

SHAP ELEMENT 4: ZONING CODE

August 31, 2015

Since the adoption of the City of Flagstaff Zoning Code in November 2011, staff has been keeping track of needed amendments to the Code. Earlier this year, staff began the process of finalizing these amendments, engaging with Flagstaff residents, and working with the Planning and Zoning Commission in a series of public work sessions to fine tune the amendments. The Commission recommended that the City Council adopt the amendments with some minor revisions at their public meeting of June 24, 2015. The Council has started their work sessions on these amendments with a special focus on the substantive amendments that may have policy implications and that, therefore, warrant further discussion by the Council. Within the scope of all the proposed amendments to the Zoning Code two specific areas of interest are germane to the Student Housing Working Group, namely public participation (specifically Sections 10-20.30.060 (Neighborhood Meeting) and 10-20.30.080 (Notice of Public Hearings) and off-street parking (Table 10-50.80.040.A (Number of Parking Spaces Required)).

Section 10-20.30.060 Neighborhood Meeting

Within this Section the following amendments are proposed to increase opportunities for meaningful participation by the public in a development project.

1. The current code requires an applicant to hold a public meeting in advance of the project being formally submitted to the City for review. The Planning Director may require an additional meeting if substantial changes are proposed after the first meeting was held. An amendment to this Section adds an additional level for citizen engagement and public outreach by requiring applicants for the processes listed (includes conditional use permits, zone changes, and Regional Plan amendments) to hold at least two neighborhood meetings. The requirement for the second neighborhood meeting may only be waived if there were no substantive issues raised by the meeting participants or there was minimal public participation in the initial meeting.
2. An amendment also codifies staff's commonly applied practice that allows the Director to expand the notification area beyond 300 feet based on the context of the subject property to ensure that as many nearby property owners as possible are informed of the proposed development. This is, for example, important in areas of the City where parcels are large.
3. The current code only requires notice of the neighborhood meeting to be sent by the applicant to property owners within 300 feet of the subject property. An amendment, therefore, will ensure that any person living on the subject property as a tenant is also informed of the neighborhood meeting and any development plans that may affect them.
4. Finally, an amendment requires the applicant to create a written summary of the topics discussed and issued raised at the neighborhood meeting and for a copy of the written

summary to be sent to all meeting attendees who signed-in so that they can be informed of how the applicant recorded their comments and concerns.

10-20.30.080 Notice of Public Hearings

Within this Section the following amendments are proposed to broaden the distribution of the notice of a public hearing.

1. An amendment codifies staff’s commonly applied practice that allows the Director to expand the notification area beyond 300 feet based on the context of the subject property to ensure that as many nearby property owners as possible are informed of the proposed development. This is, for example, important in areas of the City where parcels are large.
2. The current code only requires notice of the neighborhood meeting to be sent by the applicant to property owners within 300 feet of the subject property. An amendment, therefore, will ensure that any person living on the subject property as a tenant is also informed of the neighborhood meeting and any development plans that may affect them.

10-50.80.040 Number of Motor Vehicle Parking Spaces Required

Table 10-50.80.040.A within this Section is proposed to be amended to provide additional requirements for on-site parking for duplexes, triplexes, and multi-family residential developments. A summary of the proposed amendments is included below; the actual amendments are included in Attachment X with all new text shown in underline and all text proposed to be deleted shown in ~~strikeout~~.

Table 10-50.80.040.A

▪ Affordable housing – no changes	
▪ Single-family dwelling	2.0 (no change)
▪ Multi-family (Includes all multi-family, triplex and duplex)	
Studio	1.25 (no change)
1 bedroom	1.5 (no change)
2-3 bedrooms	2.0 (change)
4 bedrooms	<u>2.5</u> (change)
5+ bedrooms	<u>2.5 for 1st four + 0.5 per bedroom</u>
Guest spaces	.025 for each 2+ bed

The amendments in Table A are proposed to address the significant parking issues encountered in both existing and new developments where 3-, 4- and 5-bedroom dwelling units are occupied by an adult in each bedroom, each of whom have their own vehicles. This has created an on-site parking deficiency and problems throughout many neighborhoods where there is insufficient space to park vehicles, especially in the winter months when the winter parking ordinance is in effect. The amendments establish separate parking standards for single-family dwellings as compared to multi-family dwellings, duplexes and triplexes. The standards in these

amendments were based on those originally included in the 1991 LDC as staff has realized that the reduced parking standards adopted in March 2007 have created problems with a lack of parking relative to the number of bedrooms and residents occupying a residence. The most significant changes occur with new developments with 4 or more bedrooms.

A further amendment in Table A is based on a recommended amendment in Chapter 10-40 (Specific to Zones) regarding "Rooming and Boarding Facilities". The current code includes within the term "Rooming and Boarding Facilities" such uses as dormitories, single room occupancies (SROs) and fraternities and sororities. The term "Rooming and Boarding Facilities" is proposed to be deleted and each of these uses will be listed separately in the land use tables of Chapter 10-40 and within Table A in Division 10-50.80 (Parking Standards). The reason for this change is that each of these uses are fundamentally different and each have their own unique characteristics; including them under "Rooming and Boarding Facilities" has caused confusion in the past.