrated management of surface water and groundwater, forest restoration in local watersheds and the importance of identifying reliable water supplies as the region continues to change.

By submitting this electronic form, I acknowledge that any information provided above is public information, and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

Please note that all board and commission meetings are streamed live for public viewing.

* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:

<http://az-flagstaff3.civicplus.com/Admin/FormHistory.aspx?SID=18762>

The following form was submitted via your website: Board/Commission Application

Date:: 9/15/2015

Board/Commission you wish to serve on:: Water Commission

If applicable, type of seat for which you are qualified::

Name:: Lucas Bair

Home Phone:: 541-740-1360

Home Address:: 1510 N. Beaver St.

Zip:: 86001

Mailing Address (If different from above)::

Employer:: USGS

Job Title:: Economist

Business Phone::

Cell::

E-mail:: lucas.bair@gmail.com

Indicate preferred telephone:: Home

Please indicate age group:: 35-54

Please indicate education:: Post Graduate

Number of years living in the Flagstaff area:: 2

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.: My professional experience as a natural resource economist, primarily working with energy and water resources, provides a unique set of skills and interests in sustainable water resource management.

Why do you want to serve on the board or commission you listed?: I am interested in Flagstaff's sustainable use of water resources. This would include the integrated management of surface water and groundwater, forest restoration in local watersheds and the importance of identifying reliable water supplies as the region continues to change.

Additional Information:

Form submitted on: 9/15/2015 10:53:02 AM

Submitted from IP Address: 130.118.163.206

IMPORTANT NOTICE: The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

**CITY OF FLAGSTAFF
APPLICATION TO SERVE ON A BOARD/COMMISSION**

RETURN TO: CITY CLERK'S OFFICE, 211 WEST ASPEN AVENUE, FLAGSTAFF, AZ 86001

**PLEASE NOTE THAT THIS INFORMATION IS PUBLIC INFORMATION.
ALL BOARD AND COMMISSION MEETINGS ARE LIVE STREAMED FOR PUBLIC VIEWING.**

DATE: October 21, 2015

APPLICATIONS WILL BE KEPT ON FILE FOR ONE YEAR!

BOARD/COMMISSION YOU WISH TO SERVE ON: Water Commission

IF APPLICABLE, TYPE OF SEAT FOR WHICH YOU ARE QUALIFIED: N/A

YOUR NAME: HANNA CORTNER HOME PHONE: 928-526-1514

HOME ADDRESS: 6064 E. Mountain Oaks Dr ZIP: 86004

MAILING ADDRESS (If Different from Above): _____

EMPLOYER: retired JOB TITLE: _____

BUS. PHONE: N/A CELL: 928-853-5646 E-MAIL: HANNACORTNER@aol.com

PLEASE INDICATE PREFERRED TELEPHONE: HOME WORK CELL

PLEASE INDICATE AGE GROUP: 18-34 35-54 55+

PLEASE INDICATE EDUCATION: High School College Post Graduate

NUMBER OF YEARS LIVING IN THE FLAGSTAFF AREA: 14

BACKGROUND INFORMATION: Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

See attached

Why do you want to serve on the board or commission you listed? (Attach additional page if needed.)

See attached

I UNDERSTAND THAT ANY INFORMATION PROVIDED ABOVE IS PUBLIC INFORMATION AND I CERTIFY THAT I MEET THE CITY CHARTER REQUIREMENT OF LIVING WITHIN THE FLAGSTAFF CITY LIMITS AND HAVE READ AND UNDERSTAND THE RIGHT TO HAVE MY APPLICATION CONSIDERED IN A PUBLIC MEETING.

Hanna J. Cortner
Applicant Signature

BACKGROUND INFORMATION

Hanna J. Cortner
6064 E. Mountain Oaks Dr
Flagstaff, AZ 86004-7222

928-526-1514 (home)
928-853-5646 (cell)
hannacortner@aol.com

I am applying to serve a third term on the Flagstaff Water Commission. In addition to the experience gained from my first two terms, I also have a long and respected record of scholarly and civic work related to water issues that I bring to my participation on the Commission. My professional career centered on natural resource and environmental policy issues. In my academic positions I taught natural resource policy and conducted scholarly research on water, forestry, fire, and other public lands issues. At the University of Arizona I also served for a number of years as the director of the Water Resources Research Center, administering its information transfer and research programs, and bringing the water education program, Arizona Project Wet, to the state. I served a six-year elected term as a Pima County representative on the board of directors of the CAWCD, the operation and repayment entity for the Central Arizona Project. I also served on many water committees in Pima County, and have thus dealt with community issues related to rate setting, bonding, wastewater treatment, effluent reuse, water rates, and water planning.

We moved to Flagstaff in 2001 so I could take a position as a research professor in NAU's Ecological Restoration Institute. Because we liked the Flagstaff community so well we decided to remain upon my retirement and make it our permanent home. After retirement in 2004 I continued to do part-time professional work, and sat on the boards of two national conservation organizations. I currently sit on the board of the Flagstaff Symphony Association. The resume below details my professional credentials and documents my record of experience in water-related civic activities.

Education: B.A., Political Science, University of Washington 1967; M.A., Government, University of Arizona 1969; Ph.D., Government, University of Arizona 1973.

Prior Professional Experience

- Research Professor and Associate Director, Ecological Restoration Institute, Northern Arizona University (tenure rights in the Department of Political Science), January 2001-June 2004
- Professor, School of Renewable Natural Resources, University of Arizona (joint appointment, Department of Political Science), January 1997-January 2001
- Director, Water Resources Research Center and Professor, School of Renewable Natural Resources, August 1990-December 1996
- Research Scientist, Water Resources Research Center, and Professor, School of Renewable Natural Resources (tenure July 1, 1990), July 1989-August 1990
- Research Scientist, Water Resources Research Center, and Adjunct Associate Professor in Renewable Natural Resources, September 1988-June 1989
- Visiting Scholar, Institute for Water Resources, Corps of Engineers, Ft. Belvoir, VA; July 1986-December 1987
- Executive Assistant, Pima County Board of Supervisors, January 1985-July 1986

- Adjunct Associate Professor, School of Renewable Natural Resources, University of Arizona, September 1983-June 1989
- Program Analyst, Office of Policy Analysis, USDA Forest Service, Washington, D.C., August 1979-June 1980
- Research Associate, University of Arizona, 1974-1982.

Selected Scholarly Publications Related to Water

- *State and Nature* (co-author, Prentice Hall, 2002); *The Politics of Ecosystem Management* (co-author, Island Press 1999); "River Ecology and Flood Hazard Mitigation" (with others, 2003); "Making Science Relevant to Environmental Policy (2000); "Setting the Political Agenda: Paradigmatic Shifts in Land and Water Policy (co-author, 1994); "The Political Agenda" (book chapter with others in *Climate Change and U.S. Water Resources*, 1990); "Guidelines for Improved Institutional Analysis in Water Resources Planning"(with others, 1984)

Prior Civic Activities Related to Water:

- Central Arizona Water Conservation District, Board of Directors 1985-1990 (Publicly elected from Pima County), Finance Committee 1987-1988; Special Studies Committee, 1987-1988, Nominating Committee 1987
- Southern Arizona Water Resources Association, Board of Directors 1984-86, 1987-1996, Secretary 1987-1989, Executive Committee 1985-86, 1987-1991, 1992-1993, CAP Committee 1988-1992, Chair 1989-1990, Committee on Alignment and Terminal Storage (CATS II) 1990, Basinwide Management Committee, 1983-1986, Chair 1992-1993, CAP Subcommittee Chair 1988, Joint SAWARA-Tucson Tomorrow Water Management Committee 1983-1985
- Pima County Wastewater Management Advisory Committee, 1988-1992, Joint CWAC-WWAC Subcommittee on Effluent Reuse, 1989-1991
- City of Tucson Water Advisory Committee, 1984-; Tucson Long Range Master Water Plan Advisory Committee, Chair 1988-1989; City of Tucson Citizens Water Advisory Committee Water Resources Plan Update Subcommittee, 1990-1991
- Pima Association of Governments Environmental Planning Advisory Committee, 1983-84, Chair 1984, Water Quality Subcommittee 1983-1984

Honors and Awards: Council on Water Resources Professional/Governmental Fellowship 1986-87; SAWARA award for outstanding contributions to water issues in the Tucson Community.

WHY SERVE ON WATER COMMISSION

"Water is Life." That appropriate motto is on a winning poster from the student poster contest that the staff of the Water Resources Research Center had framed for me when I stepped down as director. It still hangs in our home. The Flagstaff Water Commission plays a critical role in helping the City ensure the dependable, sustainable, and affordable supply of water that is critical to the life of our community. I want to again serve on the Commission, drawing upon my professional experiences as well as the knowledge and experiences gained through my past two terms on the Commission to achieve these goals. During my two terms there have been two rate cases, consideration of the Snowbowl reclaimed water contract, and development of the water policies document. It has been a privilege to be part of the process of making recommendations to Council on these and other vital water matters.

Stacy Saltzburg

From: noreply@civicplus.com
Sent: Thursday, July 02, 2015 11:43 AM
To: Elizabeth Burke; Stacy Saltzburg
Subject: Online Form Submittal: Board/Commission Application

Categories: Green Category

If you are having problems viewing this HTML email, click to view a [Text version](#).

Board/Commission Application

Important Notice:

The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

Application to Serve on a Board/Commission

Please note that this information is public information.

Date:* 7/2/15
Board/Commission you wish to serve on:* Water Commission
If applicable, type of seat for which you are qualified:

Your Information

Name:*	Ward Davis	Home Phone:*	9285279752
Home Address:*	3226 N. 4th St.	Zip:*	86004
Mailing Address (If different from above):			
Employer:*	self/ retired	Job Title:*	Consultant
Business Phone:		Cell:	928 607-6542
E-mail:*	wbdendeavors@yahoo.com		
Indicate preferred telephone:*	<input checked="" type="checkbox"/> Home	<input type="checkbox"/> Cell	
	<input type="checkbox"/> Work		
Please indicate age group:*	<input type="checkbox"/> 18-34	<input checked="" type="checkbox"/> 55+	
	<input type="checkbox"/> 35-54		
Please indicate education:*	<input type="checkbox"/> High School	<input type="checkbox"/> Post Graduate	
	<input checked="" type="checkbox"/> College		
Number of years living in the Flagstaff area:*	12		

Background Information

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

I have worked with water conservation for years, and have studied the Rate Study and its consequences. I am a chemical engineer involved with modeling crude oil and oil refineries, and some of the projections for water-use are similar.

Why do you want to serve on the board or commission you listed?

I have been attending the Water Commission meetings for about 9 months and think my perspective on water, and water-use, and conservation incentives would be a useful addition to the commission.

By submitting this electronic form, I acknowledge that any information provided above is public information, and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:

<http://az-flagstaff3.civicplus.com/Admin/FormHistory.aspx?SID=17105>

The following form was submitted via your website: Board/Commission Application

Date:: 7/2/15

Board/Commission you wish to serve on:: Water Commission

If applicable, type of seat for which you are qualified::

Name:: Ward Davis

Home Phone:: 9285279752

Home Address:: 3226 N. 4th St.

Zip:: 86004

Mailing Address (If different from above)::

Employer:: self/ retired

Job Title:: Consultant

Business Phone::

Cell:: 928 607-6542

E-mail:: wbdendeavors@yahoo.com

Indicate preferred telephone:: Home

Please indicate age group:: 55+

Please indicate education:: College

Number of years living in the Flagstaff area:: 12

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.: I have worked with water conservation for years, and have studied the Rate Study and its consequences. I am a chemical engineer involved with modeling crude oil and oil refineries, and some of the projections for water-use are similar.

Why do you want to serve on the board or commission you listed?: I have been attending the Water Commission meetings for about 9 months and think my perspective on water, and water-use, and conservation incentives would be a useful addition to the commission.

Additional Information:

Form submitted on: 7/2/2015 11:42:30 AM

Submitted from IP Address: 174.17.71.53

Referrer Page: <http://www.flagstaff.az.gov/index.aspx?nid=994>

Form Address: <http://az-flagstaff3.civicplus.com/Forms.aspx?FID=166>

Stacy Saltzburg

From: noreply@civicplus.com
Sent: Tuesday, October 20, 2015 10:49 AM
To: Elizabeth Burke; Stacy Saltzburg
Subject: Online Form Submittal: Board/Commission Application

Categories: Green Category

If you are having problems viewing this HTML email, click to view a [Text version](#).

Board/Commission Application

Important Notice:

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Application to Serve on a Board/Commission

Please note that this information is public information.

Date:* 10/20/15
Board/Commission you wish to serve on:* Water Commission
If applicable, type of seat for which you are qualified:

Your Information

Name:*	John Malin	Home Phone:*	928-526-0036
Home Address:*	769 N Wakonda St	Zip:*	86004
Mailing Address (If different from above):			
Employer:*	Troon Golf	Job Title:*	Director, Sale/Marketing
Business Phone:		Cell:	928-864-6158
E-mail:*	jwmalin@msn.com		
Indicate preferred telephone:*	<input type="checkbox"/> Home	<input checked="" type="checkbox"/> Cell	
	<input type="checkbox"/> Work		
Please indicate age group:*	<input type="checkbox"/> 18-34	<input checked="" type="checkbox"/> 55+	
	<input type="checkbox"/> 35-54		
Please indicate education:*	<input type="checkbox"/> High School	<input type="checkbox"/> Post Graduate	
	<input checked="" type="checkbox"/> College		
Number of years living in the Flagstaff area:*	12		

Background Information

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

Currently serve on the Water Commission. Ran for City Council 2012. General Manager of Continental Country Club - 2009 - 2012. Resident of Flagstaff for 12 years. Active in support of the local charities.

Why do you want to serve on the board or commission you listed?

During the past 3 years as a commissioner, I have recognized the need to balance the sensitive nature of the utilities and costs to the town residents and the fiscal responsibilities of the City. I feel that I have a firm grasp of the balance and I would be an asset to the Commission to further the solid and financially sound future of the utilities pricing and growth. Being involved in the creation of the CEP, I would be an asset to continue to see the follow-through.

By submitting this electronic form, I acknowledge that any information provided above is public information, and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

Please note that all board and commission meetings are streamed live for public viewing.

* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:
<http://az-flagstaff3.civicplus.com/Admin/FormHistory.aspx?SID=19269>

The following form was submitted via your website: Board/Commission Application

Date:: 10/20/15

Board/Commission you wish to serve on:: Water Commission

If applicable, type of seat for which you are qualified::

Name:: John Malin

Home Phone:: 928-526-0036

Home Address:: 769 N Wakonda St

Zip:: 86004

Mailing Address (If different from above)::

Employer:: Troon Golf

Job Title:: Director, Sale/Marketing

Business Phone::

Cell:: 928-864-6158

E-mail:: jwmalin@msn.com

Indicate preferred telephone:: Cell

Please indicate age group:: 55+

Please indicate education:: College

Number of years living in the Flagstaff area:: 12

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.: Currently serve on the Water Commission. Ran for City Council 2012. General Manager of Continental Country Club - 2009 - 2012. Resident of Flagstaff for 12 years. Active in support of the local charities.

Why do you want to serve on the board or commission you listed?: During the past 3 years as a commissioner, I have recognized the need to balance the sensitive nature of the utilities and costs to the town residents and the fiscal responsibilities of the City. I feel that I have a firm grasp of the balance and I would be an asset to the Commission to further the solid and financially sound future of the utilities pricing and growth. Being involved in the creation of the CEP, I would be an asset to continue to see the follow-through.

Stacy Saltzburg

From: noreply@civicplus.com
Sent: Saturday, December 20, 2014 12:29 PM
To: Elizabeth Burke; Stacy Saltzburg
Subject: Online Form Submittal: Board/Commission Application

If you are having problems viewing this HTML email, click to view a [Text version](#).

Board/Commission Application

Important Notice:

The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

Application to Serve on a Board/Commission

Please note that this information is public information.

Date:* 12/20/2014

Board/Commission you wish to serve on:* Water

If applicable, type of seat for which you are qualified:

Your Information

Name:* Gavin O'Connor Home Phone:* 928.853.6971

Home Address:* 1052 W Lil Ben Trail Zip:* 86005

Mailing Address (If different from above):

Employer:* Navajo County Job Title:* Attorney II

Business Phone: 928.524.4080 Cell: 928.853.6971

E-mail:* oconnorg@cenutrylink.net

Indicate preferred telephone:* Home Cell

Work

Please indicate age group:* 18-34 55+

35-54

Please indicate education:* High School Post Graduate

College

Number of years living in the Flagstaff area:* 1.5

Background Information

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

When I worked for the Phoenix City Council I handled several projects that required coordinating with the water, development services and the planning department's on preserving and expanding the existing water infrastructure. Parts of the district were prone to heavy flooding and run-off during monsoon season which required development of new drainage systems and pumps. I also worked on sustainability campaigns to promote xeriscaping and low water usage yards. In the Navy I was required to become familiar with the collection, hold and transfer systems (the water/sewage transfer equipment) on ships. Growing up I learned a lot about water use and reuse because of my parents heavy involvement in the Upper San Gabriel Valley Municipal Water District. I learned from a very young age how vital water use and treatment can be to future of a region.

Why do you want to serve on the board or commission you listed?

I have always been fascinated about how water use and expansion of infrastructure guides the future of municipalities. As water becomes a more limited resource in the Southwest it is imperative to have policies heading in to the future that will help sustain growth and maintain Flagstaff's natural beauty. I look forward to hearing from you.

By submitting this electronic form, I acknowledge that any information provided above is public information, and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:

<http://az-flagstaff3.civicplus.com/Admin/FormHistory.aspx?SID=14079>

The following form was submitted via your website: Board/Commission Application

Date:: 12/20/2014

Board/Commission you wish to serve on:: Water

If applicable, type of seat for which you are qualified::

Name:: Gavin O'Connor

Home Phone:: 928.853.6971

Home Address:: 1052 W Lil Ben Trail

Zip:: 86005

Mailing Address (If different from above)::

Employer:: Navajo County

Job Title:: Attorney II

Business Phone:: 928.524.4080

Cell:: 928.853.6971

E-mail:: oconnorg@cenutrylink.net

Indicate preferred telephone:: Cell

Please indicate age group:: 35-54

Please indicate education:: Post Graduate

Number of years living in the Flagstaff area:: 1.5

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.: When I worked for the Phoenix City Council I handled several projects that required coordinating with the water, development services and the planning department's on preserving and expanding the existing water infrastructure. Parts of the district were prone to heavy flooding and run-off during monsoon season which required development of new drainage systems and pumps. I also worked on sustainability campaigns to promote xeriscaping and low water usage yards. In the Navy I was required to become familiar with the collection, hold and transfer systems (the water/ sewage transfer equipment) on ships. Growing up I learned a lot about water use and reuse because of my parents heavy involvement in the Upper San Gabriel Valley Municipal Water District. I learned from a very young age how vital water use and treatment can be to future of a region.

Why do you want to serve on the board or commission you listed?: I have always been fascinated about how

water use and expansion of infrastructure guides the future of municipalities. As water becomes a more limited resource in the Southwest it is imperative to have policies heading in to the future that will help sustain growth and maintain Flagstaff's natural beauty. I look forward to hearing from you.

Additional Information:

Form submitted on: 12/20/2014 12:28:32 PM

Submitted from IP Address: 174.26.5.179

Referrer Page: No Referrer - Direct Link

Form Address: <http://az-flagstaff3.civicplus.com/Forms.aspx?FID=166>

Stacy Saltzburg

From: noreply@civicplus.com
Sent: Monday, December 01, 2014 6:00 PM
To: Elizabeth Burke; Stacy Saltzburg
Subject: Online Form Submittal: Board/Commission Application

Categories: Green Category

If you are having problems viewing this HTML email, click to view a [Text version](#).

Board/Commission Application

Important Notice:

The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

Application to Serve on a Board/Commission

Please note that this information is public information.

Date:* 12/1/2014
Board/Commission you wish to serve on:* WATER
If applicable, type of seat for which you are qualified:

Your Information

Name:* KIRA RUSSO Home Phone:* 928-607-2855
Home Address:* 1385 W. UNIVERSITY AVE. #171 Zip:* 86001
Mailing Address (If different from above):
Employer:* NORTHERN ARIZONA UNIVERSITY Job Title:* PROFESSOR
Business Phone: Cell: 928-607-2855
E-mail:* Kira.Russo@nau.edu
Indicate preferred telephone:*
() Home (X) Cell
() Work
Please indicate age group:*
() 18-34 () 55+
(X) 35-54
Please indicate education:*
() High School (X) Post Graduate
() College
Number of years living in the Flagstaff area:* 4 years in the 1980s/11 years recently

Background Information

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

In general, I study water allocations in the Western United States. I also address other environmental issues, including water quality, political issues with regard to water, and overall environmental sustainability. More recently, I have been looking at community values of water--in other words how people value water outside traditional market economies. In 2013, Palgrave-Macmillan published a book I co-wrote with Dr. Zachary Smith. The book is titled What Water Is Worth: Overlooked Noneconomic Value in Water Resources. I currently teach at Northern Arizona University. I enjoy teaching classes that involve media, politics and the environment. I am always willing to learn.

Why do you want to serve on the board or commission you listed?

Since the time I graduated with my Ph.D. in 2013, I have been looking at ways to give back to the community. I think I could be a valuable part of this commission, and I would be honored with a chance to serve.

By submitting this electronic form, I acknowledge that any information provided above is public information, and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:
<http://az-flagstaff3.civicplus.com/Admin/FormHistory.aspx?SID=13829>

The following form was submitted via your website: Board/Commission Application

Date:: 12/1/2014

Board/Commission you wish to serve on:: WATER

If applicable, type of seat for which you are qualified::

Name:: KIRA RUSSO

Home Phone:: 928-607-2855

Home Address:: 1385 W. UNIVERSITY AVE. #171

Zip:: 86001

Mailing Address (If different from above)::

Employer:: NORTHERN ARIZONA UNIVERSITY

Job Title:: PROFESSOR

Business Phone::

Cell:: 928-607-2855

E-mail:: Kira.Russo@nau.edu

Indicate preferred telephone:: Cell

Please indicate age group:: 35-54

Please indicate education:: Post Graduate

Number of years living in the Flagstaff area:: 4 years in the 1980s/11 years recently

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.: In general, I study water allocations in the Western United States. I also address other environmental issues, including water quality, political issues with regard to water, and overall environmental sustainability. More recently, I have been looking at community values of water--in other words how people value water outside traditional market economies. In 2013, Palgrave-Macmillan published a book I co-wrote with Dr. Zachary Smith. The book is titled What Water Is Worth: Overlooked Noneconomic Value in Water Resources. I currently teach at Northern Arizona University. I enjoy teaching classes that involve media, politics and the environment. I am always willing to learn.

Why do you want to serve on the board or commission you listed?: Since the time I graduated with my Ph.D. in 2013, I have been looking at ways to give back to the community. I think I could be a valuable part of this commission, and I would be honored with a chance to serve.

Stacy Saltzburg

From: noreply@civicplus.com
Sent: Tuesday, October 07, 2014 8:31 PM
To: Elizabeth Burke; Stacy Saltzburg
Subject: Online Form Submittal: Board/Commission Application

Categories: Green Category

If you are having problems viewing this HTML email, click to view a [Text version](#).

Board/Commission Application

Important Notice:

The City Council may consider appointments to boards and commissions in executive sessions which are closed to the public, and then make the appointments in a public meeting. You have the right, however, to have your application considered in a public meeting by providing a written request to the City Clerk.

Application to Serve on a Board/Commission

Please note that this information is public information.

Date:* 10/7/2014
Board/Commission you wish to serve on:* Water
If applicable, type of seat for which you are qualified:

Your Information

Name:*	Abigail Wellumson	Home Phone:*	612-385-5191
Home Address:*	502 W. Cherry Ave. Apt. 1	Zip:*	86001
Mailing Address (If different from above):			
Employer:*	Giftcard Zen	Job Title:*	Strategic Pricing Manager
Business Phone:		Cell:	
E-mail:*	ajwellumson@yahoo.com		
Indicate preferred telephone:*	(X) Home () Work	() Cell	
Please indicate age group:*	(X) 18-34 () 35-54	() 55+	
Please indicate education:*	() High School (X) College	() Post Graduate	
Number of years living in the Flagstaff area:*	2.5		

Background Information

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.

I was initially interested in serving on the Water Commission while working for Warner's Landscape Company as their business administrator. I learned a lot about irrigation while in that position and about the unique water usage issues and challenges putting in a system of that nature can cause in a climate such as this one. I now work for a start-up company here in town called Giftcard Zen, and I am interested in remaining focused and involved in our town in a civic capacity while working for a growing company in Flagstaff that achieves e-commerce all over the United States. While I do not have not studied water, I am very interested in it and would love to learn about the water concerns this town has and help contribute to the prosperity and healthy growth of our community. My degree is in Accounting which I feel may be an asset on an commission such as this to determine which plans are best fiscally. Also, as someone working for a start-up company, I know how to be very frugal and how to research and plan in such a way as to be as responsible with the assets available as possible.

Why do you want to serve on the board or commission you listed?

The majority of my experience comes from working for a non-profit organization based out of Oregon where too much water is often an issue, and I take a lot of interest in living in a climate where the scarcity of water is now the concern. Flagstaff is an amazing community, and I feel called to serve it in the best ways I can. I am a logical and reasonable person, and I feel I would be an asset in researching and implementing sound decisions which will help keep our community vibrant and healthy. Serving on the water commission seems to be a key place to be as we grow

to make sure we are implementing policies and procedures that will help us continue to be a vibrant and successful city.

By submitting this electronic form, I acknowledge that any information provided above is public information, and I certify that I meet the City Charter requirement of living within the Flagstaff City limits and have read and understand the right to have my application considered in a public meeting.

* indicates required fields.

The following form was submitted via your website: Board/Commission Application

Date:: 10/7/2014

Board/Commission you wish to serve on:: Water

If applicable, type of seat for which you are qualified::

Name:: Abigail Wellumson

Home Phone:: 612-385-5191

Home Address:: 502 W. Cherry Ave. Apt. 1

Zip:: 86001

Mailing Address (If different from above)::

Employer:: Giftcard Zen

Job Title:: Strategic Pricing Manager

Business Phone::

Cell::

E-mail:: ajwellumson@yahoo.com

Indicate preferred telephone:: Home

Please indicate age group:: 18-34

Please indicate education:: College

Number of years living in the Flagstaff area:: 2.5

Please explain how your community activities and other relevant experience/interests are applicable to this board or commission.: I was initially interested in serving on the Water Commission while working for Warner's Landscape Company as their business administrator. I learned a lot about irrigation while in that position and about the unique water usage issues and challenges putting in a system of that nature can cause in a climate such as this one.

I now work for a start-up company here in town called Giftcard Zen, and I am interested in remaining focused

and involved in our town in a civic capacity while working for a growing company in Flagstaff that achieves e-commerce all over the United States. While I do not have not studied water, I am very interested in it and would love to learn about the water concerns this town has and help contribute to the prosperity and healthy growth of our community.

My degree is in Accounting which I feel may be an asset on an commission such as this to determine which plans are best fiscally. Also, as someone working for a start-up company, I know how to be very frugal and how to research and plan in such a way as to be as responsible with the assets available as possible.

Why do you want to serve on the board or commission you listed?: The majority of my experience comes from working for a non-profit organization based out of Oregon where too much water is often an issue, and I take a lot of interest in living in a climate where the scarcity of water is now the concern.

Flagstaff is an amazing community, and I feel called to serve it in the best ways I can. I am a logical and reasonable person, and I feel I would be an asset in researching and implementing sound decisions which will help keep our community vibrant and healthy. Serving on the water commission seems to be a key place to be as we grow to make sure we are implementing policies and procedures that will help us continue to be a vibrant and successful city.

Additional Information:

Form submitted on: 10/7/2014 8:30:55 PM

Submitted from IP Address: 24.121.234.237

Referrer Page: No Referrer - Direct Link

Form Address: <http://az-flagstaff3.civicplus.com/Forms.aspx?FID=166>

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Stacy Saltzburg, Deputy City Clerk
Date: 11/23/2015
Meeting Date: 12/01/2015



TITLE:

Consideration and Action on Liquor License Application: Brandon Kinchen, "Flagstaff Green Room", 15 N. Agassiz St., Series 06 (bar- all spirituous liquor), Person Transfer.

RECOMMENDED ACTION:

Hold the Public Hearing; absent any valid concerns received from the public hearing, staff recommends the Council forward a recommendation for approval to the State.

Executive Summary:

The liquor license process begins at the State level and applications are then forwarded to the respective municipality for posting of the property and holding a public hearing, after which the Council recommendation is forwarded back to the State.

Series 06 (bar- all spirituous liquor) licenses are obtained through the person and/or location transfer of an existing license from another business. The transfer is from Danny Thomas/Rand Jenkins of Flagstaff Green Room located in Flagstaff. Flagstaff Green Room was recently sold and the liquor license must be transferred to the new owner.

The property has been posted as required, and the Police, Community Development, and Sales Tax divisions have reviewed the application with no concerns noted.

Financial Impact:

There is no budgetary impact to the City of Flagstaff as this is a recommendation to the State.

Connection to Council Goal and/or Regional Plan:

Liquor licenses are a regulatory action and there is no Council goal that applies.

Has There Been Previous Council Decision on This:

Not applicable.

Options and Alternatives:

- 1) Table the item if additional information or time is needed.
- 2) Make no recommendation.
- 3) Forward the application to the State with a recommendation for approval.
- 4) Forward the application to the State with a recommendation for denial, stating the reasons for such recommendation.

Key Considerations:

Because the application is for a person transfer, consideration may only be given to the applicant's personal qualifications.

A Series 06 (bar - all spirituous liquor) allows a bar retailer to sell and serve spirituous liquors, primarily by individual portions, to be consumed on the premises and in the original container for consumption on or off the premises.

The deadline for issuing a recommendation on this application is January 4, 2016.

Community Benefits and Considerations:

This business will contribute to the tax base of the community. We are not aware of any other relevant considerations.

Community Involvement:

The application was properly posted on November 10, 2015. No written protests have been received to date.

Expanded Options and Alternatives:

- 1) Table the item if additional information or time is needed.
- 2) Make no recommendation.
- 3) Forward the application to the State with a recommendation for approval.
- 4) Forward the application to the State with a recommendation for denial, stating the reasons for such recommendation.

Attachments: [Green Room - Letter to Applicant](#)
 [Hearing Procedures](#)
 [Series 06 Description](#)
 [Green Room - PD Memo](#)
 [Green Room - Code Memo](#)
 [Green Room - Tax Memo](#)

OFFICE OF THE CITY CLERK

November 18, 2015

Flagstaff Green Room
Attn: Brandon Kinchen
4611 S. 33rd St.
Phoenix, AZ 85040

Dear Mr. Kinchen:

Your application for a Person Transfer Series 06 liquor license for Flagstaff Green Room at 15 N. Agassiz St., was posted on November 10, 2015. The City Council will consider the application at a public hearing during their regularly scheduled City Council Meeting on **Tuesday, December 1, 2015 which begins at 4:00 p.m.**

It is important that you or your representative attend this Council Meeting and be prepared to answer any questions that the City Council may have. Failure to be available for questions could result in a recommendation for denial of your application. We suggest that you contact your legal counsel or the Department of Liquor Licenses and Control at 602-542-5141 to determine the criteria for your license. To help you understand how the public hearing process will be conducted, we are enclosing a copy of the City's liquor license application hearing procedures.

The twenty-day posting period for your liquor license application is set to expire on November 30, 2015 and the application may be removed from the premises at that time.

If you have any questions, please feel free to call me at 928-213-2077.

Sincerely,

Stacy Saltzburg
Deputy City Clerk

Enclosure



City of Flagstaff

Liquor License Application Hearing Procedures

1. When the matter is reached at the Council meeting, the presiding officer will open the public hearing on the item.
2. The presiding officer will request that the Applicant come forward to address the Council regarding the application in a presentation not exceeding ten (10) minutes. Council may question the Applicant regarding the testimony or other evidence provided by the Applicant.
3. The presiding officer will then ask whether City staff have information to present to the Council regarding the application. Staff should come forward at this point and present information to the Council in a presentation not exceeding ten (10) minutes. Council may question City staff regarding the testimony or other evidence provided by City staff.
4. Other parties, if any, may then testify, limited to three (3) minutes per person. Council may question these parties regarding the testimony they present to the Council.
5. The Applicant may make a concise closing statement to the Council, limited to five (5) minutes. During this statement, Council may ask additional questions of the Applicant.
6. City staff may make a concise closing statement to the Council, limited to five (5) minutes. During this statement, Council may ask additional questions of City Staff.
7. The presiding officer will then close the public hearing.
8. The Council will then, by motion, vote to forward the application to the State with a recommendation of approval, disapproval, or shall vote to forward with no recommendation.

R19-1-702. Determining Whether to Grant a License for a Certain Location

- A. To determine whether public convenience requires and the best interest of the community will be substantially served by issuing or transferring a license at a particular unlicensed location, local governing authorities and the Board may consider the following criteria:
1. Petitions and testimony from individuals who favor or oppose issuance of a license and who reside in, own, or lease property within one mile of the proposed premises;
 2. Number and types of licenses within one mile of the proposed premises;
 3. Evidence that all necessary licenses and permits for which the applicant is eligible at the time of application have been obtained from the state and all other governing bodies;
 4. Residential and commercial population of the community and its likelihood of increasing, decreasing, or remaining static;
 5. Residential and commercial population density within one mile of the proposed premises;
 6. Evidence concerning the nature of the proposed business, its potential market, and its likely customers;
 7. Effect on vehicular traffic within one mile of the proposed premises;
 8. Compatibility of the proposed business with other activity within one mile of the proposed premises;
 9. Effect or impact on the activities of businesses or the residential neighborhood that might be affected by granting a license at the proposed premises;
 10. History for the past five years of liquor violations and reported criminal activity at the proposed premises provided that the applicant received a detailed report of the violations and criminal activity at least 20 days before the hearing by the Board;
 11. Comparison of the hours of operation at the proposed premises to the hours of operation of existing businesses within one mile of the proposed premises; and
 12. Proximity of the proposed premises to licensed childcare facilities as defined by A.R.S. § 36-881.
- B. This Section is authorized by A.R.S. § 4-201(I).

License Types: Series 06 Bar (all spirituous liquor)

Transferable (From person to person and/or location to location within the same county only)

On & off-sale retail privileges

Note: Terms in **BOLD CAPITALS** are defined in the [glossary](#).

PURPOSE:

Allows a bar retailer to sell and serve spirituous liquors, primarily by individual portions, to be consumed on the premises and in the original container for consumption on or off the premises.

ADDITIONAL RIGHTS AND RESPONSIBILITIES:

A retailer with off-sale privileges may deliver spirituous liquor off of the licensed premises in connection with a retail sale. Payment must be made no later than the time of **DELIVERY**. The retailer must complete a Department approved "Record of Delivery" form for each spirituous liquor retail delivery.

On any original applications, new managers and/or the person responsible for the day-to-day operations must attend a basic and management training class.

A licensee acting as a **RETAIL AGENT**, authorized to purchase and accept delivery of spirituous liquor by other licensees, must receive a certificate of registration from the Department.

A **PREGNANCY WARNING SIGN** for pregnant women consuming spirituous liquor must be posted within twenty (20) feet of the cash register or behind the bar.

A log must be kept by the licensee of all persons employed at the premises including each employee's name, date and place of birth, address and responsibilities.

Off-sale ("To Go") package sales of spirituous liquor can be made on the bar premises as long as the area of off-sale operation does not utilize a separate entrance and exit from the ones provided for the bar.

A hotel or motel with a Series 06 license may sell spirituous liquor in sealed containers in individual portions to its registered guests at any time by means of a minibar located in the guest rooms of registered guests. The registered guest must be at least twenty-one (21) years of age. Access to the minibar is by a key or magnetic card device and not furnished to a guest between the hours of 2:00 a.m. and 6:00 a.m. Monday through Saturday and 2:00 a.m. and 10:00 a.m. on Sundays.

Bar, beer and wine bar, and restaurant licensees must pay an annual **SURCHARGE** of \$20.00. The money collected from these licensees will be used by the Department for an auditor to review compliance by restaurants with the restaurant licensing provisions of ARS 4-205.02.

MEMORANDUM

Memo # 15-115-01

TO: Chief Kevin Treadway

FROM: Sgt. Matt Wright

DATE: November 10, 2015

RE: LIQUOR LICENSE APPLICATION – Person to Person transfer – Series 6-
for The Flagstaff Green Room

On November 10, 2015, I initiated an investigation into an application for a series 6 (full bar) liquor license filed by Brandon Kinchen (agent and controlling person). Brandon Kinchen is the sole owner of the Flagstaff Green Room located at 15 N. Agassiz in Downtown Flagstaff. This is an application for a series 6 person to person transfer for a full bar license #06030028.

Brandon is the sole owner of the business after completing the purchase of the bar and liquor license on September 28, 2015. Brandon has not hired a manager yet so for now he is handling the day to day operations of the bar. I conducted a query through local systems and public access on Brandon Kinchen and found nothing negative. I spoke with Brandon Kinchen who stated this is his first liquor license. Brandon confirmed he has completed the mandatory liquor law training course and provided proof. Brandon said he has never received a liquor law violation, and any violations under this license number were from the previous owners.

Brandon stated he has increased the security staff for the bar from what the previous owners were employing. Brandon stated he was very interested in maintaining a strong working relationship with the police department as he indicated he is happy with the way things are going.

As a result of this investigation, a recommendation to Council would be for approval.



Planning and Development Services Memorandum

November 17, 2015

TO: Stacy Saltzburg, Deputy City Clerk

THROUGH: Roger E. Eastman, AICP, Comprehensive Planning and Code Administrator

FROM: Tom Boughner, Code Compliance Mgr.

RE: Application for Liquor License #060300028
15 N Aggasiz Street, Flagstaff, Arizona 86001
Assessor's Parcel Number 101-21-021A
Brandon Kinchin on behalf of Flagstaff Green Room.



This application is a request for a transfer of a Series 6, bar liquor license, by Brandon Philip Michael Kinchen, on behalf of Flagstaff Green Room. This bar is located within the Central Business Zone. This zone does allow for this use. There are no open complaints or cases associated with the applicant or the property at this time.

This liquor license is recommended for approval.





Liquor License Memo

To: Stacy Saltzberg, Deputy City Clerk

From: Sandy Corder, Interim Revenue Director

Date: November 9, 2015

Re: Series 12 Liquor License – Flagstaff Green Room

I have reviewed our records for Flagstaff Green Room and I have no objection to approval of this liquor license.

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Rick Tadder, Acting Management Services Director
Co-Submitter: Di Ann Butkay
Date: 11/23/2015
Meeting Date: 12/01/2015



TITLE:

Consideration and Approval of Contract: Financial Advisor Contract with Stifel, Nicolaus & Company, Incorporated.

RECOMMENDED ACTION:

Approve the contract with Stifel, Nicolaus & Company, with compensation based on the pricing schedule outlined in Exhibit C.

Executive Summary:

The City of Flagstaff Management Services Division requires the services of a Financial Advisor to assist with working with rating agencies, advise on bond structure and market conditions, provide management with regard to issuing debt, and provide technical assistance with financing alternatives.

Financial Impact:

The financial impact of approving this contract will be based on the services requested by the City. Fees will only be charged to the City upon issuing/refinancing bonds or certificates of participation. These fees will then be charged to the capital project that is incurring the debt. Each capital project has the budget authority available.

Connection to Council Goal and/or Regional Plan:

COUNCIL GOALS:

- 2) Ensure Flagstaff has a long-term water supply for current and future needs
- 3) Provide sustainable and equitable public facilities, services, and infrastructure systems in an efficient and effective manner to serve all population areas and demographics
- 7) Address key issues and processes related to the implementation of the Regional Plan
- 9) Foster relationships and maintain economic development commitment to partners
- 11) Ensure that we are as prepared as possible for extreme weather events

REGIONAL PLAN:

Forest Initiative Bonds

Goal E&C.3. Strengthen community and natural environment resiliency through climate adaptation efforts.

Goal E&C.6. Protect, restore and improve ecosystem health and maintain native plant and animal community diversity across all land ownerships in the Flagstaff region.

Open Space/FUTS Bonds

Goal OS.1. The region has a system of open lands, such as undeveloped natural areas, wildlife corridors and habitat areas, trails, access to public lands, and greenways to support the natural environment that sustains our quality of life, cultural heritage, and ecosystem health.

Core Facility Bond

Goal LU.7. Provide for public services and infrastructure.

Road Repair and Street Safety Bonds

Goal T.8. Establish a functional, safe, and aesthetic hierarchy of roads and streets.

Has There Been Previous Council Decision on This:

No.

Options and Alternatives:

- 1) Approve the contract with Stifel, Nicolaus & Company.
- 2) Choose one of the other five proposals submitted for the RFP. Cons-potential higher costs associated with the contract and risk of a formal protest from Stifel, Nicolaus & Company if we choose one of the other lower scoring proposals.
- 3) Do not approve any contract and provide direction to staff. Cons-Delays ability to issue debt related to current projects.

Background/History:

The City has contracted for financial advisor services for many years for professional assistance in working with rating agencies and to obtain advice on bond structure and market conditions. In addition, a financial advisor provides assistance throughout the year as special projects arise that need financing.

The City's Purchasing Section conducted a formal competitive Request for Proposals (RFP), which was advertised on July 14, 2015. There were a total of six (6) proposal responses. Based on the scoring results, a decision was made to "short-list" and advance the three (3) highest scoring Proposers (1. RBC Capital Markets, 2. Piper Jaffray and 3. Stifel, Nicolaus & Company) to phase two (2) of the RFP process, which involved interview questions/presentations. Stifel, Nicolaus & Company's aggregate score, which included Phase One (1)--written proposal response and phase two (2)--interview questions/presentation, was the highest scoring Proposer and the evaluation team determined Stifel, Nicolaus & Company to be the most responsible and responsive Proposer whose offer is the most satisfactory and advantageous to the City based on the evaluation criteria outlined in the RFP document as follows:

Phase 1

1. **Method of Approach** (50%)

2. **Capacity of Offeror/Experience** (30%)

3. **Pricing** (20%)

Phase 2

1. **Interview Questions/Presentations** (10%)

Key Considerations:

Financial advisor services are necessary for the City for special projects that need financing that will also involve working with rating agencies and to obtain advice on bond structure and market conditions.

Expanded Financial Considerations:

The review committee received clarification on the service options and cost from the submitted proposals. Using a retainer option appeared to be more costly to the City as this would be an annual fee and we would not expect to issue debt on an annual basis. Half of the proposals included all the cost of services based on issuance of debt. Meaning the City would not be charged on an hourly basis for necessary services including items such as monthly phone calls and bond election planning assistance. Three proposals included a fee for bond election planning and one proposal had a fee for monthly phone calls. Stifel, Nicolaus & Company does not charge these extra fees. Furthermore, Stifel is including the cost of issuing the official offering statements within the cost of issuance. For all other submittal it would be an additional cost to the City. Therefore, the City will only be billed for services base on the size and type of debt issuance. Those fees billed will be charged to the City project responsible. In years that the City does not issue new debt, there will be no fee for services.

Community Benefits and Considerations:

Having a contacted financial advisor helps the City manage its existing debt and issue new debt at the best rates.

Community Involvement:

Inform

Expanded Options and Alternatives:

Attachments: Scoring Tabulation
 Agreement

**CITY OF FLAGSTAFF--PURCHASING DIVISION
 FINANCIAL ADVISOR SERVICES, RFP NO.: 2015-74
 FINAL SCORING TABULATION**

RFP WRITTEN RESPONSE						
	RBC Capital Markets	Piper Jaffray	Stifel	PFM	Southwest	Fieldman
<i>Evaluator #1</i>	450	470	500	340	400	370
<i>Evaluator #2</i>	404.8	459	425	325	495	374
<i>Evaluator #3</i>	405	406	425	340	290	370
TOTAL SCORE:	1259.8	1335	1350	1005	1185	1114
Total Criteria Ranking:	3	2	1	6	4	5

SHORT-LISTED PROPOSERS

VENDOR INTERVIEW QUESTIONS/PRESENTATIONS			
	RBC Capital Markets	Piper Jaffray	Stifel
<i>Evaluator #1</i>	8	7	9
<i>Evaluator #2</i>	8	7	9
<i>Evaluator #3</i>	7	8	9
TOTAL SCORE:	23	22	27
Total Criteria Ranking:	2	3	1

TOTAL AGGREGATE SCORE:	1282.8	1357	1377
Total Criteria Ranking:	3	2	1

**CONTRACT FOR
FINANCIAL ADVISOR SERVICES**

Contract No. 2015-74

This Contract is entered into this ____ day of _____, 20__ by and between the **City of Flagstaff**, a political subdivision of the State of Arizona ("City"), and **Stifel, Nicolaus & Company, Inc.**, a corporation with offices at 2325 E. Camelback Rd., Suite 750, Phoenix, Arizona 85016 ("Contractor").

WHEREAS, the City of Flagstaff desires to receive, and Contractor is able to provide materials and/or services;

NOW THEREFORE, in consideration for the mutual promises contained herein, the parties agree as follows:

Scope of Work: Contractor shall provide the materials and/or services generally described as follows:

FINANCIAL ADVISOR SERVICES

and as more specifically described in the scope of work attached hereto as **Exhibit A.**

Standard Terms and Conditions: The City of Flagstaff Standard Terms and Conditions, attached hereto as **Exhibit B** are hereby incorporated in this Contract by reference. Contractor hereby warrants that it has read and agrees to the same.

Contract Term: The Contract term is for a period of one (1) year, commencing on December 2, 2015 and continuing through December 1, 2016.

Renewal: This Contract may be renewed for up to four (4) additional one (1) year terms by mutual written consent of the parties. The City Manager or his designee (the Purchasing Director) shall have authority to approve renewal on behalf of the City.

Compensation: In consideration for the Contractor's satisfactory performance of the work, City shall pay Contractor in accordance with the Price Schedule attached hereto as **Exhibit C.**

Price Adjustment: If price adjustments are permitted (see Exhibit A), any price adjustment must be approved by the City in writing, pursuant to a formal Contract Amendment. The City Council must approve the price adjustment if the annual contract price exceeds \$50,000.00; otherwise the City Manager or his designee (the Purchasing Director) shall have authority to approve a price adjustment on behalf of the City.

Insurance: Contractor shall meet insurance requirements of the City, set forth in **Exhibit D.**

Notice. Any notice concerning this Contract shall be in writing and sent by certified mail and email as follows:

To the City:

Rick Tadder, Finance Director
Management Services Division
City of Flagstaff
211 W. Aspen
Flagstaff, Arizona 86001
rtadder@flagstaffaz.gov

To Contractor:

Mark Reader, Managing Director
Stifel, Nicolaus & Company, Inc.
2325 E, Camelback Rd., Suite 750
Phoenix, Arizona 85016
mreader@stifel.com

With a copy to:

Barbara Goodrich, Deputy City manager
City of Flagstaff
211 W. Aspen
Flagstaff, Arizona 86001
bgoodrich@flagstaffaz.gov

With a copy to:

Erika Coombs (Miller), Vice President
Stifel, Nicolaus & Company, Inc.
2325 E, Camelback Rd., Suite 750
Phoenix, Arizona 85016
ecoombs@stifel.com

Authority. Each party warrants that it has authority to enter into this Contract and perform its obligations hereunder, and that it has taken all actions necessary to enter into this Contract.

CONTRACTOR

Print name: _____

Title: _____

CITY OF FLAGSTAFF

Print name: _____

Title: _____

Attest:

City Clerk

Approved as to form:

City Attorney's Office

Notice to Proceed issued: _____, 20____

Exhibit A

**CITY OF FLAGSTAFF
SCOPE OF WORK—Financial Advisor Services**

As Financial Advisor for the City of Flagstaff's Financing Transactions, Contractor shall:

1. Assist the City of Flagstaff staff and others to prepare debt obligation financing plans. Contractor may be requested to include offering alternative financing techniques, make recommendations to maximize the City objectives, and otherwise provide advice regarding financing transactions. Alternatives should include entering into the lease-to-own agreements without collateral as applicable;
2. Assist the City of Flagstaff staff and others in entering necessary ground leases between the City and a trustee as applicable, and other agreements as needed if collateral is deemed necessary.
3. Assist the City of Flagstaff in developing timetables for the issuance and sale of public and private debt obligations to ensure issues are planned and executed in the most efficient and cost effective manner;
4. Assess the municipal and private debt markets, the timing of debt obligation sales and make recommendations concerning bid processes (competitive, negotiated or combinations thereof);
5. Coordinate and assist with the preparation of all necessary debt documents, including Official Statements and relevant legal documents. Serve as a clearinghouse for debt documentation reviews. The extent of involvement in the document preparation process will be dependent on the nature and form of the financing transaction;
6. Prepare preliminary and final Official Statements for each financing requiring such documents in camera-ready or other indicated format; coordinate the publication and distribution of such documents with both print and electronic publishers as appropriate;
7. Handle all necessary printing and advertising arrangements for documents associated with the financing of transactions, including but not limited to Official Statement and bond/certificate printing costs, and newspapers advertisements;
8. Assist the City of Flagstaff in developing and reviewing proposals associated with financing transactions;
9. Coordinate with rating agencies when assignment of a credit rating is determined to be in the best interest of the City of Flagstaff, which may include developing presentations.
10. Assist the City of Flagstaff in procuring any ancillary financing-related products and services.

Services may include at a minimum:

- 10.1 Credit enhancement (i.e. bond or certificate insurance);
- 10.2 Credit ratings; road shows or other investor presentations;
- 10.3 Paying agent, registrar, escrow, trustee, verification agent or other services;
- 10.4 Forward contracts; escrow investments, and travel arrangements;
- 10.5 Other such products and services as the City of Flagstaff may deem necessary or desirable in connection with any financing transaction. Type of assistance may include, but is not limited to, the taking of bids, negotiation of terms and conditions, and coordination of all activities with all other parties involved in the financing.
- 10.6 Selection of such service providers may be through a Request for Proposal (RFP) or similar process, conducted by or on behalf of the City of Flagstaff.
- 10.7 Such additional administrative services on behalf of the financial advisor may be reimbursed at a negotiated fee.
- 11 Assist and provide advice to the City of Flagstaff in all aspects of the debt obligation pricing process including but not limited to:
 - 11.1 Prepare analyses to support recommendations on structuring, pricing and spreads relative to market conditions at the time of sale;
 - 11.2 Advise the City of Flagstaff on non-price terms and conditions of each debt obligation sale;
 - 11.3 Monitor market conditions;
 - 11.4 Provide negotiation support and evaluate final pricing;
 - 11.5 Provide advice and assistance in all aspects of the bid process;
 - 11.6 Review and assess all legal documents; and
 - 11.7 Coordinate closing events, including but not limited to signature details, pre-closing formalities, wire-transfer of funds, communications with State or other officials, preparation of final financial results including debt service schedules and review of closing documents.
- 12 Assist the City of Flagstaff in all matters relating to compliance with SEC Rule 15c2-12 and related laws and regulations, including coordination of all activities necessary to comply with continuing disclosure requirements or any other applicable laws or rules, services may include, but are not limited to:
 - 12.1 Notification of the date(s) such filing(s) is required;

12.2 Preparation of all letters and forms of transmittal;

12.3 Notification to the City of Flagstaff of all tables and information that must be updated and submitted.

13. Assist the City of Flagstaff in conducting financial analyses or research and preparing reports and schedules to comply with legal requirements related to financing. An example is the annual debt report in accordance with A.R.S. § 41-726.

14. Any other tasks, counsel or assignments normally and customarily performed by a Financial Advisor not specifically mentioned above.

Travel

When requested in writing by the City of Flagstaff to perform work that requires overnight accommodations, the City will reimburse the contractor, in accordance with the current rates specified in the Rules and Regulations applicable to State employees' travel. The contractor shall itemize all per diem and lodging charges. Current rates are available at www.gao.az.gov/travel.

The Contractor shall not be paid for travel expenses, including time, incurred for normal travel to and from the City of Flagstaff.

Additional Expenses

The Contractor shall be reimbursed only for the additional expenses as stated on the Pricing Schedule. Cost related to any transaction or work performed under this contract shall be approved in advance by City of Flagstaff. No other fees, charges, costs nor expenses will be accepted. Acceptable charges include, preparation, printing and mailing of official offering documents, presentations to rating agencies, courier services and special audit costs and other agreed-upon costs related to financial advisory services. The City of Flagstaff will not be billed or be liable for overhead expenses, including use of cell phones. No payment of fees or reimbursement will be made by the City of Flagstaff except upon receipt of a detailed certified statement of account. The City of Flagstaff reserves the right to obtain detailed cost documentation to substantiate any additional costs.

Exhibit B

CITY OF FLAGSTAFF STANDARD TERMS AND CONDITIONS

IN GENERAL

NOTICE TO PROCEED: Contractor shall not commence performance until after City has issued a Notice to Proceed.

LICENSES AND PERMITS: Contractor its expense shall maintain current federal, state, and local licenses, permits and approvals required for performance of the Contract, and provide copies to City upon request.

COMPLIANCE WITH LAWS: Contractor shall comply with all applicable federal, state and local laws, regulations, standards, codes and ordinances in performance of this Contract.

NON-EXCLUSIVE: The City's proposed form of contract is exclusive and is included as part of this procurement process for your review. The final form of contract will be conformed to match this Solicitation prior to Contract award.

SAMPLES: Any sample submitted to the City by the Contractor and relied upon by City as representative of quality and conformity, shall constitute an express warranty that all materials and/or service to be provided to City shall be of the same quality and conformity.

MATERIALS

PURCHASE ORDERS: The City will issue a purchase order for the materials covered by the Contract, and such order will reference the Contract number.

QUALITY: Contractor warrants that all materials supplied under this Contract will be new and free from defects in material or workmanship. The materials will conform to any statements made on the containers or labels or advertisements for the materials, and will be safe and appropriate for use as normally used. City's inspection, testing, acceptance or use of materials shall not serve to waive these quality requirements. This warranty shall survive termination or expiration of the Contract.

ACCEPTANCE: All materials and services provided by Contract are subject to final inspection and acceptance by the City. Materials and services failing to conform to the Contract specifications may be rejected in whole or part. If rejected, Contractor is responsible for all costs associated arising from rejection.

MANUFACTURER'S WARRANTIES: Contractor shall deliver all Manufacturers' Warranties to City upon City's acceptance of the materials.

PACKING AND SHIPPING: Contractor shall be responsible for industry standard packing which conforms to requirements of carrier's tariff and ICC regulations. Containers shall be clearly marked as to lot number, destination, address and purchase

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order number. All shipments shall be F.O.B. Destination, City of Flagstaff, 211 West Aspen Avenue, Flagstaff, Arizona 86001, unless otherwise specified by the City. C.O.D. shipments will not be accepted.

TITLE AND RISK OF LOSS: The title and risk of loss of material shall not pass to the City until the City actually receives the material at the point of delivery, and the City has completed inspection and has accepted the material, unless the City has expressly provided otherwise in the Contract.

NO REPLACEMENT OF DEFECTIVE TENDER: Every tender of materials shall fully comply with all provisions of the Contract. If a tender is made which does not fully conform, this shall constitute a breach and Contractor shall not have the right to substitute a conforming tender without prior written approval from the City.

DEFAULT IN ONE INSTALLMENT TO CONSTITUTE TOTAL BREACH: Contractor and may not substitute nonconforming materials, or services. Delivery of nonconforming materials, and/or services, or a default of any nature, at the option of the City, shall constitute shall deliver conforming materials, or services, in each installment or lot of the contract a breach of the contract as a whole.

SHIPMENT UNDER RESERVATION PROHIBITED: Contractor is not authorized to ship materials under reservation and no tender of a bill of lading shall operate as a tender of the materials.

LIENS: All materials and other deliverables supplied to the City shall be free of all liens other than the security interest held by Contractor until payment in full is made by the City. Upon request of the City, Contractor shall provide a formal release of all liens.

CHANGES IN ORDERS: The City reserves the right at any time to make changes in any one or more of the following: (a) methods of shipment or packing; (b) place of delivery; and (c) quantities. If any change causes an increase or decrease in the cost of or the time required for performance, an equitable adjustment may be made in the price or delivery schedule, or both. Any claim for adjustment shall be evidenced in writing and approved by the City Purchasing Director prior to the institution of the change.

PAYMENT

INVOICES: A separate invoice shall be issued for each shipment and each job completed. Invoices shall include the Contract and/or Purchase Order number, and dates when goods were shipped or work performed. Invoices shall be sent within 30 days following performance. Payment will only be made for satisfactory materials and/or services received and accepted by City.

LATE INVOICES: The City may deduct up to 10% of the payment price for late invoices. The City operates on a fiscal year budget, from July 1 through the following June 30. Except in unusual circumstances, which are not due to the fault of Contractor, City will not honor any invoices or claims submitted after August 15 for materials or services supplied in the prior fiscal year.

TAXES: Contractor shall be responsible for payment of all taxes including federal, state,

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and local taxes related to or arising out of Contractor's performance of this Contract. Such taxes include but are not limited to federal and state income tax, social security tax, unemployment insurance taxes, transaction privilege taxes, use taxes, and any other taxes or business license fees as required.

Exception: The City will pay any taxes which are specifically identified as a line item dollar amount in the Contractor's bid, proposal, or quote, and which were considered and approved by the City as part of the Contract award process. In this event, taxes shall be identified as a separate line item in Contractor's invoices.

FEDERAL EXCISE TAXES: The City is exempt from paying certain Federal Excise Taxes and will furnish an exemption certificate upon request.

FUEL CHARGES: Contractor at its own expense is liable for all fuel costs related to performance. No fuel surcharges will be accepted or paid by City.

DISCOUNTS: If the Contract provides for payment discounts, payment discounts will be computed from the later date of the following: (a) when correct invoice is received by the City; or (b) when acceptable materials and/or materials were received by City.

AMOUNTS DUE TO THE CITY: Contractor must be current and remain current in all obligations due to the City during performance. Payments to Contractor may be offset by any delinquent amounts due to City or fees and charges owed to City under this Contract.

OFAC: No City payments may be made to any person in violation of Office of Foreign Assets Control regulations, 31 C.F.R. Part 501.

SERVICES

INDEPENDENT CONTRACTOR: Contractor shall be an independent contractor for purposes of all laws, including but not limited to the Fair Labor Standards Act, Federal Insurance Contribution Act, Social Security Act, Federal Unemployment Tax Act, Internal Revenue Code, Immigration and Naturalization Act; Arizona revenue and taxation, workers' compensation, and unemployment insurance laws.

CONTROL: Contractor shall be responsible for the control of the work.

WORK SITE: Contractor shall inspect the work site and notify the City in writing of any deficiencies or needs prior to commencing work.

SAFEGUARDING PROPERTY: Contractor shall responsible for any damage to real property of the City or adjacent property in performance of the work.

QUALITY: All work shall be of good quality and free of defects, performed in a diligent and professional manner.

ACCEPTANCE: If work is rejected by the City due to noncompliance with the Contract, The City, after notifying Contractor in writing, may require Contractor to correct the deficiencies at Contractor's expense, or cancel the work order and pay Contractor only for work properly performed.

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WARRANTY: Contractor warrants all work for a period of one (1) year following final acceptance by the City. Upon receipt of written notice from the City, Contractor at its own expense shall promptly correct work rejected as defective or as failing to conform to the Contract, whether observed before or after acceptance, and whether or not fabricated, installed or completed by Contractor, and shall bear all costs of correction. If Contractor does not correct deficiencies within a reasonable time specified in the written notice from the City, the City may perform the work and Contractor shall be liable for the costs. This one-year warranty is in addition to, and does not limit Contractor's other obligations herein. This warranty shall survive termination or expiration of the Contract.

INSPECTION, RECORDS, ADMINISTRATION

RECORDS: The City shall have the right to inspect and audit all Contractor books and records related to the Contract for up to five (5) years after completion of the Contract.

RIGHT TO INSPECT BUSINESS: The City shall have the right to inspect the place of business of the Contractor or its subcontractor during regular business hours at reasonable times, to the extent necessary to confirm Contract performance.

PUBLIC RECORDS: This Contract and any related materials are a matter of public record and subject to disclosure pursuant to Arizona Public Records Law, A.R.S. § 39-121et seq. If Contractor has clearly marked its proprietary information as "confidential", the City will endeavor to notify Contractor prior to release of such information.

CONTRACT ADMINISTRATION: Contractor will be required to participate in the City's Contract Administration Process. Contractor will be closely monitored for contract compliance and will be required to promptly correct any deficiencies.

INDEMNIFICATION, INSURANCE

GENERAL INDEMNIFICATION: Contractor shall indemnify, defend and hold harmless the City, its council, boards and commissions, officers, employees from all losses, claims, suits, payments and judgments, demands, expenses, attorney's fees or actions of any kind resulting from personal injury to any person, including employees, subcontractors or agents of Contractor or damages to any property arising or alleged to have arisen out of the negligent performance of the Contract, except any such injury or damages arising out of the sole negligence of the City, its officers, agents or employees. This indemnification provision shall survive termination or expiration of the Contract. This indemnification clause shall not apply, if a different indemnification clause is included in the City's Specific Terms and Conditions.

INSURANCE: Contractor shall maintain all insurance coverage required by the City, including public liability and worker's compensation.

INTELLECTUAL PROPERTY INDEMNIFICATION: Contractor shall indemnify and hold harmless the City against any liability, including costs and expenses, for infringement of any patent, trademark or copyright or other proprietary rights of any third parties arising out of contract performance or use by the City of materials furnished or work performed under this Contract. Contractor shall promptly assume full responsibility for the defense

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of any suit or proceeding which is, has been, or may be brought against the City and its agents for alleged infringement, or alleged unfair competition resulting from similarity in design, trademark or appearance of goods, and indemnify the City against any and all expenses, losses, royalties, profits and damages, attorneys fees and costs resulting from such proceedings or settlement thereof. This indemnification provision shall survive termination or expiration of the Contract.

CONTRACT CHANGES

PRICE INCREASES: Except as expressly provided for in the Contract, no price increases will be approved.

COMPLETE AGREEMENT: The Contract is intended by the parties as a complete and final expression of their agreement.

AMENDMENTS: This Contract may be amended by written

SEVERABILITY: If any term or provision of this Contract is found by a court of competent jurisdiction to be illegal or unenforceable, then such term or provision is deemed deleted, and the remainder of this Contract shall remain in full force and effect.

NO WAIVER: Each party has the right insist upon strict performance of the Contract, and the prior failure of a party to insist upon strict performance, or a delay in any exercise of any right or remedy, or acceptance of materials or services, shall not be deemed a waiver of any right to insist upon strict performance.

ASSIGNMENT: This Contract may be assigned by Contractor with prior written consent of the City, which will not be unreasonably withheld. Any assignment without such consent shall be null and void. Unless expressly provided for in a separately executed Consent to Assignment, no assignment shall relieve Contractor (Assignor) from any of its obligations and liabilities under the Contract with respect to City. The Purchasing Director shall have authority to consent to an assignment on behalf of City.

BINDING EFFECT: This Contract shall be binding upon and inure to the benefit of the parties and their successors and assigns.

EMPLOYEES AND SUBCONTRACTORS

SUBCONTRACTING: Unless expressly prohibited in the Contract, Contractor may subcontract work in whole or in part with the City's advance written consent. City reserves the right to withhold consent if subcontractor is deemed irresponsible and/or subcontracting may negatively affect performance. All subcontracts shall include all the terms and conditions set forth in the Contract which shall apply with equal force to the subcontract. Contractor is responsible for contract performance whether or not subcontractors are used.

NONDISCRIMINATION: Contractor shall not discriminate against any employee or applicant for employment or person to whom it provides services because of race, color, religion, sex, national origin, disability, genetic information, veteran's status, pregnancy, familial status and represents and warrants that it complies with all applicable federal,

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state and local laws and executive orders regarding employment. In addition any Contractor located within City of Flagstaff limits shall comply with the City Code, Chapter 14-02 Civil Rights which also prohibits discrimination based on sexual orientation, or gender identity or expression.

DRUG FREE WORKPLACE: The City has adopted a Drug Free Workplace policy for itself and those doing business with the City to ensure the safety and health of all persons working on City contracts and projects. Contractor shall require all its personnel to abstain from use or possession of illegal drugs while engaged in performance of this Contract.

IMMIGRATION LAWS: Pursuant to A.R.S. § 41-4401, Contractor hereby warrants to the City that the Contractor and each of its subcontractors will comply with, and are contractually obligated to comply with, all State and Federal Immigration laws and regulations that relate to its employees and A.R.S. § 23-214(A) (hereinafter "Contractor Immigration Warranty"). A breach of the Contractor Immigration Warranty shall constitute a material breach of this Contract and shall subject the Contractor to penalties up to and including termination of this Contract at the sole discretion of the City. The City retains the legal right to inspect the papers of any Contractor or subcontractor employee who works on this Contract to ensure compliance with the Contractor Immigration Warranty. Contractor agrees to assist the City in regard to any such inspections. The City may, at its sole discretion, conduct random verification of the employment records of the Contractor and any subcontractors to ensure compliance with Contractor's Immigration Warranty. Contractor agrees to assist the City in regard to any random verification performed. Neither Contractor nor any subcontractor shall be deemed to have materially breached the Contractor Immigration Warranty if Contractor or subcontractor if Contractor or subcontractor establishes that it has complied with the employment verification provisions prescribed by sections 274A and 274B of the Federal Immigration and Nationality Act and the E-verify requirements prescribed by A.R.S. § 23-214(A).

DEFAULT AND TERMINATION

TERMINATION FOR DEFAULT: Prior to terminating this Contract for a material breach, the non-defaulting party shall give the defaulting party written notice and reasonable opportunity to cure the default, not to exceed thirty (30) days unless a longer period of time is granted by the non-defaulting party in writing. In the event the breach is not timely cured, or in the event of a series of repeated breaches the non-defaulting party may elect to terminate Contract by written notice to Contractor, which shall be effective upon receipt. In the event of default, the parties may execute all remedies available at law in addition Contract remedies provided for herein.

CITY REMEDIES: In the event of Contractor's default, City may obtain required materials and/or services from a substitute contractor, and Contractor shall be liable to the City to pay for the costs of such substitute service. City may deduct or offset the cost of substitute service from any balance due to Contractor, and/or seek recovery of the costs of substitute service against any performance security, and/or collect any liquidated damages provided for in the Contract. Remedies herein are not exclusive.

CONTRACTOR REMEDIES: In the event of City's default, Contractor may pursue all remedies available at law, except as provided for herein.

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SPECIAL DAMAGES: In the event of default, neither party shall be liable for incidental, special, or consequential damages.

TERMINATION FOR NONAPPROPRIATION OF FUNDS: The City may terminate all or a portion of this Contract due to budget constraints and non-appropriation of funds for the following fiscal year, without penalty or liability to Contractor.

TERMINATION FOR CONVENIENCE: Unless expressly provided for otherwise in the Contract, this Contract may be terminated in whole or part by the City for convenience upon thirty (30) days written notice, without further penalty or liability to Contractor. If this Contract is terminated, City shall be liable only for payment for satisfactory materials and/or services received and accepted by City before the effective date of termination.

TERMINATION DUE TO INSOLVENCY: If Contractor becomes a debtor in a bankruptcy proceeding, or a reorganization, dissolution or liquidation proceeding, or if a trustee or receiver is appointed over all or a substantial portion of the property of Contractor under federal bankruptcy law or any state insolvency law, Contractor shall immediately provide the City with a written notice thereof. The City may terminate this Contract, and Contractor is deemed in default, at any time if the Contractor becomes insolvent, or is a party to any voluntary bankruptcy or receivership proceeding, makes an assignment for a creditor, or there is any similar action that affects Contractor's ability to perform under the Contract.

PAYMENT UPON TERMINATION: Upon termination of this Contract, City will pay Contractor only for satisfactory performance up until the effective date of termination. City shall make final payment within thirty (30) days from receipt of the Contractor's final invoice.

CANCELLATION FOR GRATUITIES: The City may cancel this Contract at any time, without penalty or further liability to Contractor, if City determines that Contractor has given or offered to give any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant ("Gratuities") in connection with award or performance of the Contract.

CANCELLATION FOR CONFLICT OF INTEREST (A.R.S. § 38-511): The City may cancel this Contract within three (3) years after its execution, without penalty or further liability to Contractor.

MISCELLANEOUS

ADVERTISING: Contractor shall not advertise or publish information concerning its Contract with City, without the prior written consent of the City.

NOTICES: All notices given pursuant to this Contract shall be delivered at the addresses as specified in the Contract, or updated by Notice to the other party. Notices may be: (a) personally delivered, with receipt effective upon personal delivery; (b) sent via certified mail, postage prepaid, with receipt deemed effective four (4) days after being sent; (c) or sent by overnight courier, with receipt deemed effective two (2) days after being sent. Notice may be sent by email as a secondary form of notice.

THIRD PARTY BENEFICIARIES: This Contract is intended for the exclusive benefit of the parties. Nothing herein is intended to create any rights or responsibilities to third parties.

GOVERNING LAW: This Contract shall be governed by and construed in accordance with the laws of the State of Arizona.

FORUM: In the event of litigation relating to this Contract, any action at law or in equity shall be filed in Coconino County, Arizona.

ATTORNEYS FEES: If any action at law or in equity is necessary to enforce the terms of this Contract, the prevailing party shall be entitled to recover its reasonable attorney's fees, costs, professional fees and expenses.

Exhibit C

CITY OF FLAGSTAFF PRICE SCHEDULE

In connection with the City's request for a Best and Final Offer, Stifel, Nicolaus & Company, Inc. has agreed to adjust their fees as outlined below:

Principal Amount of Issue:	Less than 2 Million	2 to 9.999 Million	10 to 24.999 Million	25 to 49.999 Million	50 to 74.999 Million	75 to 99.999 Million	100 Plus Million
New General Obligation Bonds							
Fee for Financial Advisor	up to \$20,000	\$2.65 (minimum \$20,000)	\$1.65 (minimum \$26,500)	\$1.15 (minimum \$41,250)	\$0.95 (minimum \$57,500)	\$0.90 (minimum \$71,250)	\$0.75 (minimum \$90,000)
New Revenue Bonds & New Certificates of Participation (Lease Purchase)							
Fee for Financial Advisor	up to \$25,000	\$3.15 (minimum \$25,000)	\$2.15 (minimum \$31,500)	\$1.90 (minimum \$53,750)	\$1.45 (minimum \$95,000)	\$1.20 (minimum \$108,750)	\$0.85 (minimum \$120,000)
Refinancing General Obligation Bonds							
Fee for Financial Advisor	up to \$22,500	\$2.75 (minimum \$22,500)	\$1.75 (minimum \$27,500)	\$1.25 (minimum \$43,750)	\$1.05 (minimum \$62,500)	\$1.00 (minimum \$78,750)	\$0.85 (minimum \$100,000)
Refinancing Revenue Bonds & Refinancing Certificates of Participation (Lease Purchase)							
Fee for Financial Advisor	up to \$27,500	\$3.25 (minimum \$27,500)	\$2.25 (minimum \$32,500)	\$2.00 (minimum \$56,250)	\$1.55 (minimum \$100,000)	\$1.30 (minimum \$116,250)	\$0.95 (minimum \$130,000)

Stifel will provide the City with significant on-going professional services such as legislative matters, redevelopment opportunities, GPLETs, property tax analyses, continuing disclosure and rating agency assistance at no additional costs as part of our advisory service. As mentioned in the interview, the Stifel team assigned to the City of Flagstaff account is always available to prepare analyses, presentation materials and attend meetings. Additionally, the City has access to other Firm resources such as our economists, fixed income portfolio strategists and bond underwriter (Mike Imhoff) on an as needed basis. As our Firm typically underwrites more Arizona issued bonds than any other firm, our underwriters know the market better than other underwriters and we see this as an advantage to our advisory clients when they issue bonds.

Offering statement preparation

If Stifel, Nicolaus & Company, Inc. takes the lead role in preparing the Preliminary Official Statement (including assistance with the Final Official Statement), we hereby agree to not charge any additional fee. All work associated with compiling such documents would be included in our Financial Advisor Fees as summarized in the above schedule.

Exhibit D

CITY OF FLAGSTAFF INSURANCE REQUIREMENTS

Insurance Representations and Requirements

1. Contractor agrees to comply with all applicable City Ordinances and state and federal laws and regulations.
2. Without limiting any obligations or liabilities of Contractor, Contractor shall purchase and maintain, at its own expense, the minimum insurance required by this Contract with insurance companies duly licensed by the State of Arizona (admitted insurer) with an AM Best, Inc. rating of B ++ 6 or above or an equivalent qualified unlicensed insurer by the State of Arizona (non-admitted insurer) with policies and forms satisfactory to City. Failure to maintain insurance as specified may result in termination of this Contract at City's option.
3. **No Representation of Coverage Adequacy:** By requiring insurance herein, City does not represent that coverage and limits will be adequate to protect Contractor. City reserves the right to review any and all of the insurance policies and/or endorsements cited in this Contract but has no obligation to do so. Failure to demand such evidence of full compliance with the insurance requirements set forth in this Contract or failure to identify any insurance deficiency shall not relieve Contractor from, nor be construed or deemed a waiver of, its obligation to maintain the required insurance at all times during the performance of this Contract.
4. **Coverage Term:** All insurance required herein shall be maintained in full force and effect until all work or services required to be performed under the terms of subject Contract is satisfactorily performed, completed and formally accepted by the City, unless specified otherwise in this Contract.
5. **Claims Made:** In the event any insurance policies required by this Contract are written on a "claims made" basis, coverage shall extend, either by keeping coverage in force or purchasing an extended reporting option, for three (3) years past completion and acceptance of the work or services evidenced by submission of annual Certificates of Insurance citing applicable coverage is in force and contains the provisions as required herein for the three year period.
6. **Use of Subcontractors:** Contractor shall not use subcontractors to perform work under this Contract, unless specifically authorized by the City.
7. **Evidence of Insurance:** Prior to commencing any work or services under this Contract, Contractor shall furnish City with Certificate(s) of Insurance, or formal endorsements as required by this Contract, issued by Contractor's insurer(s) as evidence that policies are placed with acceptable insurers as specified herein and provide the required coverages, conditions, and limits of coverage and such coverage and provisions are in full force and effect. If a Certificate of Insurance is submitted as verification of coverage, City shall reasonably rely upon the

Certificate of Insurance as evidence of coverage but such acceptance and reliance shall not waive or alter in any way the insurance requirements or obligations of this Contract. If any of the cited policies expire during the life of this Contract, it shall be Contractor's responsibility to forward renewal Certificates within ten (10) days after the renewal date containing all the aforementioned insurance provisions.

8. **Required Coverage:**

8.1 **Professional Liability:** Contractor shall maintain Professional Liability insurance covering errors and omissions arising out of the work or services performed by Contractor, or anyone employed by Contractor, or anyone for whose acts, mistakes, errors and omissions Contractor is legally liable, with a liability insurance limit of \$1,000,000 each claim and \$2,000,000 all claims. In the event the Professional Liability insurance policy is written on a "claims made" basis, coverage shall extend for three (3) years past completion and acceptance of the work or services, and Contractor shall be required to submit Certificates of Insurance evidencing proper coverage is in effect as required above.

8.2 **Vehicle Liability:** Contractor shall maintain Business Automobile Liability insurance with a limit of \$1,000,000 each accident on Contractor's owned, hired, and non-owned vehicles assigned to or used in the performance of the Contractor's work or services under this Contract.

Workers' Compensation Insurance: Contractor shall maintain Workers Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of work or services under this Contract and shall also maintain Employers Liability Insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee and \$500,000 disease policy limit.

8.3 **Additional Insurance Requirements:**

City, its agents, representatives, officers, directors, officials and employees shall be named an Additional Insured under the following policies: a) Business Automobile Liability.

Contractor's insurance shall be primary insurance as respects performance of this Contract.

All policies, except Professional Liability insurance, waive rights of recovery (subrogation) against City, its agents, representatives, officers, directors, officials and employees for any claims arising out of work or services performed by Contractor under this contract.

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Michael O'Connor, Public Works Section Director
Date: 11/23/2015
Meeting Date: 12/01/2015



TITLE:

Consideration and Adoption of Ordinance No. 2015-19: An ordinance of the City Council of the City of Flagstaff, amending the Flagstaff City Code, Section 3-10-001-0007 Cemetery to increase Cemetery fees by 10%. (*Cemetery fee increase*)

RECOMMENDED ACTION:

- 1) Read Ordinance No. 2015-19 by title only for the final time
- 2) City Clerk reads Ordinance No. 2015-19 by title only for the final time (if approved above)
- 3) Adopt Ordinance No. 2015-19

Executive Summary:

At the April 22, 2015 Council budget advance, the Council expressed support to increase Cemetery fees by 10%. The City has provided the required 60 day notification on the City website of this potential fee increase. Staff proposes a January 1, 2016 effective date.

Financial Impact:

The City of Flagstaff receives approximately \$130,000 per year in Cemetery fees. The proposed fee increase is estimated to generate an additional \$13,000 per year in revenue for the General Fund.

Connection to Council Goal and/or Regional Plan:

Provide sustainable and equitable public facilities, services, and infrastructure systems in an efficient and effective manner to serve all population areas and demographics

Has There Been Previous Council Decision on This:

Yes, Cemetery fees were increased in August of 2009 after Council direction. This was also discussed at the February 2015 and April 2015 budget advances by Council. Additionally, first reading of this ordinance and discussion was held at the November 17, 2015, Council Meeting.

**CEMETERY
PROPOSED FEES FOR
FY-2016**

		2008-2009 100% User Fee Study	2008-2009 User Fee Recommend	2015 Current Fee - Resident	2015 Current Fee - Non- Resident	2016 Proposed. Fee for Residents	2016 Proposed. Fee for Non-Residents
Caskets Easement Fees							
	Grave Site Easements		\$600	\$600	\$600	\$660	\$660
	Opening/Closing Fee	\$1,222	\$720	\$720	\$1,320	\$800	\$1,460
	Perpetual Care Fee		\$90	\$90	\$90	\$100	\$100
			\$1,410	\$1,410	\$2,010	\$1,560	\$2,220

Caskets Veterans Mass. ODD							
	Opening Closing Fee			\$720	\$1,320	\$800	\$1,460
	Perpetual Care Fee			\$90	\$90	\$100	\$100
				\$810	\$1,410	\$900	\$1,560

Cremains							
	Grave Site Easements		\$600	\$600	\$600	\$660	\$660
	Opening/Closing Fee	\$407	\$375	\$375	\$675	\$420	\$750
	Perpetual Care Fee		\$25	\$25	\$25	\$30	\$30
			\$1,000	\$1,000	\$1,300	\$1,110	\$1,440

Cremains Veterans Mass. ODD							
	Opening/Closng Fee			\$375	\$675	\$420	\$760
	Perpetual Care Fee			\$25	\$25	\$30	\$30
				\$400	\$700	\$450	\$790

Infants							
	Grave Site Easement		\$125	\$125	\$125	\$140	\$140
	Opening/Closing Fee	\$626	\$150	\$150	\$450	\$170	\$500
	Perpetual Care Fee		\$25	\$25	\$25	\$30	\$30
			\$300	\$300	\$600	\$340	\$670

**CEMETERY
PROPOSED FEES FOR
FY-2016**

	2008-2009 100% User Fee Study	2008-2009 User Fee Recommend	2015 Current Fee - Resident	2015 Current Fee - Non- Resident	2016 Proposed. Fee for Residents	2016 Proposed. Fee for Non-Residents
--	-------------------------------------	------------------------------------	--------------------------------	--	--	--

Mausoleum							
Opening/Closing Fee		\$407	\$310	\$310	\$910	\$350	\$1,010
Perpetual Care Fee			\$90	\$90	\$90	\$100	\$100
		\$400	\$400	\$1,000	\$450	\$1,110	

Columbarium							
Top				\$500	\$500	\$550	\$550
Bottom				\$450	\$450	\$500	\$500
Open/Close Fee		\$251	\$175	\$175	\$475	\$200	\$530

Head Marker Settings							
Single Head Marker		\$626	\$120	\$120	\$120	\$140	\$140
Double Head Marker				\$200	\$200	\$220	\$220
Vases				\$40	\$40	\$50	\$50

Exhumations							
Casket		\$1,096	\$1,090	\$1,090	\$1,090	\$1,200	\$1,200
Infant				\$800	\$800	\$880	\$880
Cremins				\$400	\$400	\$440	\$440

Overtime Fees							
After 3 PM Mon-Fri	Extra			\$100	\$100	\$110	\$110
(For Internment done after 3 PM)							
Sat. Burials 8 am - 12 PM	Extra			\$250	\$250	\$280	\$280
Sat. Burials 12 pm - 4 pm	Extra			\$300	\$300	\$330	\$330
Less than 48 Working Hrs Notice	Extra			\$100	\$100	\$110	\$110
Weekend Excavation	Extra			\$250	\$250	\$280	\$280

NOTICE OF PROPOSED INCREASE IN CEMETERY FEES

The City of Flagstaff hereby gives notice pursuant to A.R.S. § 9-449.15 that it proposes to amend the City Code to increase cemetery fees by various amounts. These fees are used to pay for the City costs of providing and maintaining these services.

The City Council will consider the proposed changes at the following date and time:

**November 17, 2015 at 4:00 PM.
City Council Chambers
211 W. Aspen Avenue
Flagstaff, Arizona 86001**

A first reading of an ordinance to approve this change is anticipated to occur on November 17, 2015. A second reading of the ordinance is required, with changes effective on January 1, 2016.

More specifically, the changes under consideration are:

- Proposed change to City Code, Title 3 Business Regulations, Chapter 3-10-001-0007, Cemetery. The fees are currently set based upon services requested and as presented on the following page.

The City Council may approve, reject, modify, increase or decrease the amount of the proposed fee increase.

Please contact Erik Solberg, 928-213-2105, if you have any questions.

Submitted by: Barbara Goodrich

This notice is posted on the homepage of the City Website this 4th day of August, 2015.

Posted by: Kim Ott

			2016	
	Current Fee - Resident	Current Fee -Non- Resident	2016 Recommended Fee for Residents	2016 Recommended Fee for Non-Residents
Caskets Easement Fees				
Grave Site Easements	600	600	660	660
Opening/Closing Fee	720	1,320	800	1,460
Perpetual Care Fee	90	90	100	100
	1,410	2,010	1,560	2,220
Caskets Veterans Mass. ODD				
Opening Closing Fee	720	1,320	800	1,460
Perpetual Care Fee	90	90	100	100
	810	1,410	900	1,560
Cremaains				
Grave Site Easements	600	600	660	660
Opening/Closing Fee	375	675	420	750
Perpetual Care Fee	25	25	30	30
	1,000	1,300	1,110	1,440
Cremaains Veterans Mass. ODD				
Opening/Closng Fee	375	675	420	760
Perpetual Care Fee	25	25	30	30
	400	700	450	790
Infants				
Grave Site Easement	125	125	140	140
Opening/Closing Fee	150	450	170	500
Perpetual Care Fee	25	25	30	30
	300	600	340	670
Mausoleum				
Opening/Closing Fee	310	910	350	1,010
Perpetual Care Fee	90	90	100	100
	400	1,000	450	1,110
Columbarium				
Top	500	500	550	550
Bottom	450	450	500	500
Open/Close Fee	175	475	200	530
Head Marker Settings				
Single Head Marker	120	120	140	140
Double Head Marker	200	200	220	220
Vases	40	40	50	50
Exhumations				
Casket	1,090	1,090	1,200	1,200
Infant	800	800	880	880
Cremaains	400	400	440	440
Overtime Fees				
After 3 PM Mon-Fri (For Internment done after 3 PM)	Extra	100	100	110
Sat. Burials 8 am - 12 PM	Extra	250	250	280
Sat. Burials 12 pm - 4 pm	Extra	300	300	330
Less than 48 Working Hrs Notice	Extra	100	100	110
Weekend Excavation	Extra	250	250	280

ORDINANCE NO. 2015-19

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, AMENDING THE FLAGSTAFF CITY CODE, TITLE 3, *BUSINESS REGULATIONS*, CHAPTER 10, *USER FEES*, SECTION 3-10-001-0007, *CEMETERY FEES*; PROVIDING FOR PENALTIES, REPEAL OF CONFLICTING ORDINANCES, SEVERABILITY, AND ESTABLISHING AN EFFECTIVE DATE

RECITALS:

WHEREAS, the City of Flagstaff desires to increase Cemetery fees by 10% to help recover operational costs identified in the City 2009 User Fee Study.

ENACTMENTS:

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

SECTION 1. In General.

The Flagstaff City Code, Title 3, *Business Regulations*, Chapter 10, *User Fees*, Section 3-10-001-0007, *Cemetery Fees*, is hereby amended by deleting the current fee schedule in its entirety and replacing it with a new fee schedule to read as follows:

	Fee for Residents	Fee for Non-Residents
Caskets Easement Fees		
Grave Site Easements	\$ 660	\$ 660
Opening/Closing Fee	800	1,460
Perpetual Care Fee	100	100
	1,560	2,220
Caskets Veterans Mass. ODD		
Opening Closing Fee	800	1,460
Perpetual Care Fee	100	100
	900	1,560
Cremaains		
Grave Site Easements	660	660
Opening/Closing Fee	420	750
Perpetual Care Fee	30	30
	1,110	1,440
Cremaains Veterans Mass. ODD		
Opening/Closing Fee	420	760
Perpetual Care Fee	30	30
	450	790

Infants		
Grave Site Easement	140	140
Opening/Closing Fee	170	500
Perpetual Care Fee	30	30
	340	670
Mausoleum		
Opening/Closing Fee	350	1,010
Perpetual Care Fee	100	100
	450	1,110
Columbarium		
Top	550	550
Bottom	500	500
Open/Close Fee	200	530
Head Marker Settings		
Single Head Marker	140	140
Double Head Marker	220	220
Vases	50	50
Exhumations		
Casket	1,200	1,200
Infant	880	880
Cremaains	440	440
Overtime Fees		
After 3 PM Mon-Fri	110	110
(For Internment done after 3 PM)		
Saturday Burials 8 am - 12 pm	280	280
Saturday Burials 12 pm - 4 pm	330	330
Less than 48 Working Hours' Notice	110	110
Weekend Excavation	280	280

Resident means any person residing within the Flagstaff Metropolitan Planning Organization (FMPO) boundary prior to decease.

SECTION 2. Repeal of Conflicting Ordinances.

All ordinances and parts of ordinances in conflict with the provisions of this ordinance or any part of the code adopted herein by reference are hereby repealed.

SECTION 3. Severability.

If any section, subsection, sentence, clause, phrase or portion of this ordinance or any part of the code adopted herein by reference is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

SECTION 4. Effective Date.

This ordinance shall become effective from and after January 1, 2016.

PASSED AND ADOPTED by the City Council of the City of Flagstaff this 1st day of December, 2015.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Jan Robison, Library Supervisor
Co-Submitter: Heidi Holland, Library Director
Date: 11/23/2015
Meeting Date: 12/01/2015



TITLE:

Consideration and Approval of Contract: Amendment to Intergovernmental Agreement with the Coconino Community College District regarding the leasing of property to the City for the East Flagstaff Community Library (***Approve the amendment to the IGA with the Coconino Community College District in the amount of \$5,400.00 annually***)

RECOMMENDED ACTION:

Approve the Amendment to the IGA with the Coconino County Community College District to provide 500 square feet of additional leased space to the City on behalf of the East Flagstaff Community Library for an annual fee of \$5,400.00

Executive Summary:

The Coconino Community College District and the City of Flagstaff are parties to an IGA to provide leased space for the East Flagstaff Community Library (EFCL). This Amendment to the agreement will provide an additional 500 sq. ft. of workspace for the EFCL. The workspace will ensure necessary storage space for children's programming which is currently being housed in the Community Room at the EFCL. The additional space will also provide for improved staff safety by allowing a 2nd entry and exit access.

Financial Impact:

The IGA amendment will increase the annual rent by \$5,400. In addition, the City will incur a onetime cost of \$2,450 to remove asbestos-containing drywall in connection with adding a doorway. Pursuant to the original IGA, the City is responsible for any costs related to remodeling of the premises. This is an unbudgeted item in FY2016 but will be covered with budget appropriation in account 030-02-035-0143-5-4321.

Connection to Council Goal and/or Regional Plan:

COUNCIL GOALS:

1) Invest in our employees and implement retention and attraction strategies 3) Provide sustainable and equitable public facilities, services, and infrastructure systems in an efficient and effective manner to serve all population areas and demographics

Has There Been Previous Council Decision on This:

None

Options and Alternatives:

- 1.) Not approve the amendment to the IGA and continue to utilize the existing square footage

Attachments: Amendment 1 -COF/Library IGA

Amendment 1

INTERGOVERNMENTAL AGREEMENT

BETWEEN

THE GOVERNING BOARD OF THE COCONINO COUNTY COMMUNITY COLLEGE DISTRICT

AND

CITY OF FLAGSTAFF

This Amendment is incorporated into and made a part of the Intergovernmental Agreement, dated June 25, 2013 (the "Agreement") made by and between the Coconino County Community College District ("CCCC") and the City of Flagstaff ("City"), by mutual agreement of the parties as set forth below. This Amendment will be effective as of the date of execution below.

1. A Section 3.1 shall be added to the Original Agreement, as amended, with the following text:

3.1 Additional Rental Space

CCCC also hereby leases to the City and the City hereby rents from CCCC, on the terms set forth in this Agreement, an additional 500 sq. ft. of a portion of the building located at 3000 North Fourth Street, more specifically described as Suite #1 of the Fourth Street campus ("Suite #1"). The Premises shall hereinafter be defined to include Suite #1, in addition to the space described in Exhibit A.

2. A Section 9.1.1 shall be added to the Original Agreement, as amended, with the following text:

9.1.1 In addition to the rent paid by the City pursuant to Section 9.1 of the Original Agreement, as amended, the parties agree that the City shall pay additional rent to CCCC for the use of Suite #1 in the annual amount of \$5,400 (pro-rated for Fiscal Year 2016), to be paid in monthly installments of \$450 beginning on December 1, 2015. Every July, the monthly rent shall be increased by the amount of increase in the Consumer Price Index U.S. City Average All Urban Consumers as published by the United States Department of Labor's Bureau of Labor Statistics, over the base period index for the annual average of the prior year.

3. A Section 14.1 shall be added to the Original Agreement, as amended, with the following text:

14.1 City will be provided two squares on the main entrance monument sign at the west end of the Fourth Street campus for advertising of the public library. City shall

provide CCCC with a logo and art-ready computer file that will be used to create the signage to be included on the monument sign.

4. A Section 9.3.3 shall be added to the Original Agreement, as amended, with the following text:

City shall be responsible for repairing and maintaining City-owned fixtures, equipment, furniture and other minor, routine maintenance and repair of the Premises.

Except as modified by this Amendment, the Agreement shall remain in full force and effect. This Amendment shall be attached to, and made part of the Agreement.

IN WITNESS WHEREOF, this Amendment has been executed by the parties hereto as of the _____ day of _____, 2015.

CITY OF FLAGSTAFF

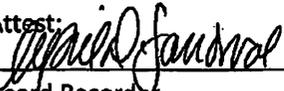
COCONINO COUNTY COMMUNITY COLLEGE DISTRICT

BY: _____
Gerald W. Nabours, Mayor

BY:  _____
Veronica Hipolito, Interim President

Attest:

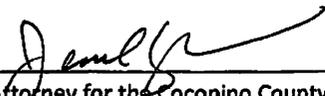
Elizabeth Burke, City Clerk

Attest:  _____
Board Recorder

Approved as to form:

Approved as to form:

City Attorney

 _____
Attorney for the Coconino County
Community College District

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Elaine Averitt, Planning Development Manager
Date: 11/23/2015
Meeting Date: 12/01/2015



TITLE:

Consideration of Annexation Ordinance No. 2015-20: An annexation ordinance extending and increasing the corporate limits of the City of Flagstaff by annexing certain land totaling approximately 44.01 acres located at 3200 W. Route 66, and establishing city zoning for said land as Rural Residential, RR. (*Annexation of property for the new McAllister Ranch public works yard located on West Route 66*).

RECOMMENDED ACTION:

- 1) Read Ordinance No. 2015-20 by title only for the final time
- 2) City Clerk reads Ordinance No. 2015-20 by title only for the final time (if approved above)
- 3) Adopt Ordinance No. 2015-20

Executive Summary:

Annexation of an existing city-owned parcel into the City limit will provide for the logical extension of City infrastructure within the Urban Growth Boundary defined in the *Flagstaff Regional Plan 2030* as areas which can be efficiently and effectively provided facilities and services by the City. The location at 3200 W. Route 66 has been identified by the City as an ideal location for the development of a new public works facility to replace the undersized and outdated current public works facility.

All substantive issues are addressed in the attached Planning & Zoning Commission report. At the conclusion of the public hearing on October 28, 2015, the Planning & Zoning Commission voted 7-0 to forward the request to the City Council with a recommendation of approval.

Financial Impact:

The money resources for the Facility are \$14,000,000 bonding authority, landfill fees, both debt and one time money, totaling \$5,500,000 and the appraised values for McAllister Ranch at \$2,178,000 and the Mogollon property at \$2,256,000. Total resources: \$23,934,000 available for the Facility.

Connection to Council Goal and/or Regional Plan:

COUNCIL GOALS:

- 3) Provide sustainable and equitable public facilities, services, and infrastructure systems in an efficient and effective manner to serve all population areas and demographics
- 11) Ensure that we are as prepared as possible for extreme weather events

REGIONAL PLAN:

The *Flagstaff Regional Plan 2030* provides the following goal and policy guidance with respect to annexation:

LU.7.2 (page IX-32) - Require unincorporated properties to be annexed prior to the provision of City services, or that a pre-annexation agreement is executed when deemed appropriate.

Policy WR.4.3 (page VI-13) - Development requiring public utility services will be located within the Urban Growth Boundary.

Has There Been Previous Council Decision on This:

On 7/15/14 the Council rejected a total of nine proposals for alternative sites for the McAllister Ranch public works facility (core services). First reading of this ordinance was held at the November 17, 2015, Council Meeting.

Options and Alternatives:

The City Council may approve the ordinance as proposed, approve the ordinance with conditions, or deny the ordinance.

Background/History:

A request by the City of Flagstaff to annex approximately 44.01 acres generally located north of East Route 66 and west of Woody Mountain Road. The area subject to the annexation is Coconino County Assessor's Parcel Number 112-01-001D. The majority of this city-owned parcel is vacant, forested land. The west portion includes the McAllister Ranch Complex which consists of several buildings and structures built in the 1930s, some newer building additions, and numerous corrals and fencing. The complex has been determined eligible for inclusion on the National Register of Historic Places. These buildings will not be disturbed by the proposed development. The east portion of the parcel includes an unpaved access drive to the Clay Avenue Wash Detention Basin which is incorporated into the proposed development. If the property is rezoned to the Public Facility (PF) Zone, the City's Resource Protection Overlay (RPO) Zone will also be applied and the parcel will be required to meet resource protection standards. The parcel is located within the Urban Growth Boundary. The 5-acre parcel adjacent to and south of the subject parcel is city-owned and within the City corporate boundary and will be combined with the 40.01-acre parcel if the annexation is approved.

The annexation request is to allow for the development of a new public works facility consisting of 87,280 square feet of buildings, associated parking and outdoor storage. The developed public works site will cover approximately 24 acres. A comprehensive discussion related to public facilities and service impact analysis can be found in the Annexation Report (P&Z Commission Staff Report attached).

The current application is being reviewed against the policies of the *Flagstaff Regional Plan 2030 (FRP 2030)*. The *FRP 2030* (Maps 21 and 22 on pages IX-27 through 29) designates the portion of this parcel closest to Woody Mountain Rd. as Future Urban within an Urban Activity Center, designates a portion west of the activity center as Future Suburban, and designates the northern portion of this parcel as Area in White. The proposed public works facility fits the Suburban description which encourages parks and associated service facilities in a campus setting, thus the minor regional plan amendment seeks to change the three existing area types to Existing Suburban.

This annexation is the first of a three-step process. The second step is a proposed minor amendment to the Flagstaff Regional Plan and the last step is a request for a Direct Ordinance Zoning Map Amendment to rezone the annexed parcel (44.01 acres) and the parcel to the south (5.00 acres) from Rural Residential (RR) to the Public Facility (PF) Zone. The Regional Plan and Zoning Map amendment applications are being processed concurrently with this application but will not become effective until after the annexation has been completed. A full Zoning Map Amendment policy analysis can be found attached in that staff report.

