

WORK SESSION AGENDA

**CITY COUNCIL WORK SESSION
TUESDAY
JUNE 30, 2015**

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

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

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

MAYOR NABOURS
VICE MAYOR BAROTZ
COUNCILMEMBER BREWSTER
COUNCILMEMBER EVANS

COUNCILMEMBER ORAVITS
COUNCILMEMBER OVERTON
COUNCILMEMBER PUTZOVA

4. Public Participation

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

5. Preliminary Review of Draft Agenda for the July 7, 2015, City Council Meeting.*

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

6. Presentation by Northern Arizona University President Cheng.

**7. Proposed Utilities Rates Adjustment - Timeline and Stakeholder Outreach Schedule.
(Timeline for proposed utility rates adjustment).**

8. Airport Planning Update (*Planning for airport needs to serve our community and potential future growth at the airport*).

9. Discussion to Define a Process for Council Consideration of Proposed Amendments to the Flagstaff Zoning Code.

10. Review of Draft Agenda Items for the July 7, 2015, City Council Meeting.*

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

11. Public Participation

12. Informational Items To/From Mayor, Council, and City Manager; and future agenda item requests.

13. Adjournment

CERTIFICATE OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on _____, at _____ a.m./p.m. in accordance with the statement filed by the City Council with the City Clerk.

Dated this _____ day of _____, 2015.

Elizabeth A. Burke, MMC, City Clerk

Memorandum

6.

CITY OF FLAGSTAFF

To: The Honorable Mayor and Council
From: Stephanie Smith, Assistant to City Manager
Date: 06/25/2015
Meeting Date: 06/30/2015



TITLE:

Presentation by Northern Arizona University President Cheng.

DESIRED OUTCOME:

Informational Only

EXECUTIVE SUMMARY:

The City of Flagstaff values its strong partnership with Northern Arizona University. President Rita Cheng will present an informational update on NAU, including the benefits of the University to the Flagstaff community.

INFORMATION:

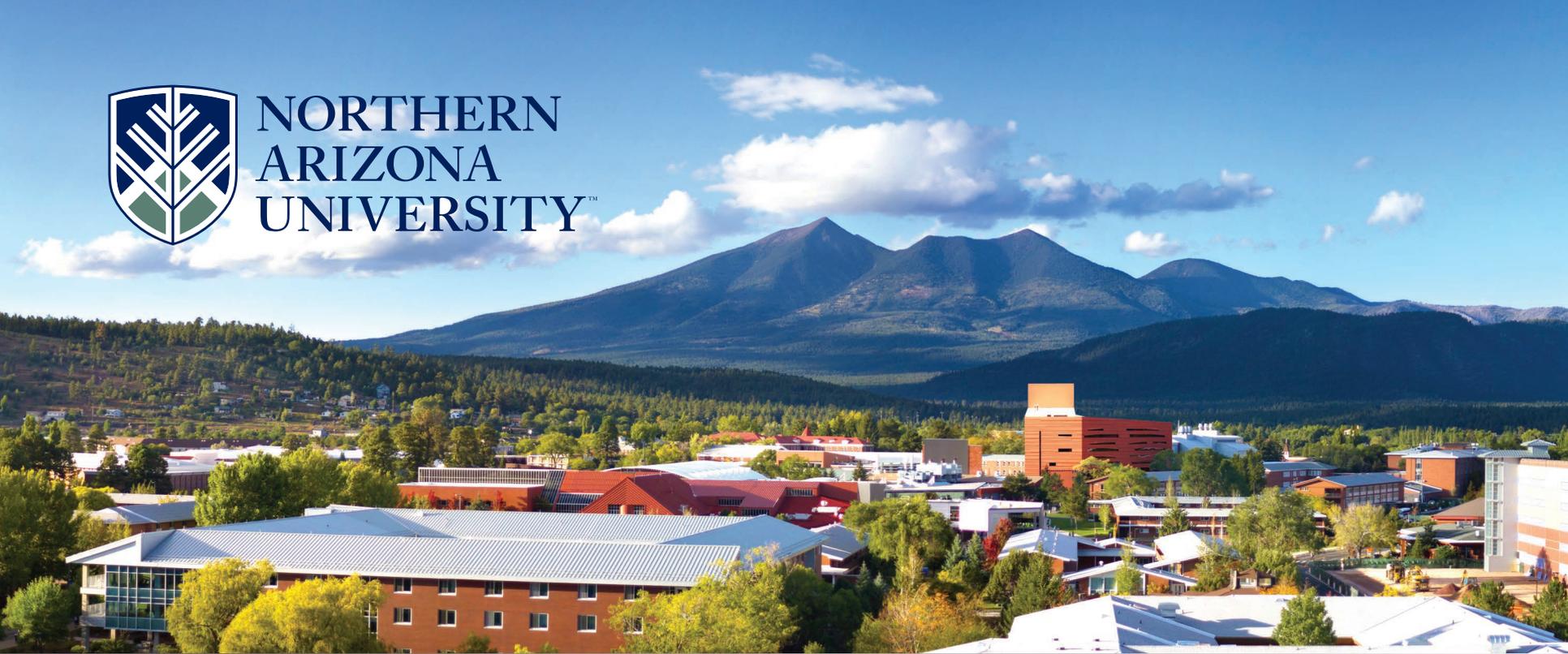
COUNCIL GOALS:

- 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
- 9) Foster relationships and maintain economic development commitment to partners