PLANNING AND DEVELOPMENT SERVICES DIVISION
ANNEXATION REPORT

PUBLIC HEARING
PZ-15-00077

DATE: **October 13, 2015**
MEETING DATE: **October 28, 2015**
REPORT BY: **Elaine Averitt**

REQUEST:

An annexation request by the City of Flagstaff to annex approximately 44.01 acres located at 3200 W. Route 66. The property is identified as Coconino County Assessor's Parcel Number 112-01-001D. This annexation request is the first part of a three-part request. The second part of the request is a proposed minor amendment to the Flagstaff Regional Plan, and the third part of the request is a request for a Zoning Map Amendment.

STAFF RECOMMENDATION:

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

PRESENT LAND USE:

The subject site consists of undeveloped land in the General (G) Zone under Coconino County jurisdiction.

PROPOSED LAND USE:

If this annexation is approved, the property will be designated with Rural Residential (RR) zoning. The accompanying zoning map amendment will change the zoning on the property from the Rural Residential (RR) Zone to the Public Facility (PF) Zone for the development of a proposed municipal public works facility.

NEIGHBORHOOD DEVELOPMENT:

- North: Vacant land owned by the City of Flagstaff in the General (G) Zone under Coconino County jurisdiction.
- East: Vacant land owned by the State of Arizona in the General (G) Zone under Coconino County jurisdiction; Hidden Hollow Manufactured Home Community in the General (G) Zone under Coconino County jurisdiction; Vacant land owned by State of Arizona Trust in the Planned Community (PC) Zone under Coconino County jurisdiction.
- South: Vacant land owned by the City of Flagstaff in the Rural Residential (RR) Zone; Vacant land in the Rural Residential (RR) Zone; Professional River Outfitters in the Commercial General (CG-10,000) Zone under Coconino County jurisdiction.
- West: Vacant land owned by the City of Flagstaff in the General (G) Zone under Coconino County jurisdiction.

REQUIRED FINDINGS:

The Commission shall find that the requested annexation complies with Section 9-471 of the Arizona Revised Statutes; the applicable goals and policies set forth in the City's General Plan, "Flagstaff Regional Plan 2030"; and Division 10-20.90 of the *Flagstaff Zoning Code*.

STAFF REVIEW:

INTRODUCTION/BACKGROUND:

A request by the City of Flagstaff to annex approximately 44.01 acres generally located north of East Route 66 and west of the Woody Mountain Road alignment. The area subject to the annexation is Coconino County Assessor's Parcel Number 112-01-001D. The majority of this parcel is vacant, forested land. The west portion includes the

McAllister Ranch Complex which consists of several buildings and structures built in the 1930s, some newer building additions, and numerous corrals and fencing. The complex has been determined eligible for inclusion on the National Register of Historic Places. As such, these buildings will not be disturbed by the proposed development. An existing cell tower is located near the existing driveway into the site; the cell tower will remain. The east portion of the parcel includes an unpaved access drive to the Clay Avenue Wash Detention Basin which is incorporated into the proposed development. If the property is rezoned to the Public Facility (PF) Zone, the City's Resource Protection Overlay (RPO) Zone will also be applied and the parcel will be required to meet resource protection standards for Public Lands (see Zoning Map Amendment report). The parcel is located within the Urban Growth Boundary defined as areas which can be efficiently and effectively provided facilities and services by the City. The 5-acre parcel adjacent to and south of the subject parcel is city-owned and within the City corporate boundary and will be combined with the 40-acre parcel if the annexation is approved.

The annexation request is to allow for the development of a new public works facility consisting of 87,280 square feet of buildings, associated parking and outdoor storage. The developed public works site will cover approximately 24 acres. The proposed map amendment to the Flagstaff Regional Plan 2030 will affect approximately 28.7 acres of land.

The current application is being reviewed against the policies of the *Flagstaff Regional Plan 2030 (FRP 2030)*. The *FRP 2030* (Maps 21 and 22 on pages IX-27 through 29) designates the portion of this parcel closest to Woody Mountain Rd. as Future Urban within an Urban Activity Center, designates a portion west of the activity center as Future Suburban, and designates the northern portion of this parcel as Area in White. The proposed public works facility fits the Suburban description which encourages parks and associated service facilities in a campus setting, thus the minor regional plan amendment seeks to change the three existing area types to Existing Suburban. Further discussion of regional plan conformance can be found below.

This annexation is the first of a three-step process. The second step is a proposed minor amendment to the Flagstaff Regional Plan and the last step is a request for a Direct Ordinance Zoning Map Amendment to rezone the annexed parcel (44.01 acres) and the parcel to the south (5.00 acres) from Rural Residential (RR) to the Public Facility (PF) Zone. The Regional Plan and Zoning Map amendment applications are being processed concurrently with this application but will not become effective until after the annexation has been completed. A full Zoning Map Amendment policy analysis can be found attached in that staff report.

ARIZONA STATE STATUTE COMPLIANCE:

State statutes require the City to adopt a zoning classification that permits densities and uses no greater than those permitted by the County immediately before the annexation. The current county zoning is General (G) that requires ten-acre minimum lot size. The closest city zoning district is the Rural Residential (RR) zone, which provides for one dwelling unit per acre based on the single-family option. As described in the three-step process above, a Zoning Map Amendment application to rezone the parcel to Public Facilities (PF) will be necessary to accommodate the proposed development.

FLAGSTAFF REGIONAL PLAN 2030 CONFORMANCE:

Policy/Analysis

All proposed annexations shall be evaluated as to whether the application is consistent with the policies of the General Plan. A full discussion of the applicable policies is included in the attached General Plan Analysis. For clarification, the City's General Plan is titled *Flagstaff Regional Plan 2030*. The proposed annexation should not be detrimental to the majority of the persons or property in the surrounding area or the community in general. The City's basic position regarding annexation is that the annexation must demonstrate a favorable benefit to the taxpayers of the City. The subject city-owned property is currently exempt from property tax and will continue to be exempt after annexation.

The following policies are considered by staff to be the most pertinent to the annexation:

FRP 2030

LU.7.2 (page IX-32) - Require unincorporated properties to be annexed prior to the provision of City services, or that a pre-annexation agreement is executed when deemed appropriate.

Policy WR.4.3 (page VI-13) - Development requiring public utility services will be located within the Urban Growth Boundary.

Summary of Regional Plan & Annexation Compliance

This parcel is located within the Urban Growth Boundary. The proposed annexation is consistent with the goals and policies of the *Flagstaff Regional Plan 2030* and furthermore the application complies with all the requirements set forth in the Arizona Revised Statutes related to annexations.

PUBLIC FACILITIES AND SERVICE IMPACT ANALYSIS:

Traffic/Access/Pedestrian/Bicycle Impact:

The site is bounded on the north by city-owned unincorporated property and then the BNSF Railway, on the east by the potential future Woody Mountain Road alignment, and on the south by city-owned incorporated property that is adjacent to West Route 66. Vehicular access to the site will be provided by an existing driveway from Route 66. The existing driveway will be improved and will include a landscaped median. Proposed road and edge improvements for this project within the Route 66 right-of-way include: new curb, gutter and bike lane along the north side of Route 66 to McAllister Ranch. A westbound right turn lane into the driveway on Route 66, and an eastbound left turn lane into the entrance on Route 66 will be required to be striped for the proposed public works facility. The proposed Route 66 improvements and ultimate street cross-sections are depicted on Sheet SP02.

The City Traffic Engineer reviewed the site plan submittal and, after revisions, accepted the results subject to the following conditions:

1. Widen the westbound side of Route 66 to provide 2-lanes in the westbound direction (including a bike lane); the outside westbound lane will be striped as a right-turn lane and acceleration at the new driveway.
2. Widen the eastbound side of Route 66 as needed to provide the addition of a left-turn lane into the new driveway.
 - a. The edge improvements will include curb and gutter along the property frontage, up to the existing driveway serving the McAllister Ranch.
 - b. The City is committing to constructing, in the future, the remaining curb and gutter and sidewalk across the property frontage at such time as the adjacent parcels develop with the same edge improvements.
3. Pay a proportional share of a future signal (not currently warranted) at the intersection of Woody Mountain Road and Route 66.

According to SWI's trip generation report submitted to ADOT (attached letter dated 12/18/2014), ADOT requires a traffic impact analysis for all new developments which generate 100 or more trips during any hour of the day. The analysis of the existing traffic data provided by the City, in addition to the projected number of employees, the trip generation calculations indicate the yard will generate less than 100 peak hour trips during both AM and PM peak hours. Additionally, at least one-half of the generated traffic will bypass the Milton Road corridor and utilize I-40 to access the site. ADOT has accepted the trip generation report and will review the civil plans when submitted.

The subject site is not currently serviced by transit. This area is identified in the *FRP 2030* for future service. Pedestrian and bicycle access to the subject property is limited. There are currently no sidewalks along Route 66 in the vicinity of this project. Sidewalks are provided along the north side of Route 66 up to Railroad Springs subdivision beyond which a striped shoulder exists continuing out to the subject property. The distance between the existing

sidewalk and the subject site is one-quarter mile. The City will construct the sidewalk across the subject property frontage when the adjacent parcels develop. There is an existing dike road which is also a future FUTS trail located along the eastern boundary of the subject site. This project will be required to make a connection to this future trail at the southeast corner of the site (reference Sheet AS1.0).

Water and Sewer System Analysis:

The City of Flagstaff Utilities Department waived the requirement of a Water and Sewer System Analysis for the proposed project (see attached letter and exhibit from Utilities dated 10/21/15). After reviewing the City water and sewer master model and previous impact studies conducted in this area, the Department concludes that the land use and intensity assumed for the proposed development can be served by existing infrastructure. Water will be provided from an existing 18" water transmission main in West Route 66. An off-site sewer extension will be required to be extended along the northern portion of the property.

Water to the site will be provided by an 18-inch ductile iron water transmission main in West Route 66 along the south property frontage. An 18-inch off-site sewer interceptor main extension will be required to be constructed from the project's southwest corner (Route 66) of the parcel through the site to the northern portion of the property. The 18-inch sewer extension will connect to an existing 18-inch sewer main in the Railroad Springs Unit II subdivision. Easements must be secured from the State of Arizona and Voyager Investment Properties LLC, through APN 112-01-022 for the installation of sewer main. No other infrastructure improvements other than what is necessary to serve the parcel are required of this development. The City of Flagstaff will provide water and sewer service to this site upon acceptance and dedication of all required public improvements.

In addition to new water and sewer service to the public works yard, there is an existing well north of the existing McAllister Ranch buildings. Prior to construction of the public works yard, it is anticipated that a water line will be extended from the well, around the ranch buildings, to a new pump house. The pump house is shown on the approved site plan as located just outside the emergency access gate of the proposed public works yard. This well and pumphouse will serve future development.

Stormwater:

The development of the subject project is proposing on-site mitigation in lieu of a Drainage Impact Analysis (see attached Drainage Impact Letter dated 1/13/15). The proposed stormwater management design will not increase the volume of pre-development flows off-site. LID requirements will be met per City standards. The Stormwater Manager has provided preliminary acceptance of the proposed on-site mitigation and LID methods.

Parks and Recreation:

The City of Flagstaff Parks and Recreation Organizational Master Plan (Map 4, Regional Park Distribution and Service Areas) identifies the subject area as "Proposed Regional Parks." It also states, "Since the 1996 Parks and Recreation Master Plan the city has increased its park holdings by the 23-acre Clay Basin Park (undeveloped and located on the west side of the city on the north side of Old Route 66 along the BNSF railroad tracks before Flagstaff Ranch Road, and by adding 91 acres to Continental Park." The Flagstaff Regional Plan 2030 (Map 28, Public Facilities) identifies the area as "Existing Rural."

The Zoning Code requires nonresidential developments larger than 20,000 square feet to provide a minimum of five percent of the site as an outdoor pedestrian amenity space that serves as a transition space between a parking area and the entrance(s) to a building. For this project, staff applied the pedestrian amenity requirement to the administration building only since it will be where employees and visitors park. A landscaped pedestrian pathway system has been provided around the entire administration building with connections to and through the adjacent parking areas (reference Site Plan drawing AS1.0 and AS1.1).

Schools:

The proposed development of the subject site will not affect the local school district.

Fire Protection:

According to Fire Department staff, the site will be served by Fire Station No. 1, located at 1972 S. Thompson Drive and is within the desired response time. The response time can vary based on weather conditions.

ZONING REQUIREMENTS FOR PROPOSED ZONING:

As was noted above, if annexed, the property will need to be brought into the City as a zone similar to the existing County zoning. In this case, the City's RR, Rural Residential Zone, best matches the county G, General Zone. Arizona statute requires that once annexed, the zoning is to remain in place for a period of 30 days. As a result, an ordinance modifying the zoning code must include an effective date 30 plus days after the annexation ordinance becomes effective. Applications and staff reports for the associated Zoning Map Amendment have been provided in conjunction with this application and will explain the proposed Public Facility (PF) Zone.

OTHER REQUIREMENTS:

Citizen Participation

The City hired Shephard-Wesnitzer, Inc. (SWI) as the landowner agent/applicant to annex and rezone the property as well as compile and submit concept and site plan packages. The applicant held a neighborhood meeting on Wednesday, January 21, 2015 at 5:00 pm to discuss the annexation, general plan amendment, and rezoning of the properties. SWI led the meeting with support provided by Johnson Walzer Associates (JWA) and City Public Works staff. Meeting notification letters were sent to all property owners and homeowner's associations (HOA) within a 1,200 foot radius. Letters were also sent to the City's "Registry of Persons and Groups" as provided by the City. The Citizen Participation Report (CPR), dated May 5, 2015, is attached to this rezoning packet. The applicant received three letters in response to the meeting notice requesting information about the project. Fifteen people attended the meeting according to the sign-in sheet and had questions in regards to the case. Some of the attendees expressed concerns regarding the Annexation or Zoning Map Amendment about traffic, cost, noise and lighting. All of the questions and concerns are addressed in Table 1 of the CPR. Staff has not received any other comments in regards to this annexation.

Public hearings before the Planning and Zoning Commission and City Council will be conducted in conjunction with requests for annexation. In accordance with State statute, notice of the public hearing was provided by placing an ad in the Daily Sun, posting notices on the property, and mailing a notice to all property owners within 1200 feet of the site (exceeding the required 300-foot distance). The notices were also provided to the County Recorder, County Assessor, County Community Development Department and the Chair of the Board of Supervisors.

RECOMMENDATION:

Staff recommends that the Commission forward the annexation request to the City Council with a recommendation of approval.

ATTACHMENTS:

- Application and narrative from applicant
- Annexation Legal Description and Map
- Public Hearing Legal Advertisements
- Trip Generation Analysis letter to ADOT, dated December 18, 2014

- Waiver of Water and Sewer Impact Analysis (letter), dated October 21, 2015
- Drainage Impact Letter, dated January 13, 2015
- Annexation Exhibit with Properties Analysis (24x36)
- Citizen Participation Report (included in rezoning packet)
- Site Plan Packet: (included in rezoning packet)
 - Demolition Site Plan (includes tree resources) (Sheet AS1.0)
 - General Site Plan (Sheet AS1.0)
 - Landscape & Lighting Plan (Sheet AS1.1)
 - Floor Plans for each building, Elevations for each building
 - Route 66 Existing Conditions & Improvements (Sheets CVR, SP01, SP02)



City of Flagstaff

Community Development Division

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

P: (928) 213-2618
F: (928) 779-7684

ANX

Date Received 2015		Application for Annexation		File Number DEV14-008
Property Owner(s) City of Flagstaff	Title	Phone	Email	
Mailing Address 211 W. Aspen Ave		City, State, Zip Flagstaff, AZ 86001		
Applicant Dan Holmes	Title Senior PM	Phone (428) 213-2108	Email dholmes@flagstaff.az.gov	
Mailing Address 211 W. Aspen Ave		City, State, Zip Flagstaff, AZ 86001		
Project Representative SWI - Stephen Irwin	Title Project Eng.	Phone (928) 773-0354	Email sirwin@swiaz.com	
Mailing Address 110 West Dale Ave		City, State, Zip Flagstaff, AZ 86001		

Site Address 3200 W. Route 66	Parcel number(s) 112-01-0011	Subdivision, Tract & Lot Number
Existing Zoning District G - General Zone (County)	Existing Regional Plan Land Use Category Urban Activity Center	
Proposed Zoning District RH - Rural Residential	Proposed Regional Plan Land Use Category Suburban	
Present Use Undeveloped	Proposed Use Public Works Facility	

Summarize Reason for Request (Attach additional sheets if necessary):

See the attached sheet for the reasons for the annexation request

Note:
Indicate how the annexation will not be detrimental to the majority of persons or properties in the surrounding area, or to the community in general. If a modification to the Regional Land Use and Transportation Plan or a Zoning Map Amendment is requested, clearly state the reasons for such changes (a separate application is required).

Property Owner Signature Daniel W Holmes	Date 11/2/14	Applicant Signature Daniel W Holmes	Date 11/2/14
--	------------------------	---	------------------------

For City Use			
Date Filed: 1/13/15	Fee Receipt Number:	Amount:	Date:
Type of Request:	<input checked="" type="checkbox"/> Annexation	<input type="checkbox"/> Continued	
Publication and Posting Date(s): Posting: 10/9/15 Ad: 10/11/15		File Number: PSPR2015 0003	
Action by Planning and Zoning Commission:		Action by City Council	
Hearing Date: 10-28-15	Hearing Date:		
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<input type="checkbox"/> Continued	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<input type="checkbox"/> Continued

Staff Assignments	Planning <i>[Signature]</i>	Engineering <i>[Signature]</i>	Fire <i>[Signature]</i>	Stormwater <i>[Signature]</i>	Utilities/PW <i>[Signature]</i>
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COF ACCT #
06-09-424-3276-3-4204

PW3276B

LEGAL DESCRIPTION
APN: 112-01-001D
ANNEXATION Exhibit 'A'
#14065
9/17/2015

A parcel of land lying within the north half of Section 19, Township 21 North, Range 7 East, of the Gila Salt River Meridian, Coconino County, Arizona, described as follows:

Beginning at the northeast corner of that parcel of land as shown on Instrument #3396969 (R1) and Book 11, Page 19, Official Records of Coconino County, a ½" rebar with aluminum cap "PE 971 LS 4321", from which a ½" rebar with aluminum cap "PE 971 LS 4321" at the southeast corner of said parcel bears South 00°19'42" West, 1322.85 feet (Basis of Bearing, R1);

Thence along the east line of said parcel, South 00°19'42" West, 341.97 feet to the **TRUE POINT OF BEGINNING**;

Thence continuing along said east line, South 00°19'42" West, 980.88 feet to said southeast corner;

Thence along the south line of said parcel, South 89°44'28" West, 649.41 feet to a ½" rebar with aluminum cap "PE 971 LS 4321";

Thence continuing along said south line, South 89°44'57" West, 1293.89 feet to a ½" rebar with plastic cap "RLS 18215";

Thence leaving said south line, North 00°00'00" East, 989.46 feet;

Thence North 90°00'00" East, 1948.91 feet to the **TRUE POINT OF BEGINNING**;

Containing 44.01 acres, more or less.

See exhibit 'B' attached hereto and made a part hereof.

This legal description was prepared by Aaron D. Borling, RLS 48756, on behalf of and at the request of Shephard-Wesnitzer, Inc., Flagstaff, Az.



ANNEXATION MAP - EXHIBIT 'B'

A PORTION OF THE NORTH HALF OF SECTION 19,
TOWNSHIP 21 NORTH, RANGE 7 EAST

GILA AND SALT RIVER MERIDIAN, COCONINO COUNTY, ARIZONA

NE COR.
SEC. 19

N89°36'21"E 2641.04'(R1)

N 1/4 COR.
SEC. 19

BNSF RAILWAY

APN: 112-01-001E

P.O.B.
EXHIBIT 'A'

N90°00'00"E 1948.91'

N00°00'00"E 989.46'

APN: 112-01-001D
INST. #3708686

APN: 112-01-002
INST. #3106795
PARCEL NO. 2

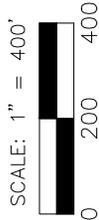
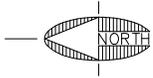
S89°44'57"W 1293.89'

W. ROUTE 66

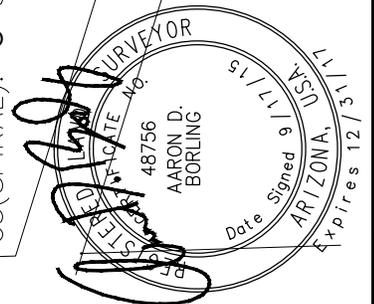
S89°44'28"W 649.41'

980.88'
S 00°19'42" W 1322.85'
BASIS OF BEARING

341.97'



- C1(SPIRAL): \ominus -3°00'00", L=297.00
- C2: Δ -6°30'00", R=2798.79', L=317.50
- C3(SPIRAL): \ominus -3°00'00", L=297.00



110 West Dale Ave
Flagstaff, Az 86001
928.773.0354
928.774.8934 fax

Shephard & Wesnitzer, Inc. www.swiaz.com

JOB NO:	14065
DATE:	9/17/2015
SCALE:	1" = 400'
DRAWN:	ADB
DESIGN:	
CHECKED:	ADB

McALLISTER RANCH

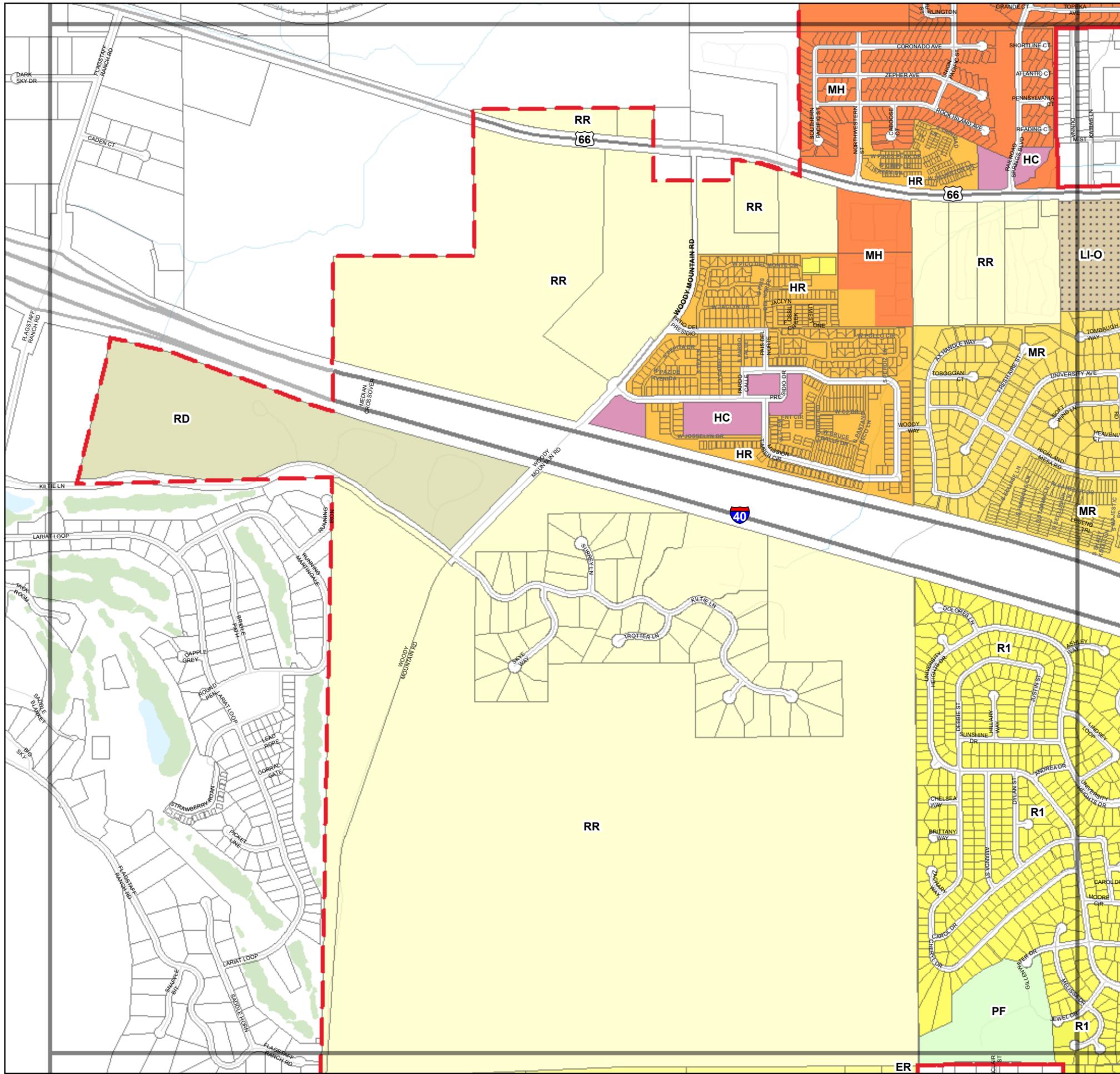
COCONINO COUNTY
ARIZONA

SHEET

2

OF 2

City of Flagstaff Zoning Map 14



Residential Zones:

- Rural Residential (RR)
- Estate Residential (ER)
- Single-family Residential (R1)
- Single-family Residential Neighborhood (R1N)
- Medium Density Residential (MR)
- High Density Residential (HR)
- Manufactured Housing (MH)

Commercial Zones:

- Central Business (CB)
- Highway Commercial (HC)
- Commercial Service (CS)
- Community Commercial (CC)
- Suburban Commercial (SC)

Industrial Zones:

- Research and Development (RD)
- Light Industrial (LI)
- Light Industrial Open (LI-O)
- Heavy Industrial (HI)
- Heavy Industrial Open (HI-O)

Resource and Open Space:

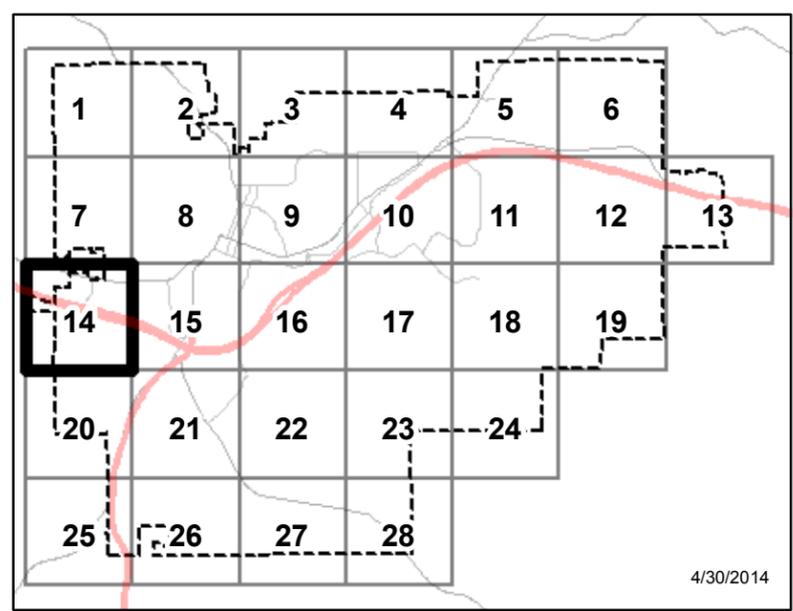
- Public Facility (PF)
- Public Lands Forest (PLF)
- Open Space (OS)

Other Symbols:

- Airport Overlay Zone
- Downtown Overlay Zone
- Townsite Overlay Zone
- Landmark Overlay Zone
- Regulating Plan Boundary
- City Limits
- Parcels

0 500 1,000 1,500 2,000 Feet

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.



NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Flagstaff Planning and Zoning Commission will hold a public hearing on Wednesday, October 28, 2015 at 4:00 p.m. and the City Council will hold a Public Hearing on Tuesday, November 17, 2015, at 6:00 p.m. to consider the following:

A. Explanation of Matters to be Considered:

1. A proposed annexation of approximately 44.01 acres of land to the City of Flagstaff as described in Part B below. The annexation is requested in order to incorporate an existing City owned parcel into the City limit.

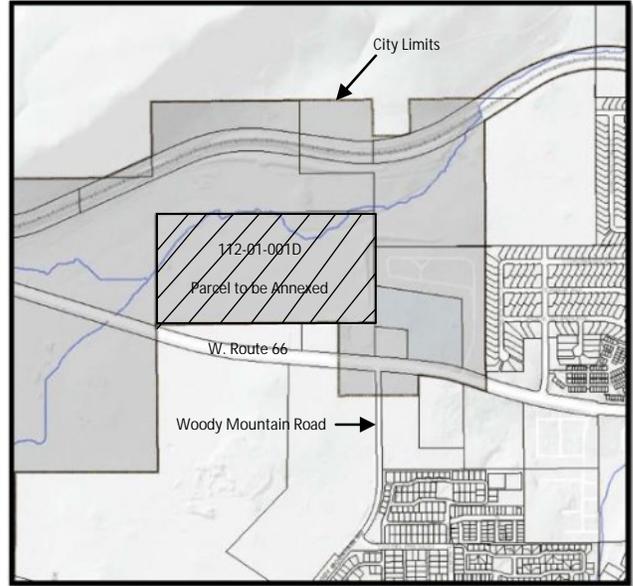
B. General Description of the Affected Area:

Approximately 44.01 acres located at 3200 W. Route 66, Coconino County Assessor's Parcel Number 112-01-001D, located in the N 1/2 Section 19, T21N, R7E, of the G&SRM, Coconino County, Arizona, as shown on the adjacent map.

Interested parties may file comments in writing regarding the proposed annexation or may appear and be heard at the hearing dates set forth above. Maps and information regarding the proposed annexation are available at the City of Flagstaff, Planning and Development Services Division, 211 West Aspen Avenue.

Unless otherwise posted, all Planning and Zoning Commission meetings and City Council meetings are held in the Council Chambers of City Hall, 211 West Aspen Avenue, Flagstaff, Arizona.

PROPOSED ANNEXATION MAP



ADDRESS: 3200 W. Route 66
APN: 112-01-001D
ACRES: Approximately 44.01 Acres
Coconino County



For further information, please contact:

Elaine Averitt
Planning Development Manager
Planning & Development Services Div.
211 West Aspen Avenue
Flagstaff, Arizona 86001

928-213-2616
Email: eaveritt@flagstaffaz.gov



Mail: October 9, 2015



City of Flagstaff

October 21, 2015

Stephen Irwin, P.E.
Project Engineer
Shephard Wesnitzer
110 West Dale Avenue
Flagstaff, AZ 86001

Ref: **Waiver of Water and Sewer Impact Analysis**
Project : Public Works Facility
Address: 3200 West Route 66
C.O.F. DRB NO. DEV14-068
Supercedes WSIA Waiver Letter dated 1-21-2015

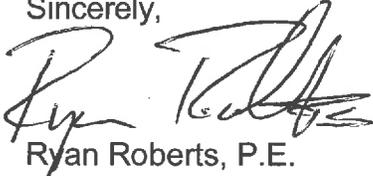
Dear Mr. Irwin,

The City of Flagstaff Utilities Department agrees to waive the requirement of a Water and Sewer Impact Analysis for the above project. After reviewing the City water and sewer master model and previous Impact studies conducted in this area, the City of Flagstaff Utilities Department is of the opinion that the proposed project will have no significant impact to existing off-site water or sewer infrastructure as a result of this development. The land use and intensity assumed for the proposed development can be served by existing infrastructure. There is adequate existing capacity and no additional analysis work will be required for this project.

Water to the site will be provided by an 18 inch ductile iron water transmission main in West Route 66 along the south property frontage. An 18 inch off-site sewer interceptor main extension will be required to be constructed from the projects south west corner of the parcel through the site to the northern portion of the property. The 18 inch sewer extension will connect to an existing 18 inch sewer main in the Railroad Springs Unit II subdivision. Easements must be secured from the State of Arizona and Voyager Investment Properties LLC., through Parcel APN 112-01-022 for the installation of the sewer main. No other infrastructure improvements other than what is necessary to serve the parcel are required of this development.

All off-site and on-site infrastructure must be constructed to City of Flagstaff and ADEQ standards. The City of Flagstaff will provide water and sewer service to this site upon acceptance and dedication of all required public improvements.

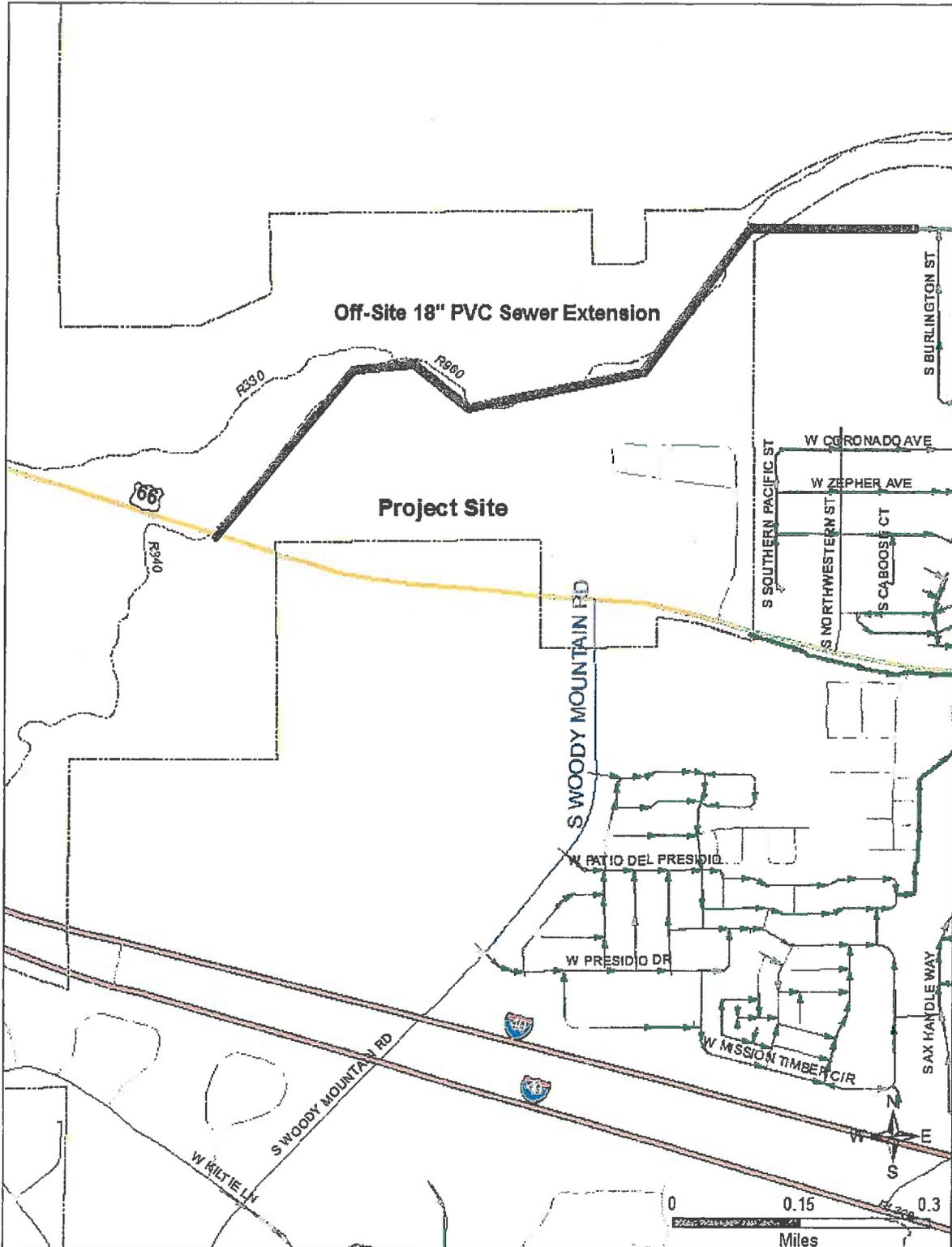
Sincerely,

A handwritten signature in black ink, appearing to read "Ryan Roberts". The signature is stylized and cursive.

Ryan Roberts, P.E.
Utilities Engineering Manager

Cc: Elaine Averitt- City of Flagstaff Planning
Jim Davis – City of Flagstaff Utilities

City of Flagstaff - Utilities Department



Off-Site Sewer Extension

Arizona Relay Service 7-1-1
211 West Aspen Avenue, Flagstaff, Arizona 86001
Main & TDD (928) 774-5281 • Fax (928) 779-7696

ORDINANCE NO. 2015-20

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, EXTENDING AND INCREASING THE CORPORATE LIMITS OF THE CITY OF FLAGSTAFF, COCONINO COUNTY, STATE OF ARIZONA, BY ANNEXING CERTAIN LAND TOTALING APPROXIMATELY 44.01 ACRES LOCATED AT 3200 W. ROUTE 66, AND ESTABLISHING CITY ZONING FOR SAID LAND AS RURAL RESIDENTIAL (RR); PROVIDING FOR SEVERABILITY, AUTHORITY FOR CLERICAL CORRECTIONS, AND ESTABLISHING AN EFFECTIVE DATE

RECITALS:

WHEREAS, petitioner, City of Flagstaff, owns a certain 44.01-acre parcel of land located at 3200 W. Route 66 (the "Property"), all of which is located within Coconino County, Arizona, as property adjacent to the boundaries of the City of Flagstaff, and described in Exhibits A and B attached to and made a part hereof; and

WHEREAS, a petition in writing ("Petition") accompanied by a map or plot of Property, having been filed and presented to the Mayor and Council of the City of Flagstaff, Arizona, signed by the owners of one-half or more in value of the real property and more than one-half of the persons owning real and personal property as would be subject to taxation by the City of Flagstaff in the event of annexation of the territory and land hereinafter described as shown by the last assessment of Property, which said territory is contiguous to the City of Flagstaff and not now embraced within its corporate limits, asking that the Property be annexed to the City of Flagstaff, and that the corporate limits of the City of Flagstaff be extended and increased so as to embrace the same; and

WHEREAS, the Mayor and Council of the City of Flagstaff, Arizona, are desirous of complying with the Petition and extending and increasing the corporate limits of the City of Flagstaff to include said territory, as described in Exhibits A and B; and

WHEREAS, the Petition sets forth a true and correct description of all the exterior boundaries of the entire area proposed to be annexed to the City of Flagstaff, and had attached thereto at all times an accurate map of the territory desired to be annexed; and

WHEREAS, no alterations increasing or reducing the territory sought to be annexed have been made after the Petition had been signed by an owner of real or personal property in such territory; and

WHEREAS, the provisions of Section 9-471 of the Arizona Revised Statutes, and amendments thereto, have been fully observed; and

WHEREAS, proper and sufficient certification and proof of the foregoing facts are now on file in the office of the City Clerk of the City of Flagstaff, Arizona, together with a true and correct copy of the original Petition, which is on file in the office of the Coconino County Recorder; and

WHEREAS, the development of the Property will be controlled by the relevant provisions of the Zoning Code and other City codes regulating the development of the Property; and

WHEREAS, the Council finds that the proposed annexation of the Property has been considered by the Planning and Zoning Commission and that City staff and the Commission have each recommended that the Council proceed with the annexation at this time; and

WHEREAS, the Council has reviewed the Staff Summary Report, which discusses the proposed annexation, and now finds that the annexation of the Property would be consistent with the objectives and policies of the Flagstaff Regional Plan 2030 enacted in May, 2014 ("Regional Plan"); that the annexation of the Property would not be detrimental to the majority of the persons or property in the surrounding area or to the community in general; and the Council specifically further finds that:

The annexation of the Property and the existing and proposed uses thereon will further the objectives of the Regional Plan.

ENACTMENTS:

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

SECTION 1. That the following described territory be, and the same hereby is, annexed to the City of Flagstaff, and that the present corporate limits be, and the same hereby are, extended and increased to include the following described territory contiguous to the present City of Flagstaff corporate limits:

See attached Exhibits A and B which are incorporated herein by this reference.

SECTION 2. That the territory described in Exhibits A and B is annexed to the City of Flagstaff subject to the following conditions:

1. That a copy of this Ordinance, together with an accurate map of the territory hereby annexed to the City of Flagstaff, certified by the Mayor of said City of Flagstaff, be forthwith filed and recorded in the office of the County Recorder of Coconino County, Arizona.

SECTION 3. That, pursuant to the provisions of Section 9-471(L), Arizona Revised Statutes, upon this Ordinance becoming final under the provisions of Section 9-471(D), Arizona Revised Statutes, the municipal zoning designation for the Property under the Zoning Code shall be Rural Residential (RR).

SECTION 4. The Community Development Department of the City of Flagstaff is hereby directed to enter such changes and amendments as may be necessary upon the Zoning Map of said Zoning Code in compliance with this ordinance.

SECTION 5. That the Flagstaff City Clerk shall provide a copy of the adopted annexation ordinance to the Clerk of the Coconino County Board of Supervisors within sixty days of the annexation becoming final.

SECTION 6. If any section, subsection, sentence, clause, phrase or portion of this ordinance or any part of the code adopted herein by reference is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

SECTION 7. The City Clerk is hereby authorized to correct typographical and grammatical errors, as well as errors of wording and punctuation, as necessary related to this ordinance as amended herein, and to make formatting changes needed for purposes of clarity and form, or consistency, within thirty (30) days following adoption by the City Council.

SECTION 8. This Ordinance shall become effective thirty (30) days after adoption by the City Council.

PASSED AND ADOPTED by the City Council of the City of Flagstaff this _____ day of _____, 20____.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

LEGAL DESCRIPTION
APN: 112-01-001D
ANNEXATION Exhibit 'A'
#14065
9/17/2015

A parcel of land lying within the north half of Section 19, Township 21 North, Range 7 East, of the Gila Salt River Meridian, Coconino County, Arizona, described as follows:

Beginning at the northeast corner of that parcel of land as shown on Instrument #3396969 (R1) and Book 11, Page 19, Official Records of Coconino County, a ½" rebar with aluminum cap "PE 971 LS 4321", from which a ½" rebar with aluminum cap "PE 971 LS 4321" at the southeast corner of said parcel bears South 00°19'42" West, 1322.85 feet (Basis of Bearing, R1);

Thence along the east line of said parcel, South 00°19'42" West, 341.97 feet to the **TRUE POINT OF BEGINNING**;

Thence continuing along said east line, South 00°19'42" West, 980.88 feet to said southeast corner;

Thence along the south line of said parcel, South 89°44'28" West, 649.41 feet to a ½" rebar with aluminum cap "PE 971 LS 4321";

Thence continuing along said south line, South 89°44'57" West, 1293.89 feet to a ½" rebar with plastic cap "RLS 18215";

Thence leaving said south line, North 00°00'00" East, 989.46 feet;

Thence North 90°00'00" East, 1948.91 feet to the **TRUE POINT OF BEGINNING**;

Containing 44.01 acres, more or less.

See exhibit 'B' attached hereto and made a part hereof.

This legal description was prepared by Aaron D. Borling, RLS 48756, on behalf of and at the request of Shephard-Wesnitzer, Inc., Flagstaff, Az.



ANNEXATION MAP - EXHIBIT 'B'

A PORTION OF THE NORTH HALF OF SECTION 19,
TOWNSHIP 21 NORTH, RANGE 7 EAST

GILA AND SALT RIVER MERIDIAN, COCONINO COUNTY, ARIZONA

NE COR.
SEC. 19

N89°36'21"E 2641.04'(R1)

N 1/4 COR.
SEC. 19

BNSF RAILWAY

APN: 112-01-001E

P.O.B.
EXHIBIT 'A'

N90°00'00"E 1948.91'

N00°00'00"E 989.46'

APN: 112-01-001D
INST. #3708686

APN: 112-01-002
INST. #3106795
PARCEL NO. 2

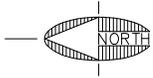
S89°44'57"W 1293.89'

W. ROUTE 66

S89°44'28"W 649.41'

980.88'
S 00°19'42" W 1322.85'
BASIS OF BEARING

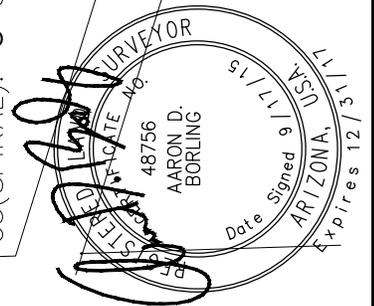
341.97'



SCALE: 1" = 400'



- C1(SPIRAL): \ominus -3°00'00", L=297.00
- C2: Δ -6°30'00", R=2798.79', L=317.50
- C3(SPIRAL): \ominus -3°00'00", L=297.00



Shephard & Wesnitzer, Inc. www.swiaz.com

110 West Dale Ave
Flagstaff, Az 86001
928.773.0354
928.774.8934 fax

JOB NO:	14065
DATE:	9/17/2015
SCALE:	1" = 400'
DRAWN:	ADB
DESIGN:	
CHECKED:	ADB

McALLISTER RANCH

COCONINO COUNTY
ARIZONA

SHEET

2

OF 2

CITY OF FLAGSTAFF STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Elaine Averitt, Planning Development Manager
Date: 11/23/2015
Meeting Date: 12/01/2015



TITLE:

Consideration of Ordinance No. 2015-21: A zoning map amendment/direct ordinance amending the Flagstaff Zoning Code to rezone approximately 48.81 acres of real property from Rural Residential (RR) to Public Facility (PF) located at 3200 West Route 66 on parcel numbers 112-01-001D and 112-01-002. *(Rezoning of property for the new McAllister Ranch public works yard located on West Route 66).*

RECOMMENDED ACTION:

- 1) Read Ordinance No. 2015-21 by title for the final time
- 2) City Clerk reads Ordinance No. 2015-21 by title only for the final time (if approved above)
- 3) Adopt Ordinance No.2015-21

Executive Summary:

This request is third and last of three related items. The City of Flagstaff (applicant) is requesting a zoning map amendment to allow for the development of a new public works facility. The Flagstaff Planning and Zoning Commission conducted a public hearing to consider this rezoning request at its regular meeting of October 28, 2015. At the conclusion of the public hearing, the Commission voted (7-0) to forward the request to the City Council with a recommendation of approval with four additional conditions. Zoning map amendments are required to be adopted by ordinance. All substantive issues area addressed in the attached Planning & Zoning Commission report.

Financial Impact:

The money resources for the Facility are \$14,000,000 bonding authority, landfill fees, both debt and one time money, totaling \$5,500,000 and the appraised values for McAllister Ranch at \$2,178,000 and the Mogollon property at \$2,256,000. Total resources: \$23,934,000 available for the Facility.

Connection to Council Goal and/or Regional Plan:

COUNCIL GOALS:

- 3) Provide sustainable and equitable public facilities, services, and infrastructure systems in an efficient and effective manner to serve all population areas and demographics
- 11) Ensure that we are as prepared as possible for extreme weather events

REGIONAL PLAN:

A full discussion of the applicable policies is included in the Regional Plan staff report to the P&Z Commission (PZ-15-00077-02).

Has There Been Previous Council Decision on This:

On 7/15/14 the Council rejected a total of nine proposals for alternative sites for the public works yard (core services facility). First read of the ordinance was held at the November 17, 2015, Council Meeting.

Options and Alternatives:

The City Council may approve the ordinance as proposed, approve the ordinance with conditions, or deny the ordinance.

Background/History:

The Applicant, City of Flagstaff, is requesting a Zoning Map Amendment to rezone approximately 48.81 acres from Rural Residential (RR) zone to Public Facilities (PF) zone located at 3200 W. Route 66. This amendment would allow the development of a municipal public works facility, consisting of 87,280 square feet of buildings including an administration building for employees and the public, and buildings to serve the following City of Flagstaff Public Works services and divisions: Parks, Solid Waste, Streets, and Fleet. The majority of the subject property is currently undeveloped, forested land with the exception of an existing cell tower approximately 330 feet north of W. Route 66 and the McAllister Ranch Complex at the west end of the property. The property slopes generally 2 to 3 percent towards the northwest which is the Clay Avenue Wash area and is fairly level with the exception of a small knoll at the southeast corner which will be protected for slope resources.

An applicant requesting an amendment to the Zoning map may elect to pursue either a "Direct Ordinance with a Site Plan" or "Authorization to Rezone with a Concept Zoning Plan" per Section 10-20.50.040.D (pg. 20.50-5). This application is a Direct Ordinance with a Site Plan. If the Zoning Map Amendment request is approved, the next steps in the process will be Civil Improvement Plan and Building permit submittals.

In a rezoning case, typically a development agreement is formalized between the City and the private developer. With this project, the City is the developer and a development agreement is not required. However, any requirements for the City will be included in the Zoning Map Amendment ordinance as stipulations.

Key Considerations:

If the rezoning request is approved and the 48.81-acre site is rezoned to Public Facility (PF) zone, the proposed public works facility will be considered a permitted use in that zone. Per the Flagstaff Zoning Code (Section 10-40.30.060, pg. 40.30-29), "Government Service/Maintenance Facilities" is an allowed use under the sub-heading of Transportation and Infrastructure in the Public Facility (PF) zone.

Community Benefits and Considerations:

Community benefits and considerations are addressed in the Regional Plan Amendment request.

Community Involvement:**Inform/Consult**

The City hired Shephard-Wesnitzer, Inc. (SWI) to act as the applicant to annex and rezone the property as well as compile and submit concept and site plan packages. The applicant held a neighborhood meeting on January 21, 2015 to discuss the annexation, general plan amendment, and rezoning of the properties. SWI led the meeting with support provided by Johnson Walzer Associates (JWA) and City Public Works staff. Meeting notification letters were sent to all property owners and homeowner's associations (HOA) within a 1,200 foot radius. Letters were also sent to the City's "Registry of Persons and Groups" as provided by the City. The Citizen Participation Report (CPR), dated May 5, 2015, is

attached to this rezoning report. The applicant received three letters in response to the meeting notice requesting information about the project. Fifteen people attended the meeting according to the sign-in sheet and had questions in regards to the case. Some of the attendees expressed concerns regarding the Annexation or Zoning Map Amendment about traffic, cost, noise and lighting. All of the questions and concerns are addressed in Table 1 of the CPR. As of this writing, staff has received one e-mail dated 10/16/15 from a property owner south of the subject site; the e-mail is attached to the *Flagstaff Regional Plan 2030* Amendment report.

Public hearings before the Planning and Zoning Commission and City Council are conducted in conjunction with requests for rezoning. In accordance with State statute, notice of the public hearing was provided by placing an ad in the Daily Sun, posting notices on the property, and mailing a notice to all property owners within 1200 feet of the site (exceeding the required 300-foot distance). At the October 28, 2015 Planning and Zoning Commission public hearing, there was no public testimony. At the conclusion of the public hearing, the Commission voted 7-0 to forward a recommendation to the Council for approval of the request with four additional conditions which have been incorporated into the zoning ordinance.

Attachments: [Application Reg Plan & Zoning](#)
 [Current COF Zoning Map](#)
 [Rezone exhibit_existing](#)
 [Rezone exhibit_proposed](#)
 [Rezone legal descrip 001D](#)
 [Rezone legal descrip 002](#)
 [Public Hearing Legal Notice](#)
 [Citizen Particip Report](#)
 [Civil Site Plan](#)
 [General Site Plan](#)
 [PZC Zoning Staff Report](#)
 [Ord. 2015-21.Combined](#)



City of Flagstaff

Community Development Division

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

P: (928) 213-2618
 F: (928) 213-2609

PREZ/PGM

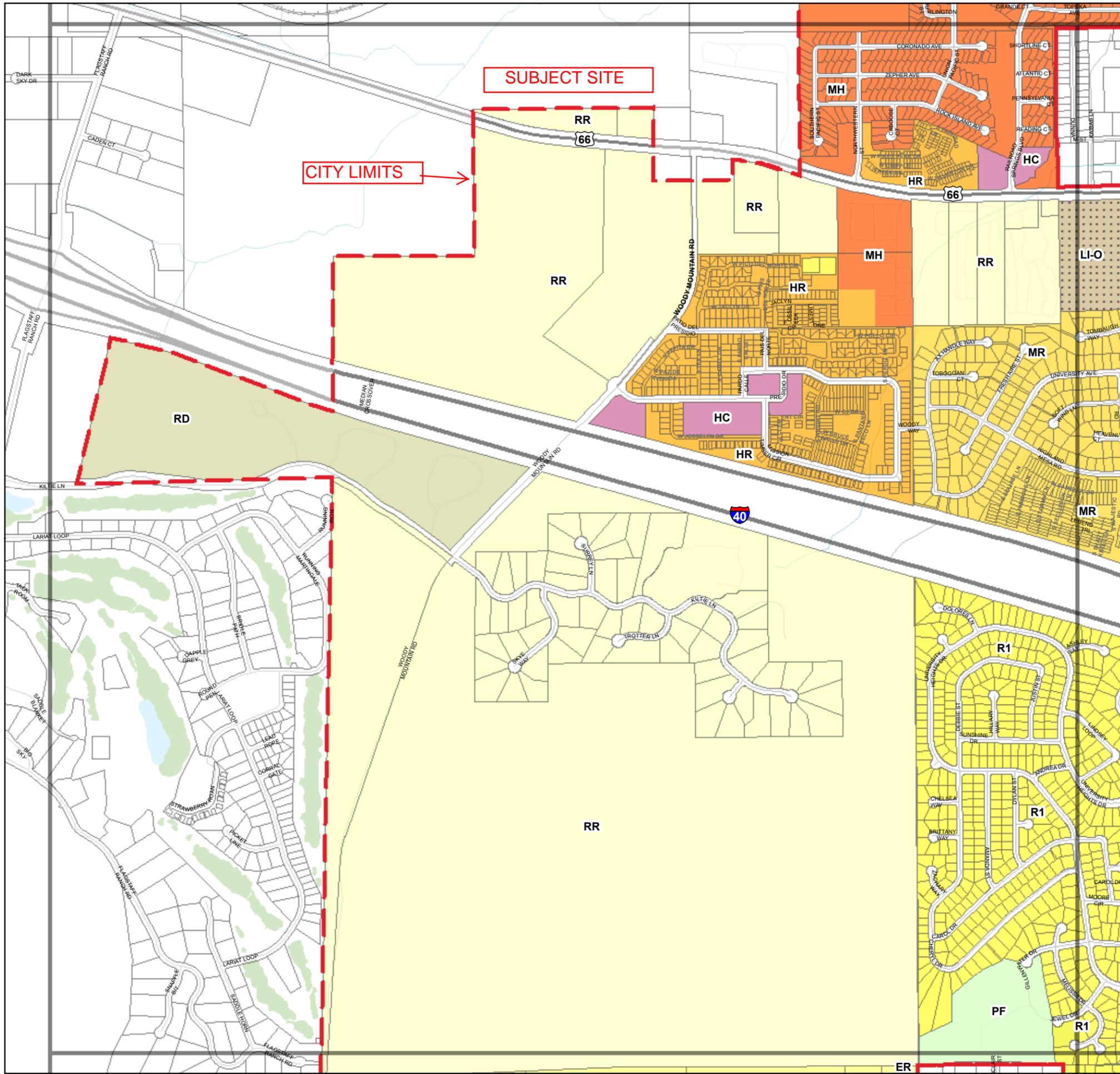
Date Received	Application for Zoning Map Amendment and/or Minor Regional Plan Amendment			File Number
				DEN 14-068
Property Owner(s)	Title	Phone	Email	
City of Flagstaff				
Mailing Address			City, State, Zip	
211 W. Aspen Ave			Flagstaff, AZ 86001	
Applicant(s)	Title	Phone	Email	
Pat Bourque	PW Section Head	779-7615	pbourque@flagstaffaz.gov	
Mailing Address			City, State, Zip	
Same as owner				
Project Representative)	Title	Phone	Email	
SWI - Stephen Frush	Project Engineer	773-0354	sfrush@swiaz.com	
Mailing Address			City, State, Zip	
110 West Dale Avenue			Flagstaff, AZ 86001	
Requested Review	<input checked="" type="checkbox"/> Zoning Map Amendment	<input checked="" type="checkbox"/> Minor Regional Plan Amendment	<input type="checkbox"/> Continued	

Site Address	Parcel Number(s)	Subdivision, Tract & Lot Number	
3200 W. Route 66	112-01-010 112-01-002		
Existing Zoning District	Proposed Zoning District:	Existing Regional Plan Land Use Category	
RR - Rural Residential G - General Zone (County)	Public Facilities (PF)	Urban Activity Center	
Existing Use		Proposed Use	
Undeveloped		Public Works Facility	
Property Information:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Located in an existing Local/National Historic District? (Name: _____) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Existing structures are over 50 years old at the time of application? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Subject property is undeveloped land?		
Requested Urban Growth Boundary Change (If Applicable)	Proposed Regional Plan Land Use Category		
	Suburban		
Property Owner Signature (required)	Date:	Applicant Signature	Date:
<i>[Signature]</i>	5/5/15	<i>[Signature]</i>	5/5/15

For City Use			
Date Filed:	File Number(s):	Type of Zoning Map Amendment:	
5-5-15	20150023	<input type="checkbox"/> Small scale <input type="checkbox"/> Medium scale <input checked="" type="checkbox"/> Large scale <input type="checkbox"/> Multi-phase scale	
P & Z Hearing Date:	Publication and Posting Date:		
10-28-15	Posting Date: 10/9/15 Ad: 10/11/15		
Council Hearing Date:	Publication and Posting Date:		
	Posting Date: 10/9/15 Ad: 10/11/15		
Fee Receipt Number:	Amount:	Date:	
	\$17,726-	5.5.15	

Action by Planning and Zoning Commission:		Action by City Council:			
<input 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	Engineering	Fire	Public Works/Utilities	Stormwater
	Ebner	Jmy	Kent	Jm	Chris

City of Flagstaff Zoning Map 14



Residential Zones:

- Rural Residential (RR)
- Estate Residential (ER)
- Single-family Residential (R1)
- Single-family Residential Neighborhood (R1N)
- Medium Density Residential (MR)
- High Density Residential (HR)
- Manufactured Housing (MH)

Commercial Zones:

- Central Business (CB)
- Highway Commercial (HC)
- Commercial Service (CS)
- Community Commercial (CC)
- Suburban Commercial (SC)

Industrial Zones:

- Research and Development (RD)
- Light Industrial (LI)
- Light Industrial Open (LI-O)
- Heavy Industrial (HI)
- Heavy Industrial Open (HI-O)

Resource and Open Space:

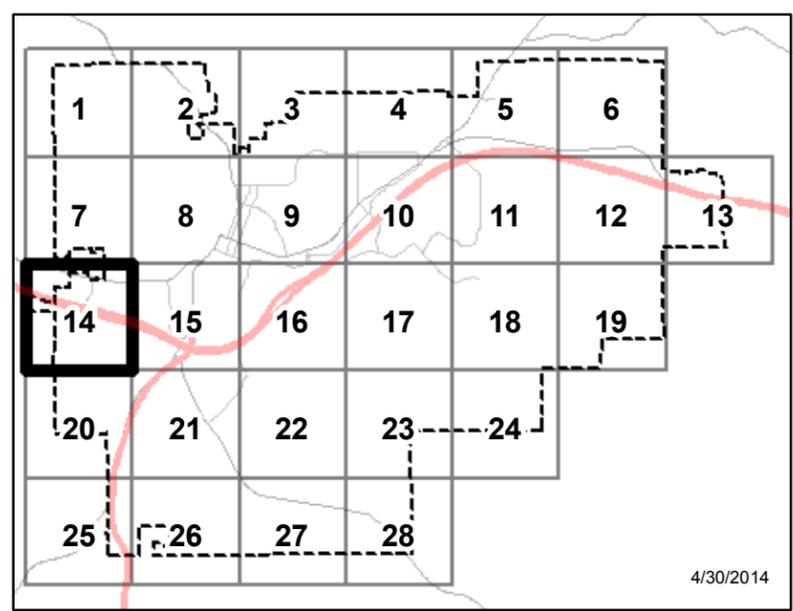
- Public Facility (PF)
- Public Lands Forest (PLF)
- Open Space (OS)

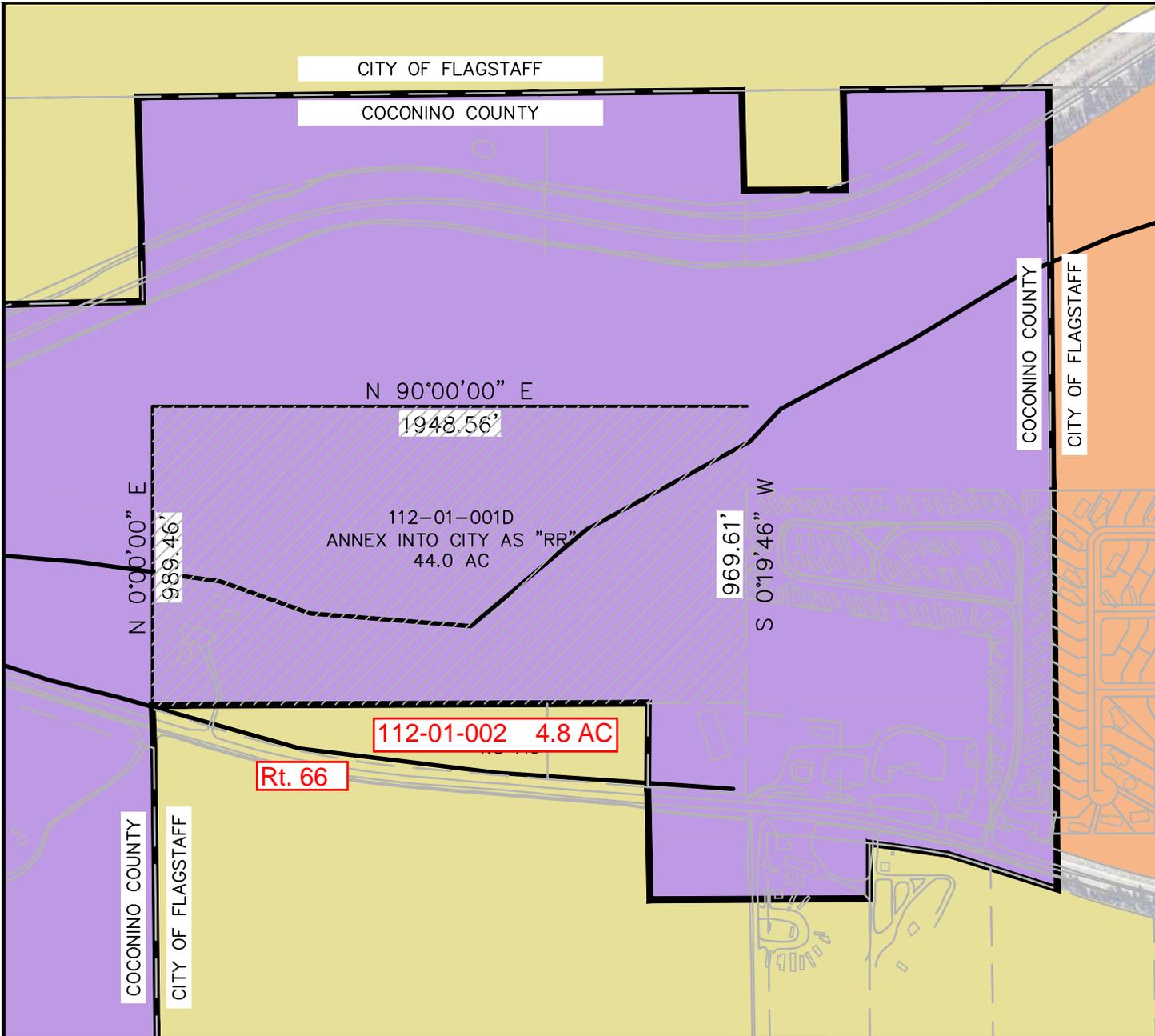
Other Symbols:

- Airport Overlay Zone
- Downtown Overlay Zone
- Townsite Overlay Zone
- Landmark Overlay Zone
- Regulating Plan Boundary
- City Limits
- Parcels

0 500 1,000 1,500 2,000 Feet

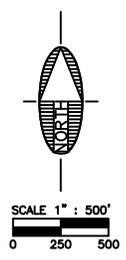
This map is known as the "City of Flagstaff Official Zoning Map" or the "City of Flagstaff Official Regulating Plan," and is intended to implement the City of Flagstaff Zoning Code per Ordinance 2011-20 adopted on 11/01/2011 and all subsequent amendments. These maps are based on the most accurate graphic 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.





ZONES

- G GENERAL
- MH MANUFACTURED HOUSING
- RR RURAL RESIDENTIAL



SWI
 Shephard Wesnitzer, Inc.

110 W. Dale Avenue
 Flagstaff, AZ 86001
 928.773.0354
 928.774.8934 fax
 www.swiaz.com

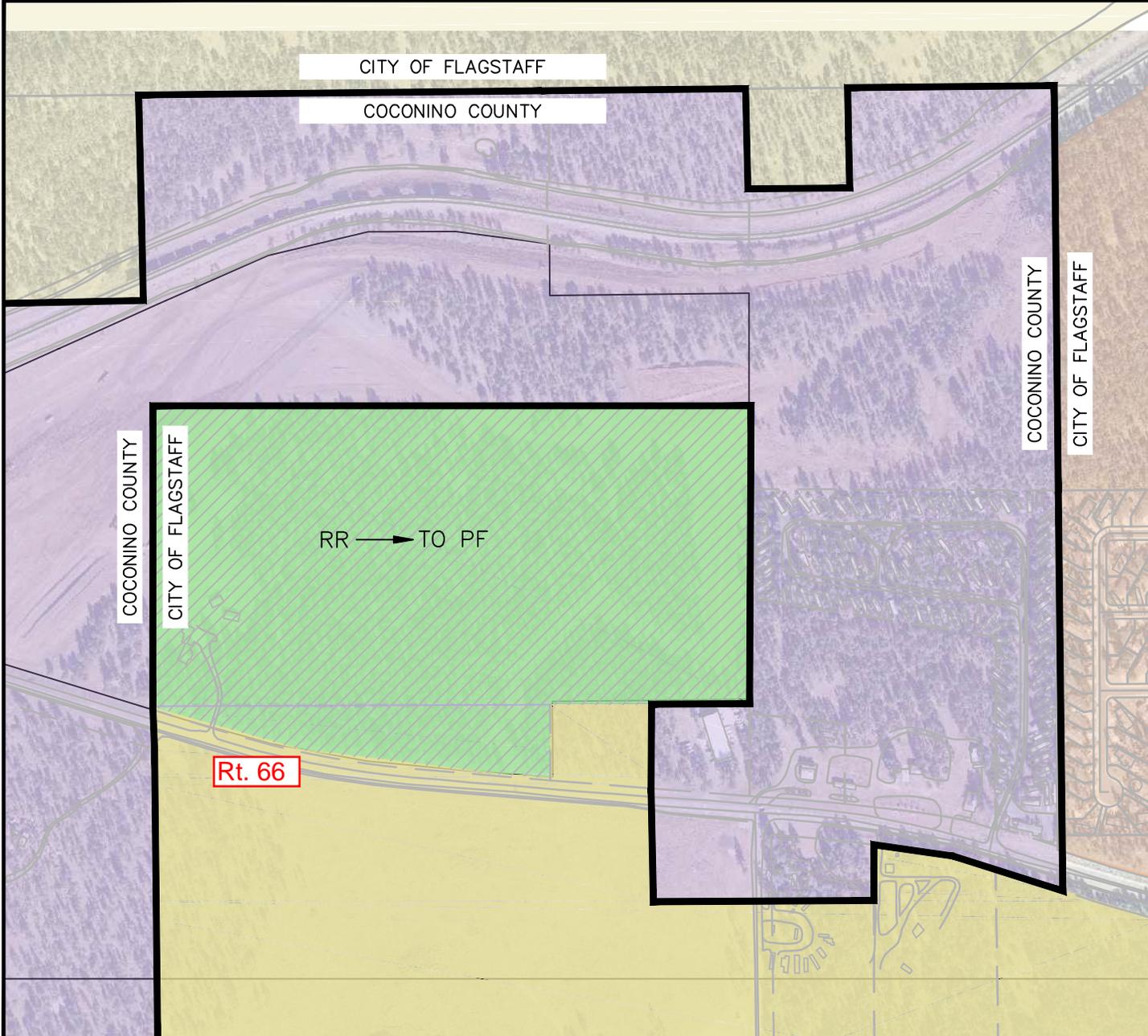
JOB NO.	14065
DATE	SEP 14
SCALE	SHOWN
DRAWN	TRL
DESIGN	SCI
CHECKED	GEC

MCALLISTER RANCH PUBLIC WORKS YARD

FLAGSTAFF
 ARIZONA

REZONE EXHIBIT
 EXISTING

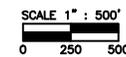
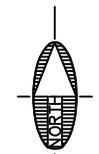
SHEET
2
 OF 5



ZONES

-  G GENERAL
-  MH MANUFACTURED HOUSING
-  RR RURAL RESIDENTIAL
-  PF PUBLIC FACILITY
-  PROPOSED LAND TO BE REZONED FROM RR TO PF

NOTE:
SEE SEPARATE EXHIBIT TO SHOW
PROPOSED RESOURCE PROTECTION PLAN.



LEGAL DESCRIPTION

APN: 112-01-001D

REZONE Exhibit 'A'

#14065

9/17/2015

A parcel of land lying within the north half of Section 19, Township 21 North, Range 7 East, of the Gila Salt River Meridian, Coconino County, Arizona, described as follows:

Beginning at the northeast corner of that parcel of land as shown on Instrument #3396969 (R1) and Book 11, Page 19, Official Records of Coconino County, a ½” rebar with aluminum cap “PE 971 LS 4321”, from which a ½” rebar with aluminum cap “PE 971 LS 4321” at the southeast corner of said parcel bears South 00°19'42" West, 1322.85 feet (Basis of Bearing, R1);

Thence along the east line of said parcel, South 00°19'42" West, 341.97 feet to the **TRUE POINT OF BEGINNING**;

Thence continuing along said east line, South 00°19'42" West, 980.88 feet to said southeast corner;

Thence along the south line of said parcel, South 89°44'28" West, 649.41 feet to a ½” rebar with aluminum cap “PE 971 LS 4321”;

Thence continuing along said south line, South 89°44'57" West, 1293.89 feet to a ½” rebar with plastic cap “RLS 18215”;

Thence leaving said south line, North 00°00'00” East, 989.46 feet;

Thence North 90°00'00” East, 1948.91 feet to the **TRUE POINT OF BEGINNING**;

Containing 44.01 acres, more or less.

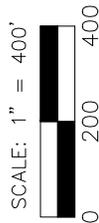
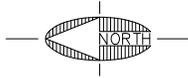
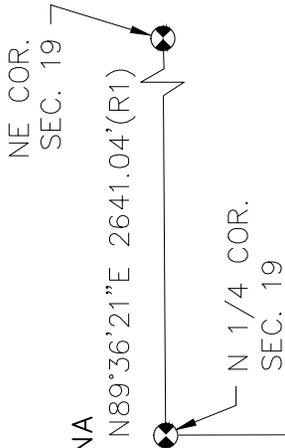
See exhibit 'B' attached hereto and made a part hereof.

This legal description was prepared by Aaron D. Borling, RLS 48756, on behalf of and at the request of Shephard-Wesnitzer, Inc., Flagstaff, Az.



REZONING MAP - EXHIBIT 'B'

A PORTION OF THE NORTH HALF OF SECTION 19,
TOWNSHIP 21 NORTH, RANGE 7 EAST
GILA AND SALT RIVER MERIDIAN, COCONINO COUNTY, ARIZONA



BNSF RAILWAY

APN: 112-01-001E

P.O.B.
EXHIBIT 'A'

N90°00'00"E 1948.91'

N00°00'00"E 989.46'

APN: 112-01-001D
INST. #3708686

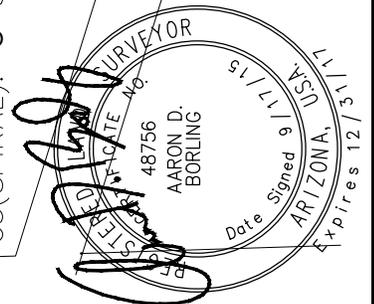
APN: 112-01-002
INST. #3106795
PARCEL NO. 2

S89°44'57"W 1293.89'

W. ROUTE 66

980.88'
S 00°19'42" W 1322.85'
341.97'

- C1(SPIRAL): \ominus -3°00'00", L=297.00
- C2: Δ -6°30'00", R=2798.79', L=317.50
- C3(SPIRAL): \ominus -3°00'00", L=297.00



110 West Dale Ave
Flagstaff, Az 86001
928.773.0354
928.774.8934 fax

Shephard & Wesnitzer, Inc. www.swiaz.com

JOB NO:	14065
DATE:	9/17/2015
SCALE:	1" = 400'
DRAWN:	ADB
DESIGN:	
CHECKED:	ADB

McALLISTER RANCH

COCONINO COUNTY
ARIZONA

SHEET

2

OF 2

LEGAL DESCRIPTION

APN: 112-01-002

REZONE Exhibit 'A'

#14065

9/17/2015

A parcel of land lying within the north half of Section 19, Township 21 North, Range 7 East, of the Gila Salt River Meridian, Coconino County, Arizona, described as follows:

Parcel No. 2, as described in Instrument #3106795, and as shown on Instrument #3542480, Official Records of Coconino County.

Containing 4.80 acres, more or less.

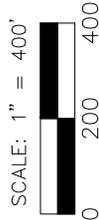
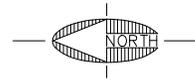
See exhibit 'B' attached hereto and made a part hereof.

This legal description was prepared by Aaron D. Borling, RLS 48756, on behalf of and at the request of Shephard-Wesnitzer, Inc., Flagstaff, Az.



REZONING MAP - EXHIBIT 'B'

A PORTION OF THE NORTH HALF OF SECTION 19,
TOWNSHIP 21 NORTH, RANGE 7 EAST
GILA AND SALT RIVER MERIDIAN, COCONINO COUNTY, ARIZONA



NE COR.
SEC. 19
N89°36'21"E 2641.04'(R1)
N 1/4 COR.
SEC. 19

BNSF RAILWAY

APN: 112-01-001E

P.O.B.
EXHIBIT 'A'

BNSF RAILWAY

980.88'
S 00°19'42" W 1322.85'
341.97'

APN: 112-01-001D
INST. #3708686

APN: 112-01-002
INST. #3106795
PARCEL NO. 2

C1(SPIRAL): \ominus -3°00'00", L=297.00
C2: Δ -6°30'00", R=2798.79', L=317.50
C3(SPIRAL): \ominus -3°00'00", L=297.00

N01°29'55"W 11.27'

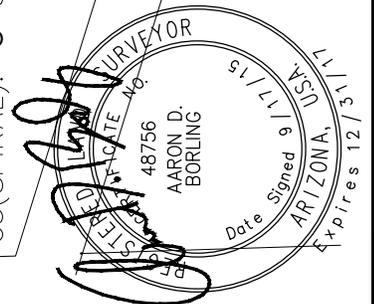
W. ROUTE 66

S89°44'57"W 1293.89'

S89°44'28"W 649.41'

S00°09'14"E 247.03'
S85°10'29"E 304.34'

S72°45'25"E 103.69'



110 West Dale Ave
Flagstaff, Az 86001
928.773.0354
928.774.8934 fax

Shephard & Wesnitzer, Inc. www.swiaz.com

JOB NO:	14065
DATE:	9/17/2015
SCALE:	1" = 400'
DRAWN:	ADB
DESIGN:	
CHECKED:	ADB

McALLISTER RANCH

COCONINO COUNTY
ARIZONA

SHEET

2

OF 2

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Flagstaff Planning and Zoning Commission will hold a public hearing on Wednesday, October 28, 2015 at 4:00 p.m. and the City Council will hold a Public Hearing on Tuesday, November 17, 2015, at 6:00 p.m. to consider the following:

A. Explanation of Matters to be Considered:

1. A proposed minor amendment to the Flagstaff Regional Plan Map 21 and 22 to change the area type of 28.7 acres to Existing Suburban on the 48.81-acre site described in Part B below.
2. A proposed amendment to the official City of Flagstaff zoning map to rezone property from RR, Rural Residential to PF, Public Facility (48.81 acres), for the area described in Part B below.

The proposed Regional Plan Amendment and Zoning Map Amendment will allow for a City of Flagstaff public works facility consisting of approximately 87,280 square feet to be constructed on this site.

B. General Description of the Affected Area:

Approximately 48.81 acres located at 3200 W. Route 66, Coconino County Assessor's Parcel Numbers 112-01-001D and 112-01-002, located in the N 1/2 Section 19, T21N, R7E, of the G&SRM, City of Flagstaff, Coconino County, Arizona, as shown on the adjacent map.

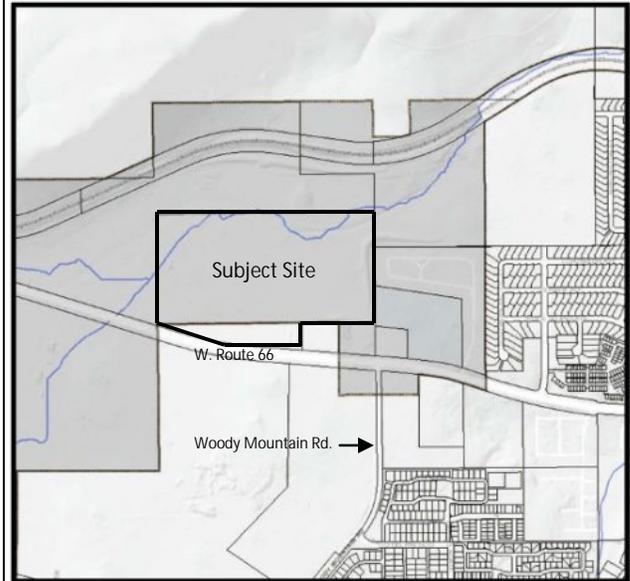
The Council hearing for these items may be continued if the Planning and Zoning Commission has not given a recommendation.

Interested parties may file comments in writing regarding the proposed Zoning Map Amendment and/or Regional Plan Amendment or may appear and be heard at the hearing date set forth above. Maps and information regarding the proposed Zoning Map Amendment and/or Regional Plan Amendment are available at the City of Flagstaff, Planning and Development Services Division, 211 West Aspen Avenue.

Unless otherwise posted, all Planning and Zoning Commission meetings and City Council meetings are held in the Council Chambers of City Hall, 211 West Aspen Avenue, Flagstaff, AZ.

PROPOSED REGIONAL PLAN AMENDMENT
Map 21 and Map 22 area type changes within the subject site

PROPOSED ZONING MAP AMENDMENT
From Rural Residential (RR) Zone to Public Facility (PF) Zone



ADDRESS: 3200 W. Route 66
APN: 112-01-001D & 112-01-002
ACRES: Approximately 48.81 acres
City of Flagstaff, Coconino County



For further information, please contact:

Elaine Averitt
Planning Development Manager
Planning & Development Services Div.
211 West Aspen Avenue
Flagstaff, Arizona 86001
928-213-2616
Email: eaveritt@flagstaffaz.gov



Mail: October 9, 2015

Publish: October 11, 2015

**CITIZEN PARTICIPATION REPORT
For
MCALLISTER RANCH PUBLIC WORKS YARD**

SWI Project # 14065

Section 19, T 21 N, R 07 E, G&SRM
Coconino County, Arizona

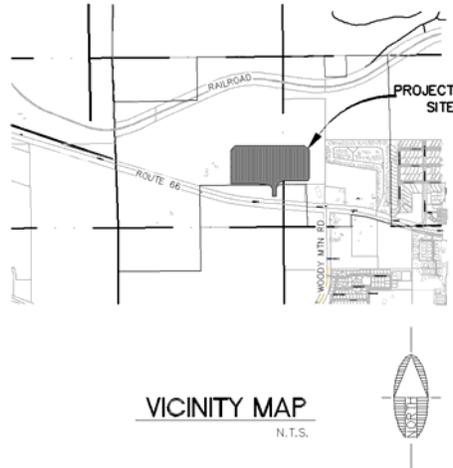
Prepared for:
City of Flagstaff
221 W. Aspen Avenue
Flagstaff, AZ 86001

Prepared by:
Shephard-Wesnitzer, Inc.
110 W. Dale Avenue
Flagstaff, AZ 86001
(928) 773-0354

January 21, 2015
Revised: May 5, 2015

PROJECT SUMMARY

The City of Flagstaff is proposing a new public works yard at McAllister Ranch, located on the north side of west Route 66 between Woody Mountain Road and Flagstaff Ranch Road, see Vicinity Map shown below. Access to the site will be provided by one proposed driveway on Route 66. An eastbound left turn lane, westbound right turn lane, and westbound acceleration lane will be constructed. There will be a shared thru/right turn lane to exit the site. The site is located on 49 acres, of which only approximately 20 acres will be utilized for the public works facility.



PROJECT LOCATION

The project limits are located near the western limits of the City of Flagstaff along Route 66, with the proposed facility being located on Coconino County Parcel 112-01-001C. The project site is positioned in the North $\frac{1}{2}$ of Section 19, Township 21 North, and Range 07 East, of the Gila and Salt River Base Meridian, Coconino County.

PROJECT DESCRIPTION

The site is currently located in an unincorporated area of Coconino County. The City has hired SWI to annex/rezone the property as well as compile and submit concept and site plan packages. A lot split was already processed and recorded, with a 44 acres parcel (APN 112-01-001D) being created as a result. After being annexed into the City, the parcel will be rezoned to Public Facilities (PF) in order to allow for a public works facility land use. The public works facility encroaches on an adjacent 5 acre City owned parcel (APN 112-01-092), which will also be rezoned. The two parcels will then be combined into one 49 acre parcel.

NEIGHBORHOOD MEETING

As part of the annexation, rezone, and minor plan amendment, a "Citizen Participation Plan" is required in accordance with the Zoning Code. The main component of the plan is to hold a Neighborhood Meeting to introduce the project to surrounding property owners. A meeting is scheduled for Wednesday January 21, 2015 at 5 pm with a presentation at 6 pm at the DoubleTree by Hilton Flagstaff, located at 1175 West Route 66, Flagstaff, AZ.

Notification letters were sent to all property owners and homeowner’s associations (HOA) within a 1,200 foot radius. Letters were also sent to the City’s “Registry of Persons and Groups” as provided by the City. The letters were mailed on January 6, 2015. A copy of the notification letter and an exhibit of people invited to the meeting are included in Appendix A. In addition to the notification letter, a sign with the Neighborhood Meeting information was posted at the property on Friday January 9, 2015. The sign was posted on the gate at the entrance to the property on Route 66. A photo of the sign is included in Appendix B. The notification letter was also posted on the City of Flagstaff Website, and a brief article was published in the Arizona Daily Sun on January 21, 2015.

SWI led the meeting with support provided by Johnson Walzer Associates (JWA) and City Public Works staff. Poster boards with the Concept Plan, annexation map, landscape plan, resource protection plan, and exhibit with adjacent parcels were posted throughout the meeting room. Regional Plan and Zoning Maps provided by the City were also posted throughout the meeting room. The meeting began at 5 pm with an open house followed by a presentation at 6 pm. An outline of the brief presentation is below:

- Introduction
 - Basic overview of the project and what SWI was hired to accomplish – annexation, rezone, concept plan, site plan, etc.
- Drainage impacts
- Traffic impacts
- Resource protection
- Landscape
- Impacts of site lighting
- Open to questions

A recorder was used to record the questions of citizens attending the meeting. Table 1 below is a summary of the questions asked by citizens during the meeting, as well as comments mailed by citizens who were unable to attend the meeting:

Table 1 – Neighborhood Meeting Questions

QUESTION	RESPONSE
Will a water station be included on the site? This location would provide people hauling water an option to avoid driving all the way into town.	This will be discussed with the Utilities Department. The revised site plan didn’t include a water station.
Flagstaff Ranch Road already doesn’t have a left turn lane. How will this project impact the current condition, and will it require a left turn lane?	Traffic counts will be conducted at this location to determine if a left turn lane will be required.
How much does the project cost?	Approximately \$21 million.

<p>Will the sale of the existing yard contribute to the new yard?</p>	<p>Yes, with limited funds available the new yard is dependent on the sale of the existing yard.</p>
<p>Can the price of the new yard be reduced enough to save the existing yard at Thorpe?</p>	<p>No, the new yard has already been designed to provide the absolute minimum necessities.</p>
<p>The existing yard still needs environmental remediate before it can be redeveloped. How can the City still have money left over from the sale of the property after paying for the remediation?</p>	<p>The City will still make a profit even though the site needs to be remediated.</p>
<p>Does the \$21 million include the lane additions on Route 66?</p>	<p>Yes, the estimate includes all the necessary offsite improvements.</p>
<p>What kind of noise and traffic can we expect on Route 66?</p>	<p>It is not anticipated that additional noise will be noticed with the new project. The calculated traffic volumes are very low in comparison to the current traffic volumes on Route 66.</p>
<p>Will there be increased noise due to the solid waste vehicles?</p>	<p>There is a potential for noise increase due to the DOT mandated safety checks each driver is required to perform prior to leaving the yard. The site is situated such that noise will be reduced as much as possible. There are future plans to build a garage large enough to park the solid waste vehicles, but unfortunately there is not enough money in the budget to build the garage at this time.</p>
<p>How will sewer be handled?</p>	<p>An 18" sewer line will be constructed from the Clay Avenue Wash detention basin to the western property line. This will provide sewer service to the site and will allow other developments upstream to connect as well.</p>
<p>Where will power come from?</p>	<p>It will be underground and will come from a termination point near Woody Mountain Road.</p>
<p>Has the City learned anything from the Aspen Height project as far as lighting impacts? Has the City learned from the backlash so the same outcome doesn't happen? Working with City planners may not be good enough – we can't just say the project is in zone 1 and only do the bare minimum of what is required.</p>	<p>The City plans on using this project as an example to show other future projects what kind of lighting can be done and still have minimal impacts to dark skies. We are currently working with a lighting consultant and are pursuing a grant for a lighting system that will emit significantly less lumens than is required.</p>

<p>If the City owns 96 acres but is only developing 20-25 acres, will there be other development? How will there be other development in the floodplain east of the site.</p>	<p>At this time there are no other development projects planned. The only development that could occur in the floodplain would most likely be recreation fields.</p>
<p>The water pressure is already low in the area and this project will only make it worse. How will the City mitigate this?</p>	<p>A new well has already been drilled and a pumphouse is currently being designed. This will increase water pressure in the area.</p>
<p>Why move from the east side of town?</p>	<p>The intent is to consolidate the public works operations into one location in order to be more efficient and save money.</p>
<p>The City is already worried about road repairs, why spend money on this?</p>	<p>This project will save money long term by consolidating operations and selling the existing public works yard.</p>
<p>Isn't it cheaper to build this on the east side of town?</p>	<p>No. A cost estimate was performed by SWI on a site on the east side and this site. The City already owns the McAllister Ranch property but not the site on the east side.</p>
<p>What is the total cost of this project versus upgrading the current yard?</p>	<p>The current yard is undersized and not adequate for the public works needs, so it is not feasible to upgrade the current site.</p>
<p>Why not use the Walgreens warehouse on the east side?</p>	<p>The City does not own the Walgreen warehouse and already owns the McAllister Ranch property.</p>
<p>Would you have to install traffic lights on Route 66 for a Railroad Springs outlet?</p>	<p>The City is currently planning on constructing a traffic signal on Woody Mountain Road. This project will pay its fair share based on the traffic generated by the project.</p>
<p>There has not been enough evidence presented that this is a viable plan in the best interest of Flagstaff – present or future.</p>	<p>The current Thorpe public works yard is very outdated and not large enough to accommodate a growing City. The City has already expanded the facility as much as possible and there simply isn't enough room.</p>
<p>A concerned citizen living on 2243 W. Adirondack Avenue mailed a comment stating they did not receive the letter until 1-24-15, which was after the neighborhood meeting.</p>	<p>The citizen was informed they were outside the 1,000 foot radius for addresses that received a notification. The Railroad Springs HOA did however receive a notification, so they still should have received the letter.</p>

The sign-in sheet for the neighborhood meeting and the letters received in the mail from citizens are included in Appendix C.

APPENDIX A



Shephard  Wesnitzer, Inc.

110 West Dale Avenue
Flagstaff, AZ 86001
928.773.0354
928.774.8934 fax
www.swiaz.com

Engineering an environment of excellence

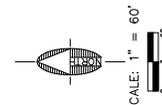
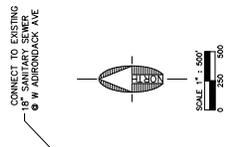
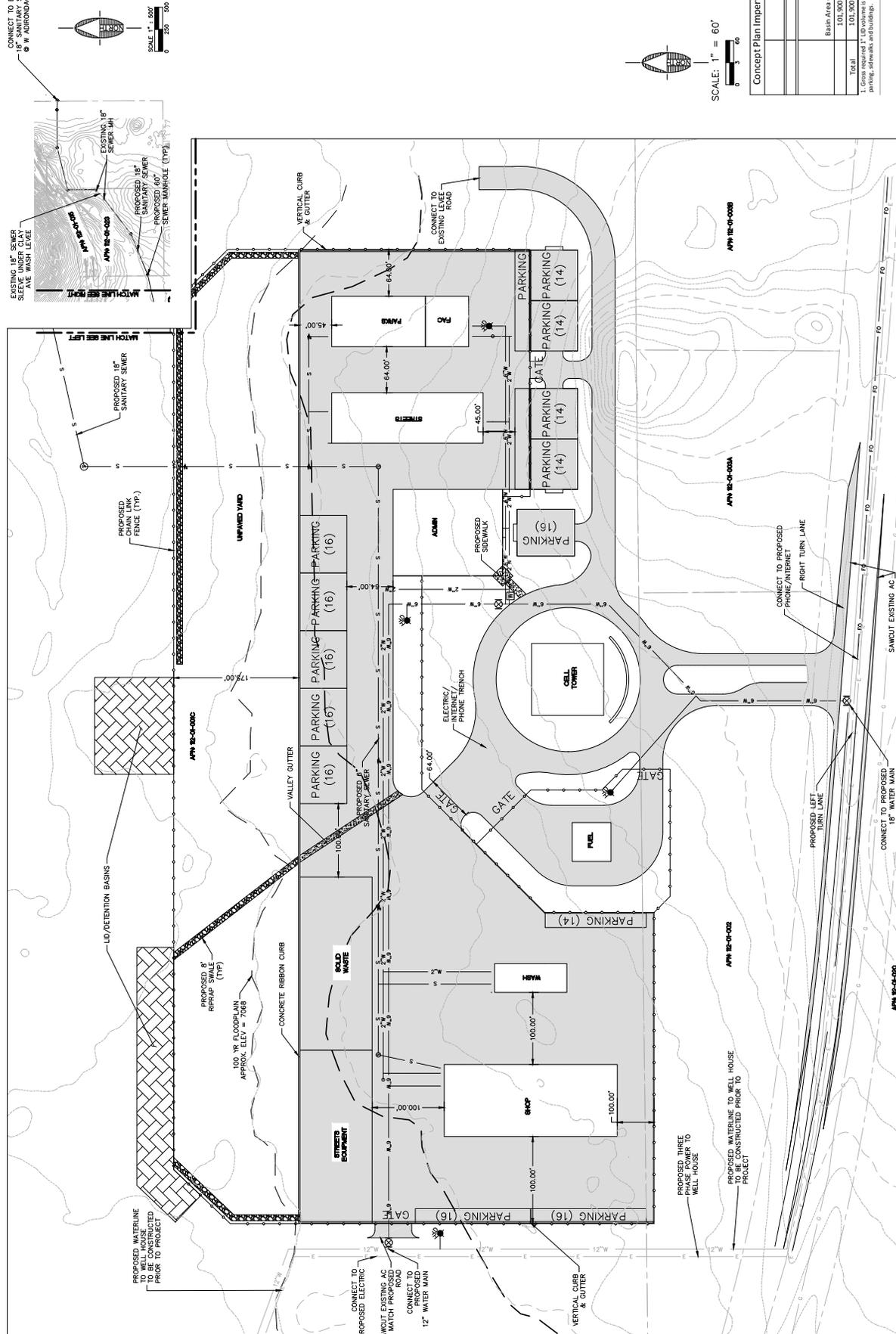
January 6, 2015

The City of Flagstaff (City) would like to invite the surrounding neighbors of the McAllister Ranch property to a Neighborhood Meeting to introduce the annexation and rezone of a City owned parcel within Coconino County, and the rezone of a City owned parcel within the City Limits. The two parcels are adjacent to each other and are located west of Woody Mountain Road at 3366 West Route 66. The meeting will be held on Wednesday **January 21th at 5 pm** with a presentation at **6 pm** at the **DoubleTree by Hilton Flagstaff**, 1175 West Route 66, Flagstaff, AZ to discuss the annexation, general plan amendment, and rezoning of the properties.

The annexation application is specifically for APN 112-01-001D (44 acres) and the regional plan amendment and rezone application is specifically for APNs 112-01-001D and 112-01-002 (5 acres). The two parcels are adjacent to each other with the City Limit boundary bisecting the two parcels. Once annexed into the City, APN 112-01-001D will be zoned Rural Residential (RR), matching the current APN 112-01-002 zoning. Once annexation is complete, the City will apply for the rezoning of the two parcels to Public Facilities (PF). The two parcels will be combined upon completion of the regional plan amendment and rezone.

The plan sheets submitted in association with the Concept Plan and attached herein reflect the limits of the overall project. The project consists of the construction of a new public works facility including an administration building, streets building, facility/parks building, fuel station, wash station, and parking for streets and solid waste equipment. Access to the site will be provided by a proposed driveway on Route 66.

Project material will be available for review starting at 5:00 pm with a presentation at 6:00 pm followed by a question and answer session. This will allow any neighborhood concerns to be identified and addressed prior to the project's public hearing before the City of Flagstaff Planning and Zoning Commission. Concerns raised will be reported to the City of Flagstaff Planning Department.



Concept Plan Impervious Areas & LID Analysis

Category	Area (sq ft)	Volume (cu ft)
Total Impervious Area for LID	100,500	7,540
Total Required LID	100,500	7,540
Volume based on impervious areas (V)	100,500	7,540
Volume based on buildings (B)	100,500	7,540
Total	100,500	7,540

1. Gross required LID includes areas for impervious areas including streets, parking, sidewalks and buildings.

REVISIONS	NO.	DESCRIPTION	DATE	BY

CALL TWO WORKING DAYS BEFORE YOU DIG
1-800-STAKE-IT

SWI
Shepherd Westnitze Inc.

110 W. Duke Avenue
Flagstaff, AZ 86001
928.774.8354
928.774.8934 fax
www.swi-az.com

NOV 14 2014
AS SHOWN
CAG
CAG
SD

1605
NOV 14 2014
AS SHOWN
CAG
CAG
SD

MCALLISTER RANCH PUBLIC WORKS YARD
C.O.F. Project #

PRELIMINARY
NOT FOR CONSTRUCTION,
BIDDING OR RECORDING

DRAWING NO. CP01
SHEET NO. 2 OF 4

APPENDIX B



NO
TRESPASSING
CITY OF FLAGSTAFF
800 WEST OF ROCKY LANE

NOTIFICATION OF NEIGHBORHOOD MEETING FOR
ANNEXTION, REGIONAL PLAN AMENDMENT,
AND REZONE
THE CITY OF FLAGSTAFF IS HOLDING AN OPEN HOUSE TO DISCUSS THE
PROJECT OF FLAGSTAFF AND ADJACENT TOWNSHIP TO ANNEXION OF
UNDEVELOPED AND UNIMPROVED LANDS TO THE CITY OF FLAGSTAFF
ON THURSDAY, JANUARY 23, 2019, 6:00 PM TO 8:00 PM AT THE
CITY OF FLAGSTAFF, 800 WEST OF ROCKY LANE, FLAGSTAFF, AZ 86001
FOR MORE INFORMATION, PLEASE CONTACT THE CITY OF FLAGSTAFF
PLANNING DEPARTMENT AT (928) 779-1000

UNAUTHORIZED
VEHICLES
PROHIBITED

1/19/20

APPENDIX C

We hope to see you there. If you are unable to attend please provide comments in the space below and mail to:

Mr. Dan Holmes
City of Flagstaff
211 W. Aspen Avenue
Flagstaff, AZ 86001
(928) 213-2108
dholmes@flagstaffaz.gov

Sincerely,

Stephen C Irwin

Stephen C. Irwin, P.E.

COMMENTS REGARDING THIS DEVELOPMENT

<p><i>Dear Sir,</i></p> <p><i>Unfortunately this letter wasn't received until 1-24-15. Since this was 3 days after the neighborhood meeting, we were unable to attend.</i></p> <p><i>Not sure who dropped the ball, but perhaps City of Flagstaff should send out notifications in the future.</i></p> <p><i>Sincerely,</i></p> <p><i>Shirley Shea</i></p> <p><i>2243 W. Adirondack Ave.</i></p> <p><i>Flagstaff, Az</i></p> <p><i>86001</i></p>
--

779-0292

We hope to see you there. If you are unable to attend please provide comments in the space below and mail to:

Mr. Dan Holmes
City of Flagstaff
211 W. Aspen Avenue
Flagstaff, AZ 86001
(928) 213-2108
dholmes@flagstaffaz.gov

Sincerely,



Stephen C. Irwin, P.E.

COMMENTS REGARDING THIS DEVELOPMENT

INCREASED TRAFFIC ON RT 66
INCREASED NOISE ON RT 66 (BACK OF HSE FACES RT 66)
WATER PRESSURE (LOW NOW)
COST TO TAXPAYERS?
TRAFFIC STUDIES?
WHY MOVE FROM EAST SIDE?
CITY NOW WORRIED ABOUT ROAD REPAIRS (MANY REQUIRED)
CHEAPER TO EXPAND EAST SIDE
WHO PAYS FOR RT 66 ROAD IMPROVEMENTS?
TOTAL COST OF THIS NEW PROJECT VERSUS UPGRADE OF EAST SIDE COMPLEX
WHY NOT USE WALGREENS WAREHOUSE ON EAST SIDE?
WOULD YOU HAVE TO INSTALL TRAFFIC LIGHTS ON RT 66 FOR RAILROAD SPRINGS OUTLETS?

THANKS RALPH POLLARD 928-202-0330
2002 S SOUTHERN PACIFIC ST.

We hope to see you there. If you are unable to attend please provide comments in the below and mail to:

Mr. Dan Holmes
City of Flagstaff
211 W. Aspen Avenue
Flagstaff, AZ 86001
(928) 213-2108
dholmes@flagstaffaz.gov

Sincerely,

Stephen C. Irwin

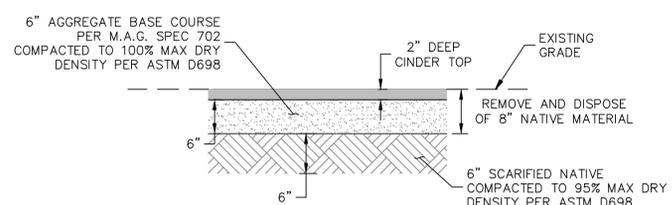
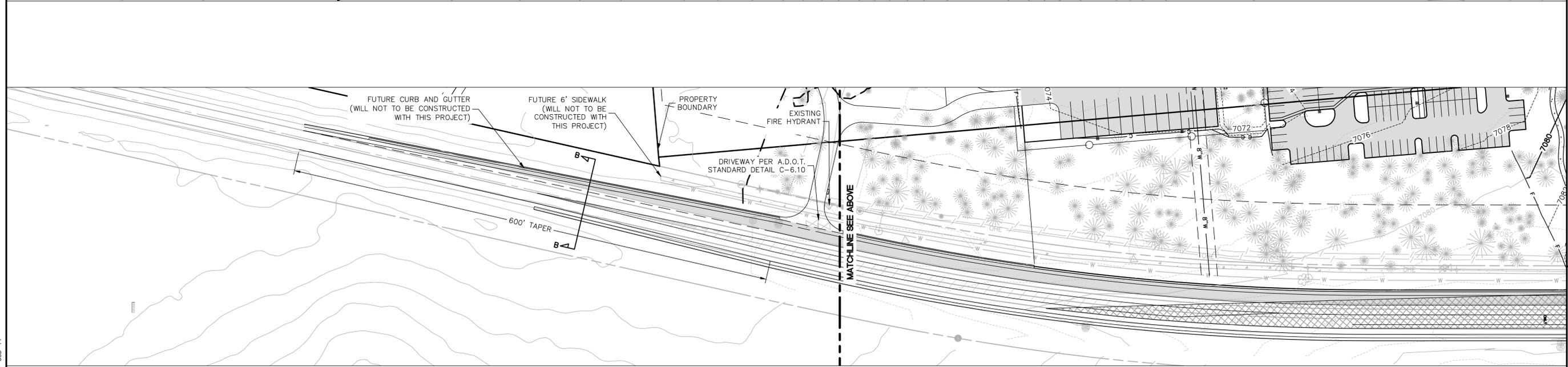
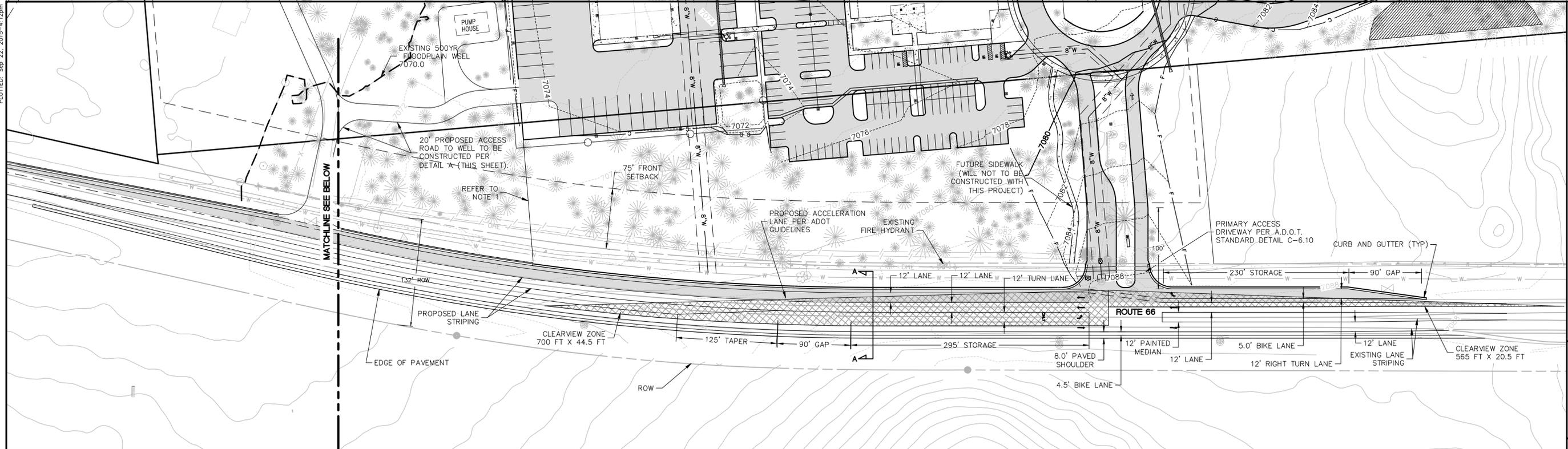
Stephen C. Irwin, P.E.

COMMENTS REGARDING THIS DEVELOPMENT

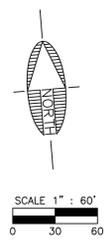
<p><i>I would like to express my objection to the development</i></p> <p><i>at this time I do not think there has been enough evidence presented that this is a viable plan in the best interest of Flagstaff - present or future.</i></p> <p><i>Sincerely</i></p> <p><i>Marilynn Van Wazer</i></p> <p><i>Property Owner - 21941 West Adirondack Avenue</i> <i>Flagstaff, AZ</i> <i>86001</i></p>

PLOTTED: Sep 22, 2015 - 4:12pm

FILE: \\v-filing\data\Projects\2014\14065\Drawings\Site Plans\Site Plan - 14065.dwg SW-C30-14

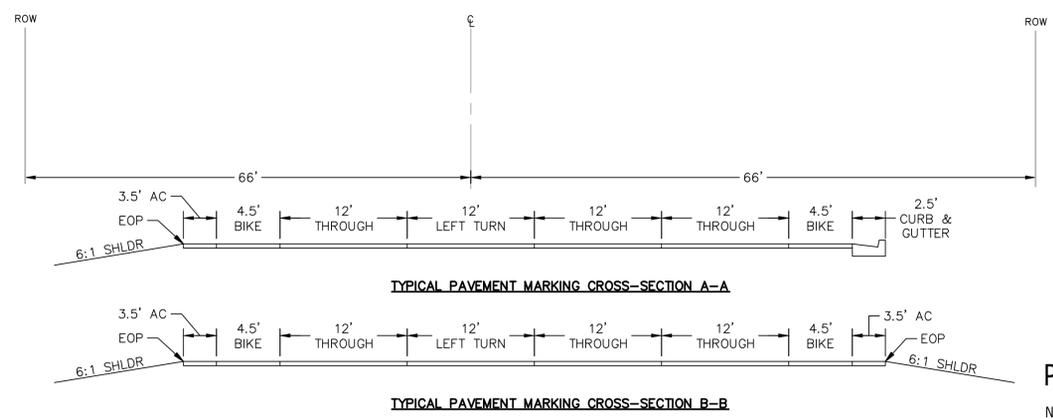


PROPOSED CONDITION
RT.66 IS WIDENED TO THE NORTH ONLY TO MAXIMIZE USE OF EXISTING PAVEMENT AND RE-STRIPED IN ACCORDANCE WITH C.O.F. DTL. 10-09-032.



NOTES:

- CURB AND GUTTER WEST OF THIS LOCATION WILL BE CONSTRUCTED AT A LATER DATE BY THE CITY OF FLAGSTAFF.
- ONLY THE NORTH SIDE OF ROUTE 66 WILL BE WIDENED TO ACCOMMODATE THE MAJOR ARTERIAL IMPROVEMENTS PER C.O.F. DTL. 10-09-032. THE EXISTING STRIPING WILL BE OBLITERATED AND RE-STRIPED ON THE SOUTH SIDE OF ROUTE 66 IN ORDER TO MAXIMIZE THE EXISTING PAVEMENT WIDTH.
- THE FUTURE 10' WIDE CONCRETE FUTS ALIGNMENT IN THIS AREA WILL BE LOCATED ON THE SOUTH SIDE OF ROUTE 66.



C.O.F. Project # DEV14 - 068

PRELIMINARY
NOT FOR CONSTRUCTION,
BIDDING OR RECORDING

FLAGSTAFF ARIZONA

CORE SERVICES MAINTENANCE FACILITY

ROUTE 66 IMPROVEMENTS

JOB NO: 14065
DATE: SEP 15
SCALE: AS SHOWN
DRAWN: TRL
DESIGN: SCI
CHECKED: GEC

110 W. Dole Avenue
Flagstaff, AZ 86001
928.774.0354
928.774.8934 fax
www.swibz.com

SWI
Shephard Wesnitzer, Inc.

NO.	DESCRIPTION	DATE	BY

CALL TWO WORKING DAYS BEFORE YOU DIG
1-800-STAKE-IT

DRAWING NO. **SP02**

SHT NO. 3 OF 3

COUNTY
1st ZONE
UNDEVELOPED

GENERAL NOTES

- G1. PARCEL NO. 112-01-001D AND 112-01-002.
- G2. SITE AREA: 45 ACRES.
- G3. BUILDING AREAS:

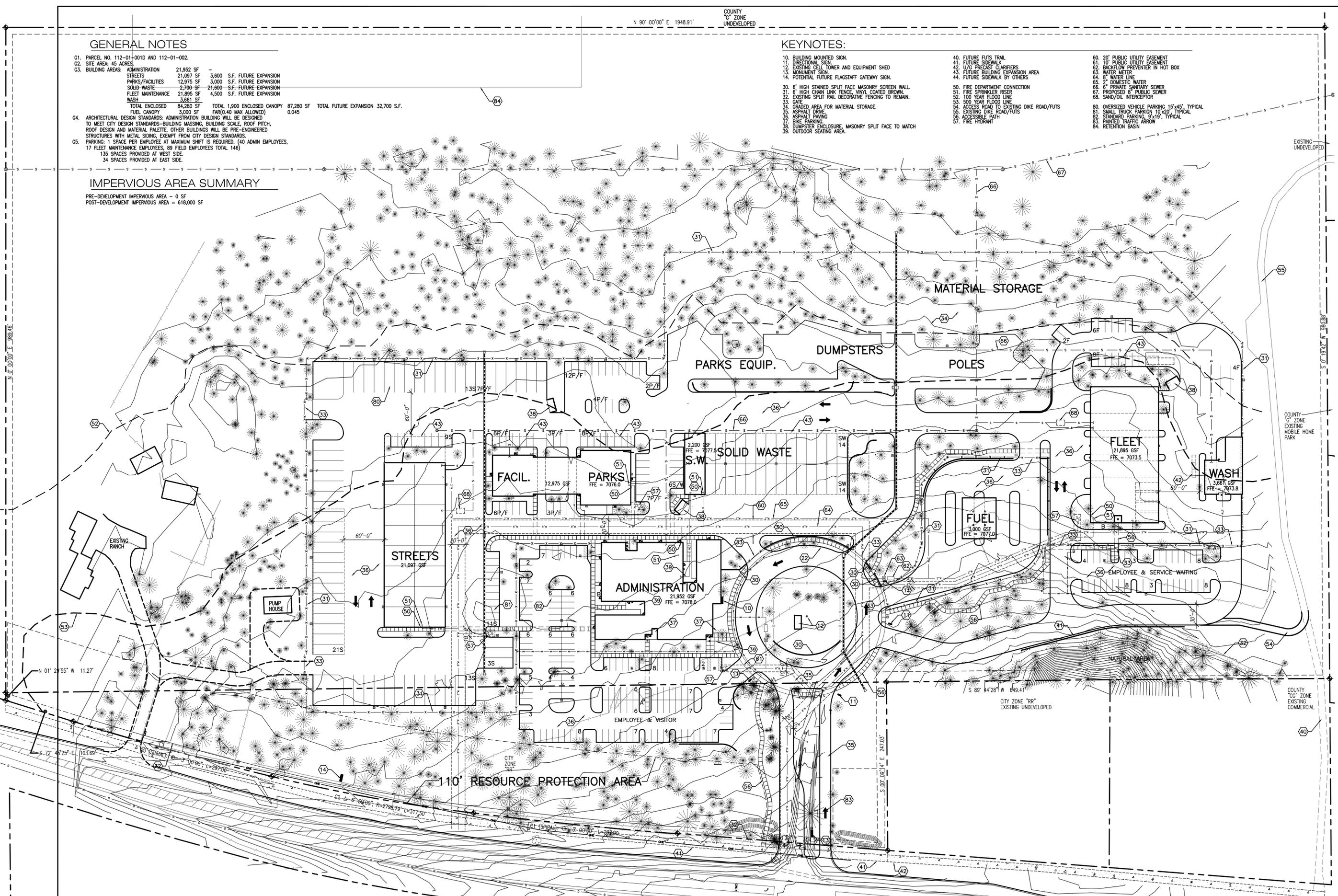
ADMINISTRATION	21,952 SF	-	3,600 S.F. FUTURE EXPANSION
STREETS	21,097 SF	-	3,000 S.F. FUTURE EXPANSION
PARKS/FACILITIES	12,975 SF	-	3,000 S.F. FUTURE EXPANSION
SOLID WASTE	2,700 SF	-	21,600 S.F. FUTURE EXPANSION
FLEET MAINTENANCE	21,895 SF	-	4,500 S.F. FUTURE EXPANSION
WASH	3,661 SF	-	-
TOTAL ENCLOSED	84,280 SF	TOTAL 1,900 ENCLOSED CANOPY	87,280 SF
FUEL CANOPY	3,000 SF	FAR(0.40 MAX ALLOWED)	0.045
		TOTAL FUTURE EXPANSION	32,700 S.F.
- G4. ARCHITECTURAL DESIGN STANDARDS: ADMINISTRATION BUILDING WILL BE DESIGNED TO MEET CITY DESIGN STANDARDS-BUILDING MASSING, BUILDING SCALE, ROOF PITCH, ROOF DESIGN AND MATERIAL PALETTE. OTHER BUILDINGS WILL BE PRE-ENGINEERED STRUCTURES WITH METAL SIDING, EXEMPT FROM CITY DESIGN STANDARDS.
- G5. PARKING: 1 SPACE PER EMPLOYEE AT MAXIMUM SHIFT IS REQUIRED. (40 ADMIN EMPLOYEES, 17 FLEET MAINTENANCE EMPLOYEES, 89 FIELD EMPLOYEES TOTAL 146)
 135 SPACES PROVIDED AT WEST SIDE.
 34 SPACES PROVIDED AT EAST SIDE.

KEYNOTES:

- 10. BUILDING MOUNTED SIGN.
- 11. DIRECTIONAL SIGN.
- 12. EXISTING CELL TOWER AND EQUIPMENT SHED.
- 13. MONUMENT SIGN.
- 14. POTENTIAL FUTURE FLAGSTAFF GATEWAY SIGN.
- 30. 6' HIGH STAINED SPLIT FACE MASONRY SCREEN WALL.
- 31. 6' HIGH CHAIN LINK FENCE VINYL COATED BROWN.
- 32. EXISTING SPLIT RAIL DECORATIVE FENCING TO REMAIN.
- 33. GATE.
- 34. GRADED AREA FOR MATERIAL STORAGE.
- 35. ASPHALT DRIVE.
- 36. ASPHALT PAVING.
- 37. GRASS PAVING.
- 38. DUMPSTER ENCLOSURE, MASONRY SPLIT FACE TO MATCH.
- 39. OUTDOOR SEATING AREA.
- 40. FUTURE FUTS TRAIL.
- 41. FUTURE SIDEWALK.
- 42. U/G PRECAST CLARIFIERS.
- 43. FUTURE BUILDING EXPANSION AREA.
- 44. FUTURE SIDEWALK BY OTHERS.
- 50. FIRE DEPARTMENT CONNECTION.
- 51. FIRE SPRINKLER ROSE.
- 52. 100 YEAR FLOOD LINE.
- 53. 500 YEAR FLOOD LINE.
- 54. ACCESS ROAD TO EXISTING DIKE ROAD/FUTS.
- 55. EXISTING DIKE ROAD/FUTS.
- 56. ACCESSIBLE PATH.
- 57. FIRE HYDRANT.
- 60. 20' PUBLIC UTILITY EASEMENT.
- 61. 10' PUBLIC UTILITY EASEMENT.
- 62. BACKFLOW PREVENTER IN HOT BOX.
- 63. WATER METER.
- 64. 8" WATER LINE.
- 65. 2" DOMESTIC WATER.
- 66. 6" PRIVATE SANITARY SEWER.
- 67. PROPOSED 8" PUBLIC SEWER.
- 68. SAND/OIL INTERCEPTOR.
- 80. OVERSIZED VEHICLE PARKING 15'x45', TYPICAL.
- 81. SMALL TRUCK PARKING 10'x20', TYPICAL.
- 82. STANDARD PARKING, 9'x19', TYPICAL.
- 83. PAINTED TRAFFIC ARROW.
- 84. RETENTION BASIN.

IMPERVIOUS AREA SUMMARY

PRE-DEVELOPMENT IMPERVIOUS AREA = 0 SF
 POST-DEVELOPMENT IMPERVIOUS AREA = 618,000 SF



1 GENERAL SITE PLAN
 SCALE: 1" = 60'-0"

FLAGSTAFF ARIZONA
 CORE SERVICES MAINTENANCE FACILITY
 GENERAL SITE PLAN
 JOB NO: 14019
 DATE: JULY 2015
 SCALE: SEE DRAWING
 DRAWN: TJ
 DESIGN: TW
 CHECKED: TW
 110 W. Dale Avenue
 Flagstaff, AZ 86001
 Phone: 928.774.8354 Fax
 928.774.8934
 www.swi.com
SWI
 Shephard Wesnitzer, Inc.
JWA
 CALL TWO WORKING DAYS BEFORE YOU DIG
 1-800-STAKE-IT
 DRAWING NO. AS10
 SHT NO. OF

PLANNING AND DEVELOPMENT SERVICES REPORT
ZONING MAP AMENDMENT

PUBLIC HEARING
PZ-15-00077-01

DATE: **October 22, 2015**
MEETING DATE: **October 28, 2015**
REPORT BY: **Elaine Averitt**

REQUEST:

A Zoning Map Amendment (Direct Ordinance with a Site Plan) request to rezone approximately 48.81 acres from Rural Residential (RR) to Public Facility (PF) located at 3200 West Route 66 on parcel numbers 112-01-001D and 112-01-002.

STAFF RECOMMENDATION:

Staff recommends that the Planning and Zoning Commission forward the Zoning Map Amendment to the City Council with a recommendation for approval subject to the conditions as noted in the Recommendation section of this report.

PRESENT LAND USE:

The subject site consists of undeveloped land in the Rural Residential (RR) Zone.

PROPOSED LAND USE:

A public works facility consisting of approximately 87,280 square feet located on 48.81 acres.

NEIGHBORHOOD DEVELOPMENT:

- North: Vacant land owned by the City of Flagstaff in the General (G) Zone under Coconino County jurisdiction.
- East: Vacant land owned by the State of Arizona in the General (G) Zone under Coconino County jurisdiction; Hidden Hollow Manufactured Home Community in the General (G) Zone under Coconino County jurisdiction; Vacant land owned by the State of Arizona in the Planned Community (PC) Zone under Coconino County jurisdiction.
- South: Route 66 highway which is adjacent to vacant land owned by VP 66 & Woody Mountain, LLC (Vintage Partners), in the Rural Residential (RR) Zone; Vacant land in the Rural Residential (RR) Zone; Professional River Outfitters in the Commercial General (CG-10,000) Zone under Coconino County jurisdiction.
- West: Vacant Land owned by the City of Flagstaff in the General (G) Zone under Coconino County jurisdiction.

REQUIRED FINDINGS:

Staff Review

An application for a Zoning Map Amendment shall be submitted to the Planning Director and shall be reviewed and a recommendation prepared. The Planning Director's recommendation shall be transmitted to the Planning Commission in the form of a staff report prior to a scheduled public hearing. The recommendation shall include: an evaluation of the consistency and conformance of the proposed amendment with the goals of the General Plan and any applicable specific plans; the ground for the recommendation based on the standards and purposes of the zones set forth in Section 10-40.20 (Establishment of Zones) of the Zoning Code (page 40.20-1); and, whether the Zoning Map Amendment should be granted, granted with conditions to mitigate anticipated impacts caused by the proposed development, or denied.

Findings for Reviewing Proposed Amendments

Proposed amendments shall be evaluated based on the following findings: the proposed amendment is consistent with and conforms to the goals of the General Plan and any applicable specific plans; the proposed amendment will not be detrimental to the public interest, health, safety, convenience, or welfare of the City of Flagstaff (the “City”) and will add to the public good as described in the General Plan; and, the affected site is physically suitable in terms of design, location, shape, size, operating characteristics, and the provision of public and emergency vehicle access, public services, and utilities to ensure that the requested zone designation and the proposed or anticipated uses and/or development will not endanger, jeopardize, or otherwise constitute a hazard to the property or improvements in the vicinity in which the property is located. If the application is not consistent with the General Plan and any other applicable specific plan, the applicable plan must be amended in compliance with the procedures established in Chapter 11-10 of the City Code (Title 11: General Plans and Subdivisions) prior to considering the proposed amendment.

STAFF REVIEW:

Introduction/Background

As indicated in the previous report, this Zoning Map Amendment (rezoning) request is the third of three related items on the Commission’s agenda; the first item being an Annexation request and the second item identified as a Regional Plan Amendment request.

The Applicant, City of Flagstaff, is requesting a Zoning Map Amendment to rezone approximately 48.81 acres from Rural Residential (RR) zone to Public Facilities (PF) zone located at 3200 W. Route 66. This amendment would allow the development of a municipal public works facility, consisting of 87,280 square feet of buildings including an administration building for employees and the public, and buildings to serve the following City of Flagstaff Public Works services and divisions: Parks, Solid Waste, Streets, and Fleet. The majority of the subject property is currently undeveloped, forested land with the exception of an existing cell tower approximately 330 feet north of W. Route 66 and the McAllister Ranch Complex at the west end of the property. The property slopes generally 2 to 3 percent towards the northwest which is the Clay Avenue Wash area and is fairly level with the exception of a small knoll at the southeast corner which will be protected for slope resources.

Land uses north of the subject property include vacant city-owned property which will remain under county jurisdictions. Approximately 350 feet north of the property is the BNSF Railway. Land uses east of the subject property include vacant land owned by the State of Arizona and the Hidden Hollow Manufactured Home Community, all under county jurisdiction. South of the property is West Route 66 and then vacant land owned by Vintage Partners under both city and county jurisdiction. Between the east end of the subject property and West Route 66 are two smaller parcels: one undeveloped and under city jurisdiction and the other which contains the Professional River Outfitters operation and is under county jurisdiction. West of the subject property is vacant land known as the Clay Wash Detention Basin, owned by the City of Flagstaff, that will remain under county jurisdiction.

An applicant requesting an amendment to the Zoning map may elect to pursue either a “Direct Ordinance with a Site Plan” or “Authorization to Rezone with a Concept Zoning Plan” per Section 10-20.50.040.D (pg. 20.50-5). The Direct Ordinance with a Site Plan process provides an applicant with a shorter approval process with fewer steps. In this approach the applicant submits fully developed site plans with all supporting information required for Site Plan Review concurrently with the Zoning Map amendment application. Once the Zoning Map amendment is approved by the Council, then the applicant can proceed directly to construction plan and building permit review. The Authorization to Rezone with a Concept Zoning Plan process allows the applicant to prepare a concept zoning plan and pursue site plan application after Council approves

the Zoning Map Amendment. This application is a Direct Ordinance with a Site Plan. If the Zoning Map Amendment request is approved, the next steps in the process will be Civil Improvement Plan and Building permit submittals.

In a rezoning case, typically a development agreement is formalized between the City and the private developer. With this project, the City is the developer and a development agreement is not required. However, any requirements for the City will be included in the Zoning Map Amendment ordinance as stipulations.

The current application is being reviewed against the policies of the *Flagstaff Regional Plan 2030 (FRP 2030)*. A full discussion of the applicable policies is included in the Regional Plan staff report and the General Plan Analysis report prepared by Shephard-Wesnitzer, Inc..

Proposed Development Site Plan

The applicant is requesting a Zoning Map Amendment for the development of a municipal public works facility, consisting of 87,280 square feet of buildings including an administration building for employees and the public, and buildings to serve the following City of Flagstaff Public Works department services: Parks, Solid Waste, Streets, and Fleet. Site plans of the development (Sheet AS1.0) show the administration building to be a focal point on the west side of the campus. This building will allow employees to start their day at the building before walking to the building they work in. Facilities for Streets, Parks, and Solid Waste along with associated parking areas are located near the administration building. A Fleet maintenance facility, fuel station, and wash facility along with outdoor storage for materials, dumpsters and parks equipment are located on the east side of the campus. The site plan allows for up to 32,700 square feet of future expansion of the buildings. The primary access is via a proposed median-separated asphalt driveway merging into a round-about which will provide access to all parts of the campus. An existing cell tower will remain located in the round-about area. An emergency secondary access is proposed at the southwest corner of the site.

General Plan - Flagstaff Regional Plan (FRP 2030)

The *Flagstaff Regional Plan 2030 (FRP 2030)*, Future Growth Illustration (Maps 21 and 22) designates the subject site as Future Urban within an Urban Activity Center, Future Suburban, and Area in White. All substantive Regional Plan issues were addressed in the previous Regional Plan amendment report. The proposed minor Regional Plan amendment would change the designation to Existing Suburban; thus, if the Regional Plan amendment is approved, the rezoning request would comply with the Regional Plan.

Zoning – City of Flagstaff Zoning Code

If the rezoning request is approved and the 48.81-acre site is rezoned to Public Facility (PF) zone, the proposed public works facility will be considered a permitted use in that zone. Per the Flagstaff Zoning Code (Section 10-40.30.060, pg. 40.30-29), “Government Service/Maintenance Facilities” is an allowed use under the sub-heading of Transportation and Infrastructure in the Public Facility (PF) zone.

Building Form and Resource Protection

Table 1 below compares development standards and resource protection requirements for the RR zone and the proposed PF zone. When the parcels are rezoned to PF, the City’s Resource Protection Overlay (RPO) zone will also be applied. In addition, the City’s Outdoor Lighting Zone 1 will be applied with the rezoning. The Flagstaff Zoning Code requires all Public Lands or Commercial uses within the RPO zone to protect a minimum of 30% of the tree resources. The proposed development meets the standards required for the PF zone. The maximum building height will be the fleet maintenance building at 29-foot high. The proposed floor area ratio (FAR) is 0.045 which is less than the maximum allowed 0.40 FAR.

The proposed buildings and structures meet all of the minimum setbacks for the PF zone.

As stated above, the PF zone requires a minimum of 30% protection of forest resources. This project will conserve 53% of the forest resources on the two subject parcels. A resource buffer will be provided along the north, west and south site boundaries. In addition, the landscape plan (Sheet AS1.1) includes a note (44) stating that the trees in the proposed material storage area are to be preserved to the maximum extent feasible and that these trees are not included in the resource calculations. The prominent knoll located on the southeast corner of the site which contains a small amount of steep slope will be 100% preserved. The site will conserve the 100-year floodplain within Clay Wash.

Table 1 – Comparison of Development Standards and Resource Protection

Standard	Existing Zone (RR)	Proposed Zone (PF)
Acres	48.81	48.81
Maximum Building Height (feet)	35	60
Maximum Coverage	20%	0.40 FAR
Building Placement Requirements (Min Setbacks):		*Setback requirements shall be the same as those of the adjacent zone
Front (feet)	75	75
Side (feet)	10 (interior) 25 (exterior)	10 (interior) 25 (exterior)
Rear (feet)	10	10
Resource Protection Requirements		
Percent of Forest Resources to be protected	50%	30%
Slope Protection 0-16.99%	No protection	No protection
17-24.99%	70% of slope area	60% of slope area
25-34.99%	80 % of slope area	80% of slope area
Rural Floodplain	100%	100%

Civic Space

The Zoning Code requires nonresidential developments larger than 20,000 square feet to provide a minimum of five percent of the site as an outdoor pedestrian amenity space that serves as a transition space between a parking area and the entrance(s) to a building. For this project, staff applied the pedestrian amenity requirement to the administration building only since it will be where employees and visitors park. A landscaped pedestrian pathway system has been provided around the entire administration building with connections to and through the adjacent parking areas (reference Site Plan drawing AS1.0 and AS1.1).

Parking

Table 10-50.80.040.A of the Zoning Code (Page 50.80-10) establishes the minimum number of parking spaces required for development. Parking for Public Services is calculated at a rate of one space per employee plus one space per company vehicle stored or parked on the premises. Public Works estimates there will be 146 full-time employees. Of the 146 spaces, 61 are for Public Works vehicles. An additional 23 spaces have been programmed for visitors to the administration offices. In summary, there are 135 spaces in the west parking area and 34 spaces in the east parking area for a total of 169 parking spaces, including four ADA accessible.

Design Review

Site Planning Standards

In accordance with Section 10-30.60.030 of the Zoning Code (Page 30.60-2), the Applicant conducted a site analysis, a copy of which is attached to this report, that considers the topography of the site, solar orientation, existing/native vegetation types, view corridors, climate, subsurface conditions, drainage swales and stream corridor, and the built environment and land use context. The findings of the site analysis were used in the more detailed site plan submittal.

Pedestrian and Bicycle Circulation Systems

On-site pedestrian circulation is provided through an extensive network of walkways. These walkways are designed as on-site connections between several internal functions, including building entrances and parking areas. In addition, they provide off-site connections to the future public sidewalk and future Flagstaff Urban Trail System (FUTS) trail. While there is no dedicated on-site bicycle circulation system, bicycles can utilize the on-site pedestrian system. In accordance with Section 10-30.60.040.A.3 of the Zoning Code (Page 30.60-7) and Section 10-50.80.050 of the Zoning Code (Page 50.80-11), bicycle parking spaces are provided in two locations at the administration building.

Parking Lots, Driveways, and Service Areas

One hundred sixty-nine (169) surface parking spaces are provided on-site. Due to the planned resource protection area between Route 66 and the facility, the parking lots will be screened from view by the public. The resource protection area has a minimum width of 110 feet. Design standards require new development to minimize the number of curb cuts (i.e. driveways) onto a public street. No new driveways will be required for this project. The existing driveway that leads to the existing cell tower will be improved for the public works facility and the existing driveway to McAllister Ranch complex will remain. The portions of the facility that need to be enclosed for security purposes will be surrounded by a 6-foot high chainlink fence with brown vinyl coating. Internal parking and drive aisle areas that are viewable from the public “roundabout” area will be screened by a 6-foot high split-face masonry screen wall.

Compatibility and Architectural Design Standards

The administration building is the only building that will be visited by the general public and will be required to meet architectural design standards. According to the architect, the intent is to construct a visually appealing project for people entering the City limits. The administration building architecture reflects an early industrial age aesthetic which has a combination of (split-face) masonry and humble exposed steel overhangs. Decorative masonry cornices will be provided on parapets. There are also some subtle references to the historic Route 66. The maximum height of this building will be approximately 22 feet. An abundance of both storefront and operable windows will let in natural light.

Landscaping

A preliminary landscape plan, a copy of which is attached to this report, was prepared and submitted with this application. The plan has been accepted as meeting the general intent of the parking lot landscaping, public right-of-way landscaping, open space landscaping, and landscape screening standards found within Section 10-50.60 of the Zoning Code (Page 50.60-1). A final landscape plan will be reviewed at the time of a grading plan submittal.

Outdoor Lighting

If the rezoning request is approved, Lighting Zone 1 will be applied to the subject property, which means that it is in close proximity to the US Naval Observatory. Lighting Zone 1 has the highest level standards in regards to outdoor lighting and allows for a total of 25,000 lumens per acre for any new development. Outdoor lighting is divided into three classes. Class 1 lighting includes fixtures where color rendition is required and includes areas of outdoor spaces, building entrances, outdoor

seating and recreational areas; Class 2 lighting includes general illumination for safety and security and Class 3 lighting includes all decorative or architectural illumination. All outdoor Class 1 and Class 3 lighting, and outdoor Class 2 lighting located more than 50 feet from any building shall be turned off by 9:00 p.m. in Lighting Zone 1.

The City and design team held several meetings with the dark sky community to help design an outdoor lighting plan that would only light portions of the site that are being used, and to do so in a manner that significantly reduces lumens. As mentioned in the General Plan Analysis under Dark Skies Goals and Policies, the project is pursuing a grant to incorporate a state of the art lighting system that controls the timing and brightness of lighting. An outdoor lighting plan was prepared (Sheet AS1.1), submitted with the Site Plan and approved as meeting the Flagstaff Zoning Code outdoor lighting standards. A final plan will be submitted with the building plans to be reviewed again for compliance.

PUBLIC SYSTEMS IMPACT ANALYSIS: See Annexation Report PZ-15-00077 for complete Public Impact Analysis discussion.

OTHER REQUIREMENTS:

Natural and Cultural Resources

If the annexation, plan amendment and rezoning applications are approved, the subject property will be located within the Resource Protection Overlay (RPO) zone as defined by Section 10-50.90.020.A of the Zoning Code (Page 50.90-2). The site includes portions of the 100-year and 500-year floodplain; however, the floodplains in the subject site area are not mapped as Rural Floodplains according to the Flagstaff Zoning Code. Any increase in surface elevations caused by adding the proposed development will be mitigated by constructing a detention basin. In addition, the finish floor elevations of any buildings storing hazardous chemicals will be higher than the 500-year floodplain water surface elevations. The resource protection plan (Sheet AS1.0) identifies 9342 total tree points on-site. In accordance with Table 10-50.90.060.A of the Zoning Code (Page 50.90-7), forest resources within the PF zone must be protected at a 30 percent level. The plan proposes to save 4978 forest tree points, which is 53.28 percent of the total on-site tree points. The only steep slope on site is part of the small knoll at the southeast corner of the site, which will be preserved. The resource plan is in conformance with the Zoning Code resource protection standards.

Regarding cultural resources, the Historic Preservation Officer reviewed the concept and site plan as part of the Inter-Division Staff (IDS) review and noted that an assessment of the significance and integrity of the ranch is on file with the Historic Preservation Officer. He stated that the ranch site is significant and does have integrity. His review concluded that since plans indicate preservation of the primary McAllister ranch compound by keeping development a fair distance away, no further Cultural Resource Study work will be warranted if this aspect of the design is maintained.

Citizen Participation

The City hired Shephard-Wesnitzer, Inc. (SWI) to act as the applicant to annex and rezone the property as well as compile and submit concept and site plan packages. The applicant held a neighborhood meeting on Wednesday, January 21, 2015 at 5:00 pm to discuss the annexation, general plan amendment, and rezoning of the properties. SWI led the meeting with support provided by Johnson Walzer Associates (JWA) and City Public Works staff. Meeting notification letters were sent to all property owners and homeowner's associations (HOA) within a 1,200 foot radius. Letters were also sent to the City's "Registry of Persons and Groups" as provided by the City. The Citizen Participation Report (CPR), dated May 5, 2015, is attached to this rezoning packet. The applicant received three letters in response to the meeting notice requesting information about the project. Fifteen people attended the meeting according to the sign-in sheet and had questions in regards to the case. Some of the attendees expressed concerns regarding the Annexation or

Zoning Map Amendment about traffic, cost, noise and lighting. All of the questions and concerns are addressed in Table 1 of the CPR. As of this writing, staff has received one e-mail dated 10/16/15 from a property owner south of the subject site; the e-mail is attached to the *Flagstaff Regional Plan 2030* Amendment report.

Public hearings before the Planning and Zoning Commission and City Council are conducted in conjunction with requests for annexation. In accordance with State statute, notice of the public hearing was provided by placing an ad in the Daily Sun, posting notices on the property, and mailing a notice to all property owners within 1200 feet of the site (exceeding the required 300-foot distance). The notices were also provided to the County Recorder, County Assessor, County Community Development Department and the Chair of the Board of Supervisors.

DISCUSSION:

Per Section 10-40.30.060.A.1 of the Zoning Code (pg. 40.30-27), the Public Facility (PF) Zone applies to areas of the City owned by public or quasi-public agencies. The PF Zone is intended to preserve and encourage the establishment of public lands and to provide an area within the City for active and passive recreation uses, parks, public open space, government buildings and facilities, schools and school grounds, quasi-public buildings and facilities, and related uses.

The City currently utilizes the existing public works yard in downtown Flagstaff on Mogollon Street, with the Parks/Recreation department using the Thorpe Park facilities. The new public works yard will be large enough to consolidate the two into one location. Employees and equipment accessing the east side of town will utilize I-40 rather than travel through town, which will potentially reduce heavy truck traffic through downtown Flagstaff. The current public works yard will be environmentally remediated. This will promote infill development and reinvestment in an existing neighborhood and remove the public works facilities from a residential neighborhood.

Staff agrees that the proposed Zoning Map Amendment and new public works facility at the West Route 66 location is consistent with the *Flagstaff Regional Plan 2030* and the intent of the Zoning Code.

RECOMMENDATION:

As previously stated, if the minor Regional Plan amendment is approved, the rezoning request will comply with the Regional Plan. Pending approval of the Regional Plan amendment, staff believes that the proposed Zoning Map amendment is in substantial conformance with the *Flagstaff Regional Plan 2030* and recommends the Planning & Zoning Commission forward the request to the City Council with a recommendation approving an amendment to the Zoning Map for 48.81 acres from the Rural Residential (RR) zone to the Public Facility (PF) zone, subject to the following six conditions which will be included into the zoning map amendment ordinance:

1. The subject property shall be developed in substantial conformance to the Site Plan approved by the Inter-Division Staff (IDS) on September 9, 2015 and as presented to the Planning and Zoning Commission with this amendment request except as modified herein.
2. Widen the westbound side of Route 66 to provide 2-lanes in the westbound direction (including a bike lane); the outside westbound lane will be striped as a right-turn lane and acceleration at the new driveway.
3. Widen the eastbound side of Route 66 as needed to provide the addition of a left-turn lane into the new driveway.
 - a. The edge improvements will include curb and gutter along the property frontage, up to the existing driveway serving the McAllister Ranch.

- b. The City is committing to constructing, in the future, the remaining curb and gutter and sidewalk across the property frontage at such time as the adjacent parcels develop with the same edge improvements.
4. This development will be required to pay a proportional share contribution to a future signal (not currently warranted) at the intersection of Woody Mountain Road and Route 66.
5. The 18-inch sewer line shall be designed and constructed per the Utilities Engineering Manager's letter dated October 21, 2015 attached to this report.
6. An ordinance modifying the zoning code must include an effective date 30 plus days after the annexation ordinance becomes effective.

ATTACHMENTS

- o Zoning Map Amendment Application
- o Current City of Flagstaff Zoning Map
- o Rezone Exhibit – Existing
- o Rezone Exhibit - Proposed
- o Rezone Legal Description and Maps (2 parcels)
- o Public Hearing Legal Advertisements
- o Citizen Participation Report
- o Citizen Comment Email (attached with annexation report)
- o Utilities Engineering Manager letter dated October 21, 2015
- o Site Plan Packet:
 - Application for Outdoor Lighting Permit
 - Demolition Site Plan (includes tree resources) (Sheet AS1.0)
 - General Site Plan (Sheet AS1.0)
 - Landscape & Lighting Plan (Sheet AS1.1)
 - Floor Plans for each building, Elevations for each building
 - Route 66 Existing Conditions & Improvements (Sheets CVR, SP01, SP02)

ORDINANCE NO. 2015-21

AN ORDINANCE AMENDING THE FLAGSTAFF ZONING MAP DESIGNATION OF APPROXIMATELY 48.81 ACRES OF REAL PROPERTY LOCATED AT 3200 W. ROUTE 66 ON PARCEL NUMBERS 112-01-001D AND 112-01-002 FROM RURAL RESIDENTIAL (RR) TO PUBLIC FACILITY (PF); PROVIDING FOR SEVERABILITY, AUTHORITY FOR CLERICAL CORRECTIONS, AND ESTABLISHING AN EFFECTIVE DATE

RECITALS:

WHEREAS, the Applicant, City of Flagstaff, has applied for a Zoning Map amendment of approximately 48.81 acres of real property located within the City of Flagstaff, a legal description of which is provided in **Exhibits "A" and "B,"** attached hereto and incorporated by this reference, from Rural Residential (RR) to Public Facility (PF), for purposes of developing a public works facility; and

WHEREAS, the Council finds that the applicant has complied with all application requirements set forth in Chapter 10-20 of the Flagstaff Zoning Code; and

WHEREAS, the Planning and Zoning Commission has formally considered the proposed Zoning Map amendment application, following proper notice and a hearing on October 28, 2015, and with the result that the Planning and Zoning Commission has recommended approval of the requested Zoning Map amendment application, subject to the following ten conditions:

1. The subject property shall be developed in substantial conformance to the Site Plan approved by the Inter-Division Staff (IDS) on September 9, 2015 and as presented to the Planning and Zoning Commission with this amendment request except as modified herein.
2. Widen the westbound side of Route 66 to provide 2-lanes in the westbound direction (including a bike lane); the outside westbound lane will be striped as a right-turn lane and acceleration at the new driveway.
3. Widen the eastbound side of Route 66 as needed to provide the addition of a left-turn lane into the new driveway.
 - a. The edge improvements will include curb and gutter along the property frontage, up to the existing driveway serving the McAllister Ranch.
 - b. The City is committing to constructing, in the future, the remaining curb and gutter and sidewalk across the property frontage at such time as the adjacent parcels develop with the same edge improvements.
4. The City will be required to pay a proportional share contribution to a future signal (not currently warranted) at the intersection of Woody Mountain Road and Route 66.

5. The 18-inch sewer line shall be designed and constructed per the Utilities Engineering Manager's letter dated October 21, 2015 attached to this ordinance.
6. An ordinance modifying the zoning code must include an effective date 30 plus days after the annexation ordinance becomes effective.
7. A written preservation plan for the McAllister Ranch homestead property shall be prepared and presented to the Planning & Zoning Commission at a future date.
8. The maximum height of buildings within the proposed public works facility shall be 45 feet.
9. The forest resources along Route 66 within parcel 112-01-002 shall be preserved according to the approved Site Plan.
10. The administration building shall meet or exceed architectural design standards per the Flagstaff Zoning Code.

WHEREAS, the City Council has read and considered the staff reports prepared by Current Planning Division staff and has considered the narrative prepared by the Applicant, and any and all statements made by the Applicant and its representatives or agents at City Council meetings; and

WHEREAS, staff recommends approval of the Zoning Map amendment application, subject to the conditions proposed above, and the Council has considered the conditions and has found them to be appropriate for the site; and

WHEREAS, the Council finds that the proposed Zoning Map amendment with the above conditions will not be detrimental to the uses of adjoining parcels or to other uses within the vicinity.

ENACTMENTS:

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

SECTION 1. The foregoing recitals are incorporated as if fully set forth herein.

SECTION 2. The zoning map designation for 48.81 acres of real property located within the City of Flagstaff, a legal description of which is provided in **Exhibits "A" and "B,"** attached hereto and incorporated herein by reference, is hereby amended to Public Facility (PF).

SECTION 3. That City staff is hereby authorized to take such other and further measures and actions as are necessary and appropriate to carry out the terms, provisions and intents of this Ordinance.

SECTION 4. If any section, subsection, sentence, clause, phrase or portion of this ordinance or any part of the code adopted herein by reference is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

SECTION 5. The City Clerk is hereby authorized to correct typographical and grammatical errors, as well as errors of wording and punctuation, as necessary related to this ordinance as amended herein, and to make formatting changes needed for purposes of clarity and form, or consistency, within thirty (30) days following adoption by the City Council.

SECTION 6. This Ordinance shall be effective thirty (30) days after the effective date of Ordinance No. 2015-20.

PASSED AND ADOPTED by the City Council of the City of Flagstaff this _____ day of _____, 20____.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

LEGAL DESCRIPTION

APN: 112-01-001D

REZONE Exhibit 'A'

#14065

9/17/2015

A parcel of land lying within the north half of Section 19, Township 21 North, Range 7 East, of the Gila Salt River Meridian, Coconino County, Arizona, described as follows:

Beginning at the northeast corner of that parcel of land as shown on Instrument #3396969 (R1) and Book 11, Page 19, Official Records of Coconino County, a ½” rebar with aluminum cap “PE 971 LS 4321”, from which a ½” rebar with aluminum cap “PE 971 LS 4321” at the southeast corner of said parcel bears South 00°19'42" West, 1322.85 feet (Basis of Bearing, R1);

Thence along the east line of said parcel, South 00°19'42" West, 341.97 feet to the **TRUE POINT OF BEGINNING**;

Thence continuing along said east line, South 00°19'42" West, 980.88 feet to said southeast corner;

Thence along the south line of said parcel, South 89°44'28" West, 649.41 feet to a ½” rebar with aluminum cap “PE 971 LS 4321”;

Thence continuing along said south line, South 89°44'57" West, 1293.89 feet to a ½” rebar with plastic cap “RLS 18215”;

Thence leaving said south line, North 00°00'00” East, 989.46 feet;

Thence North 90°00'00” East, 1948.91 feet to the **TRUE POINT OF BEGINNING**;

Containing 44.01 acres, more or less.

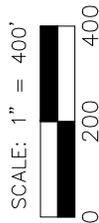
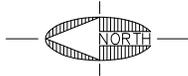
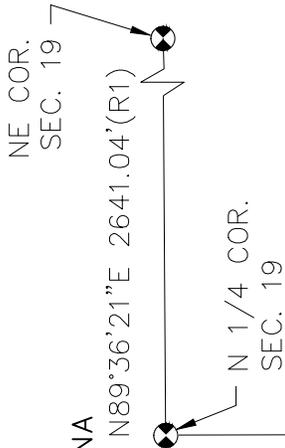
See exhibit 'B' attached hereto and made a part hereof.

This legal description was prepared by Aaron D. Borling, RLS 48756, on behalf of and at the request of Shephard-Wesnitzer, Inc., Flagstaff, Az.



REZONING MAP - EXHIBIT 'B'

A PORTION OF THE NORTH HALF OF SECTION 19,
TOWNSHIP 21 NORTH, RANGE 7 EAST
GILA AND SALT RIVER MERIDIAN, COCONINO COUNTY, ARIZONA



BNSF RAILWAY

APN: 112-01-001E

P.O.B.
EXHIBIT 'A'

N90°00'00"E 1948.91'

N00°00'00"E 989.46'

C1(SPIRAL): \ominus -3°00'00", L=297.00
C2: Δ -6°30'00", R=2798.79', L=317.50
C3(SPIRAL): \ominus -3°00'00", L=297.00

APN: 112-01-001D
INST. #3708686

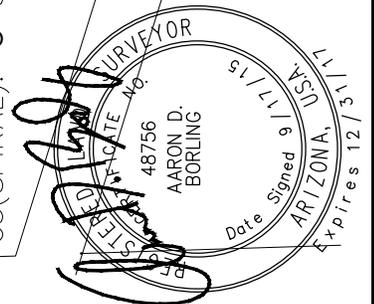
APN: 112-01-002
INST. #3106795
PARCEL NO. 2

S89°44'57"W 1293.89'

W. ROUTE 66

980.88'
S 00°19'42" W 1322.85'
BASIS OF BEARING

S89°44'28"W 649.41'



Shephard & Wesnitzer, Inc. www.swiaz.com

110 West Dale Ave
Flagstaff, Az 86001
928.773.0354
928.774.8934 fax

JOB NO:	14065
DATE:	9/17/2015
SCALE:	1" = 400'
DRAWN:	ADB
DESIGN:	
CHECKED:	ADB

McALLISTER RANCH

COCONINO COUNTY
ARIZONA

SHEET

2

OF 2

LEGAL DESCRIPTION

APN: 112-01-002

REZONE Exhibit 'A'

#14065

9/17/2015

A parcel of land lying within the north half of Section 19, Township 21 North, Range 7 East, of the Gila Salt River Meridian, Coconino County, Arizona, described as follows:

Parcel No. 2, as described in Instrument #3106795, and as shown on Instrument #3542480, Official Records of Coconino County.

Containing 4.80 acres, more or less.

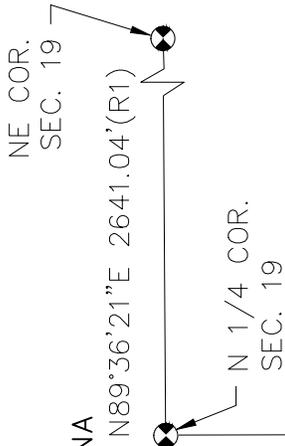
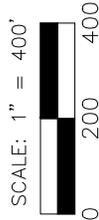
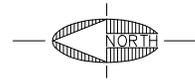
See exhibit 'B' attached hereto and made a part hereof.

This legal description was prepared by Aaron D. Borling, RLS 48756, on behalf of and at the request of Shephard-Wesnitzer, Inc., Flagstaff, Az.



REZONING MAP - EXHIBIT 'B'

A PORTION OF THE NORTH HALF OF SECTION 19,
TOWNSHIP 21 NORTH, RANGE 7 EAST
GILA AND SALT RIVER MERIDIAN, COCONINO COUNTY, ARIZONA

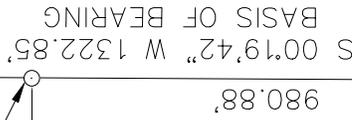


BNSF RAILWAY

APN: 112-01-001E

P.O.B.
EXHIBIT 'A'

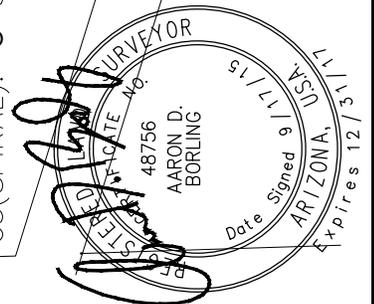
BNSF RAILWAY



APN: 112-01-001D
INST. #3708686

APN: 112-01-002
INST. #3106795
PARCEL NO. 2

- C1(SPIRAL): \ominus -3°00'00", L=297.00
- C2: Δ -6°30'00", R=2798.79', L=317.50
- C3(SPIRAL): \ominus -3°00'00", L=297.00



N01°29'55"W 11.27'

W. ROUTE 66

S72°45'25"E 103.69'

S89°44'57"W 1293.89'

S89°44'28"W 649.41'

S00°09'14"E 247.03'

S85°10'29"E 304.34'



110 West Dale Ave
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JOB NO:	14065
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DESIGN:	
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McALLISTER RANCH

COCONINO COUNTY
ARIZONA

SHEET

2

OF 2

CITY OF FLAGSTAFF
STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Sara Dechter, AICP, Comprehensive Planning Manager
Date: 11/23/2015
Meeting Date: 12/01/2015



TITLE:

Public Hearing, Consideration and Adoption of Resolution No. 2015-38: A resolution of the City Council of the City of Flagstaff, Arizona, amending the Flagstaff Regional Plan 2030 by amending Map 25 of the Plan and Establishing an effective date.

RECOMMENDED ACTION:

- 1) Hold public hearing
- 2) Read Resolution No. 2015-38 by title only
- 3) City Clerk reads Resolution No. 2015-38 by title only (if approved above)
- 4) Adopt Resolution No. 2015-38 by two-thirds majority per Arizona Revised Statute 9-461.06.

Executive Summary:

City staff has prepared an application for a Major Plan Amendment to Map 25: Road Network Illustration (Map 25) and related text in the Flagstaff Regional Plan 2030. The Planning and Zoning Commission recommended the amendment for adoption after holding two public hearings in September and October. The purpose of this major amendment is to bring Map 25 into compliance with Arizona Revised Statute 9-461.05 and to resolve inconsistencies between the Land Use and Transportation Chapters and other parts of the City Code related to Map 25.

Financial Impact:

After adoption of the plan amendment, the Comprehensive Planning program will incur the cost of providing replacement pages for hard copies of the Flagstaff Regional Plan 2030, approximately \$500.

Connection to Council Goal and/or Regional Plan:

COUNCIL GOALS:

- 7) Address key issues and processes related to the implementation of the Regional Plan

REGIONAL PLAN GOALS:

Goal T.8. Establish a functional, safe, and aesthetic hierarchy of roads and streets.

Has There Been Previous Council Decision on This:

City Council endorsed the strategy of carrying forward Map 25 as the first of several rounds of plan amendments to resolve errors and needed clarifications in FRP30 on June 6, 2015. Each amendment is meant to incrementally improve our ability to implement FRP30. For details about the scope of upcoming plan amendments, see *Attachment 1: Future Plan Amendments Briefing Paper*.

Options and Alternatives:

The text amendments being processed along with the change to the map amendment are severable from the decision. They could be processed as a part of a later minor plan amendment. Staff elected to process them together to clarify how Map 25 was intended to be used based on meeting and project management notes from the FRP30 process.

Background/History:

This amendment is proposed to resolve the following issues in the Flagstaff Regional Plan 2030:

- ARS 9-461.05.C.2 states that a General Plan must include, "A circulation element consisting of the general location and extent of existing and proposed freeways, arterial and collector streets, bicycle routes and any other modes of transportation as may be appropriate, all correlated with the land use element of the plan." Map 25 is included in FRP30 to meet this requirement but it does not display all of the existing and proposed arterial and collector roads.
- Some of the roads that are displayed on Map 25 are not categorized in a way that logically corresponds to the explanation of these categories on page X-18.
- It will replace the "Urban Network" designation and language describing the distinction between regional and neighborhood corridors with text that better describes corridors and their networks by area type. This term appears only on Map 25 and has no corresponding explanation in the Plan's text.
- Better explain the terminology around future routes, especially "Capacity Study Pending" and conditional roads.

These changes are being processed as a major plan amendment because they are related to the major amendment category of "Addition of a Corridor or Great Street" on page III-9 in the FRP30.

Key Considerations:

This amendment is one of several that will be proposed to make clarifications and correct errors in the Flagstaff Regional Plan 2030. The scope of this amendment is not meant to change the intent of the original Regional Plan but to clarify which roads should be considered commercial corridors, the characteristics of corridors and their relationship to road functional classifications, and most importantly, to complete Map 25. Changes to major and minor plan amendment categories, descriptions of Great Streets, and the location and interpretation of activity centers are related topics that will be addressed in future amendments.

Community Benefits and Considerations:

The public will benefit from these changes because the Regional Plan will meet legal requirements and the direction for future land use and transportation coordination will be clearer. These amendments are not intended to alter the intent of the plan as adopted and ratified by citizens. Instead, they are designed to correct errors, resolve inconsistencies, remove legal vulnerability and improve the readability of the document. It is staff's hope that this will improve the City's ability to implement the land use and transportation policies in FRP30.

Community Involvement:

Inform and Consult: The amendment was made available for a 60 day public review in June and July 2015. Staff notified approximately 250 residents who live in the Southside neighborhood and Mt. Elden Hills about an open house held on June 29th at City Hall. As a result of the open house two routes were changed from "Access" to "Residential Access." For a summary of the discussion at that meeting, see *Attachment 2. Record of Proceeding for Open House*. The Transportation Commission held a discussion and recommended the amendment in July 2015. The Planning and Zoning Commission held a work session and two public hearings, which concluded on October 28, 2015. The Planning and Zoning Commission made a "motion to forward to City Council for approval Map 25: Road Network Illustration Major Plan Amendment with the recommendation to Council to prioritize updating the table of Major and Minor Plan Amendments on Page III-9 as the next highest priority for the Comprehensive Planning Program work plan and to add the word "commercial corridors" above the first three classifications of road on the road network on the map Moved by Commissioner Carpenter Seconded by Commissioner Dorsett. Motion carried unanimously."

Attachments: [Resolution 2015-38](#)
 [Future Plan Amendments Briefing Paper](#)
 [Record of Proceeding for Open House](#)
 [Map 25 Major Plan Amendment Application](#)

RESOLUTION NO. 2015-38

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF,
ARIZONA, AMENDING THE FLAGSTAFF REGIONAL PLAN 2030 BY
AMENDING MAP 25 OF THE PLAN AND ESTABLISHING AN EFFECTIVE
DATE**

RECITALS:

WHEREAS, City staff applied for a major plan amendment to the Flagstaff Regional Plan 2030 to amend Map 25 to comply with Arizona law and clearly articulate which streets in Flagstaff are considered corridors; and

WHEREAS, staff's application and the notice and hearing process for the amendment complies with Section 11-10 of the Flagstaff City Code and Arizona Revised Statutes Section 9-461.05 and 06; and

WHEREAS, the Planning and Zoning Commission recommends the amendment after the required notice and hearing.

ENACTMENTS:

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

SECTION 1. That the amendment to the Regional Plan is consistent with the Plan's goals and policies; and

SECTION 2. That the amendment to the Regional Plan was evaluated in terms of its significance to overall City policy and found to be consistent; and

SECTION 3. That staff's application to amend the Flagstaff Regional Plan 2030 to amend Map 25 and make conforming text changes as indicated in the attached Exhibit A is hereby approved.

SECTION 4.

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

PASSED AND ADOPTED by the City Council of the City of Flagstaff this 1st day of December, 2015.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

Changes to Flagstaff Regional Plan 2030 per Map 25 Plan Amendment

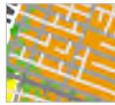
The following pages show only pages of the Land Use and Transportation Chapters that would have text edits. New language is underlined and deleted text is crossed out.

Page X-20 of the current FRP30 is proposed for deletion because the content of the previous 2 pages has been reduced and Page X-20's goals and policies will be found on Page X-19.

URBAN NEIGHBORHOOD CHARACTERISTICS

Urban areas have a higher density of people, residences, jobs and activities; buildings are taller and close to the street; streets and sidewalks are in a grid pattern of relatively small blocks; the area is walkable and a variety of services and goods are available; served by public transportation and with various forms of shared parking (lots, garages, etc.) and street parking.

Existing Urban Area
*Symbol from Map 22



Future Urban Area
*Symbol from Map 22

Desired Pattern	Minimum 2 stories within a commercial core and <u>on urban corridors</u>
Block Size	300 X 300 to 300 x 600
Density Range	Minimum 8 units per acre. Increased density within the ¼ mile pedestrian shed; exception for established Historic Districts.
Intensity	(FARs) of 0.5 +. Higher range of intensity within the commercial core of activity centers and corridors; exception for established Historic Districts.
Air Quality	Consider long-term impacts to air quality by proposed development. <i>Refer to Air Quality Goal E&C. I.</i>
Solar Access	Consider solar access for all development, allowing passive/active solar collection.
Corridors	Include regional and neighborhood corridors. <i>Refer to Urban Corridor Characteristics table, pg. IX-37</i>
Mixed-Use	Urban mixed-use includes supporting land uses such as neighborhood shops and services, residential, business offices, urban parks and recreation areas, religious institutions, and schools. A full range of urban services and infrastructure is required as well as high pedestrian, bicycle and transit connectivity.
Residential	Residential uses in urban neighborhoods will be incorporated into mixed use projects. This includes apartments, condominium complexes, duplexes, townhomes, and other forms of attached housing, and single-family which is subdivided into smaller lots.
Commercial	Commercial development is to be located within activity centers and along regional commercial and neighborhood commercial corridors.
Public/ Institutional	As part of mixed-use development – vertical preferred. Make central to urban neighborhood and connected with transit and FUTS.
Employment/ Research & Development/ Industrial	Industrial not appropriate for urban context. Research and Development offices, medical, services, professional offices, retail, hotel, and restaurants as part of urban form and within mixed-use development.
Parks	Urban Parks can be publicly or privately owned and designated for recreation use, allowing for both active and passive activities, as well as special use functions. May include special facilities and swimming pools, and neighborhood and community parks. Future park development is contingent upon density and intensity of proposed development; and this Plan's policies outline the need for recreational opportunities for all residents and visitors. <i>Refer to Chapter XV - Recreation</i>
Open Space Public Space	Open Space in urban areas include greenways streetscapes, waterways, cemeteries, floodplains, riparian areas, corridors, boulevard viewsheds, and public plazas and squares and are used for passive activities. These spaces may be restored for their aesthetic value, vistas, and archaeological and historic significance. <i>Refer to Chapter IV - Environmental Planning & Conservation and Chapter V - Open Space</i>
Conservation	<i>Refer to Natural Resources Maps 7 and 8, and 'Considerations for Development' in Chapter IV - Environmental Planning & Conservation.</i>
Agriculture	Urban food production – potted vegetables, greenhouses and conservatories, roof-top gardens, animal husbandry, and community gardens.
Special Planning Areas	Northern Arizona University to become more urban. <i>Refer to NAU Master Plan.</i>
Master Plans	Presidio West; Juniper Point

URBAN ACTIVITY CENTER CHARACTERISTICS

An area typically located at the intersection of two main thoroughfares. Urban activity centers include mixed-use, mix of housing type, mixed price range, walkable, transit-oriented-design; can include regional commercial or neighborhood commercial.



Regional Urban Activity Center - Larger, mixed-use centers at intersections of Regional Travel and Circulation Corridors; with direct access of multiple residential developments; with entertainment and cultural amenities; public spaces; serves regional residents and visitors.

Neighborhood Urban Activity Center – smaller, mixed-use centers at intersections of Circulation Corridors and Access Roads; with access to surrounding neighborhood; with local goods and services, public spaces; serves local residents; transit and FUTS access.

Characteristics

Each Activity Center is unique with contextual and distinctive identities, derived from environmental features, a mix of uses, well-designed public spaces, parks, plazas, and high-quality urban design. They are well-designed for the purpose of maintaining a unique sense of place and to attract the residents/clients desired. Refer to *A Vision for Our Urban Activity Centers* on pg. IX-63.

Desired Pattern



Density Range

Residential Only: 13+ units per acre
Residential mixed-use: 8+ units per acre

Intensity

Regional scale and design
Floor area ratios (FARs) of 1.0+

Neighborhood scale and design
Floor area ratios (FARs) of 0.5+

Mix of Uses

Within commercial core: Government, services, education, offices, retail, restaurant, and tourism-related. Residential opportunities, residential mixed-use, public spaces, place-making.

Within the pedestrian shed but not in a commercial core: higher-density residential, live-work units, home-based businesses, educational, greater connectivity to a commercial core.

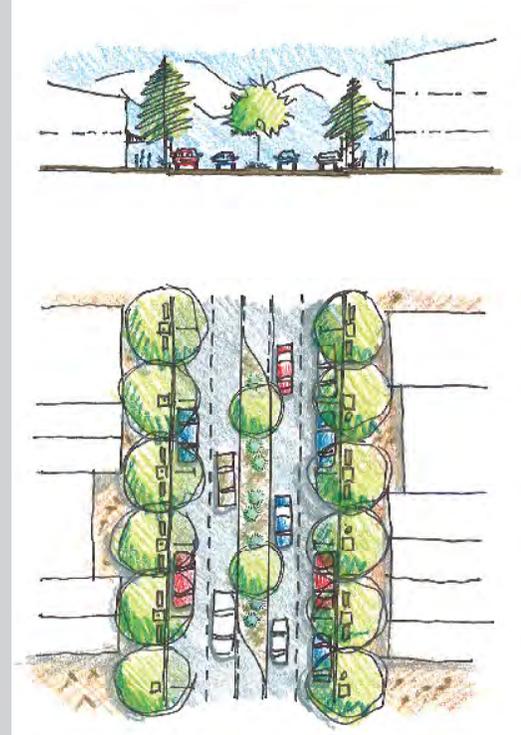
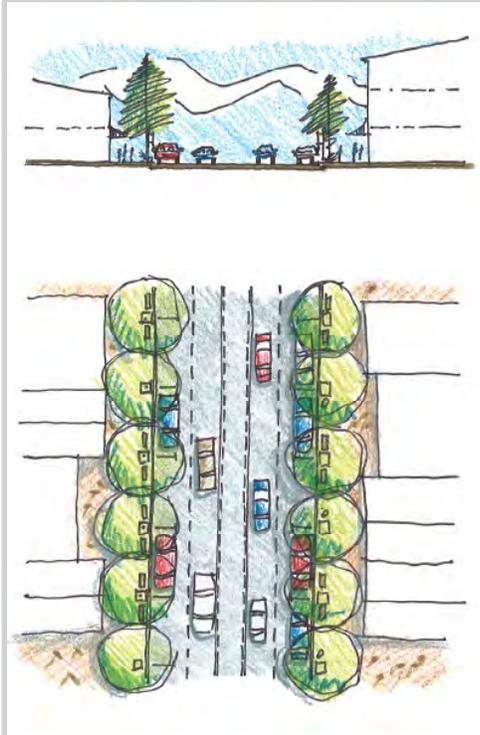
Transportation

Easy-to-access parking available via garages, shared lots, and on-street parking. Transit stops and routes centrally located. Bicycle access and parking abundant. Pedestrian-oriented design. Very high road and pedestrian infrastructure connectivity. Block sizes are smaller; gridded street networks preferred where not prohibited by topography.

URBAN CORRIDOR CHARACTERISTICS

Corridors are where commercial development is encouraged; ~~Urban corridors are not highways or neighborhood streets~~ local streets and residential access are not considered urban corridors. Great Streets are corridors with the greatest potential for reinvestment, beautification, and appropriate land uses. Refer to page IX-62 for more discussion of Activity Centers (Map 24) and Corridors (Map 25), and the Great Streets and Gateways (Map 12.)

Characteristics of an Urban Corridor



Regional Corridor
Urban Corridor

Serves larger capacities of vehicles and people, with more intense land uses. These corridors will be wider with faster speed limits, yet street parking is encouraged and pedestrian safety is a priority, and will provide Provides well designed signage, landscaping, and public spaces, with shops and services in buildings that front the street. Examples of urban regional corridors include: Milton Road, Route 66, and SR 89N. More frequent intersections with local roads. Local roads in an urban area type carry more through traffic than suburban local roads. Thoroughfares and boulevards may be applied in the context of Traditional Neighborhood Design (TND) and the use of transect zones.

Neighborhood Corridor

Serves the surrounding neighborhoods, with shops and services in buildings that front the street. Street parking is encouraged and pedestrian safety is a priority. Examples of urban neighborhood corridors include: Cedar Avenue, Humphreys Avenue and Fort Valley Road.



Character of an Urban Activity Center

SUBURBAN ACTIVITY CENTERS CHARACTERISTICS

An area typically located at the intersection of two collectors or neighborhood streets, with vertical or horizontal mixed-use (mix of any: businesses, retail, residential, offices, medical services, etc.), serving the surrounding neighborhoods. A suburban activity center can serve a Regional Commercial or Neighborhood Commercial scale.

<p>Map Symbol</p>	 <p>Regional Suburban Activity Center: Larger, mixed-use centers at intersections of Regional Travel and Circulation Corridors; with access of large residential developments; with entertainment and cultural amenities; public spaces; serves regional residents and visitors.</p> <p>Neighborhood Suburban Activity Center: Smaller, mixed-use centers at intersections of Circulation Corridors and Access Roads; with access to surrounding neighborhood; with local goods and services, public spaces; serves local residents; transit and FUTS access.</p>
<p>Desired Pattern</p>	 <p><i>Photo credit: City of Flagstaff</i></p>
<p>Density Range</p>	<p>Residential Only: 6 - 10 units per acre. Residential mixed-use: 6+ units per acre</p>
<p>Intensity</p>	<p><u>Regional scale and design at Flagstaff Mall.</u> Floor area ratios (FARs) of 0.5+</p> <p><u>Neighborhood scale centers at all others.</u> Floor area ratios (FARs) of 0.35+</p>
<p>Mix of Uses</p>	<p>Within commercial core: Services, offices, retail, restaurant and tourism-related. Residential opportunities, residential mixed-use. Public spaces, place-making.</p> <p>Within pedestrian shed but not in commercial core: higher-density residential, live-work units, home-based businesses, educational, greater connectivity to a commercial core.</p>
<p>Commercial</p>	<p>Regional Commercial is intended for all commercial and service uses that serve the needs of the entire region, those which attract a regional or community-wide market, as well as tourism and travel-related businesses. While uses located in this category typically tend to be auto-oriented, the regional commercial category emphasizes safe and convenient personal mobility in many forms, with planning and design for pedestrian, bicycle and transit access and safety as an activity center.</p> <p>Neighborhood Commercial 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. These areas are typically anchored by a grocery store, with supporting retail and service establishments. Development in this category may also include other neighborhood-oriented uses such as schools, employment, day care, parks, and civic facilities, as well as residential uses as part of a mixed-use development activity center.</p>
<p>Transportation</p>	<p>Easy-to-access parking available via shared lots, shared parking structures, lots and on-street parking <u>with pedestrian paths through and around parking areas.</u> Transit stops available. Bicycle access and parking. Pedestrian safety. Suburban block sizes may be larger than urban areas but must have highly connected bike and pedestrian infrastructure across the block and not solely around the block edges. Backage roads and collectors occur more frequently in suburban activity centers than in suburban neighborhoods.</p>

AREA TYPES

SUBURBAN CORRIDOR CHARACTERISTICS

Corridors are where commercial development is encouraged. Local streets and residential access are not considered urban corridors. Great Streets are corridors with the greatest potential for reinvestment, beautification, and appropriate land uses. Refer to page IX-62 for more discussion of Activity Centers (Map 24) and Corridors (Map 25), and the Great Streets and Gateways (Map 12.)

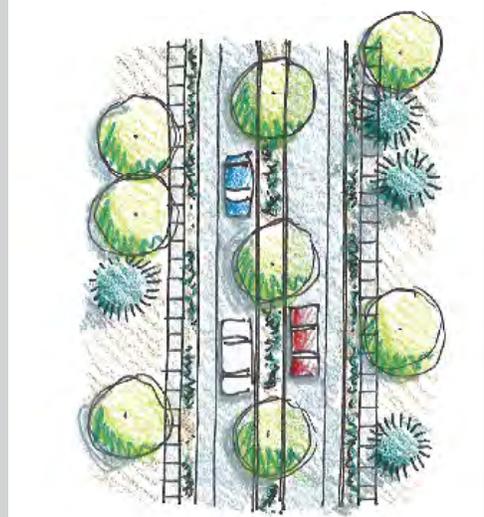
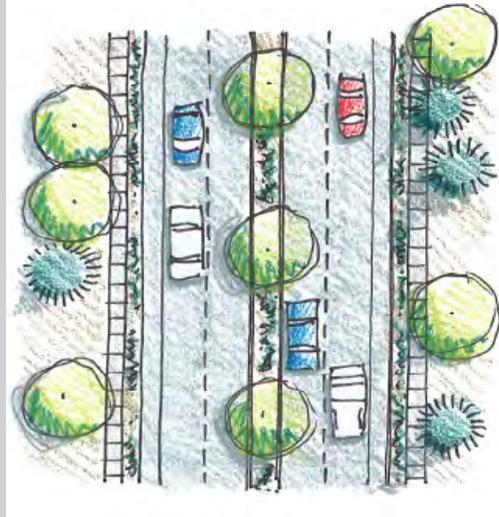
Characteristics of an Urban Suburban Corridor



Regional



Neighborhood



Regional Suburban Corridor

Serves larger capacities of vehicles and people, with more intense land uses, and pedestrian safety is a priority in this setting. These corridors will be wider with faster speed limits, and will emphasize safe pedestrian and bicycle crossings. yet consideration must be made for pedestrian and bicycle safety. Local roads access suburban corridors through a hierarchy of functional road classifications, and will Suburban corridors provide well designed signage, landscaping, and public spaces, with wide sidewalks and parkways. Shops and services are in buildings that front the street. Examples of suburban regional corridors include: Fort Valley Road and parts of Butler Avenue.

Neighborhood Corridor

Serves the surrounding neighborhoods, with shops and services in buildings that front the street. Street parking is encouraged and pedestrian safety is a priority. An example of a suburban neighborhood corridor includes: Country Club Drive.

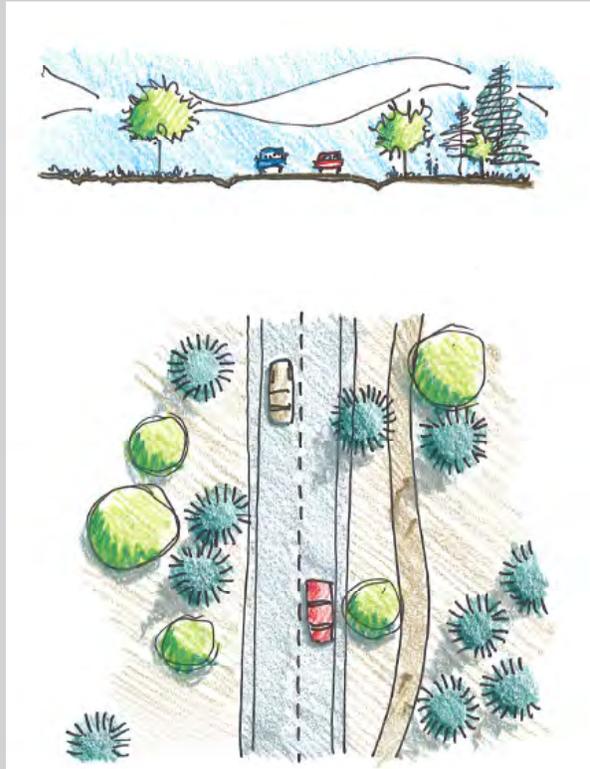


Character of a Suburban Activity Center

RURAL CORRIDOR CHARACTERISTICS

Corridors are where commercial development is encouraged within a designated activity center.

Characteristics of a Rural Corridor



Regional Rural Corridor

These corridors within rural areas tend to be highways and major arterials where access management is a significant issue to allow for the efficient use of these corridors. Commercial services are encouraged within designated activity centers. These corridors serve local residents and are a mixture of public and private roadways of varying standards. Commercial development is encouraged in designated activity centers that frequently intersect with highways and major arterials

Neighborhood Corridor

These corridors serve local residents and are a mixture of public and private roadways of varying standards. Commercial development is encouraged in designated activity centers that frequently intersect with regional corridors.



Character of a Rural Activity Center

ILLUSTRATION OF RURAL CHARACTER

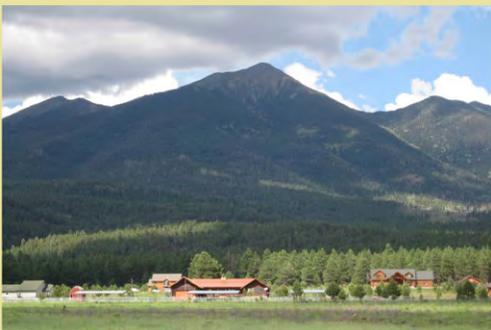


Photo credits: Coconino County



ACTIVITY CENTERS AND CORRIDORS GOALS AND POLICIES



Goal LU.18. Develop well designed activity centers and corridors with a variety of employment, business, shopping, civic engagement, cultural opportunities, and residential choices.

Policy LU.18.1. Design activity centers and corridors appropriate to and within the context of each area type: urban, suburban, or rural.

Policy LU.18.2. Strive for activity centers and corridors that are characterized by contextual and distinctive identities, derived from history, environmental features, a mix of uses, well-designed public spaces, parks, plazas, and high-quality design.

Policy LU.18.3. Redevelop underutilized properties, upgrade aging infrastructure, and enhance rights-of-way and public spaces so that existing activity centers and corridors can realize their full potential.

Refer to Chapter XI - Cost of Development for the potential of public-private partnerships.

Policy LU.18.4. Encourage developers to provide activity centers and corridors with housing of various types and price points, especially attached and multi-family housing.

Policy LU.18.5. Plan for and support multi-modal activity centers and corridors with an emphasis on pedestrian and transit friendly design.

Policy LU.18.6. Support increased densities within activity centers and corridors.

Policy LU.18.7. Concentrate commercial, retail, services, and mixed use within the activity center's commercial core.

Policy LU.18.8. Increase residential densities, live-work units, and home occupations within the activity center's pedestrian shed.

Policy LU.18.9. Plan activity centers and corridors appropriate to their respective ~~regional or neighborhood~~ context and scale.

Policy LU.18.10. Corridors should increase their variety and intensity of uses as they approach activity centers.

Policy LU.18.11. Land use policies pertaining to a designated corridor generally apply to a depth of one parcel or one and one-half blocks, whichever is greater.

Policy LU.18.12. Corridors should focus commercial development to the corridor frontage and residential to the back.

Policy LU.18.13. Promote higher density development in targeted areas where economically viable and desired by the public.

Policy LU.18.14. Endorse efficiency of infrastructure with compact development within targeted activity centers.

Policy LU.18.15. Actual pedestrian-shed boundaries will be established considering opportunities and constraints posed by natural and man-made barriers like terrain or the interstate, road networks, and existing development patterns.

Policy LU.18.16. Adopt traffic regulations to increase awareness of pedestrian-oriented design for activity centers.

Goal LU.19. Develop a manageable evolution of the main corridors into contextual place makers.

Policy LU.19.1. Develop a specific plan for each "Great Street" corridor.

Policy LU.19.2. Establish the context and ~~regional or neighborhood~~ scale of each corridor prior to design with special consideration for those intended to remain residential or natural in character.

Policy LU.19.3. Enhance the viewsheds and frame the view along the corridors through design.

Policy LU.19.4. Balance automobile use, parking, bicycle access, while prioritizing pedestrian safety along all corridors.

Refer to Chapter VIII - Community Character for the discussion of "Great Streets."



TRANSPORTATION

Future land use patterns and transportation systems must be closely planned together because transportation right of way is the most heavily used and experienced public space; network design influences whether an area can be urban, suburban, or rural; and because streetscapes contribute strongly to community character.

The primary goals of the regional transportation system are to:

- Improve the mobility of people and goods
- Provide choices to enhance the quality of life
- Provide infrastructure to support economic development
- Protect the natural environment and sustain public support for transportation planning efforts.

In order to meet these goals, this chapter promotes:

- Safety
- Context-sensitive solutions
- Complete streets
- The integration and connectivity of transportation systems
- Efficient system management and operation, and
- Improvements to existing inter-modal transportation systems.

This chapter addresses the everyday need to move about the community. Individual transportation modes are addressed starting with pedestrians - the smallest scale - and growing to rail and car.

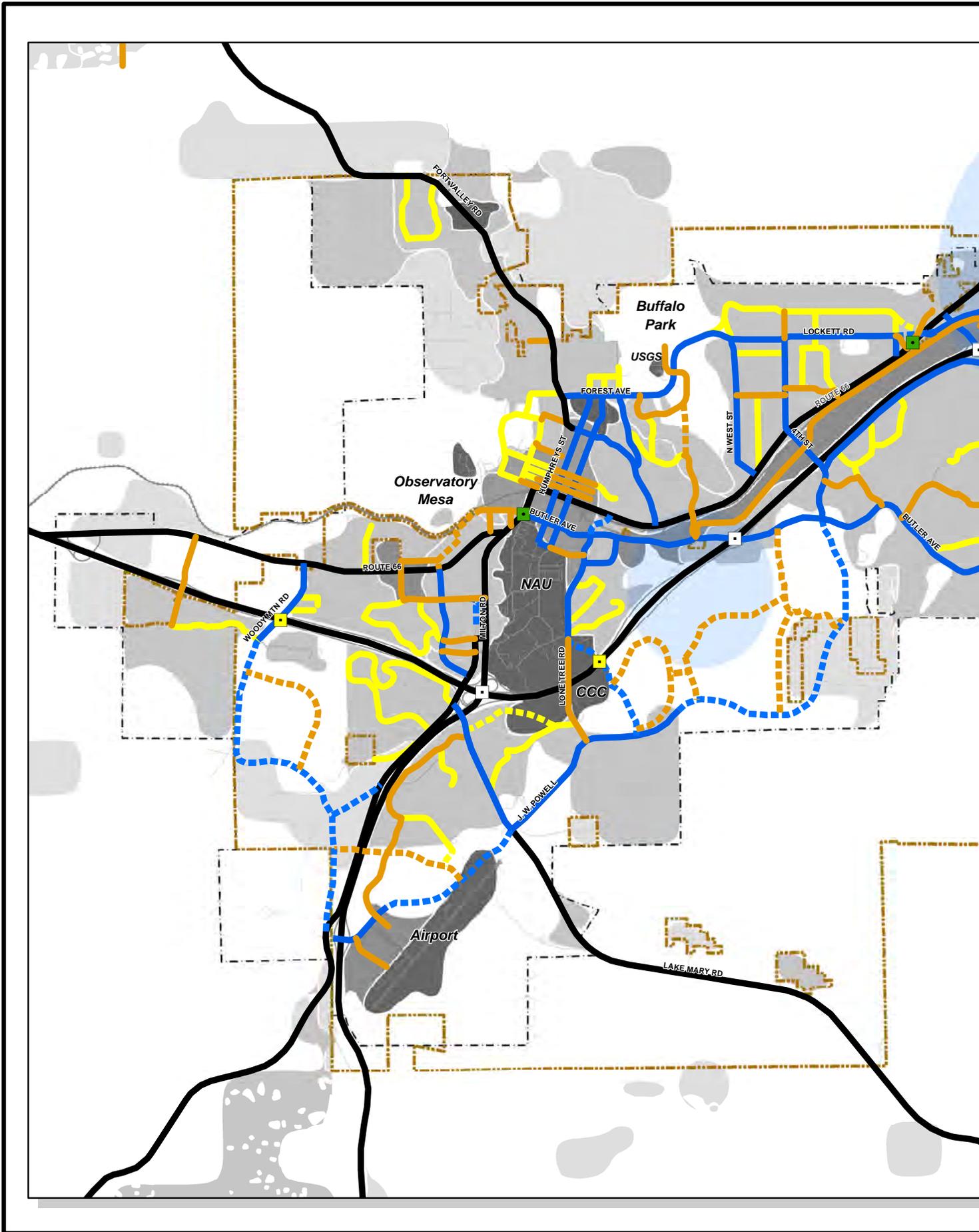
Inside this Chapter:

How We Get Around	X-2
Mobility and Access	X-6
Safe and Efficient Multimodal Transportation	X-8
Environmental Considerations	X-8
Quality Design	X-9
Pedestrian Infrastructure	X-10
Bicycle Infrastructure	X-11
Transit	X-14
Automobiles	X-18
Passenger Rail and Freight	X-21
Air Travel	X-21
Public Support for Transportation	X-22

Arizona Revised Statutes Section § 9-461.05.E.3 requires the circulation element of this Plan to include recommendations concerning setback requirements, street naming, and house and building numbering. These are included in various Titles of the City Code, including Title 10 (Zoning Code), the City *Engineering Design Standards and Specifications*, and Title 4 (Building Regulations).

Our Vision for the Future

In 2030, people get around to where they need to be in an efficient and safe manner, and more people ride the bus, their bikes, and walk, reducing emissions and increasing health.



**Map 25:
ROAD NETWORK ILLUSTRATION**

- Major Improvement
- New Interchange
- Existing Interchange

Road Corridors

Commercial Corridors

- Regional Travel
- Circulation
- Future Circulation
- Access
- Future Access

Residential Corridors

- Residential Access
- Future Residential Access

Identify Road Network Solutions through Future Study

City of Flagstaff

Urban Growth Boundary

Open Space - Preserved (Typically USFS); Open Space - Reserved (Typically State Trust)

Rural - Existing

Suburban - Existing

Urban - Existing

Industrial / Business Park - Existing

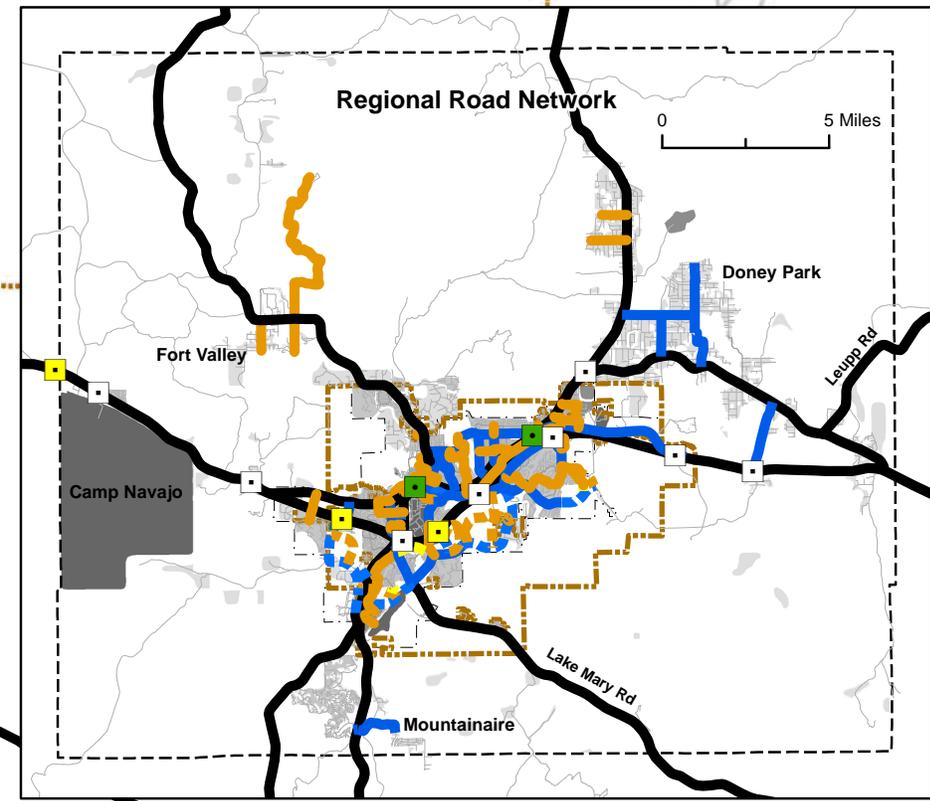
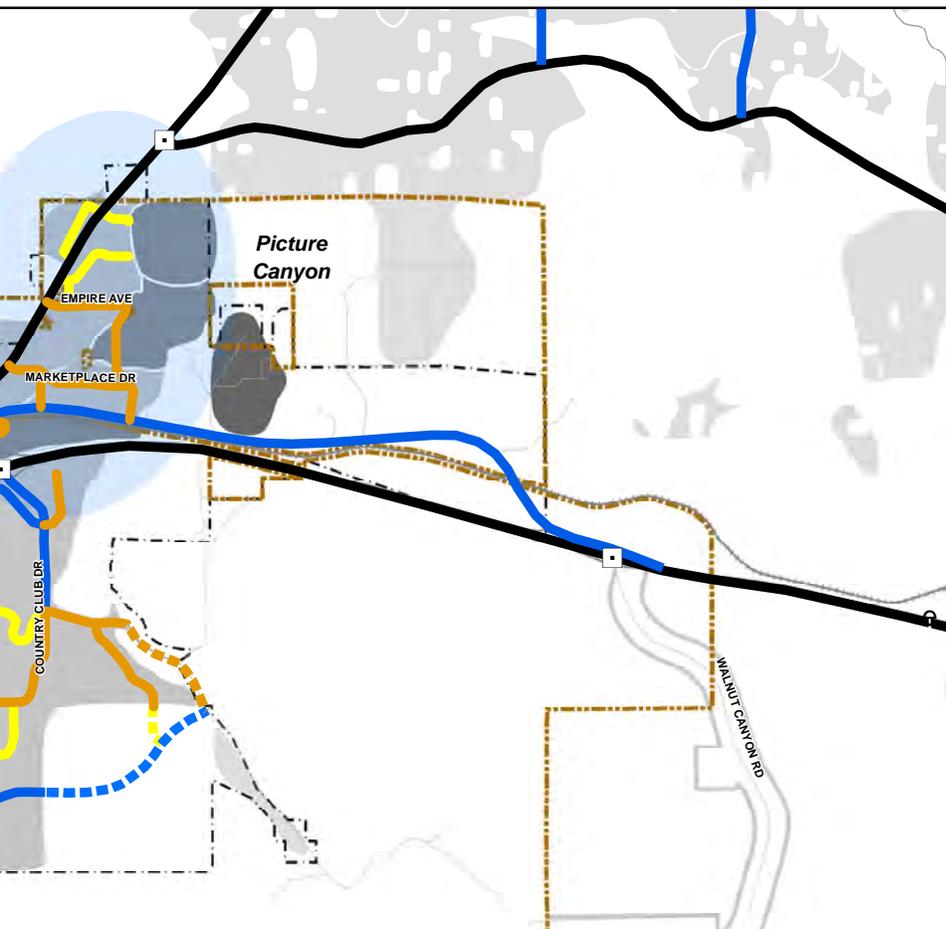
Special District

Please see www.flagstaffmatters.com for an interactive GIS map.

NORTH



**FLAGSTAFF REGIONAL PLAN
VISION 2030: PLACE MATTERS**



Automobiles Roads and Corridors

Automobiles are likely to continue to be the dominant form of transportation in the region, especially for longer trips. Roads and streets will be more effectively designed into the areas they serve. As parts of the region urbanize, reliability will become more important than speed. In urban activity centers, levels of service for pedestrians, bicycles, and transit will take precedence over service for cars.

~~Place Types and Corridors~~ Corridors and Functional Class

Successful places require successful corridors. Constraints by Flagstaff’s terrain, railroads, highways, and interstates heighten our need for clear expectations of our corridors to establish the “sense of place” and to service the expected land use patterns. The desired “sense of place” for the region, centers, and neighborhoods will be more successfully achieved when the function and role of our corridors is sensitively applied.

Corridors in urban, suburban, and rural places will serve similar yet unique functions and roles. The *Flagstaff Regional Plan* deals directly with the corridors serving regional travel and circulation functions roles and sets general expectations for the smaller access corridors. The corridor classifications should be understood as a sliding scale with circumstances dictating how purely a road can serve its function the road’s functional class. Corridors may be classified by function as regional travel, circulation, and access, as shown on Map 25. Listed below are the functional classifications and some of the multi-modal facilities associated with each.

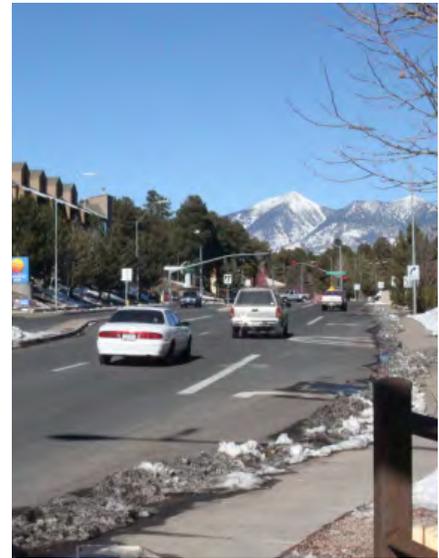


Photo credit: City of Flagstaff

Corridors and Place Types

The term “corridor” is used in the Community Character, Growth & Land Use, and Transportation Chapters. Corridors are roads demarcated on maps based on their role in the greater transportation system, surrounding existing and future land uses and their context. Categories of Regional Travel, Circulation, and Access denote transportation roles on Map 25. In the Community Character chapter, some of these roads are identified as Gateway and Great Street Corridors on Map 12 for their value in placemaking and their relationship to iconic scenery. In the Land Use Chapter, the relationship between corridors and area types is described on pages IX-37, IX-50 and IX-55. To further identify the relationship between corridors and land uses, Access corridors on Map 25 are divided into Access and Residential Access; the former is associated with commercial and mixed use environments and the latter with neighborhood settings.

<p>Regional Travel Facilitates long-distance travel across and between regions</p>	<ul style="list-style-type: none"> • Freeways • Passenger and freight rail • Major arterials • Dedicated express bus lanes
<p>Circulation Provides for movement between neighborhoods and non-residential uses</p>	<ul style="list-style-type: none"> • Minor arterials • Urban thoroughfares • Major collectors • Minor collectors • Fixed transit routes • Multi-modal trails
<p>Residential Access or Access Local access to adjacent land uses</p>	<ul style="list-style-type: none"> • <u>Minor collectors</u> • Local streets – commercial and residential, neighborhood streets • Sidewalks, crosswalks, pedestrian connections

Corridors serve many roles, and these roles may be understood as:

- Carrier of goods and people – how many, how far, what kind, what means
- Connector of activities – how active, what scale, what purpose, relationships
- Space and Shelter for activities within the public realm – how often, vulnerable, duration, solitude
- Symbol for the understanding of place – identity, purpose, behaviors as it applies to specific roads or corridors, not to classes of corridors.
- Builder and destroyer of city and place – corridors may be perceived as supporting a sense of place, or destroying it.

Freeways – serve regional travel as a high-capacity carrier for automobiles and trucks and provide space and shelter via rest areas and truck stops. They accommodate high-speed, long trips that connect the region to the state and nation. Freeways build regional economies, but can destroy landscapes, cities and neighborhoods if improperly planned. Freeways require large rights-of-way (up to 300 ft. or more), are designed with full access control and are intended to carry a large percentage of trucks. Adjacent land uses may include commercial areas, open space, public lands, industrial sites, and certain institutional sites. Residential property will not abut freeways unless separated by adequate buffering.



Photo credit: City of Flagstaff

Major Arterials – serve regional travel on relatively high-capacity roadways as a carrier for predominantly cars, transit, trucks, and bicycles. Pedestrians will find passage along these arterials and special attention is given to pedestrian crossings. Space and shelter is found at bus stops, pedestrian waiting areas at intersections, and mid-block crossings. Key connections are to major regional centers of activity and to extra regional destinations like other cities. As in the case of Route 66, this major arterial is symbolic of “the mother road” – regional identity and pride. Throughput capacity provided by strong access management will be emphasized over direct property access. Adjacent land uses include highway and regional commercial areas, open space, public lands, industrial sites, and institutional sites. Residential property will not abut major arterials unless separated by adequate buffering.

Minor Arterials – serve circulation and some travel functions within and between different areas of the region. Activity centers will often be located along a minor arterial or at the intersection with another minor arterial or a major collector. All modes are carried on minor arterials with increasing emphasis on the bicycle and pedestrian modes. Space and shelter become more pedestrian in scale, more frequent, and generous. A minor arterial like Lake Mary Road might symbolize the “Great Outdoors.” Connections between residential and commercial areas, regional parks, and major institutions are often made by minor arterials. Adjacent land uses include residential and commercial areas, open space, public lands, industrial sites, and institutional sites.

Thoroughfares – are unique components of the urban network. They synthesize circulation, access, and to a lesser extent, travel functions. The roles they serve are more balanced and at a uniformly high level. All modes are carried with special emphasis on the pedestrian, transit, and bicycle modes. Space and shelter are vital components to thoroughfares as a wide range of face-to-face interactions will take place here.