Attachments: PowerPoint



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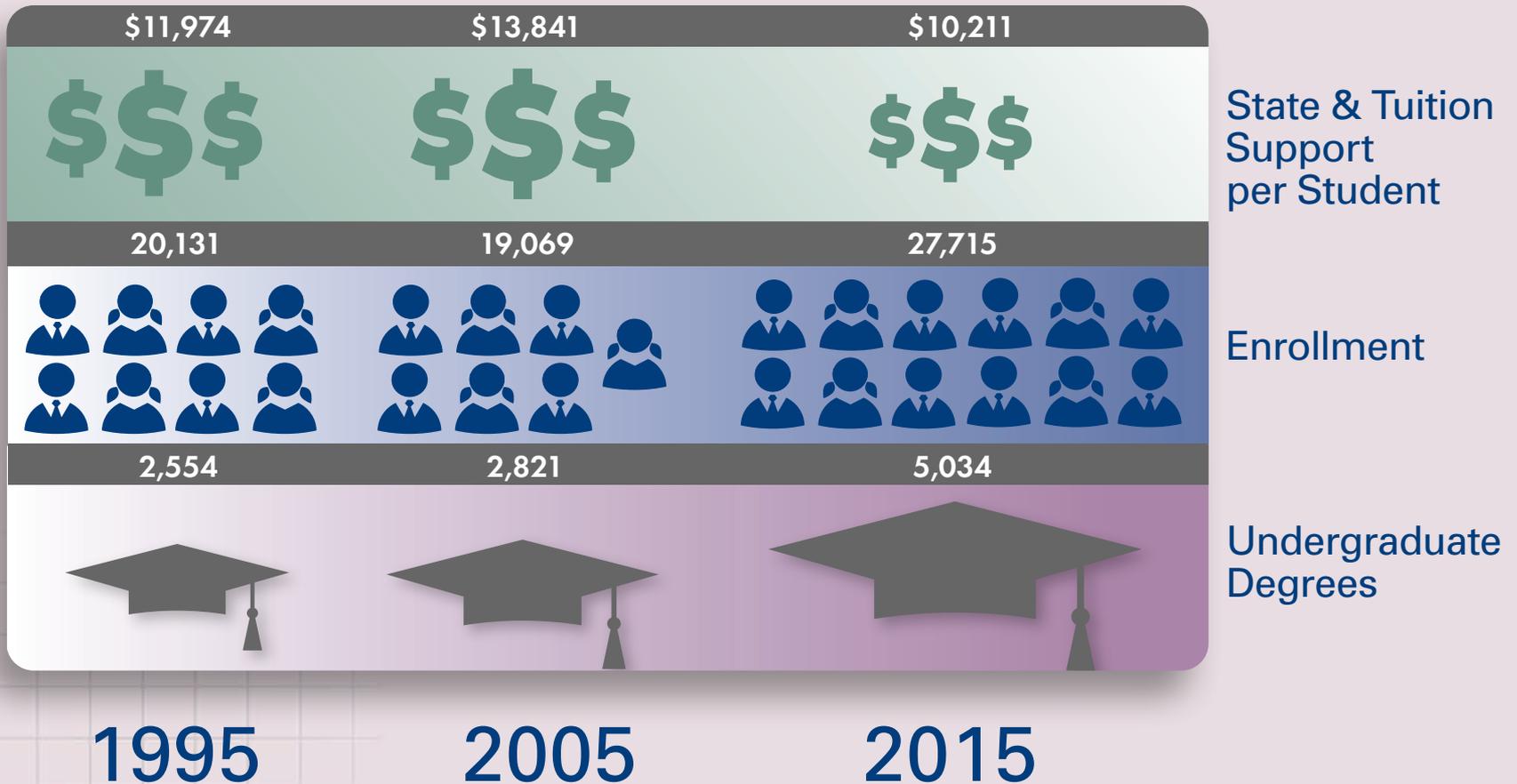


Flagstaff City Council Update

June 30, 2015

President Rita Hartung Cheng

Funding, Enrollment and Degrees



Partnerships Generating Impact

- ▶ TGen North/TGen
- ▶ Northern Arizona Healthcare—THRIVE
- ▶ Diablo Trust
- ▶ Babbitt Ranch
- ▶ Lowell Observatory
- ▶ Discovery Channel Telescope
- ▶ Naval Observatory
- ▶ U.S. Geological Survey
- ▶ U.S. Forest Service
- ▶ National Park Service
- ▶ Science Foundation Arizona
- ▶ Northern Arizona Center for Entrepreneurship
- ▶ ASU and UA



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Research Support

2014 Highlights

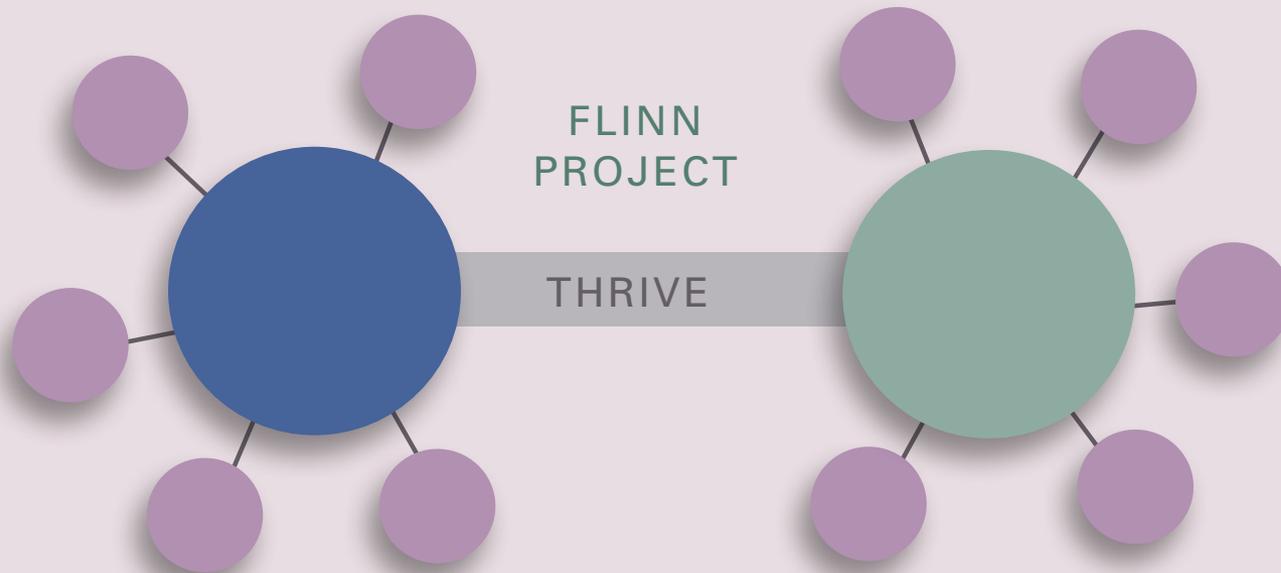
- ▶ Federal government: \$17 million
- ▶ State & local government: \$6 million
- ▶ Institutional funds: \$6 million
- ▶ Industry: \$850,000
- ▶ Non-profits: \$1 million
- ▶ Other: \$1 million



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THRIVE Projects



Translational Health Research Initiative is a partnership with Northern Arizona Healthcare, focused on statewide medicine healthcare and clinical research. The two projects funded by the Flinn Foundation address care for cardiac disease patients and analysis of bacterial pathogens.