Major Collectors – serve circulation by collecting traffic from minor collectors and local streets in an area and deliver it to major or minor arterials. All modes of transit are carried. These roadways are generally contained entirely within a recognizable area and connect adjoining neighborhoods with each other. Adjacent land uses include residential areas, commercial areas, open space, public lands, industrial sites, and institutional sites. Moderate access management is expected with limited direct access being acceptable.

Minor Collectors – collect traffic from local streets and deliver it to major collectors or minor arterials. They serve as carriers for pedestrians, bicycles, and cars with lesser roles for transit and trucks. Connections are made between smaller neighborhoods and parks and occasional convenience centers. Through trips are discouraged as space and shelter activities have increased including promenading, recreational walking, and exercise. Adjacent land uses include residential and commercial areas, open space, public lands, industrial sites, and institutional sites.

Connectors/ Commercial Local/ Residential Local (Neighborhood Streets)/ Alleys – are all minor roads that provide direct vehicle, bicycle, and pedestrian access to individual commercial and residential properties, providing no route continuity beyond the areas they serve. Alleys provide secondary access to the rear of residential or commercial properties and may also be used to provide access to parking garages and surface parking lots. They carry pedestrians, bicycles, and cars and in commercial areas, some streets will provide access to trucks. In residential areas the street surface may be used for impromptu recreational activities, visiting, and car-washing. As place builders, these streets are vital in creating an attractive setting, efficient access, safe operations, and strong internal circulation.

To fully implement the Regional Plan’s vision for Flagstaff’s roadways a Flagstaff “Streets Master Plan” should be developed to serve as the specific plan that bridges the City’s *Engineering Design Standards and Specifications* and the *Flagstaff Regional Plan*. Until such a Plan is developed, functional classifications for roads and their definitions can be found in the *Engineering Design Standards and Specifications*.

Corridors in the Regional Transportation Plan

The Regional Transportation Plan (RTP) is a five year planning document developed by the Flagstaff Metropolitan Planning Organization. It is used to identify roadway projects that are eligible for federal funding. Some of the future roads identified on Map 25 are also identified in the RTP, however, these two documents are not required to match. The RTP provides more detail about the stage of planning for each roadway. Some future corridors are considered “conditional roads” in the RTP, which means that further study is required before proceeding with a project. Examples include the Clay Avenue Extension, the US 89 Bypass, the Metz Walk Extension, etc.

AUTOMOBILE GOALS AND POLICIES

Goal T.8. Establish a functional, safe, and aesthetic hierarchy of roads and streets.

Policy T.8.1. Promote efficient transportation connectivity to major trade corridors, employment centers, and special districts that enhances the region’s standing as a major economic hub.

Policy T.8.2. Maintain the road and street classification system that is based on context, function, type, use, and visual quality.

Policy T.8.3. Design neighborhood streets using appropriate traffic calming techniques and street widths to sustain quality of life while maintaining traffic safety.

Policy T.8.4. Protect rights-of-way for future transportation corridors.

Policy T.8.5. Support the area’s economic vitality by improving intersection design for freight movements.

Policy T.8.6. Maintain the City’s street infrastructure in a cost effective manner to ensure the safety and convenience of all users.





PLAN AMENDMENTS

Date of Resolution	Resolution Number	Description of Amendment	Pages Changed
October 20, 2015	2015-35	La Plaza Vieja Neighborhood Specific Plan Minor Plan Amendment	XVI-1
November 17, 2015	2015-XX	Maps 21 and 22: Future Growth Illustrations Minor Plan Amendment - New area type of Existing Suburban	IX-28-29
December 1, 2015	2015-XX	Map 25: Road Network Illustration Major Plan Amendment and related text edits	IX-35-57 X-1, X-4-5, X-18-22

Future Plan Amendments Briefing Paper

In the 2014 FRP30 Annual Report, staff identified over 85 individual edits and amendments needed to update and correct FRP30. The City Council endorsed a strategy to break up these edits into 5 amendment tasks, each composing a separate application. The first task is the Map 25 Major Plan Amendment. This amendment was addressed first because its primary purpose was to address an issue on noncompliance with State statute. The next tasks are all minor amendments and identified in priority order:

- Amendment Task 1: Make list of major and minor plan amendments clearer and more comprehensive. The table “Proposed Regional Plan Amendment Processes” on page III-9 does not include a complete list of possible amendments and some requirements are unclear. The changes to the text can be processed as a minor amendment starting in 2015. This work was given a high priority because it affects all subsequent amendments.
- Amendment Task 2: Clarify the use of terminology “Great Streets” and “corridors” along with any qualifiers used in the Plan. Additions or extensions of Great Streets and corridors can trigger a major plan amendment, but the terms are used with numerous qualifiers and in slightly different contexts throughout the Plan. The Map 25 Major Plan Amendment will address some edits related to this topic, but further work will be needed that can be accomplished without a major amendment. Public input from the Milton Corridor Study could also inform these edits.
- Amendment Task 3: Clarify terms and descriptive information in the Land Use Chapter. In the year since the plan was adopted, there have been several customer questions and applications that have spotlighted inconsistencies in the land use chapter. These changes could be processed as a minor amendment, likely to start in 2016. While a faster timeline would be preferred, there is not capacity within the Comprehensive Planning program until other projects have been completed.
- Amendment Task 4: There are numerous non-substantive editing errors that need to be fixed in order to improve the readability of the document. Final editing of the Regional Plan was rushed to meet the election timelines and, therefore, many of the internal editing issues in the document were not completed. This task would be likely completed in 2016 or 2017 depending on other project work.

A detailed list of the changes identified so far is located at:

<http://www.flagstaff.az.gov/DocumentCenter/View/46080>

Record of Proceeding - Map 25 Open House

June 29, 2015 3 pm to 5 pm, City Hall Lobby

City staff held an open house to answer questions and provide information about the Major Plan amendment being proposed for Map 25 and related text. 6 members of the public and 2 NAIPTA representatives attended.

Topics discussed:

1) Most questions were about helping attendees understand the proposal and how it could affect different properties and neighborhoods from a land use and transportation perspective. One attendee commented that the proposal is complex and difficult to understand for the general public.

2) NAIPTA reviewed the proposal for any conflicts with their plans for implementing a spine route with dedicated busways and travel demand management in the City. No conflicts were found.

3) Nancy, Robertson, a resident of Upper Greenlaw, submitted a comment that Linda Vista which is on the current Map 25 should be moved from the Access category to Residential Access. All the properties along the route are zoned for residential uses and the Residential Access distinction was not available at the time of the original plan adoption.

4) Marilyn Weisman of Friends of Flagstaff's Future pointed out that there was a road missing in the McMillan Mesa area and that the roads south of Gemini should be Residential Access for reasons similar to Linda Vista.

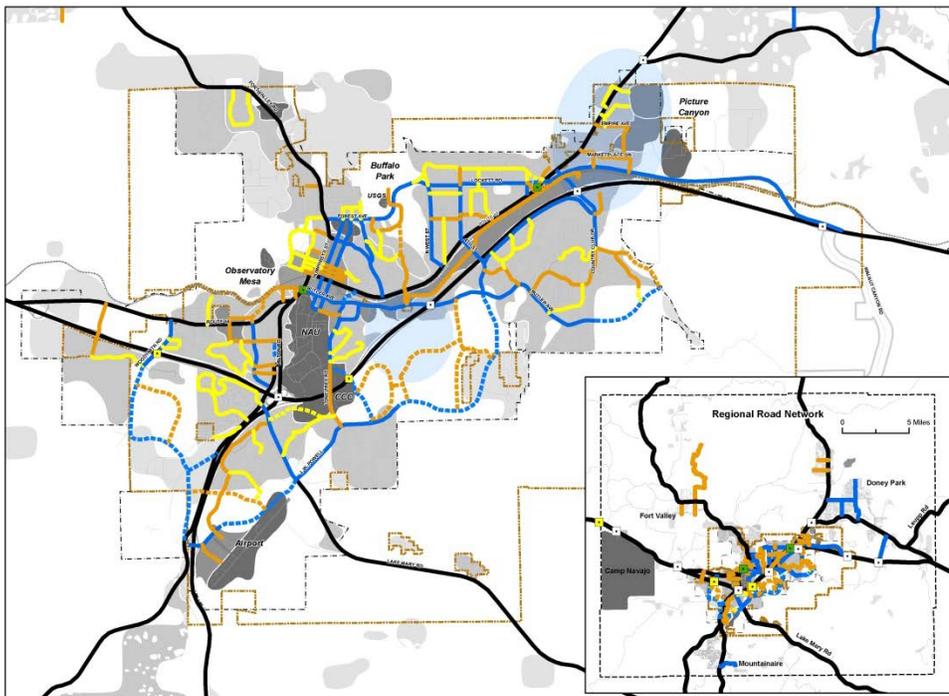
5) Marilyn also questioned if the future access road across McMillan Mesa should have come off the map in the original process and asked why it did not. Staff informed her that the City still has an easement on the Catholic Church property in anticipation of needing that road in the future. She worried about the effect that would have on the character of the Mesa and the continuity of open space access. Both of these issues would be considered at the design phase for such a project but not necessarily at the Regional Plan level.

6) Pat and Sharon Del Duca of the Southside neighborhood wanted to understand how the addition of Franklin, South Beaver and South San Francisco would affect future development of the neighborhood. Staff pointed to the table of Major and Minor Plan amendments to show that because these roads are not contiguous to an Activity Center, expanding areas zoned for mixed use or commercial activity would require another major plan amendment before it could be taken to a zoning hearing and so there would be additional process beyond this amendment.

Map 25

Major Plan Amendment

Prepared on November 12, 2015



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Executive Summary

The purpose of this major amendment is to bring *Map 25: Road Network Illustration* (Map 25) in the *Flagstaff Regional Plan 2030* (FRP30) into compliance with Arizona Revised Statute (ARS) 9-461.05 and to resolve inconsistencies between the Land Use and Transportation Chapters and other parts of the City Code related to Map 25. These changes are being processed as a major plan amendment because they are related to the major amendment category of “Addition of a Corridor or Great Street” on page III-9.

This amendment will result in:

- A Road Network Illustration that conforms to the legal requirements of Arizona Revised Statutes,
- Improved consistency on language related to Map 25 within FRP30 and with other City Code and policies,
- Improved ability to provide consistent direction to City projects and development applications,
- Expansion of the Corridor Place Type in two areas within the City,
- Improved ability to communicate with the public about land use and transportation issues pertaining to corridors, and
- Improved ability to determine the fair and rough proportional share of infrastructure costs.

The Team

The team assembling this application is led by Sara Dechter, the City’s Comprehensive Planning Manager. She has been working for the City since just after the Regional Plan was adopted by the City Council. She is responsible for educating staff on the Regional Plan and for coordinating its implementation across City Departments.

Jennifer Mikelson is the Associate Planner for the City and is tasked with roles supporting the Comprehensive Planning Program and the Community Development front counter. Her role in this application is to lead the public outreach effort associated with this plan amendment.

Stephanie Sarty is a Traffic Engineering Project Manager for the City of Flagstaff. Stephanie has been responsible for mapping the function classification of existing and future freeway, arterial, and collector roads and adopting the map/s into the City Engineering Standards. She is the point of contact for this amendment in the Engineering staff.

Clay Donaldson is an intern working for the Comprehensive Planning Program. He is enrolled full time as a student at NAU with the Department of Geography, Planning, and Recreation. He is responsible for the creation of maps and GIS data management for this application.

Description and Need for Proposed Amendment

The purpose of this major amendment is to bring *Map 25: Road Network Illustration* (Map 25) in the *Flagstaff Regional Plan 2030* (FRP30) into compliance with Arizona Revised Statute (ARS) 9-461.05 and to resolve inconsistencies between the Land Use and Transportation Chapters and other parts of the City Code related to Map 25. These changes are being processed as a major plan amendment because they are related to the major amendment category of “Addition of a Corridor or Great Street” on page III-9 in the FRP30.

ARS 9-461.05.C.2 states that a general Plan must include, “A circulation element consisting of **the general location and extent of existing and proposed freeways, arterial and collector streets**, bicycle routes and any other modes of transportation as may be appropriate, all correlated with the land use element of the plan [Emphasis added].” Map 25 is the instrument in FRP30 to meet this requirement but it does not display all of the existing and proposed arterials and collectors. In June 2013, this deficiency was identified in a legal review of the Draft Plan but it was not addressed before the adoption and ratification. This amendment will add all existing and proposed routes to the map in a manner that does not alter the intent of the Land Use Chapter.

Another issue this amendment will resolve is that some of the roads that are displayed on Map 25 are not categorized in a way that logically corresponds to the explanation of these categories on page X-18. On the current Map 25, 15 % of arterials and 63% of collectors are miscategorized according to the Plan text (see [Appendix A](#)). For instance, minor collectors are listed under Circulation on page X-18 but are all displayed on Map 25 as Access. This amendment will resolve this inconsistency by updating page X-18 to show the correlation of road functional classes and the road network illustration categories more clearly and to recategorize some roads on the map.

In the Regional Land Use and Transportation Plan 2020 (the previous Regional Plan), the map that is equivalent to Map 25, showed roads according to their functional classes. Road functional classes (i.e. freeway, arterial, collector, local) are shown in the City’s *Engineering Design and Construction Standards and Specification* (Engineering Standards), a part of the City Code. Map 25 is more generalized and the comparison of road network v. functional classes on Page X-18 does not provide enough information to determine which roads are to be developed to which standards. Without a map that serves this purpose it is difficult to meet the stated FRP30 goal of having developers pay their fair share of the cost of development. In addition, Page X-19 in FRP30 has a description of these classes that is inconsistent with the Engineering Standards. There is concern that this will cause confusion in future development cases. Part of the solution to this issue is to adopt a map of road functional classes into the Engineering Standards until a Master Streets Plan (specific plan) can be completed. This amendment will remove the conflicting definitions and make reference to this hierarchy of documents. The Engineering staff adopted the map of functional classes into the Engineering Standards in August 2015.

Another issue related to Map 25 that will be resolved is the “Urban Network” designation. This term appears only on Map 25 and has no corresponding explanation in the Plan’s text. In attempting to develop a description, it was noticed that the urban networks did not correlate to Urban Area and Place Types on the Future Growth Illustration (Map 22). This inconsistency could also be an issue under ARS 9-461.05.C.2. We, therefore, have developed alternative text that addresses the intent of the Urban Network

designation and simplifies the interpretations of Urban and Suburban Corridors in the Land Use Chapter, while removing inconsistencies.

Another designation on Map 25 that is not explained in the text of the Plan is the blue circles that represent “Capacity Study Pending.” Some readers of the document have questioned if the studies are currently being conducted. They are not. Instead this blue circle was meant to show an area that potentially needs a connection in order to support a robust and resilient road network for future growth, but the timing and location of this future roadway is too speculative to show on Map 25 at the time of adoption. This application would replace “Capacity Study Pending” with clearer language and retain the blue circles.

The public will benefit from these changes because the Plan will meet legal requirements and the direction for future land use and transportation coordination will be clearer. These amendments are not intended to alter the intent of the plan that was originally ratified. Instead, they are designed to correct errors, resolve inconsistencies, remove legal vulnerability and improve the readability of the document. It is our hope that this will improve the City’s ability to implement the land use and transportation policies in FRP30.

Project Narrative

Map 25 Major Plan Amendment

Proposed Changes to FRP30

This application is requesting to amend Map 25 and related sections of the Growth and Land Use and Transportation Chapters.

On Map 25, we propose to add all collectors and arterials not already on the map in order to meet ARS 9-461.05. We would also propose to correct factual and alignment errors, such as the incorrect future alignment for US 89A near Ft. Tuthill. The factual errors are typically roads that are categorized in a way that is incompatible with the crosswalk of functional classes and Regional Plan categories on Page X-18 (see [Appendix A](#) for details).

Map 25 has two purposes in identifying roads: 1) to meet the ARS requirements and 2) to identify Commercial Corridor Place Types in the Growth and Land Use Chapter. In order to add the roads needed to achieve the former without impacting the latter, we propose to add a “Residential Access” category to Map 25. This category would also subsume the “Connectors” on Map 25 as “Future Residential Access.” Examples of Residential Access roads would be High Country Rd. or King St.

The Proposed Road Network Illustration shows all of these changes. A side-by-side comparison existing and proposed maps can be found in [Appendix B](#). In addition, there will be a revision to the gray shades denoting the Area Types in Map 25 since they do not match the final edits that were made to Map 22 Future Growth Illustration.

Another set of edits would address issues in the legend of the map. First, we propose to change the category “Capacity Study Pending” to “Identify Network Solutions in Future Capacity Study.” We also propose to remove the “Urban Network” feature from the legend and content from Map 25. The purpose of identifying urban networks was to identify locations where increased connectivity would contribute to an urban form. This concept is redundant and inconsistent with the Existing and Future Urban Area Types identified on Map 22 (Future Growth Illustration). In addition, urban networks are identified in Map 25 but not defined or described anywhere in the document’s text. We propose to address this inconsistency by rewriting some of the language in the Land Use Chapter on connectivity to capture the same concept (see table below and [Appendix C](#) for mark-up)

Table 1: Proposed Changes to the Growth and Land Use Chapter

Page #	Proposed Change	Rationale
IX-35	Eliminate the distinction between Regional and Neighborhood Corridors	These qualifiers are not mapped and cannot be clearly interpreted in a way that is consistent with both Map 22: Future Growth Illustration and Map 25: Road Network Illustration.

Page #	Proposed Change	Rationale
IX-36	Under Transportation, add "Very high road and pedestrian infrastructure connectivity. Block sizes are smaller; gridded street networks preferred where not prohibited by topography."	This will partially replace the urban network map designation.
IX-37	Eliminate distinction between Regional and Neighborhood Corridors.	These qualifiers are not mapped and cannot be clearly interpreted in a way that is consistent with both Map 22: Future Growth Illustration and Map 25: Road Network Illustration.
IX-37	Add "More frequent intersections with local roads. Local roads in an urban area type carry more through traffic than suburban local roads. Thoroughfares and boulevards may be applied in the context of Traditional Neighborhood Design (TND) and the use of transect zones." to the Urban Corridor Characteristics	This will partially replace the urban network map designation.
IX-47	Under Transportation, change to "Easy-to-access parking available via shared lots, shared parking structures, lots and on-street parking with pedestrian paths through and around parking areas. Transit stops available. Suburban block sizes may be larger than urban areas but must have highly connected bike and pedestrian infrastructure across the block and not solely around the block edges. Backage roads and collectors occur more frequently in suburban activity centers than in suburban neighborhoods."	This will partially replace the urban network map designation.
IX- 50	Eliminate distinction between Regional and Neighborhood Corridors and add information to the definition of Suburban Corridor.	These qualifiers are not mapped and cannot be clearly interpreted in a ways that is consistent with both Map 22: Future Growth Illustration and Map 25: Road Network Illustration.
IX- 50	Add "These corridors will be wider with faster speed limits, and will emphasize safe pedestrian and bicycle crossings. Local roads access suburban corridors through a hierarchy of functional road classifications. Suburban corridors provide well designed signage, landscaping, and public spaces, with wide sidewalks and parkways." to the Suburban Corridor Characteristics	This will partially replace the urban network map designation.
IX- 55 & 56	Eliminate distinction between Regional and Neighborhood Corridors and add information to the definition of Suburban Corridors.	These qualifiers are not mapped and cannot be clearly interpreted in a ways that is consistent with both Map 22: Future Growth Illustration and Map 25: Road Network Illustration.
IX-55	Eliminate description of Rural Neighborhood Corridor and enhance the description of Rural Corridor. Add: "These corridors serve local residents and are a mixture of public and private roadways of varying standards. Commercial development is encouraged in designated activity centers that frequently intersect with regional corridors."	Makes more consistent with other sections.
IX-68	Change policy to read "Policy LU.18.9. Plan activity centers and corridors appropriate to their respective regional or neighborhood context and scale." Change policy to read "Policy LU.19.2. Establish the context and regional or neighborhood scale of each corridor prior to design with special consideration for those intended to remain residential or natural in character."	Corresponds with changes on pages IX-50 and IX-37

We would also propose the following clarifications and corrections in the Transportation Chapter in order to better integrate Map 25 with the Engineering Standards and Zoning Code:

Table 2: Proposed Changes to the Transportation Chapter

Page #	Proposed Change	Rationale
X-1	Official name of Title 4: <u>Engineering Design Standards and Specifications</u>	Editing error
X-4 & 5	Insert updated proposed Map 25	Map 25 edits
X-18	Change Section Heading to Roads and Corridors	"Automobiles" does not describe the content of the section well because it contains overlapping information with other modes.
X-18	Make the concept of their being a sliding scale of functional classes within the Road Corridor Categories on Map 25 clearer and clean up language about how they relate to functional classifications.	This can be accomplished visually and with clearer language.
X-18	Identify Residential and Commercial Access as a category to the list	Match Map 25 edits
X-18	Describe how the concept of "Commercial corridors" in the Land Use chapter relates to Map 25 and these road categories in an inset box.	Clarification
X-18	Cross reference Map 25 and descriptions	Clarification
X-19	Describe relationship between Corridors and the RTP and describe "Conditional Roads" from the RTP and their relationship to Map 25. Include examples, such as <ul style="list-style-type: none"> • Clay Ave • 89 Bypass • Metz Walk extension • Anita Extension • Extension of Riordan Ranch South to University • Switzer Canyon Extension under I-40 	Clarification brought forward through questions posed by the public. Some roads in the Regional Transportation Plan were marked as "conditional," because further study is required before proceeding. These distinctions were not carried forward into FRP30 and it has led to some confusion.
X-19	Replace Functional Class Definitions with a more general statement and point to the Engineering Standards for the definitions of functional classifications.	Consistency issue
X-19	Talk about the desire to have a Streets Master Plan that serves as a Specific Plan between the Engineering Standards and the Regional Plan	This part of the strategy is important but the plan is silent on it.

Conformance with Regional Plan Goals and Policies

Growth Areas & Land Use
Policy LU.10.1. Prioritize connectivity within all urban neighborhoods and activity centers
Goal LU.12. Accommodate pedestrians, bicyclists, transit riders, and private cars to supplement downtown's status as the best-served and most accessible location in the region. Policy LU.12.7. Provide multiple routes and pathways for vehicular and pedestrian movement.
Policy LU.13.1. Prioritize connectivity for walking, biking, and driving within and between surrounding neighborhoods.
Goal LU.19. Develop a manageable evolution of the main corridors into contextual place makers. Policy LU.19.2. Establish the context and regional or neighborhood scale of each corridor prior to design with special consideration for those intended to remain residential or natural in character. Policy LU.19.4. Balance automobile use, parking, bicycle access, while prioritizing pedestrian safety along all corridors.

Analysis

The changes proposed in Table 1 improve the clarity of how corridors serve to increase connectivity in urban and suburban contexts and better distinguish how those contexts are different. In urban corridors, highly connected streets and gridded streets are preferred, while suburban corridors fit into the hierarchical system of local roads feeding into collectors and then arterials, and ultimately connecting to highways. Biking, pedestrian and transit needs are integrated into both urban and suburban contexts.

Another way these changes improve the implementation of the goals and policies in the Land Use Chapter is by removing the distinction between regional and neighborhood corridors. First, there is no clear identification of these areas in the Regional Plan. Second, there are several corridors with both neighborhood and regional activity centers and no clear direction on how to resolve this discrepancy. Implementation of the Plan will be clearer if corridors are defined by their place types, with their scale being determined by the context of their location. If a portion of a corridor is adjacent to a regional activity center it can be considered a regional scale corridor depending on its proximity to and scale of the surrounding development. This allows for a transition to occur in a gradual manner and will prevent leapfrogging of large regional scale developments. This promotes complete connected places that are the heart of the land use strategy in the Regional Plan.

The only inconsistency is that Policies LU.18.9 and LU.19.2 reference the regional and neighborhood scale division of corridors and activity centers. We propose to resolve this inconsistency by removing the words “regional or neighborhood” but maintaining the concept of scale and context.

Transportation
Goal T.1. Improve mobility and access throughout the region. Policy T.1.1. Integrate a balanced, multimodal, regional transportation system. Policy T.1.2. Apply Complete Street Guidelines to accommodate all appropriate modes of travel in transportation improvement projects. Policy T.1.3. Transportation systems are consistent with the place type and needs of people. Policy T.1.4. Provide a continuous transportation system with convenient transfer from one mode to another. Policy T.1.5. Manage the operation and interaction of all modal systems for efficiency, effectiveness, safety, and to best mitigate traffic congestion. Policy T.1.8. Plan for development to provide on-site, publicly-owned transportation improvements and provide adequate parking.

<p>Goal T.2. Improve transportation safety and efficiency for all modes. Policy T.2.5. Continue to seek means to improve emergency service access, relieve and manage peak hour congestion, and expand multi-modal options in the US 180 corridor.</p>
<p>Policy T.5.4. Design streets with continuous pedestrian infrastructure of sufficient width to provide safe, accessible use and opportunities for shelter.</p>
<p>Goal T.8. Establish a functional, safe, and aesthetic hierarchy of roads and streets. Policy T.8.1. Promote efficient transportation connectivity to major trade corridors, employment centers, and special districts that enhances the region's standing as a major economic hub. Policy T.8.2. Maintain the road and street classification system that is based on context, function, type, use, and visual quality. Policy T.8.3. Design neighborhood streets using appropriate traffic calming techniques and street widths to sustain quality of life while maintaining traffic safety. Policy T.8.4. Protect rights-of-way for future transportation corridors. Policy T.8.5. Support the area's economic vitality by improving intersection design for freight movements. Policy T.8.6. Maintain the City's street infrastructure in a cost effective manner to ensure the safety and convenience of all users.</p>
<p>Policy T.11.2. Approach public involvement proactively throughout regional transportation planning, prioritization, and programming processes, including open access to communications, meetings, and documents related to the Plan. Policy T.11.4. Attempt to equitably distribute the burdens and benefits of transportation investments to all segments of the community.</p>

Analysis

Resolving conflicts between the RTP, Engineering Standards and FRP30 will improve the ability of engineers and planners to have a common understanding of how to interpret and use Map 25. This will improve the use of the document in reviewing development applications and providing answers to customers at the front counter. It will also improve the ability of the Planning and Zoning Commission and Council to make decisions using these segments of FRP30. This supports many of the goals and policies in the Transportation Chapter. The changes in Table 2 are just as important as those in the map for creating a cohesive policy for determining how land use and transportation issues related to corridors are supported by the Plan or not.

Inconsistencies and missing routes would also make it difficult to communicate about corridor development and transportation planning with the public. This has already occurred in the case of Conditional Roads from the RTP being carried forward into the Road Network Illustration without complete information. During public meetings for the La Plaza Vieja Neighborhood Plan, residents were very concerned that the delineation of the Clay Ave Extension on Map 25 meant that the decision could not be revisited without a major plan amendment. However, when it was clarified that a Conditional Road from the RTP would not be built without additional evaluation or study, it reduced (but did not remove) anxiety about the prospect of this future alignment. Given the current condition of the text and map, this type of miscommunication is likely to reoccur without corrective action from the City.

<p>Cost of Development</p>
<p>Policy CD.1.5. Require that new development pay for a fair and rough proportional share of public facilities, services, and infrastructure.</p>

Analysis

Providing further clarity on the corridors within the City, their relationship to area and place types and to Engineering Standards will assist the City staff in negotiating development agreements and provide more clarity in annexation cases. Ultimately this ensures that new development is able to determine their fair and rough proportional share of public facilities, services and infrastructure.

Incompatible Direction

Staff was unable to find any contradicting goals or policies for this amendment. The inconsistency in LU.18.9 and LU.19.2 can be easily resolved and the issue of how to apply scale to corridors can be determined using the context of the area and place types displayed on the Future Growth Illustration. This amendment does not resolve all inconsistencies or errors in the Plan; it only addresses those tied to Map 25, which is the trigger for a major plan amendment. All other text related inconsistencies and errors will be addressed with future minor amendments

Impacts of the Proposed Amendment

The area of the Regional Plan that would be impacted by this amendment is the number of parcels that fall within the Corridor Place Type. The Corridor Place Type allows for the development of mixed use and commercial land uses. Residential Access roads would not create new opportunities for commercial or mixed use zoning but added Circulation and Access roads may create some support for rezoning cases. The plan amendment was designed to minimize the impact of this change on the City and therefore there are only two areas that could be affected by this change in place type: Kaspar Ave. and the south end of Beaver St. and San Francisco St. where they intersect Franklin. However, it is important to recognize that place types alone are not the only consideration in a rezoning case. All the goals and policies of the Regional Plan will be considered as will public input at the time of an application.

Several Access and Circulation corridors that already exist in accordance with their functional class and roles were added to Map 25. The corridors added north and west of Downtown, Forest Meadows, Malpais Ln and Sawmill Road are all zoned for uses consistent with commercial and mixed use activities associated with the Corridor Place Type.

Along Kaspar Ave., the properties along the west half of the road are zoned for commercial and mixed use, but the eastern half are residential lots. Adding Kaspar as an Access Road could be considered to support a future rezoning of about 5 parcels with frontage on Kaspar. Because this route lacks frontage and has limited connections to Route 66's commercial frontage, it is less likely we would see a rezoning application of this type in this location than elsewhere in the City. As always, decisions must be made in context of the entire plan's goals and policies and not area or place types alone.

The proposed Map 25 would also extend Beaver and San Francisco as Circulation corridors south to NAU's campus and would connect Franklin Ave to these corridors. There is a block of R1 and HR zoned parcels north of campus that are adjacent to this change. Going from a neighborhood to a corridor place type, would introduce the possibility of the plan providing some support for commercial or mixed uses on this block. If we wanted to preserve this area's single family character, it would need to be called out specifically, because the corridor framework considers all Circulation corridors as having potential for commercial and mixed use development and this would be the only exception. Because of proximity to campus, the demand for commercial or mixed use in this area is high and this change to the map could therefore provide support for a future rezoning case. This would be considered along with all the goals and policies in the plan and is therefore not conclusive. Along Franklin Ave, most of the housing is more modern and has fewer historic resource concerns. Because of the traffic volumes and the road's role as a gateway onto campus, it is recommended that this road be added as Access as opposed to Residential Access.

There are also three new and one adjusted future Access corridors identified: 1) Old Walnut Canyon Road, 2) A Woody Mountain Road bypass, 3) A future connection between Harold Ranch Road and the New Lone Tree Corridor, and 4) The realignment of 89A near Ft. Tuthill. Like all future corridors, these are subject to further review at the time that development of the surrounding area occurs. In addition, the traffic modeling that was done with the Regional Plan considered these routes and it is unclear why they were not included. Before any of these roads would be constructed, they would require impact analyses including traffic. However, we do not know enough detail about the future land uses within these areas to be able to estimate the impact of the future routes.

This amendment does not propose any physical change to the City's transportation system at this time; therefore, it is not possible to determine a measureable difference in effects to Public Services and Facilities, Traffic, Water and Wastewater, Schools, Police and Fire, or Cultural Resources. All of the assumptions used in the impact analysis associated with the current version of FRP30 would be valid for this amendment as well.

Appendix A: Comparison of FRP30 Corridors and Functional Class

Issue: Page X-18 in the Flagstaff Regional Plan 2030 (FRP30) identifies how road functional classifications should relate to the Road Network Illustration categories on Map 25. However, there are many segments that are categorized in RLUTP in a manner that is incompatible with the description in FRP30.

Abbreviations

FR - Freeway
MjA – Major Arterial
MnA- Minor Arterial
MjC – Major collector
MnC – Minor Collector
CL – Commercial Local

Table 3: Explanation of how definition issue translates into specific roads

Road Name/Segment	Functional Classification	FRP30	Fits current p. X-18 definition?
Flagstaff Ranch Road	MjC	Access	No
S. Thompson/University Av	MjC	Access	No
Turquoise	MjC	Access	No
Lone Tree from JW Powell to Pine Knoll	MjC	Access	No
Pulliam/High Country	MjC	Access	No
Huntington/Industrial	MjC	Access	No
Gemini	MjC	Access	No
Continental and Country Club south of Old Walnut	MjC	Access	No
Marketplace/Empire/Dodge	MjC	Access	No
Ponderosa Pkwy	MjC/MnA	Access	No
Forest Meadows btwn Woodlands and Beulah	MnC	Access	No
Linda Vista	MnC	Access	No
W 6th Ave	MjC	Access	No
Sparrow/Foxglenn	MnC	Access	No
Old Walnut Canyon/Walnut Hills	MnC	Access	No
Country Club north of I-40	MjA	Circulation	No
W Route 66 to Milton intersection	MnA	Regional Travel	No
Forest Meadows btwn Beulah and Milton	MnA	Regional Travel	No
Beulah from I40 to Forest Meadows	MnA	Regional Travel	No
89A from I40 to JW Powell	MnA	Regional Travel	No
Townsend-Winona/Leupp	MnA	Regional Travel	No
N. Thompson	MnC	Access	Yes
Woodlands Village	MjC	Circulation	Yes

Road Name/Segment	Functional Classification	FRP30	Fits current p. X-18 definition?
Butler east of 4th St	MjC	Circulation	Yes
San Francisco and Beaver from Butler to Santa Fe	MjC	Circulation	Yes
Lockett/Fanning	MjC	Circulation	Yes
West	MjC	Circulation	Yes
E 7th Ave	MjC	Circulation	Yes
Country Club north of Old Walnut to I-40	MjC	Circulation	Yes
Soliere	MjC	Circulation	Yes
Koch Field	MjC	Circulation	Yes
Silver Saddle	MjC	Circulation	Yes
Woody Mtn Rd	MnA	Circulation	Yes
Butler west of 4th St	MnA	Circulation	Yes
San Francisco and Beaver from Santa Fe to Switzer	MnA	Circulation	Yes
Switzer	MnA	Circulation	Yes
Forest/Cedar	MnA	Circulation	Yes
Lone Tree from Pine Knoll to Butler	MnA	Circulation	Yes
JW Powell	MnA	Circulation	Yes
4th St	MnA	Circulation	Yes
East Route 66 past Flagstaff Mall	MnA	Circulation	Yes
Milton	MjA	Regional Travel	Yes
89A south of JW Powell	MjA	Regional Travel	Yes
Humphreys/Ft. Valley Rd/180	MjA	Regional Travel	Yes
Route 66 downtown to Flagstaff Mall	MjA	Regional Travel	Yes

Appendix B: Proposed Map 25 Changes in Detail

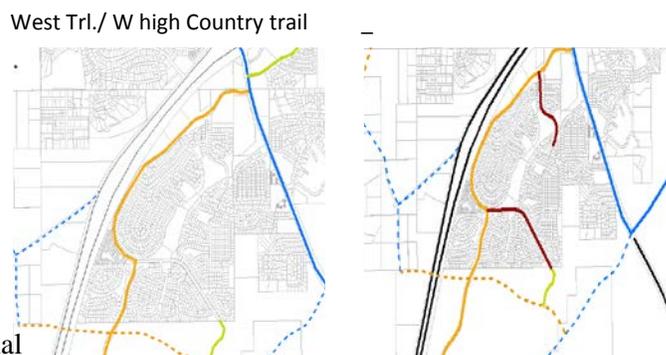
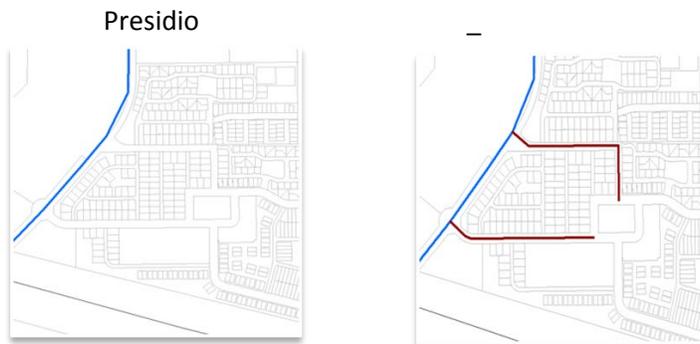
Key

Red= Residential Access

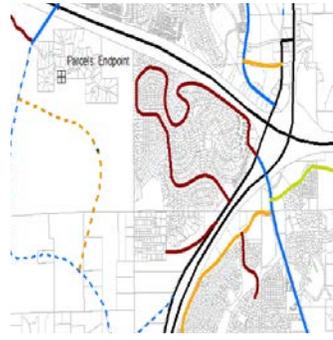
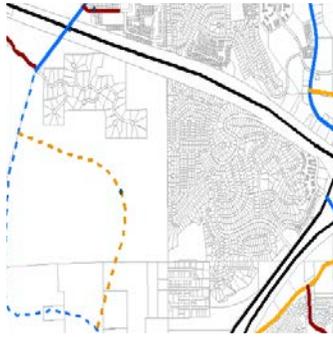
Orange= Access

Blue=Circulation

Black = Freeway



Mt. Dell



S Pulliam Dr./ W Shamrell



Walapai/ Zuni



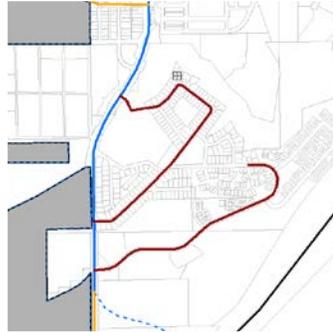
89A adjustment



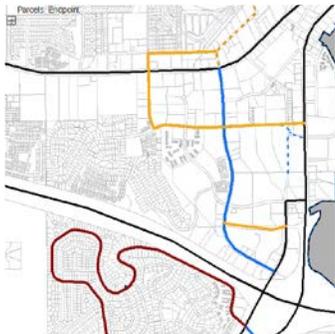
Franklin



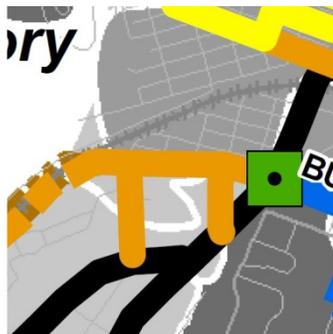
S Paseo del Rio -Valle Contra-
Paeso de Flag



McConell



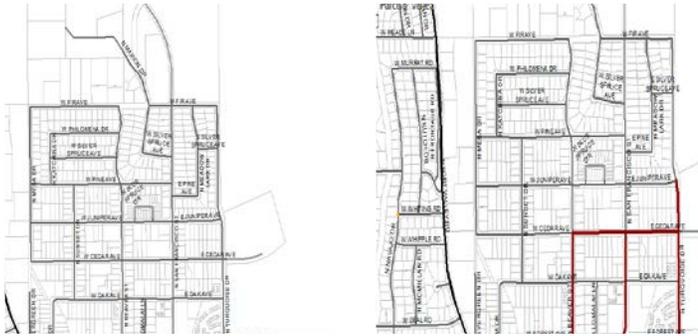
S. Black Bird Roost/ S Malpais



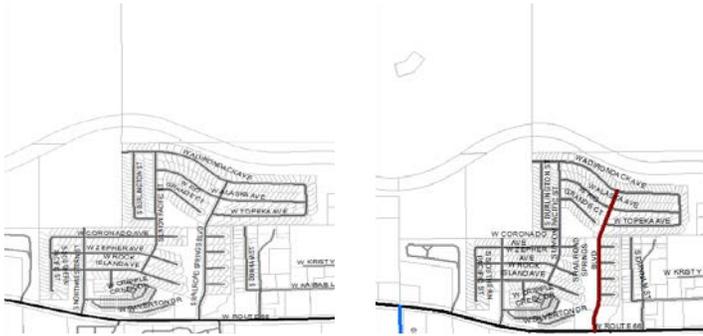
Future Connection between New Lone Tree and Harold Ranch



Cedar- San Fransico- Beaver



Railroad Spring



N Peak



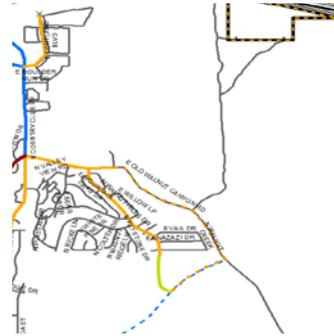
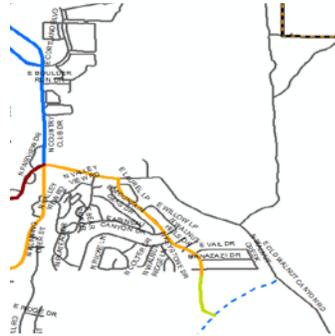
West of Downtown



Mead



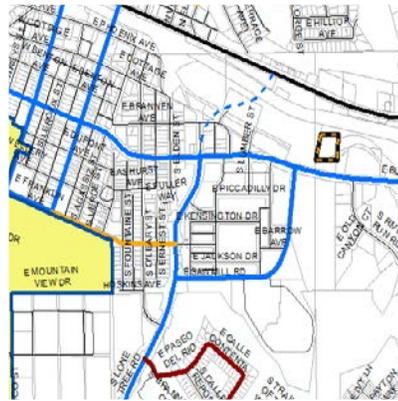
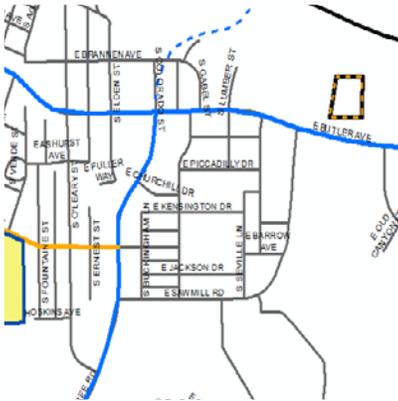
Courtland



Mallway-trailsend



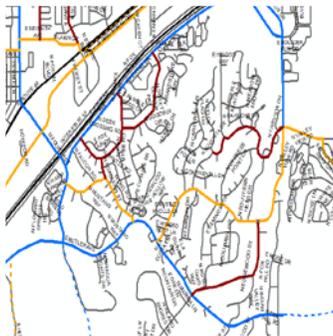
Sawmill



N Kaspar Dr.



E Fox Trail



Appendix C: Proposed Text Changes to Regional Plan

The following pages show only pages of the Land Use and Transportation Chapters that would have text edits. It does not include changes to text on maps. New language is underlined and deleted text is crossed out.

Page X-20 of the current FRP30 is proposed for deletion because the content of the previous 2 pages has been reduced and Page X-20's goals and policies will be found on Page X-19.

URBAN NEIGHBORHOOD CHARACTERISTICS

Urban areas have a higher density of people, residences, jobs and activities; buildings are taller and close to the street; streets and sidewalks are in a grid pattern of relatively small blocks; the area is walkable and a variety of services and goods are available; served by public transportation and with various forms of shared parking (lots, garages, etc.) and street parking.

Existing Urban Area
*Symbol from Map 22



Future Urban Area
*Symbol from Map 22

Desired Pattern	Minimum 2 stories within a commercial core and <u>on urban corridors</u>
Block Size	300 X 300 to 300 x 600
Density Range	Minimum 8 units per acre. Increased density within the ¼ mile pedestrian shed; exception for established Historic Districts.
Intensity	(FARs) of 0.5 +. Higher range of intensity within the commercial core of activity centers and corridors; exception for established Historic Districts.
Air Quality	Consider long-term impacts to air quality by proposed development. <i>Refer to Air Quality Goal E&C. I.</i>
Solar Access	Consider solar access for all development, allowing passive/active solar collection.
Corridors	Include regional and neighborhood corridors. <i>Refer to Urban Corridor Characteristics table, pg. IX-37</i>
Mixed-Use	Urban mixed-use includes supporting land uses such as neighborhood shops and services, residential, business offices, urban parks and recreation areas, religious institutions, and schools. A full range of urban services and infrastructure is required as well as high pedestrian, bicycle and transit connectivity.
Residential	Residential uses in urban neighborhoods will be incorporated into mixed use projects. This includes apartments, condominium complexes, duplexes, townhomes, and other forms of attached housing, and single-family which is subdivided into smaller lots.
Commercial	Commercial development is to be located within activity centers and along regional commercial and neighborhood commercial corridors.
Public/ Institutional	As part of mixed-use development – vertical preferred. Make central to urban neighborhood and connected with transit and FUTS.
Employment/ Research & Development/ Industrial	Industrial not appropriate for urban context. Research and Development offices, medical, services, professional offices, retail, hotel, and restaurants as part of urban form and within mixed-use development.
Parks	Urban Parks can be publicly or privately owned and designated for recreation use, allowing for both active and passive activities, as well as special use functions. May include special facilities and swimming pools, and neighborhood and community parks. Future park development is contingent upon density and intensity of proposed development; and this Plan's policies outline the need for recreational opportunities for all residents and visitors. <i>Refer to Chapter XV - Recreation</i>
Open Space Public Space	Open Space in urban areas include greenways streetscapes, waterways, cemeteries, floodplains, riparian areas, corridors, boulevard viewsheds, and public plazas and squares and are used for passive activities. These spaces may be restored for their aesthetic value, vistas, and archaeological and historic significance. <i>Refer to Chapter IV - Environmental Planning & Conservation and Chapter V - Open Space</i>
Conservation	<i>Refer to Natural Resources Maps 7 and 8, and 'Considerations for Development' in Chapter IV - Environmental Planning & Conservation.</i>
Agriculture	Urban food production – potted vegetables, greenhouses and conservatories, roof-top gardens, animal husbandry, and community gardens.
Special Planning Areas	Northern Arizona University to become more urban. <i>Refer to NAU Master Plan.</i>
Master Plans	Presidio West; Juniper Point

URBAN ACTIVITY CENTER CHARACTERISTICS

An area typically located at the intersection of two main thoroughfares. Urban activity centers include mixed-use, mix of housing type, mixed price range, walkable, transit-oriented-design; can include regional commercial or neighborhood commercial.



Regional Urban Activity Center - Larger, mixed-use centers at intersections of Regional Travel and Circulation Corridors; with direct access of multiple residential developments; with entertainment and cultural amenities; public spaces; serves regional residents and visitors.

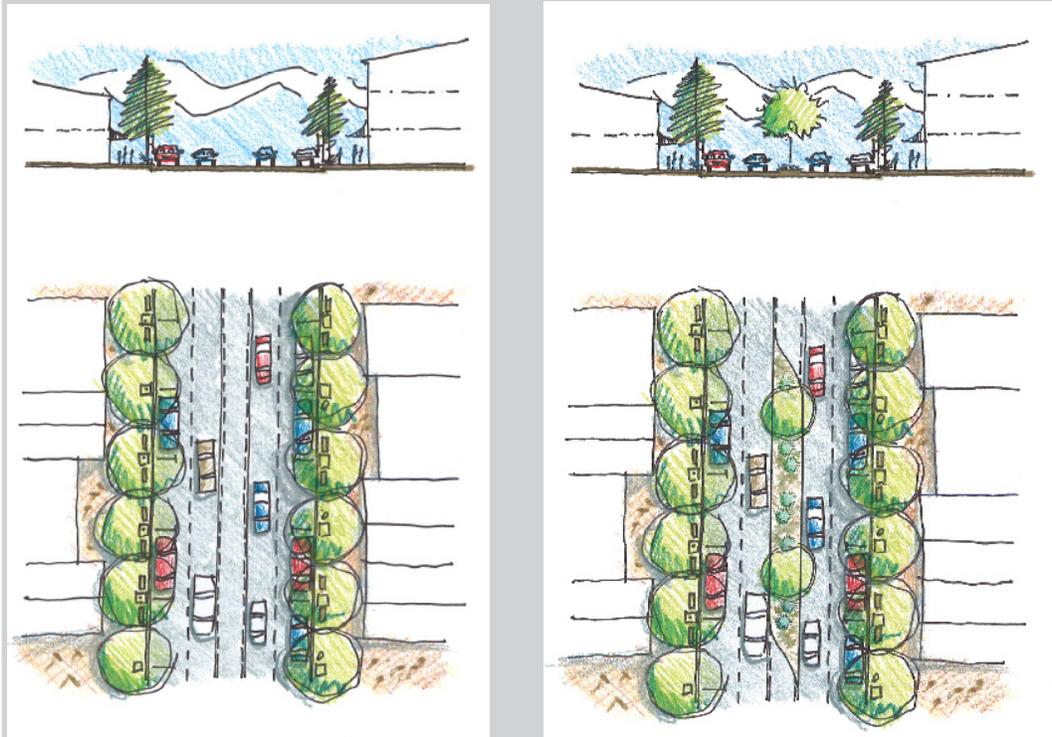
Neighborhood Urban Activity Center – smaller, mixed-use centers at intersections of Circulation Corridors and Access Roads; with access to surrounding neighborhood; with local goods and services, public spaces; serves local residents; transit and FUTS access.

Characteristics	Each Activity Center is unique with contextual and distinctive identities, derived from environmental features, a mix of uses, well-designed public spaces, parks, plazas, and high-quality urban design. They are well-designed for the purpose of maintaining a unique sense of place and to attract the residents/clients desired. Refer to <i>A Vision for Our Urban Activity Centers</i> on pg. IX-63.	
Desired Pattern		
Density Range	Residential Only: 13+ units per acre Residential mixed-use: 8+ units per acre	
Intensity	<u>Regional scale and design</u> Floor area ratios (FARs) of 1.0+	<u>Neighborhood scale and design</u> Floor area ratios (FARs) of 0.5+
Mix of Uses	<p>Within commercial core: Government, services, education, offices, retail, restaurant, and tourism-related. Residential opportunities, residential mixed-use, public spaces, place-making.</p> <p>Within the pedestrian shed but not in a commercial core: higher-density residential, live-work units, home-based businesses, educational, greater connectivity to a commercial core.</p>	
Transportation	Easy-to-access parking available via garages, shared lots, and on-street parking. Transit stops and routes centrally located. Bicycle access and parking abundant. Pedestrian-oriented design. <u>Very high road and pedestrian infrastructure connectivity. Block sizes are smaller; gridded street networks preferred where not prohibited by topography.</u>	

URBAN CORRIDOR CHARACTERISTICS

Corridors are where commercial development is encouraged; Urban corridors are not highways or neighborhood streets. Local streets and residential access are not considered urban corridors. Great Streets are corridors with the greatest potential for reinvestment, beautification, and appropriate land uses. Refer to page IX-62 for more discussion of Activity Centers (Map 24) and Corridors (Map 25), and the Great Streets and Gateways (Map 12.)

Characteristics of an Urban Corridor



Regional Corridor
Urban Corridor

Serves larger capacities of vehicles and people, with more intense land uses. These corridors will be wider with faster speed limits, yet street parking is encouraged and pedestrian safety is a priority, and will provide well designed signage, landscaping, and public spaces, with shops and services in buildings that front the street. Examples of urban regional corridors include: Milton Road, Route 66, and SR 89N. More frequent intersections with local roads. Local roads in an urban area type carry more through traffic than suburban local roads. Thoroughfares and boulevards may be applied in the context of Traditional Neighborhood Design (TND) and the use of transect zones.

Neighborhood Corridor

Serves the surrounding neighborhoods, with shops and services in buildings that front the street. Street parking is encouraged and pedestrian safety is a priority. Examples of urban neighborhood corridors include: Cedar Avenue, Humphreys Avenue and Fort Valley Road.



Character of an Urban Activity Center

SUBURBAN ACTIVITY CENTERS CHARACTERISTICS

An area typically located at the intersection of two collectors or neighborhood streets, with vertical or horizontal mixed-use (mix of any: businesses, retail, residential, offices, medical services, etc.), serving the surrounding neighborhoods. A suburban activity center can serve a Regional Commercial or Neighborhood Commercial scale.

Map Symbol	 <p>Regional Suburban Activity Center: Larger, mixed-use centers at intersections of Regional Travel and Circulation Corridors; with access of large residential developments; with entertainment and cultural amenities; public spaces; serves regional residents and visitors.</p> <p>Neighborhood Suburban Activity Center: Smaller, mixed-use centers at intersections of Circulation Corridors and Access Roads; with access to surrounding neighborhood; with local goods and services, public spaces; serves local residents; transit and FUTS access.</p>
Desired Pattern	 <p style="text-align: right; font-size: small;"><i>Photo credit: City of Flagstaff</i></p>
Density Range	<p>Residential Only: 6 - 10 units per acre. Residential mixed-use: 6+ units per acre</p>
Intensity	<p><u>Regional scale and design at Flagstaff Mall.</u> Floor area ratios (FARs) of 0.5+</p> <p><u>Neighborhood scale centers at all others.</u> Floor area ratios (FARs) of 0.35+</p>
Mix of Uses	<p>Within commercial core: Services, offices, retail, restaurant and tourism-related. Residential opportunities, residential mixed-use. Public spaces, place-making.</p> <p>Within pedestrian shed but not in commercial core: higher-density residential, live-work units, home-based businesses, educational, greater connectivity to a commercial core.</p>
Commercial	<p>Regional Commercial is intended for all commercial and service uses that serve the needs of the entire region, those which attract a regional or community-wide market, as well as tourism and travel-related businesses. While uses located in this category typically tend to be auto-oriented, the regional commercial category emphasizes safe and convenient personal mobility in many forms, with planning and design for pedestrian, bicycle and transit access and safety as an activity center.</p> <p>Neighborhood Commercial 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. These areas are typically anchored by a grocery store, with supporting retail and service establishments. Development in this category may also include other neighborhood-oriented uses such as schools, employment, day care, parks, and civic facilities, as well as residential uses as part of a mixed-use development activity center.</p>
Transportation	<p>Easy-to-access parking available via shared lots, shared parking structures, lots and on-street parking <u>with pedestrian paths through and around parking areas.</u> Transit stops available. Bicycle access and parking. Pedestrian safety. Suburban block sizes may be larger than urban areas but must have highly connected bike and pedestrian infrastructure across the block and not solely around the block edges. Backage roads and collectors occur more frequently in suburban activity centers than in suburban neighborhoods.</p>

AREA TYPES

SUBURBAN CORRIDOR CHARACTERISTICS

Corridors are where commercial development is encouraged. Local streets and residential access are not considered urban corridors. Great Streets are corridors with the greatest potential for reinvestment, beautification, and appropriate land uses. Refer to page IX-62 for more discussion of Activity Centers (Map 24) and Corridors (Map 25), and the Great Streets and Gateways (Map 12.)

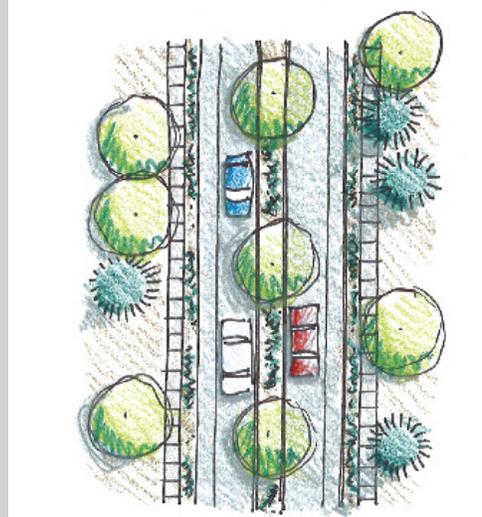
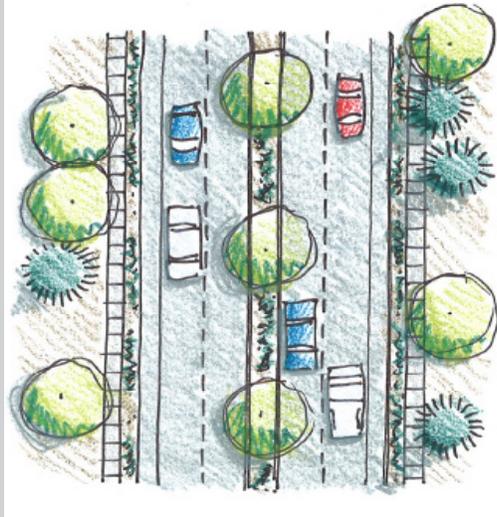
Characteristics of an Urban Suburban Corridor



Regional



Neighborhood



Regional Suburban Corridor

Serves larger capacities of vehicles and people, with more intense land uses, and pedestrian safety is a priority in this setting. These corridors will be wider with faster speed limits, and will emphasize safe pedestrian and bicycle crossings. yet consideration must be made for pedestrian and bicycle safety. Local roads access suburban corridors through a hierarchy of functional road classifications, and will Suburban corridors provide well designed signage, landscaping, and public spaces, with wide sidewalks and parkways. Shops and services are in buildings that front the street. Examples of suburban regional corridors include: Fort Valley Road and parts of Butler Avenue.

Neighborhood Corridor

Serves the surrounding neighborhoods, with shops and services in buildings that front the street. Street parking is encouraged and pedestrian safety is a priority. An example of a suburban neighborhood corridor includes: Country Club Drive.

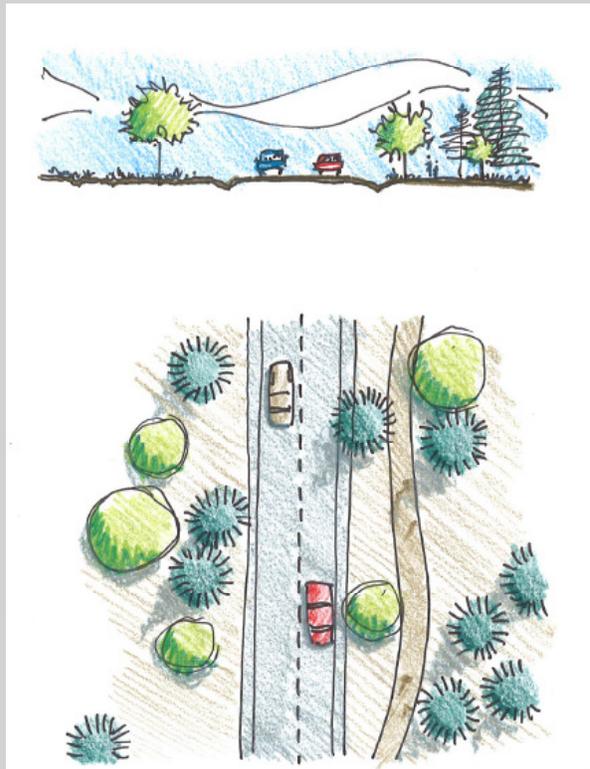


Character of a Suburban Activity Center

RURAL CORRIDOR CHARACTERISTICS

Corridors are where commercial development is encouraged within a designated activity center.

Characteristics of a Rural Corridor



Regional Rural Corridor

These corridors within rural areas tend to be highways and major arterials where access management is a significant issue to allow for the efficient use of these corridors. Commercial services are encouraged within designated activity centers. These corridors serve local residents and are a mixture of public and private roadways of varying standards. Commercial development is encouraged in designated activity centers that frequently intersect with highways and major arterials

Neighborhood Corridor

These corridors serve local residents and are a mixture of public and private roadways of varying standards. Commercial development is encouraged in designated activity centers that frequently intersect with regional corridors.

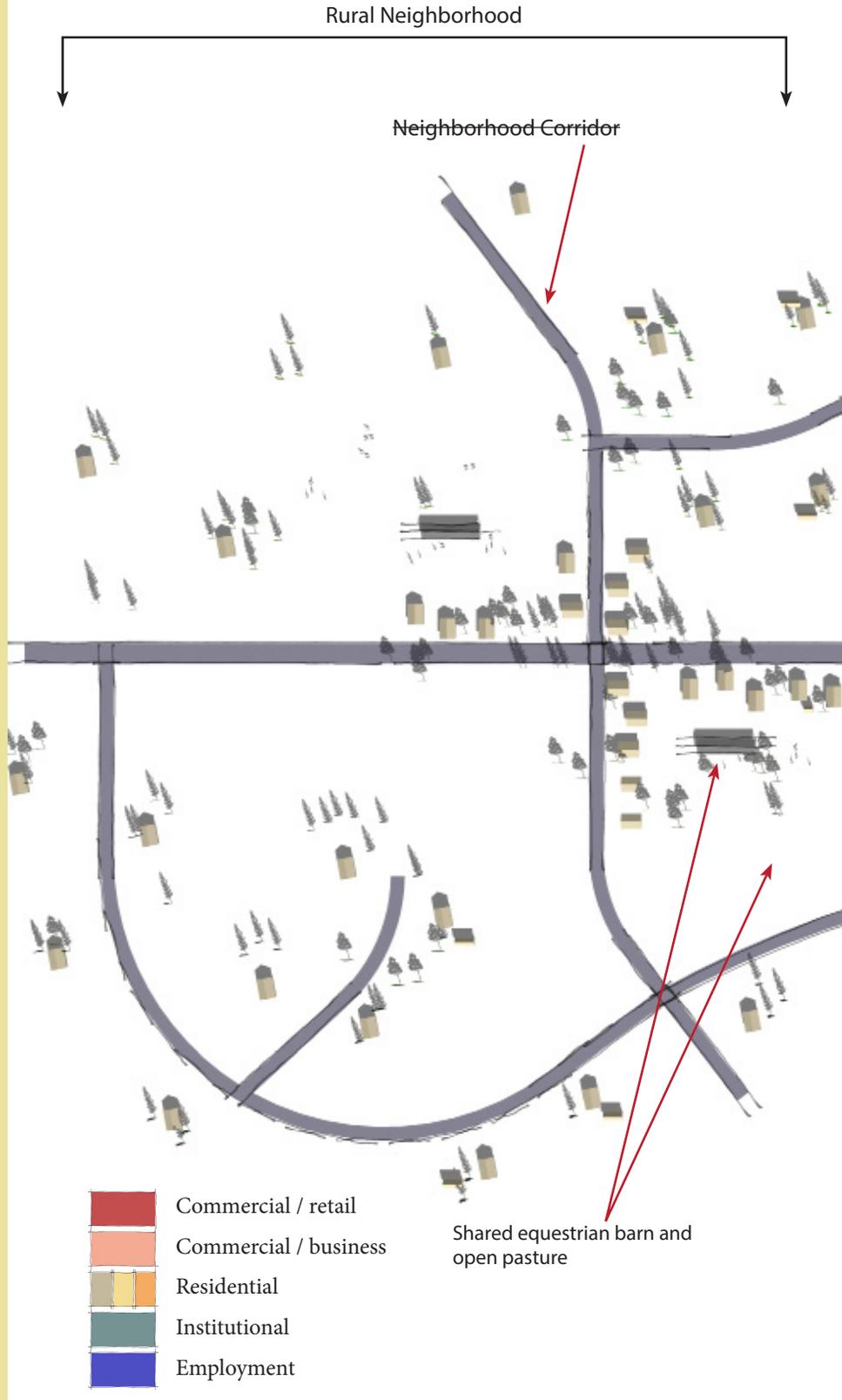


Character of a Rural Activity Center

ILLUSTRATION OF RURAL CHARACTER



Photo credits: Coconino County



ACTIVITY CENTERS AND CORRIDORS GOALS AND POLICIES



Goal LU.18. Develop well designed activity centers and corridors with a variety of employment, business, shopping, civic engagement, cultural opportunities, and residential choices.

Policy LU.18.1. Design activity centers and corridors appropriate to and within the context of each area type: urban, suburban, or rural.

Policy LU.18.2. Strive for activity centers and corridors that are characterized by contextual and distinctive identities, derived from history, environmental features, a mix of uses, well-designed public spaces, parks, plazas, and high-quality design.

Policy LU.18.3. Redevelop underutilized properties, upgrade aging infrastructure, and enhance rights-of-way and public spaces so that existing activity centers and corridors can realize their full potential.

Refer to Chapter XI - Cost of Development for the potential of public-private partnerships.

Policy LU.18.4. Encourage developers to provide activity centers and corridors with housing of various types and price points, especially attached and multi-family housing.

Policy LU.18.5. Plan for and support multi-modal activity centers and corridors with an emphasis on pedestrian and transit friendly design.

Policy LU.18.6. Support increased densities within activity centers and corridors.

Policy LU.18.7. Concentrate commercial, retail, services, and mixed use within the activity center's commercial core.

Policy LU.18.8. Increase residential densities, live-work units, and home occupations within the activity center's pedestrian shed.

Policy LU.18.9. Plan activity centers and corridors appropriate to their respective ~~regional or neighborhood~~ context and scale.

Policy LU.18.10. Corridors should increase their variety and intensity of uses as they approach activity centers.

Policy LU.18.11. Land use policies pertaining to a designated corridor generally apply to a depth of one parcel or one and one-half blocks, whichever is greater.

Policy LU.18.12. Corridors should focus commercial development to the corridor frontage and residential to the back.

Policy LU.18.13. Promote higher density development in targeted areas where economically viable and desired by the public.

Policy LU.18.14. Endorse efficiency of infrastructure with compact development within targeted activity centers.

Policy LU.18.15. Actual pedestrian-shed boundaries will be established considering opportunities and constraints posed by natural and man-made barriers like terrain or the interstate, road networks, and existing development patterns.

Policy LU.18.16. Adopt traffic regulations to increase awareness of pedestrian-oriented design for activity centers.

Goal LU.19. Develop a manageable evolution of the main corridors into contextual place makers.

Policy LU.19.1. Develop a specific plan for each "Great Street" corridor.

Policy LU.19.2. Establish the context and ~~regional or neighborhood~~ scale of each corridor prior to design with special consideration for those intended to remain residential or natural in character.

Policy LU.19.3. Enhance the viewsheds and frame the view along the corridors through design.

Policy LU.19.4. Balance automobile use, parking, bicycle access, while prioritizing pedestrian safety along all corridors.

Refer to Chapter VIII - Community Character for the discussion of "Great Streets."



TRANSPORTATION

Future land use patterns and transportation systems must be closely planned together because transportation right of way is the most heavily used and experienced public space; network design influences whether an area can be urban, suburban, or rural; and because streetscapes contribute strongly to community character.

The primary goals of the regional transportation system are to:

- Improve the mobility of people and goods
- Provide choices to enhance the quality of life
- Provide infrastructure to support economic development
- Protect the natural environment and sustain public support for transportation planning efforts.

In order to meet these goals, this chapter promotes:

- Safety
- Context-sensitive solutions
- Complete streets
- The integration and connectivity of transportation systems
- Efficient system management and operation, and
- Improvements to existing inter-modal transportation systems.

This chapter addresses the everyday need to move about the community. Individual transportation modes are addressed starting with pedestrians - the smallest scale - and growing to rail and car.

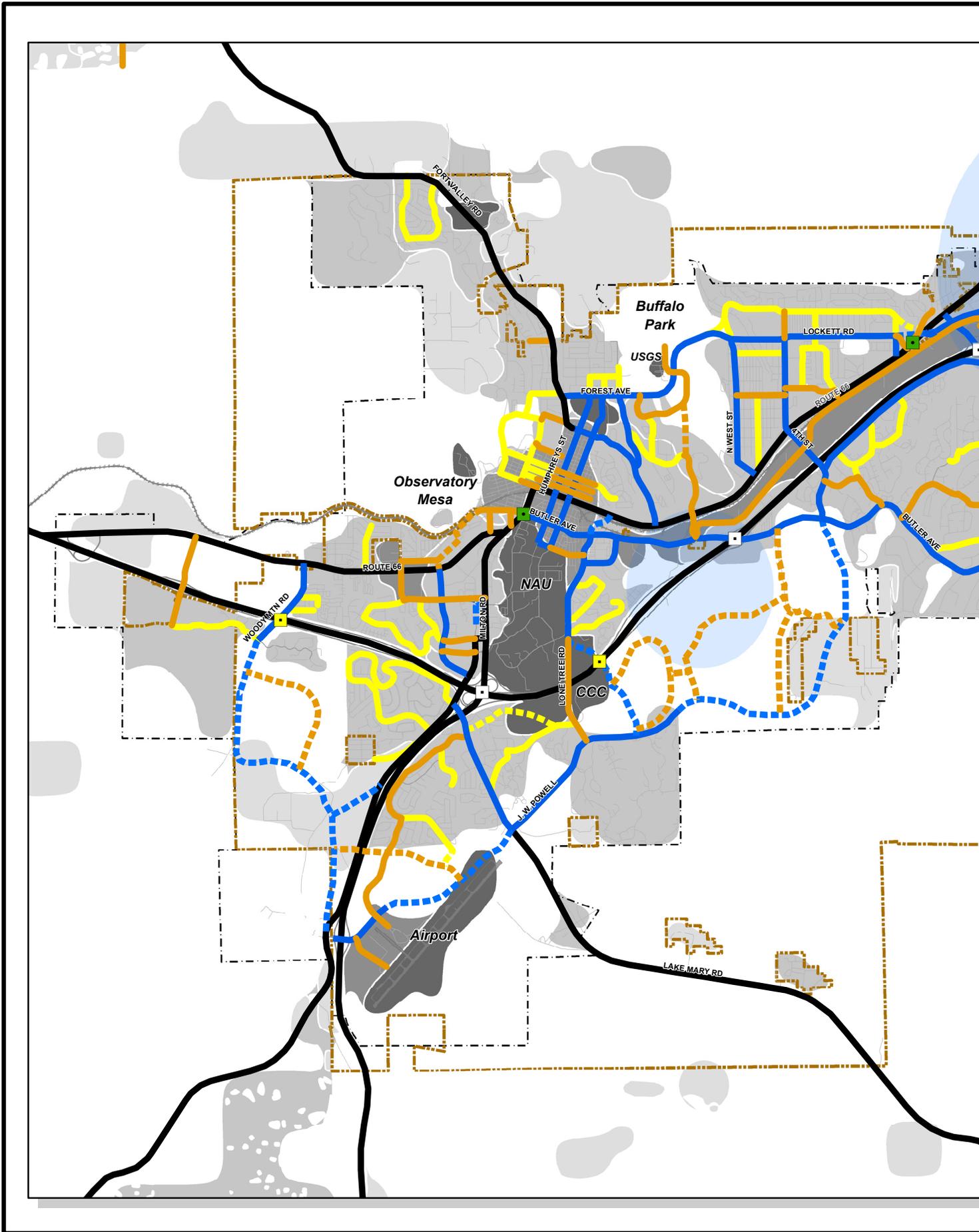
Inside this Chapter:

How We Get Around	X-2
Mobility and Access	X-6
Safe and Efficient Multimodal Transportation	X-8
Environmental Considerations	X-8
Quality Design	X-9
Pedestrian Infrastructure	X-10
Bicycle Infrastructure	X-11
Transit	X-14
Automobiles	X-18
Passenger Rail and Freight	X-21
Air Travel	X-21
Public Support for Transportation	X-22

Arizona Revised Statutes Section § 9-461.05.E.3 requires the circulation element of this Plan to include recommendations concerning setback requirements, street naming, and house and building numbering. These are included in various Titles of the City Code, including Title 10 (Zoning Code), the City *Engineering Design Standards and Specifications*, and Title 4 (Building Regulations).

Our Vision for the Future

In 2030, people get around to where they need to be in an efficient and safe manner, and more people ride the bus, their bikes, and walk, reducing emissions and increasing health.



**Map 25:
ROAD NETWORK ILLUSTRATION**

- Major Improvement
- New Interchange
- Existing Interchange

Road Corridors

Commercial Corridors

- Regional Travel
- Circulation
- Future Circulation
- Access
- Future Access

Residential Corridors

- Residential Access
- Future Residential Access

Identify Road Network Solutions through Future Study

City of Flagstaff

Urban Growth Boundary

Open Space - Preserved (Typically USFS); Open Space - Reserved (Typically State Trust)

Rural - Existing

Suburban - Existing

Urban - Existing

Industrial / Business Park - Existing

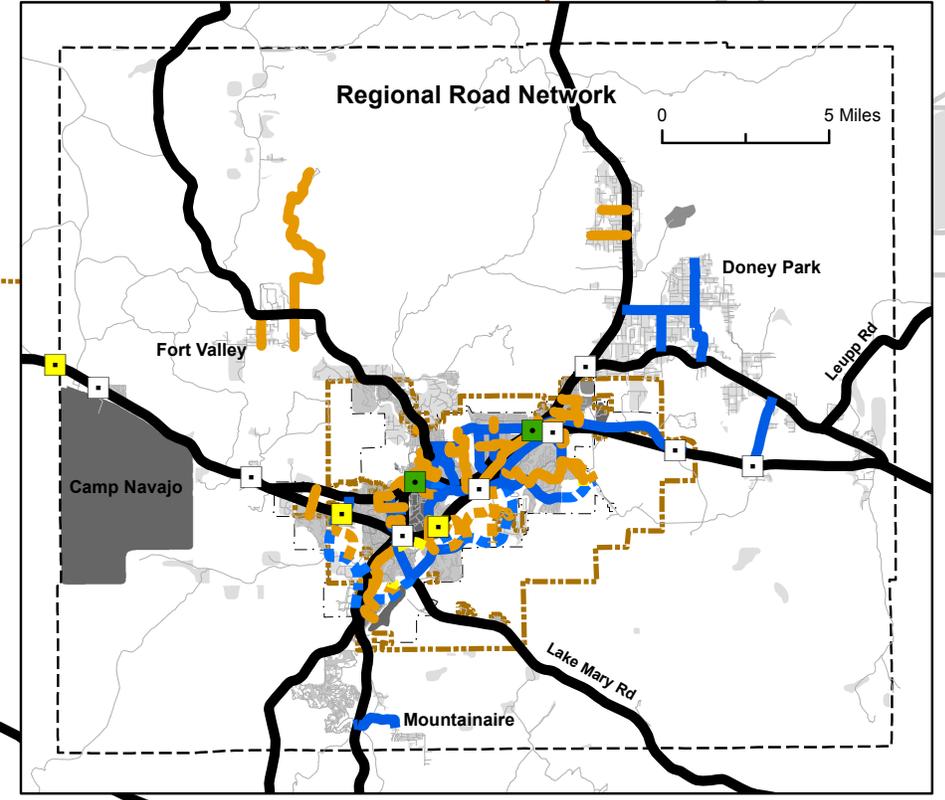
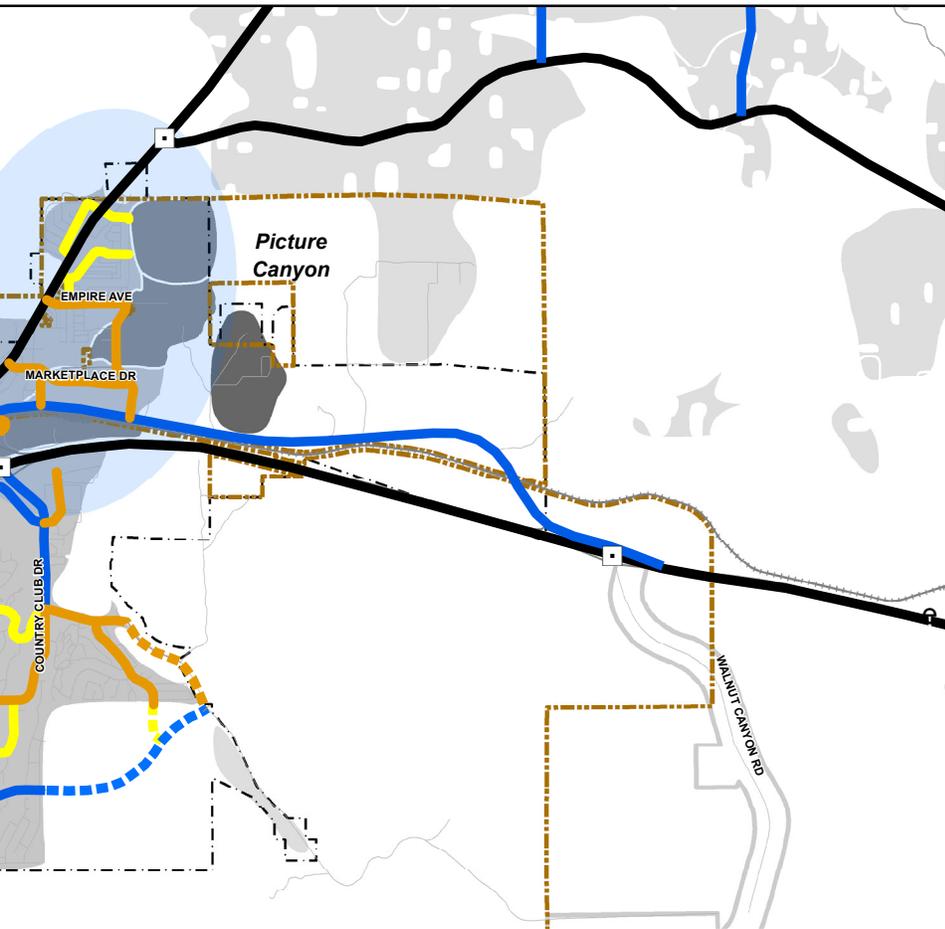
Special District

Please see www.flagstaffmatters.com for an interactive GIS map.

NORTH



**FLAGSTAFF REGIONAL PLAN
VISION 2030: PLACE MATTERS**



Automobiles Roads and Corridors

Automobiles are likely to continue to be the dominant form of transportation in the region, especially for longer trips. Roads and streets will be more effectively designed into the areas they serve. As parts of the region urbanize, reliability will become more important than speed. In urban activity centers, levels of service for pedestrians, bicycles, and transit will take precedence over service for cars.

~~Place Types and Corridors~~ Corridors and Functional Class

Successful places require successful corridors. Constraints by Flagstaff’s terrain, railroads, highways, and interstates heighten our need for clear expectations of our corridors to establish the “sense of place” and to service the expected land use patterns. The desired “sense of place” for the region, centers, and neighborhoods will be more successfully achieved when the function and role of our corridors is sensitively applied.

Corridors in urban, suburban, and rural places will serve similar yet unique functions and roles. The *Flagstaff Regional Plan* deals directly with the corridors serving regional travel and circulation functions roles and sets general expectations for the smaller access corridors. The corridor classifications should be understood as a sliding scale with circumstances dictating how purely a road can serve its function the road’s functional class. Corridors may be classified by function as regional travel, circulation, and access, as shown on Map 25. Listed below are the functional classifications and some of the multi-modal facilities associated with each.

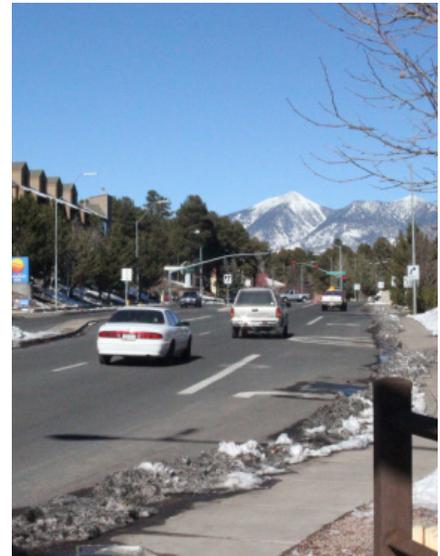


Photo credit: City of Flagstaff

Corridors and Place Types

The term “corridor” is used in the Community Character, Growth & Land Use, and Transportation Chapters. Corridors are roads demarcated on maps based on their role in the greater transportation system, surrounding existing and future land uses and their context. Categories of Regional Travel, Circulation, and Access denote transportation roles on Map 25. In the Community Character chapter, some of these roads are identified as Gateway and Great Street Corridors on Map 12 for their value in placemaking and their relationship to iconic scenery. In the Land Use Chapter, the relationship between corridors and area types is described on pages IX-37, IX-50 and IX-55. To further identify the relationship between corridors and land uses, Access corridors on Map 25 are divided into Access and Residential Access; the former is associated with commercial and mixed use environments and the latter with neighborhood settings.

<p>Regional Travel Facilitates long-distance travel across and between regions</p>	<ul style="list-style-type: none"> • Freeways • Passenger and freight rail • Major arterials • Dedicated express bus lanes
<p>Circulation Provides for movement between neighborhoods and non-residential uses</p>	<ul style="list-style-type: none"> • Minor arterials • Urban thoroughfares • Major collectors • Minor collectors • Fixed transit routes • Multi-modal trails
<p>Residential Access or Access Local access to adjacent land uses</p>	<ul style="list-style-type: none"> • <u>Minor collectors</u> • Local streets – commercial and residential, neighborhood streets • Sidewalks, crosswalks, pedestrian connections

Corridors serve many roles, and these roles may be understood as:

- Carrier of goods and people – how many, how far, what kind, what means
- Connector of activities – how active, what scale, what purpose, relationships
- Space and Shelter for activities within the public realm – how often, vulnerable, duration, solitude
- Symbol for the understanding of place – identity, purpose, behaviors as it applies to specific roads or corridors, not to classes of corridors.
- Builder and destroyer of city and place – corridors may be perceived as supporting a sense of place, or destroying it.

Freeways – serve regional travel as a high-capacity carrier for automobiles and trucks and provide space and shelter via rest areas and truck stops. They accommodate high-speed, long trips that connect the region to the state and nation. Freeways build regional economies, but can destroy landscapes, cities and neighborhoods if improperly planned. Freeways require large rights-of-way (up to 300 ft. or more), are designed with full access control and are intended to carry a large percentage of trucks. Adjacent land uses may include commercial areas, open space, public lands, industrial sites, and certain institutional sites. Residential property will not abut freeways unless separated by adequate buffering.



Photo credit: City of Flagstaff

Major Arterials – serve regional travel on relatively high-capacity roadways as a carrier for predominantly cars, transit, trucks, and bicycles. Pedestrians will find passage along these arterials and special attention is given to pedestrian crossings. Space and shelter is found at bus stops, pedestrian waiting areas at intersections, and mid-block crossings. Key connections are to major regional centers of activity and to extra regional destinations like other cities. As in the case of Route 66, this major arterial is symbolic of “the mother road” – regional identity and pride. Throughput capacity provided by strong access management will be emphasized over direct property access. Adjacent land uses include highway and regional commercial areas, open space, public lands, industrial sites, and institutional sites. Residential property will not abut major arterials unless separated by adequate buffering.

Minor Arterials – serve circulation and some travel functions within and between different areas of the region. Activity centers will often be located along a minor arterial or at the intersection with another minor arterial or a major collector. All modes are carried on minor arterials with increasing emphasis on the bicycle and pedestrian modes. Space and shelter become more pedestrian in scale, more frequent, and generous. A minor arterial like Lake Mary Road might symbolize the “Great Outdoors.” Connections between residential and commercial areas, regional parks, and major institutions are often made by minor arterials. Adjacent land uses include residential and commercial areas, open space, public lands, industrial sites, and institutional sites.

Thoroughfares – are unique components of the urban network. They synthesize circulation, access, and to a lesser extent, travel functions. The roles they serve are more balanced and at a uniformly high level. All modes are carried with special emphasis on the pedestrian, transit, and bicycle modes. Space and shelter are vital components to thoroughfares as a wide range of face-to-face interactions will take place here.

Major Collectors – serve circulation by collecting traffic from minor collectors and local streets in an area and deliver it to major or minor arterials. All modes of transit are carried. These roadways are generally contained entirely within a recognizable area and connect adjoining neighborhoods with each other. Adjacent land uses include residential areas, commercial areas, open space, public lands, industrial sites, and institutional sites. Moderate access management is expected with limited direct access being acceptable.

Minor Collectors – collect traffic from local streets and deliver it to major collectors or minor arterials. They serve as carriers for pedestrians, bicycles, and cars with lesser roles for transit and trucks. Connections are made between smaller neighborhoods and parks and occasional convenience centers. Through trips are discouraged as space and shelter activities have increased including promenading, recreational walking, and exercise. Adjacent land uses include residential and commercial areas, open space, public lands, industrial sites, and institutional sites.

Connectors/ Commercial Local/ Residential Local (Neighborhood Streets)/ Alleys – are all minor roads that provide direct vehicle, bicycle, and pedestrian access to individual commercial and residential properties, providing no route continuity beyond the areas they serve. Alleys provide secondary access to the rear of residential or commercial properties and may also be used to provide access to parking garages and surface parking lots. They carry pedestrians, bicycles, and cars and in commercial areas, some streets will provide access to trucks. In residential areas the street surface may be used for impromptu recreational activities, visiting, and car-washing. As place builders, these streets are vital in creating an attractive setting, efficient access, safe operations, and strong internal circulation.

To fully implement the Regional Plan’s vision for Flagstaff’s roadways a Flagstaff “Streets Master Plan” should be developed to serve as the specific plan that bridges the City’s *Engineering Design Standards and Specifications* and the *Flagstaff Regional Plan*. Until such a Plan is developed, functional classifications for roads and their definitions can be found in the *Engineering Design Standards and Specifications*.

Corridors in the Regional Transportation Plan

The Regional Transportation Plan (RTP) is a five year planning document developed by the Flagstaff Metropolitan Planning Organization. It is used to identify roadway projects that are eligible for federal funding. Some of the future roads identified on Map 25 are also identified in the RTP, however, these two documents are not required to match. The RTP provides more detail about the stage of planning for each roadway. Some future corridors are considered “conditional roads” in the RTP, which means that further study is required before proceeding with a project. Examples include the Clay Avenue Extension, the US 89 Bypass, the Metz Walk Extension, etc.

AUTOMOBILE GOALS AND POLICIES

Goal T.8. Establish a functional, safe, and aesthetic hierarchy of roads and streets.

Policy T.8.1. Promote efficient transportation connectivity to major trade corridors, employment centers, and special districts that enhances the region’s standing as a major economic hub.

Policy T.8.2. Maintain the road and street classification system that is based on context, function, type, use, and visual quality.

Policy T.8.3. Design neighborhood streets using appropriate traffic calming techniques and street widths to sustain quality of life while maintaining traffic safety.

Policy T.8.4. Protect rights-of-way for future transportation corridors.

Policy T.8.5. Support the area’s economic vitality by improving intersection design for freight movements.

Policy T.8.6. Maintain the City’s street infrastructure in a cost effective manner to ensure the safety and convenience of all users.





PLAN AMENDMENTS

Date of Resolution	Resolution Number	Description of Amendment	Pages Changed
October 20, 2015	2015-35	La Plaza Vieja Neighborhood Specific Plan Minor Plan Amendment	XVI-1
November 17, 2015	2015-XX	Maps 21 and 22: Future Growth Illustrations Minor Plan Amendment - New area type of Existing Suburban	IX-28-29
December 1, 2015	2015-XX	Map 25: Road Network Illustration Major Plan Amendment and related text edits	IX-35-57 X-1, X-4-5, X-18-22

Appendix D: Waived Submittal Requirements



COMMUNITY DEVELOPMENT MEMORANDUM

Date: April 27, 2014

To: Sara Dechter, AICP, Comprehensive Planning Manager

From: Dan Folke, AICP, Planning Director *DF*

Subject: Major Plan Amendment Application for Map 25

The purpose of a plan amendment application is to allow decision makers to conduct a proper evaluation of the proposed changes and their potential impacts to the future of the community. The requirements for such applications are typically geared towards amendments for a particular property and precede an application for rezoning. The application for a Major Plan Amendment to correct legal deficiencies in Map 25 is not a typical application. It is proposed by the City of Flagstaff, narrow in scope, does not precede an action to develop a particular property, and is necessary to ensure the implementation of the Regional Plan. In order to facilitate transparent and clear communication, I have elected to not require items on the application checklist that do not contribute to decision making. Items on the checklist are excluded based on the following rationale:

Because the application does not have a subject parcel, the following items do not need to be submitted:

- Legal Description
- Title Report
- Coconino County Assessor's Map
- Neighborhood Notification
- On Cover Page: Property Data and Project Data
- On all Maps: Subject property boundaries
- A Vicinity Map

Because there are no proposed changes to the Future Growth Illustration associated with this application, a Concept Plan separate from the Road Network Illustration is not required.

Because adding existing roads to the map or changing road categories will have a limited impact to land uses and historic resources, the following maps or portion of maps are not needed in this submittal:

- On the Land Use Analysis Map:
 - Existing uses,
 - Existing structures and other built improvements including residential building footprints built before 1946 or during the period of significance if established by an area plan and commercial building footprints that are over 50 years old at the time of application,
 - Prehistoric and historic sites, structures, and routes,

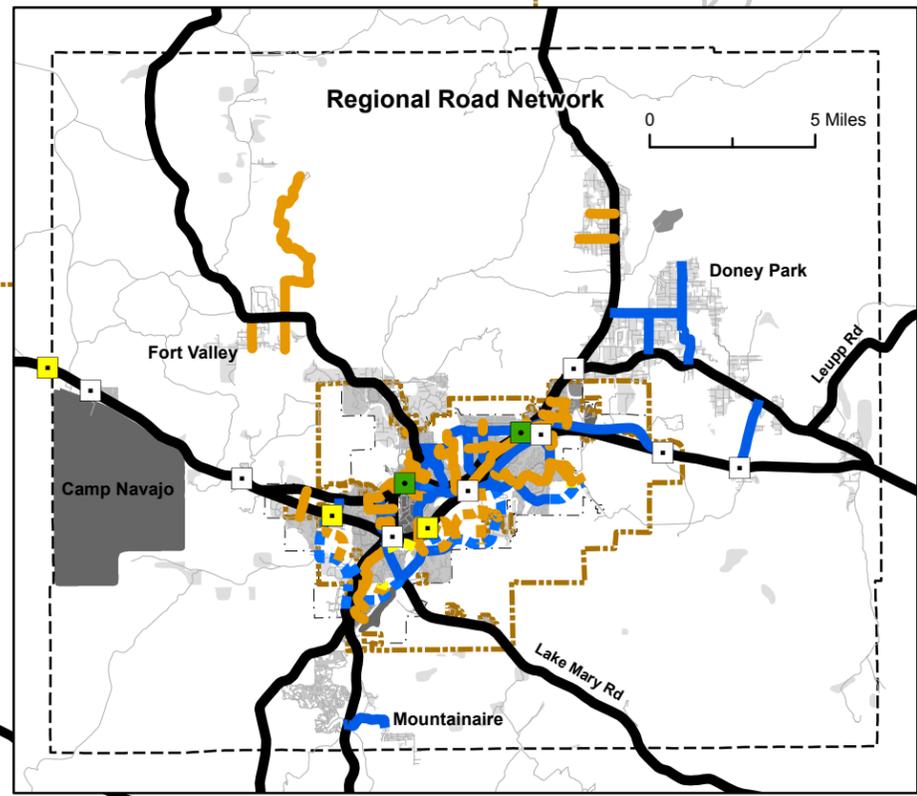
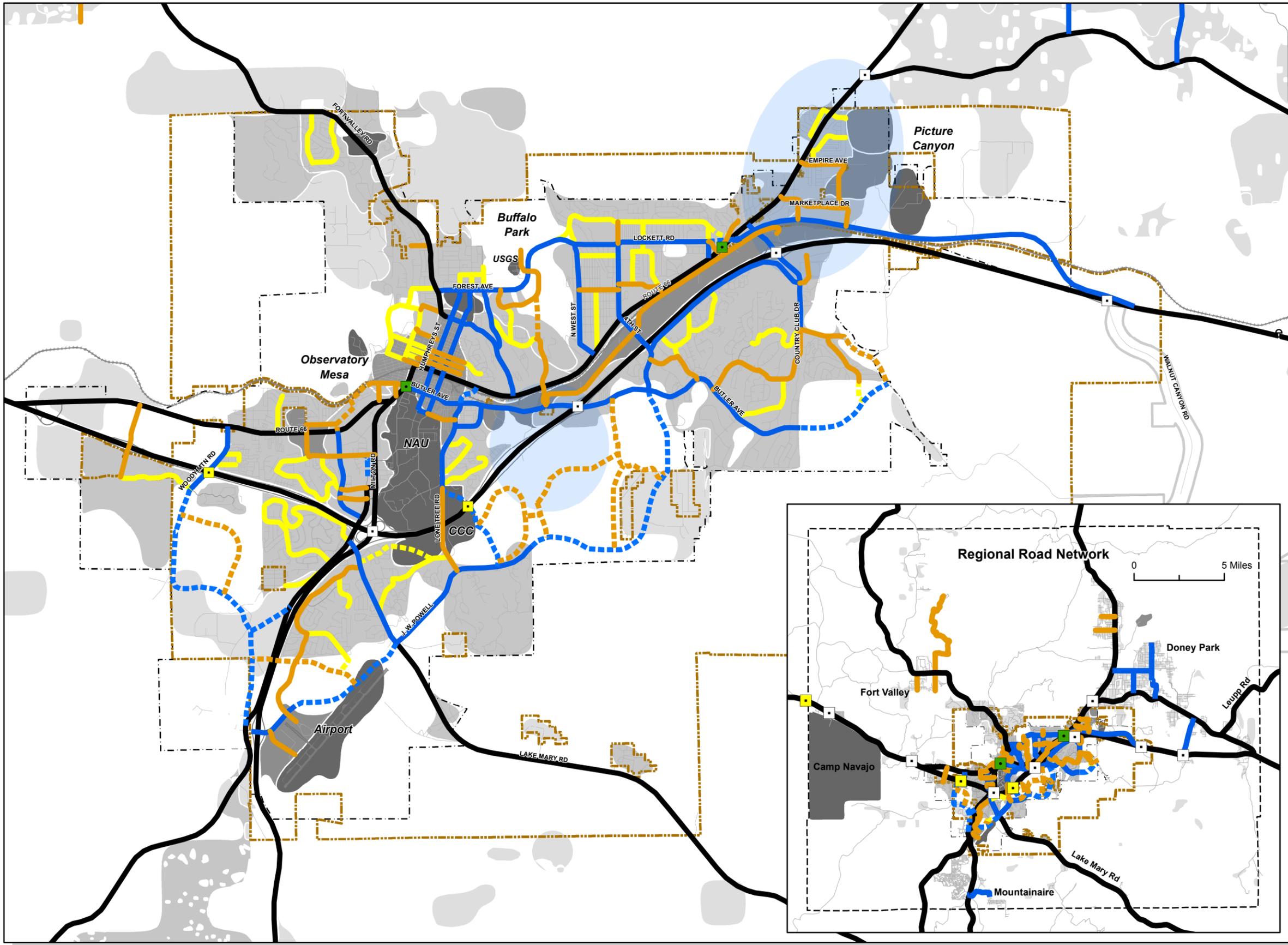
Because the effects to physical characteristics of the land and natural resources will be determined when a project is proposed, the following need not be included in this submittal:

- On the Land Use Analysis Map: FEMA flood plain categories
- Physical Characteristics Analysis Map

In addition, because impact analyses are completed for a specific land use, the impact analyses required by Part III of the application are not included but the application should include a summary of anticipated impacts to transportation and land use decision making.

**Map 25:
ROAD NETWORK ILLUSTRATION**

- Major Improvement
 - New Interchange
 - Existing Interchange
- Road Corridors**
- Commercial Corridors**
- Regional Travel
 - Circulation
 - Future Circulation
 - Access
 - Future Access
- Residential Corridors**
- Residential Access
 - Future Residential Access
- Identify Road Network Solutions through Future Study
- City of Flagstaff
- Urban Growth Boundary
- Open Space - Preserved (Typically USFS); Open Space - Reserved (Typically State Trust)
- Rural - Existing
- Suburban - Existing
- Urban - Existing
- Industrial / Business Park - Existing
- Special District



Please see www.flagstaffmatters.com for an interactive GIS map.

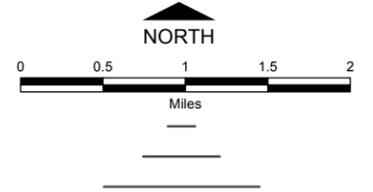
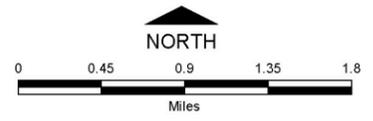
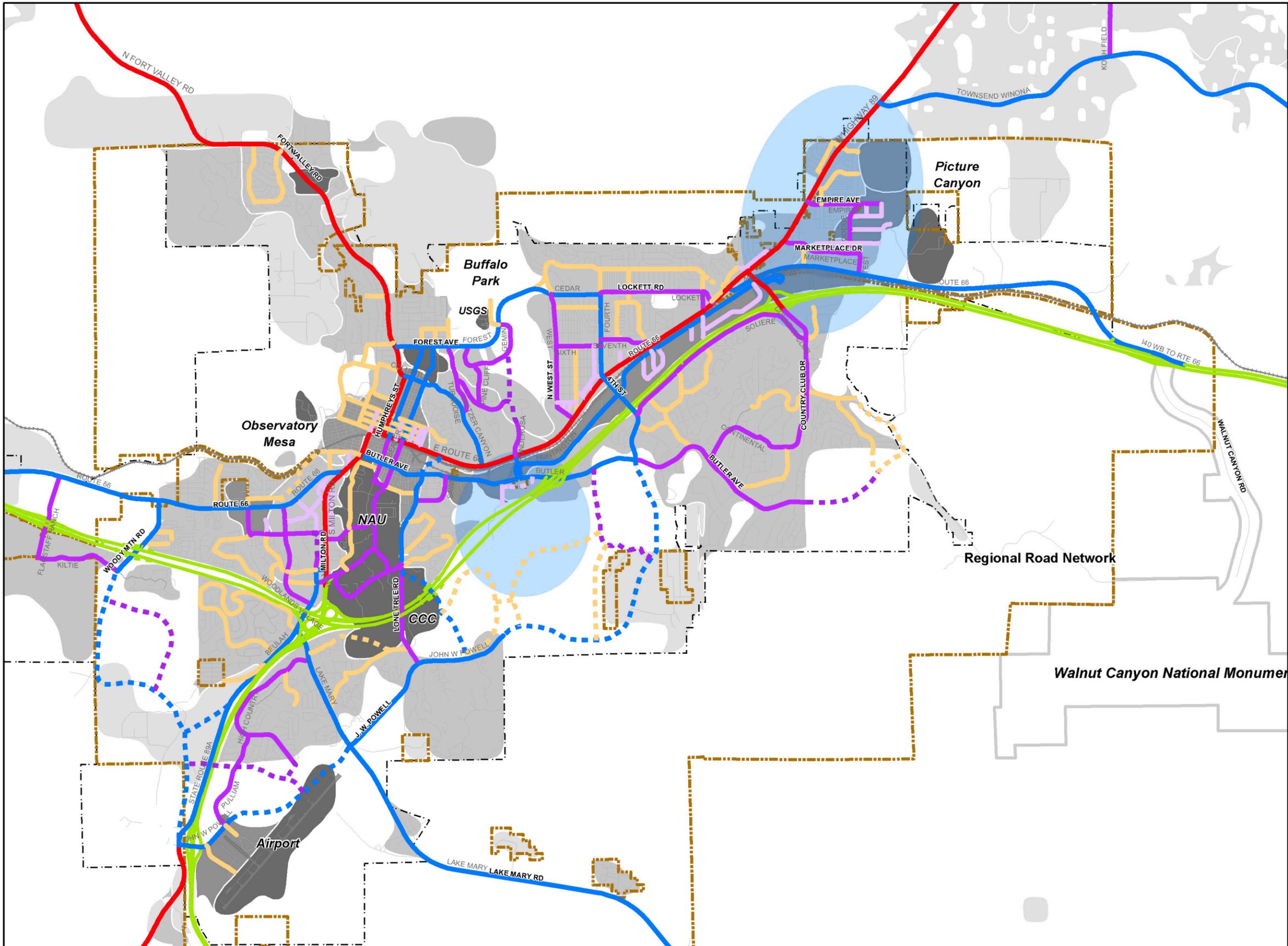


Exhibit 1 Road Functional Classifications

- Identify Road Network Solutions through Future Study
- City of Flagstaff
- Urban Growth Boundary
- Open Space - Preserved (Typically USFS); Open Space - Reserved (Typically State Trust)
- Rural - Existing
- Suburban - Existing
- Urban - Existing
- Industrial / Business Park - Existing
- Special District
- Functional Classes**
- Future Freeway
- Freeway
- Major Arterial
- Minor Arterial
- Future Minor Arterial
- Major Collector
- Future Major Collector
- Minor Collector
- Future Minor Collector
- Commercial Local
- Future Commercial Local



**FLAGSTAFF REGIONAL PLAN
VISION 2030: PLACE MATTERS**

Exhibit 2
New and Changed Routes on the Proposed Road Network Illustration

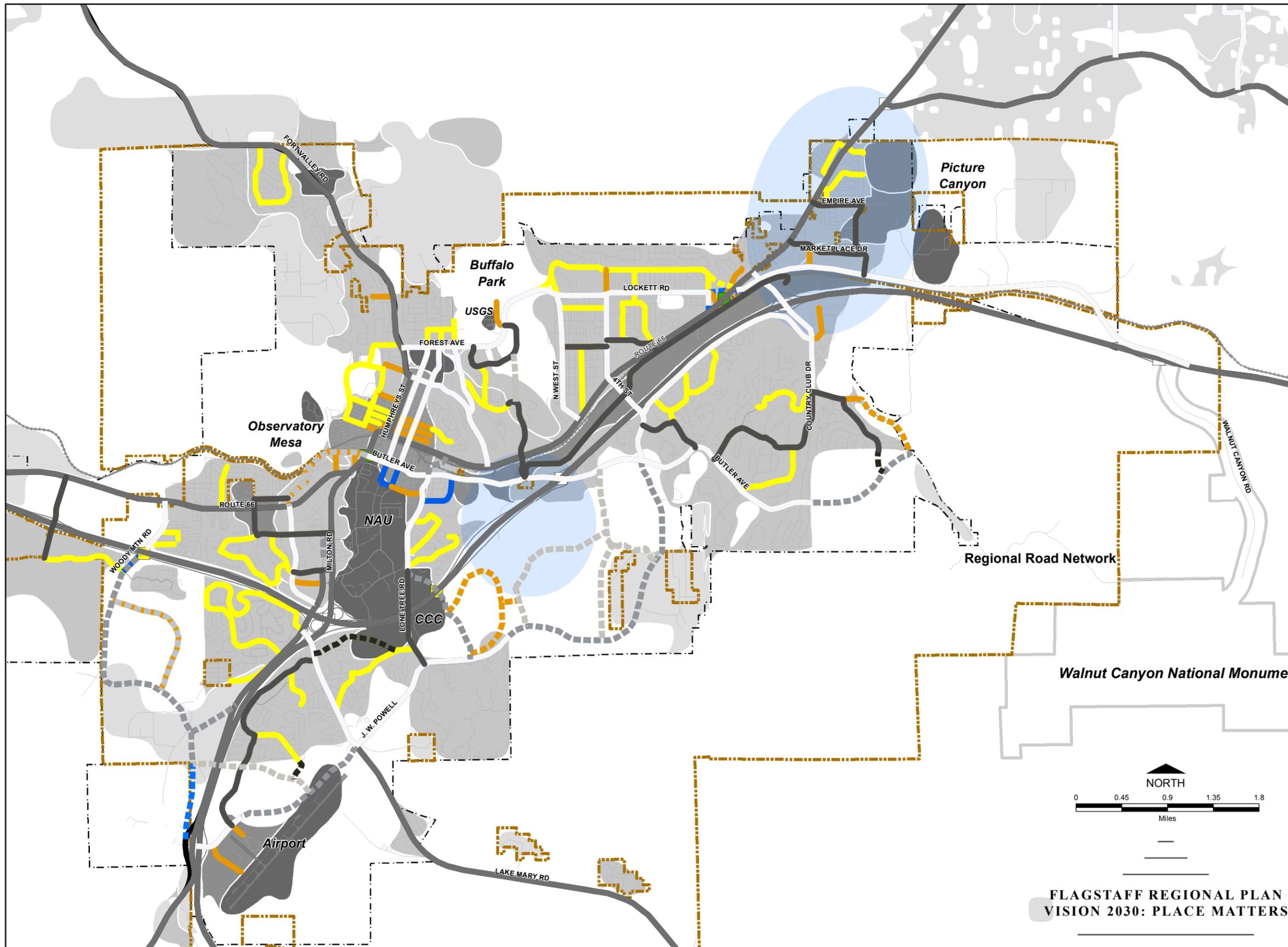
- Major Improvement
- New Interchange
- Existing Interchange
- Identify Road Network Solutions through Future Study
- City of Flagstaff
- Urban Growth Boundary
- Open Space - Preserved (Typically USFS); Open Space - Reserved (Typically State Trust)
- Rural - Existing
- Suburban - Existing
- Urban - Existing
- Industrial / Business Park - Existing
- Special District

Routes on Current Map 25

- Access
- Circulation
- Future Circulation
- Connector
- Future Access
- Regional Travel

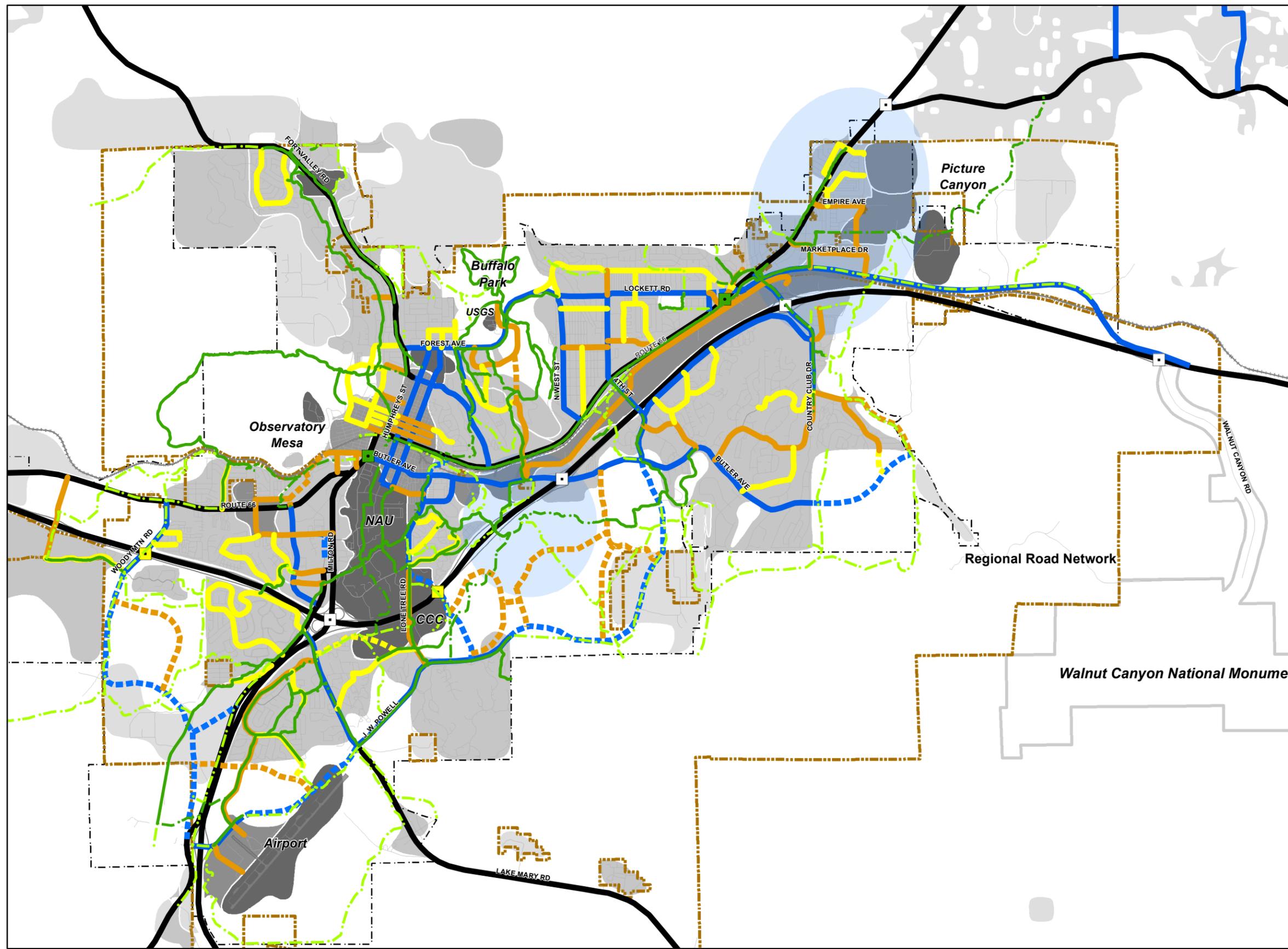
Proposed New Routes

- Regional Travel
- Future Circulation
- Circulation
- Access
- Future Access
- Connector
- Residential Access



FLAGSTAFF REGIONAL PLAN
 VISION 2030: PLACE MATTERS

Exhibit 3 FUTS and Road Network Illustration



- Identify Road Network Solutions through Future Study
 - City of Flagstaff
 - Urban Growth Boundary
 - Open Space - Preserved (Typically USFS); Open Space - Reserved (Typically State Trust)
 - Rural - Existing
 - Suburban - Existing
 - Urban - Existing
 - Industrial / Business Park - Existing
 - Special District
- FUTS**
- FUTS, Existing
 - - - FUTS, Planned
 - - - FUTS, Proposed
 - Loop Trail
- Road Network Category**
- Regional Travel
 - - - Future Circulation
 - Circulation
 - Access
 - - - Future Access
 - Connector
 - Residential Access

Please see www.flagstaffmatters.com for an interactive GIS map.

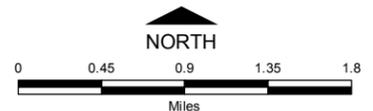
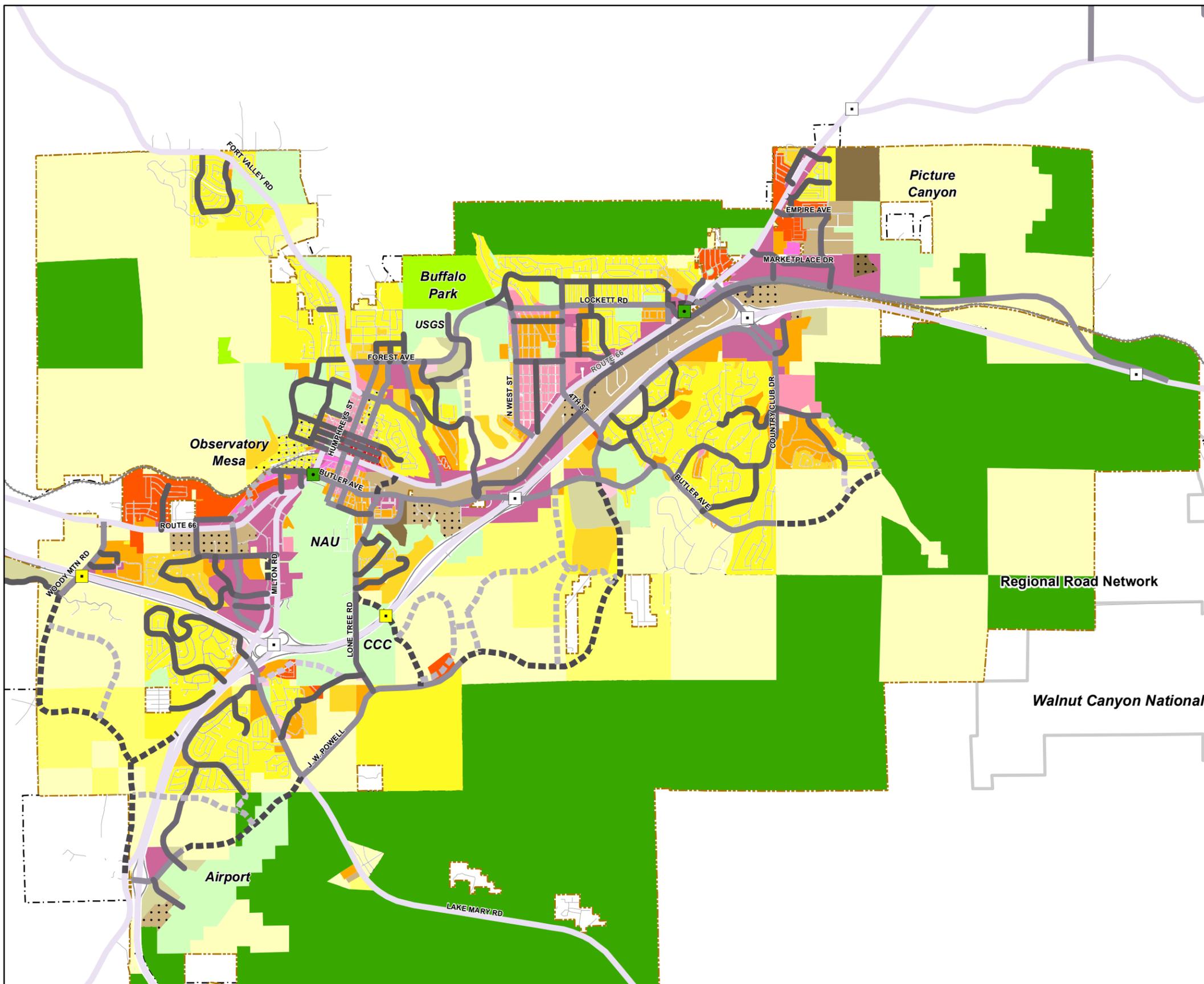


Exhibit 4 Zoning and Proposed Road Network Illustration

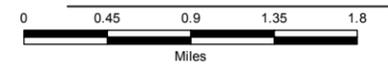


- Major Improvement
 - New Interchange
 - Existing Interchange
 - City of Flagstaff
 - Urban Growth Boundary
- Road Network Category**
- Regional Travel
 - Future Circulation
 - Circulation
 - Access
 - Future Access
 - Connector
 - Residential Access
- Zoning (2011) Regulated Use**
- Rural Residential (RR)
 - Estate Residential (ER)
 - Single-family Residential (R1)
 - Single-family Residential Neighborhood (R1N)
 - Medium Density Residential (MR)
 - High Density Residential (HR)
 - Manufactured Housing (MH)
 - Central Business (CB)
 - Highway Commercial (HC)
 - Commercial Service (CS)
 - Community Commercial (CC)
 - Suburban Commercial (SC)
 - Research and Development (RD)
 - Light Industrial (LI)
 - Light Industrial Open (LI-O)
 - Heavy Industrial (HI)
 - Heavy Industrial Open (HI-O)
 - Public Facility (PF)
 - Public Lands Forest (PLF)
 - Open Space (OS)

Please see www.flagstaffmatters.com for an interactive GIS map.

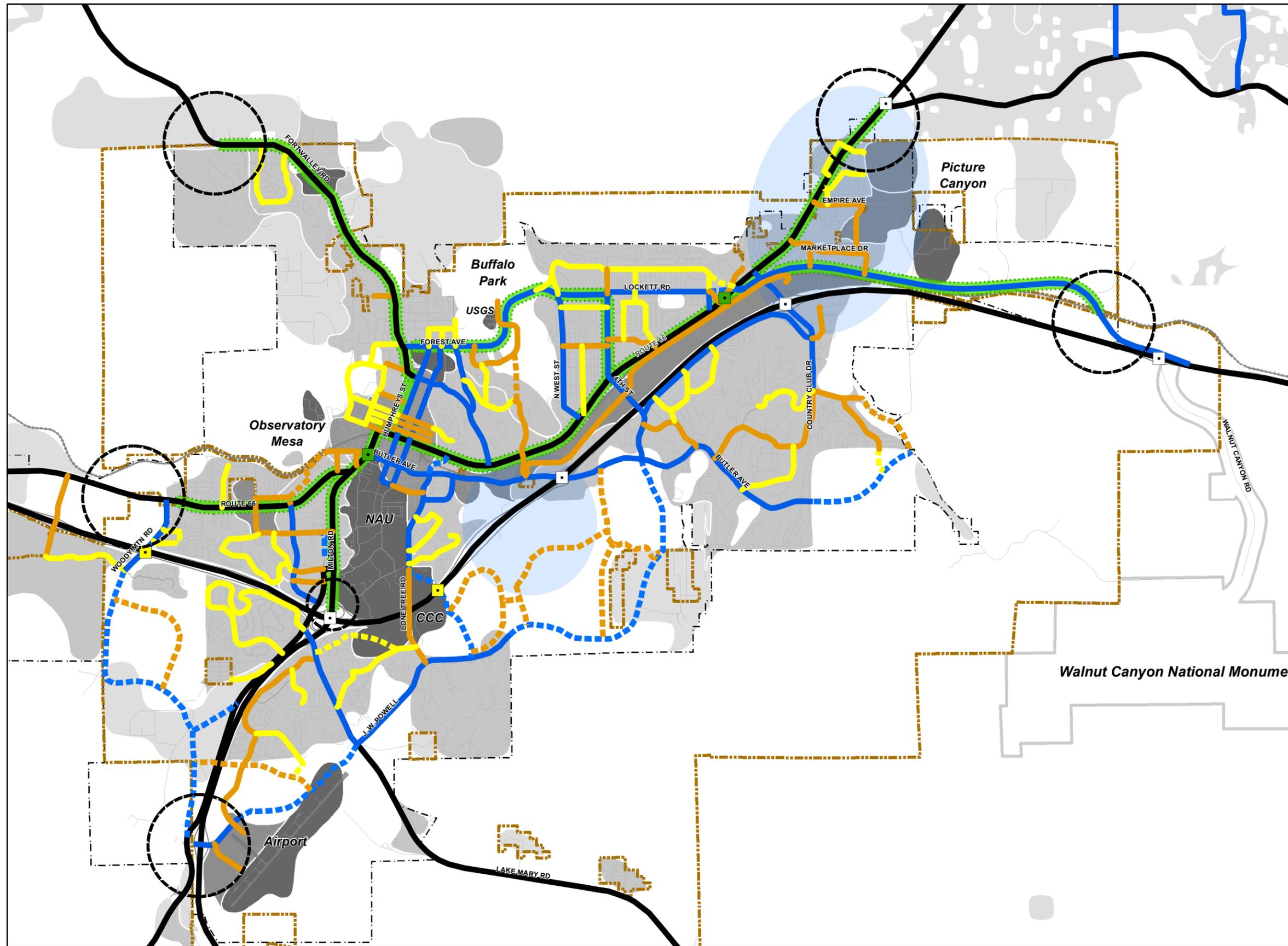


FLAGSTAFF REGIONAL PLAN VISION 2030: PLACE MATTERS



**Exhibit 5
Great Streets and Gateways
with Corridors**

-  Gateway
-  Great street
- Road Network Categories**
-  Regional Travel
-  Future Circulation
-  Circulation
-  Access
-  Future Access
-  Connector
-  Residential Access



**FLAGSTAFF REGIONAL PLAN
VISION 2030: PLACE MATTERS**

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Elizabeth A. Burke, City Clerk
Date: 11/23/2015
Meeting Date: 12/01/2015



TITLE

Discussion and Consideration: Joining Plastic Bag Lawsuit.

RECOMMENDED ACTION:

Council direction

EXECUTIVE SUMMARY:

On November 3, 2015, during discussion under Future Agenda Item Request, three Councilmembers supported placement of this item on a future agenda for consideration and possible action. The documents presented by Councilmember Evans during that discussion have been attached to this staff summary for your reference.

INFORMATION:

Attachments: [E-mail](#)
[Memo](#)

11-3-15

Meg Roederer

From: Coral Evans
Sent: Tuesday, November 03, 2015 3:49 PM
To: Meg Roederer
Subject: Fwd: For Your Consideration: Our Fight for Local Control

Meg! Can you please bring me 12 copies of this letter!

Thank you!

Coral

Sent from my iPad

Begin forwarded message:

From: Lauren Kuby <lauren.kuby@asu.edu>
Date: November 3, 2015, 12:23:54 PM MST
To: "council@flagstaffaz.gov" <council@flagstaffaz.gov>
Subject: **For Your Consideration: Our Fight for Local Control**

Dear Flagstaff City Council:

As the citizen plaintiff in *Kuby v. State of Arizona*, I write to respectfully request the support of the Flagstaff City Council in our lawsuit challenging Arizona Senate Bill 1241, signed by Governor Ducey on April 13, 2015.

The lawsuit, led by Tim Hogan and the Arizona Center for Law in the Public Interest, challenges the legislative ban on cities' authority to limit single-use plastic bags *and* promote energy benchmarking in large commercial buildings.

Senate Bill 1241 blocks cities and towns from limiting the use of plastic bags, particularly in grocery stores as the town of Bisbee has done and which our cities of Tempe and Flagstaff were considering when the law was enacted. Importantly, SB 1241 also prohibits cities from enacting "energy benchmarking" ordinances. Such benchmarking involves similar businesses reporting and comparing energy consumption to identify opportunities for energy efficiency and has been shown to save millions of dollars on energy bills nationwide. The law was largely criticized for taking away local control, and over 5000 citizens signed petitions, and emailed and called Governor Ducey asking him to veto SB1241.

I'm a newly elected councilmember in Tempe and led our Council study group to discover how my City could save taxpayer funds, protect the public, and innovate by reducing single-use plastic in our waste stream. But, fundamentally, it is not concerns about plastic pollution that made me take legal action.

I filed the lawsuit because local control is a long-held value in Arizona and this preemption bill hurts the ability of cities and towns to make thoughtful choices that best represent the values and ideals of their residents.

In our lawsuit, the Arizona Center for Law in the Public interest asserts that SB 1241 violates the Arizona Constitution in three ways:

First, the bill combines multiple subjects into a single bill, which violates the single-subject provision in Article 4 of the Arizona Constitution. Single-use plastic bags and energy benchmarking have nothing in common and should have been addressed in separate bills.

Second, the bill violates the title requirement of the Arizona Constitution that requires a bill's subject be expressed in the title. In this case, the title of the bill, "Relating to Energy Regulatory Prohibition," fails to provide notice that it involves prohibiting cities from regulating single-use plastic bags.

Finally, and most importantly, the lawsuit asserts that SB 1241 violates the home-rule provision of the Arizona Constitution, which prohibits the Legislature from dictating matters of local concern to charter cities in Arizona.

The regulation of plastic bags is a matter of local concern because it impacts trash collection, waste management, and recycling--all of which have historically been matters under the control of Arizona cities. I ask you to support our claim that cities should be able to manage waste and conserve energy without the state stepping in to override our local decision making.

I am hopeful that the lawsuit will prevent the state from usurping local control in the future. I know you will agree that Arizona cities should be left alone to do what they do best: discover the most efficient and thrifty solutions to pressing local challenges.

I ask the Flagstaff City Council to participate in the robust legal challenge brought forth by the Arizona Center for Law in the Public Interest, in whatever way you deem best.

Thank you for your consideration and for leading the way in Arizona on so many social, environmental, and economic issues of concern to Arizonans.

Sincerely,

Lauren Kuby

109 E Loma Vista Drive

Tempe, AZ 85282

laurenkuby@gmail.com

602-790-2156

City of Tempe Councilmember

lauren_kuby@tempe.gov

ARIZONA CENTER FOR LAW IN THE PUBLIC INTEREST

MEMORANDUM

TO: Coral Evans, Flagstaff City Council
FROM: Tim Hogan
DATE: October 29, 2015
RE: Kuby v. State of Arizona; CV2015-011434

You've asked how the city of Flagstaff might be able to participate in the Kuby case and what the costs associated with that participation might be.

I. PARTICIPATION IN THE LAWSUIT

There are two ways for the city to participate in the lawsuit. One is as an intervenor and the other is to participate as amicus curiae. Each are described below.

A. Intervention

The city could move to intervene as a plaintiff in the lawsuit. Doing so would make it a party to the lawsuit along with the other Plaintiff, Lauren Kuby. Becoming a party means that the city would have all the rights and responsibilities that it would have had it if it had filed the lawsuit in its own behalf. That means it can conduct discover if it was so inclined that includes things like taking depositions, submitting interrogatories as well as other discovery available under court rules. Participation as a party intervenor also means that the city would be subject to any discovery requests by the Defendant, State of Arizona. That means the city would have to respond to deposition and interrogatory requests. Becoming a party also means that the city would be able to appeal any decision by the trial court.

We're hopeful that the case can be litigated without any discovery or further factual development. Our plan is to submit a motion for summary judgment which would assert facts that we do not believe are in dispute and maintain that based on those facts, we're entitled to judgment as a matter of law. However, if the state successfully argues that there are facts that the trial court needs to resolve, then discovery and/or an evidentiary hearing of some kind might be required.

B. Amicus Curiae

The city could choose to simply submit an amicus curiae or "friend of the court" brief in support of the Plaintiff. In that event, the city would not be a party to the litigation and would not be able to make any decisions about how the case is litigated.

The amicus brief would simply set forth the city's position with regard to the issues in the case as identified by the parties. As an amicus, the city would not be able to conduct discovery or be subject to it nor would the city be able to appeal an adverse decision.

II. COSTS

Whether the city would participate as an intervenor or as an amicus, the costs would be minimal. The city may incur filing costs. If the city participates as an intervenor and discovery is conducted, there could be costs associated with transcription services for depositions.

If the city participates as an amicus, then there would be no costs beyond whatever filing costs might apply to the city.

CITY OF FLAGSTAFF
STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Sara Dechter, AICP, Comprehensive Planning Manager
Date: 11/23/2015
Meeting Date: 12/01/2015



TITLE

Review of Comprehensive Planning Work Program related to Specific Plans

RECOMMENDED ACTION:

This agenda item is an introduction to potential future specific plans. Staff will provide further information at work session in January 2016, at which time direction from Council will be requested about prioritizing specific plans and their consideration in the budget process.

EXECUTIVE SUMMARY:

The purpose of the City's Comprehensive Planning Program is to implement the vision of the Flagstaff Regional Plan 2030 (Regional Plan), "The Greater Flagstaff community embraces the region's extraordinary cultural and ecological setting on the Colorado Plateau through active stewardship of the natural and built environments. Residents and visitors encourage and advance intellectual, environmental, social, and economic vitality for today's citizens and future generations."

The program accomplishes this vision through regular updates to the Regional Plan, specific plans, intergovernmental coordination, coordination in long range planning for all City departments, and assistance with development review. For the past two years, the focus of the program has been adoption of the La Plaza Vieja Neighborhood Specific Plan, outreach and education on the Regional Plan, and updating City applications, policies and processes for consistency with the new Regional Plan. In January, staff will request direction from Council on how to balance the demands and priorities for the program over the next 2-3 years.

INFORMATION:

COUNCIL GOALS:

- 7) Address key issues and processes related to the implementation of the Regional Plan
- 8) Improve effectiveness of notification, communication, and engagement with residents, neighborhoods and businesses and about City services, programs, policies, projects and developments

REGIONAL PLAN:

- Policy LU.4.1. Develop neighborhood plans, specific plans, area plans, and master plans for all neighborhoods, activity centers, corridors, and gateways as necessary.
- Policy LU.10.4. Develop specific plans for neighborhoods and activity centers to foster desired scale and form.
- Policy LU.19.1. Develop a specific plan for each "Great Street" corridor.

Comprehensive Planning Program Work Summary

The following is a summary of work categories that fall within the Comprehensive Planning Program. The projects listed are recurring work, or projects that are anticipated in the next 2-6 years. The final staff report will include a summary of the scope, opportunities and challenges of each of the Area and Specific Plans listed below.

Project Management for Area Plans and Specific Plans (50-60% of time/budget)

- Milton Corridor Study and Specific Plan
- Southside Neighborhood Plan update
- West 66 Corridor Plan update
- High Occupancy Housing Plan
- McMillan Mesa – Master Plan for City Owned Property

Inter- and Intra-government Coordination and Regional Plan Implementation (20-30% of time/budget)

- Provide Regional Plan analysis for complex City projects
- Coordination with the County about the Regional Plan
- Bicycle and Pedestrian Master Plan (assistance)
- Open Space and Greenways Plan update (assistance)
- Bus Rapid Transit Study
- Master Streets Plan

Regional Plan Amendments and Development Application Review (20-30% of time/budget)

- Upcoming Plan Amendments for clarifications and corrections (See Annual Report)
- Major Plan Amendment applications (unknown variable)
- Regional Plan review assistance for Current Planning applications
- Pre-application meetings

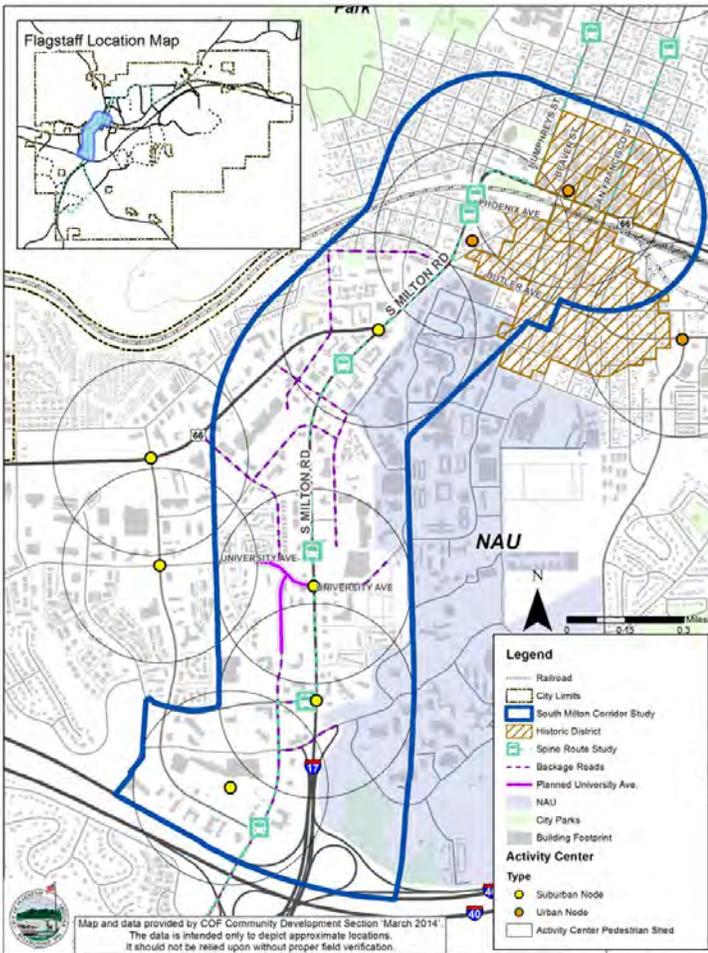
Attachments: Milton Corridor Study & Specific Plan

Milton Corridor Study & Specific Plan

What is the plan about? There are several ongoing transportation studies in the Milton Corridor that could significantly impact access and land use opportunities in the corridor. The proposed study and Specific plan would integrate the outcomes of the Regional Transportation Plan, Bus Rapid Transit Study and Bicycle and Pedestrian Master Plan to create a shared vision for the corridor that the City and ADOT can use to ensure consistent and coordinated decision making in policies and development review.

How does it support the Regional Plan? The Regional Plan identifies Milton Road as a “Great Street” and six activity centers are included in the area of the corridor study. The diversity of uses and overlapping place types makes the Milton Road corridor a good candidate for the first corridor study.

What will it take to get it done? The complexity and difficulty of this task is very high. Staff recommends that a contractor be hired to conduct the technical work, document production and public participation. Having a neutral party managing conflict resolution will be an important strategy to help all parties let go of past disagreements and work towards solutions based on current information and conditions. Even with a contractor, City staff time will impact multiple departments including Economic Vitality, Engineering, Public Works, Sustainability, and the FMPO. Paying for the contractor could be shared between the City, ADOT, NAIPTA and the County.



Obstacles and Constraints:

- Existing entitlements on Milton: a majority of parcels are zoned Highway Commercial (HC)
- Incremental increases in traffic within/outside the corridor impact development on Flagstaff's west side
- Need to address capacity between properties on the corridor and wider community need
- Access management

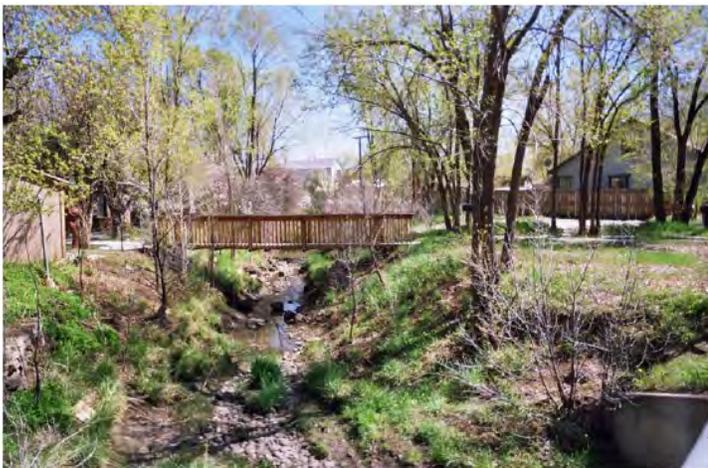
Timing: The completion of the Bus Rapid Transit and Regional Transportation Plan is expected in 2016. Enabling the Milton Corridor Plan to take advantage of these projects' momentum with stakeholders and data collection is an important consideration. Another consideration will be the needs of ADOT, which has jurisdiction over the roadway.

Southside Neighborhood Specific Plan

What is the plan about? Field Paoli completed a study of the Southside neighborhood in 2005 titled “The Southside 2005 Plan: Strategies for Development.” City Council accepted the product from the consultant but did not adopt the document by resolution and give it the status of a Specific plan. Recent redevelopment proposals in the neighborhood have brought up a desire to revisit the document, formalize its status and clarify its role in development review. The proposed update would have a similar scope to the 2005 document. Many of the public improvements from the 2005 plan have already been implemented (i.e. Beaver & San Francisco Streets).

How does it support the Regional Plan? The Southside is a neighborhood and historic district. It is also surrounded by and contains several commercial corridors. Updating the neighborhood plan would provide a good opportunity to reconcile these place types and the values of neighborhood preservation and economic development. It will also help ensure Policy NH.6.2 is implemented well in the neighborhood.

What will it take to get it done? The tasks needed to complete an update of this plan are similar to those for the La Plaza Vieja Neighborhood Plan. Staff would need to update the baseline conditions, engage the public on the content of the document and the changes needed, and work with stakeholders to resolve conflict. Document editing assistance will also be needed for this project because we don’t have an editable copy of the original. Staff recommends forming a project team from a wide range of City staff, similar to La Plaza Vieja, with limited consulting services for document editing and possibly public meeting facilitation for this project.



Policy NH.6.2. Use urban conservation tools to revitalize existing underutilized activity centers to their potential.

Obstacles and Constraints:

- Existing entitlements in the neighborhood may be an issue
- Complex social context will intensify public involvement
- Rio de Flag Flood Control Project status
- Coordination with NAU
- Parking policy

Timing: Because of recent development proposals, there has been public interest in updating and adopting the plan. If this is the only area plan underway, it could have a turnaround of 12-18 months. This plan would not be completed prior to completion of proposals currently in the development review process.



ELEVATION P



ELEVATION P



High Occupancy Housing Specific Plan

What is the plan about? The external working group on student housing recommended that the City develop a specific plan for high occupancy housing. The scope of the project would look city-wide at location, character, compatibility, best practices and safe, sustainable multi-modal transportation connectivity for high occupancy housing projects. The plan could provide clarity to developers and investors about where community would support development. (See student housing external working group recommendations)

How does it support the Regional Plan? This specific plan would implement *Policy NH.1.7. Develop appropriate programs and tools to ensure the appropriate placement, design, and operation of new student housing developments consistent with neighborhood character and scale.*

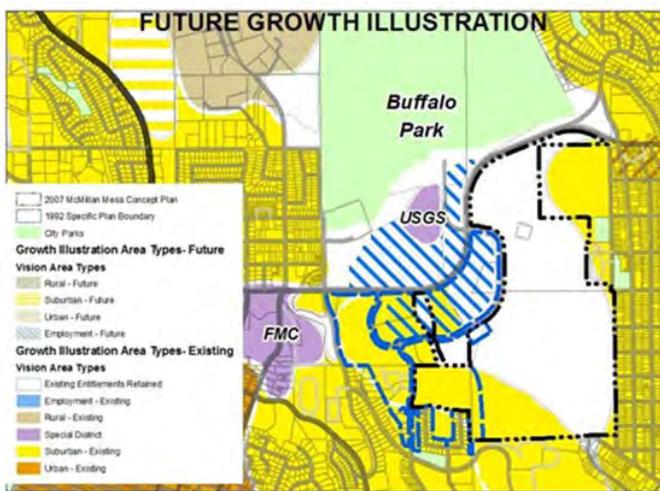
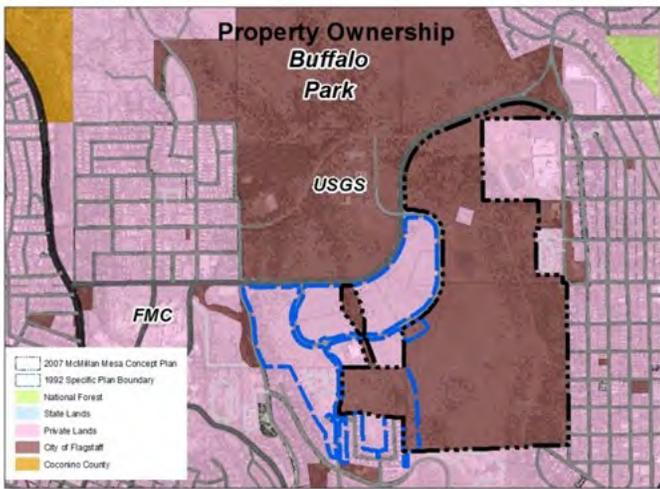
What will it take to get it done? Outside consultants with expertise in the field of high occupancy housing would be recommended as part of the project team. The research and analysis needs for this project are high, such as peer city studies, and GIS and traffic analysis would need to be incorporated into the project. Since this is a community-wide effort of high interest, the public involvement strategy would need to be extensive and inclusive. City staff could form the majority of the core team working on the project with assistance, or the consultant could provide a project manager with staff support.

Obstacles and Constraints:

- The plan would not change existing entitlements
- Consensus within the community may be difficult
- Outreach to students; involvement should occur during school year

Timing: Because of recent development proposals, the Student Housing External Working Group recommended the development of this plan. This plan would not be completed prior to completion of proposals currently in the development review process. It would be beneficial to engage the public on this issue while the impacts and concerns are recent.

McMillan Mesa Plan for City Property



What is the plan about? The City adopted a specific plan for the private land in the McMillan Mesa Village in 1992. In 2007, Council endorsed a non-regulating vision for the City-owned property on the Mesa. The Flagstaff Regional Plan and the zoning designation do not reflect the open space recommendations of the 2007 McMillan Mesa Concept Plan. There has been interest in revisiting planning efforts on the Mesa after the decision to provide a portion of the City property to the Department of Veteran's Affairs.

How does it support the Regional Plan? McMillan Mesa is not an area or place type that is prioritized for a specific plan according to Regional Plan goals and policies. The proposed land uses in the area have included both employment uses and open space. The Mesa does not fall within an activity center or neighborhood. Height restrictions that are tied to the deed of the property along Cedar Avenue will limit development along this corridor.

What will it take to get it done? A plan for the McMillan Mesa property owned by the City would not require a specific plan. The goals of the community could be accomplished with an open space management plan, a business plan, a rezoning or a minor plan amendment depending on what is the desired objective. A specific plan would only have a benefit above these other tools if the City would like to sell a portion of the land for private development. Staff recommends using a rezoning and minor plan amendment as the implementation tool for the vision, rather than an adopted specific plan to avoid unnecessary costs and confusion with the McMillan Mesa Village Specific Plan.

Timing: The development currently underway on McMillan Mesa is tied to the 1992 Specific Plan. Any changes to zoning or policies about the City-owned property would not impact the adjacent private land development. The community conversation would set up a long term vision for the properties and reduce uncertainty in decision making.

Obstacles and Constraints:

- Need clarity on the desires of the City Council
- Public input will be most time-intensive element, and may require outside assistance
- Do we update the 2007 Concept Plan or do a rezoning & minor plan amendment application for the area?

W. Route 66 Corridor Plan Update

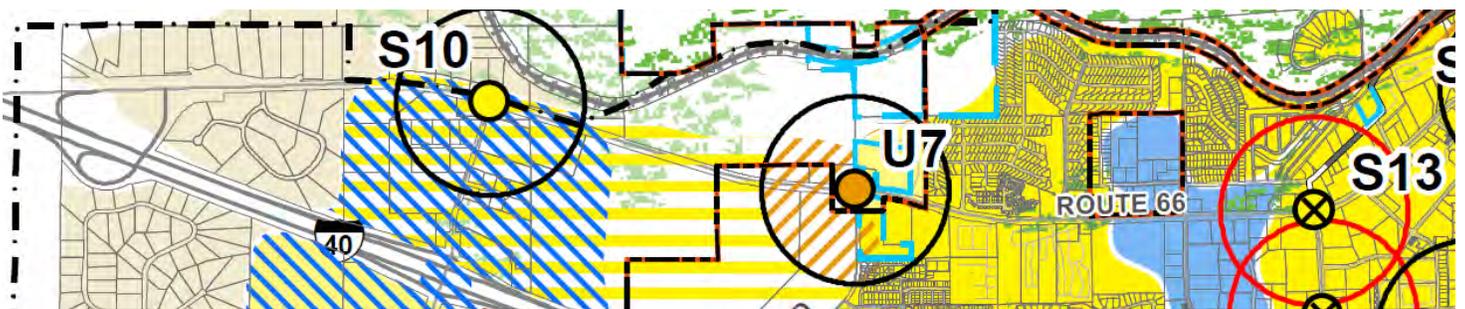


What is the plan about? The City completed a West Route 66 Small Area Plan and Infrastructure Study in 1999, which was the basis for the urban growth boundary and land uses in the 2001 Regional Land Use and Transportation Plan. Since then, ADOT has completed a more detailed study of future interchanges and road improvements and the City has adopted a new Regional Plan that would propose to increase densities over time in this area. Dark skies issues are particularly important in this part of the community. The update to the Plan would take a look at the plans and studies of this area and provide recommendations on city policies to balance these issues. The geographic scope of the plan would extend from Woodlands Village Blvd activity center S13 west to the city's urban growth boundary.



How does it support the Regional Plan? The plan would provide direction for three new activity centers and neighborhoods on the West side. It would look at traffic impacts to the regional transportation system, particularly the intersection of Route 66 and Milton Rd. A corridor plan update would also incorporate dark skies policies from FRP30.

What will it take to get it done? City staff recommends assembling a team of staff members with the County to take the lead on this planning effort. Public participation and document management could require some assistance from a consultant.



Obstacles and Constraints:

- A joint effort with the County poses challenges to staff, the Council and Board of Supervisors.
- Important that any strategy take into account the lessons learned from the Regional Planning effort.
- Coordination with Naval Observatory

Timing: There is interest in rezoning parcels in this area of the City and County. However, there is existing information and policies to support development that is in character with the community. It is more time consuming to assemble and coordinate participation on a project by project basis, but it is possible as an alternative to updating the 1999 plan. The Navy is studying the impact of land development on lighting in the area, and their conclusions will inform this plan.

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Karl Eberhard, Comm Design & Redevelopment Mgr
Date: 11/23/2015
Meeting Date: 12/01/2015



TITLE

Presentation and Discussion: Recommended Comprehensive Parking Management Program

RECOMMENDED ACTION:

Hear presentation; hear public comment; discuss; provide direction.

EXECUTIVE SUMMARY:

The recommended Comprehensive Parking Management Program provides for your consideration a potential balanced and coordinated solution to address parking issues including Southside Spill-over, North End Spill-over, New Spill-over, Downtown Turn-over, Southside Turn-over, Customer Parking and Visitor Parking. The plan proposes that parking be managed using availability, cost, demand reduction, regulations, and enforcement. The plan also proposes that parking facilities would be constructed - both short-term and long-term solutions. Pedestrian, bicycle, and transit services and facilities would also be developed to reduce demand. Per prior City Council direction, it is financially self-sufficient and imposes no permit costs on residents.

INFORMATION:

COUNCIL GOALS:

3) Provide sustainable and equitable public facilities, services, and infrastructure systems in an efficient and effective manner to serve all population areas and demographics

REGIONAL PLAN:

See Attachment 2 within the attached plan.

ASSOCIATED POTENTIAL POLICIES:

The Recommended Comprehensive Parking Management Plan is based on the following potential general parking policies:

1. **Our parking solution is comprehensive.** The parking needs are considered over the broad area experiencing (or expected to experience) parking issues and the unique solutions needed in each area are coordinated into a single balanced holistic plan.
 - a. **No stakeholder or stakeholder group has an advantage over another stakeholder or**

- stakeholder group. The parking plan is inclusive of all stakeholders and customers and balances needs and resources fairly.
- b. Streets are a public resource, and the public is a stakeholder. Being inclusive and fair, and balancing needs and resources with the public is necessary.
 - c. Management best practices, pro forma results, and logistics are a part of comprehensive planning. This assures that the plan is not only viable, but also sustainable, and that long term goals can be achieved.
2. **Parking management is necessary**. More so when the parking supply is insufficient, parking is a limited resource and limited resources require management to allow for the efficient use of them, providing the maximum benefit for the most people.
3. **Our parking will be managed using availability, cost, demand reduction, regulations, and enforcement**. These are the major tools of parking management and all will be used.
- a. Increasing the parking supply is necessary. With sufficient supply, in the right places, all parking customers can be accommodated.
 - b. We will charge parking customers for parking. Charging for parking (pay-to-park) serves to make space available for priority parking customers, reduces the public subsidy of parking, and funds the implementation of all of the other parking management tools.
 - c. Changes in transportation choices is a desirable outcome. To avoid parking management, or because facilities and services are provided for alternative transportation, people choosing alternate modes of transportation reduces parking demand.
 - d. Investment in alternative transportation reduces the parking demand. Funds would be used not only for automobile accommodation but also for pedestrian, bicycle, and transit services and facilities.
 - e. Regulating and enforcing parking is necessary. Short of having an excessive parking supply, without employing these tools, people will park where it's advantageous to them, and the system will not be used efficiently or fairly.
4. **Our parking system will be financially self-sufficient**. This policy has been previously provided as direction from the City Council.
- a. The City will fund modest start-up costs, which will be re-paid over the first two years of operations. This is proposed.
 - b. Pay-to-park will be the primary ongoing funding mechanism. For various reasons, ticket revenue, permit fees, and City subsidies are not available to fund the system and thus by process of elimination, pay-to-park is the primary funding mechanism.
 - c. The parking program shall be implemented within a special revenue fund with monies restricted to parking operations and development. This is proposed.
5. **The plan, our parking solution, will be implemented in phases**. In order to construct even minor new facilities, and certainly for significant new facilities, funds need to be saved from the net proceeds of pay-to-park revenues over operational costs.

Attachments: Plan
 PowerPoint



City of Flagstaff
Recommended

Comprehensive Parking Management Program

Karl Eberhard, Community Design & Redevelopment Manager

With Parking Core Planning Team:

Josh Copley, City Manager
Jerene Watson, Deputy City Manager
Barbara Goodrich, Deputy City Manager
Heidi Hansen, Economic Vitality Director
Mark Landsiedel, Community Development Director
David McIntire, Community Investment Director
Daniel Folke, Planning Director
Rick Barret, City Engineer
Sterling Solomon, Assistant City Attorney
Jeff Meilbeck, CEO & GM, NAIPTA
Terry Madeksza, FDDBA
Richard Payne, NAU

November 2015

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BACKGROUND

Flagstaff desires a comprehensive public parking and parking management program that includes sufficient facilities, appropriate regulations, effective operational systems, necessary equipment, and a sustainable independent funding source. Facilities would include additional on-street parking, additional off-street parking, and a comprehensive way-finding signage program. In addition to parking facilities, multi-modal facilities such as park-n-ride lots and sufficient pedestrian, transit, and bicycle facilities are a part of the vision. Regulations would be in place to protect parking for residents and employees, to support turn-over in the commercial areas, and to promote multi-modal transportation options. At the same time, the regulations minimize negative impacts on patrons and visitors and do not discriminate against customers or types of customers, including students. The system would be operated and equipped to support the above goals in ways that are efficient and customer service oriented. This may include technological payment and enforcement tools, ambassadors, courtesy tickets, and possibly contract parking management. This comprehensive parking and management program is not subsidized.

Defining the Problem: The impetus of the current consideration of our parking system is spill-over parking in the Southside, notably in the residential areas. But in looking into this issue and talking with stakeholders, it becomes clear that the spill-over parking is also occurring in the Southside commercial areas, the Phoenix Avenue parking lot, and in certain areas north of the railroad tracks. Introducing parking management in the Southside would have a predictable impact of pushing the spill-over parking into other neighborhoods such as La Plaza Vieja, Townsite, and the North End. All of these potentially impacted areas are not currently managed by parking staff. The other area potentially impacted is the north Downtown, which besides (or perhaps because of) being short on parking spaces, already has a significant problem with parking turn-over. Notably, the extent of the potential new spill-over is unpredictable because it involves finding the geographic and programmatic extent of parking management that causes changes in parking and/or transportation behaviors.

Stakeholders and Customers: In defining the problem and then developing this recommended plan, outreach has included neighborhood groups such as the Southside Community Association and Good Neighbor Coalition, the North End Neighborhood, the La Plaza Vieja Neighborhood, the Townsite Neighborhood, the Flagstaff Downtown Business Improvement and Revitalization District (FDBIRD), and the Flagstaff Downtown Business Alliance (FDBA). Representatives of NAU, NAIPTA, and the Student Housing Working Groups also contributed. City Staff participation included representatives of the Economic Vitality Division, Police Division, Courts Division, Traffic Program, Streets Section, Legal Department, and the Planning and Development Services Section. This outreach, conducted via one-on-one meetings, presentations and discussions with organized groups, and open houses, identified residents, business patrons, visitors, employees, business and property owners, and students as customers of our parking system.

Core Tenets: In July of 2015, the City Council provided clear direction that the residents should not be required to pay for parking permits and that the system should be financially self-sufficient. From that starting point, a core parking planning group consisting of NAU, NAIPTA, and FDDBA representatives, City staff, and the City Manager's Office established some core tenets for the development of the plan:

1. Parking is a public resource.
2. Limited resources require management.
3. People park where it's advantageous.
4. All parking is paid for ... by someone.
5. No one should have an advantage over another.

Mission: Based on the problems identified, stakeholder input, customer understanding, and core tenets, the parking planning group developed a mission statement as follows:

“Create a fair and balanced parking system providing the most benefit for all.”

Meeting Needs: Importantly, the group also recognized that while the needs of all stakeholders and customers can be considered and addressed in a comprehensive parking management plan, not all parking *desires* can be met – Inherently, some degree of inconvenience results from managing parking. Between the various categories of stakeholders, and even within the various stakeholder groups, perspectives on the necessary scope of parking management, the types of solutions, and potential implementation strategies, vary tremendously. The core planning group recognized that a plan guided by the mission, a balanced plan, would likely not meet all of the expectations of all individuals.

RECOMMENDED PROGRAM

The following graphic provides an at-a-glance overview of the recommended comprehensive parking management program:



Currently, the City of Flagstaff has several thousand parking spaces in the area north of the Northern Arizona University campus, and we currently manage about 400 spaces, only in north Downtown, about half of the time, and with one parking staff member. When this assessment was compared to the vision of sufficient facilities, appropriate regulations, effective operational systems, necessary equipment, and a sustainable independent funding source, the core planning group and stakeholders alike recognized that getting to the ultimate parking management program was going to require proceeding in steps, or phases. This becomes more apparent when the immediacy of addressing spill-over parking in the Southside is compared to the necessary actions to put the ultimate parking management program in place. As well, starting with a humble parking management system combined with the urgency of getting started, suggests that the first phases should be simple strategies that can be expanded and grown into the ultimate public parking management system.

The comprehensive plan thus has been divided into three basic phases. The following graphic provides an at-a-glance overview of the phases:

Comprehensive Parking Management	Phase 1	Phase 2	Future Phases
Facilities	Existing On-street Spaces Existing Parking Lots Add Signage / Markings Southside Temp. Curbs Private Lots (Wkd/Evg)	Temp. Employee Parking Way-finding Signage New On-street Spaces Southside Missing Curbs Stripe North End Spaces	New Parking Lots / Garages Ped/Bike/Transit Facilities Park-n-ride
Regulations	Residential Parking Permits Employee Parking Permits Time-limited Parking Pay-to-park Overnight Winter Parking	Adjust – Lessons Learned OOPS Tickets	Promote Alt. Modes Loading / Delivery
Operations	City Management Add Staff (2 FTE) Add Staff (1 per 300)	Parking Office or Explore Privatization	Add Maintenance Staff
Equipment	Pay-to-park Kiosks Hand-held Machines Boots	License Plate Readers	Support Vehicles
Funding	Seed Money - Start-up Permit Revenue Pay-to-park Kiosks		Residential Permit Revenue

PHASE 1

The first phase includes items that can be accomplished in the relative short-term and that lead into the following phases. It consists of four basic parts including a Residential Permit Parking Program, an Employee Permit Parking Program, additional Time-Limited Parking, and the installation of pay-to-park kiosks. Each of these parts is detailed (in outline format) in the following pages.

PHASE 1 - Part 1 - RESIDENTIAL PERMIT PARKING PROGRAM (On-street)

1. Areas Served – Citywide - On Block-by-block basis.
 - a. Property owner requested, by petition, 51% (Number of water meters)
 - b. Occupancy thresholds (need) required and tested by City
2. Program –
 - a. Property owner request specifies one of the following options:
 - i. Option 1 - Time limited parking in entire area served and permits exempt permit holder from time limit.
 - ii. Option 2 – Open parking ½ of each side of street, and resident only (permit required) on remainder of the street.
 - iii. Option 3 - Time limited parking ½ of each side of street, and resident only (permit required) on remainder of the street.
 - b. Permits:
 - i. One Free Property Owner Permit per water meter (Linked to vehicle)
 1. No residential / non-residential distinction
 2. No consideration of number of units
 3. No consideration of on-site parking
 - ii. Purchased Guest / Contractor Permit - Woosh! Service (Online and mobile payment)
 - c. Disabled Parking Provisions – Program to provide exempt parking where needed.
3. Capital Improvements –
 - a. Minor (Signage, Permits, and Curb Markings).
 - b. Southside – Install temporary curbs where curbs are missing to prevent parking in front yards and to define legal on-street parking (Note that installing permanent curbs is proposed as a part of Phase 2).
4. Compliance (Enforcement) - Add one civilian PD staff at this time and add one civilian PD staff per every 300 spaces added to the program.
5. Financial Implications -
 - a. Expenses
 - i. Start-up - \$155,000
 - ii. First Year Operating - \$60,000
 - iii. Ongoing - \$267,000
 - b. Revenues - \$69,000

PHASE 1 - Part 2 - EMPLOYEE PERMIT PARKING PROGRAM (Off-street)

1. Areas Served –
 - a. Citywide - Off-street Public Parking Facilities
 - b. Initially:
 - i. Phoenix Avenue Parking Lot Only
 - ii. Remote On-street Metered Spaces
2. Program -
 - a. Pay-to-park (See Part 4) in entire area served.
 - b. Permits exempt permit holder from time limit.
 - c. Permits – Purchased, first come, first serve
3. Capital Improvements – Minor (Signage, Permits, and Curb Markings)
4. Compliance (Enforcement) - Add one civilian PD staff per every 300 spaces added to the program.
5. Financial Implications -
 - a. Expenses
 - i. Start-up - \$23,000
 - ii. First Year Operating - \$6,400
 - iii. Ongoing - \$28,000
 - b. Revenues - \$56,000

A Note on Employee Parking

Employees currently park on the street, either in the commercial areas or the surrounding residential areas. The Phoenix Avenue Parking Lot was built to accommodate employees but is typically filled with spill-over parking similar to that experienced in the rest of Southside.

While this plan (If adopted) would make employee parking in the commercial areas expensive, other free on-street parking would remain available, albeit less convenient. Notably, the plan would restore the availability of the Phoenix Avenue Parking Lot to employees and accommodate some additional employee parking in metered on-street spaces. In a short time frame, the revenue from the pay-to-park system will provide for acquiring, leasing, additional employee parking. Additional employee parking opportunities may include park-n-ride solutions in cooperation with the County and/or NAIPTA. As well, FDBIRD is eligible for deeply discounted Eco-passes from NAITPA to serve employees.

PHASE 1 - Part 3 – ADDITIONAL TIME-LIMITED PARKING AREA (On-street / No Permits)

1. Areas Served – Side streets: Beaver and SF Streets
2. Program
 - a. Time limited parking in entire area served.
 - b. Per neighborhood needs (Weekdays/Weekend nights)
3. Capital Improvements – Minor (Signage and curb markings)
4. Compliance (Enforcement) - Add one civilian PD staff at this time and add one civilian PD staff per every 300 spaces added to the program.
5. Financial Implications -
 - a. Expenses
 - i. Start-up - \$26,500
 - ii. First Year Operating - \$12,500
 - iii. Ongoing - \$44,000
 - b. Revenues - \$0

PHASE 1 - Part 4 – PAY-TO-PARK KIOSKS

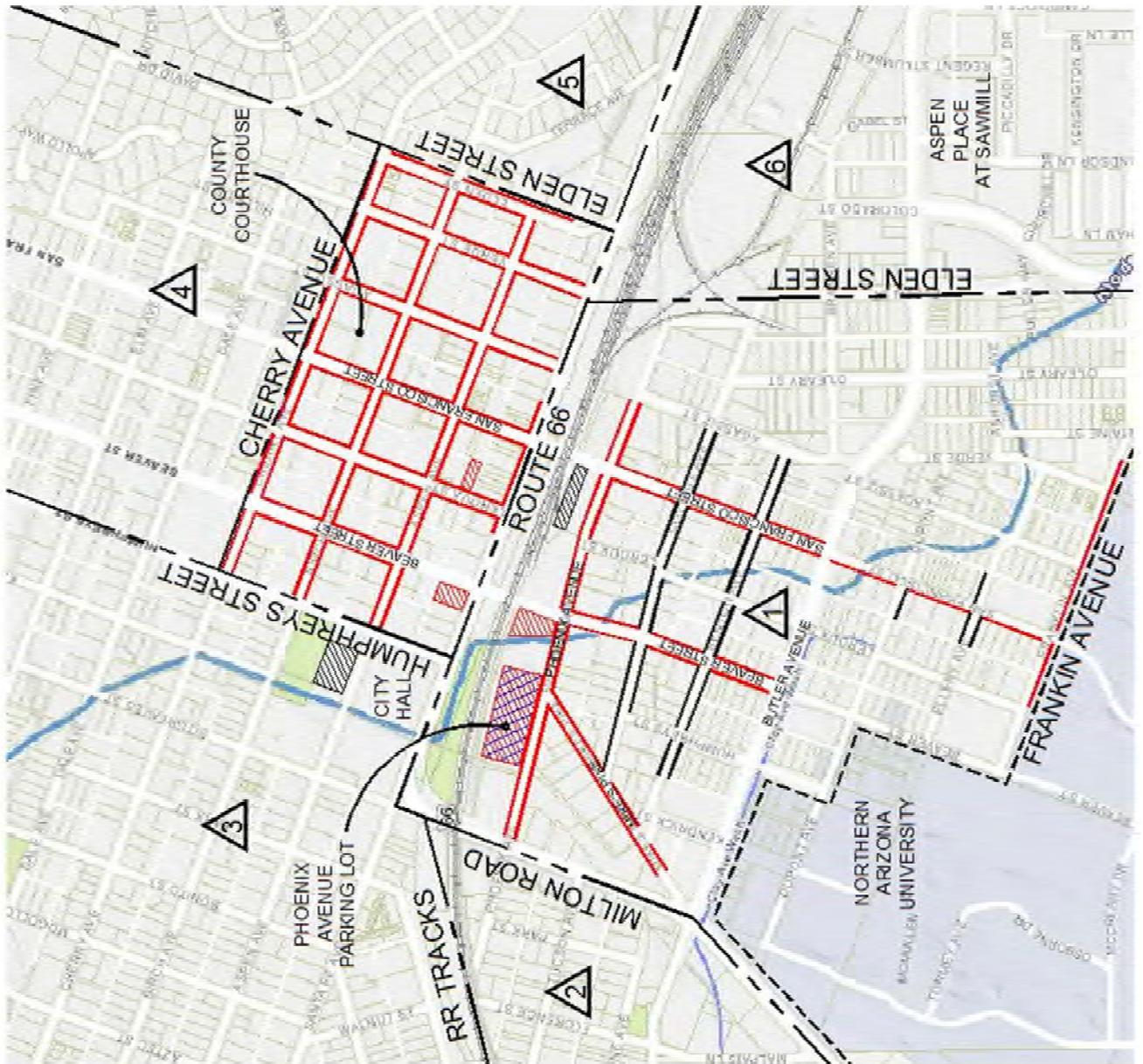
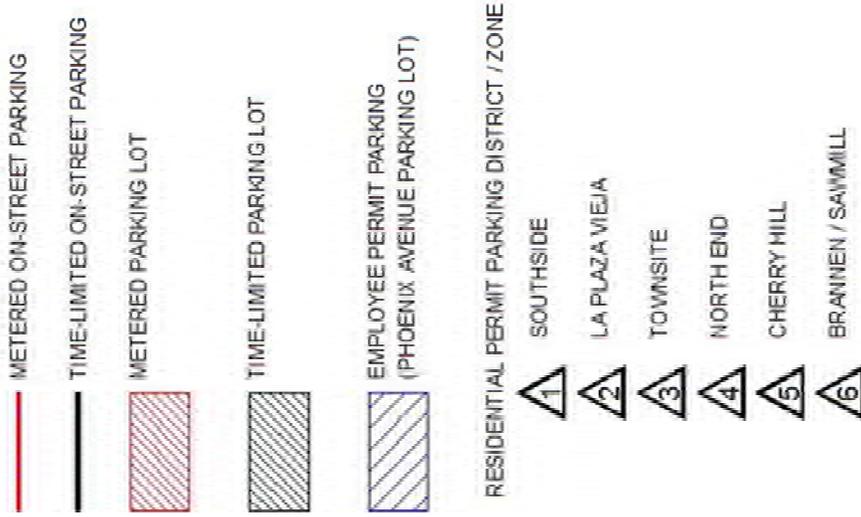
1. Areas Served –
 - a. FDBIRD (North Downtown)
 - b. Southside (Beaver and SF Streets, and Franklin Avenue)
 - c. Phoenix Avenue Lot

2. Program –
 - a. Cost of parking varied by location, time of day, day of week, and special events.
 - b. Woosh! Service (Online and mobile payment).

3. Capital Improvements –
 - a. Minor (Signage and curb markings)
 - b. Kiosk type meters
 - i. Small footprint, one per block face (two per block), solar/battery power
 - ii. Pay by Plate
 - iii. Payment
 1. Card, Online, Mobile, and Merchant Coupons
 2. *Cashless* – No bills, no coins
 3. Networked – Pay anywhere
 - iv. Messaging (Instructions, Events, Closures, etc.)
 - v. Multi-lingual
 - vi. System changes and expansions, including courtesy tickets
 - c. Internet Back-of-house - Collections

4. Compliance (Enforcement) – Existing and new (included above) staff

5. Financial Implications -
 - a. Expenses
 - i. Start-up - \$0 (Lease-to-own)
 - ii. First Year Operating - \$57,000
 - iii. Ongoing - \$252,000
 - b. Revenues - \$937,000



PHASE 1 – IMPLEMENTATION

Upon City Council direction to proceed, staff anticipates a three step implementation process with some portions being put in place in as little as three months and other portions taking as long as a year.

During this time, the public outreach process will continue. Outreach to date has included neighborhood and stakeholder groups and focused on overall concerns, ideas for solutions, and seeking general consensus on the concept plan described herein. Moving forward we will still continue to seek neighborhood and stakeholder group input on the details, but a major focus of this outreach will be customer oriented. Residents, business patrons, visitors, employees, business and property owners, and students will need to be informed of the coming implementation of the new parking policy and the details that they will need to know in order to effectively utilize the new parking opportunities.

The three anticipated implementation steps are as follows:

1. *Final Details and Procedures.* First, working with the various stakeholders, staff will document detailed and final regulations and procedures related to program and permit mechanics, petitions, cost of permits, and similar intricate matters. As previously presented, these will have an overall theme of simplicity and low-cost implementation. This work will be finalized in conjunction with the City Attorney's Office to determine the best format and mechanisms for implementation. Some items do not require ordinances while others require codification. In that case, appropriate ordinances would be brought back to the City Council for consideration.

Depending mostly on the codification needs, this step may take three to six months.

2. *Permit Parking and Time-limited Parking.* With the final details and procedures developed, implementing the Residential Permit Parking Program, the Employee Permit Parking Program, and the additional Time-Limited Parking areas will proceed quickly. Knowing that blocks will have to organize and complete petitions, and also anticipating an initial "rush" of requests for residential parking control, Residential Permit Parking Program may take three or more months. The Employee Permit Parking Program and additional Time-Limited Parking portions will take less than a month after documenting the program details.

And, once pay-to-park kiosks are installed, we should anticipate a shift in parking habits that are likely to expand spill-over parking into surrounding areas. We should therefore anticipate a second "rush" of requests for residential parking control.

3. Pay-to-park Kiosks. The process of installing pay-to-park kiosks will start immediately but will require more time to implement. It involves determining the exact installation locations of approximately ninety meters based on sidewalks space, the direction of travel of parkers, solar access and many other factors. The manufacturer will assist us with this work. The City can, with City Council support, lease these units based on a national purchasing agreement. While this will greatly speed up the procurement process, there are still various time-consuming needs associated with the purchase. And, the installation of meters, specifically the locations, requires City Council approval. We anticipate that this step will take six to twelve months.

Phase one, described above, implements parking policies and practices that can be readily achieved and at relatively lesser cost. The following phases would address items that have a higher cost and require the funding generated by implementing phase one. Phase two addresses follow-up items, lesser capital investments, and a re-evaluation of the management structure. Phase three addresses significant capital investments that will require years of saving the necessary funding.

PHASE 2

The first part of the second phase includes matters of follow up after implementing the first phase. Phase one includes some fundamental changes to our parking system and policies and that being the case, we anticipate that there may be lessons learned and a need of minor adjustments accordingly. These may be as minor as changing the permit design, adding staff, or adding cash acceptance to the pay-to-park kiosks. We may also find that accelerating items planned for later phases is appropriate. We believe that significant changes will not be necessary as the issues have been thoroughly considered, but such a need is not impossible.

The second part of this phase includes items of notable capital investment that require funding, budgeting, planning, and procurement. These include installing missing curbs and other features of the street in areas like the Southside where there are a number of streets that need this attention. This part would include the development and installation of a comprehensive way-finding signage program that instructs patrons and visitors as to where and how to park in the commercial areas. Less costly, there remain opportunities to add parking spaces by re-striping streets, some of which have transportation impacts. In the second phase, the development of additional employee parking would be a priority.

We believe that phase one can be implemented using our existing management structure and staff. However, very soon the management of the parking will grow including such things as customer service associated with the pay-to-park kiosks, potentially extensive residential parking controls, and planning large capital projects such as parking facilities. And as the system grows, considering the creation of a separate “parking office” will be an appropriate discussion as a part of phase two. If the City Council so desires, we can also discuss out-sourcing the parking operations.

PHASE 3

The third phase is a future phase, or several phases, that include building larger capital investments such as parking lots and/or garages, designing and installing multi-modal facilities, and technological upgrades such as license plate readers.

THE ROLE OF THE PAY-TO-PARK STRATEGY

The pay-to-park strategy immediately serves at least four roles.

1. *Changes Behavior.* If parking controls are introduced only in the Southside, we anticipate that the spill-over parking occurring there will migrate to the surrounding areas. In that case, the problem is only relocated and changes to parking and/or transportation behaviors do not occur.
2. *Pays for Itself.* The income derived from the pay-to-park system can fund the start-up and operations of the program. This includes the costs of operating the pay-to-park system and the residential and employee permit parking programs. A key to the successful management of parking is enforcement and as described herein, this parking management plan, if implemented, would increase our enforcement efforts from one staff member covering roughly four hundred parking spaces to six staff members covering roughly seventeen hundred parking spaces.
3. *Generates Revenue to Build Facilities.* Solving the long-term parking issue requires the addition of new parking facilities. Although some needs are as simple, such as completing the installation of missing curbs in the Southside, others are ambitious, such as building new parking structures. The pay-to-park system as described herein produces revenue that is proposed to be used for that purpose (Phase 3).
4. *Creates Capacity.* In the short-term, charging for parking will create turn-over of parking spaces, thus increasing the availability of existing parking inventory. And, by passing some of those costs on to the direct beneficiary, such as we do when we charge passengers \$1.25 to ride the City bus, we are using quasi – market mechanisms to provide and manage public services. Reducing the parking subsidy¹ puts other modes such as bicycle, walking and transit on a more level and more honest playing field with the private automobile. This approach will also move people to other modes and further increase the availability of existing parking inventory.

Notably, all stakeholders seem to agree that it is important to formally dedicate the revenues to parking management (including operations), parking development, and alternative transportation and to prohibit their use for other purposes. A portion of the dedicated funds being further dedicated solely to the construction of parking in north Downtown is also desired.

¹ 1. As established, parking is not free: Parking has a cost and parking has a value. Someone pays for it and someone benefits from it.

OTHER STAKEHOLDER INPUT

This plan was developed with considerable public outreach and input from no less than eleven diverse stakeholder groups and with a variety of customers in mind. Most input received was incorporated into the plan and is not otherwise addressed in the plan document.

While they have been considered and conceptualized, for brevity and clarity, most procedural details have not been documented at this time. With City Council direction to proceed, the operational details will be further developed and finalized prior to implementation. Many of these details are important for success. For example, the northern part of Southside needs controls at different times of day and different days of the week than needed in the southern part. Also, consideration needs to be given to special circumstances such as the disabled or the elderly if resident parking occurs on only one side of street.

ATTACHMENT 1 - PRO FORMA

Basis Data:

Notes:

	Total (Est.)	Emp. Permits	Metered Spaces
Inventory of Pay-to-park Spaces:			
On-street			
North Downtown	392	0	392
Southside	223	0	223
Off-street			
Leroux Parking Lot	8	0	8
Beaver Street Parking Lot	22	10	12
Phoenix Avenue Lot	148	70	78
Total:	793	80	713
Inventory of Time-limited Spaces:			
Southside	154		
Inventory of Resident Parking Spaces:			
	Total (Est.)	Control Sought Percent	Count
Zone 1 - Southside	234	90%	211
Zone 2 - La Plaza Vieja	290	50%	145
Zone 3 - Townsite	928	25%	232
Zone 4 - North End	667	25%	167
Zone 5 - Cherry Hill			0
Zone 6 - Sawmill			0
Total:	2119		754
Total Spaces in Area:	3066		
Total Spaces under Management:			1701

2009 Parking Study Data

Guess (Control Sought -

Based on Expected Impacts)

2009 Parking Study Data - Less Above

(Rough - 7.25 Spaces per Block Face)

(Rough - 7.25 Spaces per Block Face)

(Rough - 7.25 Spaces per Block Face)

(Not a part, but Reserved)

(Not a part, but Reserved)

ATTACHMENT 1 - PRO FORMA

Income Projections:		Notes:
Guest Permit Income:		
Occupancy Rate:	5%	
Daily Cost:	\$5.00	Proposed
<hr/>		
Annual Program Income:	\$68,834	
 Employee Permit Income:		
Occupancy Rate:	90%	Guess (Based on Bldg Pro Forma)
Permit Cost:		
Daily	\$3.00	Proposed
Monthly	\$65	
Annually	\$780	
<hr/>		
Annual Program Income:	\$56,160	
 Meter Income:		
Occupancy Rate:	15%	2009 Parking Study Recommendation
Average Hourly Cost:	\$1.00	2009 Parking Study Recommendation
<hr/>		
Annual Program Income:	\$936,882	
 Total Annual Income:		
	\$1,061,876	

ATTACHMENT 1 - PRO FORMA

Start-up Expense Projections:

Notes:

	QTY	Unit Cost		
Capital Expenses:				
Residential Permit Parking Program:				
Signage:	104	\$1,250	\$130,060	per Block Face
Permits:	754	\$5	\$3,772	Each
Temporary Curbs:			\$20,000	
Total:			\$153,832	
Employee Permit Parking Program:				
Signage:	18	\$1,250	\$22,500	per Block Face
Permits:	80	\$5	\$400	Each
Total:			\$22,900	
Time-limited Parking				
Signage:	21	\$1,250	\$26,552	per Block Face
Total:			\$26,552	
Pay-to-park Kiosks				
Kiosks	88	\$9,000	Lease	per Block Face plus (3) for Parking Lot
Total:			\$0	
Compliance Equipment:				
Cell Phones, Printers, Uniforms, Etc.:	6	\$1,500	\$9,000	(1) per 300 Spaces
Total:			\$9,000	
Sub-total Capital Expenses:			\$212,284	
First Year Operating Expenses:				
Compliance Staff:				
On-street Staff:	3	\$45,000	\$135,000	Currently (1) Existing FTE
Total:			\$135,000	
Sub-total First Year Operating Expenses:			\$135,000	
Total Start-up Expenses:			\$347,284	

ATTACHMENT 1 - PRO FORMA

Ongoing Expense Projections:

Notes:

Annual Expenses:

Compliance Staff:			
On-street Staff:	6	\$45,000	\$270,000
Management Staff:	1	\$65,000	\$65,000
Kiosk Purchase/Lease			
Payment:	12	\$10,000	\$120,000
Kiosk Internet Back-of-house	12	\$4,000	\$48,000
Maintenance:		2.50%	\$19,761
Program Capital Reserve:		10.00%	\$79,044.83
Total:			\$601,806

(1) per 300 Spaces
Currently (1) Existing FTE

Available to Construct Parking: \$460,070

ATTACHMENT 1 - PRO FORMA

Options:

Notes:

	Revised Numbers	Change
1. Omit Southside Meters:		
Total Start-up Expenses:	\$347,284	\$0
Annual Expenses:	\$533,372	-\$68,434
Annual Income:	\$768,854	-\$293,022
Available to Construct Parking:	\$235,483	-\$224,588
2. Meters on One Side of Street Only:		
Total Start-up Expenses:	\$347,284	\$0
Annual Expenses:	\$492,556	-\$109,250
Annual Income:	\$1,061,876	\$0
Available to Construct Parking:	\$569,320	\$109,250
3. Both Option 1 and 2:		
Total Start-up Expenses:	\$347,284	\$0
Annual Expenses:	\$458,186	-\$143,620
Annual Income:	\$768,854	-\$293,022
Available to Construct Parking:	\$310,669	-\$149,402



COMMUNITY DEVELOPMENT

MEMORANDUM

Date: November 12, 2015

To: Karl Eberhard, Community Design and Redevelopment Manager
From: Sara Dechter, AICP, Comprehensive Planning Manager

**Subject: Regional Plan Analysis of the Proposed Comprehensive
Parking Management Program**

The Community Investment staff is proposing a Comprehensive Parking Management Program for the Southside and surrounding residential and commercial areas that has goals of sufficient facilities, appropriate regulations, effective operational systems, necessary equipment and a sustainable independent funding source. The Flagstaff Regional Plan 2030 (Regional Plan) calls for a downtown parking strategy in Policy 12.2 and a residential parking permit system in Policy 12.11. The proposed strategy attempts to balance and reconcile the needs of the community in achieving both of these policies.

Origins of parking policies in the Regional Plan: The availability of parking was a frequent topic in the discussions that led up to the Public Hearings for the Regional Plan. In the first public hearing draft only Policy LU.12.2, 12.3 and 12.6, and T.3.4 were included that directly related to parking. Then Vice-Mayor Evans noted the lack of policies related to parking issues impacting the urban residential areas and the item was added to the list of possible changes to be considered as part of the Council retreat about the Regional Plan. Policy LU.12.11 was created at that meeting and made available for public review on December 17, 2013. The policy was part of public comment at the adoption hearing, and the City Council added a phrase about “considering the needs of residents, public events and enterprises in and around the impacted areas” as a result.

Regional Plan Consistency Analysis: The Comprehensive Parking Management Program, as proposed, is consistent with the five main parking

policies of the Regional Plan (LU.12.2, 12.3, 12.6, and 12.11 and T.3.4). It addresses the elements of on and off-street parking, public lots and garages, shared parking lots for employees working downtown, and increases enforcement. Balancing all the needs of the residents, events and businesses in this area is not a task with a "right" answer. There are many ways the goals could be achieved that would be consistent with the regional plan. The task of determining consistency is based on the balance of interests between the general public (who absorbs some of the costs), the residents (who want to maintain their neighborhood character and quality of life), the businesses (that want to grow and provide employment), and the events (that generate tourism and support a vibrant downtown). In addition, the strategy of using public funding to initiate a self-sufficient funding mechanism is in line with the reinvestment goals (LU.1).

On-street parking is a part of Complete Streets design principles (T.1.2) because it creates a transition from the pedestrian environment and the road. It is an essential element of urban commercial districts and neighborhoods (T.1.3). An example of how this works is the parking on the north side of route 66. Without the row of on street parking, the speed and volume of traffic on route 66 would negatively impact the comfort of pedestrians and the foot traffic to businesses along that route. Parking is part of the public right of way that serves multiple community purposes. As a public facility, Goal PF.2 is an important consideration in the strategy's plan consistency. The phasing of the program and the period of adaptive management is intended to ensure that the system is working towards sustainable and equitable use of public facilities that are efficient and effective. It will also give staff a chance to evaluate how the system is serving all populations equitably. Some of the alternative strategies proposed but not carried forward failed this test of Plan consistency, because they disproportionately favored one interest group over others in allocation of a public resource.

Promoting multimodal transportation is about moving people rather than vehicles. It is about creating a balanced, multimodal, regional transportation system (T.1.1) that makes the best use of existing infrastructure (T.1.7), with convenient transfer from one mode to another (T.1.4), promotes environmental sensibility (T.3), safety (T.2), economic development, and enhances quality of life for all users (T.4). It isn't about the supply of parking but rather the way that the existing parking supply is managed. Parking is not free, the city or owning entity has to pay for parking to be built, maintained, and managed. One parking space in a parking garage averages \$30,000 – that's more than the cost of a fully built out bus shelter. A single bus shelter can serve dozens if not hundreds of patrons in a single day and a reserved parking space can only serve one. Allowing one group (be it the general public, residents, businesses, or events) an unlimited use of the public asset while prohibiting other groups from using that

same asset does not create an environment that supports multimodal transportation and it creates costs that limit funding for multimodal projects. Parking is not explicitly addressed as an element of the Neighborhood, Housing and Urban Conservation goals and policies. However, the proposed parking strategy supports the preservation of neighborhood character in that it increases enforcement, which can preserve the character of streets and neighborhoods. One of the problems currently seen in neighborhoods, especially streets without curb, gutter, and sidewalks, is cars parking beyond the right of way in ways that impact pedestrian and bicycle access and damage private property. A residential parking permit program would also allow residents the ability to have exceptions to the 2 hour parking limits. The strategy gives property owners a fair and public process to petition the City for involvement in the program but also the freedom to not participate. This empowers the neighborhood residents and property owners to determine needs in a manner consistent with their values and quality of life in a way that a threshold-based program could not.

In summary, I have found that the proposed Comprehensive Parking Management Program is consistent with the Flagstaff Regional Plan 2030 goals and policies. It is consistent with or helps to implement policies in the Growth and Land Use, Transportation and Public Facilities chapters and there are no policies with which it conflicts.

Regional Plan Goals and Policies Cited in this Memo

Goal LU.1. Invest in existing neighborhoods and activity centers for the purpose of developing complete, and connected places.

Goal LU.12. Accommodate pedestrians, bicyclists, transit riders, and private cars to supplement downtown's status as the best-served and most accessible location in the region.

Policy LU.12.2. Create a downtown parking strategy plan that continues to utilize and improve upon on-street parking, public parking lots and garages, and shared private parking spaces, with clear signage for wayfinding and to inform the public of all parking options.

Policy LU.12.3. Locate public and private parking facilities, lots, and garages carefully, screening parking from streets, squares, and plazas.

Policy LU.12.6. Revise parking regulations to encourage shared parking between various uses within existing structures.

Policy LU.12.11. Develop a residential parking program to address the impacts of on-street parking on public streets in the downtown and surrounding areas, while considering the needs of residents, public events, and enterprises in and around the impacted areas.

Policy T.1.1. Integrate a balanced, multimodal, regional transportation system.

Policy T.1.2. Apply Complete Street Guidelines to accommodate all appropriate modes of travel in transportation improvement projects.

Policy T.1.3. Transportation systems are consistent with the place type and needs of people.

Policy T.1.4. Provide a continuous transportation system with convenient transfer from one mode to another.

Policy T.1.7. Coordinate transportation and other public infrastructure investments efficiently to achieve land use and economic goals.

Goal T.2. Improve transportation safety and efficiency for all modes.

Goal T.3. Provide transportation infrastructure that is conducive to conservation, preservation, and development goals to avoid, minimize, or mitigate impacts on the natural and built environment.

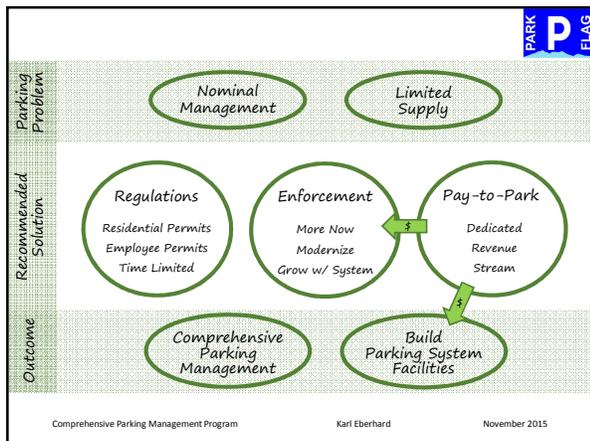
Policy T.3.4. Actively manage parking, including cost and supply, to support land use, transportation, and economic development goals.

Goal T.4. Promote transportation infrastructure and services that enhance the quality of life of the communities within the region.

Goal PF.2. Provide sustainable and equitable public facilities, services, and infrastructure systems in an efficient and effective manner to serve all population areas and demographics.

To Do:
Parking Permits
To address
Spill-over parking
In Southside

Comprehensive Parking Management Program Karl Eberhard November 2015



Parking Problem

PARK P FLAG

Comprehensive Parking Management Program Karl Eberhard November 2015

Parking Problem

PARK P FLAG

Symptoms:

- Southside Spill-over
- North End Spill-over
- Visitor Parking
- Downtown Turn-over
- New Spill-over
- Customer Parking
- Southside Turn-over

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Parking Problem

Nominal Management

Limited Supply

Symptoms:

- Southside Spill-over
- North End Spill-over
- Visitor Parking
- Downtown Turn-over
- New Spill-over
- Customer Parking
- Southside Turn-over

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Parking Problem

Nominal Management

Limited Supply

Outcome

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Parking Problem

Nominal Management Limited Supply

Customers:

Residents	Employees
Patrons	Business Owners
Visitors	Students

Outcome

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Parking Problem

Nominal Management Limited Supply

Stakeholders:

Southside	City of Flagstaff
Downtown	FDBIRD
North End	Coconino County
La Plaza Vieja	Northern Arizona University
Townsite	NAIPTA
General Public	

Outcome

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Parking Problem

Nominal Management Limited Supply

Vision:

- Ample and Convenient Public Parking
- Reduce Demand: Bicycle, Pedestrian, and Transit Options
- Appropriate Regulations
- Enforcement is the Exception
- Our Parking System is Self-sufficient

Outcome

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Parking Problem

Nominal Management Limited Supply

Vision:
Ample and Convenient Public Parking
Reduce Demand: Bicycle, Pedestrian, and Transit Options
Appropriate Regulations
Enforcement is the Exception
Our Parking System is Self-sufficient

Outcome

Comprehensive Parking Management Build Parking System Facilities

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Parking Problem

Nominal Management Limited Supply

Recommended Solution

Outcome

Comprehensive Parking Management Build Parking System Facilities

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PARK P FLAG

Needs
Desires
Ideas

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Comprehensive Parking Management Program

Karl Eberhard

November 2015

Parking Problem

Recommended Solution

Outcome

Nominal Management

Limited Supply

Core Tenets:

- Parking is a Public Resource
- Limited Resources Require Management
- People Park where it's Advantageous
- All Parking is Paid for ... by Someone
- No One has an Advantage over Another
- Not All Desires can be Met

Comprehensive Parking Management

Build Parking System Facilities

Comprehensive Parking Management Program

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November 2015

Parking Problem

Recommended Solution

Outcome

Nominal Management

Limited Supply

Mission:

Create a fair and balanced parking system providing the most benefit for all.

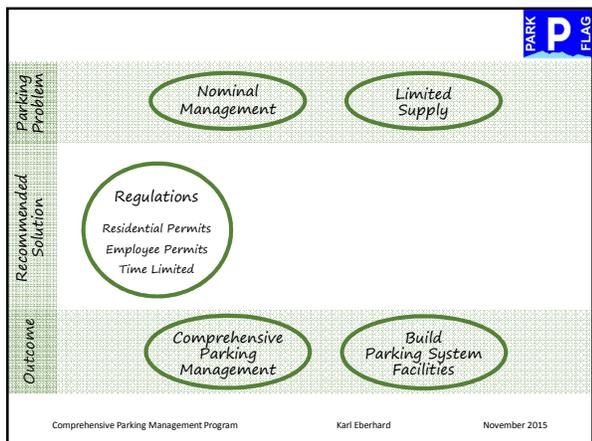
Comprehensive Parking Management

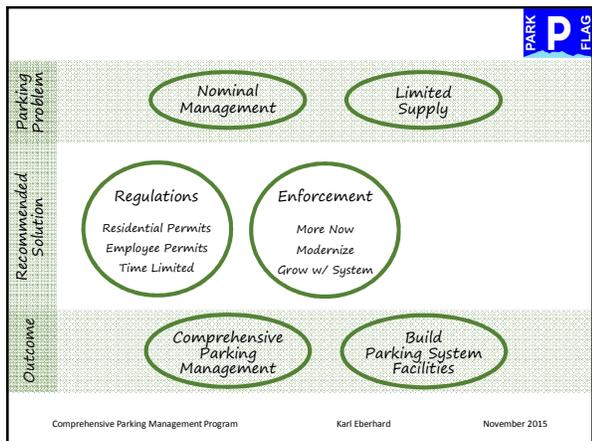
Build Parking System Facilities

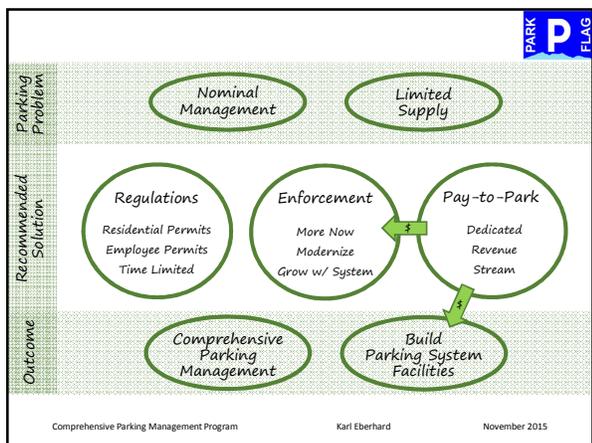
Comprehensive Parking Management Program

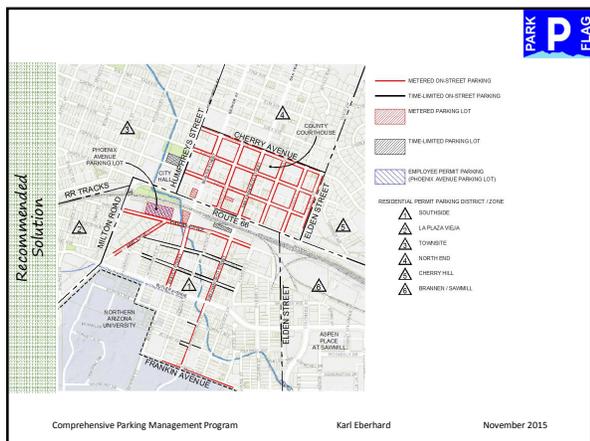
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November 2015









Recommended Solution

Key Features – Residential Permit Parking

- Applicable Citywide – Need Verified
- Block-by-block Basis - System Grows
- Requested by Property Owners
- Request Options:
 1. Time-Limited Parking, Permit Exempt
 2. ½ Each Side Residents Only, ½ Each Side Unrestricted
 3. ¼ Each Side Residents Only, ¼ Each Side Time-Limited Parking
- Free to Residents
- Guest Permits
 - On Demand via the Pay-to-park System
 - \$5 per Day
- Disabled Parking Provisions

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Recommended Solution

Key Features – Employee Permit Parking

- Applicable Citywide
- Initially:
 - 1/2 of Phoenix Avenue Lot
 - Remote metered on-street spaces
- Pay-to-park, Permit Exempt
- \$3 per Day

Key Features – Time-Limited Parking

- Side Streets of Beaver and San Francisco Streets
- Adjusted to Neighborhood Needs

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Recommended Solution



Key Features – Enforcement

- Add two FTE now
- Add one FTE per 300 Spaces added to Program
- Handheld Ticket Printing
 - iPhones w/ Printers
 - Via the Pay-to-park System
- ✘ Automatic License Plate Readers

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Recommended Solution



Key Features – Pay-to-park Kiosks

- Pay-by-plate
- One per Block Face
 - Approximately 88
- Networked
- Payment
 - Cashless
 - Credit Card, Internet, and Cell Phone
 - Merchant
 - Citations
 - Guest Permits
- Internet (Cloud) Back-of-house



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Recommended Solution



Key Features – Pay-to-park

- Dedicated Fund
 - Portion of that further dedicated to build parking
- Pays for Operations
 - Pay-to-park Operations
 - Residential Permit Parking Program
 - Employee Permit Parking Program
 - Enforcement
- Builds Parking System Facilities
 - Southside – Missing Curbs
 - Additional Parking Lots / Garages
 - Wayfinding Signage
 - Bicycle, Pedestrian, and Transit Options

Comprehensive Parking Management Program Karl Eberhard November 2015

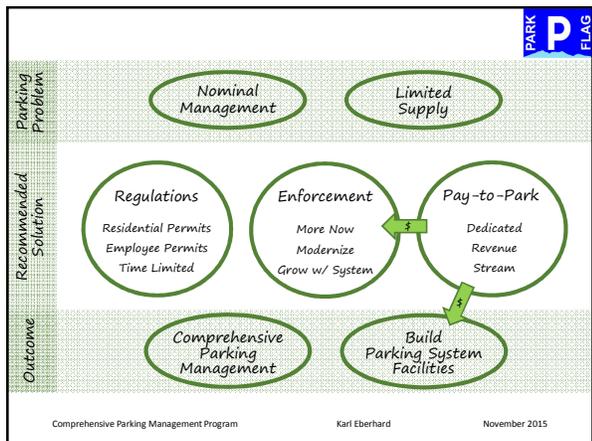
Key Features – Funding

- Pay-to-park Kiosks = Lease to Own
- Start-up Costs

• Capital Improvements	\$ 203,000
• Staff & Equipment	\$ 144,000
• Total	\$ 347,000
- Ongoing Pro Forma

• Income	\$ 1,062,000
• Expenses	\$ 602,000
• Net Profit / <Loss>	\$ 460,000

Comprehensive Parking Management Program
Karl Eberhard
November 2015



The rest of the story ...

Comprehensive Parking Management	Phase 1	Phase 2	Future Phases
Facilities	Existing On-street Spaces Existing Parking Lots Add Signage / Markings Southside Temp. Curbs Private Lots (Shiloh/Flag)	Temp. Employee Parking Way-finding Signage New On-street Spaces Southside Missing Curbs Sarge North End Spaces	New Parking Lots / Garages Pay/Drive/Transit Facilities Park-n-ride
Regulations	Residential Parking Permits Employee Parking Permits Time-limited Parking Pay-to-park Overnight Winter Parking	Adjust – Lessons Learned OOPS Tickets	Promote Alt. Modes Loading / Delivery
Operations	City Management Add Staff (2 FTE) Add Staff (1 per 500)	Parking Office or Explore Privatization	Add Maintenance Staff
Equipment	Pay-to-park Kiosks Hand-held Machines Boots	License Plate Readers	Support Vehicles
Funding	Seed Money - Start-up Permit Revenue Pay-to-park Kiosks		Residential Permit Revenue

Comprehensive Parking Management Program
Karl Eberhard
November 2015

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Elizabeth A. Burke, City Clerk
Date: 11/23/2015
Meeting Date: 12/01/2015



TITLE

Policy discussion on proposed amendments to Zoning Code Chapter 10-30 (*General to All*).

RECOMMENDED ACTION:

Staff will be seeking Council direction on any policy issues associated with proposed amendments to Chapter 10-30 (*General to All*) of the Flagstaff Zoning Code.

EXECUTIVE SUMMARY:

This work session is part of a series of work sessions with the Council on proposed amendments to the Flagstaff Zoning Code. In these work sessions, staff will introduce the more substantive amendments to the Council explaining the reason for them and why the new amendment is being proposed. The Council will be able to identify any policy issues that warrant a more in-depth discussion, either at the current work session, or in a future work session.