Economic Impact

- ▶ NAU's economic impact in Arizona is \$1.84 billion
- ▶ 61% of NAU graduates reside in Arizona
- ▶ Our alumni circulate \$1.65 billion in the state's economy each year
- ▶ NAU activity contributes \$1.15 billion in Coconino County's economy
- ▶ One in every five jobs in the county is a result of NAU's presence
- ▶ NAU's Phoenix Biomedical Campus programs had a \$17.5 million impact in 2013-14

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Summers at NAU

CAMPUS TOURS

28,000 guests for the 2014-15 academic year

CAMPS

7,000 participants this May-August

CONFERENCES

50,000 attendees per year

ORIENTATIONS

11,000 (incoming students and family members) in June

NAU Visitors = Tourism Dollars for Flagstaff



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Enrollment and Housing

- ▶ Estimated fall enrollment is more than 20,000 for Flagstaff campus, up from 19,950 last fall
- ▶ Added 3,263 beds since 2005, current total is 9,100
- ▶ Received approval to construct a 634-bed residence hall expected to open in fall 2017



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Community Dialogue

- ▶ Co-Chaired the Student Housing Workgroup with the City of Flagstaff
- ▶ Worked with the City of Flagstaff on a nuisance party ordinance—adopted by the City Council in May
- ▶ Continuing to work with the City on Flagstaff parking management ideas
- ▶ Developing an off-campus housing guide for students



Homecoming Events on Oct. 24

- ▶ New parade route through campus
- ▶ Alumni annual breakfast hosted at 1899 Bar & Grill
- ▶ Activities open to the community



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Student Engagement

- ▶ Raised \$250,000 for charitable organizations last year
- ▶ Collectively volunteer more than 150,000 hours each year
- ▶ 61% of students are involved in service learning in courses
- ▶ 1,300 students raised \$85,000 during annual Relay for Life in 2015



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Student Achievement

- ▶ Named Goldwater, Wyss and Fulbright Scholars, National Science Foundation Fellow
- ▶ Doubled enrollment in Honors Program over last decade, hitting 1,000 students this fall
- ▶ Earned highest graduation success rate in the Big Sky Conference and in Arizona
- ▶ Exceeded NCAA standards for academic progress score and earned championships



Thank You



Memorandum

7.

CITY OF FLAGSTAFF

To: The Honorable Mayor and Council
From: Brad Hill, Utilities Director
Co-Submitter: Ryan Roberts, Utilities Engineering Manager
Date: 06/18/2015
Meeting Date: 06/30/2015



TITLE:

Proposed Utilities Rates Adjustment - Timeline and Stakeholder Outreach Schedule. (Timeline for proposed utility rates adjustment).

DESIRED OUTCOME:

No action - staff will provide an update.

EXECUTIVE SUMMARY:

In accordance with City Council's adopted Water Policies A1, A2 & A3 - Enterprise Funding and Rate Design Elements, Utilities hired Willdan Financial Services to develop a financial plan and economic model for the Division's four enterprise funds; Water, Sewer, Reclaimed Water and Stormwater. The purpose for conducting a rate study is to carefully analyze and develop rates that are sufficient to fund the operation, maintenance and replacement of essential utility infrastructure (e.g., treatment plants, pipelines, reservoirs, wells and stormwater facilities) while maintaining a commitment to affordability and transparency. The objective of the rate study is to ensure the City can responsibly invest in the infrastructure needed to provide round-the-clock, safe and reliable Utilities services to ensure the public's health and economic vitality of our community today and into the future.

Utilities is planning a public outreach effort over the next several months prior to staff asking the City Council to consider any adjustments to existing rates. Staff plans to meet with a variety of stakeholders to ensure our customers and community members are fully informed about the funding needs and rate requirements. Please refer to the attached timeline and list of upcoming stakeholder outreach efforts.

INFORMATION:

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
- 8) Improve effectiveness of notification, communication, and engagement with residents, neighborhoods and businesses and about City services, programs, policies, projects and developments
- 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:

Policy WR.2.2 Maintain and develop facilities to provide reliable, safe and cost effective water,

wastewater and reclaimed water services

Policy WR.3.9 Identify adequate funding sources to pay for new resources for a long-term renewable water supply

Policy WR.4.2 Maintain, at the City level, a financially stable utility to provide reliable, high quality utility services

Attachments: [Timeline](#)
 [Stakeholder Groups](#)
 [Timeline/Stakeholder Powerpoint](#)