INFORMATION:

COUNCIL GOALS:

- 7) Address key issues and processes related to the implementation of the Regional Plan
- 8) Improve effectiveness of notification, communication, and engagement with residents, neighborhoods and businesses and about City services, programs, policies, projects and developments

REGIONAL PLAN:

The Flagstaff Regional Plan 2030 supports the update and amendment of the Flagstaff Zoning Code with the following goals (policies are only included where needed to clarify a goal):

Goal CC.1 Reflect and respect the regions' natural setting and dramatic views in the built environment.

Goal CC.2 Preserve, restore, and rehabilitate heritage resources to better appreciate our culture.

Goal CC.3 Preserve, restore, enhance, and reflect the design traditions of Flagstaff in all public and private development efforts.

Policy CC3.2 Maintain and enhance existing buildings and blend well-designed new buildings into existing neighborhoods.

Goal CC.4 Design and develop all projects to be contextually sensitive, to enhance a positive image and identity for the region.

Policy CC4.4 Design streets and parking lots to balance automobile facilities, recognize human-scale and pedestrian needs, and accentuate the surrounding environment.

Goal CD.1 Improve the City and County financial systems to provide for needed infrastructure development and rehabilitation, including maintenance and enhancement of existing infrastructure.

Policy CD.1.2 Work collaboratively with private and non-profit economic development groups to provide for the most efficient and effective use of public and private development dollars.

POLICY AMENDMENTS

The amendments identified by staff that may require a more in-depth policy discussion with the Council are summarized in the table in the first attachment (The Council may also identify additional policy issues as they review the proposed amendments).

The Sections of the Zoning Code in which the topics for more in-depth policy discussion are located are listed below:

Division 10-30.30 Heritage Preservation

Staff has not identified any policy issues for the Council's consideration in this Division. While the scope of the amendments to this Division looks large, the majority are clerical in nature intended to improve the readability of the Division and to update the Division based on current practices and lessons learned now that it has been implemented and used for the past 3 - 4 years. As a result, a considerable amount of text is proposed to be deleted or sections and subsections have been moved to a more logical location. As stated above, two versions of this Division are attached, including a version in Track Changes format and a clean version with all proposed amendments accepted.

Division 10-30.50 Public Improvements

10-30.50.060 Minimum Requirements

Division 10-30.60 Site Planning Standards

10-30.60.050 Compatibility

10-30.60.060 Building Placement

10-30.60.070 Parking Lots, Driveways and Service Areas

Attached are three documents that contain all the amendments proposed in Chapter 10-30 (General to All), including:

- The amendments throughout Chapter 10-30 except for Division 10-30.30 (Heritage Preservation)
- A Track Changes version of the amendments to Division 10-30.30 (Heritage Preservation)
- A clean version with all changes accepted of the amendments to Division 10-30.30 (Heritage Preservation).

Full details of all the proposed amendments are included in these documents, including an explanation of why the amendment is proposed. This may be easily identified because it is written in *italic* font. A summary of the substantive amendments to this chapter is provided in a table on the first page with a brief description of the amendment and on what page it may be found.

If you have questions, or require clarification on the contents of this staff summary, please contact Roger E. Eastman, AICP, Comprehensive Planning and Code Administrator, at reastman@flagstaffaz.gov or (928) 213-2640.

Attachments: [Chapter 10-30 Policy Issues](#)
 [Chapter 10-30 Amendments](#)
 [Division 10-30.30 Amendments CLEAN](#)
 [Division 10-30.30 Amendments RedLine](#)
 [Photos - Site Planning Principles](#)
 [Questions & Answers](#)

Summary of Policy Issues

Proposed Amendments to the Zoning Code

Chapter 10-30 (General to All)

September 29, 2015

Division 10-30.50 Public Improvements

10-30.50.060 Minimum Requirements

Policy Question(s):

- Should the costs associated with the dedication of right-of-way needed to ensure adequate access to a development, including legal fees, be the responsibility of the applicant?

See Page 30-7 of the proposed amendments to this Division

Existing Zoning Code	Proposed Amendment to the Zoning Code
The existing standards are silent on this question.	Specifically states that, consistent with long-standing City practice, the applicant is responsible for all costs, including legal fees, associated with the dedication of right-of-way when street improvements are required to assure access to a development.

Division 10-30.60 Site Planning Standards

10-30.60.050 Compatibility

Policy Question(s):

- Should the opening paragraph to this Section explain the importance of compatibility to ensure that new development is compatible with the character of existing development and explain how the compatibility standard is only applied to projects seeking a Conditional Use Permit or zone change approval?

See Page 30-12 of the proposed amendments to this Division

Existing Zoning Code	Proposed Amendment to the Zoning Code
Does not explain the importance of ensuring the compatibility of new development with the character of existing development, and includes no statement of when these compatibility standards would be applied.	Specifically clarifies what is meant by compatibility between new and existing development, and explains that these standards are only applied to projects seeking a Conditional Use Permit or zone change approval.

10-30.60.060 Building Placement

Policy Question(s):

- The former Land Development Code (LDC) included design standards that required building-forward design. These standards were inadvertently omitted from the current Zoning Code. Should these standards be inserted into the Zoning Code to require a building front to be placed at or near a sidewalk edge?
- A related policy question is whether the primary entrance to a building should face a street, connect to a street through the design of a building entry zone, or may face a plaza or pedestrian way?

See Page 30-13 of the proposed amendments to this Division

Existing Zoning Code	Proposed Amendment to the Zoning Code
<p>Does not specifically require building-forward design. Through the use of Section 10-30.60.070 (Parking Lots, Driveways and Service Areas) – see below – which requires parking areas to be behind or to the side of a building, staff has successfully achieved building-forward design solutions for new development projects.</p>	<p>Using the former standards from the LDC that have been updated and modified, building-forward design with the building front located at or near the sidewalk is required.</p>
<p>Does not include standards to require a building entrance to face or connect to a street. Note that Section 10-50.20.030 also includes standards regarding “street level interest” and the “location/orientation of building entrances.”</p>	<p>Using the former standards from the LDC that have been updated and modified, the primary entrance to a building is required to face a street or to be connected to it through the design of a building entry zone. The entrance may also face a plaza or pedestrian way.</p>

10-30.60.070 Parking Lots, Driveways and Service Areas

Policy Question(s):

- Should the standard requiring parking lots to be located to the side or behind a building be updated to provide clarity and reduce ambiguity?
- A related policy question is whether driveways should be prohibited from being placed between the front of a building and the property line adjacent to a public right-of-way?

See Page 30-14 of the proposed amendments to this Division

Existing Zoning Code	Proposed Amendment to the Zoning Code
<p>Includes a standard that states “To the maximum extent feasible, parking lots shall be completely or mostly located to the side or behind a building rather than in front to reduce the visual impact of the parking lot”.</p>	<p>Includes an updated standard that states “To the maximum extent feasible, parking lots <u>on a primary frontage</u> shall be completely or mostly located to the side or behind a building rather than in front to reduce the visual impact of the parking lot”.</p>
<p>Does not include a standard prohibiting the placement of a driveway between a building and a street property line.</p>	<p>Includes a new standard prohibiting the placement of a driveway between the front of a building and a street property line.</p>

Proposed Amendments to the Zoning Code

Final Planning and Zoning Commission Recommendation

First created: October 26, 2011

Date of previous update: July 19, 2013

Most recent update: Jan. 21, 2015; Feb. 26, 2015; Mar. 12, 2015 (Post DOT); Apr. 23, 2015; May 2, 2015; May 27, 2015; June 10, 2015; June 24, 2015

Chapter 10-30: General to All

A summary of major/substantive amendments (e.g. a new process or procedural requirement is proposed, a standard is changed, etc) is provided in the table below:

Section No.:	Zoning Code Page No.:	Brief Description	Page No. (this document):
10-30.20.040 Affordable Housing Incentives	30.20-7	Incentives: Removes the requirement that incentives must be based on the standards for a Minor Modification (10-20.40.090).	2
10-30.50.020 Responsibilities	30.50-1	Responsibilities: Existing standards have been expanded, simplified, and clarified, and divided into two parts; (1) single-family residential subdivisions, and (2) all other development.	3
10-30.50.040 Exemptions	30.50-2	Provides a new exemption for offsite public improvements already listed in the adopted 5-year Capital Improvement Program.	6
10-30.60.040 Natural Features and Site Drainage	30.60-6	Topography: Establishes design standards for cut and fill conditions and retaining walls using the standards formerly in the LDC.	10
10-30.60.050 Compatibility	30.60-12	Provides an expanded explanation of why compatible development is important.	12
10-30.60.060 Building Placement	--	New section based on former standards in the LDC establishing standards for building forward design.	13
10-30.60.070 Parking Lots, Driveways and Service Areas	30.60-9	Clarifies the standards for the location of parking areas.	14

Division 10-30.20: Affordable Housing Incentives

10-30.20.040 Affordable Housing Incentives

- Page 30.20-7

3. Parking Incentives

- a. The number of required parking spaces for affordable housing is reduced as specified in Table 10-50.80.040.A (Number of Motor Vehicle Parking Spaces Required); and,
- b. Modifications to parking requirements for affordable housing developments within one-quarter mile of a transit stop may be reduced up to 15 percent ~~in compliance with Section 10-20.40.090 (Minor Modifications to Development Standards)~~.

4. Adjustment of Building Form Standards

- a. Affordable housing can utilize Planned Residential Development (Section 10-40.60.250) in any zone to provide flexibility in the application of building form requirements and to increase the potential building types.
- b. Minor modifications to building form standards for affordable housing developments (e.g. setbacks, height, coverage, area, lot size, or other lot requirements) may be modified up to 15 percent ~~in compliance with Section 10-20.40.090 (Minor Modifications to Development Standards)~~.

5. Landscaping Standards Reductions

Minor modifications to landscaping standards for affordable housing developments may be reduced by no more than 10 percent ~~in compliance with Section 10-20.40.090 (Minor Modifications to Development Standards)~~.

Staff recommends that the phrase "in compliance with Section 10-20.40.090 (Minor Modifications to Development Standards)" should be deleted from these Subsections. The rationale for this recommendation is that this Section provides incentives for affordable housing projects and, therefore, they should not be subject to the standards for granting a minor modification which are based on hardship or unusual site circumstances.

10-30.20.050 Density Bonus

- Page 30.20-7

C. In determining the number of density bonus units to be granted pursuant to this Section, before the density bonus is added the maximum residential density for the site shall be multiplied by the percentage of density bonus listed in Table A (Percentage of Affordable Units and Corresponding Density Bonus), below, based on the percentage of affordable units provided for each category. All density calculations resulting in fractional units shall be rounded ~~up~~ to the next whole number. For example:

For a site that has a maximum density of 100 units and provides 12 units (12 percent) affordable to category 2 households, the density bonus would be ~~22~~ percent. The density bonus would be calculated as: $100 \times .22 = 22$ units. The total units constructed would be ~~122~~ units (100 units + ~~22~~ density bonus units).

The density bonus calculation used as an example here is incorrect – the allowed density bonus from Table 10-30.20.050.A. for 12% affordable units results in a 22% density bonus, not 11% as stated in the example.

Division 10-30.30: Heritage Preservation

The amendments in this Division are included in a separate document.

Division 10-30.50: Public Improvements

10-30.50.020 Responsibilities

- Page 30.50-1

This responsibilities Section has been divided into two parts – responsibilities associated with all subdivisions, and responsibilities associated with all other development.

A. Responsibilities – All Single-family Residential Subdivisions

- 1. It shall be the responsibility and duty of the applicant to plan, construct and finance all public improvements associated with the subdivision of land, unless a Development Agreement specifically provides otherwise.**
- 2. The applicant must have an engineer registered in the State of Arizona prepare a complete set of improvement plans for constructing required public improvements. Such plans shall be based on the approved preliminary plat, zoning case, and/or staff approved stipulations. The applicant must prepare these plans in conjunction with and in conformance to the subdivision plat.**
- 3. The Building Official may only accept a Building Permit application for review no less than 30 days after the final plat for the subdivision has been recorded subject to the provisions of City Code Section 11-20.70.030.G. When the Building Permit is ready to be issued, a condition of its approval shall state that construction activity authorized by the Building Permit may not commence until any uncompleted streets to be used by construction or residential traffic satisfy the requirements of Section 13-10-013-0001 (Use of Uncompleted Streets within a Subdivision) in the Engineering Standards. Such Building Permit application shall be submitted at the applicant's risk, and the City will not be responsible for delays in the issuance of the permit or increases in applicable fees including, but not limited to, changes required to the submitted plans as a result of Building Code amendments that may be in effect.**

This amendment allows a building permit to be accepted 30 working days after the final plat for a subdivision has been recorded. The 30 day time period is based on the time needed for parcels numbers to be released from the County and entered into the City's permit tracking software and GIS. It requires a condition of approval of the permit stating that construction may only commence once compliance with Section 13-10-013-0001 of the Engineering Standards has been achieved. Staff acknowledges this is unusually early in the process of constructing a subdivision, (most cities only accept building permits after a subdivision has been completed and accepted), yet it provides an opportunity for home builders to submit their plans for review so that they can be ready for issuance and construction started in a more timely manner than if they waited for the

subdivision to be completed and accepted. It is staff's experience that this is particularly important in Flagstaff because of the short construction season that is typical here.

4. The applicant shall be responsible for ensuring that all public improvements are constructed in compliance with applicable federal, state, county, and City requirements. All public improvements must be completed and formally accepted by the agencies from which construction permits were issued before the City will issue a certificate of occupancy for any building or structure within the subdivision.

This is a new paragraph that clarifies that the applicant is responsible for ensuring that all agencies sign off before a certificate of occupancy may be issued.

5. The applicant may meet the requirements of this Division by participating in a City-approved improvement district.

B. Responsibilities - All Other Development

1. It shall be the responsibility and duty of the applicant to plan, construct and finance all public improvements associated with ~~subdivisions and~~ land development, including commercial subdivisions and all developments subject to Site Plan Review and Approval (see Section 10-20.40.140), unless a Development Agreement specifically provides otherwise.
2. ~~These public improvements must be completed and formally accepted before the City will issue a certificate of occupancy for any building or structure within the subdivision or on the property. The Building Official may issue a Building Permit in accordance with the requirements of Section 10-20.40.030 (Building Permits and Certificates of Occupancy) when;~~
 - a. The required Engineering Design Report and/or construction plans for public improvements have been conditionally approved by the City Engineer and found to be in substantial compliance with City standards and specifications; and
 - b. An assurance has been provided pursuant to Division 10-20.100 (Assurance of Performance for Construction).

This language in paragraph 2 comes from former Ord. 1925 (Section 8-08-001-0011 (Building Permits)) that was repealed in 2011 with the addition of the cross-reference to Section 10-20.40.030 (Building Permits and Certificates of Occupancy).

3. The applicant must have an engineer who is registered in the State of Arizona prepare a complete set of improvement plans for constructing required public improvements. Such plans ~~must~~shall be based on the approved preliminary plat (if applicable), zoning case, site plan, and/or staff approved ~~at~~ stipulations. The applicant must prepare these plans in conjunction with and in conformance ~~to with the subdivision plat~~ an approved site plan. ~~Improvement plans shall be subject to City approval prior to recordation of the subdivision plat.~~

The last sentence in the paragraph above has been deleted as this requirement is already included in the Subdivision Regulations, Section 11-20.70.030.G regarding Final Plat Approval.

4. All public improvements must be completed and formally accepted by the agencies from which construction permits were issued before the City will issue a certificate of occupancy for any building or structure on the property. A Conditional Certificate of Occupancy may be issued if the Building Official and City Engineer determine that no life safety concerns are present.

This paragraph describes long-standing practice originally included in Ord. 1925 to confirm that a certificate of occupancy is only issued after public improvements have been formally accepted.

5. The applicant may meet the requirements of this Division by participating in a City approved improvement district.

10-30.50.040 Public Improvement Agreement

- Page 30.50-2

~~If, pursuant to Section 10-30.50.020 (Responsibilities), above, the applicant's subdivision, zoning change or development, either new development on existing, vacant or undeveloped property or an addition or expansion to existing developed property, creates the need for the dedication, acquisition, installation, construction or reconstruction of public improvements, then, after such determination has been made, the applicant shall enter into a public improvement agreement prior to the City's approval and/or issuance of the preliminary plat, site plan or Building Permit. The public improvement agreement shall be in a form approved by the City and shall provide for the dedication and/or construction of necessary public improvements by the applicant. If appropriate, the terms of the public improvement agreement may be incorporated into a City approved development agreement. The public improvements agreement may, if approved by the City Engineer, provide that the installation, construction or reconstruction of public improvements shall be in specified phases. If construction in phases is approved, the provisions of this Division shall apply to each phase as if it were a separate and distinct public improvements agreement. Any such phase shall be an integrated, self-contained development consisting of all public improvements necessary to serve the property to be developed as part of said phase.~~

The City Engineer and City Attorney's office recommends that this section be deleted as it is not needed because there are other mechanisms currently in place in the Engineering Standards as part of the review process for public improvements that made this requirement redundant. Note that all following sections in this Division will need to be renumbered and all cross-references checked.

10-30.50.0450 Exemptions

- Page 30.50-2

The following ~~exceptions~~ are exempt from all the requirements of this Division: ~~except for the installation, construction or reconstruction of water and sewer line extensions, drainage improvements, and street and traffic control related improvements.~~

- A. An expansion or alteration of an existing nonresidential or [multi-family](#) residential use that results in a 25 percent or less increase in the intensity of the use in terms of additional dwelling units, gross floor area, seating capacity or parking spaces, either with a single or cumulative addition(s) or expansion(s); ~~or:~~
- B. An expansion or alteration of an existing nonresidential or [multi-family](#) residential use that results in a change of ~~less than~~ 50 percent ~~or less~~ of the actual value of the structure prior to the start of construction as determined from the records of the Coconino County Assessor or by a current appraisal by an appraiser licensed by the State of Arizona; ~~or:~~
- ~~C. Construction of or alteration to of a single-family detached residence or a duplex residence of any value or an addition or alteration to an existing single family residence or existing duplex residence, sized in accordance with the minimum requirements provided in the Engineering Standards.~~
- D. If a development application is deemed to require offsite public improvements, and a capital project is listed in the adopted 5-Year Capital Improvement Program for those improvements, the proposed development's proportionate share of offsite public improvements may be waived through a development agreement.

The qualifying clause in the opening sentence of this Section is unnecessary and has been deleted. As this Section does not apply to single-family residences, the term "multi-family residential" has been added throughout as a clarification.

The reference in Subsection C. is unnecessary, and has been deleted.

The new Subsection D. has been inserted to codify current City practice regarding developer's obligations for public improvements that are already included in the City's 5-Year Capital Program.

10-30.50.0560 Impact Analysis Required

- Page 30.50-3

- A. Pursuant to [Chapter 13-05 \(Engineering Design Reports\)](#) of the *Engineering Standards* and the *Stormwater Regulations*, the City Engineer and Stormwater Manager shall require the applicant to furnish impact studies to assess the impact of new development on the City's existing streets, public utilities and drainage infrastructure. The Utility Director shall assess the impact of new development on the City's utility infrastructure.

These amendments are necessary as the standards for a stormwater impact analysis are established in the City's Stormwater Regulations which are administered by the Stormwater Manager.

- B. When an impact study identifies impacts to the City's public infrastructure that are attributable to the proposed development, impact mitigation is required. The design and construction of improvements to mitigate the identified impacts shall be constructed by the applicant.
- C. Impact analyses shall be valid for the period of time as defined in the *Engineering Standards* and the *Stormwater Regulations*.

This amendment provides a cross-reference to the Engineering Standards and Stormwater Regulations for the when an impact analysis is no longer valid.

D. The requirements of this Subsection may be waived with the consent of both the City and the applicant.

10-30.50.0670 Minimum Requirements

- Page 30.50-3

The public improvements required pursuant to this Division shall have a rational nexus with, and shall be roughly proportionate to, the impact(s) created by the subdivision or land development as determined by the studies described in Section 10-30.50.060 (Impact Analysis Required), above. The presumptive minimum requirements that are required for public improvements as described in Section 10-30.50.030 (Public Improvements Defined) are:

A. Right-of-Way

If, as determined by the City Engineer, the property to be developed does not have adequate rights-of-way due to the new development, or will not accommodate proposed or contemplated public improvements, then necessary right-of-way ~~shall~~**must** be granted to the City. The City Engineer may impose special requirements to assure future right-of-way needs as may be contemplated under the existing General Plan or other approved land use documents.

1. In the event that the granting of right-of-way or drainage way creates a nonconforming lot due to the decrease in land, the remainder ~~deriving portion~~**will**~~shall~~ be considered a legal nonconforming lot.
2. When it is necessary for a development to improve a street and, ~~after application of the requirements of Section 10-30.50.040.B,~~ sufficient right-of-way is not available from other area property owners not subject to the provisions of this Division, the Director, with the approval of the Council, may pursue all legally permissible steps in order to obtain the property necessary for the right-of-way, provided there is a demonstrated public need for the additional right-of-way. All costs associated with the dedication of such right-of-way, including all legal fees, shall be the responsibility of the applicant.

The cross reference deleted in Paragraph 2 is incorrect, and is not needed.

The City Attorney and the City Engineer, consistent with long-standing City practice, recommend that a statement be included to confirm that all costs, including legal fees, associated with right-of-way dedication should be the responsibility of the applicant rather than the City.

Division 10-30.60: Site Planning Standards

Staff has identified that important standards from Chapter 10-16 (Design Review Guidelines) of the former LDC were inadvertently not included in the new Zoning Code. As these are important tools used by staff in the review of new development projects, they are recommended for inclusion into the Zoning Code without further modification. In order to accomplish this, two new Sections have been added into the Division, and an existing Section has been moved (unchanged) to a more logically appropriate location within the Division. The new organization of Division 10-30.60 (Site Planning Standards) is listed below:

- Page 30.60-1

10-30.60.010	Purpose
10-30.60.020	Applicability
10-30.60.030	General Site Planning Standards
10-30.60.040	Natural Features and Site Drainage
10-30.60.050	Compatibility
10-30.60.060	Building Placement
10-30.60.070	Pedestrian and Bicycle Circulation Systems
10-30.60.0780	Compatibility Parking Lots, Driveways and Service Areas
10-30.60.080	Pedestrian and Bicycle Circulation System
10-30.60.090	Open Spaces, Civic Spaces and Outdoor Public Spaces
10-30.60.100	Private Streets

10-30.60.020 Applicability

- Page 30.60-1

D. Exemptions

The standards found within this Division shall not apply to:

1. Industrial uses [not located in the Research and Development Zone; not defined as business park uses; and](#)
2. [Any change of use of a building or property that does not affect site design or layout.](#)

This amendment more precisely and correctly exempts industrial uses from the requirements of this Division except if an industrial use is located within the RD Zone. Further, consistent with established practice, staff recommends that a change of use of a building or property that has no effect on site design should also be exempt from the requirements of this Division.

10-30.60.030 General Site Planning Standards

- Page 30.60-4

Project siting has the greatest impact on how effectively sustainable development principles can be addressed. Careful planning, design, and construction enables new development to take advantage of Flagstaff's climate to reduce energy usage and costs, thereby providing long term economic sustainability as energy prices fluctuate. On the other hand, poor project siting and design can detrimentally impact the potential to harvest solar energy, create a less automobile dependent environment, and address economic and agricultural sustainability. The optimal layout of any project site requires an in-depth understanding of local context and [completion of](#) a detailed site analysis [plan](#).

A site analysis [plan](#) is particularly important in Flagstaff, where widely varying terrain, scenic views, natural watercourses, preservation of existing vegetation, and relationships to existing development, especially residential development, must be considered in site planning. All development proposals shall to the maximum extent feasible demonstrate a diligent effort to retain significant existing natural features characteristic of the site and surrounding area. Therefore, a completed site analysis [plan](#) must be included with an application for new development submitted to the Director. All new development proposals will be reviewed with respect to their response to the physical characteristics of the site and the contextual influences of the surrounding area. These should be considered early and throughout design development. Special attention should be given to maintaining the Urban Growth Boundary and proximity to sensitive areas as defined in the General Plan, such as Walnut Canyon or Picture Canyon.

The following items as illustrated below are essential components of a [site analysis plan for](#) ~~a~~ potential development sites:

This simple revision clarifies that the site analysis must be completed as a site analysis plan (a new term defined in Chapter 10-80 (Definitions)) and submitted with a development application.

- Page 30.60-4
B. **Solar Orientation or Aspect**

Clerical Note: Add Figure A. Components of a Site Analysis and Figure B. Diagram showing areas with high potential for using solar power and solar water heating based on the orientation of slopes to the existing illustrations on Pages 30.60-2 and 30.60-3 respectively.

2. The use of solar collectors for the purpose of providing energy for heating or cooling is permitted in all zones, whether as part of a principal structure or as an accessory structure.

3.2. The forest resources required to be protected within a new development site (See Division 10-50.90 (Resource Protection Standards)) that are located on the south or west side of any proposed building(s) may be removed to ensure that the buildings, as well as any associated solar collectors maximizes ~~their~~^{its} solar access potential, provided:

- a. It can be demonstrated to the satisfaction of the Director that such tree removal is essential to the solar efficiency of the building(s) and any associated solar collectors; and,
- b. There are additional forest resources on the site to compensate for the forest resources removed ~~to ensure solar access potential to the building(s)~~. If there are insufficient forest resources on the site to allow for such tree removal, an additional deciduous tree (minimum 2.5-inch caliper) may be planted on the south or west side of the building for each existing ponderosa pine tree removed.

43. Within a multi-building development approved ...

These simple amendments include solar collectors on a building or structure with its solar access potential as a consideration for the removal of otherwise required forest resources.

- Page 30.60-6

H. **Built Environment and Land Use Context**

1. The context of the site should be taken into account in the design of the new development. Key contextual influences that should be identified, analyzed, and considered in the planning process include:
 - a. Land use and site organization in relation to building form, character and scale of existing and proposed development;
 - b. Sensitivity and nature of adjoining land uses in order to avoid unreasonable ~~for example~~, noise, odors, or traffic impacts;
 - c. Location of property boundaries and setbacks;
 - d. Location of adjacent roads, driveways, off-street vehicular connections, pedestrian ways, access points, bicycle facilities, and easements;
 - e. Locations of existing or proposed transit facilities;
 - f. Existing structures and other built improvements;
 - g. Prehistoric and historic sites, structures, and routes, and
 - h. Other features of the site and/or surrounding area that may be impacted by or may impact the proposed development.
2. Developments shall adhere to~~follow~~ the standards in Section 10-30.60.060 (Open Spaces, Civic Spaces, and Outdoor Public Spaces) and Section 10-30.60.040 (Pedestrian and Bicycle Circulation Systems).

Bicycle facilities and transit facilities are important elements of a site analysis and should have been included in this Section.

10-30.60.040 Natural Features and Site Drainage

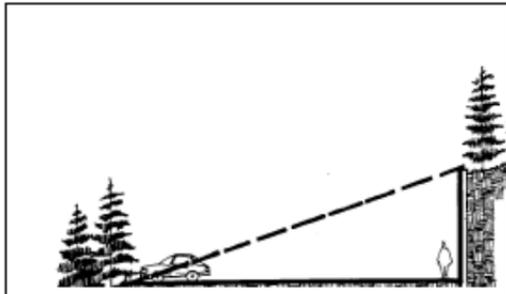
- Page 30.60-6

The standards that follow are intended to ensure that site work is planned to protect the natural features of a development site and to ensure that natural features are incorporated as an amenity into the overall site plan.

A. Applicable to All Zones

1. Topography

- a. The extent and visual impacts of cut and fill on a site shall be minimized, and large grade changes must be divided into a series of benches and terraces, where feasible. [Add illustrations from LDC, Chapter 16 – Middle and bottom of Page 35]



Inappropriate: excessive cut and tall retaining wall.

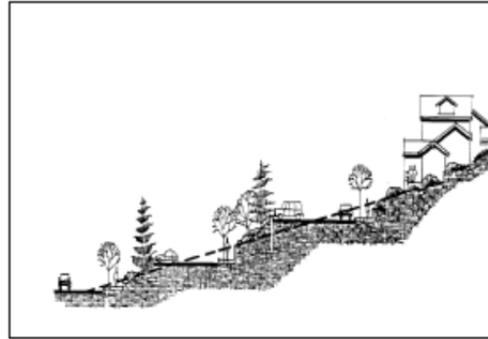
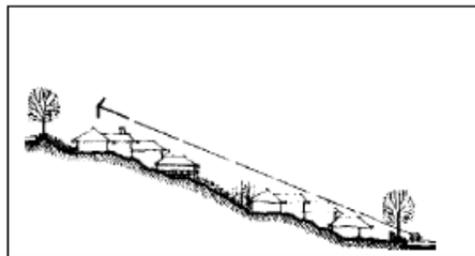


Figure B.

Figure A.

(P&Z) A majority of the P&Z Commissioners recommended that both of these drawings need to be updated and improved so that they relate to each other in a more meaningful way. Also, it would be helpful to add a building to show that cuts behind a building are acceptable.

- b. [Roads and driveways shall follow existing contours, where feasible.](#)
- c. [Building foundations shall be stepped so that finish floor elevations mimic natural grade. If stepping the finish floor is not feasible, cut slopes must be disguised with appropriate placement of the building and/or the placement of screen walls and landscape buffers. \[Add revised illustration \(Karl E.\) from LDC, Chapter 16 – top of Page 35\]](#)



Design a building foundation to conform to the existing topography Figure C.

- d. [Retaining walls shall blend with the natural features of the site and shall be constructed with native rock or masonry that conveys a scale, color, and texture similar to that of traditional rock walls, such as split-face block or scored and textured concrete.](#)
- e. [The height of exposed retaining walls and retaining walls visible from the public right-of-way shall be limited to no more than five feet where feasible. Where greater heights are needed to retain cut or fill conditions, a series of terraced or stepped walls shall be used or a building shall be placed to screen the cut slope so it is not visible from public rights-of-way. \[Add illustration from LDC, Chapter 16 – Top of Page 36\]](#)

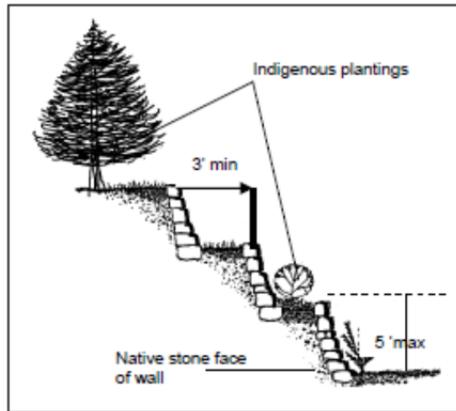


Figure D.

f. The width of a retaining wall terrace must be no less than three feet.

2. Site Drainage

The City of Flagstaff Stormwater Management Design Manual and City of Flagstaff LID Manual provide standards for the protection of natural drainage systems as well as standards for stormwater runoff and the design of detention and retention facilities.

(P&Z) This is a new section added to this Division that incorporates design standards from the former LDC that were inadvertently omitted from the new Zoning Code. Many of the former design standards have been consolidated and simplified, and the drawings from the LDC's design standards will be included in this Division to better illustrate these concepts. The P&Z Commission recommended that additional language regarding whether the cut slope is visible from public right-of-way should also be added.

10-30.60.0580 Compatibility

- Page 30.60-12

Compatibility is important to ensure that the characteristics of different uses, activities or designs allow them to be located near or adjacent to each other in a harmonious manner. Compatibility does not mean "the same as." Rather, it refers to how well a new development is sensitive to the character of existing development. The following basic design elements shall be considered when assessing the compatibility of a new development project which is subject to approval of a Conditional Use Permit or for which a Zoning Map amendment is requested relative to adjacent existing development:

Staff suggests that this Section should be moved (unchanged except for the amendment inserted above) from its current location at the end of Division 10-30.60 to this location where it more logically applies.

The amendment to the introduction to this Compatibility Section seeks to clarify that the compatibility standards established in the Zoning Code must be applied to projects that are seeking a Conditional Use Permit or are requesting a Zoning Map amendment. While it would be desirable to also apply these compatibility standards to all other development, such as new projects seeking Site Plan Review and Approval, legally this would be problematic given that the existing entitlements of the property would make it hard to require a lesser standard to ensure compatibility.

10-30.60.060 Building Placement

Building placement on a development site is important because it can affect the human-scale functionality of a site layout, its economic vitality, and how well the site functions with its building, parking areas, etc.

A. Building-forward design solutions that ensure the building front is located at or near the sidewalk edge are required. Display windows and other architectural features that provide interest to pedestrians shall also be incorporated into the design. If it is not feasible to locate a building at the sidewalk edge, a landscape planting strip, site wall, or similar landscape feature is required. See also Section 10-50.20.030 (Architectural Standards) with specific reference to the Location and Orientation of Building Entrances and Windows Subsections.

Figure A. [Add new photograph – new Dunkin Donuts Building]

B. The primary entrance to a building shall be located to face a street or be connected to a street through the design of a building entry zone. The primary entrance to a building may also face a plaza or pedestrian way. [Add illustration from LDC, Chapter 16 – Middle of Page 54]

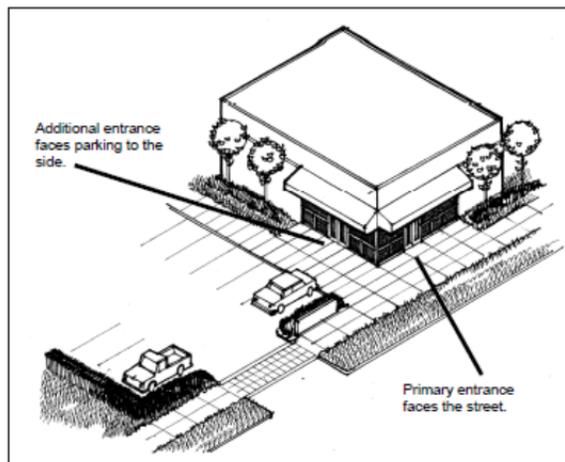


Figure B.

This is a new section to this Division that incorporates design standards from the LDC that were inadvertently omitted from the new Zoning Code. Staff has indirectly required building forward design through the application of Section 10-30.60.050 (Parking Lots, Driveways and Service Areas) – see below – in which parking areas are required to be behind or to the side of a building. The former LDC standard requiring a building entrance to face a street has been modified to include the building entry zone, a concept introduced in 2014 into the Zoning Code with the amendments to Division 10-50.100 (Sign Standards).

Many of the former design standards have been consolidated and simplified, and the drawings from the LDC's design standards will be included in this Division to better illustrate these concepts.

10-30.60.07~~50~~ Parking Lots, Driveways and Service Areas

- Page 30.60-9

A. Applicable to All Zones

3. To the maximum extent feasible, parking lots on a primary frontage shall be completely ~~or mostly~~-located to the side or behind a building rather than in front to reduce the visual impact of the parking lot.

This amendment more precisely and clearly defines the requirement for a parking area to be placed behind or to the side of a building on a primary frontage only consistent with staff's application of the former LDC. This means that on a secondary frontage this standard would not apply. This standard is directly related to the standard in new Section 10-30.60.060 (Building Placement) paragraph A regarding building forward design. Staff has analyzed a number of developments recently approved in the City and they would meet this standard, some with minor modifications to the site design. Insert a new illustration.

6. ~~Parking lots shall also meet the standards established in Section 10-50.80.080 (Parking Spaces, Lot Design and Layout).~~Drive-through aisles and stacking areas shall meet the design standards established in Section 10-40.60.160 (Drive-through Retail).

The provision proposed to be deleted in this paragraph is already stated in Paragraph 1 of this Section, and is therefore, redundant. The new text in the proposed amendment provides a useful cross reference to the standards for drive-through aisles and stacking areas in Section 10-40.60.160 (Drive-through Retail).

7. Developments shall minimize the number of curb cuts onto a public street along a property edge by sharing driveways with an adjacent property to the maximum extent feasible.
8. Direct vehicular access via Rroads or driveways shall ~~be linked with the~~ overall site circulation patterns with those of adjacent parcels.

This minor amendment based on language in the former LDC's Design Guidelines reinforces the need for connections between adjoining parcels.

9. Driveways shall not be located between the front of a building and the property line adjacent to the public right-of-way.

This amendment ensures that driveways (as well as parking areas – see #3 above) are not placed between a building and a public right-of-way.

- ~~109.~~ Service entrances, waste disposal areas, and other similar uses shall be oriented toward service lanes and away from major streets.

Renumber all following paragraphs.

10-30.60.09~~60~~ Open Spaces, Civic Spaces, and Outdoor Public Spaces

- Page 30.60-911

B. Applicable to Non-Transect Zones

1. Civic or Public Space Requirement

- c. Development sites that provide civic spaces are allowed the following:

- (1) A five percent reduction of on-site forest and/or slope resource protection standards as required by Division 10-50.80 (Resource Protection Standards) is permitted when on-site design conforms to the *Flagstaff Area Open Spaces and Greenways Plan* and public non-motorized pedestrian [and bicycle](#) access is included when applicable.

This minor amendment clarifies that the resources reduction would also apply to a FUTS trail.

Renumber the following sections:

10-30.60.08~~70~~ Pedestrian and Bicycle Circulation System

10-30.60.09~~60~~ Open Spaces, Civic Spaces, and Outdoor Public Spaces

10-30.60.10~~70~~ Private Streets

Division 10-30.70: Residential Sustainable Building Standards

10-30.70.040 Minimum Standards

- Page 30.70-3

B. Transportation/ Air Quality

2. The development is located within at least ¼ mile of a FUTS trail ~~or~~ connected to it.

This minor amendment corrects the intent of this requirement, i.e. the development must be either within ¼ mile of a FUTS trail or is connected to the FUTS trail.

Division 10-30.30: Heritage Preservation

Final Planning and Zoning Commission Recommendation

Sections:

- 10-30.30.010 Purpose
- 10-30.30.020 Applicability
- 10-30.30.030 General Provisions
- 10-30.30.040 Designation of Landmark Properties or Historic Overlay Zones
- 10-30.30.050 Cultural Resources
- 10-30.30.060 Development of a Landmark Property and Property within a Historic Overlay Zone
- 10-30.30.070 Violations and Enforcement
- 10-30.30.080 Appeals

10-30.30.010 Purpose

The purpose of this Division is to protect and enhance the cultural, historical, and archaeological heritage of the City of Flagstaff by recognizing, preserving, enhancing, and perpetuating the use of those objects, structures, sites, and landscape features that represent distinctive elements of the City's cultural, political, architectural, and archaeological history. The Council finds and intends that preservation of the City's heritage is in the interest of the health, economic prosperity, education, cultural enrichment, and general welfare of the public. This Division implements the City's General Plan and is implemented pursuant to the provisions of the *National Historic Preservation Act of 1966*, as amended, the Certified Local Government program (16 U.S.C. 470a 101(c)(1)), and A.R.S. § 9-462.01, providing the standards and procedures for heritage preservation. Information on the benefits to a property owner and the various incentive programs that are available to assist a property owner to preserve and protect cultural resources on their properties is available from the City Historic Preservation Officer.

10-30.30.020 Applicability

- A. In addition to all other development standards provided in this Zoning Code, compliance with the requirements of this Division, and review and approval pursuant to this Division is required for the following:
1. Designation of Landmark Properties or Historic Overlay Zones (Section 10-30.30.040);
 2. Cultural Resource Studies (Section 10-30.30.050.A); and
 3. Development of a Landmark Property and Property within a Historic Overlay Zone (Section 10-30.30.060).

B. Exceptions

Compliance with the requirements of this Division is not required for the following:

1. Work that the Building Official certifies as correcting an imminent hazard, for which no temporary corrective measures will suffice in protecting the public safety;
2. Ordinary maintenance or repair of a property or structure, including public infrastructure, that does not involve a change in any element of design and that does not have an impact that is greater than that of the original construction; and,
3. Changes to the interior of structures that do not alter the exterior, the site, or the setting of the cultural resource.

10-30.30.030 General Provisions**A. Conflicting Provisions**

When the provisions of this Division conflict with any other laws, codes, or regulations, then the provisions of this Division shall govern, except for matters of life safety where the more restrictive of such laws, codes, or regulations shall apply.

B. Application Requirements

In addition to any specific provisions, for all reviews, considerations, or approvals sought by this Division, an applicant shall submit a completed application on a form prescribed by the City in compliance with Section 10-20.30.020 (Application Process). The application shall include the information and materials specified in the submittal checklist, together with the required fee established in Appendix 2, Planning Fee Schedule.:

C. Consent Approval**1. Applicability**

The Historic Preservation Officer may review and approve or conditionally approve the following:

- a. Cultural Resource Studies that are Letter Reports; and
- b. Certificates of No Effect for minor work that has a limited impact in relation to the total cultural resource, including:
 - (1) Conforming signs excluding comprehensive sign programs;
 - (2) A remodel, addition, deck or porch that does not expand the floor area or any outdoor activity area by more than 10 percent or 200 square feet;

- (3) An accessory structure that is not more than the lesser of 10 percent of the main building's footprint or 400 square feet;
 - (4) Minor alterations such as storefront windows or doors, other fenestration, awnings, shutters, gutters, porch rails, accessible features and facilities, paint colors, lighting, roofing, fencing, retaining walls, walkways, driveways, or landscaping;
 - (5) Demolition or removal of inappropriate features that are non-original, including additions, accessory structures, and structures that are not cultural resources; and
 - (6) Modifications to support systems (mechanical, electrical, satellite dishes, and so forth) that are properly sited and screened.
- c. Any matter that the Heritage Preservation commission refers to the Historic Preservation Officer for approval.

2. Process

Consent approval by the Historic Preservation Officer is an administrative review and approval that occurs outside of a public meeting.

a. Referral to Heritage Preservation Commission

The Historic Preservation Officer may refer any matter to the Heritage Preservation Commission for any reason, and shall refer any matter to the Heritage Preservation Commission when a denial appears appropriate.

b. Heritage Preservation Commission Oversight

The Historic Preservation Officer shall regularly review consent matters with the Heritage Preservation Commission.

D. Concurrent Development Application Review

At the applicant's option, development proposals that require an approval pursuant to this Division may proceed concurrently with other development reviews and processes. However, no permit shall be granted, and no work shall commence, until an approval pursuant to this Division has been granted and mitigation measures have been incorporated into the final design and documentation of the development.

E. Expiration of Approvals

1. Any approval pursuant to this Division shall automatically expire if the plans are altered or construction proceeds in a manner such that the documentation submitted as the basis of the approval no longer accurately represents the work. See also Section 10-30.30.070 (Violations and Enforcement).

2. Any approval pursuant to this Division automatically expires one year after the date of approval, unless the work associated with the approval is underway and due diligence toward completion of the work can be demonstrated.

F. Unknown or Undiscovered Conditions

During the course of any work all work that could impact a cultural resource shall be stopped immediately and the Historic Preservation Officer shall be notified if;

1. A potential cultural resource is discovered which was previously unknown; or
2. Any conditions are discovered that prohibit conformance with any approval or conditional approval issued pursuant to this Division; or
3. Any conditions are discovered that warrant any deviation from plans that served as the basis of any approval or conditional approval issued pursuant to this Division.

The work shall remain stopped until the applicant has obtained new, additional, or revised approvals pursuant to this Division.

G. Flagstaff Register of Historic Places

The Flagstaff Register of Historic Places identifies properties or zones designated by the Council as Landmark Properties or Historic Overlay Zones, which are depicted as such on the official Zoning Map of the City.

Supplemental to the Flagstaff Register of Historic Places, the Historic Preservation Officer shall maintain lists, maps and other data of areas likely to contain cultural, historic, or archaeological resources and properties believed to be eligible for designation as Landmark Properties or Historic Overlay Zones but not yet designated as such (Refer to Map 10-90.20.010 (Cultural Resource Sensitivity Map)).

Information concerning the nature and/or location of any archaeological resource shall not be made available to the public, pursuant to Federal and State laws.

10-30.30.040 Designation of Landmark Properties or Historic Overlay Zones

A. Purpose

Designation of a property as a Landmark Property or Historic Overlay Zone formally recognizes its significance, and the need to preserve its historic features.

B. Applicability

1. **Landmark Property:** An individual property, object, structure, site, sign, or landscape feature may be designated as a Landmark Property within the Landmark Overlay Zone if it is significant in accordance with the provisions of this Division.
2. **Historic Overlay Zone:** A group of properties may be designated as a Historic Overlay Zone if a majority of the properties are significant in accordance with the provisions of this Section or if they provide the necessary setting for a Landmark Property.

C. Process for Designation of a Landmark Property

The designation of a Landmark Property shall follow the procedural steps represented in Figure A (Processes for Designation of a Landmark Property and Historic Overlay Zone) and described below:

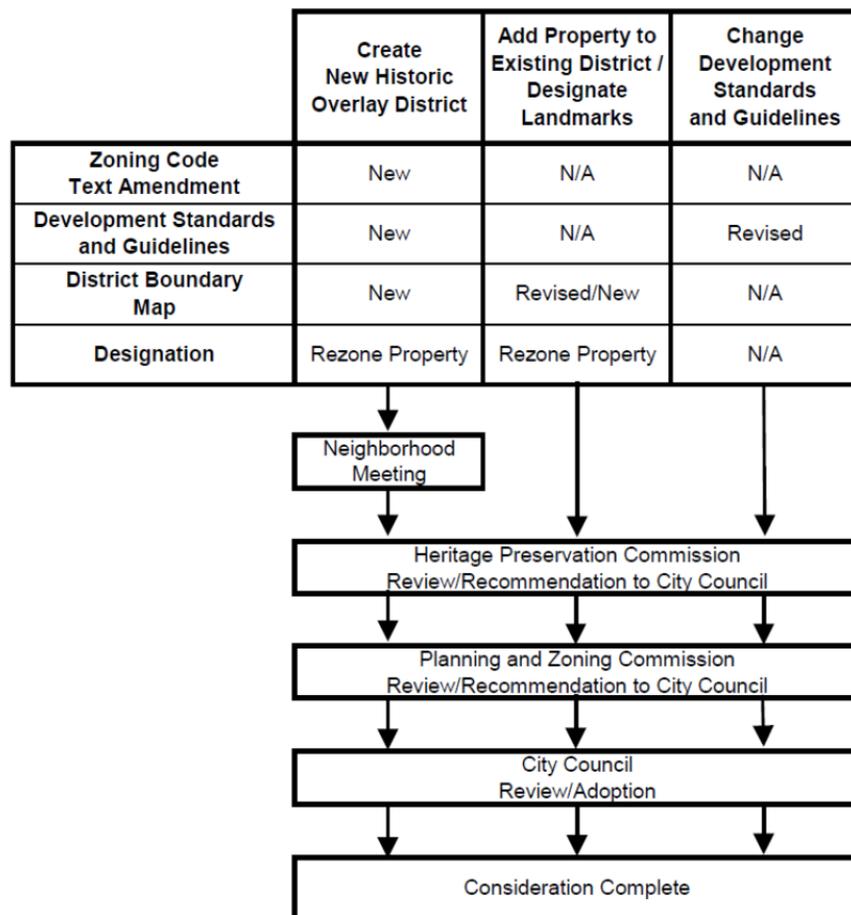


Figure A. Processes for the Designation of a Landmark Property and Historic Overlay Zone

1. An application for designation of a Landmark Property, or an amendment to a Landmark Property, shall be submitted to the Historic Preservation Officer, and shall be reviewed and a recommendation prepared in compliance with the Review Schedule on file with the Planning Section. The designation of a Landmark Property requires submittal of the application requirements for a Small Scale Zoning Map amendment as specified in Division 10-20.50 (Amendments to the Zoning Code Text or the Official Zoning Map) and as modified by the submittal requirements established for an application for designation of a Landmark Property.
2. The Council, Heritage Preservation Commission, or an owner of affected real property may initiate designation. Property owner consent is required for designation of a Landmark Property.
3. The Historic Preservation Officer's recommendation shall be transmitted to the Heritage Preservation Commission in the form of a staff report prior to a scheduled public meeting. The staff report shall include the following:
 - (1) An evaluation of the consistency and conformance of the proposed amendment with the goals of the General Plan and any applicable specific plans; and
 - (2) A recommendation on whether the proposed Landmark Property designation should be granted, granted with conditions to mitigate any anticipated impacts, or denied.
4. A copy of the staff report shall be made available to the public and any applicant prior to the Heritage Preservation Commission's public meeting.
5. Prior to the Planning Commission public hearing as required in Section 10-20.50.040.H (Planning Commission Public Hearing), the Heritage Preservation Commission shall conduct a public meeting which shall serve in lieu of the required neighborhood meeting pursuant to Section 10.20.30.060 (Neighborhood Meeting). Notice of the Heritage Preservation Commission's public meeting shall be in compliance with Section 10-20.30.060 (Neighborhood Meeting).
6. The Heritage Preservation Commission shall render its decision in the form of a written recommendation to the Planning Commission and Council. The Heritage Preservation Commission may recommend approval, approval with conditions, or denial of the Landmark Property request.
7. Public hearings of the Planning Commission and Council shall be noticed and conducted in accordance with Section 10.20.30.010 (Public Hearing Procedures). The Planning Commission and Council shall act on the

Heritage Preservation Commission's recommendation in accordance with the procedures established in Section 10-20.50.040 (Procedures).

D. Process for Designation of a Historic Overlay Zone

The designation of property or properties as a Historic Overlay Zone is represented in Figure A (Processes for Designation of a Landmark Property and Historic Overlay Zone) and shall follow the procedural steps described below:

- a. An application for designation of property or properties as a Historic Overlay Zone, or an amendment to a Historic Overlay Zone, shall be submitted to the Historic Preservation Officer, and shall be reviewed and a recommendation prepared in compliance with the Review Schedule on file with the Planning Section. The designation of a Historic Overlay Zone requires submittal of the application requirements for a Small Scale Zoning Map amendment as specified in Division 10-20.50 (Amendments to the Zoning Code Text or the Official Zoning Map) and as modified by the submittal requirements established for an application for designation of a Historic Overlay Zone.
- b. The Council, Heritage Preservation Commission, or an owner of affected real property may initiate designation. If the proposal includes property other than that owned by the applicant, then, a petition in favor of the request, and on a form prescribed by the City, must be signed by affected property owners representing at least 51 percent of the included parcels;
- c. The Historic Preservation Officer's recommendation shall be transmitted to the Heritage Preservation Commission in the form of a staff report prior to a scheduled public meeting. The staff report shall include the following:
 - (1) An evaluation of the consistency and conformance of the proposed amendment with the goals of the General Plan and any applicable specific plans; and
 - (2) A recommendation on whether the text amendment or Zoning Map amendment should be granted, granted with conditions to mitigate anticipated impacts caused by the proposed development, or denied.
4. A copy of the staff report shall be made available to the public and any applicant prior to the Heritage Preservation Commission's public meeting.
5. Prior to the Heritage Preservation Commission public meeting, the applicant shall conduct a neighborhood meeting pursuant to Section 10.20.30.060 (Neighborhood Meeting). The Heritage Preservation Commission's public meeting shall be noticed in compliance with Section 10-20.30.080 (Notice of Public Hearings).

6. The Heritage Preservation Commission shall render its decision in the form of a written recommendation to the Planning Commission and Council. The Heritage Preservation Commission may recommend approval, approval with conditions, or denial of the Landmark Property request.
7. Public hearings of the Planning Commission and Council shall be noticed and conducted in accordance with Section 10.20.30.010 (Public Hearing Procedures). The Planning Commission and Council shall act on the Heritage Preservation Commission's recommendation in accordance with the procedures established in Section 10-20.50.040 (Procedures).
8. In addition to the above procedures, new Historic Overlay Zones also require a text amendment to the Zoning Code to create the new zone following the procedures outlined in Section 10-20.50.040.B.2.
9. Modification(s) to the boundaries of designated Historic Overlay Zones by including or excluding properties shall be adopted in accordance with this process.
10. New Historic Overlay Zones require the adoption of development standards and design guidelines that are specific to the district.
 - a. Adoption of development standards and design guidelines associated with a new Historic Overlay Zone shall be a fully integrated part of the process for designation of the zone and adopted by an ordinance of the Council.
 - b. Modification(s) to adopted development standards and guidelines shall be adopted in accordance with the process for designation of a new zone, except that the application requirements exclude the need for all other documentation.
11. **Interim Protection for Nominations**

Commencing with the Historic Preservation Commission making a recommendation for approval of a Historic Overlay Zone, Building or Demolition Permits for any property within the proposed Historic Overlay Zone shall not be issued until any one of the following occurs:

 - a. The Historic Preservation Officer has reviewed the proposed work and determined that the proposed work is not subject to the provisions of this Division, or will clearly not have a major impact on a significant resource.
 - b. The Council has approved or denied the proposed Historic Overlay Zone. In the case of zone approval, all work in the new Historic Overlay Zone shall be subject to the provisions of this Division.

- c. Six months have transpired since the Historic Preservation Commission's recommendation for approval of the Historic Overlay Zone with no approval or denial.

E. Individual Signs of Historic or Cultural Significance

1. Signs which may be unusual, significant, or meaningful to the City streetscape and the City's history may be worthy of special recognition and may be designated as a Landmark Property in accordance with the provisions of this Division if they meet the following criteria:
 - a. The sign has been in continuous existence at its present location for not less than 50 years;
 - b. The sign is of exemplary technology, craftsmanship or design for the period in which it was constructed; uses historic sign materials or means of illumination; and/or is unique in that it demonstrates extraordinary aesthetic quality, creativity, or innovation;
 - c. The sign is structurally safe or is capable of being made so without substantially altering its historical character or significance;
 - d. If the sign has been altered, it must be restorable to its historic function and appearance; and
 - e. The sign complies with movement, bracing, and illumination requirements contained in Section 10-50.100.050.D (Structure and Installation).
2. **Effect of Designation**

When a sign is found to be significant, designated as a Landmark Property (Section 10-30.30.040.C), and restored to its historic function and appearance, the sign shall not be subject to the provisions of Division 10-50.100 (Sign Regulations).

10-30.30.050 Cultural Resources

Cultural Resources are an important consideration in an application for development. Professionally prepared Cultural Resource Studies are therefore a requirement of an application for development. The type and format of studies required are determined based on the particular circumstances of the property on which development is proposed. Cultural Resource Studies assess the significance and integrity of potential resources, major impacts that would result from the proposed work, and mitigation measures that could eliminate or offset any major impacts. This Section provides detailed requirements for Cultural Resource Studies and explains how such assessments are performed.

A. Cultural Resource Studies**1. Purpose**

To identify significant cultural resources and potential impacts of proposed development so that mitigation measures can be established for major impacts prior to development of the property.

2. Applicability

- a. Cultural Resource Studies are required for all public and private developments involving:
 - (1) Properties listed on the Flagstaff Register of Historic Places; or
 - (2) Properties listed on the Arizona Register of Historic Places; or
 - (3) Properties listed on the National Register of Historic Places; or
 - (4) Undeveloped land; or
 - (5) Structures over 50 years old at the time of application.
- b. When warranted by the specific conditions of the site or proposed work, the Historic Preservation Officer may determine that a Cultural Resource Study is not required based on the following conditions:
 - (1) The land, while undeveloped, is relatively small, surrounded by development, and unlikely to contain resources; or
 - (2) The structure is not significant or lacks integrity; or
 - (3) The proposed work is excepted from this Division pursuant to Section 10-30.30.030.C.1; or
 - (4) The proposed work does not have major impacts, diminish the significance or integrity of the resource, is reversible, or is temporary; or
 - (5) The structure is post World War II (1945) production housing; or
 - (6) Other circumstances under which it is reasonable to conclude that a Cultural Resource Study is not warranted.
- c. The requirement to prepare a Cultural Resource Study does not in and of itself mean that the resources are significant (See Subsection B below).

3. Specific Application Requirements

a. Types of Studies

Upon consultation with the Historic Preservation Officer and based on the resources that are known or likely to be present, the applicant shall provide an Archeological Resource Study and/or a Historic Resource Study.

b. Preparation

Cultural Resource Studies shall be prepared by professionals qualified in accordance with the *Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation (36 CFR 61 Appendix A)* as currently amended and annotated by the National Park Service.

c. Report Format

The Historic Preservation Officer will work with the professional conducting the study to determine which one of the following report formats, it is appropriate:

(1) Letter Reports

A Letter Report is appropriate when;

- (a) Site conditions, historic records, or previous research or studies indicate that cultural resources are not likely to be present; or
- (b) The integrity of a cultural resource is already severely compromised; or
- (c) The proposed work will not compromise the significance or integrity of the cultural resource; and
- (d) When no mitigation measures are warranted.

The report need only demonstrate that one of these conditions exists.

(2) Phase 1 Cultural Resource Studies

When a Letter Report is not appropriate, a Phase 1 Cultural Resource Study shall be prepared. A Phase 1 Cultural Resource Study shall;

- (a) Identify the presence of cultural resources;
- (b) Evaluate the potential for additional cultural resources being discovered;
- (c) Assess the significance of identified and potential cultural resources;

- (d) Assess the integrity of identified resources;
- (e) Assess identified and potential impacts proposed;
- (f) Provide measures to mitigate major impacts on cultural resources; and
- (g) Advise whether Phase 2 or Phase 3 Cultural Resource Studies will be required.

(3) **Phase 2 Cultural Resource Studies**

A Phase 2 Cultural Resource Study is required when major impacts are proposed for a significant resource that has integrity and when no other mitigation measures are proposed that would maintain the significance and integrity of the resource. A Phase 2 Cultural Resource Study includes all of the contents of a Phase 1 Cultural Resource Study plus complete text descriptions, as-built plans, and archival grade photography that fully document all physical aspects of the resource(s), including its setting. For Archeological Resource Studies, the required field research shall also include sampling subsurface exploration to the satisfaction of the State Historic Preservation Office and coordinated with an appropriate repository.

(4) **Phase 3 Cultural Resource Studies**

A Phase 3 Cultural Resource Study is only used for archeological resources and requires complete data recovery, which must be systematically excavated, inventoried, recorded, and mapped. The planned recovery must be designed to the satisfaction of the State Historic Preservation Office and coordinated with an appropriate repository.

(5) **National Historic Preservation Act Section 106 Documentation**

Documentation prepared pursuant to Section 106 of the National Historic Preservation Act of 1966 and approved by the Arizona State Historic Preservation Officer may serve as one of the above report formats. This alternate format is appropriate when the level of review and content of the Section 106 documentation meets the requirements of this Division.

d. **Content**

A Cultural Resource Study shall be submitted as a bound document and in an electronic format in a form as determined by the Historic Preservation Officer, and shall contain text, plans, photographs, and other appropriate documentation.

4. **Process**

(1) **Heritage Preservation Commission Review**

The Heritage Preservation Commission shall review and accept

Cultural Resource Studies, and may approve or conditionally approve proposed mitigation measures. Alternatively, the Heritage Preservation Commission may require additional research, documentation, or mitigation measures prior to acceptance. Letter Reports may be accepted by a consent approval process described in Section 10-30.30.030.C.

- (2) When a Cultural Resource Study has been accepted, it shall be offered for curation to the appropriate repository as directed by the Historic Preservation Officer or the State Historic Preservation Office, and in accordance with the standards set forth in 36 CFR 79.9 and 79.10.
- (3) The processes for consideration of cultural resources are provided in Figure B (Processes for Consideration of Cultural Resources).

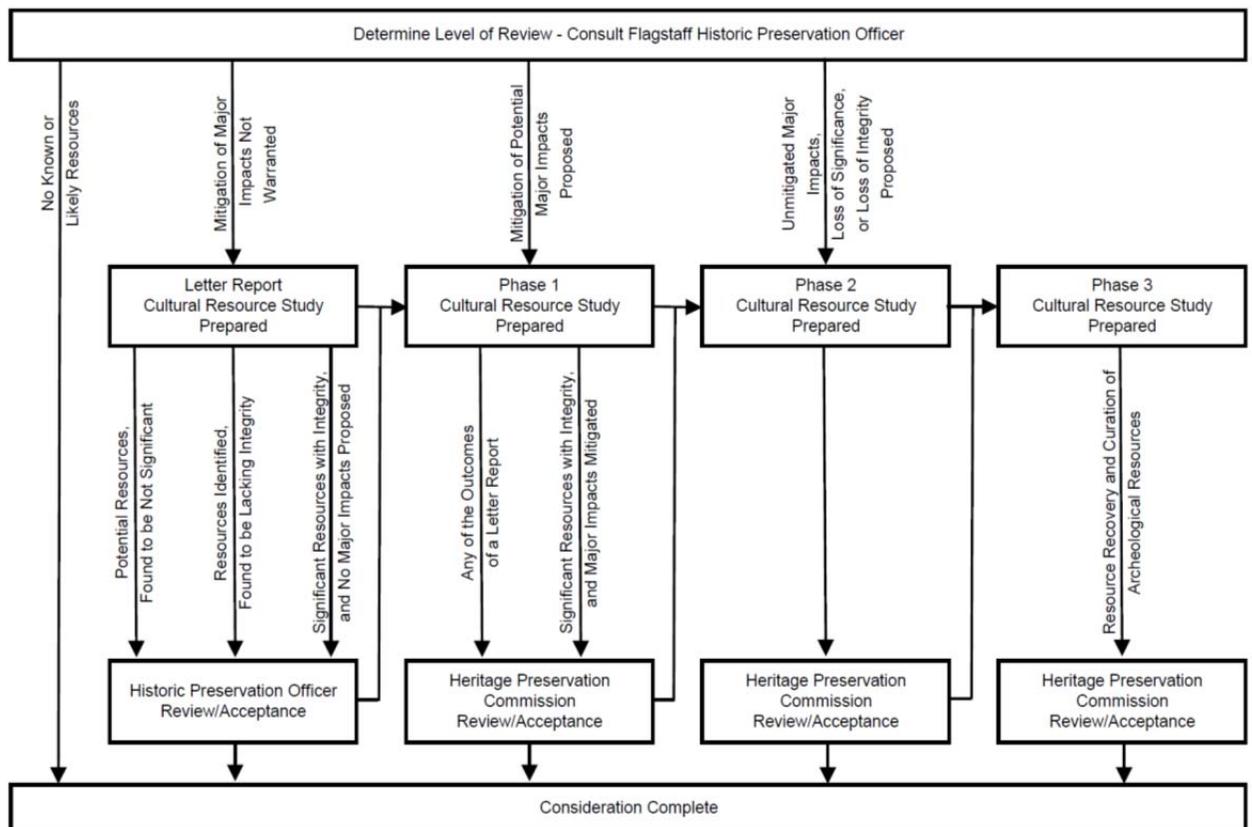


Figure B. Processes for Consideration of Cultural Resources

5. Required Recommendations by the Report Preparer

- a. A Phase 1 Cultural Resource Study shall include a recommendation for the preparation of a Phase 2 Cultural Resource Study when:
 - (1) The assessment of whether a cultural resource’s presence or significance is indeterminate; or

- (2) Major impacts are proposed for a significant resource that has integrity and when no other mitigation measures are proposed that maintain the significance and integrity of the resource.
- b. A Phase 2 Cultural Resource Study shall include a recommendation for the preparation of a Phase 3 Cultural Resource Study when:
 - (1) Significant archeological resources are present in the development area; and
 - (2) Actual or potential impacts are major impacts; and
 - (3) When no other mitigation measures are proposed that maintain the significance and integrity of the resource.

B. Determination of Significance of Cultural Resources

The criteria for determining the significance of a cultural resource is based on the potential of the cultural resource to contribute to our understanding of the past.

1. A cultural resource is significant if:
 - a. It is listed or eligible as a National Historic Landmark, or for the National Register of Historic Places, or the Arizona Register of Historic Places; or
 - b. It is associated with events or persons in the architectural, engineering, archeological, scientific, technological, economic, agricultural, educational, social, political, military, or cultural annals of the City, the State of Arizona, or the United States of America; or
 - c. It represents the work of, or for, an important individual; or
 - d. It embodies distinctive characteristics of type, period, region, artistic values or methods of construction, including being the oldest of its type or the best example of its type; or
 - e. It has yielded, or may be likely to yield, information needed for scientific research, such as important archaeological resources.
2. A resource is generally not significant if:
 - a. It is less than 50 years old at the time of application; or
 - b. The features, materials, patterns and relationships that contributed to its significance are no longer present or no longer have integrity.
3. Requirement to Meet the Criteria, Regardless of Age: Properties that are 50 years old are not automatically significant. In order to be significant,

all resources, regardless of age, must be demonstrated to meet the criteria for determining the significance of a cultural resource.

C. Determination of Integrity

Integrity is the ability of a property to convey its significance and is based on significance, i.e. why, where, and when a property is important. Integrity is the authenticity of a property's physical identity clearly indicated by the retention of characteristics that existed during the property's period of significance. Ultimately, the question of integrity is answered by whether or not the property retains the identity for which it is significant.

1. Historic properties either retain integrity (convey their significance) or they do not.
2. The historic physical features that represent the significance of a property must remain and must be visible enough to convey their significance. However, it is not necessary for a property to retain all its historic physical features or characteristics. The property must retain sufficient physical features, historic character, and appearance that enable it to convey its historic identity and the reasons for its significance.
3. To retain historic integrity a property will always possess several, and usually most, of the following seven aspects of integrity:
 - a. **Location:** The place where the historic property was constructed or the place where the historic event occurred.
 - b. **Design:** The combination of elements that create the form, plan, space, structure, and style of a property. Design includes such elements as organization of space, proportion, scale, technology, ornamentation, and materials.
 - c. **Setting:** The physical environment of a historic property. Whereas location refers to the specific place where a property was built or an event occurred, setting refers to the character of the place in which the property played its historical role.
 - d. **Materials:** The physical elements that were combined or deposited during a particular period of time and in a particular pattern or configuration to form a historic property. A property must retain the key exterior materials dating from the period of its historic significance.
 - e. **Workmanship:** The physical evidence of the crafts of a particular culture or people during any given period in history or prehistory.

- f. **Feeling:** A property's expression of the aesthetic or historic sense of a particular period of time. It results from the presence of physical features that, taken together, convey the property's historic character.
 - g. **Association:** The direct link between an important historic event or person and a historic property.
4. Integrity is not the same as condition. Integrity relates to the presence or absence of historic materials and character defining features. Condition relates to the relative state of physical deterioration of the property. Integrity is generally more relevant to the significance of a property than condition. However, if a property is in such poor condition that original materials and features may no longer be salvageable, then the property's integrity may be adversely impacted and compromised.
 5. To be considered authentic, a property must incorporate a substantial amount of the original features and materials. While new material can exactly copy significant features, if too much historic material is replaced with new material, the integrity of the property is lost and integrity can never be re-created. The precise replication of features with new materials may produce a building that looks like a historic building, but without substantial retention of actual historic materials, the integrity of the property is lost.

D. Determination of Major Impacts to Cultural Resources

Impacts to resources are major when they directly or indirectly alter or destroy any of the characteristics that make the resource significant, including when they may diminish the integrity of the resource including its location, design, setting, materials, workmanship, feeling or association.

1. Major impacts include:
 - a. Physical destruction or damage to all or part of the resource;
 - b. Alteration to all or part of the resource that is not consistent with applicable standards and guidelines;
 - c. Relocation or isolation of the cultural resource from its setting;
 - d. Excessive replacement of original materials;
 - e. Alteration of the character of the cultural resource's setting;
 - f. Introduction of visual, audible, or atmospheric elements that are out of character with the cultural resource or its setting; or
 - g. Neglect of a cultural resource resulting in its deterioration or destruction.

2. An impact is generally not major if:
 - a. It does not alter the resource; or,
 - b. It is reversible; or,
 - c. It is temporary.

E. Mitigation Measures

1. Purpose

To the greatest extent feasible, mitigation measures minimize or offset major impacts on resources with a general threshold of reducing the impacts to a level that is less than a major impact.

2. Applicability

All proposed work that will or may have a major impact on a significant cultural resource, as determined by an appropriate Cultural Resource Study shall incorporate mitigation measures.

3. Professional Design Required

The preparer of a Cultural Resource Study shall design the appropriate mitigation measures. These may include alternative projects, alternative designs, additional work, or other means. The appropriate type and scope of measures varies depending on the cultural resource and impacts, and shall be recommended based on the professional expertise of the preparer and the following:

a. For Potential Resources or Potential Impacts

Construction monitoring by the report preparer is an acceptable mitigation measure. If monitoring indicates that the work will produce a major impact to a significant cultural resource, construction shall cease in the area of the resource and the report preparer, subject to approval pursuant to this Division, shall develop and apply appropriate mitigation measures.

b. For Identified Major Impacts

The following mitigation measure designs are presented in order of general preference:

- (1) Avoidance of significant cultural resources or impacts by not taking a certain action or parts of an action;
- (2) Preservation of cultural resources in place;
- (3) Minimizing major impacts by limiting the degree or magnitude of the action and its implementation;
- (4) Allow other parties to acquire cultural resources, cultural resource sites, or conservation easements;

(5) Data recovery.

c. **Human Remains**

Federal and State laws provide standards and regulations for the handling, care and removal of human remains.

F. **Standards and Guidelines**

The following standards and guidelines apply to the preparation, review, and acceptance of Cultural Resource Studies pursuant to this Section;

1. *Archeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines* as currently amended and annotated by The National Park Service.
2. *The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings.*
3. *Preservation Briefs* and other similar best practice documents published by the National Park Service

10-30.30.060 Development of a Landmark Property and Property within a Historic Overlay Zone

A. **Purpose**

This Section provides standards and procedures for the preservation, reconstruction, rehabilitation, or restoration of designated Landmark Properties and properties within a Historic Overlay Zone.

B. **General Applicability**

Except as provided in Section 10-30.30.020.B, all proposed work on a Landmark Property and within a Historic Overlay Zone, whether or not any other approval or permit is required, including demolition, shall be approved pursuant to this Division.

C. **Process**

Except as provided in Section 10-30.30.030.B, prior to the granting of any required approvals or permits and prior to the commencement of any work on a Landmark Property or within a Historic Overlay Zone, the Heritage Preservation Commission or the Historic Preservation Officer shall review all work proposed and approve or conditionally approve the work in the form of a Certificate of No Effect, Certificate of Appropriateness, or Certificate of Economic Hardship. The process for review and approval of work within a Historic Overlay Zone is represented in Figure C (Processes for Review of Development in a Landmark Property and Historic Overlay Zone).

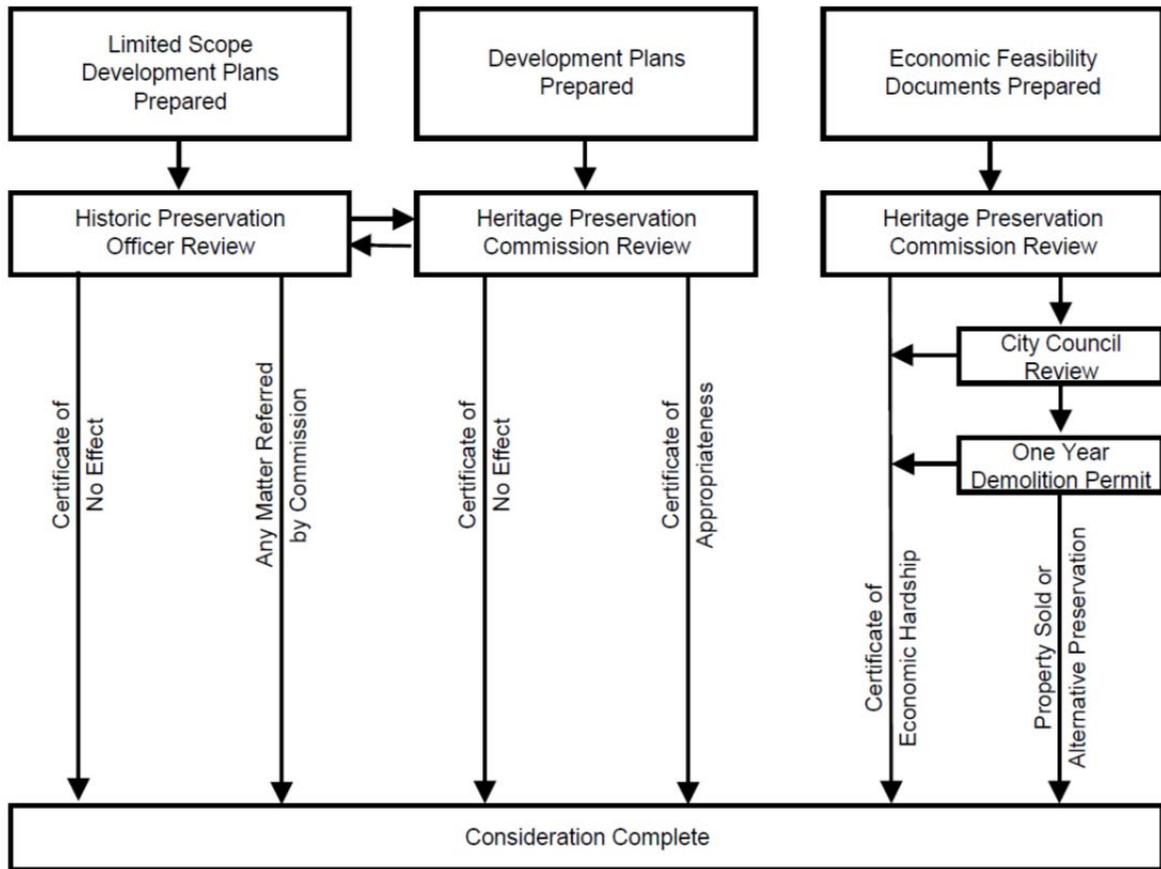


Figure C. Processes for Review of Development in a Landmark Property and Historic Overlay Zone

D. Certification of No Effect

1. Applicability

This approval is appropriate if the proposed work is compatible with the historic or archaeological character of a cultural resource, such that there will be no major impact on the resource, thereby not diminishing, eliminating, or adversely affecting the significance or integrity of the resource.

2. Criteria for Approval

When approving a Certification of No Effect, the Historic Preservation Officer or Heritage Preservation Commission shall find that:

- a. The proposed work is consistent with the purpose and intent of this Division;
- b. The proposed work is compatible with its context:

- (1) The appropriate context for a Landmark or a Historic Property is the property itself and to a much lesser extent, the surrounding properties, and neighborhood;
 - (2) The appropriate context of work in a Historic Overlay Zone is the significant portions of the property itself, the surrounding properties, and the neighborhood;
- c. The cultural resources associated with the proposed work have been sufficiently identified and evaluated;
 - d. There are no major impacts to any on-site cultural resources; and
 - e. The proposed work is consistent with applicable Development Standards and Design Guidelines (Subsection G - Development Standards and Guidelines).

E. Certification of Appropriateness

1. Applicability

This approval is appropriate if the proposed work alters a cultural resource, but does so in such a way that is compatible with the historic or archaeological character of the resource and all major impacts are mitigated such that the work does not diminish, eliminate, or adversely affect the significance or integrity of the resource.

2. Criteria for Approval

When approving a Certification of Appropriateness, the Heritage Preservation Commission shall find that:

- a. The proposed work is consistent with the purpose and intent of this Division;
- b. The proposed work is compatible with its context:
 - (1) The appropriate context for a Landmark or a Historic Property is the property itself and to a much lesser extent, the surrounding properties, and neighborhood;
 - (2) The appropriate context of work in a Historic Overlay Zone is the significant portions of the property itself, the surrounding properties, and the neighborhood;
- c. The cultural resources associated with the proposed work have been sufficiently sought, identified, and evaluated;
- d. Major impacts on cultural resources are sufficiently mitigated; and
- e. The proposed work is consistent with applicable Development Standards and Design Guidelines (Subsection G).

F. Certification of Economic Hardship

1. Applicability

This approval is appropriate if the proposed work, including demolition, and appropriate mitigation measures, will deprive the property owner of reasonable use of or a reasonable economic return on the property; or, will result in a substantial reduction in the economic value of the property; or, will result in a substantial economic burden on the property owner because the property owner cannot reasonably maintain the property in its current form.

2. Criteria for Approval

When approving a Certification of Economic Hardship, the Heritage Preservation Commission shall find that:

- a. The cultural resources associated with the proposed work have been sufficiently identified, and evaluated;
- b. An economic hardship exists (a lack of reasonable use or return, a substantial reduction in the value, or a substantial burden);
- c. Preservation is economically infeasible;
- d. The economic hardship is not a self-created hardship;
- e. Alternative development has been fully explored; and
- f. Alternative financing has been fully explored.

3. Temporary Delay of Demolition

If a Certificate of Economic Hardship is denied by the Heritage Preservation Commission, no demolition shall be permitted for a period of one year from the date of the public meeting when the request was denied. During the temporary delay period, the applicant shall consult in good faith with the Heritage Preservation Commission, state and local preservation groups, and interested parties in a diligent effort to seek an alternative that will result in the preservation or sale of the property. The property owner shall advertise the property for sale at a fair market value based on appraisals. Following the temporary delay period, if no other plan demonstrates a reasonable alternative, and no purchaser has been found, the proposed demolition will be allowed, subject to the issuance of the appropriate permit by the Building Official.

G. Development Standards and Guidelines

The following standards and guidelines apply to all approvals granted pursuant to this Section:

1. City Code, Title 10 Zoning Code

The Heritage Preservation Commission and the Historic Preservation Officer shall apply the development standards and guidelines provided in

Section 10-30.60.080 (Compatibility) as criteria for determining the appropriateness of a development proposal.

2. Industry Standards and Guidelines

- a. *The Archeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines* as currently amended and annotated by The National Park Service.
- b. *The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings.*
- c. *Preservation Briefs* and other similar best practice documents published by the National Park Service.

3. Zone Specific Development Standards and Guidelines

These standards and guidelines are available from the Planning Section.

- a. *Design Handbook for Downtown Flagstaff (1997);*
- b. *Townsite Historic Overlay Zone Design Standards and Guidelines (June 2007);*
- c. *Landmark Zone Design Standards and Guidelines (March 2008);* and,
- d. Others as may be adopted in association with any designation of a new Historic Overlay Zone.

10-30.30.070 Violations and Enforcement

- A. All work authorized as a result of an approval granted pursuant to this Division shall conform to any requirements included with it. Deviations from the plans that served as the basis of the approval of a Certificate of Appropriateness, or from any conditions of approval, constitute a violation of the provisions of this Division. Violations shall be governed by the provisions of Division 10-20.110 (Enforcement).
- B. It shall be the duty of the Heritage Preservation Officer and/or the City Building Inspector to inspect periodically and assure compliance of any work performed pursuant to the provisions of this Division. Enforcement shall be governed by the provisions of Division 10-20.110 (Enforcement).

10-30.30.080 Appeals

Any person, firm, or corporation aggrieved by a decision of the Historic Preservation Officer or the Heritage Preservation Commission in interpreting, applying, or enforcing this Division, may file an appeal in accordance with the appeal provisions established in Section 10-20.80.030 (Appeals of Permits and Other Approvals).

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Division 10-30.30: Heritage Preservation

Final Planning and Zoning Commission Recommendation

To make the proposed amendments in Division 10-30.30 easier to follow and understand, the entire Division is included here in Track Changes format. While the scope of the amendments looks large, the majority are clerical in nature intended to improve the readability of the Division. A summary of major/substantive amendments (e.g. a where new process or procedural requirement is proposed, a standard is changed, etc.) is provided in the table below:

Section No.:	Zoning Code Page No.:	Brief Description	Page No. (this document):
10-30.30.030 General Provisions	30.30-3	Application Requirements: Moved to the beginning of this Section. Includes new text referring to the City's standard application process. Consistent with the rest of the Zoning Code, all submittal requirements have been removed from this Division to be included on the appropriate application forms.	3
10-30.30.030 General Provisions	30.30-6	Unknown or Undiscovered Conditions: Clarifies under what conditions work may be stopped if a cultural resource is identified.	6
10-30.30.040 Designation of Landmark Properties or Historic Overlay Zones	30.30-7	This has been made a new Section for clarity and ease of use. Also, the processes for designation of a Landmark Property is separated from that for a Historic Overlay Zone, and more comprehensive explanations of the designation process are included.	7
10-30.30.050 Cultural Resources	30.30-15	Cultural Resources: Includes an explanation of why cultural resources are important.	15
10-30.30.050 Cultural Resources	30.30-15	Applicability: Clarifies and expands on the conditions when a cultural resource study is not needed.	15
10-30.30.050 Cultural Resources	30.30-17	Includes a reference to National Historic Preservation Act Section 106 Documentation	18
10-30.30.050 Cultural Resources	30.30-22	Determination of Integrity: Includes a new Subsection to provide more detail on what defines the integrity of a cultural resource.	22

Division 10-30.30: Heritage Preservation

Sections:

- [10-30.30.010 Purpose](#)
- [10-30.30.020 Applicability](#)
- [10-30.30.030 General Provisions](#)
- [10-30.30.040 Designation of Landmark Properties or Historic Overlay Zones](#)
- [10-30.30.050 Cultural Resources](#)
- [10-30.30.060 Development of a Landmark Property and Property within a Historic Overlay Zone](#)
- [10-30.30.070 Violations and Enforcement](#)
- [10-30.30.080 Appeals](#)
- ~~10-30.30.010 Purpose~~
- ~~10-30.30.020 Applicability~~
- ~~10-30.30.030 General Provisions~~
- ~~10-30.30.040 Flagstaff Register of Historic Places~~
- ~~10-30.30.050 Cultural Resources~~
- ~~10-30.30.060 Development of Property within a Historic Overlay Zone~~
- ~~10-30.30.070 Violations and Enforcement~~
- ~~10-30.30.080 Appeals~~

Note that explanations in italic font are only included for significant changes in this draft.

10-30.30.010 Purpose

The purpose of this Division is to protect and enhance the cultural, historical, and archaeological heritage of the City of Flagstaff by recognizing, preserving, enhancing, and perpetuating the use of those objects, structures, sites, and landscape features that represent distinctive elements of the City's cultural, political, architectural, and archaeological history. The Council finds and intends that preservation of the City's heritage is in the interest of the health, economic prosperity, education, cultural enrichment, and general welfare of the public. This Division implements the City's General Plan and is implemented pursuant to the provisions of the *National Historic Preservation Act of 1966*, as amended, the Certified Local Government program (16 U.S.C. 470a 101(c)(1)), and A.R.S. § 9-462.01, providing the standards and procedures for heritage preservation. Information on the benefits to a property owner and the various incentive programs that are available to assist a property owner to preserve and protect cultural resources on their properties is available from the City Historic Preservation Officer.

10-30.30.020 Applicability

- A. In addition to all other development standards provided in this Zoning Code, compliance with the requirements of this [DivisionSection](#), and review and

approval ~~pursuant to this Division by the Heritage Preservation Commission~~ is required for the following:

1. Designation of Landmark ~~s, Historic Properties,~~ or Historic Overlay Zones (Section 10-30.30.040~~.B~~);

2. Cultural Resource Studies (Section 10-30.30.050.A); and

~~3. — Mitigation Measures (Section 10-30.30.050.D); and~~

As mitigation measures are included in the Section on Cultural Resource Studies staff recommends that this reference may be deleted.

~~4.3.~~ Development of a Landmark Property and Property within a Historic Overlay Zone (Section 10-30.30.060).

B. Exceptions

Compliance with the requirements of this Division is not required for the following:

1. Work ~~that~~which the Building Official certifies as correcting an imminent hazard, ~~for which and that~~ no temporary corrective measures will suffice in protecting the public safety;

2. Ordinary maintenance or repair of a property or structure, including public infrastructure, that does not involve a change in any element of design and that does not have an impact that is greater than that of the original construction; and,

3. Changes to the interior of structures that do not alter the exterior, the site, or the setting of the cultural resource.

10-30.30.030 General Provisions

A. Conflicting Provisions

When ~~it is not feasible for proposed development to comply with the provisions of~~ this Division conflict with ~~and~~ any other laws, codes, or regulations, then the provisions of this Division shall govern, except for matters of life safety where the more restrictive of such laws, codes, or regulations shall apply.

C.B. General Application Requirements

In addition to any specific provisions, for all reviews, considerations, or approvals sought by this Division Heritage Preservation Commission, an the applicant shall submit a completed application on a form prescribed by the City in compliance with Section 10-20.30.020 (Application Process). The application shall include the information and materials specified in the submittal checklist, together -with the required payment of appropriate fees established as stipulated in Appendix 2, Planning Fee Schedule. - Specific application requirements are established in the following Sections:

- ~~1. Designation of Landmarks, Historic Properties, or Historic Overlay Zones (Section 10-30.30.040.B);~~
- ~~2. Cultural Resource Studies (Section 10-30.30.050.A);~~
- ~~3. Certificate of No Effect (Section 10-30.30.060.D);~~
- ~~4. Certificate of Appropriateness (Section 10-30.30.060.E); and,~~
- ~~5. Certificate of Economic Hardship (Section 10-30.30.060.F);~~

~~D. _____~~

This Subsection on Application Requirements has been moved to the beginning of this Section where it is more logically placed. Text referring to the City's standard application process has also been inserted to make this Section easier to understand.

~~E.C. _____~~ **Consent Approval Process**

~~In lieu of review and approval by the Heritage Preservation Commission, the Historic Preservation Officer may review and approve the following:~~

1. **Applicability**

The Historic Preservation Officer may review and approve or conditionally approve the following:

- a. Cultural ~~R~~esource ~~S~~tudies that are ~~L~~etter ~~R~~eports; and
- b. Certificates of No Effect ~~for building permits~~ for minor work that has a limited impact in relation to the total cultural resource, including:
 - (1) Conforming signs excluding comprehensive sign programs;
 - (2) A ~~remodel,~~ addition, deck or porch that does not expand the floor area or any outdoor activity area by more than 10 percent or 200 square feet ~~and that is not visible from any public right-of-way;~~
 - (3) An accessory structure that is not more than the lesser of 10 percent of the main building's footprint or 400 square feet ~~and that is not visible from any public right-of-way;~~
 - (4) Minor alterations such as storefront windows or doors, other fenestration, awnings, shutters, gutters, porch rails, accessible features and facilities, paint colors, lighting, roofing, fencing, retaining walls, walkways, driveways, or landscaping;
 - (5) Demolition or removal of inappropriate features that are non-original ~~and lacking in integrity~~, including additions, accessory structures, and structures that are not cultural resources; and

(6) Modifications to support systems (mechanical, electrical, satellite dishes, and so forth) that are properly sited and screened.

~~(6)c.~~ Any matter that the Heritage Preservation commission refers to the Historic Preservation Officer for approval.

2. Process

~~a.~~ Consent approval by the ~~Historic~~**Heritage** Preservation Officer is an ~~administrative~~**informal** review and approval that occurs outside of a public meeting.

~~b.a.~~ **Referral to Heritage Preservation Commission**

The Historic Preservation Officer may refer any matter to the Heritage Preservation Commission for any reason, and shall refer any matter to the Heritage Preservation Commission when a denial appears appropriate.

~~e.b.~~ **Heritage Preservation Commission Oversight**

~~With the discussion serving to guide future considerations, t~~The Historic Preservation Officer shall regularly review consent matters with the Heritage Preservation Commission.

~~F.~~ **General Application Requirements**

~~In addition to any specific provisions, for all reviews, considerations, or approvals by the Heritage Preservation Commission, the applicant shall submit a completed application on a form prescribed by the City, with payment of appropriate fees as stipulated in Appendix 2, Planning Fee Schedule. Specific application requirements are established in the following Sections:~~

- ~~1. Designation of Landmarks, Historic Properties, or Historic Overlay Zones (Section 10-30.30.040.B);~~
- ~~2. Cultural Resource Studies (Section 10-30.30.050.A);~~
- ~~3. Certificate of No Effect (Section 10-30.30.060.D);~~
- ~~4. Certificate of Appropriateness (Section 10-30.30.060.E); and,~~
- ~~5. Certificate of Economic Hardship (Section 10-30.30.060.F).~~

~~G.D.~~ **Concurrent Development Application Review**

At the applicant's option, development proposals that require ~~Heritage Preservation Commission~~**an** approval ~~pursuant to this Division~~ may proceed concurrently with other development reviews and processes. However, no permit shall be granted, and no work shall commence, until ~~Heritage Preservation Commission~~**an** approval ~~pursuant to this Division~~ has been granted and mitigation measures have been incorporated into the final design and documentation of the development.

H.E. Expiration of Approvals

1. Any approval pursuant to this Division ~~by the Heritage Preservation Commission or the Heritage Preservation Officer~~ shall automatically expire if the plans are altered or construction proceeds in a manner such that the documentation submitted as the basis of the approval no longer accurately represents the work. See also Section 10-30.30.070 (Violations and Enforcement).
2. Any approval pursuant to this Division ~~by the Heritage Preservation Commission or Heritage Preservation Officer~~ automatically expires one year after the date of approval, unless the work associated with the approval is underway and due diligence toward completion of the work can be demonstrated.

F. Unknown or Undiscovered Conditions

During the course of any work, ~~if a potential cultural resource is discovered which was previously unknown,~~ all work that could impact a ~~the~~ cultural resource shall be stopped immediately and the Historic Heritage Preservation Officer shall be notified if:

1. A potential cultural resource is discovered which was previously unknown; or
2. Any conditions are discovered that prohibit conformance with any approval or conditional approval issued pursuant to this Division; or
3. Any conditions are discovered that warrant any deviation from plans that served as the basis of any approval or conditional approval issued pursuant to this Division.

~~If the Heritage Preservation Officer determines that the cultural resource is potentially significant, t~~The work shall remain stopped until and the applicant has obtained new, additional, or revised approvals pursuant to this Division. ~~shall submit (or re-submit) a plan for the treatment of the resource for Heritage Preservation Commission review and approval.~~

The new text inserted above provides clarity by describing under what conditions work must be stopped and the HPO notified if an impact to a cultural resource has been identified.

G. Flagstaff Register of Historic Places

The Flagstaff Register of Historic Places identifies properties or zones designated by the Council as Landmark Properties or Historic Overlay Zones, which are depicted as such on the official Zoning Map of the City.

Supplemental to the Flagstaff Register of Historic Places, the Historic Preservation Officer shall maintain lists, maps and other data of areas likely to contain cultural, historic, or archaeological resources and properties

believed to be eligible for designation as Landmark Properties or Historic Overlay Zones but not yet designated as such (Refer to Map 10-90.20.010 (Cultural Resource Sensitivity Map)).

- ~~I.~~ Information concerning the nature and/or location of any archaeological resource shall not be made available to the public, pursuant to Federal and State laws.

This Subsection has been moved to this location without any changes as it did not make sense as a separate Section 10-30-30.040.

~~10-30.30.040 — Flagstaff Register of Historic Places~~

~~A. — The Flagstaff Register of Historic Places consists of properties or zones designated by the Council as Landmarks, Historic Properties or Historic Overlay Zones and depicted as such on the official Zoning Map of the City.~~

~~Supplemental to the Flagstaff Register of Historic Places, the Heritage Preservation Officer shall maintain lists, maps and other data of areas likely to contain cultural, historic, or archaeological resources and properties believed to be eligible for designation as Landmarks, Historic Properties or Historic Overlay Zones but not yet designated as such (Refer to Map 10-90.20.010 (Cultural Resource Sensitivity Map)).~~

~~The Historic Preservation Officer shall not make available to the public information concerning the nature and/or location of any archaeological resource, pursuant to Federal and State laws.~~

10-30.30.040 Designation of Landmark Properties, or Historic Overlay Zones

~~I.~~A. Purpose

Designation of a property as a Landmark, ~~Historic~~ Property, or Historic Overlay Zone formally recognizes its significance, and the need to preserve its historic features.

This new Section helps to clearly explain how Land Properties and Historic Overlay Zones are designated.

2. Applicability

- a. Landmark Property: An individual property, object, structure, site, sign, or landscape feature may be designated as a Landmark Property within the Landmark Overlay Zone if it is significant in accordance with the provisions of this Division ~~and the Development Standards and Guidelines of the Landmark Zone are applicable.~~

~~b. An individual property, object, structure, site, or landscape feature may be designated as a Historic Property if it is significant in accordance with the provisions of this Division and individualized Development Standards and Guidelines are warranted.~~

The term "Historic Property" is the same as a "Landmark Property", and therefore, has been removed from this Division.

~~e.b. **Historic Overlay Zone:** A group of properties may be designated as a Historic Overlay Zone if a majority of the properties are significant in accordance with the provisions of this Section or if they provide the necessary setting for a Landmark Property.~~

A number of important revisions are proposed in Subsection 3 below. In order to simplify and clarify the Code for the end user, the process for designation a Landmark Property (Subsection 3) has been separated from the process for designation of a Historic Overlay Zone (Subsection 4). Further, a much clearer and more comprehensive explanation of the process for each of these designations is included consistent with similar process explanations in the Zoning Code.

3. **Process for Designation of a Landmark Property**

~~The designation of property as a Landmark, Historic Property, or Historic Overlay Zone is accomplished through adoption of a Historic Overlay Zone as represented in Figure A (Processes for Historic Overlay Zones), and shall follow all of the procedural steps represented in Figure A (Processes for Designation of a Landmark Property) and described below requirements of an application for a zoning map amendment specified in Division 10-20.50 (Amendments to the Zoning Code Text or the Official Zoning Map), except as modified by the following:~~

- a. An application for designation of a Landmark Property, or an amendment to a Landmark Property, shall be submitted to the Historic Preservation Officer, and shall be reviewed and a recommendation prepared in compliance with the Review Schedule on file with the Planning Section. The designation of a Landmark Property requires submittal of the application requirements for a Small Scale Zoning Map amendment as specified in Division 10-20.50 (Amendments to the Zoning Code Text or the Official Zoning Map) and as modified by the submittal requirements established for an application for designation of a Landmark Property.
- b. The Council, Heritage Preservation Commission, or an owner of affected real property may initiate designation. Property owner consent is required for designation of a Landmark Property;
- c. The Historic Preservation Officer's recommendation shall be transmitted to the Heritage Preservation Commission in the form of a staff report prior to a scheduled public meeting. The staff report shall include the following:

- (1) An evaluation of the consistency and conformance of the proposed amendment with the goals of the General Plan and any applicable specific plans; and
 - (2) A recommendation on whether the proposed Landmark Property designation should be granted, granted with conditions to mitigate any anticipated impacts, or denied.
- d. A copy of the staff report shall be made available to the public and any applicant prior to the Heritage Preservation Commission's public meeting.
- ~~a.e.~~ Prior to the Planning Heritage Preservation Commission public hearing as required in Section 10-20.50.040.H (Planning Commission Public Hearing), the Heritage Preservation Commission Officer shall conduct a public meeting which shall serve in lieu of the the required neighborhood meeting pursuant to Section 10.20.30.0670 (Neighborhood Meeting). Notice of the Heritage Preservation Commission's public meeting shall be in compliance with Section 10-20.30.060 (Neighborhood Meeting).
- ~~f.~~ Prior to, or jointly with, the Planning Commission public hearing, The Heritage Preservation Commission shall render its decision in the form of a written recommendation to the Planning Commission and Council. conduct a public hearing and shall cause its The Heritage Preservation Commission may recommendation for approval, approval with conditions, or denial of the Landmark Property request. of the proposed Historic Overlay Zone to be forwarded to the Planning Commission and Council.
- g. Public hearings of the Planning Commission and Council shall be noticed and conducted in accordance with Section 10.20.30.0100 (Public Hearing Procedures). The Planning Commission and Council shall act on the Heritage Preservation Commission's recommendation in accordance with the procedures established in Section 10-20.50.040 (Procedures).
- ~~b.~~
 - ~~e.~~ In addition to the above procedures, new Historic Overlay Zones may also require a text amendment to the Code to create the new zone following the procedures outlined in Division 10-20.50 (Amendments to the Zoning Code Text or the Official Zoning Map).
Modification(s) to the boundaries of designated Historic Overlay Zones, including or excluding properties, shall be adopted in accordance with this process.
- ~~d.~~

4. Process for Designation of a Historic Overlay Zone

The designation of property or properties as a Historic Overlay Zone is represented in Figure B (Processes for Designation of a Historic Overlay Zone) and shall follow the procedural steps described below:

- a. An application for designation of property or properties as a Historic Overlay Zone, or an amendment to a Historic Overlay Zone, shall be submitted to the Historic Preservation Officer, and shall be reviewed and a recommendation prepared in compliance with the Review Schedule on file with the Planning Section. The designation of a Historic Overlay Zone requires submittal of the application requirements for a Small Scale Zoning Map amendment as specified in Division 10-20.50 (Amendments to the Zoning Code Text or the Official Zoning Map) and as modified by the submittal requirements established for an application for designation of a Historic Overlay Zone.
- b. The Council, Heritage Preservation Commission, or an owner of affected real property may initiate designation. If the proposal includes property other than that owned by the applicant, then, a petition in favor of the request, and on a form prescribed by the City, must be signed by affected property owners representing at least 51 percent of the included parcels;
- c. The Historic Preservation Officer's recommendation shall be transmitted to the Heritage Preservation Commission in the form of a staff report prior to a scheduled public meeting. The staff report shall include the following:
 - (1) An evaluation of the consistency and conformance of the proposed amendment with the goals of the General Plan and any applicable specific plans; and
 - (2) A recommendation on whether the text amendment or Zoning Map amendment should be granted, granted with conditions to mitigate anticipated impacts caused by the proposed development, or denied.
- d. A copy of the staff report shall be made available to the public and any applicant prior to the Heritage Preservation Commission's public meeting.
- e. Prior to the Heritage Preservation Commission public meeting, the applicant shall conduct a neighborhood meeting pursuant to Section 10.20.30.060 (Neighborhood Meeting). The Heritage Preservation Commission's public meeting shall be noticed in compliance with Section 10-20.30.080 (Notice of Public Hearings).
- f. The Heritage Preservation Commission shall render its decision in the form of a written recommendation to the Planning Commission and

Council. The Heritage Preservation Commission may recommend approval, approval with conditions, or denial of the Landmark Property request.

- g. Public hearings of the Planning Commission and Council shall be noticed and conducted in accordance with Section 10.20.30.010 (Public Hearing Procedures). The Planning Commission and Council shall act on the Heritage Preservation Commission's recommendation in accordance with the procedures established in Section 10-20.50.040 (Procedures).
- h. In addition to the above procedures, new Historic Overlay Zones also require a text amendment to the Zoning Code to create the new zone following the procedures outlined in Section 10-20.50.040.B.2.
- e.i. Modification(s) to the boundaries of designated Historic Overlay Zones by including or excluding properties shall be adopted in accordance with this process.

~~4. Specific Application Requirements~~

~~The designation of property as a Landmark, Historic Property, or Historic Overlay Zone requires a Zoning Map amendment of the property to a Historic Overlay Zone and shall follow all of the application requirements of a Zoning Map amendment application specified in Division 10-20.50 (Amendments to the Zoning Code Text or the Official Zoning Map), except as modified by the following:~~

~~The Council, Heritage Preservation Commission, or an owner of affected real property may initiate designation;~~

- ~~a. Applications for designation do not require an assessment of natural resources otherwise required in Division 10-50.80 (Resource Protection Standards), any public facilities and service impact analysis, a site plan, or a Development Master Plan; and~~
- ~~b. In addition to the other specified submittal requirements, applications for designation require the submittal of:

 - ~~(1) A description of the proposal that includes descriptions of the cultural resources (including significance and integrity), the context (including text, maps, and photographs), a map and legal description of the proposed boundaries and how the proposed boundaries were determined;~~
 - ~~(2) Proposed zone specific development standards and guidelines (if any); and~~
 - ~~(3) If the proposal includes property other than that owned by the applicant, then, a petition in favor of the request, and on a form prescribed by the City, must be signed by affected property owners representing at least 51~~~~

~~percent of the included parcels.~~

Throughout the Zoning Code all submittal requirements applicable to permits or process applications have been removed and are included instead on each application form as a check list. Consistent with this philosophy, the application requirements for a Landmark Property and Historic Overlay Zone have been removed from this Division and will be added to updated application forms.

~~5. Process~~

~~The designation of property as a Landmark, Historic Property, or Historic Overlay Zone is accomplished through adoption of a Historic Overlay Zone as represented in Figure A (Processes for Historic Overlay Zones), and shall follow all of the procedural requirements of an application for a zoning map amendment specified in Division 10-20.50 (Amendments to the Zoning Code Text or the Official Zoning Map), except as modified by the following:~~

~~a. Prior to the Heritage Preservation Commission public hearing, the Heritage Preservation Officer shall conduct the required neighborhood meeting pursuant to Section 10.20.30.070 (Neighborhood Meeting).~~

~~a. Prior to, or jointly with, the Planning Commission public hearing, the Heritage Preservation Commission shall conduct a public hearing and shall cause its recommendation for approval or denial of the proposed Historic Overlay Zone to be forwarded to the Planning Commission and Council. Public hearings shall be noticed and conducted in accordance with Section 10.20.30.0100 (Public Hearing Procedures).~~

~~b. In addition to the above procedures, new Historic Overlay Zones may also require a text amendment to the Code to create the new zone following the procedures outlined in Division 10-20.50 (Amendments to the Zoning Code Text or the Official Zoning Map).~~

~~c. Modification(s) to the boundaries of designated Historic Overlay Zones, including or excluding properties, shall be adopted in accordance with this process.~~

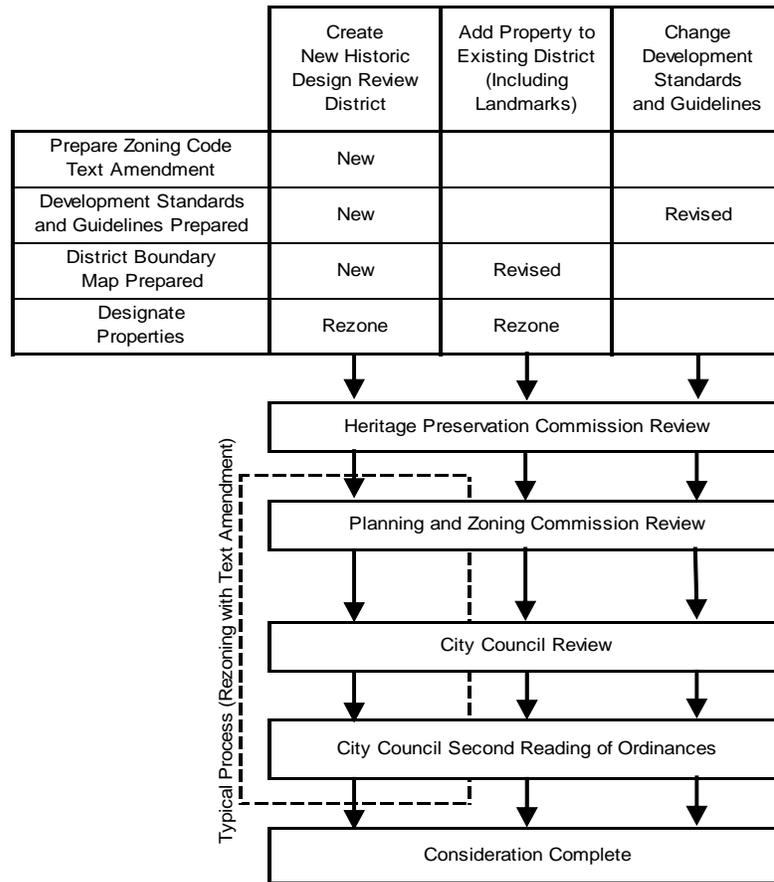


Figure BA - Processes for Historic Overlay Zones

[Add a new Figure A for Landmark Properties and amend Figure B.](#)

10. ~~Zone Specific Development Standards and Guidelines~~ [New Historic Overlay Zones require the adoption of development standards and design guidelines that are specific to the district.](#)

~~d.a.~~ Adoption of development standards and design guidelines associated with a new Historic Overlay Zone shall be a fully integrated part of the process for designation of the zone and adopted by an ordinance of the Council.

~~e.b.~~ Modification(s) to adopted development standards and guidelines shall be adopted in accordance with the process for designation of a new zone, except that the application requirements exclude the need for all other documentation.

11. **Interim Protection for Nominations**

— Commencing with the Historic Preservation Commission making a

recommendation for approval of a Historic Overlay Zone, Building or Demolition Permits for any property within the proposed Historic Overlay Zone shall not be issued until any one of the following occurs:

- ~~f.a.~~ The Historic Preservation Officer has reviewed the proposed work and determined that the proposed work ~~is~~would not ~~be~~ subject to the provisions of this Division, or, ~~that the proposed work~~ will clearly not have a major impact on a significant resource.
- ~~g.b.~~ The Council has approved or denied the proposed Historic Overlay Zone. In the case of zone approval, all work in the new Historic Overlay Zone~~delayed permits~~ shall be fully subject to the provisions of this Division,~~including any zone specific development standards and guidelines and approval by the Heritage Preservation Commission.~~
- ~~h.c.~~ Six months have transpired since the Historic Preservation Commission's recommendation for approval of the Historic Overlay Zone with no approval or denial.

E. Individual Signs of Historic or Cultural Significance

1. Signs which may be unusual, significant, or meaningful to the City streetscape and the City's history may be worthy of special recognition and may be designated as a ~~L~~Landmark Property in accordance with the provisions of this Division if they meet the following criteria:
 - a. The sign has been in continuous existence at its present location for not less than 50 years;
 - b. The sign is of exemplary technology, craftsmanship or design for the period in which it was constructed; uses historic sign materials or means of illumination; and/or is unique in that it demonstrates extraordinary aesthetic quality, creativity, or innovation;
 - c. The sign is structurally safe or is capable of being made so without substantially altering its historical character or significance;
 - d. If the sign has been altered, it must be restorable to its historic function and appearance; and
 - e. The sign complies with movement, bracing, and illumination requirements contained in Section 10-50.~~9100~~.050.D (Structure and Installation).
2. **Effect of Designation**
When a sign is found to be significant, designated as a Landmark Property (Section 10-30.30.040.CB), and restored to its historic function and appearance, the sign shall not be subject to the provisions of Division 10-50.~~9100~~ (Sign Regulations).

10-30.30.050 Cultural Resources

Cultural Resources are an important consideration in an application for development. Professionally prepared Cultural Resource Studies are, therefore, a requirement of an application for development. The type and format of studies required are determined based on the particular circumstances of the property on which development is proposed. Cultural Resource Studies assess the significance and integrity of potential resources, major impacts that would result from the proposed work, and mitigation measures that could eliminate or offset any major impacts. This Section provides detailed requirements for Cultural Resource Studies and explains how such assessments are performed.

A. Cultural Resource Studies**1. Purpose**

To identify significant cultural resources and potential impacts of proposed development so that mitigation measures can be established for major impacts prior to development of the property.

2. Applicability

a. Cultural Resource Studies are required for all public and private developments involving:

- (1) Properties listed on the Flagstaff Register of Historic Places; or
- (2) Properties listed on the Arizona Register of Historic Places; or
- (3) Properties listed on the National Register of Historic Places; or
- (4) Undeveloped land; or
- (5) Structures over 50 years old at the time of application.

b. When warranted by the specific conditions of the site or proposed work, the Historic Preservation Officer may determine that a Cultural Resource Study is not required based on the following conditions:

(1) The land, while undeveloped, is relatively small, surrounded by development, and unlikely to contain resources; or

~~(1)~~(2) The structure is not significant or lacks integrity; or

~~(2)~~(3) The proposed work is excepted from this Division pursuant to ~~meets the consent approval process criteria~~ (Section 10-30.30.030.CB.1); or

~~(3)~~(4) The proposed work does not have major impacts, ~~diminish~~alter the significance or integrity of the resource, is reversible, or is temporary; or

- (5) The structure is post World War II (1945) production housing; or;
- ~~(4)~~(6) Other circumstances under which it is reasonable to conclude that a Cultural Resource Study is not warranted.

This amendment clarifies and expands on the conditions when a cultural resource study is not needed.

- c. The requirement to prepare a Cultural Resource Study does not in and of itself mean that the resources are significant (See Subsection B below).

3. Specific Application Requirements

a. Types of Studies

Upon consultation with the ~~Historic~~Heritage Preservation Officer and based on the resources that are known or likely to be present, the applicant shall provide an Archeological Resource Study and/or a Historic Resource Study.

b. Preparation

Cultural Resource Studies shall be prepared by professionals qualified in accordance with the *Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation (36 CFR 61 Appendix A)* as currently amended and annotated by the National Park Service.

c. Report Format

~~With the concurrence of the~~The ~~Heritage~~Historic Preservation Officer will work with the professional conducting the study to determine which, a preparer may select, one of the following report formats ~~when, in their professional opinion,~~ it is appropriate:

(1) Letter Reports

A Letter Report is appropriate when;

(a) ~~s~~Site conditions, historic records, or previous research or studies indicate that cultural resources are not likely to be present; or

(b) ~~r~~The integrity of a cultural resource is already severely compromised; or

(c) ~~t~~The proposed work will not compromise the significance or integrity of the cultural resource; and

(d) ~~w~~When no mitigation measures are warranted.

~~(1)~~ The report need only ~~content can be abbreviated to that necessary to demonstrate~~ that one of these conditions exists. ~~If on-site inspection or other investigation it appears that~~

~~cultural resources may be present, the applicant shall conduct and file a Phase 1 Cultural Resource Study.~~

(2) Phase 1 Cultural Resource Studies

When a Letter Report is not appropriate, a Phase 1 Cultural Resource Study shall be prepared. A Phase 1 Cultural Resource Study shall:

(a) Identify the presence of cultural resources;

(b) Evaluate the potential for additional cultural resources being discovered;

(c) Assess the significance of identified and potential cultural resources;

(d) Assess the integrity of identified resources;

(e) Assess identified and potential impacts proposed;

(f) Provide measures to mitigate major impacts on cultural resources; and

~~(g)~~ (g) Advise whether Phase 2 or Phase 3 Cultural Resource Studies ~~should~~ will be required.

(3) Phase 2 Cultural Resource Studies

~~When a~~ A Phase 2 Cultural Resource Study is required when major impacts are proposed for a significant resource that has integrity and when no other mitigation measures are proposed that would maintain the significance and integrity of the resource. ~~A Phase 2 Cultural Resource Study~~ the field research shall ~~includes all of the contents of a Phase 1 Cultural Resource Study plus the preparation of~~ complete text descriptions, as-built plans, and archival grade photography; that fully document ~~of all physical~~ aspects of the ~~cultural~~-resource(s), including its setting. For Archeological Resource Studies, the required field research shall also include sampling subsurface exploration to the satisfaction of the State Historic Preservation Office and coordinated with an appropriate repository.

This amendment clarifies the conditions under which a Phase 2 Cultural Resource Study is required.

(4) Phase 3 Cultural Resource Studies

A Phase 3 Cultural Resource Study is only used for archeological resources and requires ~~includes~~ complete data recovery, which must be systematically excavated, inventoried, recorded, and mapped. ~~with~~ The planned recovery must be designed to the

satisfaction of the State Historic Preservation Office and coordinated with an appropriate repository.

~~(4)~~(5) National Historic Preservation Act Section 106

Documentation

Documentation prepared pursuant to Section 106 of the National Historic Preservation Act of 1966 and approved by the Arizona State Historic Preservation Officer may serve as one of the above report formats. This alternate format is appropriate when the level of review and content of the Section 106 documentation meets the requirements of this Division.

This is an important addition to this Section as it refers to a currently in effect process that is currently used by the State HPO in cooperation with the City Historic Preservation Officer.

~~d.~~ d. **Content**

A Cultural Resource Study shall be submitted as a bound document and in an electronic format in a form as determined by the Historic Preservation Officer, and shall contain text, plans, photographs, and other appropriate documentation. ~~to provide:~~

- ~~(1) Introductory information (identification of the development, property owners, clients, study preparers, contents, and index);~~
- ~~(2) A description of the study area and context and a description of the study area boundaries and how these were determined;~~
- ~~(3) A description of existing conditions;~~
- ~~(4) A description of proposed work;~~
- ~~(5) A summary of research results; reviews of literature and records (AZSITE, ASLD, Government Land Office Maps, and Sanborn Maps, land use records and so forth);~~
- ~~(6) A detailed description of the site history;~~
- ~~(7) A complete description and evaluation of the significance and integrity of actual and potential cultural resources;~~
- ~~(8) An evaluation of potential impacts of proposed work on actual or potential cultural resources, including any indirect or residual impacts;~~
- ~~(9) Specific recommendations for mitigation of major impacts on actual or potential cultural resources;~~
- ~~(10) ——— When appropriate, specific recommendations for additional research and documentation; and~~

- ~~(11) ——— Appendixes: A description of the field research methods (including disposition of recovered data when appropriate), a bibliography, and summary of the report preparer's professional qualifications and experience.~~

Throughout the remainder of the Zoning Code all submittal requirements applicable to permits or process applications have been removed and are included instead on each application form as a check list. Consistent with this philosophy, the application requirements for a Landmark Property and Historic Overlay Zone have been removed from this Division and will be added to updated application forms.

4.d.Process

a.(1) Heritage Preservation Commission Review

The Heritage Preservation Commission shall review and accept Cultural Resource Studies, and may approve or conditionally approve proposed mitigation measures. Alternatively, the Heritage Preservation Commission may require additional research, documentation, or mitigation measures prior to acceptance. Letter Reports may be accepted by a consent approval process described in Section 10-30.30.030.CB.

- ~~(1)(2) Following When a Phase 2 or Phase 3 Cultural Resource Study, ~~documented resource data or recovered data~~ has been accepted, it shall be offered for curation to the appropriate repository as directed by the Heritage Historic Preservation Officer or the State Historic Preservation Office, and in accordance with the standards set forth in 36 CFR 79.9 and 79.10.~~

- ~~(2)(3) The processes for consideration of cultural resources are provided in Figure C (Processes for Consideration of Cultural Resources).~~

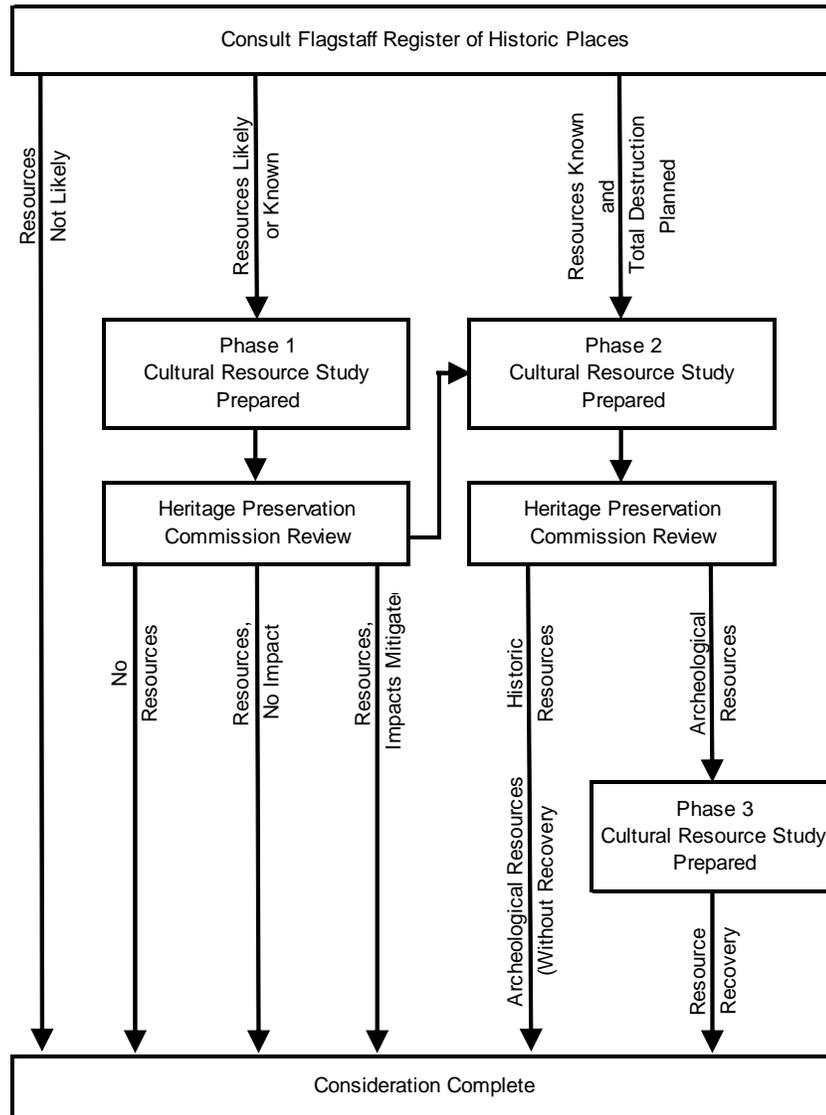


Figure B - Processes for Consideration of Cultural Resources

5. Required Recommendations by the Report Preparer

a. A Phase 1 Cultural Resource Study shall include a recommendation for the preparation of a Phase 2 Cultural Resource Study when:

- (1) The assessment of whether a cultural resource's presence or significance is indeterminate; or,
- (2) ~~Identified or potential cultural resources are determined to be significant and total destruction (demolition) is proposed~~ Major impacts are proposed for a significant resource that has integrity and when no other mitigation measures are proposed that maintain the significance and integrity of the resource.

This amendment clarifies the need for a Phase 2 Cultural Resource Study when major impacts to a resource are proposed.

b. A Phase 2 Cultural Resource Study shall include a recommendation for the preparation of a Phase 3 Cultural Resource Study when:

- (1) Significant archeological resources are present in the development area; ~~and~~,
- (2) Actual or potential impacts are major impacts; ~~and~~,
- (3) When no other mitigation measures are proposed that maintain the significance and integrity of the resource ~~Avoidance is not an option.~~

This amendment clarifies the need for a Phase 3 Cultural Resource Study.

B. Determination of Significance of Cultural Resources

The criteria for determining the significance of a cultural resource is based on the potential of the cultural resource to contribute to our understanding of the past.

1. A cultural resource is significant if:

- a. It is listed or eligible as a National Historic Landmark, or for the National Register of Historic Places, or the Arizona Register of Historic Places; or
- b. It is associated with events or persons in the architectural, engineering, archeological, scientific, technological, economic, agricultural, educational, social, political, military, or cultural annals of the City, the State of Arizona, or the United States of America; or
- c. It represents the work of, or for, an important individual; or

- d. It embodies distinctive characteristics of type, period, region, artistic values or methods of construction, including being the oldest of its type or the best example of its type; or
 - e. It has yielded, or may be likely to yield, information needed for scientific research, such as important archaeological resources.
2. A resource is generally not significant if:
 - a. It is less than 50 years old at the time of application; or
 - b. The features, materials, patterns and relationships that contributed to its significance are no longer present or no longer have integrity.
 3. Requirement to Meet the Criteria, Regardless of Age: Properties that are 50 years old are not automatically significant. In order to be significant, all resources, regardless of age, must be demonstrated to meet the criteria for determining the significance of a cultural resource.

C. **Determination of Integrity**

Integrity is the ability of a property to convey its significance and is based on significance, i.e. why, where, and when a property is important. Integrity is the authenticity of a property's physical identity clearly indicated by the retention of characteristics that existed during the property's period of significance. Ultimately, the question of integrity is answered by whether or not the property retains the identity for which it is significant.

1. Historic properties either retain integrity (convey their significance) or they do not.
2. The historic physical features that represent the significance of a property must remain and must be visible enough to convey their significance. However, it is not necessary for a property to retain all its historic physical features or characteristics. The property must retain sufficient physical features, historic character, and appearance that enable it to convey its historic identity and the reasons for its significance.
3. To retain historic integrity a property will always possess several, and usually most, of the following seven aspects of integrity:
 - a. **Location:** The place where the historic property was constructed or the place where the historic event occurred.
 - b. **Design:** The combination of elements that create the form, plan, space, structure, and style of a property. Design includes such elements as organization of space, proportion, scale, technology, ornamentation, and materials.

- c. Setting: The physical environment of a historic property. Whereas location refers to the specific place where a property was built or an event occurred, setting refers to the character of the place in which the property played its historical role.
 - d. Materials: The physical elements that were combined or deposited during a particular period of time and in a particular pattern or configuration to form a historic property. A property must retain the key exterior materials dating from the period of its historic significance.
 - e. Workmanship: The physical evidence of the crafts of a particular culture or people during any given period in history or prehistory.
 - f. Feeling: A property's expression of the aesthetic or historic sense of a particular period of time. It results from the presence of physical features that, taken together, convey the property's historic character.
 - g. Association: The direct link between an important historic event or person and a historic property.
4. Integrity is not the same as condition. Integrity relates to the presence or absence of historic materials and character defining features. Condition relates to the relative state of physical deterioration of the property. Integrity is generally more relevant to the significance of a property than condition. However, if a property is in such poor condition that original materials and features may no longer be salvageable, then the property's integrity may be adversely impacted and compromised.
- To be considered authentic, a property must incorporate a substantial amount of the original features and materials. While new material can exactly copy significant features, if too much historic material is replaced with new material, the integrity of the property is lost and integrity can never be re-created. The precise replication of features with new materials may produce a building that looks like a historic building, but without substantial retention of actual historic materials, the integrity of the property is lost.

Staff recommends that this new Subsection should be included as it provides more detail on what defines the integrity of a cultural resource consistent with the existing Code's criteria used to define "significance" and "major impacts". This is also consistent with standards for placing a property on the National Registry.

D. Determination of Major Impacts ~~To~~ Cultural Resources

Impacts to resources are major when they directly or indirectly alter or destroy any of the characteristics that make the ~~cultural~~ resource significant, including when they may diminish the integrity of the resource's including its location, design, setting, materials, workmanship, feeling or association.

1. Major impacts include:
 - a. Physical destruction or damage to all or part of the resource;
 - b. Alteration to all or part of the resource that is not consistent with applicable standards and guidelines;
 - c. Relocation or isolation of the cultural resource from its setting;
 - ~~e.~~d. Excessive replacement of original materials;
 - ~~d.~~e. Alteration of the character of the cultural resource's setting;
 - ~~e.~~f. Introduction of visual, audible, or atmospheric elements that are out of character with the cultural resource or its setting; or
 - ~~f.~~g. Neglect of a cultural resource resulting in its deterioration or destruction.
2. An impact is generally not major if:
 - a. It does not alter the resource; or,
 - b. It is reversible; or,
 - c. It is temporary.

E. Mitigation Measures

1. **Purpose**
To the greatest extent feasible, mitigation measures minimize or offset major impacts on resources with a general threshold of reducing the impacts to a level that is less than a major impact.
2. **Applicability**
~~For a~~All proposed work ~~for which a Cultural Resource Study has identified that the work~~ will or may have a major impact on a significant cultural resource, as determined by an appropriate Cultural Resource Study ~~such proposed work~~ shall incorporate mitigation measures.
3. **Professional Design Required**
The preparer of a Cultural Resource Study shall design the appropriate mitigation measures. These may include alternative projects, alternative designs, additional work, or other means. The appropriate type and scope of measures varies depending on the cultural resource and impacts, and shall be recommended based on the professional expertise of the preparer and the following:
 - a. **For Potential Resources or Potential Impacts**
Construction monitoring by the report preparer is an acceptable

mitigation measure. If monitoring indicates that the work will produce a major impact to a significant cultural resource, construction shall cease in the area of the resource and the report preparer, subject to ~~Heritage Preservation Commission~~ approval [pursuant to this Division](#), shall develop and apply appropriate mitigation measures.

b. For Identified Major Impacts

The following mitigation measure designs are presented in order of general preference:

- (1) Avoidance of significant cultural resources or impacts by not taking a certain action or parts of an action;
- (2) Preservation of cultural resources in place;
- (3) Minimizing major impacts by limiting the degree or magnitude of the action and its implementation;
- (4) Allow other parties to acquire cultural resources, cultural resource sites, or conservation easements; ~~and~~
- (5) Data recovery.

c. Human Remains

Federal and State laws provide standards and regulations for the handling, care and removal of human remains.

F. Standards and Guidelines

The following standards and guidelines apply to the preparation, review, and acceptance of Cultural Resource Studies pursuant to this Section;

1. *Archeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines as currently amended and annotated by The National Park Service.*
2. *The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings.*
- ~~e.~~3. *Preservation Briefs and other similar best practice documents published by the National Park Service.*

This addition establishes the industry recognized standards and guidelines used to evaluate all applications submitted for review pursuant to this Section.

10-30.30.060 Development of [a Landmark Property and](#) Property within a Historic Overlay Zone**A. Purpose**

This Section provides standards and procedures for the preservation, reconstruction, rehabilitation, or restoration of designated Landmarks, ~~Historic~~ Properties, and properties within a Historic Overlay Zone.

B. General Applicability

Except as provided in Section 10-30.30.020.B, [all proposed work on a Landmark Property and](#) within a Historic Overlay Zone, whether or not any other approval or permit is required, ~~all proposed work~~, including demolition, shall be approved [pursuant to this Division](#) ~~by the Heritage Preservation Commission~~.

C. Process

Except as provided in Section 10-30.30.030.B, prior to the granting of any ~~other~~ required approvals or permits and prior to the commencement of any work [on a Landmark Property or within a Historic Overlay Zone](#), the Heritage Preservation Commission [or the Historic Preservation Officer](#) shall review all work proposed and ~~shall~~ approve or conditionally approve the work in the form of a Certificate of No Effect, Certificate of Appropriateness, or Certificate of Economic Hardship. The process for review and approval of work within a Historic Overlay Zone is represented in Figure [D](#) ~~C~~ (Processes for Review of Development in a Historic Overlay Zone).

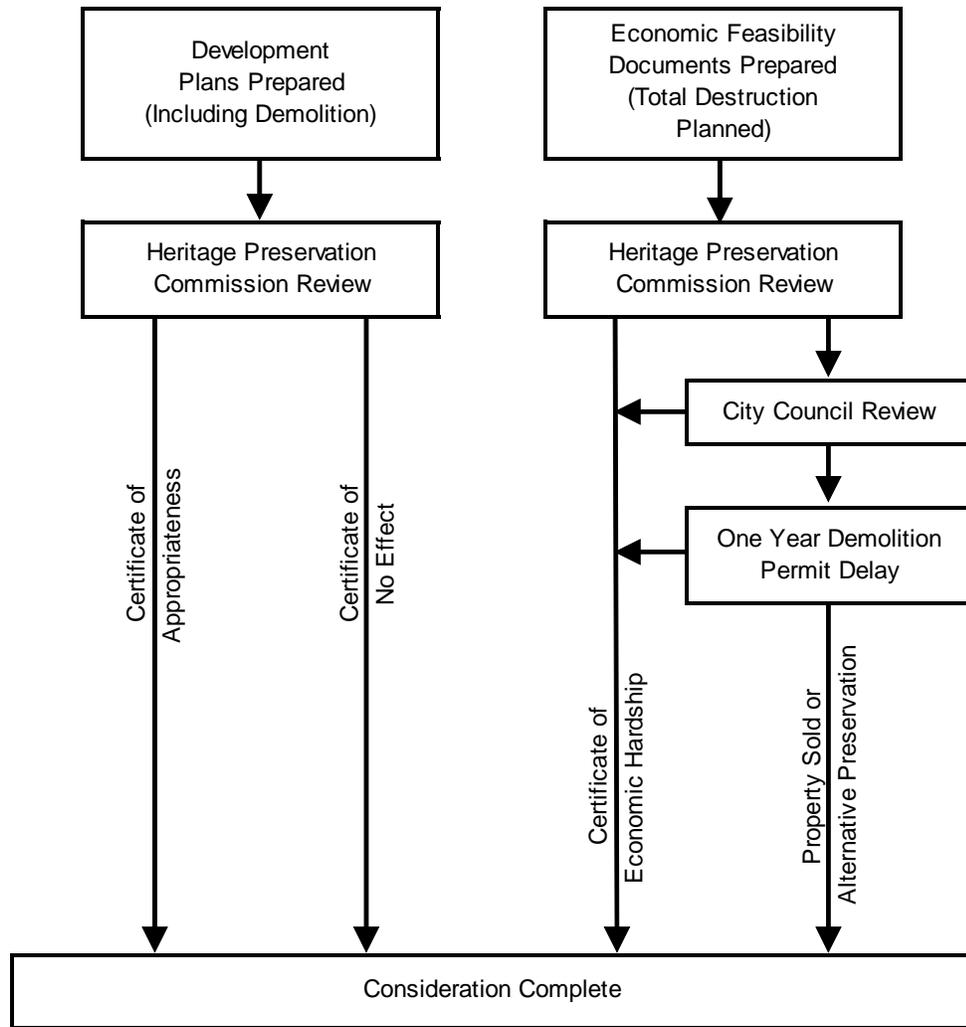


Figure C - Processes for Review of Development in a Historic Overlay Zone

D. Certification of No Effect

1. Applicability

This approval is appropriate if the proposed ~~or~~ work ~~that~~ is compatible with the historic or archaeological character of a cultural resource, such that there will be ~~is~~ no major impact on the resource, thereby not diminishing, eliminating, or adversely affecting the significance or integrity of the resource.

~~2. Specific Application Requirements~~

~~The following information is required. All drawings shall be drawn to scale and clearly dimensioned, and shall clearly and accurately represent the development, including existing, demolished, and proposed work.~~

~~a. Site Plan~~

~~Include property lines; topography; existing trees; outlines of neighboring buildings; public ways and improvements; building footprints with front, side, and rear yard dimensions; garages and parking, driveways, and curb cuts; locations of fences, walls, and other structures; signage; and exterior lighting;~~

~~b. Floor Plans~~

~~While interiors are not subject to review, floor plans greatly aid the Heritage Preservation Commission in understanding proposals;~~

~~c. Exterior Elevations~~

~~Elevations should indicate windows and doors, materials, railings and other details and features. Height and elevation marks shall be indicated, including heights from grade to top of eaves, ridge, roof, parapet, etc.;~~

~~d. Exterior Details~~

~~Additional details shall be provided as necessary. Building sections may be required;~~

~~e. Landscape Plan (If required);~~

~~f. Colors~~

~~Color board depicting the colors of all exterior materials and finishes; and~~

~~g.a. Photographs~~

~~Photographs of the development's context, including the elements of basic design compatibility from the property itself, the surrounding properties and the neighborhood as appropriate.~~

Throughout the remainder of the Zoning Code all submittal requirements applicable to permits or process applications have been removed and are included instead on each application form as a check list. Consistent with this philosophy, the application requirements for a Landmark Property and

Historic Overlay Zone have been removed from this Division and will be added to updated application forms

~~3.2.~~ **Criteria for Approval**

When approving a Certificationone of No Effect, the [Historic Preservation Officer or](#) Heritage Preservation Commission shall find that:

- a. The proposed work is consistent with the purpose and intent of this Division;
- b. The proposed work is compatible with its context:
 - (1) The appropriate context for a Landmark or a Historic Property is the property itself and to a much lesser extent, the surrounding properties, and neighborhood;
 - (2) The appropriate context of work in a Historic Overlay Zone is the significant portions of the property itself, the surrounding properties, and the neighborhood;
- c. The cultural resources associated with the proposed work have been sufficiently ~~sought,~~ identified, and evaluated;
- d. There are no major impacts [to any on-site](#) cultural resources; and
- e. The proposed work is consistent with applicable Development Standards and Design Guidelines (Subsection G - Development Standards and Guidelines).

E. Certificationone of Appropriateness

1. **Applicability**

This approval is appropriate [if the proposed](#) ~~or~~ work ~~that~~ alters a cultural resource, [but does so](#) in such a way that is compatible with the historic or archaeological character of the resource and all major impacts are mitigated such that the work does not diminish, eliminate, or adversely affect the significance [or integrity](#) of the resource.

~~2. **Specific Application Requirements**~~

~~The application information required for a Certificate of Appropriateness is the same as that required for a Certificate of No Effect (See Section 10-30.30.060.D)~~

~~3.2.~~ **Criteria for Approval**

When approving a Certificationone of Appropriateness, the Heritage Preservation Commission shall find that:

- a. The proposed work is consistent with the purpose and intent of this Division;

- b. The proposed work is compatible with its context:
 - (1) The appropriate context for a Landmark or a Historic Property is the property itself and to a much lesser extent, the surrounding properties, and neighborhood;
 - (2) The appropriate context of work in a Historic Overlay Zone is the significant portions of the property itself, the surrounding properties, and the neighborhood;
- c. The cultural resources associated with the proposed work have been sufficiently sought, identified, and evaluated;
- d. Major impacts on cultural resources are sufficiently mitigated; and
- e. The proposed work is consistent with applicable Development Standards and Design Guidelines (Subsection G).

F. Certification of Economic Hardship

1. **Applicability**

This approval is appropriate if the proposed ~~when~~ work, including demolition, and appropriate mitigation measures, will deprive the property owner of reasonable use of or a reasonable economic return on the property; or, will result in a substantial reduction in the economic value of the property; or, will result in a substantial economic burden on the property owner because the property owner cannot reasonably maintain the property in its current form.

~~2. **Specific Application Requirements**~~

~~The following information is required:~~

- ~~a. Cost estimates for the work and any required mitigation measures;~~
- ~~b. Appraisals of the property as it exists, as proposed, and incorporating any required mitigation measures;~~
- ~~c. Economic feasibility studies, including for rehabilitation or reuse of the existing structure on the property, statements of the property's historic gross income, and maintenance expenses;~~
- ~~d. Evidence of any alternatives that were explored;~~
- ~~e. Evidence that the applicant has sought preservation assistance from available sources;~~
- ~~f. Evidence that the owner has been unable to sell the property; and~~
- ~~g.a. Other information considered necessary by the Heritage Preservation Commission.~~

3.2. Criteria for Approval

When approving a Certification of Economic Hardship, the Heritage Preservation Commission shall find that:

- a. The cultural resources associated with the proposed work have been sufficiently ~~sought~~, identified, and evaluated;
- b. An economic hardship exists (a lack of reasonable use or return, a substantial reduction in the value, or a substantial burden);
- c. Preservation is economically infeasible;
- d. The economic hardship is not a self-created hardship;
- e. Alternative development has been fully explored; and
- f. Alternative financing has been fully explored.

4.3. Temporary Delay of Demolition

If a Certificate of Economic Hardship is denied by the Heritage Preservation Commission, no demolition shall be permitted for a period of one year from the date of the public meeting when the request was denied. During the temporary delay period, the applicant shall consult in good faith with the Heritage Preservation Commission, state and local preservation groups, and interested parties in a diligent effort to seek an alternative that will result in the preservation or sale of the property. The property owner shall advertise the property for sale at a fair market value based on appraisals. Following the temporary delay period, if no other plan demonstrates a reasonable alternative, and no purchaser has been found, the proposed demolition will be allowed, subject to the issuance of the appropriate permit by the Building Official.

G. Development Standards and Guidelines

~~The Heritage Preservation Commission shall apply the development standards and guidelines provided in Section 10-30.60.080 (Compatibility) as criteria for determining the appropriateness of a development proposal. The Heritage Preservation Commission shall also apply the following additional standards and guidelines [apply to all approvals granted pursuant to this Section](#):~~

1. City Code, Title 10 Zoning Code

The Heritage Preservation Commission and the Historic Preservation Officer shall apply the development standards and guidelines provided in Section 10-30.60.080 (Compatibility) as criteria for determining the appropriateness of a development proposal.

1.2. Industry Standards and Guidelines

a. Archeology and Historic Preservation

The Archeology and Historic Preservation: Secretary of the Interior's

Standards and Guidelines as currently amended and annotated by The National Park Service.

b. *The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings.*

~~b.c.~~ [Preservation Briefs and other similar best practice documents published by the National Park Service.](#)

These amendments clarify how standards and guidelines apply to approvals granted pursuant to the Section.

~~2.3.~~ **Zone Specific Development Standards and Guidelines**

[These standards and guidelines are available from the Planning Section.](#)

- a. *Design Handbook for Downtown Flagstaff (1997);*
- b. *Townsite Historic Overlay Zone Design Standards and Guidelines (June 2007);*
- c. *Landmark Zone Design Standards and Guidelines (March 2008); and,*
- d. Others as may be adopted in association with any designation of a new Historic Overlay Zone.

10-30.30.070 Violations and Enforcement

- A. All work ~~performed pursuant to a Certificate of Appropriateness and a Certificate of No Effect~~ [authorized as a result of an approval granted pursuant to issued in compliance with](#) this Division shall conform to any requirements included with it. Deviations from the plans that served as the basis of the approval of a Certificate of Appropriateness, or from any conditions of approval, constitute a violation of the provisions of this Division. Violations shall be governed by the provisions of Division 10-20.11~~20~~ (Enforcement).
- B. It shall be the duty of the [Heritage Preservation Officer and/or the](#) City Building Inspector to inspect periodically and assure compliance of any work performed pursuant to the provisions of this Division. Enforcement shall be governed by the provisions of Division 10-20.11~~20~~ (Enforcement).

10-30.30.080 Appeals

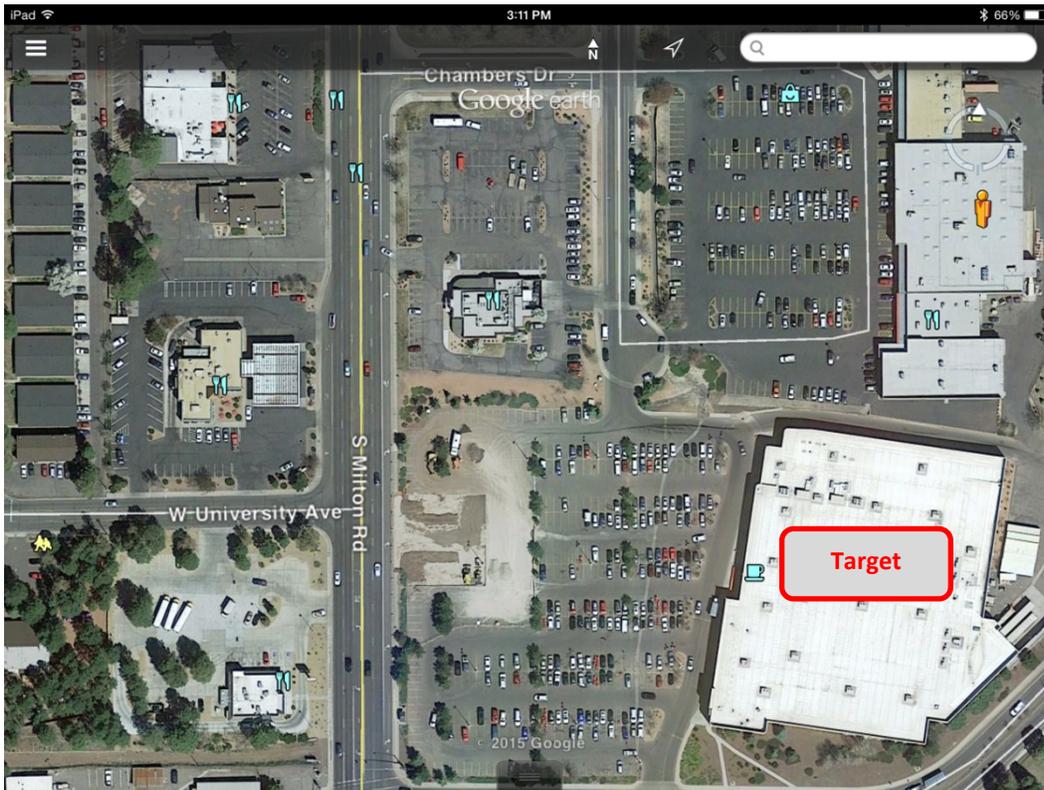
Any person, firm, or corporation aggrieved by a decision of the ~~Historic~~[Heritage](#) Preservation Officer or the Heritage Preservation Commission in interpreting, applying, or enforcing this Division, may file an appeal in accordance with the

appeal provisions established in Section 10-20.80.030 (Appeals of Permits and Other Approvals).

Div10-30.30_HeritagePreservation_RedLine_2015Jun24_FinalPZ.docx

Photographs of “Building Forward Design” in New Developments in Flagstaff

September 16, 2015



Photograph of S. Milton Road and Riordan Ranch Road (above) illustrating typical parking-forward/buildings-to-the-rear development patterns, with no connections to the street, prior to adoption of the 1991 Land Development Code.

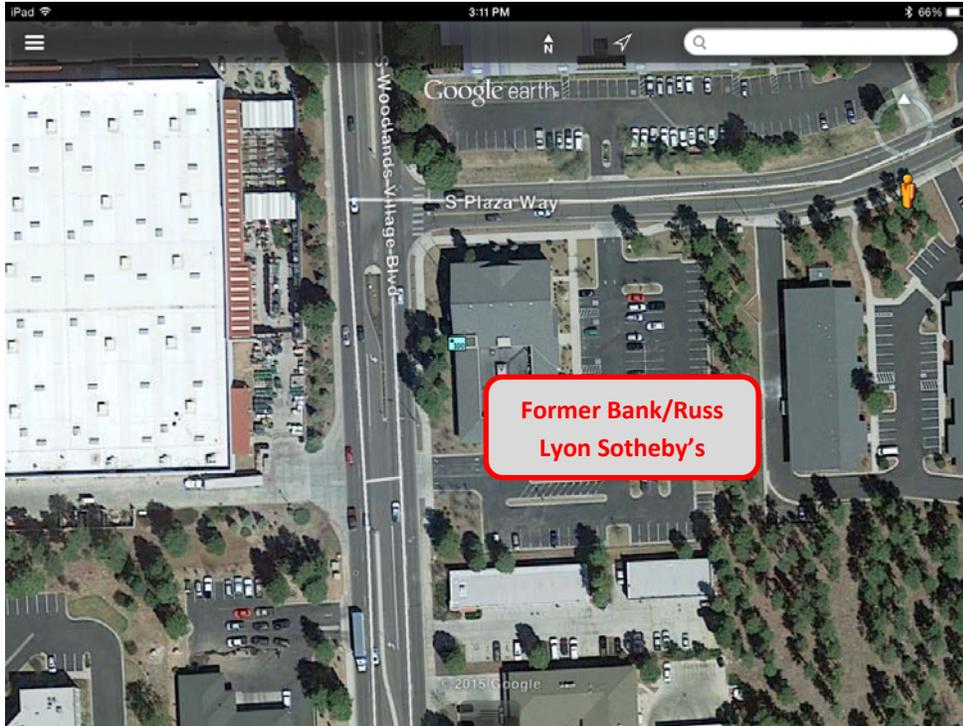


Target – typical auto-oriented parking-forward development with no pedestrian connections to the street

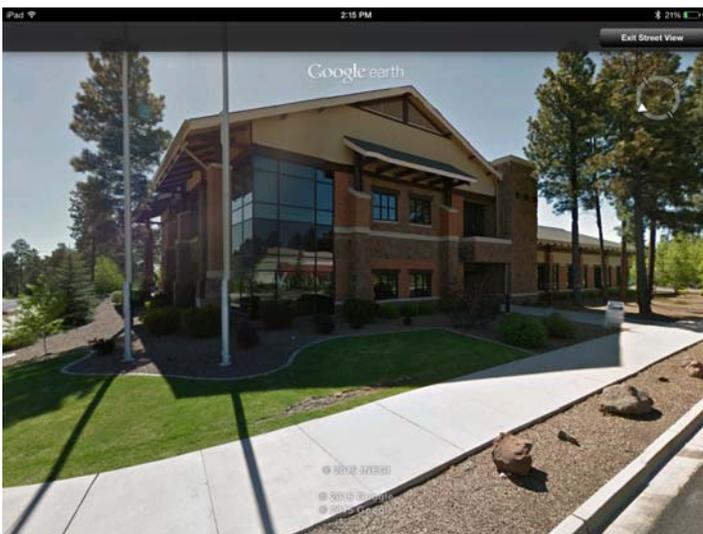


Photograph of the corner of N. Beaver Street and W. Aspen Avenue (above) illustrating a parking-forward/building-to-the-rear development pattern inconsistent with the walkable urban environment that defines downtown (Note that at the time of the building's construction it was approved under then-in-effect standards in the Land Development Code). A rendering of how the property may be redeveloped is provided below.





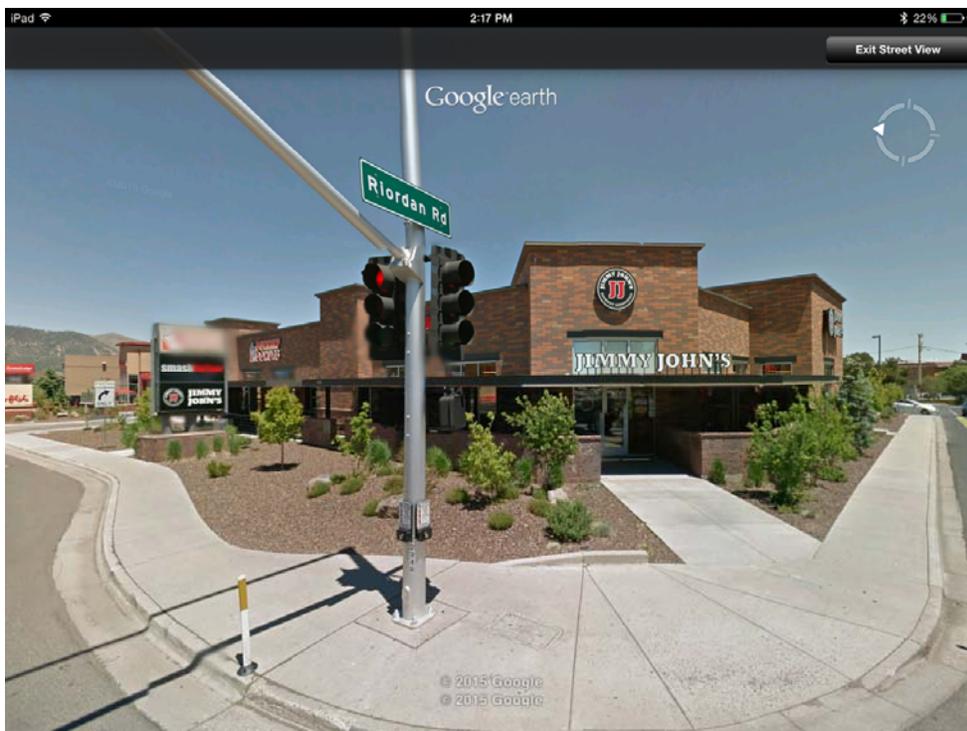
Former Bank/Russ Lyon Sotheby's – Woodland Village Blvd. Good example of building forward design anchoring a corner with good pedestrian connections to the street and with a



Strong pedestrian access from the public right-of-way (left photograph) and with a building entry zone from S. Plaza Way (right photograph). Note that new permanent signage would strengthen the building entry zone.



Jimmy Johns/Dunkin Donuts and Chick Fila – S. Milton Road. Excellent example of building forward design anchoring a corner with very good pedestrian connections to the street.



Jimmy Johns/Dunkin Donuts and Chick Fila – Building entrances directly face the street to provide strong pedestrian connections.



Walgreens and Arizona National Bank – E. Route 66. An example of building forward design with parking to the side or rear.

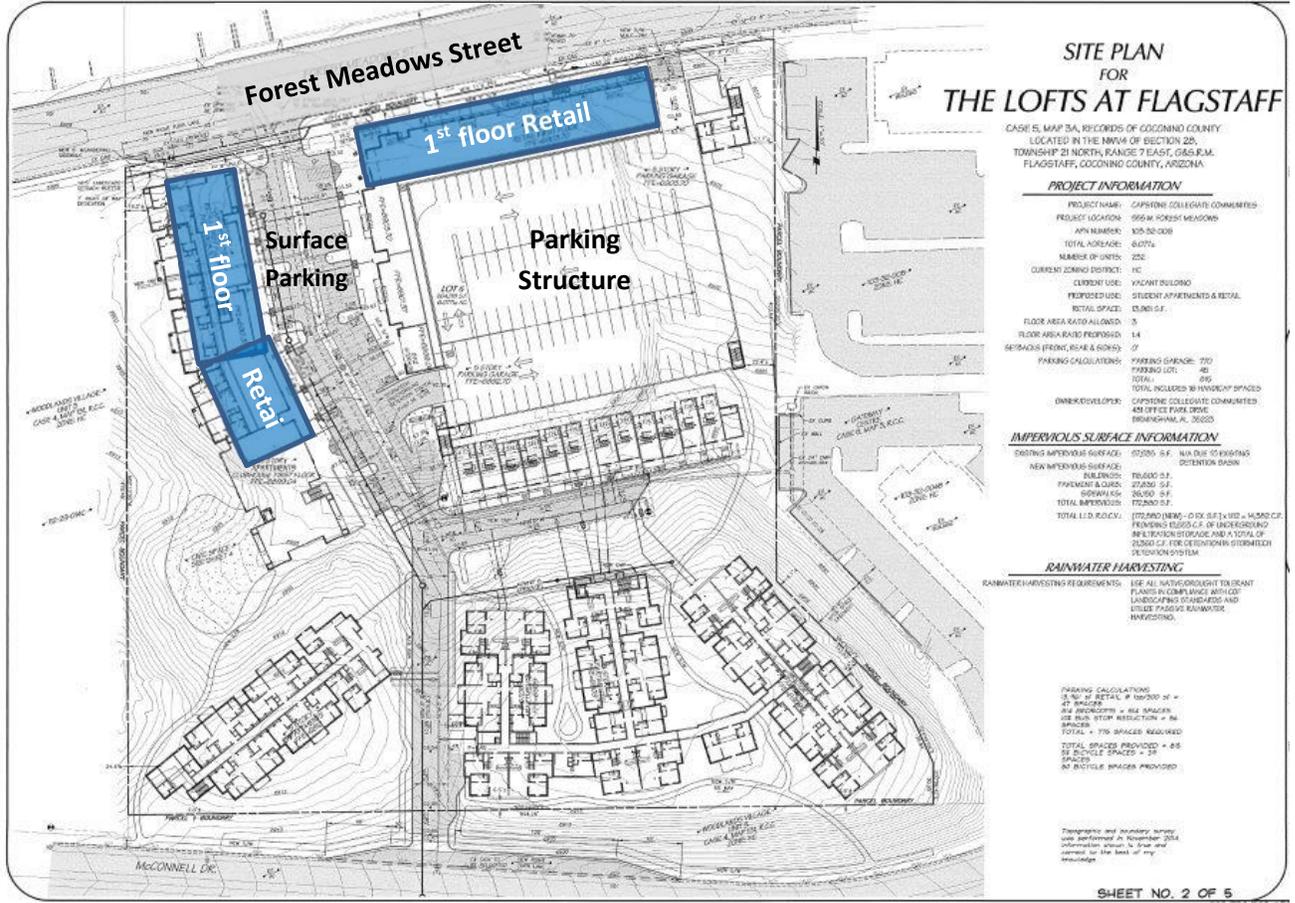


Arizona National Bank – E. Route 66. Good pedestrian connections to the street and a building entry zone that could be strengthened with the addition of new signage.



Walmart on Huntington Drive – building forward design with parking to the side. The building entrance faces the parking area but is strongly connected with a pedestrian entry zone and walkway connecting through the parking area as is shown in the photograph below.





Hill Side Lofts

Flagstaff, Arizona



Forest Meadows Street





Planning and Development Services Section

MEMORANDUM

TO: Mayor and Council

THROUGH: Josh Copley, City Manager

DISTRIBUTION: Barbara Goodrich, Deputy City Manager; Mark Landsiedel, Community Development Director; Dan Folke, Planning Director

FROM: Roger E. Eastman, AICP, Comprehensive Planning and Code Administrator

Date: November 23, 2015

RE: Amendments to Zoning Code (Chapter 10-30, General to All)
Response to Council Discussion at the November 10, 2015

At the November 10th Council work session, Dan Folke answered questions from the Council on various sections of Chapter 10-30 (General to All). As I stated in an email to the Council dated November 13, 2015, a copy of which is attached, staff has reconsidered some of the language in the proposed amendments in response to the Council's questions and public comments made at that meeting. The attached document shows these latest amendments, all of which are highlighted so that they are more easily identified from the original amendments forwarded to the Council. Any changes in the narratives explaining the amendments are also highlighted.

An outline summary of the additional amendments follows:

- **Division 10-30.50 Public Improvements:** Includes changes throughout to more clearly address when public improvements are required to mitigate the impacts of new development.
- **Division 10-30.60 Site Planning Standards: Section 10-30.60.060 (Building Placement)** – Includes various changes to provide more clarity and flexibility with regard to standards requiring building forward design.
- **Division 10-30.60 Site Planning Standards: Section 10-30.60.070 (Parking Lots, Driveways, and Service Areas)** – Includes a revision that clarifies that driveways connecting to parking areas or service areas may not be located between the front of a building and the property line. However, an amendment proposed in Section 10-40.60.160 (Drive-through Retail and Service Facility) would allow a drive-through lane to be located between the front of a building and the property line.

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

Roger Eastman

From: Roger Eastman
Sent: Friday, November 13, 2015 10:14 AM
To: Jerry Nabours; Celia Barotz; Celia Barotz; Coral Evans; Coral Evans; Eva.Putzova@nau.edu; Scott Overton; Karla Brewster; Jeff Oravits; Josh Copley
Cc: Mark Landsiedel; Barbara Goodrich; Daniel Folke; Rick Barrett; Michelle D'Andrea; Kevin Fincel; Roger Eastman
Subject: Following up from November 10, 2015 Work Session on the Zoning Code

Good morning:

I truly apologize for bailing out of the work session at the last minute on Tuesday night. I have been dealing with a medical issue for a few weeks, and at about 7:00 pm it flared up again. While I was embarrassed to have to abandon my time with you, I needed to get home. Reggie provided me with a safe ride to Sedona for which I was very thankful. I'm equally thankful for Dan who did an excellent job stepping in for me to answer your questions on Chapter 10-30 of the Zoning Code. Yesterday morning I watched the streaming video of the meeting, and after discussing it with Dan, we agreed that an email to provide further clarification to your questions would be appropriate. I've arranged this response in the order these questions were raised rather than in the order they are placed in the Code.

10-30.60.060 Building Placement

This Section is located within Division 10-30.60 (Site Planning Standards). Mr. Patrick Hurley and Ms. Tory Syracuse provided useful comments on this Section, and the Council's discussion based on those comments was most informative. I agree that more flexibility should be included in the Code to address the unique circumstances that staff and developers may have to deal with when new projects are proposed while still ensuring that a building's entrance should connect either directly to a street or to the side to a pedestrian connection to the parking area (note both are not required - it's one or the other).

I suggest that the best way to provide this flexibility is to include building placement in the Minor Modifications to Development Standards section of the Code (Section 10-20.40.090). This Section specifically allows for minor modifications of development standards (e.g. building height, fence height, minor setback waivers, etc.) to be granted administratively by staff within predefined limits. In this case Table 10-20.40.090.A (Types of Minor Modifications Allowed) would be expanded by adding a new row for building placement and inserting criteria (such as those suggested by Mr. Hurley) to allow some flexibility when unusual circumstances are present. Those proposed by Mr. Hurley were topography, the needs of the business (e.g. security), natural resources, relationship to adjacent buildings, whether the buildings would create a shadow on a road or sidewalk causing a safety concern from snow and ice accumulation, and from where the majority of customers to the business would come. Staff will develop these ideas into a proposal to present to Council at a future work session.

10-30.60.050 Compatibility

This Section is located within Division 10-30.60 (Site Planning Standards). The new amendments in this Section are only in the introductory paragraph on Page 30-12 of the amendment packet. The standards used to assist staff and an applicant assess the compatibility of a new project are already included in the Zoning Code and are proposed to be moved from their current location to Division 10-30.60 (Site Planning Standards) where they are more appropriately located. The intent of the new paragraph at the beginning of this Section is to clarify that compatibility between a new project and existing development is important, and that the standards would be applied when a CUP or zone change is requested. As the Council discussed with Dan, the findings for reviewing a zone change are very broad (consistency with the Regional Plan; not detrimental to public health, safety or welfare; and the suitability of the site so that the new development does not endanger, jeopardize or

create a hazard). The findings for a CUP are also broad - but not as much as for a zone change - and they too seek to ensure that public health, safety and welfare is assured (See ZC Page 20.40-8) while also generally addressing compatibility. The standards in 10-30.60.050 (Compatibility) provide a further level of refinement and detail to assist staff, the P&Z, and Council in their review of a project to ensure that when a CUP or zone change is requested, the new development is appropriate and compatible with surrounding development.

10-30.50.060 Minimum Requirements

This Section is located within Division 10-30.50 (Public Improvements). Paragraph A (Right-of-Way) which was moved from City Code Title 8 (Public Ways) to the zoning code with the 2011 Code update allows the City Engineer to require right-of-way (ROW) to be dedicated to the City when (1) the property to be developed does not have adequate ROW due to the new development, or (2) to accommodate proposed or contemplated public improvements under the Regional Plan or other approved land use documents (e.g. a specific plan, the RTP, etc). What is not stated explicitly in this Section is that in the first scenario the ROW dedication to the City should be proportional to the impacts caused by the new development, and in the second scenario, the City may have to provide compensation for the ROW dedicated for the public improvements if there is no proportional impact caused by the new development. I will discuss this further with Rick Barrett (City Engineer) and Michelle D'Andrea (City Attorney), and based on the outcome of that discussion may provide the Council with additional clarifying language for your consideration.

10-30.60.070 Parking Lots, Driveways, and Service Areas

This Section is located within Division 10-30.60 (Site Planning Standards). Citing the driveway from South Fourth Street into the Aquaplex as an example, Councilor Oravitz had a question on the standard for the width of driveways as he thought (at least in this situation) the driveway was too narrow for the size of vehicle/truck typically operated in the City. As Dan mentioned, these standards are not included in the Zoning Code, and instead are located within the Engineering Standards. I will forward Councilor Oravitz's concern to Rick Barrett for his consideration as his team is currently working on the annual update to the Engineering Standards.

A Final Comment - Chapter 10-40 (Specific to Zones)

In the special work session on October 19th a number of residents provided comments to the Council on staff's proposed amendment that would allow single-family residences and duplexes to be permitted by right in the CC (Community Commercial) Zone. This zone is, for example, applied to the southern portion of the Sunnyside neighborhood, i.e. south of 6th Street. On November 8th Council received an email from Jeff Knorr, a local contractor, in which he provided further comments on this issue. I called and spoke to Jeff on Tuesday afternoon and was able to answer his questions and provide further clarification on the amendments. As a result of this discussion it was apparent that the amendments could be further clarified as they were confusing. Staff has drafted this clarifying language and will present it to Council when the discussion on Chapter 10-40 continues in the future.

Please let me know if you have any questions.

Thanks

roger

Sent from my iPad

Roger E. Eastman, AICP

Comprehensive Planning and Code Administrator

City of Flagstaff

The density bonus calculation used as an example here is incorrect – the allowed density bonus from Table 10-30.20.050.A. for 12% affordable units results in a 22% density bonus, not 11% as stated in the example.

Division 10-30.30: Heritage Preservation

The amendments in this Division are included in a separate document.

Division 10-30.50: Public Improvements

10-30.50.010 Purpose

- Page 30.50-1

It is the intent and purpose of this Section to set forth the minimum acceptable standards for public improvements **that are required to mitigate the impacts of new development as determined by an appropriate impact study (see Section 10-30.50.060);** to define the responsibility of the applicant in planning, constructing and financing public improvements; and to set forth the City's responsibilities in the review and acceptance of public improvements.

This minor amendment provides an important clarifying cross reference when public improvements are required to mitigate the impacts of new development.

10-30.50.020 Responsibilities

- Page 30.50-1

This responsibilities Section has been divided into two parts – responsibilities associated with all subdivisions, and responsibilities associated with all other development.

A. Responsibilities - All Single-family Residential Subdivisions

- 1. It shall be the responsibility and duty of the applicant to plan, construct and finance all public improvements associated with and required to mitigate the impacts of the subdivision of land, unless a Development Agreement specifically provides otherwise.**
- 2. The applicant must have an engineer registered in the State of Arizona prepare a complete set of improvement plans for constructing required public improvements. Such plans shall be based on the approved preliminary plat, zoning case, and/or staff approved stipulations. The applicant must prepare these plans in conjunction with and in conformance to the subdivision plat.**
- 3. The Building Official may only accept a Building Permit application for review no less than 30 days after the final plat for the subdivision has been recorded subject to the provisions of City Code Section 11-20.70.030.G. When the Building Permit is ready to be issued, a condition of its approval shall state that construction activity authorized by the Building Permit may not commence until any uncompleted streets to be used by construction or residential traffic satisfy the requirements of Section 13-10-013-0001 (Use of Uncompleted Streets within a Subdivision) in the Engineering Standards. Such Building Permit application shall be submitted at the applicant's risk, and the City will not be responsible for delays in the issuance of the permit or increases in applicable fees including, but**

not limited to, changes required to the submitted plans as a result of Building Code amendments that may be in effect.

This amendment allows a building permit to be accepted 30 working days after the final plat for a subdivision has been recorded. The 30 day time period is based on the time needed for parcels numbers to be released from the County and entered into the City's permit tracking software and GIS. It requires a condition of approval of the permit stating that construction may only commence once compliance with Section 13-10-013-0001 of the Engineering Standards has been achieved. Staff acknowledges this is unusually early in the process of constructing a subdivision, (most cities only accept building permits after a subdivision has been completed and accepted), yet it provides an opportunity for home builders to submit their plans for review so that they can be ready for issuance and construction started in a more timely manner than if they waited for the subdivision to be completed and accepted. It is staff's experience that this is particularly important in Flagstaff because of the short construction season that is typical here.

4. The applicant shall be responsible for ensuring that all public improvements are constructed in compliance with applicable federal, state, county, and City requirements. All public improvements must be completed and formally accepted by the agencies from which construction permits were issued before the City will issue a conditional or final Certificate of Occupancy for any building or structure within the subdivision.

This is a new paragraph that clarifies that the applicant is responsible for ensuring that all agencies sign off before a certificate of occupancy may be issued.

5. The applicant may meet the requirements of this Division by participating in a City-approved improvement district.

B. Responsibilities - All Other Development

1. It shall be the responsibility and duty of the applicant to plan, construct and finance all public improvements associated with and required to mitigate the impacts of new subdivisions and land development, including commercial subdivisions and all developments subject to Site Plan Review and Approval (see Section 10-20.40.140), unless a Development Agreement specifically provides otherwise.

~~2. These public improvements must be completed and formally accepted before the City will issue a certificate of occupancy for any building or structure within the subdivision or on the property.~~ The Building Official may issue a Building Permit in accordance with the requirements of Section 10-20.40.030 (Building Permits and Certificates of Occupancy) when;

- a. The required Engineering Design Report and/or construction plans for public improvements have been conditionally approved by the City Engineer and found to be in substantial compliance with City standards and specifications; and

b. An assurance has been provided pursuant to Division 10-20.100 (Assurance of Performance for Construction).

This language in paragraph 2 comes from former Ord. 1925 (Section 8-08-001-0011 (Building Permits)) that was repealed in 2011 with the addition of the cross-reference to Section 10-20.40.030 (Building Permits and Certificates of Occupancy).

3. The applicant must have an engineer who is registered in the State of Arizona prepare a complete set of improvement plans for constructing required public improvements. Such plans ~~must~~shall be based on the approved preliminary plat (if applicable), zoning case, site plan, and/or staff approved ~~and~~ stipulations. The applicant must prepare these plans in conjunction with and in conformance ~~to with the subdivision plat~~ an approved site plan. ~~Improvement plans shall be subject to City approval prior to recordation of the subdivision plat.~~

The last sentence in the paragraph above has been deleted as this requirement is already included in the Subdivision Regulations, Section 11-20.70.030.G regarding Final Plat Approval.

4. All public improvements must be completed and formally accepted by the agencies from which construction permits were issued before the City will issue a certificate of occupancy for any building or structure on the property. A Conditional Certificate of Occupancy may be issued if the Building Official and City Engineer determine that no life safety concerns are present.

This paragraph describes long-standing practice originally included in Ord. 1925 to confirm that a certificate of occupancy is only issued after public improvements have been formally accepted.

5. The applicant may meet the requirements of this Division by participating in a City approved improvement district.

10-30.50.030 Public Improvements Defined

- Page 30.50-1

Public improvements mean any right-of-way, easement, access right or physical improvement that is required to mitigate the impacts of new development, as determined by an appropriate impact study, and which, upon formal acceptance by the City, becomes the responsibility of the City for ownership, maintenance and repair, unless provided by others including the maintenance of sidewalks and certain landscaping (See City Code Chapter 8-01). Such public improvements may include, but are not limited to, roadways and alley sections including pavement, base course, street lights, curbs and gutters, sidewalks or urban trails and FUTS trails, traffic control improvements, right-of-way landscaping and irrigation systems, drainage facilities, fire hydrants and utilities, including water, sewer, gas, electric power, telephone, and cable television, and all other improvements, which upon completion, are intended to be for the use and enjoyment of the public.

This minor amendment provides an important clarifying cross reference when public improvements are required to mitigate the impacts of new development.

10-30.50.040 Public Improvement Agreement

- Page 30.50-2

~~If, pursuant to Section 10-30.50.020 (Responsibilities), above, the applicant's subdivision, zoning change or development, either new development on existing, vacant or undeveloped property or an addition or expansion to existing developed property, creates the need for the dedication, acquisition, installation, construction or reconstruction of public improvements, then, after such determination has been made, the applicant shall enter into a public improvement agreement prior to the City's approval and/or issuance of the preliminary plat, site plan or Building Permit. The public improvement agreement shall be in a form approved by the City and shall provide for the dedication and/or construction of necessary public improvements by the applicant. If appropriate, the terms of the public improvement agreement may be incorporated into a City approved development agreement. The public improvements agreement may, if approved by the City Engineer, provide that the installation, construction or reconstruction of public improvements shall be in specified phases. If construction in phases is approved, the provisions of this Division shall apply to each phase as if it were a separate and distinct public improvements agreement. Any such phase shall be an integrated, self-contained development consisting of all public improvements necessary to serve the property to be developed as part of said phase.~~

The City Engineer and City Attorney's office recommends that this section be deleted as it is not needed because there are other mechanisms currently in place in the Engineering Standards as part of the review process for public improvements that made this requirement redundant. This was discussed with the Council some months ago. Note that all following sections in this Division will need to be renumbered and all cross-references checked.

10-30.50.0450 Exemptions

- Page 30.50-2

The following ~~exceptions~~ are exempt from all the requirements of this Division: ~~except for the installation, construction or reconstruction of water and sewer line extensions, drainage improvements, and street and traffic control related improvements.~~

- A. An expansion or alteration of an existing nonresidential or multi-family residential use that results in a 25 percent or less increase in the intensity of the use in terms of additional dwelling units, gross floor area, seating capacity or parking spaces, either with a single or cumulative addition(s) or expansion(s); ~~or;~~
- B. An expansion or alteration of an existing nonresidential or multi-family residential use that results in a change of ~~less than~~ 50 percent or less of the actual value of the structure prior to the start of construction as determined from the records of the Coconino County Assessor or by a current appraisal by an appraiser licensed by the State of Arizona; ~~or;~~
- C. Construction of or alteration to a single-family detached residence or a duplex ~~residence~~ of any value ~~or an addition or alteration to an existing single-family residence or existing duplex residence, sized in accordance with the minimum requirements provided in the Engineering Standards.~~

The qualifying clause in the opening sentence of this Section is unnecessary and has been deleted. As this Section does not apply to single-family residences, the term "multi-family residential" has been added throughout as a clarification.

The reference in Subsection C. is unnecessary, and has been deleted.

10-30.50.05~~60~~ Impact Analysis Required

- Page 30.50-3

A. Pursuant to [Chapter 13-05 \(Engineering Design Reports\)](#) of the *Engineering Standards* and the *Stormwater Regulations*, the City Engineer and Stormwater Manager shall require the applicant to furnish impact studies to assess the impact of new development on the City's existing streets, public utilities and drainage infrastructure. The Utility Director shall assess the impact of new development on the City's utility infrastructure.

These amendments are necessary as the standards for a stormwater impact analysis are established in the City's Stormwater Regulations which are administered by the Stormwater Manager.

B. When an impact study identifies impacts to the City's public infrastructure that are attributable to the proposed development, impact mitigation is required. The design and construction of improvements to mitigate the identified impacts shall be constructed by the applicant.

C. [Impact analyses shall be valid for the period of time as defined in the Engineering Standards and the Stormwater Regulations.](#)

This amendment provides a cross-reference to the Engineering Standards and Stormwater Regulations for when an impact analysis is no longer valid.

D. The requirements of this Subsection may be waived with the consent of both the City and the applicant.

10-30.50.06~~70~~ Minimum Requirements

- Page 30.50-3

The public improvements required pursuant to this Division shall have a rational nexus with, and shall be roughly proportionate to, the impact(s) created by the subdivision or land development as determined by the studies described in Section 10-30.50.060 (Impact Analysis Required), above. The presumptive minimum requirements ~~that are required~~ for public improvements [as described in Section 10-30.50.030 \(Public Improvements Defined\)](#) are:

A. **Right-of-Way**

1. If, as determined by the City Engineer, the property to be developed does not have adequate rights-of-way due to the new development, or will not accommodate ~~the proposed or contemplated~~ public improvements ~~that are required to mitigate the impacts of the new development~~, then necessary right-of-way ~~shall~~must be ~~dedicated~~granted to the City.

2. The City Engineer may impose special requirements, such as imposing additional setbacks, to assure future right-of-way needs as may be contemplated under the existing General Plan or other approved land use documents.

a. In the event that the granting of right-of-way or drainage way creates a nonconforming lot due to the decrease in land, the remainder ~~ing portion~~ will~~shall~~ be considered a legal nonconforming lot.

~~a.b.~~ When it is necessary for a development to improve a street and, ~~after application of the requirements of Section 10-30.50.040.B,~~ sufficient right-of-way is not available from other area property owners not subject to the provisions of this Division, the Director, with the approval of the Council, may pursue all legally permissible steps in order to obtain the property necessary for the right-of-way, provided there is a demonstrated public need for the additional right-of-way. All costs associated with the dedication of such right-of-way, including all legal fees, shall be the responsibility of the applicant.

The amendments in Subsection A.1 provide an important clarifying cross reference when public improvements are required to mitigate the impacts of new development. Further, the standards in Subsection A have been divided into two new paragraphs to make a distinction between (1) required dedication as a result of impacts created by a new development and (2) dedication necessary because of right-of-way needs contemplated in the General Plan or a similar document. The cross reference deleted in Paragraph 2.b is incorrect, and is not needed. The City Attorney and the City Engineer, consistent with long-standing City practice, recommend that a statement be included to confirm that all costs, including legal fees, associated with right-of-way dedication should be the responsibility of the applicant rather than the City.

10-30.60.060 Building Placement

Building placement on a development site is important because it establishes the form and pattern for the development along a street which in turn affects the human-scale of a site layout, its economic vitality, and how well the site functions with the connections between buildings, parking areas, and adjacent development.

A. Building-forward design solutions that ensure the building front is located at or near the sidewalk edge are required. Display windows and other architectural features that provide interest to pedestrians shall also be incorporated into the design. See also Section 10-50.20.030 (Architectural Standards) with specific reference to the Location and Orientation of Building Entrances and Windows Subsections.

B. When buildings are located at or near a sidewalk edge, the following standards apply to allow flexibility with site layout:

1. Required building foundation landscaping (See Section 10-50.60.050 (Landscaping Standards)) is not required along a street frontage and only peripheral buffer landscaping is required;
2. Forest resource protection standards (See Section 10-50.90.060 (Forest)) may be reduced by 5 percent; and
3. When there is a requirement for both open space (See Section 10-40.30.030 (Residential Zones)) and civic space (See Section 10-30.60.060 (Open Spaces, Civic Spaces and Outdoor Public Spaces)) on a development site, the civic space will be counted towards the open space requirement.

Figure A. A good example of a building placed close to a public street with strong pedestrian connections between the sidewalk and building entrances.



A.C. The primary entrance to a building shall be located to face a street or be connected to a street through the design of a building entry zone. The primary entrance to a building may also face a plaza or pedestrian way. When it is not possible to locate the primary entrance to face the street, plaza, or pedestrian way, a secondary entrance should be designed to connect to these public spaces.

[Add illustration from LDC, Chapter 16 – Middle of Page 54]

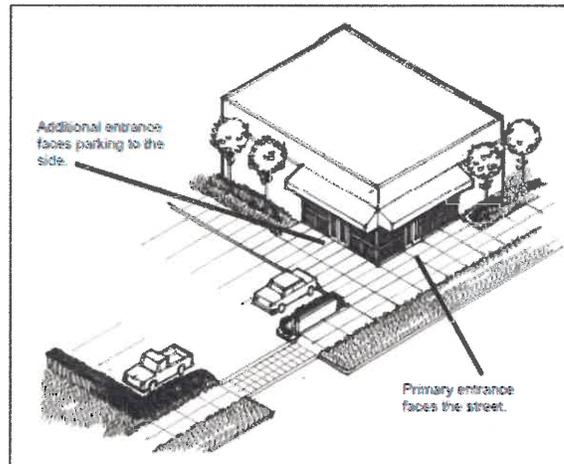


Figure B.

Update this illustration to make it clearer and to illustrate all concepts coded in the Section.

D. If it is not feasible to locate a building at the sidewalk edge (e.g. to accommodate a drive through lane), a screen wall designed to match the building materials of the primary building on the site or similar landscape feature is required. If the prevailing building placement of a block is characterized by building forward design, then the provisions of this Subsection shall not apply.

This is a new section to this Division that incorporates design standards from the LDC that were inadvertently omitted from the new Zoning Code. Staff has consistently required building forward design through the application of Section 10-30.60.050 (Parking Lots, Driveways and Service Areas) – see below – in which parking areas are required to be behind or to the side of a building. Examples of some successful projects in recent years are included in an attachment to the staff summary for the December 1, 2015 work session. The former LDC standard requiring a building entrance to face a street has been modified to include the building entry zone, a concept introduced in 2014 into the Zoning Code with the amendments to Division 10-50.100 (Sign Standards).

Subsection B. has been inserted to provide additional standards that make it easier to place a building forward on a development site. Based on recent staff experience one of the issues is the need for reduced landscaping in such a situation and hence required building foundation along a street frontage is not required because otherwise an excess amount of landscape materials are needed. Further incentives include reductions in forest resources and the ability to overlap civic space with open space. These relaxed standards provide more flexibility to developers and make it easier to meet the intent of building forward design.

The amendment proposed in the second sentence of Subsection C. acknowledges that if the primary entrance to the building cannot face a street/sidewalk, then a secondary entrance should be designed to make this connection. This is also possible by applying the “building entry zone” concept so that signage can direct customers to the entrance to the building.

New Subsection D. provides a new standard that permits a building not to be placed close to a property line (such as when a drive-through lane needs to be accommodated), in which case a screen wall is required.

Many of the former design standards have been consolidated and simplified, and the drawings from the LDC's design standards will be included in this Division to better illustrate these concepts.

COUNCIL: At the November 10th work session the Council directed a number of comments and questions to staff on the amendments proposed above in response to comments received at that work session from two members of the public. Staff has carefully reconsidered the amendments based on this feedback, the result of which is the changes highlighted and explained above. Note that no amendments are necessary in Section 10-20.40.090 (Minor Modifications to Development Standards) as suggested by staff in an email to Council dated November 13, 2015.

Note that an amendment is also proposed in Section 10-40.60.160 (Drive-through Retail or Service Facility) that would allow a drive through lane to be placed between the property line and the front of the building. The current Zoning Code prohibits this practice.

10-30.60.0750 Parking Lots, Driveways and Service Areas

- Page 30.60-9

A. Applicable to All Zones

3. To the maximum extent feasible, parking lots on a primary frontage shall be completely ~~or mostly~~ located to the side or behind a building rather than in front to reduce the visual impact of the parking lot.

This amendment more precisely and clearly defines the requirement for a parking area to be placed behind or to the side of a building on a primary frontage only consistent with staff's application of the former LDC. This means that on a secondary frontage this standard would not apply. This standard is directly related to the standard in new Section 10-30.60.060 (Building Placement) paragraph A regarding building forward design. Staff has analyzed a number of developments recently approved in the City and they would meet this standard, some with minor modifications to the site design. Insert a new illustration.

6. ~~Parking lots shall also meet the standards established in Section 10-50.80.080 (Parking Spaces, Lot Design and Layout).~~ Drive-through aisles and stacking areas shall meet the design standards established in Section 10-40.60.160 (Drive-through Retail or Service Facility).

The provision proposed to be deleted in this paragraph is already stated in Paragraph 1 of this Section, and is therefore, redundant. The new text in the proposed amendment provides a useful cross reference to the standards for drive-through aisles and stacking areas in Section 10-40.60.160 (Drive-through Retail).

7. Developments shall minimize the number of curb cuts onto a public street along a property edge by sharing driveways with an adjacent property to the maximum extent feasible.
8. Direct vehicular access via Rroads or driveways shall ~~be connect~~linked with the overall site circulation patterns with ~~of~~ adjacent parcels.

This minor amendment based on language in the former LDC's Design Guidelines reinforces the need for connections between adjoining parcels.

9. Driveways that connect to parking areas or service areas shall not be located between the front of a building and the property line adjacent to the public right-of-way.

This amendment ensures that driveways (as well as parking areas – see #3 above) are not placed between a building and a public right-of-way. Refer also to the amendments proposed in Section 10-40.60.160 (Drive-through Retail or Service Facility) that would allow a drive-through lane to be located between the front of a building and the property line adjacent to a public right-of-way. Such driveways are currently prohibited in the current Zoning Code but are frequently necessary, for example, in the Trax development where site conditions would otherwise prohibit drive-through facilities.

109. Service entrances, waste disposal areas, and other similar uses shall be oriented toward service lanes and away from major streets.

Renumber all following paragraphs.

10-30.60.09~~60~~ Open Spaces, Civic Spaces, and Outdoor Public Spaces

- Page 30.60-911

B. Applicable to Non-Transect Zones

1. Civic or Public Space Requirement

c. Development sites that provide civic spaces are allowed the following:

- (1) A five percent reduction of on-site forest and/or slope resource protection standards as required by Division 10-50.80 (Resource Protection Standards) is permitted when on-site design conforms to the *Flagstaff Area Open Spaces and Greenways Plan* and public non-motorized pedestrian and bicycle access is included when applicable.

This minor amendment clarifies that the resources reduction would also apply to a FUTS trail.

Renumber the following sections:

10-30.60.08~~70~~ Pedestrian and Bicycle Circulation System

10-30.60.09~~60~~ Open Spaces, Civic Spaces, and Outdoor Public Spaces

10-30.60.10~~70~~ Private Streets

Division 10-30.70: Residential Sustainable Building Standards

10-30.70.040 Minimum Standards

- Page 30.70-3

B. Transportation/ Air Quality

2. The development is located within at least ¼ mile of a FUTS trail or connected to it.

This minor amendment corrects the intent of this requirement, i.e. the development must be either within ¼ mile of a FUTS trail or is connected to the FUTS trail.

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Roger Eastman, Zoning Code Administrator
Date: 11/23/2015
Meeting Date: 12/01/2015



TITLE

Policy discussion on proposed amendments to Chapter 10-40 (*Specific to Zones*) of the Flagstaff Zoning Code.

RECOMMENDED ACTION:

Staff will be seeking Council direction on any policy issues associated with proposed amendments to Chapter 10-40 (*Specific to Zones*) of the Flagstaff Zoning Code.

EXECUTIVE SUMMARY:

This is the third in a series of Council work sessions for a policy discussions on Chapter 10-40 (*Specific to Zones*) of the Flagstaff Zoning Code. In these work sessions staff will introduce to the Council the more substantive amendments proposed and the reason(s) for them. The Council will be able to identify any policy issues that warrant a more in-depth discussion, either at the current work session, or in a future work session.

INFORMATION:

COUNCIL GOALS:

- 7) Address key issues and processes related to the implementation of the Regional Plan.
- 8) Improve effectiveness of notification, communication, and engagement with residents, neighborhoods and businesses and about City services, programs, policies, projects and developments.

REGIONAL PLAN:

The Flagstaff Regional Plan 2030 supports the update and amendment of the Flagstaff Zoning Code with the following goals (policies are only included where needed to clarify a goal):

- Goal CC.1** Reflect and respect the regions' natural setting and dramatic views in the built environment.
- Goal CC.4** Design and develop all projects to be contextually sensitive, to enhance a positive image and identity for the region.
- Goal LU.5** Encourage compact development principles to achieve efficiencies and open space preservation.
- Goal LU.6** Provide for a mix of land uses.
- Goal LU.9** Focus reinvestment, partnerships, regulations, and incentives on developing or redeveloping areas.
- Goal LU.13** Increase the variety of housing options and expand opportunities for employment and neighborhood shopping within all neighborhoods.

POLICY AMENDMENTS

The amendments identified by staff that may require a more in-depth policy discussion with the Council are summarized in the table in the first attachment (The Council may also identify additional policy issues as they review the proposed amendments).

The Sections of the Zoning Code in which the topics for more in-depth policy discussion are located are listed below:

Division 10-40.30 Non-Transect Zones

- 10-40.30.030 Residential Zones
- 10-40.30.040 Commercial Zones
- 10-40.30.050 Industrial Zones

Division 10-40.40 Transect Zones

Transect Zones T4N.1-O; T4N2-O; T5; T5-O; and T6

Division 10-40.60 Specific to Uses

- 10-40.60.240 Micro-breweries and Micro-distilleries
- 10-40.60.250 Mixed Use
- 10-40.60.270 Planned Residential Development
- 10-40.60.300 Secondary Single-Family Dwelling

The first attachment provides a detailed overview of the policy issues identified by staff for the Council's consideration. The second attachment details the proposed amendments to Chapter 10-40 (Specific to Zones). Full details of all the proposed amendments are included in these documents, including an explanation of why the amendment is proposed. This may be easily identified because it is written in italic font. A summary of the substantive amendments to this chapter is provided in a table on the first page with a brief description of the amendment and on what page it may be found.

As the Council may not have enough time in this special work session to complete a discussion on all the policy issues in Chapter 10-50 (Supplemental to Zones), at the end of the work session staff will be asking the Council to select a date(s) for an additional work session(s), including a special work session to review the policy issues in Division 10-50.100 (Sign Standards).

If you have questions, or require clarification on the contents of this staff summary, please contact Roger E. Eastman, AICP, Comprehensive Planning and Code Administrator, at reastman@flagstaffaz.gov or (928) 213-2640.

Questions & Answers

Summary of Policy Issues

Proposed Amendments to the Zoning Code

Chapter 10-40 (Specific to Zones)

October 6, 2015

Division 10-40.30 Non-Transect Zones

10-40.30.030 Residential Zones

Policy Question(s):

- Should the use type currently called “Rooming and Boarding Facility” be deleted and the three uses previously grouped within it be listed separately, i.e. dormitories, single room occupancies (SRO) and fraternities/sororities?
- Should dormitories, single room occupancies (SRO) and fraternities/sororities be removed from the list of permitted uses in the Estate Residential (ER) and Manufactured Housing (MH) Zones as they are not appropriate uses within these zones?

See Page 40-4 & 40-5 of the proposed amendments to this Division

Existing Zoning Code	Proposed Amendment to the Zoning Code
<p>Uses the term “Rooming and Boarding Facility” which includes three separate and different uses, including dormitories, SROs, and fraternities/sororities.</p> <p>Includes dormitories, SROs, and fraternities/sororities as permitted uses in the ER and MH Zones.</p>	<p>As dormitories, SROs, and fraternities/sororities are three distinctly separate uses (See the amended definitions of these uses included on Page 5), they are proposed to be listed separately to minimize confusion.</p> <p>These uses are not currently permitted in the RR Zone. As the ER Zone has similar large lot characteristics it is recommended that these uses should not be permitted in this Zone.</p> <p>These uses are also proposed to be removed from the MH Zone to assure the provision of manufactured homes within the City.</p>

10-40.30.040 Commercial Zones

Policy Question(s):

- Should regional meeting facilities be removed from the list of allowed uses in the Suburban Commercial (SC) Zone?
- Should it be easier to build a single-family home in the Community Commercial (CC) Zone by allowing a single-family dwelling as a permitted use in this Zone?
- Should bars/taverns be permitted as a new use in the Community Commercial (CC) Zone?
- Should the allowed maximum building height in Suburban Commercial (SC) Zone be increased from 25 to 35 feet?

See Page 40-8 to 40-11 of the proposed amendments to this Division

Existing Zoning Code	Proposed Amendment to the Zoning Code
<p>Table B (Allowed Uses) currently allows regional meeting facilities in the SC Zone.</p>	<p>Recommends the removal of regional meeting facilities from the SC Zone as this zone is intended for neighborhood serving uses that are not</p>

<p>Table B (Allowed Uses) currently prohibits construction of a single family dwelling in the CC Zone. Residential uses are only permitted as a part of a mixed-use development with the residential use located above or behind a commercial use.</p>	<p>regional in scope. Regional meeting facilities are permitted in all other commercial zones.</p> <p>Specifically allows single-family residences as a permitted use on a lot or parcel in the CC Zone. This is especially important in areas such as the south Sunnyside neighborhood where a majority of lots while zoned CC are developed as single-family residences.</p>
<p>Table B (Allowed Uses) currently prohibits bars/taverns within the CC Zone. Note that micro-breweries/micro-distilleries are currently permitted in this zone.</p>	<p>Specifically would allow bars and taverns in the CC Zone because micro-breweries/micro-distilleries are currently permitted.</p>
<p>Table C (Building Form Standards) establishes the maximum building height for the SC Zone as 25 feet.</p>	<p>Increases the allowed building height in the SC Zone to 35 feet consistent with the maximum height limitations of typical surrounding residential zones, such as the R1 (Single-family Residential) Zone.</p>

10-40.30.050 Industrial Zones

Policy Question(s):

- Should micro-breweries and micro-distilleries be allowed as permitted uses in the LI and LI-O Zones?

See Page 40-12 of the proposed amendments to this Division

Existing Zoning Code	Proposed Amendment to the Zoning Code
<p>The existing standards are silent on this question, especially on whether a taproom associated with these uses may be allowed.</p>	<p>Specifically states that micro-breweries and micro-distilleries would be permitted in the LI and LI-O Zones. If a taproom is proposed as part of a micro-brewery or micro-distillery use in the LI Zone, a conditional use permit is required.</p>

Division 10-40.40 Transect Zones

T4N.1-O; T4N.2-O; T5; T5-O; T6 Transect Zones

Policy Question(s):

- Should micro-breweries and micro-distilleries also be allowed as permitted uses in the T4N.1-O, T4N.2-O, T5, T5-O, and T6 Transect Zones?

See Page 40-16&17 of the proposed amendments to this Division

Existing Zoning Code	Proposed Amendment to the Zoning Code
<p>The existing standards are silent on whether micro-breweries and micro-distilleries would be permitted in these transect zones, although bars and taverns are already permitted in these zones.</p>	<p>Specifically would allow the establishment of a micro-brewery or micro-distillery in the T4N.1-O, T4N.2-O, T5, T5-O, and T6 Transect Zones.</p>

Division 10-40.60 Specific to Uses

10-40.60.240 Micro-breweries and Micro-distilleries

Policy Question(s):

- Micro-breweries and micro-distilleries have become very popular in cities and towns across the country, and there has been an increase in their establishment within the City of Flagstaff. Should new development standards for these uses be included in the Zoning Code?

See Page 40-25 of the proposed amendments to this Division

Existing Zoning Code	Proposed Amendment to the Zoning Code
The existing Code does not include development standards specific to micro-breweries and micro-distilleries.	Specifically provides development standards for micro-breweries and micro-distilleries based on staff's research of similar standards in other communities.

10-40.60.250 Mixed Use

Policy Question(s):

- The former Land Development Code (LDC) included standards for mixed use developments. The current Zoning Code also includes mixed use standards, but staff and the development community have found them to be incomplete and difficult to apply. Should these standards be clarified and expanded by, for example, including a reference to how the Regional Plan promotes mixed-use development, providing more precise standards on the mix of uses within a building, and the inclusion of site layout and development standards?

See Page 40-25 to 40-29 of the proposed amendments to this Division

Existing Zoning Code	Proposed Amendment to the Zoning Code
Includes incomplete standards for mixed-use development.	Includes: An expanded introduction referencing the Regional Plan; Standards and illustrations to clarify the mix of uses within a mixed-use development; and A table with site layout and development design standards for mixed-use developments.

10-40.60.270 Planned Residential Development

Policy Question(s):

- The current Zoning Code includes standards for Planned Residential Developments (PRDs). This development type has proven to be a popular choice for the development community, but staff and local developers have found them to be incomplete. Should these standards be clarified and expanded by, for example, including standards to allow more flexibility for building types not specifically listed in the Zoning Code, clarifying which building types may be utilized in the non-transect zones, adding commercial zones to Table 10-40.60.270.A, and relaxing the standards for open space when required preserved natural resources are located on a site?

See Page 40-30 to 40-32 of the proposed amendments to this Division

Existing Zoning Code	Proposed Amendment to the Zoning Code
Includes incomplete and hard to apply standards for Planned Residential Developments.	Includes: A new section to provide better guidance on how a building type not specifically listed in the Code maybe used in a PRD; Clearer standards to clarify the application of the listed building types in the non-transect zones; and The addition of the commercial non-transect zones to allow for the expansion of Planned Residential Developments into these zones.

10-40.60.300 Secondary Single-Family Dwelling

Policy Question(s):

- Should a new standard be added to Table 10-40.60.300.A that establishes a new building height limitation for Secondary Single-Family Dwellings applicable within Historic Overlay Zones?
[Note that staff and the Planning and Zoning Commission recommended that this Section should be moved from the Zoning Code to the Subdivision Regulations (City Code Title 11) as this Section establishes a process and standards for the subdivision of land under specific conditions.]

See Page 40-33 of the proposed amendments to this Division

Existing Zoning Code	Proposed Amendment to the Zoning Code
Does not include a building height standard. There is concern that in a Historic Overlay Zone (such as Flagstaff Townsite) out-of-scale buildings may result as a result of a lot split under the Secondary Single-Family Dwellings standards when an existing detached residence is demolished.	Includes a new standard that applies in a Historic Overly Zone to confirm that the height restrictions that may be established for that zone shall apply to any new construction if a pre-existing detached residence is demolished.

Chapter 10-80 (Definitions)

Division 10-80.20: Definitions of Specialized Terms, etc.

Section 10-80.20.040 Definitions, "D."

- Page 80.20-25

Dormitories: A building or portion thereof ~~that which~~ contains living quarters in individual rooms for nine or more students, staff, or members of a college, university, primary or secondary boarding school, theological school, ~~or~~ other comparable organization, or an organization or business that provides living quarters for its employees, provided that such building is either owned or managed by such organization. Areas held in common by all tenants within a dormitory include, but are not limited to, common gathering and meeting rooms, cooking facilities, laundry and other facilities. Single-family and two-family dwellings are defined separately. ~~See "Rooming and Boarding Facilities."~~

This amendment more precisely defines a dormitory. Staff also recommends that the rooming and boarding facility use be eliminated as it is confusing because it incorrectly combines a single room occupancy facility with a dormitory, rooming and boarding facility, and fraternity or sorority.

Section 10-80.20.060 Definitions, "F."

- Page 80.20-34

Fraternity, Sorority: Group living facilities of ~~greater than eight for nine or more~~ occupants, owned by an organization of university or college students or their parent organizations for housing members while enrolled in school and recognized as a student group by the university or college. ~~See "Rooming and Boarding Facility."~~

The reference to rooming and boarding house is removed consistent with previously described amendments to delete this use type.

Section 10-80.20.190 Definitions, "S."

- Page 80.20-76

Single Room Occupancy (SRO): A residential facility structure that provides living units with separate sleeping and bathroom facilities which are rented on a weekly or monthly basis. ~~that have separate sleeping areas and some combination of shared bath or toilet facilities.~~ Common facilities and services for laundry, cleaning, and meals may be provided for the residents. ~~The structure may or may not have separate or shared cooking facilities for the residents.~~ Single room occupancy includes buildings structures sometimes called residential hotels and rooming houses. ~~See also "Boarding and Rooming Houses."~~

This amendment updates and clarifies the definition of a single room occupancy and the reference to rooming and boarding house is removed consistent with previously described amendments to delete this use type.