**Utilities Division
Proposed Rate Adjustment Timeline
June – November 2015**

Date	To Whom	Action	Notification Requirement
June 30	City Council	No Action. Utilities staff to present timeline and public outreach process to stakeholders.	
July 14	City Council	No Action. Utilities staff will introduce need for rate adjustment. No discussion of actual rates or how they were determined by consultant.	
July 16	Water Commission	Present consultant's Final Rate Study Report and ask the Commission to approve options and forward to City Council for consideration.	Post Final Rate Report on Utilities website for public review. Provide copy to City Clerk.
Aug. 25	City Council and City Clerk	Formally provide City Council a copy of consultant's Final Report. Ask Council to approve a Notice of Intent to consider adopting proposed new rate adjustments: Water, Sewer, Reclaimed, Stormwater and Capacity Fees.	The Notice of Intent will start the 30 day public notification statutory requirement. This vote does not bind Council to approve any new adjustment to rates.
Aug. 26 – and Sept. 14	Staff	Publish notice in Newspaper	Newspaper publication is required to occur not less than 20 days before the public hearing date
Oct. 6	City Council	First formal presentation of proposed rate adjustments by Willdan.	Public Hearing No Action
Oct. 20	City Council	Second formal presentation of proposed rate adjustments by Willdan.	Public Hearing No Action
Oct. 27	City Council – Work Session	Third formal presentation of proposed rate adjustments by Willdan..	No Action Meet only if needed
Nov. 3	City Council	If Council directs staff, then First reading of Ordinance to adjust rates	
Nov. 17	City Council	Second reading of Ordinance	
Jan. 2016		New rates effective 30 days after adoption	

Goal is to have City Council make a decision in November/December. If Council approves, new rates would go into effect January 2016.

**Utilities Division
Proposed Rate Adjustment Stakeholder Meetings
July – October 2015**

Date	Stakeholder Group
TBD	Chamber of Commerce
TBD	Northern Arizona Homebuilders Association
TBD	Downtown Business Alliance
TBD	Association of Relators
July 7, 2015	<u>Large Irrigators:</u> Northern Arizona University, Continental Country Club, Pine Canyon GC and Flagstaff Unified School District
TBD	
TBD	<u>Civic Groups:</u> Lions Club(s), Rotary Club(s)
TBD	Arizona Society of Civil Engineers
TBD	<u>Large non-Residential Customers:</u> W.L. Gore & Associates, Pepsi Company, SCA Tissue, Purina, Snowbowl
TBD	Flagstaff 40
TBD	Friends of Flagstaff's Future Sierra Club
TBD	Sunnyside Neighborhood Association / Southside Community Association
	Other

Methods of communication proposed are a combination of the following:

- Written communication consisting of letters and emails
- Individual meetings with select Stakeholders
- Group meetings with select Stakeholders
- CityScape
- Public Open houses
- Bill Insert
- Commissions (Water, Sustainability, Parks & Recreation, etc)
- Facebook



City of
FLAGSTAFF

**UTILITY RATE ADJUSTMENTS
TIMELINE AND STAKEHOLDER
OUTREACH**

June 30, 2015

BRAD HILL, RG & RYAN ROBERTS, PE

PURPOSE

Carefully **analyze** and **develop rates** that are sufficient to **fund** the **O**peration, **M**aintenance and **R**eplacement of **essential** utility infrastructure while maintaining a commitment to **affordability** and **transparency**.

OBJECTIVE

Ensure the City can **responsibly invest** in the infrastructure needed to provide **round-the-clock, safe** and **reliable** utility services to ensure the **public's health** and **economic vitality** of our community today and into the future.

OVERVIEW OF RATE STUDY PROCESS

The Approach to all Utility Rate Studies is Remarkably Similar – Regardless of the Service

The 3 Common Phases to All Utility Rate Studies are:

Revenue Sufficiency Analysis

- Water
- Sewer
- Reclaimed water
- Stormwater

Purpose of the Analysis:

Development of financial plan which ensures adequate revenue to fund operating / capital expenses, maintain debt service coverage, maintain sufficient fund balances

Cost of Service Analysis

- Water
- Sewer
- Reclaimed water
- Stormwater

Purpose of the Analysis:

Development of analysis which assigns net costs to functional / customer cost components to ensure equity among customer classes

Rate Design Analysis

- Water
- Sewer
- Reclaimed water
- Stormwater

Purpose of the Analysis:

Development of analysis which assigns rates and charges to customers based on their usage / benefit characteristics

Timeline

Proposed schedule

- *7-16-2015 Water Commission Final report review*
- *July-October Community Stakeholder meetings*
- *8-25-2015 City Council Notice of Intent*
- *10-6-2015 City Council 1st Public Hearing*
- *10-20-2015 City Council 2nd Public Hearing*
- *10-27-2015 City Council presentation*
- *11-3-2015 City Council 1st reading (tentative)*
- *11-17-2015 City Council 2nd reading (tentative)*
- *2016 New Rates Effective (tentative)*

Stakeholder Outreach

July-October Community Meetings with Key Stakeholders



- Chamber of Commerce, Downtown Business Alliance, Northern Arizona Homebuilders, Association of Realtors
- Large Customers
- Large Irrigators
- University, College and School Districts
- Civic Groups-Lions, Rotary Clubs
- Neighborhood Groups
- Sierra Club, Friends of Flagstaff Future
- other
- Bill Inserts
- Cityscape – Newspaper
- Website



Website Information

For more information on the City's Rate Study and background information please go to City of Flagstaff Website

<http://www.flagstaff.az.gov>

search **water rates**



QUESTIONS



Memorandum

8.

CITY OF FLAGSTAFF



To: The Honorable Mayor and Council
From: Heidi Hansen, Economic Vitality Director
Co-Submitter: Barney Helmick, Airport Director
Date: 06/10/2015
Meeting Date: 06/30/2015

TITLE:

Airport Planning Update (*Planning for airport needs to serve our community and potential future growth at the airport*).

DESIRED OUTCOME:

Information only at this time.

EXECUTIVE SUMMARY:

In an effort to prepare the Flagstaff Airport to meet the needs of the community, in the near and potential future, staff is creating a plan to assess and address the needs of our airport. The current growth rate of commercial air service exceeds the capacity of the facility, and our maintenance and staffing. We would like to provide the City Council with an understanding of the upcoming actions and resources that will be needed to accomplish airport improvements to stay current with service delivery. The Economic Vitality Division of the City of Flagstaff has been working hard to attract either a second carrier with a new route or encourage the existing carrier in developing a second destination. To help us with these efforts, the Flagstaff Airport is at a point where decisions about the future will need to be made and an overall plan once created needs to be implemented so we can continue to address public concern and airline needs.

AIRPORT PLANNING

The Flagstaff Airport has begun a Sustainability Master Plan, funded by the FAA to reduce the environmental footprint. This project will identify green initiatives, utility savings and possible methods to complete these projects. This is only one element in a Master Plan, so over the next year, the airport will also hire consultants to update the overarching Master Plan for the airport. It is the goal to identify projects to meet the short and long term needs of the airport. There will be both stakeholder and public involvement which allow the projects to be shared with our residents, the general public and airport users. At this work session we will briefly share with you the key areas identified for strategic planning for the airport. This will include a historical perspective of the airport as well as its growing needs.

INFORMATION:

COUNCIL GOALS:

Goal #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:

Goal #T.10: Strengthen and expand the role of Flagstaff Pulliam Airport as the dominant hub for passenger, air freight, public safety flights, and other services in northern Arizona.

Attachments: [Airport Strategic Planning](#)

Memo

To: Jerene Watson, Deputy City Manager
From: Barney Helmick, Airport Director
cc: Heidi Hansen, Economic Vitality Director
Date: June 15, 2015
Re: Airport Master Planning and Strategic Initiatives

In an effort to prepare the Flagstaff Airport to meet the needs of the community, in the near and impending future, staff is creating a plan to assess and address the needs of our Airport. The current growth rate of commercial air service exceeds the capacity of the facility, and our maintenance and staffing. This memorandum is designed to provide the City Council with an understanding of the upcoming actions and resources that will be needed to accomplish airport improvements. The Economic Vitality Division of the City of Flagstaff has been working to attract either a second carrier with a new route or encourage the existing carrier in developing a second destination. To help us with these efforts, the Flagstaff Airport is at a point where decisions about the future will need to be made and an overall plan once created needs to be implemented so we can continue to address public concern and airline needs.

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The Flagstaff Airport has begun a Sustainability Master Plan, funded by the FAA to reduce the environmental footprint. This project will identify green initiatives, utility savings and possible methods to complete these projects. In the next year, the airport will also hire consultants to update the Master Plan for the airport. It is the goal to identify projects to meet the short and long term needs of the airport. There will be both stakeholder and public involvement which allow the projects to be shared with our citizens and airport users. Following are some key areas that are having an immediate impact and will be part of our plan for the airport.

AIRPORT PARKING

The most critical area impacting the airport is Airport Parking. Parking at the airport is at a premium. During the peak season in Flagstaff, the airport parking lot is completely full. This is an even larger issue when you factor in the efforts to add a second airline or additional destinations which would increase the number of passengers who will need parking. Currently, there are 371 parking spots in the terminal parking lot. The last Master Plan (dated October 2007) predicted the current parking would handle up to 100,000 annual enplanements. There were 68,254 enplanements in 2015 and most of the peak season our lot was over capacity. Important to note, approximately 40 of the parking spaces are utilized by employees working in the terminal. Funding through the FAA for a parking lot can be requested but must be for non-revenue parking however; FAA does not fund parking structures. The current parking lot was initially funded by FAA and therefore the city cannot collect revenue on it until after 2017, after this date the city could charge for the existing parking lot.

Below are five parking options we have available from the Master Plan and through a city study.

Option 1 is to do nothing and continue with our current 371 spots. This option will reduce the potential for passenger growth. This could prevent a second carrier from coming to Flagstaff or even give the current carrier reason to reduce the service we currently offer.

Option 2 is the Master Plan's recommendation to build a two story parking garage. This would increase parking to approximately 606 spaces at a cost of \$8 million (at the 2007 price). The additional 235 spots are predicted to support up to 100,000 enplanements. A three story garage increasing parking to 841 spots (estimated cost of \$10 million) would support traffic levels closer to 150,000 enplanements. It would provide for covered parking on the first floors, but the downfall would be that snow removal would be difficult for the top floor. Most likely, we would also need a snow melter and specialized equipment to work on the upper level around the parked vehicles. However, this option would have to be funded with City funds only or another funding source other than FAA since again they do not fund parking structures.

Option 3 came from the City study performed in July 2008 which proposed to increase the parking lot by 56 spots at a cost of \$515,060, or up to an additional 114 spots at a cost of \$935,000. This is the least costly of the options, but also just a short term fix. The additional spots would probably handle a 25% increase in passenger traffic. This last year the Airport experienced a 22% increase in enplanements.

Option 4 is to look at the land to the east/northeast (Parcel 116-61-009) of the existing parking lot that could be added to the existing lot. In the existing lot, 122,430 sq. ft. is parking space and additional 127,652 sq. ft. is landscaping, a drainage ditch, and basin. Along with the additional land, if the current lot (which is seeing considerable asphalt failure) was leveled and arranged to maximize the ground available, an additional 400-500 spots could be added. This increase could handle up to 200,000 enplanements. This project would require a partial realignment of Pulliam drive to add the additional land. The cost would be approximately \$5.5 million for the parking lot changes and the realignment. This project would use land that could possible leased for business usage.

Option 5 would be a phased approach of Option 3 with preparation put into place for the ability in the future to expand up with a garage. There has not been a financial plan put together on this option, but by taking a phased approach the costs could be spread over several years. Each ground phase would increase the existing parking by one third increments. A reduction of landscaping and the covering of open drainage would allow a more uniform lot and increasing the amount of spaces. In this option the parking area would be enclosed by an exterior wall allowing controlled access and the installation of an automated access system. This option could not be charged until 2017 due to FAA. This system could either be managed by a contract company or by the City of Flagstaff. The cost could be offset with funds raised by the access system over a period of years. Additional equipment and staffing would be necessary to provide for snow removal.

TERMINAL MAINTENANCE

The second area of concern is the Airport Terminal Maintenance. Airport maintenance has consisted of routine work for years, but much of the facility is aging. The terminal and most of the other buildings on the airport are 20 plus years old and are beginning to require more than routine maintenance. Pavement conditions are slated to be improved soon. City Staff will acquire a grant to overlay the runway and the taxiway. Ramp areas have recently been upgraded. Pulliam Drive is scheduled for replacement in the Streets Bond Program. Major repairs and ongoing maintenance is not currently in the annual budgets.

The aircraft storage units structurally are solid, but the winters have caused damage to the roofs producing leaks. The Department of Public Safety Building will be fitted with new windows and electrical upgrades. The building that the Wild Land Fire Crew resides in was the original terminal building and has had no maintenance. If the number of passengers and flights increase the current terminal building will require expansion or replacement to meet the needs and requirements.

Even though the asphalt at the airport will be brought up to standard, there will be annual work that needs to be addressed ongoing and that is unfunded in the budget. The runway, taxiway and ramps have paint markings that have faded beyond FAA standards. This painting has been funded in the past by ADOT Aeronautics grants which are no longer available. Without this update, the FAA could either fine the airport or remove the Certificate of Operation for Commercial Air Service.

AIRPORT STAFFING

Memorandum

9.

CITY OF FLAGSTAFF

To: The Honorable Mayor and Council
From: Roger Eastman, Zoning Code Administrator
Date: 06/23/2015
Meeting Date: 06/30/2015



TITLE:

Discussion to Define a Process for Council Consideration of Proposed Amendments to the Flagstaff Zoning Code.

DESIRED OUTCOME:

Staff is seeking Council direction on an approach for the review of proposed amendments to the Flagstaff Zoning Code.

EXECUTIVE SUMMARY:

The City Council adopted the Flagstaff Zoning Code (City Code Title 10) on November 1, 2011 to replace the former Land Development Code. It was soon realized that additional amendments to the Code were necessary. The Planning and Zoning Commission has conducted five meetings to review a comprehensive package of amendments, and on June 24th recommended that the City Council should approve them. The purpose of this work session is to seek Council direction on an approach for the review of the proposed amendments to the Flagstaff Zoning Code.

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 supports the update and amendment of the Zoning Code with many applicable goals and policies. Only a few are listed here.

Goal E&C.5. Preserve dark skies as an unspoiled natural resource, basis for an important economic sector, and core element of community character.

Goal E&C.7. Give special consideration to environmentally sensitive lands in the development design and review process.

Goal E.1. Increase energy efficiency.

Goal CC.2. Preserve, restore, and re-habilitate heritage resources to better appreciate our culture.

Goal CC.3. Preserve, restore, enhance, and reflect the design traditions of Flag-staff in all public and private development efforts.

Goal CC.4. Design and develop all projects to be contextually sensitive, to enhance a positive image and identity for the region.

Goal LU.3. Continue to enhance the region's unique sense of place within the urban, suburban, and rural context.

Goal LU.4. Balance housing and employ-ment land uses with the preservation and protection of our

unique natural and cultural setting.

Goal LU.5. Encourage compact development principles to achieve efficiencies and open space preservation.

Introduction

The City Council adopted the Flagstaff Zoning Code (City Code Title 10) on November 1, 2011 to replace the former Land Development Code. At the time of the Zoning Code's adoption, staff notified the Council that amendments to the Zoning Code would be presented to the Planning and Zoning Commission and City Council for approval following its adoption. With a document as complex as the Zoning Code, and despite staff and the consultants' best efforts and attention to detail, it was realized that some standards or issues would be incomplete or incorrect.

Over the past few years, City planning staff, as well as staff that work with the Zoning Code on a regular basis (i.e. from the engineering, traffic, stormwater, housing or legal sections/divisions), have documented sections of the Code where possible amendments would be required. Also, ideas for amendments have been submitted by interested Flagstaff residents and design professionals, and these have been compiled with staff's revisions into a comprehensive document of suggested revisions to the Code.

The Planning and Zoning Commission held three work sessions on the proposed amendments – April 29, 2015 (the required citizen review session), May 13, 2015 and May 27, 2015 – to review, discuss and provide comment and feedback to staff on the proposed amendments. On June 10, 2015 the Commission held a public hearing in which they heard from some residents and continued their review and discussion. Finally, on June 24, 2015 the Commission unanimously moved to recommend that the Council approve the proposed amendments as presented by staff together with additional changes recommended by the Commission.

As will be explained in more detail below, most of the amendments are technical “fixes” to sections of the Code that were not correctly written and are confusing, or in some cases, to update or remove a standard or process that is either outdated or redundant. There are also some more significant amendments though, some of which as described below, will require policy consideration and direction from the Council.

Overview of Proposed Amendments – Chapters 10-10 through 10-90:

Generally, the amendments proposed to the Zoning Code fall into three distinct categories:

1. Minor Amendments

These include clarification of language, insertion of appropriate cross-references, rearranging of text so that it is more logically organized in the Code (without substantive amendment to intent), or correction of a standard that was incorrectly stated.

2. Major or Substantive Amendments

These include a revision to a development standard, addition of a new land use in the land use tables of Chapter 10-40 (Specific to Zones), addition of a new standard (typically more restrictive than the current Code), addition of a new or changed process/procedure, or addition of a development standard from the former Land Development Code that was not brought forward into the current Zoning Code. Some of these amendments may involve a policy decision by the Council after consideration of the staff's, Commission's, and public's recommendations and ideas on the subject.

3. Non-substantive clerical and grammatical amendments

Staff has developed an ongoing list of non-substantive clerical and grammatical edits that do not change the intent of a Code provision, but which do correct cross-references, incorrect word use, and grammatical errors.

In addition to a legal review of the proposed amendments to the Zoning Code, the City Attorney's office is also conducting a comprehensive overview of the Zoning Code to ensure that it is reviewed for ease of use, readability, any ambiguity is eliminated, and all grammatical errors are corrected.

Samples of each of these types of amendments are included in Attachment A.

The proposed amendments to the Zoning Code as presented to the Planning and Zoning Commission are organized by chapter as listed below (no amendments are proposed in Chapter 10-70 (Specific to Civic Spaces)):

- Chapter 10-10: Title, Purpose and Jurisdiction
- Chapter 10-20: Administration, Procedures and Enforcement
- Chapter 10-30: General to All
- Chapter 10-40: Specific to Zones
- Chapter 10-50: Supplemental to Zones
- Chapter 10-60: Specific to Thoroughfares
- Chapter 10-80: Definitions
- Chapter 10-90: Maps

A summary of the substantive amendments is provided in a table on the first page of each chapter with a brief description of the amendment and on what page it may be found (see Attachment B). Throughout each chapter, an explanation of why the amendment is proposed is included. This is easily identified because it is written in *italic* font.

Summary of Substantive Amendments

A list of substantive amendments identified by staff that may require a more in-depth policy discussion with the City Council follows (The Council may identify additional policy issues as they review the proposed amendments):

Chapter 10-20 Administration, Procedures and Enforcement

1. Section 10-20.30.060 (Neighborhood Meeting): Increases the number of required neighborhood meetings to a minimum of two, but allows the Director to waive the second meeting in limited circumstances. Also includes a requirement to inform residents living on the subject property. Requires the applicant to provide a copy of the neighborhood meeting report to those that attended and participated in an effort to increase applicant accountability.
2. Section 10-20.30.080 (Notice of Public Hearings): Responsibility for posting the subject property and mailing notice to surrounding property owners and residents living on the subject property is shifted from the City to the applicant.

Chapter 10-30 General to All

3. Section 10-30.60.040 (Natural Features and Site Drainage): Establishes design standards for cut and fill conditions and retaining walls using the standards formerly in the Land Development Code (LDC).
4. Section 10-30.60.060 (Building Placement): This is a new section based on former standards in the LDC establishing standards for building forward design.
5. Section 10-30.60.070 (Parking Lots, Driveways and Service Areas): This section clarifies the standards for the location of parking areas.

Chapter 10-40 Specific to Zones

6. Section 10-40.30.030 (Residential Zones): Table B (Allowed Uses) – eliminates rooming and boarding as a use and separates out the uses included within this term – dormitories, single-room occupancies, and sororities/fraternities.

7. Section 10-40.30.040 (Commercial Zones): Table B (Allowed Uses) – allows for bars/taverns in the Community Commercial (CC) Zone.
8. Section 10-40.30.050 (Industrial Zones): Table B (Allowed Uses) – allows micro-breweries and micro-distilleries in the LI and LI-O Zones.
9. Section 10-40.60.250 (Mixed Use): Clarifies and expands the standards for mixed-use developments especially with regard to what defines a mix of uses and establishes standards for pedestrian-oriented commercial space.
10. Section 10-40.60.270 (Planned Residential Development): Establishes clear procedures and standards for the use of the building types in Planned Residential Developments that are not in the current Zoning Code.
11. 10-40.60.300 (Secondary Single-Family Dwelling): Includes a new reference to the building form standards of any applicable Historic Overlay Zone to address concerns for new construction out of scale with applicable height standards.

Chapter 10-50 Supplemental to Zones

12. 10-50.20.030 (Architectural Standards): Includes new standards for the placement of building materials in keeping with Flagstaff's design tradition, and more precise standards on building entrances and windows.
13. 10-50.70.050 (General Requirements – All Lighting Zones): Includes new standards to ensure that neon lighting and architectural/landscape lighting are fully shielded.
14. 10-50.80.040 (Number of Motor Vehicle Parking Spaces Required): Establishes updated parking standards for duplexes and multi-family residences.
15. 10-50.80.080 (Parking Spaces, Parking Lot Design and Layout): This is the issue of vehicle parking in the front yard in residential zones. It is recommended that the locations on a lot where vehicles may be parked may be expanded. Also, the locations on a lot where RVs, boats and trailers may be parked and stored has been expanded. Furthermore, restrictions on the overnight parking of RVs in commercial parking areas are proposed.

Suggestion for a Path Forward for Council Review of the Proposed Amendments to the Zoning Code

Using the experience learned from the approach taken when the Council reviewed and ultimately adopted the Flagstaff Zoning Code in November 2011, staff suggests the following path forward for the adoption of amendments to the Zoning Code;

- On July 14th the Council will meet in Executive Session to obtain legal advice regarding the proposed amendments to the Zoning Code.
- In late-July staff will provide the Council with the Planning and Zoning Commission's final recommendation on the proposed Zoning Code amendments (assuming these are finalized on June 24th) so that the Council has the opportunity to review them over the summer recess.
- In September, Council and staff may commence a review of the proposed amendments in a series of work sessions. The amendments in some chapters may be combined into one work session (e.g., Chapters 10-10 through 10-30), and other work sessions may be scheduled for one chapter at a time (e.g. Chapter 10-40). In the 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. Furthermore, a summary of the Planning Commission's discussion and recommendations on the amendments will be presented. As a result of this staff presentation the Council should 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. Council may invite members of the public to comment on the amendments to each chapter at the work sessions. Staff will ensure that the work sessions are well advertised so that residents and local stake holder groups may attend.
- Following the work sessions on the proposed amendments, and the conclusion of any policy recommendations by the Council, staff will schedule a public hearing as required by Arizona law

**Attachment A:
Samples of Minor, Substantive and Clerical/Grammatical Amendments**

Minor Amendments:

Some examples of minor amendments are pasted below:

**Division 10-20.30: Common Procedures
Section 10-20.30.020 Application Process**

- Page 20.30-2
 - B. **Application Content**
 3. The Director shall specify the form and content of applications required by this Zoning Code. The Director may require supporting materials as part of the application, including, but not limited to, legal descriptions, statements, photographs, plans, drawings, renderings, models, material samples, and other items necessary to describe the existing situation and the proposed development. The applicant ~~is~~**shall be** responsible for the accuracy and completeness of all information submitted to the City. The Director may waive the submission of specific material or information if upon a finding that ~~he finds~~ it is not needed to reach a decision on the application.

10-20.40.050 Conditional Use Permits

- Page 20.40-7
 - C. **Application Requirements**
 2. **Application Requirements**
An application for a Conditional Use Permit shall be submitted on a form prescribed by the City in compliance with Section 10-20.30.020 (Application Process), together with the information and materials requested in the application checklist and the required fee established in Appendix 2 (Planning Fee Schedule).
 - 32. Responsibility**
This amendment provides a cross-reference to the Application Process Section of the Zoning Code. All following paragraphs will be renumbered without any other text changes.

**Division 10-40.30: Non-Transect Zones
Section 10-40.30.040 Commercial Zones
Table 10-40.30.040.C Building Form Standards**

- Page 40.30-19

Building Form Requirements	SC	CC	HC	CS	CB
<u>Gross FAR (max.)</u>	<u>0.8⁵</u>	<u>2.5⁵</u>	<u>3.0⁵</u>	<u>2.0⁵</u>	<u>No max.</u>

As the standards for FAR are building form standards and not density requirements, it is recommended that the Gross FAR row be moved from the Density Requirements row into the Building Form Requirements section of this table.

Division 10-50.60 Landscaping Standards
10-50.60.080 Maintenance

- Page 50.60-29

A. Maintenance Required

4. ~~Maintenance of a~~ Approved landscaping in rights-of-way, including street trees, shall be maintained in compliance with ~~the Engineering Standards (Section 13-18-05, Title 18, Chapter 18-05~~ (Maintenance)).

This minor amendment corrects the cross reference in the Engineering Standards.

Division 10-50.100 Sign Standards

- Page 50.100-42

Table 10-50.100.060.P Standards for Other Sign Types

~~Vending Machine and Similar Facilities~~

~~Sign Area~~

~~When placed outside of a business, signs that are an integral part of such machines shall be included in total allowable building mounted sign area.~~

~~Permitting~~

~~No Sign Permit required.~~

Staff recommends that the standards inserted last year for vending machines should be deleted as they are not necessary, add a level of sign control that is overly restrictive and more importantly are very difficult to enforce.

Major or Substantive Amendments:

Some examples of substantive amendments are pasted below:

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.

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](#) ~~and~~ [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 by separating uses.](#) Mixed use is also encouraged in new developments in Greenfield locations. [Mixed-use developments](#) ~~in order to~~ [foster pedestrian-oriented residential and mixed-use development by](#) ~~providing~~ [e](#) more housing options, ~~reducin~~ [g](#) traffic congestion, ~~providin~~ [g](#) a stronger economy in commercial areas, and ~~encouragin~~ [g](#) 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.

Division 10-50.60 Landscaping Standards

10-50.60.040 Landscape Location Requirements

Table 10-50.60.040.A: Application of Landscaping Location Requirements in Zones

Add a new End Note ¹ to the “Non-Transect Zones¹” column and the following End Note at the bottom of this table:

End Note

[¹ Required buffer landscaping along a frontage is not required within the non-transect zones where an urban form is present, i.e. buildings are located close to or at the back of the sidewalk or property line, except as provided in Section 10-50.60.040.B.1.](#)

This amendment provides a cross reference to a new standard that waives landscape buffer requirements in the more urban areas of the City where buildings are placed next to a sidewalk. (P&Z): A cross reference to Section 10-50.60.040.B.1 is also more explicitly included. More comprehensive amendments, including the addition of new standards, are also included in the Mixed Use Section of the proposed amendments.

Clerical and Grammatical Edits:

Some examples of clerical and grammatical amendments are pasted below:

Division 10-20.40: Permits and Approvals

10-20.40.010 Purpose

- Page 20.40-1

B. Review and Approval

The Director, in compliance with the Review Schedule on file with the Planning Section, shall review the permit application and supporting documentation for compliance with the standards provided in this Zoning Code, and shall determine whether the permit may be issued or if the applicant must supply additional information to complete the permit application ~~in compliance with the Review Schedule on file with the Planning Section.~~ If the permit application is denied, the reason shall be stated in writing.

Page Text requiring amendment

P-1 Last sentence of the first paragraph must be changed to no longer refer to the FRLUTP, but instead to Flagstaff Regional Plan 2030; Place Matters.

P-9 First line of the last paragraph:
It is also important to note that while FBCs ~~are~~ allow an intended ...

40.50-2 A. **Intent**
1.b. This Zone is mapped in Section 10-90.40.02~~10~~ (Airport Overlay Zone Map).

40.60-43 & -45 The references to the A.R.S. citations are incorrect. Change all citations to A.R.S. § 36-28.1 et.seq.

**Attachment B:
Sample Table of Substantive Amendments for Chapter 10-20 (Administration,
Procedures and Enforcement)**

Chapter 10-20: Administration, Procedures and Enforcement

A summary of major/substantive amendments (e.g. where 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):
10-20.30.050 Concept Plan Review	20.30-4	Applicability: Expands the projects that may be reviewed through Concept Plan Review rather than the more time consuming Site Plan Review process.	3
10-20.30.060 Neighborhood Meeting	20.30-5	Neighborhood Meetings Required: Increases the number of required neighborhood meetings to two, but allows the Director to waive the second meeting. Also includes a requirement to inform residents living on the subject property.	4
10-20.30.080 Notice of Public Hearings	20.30-11	Notice Requirements: Includes a requirement to inform residents living on the subject property. Further, responsibility for posting the subject property and mailing to surrounding property owners is shifted from City staff to the applicant.	6
10-20.40.060 Development Agreements	20.40-12	Consideration and Decision; Staff Responsibilities: Defines when the terms of the development agreement may be negotiated, i.e. after impact analyses are accepted.	11
10-20.40.090 Minor Modifications to Development Standards	20.40-15	Applicability: More precisely defines the Zoning Code Administrator's role in reviewing these requests. The subsection on modifications to site plans is moved to Section 10-20.40.140 (Site Plan Review and Approval). Further, additional standards are included as eligible for modification.	12
10-20.40.150 Temporary Uses	20.40-35	New section to allow the temporary occupancy of a recreation vehicle while a residence is under construction.	18
10-20.50.040 Procedures	20.50.9	Protest Procedures: Establishes a time frame in which a protest of a zone change must be filed to provide sufficient time to provide it to the Council in a timely manner.	20
10-20.50.040 Procedures	20.50.10	Conditions of Approval: Requires compliance with resource protection standards even if the subject property is not located in the RPO.	21