Proposed Amendments to the Zoning Code

Final Planning and Zoning Commission Recommendation

First created: October 26, 2011

Date of previous update: July 19, 2013

Most recent update: 1/1/2015; 2/24/2015; 3/31/2015; 4/16/2015; 4/23/2015; 05/13/15; 05/27/2015; 06/10/2015; 06/24/2015; 09/03/2015

Chapter 10-40: Specific to Zones

A summary of major/substantive amendments (e.g. a new use is added, a development standard is changed, etc) is provided in the table below:

Section No.:	Zoning Code Page No.:	Brief Description	Page No. (this document):
10-40.30.030 Residential Zones	40.30-6	Table 10-40.30.030.B Allowed Uses: Rooming and Boarding no longer a use; separated into individual uses	4
10-40.30.030 Residential Zones	40.30-8	Table 10-40.30.030.C Building Form Standards: Establishes a lower minimum density for the HR Zone.	5
10-40.30.030 Residential Zones	40.30-10	Table 10-40.30.030.A Common Open Space Requirements: Provides more flexibility in the provision of common open space, especially on small lots or parcels.	7
10-40.30.040 Commercial Zones	40.30-15	Table 10-40.30.040.B Allowed Uses: Clarifies that micro-breweries and micro-distilleries are permitted in certain commercial zones (formerly classified as “manufacturing and processing, incidental).”	8
10-40.30.040 Commercial Zones	40.30-15	Table 10-40.30.040.B Allowed Uses: Delete regional meeting facility from the SC Zone.	8
10-40.30.040 Commercial Zones	40.30-15 &-16	Table 10-40.30.040.B Allowed Uses: Permits a single-family dwelling in the CC zone. End Notes – Makes it easier to develop a single-family residence in the CC Zone.	8
10-40.30.040 Commercial Zones	40.30-16	Table 10-40.30.040.B Allowed Uses: Retail Trade: Allows for bars/taverns in the CC Zone.	9
10-40.30.040 Commercial Zones	40.30-17	Table 10-40.30.040.B Allowed Uses: Retail Trade: Allows for farmers markets or flea markets in the CB Zone (i.e. downtown).	10
10-40.30.040 Commercial Zones	40.30-17	Table 10-40.30.040.C Building Form Requirements: Building Placement Standards – reduces the side setback from one residential use to another. New End Note limits the height of a single-family dwelling in the CC zone to 35’.	10
10-40.30.040 Commercial Zones	40.30-17	Table 10-40.30.040.C Building Form Requirements: Building Height – increases the allowed height in the SC Zone.	11

10-40.30.040 Commercial Zones	40.30-17	Table 10-40.30.040.C Density Requirements: Gross Density – Establishes a cross-reference to the HR Zone.	11
10-40.30.050 Industrial Zones	40.30-22	Table 10-40.30.050B Allowed Uses: Industrial, Manufacturing, Processing & Wholesaling: Allows for micro-breweries and micro-distilleries in the LI and LI-O Zones.	12
10-40.30.050 Industrial Zones	40.30-22	Recreation, Education, & Assembly: Includes Indoor Commercial Recreation as a use rather than includes “fitness facilities” under General Services.	13
10-40.40.070/-080 T4N.1-O & T4N.2-O Neighborhood Standards	40.40-29/-35	Table C. Allowed Uses: Allows for micro-breweries and micro-distilleries	16
10-40.40.090 T5 Main Street Standards	40.40-41	Table I. Allowed Uses: Allows for micro-breweries and micro-distilleries	16
10-40.40.100 T6 Downtown Standards	40.40-29	Table H. Allowed Uses: Allows for micro-breweries and micro-distilleries	17
10-40.60.140 Community Gardens	40.60-28	Allows for the sale of fresh produce and cottage foods grown in and produced from the community garden.	22
10-40.60.180 Home Occupations	40.60.33	Allows for the sale of fresh produce and cottage foods grown in and produced from a resident’s vegetable garden.	24
10-40.60.240 Micro-breweries and Micro-distilleries	40.60.46	Establishes new development standards for micro-breweries and micro-distilleries.	25
10-40.60.250 Mixed Use	40.60-47	Clarifies and expands the standards for mixed-use developments especially with regard to what defines a mix of uses and establishing standards for pedestrian-oriented commercial space.	26
10-40.60.270 Planned Residential Development	40.60.50	Establishes clear procedures and standards for the use of the building types in Planned Residential Developments that are not in the current Zoning Code.	30
10-40.60.300 Secondary Single-Family Dwelling	40.60-57	Provides a reference to the building form standards of any applicable Historic Overlay Zone to address building height and form concerns. Also, this Section should be moved to the Subdivision Regulations in Title 11.	33
10-40.60.310 Telecommunication Facilities	40.60-62	6. Visual Impact: Includes new standards for camouflaged sites.	35

Division 10-40.20 Establishment and Designation of Zones

Table 10-40.20.020.A: Zones

- Page 40.20-2

Change BP to “RD” and Business Park to “Research and Development”.

The “Business Park” zone was combined into the RD zone with the adoption of the Zoning Code in 2011. It was inadvertently misstated in the current Zoning Code as BP instead of RD.

Insert at the bottom of this table a new row for the POS (Public Open Space) land use category.

This category was inadvertently omitted when the Zoning Code was updated.

Division 10-40.30: Non-Transect Zones

10-40.30.030 Residential Zones

- Page 40.30-3

1. RR

The Rural Residential (RR) Zone applies to areas of the City appropriate for both housing and limited agricultural uses that preserve the area's rural character. This Zone is predominantly large lot single family development. However, it does allow for cluster and planned residential developments, which provide opportunities for higher densities. The RR Zone applies to those non-urban areas of the City that cannot be economically and efficiently provided with City services associated with urban living. As such, it is designed for the utilization and enjoyment of the City's unique mountain environment with a minimum [amount](#) of municipal services and improvements. ~~These areas are designated Very Low Density Residential (VL) on the Land Use Map in the General Plan.~~ This Zone is also intended to be used to protect against premature development in areas on the fringe of the urban service area.

This amendment removes a reference to the former 2001 Flagstaff Regional Plan.

4. R1N

The Single-family Residential Neighborhood (R1N) Zone applies to those neighborhoods that are located between the City's Historic Downtown District and outlying areas of more recent suburban development. The R1N Zone, therefore, helps to maintain and enhance the historic character, scale, and architectural integrity of the downtown and surrounding area. Single-family residential development is the primary use type, [and more than one single-family residence per lot is permitted where allowed by the applicable density standard](#). This Zone is intended to preserve and build upon the existing development patterns inherent to Flagstaff's oldest neighborhoods. New development, renovations, and additions should, therefore, be in character and scale with the existing architectural characteristics of this Zone.

This amendment clarifies that more than one (typically it will only be two) single-family residences may be permitted on a lot or parcel in the R1N Zone.

- Page 40.30-4

7. MH

The Manufactured Housing (MH) Zone is applied to areas of the City appropriate for orderly planned development of manufactured housing parks and subdivisions to accommodate manufactured houses [as a primary use](#). This Zone also accommodates

conventionally framed or constructed single-family residences ~~secondarily~~ and accessory uses ~~that as~~ are related or incidental to the primary use and not detrimental to the residential environment.

This amendment includes clarifying language from the former LDC.

10-40.30.030 Residential Zones

Table 10-40.30.030.B Allowed Uses

- Page 40.30-5

Ranching, Forestry & Animal Keeping	RR	ER	RI	RIN	MR	HR	MH
Schools – Public & Charter	See Section 10-40.60.070						
Ranching	– ^P	--	--	--	--	--	--

Livestock such as horses, cattle, etc. are permitted in the RR and ER zones subject to certain limitations as defined in the soon-to-be adopted amendments to City Code, Chapter 6-03 (Animal Keeping). Therefore, ranching which is typically a commercial use, should not be listed as a permitted use in the RR zone.

Recreation, Education & Assembly	RR	ER	RI	RIN	MR	HR	MH
Schools – Public & Charter	P ³						

End Notes

³ Charter Schools proposed in existing single-family residences shall be located on residential lots 1 acre or greater. [Charter schools shall be subject to the review processes established in A.R.S. §15-189.01.](#)

ARS 15-189.01 was updated and amended by the legislature in 2013 (SB1103). This statute essentially requires charter schools to be classified the same as public schools for the purposes of zoning, and requires that they be treated the same in terms of the assessment of fees, review and approval processes, etc.

Residential	RR	ER	RI	RIN	MR	HR	MH
Dwelling: Secondary Single-family	--	--	--	P	P	P	--

A Secondary Single-Family Dwelling as described in Section 10-40.60.300 is a process and not a use, and should, therefore, be deleted from this use table.

Table 10-40.30.030.B Allowed Uses (continued)

- Page 40.30-6

Residential (continued)	RR	ER	RI	RIN	MR	HR	MH
Dwelling: Two-family Duplex	P ⁴	P ⁴	P ⁴	P	P	P	--
Rooming and Boarding Facilities Dormitories	--	UP--	--	--	UP	UP	UP

Single Room Occupancy, Fraternities and Sororities	--	--	--	--	UP	UP	--
--	----	----	----	----	----	----	----

Throughout this chapter the term “Dwelling, Two-family” is being replaced with the term “Duplex” to eliminate redundancy as these are the same use/building type.

The Rooming and Boarding Facilities as defined in the current Zoning Code are not an appropriate use in the ER (Estate Residential) Zone or MH (Manufactured Home). This use was incorrectly carried forward from the former LDC. Furthermore, staff recommends that this use should be deleted and instead, the individual uses that are currently included within it should be listed separately. Refer to the explanation in Chapter 10-80 (Definitions) for rooming and boarding facilities.

Public Services	RR	ER	RI	RIN	MR	HR	MH
Public Services Minor	P	P	P	P	P	P	P
Public Services Major	--	--	--	--	--	--	--

The Public Services Major land use category includes such uses as a wastewater treatment facility or water treatment facility, which are not appropriate in residential zones.

- Page 40.30-8
Table 10-40.30.030.C Building Form Standards

In previous drafts of amendments to this table staff had suggested that a reference to FAR (Floor Area Ratio) standards for non-residential uses in the MR and HR Zones should be included because these zones include such uses as offices and hospitals such as the Flagstaff Medical Center which is located in the HR Zone. After further consideration, staff has determined that this proposed amendment was redundant and, therefore, unnecessary, and as a result has been removed.

Density Requirements See Division 10-30.20 (Affordable Housing Incentives)							
	RR	ER	RI	RIN	MR	HR	MH
Density: Gross (units/acre)							
Min.	--	--	2	2	6	10+3	--
Max. Outside the RPO	1	1	6	14	14	29 ⁶	11
Max. Within the RPO	1	1	5	--	9	22	4

This amendment provides a cross reference to the affordable housing incentives Division of the Zoning Code.

Staff recommends that the minimum density in the HR Zone should be lowered from 13 units per acre to 10 to close the gap that exists in the current code between a maximum density of 9 in the MR Zone and a minimum density of 13 in the HR Zone. This gap precludes a property owner from seeking to develop their property in an HR Zone at 10, 11, or 12 units per acre.

End Notes

³ One or two story residential buildings [and decks attached to those buildings](#) may be built to 15' from the rear property line, provided that any portion of the structure located closer than 25' to the rear property line does not exceed 50% of the lot width.

This simple amendment clarifies that this provision also applies to a deck attached to a residential building.

- Page 40-30.9

Table 10-40.30.030.C Building Form Standards (continued)

Lot Requirements	RR	ER	RI	RIN	MR	HR	MH
Area							
Gross (min.)	1 ac ⁷	1 ac ⁷	6,000 sf	6,000 sf	6,000 sf	6,000 sf	5 ac
Per Unit (min.)	1 ac ⁷	1 ac	6,000 sf	3,000 sf	3,000-sf Endnote⁶	3,000-sf Endnote⁶	4,000 sf

End Notes

⁶ The maximum number of units for each lot is based on the following:

Area of Lot	Required Lot Area Per Dwelling Units
5,000 to 14,000 square feet	2,500 square feet
14,001 to 24,000 square feet	2,000 square feet
24,001 square feet and over	1,500 square feet

This amendment fixes an error in the current code as the 3,000 sq. ft. per unit standard in the MR and HR Zones is incorrect and a reference to End Note #6 should be inserted instead.

Other Requirements	RR	ER	RI	RIN	MR	HR	MH
Open Space (% of Gross Lot Area)	--	--	--	--	+5%⁺² See Table 10-40.30.030.A	+5%⁺²	+5%⁺²

As this standard is duplicated in Table 10-40.30.030.A it can be deleted and a cross reference to Table 10-40.30.030.A on Page 40.30-10 inserted instead.

- Page 40.30-10

D. Miscellaneous Requirements – All Residential Zones

[4. The cultivation of vegetable gardens for home use is permitted in all residential zones.](#)

This simple amendment explicitly states that vegetable gardens are permitted for home use.

Table 10-40.30.030.A: Common Open Space Requirements

- Page 40.30-10

Table 10-40.30.030.A: Common Open Space Requirements

Area ¹	15% of gross lot area; <u>at least one open space area shall be no less than 400 sq. ft. min.</u>
Width	<u>1520'</u> min.
Depth	<u>1520'</u> min.
No private open space is required.	

End Notes

¹ Roof decks and courtyards may be included in the open space area calculation, but not driveways or vehicle parking areas.

This amendment provides more flexibility in the requirement for open space. This is especially important on small parcels where it has proven hard to provide realistic open space in which children may play. At least one open space area must be a minimum of 400 sq. ft. with a minimum dimension of 15 feet, and it may be located on a roof or on the ground.

- Page 40-30.11

H. Open Yard Requirements – MR and HR Zones

As an alternative to the minimum rear setback areas provided in Subsection C, at least 350 square feet of open yard area per dwelling unit may be provided. An open yard area may be approved in compliance with the following conditions:

1. Open yard area may be established as a single area (i.e. the area per dwelling unit combined) with a minimum dimension of 1520 feet measured perpendicular to the boundary of the yard, or it may be established as separate areas each with a minimum dimension of 15 feet measured perpendicular to the boundary of the yard;
2. The rear setback yard may be reduced to no less than six feet;
3. The open yard area shall be located behind the front yard setback line; and
4. The open yard area shall not include any driving or parking surface for use by motor vehicles or trailers.

(P&Z) This amendment clarifies that the reduction in setback to allow for an open yard area only applies to the rear setback. This amendment is supported by the existing End Note 4 on Page 40.30-8. The P&Z Commission further recommended that the minimum width of the open yard area should be reduced to 15 feet consistent with the amendment in Table 10-40.20.040.A (Common Open Space Requirements).

10-40.30.040 Commercial Zones

Table 10-40.30.040.B Allowed Uses

- Page 40.30-15

Industrial, Manufacturing, Processing & Wholesaling

	SC	CC	HC	CS	CB
Manufacturing and Processing, Incidental	--	P	P	P	P
<u>Micro-brewery or Micro-distillery</u>	--	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>

This amendment permits micro-breweries and micro-distilleries as permitted uses in the zones where the rather obtusely named “manufacturing and processing, incidental” use is also permitted. This latter use, formerly used to include a brewery, is not being deleted as it would allow for a coffee roaster, as an example.

Also, add the new Section [10-40.60.240](#) in the “Specific Use Regulations” column. Renumber all following Sections, and check for and correct all cross references.

Recreation, Education & Assembly

	SC	CC	HC	CS	CB
Meeting Facilities, public or private	⁵				
Regional	-- ^{P/UP⁵}	P/UP ⁵	P/UP ⁵	P/UP ⁵	P/UP ⁵
Neighborhood	P⁵ ^{UP⁵}	P/UP ⁵	--	--	--

End Notes

⁵ A Conditional Use Permit is required if liquor is sold, or if facilities exceed 250 seats.

The Suburban Commercial (SC) Zone is established to provide neighborhood serving land uses only. Staff, therefore, recommends that a regional meeting facility is inappropriate in the Suburban Commercial (SC) Zone.

- Page 40.30-16

Residential ⁷

	SC	CC	HC	CS	CB
Dwelling: Single-family	--	<u>P⁹</u> --	--	--	--
Dwelling: Two-family <u>Duplex</u>	P ⁶	P ⁶ ²	P ⁶	P ⁶	P ⁶
Planned Residential Development	<u>P/UP</u>	<u>P/UP²</u>	UP	UP	UP
Rooming and Boarding Facilities <u>Dormitories</u>	UP ⁶	UP ⁶	UP ⁶	UP ⁶	UP ⁶
<u>Fraternities and Sororities</u>	<u>UP⁶</u>	<u>UP⁶</u>	<u>UP⁶</u>	<u>UP⁶</u>	<u>UP⁶</u>
<u>Single Room Occupancy</u>	<u>UP</u>	--	<u>P</u>	--	<u>P</u>

- Page 40.30-15 & 16
End Notes

⁶ Residential uses with more than 2 units are only allowed as part of a mixed-use development located above or behind the commercial uses, and shall be subject to the development standards established in the HR Zone. New developments that include residential uses with more than 2 shall provide a minimum of 15% of the gross lot area in the form of common open space.

⁹ Single-family and duplex building types (see Division 10-50.110) are permitted by right on lots ≤9,000 sf existing prior to November 1, 2011. A Conditional Use Permit is required for all other building types and multi-family residential uses with 3 or more units regardless of the size of the lot or parcel.

Many of the areas of the City that in the Community Commercial (CC) Zone are characterized by small lots developed with existing small single-family homes. This includes most of the Sunnyside and Southside neighborhoods, as well as areas to the north and west of the Downtown. Under current Code standards, a property owner may not build a single-family home in the CC Zone unless a Planned Residential Development approach is pursued which requires approval of a Conditional Use Permit from the Planning and Zoning Commission. This can be a time consuming and expensive process that makes it very hard for a family to build a new home. Staff recommends that the process to build a single-family home in the CC Zone should be simplified by allowing a single-family dwelling as a permitted use in the CC Zone. The amendment to End Note #6, therefore, ensures that a single-family dwelling and a duplex may be established in the CC zone by right without the need for additional commercial uses on the property.

The addition of End Note #9 (which is only applied within the CC Zone) further clarifies that existing single-family and duplex building types are permitted by right on lots ≤ 9,000 sq. ft. in area without having to go to the Planning and Zoning Commission for Conditional Use Permit approval. This is especially important in the Sunnyside neighborhood where over 50 percent of the neighborhood has CC zoning yet is developed predominantly with single-family homes, and is also relevant in such neighborhoods as Southside. Note that this is not a more restrictive standard than the standard currently in this table as the latter standard required a Conditional Use Permit for a single-family residence or a duplex established with a PRD in the CC Zone.

The former LDC allowed residential uses in commercial zones subject to the development standards of the HR Zone. This standard was not included in the Zoning Code.

Consistent with the amendments proposed in Section 10-40.30.030 (Residential Zones), the rooming and boarding facility use has been deleted and the uses included within it have been listed separately. SROs are only allowed in those zones where lodging uses are permitted (i.e. SC, HC and CB).

Retail Trade

	SC	CC	HC	CS	CB
Bars/Taverns	P	P	P	P	P

This amendment was requested by a local inn-keeper who requested that bars and taverns should be considered as a permitted use in the CC Zone. Staff supports the amendment as micro-breweries and micro-distilleries (formerly categorized as “Manufacturing and Processing, Incidental”) are already permitted in this Zone and are allowed in Transect Zone T5 (Main Street).

- Page 40.30-16
End Notes

⁷ Residential uses in the CC, HC, CS and CB Zones, and residential uses and properties listed on the National Historic Registry or within the Landmarks Overlay Zone, ~~in the CC, HC, CS and CB Zones~~ existing prior to the effective date of this Zoning Code are considered legal, nonconforming uses. Residential uses in the CC, HC, CS and CB Zones shall be subject to the development standards established in the HR Zone.

This amendment clarifies the former confusing language to ensure that residential uses in the listed zones as well as residential uses and properties that have defined historic characteristics are considered as legal conforming uses.

Further, an amendment at the end of this End Note codifies staff's current practice from the former LDC by stating that residential uses in the commercial zones are subject to the development standards of the HR Zone.

Table 10-40.30.040.B Allowed Uses (continued)

- Page 40.30-17

Retail Trade (continued)

	SC	CC	HC	CS	CB
Farmers Markets and Flea Markets	--	P	P	P	-- <u>P</u>

This amendment permits a farmers market in the Flagstaff downtown area.

Table 10-40.30.040.B Allowed Uses (continued)

- Page 40.30-18

Transportation & Infrastructure

	SC	CC	HC	CS	CB
Passenger Transportation Facilities	--	--	-- <u>UP</u>	UP	UP

The former LDC listed Passenger Transportation Facilities as an Unclassified Use in the C-3-E zone (now called the HC Zone), and they were only allowed in this Zone with a Conditional Use Permit. An error was made in this use table in the new Zoning Code as Passenger Transportation Facilities were listed as not permitted in the HC zone, which is incorrect. This use should be consistent with the former LDC, and listed as conditionally permitted (UP) in the HC zone.

Table 10-40.30.040.C Building Form Standards

- Page 40.30-19

Building Placement Requirements	SC	CC	HC	CS	CB
Setback					
Front <u>(See also 10-50.60.040.B)</u>	15' min ¹	0'	0 ²	0'	0'
Side					
Adjacent to Residential <u>Use</u>	----- 15' min. ¹⁰ -----				

Section 10-50.60.040.B (Non-Residential Zone Buffers) requires a minimum of 5 feet of landscaping in the front setback area between a building and the property line. This standard, therefore, eliminates the 0' front setback established in the Table C (Building Form Standards) in the CC, HC, CS, and CB Zones. Consistent with other Sections of the Zoning Code that require building-forward design, and to accommodate a developer who may wish to locate a new building

on the property line, staff recommends that a cross-reference be included in this Table that refers to the front yard buffer standards in the Landscaping Division (10-50.60). Note that an amendment to Section 10-50.60.040.B (Non-Residential Zone Buffers) is also proposed. The addition of the word use clarifies that the side setback is measured to an adjacent residential use rather than a zone.

End Notes

¹⁰ [Except that the setback from a proposed residential use in a commercial zone to other residential uses shall be 5' min.](#)

Staff recommends that when a residential use is proposed in a commercial zone it is appropriate to reduce the side setback to adjoining residential uses to 5' min.

Building Form Requirements	SC	CC	HC	CS	CB
Building Height (max.)	23 5'	60' ^{4,11}	60' ⁴	60' ⁴	60' ⁴
Gross FAR (max.)	<u>0.8⁵</u>	<u>2.5⁵</u>	<u>3.0⁵</u>	<u>2.0⁵</u>	No max.

Staff recommends that the maximum building height in the SC Zone should be increased because this is consistent with the overall height requirement of residential zones (which are the most likely zones surrounding a SC Zone). The former LDC allowed a total height of 35 feet for mixed use with two floors. This is also the maximum height for a Live/Work Unit, which is allowed in the SC Zone.

As the standards for FAR are building form standards and not density requirements, it is recommended that the Gross FAR row be moved into the Building Form Requirements section of this table.

End Notes

¹¹ [Single-family dwellings and duplexes in the CC Zone shall be subject to the development standards established in the R1 Zone.](#)

This end note is needed to ensure that single-family dwellings (which are proposed to be allowed as a permitted use in the CC Zone – see Page 8) are not constructed 60 feet in height. Max. building height in the R1 Zone is 35 feet.

Density Requirements

	SC	CC	HC	CS	CB
Gross Density (units/acre) (max.) (Not applicable to Mixed Use)	13	13	13	13	13
		<u>-----Refer to HR Zone-----</u>			
Gross FAR (max.)	0.8⁵	2.5⁵	3.0⁵	2.0⁵	No max.

The statement about mixed use clarifies that mixed use is not subject to density standards. This is because as stated in Section 10-40.60.250 (Mixed Use), only FAR standards apply. The density stated in the current Zoning Code is incorrect because when residential uses are developed in commercial zones, consistent with the LDC, the standards of the HR Zone should be applied. For this reason this correction to the density standard is recommended.

D. Miscellaneous Requirements – All Commercial Zones

- Page 40.30-20
 1. Storage shall be limited to accessory storage of commodities sold at retail on the premises and shall be within an enclosed building except as permitted in Section 10-40.60.030.E (Permanent Outdoor Accessory Uses).

This minor amendment provides a needed cross reference to this Section where under certain conditions outdoor storage and display is permitted.

6. The cultivation of vegetable gardens for home use is allowed in all commercial zones where residential uses are permitted.

This simple amendment explicitly states that vegetable gardens are permitted for home use.

10-40.30.050 Industrial Zones

- Page 40.30-21
 1. **RD**
 The Research and Development (RD) Zone applies to areas of the City appropriate for the development of a mix of professional and administrative facilities, research and testing institutions, light ~~industrial~~/manufacturing uses, green technology facilities, and offices. The uses are grouped in a campus or park like setting in keeping with the natural scenic beauty of the City. This Zone is intended to promote the provision of ample off street parking, loading areas, and landscape buffers to protect residential and commercial zones from incompatible land uses. In addition, this Zone accommodates residential uses as a secondary use to allow for more housing options.

The RD Zone is better described as including light manufacturing uses rather than light industrial uses consistent with the allowed uses for the Zone established in Table B.

Table 10-40.30.050.B Allowed Uses

- Page 40.30-22

Industrial, Manufacturing, Processing & Wholesaling

	RD	LI	LI-O	HI	HI-O
Construction Storage/Supply Yards	--	P ²	P ²	P	P

The addition of End Note 2 ensures that this use is also screened in the LI and LI-O Zones.

	RD	LI	LI-O	HI	HI-O
<u>Micro-brewery or Micro-distillery</u>	--	<u>P/UP⁸</u>	<u>P⁷</u>	--	--

End Notes

⁸ Conditional Use Permit is required if a taproom is associated with the micro-brewery or micro-distillery.

This amendment, originally requested by a local brewery owner, allows for the establishment of a micro-brewery or micro-distillery in the LI and LI-O Zones subject to additional stipulations established in the End Notes.

Also, add the new Section [10-40.60.240](#) in the “Specific Use Regulations” column. Renumber all following Sections and check for and correct all cross references.

	RD	LI	LI-O	HI	HI-O
Outdoor Storage or Display	P ²				

Staff recommends that consistent with other uses permitted in the HI and HI-O Zones where no screening requirements apply to outdoor storage and display, End Note #2 may be removed.

Recreation, Education, & Assembly

	RD	LI	LI-O	HI	HI-O
Indoor Commercial Recreation	--	--	UP ⁷	--	--
Trade Schools	UP	P	P	P	P

On June 21, 2011 when Council was approving final amendments to Chapter 10-80 (Definitions) “Fitness Facilities” was included as an example of general services use in the General Services definition on Page 80.20-35 under the Personal Services column of this table. This use was inadvertently omitted and not included within the final Zoning Code when it was published. On reflection though, and based on staff discussion, it is suggested that it would be cleaner and better practice to instead include the “Indoor Commercial Recreation” use in the LI-O zone (this was previously the LI Zone in the LDC subject to performance standards) as it provides for fitness facilities as well as other indoor recreation uses. The End Note #7 is important as it provides a limitation on the amount of commercial uses that can be established in an industrial zone consistent with the former LDC and the Regional Plan.

Staff recommends that because Trade Schools are allowed in the LI and LI-O Zones, it is also appropriate to allow this use in the HI and HI-O Zones.

Table 10-40.30.050.B Allowed Uses (continued)

- Page 40.30-23

Retail Trade

	RD	LI	LI-O	HI	HI-O
Drive-Through Retail	P ⁴	--	UP ⁷	--	--
General Retail Business	P ⁴	UP	UP ⁷	UP	UP ⁷
Heavy Retail/Service	--	--	UP ⁷	--	UP ⁷
Restaurant or Café	P ⁴	UP	UP ⁷	--	UP ⁷

Staff recommends that the need for Conditional Use Permit approval for these retail uses in the LI-O Zone is not necessary as this Zone is intended for these uses.

Staff further recommends that End Note #4 should be added to the RD zone for general retail business uses as it was erroneously omitted when the Code was drafted. This End Note provides a limit on the amount of retail uses (10% of the primary use).

Services

	RD	LI	LI-O	HI	HI-O
Adult Entertainment	P	P	P ^Z	P	P ^Z
Crematorium	--	P	P ^Z	P	P ^Z
Kennel, Animal Boarding	UP	UP	UP ^Z	UP	UP ^Z
Medical Marijuana Offsite Cultivation Location	--	P	P ^Z	P	P ^Z

The End Note #7 is important as it provides a limitation on the amount of commercial uses that can be established in an industrial zone. This is consistent with similar non-industrial uses listed in the LI-O and HI-O Zones and with the standards in the former LDC and the goals and policies in the former and current Regional Plan.

Table 10-40.30.050.B Allowed Uses (continued)

- Page 40.30-23

Residential

	RD	LI	LI-O	HI	HI-O
Live/Work	P	P	P ^Z	--	--

The End Note #7 is important as it provides a limitation on the amount of commercial uses that can be established in an industrial zone consistent with goals and policies in the former LDC and the former and current Regional Plan.

Table 10-40.40.040.C Building Form Standards

- Page 40.30-25

Building Form Requirements	RD	LI/LI-O	HI/HI-O
Building Height (max.)	60' ²	60' ²	60' ²
Coverage (max.)	25%	--	--
<u>Gross FAR (max.)</u>	<u>0.5</u>	<u>1.5³</u>	<u>2.5³</u>
Density Requirements	RD	LI/LI-O	HI/HI-O
Gross FAR (max.)	0.5	1.5³	2.5³

Consistent with the change made in the commercial zones, Gross FAR has been moved from the Density Requirements section of this table to the Building Form Requirements section of the table where it is more logically placed. Note that the Density Requirements section of this table may, therefore, be deleted.

10-40.30.060 Public and Open Space Zones

Table 10-40.30.060.B Allowed Uses

- Page 40.30-28

<u>Retail Trade</u>	PF²	PLF	POS
<u>Farmers Markets and Flea Markets</u>	<u>P</u>	<u>--</u>	<u>--</u>

This amendment will enable the establishment of a farmers market or flea market in the Public Facility Zone. As many properties zoned PF are owned by the City, if somebody desired to establish a farmers market or flea market they would need a Special Event Permit issued by the City's Recreation Services Section.

Division 10-40.40: Transect Zones

10-40.40.050 and -060 T3N.1 and T3N.2 Neighborhood (T3N.1 and T3N.2) Standards

- Page 40.40-15 and 40.40-21

Table F. Required Parking

Retail Trade, Services Uses 2 spaces/1,000 sf min.

A parking standard for the retail trade use was inadvertently omitted from this table. It is necessary because retail trade uses are permitted in these transect zones.

10-40.40.050 and -060 T3N.1 and T3N.2 Neighborhood (T3N.1 and T3N.2) Standards

- Page 40.40-17 and 40.40-23

Table H. Allowed Uses

Residential	T3
Dwelling, Secondary Single family	P
Rooming and Boarding Facilities	UP
<u>Dormitories</u>	<u>UP</u>
<u>and Fraternities/Sororities</u>	

The Secondary Single-family Dwelling Section (10-40.60.300) refers to a process for subdividing a property, rather than a use or building type, and as such it should be removed from this Section. Consistent with the amendments proposed in Section 10-40.30.030 (Residential Zones), the rooming and boarding facility use has been deleted and the uses included within it have been listed separately. SROs are only allowed in those zones where lodging uses are permitted, and therefore, are not permitted in T3N.1 and T3N.2 Transect Zones.

10-40.40.070 T4N.1 Neighborhood (T4N.1) Standards

- Page 40.40-26

Table D. Building Placement

Setback (Distance from ROW/Property Line)

Side² 5' min.; ~~15'~~ combined

Staff recommends that the combined side setback standard should be reduced from 15 feet to 12 feet to provide more flexibility for the placement of buildings in the T4N.1 Transect Zone.

10-40.40.070 and -080 T4N.1 and T4N.2 Neighborhood (T4N.1 and T4N.2) Standards

- Page 40.40-29 and 40.40-35

Table I. Allowed Uses

Residential	T4N.1	T4N.1-O
Dwelling, Secondary Single family	P	P
Rooming and Boarding Facilities	UP	UP
<u>Dormitories,</u>	<u>UP</u>	<u>UP</u>
<u>Fraternities/Sororities and SRO (≤ 15 rooms)</u>		

The Secondary Single-family Dwelling Section (10-40.60.300) refers to a process for subdividing a property, rather than a use or building type, and as such it should be removed from this Section.

Consistent with the amendments proposed in Section 10-40.30.030 (Residential Zones), the rooming and boarding facility use has been deleted and the uses included within it have been listed separately. SROs are only allowed in those zones where lodging uses are permitted, and therefore, are only permitted in T4N.1 and T4N.1-O Transect Zones where lodging uses are max. 15 rooms.

10-40.40.070 T4N.1 Neighborhood (T4N.1) Standards

- Page 40.40-29

Table I. Allowed Uses (Continued)

Retail Trade	T4N.1	T4N.1-O
Bars/Taverns	-	P
Micro-brewery/Micro-distillery	-	P

Staff recommends that micro-breweries and micro-distilleries should also be permitted in the T4N.1 Zone consistent with bars and taverns which are already allowed.

10-40.40.080 T4N.2 Neighborhood (T4N.2) Standards

- Page 40.40-35

Table I. Allowed Uses

Residential	T4N.2	T4N.2-O
Rooming and Boarding Facilities Dormitories, Fraternities/Sororities and SROs	UP	UP

Consistent with the amendments proposed in Section 10-40.30.030 (Residential Zones), the rooming and boarding facility use has been deleted and the uses included within it have been listed separately. SROs are permitted in the T4N.2 and T4N.2-O Transect Zones as lodging uses are permitted.

Table I. Allowed Uses (Continued)

Retail Trade	T4N.2	T4N.2-O
Bars/Taverns	-	P
Micro-brewery/Micro-distillery	-	P

Staff recommends that micro-breweries and micro-distilleries should also be permitted in the T4N.2 Zone consistent with bars and taverns which are already allowed.

10-40.40.090 T5 Main Street (T5) Standards

- Page 40.40-39

Table E. Encroachments and Frontage Types

Allowed Private Frontage Types

Add Terrace Shopfront to this table.

The terrace shopfront frontage type is appropriate in the T5 Transect Zone consistent with Table 10-50.120.020.A (Private Frontages General).

- Page 40.40-41
Table I. Allowed Uses

Residential	T5	T5-O
Rooming and Boarding Facilities Dormitories, Fraternities/Sororities and SROs)	UP ⁴	UP

Consistent with the amendments proposed in Section 10-40.30.030 (Residential Zones), the rooming and boarding facility use has been deleted and the uses included within it have been listed separately. SROs are permitted in the T5 and T5-O Transect Zones as lodging uses are permitted.

Retail Trade	T5	T5-O
Bars/Taverns	P	P
<u>Micro-brewery/Micro-distillery</u>	<u>P</u>	<u>P</u>

Staff recommends that micro-breweries and micro-distilleries should also be permitted in the T4N.1 Zone consistent with bars and taverns which are already allowed.

10-40.40.100 T6 Downtown (T6) Standards

- Page 40.40-45
Table E. Encroachments and Frontage Types
Allowed Private Frontage Types
Remove Stoop from this table.

A stoop is not an appropriate frontage type in the T6 Transect Zone and was included in this table in error. This correction also ensures consistency with Table 10-50.120.020.A (Private Frontages General).

- Page 40.40-41
Table I. Allowed Uses

Residential	T6
Rooming and Boarding Facilities Dormitories, Fraternities/Sororities and SROs)	UP ⁴

Consistent with the amendments proposed in Section 10-40.30.030 (Residential Zones), the rooming and boarding facility use has been deleted and the uses included within it have been listed separately. SROs are permitted in the T6 Transect Zone as lodging uses are permitted.

- Page 40.40-47
Table H. Allowed Uses (Continued)

Retail Trade	
<u>Micro-brewery and Micro-distillery</u>	<u>P</u>

Consistent with revisions made in the Commercial Business (CB) Zone (refer to Section 10-40.30.040) staff recommends that should also be permitted in the T6 Transect Zone consistent with bars and taverns which are already allowed.

- Page 40.40-48

Services

Office	P ⁻⁴
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Staff recommends that End Note #4 should be removed as in the downtown it may be appropriate to have offices on the ground floor. A good example of such an office use is the proposed new magistrate court building.

Transportation & Infrastructure

Passenger Transportation Facilities	P ⁻⁴⁸
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End Notes

[8 Passenger facilities shall be on the ground floor with access to a public street or a public space.](#)

Staff recommends that End Note 4 should be removed and a new end Note 8 added as in the downtown it would be appropriate to have passenger facilities associated with a passenger transportation facility on the ground floor with access to a public street or public space.

Amendments that apply to multiple Transect Zones:

A comparison of Table 10-50.110.030.A in Division 10-50.110 (Specific to Building Types) revealed inconsistencies between the Table A and the Allowed Building Type Tables in most of the Transect Zones. While these are technically clerical errors, they are identified here as the amendment will allow the addition of a building type into the following transect zones:

- Page 40.40-13

**10-40.40.050 T3N.1 Neighborhood (T3N.1) Standards
Table B. Allowed Building Types¹**

Add Single-Family Cottage to this table.

- Page 40.40-25

**10-40.40.070 T4N.1 Neighborhood (T4N.1) Standards
Table C. Allowed Building Types¹**

Add Single-Family Cottage and Courtyard Apartment to this table.

- Page 40.40-31

**10-40.40.080 T4N.2 Neighborhood (T4N.2) Standards
Table C. Allowed Building Types¹**

Add Courtyard Apartment, Apartment Building and Commercial Block to this table.

- Page 40.40-37

**10-40.40.090 T5 Main Street (T5) Standards
Table C. Allowed Building Types¹**

Add Apartment House and Apartment Building to this table.

- Page 40.40-43

**10-40.40.100 T6 Downtown (T6) Standards
Table B. Allowed Building Types¹**

Add Live/Work to this table.

Table D. Building Form^{1 2 3}

Applicable to Transect Zones: T2, T5, and T6

End Notes

¹ See Divisions [10-50.30 \(Building Height\)](#) and 10-50.110 (Specific to Building Types) for additional building form regulations.

Applicable to Transect Zones: T3N.1

End Notes

³ See Divisions [10-50.30 \(Building Height\)](#) and 10-50.110 (Specific to Building Types) for additional building form regulations.

Applicable to Transect Zones: T3N.2, T4N.1, and T4N.2

End Notes

³ See Divisions [10-50.30 \(Building Height\)](#) and 10-50.110 (Specific to Building Types) for additional building form regulations.

These minor amendments establish a cross reference to Division 10-50.30 (Building Height) where additional standards for building height applicable to transect zones are established.

Table H. Allowed Uses

Transect Zones – T3N.1, T3N.2, T4N.1, T4N.2, T5, and T6:

Add Greenhouses as a Permitted use in these transect zones.

Accessory structures are allowed in all of these transect zones. This simple amendment explicitly states that green houses as an accessory structure are permitted. In the T5 and T6 Transect Zones where space may be at a premium, the greenhouse could be placed on the roof.

Transect Zones – T3N.1, T3N.2, T4N.1, and T4N.2:

Change Dwelling: ~~Two-family~~ to [Duplex](#) in these transect zones consistent with the remainder of the Zoning Code.

Transect Zones – T5 and T6:

Add Community Gardens as a Permitted use in these transect zones.

Community gardens are permitted in the Commercial Services (CS) and Central Business (CB) Non-Transect Zones. This simple amendment provides consistency.

Division 10-40.60: Specific to Uses

10-40.60.010 Purpose and Applicability

- Page 40.60-2

Table 10-40.60.010.A Zone Applicability

Add [Micro-brewery and Micro-distillery](#).

This amendment ensures consistency with changes made in this Division by adding new standards for a micro-brewery or micro-distillery.

10-40.60.020 Accessory Buildings and Structures

- Page 40.60-3

A. Applicability

Accessory buildings and structures shall be permitted in all zones in compliance with this Section, provided each is incidental and subordinate to the principal use or structure. There must be a primary use established and either a principal structure on the parcel or a building permit for a principal structure issued prior to, or simultaneously with, the issuance of a building permit for an accessory building or structure. Children’s play houses and tree houses ~~that do not exceed 120~~ less than 200 square feet in floor area are not considered accessory structures and do not require a Building Permit. Sheds less than or equal to ~~120~~200 square feet in floor area also do not require a Building Permit.

This amendment is proposed to ensure that the Zoning Code is consistent with the adopted Building Code for the City (2012 International Building Code) which only requires a building permit for structures 200 sq. ft. or more in area.

- Page 40.60-5

Table 10-40.60.020.A: Accessory Structure Height and Location Standards

Table 10-40.60.020.A: Accessory Structure Height and Location Standards	
Location	Max. Height (feet)
Non-livable structures (e.g. garage, workshop, carport, shed, greenhouse)	
Within Buildable Area	24'
Min. 5' Setback to Rear and On Interior Side Property Line, and <u>0' Setback to</u> On Rear Property Line with Alley ¹	16'
Livable structures (e.g. ADU, studio or home office)²	
Within Buildable Area	24'
Min. 5' Setback to Rear and on Interior Side Property Line	16'

This minor amendment clarifies and simplifies existing confusing language in this table to ensure that a 5-foot setback is maintained to an interior side property line.

- Page 40.60-5

D. Temporary and Permanent Storage Containers

1. Residential Zones

The following standards apply to the temporary and permanent use of storage containers located in all residential zones.

a. Temporary Use

- (1) In the case of fire, flood, or other emergency situation, storage containers may be placed, stored, or used for temporary storage on property zoned for residential use, provided the owner has applied for ~~obtained~~ a Temporary Use Permit from the Director within three days of the emergency. The duration of the temporary storage use shall be limited to a maximum of 90 days within a calendar year, with the option to renew the permit one time, for a period not to exceed 90 days.

This amendment ensures that in the event of an emergency a Temporary Use Permit only needs to be “applied for” within three days, not “obtained” which implies that it has to be submitted, reviewed, approved, and issued within that time frame, which is not practical.

Note that the same language needs to be amended in the following sections:

- Paragraph 2., **Commercial and Research and Development Zones**, subparagraph a. (1) on Page 40.60.6
- Paragraph 3., **Industrial and Public Lands Zones**, subparagraph a. (1) on Page 40.60.8.

10-40.60.030 Accessory Dwelling Units

- Page 40.60-11

Table 10-40.60.030.A Design and Development Standards

Size	An ADU, excluding any garage or carport area and other non-living areas such as workshops or greenhouses, shall not exceed 33% of total floor area of principal residence and ADU combined. The ADU shall be no less than 300 square feet in gross floor area and shall not exceed 600 square feet in gross floor area, except that on residential lots one acre or more in size, the area of an ADU may be increased to a maximum of 1,000 square feet. The area of ADUs that utilize alternative green construction methods that cause the exterior wall thickness to be greater than normal shall be measured based on the interior dimensions of the walls.
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Staff recommends that the maximum percentage requirement should be eliminated as we have reviewed projects where this standard has precluded the construction of an ADU on a lot with a small house.

- Page 40.60-12

Table 10-40.60.030.A Design and Development Standards

Building Form Standards	ADUs shall meet the same building form standards as a principal building in the zone. See Table 10-40.60.020.A (Accessory Structure Height and Location Standards).
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This minor amendment provides an important cross reference.

Table 10-40.60.030.B Building Form Standards Exceptions¹

- Page 40.60-12

	Parcel/Lot Size (Min.)	Setback (Min.)
Detached	67 ,000 sf	In compliance with Table 10-40.60.020.A

This amendment ensures consistency with the minimum lot size for residential zones. This is a smaller standard which may make it easier to establish an Accessory Dwelling Unit.

10-40.60.030 Accessory Dwelling Units

- Page 40.60-13

E. Findings for Approval of ADUs

6. Major access stairs, decks, entry doors, and major windows on [one and](#) one-half and two story structures face the primary residence to the maximum extent it is feasible, or the rear alley, if applicable. Windows that face neighboring side or

rear setbacks are installed so the bottom of the window is a minimum of six feet above the floor.

This minor amendment corrects an error in this sentence which as written did not make sense.

10-40.60.070 Animal Keeping

- Page 40.60-24

Standards for the keeping of animals, including but not limited to, hoofed animals, fowl, and bee keeping, ~~domestic animals, hoofed animals and fowl~~, are provided in City Code ~~Title 7 (Health and Sanitation)~~ Chapter 6-03 (Animal Keeping).

This amendment provides the correct cross reference to the Animal Keeping provisions in the City Code which is being updated by staff from the Sustainability Program for submittal to the Council for adoption later this year.

10-40.60.110 Bed and Breakfasts

- Page 40.60-25

~~A bed and breakfast may only provide commercial lodging for guests in up to four bedrooms within a single family residence.~~

A. A bed and breakfast shall be operated by the property owner/manager living on the site.

B. Bed and breakfasts shall be limited to a maximum of four guest bedrooms, plus accommodations for the property owner/manager.

C. Food may only be served to registered overnight guests. Guest room cooking facilities are prohibited.

D. Parking shall be provided in compliance with Division 10-50.80 (Parking Standards).

E. Signs shall comply with the standards established in Division 10-50.100 (Sign Standards).

These amendments provide clearer standards for bed and breakfasts. The definition of a bed and breakfast in Chapter 10-80 has also been corrected.

10-40.60.140 Community Gardens

- Page 40.60-28

B. Community gardens are subject to the following regulations:

4. No building or structures shall be permitted on the site, with the exception of the following:

a. Sheds for storage of tools limited in size to ~~200~~¹²⁰ square feet;

b. Greenhouses, limited in size to ~~200~~¹²⁰ square feet and designed in compliance with setbacks for accessory structures, consisting of buildings made of glass, plastic or fiberglass in which plants are cultivated; and,

This amendment increases the area limitation for sheds and greenhouses from 120 sq. ft. to 200 sq. ft. consistent with the Building Code's threshold for when a building permit is required.

7. The sale of fresh produce and cottage foods (i.e. baked, pickled, canned or similarly produced foods grown in the community garden) is permitted subject to compliance with all state and local regulations and the issuance of a Temporary Use Permit (see Section 10-20.40.150 (Temporary Use Permits)).

Consistent with the standards now in effect in many US cities, this amendment allows for the sale of produce grown in a community garden.

10-40.60.160 Drive-through Retail or Service Facility

- Page 40.60-31

A. Design Objectives

A drive-through retail or service facility shall only be permitted if the Director first determines that the design and operation will avoid congestion, excessive pavement, litter, and noise.

B. Limitation on Location

The drive-through shall only be located along the ~~retail~~ building's façade away from a street frontage.

C. On-site Circulation Standards

The drive-through retail or service facility shall be provided internal circulation and traffic control as follows.

1. Drive-through Aisle Design

- a. The entrance/exit of any drive-through aisle shall be a minimum of 50 feet from an intersection of public rights-of-way (measured at the closest intersecting curbs).
- b. The drive-through aisle shall be designed with a minimum 10-foot interior radius at curves and a minimum 10-foot width.
- c. The drive-through aisle shall not be located between a property line and the front of the building.

These minor amendments ensure that these standards apply to both drive-through retail (e.g. fast food restaurant) and service (e.g. bank) facilities.

C. On-site Circulation Standards

~~6.—Exceptions~~

~~The Director may approve alternatives to the requirements of Subsections C.1 through C.3 upon finding that the alternate design will, given the characteristics of the site, be equally effective in ensuring on- and off-site pedestrian and vehicular traffic safety and minimizing traffic congestion.~~

67. Visual Buffer

Move the language shown deleted above from this Chapter to Section 10-20.40.090 (Minor Modifications to Development Standards) and renumber the following paragraph.

10-40.60.180 Home Occupations

- Page 40.60-33

E. No stock, goods, and/or materials shall be displayed or sold at the location of the home occupation, except as permitted in Subsection F. below, provided that this provision shall not be interpreted to prevent pick up of orders made either through the telephone or at sales meetings outside of the dwelling in which the home occupation is located.

F. The sale of fresh produce and cottage foods (i.e. baked, pickled, canned or similarly produced foods grown in a vegetable garden at the location of the home occupation) is permitted subject to compliance with all state and local regulations.

~~F.G.~~ No outdoor display or storage of materials, goods, supplies, or equipment shall be permitted in connection with a home occupation.

I. The home occupation shall not be conducted in such a manner or advertised in such a way as to generate more pedestrian or vehicular traffic than typical for the zone within which it is located based on the standards in the current edition of the Trip Generation Manual published by the Institute of Transportation Engineers.

P. No home occupation permit is needed for a business located within a residence in any commercial zone.

*A growing number of US cities allow the sale of fresh produce grown within a vegetable garden at a residence as a home occupation. This amendment permits these sales.
The amendment in paragraph I. provides an appropriate cross-reference to the standards used by the City Engineering Section to determine total daily trips for various land uses.
Also, the minor amendment in paragraph P. clarifies that no home occupation permit is needed for a business in a residence in a commercial zone.*

10-40.60.210 Manufactured Homes

- Page 40.60-40

C. Manufactured Home Subdivisions

Additional standards for manufactured home subdivisions are included in City Code, Chapter 11-20 (Subdivision and Land Split Regulations).

~~1.—Recreational facilities incidental to a manufactured home shall be permitted in manufactured home subdivisions as accessory structures.~~

~~2.—No more than one manufactured home unit is permitted per lot in a subdivision.~~

~~3.—The preliminary plat for a manufactured home subdivision shall include the dimensions of the buildable area within each lot.~~

~~4. Not less than 10 percent of the gross site area shall be reserved for common areas or open space. The ownership of the common area shall be transferred to a homeowners association. As an option, an applicant may request that the open space requirement be waived if an additional minimum of 10 percent of the total number of lots are provided as developable permanently affordable lots (See Section 10-30.20.040.B.6).~~

On the recommendation of the City Attorney, the text shown as deleted above should rather be included in the Subdivision Regulations (City Code Title 11) than here in the Zoning Code, as they are specific to manufactured home subdivisions.

10-40.60.220 Medical Marijuana Uses

- Page 40.60-45

G. A medical marijuana ~~dispensary~~ offsite cultivation location not associated with a medical marijuana dispensary located in Flagstaff is prohibited ~~in Flagstaff~~.

This amendment clarifies the intent of this paragraph and removes the ambiguity in the existing sentence to ensure that an offsite medical marijuana cultivation location in Flagstaff must be associated with a medical marijuana dispensary located in Flagstaff, i.e. an offsite cultivation location in Flagstaff may not provide medical marijuana to a dispensary located elsewhere in the state. This was the intent of this section when originally adopted.

10-40.60.230 Meeting Facilities, Public and Private

- Page 40.60-46

B. Neighborhood Meeting Facilities

1. Neighborhood meeting facilities include such uses as small community centers, social halls, union halls, and clubs that directly service the surrounding residential neighborhood.
2. Neighborhood meeting facilities are limited to less than 250 seats. Such facilities with 250 seats or more shall require a Conditional Use Permit in compliance with Section 10-20.40.050 (Conditional Use Permits).
3. A Conditional Use Permit ~~shall be required~~ in compliance with Section 10-20.40.050 (Conditional Use Permits) is also required to serve alcohol in a meeting facility in a residential or commercial zone.

The amendment proposed in paragraph 2 above acknowledges the standards established in Table 10-40.30.030.B (Allowed Uses) in which neighborhood meeting facilities over 250 seats are permitted subject to the approval of a Conditional Use Permit.

10-40.60.240 Micro-brewery or Micro-distillery

- Page 40.60-46

Micro-breweries and micro-distilleries shall meet the following development and performance standards:

A. Micro-breweries and micro-distilleries shall comply with all applicable state and local regulations.

B. A taproom is permitted within the micro-brewery or micro-distillery where customers for a fee may sample and consume the product without food service. The taproom shall be no more than 15 percent of the gross floor area of the structures on the premises.

C. An eating and drinking establishment is permitted as an accessory use to the micro-brewery or micro-distillery provided that eating and drinking establishment shall be limited to 25 percent of the gross floor area of the structures on the premises.

D. Parking shall be provided in compliance with Division 10-50.80 (Parking Standards).

This amendment provides development standards for a micro-brewery or micro-distillery. The taproom is intended to allow for the sampling and consumption of the beer or spirits without any food service. This is different from a larger eating and drinking use associated with the micro-brewery or micro-distillery where food and beverages made on site may be purchased and consumed.

Also, renumber all following Sections and check for and correct all cross references.

10-40.60.250 Mixed Use

- Page 40.60-47

A. Purpose

The Regional Plan promotes the concept of a more compact development pattern for the City by mapping and describing activity centers in urban, suburban, and rural area types, and encouraging mixed-use development. Mixed use is intended to encourage reinvestment of under-utilized parcels and infill development of vacant parcels with a compatible and balanced mix of residential, commercial, and institutional uses within close proximity to each other, rather than the separation of uses. Mixed use is also encouraged in new developments in Greenfield locations. Mixed-use developments in order to foster pedestrian-oriented residential and commercial development by providing more housing options, reducing traffic congestion, providing a stronger economy in commercial areas, and encouraging pedestrian trips. Mixed use also has the potential to provide increased opportunities for affordable housing. In order to accomplish these goals, higher intensities of land use are permitted for mixed-use structures than for the individual uses permitted in a zone.

These amendments expand the purpose of the Mixed Use Section of the Code to add emphasis to reinvestment possibilities and to clarify the benefits of mixed use.

B. ~~General~~Mix of Uses

1. A mixed-use development combines residential and nonresidential uses, or different types of nonresidential uses, on the same site, with the residential units either typically located above the nonresidential uses (vertical mixed use) or Residential units may be allowed at ground level behind street-fronting non-residential uses (horizontal mixed use) only under the limited circumstances specified by this Section. Upper floors may also be occupied by office uses. Examples of vertical and horizontal mixed use are illustrated given in Figure A.

2. A use on the ground floor must be different from a use on an upper floor. The second floor may be designed to have the same use as the ground floor provided

there is at least one more floor above the second floor that has a different use from the first two floors. At least one of the floors shall contain residential units. See Figure B.

31. Mixed-use development shall incorporate a minimum of two uses.

4. The minimum depths of pedestrian-oriented commercial space in mixed-use developments within activity centers determined in the Regional Plan are provided in Table A:

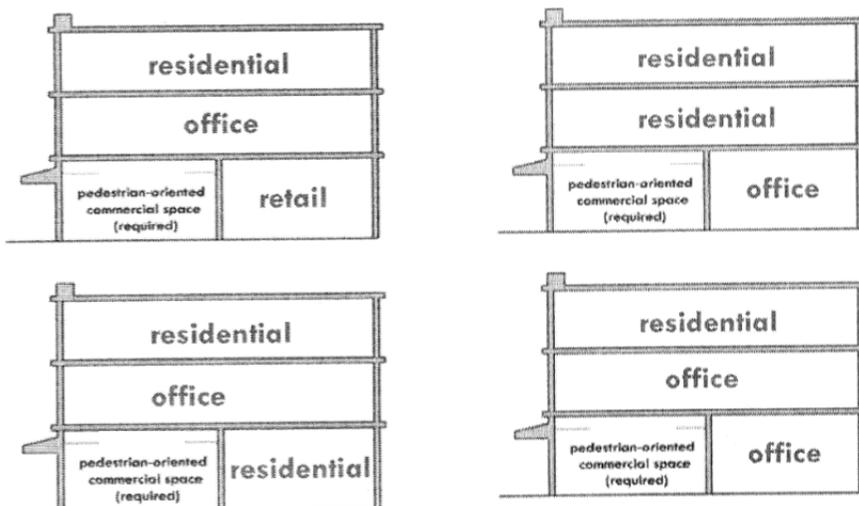
Table 10-40.60.250.A: Standards for Pedestrian-Oriented Commercial Space	
Activity Center	Min. Depth of Pedestrian-Oriented Commercial Space
Urban Activity Center	20' Min.
All other locations	60' Min.

(P&Z) Staff originally suggested a minimum depth of 24 feet for pedestrian-oriented commercial space in urban activity centers and 60 feet for such spaces in suburban and rural activity centers. Some members of the Commission correctly pointed out that not all mixed-use developments would occur in an activity center, and that they could occur in parts of the Sunnyside or Southside neighborhoods, or along any arterial such as Route 66. The Commission also recommended reducing the depth of the commercial space in an activity center to 20 feet.

~~2.—Residential uses are not required to be part of the mixed-use development.~~

53. If any one of the uses of the mixed-use development requires the approval of a Conditional Use Permit then the development in its entirety shall be subject to the Conditional Use Permit ~~in compliance with~~ (see Section 10-20.40.050 (Conditional Use Permits)).

64. Only uses allowed in the underlying zone shall be permitted in the mixed-use development.



[Figure B. Examples of use mixes that meet the requirements of Subsection B. \(Mix of Uses\)](#)

The amendments proposed in this Subsection provide clarification and eliminate redundancy. The inclusion of Figure B helps to illustrate examples of mixed use in a building scaled to Flagstaff's form and character, and clarify that mixed use should include some residential dwelling units. Further, the amendments provide a cross-reference to the activity centers described in the Regional Plan and based on the area type in which the activity centers are located, minimum depth standards for pedestrian-oriented commercial space are established.

- Page 40.60-49

~~D. Mix of Uses~~

~~— A mixed-use development may combine residential uses with any other use allowed in the applicable zone where allowed by Division 10 40.30 (Non-Transect Zones) in compliance with Subsection B.~~

This Subsection is redundant (it is included in new paragraph 5. above) and may, therefore, be deleted.

- Page 40.60-49

E. Site Layout and Development Design Standards

Each proposed mixed-use development shall comply with the property development standards of the applicable zone, and the requirements of Table [B](#)A (Site Layout and Development Design Standards).

Table 10-40.60.250.BA: Site Layout and Development Design Standards

<p><u>Pedestrian-oriented Commercial Space</u></p>	<p>(1) <u>Pedestrian-oriented commercial space includes a lobby serving other uses in the building or uses not open to the general public (e.g. a private gymnasium).</u></p> <p>(2) <u>Ground floor commercial space shall have a customer entrance opening directly onto the sidewalk.</u></p> <p>(3) <u>Depth of the ground floor commercial space must be no less than the standard established in Table A.</u></p> <p>(4) <u>Floor to ceiling height of the ground floor commercial space of min. 14 feet.</u></p> <p>(5) <u>Private frontage must be in compliance with Division 10-50.120 (Specific to Private Frontages) as determined by the Director.</u></p>
<p>Location of <u>Residential Units</u>¹</p>	<p>Residential units shall not occupy <u>the</u> ground floor street frontage space adjacent to a <u>primary public or private</u> street. The ground floor street frontage space within a mixed-use building shall be reserved for commercial uses, except for a lobby or other entry feature providing access to the residential units.</p>
<p>Parking</p>	<p>To encourage the development of residential uses in existing and new commercial areas, the use of shared parking provisions shall be incorporated into mixed-use developments in compliance with Section 10-50.80.060 (Parking Adjustments).</p>
<p>Loading Areas</p>	<p>Commercial loading areas shall be located away from residential units and shall be screened from view from the residential portion of the development to the maximum extent feasible, in compliance with Table 10-50.60.040.B (Buffer and Screening Requirements).</p>
<p>Refuse and Recycling Areas</p>	<p>Areas for the collection and storage of refuse and recyclable materials shall be located on the site in locations that are convenient for both the residential and nonresidential uses.</p>
<p>Open Space</p>	<p>A mixed-use development shall be designed to provide residential uses with common or private open space, which may be in the form of roof gardens, individual balconies, or other means as approved by the Director.</p>

End Notes

¹ The Director may waive or modify the requirement for pedestrian-oriented commercial space on the ground floor of a mixed use building. See Section 10-20.40.090 (Minor Modifications to Development Standards).

The inclusion of this new row into Table 10-40.60.260.A establishes appropriate standards for pedestrian-oriented commercial spaces on the ground floor of a mixed-use building. It will help staff to review and approve such a building based on clearly defined standards, which are currently absent.

(P&Z) Following discussion and a suggestion from the Commission at the June 10th hearing, the new End Note #1 has been added to provide the Director with flexibility to waive or modify this requirement under the Minor Modification of Development Standards provision of the Code.

10-40.60.260 Outdoor Commercial Recreation Structures

- Page 40.60-50

Outdoor structures such as bleachers, movie screens, permanent rides, and outdoor seating areas shall be a minimum of 100 feet from any property setback line.

This standard from the former LDC was incorrectly stated in the Zoning Code. The placement of outdoor structures should be measured from a property line rather than a setback line.

10-40.60.270 Planned Residential Development

- Page 40.60-50

A. Applicability

1. This Section provides a mechanism to allow the building types listed in Table A below (See Division 10-50.110 (Specific to Building Types) for additional standards) in the non-transect zones and for achieving gross densities on undeveloped lands where substantial natural resources are present on the site. (See Division 10-50.90 (Resource Protection Standards)).
2. Affordable housing developments (Refer to Division 10-30.20) may utilize Planned Residential Development standards in any zone where residential uses are allowed.
3. Site Plan Review and Approval (Refer to Section 10-20.40.140) is required for all building types that include three or more units, including the duplex, bungalow court, townhouse, apartment house, courtyard apartment and commercial block building types.

This amendment ensures consistency with the Building Code and other proposed amendments to the Zoning Code regarding review thresholds for site plan review and approval.

B. Building Types for Planned Residential Development

1. Planned Residential Developments may integrate different building types as identified in Table A (Planned Residential Development Building Type Options); ~~however, they~~ Planned Residential Developments shall be planned ~~with as~~ an integrated site plan ~~ning process as under~~ one comprehensive development or as a Traditional Neighborhood Community Plan in compliance with Division 10-30.80 (Traditional Neighborhood Community Plans).

2. Building Types not Specifically Listed

- a. The Director may approve the integration of building types not specifically listed in Table A provided that the building type:
 - i. Meets the intent of the zone;
 - ii. Is compatible with the form, scale and character of other on-site buildings; and
 - iii. Is compatible within the context of existing and proposed development in the vicinity of the site. ~~For example, within a MR~~

~~or HR Zone or the commercial zones, an apartment building is also an appropriate building type.~~

- b. An example of a building type that is appropriate in a non-transect zone such as the MR or HR Zone or any of the commercial zones is an apartment building more typically associated with suburban environments described in Section P.040 (Classifications of Different Types of Places in Flagstaff, Subsection C. (Driveable Suburban)).

This amendment provides criteria to assist the Director with the approval of building types not specifically listed in Table A.

3. Determination of Building Types

- a. The building types that may be utilized in the non-transect zones as a Planned Residential Development are established in Division 10-50.110 (Building Types).
- b. Each Section of Division 10-50.110 establishes unique standards for each building type, including lot size, number of units, pedestrian and vehicle access, allowed frontages, etc.
- c. Building placement and form standards (i.e. building height, setbacks, etc.) for the building types selected for development as a Planned Residential Development are determined by the transect zone in which the building type is permitted from Table 10-50.100.030.A (Building Types General). When a building type is allowed in more than one transect zone, the Director shall determine which transect zone's building placement and form standards should apply based on the form, character and scale of existing and proposed development, and the compatibility of the proposed building type within the context of existing and proposed development in the vicinity of the site.

This new Subsection provides an explanation of where to find the standards for a selected building type as this is not clear in the existing Zoning Code.

Table 10-40.60.270.A: Planned Residential Development Building Type Options											
Building Type	Residential Zones						Commercial Zones				
	See Section 10-40.30.030.C for Building Form Standards						See Section 10-40.30.040.C for Building Form Standards				
	RR	ER	RI	R1N	MR	HR	SC	CC	HC	CS	CB
Carriage House	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Single-family											
Estate	✓	✓	✓	==	==	==	==	==	==	==	==
House	✓	✓	✓	✓	✓	✓	==	✓	==	==	==
Cottage	✓	✓	✓	✓	✓	✓	==	✓	==	==	==
Bungalow Court	✓	✓	✓	✓	✓	✓	==	✓	==	==	==
Duplex											
Side-by-Side	✓	✓	✓	✓	✓	✓	✓	✓	==	==	==
Stacked	✓	✓	✓	✓	✓	✓	✓	✓	==	==	==
Front-and-Back	✓	✓	✓	✓	✓	✓	✓	✓	==	==	==
Stacked Triplex	==	==	==	==	✓	✓	✓	✓	==	==	==
Townhouse	✗	✗	✓	✗	✓	✓	✓	✓	✓	✓	==
Apartment House	✗	✗	✗	✗	✓	✓	✓	✓	✓	✓	==
Courtyard Apartment	✗	✗	✗	✗	✓	✓	✓	✓	✓	✓	==
Apartment Building	==	==	==	==	✓	✓	==	==	✓	==	==
Live/Work	✗	✗	✗	==	✓	✓	✓	✓	✓	✓	✓
Commercial Block	==	==	==	==	✗	✗	==	✓	✓	✓	✓

Table A above has been amended to correct the residential non-transect zones in which certain building types may be applied (e.g., the townhouse, apartment house, or courtyard apartment building types are not appropriate in the low and medium density residential zones where they were originally placed in the current code). Staff recommends this amendment based on the mass and scale of these more “multi-family residential” building types that are certainly appropriate in the MR and HR Zones where they would be compatible with existing building forms, but they are not as compatible with a single-family residence or duplex. This statement is further justified by the underlying density standards in zones such as RR where it is highly unlikely that a property owner would develop, for example, a courtyard apartment building, because the density permitted in this zone is so low (1 dwelling unit per 5 acres). If such a building type was proposed, a zone change to a higher density zone (MR perhaps) would be more logical. Residents of the La Plaza Vieja neighborhood have clearly stated that they do not want to see townhomes or similar buildings in the R1N portion of the neighborhood, and this desire has been documented in the draft La Plaza Vieja Specific Plan.

The table has also been amended to allow various additional building types in the commercial zones.

This table also includes two new building types, the Stacked Triplex and Apartment Building – see the amendments in Division 10-50.110 (Specific to Building Types).

- Page 40.60-51

C. Open Space Requirement

Planned residential developments must designate ~~shall include~~ a minimum of 15 percent of the gross site area as common open space. Such open space can be included ~~that is in addition within to~~ any areas of the site with natural resources such as floodplains, slopes or forests that may be required to be protected as stipulated in Division 10-50.90 (Resource Protection Standards).

This amendment clarifies a standard that is incorrectly stated in the current Code. Rather than stating that required open space is in addition to any protected areas of the site, consistent with the former LDC and current practice established elsewhere in the Zoning Code, required open space is allowed to be included in areas protected for floodplains, slopes or forests.

10-40.60.300 Secondary Single-Family Dwelling

- Page 40.60-57

A. Applicability

This section applies to existing detached residential units (except for Accessory Dwelling Units) established prior to November 5, 2002 on lots located in the MR and HR Zones not subject to the Resource Protection Overlay, and the R1N Zone. Where two existing detached residences are located ~~established~~ on a n-existing lot, following the procedures established in Division 11-10.90 (Modified Subdivision Process) or Division 11-10.100 (Land Splits and Combinations) two new lots may be created subject to the standards provided below.

B. Standards

~~Two detached dwellings may exist and be maintained as principal buildings on a lot that has frontage on, and access to, a public street.~~ If the lot with two existing detached residential units is proposed to be divided pursuant to this Section, each ~~remaining~~ resulting lot shall have frontage on, and/or legal access to, a public street or alley. The following standards in Table A (Secondary Single-Family Dwelling) shall also be met.

Table 10-40.60.300.A: Secondary Single-Family Dwelling

Building Placement Requirements

Existing residential units shall maintain building separation requirements of applicable Sections for the R1N, MR and HR Zones, ~~to the maximum extent feasible.~~

Lots proposed to be divided: the new property line shall be drawn in such a manner as to divide this distance approximately equally between the two new lots, but in no case shall a new property line be drawn between existing structures that would be inconsistent with applicable City Building Code separation requirements.

Lot Requirements

Lot Size
(min.)

5,000 sf in MR and HR Zones

If the lot is proposed to be divided: the smaller of the two remaining lots shall be at least 40% of the original lot or 2,000 sf, whichever is larger

Lot Width (min.)	50' If the lot is proposed to be divided, the smaller of the two remaining lots shall have a lot width of at least 40'
Lot Depth (min.)	75' If the lot is proposed to be divided, the smaller of the two remaining lots shall have a lot depth of at least 40'
Building Form Requirements	
Lot Coverage (max.)	40% If the lot is proposed to be divided, each remaining lot shall have maximum coverage of 40%
<u>Building Height</u>	<u>In a Historic Overlay Zone, if one or more of the pre-existing detached residential units are demolished or expanded, then any new residence or the expansion of an existing residence shall comply with the height and form standards established for the Historic Overlay Zone.</u>
Utilities	
	If the lot is proposed to be divided, each residential unit shall be provided with separate utility services in approved locations, subject to the provision of utility easements as necessary.

The amendments suggested above provide one option for resolving challenges with this Section of the Zoning Code. The need for amending the building form standards in Table 10-40.60.300.A was originally identified by concerned residents of the Flagstaff Townsite neighborhood, as they have been worried that if as a result of a Land Division as authorized and approved under this Section, and one or both of the existing homes were demolished, then two primary dwellings could be constructed. This is contrary to the standard established in the Townsite Historic Design Standards that require a careful relationship between a larger "Primary" residence closer to the street, and a smaller "Secondary" residence at the rear typically with access to an alley. This relationship is very important in this Historic District. Note that the amendment proposed only applies in a Historic Overlay Zone (currently only the Townsite neighborhood has such an overlay zone with building height standards), and this new standard would not apply in other R1N, MR, or HR Zones. This is staff's recommended option.

(P&Z): At the June 10th public meeting a majority of commissioners indicated they preferred and supported this option. At the June 24th meeting a minor amendment to the text in the new Building Height" row suggested by a Flagstaff resident was supported by the Commission. This amendment adds an addition to an existing building within this standard.

In the alternative, the R1N Zone could be deleted so that the ability to split a lot under the conditions described in this Section would only apply to the MR and HR Zones. This option would raise Proposition 207 issues.

NOTE: Regardless of which option is selected, it is recommended that this Division be moved from the Zoning Code to Title 11 (General Plans and Subdivisions) of the City Code because this Section really establishes a process and standards for the subdivision of land under specific conditions.

C. Parcel Division

If two residential units exist on a lot in conformance with Subsection A above, such lot may be divided, upon application through the Modified Subdivision Process set forth in Division 11-10.10 (Title and Authority), or Land Split procedure outlined in Division 11-20.100 (Land Splits and Combinations), into two separate lots, one for each residential unit, if the following requirements are met:

1. The lot line created between the two residential units shall be substantially perpendicular to the side lot lines if the buildings are located in the front and rear portions of the original lot, or to the front and rear lot lines if the buildings are located side by side;
2. The division complies with the Land Split requirements of Chapter 11-10 (Subdivision and Land Split Regulations), except as modified by this Section for development standards in the ~~R1N and~~ MR and HR Zones not subject to the Resource Protection Overlay, and the R1N Zone;
3. If the proposed property division is a Land Split and the lot boundaries are set by a recorded plat and all public improvements exist along the entire frontage of the property prior to splitting, then the division may be processed as a Land Split in compliance with Division 11.10.10 (Title and Authority); and
4. If the City Engineer determines that as a result of the proposed property division public improvements are required in compliance with Division 10-30.50.070 (Minimum Requirements), then the property division shall follow the Modified Subdivision Process as defined in Division 11-10.90 (Modified Subdivision Process).

10-40.60.310 Telecommunication Facilities

- Page 40.60-62

C. General Requirements for Telecommunications Facilities

6. Visual Impact

e. Camouflaged sites may be required by the Director and will be subject to the following minimum standards:

(1) Simulated pine branches must be located from a point that is 25 percent feet above finished grade to the top of the tower.

(2) A density of 2.3 simulated branches per one lineal feet of the tower is required. Branches shall be installed on the tower in a random organic pattern.

(3) The minimum length for the lower level simulated branches is 10 feet long. Simulated branches must taper toward the top of the tower to give the appearance of a natural conically-shaped evergreen tree.

(4) The tower shall be painted to emulate a natural tree trunk, and the bottom 20 feet of the trunk shall be covered with a simulated tree bark product.

(5) Antennas shall be fitted with a cover or otherwise camouflaged, and shall not extend beyond the tree branches located immediately adjacent to the antennas.

New subparagraph e provides standards for camouflaged telecommunications facilities that have been applied by staff for many years and are consistent with industry standards. These were inadvertently omitted from the Zoning Code when it was updated in 2011.

- Page 40.60-68

G. Time Limits

~~The City shall process tower citing applications for co-location facilities within 90 days and all other tower applications within 150 days, in compliance with Section 332(e)(7) of the Communications Act.~~

The Federal Communications Commission recently adopted new rules applicable to states and municipalities regarding approvals of telecommunications towers. The City Attorney's office has recommended that this Subsection can be removed as it is no longer necessary because the City's approval time frames established under SB1578 and HB2443 (The Regulatory Bill of Rights) for the review and approval of telecommunications facilities are significantly shorter (26 working days) than the new FCC standard which is 60 days.



Planning and Development Services Section

MEMORANDUM

TO: Mayor and Council

THROUGH: Josh Copley, City Manager

DISTRIBUTION: Barbara Goodrich, Deputy City Manager; Mark Landsiedel, Community Development Director; Dan Folke, Planning Director

FROM: Roger E. Eastman, AICP, Comprehensive Planning and Code Administrator

Date: November 23, 2015

RE: Amendments to Zoning Code (Chapter 10-40, Specific to Zones)
Response to Council Discussion at the November 10, 2015

At the October 19th special Council work session on the Zoning Code, some Flagstaff residents asked questions on the proposed amendments to Section 10-40.30.040 (Commercial Zones) with specific reference to the idea of allowing single-family residences and duplexes in the CC (Community Commercial) Zone, which is for example, applied to the Sunnyside neighborhood south of 6th Street.

Staff has talked with one of these residents in the past weeks, and in that conversation learned that there was an error in how an amendment was written which made it confusing. Staff has subsequently corrected this error – see Page 40-11 in the attachment. Specifically the correction is to End Notes #11 about two-thirds down the page to clarify that single-family dwellings and duplexes in the CC Zone must comply with the building height standards of the R1 (Single-family Residential) Zone rather than the building form standards of the R1 Zone.

Also attached are some proposed additional amendments in Chapter 10-40 (Specific to Zones) that address the following issues:

- Minor amendments in Section 10-40.30.050 (Industrial Zones) and in Division 10-40.40 Transect Zones that correct errors and improve cross-references.
- **Division 10-40.60 Specific to Uses: Section 10-40.60.160 (Drive-through Retail and Service Facility)** – Includes a revision that would allow a drive-through lane to be located between the front of a building and the property line.
- **Division 10-40.60 Specific to Uses: Section 10-40.60.250 (Mixed Use)** – Includes a revision that explicitly states that the Zoning Code does not include a density limit for mixed use projects in commercial zones, and that other factors such as setbacks, allowable height, parking standards, etc. control to limit the size of a new development.

- **Division 10-40.60 Specific to Uses: Section 10-40.60.300 (Secondary Single-family Dwelling)** – Includes a revision in response to comments made by some Flagstaff residents to staff that the amendments proposed to Table 10-40.60.300.A (Secondary Single-family Dwelling) were incomplete. A proposed amendment seeks to ensure the relationship between a primary residence and a secondary residence at the time of the land split is maintained, even if one of both of the parcels are sold to a separate owner.

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

10-40.30.040 Commercial Zones
 Table 10-40.30.040.B Allowed Uses

- Page 40.30-15
Industrial, Manufacturing, Processing & Wholesaling

	SC	CC	HC	CS	CB
Manufacturing and Processing, Incidental	--	P	P	P	P
<u>Micro-brewery or Micro-distillery</u>	--	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>

This amendment permits micro-breweries and micro-distilleries as permitted uses in the zones where the rather obtusely named “manufacturing and processing, incidental” use is also permitted. This latter use, formerly used to include a brewery, is not being deleted as it would allow for a coffee roaster, as an example.

Also, add the new Section 10-40.60.240 in the “Specific Use Regulations” column. Renumber all following Sections, and check for and correct all cross references.

Recreation, Education & Assembly

	SC	CC	HC	CS	CB
Meeting Facilities, public or private	⁵				
Regional	-- <u>P/UP</u> ⁵	P/UP ⁵	P/UP ⁵	P/UP ⁵	P/UP ⁵
Neighborhood	<u>P</u> ⁵ / <u>UP</u> ⁵	P/UP ⁵	--	--	--

End Notes

⁵ A Conditional Use Permit is required if liquor is sold, or if facilities exceed 250 seats.

The Suburban Commercial (SC) Zone is established to provide neighborhood serving land uses only. Staff, therefore, recommends that a regional meeting facility is inappropriate in the Suburban Commercial (SC) Zone.

- Page 40.30-16
Residential ⁷

	SC	CC	HC	CS	CB
Dwelling: Single-family	--	<u>P</u> ⁹ --	--	--	--
Dwelling: Two-family <u>Duplex</u>	P ⁶	P ⁹	P ⁶	P ⁶	P ⁶
Planned Residential Development	<u>P/UP</u>	<u>P/UP</u> ²	UP	UP	UP
Rooming and Boarding Facilities <u>Dormitories</u>	UP ⁶	UP ⁶	UP ⁶	UP ⁶	UP ⁶
<u>Fraternities and Sororities</u>	<u>UP</u> ⁶	<u>UP</u> ⁶	<u>UP</u> ⁶	<u>UP</u> ⁶	<u>UP</u> ⁶
<u>Single Room Occupancy</u>	<u>UP</u>	--	<u>P</u>	--	<u>P</u>

- Page 40.30-15 & 16

End Notes

⁶ Residential uses with more than 2 units are ~~only~~ allowed as part of a mixed-use development located above or behind the commercial uses subject to the development standards established in the HR Zone and as a Planned Residential Development (Section 10-40.60.270). New developments that include residential uses with more than 2 units shall provide a minimum of 15% of the gross lot area in the form of common open space.

⁹ Single-family and duplex building types (see Division 10-50.110) are permitted by right on lots ≤9,000 sf existing prior to November 1, 2011. A Conditional Use Permit is required for all other building types and multi-family residential uses with 3 or more units regardless of the size of the lot or parcel.

Many of the areas of the City that in the Community Commercial (CC) Zone are characterized by small lots developed with existing small single-family homes. This includes most of the Sunnyside and Southside neighborhoods, as well as areas to the north and west of the Downtown. Under current Code standards, a property owner may not build a single-family home in the CC Zone unless a Planned Residential Development approach is pursued which requires approval of a Conditional Use Permit from the Planning and Zoning Commission. This can be a time consuming and expensive process that makes it very hard for a family to build a new home. Staff recommends that the process to build a single-family home in the CC Zone should be simplified by allowing a single-family dwelling as a permitted use in the CC Zone. The amendment to End Note #6, therefore, ensures that a single-family dwelling and a duplex may be established in the CC zone by right without the need for additional commercial uses on the property.

CITY COUNCIL: *A minor amendment to this standard is proposed following the Council’s October 19th work session by adding that a project with more than 2 units in the CC Zone may also be developed as a Planned Residential Development.*

The addition of End Note #9 (which is only applied within the CC Zone) further clarifies that existing single-family and duplex building types are permitted by right on lots ≤ 9,000 sq. ft. in area without having to go to the Planning and Zoning Commission for Conditional Use Permit approval. This is especially important in the Sunnyside neighborhood where over 50 percent of the neighborhood has CC zoning yet is developed predominantly with single-family homes, and is also relevant in such neighborhoods as Southside. Note that this is not a more restrictive standard than the standard currently in this table as the latter standard required a Conditional Use Permit for a single-family residence or a duplex established with a PRD in the CC Zone.

The former LDC allowed residential uses in commercial zones subject to the development standards of the HR Zone. This standard was not included in the Zoning Code.

Consistent with the amendments proposed in Section 10-40.30.030 (Residential Zones), the rooming and boarding facility use has been deleted and the uses included within it have been listed separately. SROs are only allowed in those zones where lodging uses are permitted (i.e. SC, HC and CB).

Retail Trade

	SC	CC	HC	CS	CB
Bars/Taverns	P	P-	P	P	P

This amendment was requested by a local inn-keeper who requested that bars and taverns should be considered as a permitted use in the CC Zone. Staff supports the amendment as micro-breweries and micro-distilleries (formerly categorized as “Manufacturing and Processing, Incidental”) are already permitted in this Zone and are allowed in Transect Zone T5 (Main Street).

- Page 40.30-16

End Notes

⁷ Residential uses in the CC, HC, CS and CB Zones, and residential uses and properties listed on the National Historic Registry or within the Landmarks Overlay Zone, ~~in the CC, HC, CS and CB Zones~~ existing prior to the effective date of this Zoning Code are considered legal, nonconforming uses. Residential uses in the CC, HC, CS and CB Zones shall be subject to the development standards established in the HR Zone.

This amendment clarifies the former confusing language to ensure that residential uses in the listed zones as well as residential uses and properties that have defined historic characteristics are considered as legal conforming uses.

Further, an amendment at the end of this End Note codifies staff's current practice from the former LDC by stating that residential uses in the commercial zones are subject to the development standards of the HR Zone.

Table 10-40.30.040.B Allowed Uses (continued)

- Page 40.30-17

Retail Trade (continued)

	SC	CC	HC	CS	CB
Farmers Markets and Flea Markets	--	P	P	P	-- <u>P</u>

This amendment permits a farmers market in the Flagstaff downtown area.

Table 10-40.30.040.B Allowed Uses (continued)

- Page 40.30-18

Transportation & Infrastructure

	SC	CC	HC	CS	CB
Passenger Transportation Facilities	--	--	-- <u>UP</u>	UP	UP

The former LDC listed Passenger Transportation Facilities as an Unclassified Use in the C-3-E zone (now called the HC Zone), and they were only allowed in this Zone with a Conditional Use Permit. An error was made in this use table in the new Zoning Code as Passenger Transportation Facilities were listed as not permitted in the HC zone, which is incorrect. This use should be consistent with the former LDC, and listed as conditionally permitted (UP) in the HC zone.

Table 10-40.30.040.C Building Form Standards

- Page 40.30-19

Building Placement Requirements	SC	CC	HC	CS	CB
Setback					
Front (<u>See also 10-50.60.040.B</u>)	15' min ¹	0'	0' ²	0'	0'
Side Adjacent to Residential <u>Use</u>	----- 15' min. ¹⁰ -----				

Section 10-50.60.040.B (Non-Residential Zone Buffers) requires a minimum of 5 feet of landscaping in the front setback area between a building and the property line. This standard, therefore, eliminates the 0' front setback established in the Table C (Building Form Standards) in the CC, HC, CS, and CB Zones. Consistent with other Sections of the Zoning Code that require

building-forward design, and to accommodate a developer who may wish to locate a new building on the property line, staff recommends that a cross-reference be included in this Table that refers to the front yard buffer standards in the Landscaping Division (10-50.60). Note that an amendment to Section 10-50.60.040.B (Non-Residential Zone Buffers) is also proposed. The addition of the word use clarifies that the side setback is measured to an adjacent residential use rather than a zone.

End Notes

¹⁰ Except that the setback from a proposed residential use in a commercial zone to other residential uses shall be 5' min.

Staff recommends that when a residential use is proposed in a commercial zone it is appropriate to reduce the side setback to adjoining residential uses to 5' min.

Building Form Requirements	SC	CC	HC	CS	CB
Building Height (max.)	235'	60' ^{4,11}	60' ⁴	60' ⁴	60' ⁴
Gross FAR (max.)	0.8 ⁵	2.5 ⁵	3.0 ⁵	2.0 ⁵	No max.

Staff recommends that the maximum building height in the SC Zone should be increased because this is consistent with the overall height requirement of residential zones (which are the most likely zones surrounding a SC Zone). The former LDC allowed a total height of 35 feet for mixed use with two floors. This is also the maximum height for a Live/Work Unit, which is allowed in the SC Zone.

As the standards for FAR are building form standards and not density requirements, it is recommended that the Gross FAR row be moved into the Building Form Requirements section of this table.

End Notes

¹¹ Single-family dwellings and duplexes in the CC Zone shall be limited to a maximum height of 35 feet consistent with the height standard for the RI Zone.

This end note is needed to ensure that single-family dwellings (which are proposed to be allowed as a permitted use in the CC Zone – see Page 8) are not constructed to 60 feet in height. Max. building height in the R1 Zone is 35 feet. Updated for clarity on November 16, 2015.

Density Requirements

	SC	CC	HC	CS	CB
Gross Density (units/acre) (max.) <u>(Not applicable to Mixed Use)</u>	13	13	13	13	13
		-----Refer to HR Zone-----			
Gross FAR (max.)	0.8 ⁵	2.5 ⁵	3.0 ⁵	2.0 ⁵	No max.

The statement about mixed use clarifies that mixed use is not subject to density standards. This is because as stated in Section 10-40.60.250 (Mixed Use), only FAR standards apply. The density stated in the current Zoning Code is incorrect because when residential uses are developed in commercial zones, consistent with the LDC, the standards of the HR Zone should be applied. For this reason this correction to the density standard is recommended.



Additional Proposed Amendments to the Zoning Code (Identified by Staff after P&Z Commission Recommendation)

September 2, 2015; Updated Sept. 25, 2015; November 20, 2015

Chapter 10-30: General to All Division 10-30.70: Residential Sustainable Building Standards

10-30.70.040 Minimum Standards

- Page 30.70-3

D. Energy Efficiency

- In order to qualify for the density incentive established in Table 10-30.20.050.A (Percentage of Affordable Housing Units and Corresponding Density Bonus) an efficiency standard that is 50 percent of the ~~current~~ HERS Reference Home rating established in the 2003 International Energy Conservation Code as measured on the HERS (Home Energy Rating System) index shall be met. Solar collectors, including solar thermal and photovoltaic systems may be installed to ensure that the residence qualifies.

This minor amendment clarifies that the HERS Reference Home rating is based on the 2003 International Energy Conservation Code.

Chapter 10-40: Specific to Zones Division 10-40.30 Non-Transect Zones

10-40.30.050 Industrial Zones

- Page 40.30-23

Table B. Allowed Uses (continued)

Residential

	RD	LI	LI-O	HI	HI-O
Live/Work	PZ	PZ	PZ	--	--

This amendment provides consistency in the application of this standard as it ensures that the live/work use is also subject to the FAR limitations applicable to other commercial uses (see Subsection 10-40.30.050.F) in these industrial zones.

Division 10-40.40 Transect Zones

10-40.40.070 T4N.1 Neighborhood (T4N.1) Standards

- Page 40.40-25

Table C. Allowed Building Types¹

Add Single-Family Cottage and Courtyard Apartment to this table. [Also add Stacked Triplex to this table.](#)

10-40.40.080 T4N.2 Neighborhood (T4N.2) Standards

- Page 40.40-31

Table C. Allowed Building Types¹

Add Courtyard Apartment, Apartment Building and Commercial Block to this table. [Also add Stacked Triplex to this table.](#)

10-40.40.090 T5 Main Street (T5) Standards

- Page 40.40-37

Table C. Allowed Building Types¹

Add Apartment House and Apartment Building to this table. [Also add Stacked Triplex to this table.](#)

In Division 10-50.110 (Specific to Building Types) a new Stacked Triplex building type is proposed to be added (see Page 50-45 of the proposed amendments to Chapter 10-50 (Supplemental to Zones)). This new building type is appropriate in the T4N.1, T4N.2, and T5 transect zones but was not included in the Allowed Building Types tables for these zones as described above.

Amendments that apply to multiple Transect Zones:

Table H. Allowed Uses

Transect Zones – T3N.1, T3N.2, T4N.1, T4N.2, T5, and T6:

~~— Add Greenhouses as a Permitted use in these transect zones.~~

Accessory structures are allowed in all of these transect zones. This simple amendment explicitly states that green houses as an accessory structure are permitted. In the T5 and T6 Transect Zones where space may be at a premium, the greenhouse could be placed on the roof. The term “accessory building and structure is defined in Chapter 10-80, Definitions in Section 10-80.20.010, Definitions, “A.” to include “greenhouses”. Throughout the non-transect zones and the transect zones accessory buildings and structures are already listed in the Use Tables. Logically, therefore, there is no need to list greenhouses separately in the use tables in transect zones as they are already listed under the accessory buildings and structures category. For this reason the amendment originally proposed above is not necessary.

Division 10-40.60 Specific to Uses

10-40.60.160 Drive-through Retail or Service Facility

- Page 40.60-30

C. On-site Circulation Standards

1. Drive-through Aisle Design

- a. The entrance/exit of any drive-~~through lane~~**aisle** shall be a minimum of 50 feet from an intersection of public rights-of-way (measured at the closest intersecting curbs).
- b. The drive-~~through lane~~**aisle** shall be designed with a minimum 10-foot interior radius at curves and a minimum 10-foot width.
- c. To the maximum extent feasible drive-~~through lanes~~**aisle** shall not be located between a property line and the front of the building. Where this is not practical, the drive-through lane shall be screened by a wall designed to match the building materials of the primary building on the site.

[Insert a new illustration showing a screen wall based on a photograph – perhaps McDonalds on S. Milton Road.]

These minor amendments ensure that these standards apply to both drive-through retail (e.g. fast food restaurant) and service (e.g. bank) facilities.

The amendment in paragraph c. would allow a drive through to be placed between the property line and the front of the building.

10-40.60.250 Mixed Use

- Page 40.60-49

E. Site Layout and Development Standards

1. Each proposed mixed-use development shall comply with the property development standards of the applicable zone, and the requirements of Table B (Site Layout and Development Standards).

2. There is no density limitation established for residential uses in mixed-use developments. Instead, applicable floor area ratio, building height, parking, landscaping, etc. standards will apply to provide a control on the bulk and mass of the development and the number of residential units permitted.

The current Zoning Code and proposed amendments to the Code do not establish a maximum density for mixed-use developments. Instead, the number of residential units in a mixed-use development is limited by such standards as parking, landscaping, FAR and building height. This amendment explicitly states this principle.

10-40.60.300 Secondary Single-Family Dwelling

- Page 40.60-57

A. Applicability

This section applies to existing detached residential units (except for Accessory Dwelling Units) established prior to November 5, 2002 on lots located in the MR and HR Zones not subject to the Resource Protection Overlay, and the R1N Zone. Where two existing detached residences are ~~located~~established on a ~~n-existing~~ lot, following the procedures established in Division 11-10.90 (Modified Subdivision Process) or Division 11-10.100 (Land Splits and Combinations) two new lots may be created subject to the standards provided below.

B. Standards

~~Two detached dwellings may exist and be maintained as principal buildings on a lot that has frontage on, and access to, a public street.~~ If the lot with two existing detached residential units is proposed to be divided pursuant to this Section, each ~~remaining~~resulting lot shall have frontage on, and/or legal access to, a public street or alley. The following standards in Table A (Secondary Single-Family Dwelling) shall also be met.

Table 10-40.60.300.A: Secondary Single-Family Dwelling

Building Placement Requirements

Existing residential units shall maintain building separation requirements of applicable Sections for the R1N, MR and HR Zones, ~~to the maximum extent feasible.~~

Lots proposed to be divided: the new property line shall be drawn in such a manner as to divide this distance approximately equally between the two new lots, but in no case shall a new property line be drawn between existing structures that would be inconsistent with applicable City Building Code separation requirements.

Lot Requirements

Lot Size (min.)	5,000 sf in MR and HR Zones If the lot is proposed to be divided: the smaller of the two remaining lots shall be at least 40% of <u>the</u> original lot or 2,000 sf, whichever is larger
Lot Width (min.)	50' If the lot is proposed to be divided, the smaller of the two remaining lots shall have a lot width of at least 40'
Lot Depth (min.)	75' If the lot is proposed to be divided, the smaller of the two remaining lots shall have a lot depth of at least 40'

Building Form Requirements

◆ Lot Coverage (max.)	40% If the lot is proposed to be divided, each remaining lot shall have maximum coverage of 40%
-----------------------	--

Building Height In a Historic Overlay Zone, if one or more of the pre-existing detached residential units are demolished or expanded, then any new residence or the expansion of an existing residence shall comply with the height and form standards established for the Historic Overlay Zone. The relationship between the primary and the secondary residence before the split was approved shall be maintained. i.e. there shall only be one primary residence (typically closest to the street) and a secondary residence (typically at the rear with access to an alley). The property owner(s) shall sign before a notary public a restrictive covenant that runs with the land on a form prepared by the City affirming this primary/secondary relationship. The restrictive covenant shall be submitted to the City prior to approval of the application for the land split. The City shall record the restrictive covenant.

Utilities

If the lot is proposed to be divided, each residential unit shall be provided with separate utility services in approved locations, subject to the provision of utility easements as necessary.

The amendments suggested above provide an option for resolving challenges with this Section of the Zoning Code. The need for amending the building form standards in Table 10-40.60.300.A was originally identified by concerned residents of the Flagstaff Townsite neighborhood, as they

have been worried that if as a result of a Land Division as authorized and approved under this Section, and one or both of the existing homes were demolished, then two primary dwellings could be constructed. This is contrary to the standard established in the Townsite Historic Design Standards that require a careful relationship between a larger "Primary" residence closer to the street, and a smaller "Secondary" residence at the rear typically with access from an alley. This relationship is very important in this Historic District. Note that the amendment proposed only applies in a Historic Overlay Zone (currently only the Townsite neighborhood has such an overlay zone with building height standards), and this new standard would not apply in other R1N, MR, or HR Zones. This is staff's recommended option.

(P&Z): At the June 10th public meeting a majority of commissioners indicated they preferred and supported this option. At the June 24th meeting a minor amendment to the text in the new Building Height" row suggested by a Flagstaff resident was supported by the Commission. This amendment adds "an addition to an existing building" within this standard.

Since the June 10th Planning and Zoning Commission staff has been contacted by some residents of the Flagstaff Townsite district concerned that the original amendment proposed by staff and recommended by the Planning and Zoning Commission did not go far enough to ensure that the relationship between the primary and secondary residence was preserved after a split has occurred, and especially if the lot on which the secondary residence is located, is sold to a third party. After further review with the City Attorney's office, the Building Height row in Table A has been amended to resolve this concern. However, there are possible Proposition 207 issues resulting from this amendment.

In the alternative, the R1N Zone could be deleted so that the ability to split a lot under the conditions described in this Section would only apply to the MR and HR Zones. This option would raise Proposition 207 issues.

NOTE: Regardless of which option is selected, it is recommended that this Division be moved from the Zoning Code to Title 11 (General Plans and Subdivisions) of the City Code because this Section really establishes a process and standards for the subdivision of land under specific conditions.

C. Parcel Division

If two residential units exist on a lot in conformance with Subsection A above, such lot may be divided, upon application through the Modified Subdivision Process set forth in Division 11-10.10 (Title and Authority), or Land Split procedure outlined in Division 11-20.100 (Land Splits and Combinations), into two separate lots, one for each residential unit, if the following requirements are met:

1. The lot line created between the two residential units shall be substantially perpendicular to the side lot lines if the buildings are located in the front and rear portions of the original lot, or to the front and rear lot lines if the buildings are located side by side;
2. The division complies with the Land Split requirements of Chapter 11-10 (Subdivision and Land Split Regulations), except as modified by this Section for development standards in the ~~R1N and~~ MR and HR Zones not subject to the Resource Protection Overlay, and the R1N Zone;

3. If the proposed property division is a Land Split and the lot boundaries are set by a recorded plat and all public improvements exist along the entire frontage of the property prior to splitting, then the division may be processed as a Land Split in compliance with Division 11.10.10 (Title and Authority); and
4. If the City Engineer determines that as a result of the proposed property division public improvements are required in compliance with Division 10-30.50.070 (Minimum Requirements), then the property division shall follow the Modified Subdivision Process as defined in Division 11-10.90 (Modified Subdivision Process).

10-40.60.310 Telecommunications Facilities

- Page 40.60-60

B. Permitting Applicability

2. Uses Requiring a Conditional Use Permit

a. Antenna-supporting Structures

All new antenna-supporting structures and replacement antenna supporting structures intended for commercial [and emergency services or public facility](#) use shall obtain a conditional use permit in compliance with Section 10-20.40.050 (Conditional Use Permits) prior to submittal for building permit approval and the initiation of construction.

This amendment will ensure that a conditional use permit is required for a new or replacement antenna-supporting structure for both a commercial facility as well as for such uses as the Police or Fire Department, Public Works Division, etc.

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Elizabeth A. Burke, City Clerk
Date: 11/23/2015
Meeting Date: 12/01/2015



TITLE

Future Agenda Item Request (F.A.I.R.): A request by Vice Mayor Barotz to place on a future Work Session agenda a follow-up discussion of the the Student Housing Report.

RECOMMENDED ACTION:

Council direction.

EXECUTIVE SUMMARY:

Rule 4.01, Procedures for Preparation of Council Agendas, of the City of Flagstaff City Council Rules of Procedure outlines the process for bringing items forward to a future agenda. Vice Mayor Barotz has requested this item be placed on an agenda under Future Agenda Item Requests (F.A.I.R.) to determine if there is a majority of Council interested in placing it on a future agenda.

INFORMATION:

None

Attachments: