

## FINAL AGENDA

REGULAR COUNCIL MEETING  
TUESDAY  
DECEMBER 19, 2017

COUNCIL CHAMBERS  
211 WEST ASPEN AVENUE  
4:30 P.M. AND 6:00 P.M.

### 4:30 P.M. MEETING

*Individual Items on the 4:30 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 EVANS

VICE MAYOR WHELAN

COUNCILMEMBER BAROTZ

COUNCILMEMBER MCCARTHY

COUNCILMEMBER ODEGAARD

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 for all.*

#### 4. **APPROVAL OF MINUTES FROM PREVIOUS MEETINGS**

- A. **Consideration and Approval of Minutes:** City Council Regular Meeting of November 7, 2017; the Regular Meeting of November 21, 2017; the Joint Meeting of the Flagstaff City Council and Havasupai Tribal Council of December 4, 2017; the Regular Meeting of December 5, 2017; and the Special Meeting (Executive Session) of December 12, 2017.

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**

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:** Tourism Commission.

**STAFF RECOMMENDED ACTION:**

Make one appointment to a term expiring January 2019.  
Make one appointment to a term expiring January 2021.

B. **Consideration of Appointments:** Planning and Zoning Commission.

**STAFF RECOMMENDED ACTION:**

Make one appointment to a term expiring December 2018.  
Make two appointments to terms expiring December 2020.

8. **ROUTINE ITEMS**

A. **Consideration and Adoption of Ordinance No. 2017-29:** An ordinance of the City Council of the City of Flagstaff, authorizing the City Manager or his or her designees to acquire real property or easements along the west side of Fourth Street; and establishing an effective date. ***(Flagstaff Urban Trail System Extension)***

**STAFF RECOMMENDED ACTION:**

- 1) Read Ordinance No. 2017-29 by title only for the final time
- 2) City Clerk reads Ordinance No. 2017-29 by title only (if approved above)
- 3) Adopt Ordinance No. 2017-29



- B. **Consideration and Adoption of Ordinance No. 2018-03:** An ordinance of the City Council of the City of Flagstaff, Arizona, to abandon a waterline easement recorded in the records of the Coconino County, Arizona, Docket 172, Pages 385-386, which crosses under and over a property located at 3735 N. Kaspar Drive, and to record a new waterline easement at the property, and establishing an effective date. ***(Abandonment of waterline easement, and recording corrected waterline easement)***

**STAFF RECOMMENDED ACTION:**

At the December 19, 2017, Council Meeting:

- 1) Read Ordinance No. 2018-03 by title only for the first time
- 2) City Clerk reads Ordinance No. 2018-03 by title only (if approved above)

At the January 2, 2018, Council Meeting:

- 3) Read Ordinance No. 2018-03 by title only for the final time
- 4) City Clerk reads Ordinance No. 2018-03 by title only (if approved above)
- 5) Adopt Ordinance No. 2018-03

- C. **Consideration and Adoption of Ordinance No. 2018-02:** An ordinance of the Flagstaff City Council formally accepting specific real property interests and establishing an effective date. ***(Acceptance of real property)***

**STAFF RECOMMENDED ACTION:**

At the December 19, 2017, Council Meeting:

- 1) Read Ordinance No. 2018-02 by title only for the first time
- 2) City Clerk reads Ordinance No. 2018-02 by title only (if approved above)

At the January 2, 2018, Council Meeting:

- 3) Read Ordinance No. 2018-02 by title only for the final time
- 4) City Clerk reads Ordinance No. 2018-02 by title only (if approved above)
- 5) Adopt Ordinance No. 2018-02

- D. **Consideration and Adoption of Ordinance No. 2017-30:** An ordinance of the City of Flagstaff amending Title 12, Floodplains of the City Code, by amending Chapter 12-02-002-00033 "Schedule of Stormwater Management Utility Service Charges and Fees" by City Council of Flagstaff, Arizona adopting the "2017 Amendments to the Flagstaff City Code, Title 12, Chapters 12-02, Stormwater Management Utility," to update Stormwater Service Charges ( ***Stormwater Rates***).

**STAFF RECOMMENDED ACTION:**

- 1) Read Ordinance No. 2017-30 by title only for the final time
- 2) City Clerk reads Ordinance No. 2017-30 by title only (if approved above)
- 3) Adopt Ordinance No. 2017-30

- E. **Consideration and Approval of Final Plat** request from Mogollon Engineering and Surveying, Inc., on behalf of Miramonte Presidio LLC, for the subdivision of Tract A of the Presidio in the Pines master planned development consisting of 42 single-family residential townhome lots on 4.8 acres within the Highway Commercial (HC) zone.

**STAFF RECOMMENDED ACTION:**

Staff recommends approving the final plat and authorizing the Mayor to sign both the plat and City/Subdivider Agreement when notified that all conditions have been met and documents are ready for recording.

- F. **Consideration and Approval of Contract:** Second Amendment to P3 Pre-development Agreement between the City of Flagstaff, Arizona Department of Transportation and Vintage Partners, LLC. (Initial Agreement for the extension of Beulah Blvd., realignment of University Ave., and relocation of ADOT facilities).

**STAFF RECOMMENDED ACTION:**

Staff recommends City Council authorize the City Manager to sign the Second Amendment to the P3 Pre-development Agreement to extend the term to March 31, 2018.

**RECESS**

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

**RECONVENE**

**NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION**

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9. **ROLL CALL**

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

MAYOR EVANS  
VICE MAYOR WHELAN  
COUNCILMEMBER BAROTZ  
COUNCILMEMBER MCCARTHY

COUNCILMEMBER ODEGAARD  
COUNCILMEMBER OVERTON  
COUNCILMEMBER PUTZOVA

10. **PUBLIC PARTICIPATION**

11. **CARRY OVER ITEMS FROM THE 4:30 P.M. AGENDA**

12. **PUBLIC HEARING ITEMS**

- A. **Public Hearing, Consideration and Adoption of Ordinance No. 2018-04:** Ordinance of the City Council of the City of Flagstaff amending the Flagstaff Zoning Map to rezone approximately 0.86 acres of real property generally located at 1700 E Sixth Avenue from Public Facility (PF) to Medium Density Residential (MR) with conditions; providing for severability, and establishing an effective date. **(1700 E Sixth Avenue Concept Zoning Map Amendment)**

**STAFF RECOMMENDED ACTION:**

At the December 19, 2017 Council Meeting:

- 1) Hold Public Hearing
- 2) Read Ordinance No. 2018-04 by title only for the first time
- 3) City Clerk reads Ordinance No. 2018-04 by title only for the first time (if approved above)

At the January 2, 2018 Council Meeting:

- 4) Read Ordinance No. 2018-04 by title only for the final time
- 5) City Clerk reads Ordinance No. 2018-04 by title only for the final time (if approved above)
- 6) Adopt Ordinance No. 2018-04

- B. **Public Hearing, Consideration and Adoption of Ordinance No. 2018-05:** Ordinance of the City Council of the City of Flagstaff amending the Flagstaff Zoning Map to rezone approximately 1.38 acres of real property generally located at 3050 N West Street from Public Facility (PF) to Medium Density Residential (MR) with conditions; providing for severability, and establishing an effective date. **(3050 N West Street Concept Zoning Map Amendment)**

**STAFF RECOMMENDED ACTION:**

At the December 19, 2017 Council Meeting:

- 1) Hold Public Hearing
- 2) Read Ordinance No. 2018-05 by title only for the first time
- 3) City Clerk reads Ordinance No. 2018-05 by title only for the first time (if approved above)

At the January 2, 2018 Council Meeting:

- 4) Read Ordinance No. 2018-05 by title only for the final time
- 5) City Clerk reads Ordinance No. 2018-05 by title only for the final time (if approved above)
- 6) Adopt Ordinance No. 2018-05

13. **REGULAR AGENDA**

- A. **Consideration and Adoption of Ordinance/Resolution No. 2018-06:** An ordinance of the Flagstaff City Council authorizing the sale or lease of City Property for Affordable Housing and establishing an effective date.

**STAFF RECOMMENDED ACTION:**

At the December 19, 2017, Council Meeting:

- 1) Read Ordinance No. 2018-06 by title only for the first time
- 2) City Clerk reads Ordinance No. 2018-06 by title only (if approved above)

At the January 2, 2018, Council Meeting:

- 3) Read Ordinance No. 2018-06 by title only for the final time
- 4) City Clerk reads Ordinance No. 2018-06 by title only (if approved above)
- 5) Adopt Ordinance No. 2018-06

- B. Consideration and Adoption of Ordinance No. 2017-31:** An ordinance of the City Council of the City of Flagstaff amending the Flagstaff City Code, Title 10, *The City of Flagstaff Zoning Code*, providing for repeal of conflicting ordinances, severability, and establishing an effective date.

**STAFF RECOMMENDED ACTION:**

- 1) Read Ordinance No. 2017-31 by title only for the final time
- 2) City Clerk reads Ordinance No. 2017-31 by title only (if approved above)
- 3) Adopt Ordinance No. 2017-31

**14. DISCUSSION ITEMS**

- A. Discussion re Reduction of the Engineering Fees.**

**15. COUNCIL LIAISON REPORTS**

**16. FUTURE AGENDA ITEM REQUESTS**

*After discussion and upon agreement by two 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 Councilmember McCarthy to place on a future agenda a discussion about the possibility of amending the investment policy to further pursue socially responsible investment.
- B. Future Agenda Item Request (F.A.I.R.):** A request by Councilmember Putzova to place on a future agenda declaring the Mayor and Council's opposition to the proposed construction of the border wall along the US/Mexico border in response to President Trump's Executive Order 13767.

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

**18. 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 \_\_\_\_\_, 2017.

\_\_\_\_\_  
Elizabeth A. Burke, MMC, City Clerk

## 4. A.

### CITY OF FLAGSTAFF STAFF SUMMARY REPORT

**To:** The Honorable Mayor and Council  
**From:** Elizabeth A. Burke, City Clerk  
**Date:** 12/14/2017  
**Meeting Date:** 12/19/2017



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#### TITLE

**Consideration and Approval of Minutes:** City Council Regular Meeting of November 7, 2017; the Regular Meeting of November 21, 2017; the Joint Meeting of the Flagstaff City Council and Havasupai Tribal Council of December 4, 2017; the Regular Meeting of December 5, 2017; and the Special Meeting (Executive Session) of December 12, 2017.

#### RECOMMENDED ACTION:

Amend/approve the minutes of the City Council Regular Meeting of November 7, 2017; the Regular Meeting of November 21, 2017; the Joint Meeting of the Flagstaff City Council and Havasupai Tribal Council of December 4, 2017; the Regular Meeting of December 5, 2017; and the Special Meeting (Executive Session) of December 12, 2017.

#### EXECUTIVE SUMMARY:

Minutes of City Council meetings are a requirement of Arizona Revised Statutes and, additionally, provide a method of informing the public of discussions and actions being taken by the City Council.

#### INFORMATION:

##### COUNCIL GOALS:

##### COMMUNITY OUTREACH

Enhance public transparency and accessibility.

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**Attachments:**    [11.07.2017.CCRM.Minutes](#)  
                          [11.21.2017.CCRM.Minutes](#)  
                          [12.04.2017.CCJM.Minutes](#)  
                          [12.05.2017.CCRM.Minutes](#)  
                          [12.12.2017.CCSMES.Minutes](#)

CITY COUNCIL REGULAR MEETING  
TUESDAY, NOVEMBER 7, 2017  
CITY HALL COUNCIL CHAMBERS  
211 WEST ASPEN  
4:30 P.M. AND 6:00 P.M.

## **MINUTES**

### **1. CALL TO ORDER**

Mayor Evans called the Regular Meeting of the Flagstaff City Council held November 7, 2017, to order at 4:30 p.m.

### **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.*

PRESENT:

ABSENT:

MAYOR EVANS  
VICE MAYOR WHELAN  
COUNCILMEMBER BAROTZ  
COUNCILMEMBER MCCARTHY  
COUNCILMEMBER ODEGAARD  
COUNCILMEMBER OVERTON  
COUNCILMEMBER PUTZOVA

NONE

Others present: Deputy City Manager Shane Dille and City Attorney Sterling Solomon.

### **3. PLEDGE OF ALLEGIANCE AND MISSION STATEMENT**

The audience and City Council recited the Pledge of Allegiance and Mr. Solomon read the Mission Statement of the City of Flagstaff.

### **MISSION STATEMENT**

*The mission of the City of Flagstaff is to protect and enhance the quality of life for all.*

**4. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS**

- A. Consideration and Approval of Minutes:** City Council Retreat of February 16, 2017; the Budget Retreat of April 26-27, 2017; the Special Meeting of May 31, 2017; the Work Session of August 29, 2017; the Work Session of September 12, 2017; the Work Session of September 26, 2017; the Special Meeting (Executive Session) of October 10, 2017; the Joint Meeting of October 11, 2017; the Regular Meeting of October 17, 2017; the Special Meeting (Executive Session) of October 24, 2017; and the Special Meeting (Executive Session) of October 31, 2017

**Moved by** Councilmember Scott Overton, **seconded by** Councilmember Celia Barotz to approve the minutes of the City Council Retreat of February 16, 2017; the Budget Retreat of April 26-27, 2017; the Special Meeting of May 31, 2017; the Work Session of August 29, 2017; the Work Session of September 12, 2017; the Work Session of September 26, 2017; the Special Meeting (Executive Session) of October 10, 2017; the Joint Meeting of October 11, 2017; the Regular Meeting of October 17, 2017; the Special Meeting (Executive Session) of October 24, 2017; and the Special Meeting (Executive Session) of October 31, 2017.

**Vote:** 7 - 0 - Unanimously

**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.*

Sat Best addressed Council on behalf of the Conservation Study Forum with regards to the citizen petition they submitted for amendments to the Resource Protection Standards of the Zoning Code.

**6. PROCLAMATIONS AND RECOGNITIONS**

None

**7. LIQUOR LICENSE PUBLIC HEARINGS**

Mayor Evans opened the public hearing

Deputy Police Chief Dan Musselman introduced the three applications.

Councilmember McCarthy called out concerns with the Teppan Fuji application due to one of the applicants providing alcohol to minors at an unlicensed premise as well as with the Western Post application because one of the principles was arrested for an extreme DUI and there were two citations for selling to underage customers.



Danny Thomas, agent for the Teppan Fuji license, addressed the Council stating that he understands the concerns about the citations; he noted that the individual has nothing else in his background and the case was dismissed with prejudice.

Vice Mayor Whelan asked that the applicant be mindful of checking identification at Teppan Fuji given its close proximity to the university and student housing. Mr. Li, owner of Teppan Fuji, stated that he will be checking all identification and operating within the confines of the law.

Mayor Evans asked if David Hernandez, the applicant for Western Post, would speak to the concerns of Councilmember McCarthy. Mr. Hernandez explained that he has made his share of mistakes, he is trying to open his business and support his family and those prior infractions will not prohibit him from running his business properly. He completed the terms of the plea agreement and did his due diligence in reporting the DUI even though the five-year reporting term has expired. With regard to the underage selling, one of the employees was dismissed and the other was reprimanded.

Mayor Evans closed the public hearing.

The Council requested that each application be voted on independently.

- A. Consideration and Action on Liquor License Application:** Joel Gat, "Trail Crest Brewing Company", 1800 S. Milton Rd., Suite 11, Series 12 (restaurant), New License.

**Moved by** Councilmember Scott Overton, **seconded by** Councilmember Eva Putzova to forward the application to the State with a recommendation of approval.

**Vote:** 7 - 0 - Unanimously

- B. Consideration and Action on Liquor License Application:** Danny Thomas, "Teppan Fuji", 2500 S. Woodlands Village Blvd., Suite 9, Series 12 (restaurant), New License.

**Moved by** Councilmember Scott Overton, **seconded by** Councilmember Eva Putzova to forward the application to the State with a recommendation of approval.

**Vote:** 6 - 1

NAY: Vice Mayor Jamie Whelan

- C. Consideration and Action on Liquor License Application:** David Hernandez "Western Post", 12 E. Route 66, Suite 102., Series 10 (beer and wine store), New License.

**Moved by** Councilmember Scott Overton, **seconded by** Councilmember Eva Putzova to forward the application to the State with a recommendation of approval.

**Vote:** 6 - 1

NAY: Vice Mayor Jamie Whelan

**8. 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.*

Vice Mayor Whelan requested that item H be pulled from the consent agenda.

Councilmember Putzova requested that item G be pulled from the consent agenda.

**Moved by** Councilmember Celia Barotz, **seconded by** Councilmember Charlie Odegaard to approve consent items A-F.

**Vote:** 7 - 0 - Unanimously

- A. Consideration and Approval of Joint Funding Agreement:** between the U.S. Department of Interior, U.S. Geological Survey and the City of Flagstaff for Monitoring the C Aquifer of the Middle and Lower Little Colorado River Basins.  
Approve the Agreement with the U.S. Geological Survey to contribute \$16,700 per year for up to three (3) years.
- B. Consideration and Approval of Cooperative Contract:** Purchase of 624 residential trash and recycle containers from Toter, Inc. utilizing the City of Tucson Cooperative Purchase Contract (Contract No. 120576-01).  
Staff recommends approval of the purchase of 624 residential and recycle containers from Toter, Inc. utilizing the City of Tucson Cooperative Purchase Contract for a total dollar amount of \$35,584.98.
- C. Consideration and Approval of Final Plat:** Request from VP 66 & Woody Mountain LLC for the subdivision of 12.86 acres known as Aries at Timber Sky Phase 1 into 35 single-family residential lots within the Single-family Residential (R1) zone.  
Staff recommends the City Council approve the final plat and authorize the Mayor to sign both the final plat and the City/Subdivider Agreement (attached) when notified by staff that all documents are ready for signature and recordation.
- D. Consideration and Approval of Final Plat:** Request from VP 66 & Woody Mountain LLC for the subdivision of 22.43 acres known as Orion at Timber Sky into 89 single-family residential lots within the Single-family Residential (R1) zone.  
Staff recommends the City Council approve the final plat and authorize the Mayor to sign both the final plat and the City/Subdivider Agreement (attached) when notified by staff that all documents are ready for signature and recordation.
- E. Consideration and Approval of Final Plat:** Request from VP 66 & Woody Mountain LLC for the subdivision of 7.53 acres known as Adora at Timber Sky Phase 1 into 35 single-family residential lots within the Medium Density Residential (MR) zone.  
Staff recommends the City Council approve the final plat and authorize the Mayor to sign both the final plat and the City/Subdivider Agreement (attached) when notified by staff that all documents are ready for signature and recordation.

- F. **Consideration and Approval of Street Closure(s):** New Year's Eve Safety Street Closure  
Approve the street closure of Aspen Avenue (between San Francisco Street and Beaver Street) and Leroux Street (between Route 66 and Birch Avenue) on December 31, 2017, from 8:00 PM, to January 1, 2018, at 1:30 AM.

- G. **Consideration and Approval of Amendments:** Amendments to the Business Incubator and Accelerator Service Agreement and Leases with Northern Arizona Center for Entrepreneurship and Technology (NACET), extending the term of these agreements by six months.

Councilmember Putzova asked what prevented the City from negotiating the terms of the lease by the renewal date. Community Investment Director David McIntire stated that staff and NACET started months ago but recently reached a complex issue that needed further research. Staff felt that six months would not impact either party negatively and would allow staff to do the necessary research.

**Moved by** Councilmember Scott Overton, **seconded by** Councilmember Charlie Odegaard to approve the amendments for the NACET Service Agreement, Business Incubator Master Lease Agreement, and Business Accelerator Lease Agreement.

**Vote:** 7 - 0 - Unanimously

- H. **Consideration and Approval of Professional Services Contract:** Wastewater Biosolids Master Plan.

Vice Mayor Whelan stated that \$625,000 is a lot of money and there are only a few things that can actually be done with biosolids. She would rather see the City hire some expertise to do this study in-house.

Councilmember Barotz asked about the \$225,000 that is going to come out of the Wildcat Gas Conveyance Line. Water Services Engineering Manager Ryan Roberts stated that there is \$400,000 budgeted for the project but the final contract amount was higher than originally anticipated so funding has been allocated from the Gas Conveyance Line project to make up the shortfall.

Councilmember Barotz questioned the benefit of hosting a series of public meetings at a significant cost; this is a very specific topic and one that is difficult to understand. The turnout will likely be low and she questions the value.

Councilmember Putzova asked if there has been any consideration of doing part of the study in-house with new employees that can also be used for other purposes. Mr. Roberts stated that staff did look at whether the City could bring in or hire staff to do all or some of the work. Part of the problem is that it is expensive to get the specialized expertise needed; the salary range is around \$110,000.

Councilmember McCarthy asked if there are things in the scope of work that might be adjusted for a lower cost. Water Services Director Brad Hill offered that his suggestions is to look at the community outreach piece suggested by Councilmember Barotz to see if there are some areas that cuts can be made.

Vice Mayor Whelan indicated that the technology in reclaimed water is changing so rapidly; she asked why the City is looking out so far knowing that the technology will likely change. Mr. Roberts explained that he is looking ahead from a Capital Improvement Project

standpoint. The City will be doing a new rate study in 2019-2020 and when that time comes it is important to have good estimates for those projects. The study identifies a good sequence of events that are based on trigger points rather than time. From a planning standpoint it is necessary to be well aware of when those costs could come in order to vet them properly.

**Moved by** Councilmember Jim McCarthy, **seconded by** Councilmember Charlie Odegaard to approve the Professional Services Contract with Carollo Engineers for the Wastewater Biosolids Master Plan (BMP) in the amount of \$625,000. This will allow the City to plan for the future treatment, and disposal of wastewater Biosolids from the Wildcat Hill Water Reclamation Plant.

**Vote:** 6 - 1

NAY: Vice Mayor Jamie Whelan

## 9. ROUTINE ITEMS

- A. **Consideration and Approval of the Contract:** First Amendment to the Professional Services Contract for the Flagstaff Police Department Employer Assisted Housing Program (FPD-EAH), Contract No. 2015-60 between City of Flagstaff and Housing Solutions of Northern Arizona, Inc. (HSNA).

Housing and Grants Administrator Leah Bloom provided a PowerPoint presentation that covered the following:

EMPLOYER ASSISTED HOUSING (EAH)  
FUNDING HISTORY OF EAH  
HISTORY OF POLICE DEPT. – EAH  
COUNCIL GOAL & FY 18 BUDGET  
RECOMMENDED AMENDMENTS  
NEXT STEPS AND QUESTIONS

Councilmember Overton stated that some of the Police Department recipients have generally stated that it helped them stay in the community. He asked if there was a way to quantify the benefit and if it aided in retention. Deputy Police Chief Dan Musselman stated that nine officers have taken advantage of the benefit and in three households both partners were part of the department. The Police Department will take whatever it can sell to get and keep officers here; any tool will be beneficial. There are currently officers in training who are looking forward to utilizing the program.

Councilmember McCarthy stated that the program was instituted when the Police Department was having a problem getting people to come and stay at the City. It was a good idea in that special circumstance; he is hesitant to extend the program organization wide. It may make more sense to take the funds and apply it to raising salaries.

Councilmember Putzova offered that the City's salaries are not competitive for the market and Flagstaff is a high cost area; she is supportive of using the program as a retention tool for all employees. Unfortunately \$100,000 spread over all employees will equate to very little but it is a step towards creative retention strategies for everyone; Police and Fire personnel are very important as are all City employees.

Vice Mayor Whelan stated that she likes the program and she would like to see it open to

everyone; owning homes changes lives and gives security. Ms. Bloom stated that the Housing Section will be coming to Council in the near future regarding housing assistance programs for community members.

Councilmember McCarthy asked about the \$1,250 administrative fee. Ms. Bloom stated that the fee is for the services Housing Solutions of Northern Arizona provides. They will work with the employee to make sure they are housing ready before taking advantage of the program. They will work to address concerns and challenges along the way. The fee is only collected at the end of the process with closing, so they will work with these employees prior to receiving a fee.

**Moved by** Vice Mayor Jamie Whelan, **seconded by** Councilmember Eva Putzova to approve the First Amendment to the Professional Services Contract for the Flagstaff Police Department Employer Assisted Housing Program (FPD-EAH), Contract No. 2015-60 between City of Flagstaff and Housing Solutions of Northern Arizona, Inc. (HSNA).

**Vote:** 7 - 0 - Unanimously

### **RECESS**

The 4:30 p.m. portion of the November 7, 2017, Regular Council Meeting recessed at 5:40 p.m.

### **6:00 P.M. MEETING**

### **RECONVENE**

Mayor Evans reconvened the Regular Meeting of November 7, 2017, at 6:03 p.m.

### **NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION**

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### **10. ROLL CALL**

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

PRESENT:

ABSENT:

MAYOR EVANS  
VICE MAYOR WHELAN  
COUNCILMEMBER BAROTZ  
COUNCILMEMBER MCCARTHY  
COUNCILMEMBER ODEGAARD  
COUNCILMEMBER OVERTON  
COUNCILMEMBER PUTZOVA

NONE

Others present: Deputy City Manager Shane Dille and City Attorney Sterling Solomon.

**11. PUBLIC PARTICIPATION**

Al White addressed Council with regards to the impact of the increases in minimum wage on the agencies in Flagstaff that provide services to people who cannot function independently. He would like to see the City make up the difference between what the State will reimburse and the remaining shortfall.

Armando Bernasconi addressed Council requesting the City close the gap between the State funding for Prop. 206 and Flagstaff's Prop. 414 for agencies that serve the disabled population.

John Viktora addressed Council regarding various acts of terrorism and the gender and race pay gap that exists in the United States.

Andy Fernandez addressed Council with various items of concern.

**12. CARRY OVER ITEMS FROM THE 4:30 P.M. AGENDA****13. PUBLIC HEARING ITEMS**

- A. Public Hearing, Consideration and Possible Adoption of Ordinance No. 2017-28:** An ordinance of the City of Flagstaff amending Title 7, Health and Sanitation, of the Flagstaff City Code, by amending Chapter 7-03-001-0018 "Reclaim Water Rate Schedule" thereof.  
***(Ordinance increasing certain utility rates)***

Mayor Evans opened the Public Hearing.

Water Services Engineering Manager Ryan Roberts provided a PowerPoint presentation that covered the following:

RECLAIMED WATER RATES  
OVERVIEW  
PROPOSED RATE ADJUSTMENT  
PROPOSED RATE ADJUSTMENT – ON PEAK  
PROPOSED RATE ADJUSTMENT – OFF PEAK  
PROPOSED RATE ADJUSTMENT EFFECT  
RATE COMPARISON OF OTHER CITIES

The following individuals addressed Council in favor of a reclaimed water rate increase:

- Ward Davis
- Robert Vane

The following comments were received:

- There is a difference in the infrastructure off-peak users use.
- Off-Peak users should not have to pay for storage for the other rate classes.
- Support the 6.2% increase.
- Reclaimed water customers receive a discount of 65%, the Off-Peak rate class receive an additional 13% rate reduction as a benefit for providing their own storage and taking their water at night; more equity is needed.
- The golf course does wonderful things for the community but NAU, FUSD, City Parks

and other users do great things for the community as well.

- Stick with the direction from three weeks ago and give all users the same increase.

A written comment card in support of the reclaimed water rate increase was submitted by Dawn Dyer.

The following individuals addressed Council in opposition of a reclaimed water rate increase:

- Bill McGrath
- Chris Shields
- David Chambers
- John Nilsson
- Jack Rathjen
- Andy Fernandez

The following comments were received:

- Almost all of the surrounding cities provide a municipal golf course as a city service.
- The Continental golf course reported a net loss and an increase will further increase that loss.
- An increase in the rate would require an increase of fees at the golf course.
- An increase in the rate would require a possible increase to HOA dues for the households in Continental Country Club.
- The two tier pricing affects anyone who uses over 150 million gallons; Continental is the only user in that class.
- Continental Country Club paid for the distribution line to the lakes and they provide 41 million gallons of storage.
- Recommend eliminating the two-tier pricing and freeze the rate at \$1.38 for Continental.
- There has been no consideration of the infrastructure that was provided by Continental.
- If there must be an increase the 6.2% increase is preferred over the 7.2% increase.
- As a Continental homeowner I am subsidizing golf for the community.
- The homeowners in the Continental Country Club should not be paying for everyone else to golf.
- There should be a reduction in the rate for providing the service.
- There will be a movement to shut down the golf course should the increase move forward.
- Everyone except Continental is in the reclaimed system and gets their water from Buffalo Park.
- Continental Country Club pays for the water that is not being used by any other customer and would otherwise be discarded.

Mayor Evans closed the public hearing.

**Moved by** Councilmember Eva Putzova, **seconded by** Councilmember Celia Barotz seconded to read Ordinance 2017-28 by title only for the first time with the rate of 87% of commercial for the off-peak golf course rate.

Councilmember Overton stated that the motion on the table is the 7.2% increase that includes the system improvements that benefit the entire city. The Water Commission approved the 6.2% increase; he asked what project would fall off the list to accommodate the Water Commission recommendation. Management Services Director Rick Tadder

explained that the 7.2% would only increase revenue and no projects would be deferred; with more revenue there is less to borrow or bond.

**Vote: 4:3**

NAY: Vice Mayor Whelan  
Councilmember Scott Overton  
Councilmember Charlie Odegaard

*AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF FLAGSTAFF,  
ARIZONA AMENDING SECTIONS 7-03-001-0018, RECLAIMED WATER RATE  
SCHEDULE, OF THE FLAGSTAFF CITY CODE*

A break was held from 7:30 p.m. through 7:39 p.m.

Mayor Evans stated that there is some confusion about the previous vote and asked for the Council to take a roll-call vote to provide the necessary clarification.

A roll call vote was taken.

**Moved by** Councilmember Eva Putzova, **seconded by** Councilmember Celia Barotz to read Ordinance 2017-28 by title only for the first time with the rate of 87% of commercial for the off-peak golf course rate.

**Vote: 3 - 4**

AYE: Councilmember Celia Barotz  
Councilmember Eva Putzova  
Councilmember Jim McCarthy

**Moved by** Councilmember Scott Overton, **seconded by** Councilmember Charlie Odegaard to read Ordinance 2017-28 by title only for the first time amended to include the Water Commission recommendation of a 6.2% increase.

**Vote: 6 - 1**

NAY: Councilmember Celia Barotz

**14. REGULAR AGENDA**

- A. Consideration and Adoption of Resolution No. 2017-38:** A resolution of the Flagstaff City Council opposing uranium mining and the transportation of uranium ore through the City of Flagstaff and indigenous lands, and reaffirming Flagstaff as a nuclear free zone.

Assistant to the City Manager Claeb Blaschke provided a brief background on the item. Staff is looking for direction from Council on what they would like to see in a Resolution.

The following individuals addressed Council in support of the Resolution:

- Emily Melhorn
- Davone Blackhorse
- Milton Tso
- Gary Lee
- Leilani Clark



- Tyler Linner
- Ramon Maestas
- Alicyn Gitlin
- Cecily Shaddy
- Robin Bradley
- Ophelia Watahomigie-Corliss
- Berta Benally
- Uncle Don Fanning
- Representative Wenona Benally
- Makaius Marks
- Susan Alzner

The following comments were received:

- F-Cubed supports a resolution in opposition to uranium transportation.
- The Council should explore how to take action at the state level on how to end transportation.
- Contamination affects people, animals and medicinal plants.
- There has been a disruption to the healing processes and ways of life.
- Uranium does not belong to us, it belongs to Mother Earth.
- Uranium will affect your town and drinking water.
- Many lives have been lost to cancer caused by uranium.
- Many residents and visitors share narrow roads with trucks covered only by a tarp carrying hazardous materials.
- Uranium mining desecrates the Grand Canyon, desecrates the drinking water and dusts streets with radioactivity.
- A resolution will encourage others to take action.
- No economic incentives can compensate a suffering family.
- This material must be kept out of our communities.
- A resolution is not enough, more is needed.
- Stop uranium mining and transportation in Northern Arizona and across the country.
- As a City Council you have the opportunity to give an example of how to stand against uranium mining.
- The City is limited on what it can do but thank you for adding this to the lobbying agenda.
- The City should use its voice any way it can.
- The City needs to follow up on the resolution with an ordinance that bans transportation of uranium.
- Uranium mining and transportation is dangerous to us all.
- The City could face federal issues in passing an ordinance but there is power in bringing forth change.
- Future generations will continue to be affected if the hauling is allowed to continue.
- The resolution is toothless without an ordinance that states what the City will do to block the transport of uranium.
- Accidents will happen and these accidents will shift the perception of people travelling through Flagstaff or doing business with Flagstaff.
- There is no real safe way to transport ore.
- Radioactive dust will find its way to the side of the road to be kicked up and breathed by all of us.

Written comment cards in support of the Resolution were submitted by the following individuals:

- Joseph Ukockis
- Heather Giovale
- Brooke Pacheco
- Abigail Stetson
- Elea Ziegelbaum
- Greta Murphy
- Taylor Leahy
- Gretchen Kies
- Mariah Ashley
- Cody Grey
- Laura Blair
- Robyn Jackson
- Chris Jocks
- Anya Metcalfe
- Holly Stahl
- Sean Parson
- Micah F-B
- Nicholas Jones
- Penny Braum
- Kevin Shaw
- Isabel Marshall
- Sumayyah David
- Ivy Kellog
- Madison Ledgerwood
- Katie Giovale
- Melissa Giovale
- Sara Johnston
- Lani Weis
- Gary Lee
- Seth Terrell
- Klee Benally
- Dawn Dyer
- John Meyer
- Ariana Hill
- Jacob Erikson
- Selest Manning
- Rachel Ellis
- Jordan
- Maria Archibald

A written comment card in opposition to the Resolution was submitted by Donn Pillmore.

Mr. Solomon stated that with respect to some of the edits suggested he would recommend going into Executive Session for legal advice.

**Moved by** Councilmember Jim McCarthy, **seconded by** Councilmember Celia Barotz to recess into Executive Session for legal advice.

**Vote:** 7 - 0 - Unanimously

The Council recessed into Executive Session at 8:33 p.m. and reconvened into Regular Session at 9:05 p.m.

The Council discussed making the following amendments to the draft resolution:

- Add a Whereas statement at the beginning that states “that the transportation of uranium ore through Flagstaff could put Flagstaff residents at risk”
- Second Whereas add “and environmental” after the word social.
- Third Whereas add “and regional tribal nation neighbors” after members.
- Add as the fourth Whereas “the City Council supports the Havasupai Tribes opposition to uranium mining, and the transportation of uranium ore, in the Grand Canyon region”
- In the fifth Whereas delete “have a history of supporting indigenous communities” and add “have historically opposed actions furthering radioactive pollution in the region including”
- In the Enactments section add “the Flagstaff City Council affirms its” and add “and other radioactive material from Canyon Mine to the White Mesa Mill near Blanding Utah.”
- In the Be it Further Resolved statement add “and environmental” after social and add “stands” before ready to engage.

**Moved by** Councilmember Celia Barotz, **seconded by** Councilmember Eva Putzova to read Resolution No. 2017-38 as amended by title only.

Councilmember Barotz stated that this is just the beginning and the City will need everyone to help make meaningful changes. It may take several years before changes are made at the state level and it is important that we all stay engaged.

Councilmember Putzova stated that the resolution is committing to take action and she would like to propose specific actions. She would like Council to work with its representatives on a number of things that were brought forward like protecting public lands and the closure of the Canyon Mine and she would like Council support for those actions.

Mayor Evans thanked everyone for coming and providing input. She stated that it is true that the transportation of ore is regulated by federal entities but many laws have been changed or overturned because the people have found them to be unjust. The legacy of uranium mining throughout Northern Arizona is unjust. She would like to see the Council take a unified stand with a unanimous vote.

**Vote:** 6 - 1

NAY: Councilmember Scott Overton

*A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL OPPOSING URANIUM MINING AND THE TRANSPORTATION OF URANIUM ORE THROUGH THE CITY OF FLAGSTAFF AND INDIGENOUS LANDS, AND REAFFIRMING FLAGSTAFF AS A NUCLEAR FREE ZONE*

**Moved by** Vice Mayor Jamie Whelan, **seconded by** Councilmember Celia Barotz to adopt Resolution No. 2017-38 as amended.

**Vote:** 6 - 1

NAY: Councilmember Scott Overton

- B. Consideration and Possible Adoption of Resolution No. 2017-37:** Intergovernmental Agreement (IGA) with the State of Arizona, acting by and through the Arizona Department of Transportation (ADOT), for the JCT SR 89A/Plaza Way water main relocation.

Engineering Project Manager Mac McNamera provided some background information about the Plaza Way water main relocation project. The IGA will reimburse ADOT for the water main relocation.

**Moved by** Councilmember Scott Overton, **seconded by** Councilmember Charlie Odegaard to read Resolution No. 2017-37 by title only.

**Vote:** 7 - 0 - Unanimously

*A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL APPROVING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE STATE OF ARIZONA AND THE CITY OF FLAGSTAFF FOR THE RELOCATION OF A CITY WATERLINE LOCATED ALONG MILTON ROAD BETWEEN SOUTH PLAZA WAY AND WEST RIORDAN ROAD, WHICH IS REQUIRED AS PART OF STREET AND SIDEWALK IMPROVEMENTS THAT ARE BEING COMPLETED BY THE STATE*

**Moved by** Councilmember Charlie Odegaard, **seconded by** Councilmember Jim McCarthy to adopt Resolution No. 2017-37.

**Vote:** 7 - 0 - Unanimously

- C. Consideration and Approval of Preliminary Plat** Request from Miramonte Arizona, LLC for Preliminary Plat approval for Miramonte @ Dale Avenue Condominiums, a 12-unit residential condominium subdivision on a .31-acre site in the T4N.1 transect zone.

Planning and Development Manager Elaine Averitt provided a PowerPoint presentation that covered the following:

PRELIMINARY PLAT FOR MIRAMONTE @ DALE AVENUE  
ZONING MAPS  
BUILDING TYPE  
PRELIMINARY BUILDING ELEVATIONS/PERSPECTIVE  
TRANSECT STANDARDS  
PRELIMINARY PLAT – OVERALL SITE DIMENSIONS  
FIRST FLOOR PLAT  
SECOND AND THIRD FLOOR PLAT  
SYSTEMS ANALYSIS  
REQUIRED FINDINGS  
STAFF RECOMMENDATIONS

Councilmember Odegaard asked if the parking reduction is realistic. Ms. Averitt stated that since the project is in a transect zone and the goal is more walkability there is a slight reduction but there is at least one space per unit. Staff believes that it is realistic; the required parking without the reductions is 18, with reductions it is 15.

**Moved by** Councilmember Celia Barotz, **seconded by** Councilmember Charlie Odegaard to approve the Preliminary Plat Request from Miramonte Arizona, LLC for Preliminary Plat approval for Miramonte @ Dale Avenue Condominiums, a 12-unit residential condominium subdivision on a .31-acre site in the T4N.1 transect zone.

**Vote:** 7 - 0 - Unanimously

- D. Consideration and Approval of Preliminary Plat:** Request from TLC PC Developers LLC, for the subdivision of Mountain Vista Condominiums, approximately 11.14 acres in the Single-family Residential (R1) zone into 60 residential condominium units.

Interim Current Planning Manager Tiffany Antol provided a PowerPoint presentation that covered the following:

MOUNTAIN VISTA CONDOMINIUMS AT PINE CANYON  
PRELIMINARY PLAT  
BUILDING A ELEVATIONS  
BUILDING B ELEVATIONS  
SYSTEMS ANALYSIS  
RECOMMENDATION

**Moved by** Councilmember Jim McCarthy, **seconded by** Councilmember Charlie Odegaard to approve the Preliminary Plat Request from TLC PC Developers LLC, for the subdivision of Mountain Vista Condominiums, approximately 11.14 acres in the Single-family Residential (R1) zone into 60 residential condominium units with the conditions recommended by the Planning and Zoning Commission.

**Vote:** 7 - 0 - Unanimously

**15. DISCUSSION ITEMS**

**A. Office of Labor Standards Update**

Item moved to a later date.

**16. COUNCIL LIAISON REPORTS**

**17. FUTURE AGENDA ITEM REQUESTS**

*After discussion and upon agreement by two 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 Councilmember Barotz to place on a future agenda a discussion on posting requirements for liquor licenses in residential zones.

Councilmember Barotz stated that she would like to discuss creating additional standards for posting liquor license notifications in a residential zone. Currently the posting is done on the house which is setback from the road and she would like to see it brought out where it can be better seen by the public.

Two Councilmember are in favor of moving the item forward.

- B. Future Agenda Item Request (F.A.I.R.):** A request by Councilmember Putzova to place on a future agenda a review and possible revision to Ord. 2002-07 which amends Chapter 7-02 , Wastewater Regulations, of the Code. ***(Water Services Director's authority to sign Reclaimed Water agreements)***

Councilmember Putzova stated that there are a number of agreements signed administratively; she would like to review this policy to determine if the Council should determine if this is still the best practice to have.

Two Councilmembers are in favor of moving the item forward.

- C. Future Agenda Item Request (F.A.I.R.):** A request by Mayor Evans to place on a future agenda a discussion on amendments or repeal of portions of the Zoning Code.

Mayor Evans stated that she is looking for four Councilmembers to move the item forward and to prioritize it on the agenda. She is looking for consideration of a repeal of certain portions of the Zoning Code.

Councilmember McCarthy asked if the discussion should be in conjunction with the potential Zoning Code changes that staff has been preparing for review. Mr. Dille stated that staff is encouraging prioritizing this FAIR request because they are prepared to present at the next Council meeting. Planning Director Dan Folke agreed stating that staff has a recommendation from the Planning and Zoning Commission and are ready to present the amendments to the City Council.

Councilmember Overton stated that he is not interested in a repeal and he would prefer to wait for the amendment process to move forward next week. There is value in the transect zones and removing that could be detrimental.

Mayor Evans offered that her goal is not to repeal transect zones forever but the amendments have been in the works for ten months. The community believes transect zones are broken and there is a fear of another big project coming forward.

Vice Mayor Whelan stated that she feels that the FAIR item is important to move forward. People are coming up with many good ideas especially after the tour with staff and creating time for the discussion is a real positive thing.

Councilmember Putzova and Councilmember Barotz both expressed interest in moving the item forward.

Councilmember Odegard stated that he has no interest in the request; he would like to wait for the discussion next week on the amendments.

Four Councilmembers are in favor of moving the item forward and prioritizing it on the calendar.

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

Councilmember Putzova stated that the camping ordinance is scheduled for May 8, 2018,

and it will be two years since she requested the agenda item. She does not feel good heading into winter with people who are homeless and the City is not taking the issue on for decisions.

Vice Mayor Whelan stated that some concerns have been brought to her about school buses and how the community is responding to them. She would like to look at how the issue might be addressed; possibly partner with the County, Sheriff and Flagstaff Unified School District to see if something can be done.

Councilmember Odegaard requested an update of how the billing system is working with the water bills being sent to Prescott for processing. He also requested a CCR about how the bid process works.

Councilmember Odegaard stated that the State Liquor Board ruled in favor of giving a liquor license to an applicant that Flagstaff recommended denial on.

Councilmember McCarthy stated that he attended a meeting concerning Compounds of Emerging Concern. It was an interesting meeting and there was a lot of technical information. The team has been working for five years and a report should be coming out soon.

Mr. Dille reminded the Council about tomorrow's 10:30 a.m. meeting with NAU as well as the Rio De Flag tour. Additionally, there is a 4:00 p.m. Joint Meeting with the Planning and Zoning Commission.

Mayor Evans stated that the Council has discussed alcohol and its impact to the community many times. The League of Arizona Cities and Towns has indicated that this is something that other cities are faced with as well. A former Flagstaff City Councilmember, Jeff Oravits, was recently appointed to the State Liquor Board and she would like to have a joint meeting with Mr. Oravits, the City Council, a representative from the Navajo Nation Human Rights Commission, a member from Hopi, Flagstaff Medical Center, the local shelters, the Guidance Center and any others who can speak to the impacts of alcohol to have a conversation about the problems facing the community.

Mayor Evans also requested a CCR on the legalities of the proposal offered during public participation about funding the shortfall faced between Prop 206 and Prop 414.

**19. ADJOURNMENT**

The Regular Meeting of the Flagstaff City Council held September 19, 2017, adjourned at 10:18 p.m.

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MAYOR

ATTEST:

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CITY CLERK

**CERTIFICATION**

I, ELIZABETH A. BURKE, do hereby certify that I am the City Clerk of the City of Flagstaff, County of Coconino, State of Arizona, and that the above Minutes are a true and correct summary of the Meeting of the Council of the City of Flagstaff held on November 7, 2017. I further certify that the Meeting was duly called and held and that a quorum was present.

DATED this 19th day of December, 2017.

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CITY CLERK



## MINUTES

### 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.*

#### PRESENT:

MAYOR EVANS  
VICE MAYOR WHELAN  
COUNCILMEMBER MCCARTHY  
COUNCILMEMBER ODEGAARD (arrived at 4:34 p.m.)  
COUNCILMEMBER OVERTON  
COUNCILMEMBER PUTZOVA

#### ABSENT:

COUNCILMEMBER BAROTZ

Others present: City Manager Josh Copley and Deputy City Attorney Kevin Fincel.

### 3. **PLEDGE OF ALLEGIANCE AND MISSION STATEMENT**

Mr. Copley led the Council and audience in the Pledge of Allegiance and Mr. Fincel read the Mission Statement of the City of Flagstaff.

#### MISSION STATEMENT

*The mission of the City of Flagstaff is to protect and enhance the quality of life for all.*

### 4. **APPROVAL OF MINUTES FROM PREVIOUS MEETINGS**

- A. **Consideration and Approval of Minutes:** City Council Work Session of October 10, 2017; the Special Work Session of October 24, 2017; the Joint Work Session of November 6, 2017; the Special Meeting (Executive Session) of November 7, 2017; the Special Work Session of November 8, 2017; and the Special Meeting (Executive Session) of November 14, 2017

**Moved by** Councilmember Scott Overton, **seconded by** Councilmember Eva Putzova to approve the minutes of the City Council Work Session of October 10, 2017; the Special Work Session of October 24, 2017; the Joint Work Session of November 6, 2017; the Special Meeting (Executive Session) of November 7, 2017; the Special Work Session of November 8, 2017; and the Special Meeting (Executive Session) of November 14, 2017.

**Vote:** 5 - 0 - Unanimously

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.*

None

6. **PROCLAMATIONS AND RECOGNITIONS**

A. **Proclamation:** Native American Heritage Month

Mayor Evans and the City Council came forward as Mayor Evans read the Proclamation proclaiming November as Native American Heritage Month, and presented it to Dan Duke, representing the Commission on Diversity Awareness.

Councilmember Odegaard arrived during this time (4:34 p.m.)

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:** Sustainability Commission.

**Moved by** Vice Mayor Jamie Whelan, **seconded by** Councilmember Eva Putzova to appoint Kevin White to the Sustainability Commission, term expiring October 2020.

**Vote:** 6 - 0 - Unanimously

**Moved by** Councilmember Scott Overton, **seconded by** Councilmember Charlie Odegaard to reappoint David McCain to the Sustainability Commission, term expiring October 2020.

**Vote:** 6 - 0 - Unanimously

**Moved by** Vice Mayor Jamie Whelan, **seconded by** Councilmember Scott Overton to reappoint Brian Peterson, term expiring October 2019.

**Vote:** 6 - 0 - Unanimously

**B. Consideration of Appointments:** Heritage Preservation Commission.

It was noted that the application of Melissa Santana had been removed.

**Moved by** Councilmember Jim McCarthy, **seconded by** Councilmember Scott Overton to reappoint Jonathan Day to the Heritage Preservation Commission, as a HISTORIC PROPERTY OWNER representative, term expiring December 2019.

**Vote:** 6 - 0 - Unanimously

David Hayworth came forward and introduced himself as one of the applicants being considered. He noted that he had also applied for the Planning and Zoning Commission with the relinquishment of David Carpenter's position, and if appointed, he would take the Heritage Preservation Commission and leave his name in for future vacancies.

**Moved by** Councilmember Eva Putzova, **seconded by** Councilmember Scott Overton to appoint David Hayworth to the Heritage Preservation Commission, as a HISTORIC PROPERTY OWNER representative, with a term expiring December 2019.

**Vote:** 6 - 0 - Unanimously

Brief discussion was held on whether Mr. Hayworth would serve as a HISTORIC PROPERTY OWNER or PROFESSIONAL representative; ultimately his appointment remained as a HISTORIC PROPERTY OWNER.

**C. Consideration of Appointments:** Beautification and Public Art Commission.

**Moved by** Councilmember Jim McCarthy, **seconded by** Councilmember Scott Overton to appoint David Fueger to the Beautification and Public Art Commission, term expiring June 2020.

**Vote:** 6 - 0 - Unanimously

**D. Consideration of Appointments:** Airport Commission.

**Moved by** Councilmember Eva Putzova, **seconded by** Vice Mayor Jamie Whelan to appoint Susan Shields to the Airport Commission, term expiring October 2019.

**Vote:** 6 - 0 - Unanimously

**8. ROUTINE ITEMS**

**A. Consideration and Possible Adoption of Ordinance No. 2017-28:** An ordinance of the City of Flagstaff amending Title 7, Health and Sanitation, of the Flagstaff City Code, by amending Chapter 7-03-001-0018 "Reclaim Water Rate Schedule" thereof. (***Ordinance increasing certain utility rates***)

Vice Mayor Whelan asked for clarification on the table of water rates shown on Page 68 of the packet, with respect to the Off-Peak Tier 1 and Tier 2.

Management Services Director Rick Tadder explained that they included the existing rate tables to provide a reference point as to what they were adopting. Those were the previous rates.

**Moved by** Councilmember Scott Overton, **seconded by** Councilmember Charlie Odegaard to read Ordinance No. 2017-28 by title only for the final time.

**Vote:** 6 - 0 - Unanimously

*AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF FLAGSTAFF, ARIZONA AMENDING SECTIONS 7-03-001-0018, RECLAIMED WATER RATE SCHEDULE, OF THE FLAGSTAFF CITY CODE*

**Moved by** Councilmember Charlie Odegaard, **seconded by** Councilmember Jim McCarthy to adopt Ordinance No. 2017-28.

**Vote:** 6 - 0 - Unanimously

**B. Consideration and Possible Adoption of 2018 Intergovernmental Priorities.**

Assistant to the City Manager Caleb Blaschke stated that before the Council were the proposed 2018 Intergovernmental Priorities, which included suggested changes as indicated, including a new one to advocate against the fee increase proposed by the National Park Service.

Vice Mayor Whelan said that during their last discussion she had requested that the wording regarding firearms in public places be more robust. Mr. Blaschke referred her to that section of the proposed wording.

**Moved by** Vice Mayor Jamie Whelan, **seconded by** Councilmember Eva Putzova to approve the 2018 Intergovernmental Priorities as presented, including the proposed amendments.

Councilmember Overton said that the majority of the proposed priorities are focused on the City, but there are a few that go outside of his comfort zone. He suggested that caution be given to staying on City issues and focus. He said he would personally eliminate a few of them as he wants to make sure they are advocating for the correct things for which they will see success.

Vice Mayor Whelan said that was her whole idea with prioritizing them. Councilmember Overton said that his concern is that everyone's priority would be different. Councilmember Putzova said that prioritizing them would be difficult. She was comfortable with the structure. She said that it is important to include items that perhaps they cannot influence as it reflects their values and those issues for which citizens contact them. She said that having them in the document helps individual Councilmembers with receiving assistance from City staff.

Mayor Evans said that she thought this particular document was well-rounded. It takes into consideration the values of their community. While there are some things over which they may not have full control, it makes a clear statement as to what they value.

**Vote:** 5 - 1

NAY: Councilmember Charlie Odegaard

**C. Discussion and Possible Approval of Council Goals.**

Mr. Blaschke briefly reviewed the proposed Council Goals, based on comments received from Council.

Councilmember McCarthy suggested that under TOWN AND GOWN they include "measured" future growth. After brief discussion it was suggested that it read, "THE FUTURE GROWTH OF THE STUDENT POPULATION."

Councilmember Odegaard asked Mr. Copley if they look at this list when preparing the budget. Mr. Copley said that when they get to the priority setting stage in December, his desire would be to have Council use its own goals to identify where the priorities are. He said that he uses it throughout the year, but the best use of this for Council is in setting the priorities for FY2019.

Councilmember Odegaard said that they just heard recently that the Parks and Recreation Commission would like to see a west side park, and asked if it should be put here or elsewhere. Mr. Copley said that it is already included in the Parks and Recreation Master Plan.

Councilmember Overton noted that they should be moving into the Core Services Maintenance Facility this summer and should update that wording. He said that below that he believed they should broaden the statement to CONTINUE THE EFFORT OF SECURING A NEW COURTHOUSE FACILITY.

Vice Mayor Whelan said she believed that a parking facility was also packaged with that and asked if it should be included. After brief discussion it was agreed to include a separate bullet point, IMPLEMENT PLANS TO CONSTRUCT A NEW PARKING FACILITY IN THE DOWNTOWN.

**Moved by** Councilmember Jim McCarthy, **seconded by** Councilmember Charlie Odegaard to approve the Council Goals for FY2019 as amended.

**Vote:** 6 - 0 - Unanimously

**RECESS**

The 4:30 p.m. portion of the November 21, 2017, Regular Meeting recessed at 5:09 p.m.

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

**RECONVENE**

Mayor Evans reconvened the Regular Meeting of November 21, 2017, at 6:00 p.m.

**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).*

**9. ROLL CALL**

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

**PRESENT:**

MAYOR EVANS  
VICE MAYOR WHELAN  
COUNCILMEMBER MCCARTHY  
COUNCILMEMBER ODEGAARD  
COUNCILMEMBER OVERTON  
COUNCILMEMBER PUTZOVA

**ABSENT:**

COUNCILMEMBER BAROTZ

Others present: City Manager Josh Copley and Deputy City Attorney Kevin Fincel.

**10. PUBLIC PARTICIPATION**

The following individuals addressed Council:

- Ed Hill, Founder of Soul of Nations, Inc., stated that they have partnered with a number of community institutions, providing opportunities for the Native American community and he was at the meeting to introduce himself and his organization.
- Rebecca Durrenberger spoke to the efforts of the Peace Pole as a symbol of peace around the world. They have held four events in the last four years to help others become aware of International Day of Peace.
- Hugh Pressman conveyed his anger over the City being so poorly run and the roads within the City falling apart as well as the City being dirty.

The following individuals addressed the Council requesting assistance with the eviction of residents at Arrowhead Village Mobile Home Park:

- Olga Garcia
- John Viktora
- Miriam Meca
- Susan Ontiveros
- Catherine Davis
- Rachael Walkins
- Martha Miranda

Comments included:

- They have received a six-month notice and need help; they have nowhere to go

- They are families and a community, and they need to find a place that is similar
- There are more than 40 families living in Arrowhead
- Understands there is a conflict; someone owns the land and they want to do something with it, but it is not zoned commercial
- The Council is their last resort
- They are in the season for fellowship and being united with family, but it won't be like that because, once again, they want to evict them from their homes
- Many of the homes are too old to move
- Ask that the Council works with the residents to make sure Kings House treats everyone justly
- Her home is one that can be moved. She can get \$7,000 to move it within 50 miles, but there is nothing she can afford within 50 miles
- Everyone in there is low income
- Wished they could offer the \$14,000 they offered previously; would still be hard, but would help

•Ryan Beam addressed the Council regarding a proposed No Wall Resolution in opposition to the Border Wall ordered by President Trump's Executive Order 13767, and asked the Council to consider the resolution.

•Dan Musselman, Deputy Police Chief, gave a brief history of the Eric Lindstrom Leadership Award, explaining that he was raised in Flagstaff, was active in Boy Scouts Troop 33 and achieved the rank of Eagle Scout. He joined the Army after graduation. He was hired in August 2004 by the Police Department, married and had twin daughters. He left in 2008 to reenlist in the Army. He lost his life during Enduring Freedom and upon his death the Department created the Officer of the Year award, conferred on Veteran's Day, to recognize his leadership and work ethic. This year Dustin Hemp received this award as he is always helping out by conducting in-services or reviewing officer safety scenarios and has helped resolve many serious situations. At this time, he thanked all of the soldiers, sailors, police and fire personnel for their service.

**11. CARRY OVER ITEMS FROM THE 4:30 P.M. AGENDA**

**12. REGULAR AGENDA**

**A. Discussion and Possible Direction: Re Proposed National Park Fee Increases.\***

Mr. Copley explained that this was a late addition to the agenda in regards to the proposed National Park fee increases currently pending before the National Park Service. He said that the Council has received some public comments from local groups with regard to the impacts on local residents, businesses, etc.

He said that the public comment period closes on Thursday and this was the last opportunity for Council to submit any public comment as a political body.

The following individuals addressed the Council:

- Dino Dullbison, representing the Flagstaff Lodging and Restaurant Association
- Glenn Tamblingson, Canyon Country Tours
- Ben Murphy, All-Star Grand Canyon Tours
- Rudy Preston, Flagstaff



Comments received included:

- He sits on the Tourism Commission, but was not speaking in that capacity
- They run a healthy and vibrant hospitality industry, aiding in the BBB tax collections
- These fees are going from \$30 to \$70 per vehicle, an 800% increase
- These increases are unmanageable
- With a structure based on vehicle, visitors will see the canyon and drive back home instead of stopping in Flagstaff as they do now
- Even a 5% impact would be \$35 million less spent locally
- Think about the lost revenues
- Tour operators reduce the carbon footprint and reduce the number of cars in the Park
- Currently there is a trend to privatize the National Parks and this fee increase is the way to make that happen
- When this goes through it will drastically reduce jobs and take a lot of money out of the community
- Creating these monopolies in the National Parks will ruin the experience for visitors
- When these monopolies form, people will not be working out of Flagstaff; they will be working out of the Grand Canyon Village and Tusayan.
- The comment date has been moved back to 12/22
- He is a local resident with a local IT company and it relies greatly on the Grand Canyon tour operators
- There is an all-out assault on small tour operators, especially at the Grand Canyon
- There are two separate proposals--commercial comments and public comments
- The commercial comments side has not been publicized

Discuss was held by the Council on the best step forward. Councilmember Overton said that he would like to make certain they are weighing in at the right time and the right place. He did not want to speak on behalf of the tour operators; they do that best. The proposed resolution was a bit wordy; he would rather see a resolution with bullet points. He said that he would support a resolution, but not as it is currently written.

Councilmember Putzova agreed, stating that the resolution should be to the point and brief, but cover all of the reasons they want to oppose both proposals. She said that it was a great idea to send a letter to the Congressional representatives, but rather than speaking to the fee increases, they should ask that they fully fund the National Parks.

Councilmember McCarthy said that he agreed with everything said. He suggested that they address the need to have everyone treated equally. Councilmember Overton said that may be causing more damage; it could increase other visitors as well.

Mayor Evans said that she was interested in: a Council resolution that takes into consideration bulleted statements from all sides of the equation; a letter going to the Federal delegation requesting the Park Service to be fully funded; a letter going to the Park Service Director; having all City commissions that are impacted weigh in; understanding that there is a time restraint, especially with the holidays.

Mr. Blaschke said that they have already reached out to the Federal lobbyist and he would be reaching out to the local legislators.

### 13. **DISCUSSION ITEMS**

#### A. **Consideration of Proposed Zoning Code Amendments**



Zoning Manager Brian Kulina said that he did not have a formal presentation but would be reviewing the matrix, attached hereto as Exhibit A.

The following individuals addressed the Council:

- David Carpenter
- Nancy Branhan
- Rudy Preston

Comments received included:

- If it is felt they have to act, he would ask that they go toward options that augment the architecture to convey less mass without limiting the size of the buildings. If they just lower the size of buildings it could reduce property values and be considered an unjust taking.
- Ever since 2011, when Flagstaff adopted the Transect Zones, people have been making financial decisions based on that code.
- By taking the commercial building out of T4 and limiting the size of buildings in T4, T5 and T6, without fixing the map to reflect the underlying commercial nature of some of those properties, they are preventing those properties from being developed as were encouraged in 2011.
- Community came together in 2011 to pass the Zoning Code with good ideas.
- The Code incentivized transects for a reason - to encourage infill with desired outcomes of walkability of the neighborhoods, etc.
- The 2011 changes were made to help the City evolve in the most efficient way that most cities do evolve.
- Would encourage a more comprehensive review of the code.
- If the proposed changes are a statement of "no more Hubs" then they need a complete, comprehensive solution.
- Recommendations of the Planning and Zoning Commission are good recommendations
- They will continue to try and bring the Zoning Code and Regional Plan to work together.
- Council received a communication from Stand Up stating their position, but she was not there to talk about that
- They should continue to bring the Zoning Code into alignment with the Regional Plan
- Live/Work with some changes would allow some commercial use

Vice Mayor Whelan asked Mr. Carpenter what three changes he would recommend. Mr. Carpenter said that he would first ask for a FAIR item to explore making alleys mandatory; making all lots no more than one acre. From there he would ask that they look at further architectural augmentation. He said, with regard to the thought of keeping commercial block and taking it out of T4, he believed that the T4 was used as a catch all and he wants to preserve his commercial rights.

Councilmember Putzova asked for clarification from Mr. Carpenter regarding alleys. Mr. Carpenter said that alleys are common in the urban areas; without them they are looking at a 300' x 300' block which is two acres.

Councilmember Putzova said that it seems like the community is coming together on the solution. The commercial block is not desirable in T4, but rather the neighborhood building, or Live/Work. If they could start seeing the third column of the matrix showing the recommendation of the community, it may help them all understand the differences.

Mr. Kulina said that staff agrees that there needs to be a review of the map and that likley

should be in the next round of amendments . They do have a work session in January with the Zoning Code section and comprehensive section tor review the work programs and determine what is to be done next.

Vice Mayor Whelan thanked everyone for their work on this. She said that she was excited that they are all talking and communicating, and trusting the process. She said that they are through the process and focusing on the true problems. They are seeing the true nature of how the zoning in some areas is not working.

Planning Director Dan Folke said that in preparation of next week, they will focus on the public recommendation column. Discussion was held on the tables and the benefit of having one table.

A break was held from 8:25 p.m. to 8:31 p.m.

Staff noted that they will modify the chart as discussed and bring it back next week for further discussion.

**14. COUNCIL LIAISON REPORTS**

Councilmember Overton noted that the NAIPTA Strategic Advance is coming up and they will be reviewing the five-year plan. He was looking forward to that discussion and wanted them to know that it was open to the public.

**15. FUTURE AGENDA ITEM REQUESTS**

*After discussion and upon agreement by two 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 Councilmember Putzova to place on a future agenda a discussion of the Reclaimed Water Agreement with Snowbowl.

Councilmember Putzova said that she has discussed this with the attorney and was advised to ask for an Executive Session.

Rudy Preston, Flagstaff, said that he was looking through the Forest Service EIS and the Record of Decision and it was stated that there would never be 100% reclaimed water on Snowbowl, but it is already happening. While it was never put into the Forest Service document, this would be a good time to consider respecting the Native American cultures.

Councilmember McCarthy said that he would be willing to have legal counsel brief them on the legal aspects of the case.

With two in favor of moving the item to a future agenda, it will be added to the Future Agenda Request listing.

- B. Future Agenda Item Request (F.A.I.R.):** A Citizens' Petition Requesting Consideration of Changes in Resource Protection Standards of the Zoning Ordinance (Citizen Petition #2017-05).

Sat Best, speaking on behalf of the Conservation Study Forum, gave a brief history on how the petition came to be and recognized: Rick Miller from Game and Fish, Tish Bogum-Ozmun, David R. Wilcox, Barbara Phillips, Emily Wren, Erika Novak, Gene Meyers, Bill Tower, Larry Stevens, Mark Miursen, Nat White, Gene Tripiano, and Roger Joes.

A majority of Council favored moving this item forward.

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

Councilmember Putzova requested a F.A.I.R. item to discuss opposition of the border wall along the U.S./Mexico border.

Councilmember Odegaard thanked everyone involved in making free parking available to small businesses downtown.

Councilmember Odegaard said that he met with David Wessel regarding the ADOT meeting, and was disappointed in that ADOT's plans for the cost of the bridges was a lot higher than anticipated, and the contribution from ADOT was a million dollars less. He encouraged staff to move forward quickly on the IGA for design work to get the ball moving. There were others there, such as Prescott and Yavapai County, with projects. Flagstaff is in a good position, but they need to start moving forward.

Councilmember Odegaard asked that the others think about how they as a Council body could get together before the Christmas break to give back to the community, with all seven participating.

Councilmember McCarthy requested a F.A.I.R. to review the possibility of having the Planning and Zoning Commission make recommendations on how a Conditional Use Permit should be approved or disapproved, with the decision being made by Council.

Vice Mayor Whelan said that she attended the NARBHA Institute, which was well attended and very informative.

Vice Mayor Whelan requested a F.A.I.R. item to discuss the condition of the roads, even those that are not theirs, and also how they can help out with cleaning up the City. Mr. Copley said that the City does an annual road condition report to Council, including the OCI and preservation program. They probably do not have to go through the F.A.I.R. process for that. Staff will get with Public Works and have a report given to Council. Additionally, the City has a program for Adopt-a-Road, and they could also receive a report on that.

Mayor Evans asked if they could request that ADOT also speak to their Adopt-a-Road program. Councilmember Odegaard said that it could be a collaborative effort through an IGA. Mayor Evans asked that when they come back to talk about the street program, to include what dollars have been invested to date.

Mayor Evans reported that she attended the GAMA meeting Prescott. Front and center was 1) local control; 2) retirement pension; and 3) HURF.

Mayor Evans reported that she attended the grant opening of the Fairfield Inn and Hampton Inn on Continental. They were beautiful facilities and she was looking forward to seeing people's experiences with them.

Mayor Evans wished the community a Happy Thanksgiving.

**17. ADJOURNMENT**

The Regular Meeting of the Flagstaff City Council held November 21, 2017, adjourned at 8:58 p.m.

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MAYOR

ATTEST:

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CITY CLERK

**CERTIFICATION**

I, ELIZABETH A. BURKE, do hereby certify that I am the City Clerk of the City of Flagstaff, County of Coconino, State of Arizona, and that the above Minutes are a true and correct summary of the Meeting of the Council of the City of Flagstaff held on November 21, 2017. I further certify that the Meeting was duly called and held and that a quorum was present.

DATED this 19th day of December, 2017.

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CITY CLERK

## MINUTES

### 1. Call to Order

Attendees met at City Hall at 6:15 a.m. and traveled to the Village of Havasupai. Mayor Evans called the meeting to order at 10:15 a.m.

### 2. Roll Call

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

#### PRESENT:

MAYOR EVANS  
VICE MAYOR WHELAN  
COUNCILMEMBER BAROTZ  
COUNCILMEMBER MCCARTHY  
COUNCILMEMBER ODEGAARD  
COUNCILMEMBER PUTZOVA

#### ABSENT:

COUNCILMEMBER OVERTON

Others present: City Manager Josh Copley; Deputy City Managers Barbara Goodrich and Shane Dille; City Attorney Sterling Solomon; Assistant to the City Manager Caleb Blaschke and Communications Manager Jessica Drum; members of the Havasupai Tribal Council.

### 3. Meet and Greet with members of the Flagstaff City Council and Havasupai Tribal Council.

Discussion was held on concerns and potential partnerships. Mayor Evans and Councilmembers provided an overview of what the City has done and is doing to further projects, programs and legislation affecting the indigenous community.

A discussion was held on the mining of uranium. Havasupai Councilmembers requested assistance in reaching state and federal legislators to oppose the lifting of the ban on uranium mining. Mayor Evans and Councilmembers discussed its recent resolution on uranium transportation and agreed to work together with the Havasupai Council in its efforts to oppose the lifting of the bank on uranium mining.

**4. Adjournment**

The Joint Work Session of the Flagstaff City Council and Havasupai Tribal Council held December 4, 2017, adjourned at 12:30 p.m.

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MAYOR

ATTEST:

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CITY CLERK

## MINUTES

### 1. **CALL TO ORDER**

Mayor Evans called the Regular Meeting of December 5, 2017, to order at 4:30 p.m.

### **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.*

PRESENT:

ABSENT:

MAYOR EVANS  
VICE MAYOR WHELAN  
COUNCILMEMBER BAROTZ  
COUNCILMEMBER MCCARTHY  
COUNCILMEMBER ODEGAARD  
COUNCILMEMBER OVERTON  
COUNCILMEMBER PUTZOVA

NONE

Others present: City Manager Josh Copley and City Attorney Sterling Solomon.

### 3. **PLEDGE OF ALLEGIANCE AND MISSION STATEMENT**

Vice Mayor Whelan led the audience and City Council in the Pledge of Allegiance and Councilmember Barotz read the Mission Statement of the City of Flagstaff.

### **MISSION STATEMENT**

*The mission of the City of Flagstaff is to protect and enhance the quality of life for all.*

**4. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS**

- A. Consideration and Approval of Minutes:** City Council Special Meeting (Executive Session) of November 28, 2017.

**Moved by** Councilmember Eva Putzova, **seconded by** Councilmember Charlie Odegaard to approve the minutes of the City Council Special Meeting (Executive Session) of November 28, 2017.

**Vote:** 7 - 0 - Unanimously

**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.*

None

**6. PROCLAMATIONS AND RECOGNITIONS**

- A. Recognition of Flagstaff High School Cross Country Boys and Girls Teams win of the Division 2 State Cross Country Meeting three consecutive years in a row.**

**Moved by** Councilmember Charlie Odegaard, **seconded by** Councilmember Scott Overton to move this item to the 6:00 p.m. portion of the meeting.

**Vote:** 7 - 0 - Unanimously

**7. LIQUOR LICENSE PUBLIC HEARINGS**

Mayor Evans opened the Public Hearing for all four liquor license applications.

Sgt. Gregory Jay of the Flagstaff Police Department came forward and noted that there was an amendment to his staff summary regarding Legacy. He had stated that they were operating under an interim permit, but they are, in fact, currently operating under the license of Northland Beverage and Nackard.

Cindy Valdez, attorney for Legacy, introduced herself and said that she would be happy to answer any questions they may have, and noted that Paul Nackard and Chris Otzen were also present.

Mayor Evans asked the representatives of Hallum to come forward. She said that Flagstaff has quite an issue with street intoxicants and with their store located on Fourth Street, she asked if they would consider not selling the 40 ounce bottles or shooters.

Steve Hallum said that they work very closely with the Police Department and have done



everything they have asked of them. He said that he would consider anything that would help the community. He understands the issues and recognizes the problem. They watch it closely and have not had a citation in 15 years.

Mayor Evans asked Mr. Hallum if he would consider championing not serving those items. Mr. Hallum said that if they stop selling, they will move to the other businesses in that area. He said that he would love to see the business community gather together and all do something together.

Mayor Evans asked Mr. Hallum if he would consider participating in a meeting with the other businesses in that area, perhaps chaired by someone on the Council, to get some discussion going on the issues. Mr. Hallum said that he would be willing to participate. Vice Mayor Whelan offered to meet with the property owners.

Mayor Evans closed the Public Hearing at this time.

**Moved by** Councilmember Scott Overton, **seconded by** Councilmember Jim McCarthy to forward recommendations to the State for approval of all four liquor license applications.

Councilmember Odegaard said that they recently had someone that came before them requesting a distribution license in a residential area. They made the decision to not send a recommendation to the State. Mr. Solomon stated that the Council needed to keep the discussion on these four applications.

**Vote:** 7 - 0 - Unanimously

- A. **Consideration and Action on Liquor License Application:** Christian Otzen, "Legacy Beverage", 3825 E. Huntington Dr., Series 04 (wholesaler), New License.
- B. **Consideration and Action on Liquor License Application:** Christian Otzen, "Legacy Beverage", 5660 E. Penstock, Series 04 (wholesaler), New License.
- C. **Consideration and Action on Liquor License Application:** David Hallum, Hallum Food Stores, 2205 N. 4th St., Series 09 (liquor store - all spirituous liquor), Person Transfer.
- D. **Consideration and Action on Liquor License Application:** Elisa Muscarella, "Your Pie", 2619 S. Woodlands Village Blvd., Series 12 (restaurant), New License.

8. **ROUTINE ITEMS**

- A. **Consideration and Approval of Contract:** Wildland Fire Hazardous Fuels (WFHF) 17-203 grant award - Observatory Mesa Fuels Reduction.

Paul Summerfelt with the Flagstaff Fire Department stated that this was a 90/10 grant, and the bond will pick up the City's 10% match. He said that this is probably the last of the grant they will require for the Observatory Mesa area.

Councilmember Overton said that although this was a smaller grant, it extends the City's money by 90% and was a great win.

**Moved by** Councilmember Scott Overton, **seconded by** Councilmember Charlie Odegaard to approve WFHF 17-203 grant award, between AZ Dept of Forestry and Fire Management (DFFM) and City of Flagstaff, in the amount of \$121,858.00.

**Vote:** 7 - 0 - Unanimously

Councilmember Odegaard said that after seeing the wildfires going on in California, it was another indication of how important it is to be proactive.

- B. Consideration and Adoption of Ordinance No. 2017-29:** An ordinance of the City Council of the City of Flagstaff, authorizing the City Manager or his or her designees to acquire real property or easements along the west side of Fourth Street; and establishing an effective date. ***(Flagstaff Urban Trail System Extension)***

Real Estate Manager Charity Lee briefly reviewed the ordinance, noting that it authorizes the City to acquire right-of-way and easements for the Fourth Street FUTS and allows the City to use condemnation if necessary. She then introduced Martin Ince, MultiModal Planner, who gave a PowerPoint presentation addressing:

TRAIL

BACKGROUND

TRAIL BENEFITS

- Fills in missing segments of the FUTS

- Enhances pedestrian and bicycle comfort and safety along the corridor

- Provides access to 3 schools, the Aquaplex, DES, Gore and FUSD

- Improves non-motorized access to the Country Club Neighborhood

- Connects to Mountain Line Routes 3 and 7

Mr. Ince noted that they also have Temporary Construction Easements for construction of the trail, and those go away when the construction is complete.

He said that there are three other Fourth Street Projects in the planning stages:

- Fourth Street Bridges over I-40

- Fourth Street widening - 5 lanes with bike lanes and sidewalks

- Fourth Street/Butler Intersection Improvements

He said that they will continue the trail down to Butler as these other projects work along.

He said that they are working against a June 2018 deadline, which was why they were asking for condemnation authority with this ordinance. If it comes down to that later in the process, they will not have time to bring the issue back to Council.

Councilmember Overton asked if the property owners were somewhat interested in conveying the rights-of-way or if there was pushback. He said that he really does not like the idea of condemnation; it always causes a lot of angst.

Ms. Lee said that there is support from both property owners, but there is always a challenge when an offer is presented as they may not agree with the City's value. She said that one of the challenges with moving forward is if there is a loan on the property or if there is an HOA involved, which requires a 2/3 vote. Those types of requirements can delay a project.

Councilmember Overton asked staff if they had enough time to move forward without

authorization for condemnation. Ms. Lee said that they do not have enough information right now; they are waiting on the appraisals.

Discussion was held on whether or not to move forward with the condemnation authorization. Some of the councilmembers were not comfortable with including the condemnation clause in the ordinance at this time.

**Moved by** Councilmember Jim McCarthy, **seconded by** Councilmember Eva Putzova to read Ordinance No. 2017-29 by title only for the first time (with no changes).

**Moved by** Councilmember Scott Overton, **seconded by** Councilmember Charlie Odegaard to amend the motion by striking "OR THROUGH CONDEMNATION FOR A PUBLIC USE" from the ordinance.

**Vote:** 7 - 0 - Unanimously

**Vote:** 7 - 0 - Unanimously

*AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, AUTHORIZING THE CITY MANAGER OR HIS OR HER DESIGNEES TO ACQUIRE REAL PROPERTY OR EASEMENTS ALONG THE WEST SIDE OF FOURTH STREET; AND ESTABLISHING AN EFFECTIVE DATE*

- C. **Consideration and Approval:** First Amendment to the Purchase and Sale Agreement with Greentree Hospitality Group, Inc. (Greentree) which will extend the Site Plan Approval Period from 180 to 270 days.

Community Investment Director David McIntire briefly reviewed this request, noting that it was to extend the Site Plan approval period from 180 to 270 days.

**Moved by** Councilmember Celia Barotz, **seconded by** Vice Mayor Jamie Whelan to approve the First Amendment to the Purchase and Sale Agreement which will extend the Site Plan Approval Period from 180 to 270 days. (January 9, 2018 to April 9, 2018)

**Vote:** 7 - 0 - Unanimously

### **RECESS**

The 4:30 p.m. portion of the Regular Meeting of December 5, 2017, recessed at 5:17 p.m.

### **6:00 P.M. MEETING**

### **RECONVENE**

Mayor Evans reconvened the Regular Meeting of the Flagstaff City Council held December 5, 2017, at 6:00 p.m.

**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).*

**9. ROLL CALL**

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

**PRESENT:**

MAYOR EVANS  
VICE MAYOR WHELAN  
COUNCILMEMBER BAROTZ  
COUNCILMEMBER MCCARTHY  
COUNCILMEMBER ODEGAARD  
COUNCILMEMBER OVERTON  
COUNCILMEMBER PUTZOVA

**ABSENT:**

NONE

Others present: City Manager Josh Copley and City Attorney Sterling Solomon.

**10. PUBLIC PARTICIPATION**

Marilya Reese came forward and introduced herself as a 27 year resident in Flagstaff. She said that she received a German Embassy Grant to invite best-selling German author Vivian Chan to visit Flagstaff. Ms. Chan came forward and read a poem in German.

The following individuals addressed the Council regarding continued concern with reduced funding by the State for services for those with disabilities and how the increased minimum wage in Flagstaff has impacted their services:

- Monica Attridge
- Rick Hargrove

**11. CARRY OVER ITEMS FROM THE 4:30 P.M. AGENDA**

Mayor Evans recognized the members of the Boys and Girls Cross Country teams from Flagstaff High School, along with their coaches. Each came forward and introduced themselves and shook the hands of the Mayor and Council. Those recognized were:

- Chloe Painter
- Angel Curley
- Povi Plank
- Katrina Vollmer
- Taylore Lowry
- Sydney Marston
- Anna Sagnuolo

- Chanel Coolie
- Devon Mecmen
  
- Flynn Fuhrmann
- Wren Cooperrider
- Corey Blabbaum
- Nate Milton
- Riley Human
- Peyton Sventek
- Zac Joyce
- Zach Philpott
- Alan Hagerman
- Chris Contreras
- Max Davis
- Gabe Harju
- Spencer Smith
- Davis Boggess

Coaches: Trina Painter, Chris Pabst, Jonette Boggess, Amanda Allen, Alex Kauffman, and Mark Crane.

## 12. **PUBLIC HEARING ITEMS**

- A. **Public Hearing, Consideration and Adoption of Ordinance No. 2017-30:** An ordinance of the City of Flagstaff amending Title 12, Floodplains of the City Code, by amending Chapter 12-02-002-00033 "Schedule of Stormwater Management Utility Service Charges and Fees" by City Council of Flagstaff, Arizona adopting the "2017 Amendments to the Flagstaff City Code, Title 12, Chapters 12-02, Stormwater Management Utility," to update Stormwater Service Charges (Rates).

Mayor Evans opened the Public Hearing.

Stormwater Manager Chris Kirkendall gave a brief PowerPoint presentation on the proposed ordinance:

CALENDAR  
CIP IMPROVEMENT PRIORITIES  
PROPOSED SERVICE CHARGE ADJUSTMENT  
FINANCIAL PLAN

Vice Mayor Whelan asked if they were also raising the fund balance from 10% to 20%. Management Services Director Rick Tadder said that for the study they wanted to maintain the existing amount of fund balance for 2018. They are looking to have the revenues match the needs for the Rio de Flag project.

Mayor Evans closed the Public Hearing at this time.

**Moved by** Councilmember Eva Putzova, **seconded by** Councilmember Jim McCarthy to read Ordinance No. 2017-30 by title only for the first time.

**Vote:** 7 - 0 - Unanimously

*AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF FLAGSTAFF, ARIZONA AMENDING TITLE 12, FLOODPLAIN, OF THE FLAGSTAFF CITY CODE BY AMENDING SECTION 12-02-002-0003, SCHEDULE OF STORMWATER MANAGEMENT UTILITY SERVICE CHARGES AND FEES, THEREFORE*

- B. Public Hearing, Consideration and Adoption of Ordinance No. 2017-31:** An ordinance of the City Council of the City of Flagstaff amending the Flagstaff City Code, Title 10, *The City of Flagstaff Zoning Code*, providing for repeal of conflicting ordinances, severability, and establishing an effective date.

Mayor Evans opened the Public Hearing.

Zoning Code Manager Brian Kulina reviewed a PowerPoint presentation which addressed:

ZONING CODE AMENDMENTS - TRANSECT ZONING

WHY ARE WE HERE?

HOW DID WE GET HERE?

COUNCIL SCOPED AMENDMENTS

- Delete Commercial Block building type

- Three new building types (small, medium, large)

- All-inclusive 10-50.110 (Building Types) table

- All-inclusive 10-50.120 (Private Frontages) table

- Delete building type and private frontage type lists from 10-40.40

- New Downtown Shopfront private frontage type

WHAT PLANNING AND ZONING COMMISSION RECOMMENDED

- Physical & Architectural Break of Commercial Block

- Live/Work

- 10-50.110 (Building Types)

- 10-40 (Building Types)

- 10-50.120 (Frontage Types)

- 10-40 (Frontage Types)

WHAT PLANNING AND ZONING COMMISSION RECOMMENDED FOR DENIAL

- Neighborhood Building

- Main Street Building

- Downtown Building

- Physical Separation of Buildings

- Downtown Shopfront

- 10-40 (Frontage Types)

PUBLIC COMMENT

- 11 Comments Received (8 included in packet; 3 handed out today)

COUNCIL OPTIONS

- Read ordinance

- Read ordinance with additions, deletions and/or modification

- Not read the ordinance

Discussion was held on whether there needs to be a separation between buildings.

Mr. Landsiedel said that staff's original recommendation was for the 10' setback in T4, but

after the last meeting it was changed. He said that staff met with Stand Up Flagstaff yesterday and on the dais is their recommendation. He said that it is staff's strong feeling that if the issue is they do not want a repeat of the Hub, separation between buildings is essential.

The following individuals came forward:

- Dawn Tucker
- Charlie Silver

Comments received included:

- Stand Up Flagstaff's position was outlined in an attachment (Exhibit A attached hereto and made a part hereof)
- Thanks to the Council, staff, public and Commission for taking the time and careful attention to this first round of amendments
- He has a big concern with the word "combining" architectural and physical break of the building
- Stand Up Flagstaff supports the architectural break and also supported eliminating the Commercial Block Building in T4 and going to the live/Work Building with its physical separations.

Council voiced difficulty in assessing the reasoning between architectural break and physical break. Mr. Silver said that as he understood them, there would be a change of the material types to the building rather than a physical break. Additionally, it was his understanding that the height of the buildings would be discussed at another time. Mr. Landsiedel said that was correct; building height would be discussed in the next set of amendments.

Mr. Landseidel said that because of the way they advertised this with the limited scope, when they go into the next set of amendments they will be looking at the height and appropriate zoning map changes. If they have something that is T4 now and want T3, a height adjustment comes along with that, so they will discuss that at the same time.

Nancy Brauh addressed the Council and reviewed Stand Up Flagstaff's position that they support additional architectural breaks, but not the physical breaks, and they support the deletion of commercial block from the T4 zone.

Councilmember McCarthy reviewed the sketches he had prepared, concluding that they have done nothing to the bulk and mass of the buildings that would be allowed in the T4N1O.

Lengthy discussion was held on the different types of buildings in the downtown area and Councilmembers began working on the wording of a proposed motion. A break was taken between 7:45 p.m. and 8:00 p.m. to allow staff to draft proposed wording. Councilmember Odegaard said that he would be voting no at this time, until he sees specifically what is being proposed.

**Moved by** Councilmember Eva Putzova, **seconded by** Councilmember Jim McCarthy to read Ordinance No. 2017-31 by title only with the following amendments: 1) Live/Work shall have a maximum width of 50' in all transect zones; 2) Request 10' separation between Live/Work buildings on the same lot within the T4N1-O and T4N2-O zones; and 3) Remove 20% physical articulation of facade for commercial block buildings.

**Vote:** 6 - 1

NAY: Councilmember Charlie Odegaard

*AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, AMENDING THE FLAGSTAFF CITY CODE, TITLE 10, THE CITY OF FLAGSTAFF ZONING CODE, PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES, SEVERABILITY, AND ESTABLISHING AN EFFECTIVE DATE*

**13. REGULAR AGENDA**

**A. Presentation by ADOT (Arizona Department of Transportation) Regarding US180 and Milton Corridor Master Plans.**

Dan Gabio, Project Manager with Arizona Department of Transportation (ADOT), introduced himself and Kevin Kugler with Michael Baker International, the consultant for ADOT.

Mr. Gabio began a PowerPoint presentation which will address:

- 1) Project Introduction
- 2) Work Plan Overview
- 3) Public Involvement Plan Review
- 4) Universe of Alternatives Review
- 5) Council Discussion
- 6) Next Steps

**MILTON ROAD CMP (CORRIDOR MASTER PLAN) GOALS:**

- 1) Address congestion on Milton Road
- 2) Identify long-term (20 year) vision of the corridor
- 3) Obtain public and stakeholder input on alternatives, including multimodal alternates; answer the question, "Are we going to expand Milton?"
- 4) Scope out and further implement previous and new strategies, consistent with the long-term vision
- 5) Prioritize implementation projects for design
- 6) Assist NAIPTA in completing its bus rapid/high capacity transit system design
- 7) Follow the PEL (Planning Environmental Linkages) process to carry forward decisions into design and NEPA

The Milton CMP will cover Milton Road from Forest Meadows north to Route 66/Beaver Street intersection.

**US180 CMP GOALS:**

- 1) Address congestion (with special emphasis on winter congestion) and safety on US180
- 2) Identify long-term (20 year) vision of the corridor
- 3) Obtain public and stakeholder input on alternatives, including multimodal alternates; answer the question, "Are we going to expand SR180?"
- 4) Scope out and further implement previous and new strategies, consistent with the long-term vision
- 5) Prioritize implementation projects for design
- 6) Assist NAIPTA in completing its bus rapid/high capacity transit system design
- 7) Follow the PEL (Planning Environmental Linkages) process to carry forward decisions into design and



Mr. Gabio said that they have created a Partnership of a variety of organizations and have a Team Charter which addresses:

- Members
- Mission Statement
- Partnership Values
- Partnership Goals
- Corridor Master Plan Goals

At this time, Kevin Kugler continued the presentation:

#### WORK PLAN OVERVIEW

##### PROJECT CHARTER

###### Working Paper #1

- Data gathering - Look at existing and future conditions
- Tier 1 level evaluation - Universe of Alternatives
- Come up with Working Paper #1 - as part of that have public input and engagement

###### Working Paper #2

- Refine the Universe of Alternatives
- Quantitative - through the same process

###### Final Report Set of Recommendations

##### WORKING PAPER #1 - Milton Road & US180

Describe Study Purpose & Need

Summarize Current & Future Conditions

Tier 1 Alternative Screening & Evaluation Criteria

- Fatal Flaw Analysis - Reduced the field of alternatives to 3-6 for further review

Environmental Overview

#### CITY COUNCIL AND BOARD OF SUPERVISORS BRIEFINGS/PUBLIC OPEN HOUSE MEETING: ROUND 1

##### ELECTED OFFICIALS BRIEFINGS

- Receive Council and Board of Supervisors input/guidance to incorporate into the plan

##### PUBLIC OPEN HOUSE MEETING #1

- Present findings of Work Paper #1
- Seek input on the alternatives, evaluation criteria

##### WORKING PAPER #2

- Tier 2 Alternative Screening & Evaluation
- Conceptual Engineering Plans
- Alternatives Analysis Report
- Recommended Alternatives

#### ROUND 2

- Elected Officials Briefings
- Public Open House Meeting #2

##### PUBLIC INVOLVEMENT PLAN

- Goals & Objectives
- Key Project Messages

## Public Outreach Tools & Methods

### GOALS & OBJECTIVES

#### PUBLIC OUTREACH TOOLS & METHODS

Websites

Media Relations

Social Media

Public Open House Meetings

Elected Official Project Briefings

Business Outreach

[www.azdot.gov/MiltonCorridorMasterPlan](http://www.azdot.gov/MiltonCorridorMasterPlan) and [www.azdot.gov/US180CorridorMasterPlan](http://www.azdot.gov/US180CorridorMasterPlan)

#### UNIVERSE OF ALTERNATIVES

Expansion Alternatives (adding general purpose or managed lanes)

Operational Alternatives (technology/safety improvements)

Alternate Route Alternatives

Spot Improvements (near-term solutions)

No Build

Some require right-of-way acquisitions; some do not.

#### WE WANT TO HEAR FROM YOU!

- 1) What are your top priorities, concerns, objectives for this project - what should we be aware of?
- 2) Is the community prepared to widen Milton Road? Will adding lanes enhance or detract from the existing character of the Milton Road corridor?
- 3) What is more important - Relieving congestion on Milton? Maintaining the existing character of the corridor? Improving the character of the corridor?

Mr. Kugler said that they will be asking these same questions of the public as well.

Councilmember Overton thanked them for the presentation. He said that Milton is not his favorite character street and he has come to the conclusion that financial limitations will hinder their ability to make major changes. He asked them if they thought they would get to a point of financial certainty, and if there were fatal flaws with a design change, they would look at different ways of moving through the corridor. Mr. Gabio said that he named many of the primary alternatives they have discussed. Each corridor has its own context. They want to mirror the process for the other corridors.

Vice Mayor Whelan said that this has been talked about for many, many years and different organizations have done a variety of studies. She asked what they would be bringing to the process--if they were the organizer. Mr. Gabio said that they are collecting all of the studies done in the past. Many of the people involved in those studies are at the meeting tonight. They want to get a range of alternatives out to the public and ask them how they feel about them.

Vice Mayor Whelan said that because public outreach has been done in the other studies, perhaps they could move it forward in a 10-year plan rather than a 20-year plan. Mr. Gabio said that typically they look at a 20-year vision and break it down into short, medium and long-term solutions.

Councilmember Barotz said that her sense is that over the past several years as the problems have gotten worse, much of the discussion has been about the problem and they have not talked about the solutions. The community has not had a good chance to talk about the underlying issue of why it is a problem.

Councilmember McCarthy asked if they would be thinking about alternatives such as a new Lonetree. Mr. Gabio said that there was a design concept report done and they are going to take those recommendations and compare them with Milton. He said that at this stage they are brainstorming. Through Tier 1 evaluation they are hoping to get through some of the alternatives. He said that their goal is to have a complete Corridor Master Plan by December 2018.

Councilmember Odegaard asked if they were including the discussions of the Transportation Sales Tax Commission. Mr. Gabio said that they were aware of that through their partners and will do what they can to keep them updated. He said that the second tier will have more detailed information and planning level costs.

Councilmember Putzova thanked them for being there and asked if they would also be considering non-engineering types of solutions, considering social behavior changes. Mr. Gabio said that with Milton and 180 they will focus on capital and operations; however, NAIPTA is working on 180 which will have additional alternatives considered, looking at those types of "out of the box" solutions.

Mayor Evans thanked them for being at the meeting, noting that she serves on the FMPO with Audra. She said that her major concern as they go through the planning process is that the plans will sit on a shelf. She would like to see them get something out of the process that is tangible. She said that the City has a lot of major transportation needs that are not tied to a state highway. They have had to tax themselves to take care of those roads. She added that Milton does not have character and it would be good to create a character.

#### NEXT STEPS

- Data Collection & Corridor Review
- Draft Work Paper #1
- Coconino Board of Supervisors
- Open House Meeting - February 2018

**B. Consideration and Approval of Contract:** Amendment of Intergovernmental Agreement with Summit Fire and Medical District (SFMD)

Fire Chief Mark Gaillard said that this request is to allow for more time for vetting the results of the review recently done. Councilmember Overton said that he thought that was the purpose of the first two years with the program. He can recognize the need for more time, but wish they had more data. Chief Gaillard said that they do have the data; it is being vetted with the City Manager's office. He said that if the final decision is that the City does not want to continue, the year would allow enough time to assist with getting a new chief on board for the Summit Fire Department.

**C. Consideration and Adoption of Resolution No. 2017-39:** A resolution of the Flagstaff City Council opposing the proposed fee increase for Grand Canyon National Park.

**Moved by** Councilmember Eva Putzova, **seconded by** Councilmember Charlie Odegaard to read Resolution No. 2017-39 by title only.

**Vote:** 7 - 0 - Unanimously

*A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL OPPOSING THE PROPOSED FEE INCREASE FOR GRAND CANYON NATIONAL PARK*

**Moved by** Councilmember Jim McCarthy, **seconded by** Vice Mayor Jamie Whelan to adopt Resolution No. 2017-39.

**Vote:** 7 - 0 - Unanimously

**14. DISCUSSION ITEMS**

**A. Office of Labor Standards Update**

Labor Standards Manager Cliff Bryson gave a PowerPoint presentation, attached hereto and made a part hereof as Exhibit B, which addressed:

OUTREACH

EMPLOYER OUTREACH

HOW DID EMPLOYER KNOW OF MINIMUM WAGE RATES/RIGHTS?

DID EMPLOYEES KNOW ABOUT RATE/RIGHTS?

HOW DID EMPLOYEES KNOW?

INVESTIGATIONS

HOW REPORTED?

**15. COUNCIL LIAISON REPORTS**

None

**16. FUTURE AGENDA ITEM REQUESTS**

*After discussion and upon agreement by two 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 Whelan to place on a future agenda a discussion about different types of support Council could give to teachers, students, school workers and administrators.

Vice Mayor Whelan said that they are in a time when education continues to be on the chopping block. The students and teachers could use some support, and she was hoping they could look at some low expense, high impact, meaningful assistance.

Consensus was to move this item forward to a future meeting.

- B. Future Agenda Item Request (F.A.I.R.):** A request by Councilmember Odegaard to place on a future agenda a discussion regarding a reduction of the Engineering Development Fees.

Rick Lopez, Flagstaff, came forward and said that he has been listening to the Council for awhile talk about what kind of community they want to be. A few of them attended a recent Realtors' housing forum and the economist was clear on why they do not see more new construction all over the country and how it is impacting the cost of housing--1) lack of skilled workers; 2) financing for small developers; and 3) regulations.

Written comment cards supporting a reduction in the engineering fees were received from:

- Daniel Williamson
- Jim Stratton
- Tom Boggess

He said that the cost of impact fees and increases in development fees are restricting their abilities as a nation to build the kind of houses they need.

Councilmember Odegaard said that he attended the forum and they discussed the need for people being able to own a home versus renting, and how owning a home can generate over \$200,000 worth of wealth. His request was to bring back a discussion on reducing the engineering fees.

Consensus was to bring it back to a future meeting. Councilmember Odegaard asked if there were four members who would be willing to support bring it back soon. Consensus was to bringing it back quickly.

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

Councilmember McCarthy thanked his colleagues for being open minded in their discussions about the transect zone.

Councilmember Odegaard said that when they have second read of the ordinance on transect he would like to see a design example.

He also talked about a meeting he attended where J.R. Murray with the Snowbowl talked about an issue where they are required to put in so much money each year to USFS toward improvement of the Snowbowl road, which he has done, but the money they have been paying has been going into the general fund. They will be introducing a bill requesting that the money they put into the roads actually goes into a capital fund. Once it is introduced, he would like to bring it forward and perhaps have the Council weigh in on it.

Councilmember Barotz said that the FAR and FAIR sections of the Working Calendar are confusing for the public and asked that there be a description included for clarification. She also suggested that a note of thanks be sent to the Havasupai Tribe.

She said that she attended the presentation given by ECONA on the Employers Housing Study and she suggested that every Councilmember receive a hard copy of the study.

Councilmember Barotz said that she has not seen anything on the working calendar about a discussion on ballot questions for 2018. Mr. Copley said that it should be coming back in January or February.

Additionally, she said that it would be helpful for her to know who plans on attending the

Washington, DC trip.

Councilmember Overton reported that there was a Chinese delegation in the office and he and Deputy City Manager Dille gave them a visiting tour, as they wanted to learn more about city government. He then presented the gifts they had given to the City.

Mayor Evans reported and she, Trace Ward and Deputy City Manager Dille attended a trip to Mexico and she thanked Economic Vitality for making that possible.

She also reported on their visit yesterday to the Village of Havasupai and the Tribe had requested that the Council consider a resolution opposing uranium mining in northern Arizona. She thanked Mr. Blaschke for his work on getting the trip arranged.

She reported that she and others met with Col. Gibbs of the Army Corps of Engineers regarding the Rio de Flag and it was a good meeting.

Councilmember McCarthy reported that they also met with NAU today and Col. Gibbs was particularly interested in the photos taken at Navasupai with the huge amount of erosion.

Mr. Copley reported that he sent an e-mail to the assistant requesting that they get a meeting with Mr. Hallum scheduled, and other business owners in that area. Vice Mayor Whelan said that they could expand that to not only Fourth Street. Mayor Evans said that she would like to focus the pilot program on Fourth Street and then expand it at a later time.

**18. ADJOURNMENT**

The Regular Meeting of the Flagstaff City Council held December 5, 2017, adjourned at 9:49 p.m.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

**CERTIFICATION**

I, ELIZABETH A. BURKE, do hereby certify that I am the City Clerk of the City of Flagstaff, County of Coconino, State of Arizona, and that the above Minutes are a true and correct summary of the Meeting of the Council of the City of Flagstaff held on December 5, 2017. I further certify that the Meeting was duly called and held and that a quorum was present.

DATED this 19th day of December, 2017.

\_\_\_\_\_  
CITY CLERK

SPECIAL MEETING (EXECUTIVE SESSION)  
TUESDAY, DECEMBER 12, 2017  
STAFF CONFERENCE ROOM - SECOND FLOOR  
FLAGSTAFF CITY HALL  
211 WEST ASPEN AVENUE  
12:30 P.M.

## MINUTES

### 1. Call to Order

Mayor Evans called the Special Meeting (Executive Session) of December 12, 2017, to order at 12:30 p.m.

### 2. Roll Call

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

#### PRESENT:

MAYOR EVANS  
VICE MAYOR WHELAN  
COUNCILMEMBER BAROTZ  
COUNCILMEMBER MCCARTHY  
COUNCILMEMBER ODEGAARD  
COUNCILMEMBER OVERTON  
COUNCILMEMBER PUTZOVA

#### ABSENT:

NONE

Others present: City Manager Josh Copley and City Attorney Sterling Solomon.

### 3. Recess into Executive Session.

**Moved by** Vice Mayor Jamie Whelan, **seconded by** Councilmember Jim McCarthy to recess into Executive Session.

**Vote:** 7 - 0 - Unanimously

### 4. Executive Session:

The Flagstaff City Council recessed into Executive Session at 12:30 p.m.

- A.** Discussion or consultation for legal advice with the attorney or attorneys of the public body; discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation; and discussions or consultations with designated representatives of the public body in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property, pursuant to A.R.S. §38-431.03(A)(3), (4) and (7), respectively.
- i.** Fourth Street FUTS Property Acquisition.

**5. Adjournment**

The Flagstaff City Council reconvened into Open Session at 12:55 p.m. at which time the Special Meeting adjourned.

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MAYOR

ATTEST:

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CITY CLERK



## 7. A.

### CITY OF FLAGSTAFF STAFF SUMMARY REPORT

**To:** The Honorable Mayor and Council  
**From:** Stacy Saltzburg, Deputy City Clerk  
**Date:** 12/12/2017  
**Meeting Date:** 12/19/2017



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#### **TITLE:**

**Consideration of Appointments:** Tourism Commission.

#### **STAFF RECOMMENDED ACTION:**

Make one appointment to a term expiring January 2019.  
Make one appointment to a term expiring January 2021.

#### **Executive Summary:**

The mission of the Tourism Commission is to develop, promote, and maintain Flagstaff as a year-round visitor destination with professional visitor services that will benefit the community economically, environmentally, and socially. The Tourism Commission makes recommendations to the Council concerning expenditure of the tourism portion of the Bed, Board and Booze ("BBB") tax, a 2% local transaction privilege tax. The Tourism Commission consists of seven citizens serving three-year terms. There are currently two seats available. 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 four applications on file for consideration by the Council, they are as follows:

Molly Baker (new applicant)  
Frank Benitez (new applicant)  
Kelcy Hambsch (new applicant)  
Abraham Hiel (new applicant)

In an effort to reduce exposure to personal information the applicant roster and applications will be submitted to the City Council separately.

**COUNCIL APPOINTMENT ASSIGNMENT:** Vice Mayor Whelan and Mayor Evans

**Financial Impact:**

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

**Policy Impact:**

None

**Connection to Council Goal, Regional Plan and/or Team Flagstaff Strategic 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:****Options and Alternatives:**

- 1) Appoint two Commissioners: By appointing members at this time, the Tourism 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 Commission members and City staff has occurred, informing others of this vacancy through word of mouth.

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**Attachments:**     Tourism Commission Authority

## **CHAPTER 2-13 TOURISM COMMISSION**

### **SECTIONS:**

- 2-13-001-0001 CREATION OF THE COMMISSION:
- 2-13-001-0002 COMPOSITION AND TERM OF OFFICE:
- 2-13-001-0003 COMPENSATION OF COMMISSION MEMBERS:
- 2-13-001-0004 ORGANIZATION:
- 2-13-001-0005 MEETINGS:
- 2-13-001-0006 DUTIES:

#### **2-13-001-0001 CREATION OF THE COMMISSION:**

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There is hereby established a City Tourism Commission. There shall be seven (7) voting members of said Commission who shall meet as hereinafter provided to consider and recommend programs for the expenditure of the tourism portion of the Bed, Board and Booze Tax allocated under Chapter 3-06, Hospitality Industry Tax Revenues.

“Tourism” means the guidance, management, marketing, accommodation, promotion and encouragement of tourists (same meaning as set forth in Section 3-06-001-0001). (Ord. No. 1579, Enacted, 08/02/88; Ord. 2001-27, Amended, 11/20/2001; Ord. 2014-28, Amended, 11/18/2014; Ord. 2015-22, Amended, 01/05/2016)

#### **2-13-001-0002 COMPOSITION AND TERM OF OFFICE:**

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The composition of the membership shall consist of:

- A. Seven (7) members to be appointed by the City Council. Each member shall serve for three (3) years, on a staggered term basis.
- B. The City Manager or the Manager’s designee shall be an ex officio member of the Commission. The member shall have no voting privileges.

The City Manager shall be responsible for staff support of the Tourism Commission.

The Council shall fill vacancies for the unexpired term of any of the members of the Commission.

A member’s term in office shall commence with the first regular Commission meeting following the appointment and terminate with the regular Commission meeting at which the successor takes office. No voting member of the Commission may be appointed to more than two (2) consecutive full terms. (Ord. No. 1579, Enacted, 08/02/88; Ord. No. 1674, Amended, 09/18/90; Ord. 2001-27, Amended, 11/20/2001; Ord. No. 2006-09, Amended 04/10/2006; Ord. 2014-28, Amended, 11/18/2014; Ord. 2015-22, Amended, 01/05/2016)

#### **2-13-001-0003 COMPENSATION OF COMMISSION MEMBERS:**

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Members of the Commission shall serve without compensation.

(Ord. No. 1579, Enacted, 08/02/88)

## **2-13-001-0004 ORGANIZATION:**

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The Commission shall elect a Chairperson from among its members. The term of the Chairperson shall be one year with eligibility for reelection. Commission members may not serve more than two (2) consecutive terms as Chairperson. The Council representative shall not be eligible for the Chair.

(Ord. No. 1579, Enacted, 08/02/88)

## **2-13-001-0005 MEETINGS:**

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A. The Commission shall hold at least one (1) regular meeting per month, which shall at all times be open to the public. The time and place of said meeting shall be posted in accordance with the applicable Arizona State Statutes.

A quorum consisting of a minimum of four (4) voting members shall be required to conduct business.

B. The Chairperson of the Commission shall meet with the Chairpersons of the Economic Development Commission and the Beautification Commission at least once per month. The purpose of the meeting is for coordination of the three (3) commissions only. The intent is not to create another commission. The meeting shall at all times be open to the public. The time and place of said meeting shall be posted in accordance with applicable Arizona State Statutes.

C. If a member is absent for three (3) meetings within a twelve (12) month period, excused or unexcused, that member may be replaced by the City Council. (Ord. No. 1579, Enacted, 08/02/88; Ord. 2001-27, Amended, 11/20/2001; Ord. 2014-28, Amended, 11/18/2014)

## **2-13-001-0006 DUTIES:**

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The duties of the Commission shall be to:

A. Prepare a Five (5) Year Master Plan. The Five (5) Year Plan shall be used as a guideline for future programs. Said Plan shall be presented to the Council prior to April 1st of each year.

B. Develop and present to City Council an Annual Plan outlining the Commission's program recommendations for the upcoming fiscal year. Said plan shall be presented to the Council prior to April 1st of each year.

C. Make recommendations to the City Council concerning the annual budgetary allocation of the tourism portion of the Bed, Board and Booze Tax to include, but not be limited to:

1. Providing funding to the qualified, established public or private agency to administer, on a contract basis, tourism programs as required.
2. Developing and implementing a marketing plan. Major elements of the marketing plan will include, but not be limited to, developing a specific image for Flagstaff, identifying target market segments, and implementing a promotional plan directed to target market segments.
3. Establishing visitor information center(s) to include, but not be limited to, a high profile location, easy visitor access, adequate staffing, a toll-free telephone number for visitor information, and develop other facilities as needed to benefit visitors and the community.

4. Establishing an educational program to include, but not be limited to, scholarships for hospitality education at Northern Arizona University.

5. Promoting activities that enhance the community's image and the overall quality of life.

6. Retaining of appropriate staff to implement approved programs.

D. Perform any additional duties as determined by the City Council related to tourism activities. (Ord. No. 1579, Enacted, 08/02/88; Ord. 2015-22, Amended, 01/05/2016)

## 7. B.

### CITY OF FLAGSTAFF STAFF SUMMARY REPORT

**To:** The Honorable Mayor and Council  
**From:** Stacy Saltzburg, Deputy City Clerk  
**Date:** 12/12/2017  
**Meeting Date:** 12/19/2017



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#### **TITLE:**

**Consideration of Appointments:** Planning and Zoning Commission.

#### **STAFF RECOMMENDED ACTION:**

Make one appointment to a term expiring December 2018.  
Make two appointments to terms expiring December 2020.

#### **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 is currently one seat available. 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 eight applications currently on file, they are as follows:

Kyle Anticevich (new applicant)  
Paul Deasy (new applicant)  
Marie Jones (current commissioner)  
Moses Milazzo (new applicant)  
Adam Shimoni (new applicant)  
Edward Talkington (new applicant)  
Jeffrey Taylor (new applicant)  
Jesse von Gluck (new applicant)

In an effort to reduce exposure to personal information the applicant roster and applications will be submitted to the City Council separately.

**Council Appointment Assignment:** Councilmember Overton, Vice Mayor Whelan and Councilmember Putzova

**Financial Impact:**

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

**Policy Impact:**

None

**Connection to Council Goal, Regional Plan and/or Team Flagstaff Strategic 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 Authority

## **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**

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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**

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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**

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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**

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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**

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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)

## 8. A.

### CITY OF FLAGSTAFF STAFF SUMMARY REPORT

**To:** The Honorable Mayor and Council  
**From:** Stacy Saltzburg, Deputy City Clerk  
**Co-Submitter:** Martin Ince and Christine Cameron  
**Date:** 12/12/2017  
**Meeting Date:** 12/19/2017



---

#### TITLE:

**Consideration and Adoption of Ordinance No. 2017-29:** An ordinance of the City Council of the City of Flagstaff, authorizing the City Manager or his or her designees to acquire real property or easements along the west side of Fourth Street; and establishing an effective date. *(Flagstaff Urban Trail System Extension)*

#### STAFF RECOMMENDED ACTION:

- 1) Read Ordinance No. 2017-29 by title only for the final time
- 2) City Clerk reads Ordinance No. 2017-29 by title only (if approved above)
- 3) Adopt Ordinance No. 2017-29

#### Executive Summary:

In 2010 the City received a Transportation Enhancement Grant for the construction of the Fourth Street Trail as part of the Flagstaff Urban Trails System (FUTS). This is a federal grant administered through the Arizona Department of Transportation, and will expire June 2018. In order to construct the trail the City must first acquire property rights from private property owners adjacent to Fourth Street. Ordinance No. 2017-29 authorizes City Staff to acquire property as right-of-way or as an easement. The City of Flagstaff has identified the specific parcels of land for the extension of the Flagstaff Urban Trail along N. Fourth Street attached in Exhibit A.

#### Financial Impact:

In 2010 the City received federal grant money in the amount of \$650,000 for a Transportation Enhancement grant for the Fourth Street FUTS Trail. The City local match is \$40,000. This money will be used to construct the trail. City funds will be used for the property acquisitions needed. The project has been budgeted for FY 2018, Account No: 403-09-421-3247-5-4431  
Project No: GG3247-3029

#### Policy Impact:

None

#### Connection to Council Goal, Regional Plan and/or Team Flagstaff Strategic Plan:

## **TRANSPORTATION AND OTHER PUBLIC INFRASTRUCTURE**

Deliver quality community assets and continue to advocate and implement a highly performing multi-modal transportation system.

### **Has There Been Previous Council Decision on This:**

Yes, Ordinance No. 2009-41 passed and adopted December 15, 2009. This Ordinance authorizes City Staff to acquire easements that have been identified in the Flagstaff Urban Trail System Master Plan. The Fourth Street FUTS trail is identified in the Master Plan. The proposed Ordinance No. 2017-29 provides a broader scope of authority to acquire specific property needed for the Fourth Street FUTS trail.

### **Options and Alternatives:**

1. Approve Ordinance No. 2017-29 as approved during the first reading of the ordinance on December 12, 2017, and authorize City Staff to acquire the property rights necessary for the extension of the Flagstaff Urban Trail (without condemnation authority); or
2. Approve Ordinance No. 2017-29 as revised at this second reading, and authorize City staff to acquire the property rights necessary for the extension of the Flagstaff Urban Trail and planned improvements to Fourth Street (widening of the road and widening of the bridges over I-40), with condemnation authority; [OR ALTERNATIVE: without condemnation authority at this time, but allowing for future adoption of a resolution to approve condemnation authority effective immediately upon adoption.]

Both forms of ordinance are attached to the Council packet. City staff is recommending adoption of the revised ordinance, with condemnation authority. The recitals have been revised to more fully explain the reasons for acquisition. After the December 12 meeting, City staff tried, but was not able to obtain in extension of its federal grant deadline for the FUTS project. This means that the City may have as few as 30 - 45 days after the appraisal review process is done to successfully negotiate a purchase agreement with the property owners in order to stay on schedule. City staff seeks the option of condemnation so that the City may obtain immediate possession of the property rights if its negotiations are not successful within that narrow window. In either case (purchase or condemnation), the City is required to pay just compensation for the property rights.

### **Background/History:**

In May 2004 the voters of the City of Flagstaff approved a bond measure for neighborhood open space and Flagstaff Urban Trail System Land acquisition in the amount of \$7.6 million.

In 2010 the City received a Transportation Enhancement Grant for the construction of the Fourth Street FUTS Trail. This is a federal grant administered through the Arizona Department of Transportation, and will expire June 2018.

Three other roadway projects are planned along this section of Fourth Street: the City of Flagstaff and the Arizona Department of Transportation are planning a joint project to reconstruct and widen the Fourth Street Bridges over Interstate 40; the City has anticipated widening Fourth Street from a three-lane roadway to a five-lane roadway, and the City has plans to raise and reconstruct the intersection of Fourth Street and Butler Avenue. All three of these projects have been considered and taken into account when evaluating the alignment for the extension of the Fourth Street FUTS Trail.

### **Key Considerations:**

The 2010 Transportation and Enhancement Grant will expire in June 2018. The City must act quickly with regards to this project and acquire the necessary property rights for the project or the City risks losing the grant funding.

### Community Benefits and Considerations:

- Fills-in missing segments of FUTS along Fourth Street from Route 66 to (near) Butler Avenue
- Enhances pedestrian and bicycle comfort and safety along the corridor
- Improves non-motorized access to several schools – Northland Preparatory Academy, Sinagua Middle School, Knoles Elementary – as well as the Aquaplex, Department of Economic Security (DES), Gore, and Flagstaff Unified School District (FUSD) offices
- Improves non-motorized access to Country Club neighborhoods
- Connects to Mountain Line bus routes 3 and 7

**Community Involvement:**

## Inform

**Attachments:** [Ord. 2017-29 w/o Exhibit A Presentation Overview Map Ord. 2017-29](#)

**ORDINANCE NO. 2017-29**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF,  
AUTHORIZING THE CITY MANAGER OR HIS OR HER DESIGNEES TO  
ACQUIRE REAL PROPERTY OR EASEMENTS ALONG THE WEST SIDE OF  
FOURTH STREET; AND ESTABLISHING AN EFFECTIVE DATE**

**RECITALS:**

WHEREAS, in May 2004 the voters of the City of Flagstaff approved a bond measure for acquisition of land for Neighborhood Open Space and Flagstaff Urban Trail System; and

WHEREAS, the City has adopted a Flagstaff Urban Trail System Master Plan and pursuant thereto the Flagstaff Municipal Planning Organization has identified land to be acquired for the extension of the Flagstaff Urban Trail System along N. Fourth Street; and

WHEREAS, pursuant to Article 1, Section 3 of the Flagstaff City Charter, the City has the power and authority to acquire real property as well as easements running over and across real property; and

WHEREAS, in 2010 the City received a federal grant for the Transportation and Enhancement of Fourth Street, which includes funding for construction of the Flagstaff Urban Trail System along N. Fourth Street ("the project"), and City desires to use such funds before the grant expires; and

WHEREAS, it is necessary to direct and authorize the City Manager or his or her designee to acquire the necessary property rights for the project.

**ENACTMENTS:**

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

SECTION 1. The City Manager or his or her designees are hereby authorized to negotiate with the owners of those parcels identified in Exhibit A attached hereto and incorporated by reference and to acquire such real property and easements through purchase, exchange, gift, donation, or dedication.

SECTION 2. The City Manager or his or her designees are hereby authorized to and directed to take all steps and execute all documents necessary to carry out the purpose and intent of this ordinance.

SECTION 3. This ordinance 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 19th day of December, 2017.

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MAYOR

ATTEST:

---

CITY CLERK

APPROVED AS TO FORM:

---

CITY ATTORNEY

**Right of Way Dedication  
APN 107-16-008S**

A portion of Coconino County Assessor's Parcel Number 107-16-008S, in the City of Flagstaff, in Section 13, Township 21 North, Range 7 East of the Gila and Salt River Base and Meridian, Coconino County, Arizona, more particularly described as follows:

Commencing at the centerline intersection of 4<sup>th</sup> Street and Sparrow Avenue occupied by a 2" diameter aluminum cap with illegible stamping from which a 3" City of Flagstaff brass cap, without stamping, in the centerline of 4<sup>th</sup> Street bears S21°39'21"W 637.28 feet distant (Basis of Bearings);

thence N11°57'41"W 72.63 feet to a ½" rebar with plastic cap marked "AZTECH RLS 23369" at the most southerly corner of said parcel and POINT OF BEGINNING;

thence N42°52'47"W 25.17 feet along the southwesterly line of said parcel;

thence departing said line, northerly 563.70 feet along a curve to the left with a radial bearing of N73°00'33"W having a radius of 539.50 feet through a central angel of 59°51'57";

thence N42°52'30"W 85.02 feet to the southerly right of way of Interstate 40;

thence N47°07'34"E 19.40 feet along said right of way to a ½" rebar with plastic cap marked "AZTECH RLS 23369" at the most northerly corner of said parcel;

thence departing said right of way S42°43'45"E 101.97 feet to a ½" rebar with plastic cap marked "AZTECH RLS 23369" and a non-tangential curve to the right;

thence southerly 583.74 feet along said curve with a radial bearing of S47°05'20"W having a radius of 535.00 feet through a central angel of 62°30'56" to the POINT OF BEGINNING.

END OF DESCRIPTION

City File No. 03-13002

Descriptive Title: FOURTH ST. R/WTS #1A

ACCEPTED  
CITY OF FLAGSTAFF  
ENGINEERING DIV.

GM

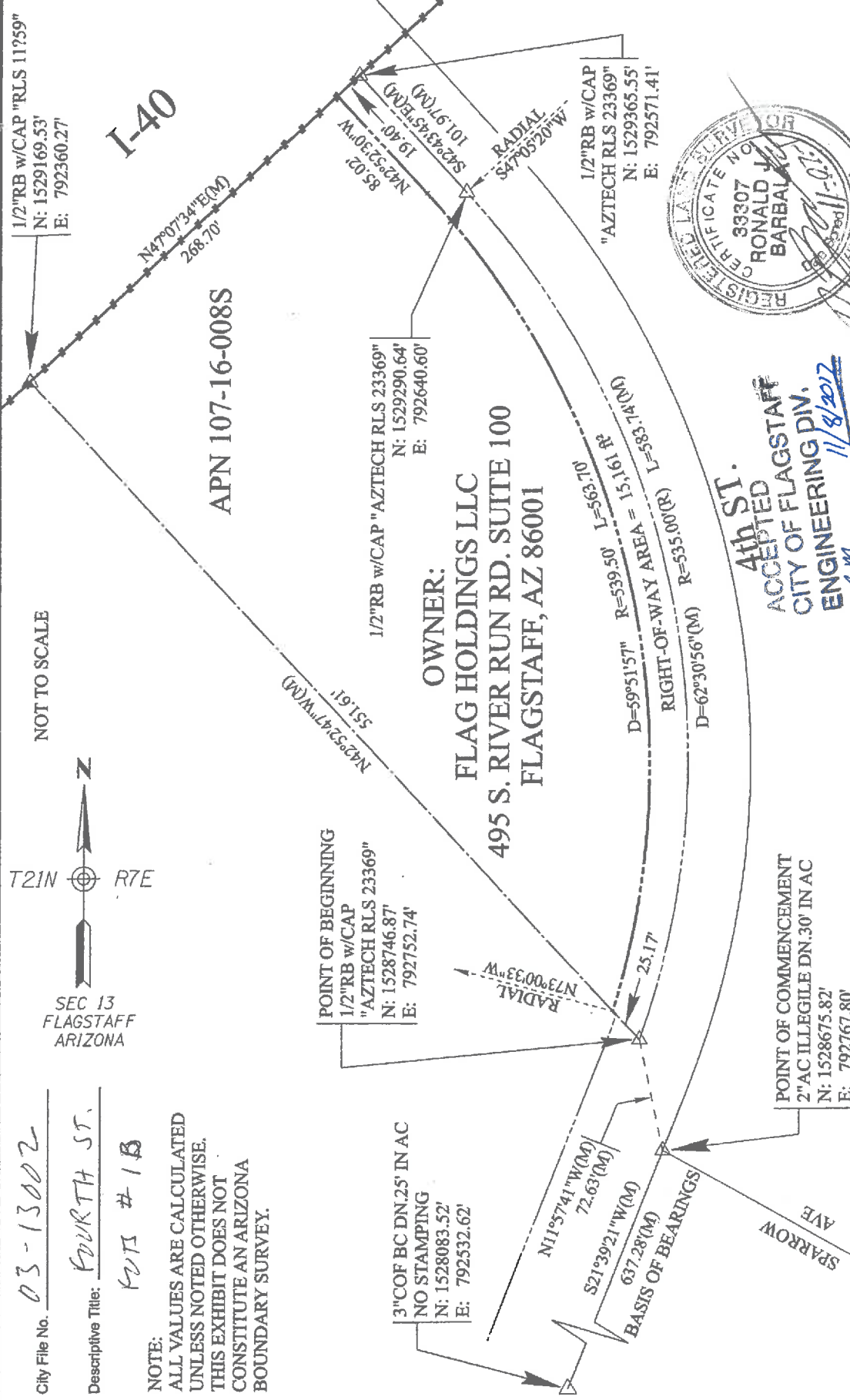
INT

11/8/2017

DATE



EXP: 3-31-20



City File No. 03-13002

Descriptive Title: FOURTH ST.

POTS # 1B

NOTE:  
ALL VALUES ARE CALCULATED  
UNLESS NOTED OTHERWISE.  
THIS EXHIBIT DOES NOT  
CONSTITUTE AN ARIZONA  
BOUNDARY SURVEY.

OWNER:  
**FLAG HOLDINGS LLC**  
495 S. RIVER RUN RD. SUITE 100  
FLAGSTAFF, AZ 86001

APN 107-16-008S

NOT TO SCALE

SEC 13  
FLAGSTAFF  
ARIZONA

4th ST.  
ACCEPTED  
CITY OF FLAGSTAFF  
ENGINEERING DIV.  
DATE 11/8/2012  
G.M.

REGISTERED LAND SURVEYOR  
33307  
RONALD J. BARBA  
11/8/2012

EXP: 3-31-20

LEGEND

(R) RECORD	(M) MEASURED VALUE
---	NEW RIGHT-OF-WAY
---	EXISTING RIGHT-OF-WAY
---	PARCEL BOUNDARY
---	CENTER LINE
---	FENCED ADOT RW

'EXHIBIT B'  
RIGHT-OF-WAY DEDICATION  
APN 107-16-008S  
FLAGSTAFF, ARIZONA

PROJECT NO. 171482  
DRAWN BY: RJB

DATE: NOV 5, 2017  
SHEET: 1 OF 1



**Right of Way Dedication  
APN 107-44-054A**

A portion of Coconino County Assessor's Parcel Number 107-44-054A shown as Tract E on the subdivision plat for Forest Springs Townhomes - Unit 1 on Map 92 of Case 9 of Coconino County Records, in the City of Flagstaff, in Section 13, Township 21 North, Range 7 East of the Gila and Salt River Base and Meridian, Coconino County, Arizona, more particularly described as follows:

Commencing at the centerline intersection of 4<sup>th</sup> Street and Sparrow Avenue occupied by a 2" diameter aluminum cap with illegible stamping;

thence S21°39'21"W 142.80 feet towards a 3" City of Flagstaff brass cap, without stamping, in the centerline of 4<sup>th</sup> Street 637.28.69 feet distant (Basis of Bearings);

thence departing said centerline N68°20'39"W 50.00 feet to the POINT OF BEGINNING;

thence along the existing right of way of 4<sup>th</sup> Street S21°39'21"W 113.90 feet;

thence departing said right of way N68°20'39"W 9.50 feet;

thence N21°39'21"E 100.65 feet to the north line of said subdivision;

thence N57°17'30"E 16.31 feet along said north line to the POINT OF BEGINNING.

END OF DESCRIPTION

City File No. 03-13002

Descriptive Title: FOURTH ST FUTI #2A

ACCEPTED  
CITY OF FLAGSTAFF  
ENGINEERING DIV.

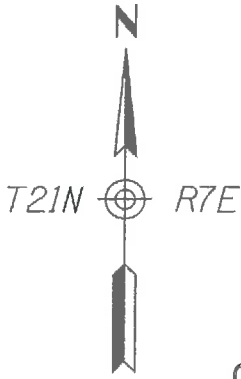
GM

INT

11/8/2017

DATE





SEC 13  
FLAGSTAFF  
ARIZONA

ACCEPTED  
CITY OF FLAGSTAFF  
ENGINEERING DIV.

DATE  
11/8/2017  
INT  
6M



NOT TO SCALE

APN 107-44-054A  
CCR CASE 9 MAP 92  
TRACT 'E'

3" COF BC DN.25' IN AC  
NO STAMPING  
N: 1528083.52'  
E: 792532.62'

N21°39'21"E  
RIGHT-OF-WAY AREA = 1019 ft²  
S21°39'21"W  
113.90'

50.00'  
N68°20'39"W  
BASIS OF BEARINGS  
S21°39'21"W(M) 637.28'(M)

4th ST.

OWNER:

FOREST SPRINGS HOMEOWNER'S  
ASSOCIATION INC  
323 S. RIVER RUN RD.  
SUITE 1

POINT OF COMMENCEMENT  
2" AC ILLEGIBLE DN.30' IN AC  
N: 1528675.82'  
E: 792767.80'

142.80'

SPARROW  
AVE

LEGEND

MEASURED VALUE  
NEW RIGHT-OF-WAY  
EXISTING RIGHT-OF-WAY  
PARCEL BOUNDARY  
CENTER LINE

'EXHIBIT B'

RIGHT-OF-WAY DEDICATION

APN 107-44-054A

FLAGSTAFF, ARIZONA

PROJECT NO. 171482  
DRAWN BY: RJB  
DATE: NOV 3, 2017  
SHEET: 1 OF 1

City File No. 03-13002

Descriptive Title: KATH ST. R/W # 2B

NOTE:  
ALL VALUES ARE CALCULATED  
UNLESS NOTED OTHERWISE.  
THIS EXHIBIT DOES NOT  
CONSTITUTE AN ARIZONA  
BOUNDARY SURVEY.

**Right of Way Dedication  
APN 107-44-054A**

A portion of Coconino County Assessor's Parcel Number 107-44-054A shown as Tract B on the subdivision plat for Forest Springs Townhomes - Unit 1 on Map 92 of Case 9 of Coconino County Records, in the City of Flagstaff, in Section 13, Township 21 North, Range 7 East of the Gila and Salt River Base and Meridian, Coconino County, Arizona, more particularly described as follows:

Commencing at the quarter section corner common to Sections 13 and 24 of said Township occupied by a ½" rebar with 2" diameter aluminum cap stamped "N1/4 S24 T21NR7E LS16630";

thence S89°34'25"W 1072.69 feet along the south line of Section 13 (Basis of Bearings) to a ½" rebar with brass tag marked "RLS 23955";

thence continuing along said south line S89°34'08"W 36.09 feet to the POINT OF BEGINNING;

thence departing said south line N21°21'10"W 83.13 feet to a non-tangential curve to the right having a radial bearing of N68°38'33"E;

thence northerly 82.87 feet along said curve concave northeasterly with a radius of 829.95 feet through a central angle of 5°43'16" to a non-tangential curve to the right having a radial bearing of S23°19'41"E;

thence northeasterly 20.80 feet along said curve concave southerly with a radius of 136.50 feet through a central angle of 8°43'56";

thence N75°24'15"E 9.25 feet to the existing right of way of 4<sup>th</sup> Street;

thence along said right of way southeasterly 80.91 feet along a curve to the left with a radial bearing of N75°24'15"E, a radius of 799.95 feet through a central angle of 5°47'43";

thence S21°21'10"E 94.59 feet to said south line;

thence S89°34'08"W 32.12 feet along said south line to the POINT OF BEGINNING.

END OF DESCRIPTION

City File No. 03-13002  
Descriptive Title: FOURTH ST. FWT #3A

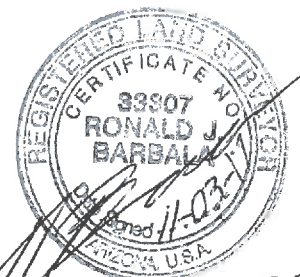
ACCEPTED  
CITY OF FLAGSTAFF  
ENGINEERING DIV.

GM

INT

11/8/2017

DATE



EXPI 3-31-20



TRICKLING  
SPRINGS TR.

NOT TO SCALE  
T21N R7E  
TRACT 'B'  
APN 107-44-054A  
CCR CASE 9 MAP 92

SEC 13  
FLAGSTAFF  
ARIZONA

EXP: 3-31-20

S21°21'10"E 76.05'  
TCE AREA = 1472 R<sup>2</sup>  
S68°40'15"W 18.50'

S89°34'08"W(M) 846.75'

19.81'

POINT OF BEGINNING

1/2" RB w/TAG "RLS 23955"  
N: 1527427.30  
E: 792523.01

S89°34'25"W(M)  
1072.69'(M)  
BASIS OF BEARINGS

4th ST.

2" AC DN .20FT IN PAVEMENT  
STAMPING ILLEGIBLE  
N: 1527533.58  
E: 792531.17

ACCEPTED  
CITY OF FLAGSTAFF  
ENGINEERING DIV.  
DATE 11/9/2017

NOTE:  
ALL VALUES ARE CALCULATED  
UNLESS NOTED OTHERWISE.  
THIS EXHIBIT DOES NOT  
CONSTITUTE AN ARIZONA  
BOUNDARY SURVEY.

OWNER:  
FOREST SPRINGS HOMEOWNER'S  
ASSOCIATION INC  
323 S. RIVER RUN RD.  
SUITE 1

'EXHIBIT B'  
TEMPORARY CONST. EASEMENT  
APN 107-44-054A  
FLAGSTAFF, ARIZONA

LEGEND

(M)	MEASURED VALUE
---	NEW RIGHT-OF-WAY
---	EXISTING RIGHT-OF-WAY
---	PARCEL BOUNDARY
---	CENTER LINE
---	TEMPORARY CONST ESMT

PROJECT NO. 171482  
DRAWN BY: RUB  
DATE: NOV 3, 2017  
SHEET: 1 OF 1

**Temporary Construction Easement  
APN 107-44-054A**

A portion of Coconino County Assessor's Parcel Number 107-44-054A shown as Tract B on the subdivision plat for Forest Springs Townhomes - Unit 1 on Map 92 of Case 9 of Coconino County Records, in the City of Flagstaff, in Section 13, Township 21 North, Range 7 East of the Gila and Salt River Base and Meridian, Coconino County, Arizona, more particularly described as follows:

Commencing at the quarter section corner common to Sections 13 and 24 of said Township occupied by a ½" rebar with 2" diameter aluminum cap stamped "N1/4 S24 T21NR7E LS16630";

thence S89°34'25"W 1072.69 feet along the south line of Section 13 (Basis of Bearings) to a ½" rebar with brass tag marked "RLS 23955";

thence continuing along said south line S89°34'08"W 36.09 feet to the POINT OF BEGINNING;

thence departing said south line N21°21'10"W 83.13 feet;

thence S68°40'15"W 18.50 feet;

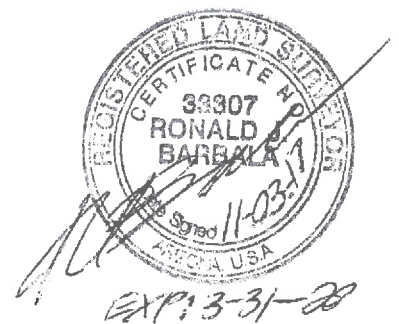
thence S21°21'10"E 76.05 feet to said south line;

thence N89°34'08"E 19.81 feet along said south line to the POINT OF BEGINNING.

END OF DESCRIPTION

City File No. 03-13002

Descriptive Title: FOURTH ST. PLOT #4A



ACCEPTED  
CITY OF FLAGSTAFF  
ENGINEERING DIV.

GM

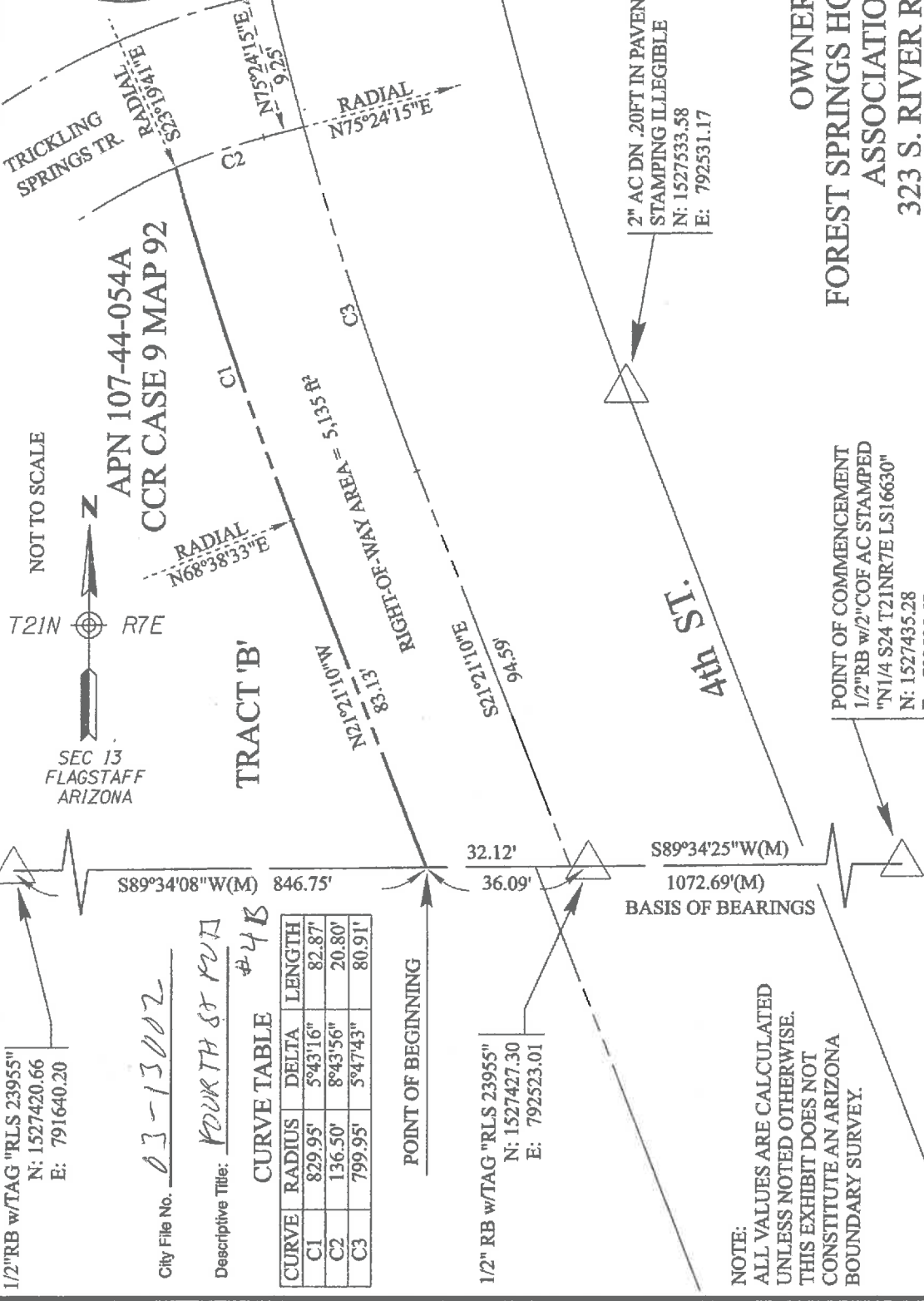
INT

11/8/2017

DATE



ACCEPTED  
CITY OF FLAGSTAFF  
ENGINEERING DIV.  
DATE 11/8/2017



1/2"RB w/TAG "RLS 23955"  
N: 1527420.66  
E: 791640.20

City File No. 03-13002

Descriptive Title: FOURTH ST R/W

Curves Table

CURVE	RADIUS	DELTA	LENGTH
C1	829.95'	5°43'16"	82.87'
C2	136.50'	8°43'56"	20.80'
C3	799.95'	5°47'43"	80.91'

POINT OF BEGINNING

1/2" RB w/TAG "RLS 23955"  
N: 1527427.30  
E: 792523.01

NOTE:  
ALL VALUES ARE CALCULATED  
UNLESS NOTED OTHERWISE.  
THIS EXHIBIT DOES NOT  
CONSTITUTE AN ARIZONA  
BOUNDARY SURVEY.

OWNER:  
FOREST SPRINGS HOMEOWNER'S  
ASSOCIATION INC  
323 S. RIVER RUN RD.  
SUITE 1

'EXHIBIT B'  
RIGHT-OF-WAY DEDICATION  
APN 107-44-054A  
FLAGSTAFF, ARIZONA  
PROJECT NO. 171482 DATE: NOV 3, 2017  
DRAWN BY: RJB SHEET: 1 OF 1

LEGEND

MEASURED VALUE
(M) _____
NEW RIGHT-OF-WAY _____
EXISTING RIGHT-OF-WAY _____
PARCEL BOUNDARY _____
CENTER LINE _____



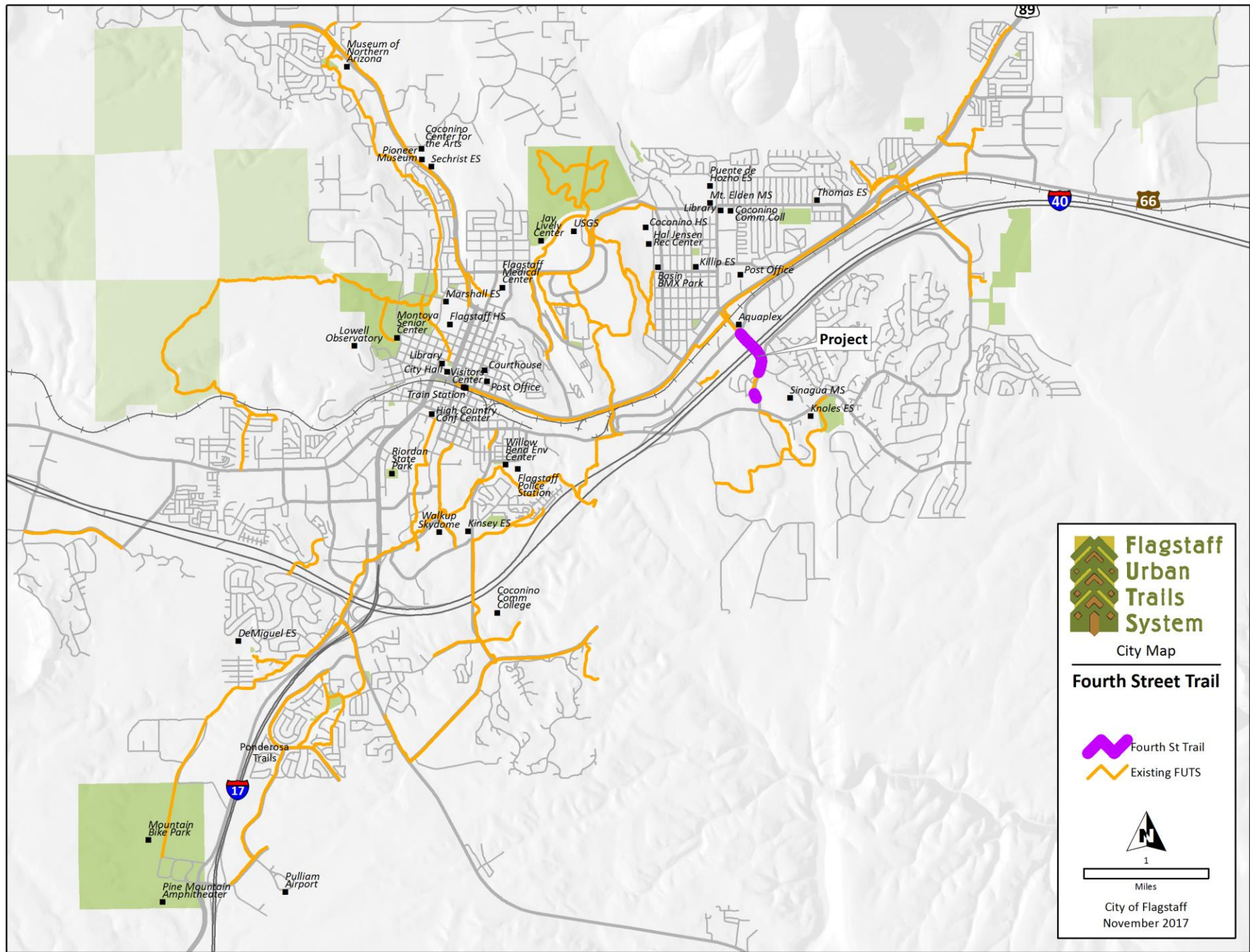


# Fourth Street Flagstaff Urban Trails Extension



**TEAM FLAGSTAFF**  
WE MAKE THE CITY BETTER





**Flagstaff  
Urban  
Trails  
System**

City Map

**Fourth Street Trail**

 Fourth St Trail

 Existing FUTS

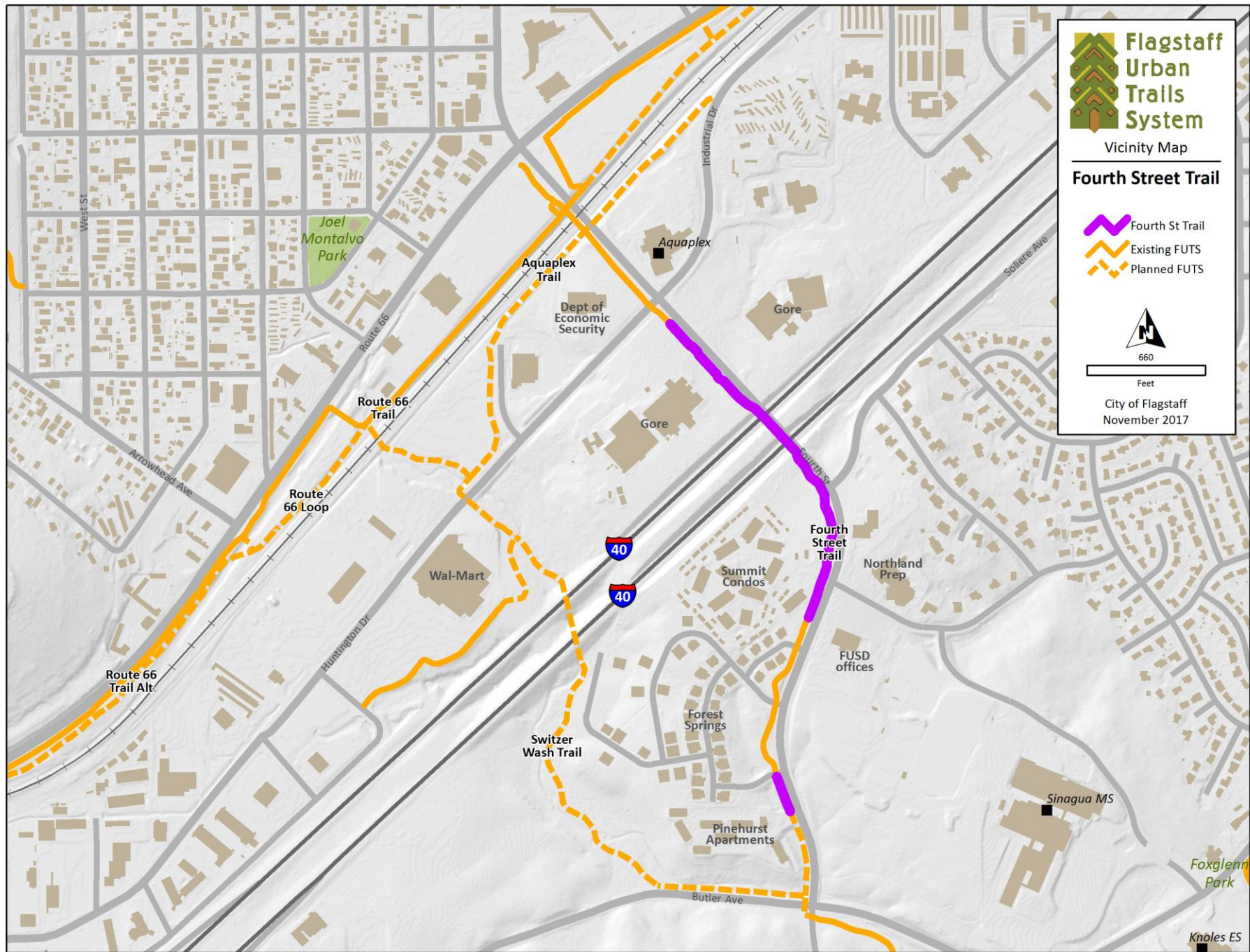


1

Miles

City of Flagstaff  
November 2017







# Background

- Fourth Street FUTS trail is identified in the FUTS Master Plan
- 2010 City received the Transportation Enhancement Grant for \$657,000
- Federal grant administered by the Arizona Department of Transportation
- Grant money will be for the trail construction
- Expires June 2018



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# Purpose of the Trail and Trail Benefits

- Fills-in missing segments of FUTS along Fourth St from Route 66 to (near) Butler
- Enhances pedestrian and bicycle comfort and safety along the corridor
- Provides access to several schools – NPA, Sinagua, Knoles – as well as the Aquaplex, DES, Gore, and FUSD offices
- Improves non-motorized access to Country Club neighborhoods
- Connects to Mountain Line Routes 3 and 7



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# Property Acquisitions



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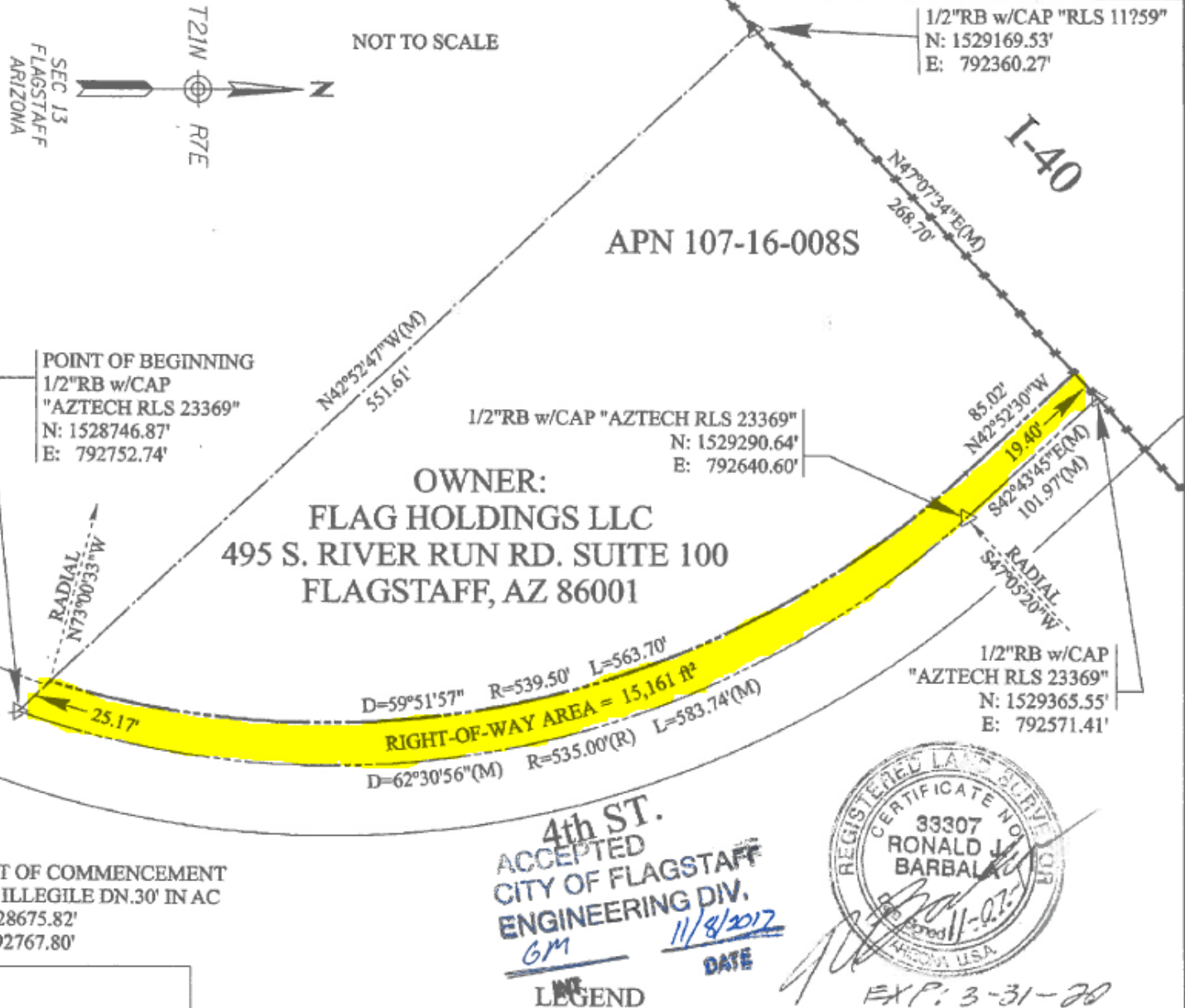
Fourth Street Property Acquisitions





City File No. 03-13002  
Descriptive Title: FOURTH ST.  
R/T'S #1B

NOTE:  
ALL VALUES ARE CALCULATED  
UNLESS NOTED OTHERWISE.  
THIS EXHIBIT DOES NOT  
CONSTITUTE AN ARIZONA  
BOUNDARY SURVEY.



**'EXHIBIT B'**  
**RIGHT-OF-WAY DEDICATION**  
**APN 107-16-008S**  
**FLAGSTAFF, ARIZONA**

PROJECT NO. 171482	DATE: NOV 5, 2017
DRAWN BY: RJB	SHEET: 1 OF 1

NOT TO SCALE

APN 107-44-054A  
CCR CASE 9 MAP 92  
TRACT 'E'

SEC 13  
FLAGSTAFF  
ARIZONA

T21N  
R7E

ACCEPTED  
CITY OF FLAGSTAFF  
ENGINEERING DIV.

INT

DATE



EXP: 3-31-20

3" COF BC DN. 25' IN AC  
NO STAMPING  
N: 1528083.52'  
E: 792532.62'

N68°20'39"W  
9.50'

N21°39'21"E  
100.65'  
RIGHT-OF-WAY AREA = 1019 ft²  
S21°39'21"W  
113.90'

N57°17'30"E  
16.31'

POINT OF BEGINNING

BASIS OF BEARINGS  
S21°39'21"W(M)  
637.28'(M)

4th ST.

N68°20'39"W  
50.00'

POINT OF COMMENCEMENT  
2" AC ILLEGIBLE DN. 30' IN AC  
N: 1528675.82'  
E: 792767.80'

142.80'

SPARROW  
AVE

OWNER:  
FOREST SPRINGS HOMEOWNER'S  
ASSOCIATION INC  
323 S. RIVER RUN RD.  
SUITE 1

'EXHIBIT B'

RIGHT-OF-WAY DEDICATION

APN 107-44-054A

FLAGSTAFF, ARIZONA

LEGEND

(M)

MEASURED VALUE  
NEW RIGHT-OF-WAY  
EXISTING RIGHT-OF-WAY  
PARCEL BOUNDARY  
CENTER LINE

PROJECT NO. 171482

DATE: NOV 3, 2017

DRAWN BY: RJB

SHEET: 1 OF 1

City File No.

03-13002

Descriptive Title:

FOURTH ST. R/W # 2B

NOTE:

ALL VALUES ARE CALCULATED  
UNLESS NOTED OTHERWISE.  
THIS EXHIBIT DOES NOT  
CONSTITUTE AN ARIZONA  
BOUNDARY SURVEY.

1/2"RB w/TAG "RLS 23955"  
N: 1527420.66  
E: 791640.20

City File No. 03-13002

Descriptive Title: FOURTH ST PUD

CURVE TABLE

#4B

CURVE	RADIUS	DELTA	LENGTH
C1	829.95'	5°43'16"	82.87'
C2	136.50'	8°43'56"	20.80'
C3	799.95'	5°47'43"	80.91'

POINT OF BEGINNING

1/2" RB w/TAG "RLS 23955"  
N: 1527427.30  
E: 792523.01

NOTE:  
ALL VALUES ARE CALCULATED  
UNLESS NOTED OTHERWISE.  
THIS EXHIBIT DOES NOT  
CONSTITUTE AN ARIZONA  
BOUNDARY SURVEY.

'EXHIBIT B'

RIGHT-OF-WAY DEDICATION

APN 107-44-054A

FLAGSTAFF, ARIZONA

PROJECT NO. 171482

DATE: NOV 3, 2017

DRAWN BY: RJB

SHEET: 1 OF 1

SEC. 13  
FLAGSTAFF  
ARIZONA

T2IN  
R7E

NOT TO SCALE

APN 107-44-054A  
CCR CASE 9 MAP 92

TRACT 'B'

RIGHT-OF-WAY AREA = 5,135 ft<sup>2</sup>

4th ST.

POINT OF COMMENCEMENT  
1/2"RB w/2"COF AC STAMPED  
"N1/4 S24 T21NR7E LS16630"  
N: 1527435.28  
E: 793595.67

LEGEND

(M) MEASURED VALUE  
NEW RIGHT-OF-WAY  
EXISTING RIGHT-OF-WAY  
PARCEL BOUNDARY  
CENTER LINE



EXP: 3-31-20

2" AC DN .20FT IN PAVEMENT  
STAMPING ILLEGIBLE  
N: 1527533.58  
E: 792531.17

OWNER:  
FOREST SPRINGS HOMEOWNER'S  
ASSOCIATION INC  
323 S. RIVER RUN RD.  
SUITE 1

ACCEPTED  
CITY OF FLAGSTAFF  
ENGINEERING DIV.  
DATE 11/14/2017



1/2"RB w/TAG "RLS 23955"  
N: 1527420.66  
E: 791640.20

City File No.

03-13002

Descriptive Title:

FOURTH ST

FUT #3R

POINT OF BEGINNING

1/2" RB w/TAG "RLS 23955"  
N: 1527427.30  
E: 792523.01

NOTE:  
ALL VALUES ARE CALCULATED  
UNLESS NOTED OTHERWISE.  
THIS EXHIBIT DOES NOT  
CONSTITUTE AN ARIZONA  
BOUNDARY SURVEY.

SEC 13  
FLAGSTAFF  
ARIZONA

T21N  
R7E

NOT TO SCALE

TRACT 'B'  
APN 107-44-054A  
CCR CASE 9 MAP 92

TRICKLING  
SPRINGS TR.



EXP: 3-31-20

S89°34'08"W(M) 846.75'

S21°21'10"E 76.05'  
TCE AREA = 1472 ft²  
N21°21'10"W 83.13'

19.81'

36.09'

BASIS OF BEARINGS

S89°34'25"W(M) 1072.69'(M)

4th ST.

POINT OF COMMENCEMENT  
1/2"RB w/2"COF AC STAMPED  
"N1/4 S24 T21NR7E LS16630"  
N: 1527435.28  
E: 793595.67

2" AC DN .20FT IN PAVEMENT  
STAMPING ILLEGIBLE  
N: 1527533.58  
E: 792531.17

ACCEPTED  
CITY OF FLAGSTAFF  
ENGINEERING DIV.

GM

11/9/2017

DATE

OWNER:  
FOREST SPRINGS HOMEOWNER'S  
ASSOCIATION INC  
323 S. RIVER RUN RD.  
SUITE 1

### LEGEND

(M) MEASURED VALUE  
NEW RIGHT-OF-WAY  
EXISTING RIGHT-OF-WAY  
PARCEL BOUNDARY  
CENTER LINE  
TEMPORARY CONST ESMT

'EXHIBIT B'  
TEMPORARY CONST. EASEMENT  
APN 107-44-054A  
FLAGSTAFF, ARIZONA

PROJECT NO. 171482

DATE: NOV 3, 2017

DRAWN BY: RJB

SHEET: 1 OF 1



# Other planned projects along the Fourth Street Corridor



- Replace and widen the Fourth Street bridge across I-40.
- Fourth Street Widening from 2 to 4 lanes between the bridge and E. Sparrow Avenue.
- Reconfigure the Fourth Street and Butler Avenue Intersection.
- Complete the Fourth Street FUTS project.

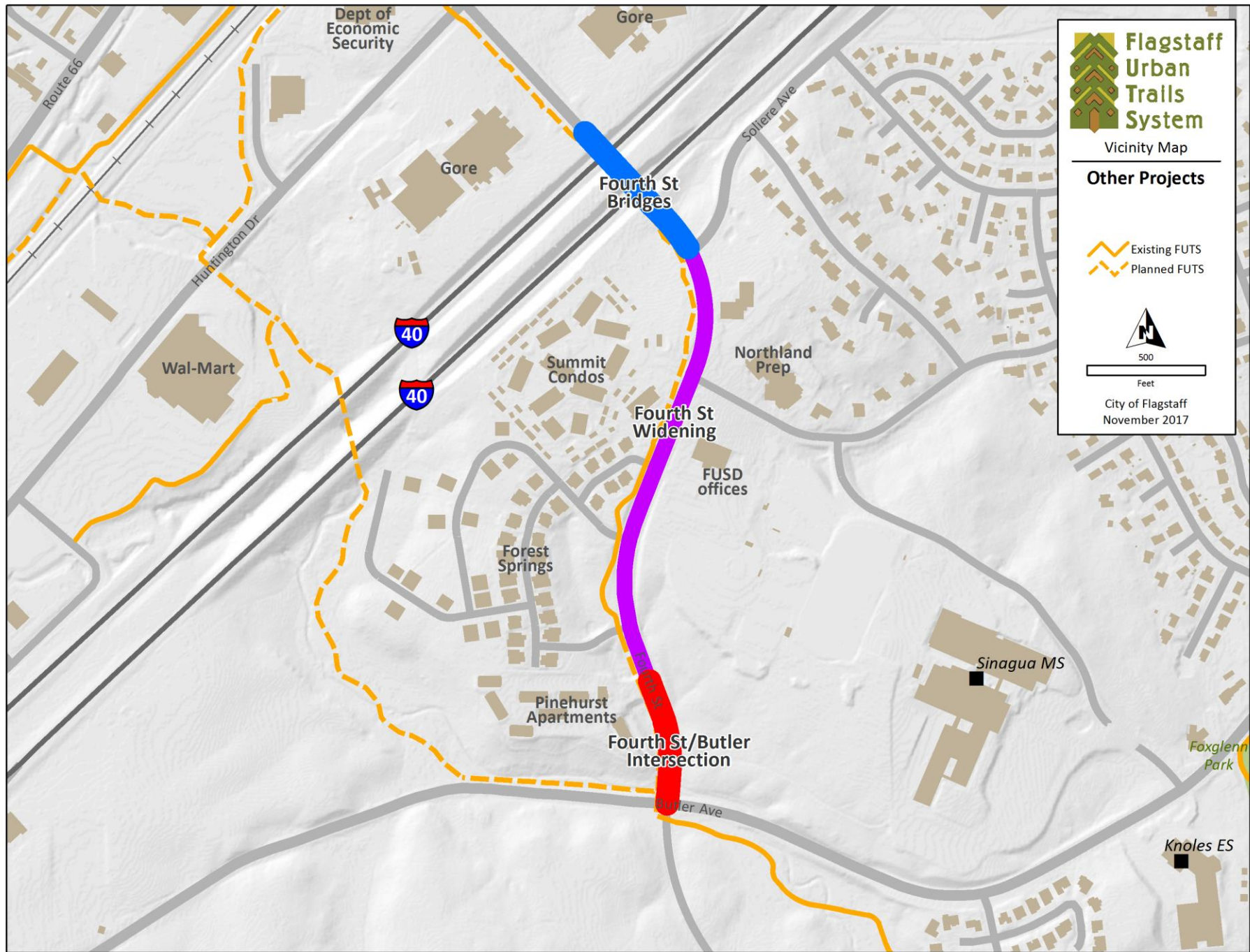


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# Additional Background Information

- May 2004 voters approved a bond measure for acquisition of land for Neighborhood Open Space and Flagstaff Urban Trail System ("FUTS").
- March 2010 the City received the final Fourth Street Corridor Study-South, which identifies property to be acquired for right-of-way and easements for widening of Fourth Street.
- December, 2010 City was awarded a federal Transportation and Enhancement grant for the Fourth Street FUTS Trail from Huntington Drive to Butler Avenue ("Fourth Street FUTS Project").
- 2010 the FUTS Trail Priority Evaluation identifies property rights to be acquired for the Fourth Street FUTS Project.
- May 2014 over 75% of voters ratified the Flagstaff Regional Plan 2030, which included provision for the widening of Fourth Street and the inclusion of the FUTS adjacent to Fourth Street.



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# Additional Background Information Continued

- May 2017 FMPO adopted the Blueprint 2040: Regional Transportation Plan
  - Plan calls for replacement or widening of the Fourth Street Bridge over I-40 and the widening of Fourth Street to four lanes to a complete street with a FUTS trail.
- October 2017, City applied for a federal Transportation Investment Generating Economic Recovery ("TIGER") grant.
  - to replace and widen the Fourth Street bridge across I-4
  - Reconfigure the Fourth Street and Butler Avenue Intersection
  - Widen Fourth Street to four lanes
  - Complete the Fourth Street FUTS project ("Fourth Street Corridor Complete Street Project")
- ADOT has programmed \$2 million for repairs or replacement of the Fourth Street bridge over I-40 in FY 2020.
  - Funds pledged in support of the Fourth Street Corridor Complete Street Project.



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# Additional Considerations

- The City has adopted a Flagstaff Urban Trail System Master Plan which identifies land to be acquired for the extension of the FUTS along Fourth Street.
- The City Capital Improvement Program has programmed and budgeted over \$5 million for FY 2018-2022 for the improvements described in the Fourth Street Corridor Complete Project.
- City and ADOT have identified the necessary property rights to be acquired taking into consideration the needs of the Fourth Street FUTS Project and the Fourth Street Corridor Complete Street Project.
- Loss of remaining Federal Grant funding of \$472,000 (Construction) if property acquisitions not secured by June, 2018.
- City may be required to pay back \$185,000 of Federal Grant funding expended to date.
  - \$54,115 (Project Scoping)
  - \$130,885 (Design)



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# Benefits of the Fourth Street FUTS Project

- Safe pedestrian travel to adjacent schools, DES, Gore, Aquaplex.
- Construction of the trail with grant money, saves money for the Flagstaff community.
- ROW acquired for the future Fourth Street Widening and Bridge Widening Projects.



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# Questions?

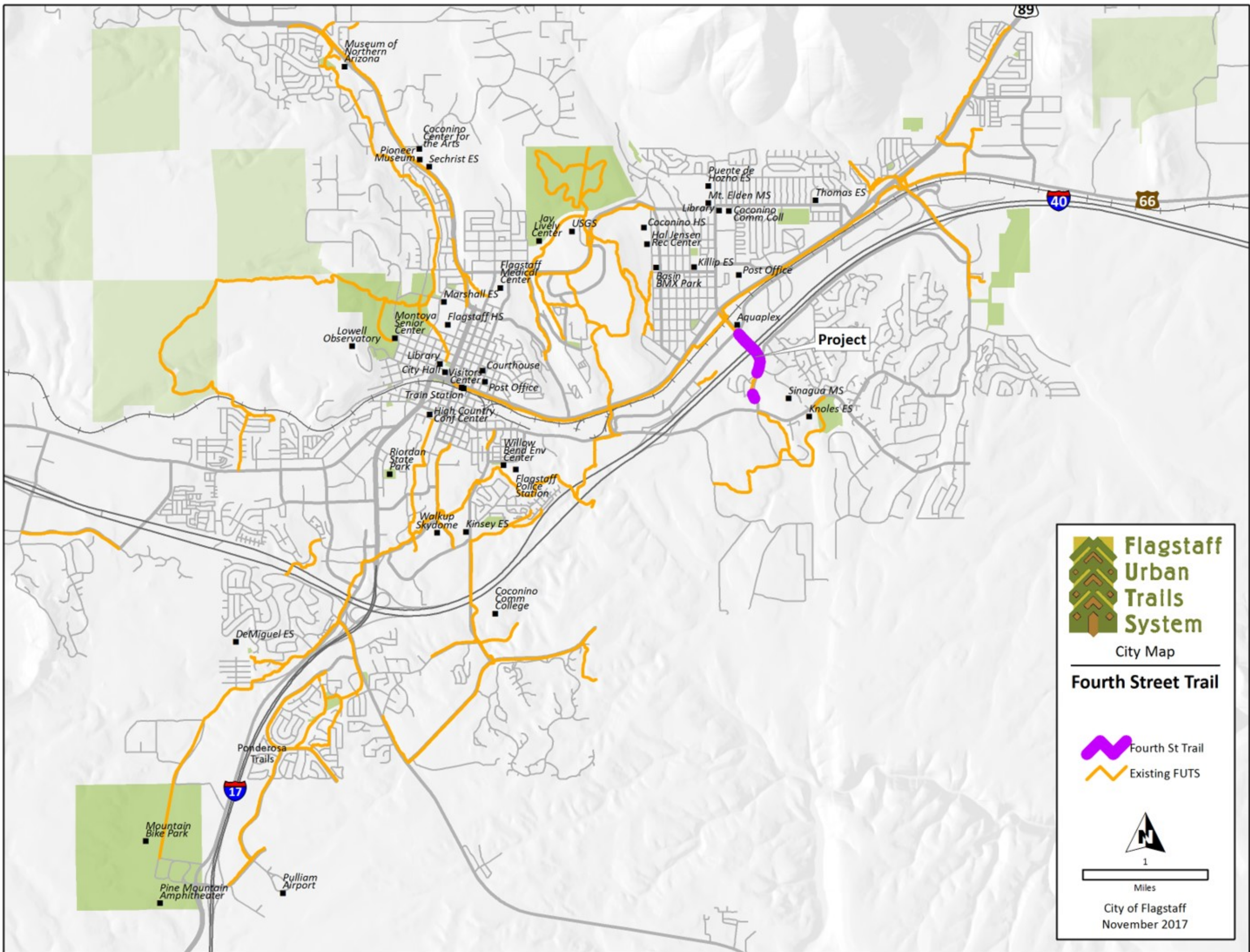


## TEAM FLAGSTAFF

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City Map

### Fourth Street Trail

-  Fourth St Trail
-  Existing FUTS



1  
Miles

City of Flagstaff  
November 2017

## **ORDINANCE NO. 2017-29**

### **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, AUTHORIZING THE CITY MANAGER OR HIS OR HER DESIGNEES TO ACQUIRE REAL PROPERTY OR EASEMENTS ALONG THE WEST SIDE OF FOURTH STREET; AND ESTABLISHING AN EFFECTIVE DATE**

#### **RECITALS:**

WHEREAS, pursuant to Article 1, Section 3 of the Flagstaff City Charter, the City has the power and authority to acquire real property as well as easements running over and across real property; and

WHEREAS, it is necessary to direct and authorize the City Manager or his or her designee to acquire property rights along segments of the west side of Fourth Street between Huntington/Industrial Drive and Butler Avenue to relieve traffic congestion and improve public safety; and

WHEREAS, the property rights being acquired will be used for widening both Fourth Street and the Fourth Street bridges over I-40 from two lanes to four lanes, adding missing sidewalks, bicycle lanes, extending the Flagstaff Urban Trail System, and related improvements; and

WHEREAS, in May 2004 the voters of the City of Flagstaff approved a bond measure for acquisition of land for Neighborhood Open Space and Flagstaff Urban Trail System ("FUTS"); and

WHEREAS, the City has adopted a Flagstaff Urban Trail System Master Plan and pursuant thereto the Flagstaff Municipal Planning Organization ("FMPO") has identified land to be acquired for the extension of the FUTS along Fourth Street; and

WHEREAS, in March 2010 the City received the final Fourth Street Corridor Study – South, which identifies property to be acquired for right-of-way and easements for widening of Fourth Street and related improvements (Chapter 8, Table 8.9); and

WHEREAS, in May 2014 over 75% of voters ratified the City of Flagstaff's Regional Plan 2030, which includes provisions for (on Maps 25 and 26, respectively) the widening of Fourth Street and the inclusion of the FUTS adjacent to Fourth Street;

WHEREAS, in December 2010 the City was awarded a federal Transportation Enhancement grant for the Fourth Street FUTS Trail from Huntington Drive to Butler Avenue ("Fourth Street FUTS Project"); and

WHEREAS, in April 2015 the City and the Arizona Department of Transportation ("ADOT") entered into an intergovernmental agreement for the design and construction of the Fourth Street FUTS Project using the \$657,000 federal grant, and certain other funds;

WHEREAS, in May 2017 the FMPO adopted the Blueprint 2040: Regional Transportation Plan, which calls for replacement or widening of the Fourth Street bridges over I-40 and the widening of Fourth Street to four lanes to a complete street with a FUTS trail (page 155), citing the 2010 Fourth Street Corridor Study-South; and

WHEREAS, in October 2017 City of Flagstaff applied for a federal Transportation Investment Generating Economic Recovery ("TIGER") grant to replace and widen the Fourth Street bridges across I-40, reconfigure the Fourth Street and Butler Avenue intersection, widen Fourth street to four lanes, and complete the Fourth Street FUTS Project (collectively referred to as the "Fourth Street Corridor Complete Street Project"); and

WHEREAS, in the Capital Improvement Program for FY2018-2022 the City has budgeted and/or programmed over \$5 million for the improvements described in the grant application for the Fourth Street Corridor Complete Project; and

WHEREAS, ADOT has programmed \$2 million for repairs or replacement of the Fourth Street bridges over I-40 in FY2020, and these funds are pledged in support of the Fourth Street Corridor Complete Street Project; and

WHEREAS, the City working with ADOT has identified the necessary property rights to be acquired taking into consideration the needs of the Fourth Street FUTS Project and the Fourth Street Corridor Complete Street Project.

**ENACTMENTS:**

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

SECTION 1. The City Manager or his or her designees are hereby authorized to negotiate with the owners of those parcels identified in Exhibit A attached hereto and incorporated by reference and to acquire such real property and easements through purchase, exchange, gift, donation, dedication, or condemnation for a public use.

SECTION 2. The City Manager or his or her designees are hereby authorized to and directed to take all steps and execute all documents necessary to carry out the purpose and intent of this ordinance.

SECTION 3. This ordinance 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 19th day of December, 2017.

---

MAYOR

ATTEST:

---

CITY CLERK

APPROVED AS TO FORM:

---

CITY ATTORNEY

ALTERNATIVE:

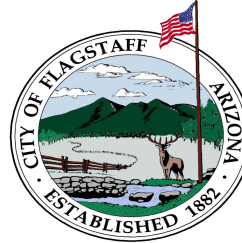
SECTION 1. The City Manager or his or her designees are hereby authorized to negotiate with the owners of those parcels identified in Exhibit A attached hereto and incorporated by reference and to acquire such real property and easements through purchase, exchange, gift, donation, or dedication. If deemed necessary by the City Council, the City Council may adopt a resolution authorizing the City Manager or his or her designees to file a condemnation proceeding to acquire the parcels identified in Exhibit A for a public use, which resolution shall be effective immediately upon adoption.



## 8. B.

### CITY OF FLAGSTAFF STAFF SUMMARY REPORT

**To:** The Honorable Mayor and Council  
**From:** Charity Lee, Real Estate Manager  
**Date:** 12/12/2017  
**Meeting Date:** 12/19/2017



---

#### TITLE:

**Consideration and Adoption of Ordinance No. 2018-03:** An ordinance of the City Council of the City of Flagstaff, Arizona, to abandon a waterline easement recorded in the records of the Coconino County, Arizona, Docket 172, Pages 385-386, which crosses under and over a property located at 3735 N. Kaspar Drive, and to record a new waterline easement at the property, and establishing an effective date. ***(Abandonment of waterline easement, and recording corrected waterline easement )***

#### STAFF RECOMMENDED ACTION:

At the December 19, 2017, Council Meeting:

- 1) Read Ordinance No. 2018-03 by title only for the first time
- 2) City Clerk reads Ordinance No. 2018-03 by title only (if approved above)

At the January 2, 2018, Council Meeting:

- 3) Read Ordinance No. 2018-03 by title only for the final time
- 4) City Clerk reads Ordinance No. 2018-03 by title only (if approved above)
- 5) Adopt Ordinance No. 2018-03

#### Executive Summary:

A Waterline Easement was granted to the City of Flagstaff, Arizona, a municipal corporation in Docket 172, Pages 385-386, Records of Coconino County Arizona. The legal description is incorrect and does not follow the actual waterline. A survey of the actual waterline has been performed and a new legal description has been created to identify the correct location of the waterline. The City has obtained a new easement from the current property owner with the correct legal description of the waterline and will record such waterline easement in place of the abandonment.

#### Financial Impact:

None

### Policy Impact:

None

**Connection to Council Goal, Regional Plan and/or Team Flagstaff Strategic Plan:**

Council Goal:

## TRANSPORTATION AND OTHER PUBLIC INFRASTRUCTURE

Deliver quality community assets and continue to advocate and implement a highly performing multi-modal transportation system.

**Regional Plan, Goal WR.4:** Logically enhance and extend the City's public water...including their treatment, distribution, and collection systems.....(in relevant part)

**Has There Been Previous Council Decision on This:**

No

### Options and Alternatives:

Adopt the Ordinance to abandon the waterline easement in Docket 172, Pages 385-386 and replace with a new waterline easement on the property.

### Background/History:

The City received the waterline easement on June 2, 1901, from Land Title and Trust Company, an Arizona Corporation and recorded in Docket 172, Page 385-386. The Water line Easement was for the purpose of installing, constructing, maintaining, operating, inspecting a repairing a waterline or lines lying beneath the surface of the property. The legal description reference in the document does not accurately describe the physical location of the waterline. The property was recently surveyed by the private property owner. The property owner presented an ALTA Survey to the City which showed that easement was located under the building. City staff reviewed the survey and confirmed that what was shown on the ALTA Survey was not the actual location of the waterline. The actual location of the waterline is on the east property line. The City obtained a survey to confirm the easement's location.

### Key Considerations:

It is important for a legal description to accurately describe the physical location of the City's waterline. By approving this ordinance the City will abandon the easement with the incorrect legal description and record the easement with the correct legal description identifying the actual easement location. This will create an accurate record of the location of City infrastructure.

### Community Benefits and Considerations:

Providing accurate records of the location of City infrastructure.

**Attachments:**

## Utility Clearance

## Easement Locator Map

## Alta Survey

## New Easement Legals

### New Easement Map

New Easement

Ord. 2018-03

UTILITY CLEARANCE FOR RIGHT-OF-WAY ABANDONMENT

The undersigned does hereby acknowledge the abandonment of certain rights-of-way, over, under, and across the following described property situated in Flagstaff, Arizona, Coconino County.

**Water line easement recorded in Docket 172 page 385.**

Please review and complete the following section.

1. ☒ Approved without conditions.
2. ☐ Approved subject to conditions listed below.
3. ☐ Disapproved for the reasons listed below.

Provided information on type, size, and location of existing facilities if any that exist within the rights-of-way.

Comments:

The undersigned does hereby acknowledge the abandonment of certain rights-of-way over, under, and across the following described property situated in the County of Coconino, State of Arizona:

City of Flagstaff Water Services

Utility Company Name

By: [Signature]  
Title: ENGINEERING MANAGER

STATE OF ARIZONA

COUNTY OF COCONINO

The foregoing instrument was acknowledge before me this 15<sup>th</sup> day of December, 2017,  
by Ryan Roberts acting in the capacity of Engineering Manager  
For and on behalf of the City of Flagstaff

My commission expires:

\_\_\_\_\_  
Notary Public



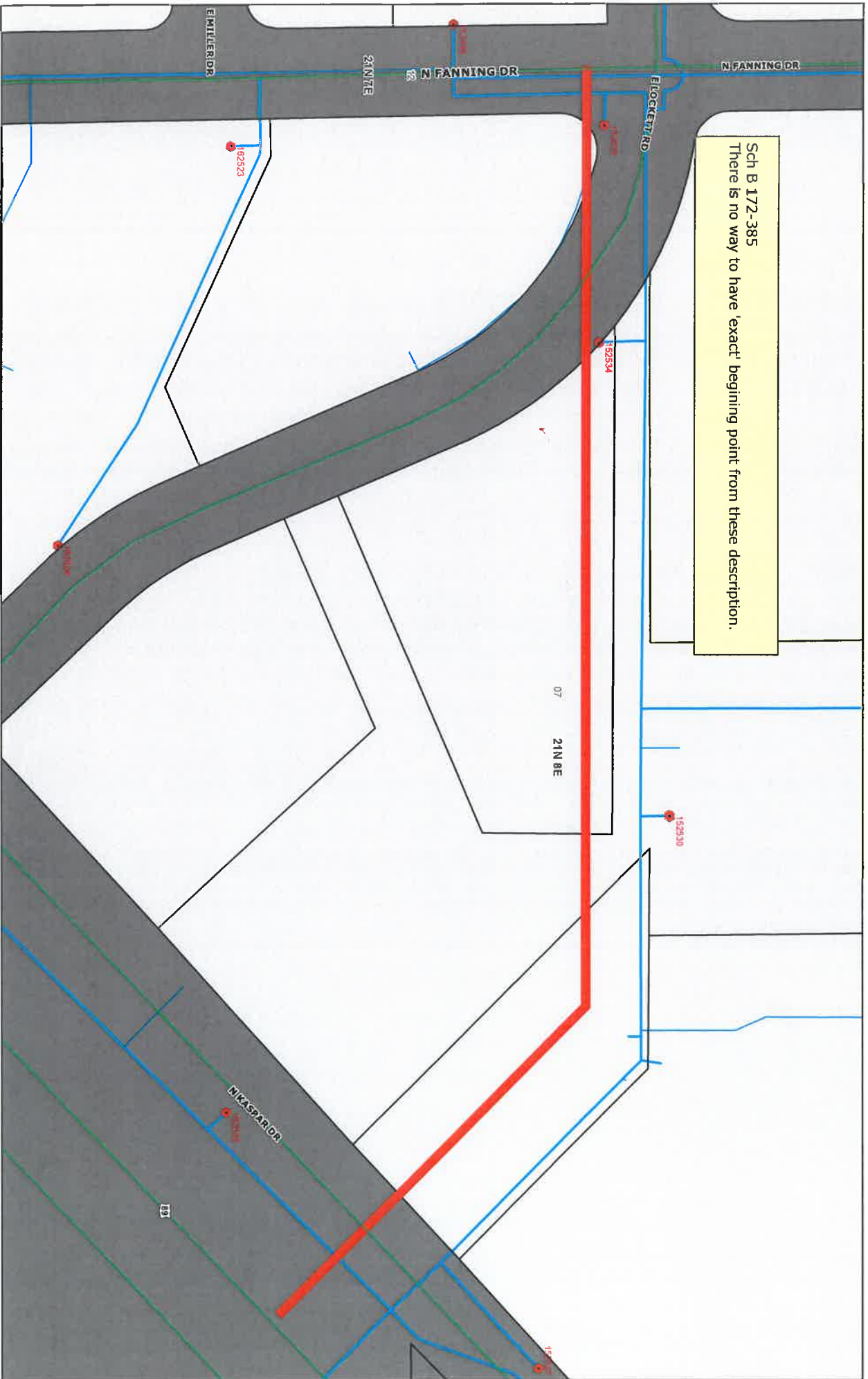


## WATER LINE EASEMENT

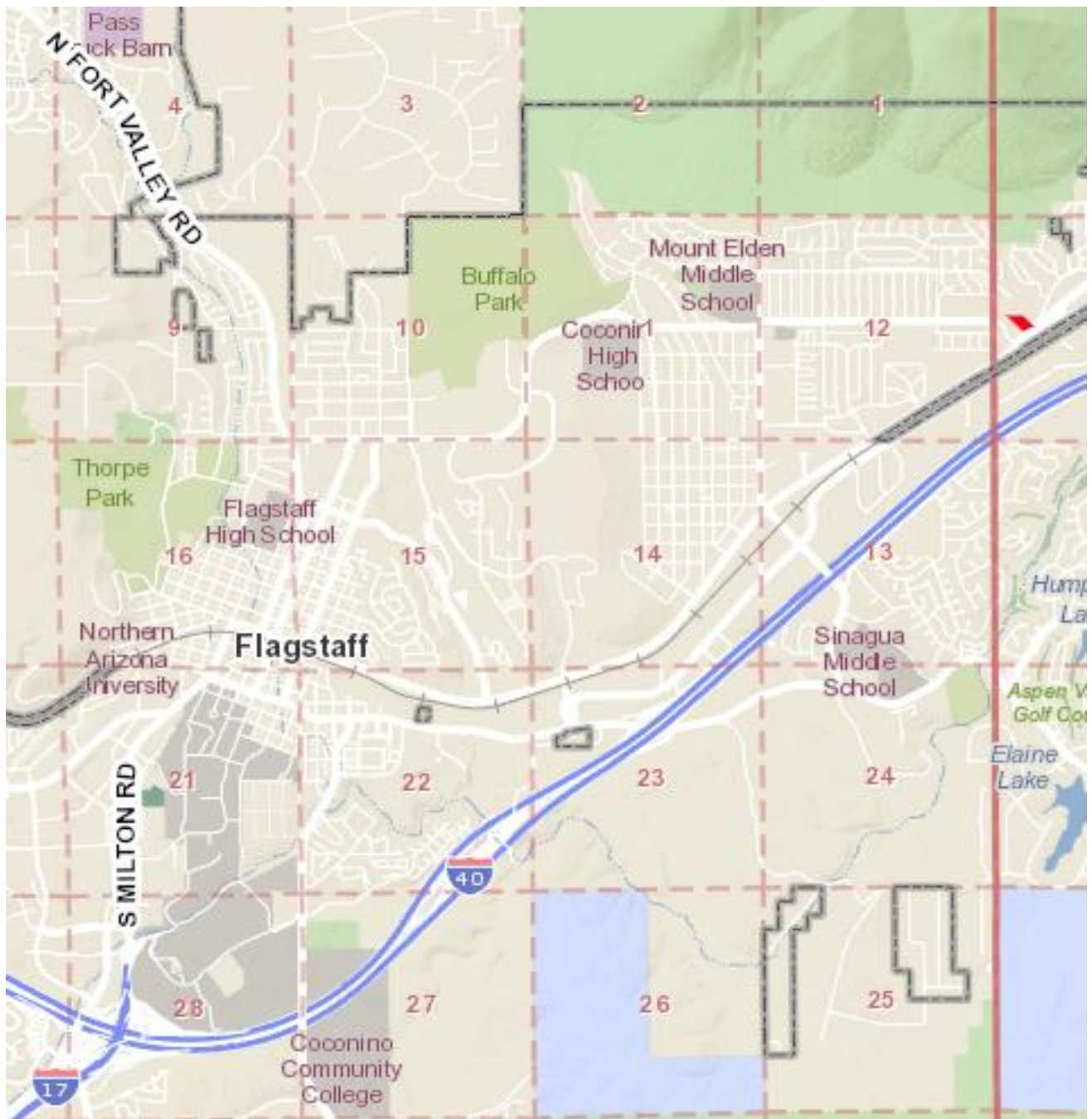
FOR AND IN CONSIDERATION of the sum of One Dollar and other valuable consideration, receipt of which is acknowledged, Land Title and Trust Company, an Arizona Corporation, as Trustee, does hereby grant unto the City of Flagstaff, a municipal corporation, an Easement for the purpose of installing, constructing, maintaining, operating, inspecting and repairing a water line or lines lying beneath the surface of that certain strip of land Eight (8) feet in width situate in the County of Coconino, State of Arizona, being all that portion of Section Seven (7), Township Twenty-one (21) North, Range Eight (8) East, Gila and Salt River Base and Meridian, which lies between lines that are parallel with and distant Four (4) feet measured at right angles from and on each side of the following described center line:

Beginning at the West Quarter corner of said Section Seven (7); thence Easterly along the midsection line of said Section Seven (7) a distance of Four (4) feet to a point; thence Northerly and parallel to the West line of said section a distance of 130 feet to a point; thence Easterly and parallel to the midsection line of said section a distance of 640 feet, more or less, to a point lying 300 feet Northwesterly from the Northeastery right-of-way line of U. S. Highway 89, with said 300 foot distance being measured at right angles from said Northeastery right-of-way line; thence South 43 degrees, 20 minutes East a distance of 300 feet to a point on the Northeast right-of-way line of U. S. Highway 89.

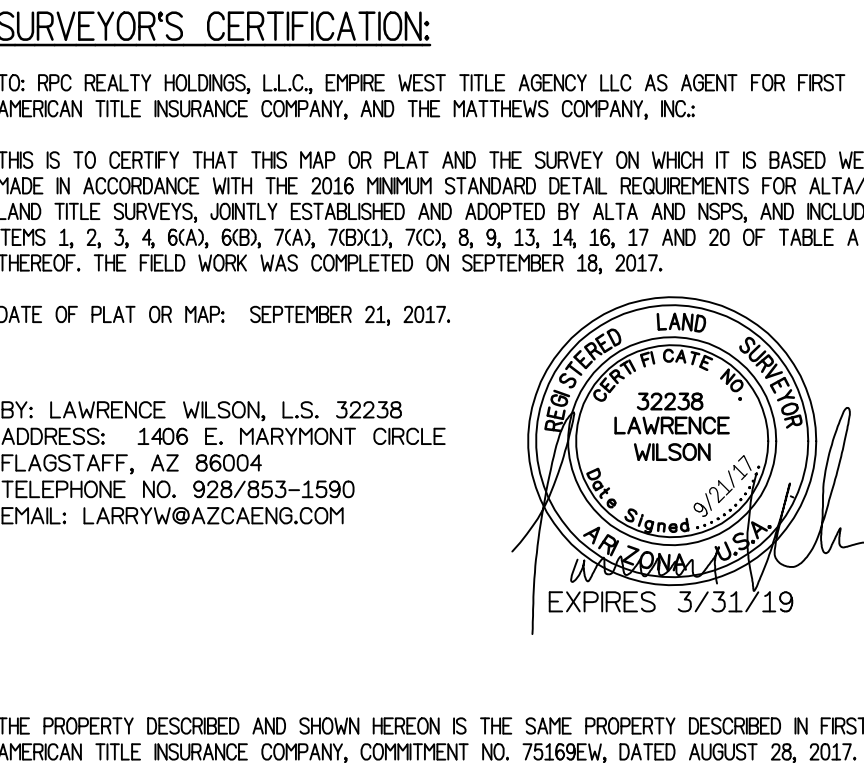
subject to the following express condition subsequent: That such Easement shall be used only for the purposes aforesaid and that Grantee shall have no further right, title or interest therein after abandonment thereof for such purpose. Failure to complete construction of a water line therein prior to March 1, 1963, shall constitute an abandonment thereof.



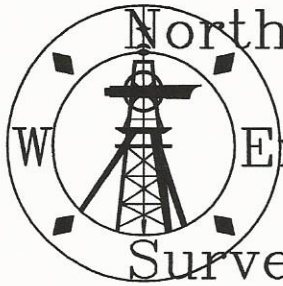
# Easement Location 3735 N. Kaspar Drive











Northland

Exploration

Surveys, Inc.

## Exhibit "A"

### Legal Description:

A portion of that parcel described in Docket 817, Page 444, records of Coconino county, situated in the West half of Section 7, Township 21 North, Range 8 East, Gila and Salt River Meridian, City of Flagstaff, Coconino county, Arizona, more particularly described as follows;

The **NORTHEASTERLY AND NORTH 16 FEET** of the following described parcel;

**COMMENCING** at the West Quarter corner of said Section 7, thence along the West line of said Section 7, N 00°36'23" W (Basis of Bearings, this description), for a distance of 171.64 to a calculated point;

thence S 89°43'56" E, for a distance of 535.04 feet to a calculated point, said point being **THE TRUE POINT OF BEGINNING**;

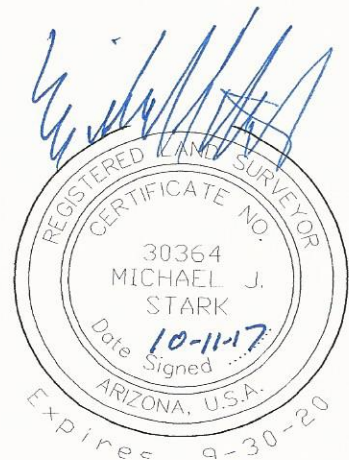
thence S 89°46'20" E, for a distance of 149.92 feet to a calculated point;

thence S 45°09'19" E, for a distance of 183.06 feet to a calculated point, said point being on the Northwestern Right-of-Way line of North Kaspar Drive;

thence along said Northwestern Right-of-Way line of North Kaspar Drive, S 45°09'19" W, for a distance of 105.90 feet to a calculated point;

thence N 45°03'23" W, for a distance of 284.00 feet to **THE TRUE POINT OF BEGINNING**;

said Northeasterly and North 16 feet contains 5,087 square feet of land, more or less and said parcel contains 24,709 square feet of land more or less, including any easements of record over the above described parcel, as depicted on **Exhibit "A-1"** which is made a part of this document by this reference hereon.



BLM Brass Cap  
NW Cor. 7-21-8

# Exhibit "A-1"

A portion of that parcel recorded in Docket 817, Page 444, records of Coconino county, situated in the West half of Section 7, Township 21 North, Range 8 East, Gila and Salt River Meridian, City of Flagstaff, Coconino county, Arizona.

Basis of Bearings: N 00°36'23" W 2,655.18'  
N 00°36'23" W 171.64'

S 89°43'56" E 535.04'

T.P.O.B.

S 89°46'20" E 149.92'

16.00'

16.00'

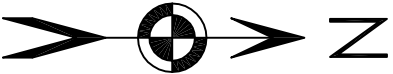
Easement Area 5,087 Sq. Ft.

S 45°09'19" E 183.06'

Subject Parcel  
APN 113-23-004J  
Por. of Dkt. 817, Pg. 444  
24,709 Sq. Ft.

N 45°03'25" W 284.90'

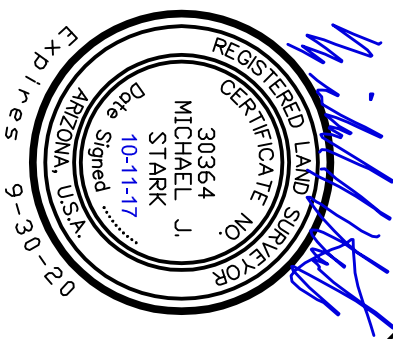
North Kaspar Drive  
S 47°28'53" W 105.90'



## LEGEND:

- Found Sectional Corner as noted.
- Computed Point, nothing found or set.

COF Alum. Cap  
W 1/4 Cor. 7-21-8



Descriptive Title: \_\_\_\_\_

City File No. \_\_\_\_\_

528 W. Aspen Avenue, Flagstaff, Arizona 86001 (928) 774-5058

NORTHLAND EXPLORATION SURVEYS, INC.

JOB No.	DRWN.	DATE	SCALE
17-087	M.J.S.	10-11-17	1"=40.0'

When recorded, mail to  
City Clerk  
211 West Aspen Avenue  
Flagstaff, Arizona 86001

**Public Waterlines and Appurtenances  
(Waterline Easement)**

For valuable consideration, the sufficiency and receipt of which is hereby acknowledged, FLAGSHIP REALTY, LLC, an Arizona limited liability company ("Grantor"), hereby grants and conveys unto the CITY OF FLAGSTAFF, a municipal corporation organized and existing under and by virtue of the laws of the State of Arizona ("Grantee"), an exclusive easement for waterline purposes, under, over and across the real property of Grantor, located at 3735 N. Kaspar Drive in Flagstaff, Arizona, situated in Coconino County, Assessor Parcel Number 113-23-004J, and as legally described and depicted in the attached **Exhibit A** ("Public Water Easement"), Subject to the following terms and conditions:

1. Grantee shall have the right to locate, operate, repair, replace, alter and maintain ("Work") under ground waterlines and related facilities within the Public Waterline Easement.
2. Grantee shall have the rights of ingress and egress across adjacent property owned or controlled by Grantor where reasonably required to gain access to the real property subject to this easement.
3. This Public Waterline Easement is granted on an exclusive basis to Grantee. Grantee shall have the right to use the easement for waterline services provided and approved by Grantee.
4. Grantee may remove, alter or maintain vegetation, improvements, or obstructions within the limits of the real property subject to this easement that conflict with the public utility uses.
5. Grantee shall restore the real property to its prior condition upon completion of any work by Grantee, its employees, contractors, or licensees; following such restoration Grantor shall remain responsible for any ongoing maintenance of the surface of the real property subject to this easement.
6. To the extent permitted by Arizona law, Grantee hereby covenants to indemnify and save Grantor harmless from any liabilities for injuries or damages to persons or property arising out of use of this Waterline Easement by Grantee, its employees, contractors, or licensees.
7. Grantor shall have the right to use and enjoy the real property subject to this Waterline Easement provided such use and enjoyment does not interfere with Grantee's ability to utilize the Waterline Easement granted herein. Grantor may not construct or permit erection or other structure or

improvement that in Grantee's sole opinion would interfere with the operation of utilities within the Waterline Easement granted herein, unless Grantee gives written consent.



IN WITNESS WHEREOF, Grantor has caused this Waterline Easement to be executed this 30 day of November, 2017.

Grantor:

By: Paul E. Louture

Title: Managing Member

Colorado  
STATE OF ARIZONA) 03

Jefferson  
County of Coconino) 03

On this 30 day of November, 2017, before me, a Notary Public, personally appeared Paul Louture, whose identity was proven to me on the basis of satisfactory evidence to be the person who he or she claims to be, and who acknowledged that he or she signed this Waterline Easement.

(Seal) 

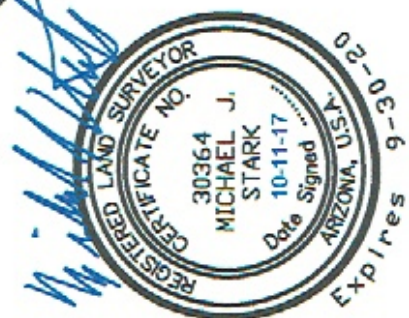
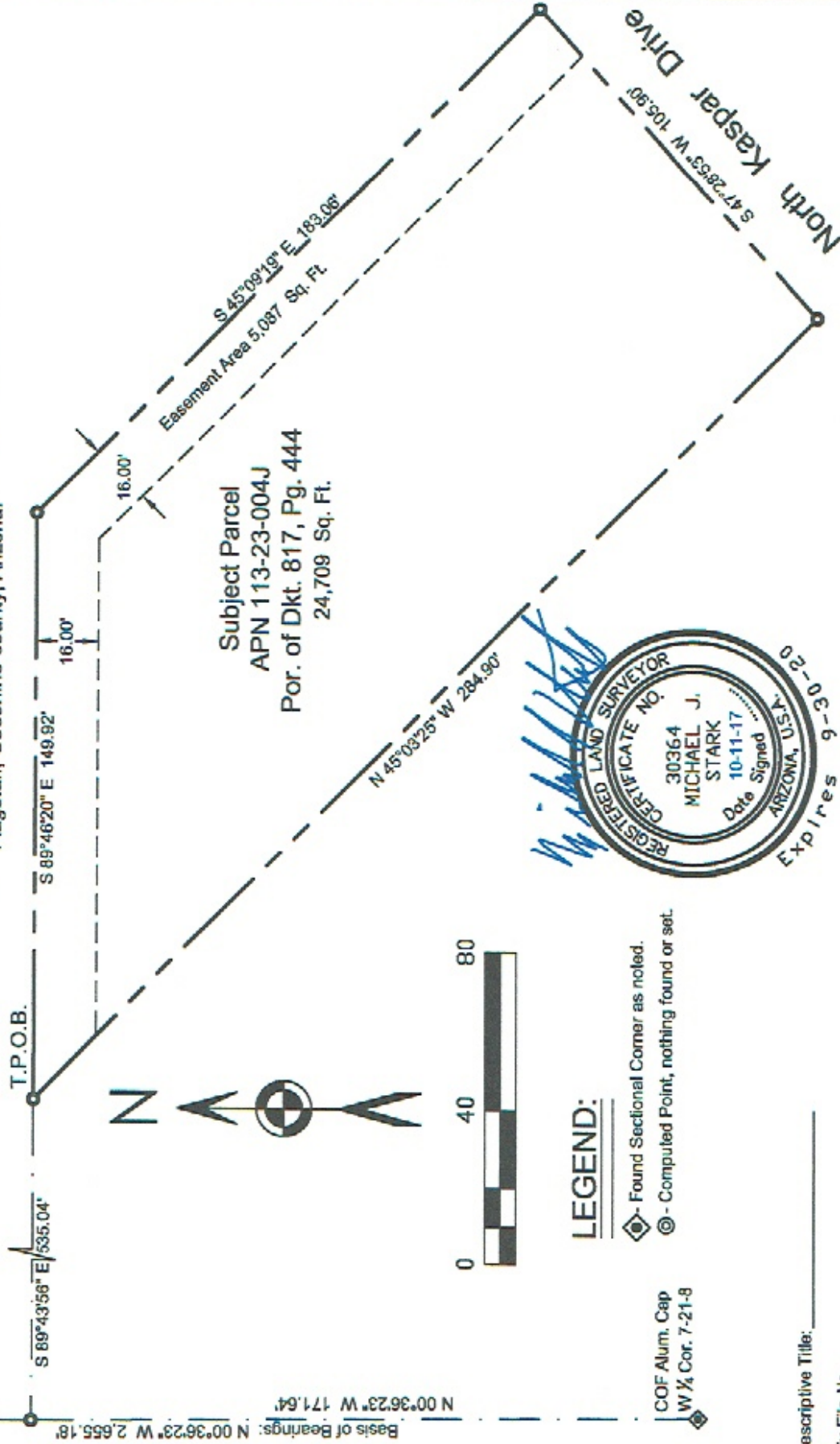
**KELSI BUHR**  
NOTARY PUBLIC  
STATE OF COLORADO  
NOTARY ID 20174003853  
MY COMMISSION EXPIRES 01/25/21

Kelsi Buhr

Notary Public

# Exhibit "A-1"

A portion of that parcel recorded in Docket 817, Page 444, records of Coconino county, situated in the West half of Section 7, Township 21 North, Range 8 East, Gila and Salt River Meridian, City of Flagstaff, Coconino county, Arizona.



Descriptive Title: \_\_\_\_\_

City File No. \_\_\_\_\_

528 W. Aspen Avenue, Flagstaff, Arizona 86001 (928) 774-5058			
<b>NORTHLAND EXPLORATION SURVEYS, INC.</b>			
JOB No.	DRWN.	DATE	SCALE
17-087	M.J.S.	10-11-17	1"=40.0'





## Exhibit "A"

### Legal Description:

A portion of that parcel described in Docket 817, Page 444, records of Coconino county, situated in the West half of Section 7, Township 21 North, Range 8 East, Gila and Salt River Meridian, City of Flagstaff, Coconino county, Arizona, more particularly described as follows;

The **NORTHEASTERLY AND NORTH 16 FEET** of the following described parcel;

**COMMENCING** at the West Quarter corner of said Section 7, thence along the West line of said Section 7, N 00°36'23" W (Basis of Bearings, this description), for a distance of 171.64 to a calculated point;

thence S 89°43'56" E, for a distance of 535.04 feet to a calculated point, said point being **THE TRUE POINT OF BEGINNING**;

thence S 89°46'20" E, for a distance of 149.92 feet to a calculated point;

thence S 45°09'19" E, for a distance of 183.06 feet to a calculated point, said point being on the Northwestern Right-of-Way line of North Kaspar Drive;

thence along said Northwestern Right-of-Way line of North Kaspar Drive, S 45°09'19" W, for a distance of 105.90 feet to a calculated point;

thence N 45°03'23" W, for a distance of 284.00 feet to **THE TRUE POINT OF BEGINNING**;

said Northeasterly and North 16 feet contains 5,087 square feet of land, more or less and said parcel contains 24,709 square feet of land more or less, including any easements of record over the above described parcel, as depicted on **Exhibit "A-1"** which is made a part of this document by this reference hereon.



## **ORDINANCE NO. 2018-03**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, ARIZONA, TO ABANDON A WATER LINE EASEMENT RECORDED IN THE RECORDS OF COCONINO COUNTY, ARIZONA, DOCKET 172, PAGES 385-386 WHICH CROSSES UNDER AND OVER A PROPERTY LOCATED AT 3735 N. KASPAR DRIVE, AND TO RECORD A NEW WATERLINE EASEMENT AT THE PROPERTY, AND ESTABLISHING AN EFFECTIVE DATE**

### **RECITALS:**

WHEREAS, a perpetual easement for a water line was granted to the City of Flagstaff, Arizona, a municipal corporation in Docket 172, Page 385-386, Records of Coconino County Arizona; and

WHEREAS, pursuant to A.R.S. § 9-402(E) the City may convey an easement to the appropriate property owner without receiving payment for an easement that the City no longer needs; and

WHEREAS, the legal description of the easement recorded Docket 172, Page 385-386 is incorrect and does not follow the actual waterline; and

WHEREAS, a survey of the actual waterline has been performed and a new legal description has been created to identify the correct location of the waterline, and

WHEREAS, the City has obtained a new easement from the current property owner with the correct legal description of the waterline as identified in Exhibit A, and will record such waterline easement in place of the abandonment.

### **ENACTMENTS:**

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

#### **SECTION 1: In General.**

The City hereby abandons the water line easement as legally described in Docket 172, Page 385-386 subject to and upon condition that existing waterline improvements, if any, underlying or otherwise located on the property shall be abandoned in place. The City Clerk or her designee will cause a record of this abandonment to be recorded in the records of Coconino County, Arizona.

The City Clerk or her designee will cause a new Public Waterlines and Appurtenances (Waterline Easement) to be recorded in the records of Coconino County, Arizona to reflect the correct location of the waterline improvements.

#### **SECTION 2: Effective Date.**

This ordinance 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 2nd day of January, 2018.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY

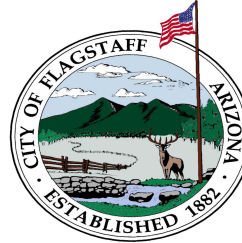
Attachments:

Water line Easement, Docket 172 Page 385-386

Public Waterlines and Appurtenances (Waterline Easement) with attached Exhibit A, A-1

**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Charity Lee, Real Estate Manager  
**Date:** 12/12/2017  
**Meeting Date:** 12/19/2017



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**TITLE:**

**Consideration and Adoption of Ordinance No. 2018-02:** An ordinance of the Flagstaff City Council formally accepting specific real property interests and establishing an effective date.  
***(Acceptance of real property)***

**STAFF RECOMMENDED ACTION:**

At the December 19, 2017, Council Meeting:

- 1) Read Ordinance No. 2018-02 by title only for the first time
- 2) City Clerk reads Ordinance No. 2018-02 by title only (if approved above)

At the January 2, 2018, Council Meeting:

- 3) Read Ordinance No. 2018-02 by title only for the final time
- 4) City Clerk reads Ordinance No. 2018-02 by title only (if approved above)
- 5) Adopt Ordinance No. 2018-02

**Executive Summary:**

The City regularly acquires real property interests (such as deeds transferring property in fee simple and easements) during the development review process. Typically these real property interests are acquired by dedication or donation. These acquisitions may be for drainage, utilities, the urban trails system, slopes, rights-of-way or other public purposes. The City Charter, in Article VII Section 5, requires the City to acquire real property by ordinance. This ordinance will formally accept the real property interests donated, dedicated, or otherwise acquired by City.

**Financial Impact:**

Real property is considered a fixed asset in the City. Until City Council approves an ordinance accepting the acquisitions, the real property value is not recognized in an audit so while there is not an actual financial expenditure associated with these acquisitions, there is a fixed asset value the City receives through this action.

**Policy Impact:**

None

**Connection to Council Goal, Regional Plan and/or Team Flagstaff Strategic Plan:****TRANSPORTATION AND OTHER PUBLIC INFRASTRUCTURE**

Deliver quality community assets and continue to advocate and implement a highly performing multi-modal transportation system.

**Has There Been Previous Council Decision on This:**

On October 18, 2016 the City Council adopted Ordinance No. 2016-36 formally accepting previous dedications and donations of real property interests. The Real Estate Program has performed an audit since that date and determined that the properties listed in Exhibit A should be formally accepted by the City. The City Council has previously approved acquisition of some of the properties listed in Exhibit A, either by resolution or ordinance. By approving Ordinance No. 2018-02, the City Council will formally accept all the property interests identified in Exhibit A as City inventory.

**Options and Alternatives:**

1. Adopt Ordinance No. 2018-02 and formally accept the real property interests.

Pros: Formally accept property interests identified to service community needs, per the Charter. Cons: None.

2. Do not adopt Ordinance No. 2018-02. In this case the City would need to transfer real property interests back to the Grantors. Pros: None identified. Cons: This would result in loss of legal rights to use properties for utilities, trails, drainage and other public purposes.

**Background/History:**

The City acquires real property interests when developments progress through the permitting and review process. These property interests may be easements for a specific purpose such as a utility line or a drainage area, or may be interests in fee simple acquired by deed for public rights-of-way, open space, or land received in the land trust program.

**Key Considerations:**

Real property interests are acquired throughout the year by donation and dedication necessary to achieve the Council and Regional Plan goals and to ensure utilities, roads, and specialized area are properly protected. All real property must be acquired by ordinance per the City Charter. There is a due diligence process that each acquisition goes through to ensure it is donated or dedicated properly and that the City's interests are protected. These acquisitions are necessary for the provision of services as the community grows and the liability assumed is consistent with these same real property rights throughout the community.

**Community Benefits and Considerations:**

The Flagstaff community will benefit from acquisition of real property interests that are used by and serve community needs.

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**Attachments:**     Exhibit A. City Property Acquisitions  
                             Ord. 2018-02



## EXHIBIT A

### Property Acquisitions

<u>Number</u>	<u>Property Type</u>	<u>Parcel Number</u> <u>Locator</u>	<u>Location</u>	<u>Grantor</u>	<u>Property Size</u> <u>in Acres</u>	<u>Recording</u> <u>Number</u>	<u>Date</u> <u>Recorded</u>
1	Public Water Easement	11323004J	3735 N. Kaspar Drive	Flagship Realty, LLC	0.117		
2	City Water and Sewer	11205001G	S. Mountain Dell Rd. and S. State Route 89A	Fountainhead	0.680	3802558	11/29/2017
3	City Water and Sewer	11210005S	Parcel adjacent to W. Constitution Blvd.	Fountainhead	1.030	3802559	11/29/2017
4	City Water and Sewer	11205001K,001G	Parcel adjacent to S. 89A	Fountainhead	0.510	3802560	11/29/2017
5	City Sewer Easement	11235001A	Westglen Circle and Kiabab Lane	Westglen MHP, LLC	0.028	3801239	11/14/2017
6	Ingress/Egress Easement	10310003,10310004,10310006A	A portion of Humphreys Street South of Butler Avenue	Arizona Board of Regents	0.414	3801244	11/14/2017
7	Public Utilities Easement		16' Alley in Block 158 of the Normal School Addition Subdivision and a portion of Ellery Avenue	Arizona Board of Regents	0.976	3801245	11/14/2017
8	Public Utilities Easement		a portion of University Drive	Arizona Board of Regents	0.501	3801247	11/14/2017
9	Right of Way	Split from parcel 10318004A	S. Lone Tree Road	Arizona Board of Regents	1.497	3801249	11/14/2017
10	Urban Trails Easement	11329009	Country Club and I-40	High Pines Hotel, LLC	0.005	3800945	11/9/2017
11	Public Utility Easement	10113004	16 W. Cherry Avenue	Bishop of the Roman Catholic Church of the Diocese of Phoenix	0.003	3800593	11/6/2017
12	FUTS Easement	11103001A	Section 17, Township 21 N. , Range 7 East	Lowell Observatory	0.350	3799274	10/23/2017
13	Public Utility Easement	11201001D	3366 W. Route 66	City of Flagstaff	1.739	3797978	10/6/2017
14	Road and City Utilities Easement	10718140C	Parcel adjacent to Old Walnut Canyon Rd.	Continental Country Club Inc.	0.131	3794465	8/29/2017
15	Right of Way	11703002G	Off Walnut Canyon Rd.	City of Flagstaff	0.960	3794466	8/29/2017
16	Road and City Utilities Easement	11402001S	6955 E. Old Walnut Canyon Rd.	Mark S. Caro and Valerie S. Caro	0.455	3794467	8/29/2017
17	Road and City Utilities Easement	11402001L	7000 E. Old Walnut Canyon Rd.	Joe D. Richards and Marilyn L. Richards	0.068	3794468	8/29/2017
18	Road and City Utilities Easement	11402001V	7203 E. Old Walnut Canyon Rd.	Frank Windes, Barbara Windes and Aaron Windes	0.328	3794469	8/29/2017

19	Road and City Utilities Easement	11402001W	7301 E. Old Walnut Canyon Rd.	Windes Trust	1.480	3794470	8/29/2017
20	Road and City Utilities Easement	11402001F	7601 E. Old Walnut Canyon Rd.	Schultz Family Trust	0.484	3794471	8/29/2017
21	Road and City Utilities Easement	11402001G	7500 E. Old Walnut Canyon Rd.	Earl B. Hoyt and Elizabeth L. Hoyt	0.332	3794472	8/29/2017
22	Road and City Utilities Easement	11402001J	7850 E. Old Walnut Canyon Rd.	Gary M. Howell and Su K. Howell	0.487	3794473	8/29/2017
23	Road and City Utilities Easement	11402001R	7801 E. Old Walnut Canyon Rd.	J.O Heath and Karen A. Heath Trust	0.139	3794474	8/29/2017
24	Road and City Utilities Easement	11402001P	7851 E. Old Walnut Canyon Rd.	Dino Anecchini and Adrienne	0.086	3794475	8/29/2017
25	Public Utility Easement	10402057	605 S. Fountain Street	Southside Flats LLC	0.003	3785280	5/24/2017
26	Public Utility Easement	11329006	980 N. Country Club Dr. Lot 1 of the Country Club and I-40 Subdivision	MRFS Properties III, LLC	0.003	3785071	5/22/2017
27	ROW	10807011D, 10716005T	E. Industrial Dr. adjacent to 2400 N. Walgreens Street	Walgreen Arizona Drug Co.		3750042	4/22/2016
28	Water Utility Easement	10604009E	2760 E. Butler Avenue	Pedrick Lee Doran on behalf of Pedrick Tr	0.021	3778921	3/8/2017
29	Public Utility Easement	Rerecord	3217 S. Sanctuary Lane	Marriott- Mozie	0.024	3802345	11/28/2017
30	Easement for City Utilities	11205001S, 11247033	S. Mountain Dell Rd. and S. State Route 89A	Melanie Lee Boone-Reznick	0.450	3776094	2/1/2017
31	Easement for City Utilities	11211009	1441 W. Palmer Avenue	Melanie Lee Boone-Reznick	0.100	3776095	2/1/2017
32	Public Utility Waterline Easement	10908001B	2257 E. Cedar Avenue	Pine Forest Education Association	0.025	3775756	1/30/2017
33	Public Utility Easement	10323005	3209 S. Sanctuary Lane	Robert and Bethany Rice	0.024	3774271	1/5/2017
34	Drainage Easement	10713014	2161 E. Route 66	Station 1 @ Route 66, LLC	0.015	3773871	1/5/2017
35	ROW	10129053	708 N. Canyon Terrace Dr.	Marc Schlaud	0.010	3781700	4/13/2017
36	ROW	10128004A	Turquoise Dr.	Southwest Conference of the United Church of Christ	0.122	3782132	4/19/2017
37	ROW	10128013G	752 N. Switzer Canyon Dr.	Northland Hospice	0.028	3784752	5/17/2017
38	ROW	10021007B, 10019001C	100 and 175 Aspen Avenue	FMH Enterprises, LLC	0.050	3797290	9/29/2017
39	ROW	10129002B	774 N. Canyon Terrace Dr.	Pam Baliad Laflin	0.010	3796866	9/26/2017
40	ROW		a portion of E. Industrial Drive	Nestle Purina Petcare Company	3.113	3798789	10/16/2017

41	Urban Trail Easement	11337004B	4700 E. Nestle Purina Avenue	Nestle Purina Petcare Company	0.508	3798790	10/16/2017
42	Public Utility and Urban Trail Easement	10707001F	644 N. Locust St.	McMillan Mesa Flagstaff, LLC	0.380	3745162	2/26/2016
43	Open Space/Urban Trails	10123001D	4 E. Terrace Avenue	John S. Bojorquez, as Successor Trustee o	0.100	3750465	4/27/2016
44	Open Space/Urban Trails	10123001E	4 E. Terrace Avenue	John S. Bojorquez, as Successor Trustee o	0.030	3750465	4/27/2016
45	Public Water Easement	11329006, 11329000	960 N. Country Club Dr., 980 N.Country Club Dr.	VP I-40, & Country Club	0.516	3764434	9/23/2016
46	Public Water Easement	11329009	1000 N. Country Club Drive	High Pines Hotel, LLC		3764433	9/23/2016
47	Public Water Easement	11329008	990 North Country Club Drive	Mountain View Hotel, LLC	0.516	3764432	9/23/2016
48	Public Utility Easement	10146001A	1251 N. Pine Cliff Drive	MMV Devco, LLC	0.025	3766232	10/12/2016
49	Public Utility Easement( Water and Sewer)	10902001M	2251 N. Isabel Street	Cedar Crest/Flagstaff LP	0.007	3769978	11/21/2016
50	Sidewalk Easement	10314001C	125 E. Butler Avenue	Mr. Flagstaff Apartments, LLC	0.008	3770942	12/1/2016
51	Public Utility Easement	10402007	522 S. Fountaine Street	Elm Tree Apartments, LLC	0.006	3770978	12/2/2016
52	Sidewalk, Slope and Public Utility Easement	10706002F	1925 E. Mountain View Avenue	FLG Den Partners, LLC	0.135	3770976	12/2/2016
53	Sidewalk, Slope and Public Utility Easement	10706065D	1925 E. Mountain View Avenue	FLG Den Partners, LLC	0.008	3770977	12/2/2016
54	Urban Trail Easement	10325005	1601 S. Lone Tree Rd.	Flagstaff Unified School District No. 1	0.556	3772226	12/16/2016
55	Open Space/Urban Trails	10404007	Off E. Rt. 66	Brian D. Roberts and Patricia Michelle Ro	2.360	3722914	5/3/2015
56	Open Space and Urban Trail	10405010J	850 E. Route 66	W.W.K Armstrong, LLC	6.640	3722913	6/3/2015
57	Public Utility Easement	11234001A	4100 W. Kiltie Lane	W.L.Gore & Associates	5.880	3730415	8/25/2015
58	Ingress/Egress Easements	10905081A	OFF OF 3100 N. West St	Cedar West Capital LLC	0.110	3516350	8/16/2013

Total

Over 34 acres

**ORDINANCE NO. 2018-02**

**AN ORDINANCE OF THE FLAGSTAFF CITY COUNCIL FORMALLY  
ACCEPTING SPECIFIC REAL PROPERTY INTERESTS AND  
ESTABLISHING AN EFFECTIVE DATE**

**RECITALS:**

WHEREAS, the City of Flagstaff ("City") has acquired numerous real property interests over the last year; and

WHEREAS, the City Council desires to formally accept such real property interests pursuant to Article VII, Section 5 of the Flagstaff City Charter, by ordinance.

**ENACTMENTS:**

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

**SECTION 1. In General**

The City of Flagstaff hereby formally accepts those specific real property interests as more particularly identified in the attached Exhibit A, and hereby ratifies such acquisitions.

**SECTION 2. Delegation of Authority**

The City Manager and/or his designees are hereby authorized and directed to take all steps and execute all documents necessary to carry out the purpose and intent of this ordinance.

**SECTION 3. Effective Date**

This ordinance 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 2<sup>nd</sup> day of January, 2018.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY

**CITY OF FLAGSTAFF**  
**STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Stacy Saltzburg, Deputy City Clerk  
**Co-Submitter:** Rick Tadder  
**Date:** 12/12/2017  
**Meeting Date:** 12/19/2017



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**TITLE:**

**Consideration and Adoption of Ordinance No. 2017-30:** An ordinance of the City of Flagstaff amending Title 12, Floodplains of the City Code, by amending Chapter 12-02-002-00033 "Schedule of Stormwater Management Utility Service Charges and Fees" by City Council of Flagstaff, Arizona adopting the "2017 Amendments to the Flagstaff City Code, Title 12, Chapters 12-02, Stormwater Management Utility," to update Stormwater Service Charges ( ***Stormwater Rates***).

**STAFF RECOMMENDED ACTION:**

- 1) Read Ordinance No. 2017-30 by title only for the final time
- 2) City Clerk reads Ordinance No. 2017-30 by title only (if approved above)
- 3) Adopt Ordinance No. 2017-30

**Executive Summary:**

This action adopts an ordinance increasing Stormwater service charges (rates) to \$2.26 per equivalent runoff unit (ERU) for three years and then reducing the service charge to \$1.76 per ERU. An equivalent runoff unit equals 1,500 square feet of impervious area on a property. A Stormwater service charge increase is necessary to adequately fund capital improvement projects contained in the Stormwater five year plan..

**Financial Impact:**

The proposed service charge increases will allow Water Services to complete capital projects as outlined in the Stormwater Financial Analysis and Rate Analysis Report dated November 3, 2017. The Stormwater service charge will increase to \$2.26 per equivalent runoff unit effective February 1, 2018 and remain at that level until January 1, 2021 when the rate would reduce to \$1.76 per equivalent runoff unit. Estimated revenues increases based will be \$386,400 in FY 2018, \$724,776 in FY 2019, and \$617,404 in FY 2020.

**Policy Impact:**

None.

**Connection to Council Goal, Regional Plan and/or Team Flagstaff Strategic Plan:**

Council Goals:

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

Regional Plan:

- Goal WR.5.4. Develop any necessary stormwater infrastructure improvements consistent with City of Flagstaff stormwater masterplans or studies as adopted by City.

**Has There Been Previous Council Decision on This:**

The City Council reviewed this proposal in detail at the Council Work Session on November 14, 2017. A public hearing and first read of the ordinance was held on December 5, 2017.

**Options and Alternatives:**

Adopt Ordinance No. 2017-30 as proposed.

Amend and adopt Ordinance No. 2017-30 and direct staff to modify the capital improvement plan and drainage maintenance program.

Do not adopt Ordinance No. 2017-30 which would delay capital improvement projects and reduce the drainage maintenance program.

**Background/History:**

Over the last several years, the Rio de Flag Flood Control Project has been on hold due to lack of Federal funding to complete the final design of the project. This past spring, the United States Army Corps of Engineers (USACE) received funding to complete the design project. USACE is actively seeking to retain a firm to complete the design plans and construction documents. There is a Federal-local funding match requirement for this work. The City of Flagstaff (City) will be required to pay the USACE \$1.75M upon their completion of final design. We expect they will ask for the funding summer 2018. To maintain the Stormwater Fund over the next three fiscal years, we will need to increase revenues approximately \$2.0M.

The Stormwater Fund does not have the capacity to fund these expenditures. Stormwater would need to eliminate the current Capital Improvement Program (CIP) for multiple years as well as reduce the drainage maintenance program. Stormwater has a current CIP budget of \$600,000 per year and drainage maintenance of about \$300,000 per year. This limited CIP funding is being used to fix other flooding problems throughout the City.

The proposed Stormwater rate increase intends to fill the short-term funding needs for Stormwater Fund so that we can maintain the CIP and drainage maintenance, as well short-term funding for the Rio de Flag project. Therefore, to meet the short-term funding needs of this important project, a Stormwater Rate Increase is being pursued.



**Key Considerations:**

When staff developed the Stormwater Financial Plan and Rate Analysis we set forth objectives to develop a service charge (rate) structure to address the following:

- Maintain the capital improvement program
- Maintain the annual drainage maintenance program
- Provide for funding of the Rio de Flag project
- Maintain adequate fund balance

**Community Benefits and Considerations:**

Regular service charge reviews and modifications are necessary to maintain a stable financial position for the Stormwater Utility. Service charges allow the Stormwater Utility to invest in capital improvements the address life and safety issues.

**Community Involvement:**

Involve/Inform:

Staff presented the proposed service charge (rate) increase to the Water Commission on October 19, 2017.

Staff presented to the Friends of the Rio de Flag during their monthly meeting on November 2, 2017.

Staff presented to City Council at a Work Session on November 14, 2017.

Staff will hold a Community Outreach Forum on November 29, 2017 in the Council Chambers.

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**Attachments:**     Financial Plan  
                          ORD 2017-30  
                          Presentation

# CITY OF FLAGSTAFF, ARIZONA

## Stormwater Financial Plan and Rate Analysis Report



Management Services and Water Services Divisions

November 3, 2017

# Executive Summary

The City Management Services prepared a short-term financial plan and rate and fee analysis for the Stormwater fund of the Water Services Division to ensure the division has sufficient revenues to meet their operational, capital and debt service obligations. The reason for preparing this plan was a result of future capital expenditures have increased and exceed current revenue sufficiency. One key element to the increase is that the United States Army Corps of Engineers (USACE) notified city staff that due to project cost estimates and expenditures to dates, the City will be required to provide matching funds of approximately \$1.75M next calendar year. While it is possible to meet this obligation, it would come at the expense of the Stormwater Capital Improvement Plan (CIP) and the drainage maintenance program. Within the current CIP there are some critical projects staff would not recommend delaying. Therefore staff was directed to develop a financial plan and Stormwater rate alternatives to present to City Council.

Stormwater rates are based on Equivalent Runoff Unit (ERU). An ERU equals 1,500 square feet of impervious surface on a property. Residential customers are billed between one and a maximum of five ERUs. Commercial customers are billed based on total ERUs with no maximum.

As part of this rate analysis, Water Services and Management Services divisions facilitated dialogue with the Water Commission on October 19, 2017. During the meeting, the Water Commission agreed with staff recommendation and made a recommendation to forward to City Council for their consideration. The Water Commission requested that staff provide alternative and demonstrate the impact of lesser revenues than the staff proposal.

This report has been prepared using generally accepted rate setting techniques. The City's accounting, budgeting, and billing records for Stormwater customers were the primary sources for the data contained within this report.

The City desires rates and fees that fully fund operations, maintenance, and present and future capital costs for Stormwater projects including pre construction expenses for the Rio de Flag project. The purpose of the fiscal analysis is to provide financial review of revenues that will cover the necessary expenditures.

Staff will be providing City Council with a recommendation for rate increases. The rates are based on level of operating and capital commitment the City would like to invest in the Stormwater system.

### **Staff Recommendation**

Temporarily increase Stormwater Rates to a sufficient level to maintain all CIP and drainage maintenance levels as well as provide funding for the Rio de Flag project.

- Temporarily increase Stormwater ERU rate to \$2.26 for all customers, 3 years
- This provides an additional \$1.7M in revenues to maintain the Stormwater Fund.
- Results in a \$0.70 increase on 1/1/2018 over the current rate structure.

The following report provides detail regarding the supporting rate analysis and recommendations.

Staff will present the recommendation to City Council at the November 14, 2017 Work Session to receive Council feedback and direction on the proposed fee changes. Staff will also invite the public to attend a public outreach forum on November 29, 2017 at 4:00 pm. The Public Hearing on Stormwater Rates is scheduled for December 5, 2017 at 6:00pm. With a second hearing on December 19, 2017 at 6:00pm. All meetings will be located at City Hall, 211 W Aspen Avenue in the Council Chambers.

### **Established Principles & Guidelines**

The American Water Works Association (AWWA) establishes a general set of principles to develop rates in the M1 Manual – Principles of Water Rates, Fees and Charges. These guiding principles help to ensure there is a consistent global approach that is employed by all utilities in the development of their rates (water and water-related utilities including sewer, reclaimed water and Stormwater).

Provided below is a short summary listing key guidelines around which public utilities should consider when setting their rates. These closely reflect the City's specified objectives.

- Rates should be cost-based and equitable, and set at a level such that they provide revenue sufficiency.
- Rates should provide reliable, stable and adequate revenue to meet the utility's financial, operation, and regulatory requirements.
- Rate levels should be stable from year to year.
- Rates should be easy to understand and administer.

These guidelines, along with the City's objectives, were utilized within this report to help develop the proposed Stormwater rates.

### **Revenue Requirements**

The method used by most public utilities to establish their revenue requirements is called the "cash basis" approach of setting rates. As the name implies, a public utility combines its cash expenditures

over a period of time to determine their required revenues from user rates and other forms of income. The figure below presents the “cash basis” methodology.

Overview of the “Cash Basis” Design	
+ Operation and Maintenance Expenses	
+ Transfers	
+ Capital Additions Financed with Rate Revenue	
+ Debt Service (Principal and Interest)	
<hr/>	
= Total Revenue Requirements	
<hr/>	

Based on the revenue requirement analysis, the utility can determine the overall level of rate adjustment needed in order for the utility to meet its overall expenditure needs.

# Stormwater Rate Analysis Development and Results

## **General Methodology**

In order to develop rates which generate sufficient revenue to meet the fiscal requirements of the Utility, a determination of the annual revenue from rates which, combined with other sources of funds, will provide sufficient funds to meet those fiscal requirements must first be completed. This process is typically referred to as a Revenue Sufficiency Analysis.

The process employed in the Revenue Sufficiency Analysis resulted in the identification of revenue requirements of the system, such as operating expenses, capital expenses (minor and major), debt service expense (including a provision for debt service coverage, as applicable), transfers out and the maintenance of both restricted and unrestricted reserves at appropriate levels. These revenue requirements were then compared to the total sources of funds during each year of the forecast period to determine the adequacy of projected revenues to meet requirements. To the extent that the existing revenue stream was not sufficient to meet the annual revenue requirements of the system, a series of rate revenue increases were calculated to provide revenue sufficient to meet those needs.

The Capital Improvement Plan (CIP), including the timing of projects and estimated costs, was provided by the Utility. Staff relied on this information and the CIP was fully integrated into the Revenue Sufficiency Analysis.

## **Financial Management Goals of the Stormwater Utility**

The financial management goals of the City's Stormwater Utility are described below.

### ***Debt Service Management***

Stormwater management is a capital intensive business. Oftentimes it is difficult to fully fund the significant capital requirements, whether driven by growth, regulatory pressures and/or system repair and maintenance, without the measured use of debt. As a means of controlling the debt load of the Water, Sewer, Reclaimed Water utilities the City has established a debt policy as follows.

Staff is not recommending financing Stormwater projects with debt service at this time.

### ***Minimum Unrestricted Operating Reserve Fund Balance***

In order to maintain a certain level of liquidity, utilities typically establish some form of unrestricted operating reserve fund balance target. Guided by the City's policy in this regard the analysis presented herein has a goal of an unrestricted working capital operating fund reserve amount greater than, or equal to, approximately 10% of Operating Revenues.

Staff recommends that, while 10% is a minimum requirement, the fund should carry a higher fund balance annually. To align with other Water Services funds, a minimum 20% fund balance should be maintained. This plan meets that recommendation.

### **Capital Improvement Projects and Drainage Maintenance Requirements**

The Division's capital improvements projects (CIPs) for Stormwater are summarized below. Individually, each project was identified by City staff as key projects required over the next 3-year period. The capital needs are for the following projects:

Capital Improvement Plan	2017-2018	2018-2019	2019-2020
Rio de Flag Project	\$ 1,900,861	2,255,000	520,000
Fanning/Lockett Culvert Construction	1,333,482	-	-
Wildwood Drainage Project	306,000	-	-
Phoenix Ave Culvert Repair-Design	130,000	-	-
Phoenix Ave Culvert Repair-Construction	109,000	400,000	650,000
Streets Drainage Projects	150,000	75,000	75,000
Total CIP	\$ 3,929,343	2,730,000	1,245,000

In addition to the CIP, the Stormwater Fund relies on a drainage maintenance program to help provide annual investments for existing drainage areas. This program is assisted with the staff and resources of the Highway User Revenue Fund. Stormwater transfers revenues to this fund based on actual work completed on an annual basis. Below is the current level of maintenance planned.

Drainage Maintenance Program	2017-2018	2018-2019	2019-2020
Transfer to Highway User Revenue Fund	\$ 314,245	316,724	319,981

### **Overview of Existing Rate Structure**

The existing Stormwater rate structure is based on an Equivalent Runoff Unit (ERU). An ERU equals 1,500 square feet of impervious surface on a property. Residential customers are billed between one and a maximum of five ERUs. Commercial customers are billed based on total ERUs with no maximum. Staff does not propose any changes to this rate structure.

### **General Assumptions**

In order to develop the financial and rate projections, certain assumptions were made with regard to elements of the revenue sufficiency analysis. For the financial analysis, staff is using the same annual growth projections as were provided in the previous rate study. We assume approximately 1% annual



growth in utility customer base during the forecast period. Staff had also reviewed the current number of ERUs billed to customers on an annual basis. Currently there are approximately 92,000 ERUs billed on an annual basis. For the operation expenditures, staff recommends a 3% growth on personnel costs and a 2.5% growth on contractual and commodities.

### **Stormwater Revenue Sufficiency Options**

During our analysis, Water Service and Management Services staff discussed the impact to the fund if a rate increase is not approved as well as what are the revenue requirement to keep the fund whole. Staff identified that the current revenue deficiency would be at \$1.7M if no rate increase are approved.

#### ***Impact of No Rate Increase***

Without a rate increase, staff would need to look at balancing the plan through reductions of expenditures. In order to reach the \$1.7M gap, staff needed to review the CIP and drainage maintenance program. The following are the considerations for reductions of expense to maintain a balanced fund.

- Eliminate two years of the current Stormwater Capital Program. This would be a \$600,000 reduction to the CIP program in FY 2019 and FY 2020.
- The impact of reduction of the CIP will delay the Wildwood Drainage to FY 2020 and the Phoenix Avenue Culvert Repair to FY 2021.
- Reduce the drainage maintenance program by \$200,000 in FY 2018 and FY 2019. This will impact the HURF Fund expenditures and work program. In addition, this could have an impact the City's Community Rating System.

#### ***Revenue Requirements to Maintain CIP and Drainage Maintenance***

To maintain the same levels of CIP and drainage maintenance, staff looked at the revenue requirement to bridge the \$1.7M revenue deficiency. Based on the operating, CIP and drainage maintenance program, staff identified that a three-year temporary increase would assist in keeping the Stormwater Fund at current planning levels.

- Temporarily increase the Stormwater rate to \$2.26 per ERU on February 1, 2018
- Currently the rate schedule is \$1.56 on 1/1/2018, \$1.66 on 1/1/2019 and \$1.76 on 1/1/2020
- Reduce the rate back to \$1.76 on 1/1/2021
- Provides \$1.7M in revenue resources
- Maintains current CIP levels as well as provides funding for the Wildwood Drainage project sooner.
- Maintains the existing drainage maintenance program at the same levels as currently planned
- Provided funding for the Rio de Flag project's short term, pre-construction needs

### **Summary of Stormwater Rate Analysis Recommendations**

Based on the financial plan and rate analysis Water Services and Management Services staff recommend a temporary rate increase that is sufficient maintain existing levels of CIP, drainage maintenance and funding for Rio de Flag expenditures. The fee schedule below demonstrates the current and proposed rates to be implemented.

The following table summarizes the Stormwater rate analysis recommendation.

Effective Date	Current Per ERU	Proposed Per ERU	Change Per ERU
January 1, 2017	\$ 1.47		
January 1, 2018 *	\$ 1.56	\$ 2.26	\$ 0.70
January 1, 2019	\$ 1.66	\$ 2.26	\$ 0.60
January 1, 2020	\$ 1.76	\$ 2.26	\$ 0.50
January 1, 2021		\$ 1.76	

- Rate would be effective February 1, 2018

### **Summary of Stormwater Rate Revenue Requirement and Cash Flow**

We can demonstrate the rate increase meets the cash flow requirements of the Stormwater Fund while meeting the objectives mentioned earlier.

	2017-2018	2018-2019	2019-2020
Fund Balance	\$ 1,645,270	304,440	275,311
Resources			
Stormwater Fee Revenue	1,672,560	1,795,214	1,925,781
Recommended Fee Increase	386,400	724,776	619,404
Transfers	1,675,861	1,267,368	-
Other Revenues	28,000	28,000	28,000
Total Resources and Fund Balance	5,408,091	4,119,798	2,848,496
Uses of Funds			
Operations, Transfers and Contingencies	860,063	797,763	725,928
Transfers-Drainage Maintenance	314,245	316,724	319,891
Capital	3,929,343	2,730,000	1,245,000
Total Uses of Funds	5,103,651	3,844,487	2,290,819
Ending Fund Balance	\$ 304,440	275,311	557,677
Policy Fund Balance Minimum (10%)	205,896	251,999	254,519
% of Operating Revenues	15%	11%	22%

Council will discuss the staff recommendation at per the schedule provided in the Executive Summary. These meetings are open for the public to provide comments.

### **Water Commission Meeting**

Staff presented to the Water Commission on October 19, 2017. The commission agreed with the staff recommendation however, the commission recommended that staff provide alternate rate increases for consideration. Here is a summary of options staff could provide.

Option	Description	Impact (more details provide later in the report)
1	Decrease staff propose rate increases by \$0.10 for a rate of \$2.16 per ERU	This option would reduce revenues of the three-year period by \$300,000. This will impact CIP and the drainage maintenance program.
2	Decrease staff propose rate increases by \$0.20 for a rate of \$2.06 per ERU	This option would reduce revenues of the three-year period by \$600,000. This will impact CIP and the drainage maintenance program.

Staff does not intend on presenting these options to Council as we do not feel that increasing revenues short of the \$1.7M should be considered because of the impact it would have to the fund.

**ORDINANCE NO. 2017-30**

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF  
FLAGSTAFF, ARIZONA AMENDING TITLE 12, FLOODPLAIN, OF THE  
FLAGSTAFF CITY CODE BY AMENDING SECTION 12-02-002-0003,  
SCHEDULE OF STORMWATER MANAGEMENT UTILITY SERVICE CHARGES  
AND FEES, THEREFORE**

**RECITALS:**

WHEREAS, ARS §§9-511, 9-511.01 *et. seq.* provides authority for municipalities to adjust stormwater utility service charges (rates), and fees, and

WHEREAS, utility service charges and fees are established to charge the user of a specific service the cost of delivering the specific service; and

WHEREAS, the City of Flagstaff ("City") has found that it is necessary to update, adjust and increase stormwater service charges and fees in order to provide for the present cost of maintaining service levels and system capacity; and

WHEREAS, the City wishes to change language in the City Code, Title 12, Chapter 12-02, Floodplain, to Update Stormwater Management Utility Service Charges and Fees Schedule in order to revise and update the City Code, and

WHEREAS, the City has finds that the updates, adjustments and increases to the stormwater management service charges and fees are all just and reasonable.

**ENACTMENTS:**

**NOW, THEREFORE, BE IT ORDAINED** by the Flagstaff City Council that:

**SECTION 1.** Title 12, *Floodplains*, of the Flagstaff City Code is hereby amended as follows:

**12-02-002-0003 SCHEDULE OF STORMWATER MANAGEMENT UTILITY SERVICE CHARGES AND FEES**

There is hereby adopted the following schedule of Stormwater Management Utility Service Charges and Fees for the purpose of funding all or any portion of the City's Stormwater Management Utility Service programs.

(a) **STORMWATER MANAGEMENT UTILITY SERVICE CHARGE.** Unless amended, adjusted, or repealed by City Council, a periodic Stormwater Management Utility Service Charge is hereby imposed on any and every property, lot, or parcel of land in the City of Flagstaff, except as may be altered by an exemption, credit, offset or other adjustment to the service charge, in the following manner:

- 1) Detached single-family residential property, lots, or parcels of land shall be charged based on the following tiered system (each tier represents the number of ERUs being charged):

Effective ~~July 1, 2016~~ **February 1, 2018** the Stormwater Management Utility Service Charge shall increase incrementally according to the following table:

Effective Date	<del>Increase Amount</del> <b>Increase/Decrease Amount</b>	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5
<del>July 1, 2016</del> <b>February 1, 2018</b>	<del>\$0.08</del> <b>\$0.79</b>	<del>\$1.38</del> <b>\$2.26</b>	<del>\$2.76</del> <b>\$4.52</b>	<del>\$4.14</del> <b>\$6.78</b>	<del>\$5.52</del> <b>\$9.04</b>	<del>\$6.90</del> <b>\$11.30</b>
<del>January 1, 2017</del> <b>January 1, 2019</b>	<del>\$0.09</del> <b>\$0.00</b>	<del>\$1.47</del> <b>\$2.26</b>	<del>\$2.94</del> <b>\$4.52</b>	<del>\$4.41</del> <b>\$6.78</b>	<del>\$5.88</del> <b>\$9.04</b>	<del>\$7.35</del> <b>\$11.30</b>
<del>January 1, 2018</del> <b>January 1, 2020</b>	<del>\$0.09</del> <b>\$0.00</b>	<del>\$1.56</del> <b>\$2.26</b>	<del>\$3.12</del> <b>\$4.52</b>	<del>\$4.68</del> <b>\$6.78</b>	<del>\$6.24</del> <b>\$9.04</b>	<del>\$7.80</del> <b>\$11.30</b>
<del>January 1, 2019</del> <b>January 1, 2021</b>	<del>\$0.10</del> <b>-\$0.50</b>	<del>\$1.66</del> <b>\$1.76</b>	<del>\$3.32</del> <b>\$3.52</b>	<del>\$4.98</del> <b>\$5.28</b>	<del>\$6.64</del> <b>\$7.04</b>	<del>\$8.30</del> <b>\$8.80</b>
<del>January 1, 2020</del>	<del>\$0.10</del>	<del>\$1.76</del>	<del>\$3.52</del>	<del>\$5.28</del>	<del>\$7.04</del>	<del>\$8.80</del>

2) All other properties, lots, or parcels of land not classified as detached single-family residential property, unless exempted pursuant to Section 12-02-002-0005, shall be charged ~~one-two~~ dollar and ~~thirty-eight~~ **twenty-six** cents (~~\$1.38~~ **2.26**) per month for each equivalent rate unit, or increment thereof, located on the property, lot, or parcel of land.

Effective ~~July 1, 2016~~ **February 1, 2018**, all other properties, lots, or parcels of land not classified as detached single-family residential property shall be charged according to the following table for each equivalent rate unit, or increment thereof, located on the property, lot, or parcel of land:

Effective Date	<del>Incremental Increase</del> <b>Incremental Increase/Decrease</b>	Total Rate per ERU
<del>July 1, 2016</del> <b>February 1, 2018</b>	<del>\$0.08</del> <b>\$0.79</b>	<del>\$1.38</del> <b>\$2.26</b>
<del>January 1, 2017</del> <b>January 1, 2019</b>	<del>\$0.09</del> <b>\$0.00</b>	<del>\$1.47</del> <b>\$2.26</b>
<del>January 1, 2018</del> <b>January 1, 2020</b>	<del>\$0.09</del> <b>\$0.00</b>	<del>\$1.56</del> <b>\$2.26</b>
<del>January 1, 2019</del> <b>January 1, 2021</b>	<del>\$0.10</del> <b>-\$0.50</b>	<del>\$1.66</del> <b>\$1.76</b>
<del>January 1, 2020</del>	<del>\$0.10</del>	<del>\$1.76</del>

(b) **SPECIAL STORMWATER SERVICE FEES.** Unless amended, adjusted, or repealed by a City Council, the following special stormwater service fees shall be applied for the following services in the amount(s) defined:

1) Grading, Drainage, Paving Plan and SWPPP review	\$225 per sheet for a first and second review
	\$225 per sheet for all reviews thereafter
2) Grading and Drainage Field Inspection-sites less than 5 acres	\$60 per inspection
3) Grading and Drainage Field Inspection- sites larger than 5 acres	\$120 per inspection
4) SWPPP Inspection-sites less than 5 acres	\$60 per inspection
5) SWPPP Inspection-sites larger than 5 acres	\$120 per inspection
6) Annual Inspection of Structural Control	\$60 per inspection
7) Drainage Report Review	\$200 for first review
	\$100 for each review thereafter
8) Flood Hazard Information Letter	\$30 per letter
9) Floodplain Use Permit	\$45 per permit
10) Floodplain Study for FEMA Map Revision	\$2500 per Technical Data Notebook

(Ord. 2007-26, Amended, 04/17/07; Ord. 2016-23, Amended, 04/19/16), **Ord. 2017-30, Amended, 12/19/17)**

## **SECTION 2.** Repeal of Conflicting Ordinances.

All ordinances and parts of ordinances in conflict with the provisions of the code adopted herein 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.** Clerical Corrections.

The City Clerk is hereby authorized to correct clerical and grammatical errors, if any, related to this ordinance, and to make formatting changes appropriate for purposes of clarity, form, or consistency with the Flagstaff City Code.

**SECTION 5.** Effective Date.

This ordinance shall be effective February 1, 2018 following adoption by the City Council.

PASSED AND ADOPTED by the City Council of Flagstaff on 19th day of December, 2017.

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MAYOR

ATTEST:

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CITY CLERK

APPROVED AS TO FORM:

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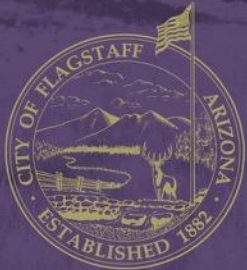
CITY ATTORNEY



# Stormwater Service Charge

## Public Hearing

City Council  
Public Hearing  
December 5, 2017

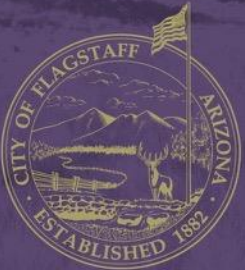


# Overview

## Tonight

- Public Hearing Discussion
- Consideration of Ordinance 1<sup>st</sup> Read
- Dec 19<sup>th</sup> 2<sup>nd</sup> Read of Ordinance
- If approved, New Service Charge will go into effect February 1<sup>st</sup>

City Council  
Public Hearing  
December 5, 2017



# Capital Improvement Priorities



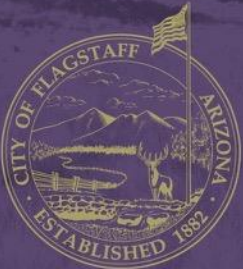
## Stormwater 3-Year CIP List

• Rio de Flag: Pre-Construction	\$4,675,861
• Fanning /Lockett Culvert Construction	\$1,333,482
• Wildwood Hills Drainage Project	\$306,000
• Phoenix Ave Culvert Repair-Design	\$130,000
• Phoenix Ave Culvert Repair-Construction (approx.)	\$1,159,000
• Streets Drainage Projects	\$75,000

**TOTAL Stormwater CIP amount**

**\$7,904,343**

City Council  
Public Hearing  
December 5, 2017





# Proposed Service Charge Adjustment

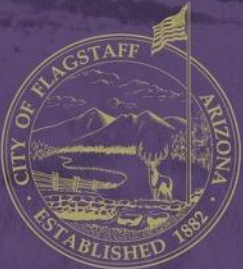
## 3-Year Rate Temporary Increase: Per ERU

Stormwater Service Charge Schedule			
Effective Date	Current Per ERU	Proposed Per ERU	Change Per ERU
January 1, 2017	\$ 1.47	\$ 1.47	\$ -
January 1, 2018 *	\$ 1.56	\$ 2.26	\$ 0.70
January 1, 2019	\$ 1.66	\$ 2.26	\$ 0.60
January 1, 2020	\$ 1.76	\$ 2.26	\$ 0.50
January 1, 2021	\$ 1.76	\$ 1.76	\$ -

\* Note: Rate Increase will be on February 1, 2018

- Water Commission supported recommendation.

City Council  
Public Hearing  
December 5, 2017

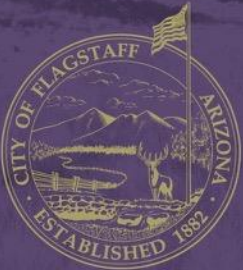


# Proposed Service Charge Adjustment

## 3-Year Rate Temporary Increase: Financial Plan

Cash Flow	FY 2018	FY 2019	FY 2020
Expenditures	\$ (5,103,651)	\$ (3,844,487)	\$ (2,290,819)
Current Revenues	\$ 3,376,421	\$ 3,090,579	\$ 1,953,781
Fund Balance	\$ 1,645,270	\$ 304,440	\$ 275,311
Revenue Increase	\$ 386,400	\$ 724,779	\$ 619,404
Ending Fund Balance	\$ 304,440	\$ 275,311	\$ 557,677

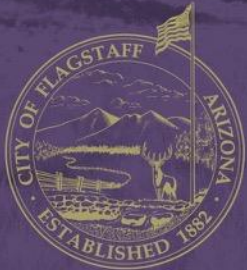
City Council  
Work Session  
November 14, 2017



# Stormwater Service Charge

## OPEN TO PUBLIC QUESTIONS?

City Council  
Public Hearing  
December 5, 2017



**CITY OF FLAGSTAFF**  
**STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Brian Kulina, Zoning Code Manager  
**Date:** 12/12/2017  
**Meeting Date:** 12/19/2017



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**TITLE:**

**Consideration and Approval of Final Plat** request from Mogollon Engineering and Surveying, Inc., on behalf of Miramonte Presidio LLC, for the subdivision of Tract A of the Presidio in the Pines master planned development consisting of 42 single-family residential townhome lots on 4.8 acres within the Highway Commercial (HC) zone.

**STAFF RECOMMENDED ACTION:**

Staff recommends approving the final plat and authorizing the Mayor to sign both the plat and City/Subdivider Agreement when notified that all conditions have been met and documents are ready for recording.

**Executive Summary:**

Review and requested approval of a final plat for a 42-lot single-family residential townhouse subdivision the will increase the number of developable townhouse lots within the city and further the build-out of Presidio in the Pines. Please see the attached vicinity map and the cover sheet of the Final Plat for project location.

**Financial Impact:**

None.

**Policy Impact:**

None.

**Connection to Council Goal, Regional Plan and/or Team Flagstaff Strategic Plan:**

Council Goal

None.

Regional Plan

Goal NH.3 - Make available a variety of housing types at different price points, to provide housing opportunity for all economic sectors.

Team Flagstaff Strategic Plan

Strategic Priority 3 - Foster a resilient and economically prosperous city.



**Has There Been Previous Council Decision on This:**

A preliminary plat for the subdivision of Tract A was approved by City Council on February 7, 2017.

**Options and Alternatives:**

1. Approve the final plat as recommended by staff.
2. Approve the final plat subject to conditions to ensure conformance with the approved preliminary plat.
3. Deny the final plat based on non-conformance with the approved preliminary plat.

**Background/History:**

The applicant, Mogollon Engineering and Surveying, Inc., is requesting final plat approval to subdivide Tract A of the Presidio in the Pines master planned development into 42 single-family residential townhome lots on approximately 4.8 acres located at 2884 W Presidio Drive within the Highway Commercial (HC) zone.

In accordance with the Development Master Plan (DMP), Tract A was intended to be developed as a 232-unit multi-family residential condominium complex with an overall building height of 4- and 5-stories (60-feet) and limited commercial along the ground floor. Residential development is permitted within the Highway Commercial (HC) zoning district either as a mixed-use project, as originally proposed in the DMP, or as a Planned Residential Development with the issuance of a Conditional Use Permit (CUP) by the Planning Commission. The Planned Residential Development option allows the property owner to propose a wide range of residential development in accordance with the Zoning Code. The property owner, based on current market conditions and existing surrounding uses, is proposing the development of 42 single-family residential townhome lots. A CUP application to allow the establishment of a Planned Residential Development within the Highway Commercial (HC) zone was reviewed and approved by the Planning Commission on January 11, 2017 with the following three conditions:

1. Unless modified to comply with these conditions, the development of the site shall substantially conform to the plan as presented with the Conditional Use Permit application.
2. Prior to the execution of the Conditional Use Permit, a Final Plat for the development of the subject property shall be successfully reviewed and approved by the City Council and recorded, concurrently with this Conditional Use Permit, with the Coconino County Recorder.
3. A 5-foot sidewalk shall be constructed between Lots 24 and 25.

Presidio in the Pines was planned and developed using the Traditional Neighborhood District (TND) standards found within the previous Land Development Code. When the Zoning Code was adopted, the TND standards were carried forward in the form of a Form-Based Code utilizing transect zones. While townhomes are not specifically permitted within the Highway Commercial (HC) zone, they are permitted as part of a Planned Residential Development (PRD). The Zoning Code established the PRD as a mechanism to allow the development of transect-specific building types (i.e. townhouse, duplex, courtyard apartment, etc.) in non-transect zones. These specific building types, however, are dependent on transect development standards (i.e. setback, lot coverage, building height, etc.). As such, this development proposes the use of the T4 Neighborhood 2 (T4N.2) transect zone development standards as they are most compatible with the existing Presidio in the Pines development.

**Community Involvement:**

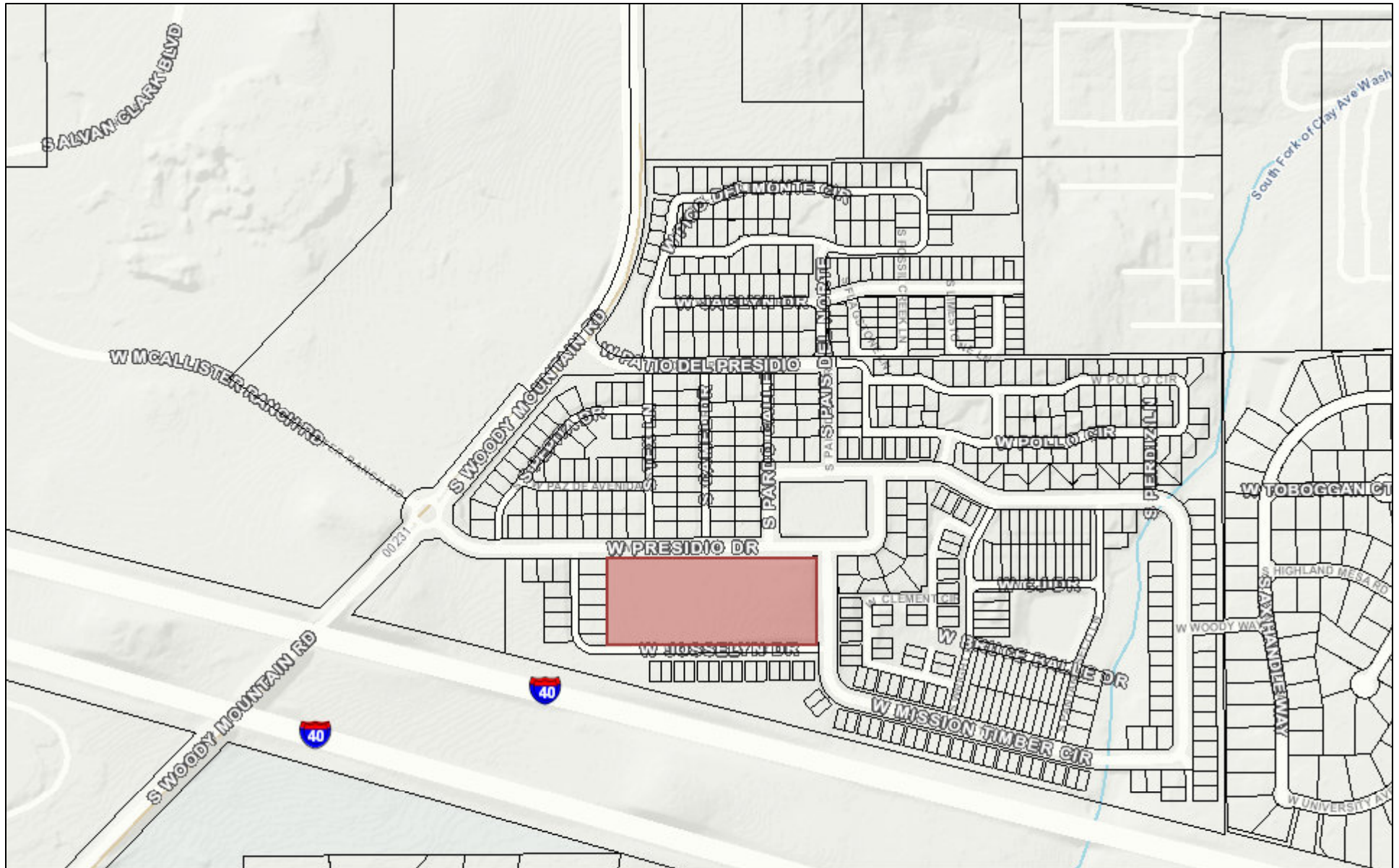
Inform.

The subject property's existing zoning allows for the proposed subdivision. No public hearing or public outreach is required as part of the City Council's review of the final plat.

---

**Attachments:**    [Vicinity Map](#)  
                          [Application](#)  
                          [City/Subdivider Agreement](#)  
                          [Final Plat](#)  
                          [Conditional Use Permit](#)

# Presidio Tract A - Vicinity Map



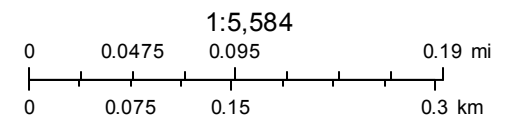
December 5, 2017

- Proposed Buildings
- Parcels

## Street Labels

Alley; Forest Service; Local Road; NAU; Primary Road; Private Drive; Private Right of Way; Ramp

Interstate  
Primary/Major Hwy  
Secondary/Minor Hwy





# City of Flagstaff

## Community Development Division

211 W. Aspen Ave

P: (928) 213-2618

Flagstaff, AZ 86001

F: (928) 213-2609

www.flagstaff.az.gov

SUBD

Date Received  
SEP 05 2017

### Application for Subdivision Review

File Number

P2-15-00170-05

<b>Property Owner(s)</b> Miramonte Presidio, LLC		<b>Phone</b> 520-237-6116
<b>Mailing Address</b> 4578 N. 1st Ave, Ste 160	<b>City, State, Zip</b> Tucson, Az 85718	<b>Email</b> jkemmerly@miramontehomes.com
<b>Applicant(s)</b> Miramonte Presidio, LLC		<b>Phone</b> 520-237-6116
<b>Mailing Address</b> 102 S. Mikes Pike St	<b>City, State, Zip</b> Flagstaff, Arizona 86001	<b>Email</b> jkemmerly@miramontehomes.com
<b>Project Representative</b> Jack Kemmerly		<b>Phone</b> 520-237-6116
<b>Mailing Address</b> 102 S. Mikes Pike St	<b>City, State, Zip</b> Flagstaff, Arizona 86001	<b>Email</b> jkemmerly@miramontehomes.com
<b>Requested</b> <input type="checkbox"/> Development Master Plan <input type="checkbox"/> Modified Subdivision	<input type="checkbox"/> Conceptual Plat <input type="checkbox"/> Preliminary Plat	<input type="checkbox"/> Preliminary Plat P&Z and Council <input checked="" type="checkbox"/> Final Plat- Council

<b>Project Name:</b> Miramonte @ Presidio in the Pines V		<b>Site Address</b> 2884 S. Presidio Dr.		<b>Parcel Number</b> 11262471
<b>Proposed Use</b> Townhomes		<b>Existing Use</b> Vacant	<b>Subdivision, Tract &amp; Lot Number</b> Presidio in the Pines	
<b>Zoning District</b> HC (T4N.2)	<b>Regional Plan Category</b>		<b>Flood Zone</b>	<b>Size of Site (Sq. ft. or Acres)</b> 4.8093
<b>Property Information:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Located in an existing Local/National Historic District? (Name: _____) <input type="checkbox"/> Yes <input checked="" 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?			
<b>Surrounding Uses</b>	<b>North</b>	<b>South</b>	<b>East</b>	<b>West</b>
(Res, Com, Ind)	Residential	Interstate 40	Future Residential	Future Residential
<b>Proposed Use:</b>	<b>Number of Lots</b>	<b>Number of Units</b>	<b>Number of acres per use</b>	<b>Building Square Feet</b>
Townhomes	42		8.73 units per acre	
Please complete a "Subdivision Review Application" and provide an initialed "Application and Information Checklist" form along with the required number of plans and information as appropriate for a Development Master Plan, Conceptual, Preliminary or Final Plat. <b>Incomplete submittals will not be scheduled.</b>				
<b>Property Owner Signature: (required)</b>		<b>Date:</b> 8/29/17	<b>Applicant Signature:</b>	<b>Date:</b> 8/29/17
<b>For City Use</b>				
<b>Date Filed:</b>		<b>Case Number (s)</b>		
<b>P &amp; Z Hearing Date:</b>		<b>Publication and Posting Date:</b>		
<b>Council Hearing Date:</b>		<b>Publication and Posting Date:</b>		
<b>Fee Receipt Number:</b>		<b>Amount:</b>	<b>Date:</b>	
<b>Action by Planning and Zoning Commission:</b>			<b>Action By City Council:</b>	
<input type="checkbox"/> Approved			<input type="checkbox"/> Approved	
<input type="checkbox"/> Denied			<input type="checkbox"/> Denied	
<input type="checkbox"/> Continued			<input type="checkbox"/> Continued	
<b>Staff Assignments</b>	<b>Planning</b> Brian	<b>Engineering</b> Dana	<b>Fire</b> Kent	<b>Public Works/Utilities</b> Mike Tom
				<b>Stormwater</b> Doug

CITY/SUBDIVIDER AGREEMENT  
CITY OF FLAGSTAFF, ARIZONA

This Agreement is entered into by and between the CITY OF FLAGSTAFF, a municipal corporation duly created and existing under the laws of the State of Arizona, hereinafter referred to as CITY; and Miramonte Presidio, LLC Subdivider, hereinafter referred to as SUBDIVIDER.

W I T N E S S E T H

WHEREAS, Miramonte Presidio, LLC (Subdivider) desires to subdivide property within the City of Flagstaff, Arizona known as Presidio in the Pines Tract A; and

WHEREAS, CITY is agreeable to accepting said subdivision as proposed; providing that the subdivider constructs the subdivision in accordance with City standards and as set forth in the approved tentative plat, and while fulfilling the obligations set forth below, which the subdivider hereby assumes; and

WHEREAS, building permit(s) is (are) required and will be issued following execution of this agreement;

NOW, THEREFORE, in consideration of the subdivision and the mutual covenants of the parties hereinafter expressed, the parties hereto agree as follows:

1. SUBDIVIDER agrees to construct all improvements in conformance with the CITY'S Subdivision Regulations and the "General Construction, Standards and Specifications" of the CITY, and to employ a responsible supervisor.
2. SUBDIVIDER further agrees to dedicate all streets and rights-of-way to the CITY for public use and to offer all public improvements to the CITY for acceptance into the CITY system.
3. The CITY agrees to accept the Subdivision as platted and to accept ownership of public improvements upon their completion and approval by the CITY.
4. In the event that the CITY should be required to institute any action for the enforcement of this agreement, SUBDIVIDER, shall be required to pay a reasonable attorney's fee in addition to all other costs assessed in any such action.

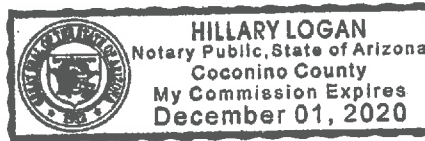
IN WITNESS WHEREOF, the parties herto have caused this agreement to be executed on their own behalf and by the duly authorized officials and officers on the day and year herein written.

(Signed):

[Signature], Member/Manager  
Subdivider/Title

\_\_\_\_\_  
Subdivider/Title

STATE OF ARIZONA     )  
                                  ) ss  
County of Coconino )



SUBSCRIBED AND SWORN to before me this 5<sup>th</sup> day of September, ~~19~~ 2017 by Hillary Logan  
HC

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

My Commission expires:

12/01/2020

[Signature]  
Notary Public

Dated this \_\_\_\_\_ day of \_\_\_\_\_,  
19\_\_\_\_ in Flagstaff, Coconino County, Arizona.

By: \_\_\_\_\_

Mayor

ATTEST:

\_\_\_\_\_  
City Clerk



# DEDICATION:

STATE OF ARIZONA }  
COUNTY OF COCONINO }SS.

KNOW ALL MEN BY THESE PRESENTS: THAT MIRAMONTE PRESIDIO, LLC., HEREBY PUBLISHES THIS PLAT AS AND FOR THE PLAT OF MIRAMONTE AT PRESIDIO IN THE PINES V, A SUBDIVISION OF TRACT "A" OF PRESIDIO IN THE PINES, CASE 9, MAP 72, COCONINO COUNTY RECORDS. LOCATED IN THE S1/2 SECTION 19, TOWNSHIP 21 NORTH, RANGE 7 EAST, G. & S.R.M., FLAGSTAFF, COCONINO COUNTY, ARIZONA, AS SHOWN PLATTED HEREON, AND HEREBY DECLARES THAT SAID PLAT SETS FORTH THE LOCATIONS AND GIVES THE DIMENSIONS AND MEASUREMENTS OF THE LOTS AND STREETS CONSTITUTING SAME AND THAT EACH LOT AND STREET SHALL BE KNOWN BY THE NUMBER OR NAME GIVEN TO EACH RESPECTIVELY ON SAID PLAT AND HEREBY DEDICATES THE TRACTS AND EASEMENT AS SHOWN ON SAID PLAT FOR THE PURPOSES SHOWN.

TRACT "B" IS HEREBY BEING RETAINED BY THE OWNER DEVELOPER FOR THE PROPERTY OWNERS ASSOCIATION AS PRIVATE OPEN SPACE AND FOR VISITOR PARKING (TO BE MAINTAINED BY THE PROPERTY OWNERS ASSOCIATION).

IN WITNESS WHEREOF: MIRAMONTE PRESIDIO, LLC., HAS CAUSED ITS NAME TO BE SIGNED AND THE SAME TO BE ATTESTED BY THE SIGNATURE OF ITS REPRESENTATIVE, THEREUNTO AUTHORIZED.

DONE AT \_\_\_\_\_, ARIZONA, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

BY: \_\_\_\_\_  
CHRIS KEMMERLY (MANAGING MANAGER)

## ACKNOWLEDGMENT:

STATE OF ARIZONA }  
COUNTY OF COCONINO }SS.

ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_, BEFORE ME, THE UNDERSIGNED PERSONALLY APPEARED, CHRIS KEMMERLY, MANAGING MEMBER OF MIRAMONTE PRESIDIO LLC, WHO ACKNOWLEDGED BY SELF TO REPRESENT MIRAMONTE PRESIDIO LLC, AND THAT HE/SHE AS SUCH, BEING AUTHORIZED SO TO DO, EXECUTED THE FOREGOING INSTRUMENT FOR THE PURPOSE THEREIN CONTAINED.

IN WITNESS WHEREOF: I HERETO SET FORTH MY HAND AND OFFICIAL SEAL.

## NOTARY PUBLIC

MY COMMISSION EXPIRES: \_\_\_\_\_

## OCCUPANCY:

NO CERTIFICATE OF OCCUPANCY FOR ANY RESIDENCE MAY BE ISSUED NOR MAY ANY RESIDENCE ERECTED IN THIS TRACT BE OCCUPIED UNTIL THE REQUIRED WATER, SEWER, AND ALL OTHER ESSENTIAL UTILITIES ARE INSTALLED AND AN ALL-WEATHER ACCESS ROADWAY TO THE RESIDENCE IS CONSTRUCTED AND APPROVED OR ACCEPTED BY THE CITY ENGINEER.

## NOTES:

EXCEPT FOR CONSTRUCTION AND IMPROVEMENTS BY GOVERNMENTAL ENTITIES AND CERTIFIED PUBLIC UTILITIES, CONSTRUCTION AND IMPROVEMENTS WITHIN UTILITY EASEMENTS SHALL BE LIMITED TO ONLY THE FOLLOWING:  
A. REMOVABLE WOOD, WIRE, OR SECTION-TYPE FENCING  
B. CONSTRUCTION, STRUCTURES, OR BUILDINGS EXPRESSLY APPROVED IN WRITING BY ALL PUBLIC UTILITIES WHICH USE OR SHALL USE THE UTILITY EASEMENT.

ALL BUILDING CONSTRUCTION, INCLUDING ACCESSORY BUILDINGS, SHALL BE LIMITED TO A SPECIFIC DEVELOPMENT ENVELOPE FOR EACH LOT AS SHOWN HEREON AND THIS BUILDABLE AREA IS LIMITED TO SETBACKS SHOWN.

CONSTRUCTION OF LANDSCAPING WITHIN CLEAR VIEW ZONES IS RESTRICTED PER THE CITY OF FLAGSTAFF ENGINEERING DESIGN & CONSTRUCTION STANDARDS & SPECIFICATIONS FOR NEW INFRASTRUCTURE (2012 EDITION) - SECTION 13-10-006-0002, INTERSECTION SIGHT TRIANGLES, CLEAR VIEW ZONES.

DRIVEWAY SLOPES SHALL BE IN ACCORDANCE WITH CITY OF FLAGSTAFF ORDINANCE NO. 2007-13.

NO FENCING, RE-GRADING, DISTURBANCE OF NATURAL GROUND, PLACEMENT OF FILL OR ANY OTHER OBSTRUCTIONS ARE PERMITTED WITHIN THE DRAINAGE EASEMENTS.

THE PROPERTY OWNERS ASSOCIATION SHALL BE SOLELY RESPONSIBLE FOR THE OPERATION, MAINTENANCE, AND LIABILITY FOR PRIVATE DETENTION FACILITIES AND PRIVATE DRAINAGEWAYS.

THE CITY OF FLAGSTAFF SHALL HAVE THE RIGHT TO PERIODICALLY INSPECT SAID DETENTION FACILITIES TO VERIFY THAT REGULAR MAINTENANCE ACTIVITIES ARE BEING PERFORMED ADEQUATELY.

## OPEN SPACE

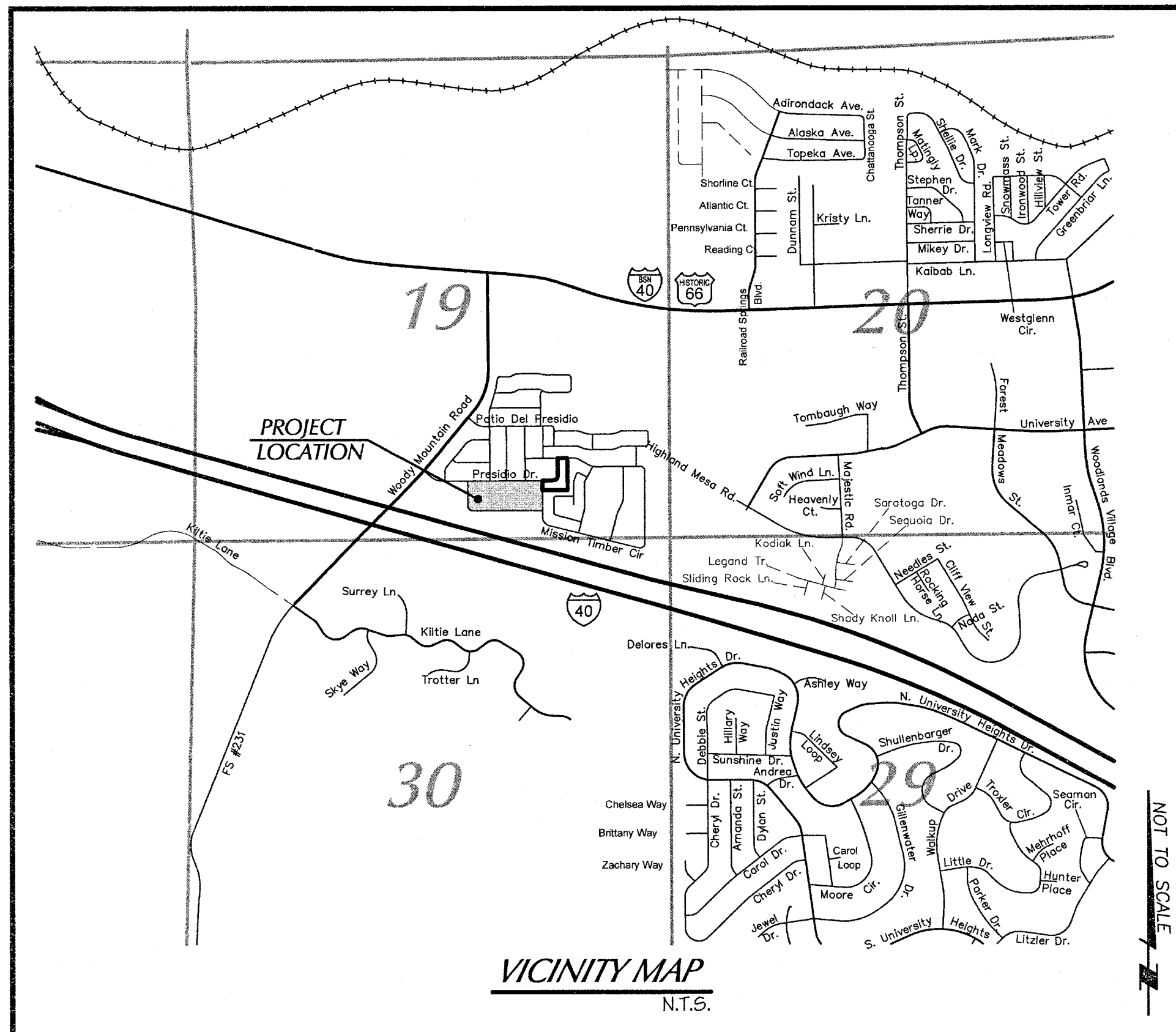
TOTAL SUBDIVISION AREA: 209,493 S.F.  
OPEN SPACE AREA: 68,920 S.F. OUTSIDE OF BLDG  
OPEN SPACE PERCENTAGE: 32.9 % PADS AND DRIVEWAYS

## OFF-SITE IMPROVEMENTS

ALL OFF-SITE FRONTAGE SUBDIVISION IMPROVEMENTS SHALL BE CONSTRUCTED BY THE SUBDIVISION DEVELOPER IN ACCORDANCE WITH THE APPROVED CITY OF FLAGSTAFF PUBLIC AND PRIVATE IMPROVEMENT PLANS FOR PRESIDIO IN THE PINES PREPARED BY MARTIN AND MARTIN CIVIL ENGINEERS, SEALED BY ALLEN E. PAVELKA, SEAL DATE 3/29/07

# FINAL PLAT OF MIRAMONTE AT PRESIDIO IN THE PINES V

A 42 LOT SUBDIVISION OF TRACT A OF PRESIDIO IN THE PINES, CASE 9 MAP 72, COCONINO COUNTY RECORDS  
LOCATED IN THE S1/2 SECTION 19, T 21 N, R 7 E,  
G. & S.R.M., FLAGSTAFF, COCONINO COUNTY, ARIZONA



## INDEX TO SHEETS

- COVER SHEET
- BEARINGS & DISTANCES

## BASIS OF BEARING

NORTH 89° 42' 15" EAST ALONG THE NORTH LINE OF TRACT A PER FINAL PLAT OF PRESIDIO IN THE PINES

## NON-VEHICULAR ACCESS EASEMENT

A 0.10' NON-VEHICULAR ACCESS EASEMENT WILL SURROUND THE SUBDIVISION EXCEPT WHERE THE 26' P.U.E. ACCESS & DRAINAGE EASEMENT INTERSECTS THE SUBDIVISION BOUNDARY.

## TRACT INFORMATION

TRACT "B" IS BEING RETAINED BY THE DEVELOPER FOR THE HOMEOWNERS ASSOCIATION FOR PRIVATE OPEN SPACE AND VISITOR PARKING.

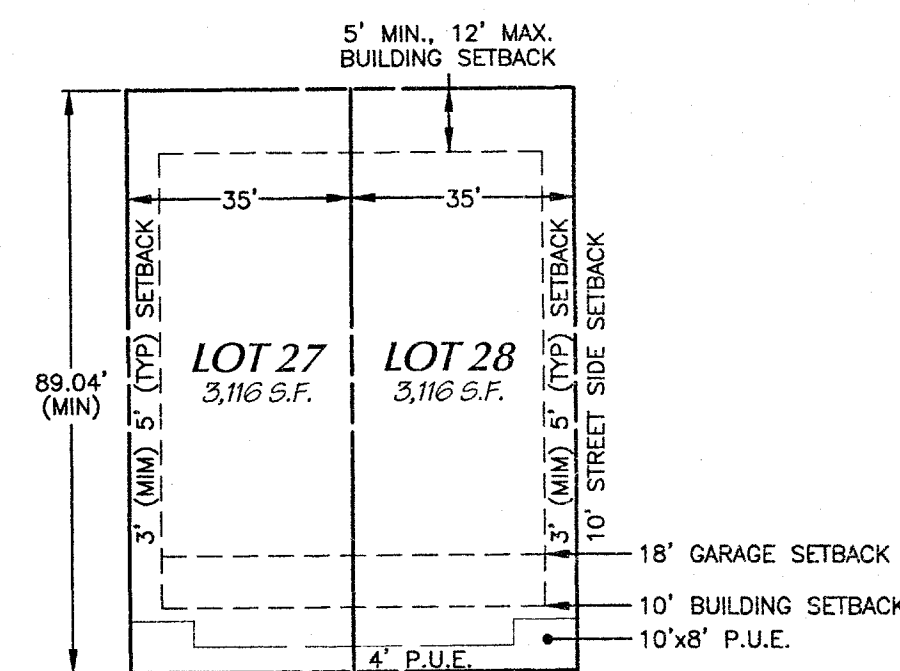
## FEMA FLOOD ZONE

THIS PROJECT IS LOCATED IN FEMA ZONE "X"

## CIVIL ENGINEER OF SUBDIVISION

THE PREPARATION OF ENGINEERING DRAWINGS FOR THIS SUBDIVISION HAS BEEN PERFORMED BY MOGOLLON ENGINEERING & SURVEYING, INC., 411 W. SANTA FE AVE., FLAGSTAFF, AZ. 86001  
MR. ROBERT C. IMPELLITIER (CERTIFICATE NO. 22196)

## TYPICAL LOT DIMENSIONS



## ADEQUATE WATER SUPPLY

THE CITY OF FLAGSTAFF PROVIDES WATER (UTILITY) SERVICE PURSUANT TO STATE LAW AND IS CURRENTLY OPERATING UNDER A DESIGNATION OF ADEQUATE WATER SUPPLY GRANTED BY THE ARIZONA DEPARTMENT OF WATER RESOURCES, APPLICATION No. 41-900002.0002.

## UTILITY COMPANY ACKNOWLEDGMENT

UNISOURCE ENERGY \_\_\_\_\_ DATE \_\_\_\_\_

CENTURYLINK \_\_\_\_\_ DATE \_\_\_\_\_

ARIZONA PUBLIC SERVICE \_\_\_\_\_ DATE \_\_\_\_\_

SUDDENLINK \_\_\_\_\_ DATE \_\_\_\_\_

CITY OF FLAGSTAFF:  
IT IS HEREBY CERTIFIED THAT THIS PLAT HAS BEEN OFFICIALLY APPROVED FOR RECORD BY THE COUNCIL OF THE CITY OF FLAGSTAFF, ARIZONA ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

BY: \_\_\_\_\_ MAYOR

ATTEST: \_\_\_\_\_ CITY CLERK

IT IS HEREBY CERTIFIED THAT THIS PLAT HAS BEEN OFFICIALLY APPROVED FOR RECORD BY THE COMMUNITY DEVELOPMENT DIRECTOR AND THE CITY ENGINEER, CITY OF FLAGSTAFF, COCONINO COUNTY, ARIZONA ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

BY: \_\_\_\_\_ CITY ENGINEER

BY: \_\_\_\_\_ DIRECTOR

## PROJECT INFORMATION

SUBDIVISION NAME: MIRAMONTE AT PRESIDIO IN THE PINES V  
LEGAL DESCRIPTION: TRACT "A" - PRESIDIO IN THE PINES  
APN NUMBER: 112-62-471  
ZONING DISTRICT: HC  
ACREAGE: 4.8093±  
DENSITY: 8.7  
NUMBER OF LOTS: 42  
PROPOSED USE: TOWNHOMES  
(PLANNED RESIDENTIAL DEVELOPMENT)  
OWNER DEVELOPER: MIRAMONTE PRESIDIO, LLC  
4578 N. 1st AVENUE No. 160  
TUCSON, ARIZONA 85718  
(520) 615-8900

## DEVELOPMENT STANDARDS

FRONT SETBACK: 5' MIN. - 12' MAX.  
SIDE SETBACK: 3' (0' FOR SIDE BY SIDE DUPLEX)  
SIDE EXTERIOR SETBACK: 10' MIN. - 15' MAX.  
REAR SETBACK: 3' MIN.  
MAX LOT COVERAGE: 80%  
MAX. HEIGHT TO EAVE/PARAPET: 40'  
MAX. OVERALL HEIGHT: 52'  
FOR ADDITIONAL INFORMATION: SEE DIVISION 10-40.40.080  
CITY OF FLAGSTAFF ZONING CODE  
ADOPTED NOVEMBER 1, 2011  
C.U.P. APPROVED 1/11/17 P&Z  
T4N.2 STANDARDS  
PLANNED RESIDENTIAL DEVELOPMENT:



I HEREBY CERTIFY THAT THIS PLAT, AND THE SURVEY ON WHICH IT IS BASED, WAS PERFORMED BY ME AND THAT IT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

SHEET NO. 1 OF 2

COP DRB # DEV13-005

MIRAMONTE AT PRESIDIO IN THE PINES V  
TRACT "A" - FINAL PLAT  
COVER SHEET  
8/25/17  
MES# 15160

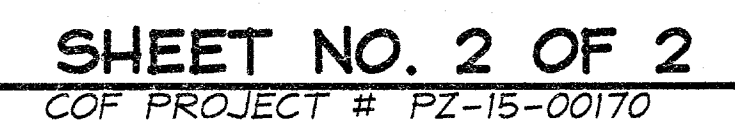
Mogollon  
ENGINEERING & SURVEYING  
411 W. Santa Fe Ave., Flagstaff, Az. 86001  
P.O. Box 1952, Flagstaff, Az. 86002  
Phone: 928-214-0214 • Fax: 928-913-0015

DESIGNED BY: \_\_\_\_\_  
DRAWN BY: \_\_\_\_\_  
CHECKED BY: \_\_\_\_\_  
DATE: 8/25/17  
PROJECT NO: 15160  
SHEET: 01.dwg  
VERT SCALE: N/A  
HOR SCALE: 1"=30'



LOCATED IN THE SE1/4 OF SECTION 19,  
TOWNSHIP 21 NORTH, RANGE 7 EAST, G&S.R.M.  
FLAGSTAFF, COCONINO COUNTY, ARIZONA

LOCATED IN THE SE1/4 OF SECTION 19,  
TOWNSHIP 21 NORTH, RANGE 7 EAST, G&S.R.M.  
FLAGSTAFF, COCONINO COUNTY, ARIZONA



**COCONINO COUNTY, ARIZONA RECORDER  
CONDITIONAL USE PERMIT  
FROM GRANTOR: CITY OF FLAGSTAFF  
COCONINO COUNTY, ARIZONA  
OFFICE OF PLANNING AND ZONING  
TO GRANTEE: MIRAMONTE PRESIDIO LLC**

Permit No. PZ-15-00170-02  
January 11, 2017  
CUP Fee Paid \$1,135.00

Permission is hereby granted to Miramonte Presidio LLC to allow the establishment of a Planned Residential Development, and associated site work, pursuant to Section 10-40.30.040.B. of the *Flagstaff Zoning Code* at a site located at 2884 S Presidio Drive in the Highway Commercial (HC) zone, and legally described as Coconino County Assessor parcel number 112-62-471 in the City of Flagstaff, Arizona.

After a public hearing held on January 11, 2017, the Planning and Zoning Commission voted to grant this Conditional Use Permit subject to the following conditions.

1. Unless modified to comply with these conditions, the development of the site shall substantially conform to the plans as presented with the Conditional Use Permit application.
2. Prior to the execution of this Conditional Use Permit, a Final Plat for the development of the subject property shall be successfully reviewed and approved by the City Council and recorded, concurrently with this Conditional Use Permit, with the Coconino County Recorder.
3. A 5-foot sidewalk shall be constructed between Lots 24 and 25.

Furthermore, this permit is issued on the express condition that the use herein permitted shall conform in all relevant respects to the ordinances of the City of Flagstaff and the laws of the State of Arizona.

Any and all conditions endorsed on this permit are subject to periodic review by the City of Flagstaff's Planning Director. Following review, the Planning and Zoning Commission shall be notified when the conditions of operation imposed in the approval and issuance of this permit have not been, or are not being complied with.

The Planning and Zoning Commission shall consider the matter of revocation and set the permit for public hearing. If the Planning and Zoning Commission finds, following the public hearing, that the conditions imposed in the issuance of this permit are not being complied with, this permit may be revoked and further operation of the use for which this permit was approved shall constitute a violation of the Zoning Code.

My Commission expires: \_\_\_\_\_

By: \_\_\_\_\_  
Property Owner

STATE OF ARIZONA       )  
  ) ss  
County of \_\_\_\_\_ )

Before me, the undersigned Notary Public personally appeared \_\_\_\_\_  
who executed the foregoing document for the purposes contained therein..

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_

**CITY OF FLAGSTAFF**  
**STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Sterling Solomon, City Attorney  
**Date:** 12/12/2017  
**Meeting Date:** 12/19/2017



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**TITLE:**

**Consideration and Approval of Contract:** Second Amendment to P3 Pre-development Agreement between the City of Flagstaff, Arizona Department of Transportation and Vintage Partners, LLC. (Initial Agreement for the extension of Beulah Blvd., realignment of University Ave., and relocation of ADOT facilities).

**STAFF RECOMMENDED ACTION:**

Staff recommends City Council authorize the City Manager to sign the Second Amendment to the P3 Pre-development Agreement to extend the term to March 31, 2018.

**Executive Summary:**

P3 is a public/private partnership between the City of Flagstaff, Arizona Department of Transportation and Vintage Partners, LLC. The resulting project will relocate the existing ADOT facilities on Milton Road to the existing Harkins Theater site on Woodlands Village Boulevard, enable the completion of Beulah Boulevard to University Avenue and the realignment of University Avenue, and will include the redevelopment of the existing ADOT property.

The pre-development agreement provides an overview of the various transactions, authorizes Vintage Partners to prepare and submit required materials for a Site Plan and Rezoning application for ADOT and City property located between Milton Parkway and Beulah Avenue, provides an anticipated schedule, requires an implementation agreement between ADOT and Vintage Partners, provides the term of the agreement, provides remedies for disputes and includes miscellaneous provisions required for an ADOT P3 project.

On December 2, 2014 the City Council approved the P3 Pre-development Agreement between the City of Flagstaff, Arizona Department of Transportation and Vintage Partners, LLC, which is included with this staff summary. (Initial Agreement for the extension of Beulah Blvd., realignment of University Ave., and relocation of ADOT facilities).

While ADOT and Vintage Partners continued to work through details related to subsequent agreement referenced in the Pre-Development Agreement, the Pre-Development Agreement expired on July 31, 2016. Aside from timelines for the processing of site plan review and zoning applications the Pre-Development Agreement is the same. Those timelines have been updated in the Reinstatement of, and First Amendment to the Pre-Development Agreement. ADOT and Vintage have executed the Reinstatement of, and First Amendment to the Pre-Development Agreement.

On August 21, 2017 the City Council approved the Reinstatement of, and First Amendment to the P3 Pre-development Agreement extending the term to December 31, 2017. The parties continue to work together and this Second Amendment to extend the term to March 31, 2018 is necessary.

**Financial Impact:**

The City purchased the 9.23 acre Fresquez property in 2005 and will complete the University/Beulah roadway improvements using voter approved Transportation bond funds. No additional funding is anticipated at this time.

**Policy Impact:**

Promote transportation infrastructure and services that enhance the quality of life of the communities within the region.

**Connection to Council Goal, Regional Plan and/or Team Flagstaff Strategic Plan:**

Improve mobility and access throughout the region.

Provide a continuous transportation system with convenient transfer from one mode to another.

Coordinate transportation and other public infrastructure investments efficiently to achieve land use and economic goals.

Improve transportation safety and efficiency for all modes.

Design infrastructure to provide safe and efficient movement of vehicles, bicycles, and pedestrians.

Promote transportation infrastructure and services that enhance the quality of life of the communities within the region.

**Has There Been Previous Council Decision on This:**

The City purchased the 9.23 acre Fresquez property in 2005 for the purpose of completing the University and Beulah roadway improvements.

On December 2, 2014 the City Council approved the P3 Pre-development Agreement between the City of Flagstaff, Arizona Department of Transportation and Vintage Partners, LLC, which is included with this staff summary. (Initial Agreement for the extension of Beulah Blvd., realignment of University Ave., and relocation of ADOT facilities).

On August 21, 2017 the City Council approved the Reinstatement of, and First Amendment to the P3 Pre-Development Agreement extending the term to December 31, 2017. Staff now recommends approval of the Second Amendment to the P3 Pre-Development Agreement that was already executed by ADOT and Vintage Partners, LLC and included with this staff summary effectively extending the term to March 31, 2018.

**Options and Alternatives:**

1. Approve the Second Amendment to the P3 Pre-Development Agreement.
2. Work independently with ADOT to acquire the necessary right-of-way and relocate their facilities.

**Background/History:**



In 2005 the City purchased 9.23 acres located west of the existing ADOT facility at 1801 S. Milton Road with the intention of completing Beulah Boulevard to University Avenue and to realign the west leg of University Avenue to connect at the existing traffic signal of Milton Road and east University. City staff completed a preliminary realignment plan which is attached to this report and programmed \$7.4 million in the FY2015-2019 Capital Improvement Plan for design and construction. Both the acquisition and new roadways are funded by the Transportation Tax. The State of Arizona allows the Arizona Department of Transportation to participate in public/private partnerships (P3) that provide a benefit to the ADOT operations and the public interest. From this the P3 idea for this location was formed and ADOT issued a Request for Proposals for the redevelopment of the site to include the proposed roadway improvements. The successful proposal needed to include a new location ready for occupancy for the ADOT facility.

The selection committee included representatives from the City and ADOT and the RFP resulted in 4 proposals. The successful proposal was prepared by Vintage Partners, LLC. The proposal is to relocate ADOT to the existing Harkins Theater on Woodlands Village Boulevard and redevelop the existing site with a mixed use project that will dedicate the right-of-way required to construct the University/Beulah improvements. Multiple transactions are required to accomplish the project. The City will deed the 9.23 acre Fresquez parcel to ADOT in exchange for the ADOT land needed to complete the University realignment. ADOT will deed their 6.74 acres and the 9.23 acre Fresquez parcel (less the ROW needed for University and Beulah) to Vintage Partners in exchange for their new facility on Woodlands Village Boulevard. Vintage Partners will complete the necessary remodel and other site improvements required for ADOT to relocate. Although it is not included in the pre-development agreement, Vintage Partners worked with Harkins Theater on the construction of the new theater on the east side of town between the Flagstaff Mall and Marketplace, which was completed in late-2017. The old Harkins site is now available to begin the remodel.

#### **Key Considerations:**

Staff supports moving forward with the P3 project. While the capital funding for the roadway improvement has been programed, obtaining the land needed for ROW and relocating ADOT would be significant expense to the project.

#### **Expanded Financial Considerations:**

The Beulah Boulevard extension and University Avenue realignment have been and continue to be programed in the FY 2015-2019 Capital Transportation Plan.

#### **Community Benefits and Considerations:**

Although the primary benefit of the P3 project for the City is the completion of the University/Beulah roadway improvements, the redevelopment of the ADOT site with a mixed use project and a new larger theater on the east side of town will have an economic benefit to the community. The University/Beulah roadway improvement has been identified as an important project to incrementally address the existing congestion problem on Milton Road.

#### **Community Involvement:**

Inform - While the public has not had a formal role in the proposed P3 projects, the redevelopment of the ADOT site will require a rezoning application which will include the required public notifications, neighborhood meeting and public hearings.

Involve - Public participation is included in the rezoning process.

Collaborate - P3 is certainly a collaboration between the State, City, and Vintage Partners, LLC, a private company. As the process continues there will be opportunity for the public to provide direct input on the proposed redevelopment of the ADOT site.

Empower - the voters of Flagstaff approved the 2000 Transportation Tax which funded the Fresquez acquisition and the \$7.4 million programed in the Capital program for the University/Beulah roadway improvement.

**Expanded Options and Alternatives:**

The primary reason for City participation in P3 is to see the University/Beulah roadway improvements completed. Acquisition of ADOT property is necessary to realign University Avenue. Staff believes the P3 is the best option to complete the roadway improvement. The alternative is to work directly with ADOT to acquire the necessary land for public right-of-way. However, the roadway improvements cannot be completed without relocating the ADOT facilities which is why staff believes the P3 is the best way to accomplish the transportation improvement.

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**Attachments:**     Second Amendment

When recorded, return to:

City Clerk's Office  
Flagstaff City Hall  
Via Pick-up

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**SECOND AMENDMENT TO,  
PRE-DEVELOPMENT AGREEMENT**

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This Second Amendment to Pre-Development Agreement (this "**Second Amendment**") is entered into effective as of November 27, 2017 ("**2<sup>nd</sup> Amendment Date**"), by and between Arizona Department of Transportation, a division of the State of Arizona ("**ADOT**"), the City of Flagstaff, an Arizona municipal corporation ("**City**") and Vintage Partners, LLC, an Arizona limited liability company ("**Vintage**").

WHEREAS, ADOT, the City, and Vintage are parties to that certain Pre-Development Agreement with an Effective Date of March 17, 2015, which is the date of its recordation in the Official Records of the Coconino County, Arizona as Instrument Number 3716165, as amended by that certain Reinstatement of, and First Amendment to, Pre-Development Agreement with a 1<sup>st</sup> Amendment Date of August 3, 2017, which was recorded in the Official Records of the Coconino County, Arizona as Instrument Number 3794499 (collectively, the "**Agreement**"). Capitalized terms used but not defined in this Second Amendment shall have the meanings given to them in the Agreement; and

WHEREAS, the Parties now desire to amend the Agreement in accordance with this Second Amendment.

NOW THEREFORE, in consideration of the premises and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows with respect to the Agreement:

1. Extension of Term. The date of "December 31, 2017" in subsection (4) of Section 5 of the Agreement is hereby deleted and replaced "March 31, 2018".


2. Agreement in Effect. Except as provided herein, the Agreement is in full force and effect and accordance with its terms. This Second Amendment may be signed in counterparts.

[Signature pages follow]

IN WITNESS WHEREOF, the Parties, intending to be legally bound, have executed this Second Amendment to be effective as of its date first set forth above.

“ADOT”

ARIZONA DEPARTMENT OF  
TRANSPORTATION

By:   
Name: FLOYD ROGHEICH, JR.  
Title: Director / EXECUTIVE OFFICER  
Date: 7 Dec. 2017

“CITY”

CITY OF FLAGSTAFF,  
an Arizona municipal corporation

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: Manager  
Date: \_\_\_\_\_

Attested:

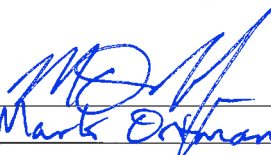
\_\_\_\_\_  
City Clerk

Approved:

\_\_\_\_\_  
City Attorney

“VINTAGE”

VINTAGE PARTNERS, LLC,  
an Arizona limited liability company

By:   
Name: Mark Erdman Jr  
Title: Manager  
Date: 11-29-17

**CITY OF FLAGSTAFF**  
**STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Alaxandra Pucciarelli, Planning Development  
Manager - AP  
**Date:** 12/12/2017  
**Meeting** 12/19/2017  
**Date:**



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**TITLE:**

**Public Hearing, Consideration and Adoption of Ordinance No. 2018-04:** Ordinance of the City Council of the City of Flagstaff amending the Flagstaff Zoning Map to rezone approximately 0.86 acres of real property generally located at 1700 E Sixth Avenue from Public Facility (PF) to Medium Density Residential (MR) with conditions; providing for severability, and establishing an effective date. **(1700 E Sixth Avenue Concept Zoning Map Amendment)**

**STAFF RECOMMENDED ACTION:**

At the December 19, 2017 Council Meeting:

- 1) Hold Public Hearing
- 2) Read Ordinance No. 2018-04 by title only for the first time
- 3) City Clerk reads Ordinance No. 2018-04 by title only for the first time (if approved above)

At the January 2, 2018 Council Meeting:

- 4) Read Ordinance No. 2018-04 by title only for the final time
- 5) City Clerk reads Ordinance No. 2018-04 by title only for the final time (if approved above)
- 6) Adopt Ordinance No. 2018-04

**Executive Summary:**

A Concept Zoning Map Amendment request from the City of Flagstaff Housing Division for approximately 0.86 acres at 1700 E Sixth Avenue from Public Facility (PF) zone to Medium Density Residential (MR) zone as directed by City Council for the purpose of developing affordable multi-family housing. Please refer to attached vicinity map.

The Flagstaff Planning and Zoning Commission conducted a public hearing to consider the zoning map amendment request. The Commission voted (6-0) to forward the request with a recommendation of approval with conditions.

**Financial Impact:**

The Concept Rezoning has no financial impact.

**Policy Impact:**

The Concept Rezoning has no policy impact.

**Connection to Council Goal, Regional Plan and/or Team Flagstaff Strategic Plan:****Council Goals:**

Support development and increase the inventory of public and private affordable housing for renters and home-owners throughout the community.

**Regional Plan:**

A complete analysis of the regional plan goals and policies can be found within the attached Planning and Zoning Commission staff report. All relevant goals and policies are included in the project narrative.

**Has There Been Previous Council Decision on This:**

On July 7 the City Council approved the Housing Section's Request for Proposals for the development of three City owned parcels for multi-family affordable housing. On September 12 the City Council provided direction to staff to pursue a Concept Zoning Map Amendment on two of the three City-owned parcels for the purpose of developing multi-family affordable housing.

**Options and Alternatives:**

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

**Background/History:**

The Applicant, the City of Flagstaff Housing Section, on behalf of the property owner, the City of Flagstaff, is requesting a concept zoning map amendment to rezone approximately 0.86 acres from the Public Facility (PF) zone to the Medium Density Residential (MR) zone while maintaining the existing Resource Protection Overlay (RPO), for the purpose of developing affordable multi-family residential development.

If the property is rezoned, the Housing Section will pursue a process by which an affordable multifamily residential project is delivered by a successful respondent to a Request for Proposals (RFP). The Housing Section put out an RFP for a Scattered Site Affordable Housing development on August 14, 2017. It is anticipated that the successful respondent to the RFP will begin their site planning process as City staff takes the concept rezoning cases through the public hearing process.

City staff will require that as part of the developer's site plan application, a neighborhood meeting will be held. The site plan application will also be required to be approved by the City Council. This will allow the community an opportunity to review the proposed building design, exterior building elevations, parking layout, outdoor lighting, and site landscaping prior to approval. These elements are not required to be part of the concept rezoning process.

**Key Considerations:**

The Concept Zoning Map Amendment process does not require final site plan, building floor plans, exterior building elevations, final landscaping plans, or exterior lighting plans. This information will be provided as part of the Site Plan Review Application, and once approved by the IDS process, will come before City Council for approval.

**Community Benefits and Considerations:**

Community benefits and considerations related to this request are addressed in more detail in the attached Planning and Zoning Commission Staff Report, dated November 30, 2017. Rezoning this property provides the community additional affordable housing units.

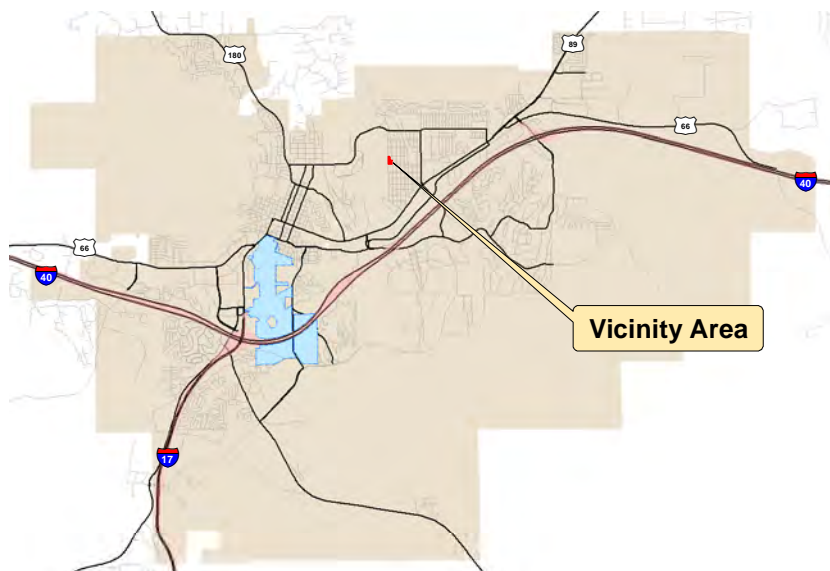


Public hearings before the Planning and Zoning and the City Council are conducted in conjunction with requests for rezoning. In accordance with State statute, notice of public hearing was provided by placing an ad in the Daily Sun, posting notices on the property, and mailing a notice to all property owners within 300 feet of the site. In this case, a notice was mailed to all property owners within 600 feet of the site.

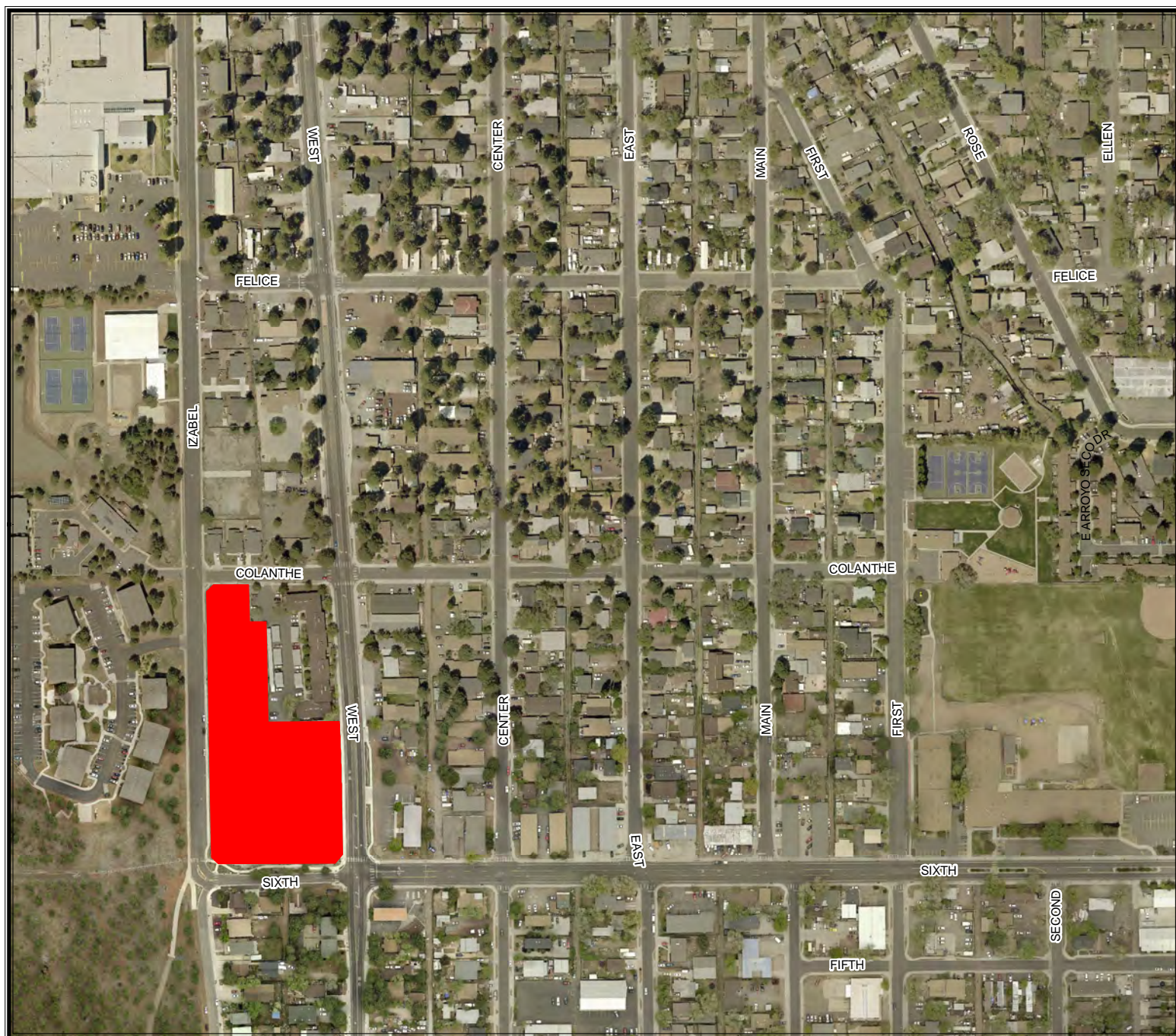
### Expanded Options and Alternatives:

- (Recommended Action): The City Council may approve the Concept Zoning Map Amendment as recommended by the Planning and Zoning Commission and staff by reading and adopting ordinance No. 2018-04.
- The City Council may approve the Concept Zoning Map Amendment with modified conditions.
- The City Council may deny the Concept Zoning Map Amendment.

- Vicinity Map
- Staff Report
- Application
- Project Narrative
- Transportation Statement
- Context Analysis Map
- Building Types
- Concept Plan
- Citizen Participation Report
- Public Hearing Legal Advertisement
- Ord. 2018-04



**1700 E. 6th Ave**  
**APN#109-11-151C**



**PLANNING AND DEVELOPMENT SERVICES REPORT**  
**ZONING MAP AMENDMENT**

**PUBLIC HEARING**  
**PZ-17-00195**

**DATE:** **November 14, 2017**  
**MEETING DATE:** **November 30, 2017**  
**REPORT BY:** **Alaxandra Pucciarelli**

**REQUEST**

A Concept Zoning Map Amendment request from the City of Flagstaff Housing Section, on behalf of the property owner, the City of Flagstaff, to rezone approximately 0.86 acres located at 1700 E Sixth Avenue from the Public Facility (PF) zone to the Medium Density Residential (MR) zone.

**STAFF RECOMMENDATION:**

Staff recommends the Planning and Zoning Commission forward the Concept Zoning Map Amendment to the City Council with a recommendation for approval with conditions.

**PRESENT LAND USE:**

The site consists of vacant land and the Izabel Street Community Garden on 0.86 acres.

**PROPOSED LAND USE:**

Future development is expected to consist of affordable multi-family residential development. The buildings shown on the concept plan are one and two-story buildings with units consisting of studios, one, and two-bedrooms. The existing community garden will either be preserved or relocated elsewhere on site and used as part of the required open space.

**NEIGHBORHOOD DEVELOPMENT:**

North: City-owned Izabel Homes, Medium Density Residential (MR) zone  
East: Pineview Village Condominiums, High Density Residential (HR) zone  
South: "The Basin" Freestyle BMX Facility; Public Facility (PF) zone  
West: Mountainside Village Apartments, High Density Residential (HR) zone

**REQUIRED FINDINGS:**

**STAFF REVIEW.** An application for a Concept 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 set forth whether the Zoning Map Amendment should be granted, granted with conditions to mitigate anticipated impacts caused by the proposed development, or denied; 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; and, a recommendation on the amendment based on the standards of the zones set forth in Section 10-40.20 "Establishment of Zones" of the Zoning Code (Page 40.20-1).

**FINDINGS FOR REVIEWING PROPOSED AMENDMENTS.** All proposed amendments shall be evaluated as to whether the application is consistent with and conforms to the goals of the General Plan and any applicable specific plans; and 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**

On September 12, 2017, the City of Flagstaff Housing staff received direction from City Council to pursue the concept zoning map amendment process for two city-owned parcels. This request for a concept rezoning is the first of the two parcels on the Commission's agenda; the first is the site located at 1700 E Sixth Avenue, the second a site located at 3050 N West Street. The Applicant, the City of Flagstaff Housing Section, on behalf of the property owner, the City of Flagstaff, is requesting a concept zoning map amendment to rezone approximately 0.86 acres from the Public Facility (PF) zone to the Medium Density Residential (MR) zone while maintaining the existing Resource Protection Overlay (RPO), for the purpose of developing affordable multi-family residential development.

If the property is rezoned, the Housing Section will pursue a process by which an affordable multifamily residential project is delivered by a successful respondent to a Request for Proposals (RFP). The Housing Section put out an RFP for a Scattered Site Affordable Housing development on August 14, 2017. It is anticipated that the successful respondent to the RFP will begin their site planning process as City staff takes the concept rezoning cases through the public hearing process. City staff will require that as part of the developer's site plan application, a neighborhood meeting will be required. The site plan application will also be required to be approved by the City Council. This will allow the community an opportunity to review the proposed building design, exterior building elevations, parking layout, outdoor lighting, and site landscaping prior to approval. These elements are not required to be part of the concept rezoning process.

**Proposed Development Concept Plans**

Proposed development on the subject property includes two apartment buildings, required parking, landscaping, and incorporation of the existing community garden. The site is relatively flat, with the only major development constraint being the floodplain in the southwestern corner of the site. This area is currently used for the community garden, and is proposed to be used as additional landscaped open space area. The concept plan consists of two apartment buildings with eleven units. A one story building is shown at the corner of Colanthe and Izabel, and a separate two-story building is located along the east side of the property.

**General Plan – Flagstaff Regional Plan (FRP 2030)**

Amending the Zoning Map from Public Facility (PF) to Medium Density Residential (MR) at this location conforms to the Regional Plan's Future Growth Illustration. The subject parcel is located within the Sunnyside neighborhood, an area largely covered by the 'suburban' area type. The Regional Plan's table of suburban neighborhood characteristics identifies a residential density range of 2-10 units per acre. The table indicates a preference for low to medium densities in suburban neighborhoods. The subject parcel is in close proximity to other multi-family apartments, duplexes, and townhomes. Nearby zoning is diverse for a suburban neighborhood, and includes High Density Residential, Community Commercial, and Medium Density Residential.

The proposed rezoning of City owned property to allow for the construction of affordable housing units supports several Regional Plan goals and policies, listed in the attached Project Narrative. The Sixth Avenue parcel is located within the Urban Growth Boundary and is serviceable with existing utility and transportation infrastructure. Sunnyside is an established neighborhood with connectivity to employment and services located along both the Fourth Street and Cedar Avenue corridors. The proposed housing units will be within walking distance of several bus routes, two FUTS paths, and

will have access to existing bike paths and sidewalks. The intended multi-family development would maximize unit count on a relatively small lot. Once built, the bulk and mass of the building would resemble those of nearby structures.

### **Zoning – City of Flagstaff Zoning Code**

If the Zoning Map Amendment request is approved, approximately 0.86 acres will be rezoned to the Medium Density Residential (MR) zone. The proposed residential development, as shown on the concept plan, is considered a permitted use in the MR zone. Based on the Flagstaff Zoning Code (Sections 10-40.30.030 and 10-40.30.060) various residential uses are allowed as indicated in the following table.

<b>Comparative Examples of Allowed Residential Uses</b>	
<b>Existing PF Zone</b>	<b>Proposed MR Zone</b>
Congregate Care Facilities – P Employee Housing – P Institutional Residential - UP Homeless Shelters Nursing Homes	Congregate Care Facilities – P Home Daycare – P Duplex – P Multi-Family Dwelling – P Planned Residential Development – P Institutional Residential - UP Homeless Shelters Nursing Homes

P      Permitted Use                      UP      Conditional Use Permit Required

**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 have been used to inform the proposed concept plan.

**Resource Protection.** The subject property is 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). A portion of the site has the Urban Floodplain designation and must meet the City’s Stormwater Regulations. There are no steep slopes on the site, nor are there any native trees. No impact to resources is anticipated.

**Open Space.** The Zoning Code requires residential developments in the MR zone to provide a minimum of 15% of the total site as open space. This space may include active and passive recreation uses, landscape areas, and community gardens. Based on the 0.86 acre site area, a minimum of 5,619 square feet of open space is required.

**Building Form and Architectural Design Standards.** “Scale” refers to similar or harmonious proportions, overall height, and width, the visual intensity of the development, and the building massing. The proposed development consists of structures similar in scale to other buildings in the neighborhood. Architectural design standards will be reviewed at the time of site plan approval. The developer will be required to hold an additional neighborhood meeting, and receive City Council approval at that stage of the design process.

Comparative Building Height and Density			
	Existing PF Zone	Proposed MR Zone	Proposed MR Zone with Affordability Bonus
Building Height	60 feet	35 feet	15% bonus, 40 feet
Density	Gross FAR 0.40	Min. 6 dwelling units per acre 0.86 acres X 6 units = 5 units Max. 9 dwelling units per acre (within RPO) 0.86 acres X 9 units = 8 units	45% bonus 0.86 acres X 9 units X 45% = 3 additional units Max. 11 total units

**Parking Lots, Driveways, and Service Areas.** The concept plan provided with this application shows a parking area which conforms to the site planning standards within the Zoning Code. The parking area is screened internal to the project and not located adjacent to the right-of-ways. The number of parking spaces shown meets the Zoning Code requirements for Affordable Housing based on units and number of bedrooms. The plans do not provide the dimensions of maneuvering areas and spaces. Staff will ensure that adequate parking spaces and maneuvering areas are provided and that trash enclosures and loading areas meet City standards for screening, operation, and location during review of a more detailed site plan submittal.

Comparative Parking Standards		
	Market Rate Dwelling Units	Affordable Dwelling Units
Studio	1.25 Spaces	1.0 Spaces
1 Bedroom	1.5 Spaces	1.0 Spaces
2-3 Bedroom	2.0 Spaces	1.5 Spaces
Guest Spaces	0.25 per 2+ bedroom unit	0.25 per 2+ bedroom unit

**Landscaping.** Landscaping plans are not required in conjunction with a Concept Zoning Map Amendment. The applicant will be required to provide plans that meet the requirements of buffer landscaping, parking lot landscaping, and building foundation landscaping found in Section 10-50.60 of the Zoning Code (page 50.60-1). Affordable housing developments may qualify for a reduction in required landscaping of up to 10 percent. A final landscape plan will be reviewed at the time of site plan submittal.

**Outdoor Lighting.** The subject property is located within Lighting Zone 3 due to the distance from astronomical observatories in the area. Proposed exterior lighting information is not required as part of a Concept Zoning Map Amendment. The applicant will be required to provide plans that meet the requirements of the Outdoor Lighting Standards found in Section 10-50.70 of the Zoning Code (page 50.70-1). Lighting plans will be reviewed at the time of site plan submittal.

#### **PUBLIC SYSTEMS IMPACT ANALYSIS:**

##### **Traffic and Access**

Per the attached Transportation Statement, the Sixth Avenue project is anticipated to add approximately seven trips during the peak hour. Since this is less than the minimum 100 trips, this project does not require a Transportation Impact Analysis (TIA). In addition, since Izabel is classified as a residential local roadway, this project does not warrant new turn lanes.

### **Water and Wastewater**

The Water Services Division reviewed the proposed development and determined that there will be no significant impact to either water or sewer infrastructure off-site as a result of this project. Results of the computer analysis show the fire flow plus maximum day demands analysis for each hydrant in the vicinity of the proposed development are acceptable for residential housing. The computer analysis for the development reveals that flow rates and pressures can be provided with the existing infrastructure. The results imply that the system satisfies the City's criteria for fire flow and domestic demands of the proposed development. The Water Services Division will not require any off-site improvements based on either anticipated water use or sewer discharge from this development.

### **Stormwater**

A Drainage Impact Analysis (DIA) evaluating the impacts of the proposed development on the existing storm drain system downstream of the site will be provided as part of the Site Plan Submittal. In lieu of the DIA, the pre-development versus post-development runoff volume difference for the 100-year storm event can be retained on-site. The Concept plan indicates a possible area for Low Impact Development (LID) and/or on-site detention.

### **OTHER REQUIREMENTS:**

#### **Citizen Participation**

Public hearings before the Planning and Zoning Commission and City Council will be conducted in conjunction with the request for Concept Rezoning. In accordance with State statute, notice of the public hearing was provided by placing an ad in the Arizona Daily Sun, posting a notice on the property, and mailing a notice to all property owners within 600 feet of the site.

All property owners within 600-feet of this site were notified via mail of the Concept Zoning Map Amendment and asked to attend a neighborhood meeting on October 23, 2017. Approximately five people from the public attended the neighborhood meeting. The primary concern raised was the amount of parking. City staff stated that the parking concerns would be relayed to the developer, and would be reviewed when they submit for Site Plan review.

### **DISCUSSION:**

The Concept Rezoning of the parcel located at 1700 East Sixth Avenue from Public Facility (PF) to Medium Density Residential (MR) meets the intent of the Regional Plan goals and policies. It is anticipated that 40-60 affordable residential units will be constructed as a result of this scattered site affordable housing project. This site will contain a maximum of 11 units. The rentals will be affordable to those at or below 80% of the area median income (AMI), which the local housing market is not currently offering. The City of Flagstaff Housing staff have requested the prioritization of studio and one bedroom units, another void in our community that staff hopes to alleviate with projects such as this.

### **RECOMMENDATION:**

Staff believes that the proposed Concept Zoning Map Amendment has been justified and would recommend in favor of amending the Zoning Map for approximately 0.86 acres to the Medium Density Residential (MR) zone, with the following conditions:

1. The selected developer must hold an additional neighborhood meeting prior to applying for Site Plan review.
2. The Site Plan approved by IDS must also be approved by City Council.



PZ-17-00195

November 14, 2017

**ATTACHMENTS**

- Concept Zoning Map Amendment Application
  - Project Narrative
  - Transportation Statement
  - Vicinity Map
  - Context Analysis Map
  - Proposed Building Types
  - Concept Plan
  - Site Analysis Plan
  - Citizen Participation Report
- Public Hearing Legal Advertisements



# 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

Application for Zoning Map Amendment and/or Minor Regional Plan Amendment		File Number PZ-17-00195	
Property Owner(s) City of Flagstaff	Title	Phone	Email
Mailing Address 211 W. Aspen Ave. Flagstaff, AZ 86001		City, State, Zip	
Applicant(s) Housing Section	Title	Phone	Email
Mailing Address 211 W. Aspen Ave Flagstaff, AZ 86001		City, State, Zip	
Project Representative Jennifer Mikelson Housing Analyst	Title	Phone 213-2744	Email jmikelson@flagstaffaz.gov
Mailing Address 211 W. Aspen Ave Flagstaff, AZ 86001		City, State, Zip	
Requested Review <input checked="" type="checkbox"/> Zoning Map Amendment <input type="checkbox"/> Minor Regional Plan Amendment <input type="checkbox"/> Continued			

Site Address 1700 E. 16th Ave.	Parcel Number(s) 109-11-151C	Subdivision, Tract & Lot Number	
Existing Zoning District Public Facilities	Proposed Zoning District: Med. Density Res.	Existing Regional Plan Land Use Category Existing Suburban	
Existing Use Vacant/community garden	Proposed Use Multi family Residential		
Property Information:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Located in an existing Local/National Historic District? (Name: _____) <input type="checkbox"/> Yes <input checked="" 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) N/A	Proposed Regional Plan Land Use Category N/A		
Property Owner Signature (required) <i>[Signature]</i>	Date: 10/4/17	Applicant Signature <i>[Signature]</i>	Date: 10/4/17

For City Use			
Date Filed:	File Number(s):	Type of Zoning Map Amendment:	
P & Z Hearing Date:	Publication and Posting Date:	<input type="checkbox"/> Small scale	
Council Hearing Date:	Publication and Posting Date:	<input type="checkbox"/> Medium scale	
Fee Receipt Number:	Amount:	Date:	<input type="checkbox"/> Large scale
			<input type="checkbox"/> Multi-phase scale
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 <i>[Signature]</i>	Engineering <i>[Signature]</i>	Fire <i>[Signature]</i>
		Public Works/Utilities <i>[Signature]</i>	Stormwater <i>[Signature]</i>

## CONCEPT REZONING APPLICATION – 1700 E 6<sup>th</sup> AVENUE



City of Flagstaff  
Housing Section  
211 W. Aspen Ave.  
Flagstaff, AZ 86001  
(928) 213-2745

Loven Contracting  
1100 South Pinnacle Street  
Flagstaff, Arizona 86001  
Phone: 928.774.9040  
Cell: 928.699.8331  
mloven@lovencontracting.com

October 4, 2017

### PROPERTY DATA

1700 E. 6<sup>th</sup> Ave. Flagstaff, AZ 86004  
APN# 109-11-151C  
Area: ~.86 acre useable (total parcel is 3.02 acres)  
Existing Zoning: Public Facility/Resource Protection  
Overlay  
Proposed Zoning: Medium Density Residential

### PROJECT DATA

Scattered Site Affordable Housing Project  
Proposed Residential Density  
▪ 6 – 9 du/ac  
No commercial uses proposed  
Proposed open space  
▪ Existing community garden will remain onsite

## Project Narrative – 1700 E. 6<sup>th</sup> Ave.

On September 12, 2017 the City of Flagstaff Housing staff received final direction from Council to pursue the concept rezoning map amendment process for two city-owned parcels: one at 3050 N. West St. and another at 1700 E. 6<sup>th</sup> Ave. Staff requests that both properties be rezoned from Public Facility (PF) to Medium Density Residential (MR) for the purposes of multi-family residential development.

If the properties are rezoned, the Housing Section will pursue a process by which an affordable multifamily residential project is delivered by a successful respondent to a Request for Proposals (RFP). The Housing Section put out an RFP for a Scattered Site Affordable Housing development on August 14, 2017. It is anticipated that the successful respondent to the RFP begins their site planning process as city staff takes the concept rezoning cases through public hearings.

### General Plan Analysis

Amending the zoning map from PF to MR at this location conforms to the Regional Plan's Future Growth Illustration. The subject parcel is located within the Sunnyside neighborhood, an area largely covered by the 'suburban' area type. The Regional Plan's table of suburban neighborhood characteristics identifies a residential density range of 2 - 10 units per acre. The table indicates a preference for low to medium densities in suburban neighborhoods. The subject parcel is in close proximity to other multi-family apartments, duplexes and townhomes. Nearby zoning is diverse for a suburban neighborhood: High Density Residential, Community Commercial, and Medium Density Residential. The intended multi-family development would maximize unit count on a relatively small lot and be one to two and a half stories. Once built, the bulk and mass of the buildings would resemble those of nearby structures.

Rezoning City property to allow for the construction of affordable rentals supports several Regional Plan goals and policies, listed by overall topic below.

- ***Policy CC.3.2. Maintain and enhance existing buildings and blend well-designed new buildings into existing neighborhoods.***

City staff expect exceptional multi-family architectural design and site planning from the successful RFP respondent. Additional public meetings between the developer and the surrounding neighborhood will ensure a compatible design.

- ***Goal LU.1. Invest in existing neighborhoods and activity centers for the purpose of developing complete, and connected places.***

The 6<sup>th</sup> Avenue parcel is located within an established neighborhood with a walkable grid network. The parcel's proximity to 4<sup>th</sup> Street and Cedar Avenue allows increased connectivity to employment and services along the corridors.

- ***Policy LU.1.3. Promote reinvestment at the neighborhood scale to include infill of vacant parcels, redevelopment of underutilized properties, aesthetic improvements to public spaces, remodeling of existing buildings and streetscapes, maintaining selected appropriate open space, and programs for the benefit and improvement of the local residents.***

The development of new affordable rental units at this location demonstrates reinvestment and infill of a vacant parcel in an established neighborhood. Most beneficial to Flagstaff residents is the addition of modern and affordable rental units that improve upon Flagstaff's existing stock.

- ***Policy LU.1.11. Ensure that there is collaboration between a developer, residents, and property owners in existing neighborhoods where redevelopment and reinvestment is proposed so that they are included, engaged, and informed.***

Staff is requiring that the developer conduct a neighborhood meeting(s) to introduce the approved site plan and architectural renderings of their proposed multi-family project. When both parties arrive at a final design, the developer will present to Council at a public hearing.

- ***Policy LU.3.5. Allow and encourage urban agriculture.***

The completed project will maintain the onsite community garden and be available for all residents to enjoy.

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

The Scattered Site Affordable Housing project is comprised of three city parcels totaling less than 5 acres, all located within the Urban Growth Boundary and serviceable with existing city utility and road infrastructure.

- ***Goal T.1. Improve mobility and access throughout the region.***

These residential units will place residents within walking distance of several bus routes and FUTS paths. The existing street grid in the Sunnyside neighborhood provides walkability and connectivity to the surrounding areas.

- ***Goal T.5. Increase the availability and use of pedestrian infrastructure, including FUTS, as a critical element of a safe and livable community.***

The existing street grid in the Sunnyside neighborhood provides walkability and connectivity to the surrounding areas. Two different FUTS paths are accessible from this site.

- ***Goal T.6. Provide for bicycling as a safe and efficient means of transportation and recreation.***

The units will place residents in a gridded neighborhood street network with designated bike lanes and streets identified as "bike routes." These streets then connect to the citywide Flagstaff Urban Trail System. The unpaved "Sego Lily" FUTS trail leads to recreational trails on McMillan Mesa.

- ***Goal T. 7. Provide a high-quality, safe, convenient, accessible public transportation system, where feasible, to serve as an attractive alternative to single-occupant vehicles.***

These units will place residents within a quarter mile of three bus stops.

- ***Goal NH.3. Make available a variety of housing types at different price points, to provide housing opportunity for all economic sectors.***

The units will permanently serve residents earning 80% of the area median income or less. For a single individual, that annual income limit is \$35,200.

- ***Policy NH.3.1. Provide a variety of housing types throughout the City and region, including purchase and rental options, to expand the choices available to meet the financial and lifestyle needs of our diverse population.***

Housing staff prioritized studio, one, and two bedroom units in the RFP to fill a need in the community. The demand for affordable rental units is steep, and rental products can be more easily achieved on smaller city lots.

- ***Policy NH.3.5. Encourage and incentivize affordable housing.***

The RFP is incentivizing the development of affordable housing by offering the use of city land to build the units.

- ***Policy NH.6.1. Promote quality redevelopment and infill projects that are contextual with surrounding neighborhoods. When planning for redevelopment, the needs of existing residents should be addressed as early as possible in the development process.***

The MR zoning district was chosen instead of HR in the effort to blend new and existing buildings. The allowable building height of 35' is appropriate given the existing Sunnyside structures. Staff is requiring that the developer conduct a neighborhood meeting(s) to introduce the approved site plan and architectural renderings of their proposed multi-family project. When both parties arrive at a final design, the developer will present to Council at a public hearing.

There are no Regional Plan goals or policies in direct conflict with the proposed affordable housing project.

### **Analysis of Public Good**

Based on the project's conformance with many of the Regional Plan's goals and policies, it can be inferred that the addition of affordable rental housing within one of the City's established neighborhoods enhances the public good, and does not threaten public health, safety, or convenience in a major way.

### **Concept Plan Analysis**

Proposed development on the subject property includes an apartment building(s), adequate parking, landscaping, and incorporation of the existing community garden. The site is relatively flat, with the only major development constraint being the floodplain in the southwestern corner, which encompasses the community garden and additional landscaping area. The concept plan consists of two apartment buildings of eleven units. A one story building is located at the corner of Colanthe and Izabel, and a separate two-story building is located along the lower east side of the property, bordering the community garden. The maximum building height allowed in the MR zone is 35', however, no building elevations are required with this concept zoning application, so actual building heights are not specified. Total lot coverage for the project is 17%, with a maximum allowance of 40% coverage. A minimum of

five and a maximum of eight dwelling units are permitted the property. With the 45% affordable housing density bonus, a total of 11 dwelling units are permitted. The unit breakdown is as follows: two studios, four one-bedrooms, five two-bedrooms. A total of 15 parking spaces is shown in the center of the property, which is the exact number of spaces required for the proposed studio, one- and two-bedroom units.

**Primary vehicle access will occur on the Izabel Street side. INSERT TRAFFIC STATEMENT.**

A Drainage Impact Analysis (DIA) evaluating the impacts of the proposed development on the existing storm drain system downstream of the site will be provided as part of the Site Plan Submittal. In lieu of the DIA the pre-development versus post-development runoff volume difference for the 100-year storm event can be required to be retained onsite. A preliminary drainage report per Stormwater Management Design Manual will also be provided as part of the site plan submittal.

### **Public Utilities Analysis**

The Utilities Department reviewed the three sites involved in the current Scattered Site Affordable Housing RFP and found that there will be no significant impact to either water or sewer infrastructure offsite as a result of this project. Results of the computer analysis show the fire flow plus maximum day demands analysis for each hydrant in the vicinity of the proposed development are acceptable for residential housing. The computer analysis for the development reveals that flow rates and pressures can be provided with the proposed infrastructure. The results imply that the system satisfies the City's criteria for fire flow and domestic demands in the proposed development areas. The minimum residual pressure adjacent to the development areas is above or equal to the City's Engineering Standards minimum residual pressure of 40 psi for all proposed pipelines. There is adequate capacity and the City of Flagstaff will provide water and sewer service to this site upon acceptance and dedication of all required public improvements. Utilities Department will not require any off-site improvements based on either anticipated water use or sewer discharge from this development.

### **Community Benefit**

It is anticipated that 40-60 affordable residential units will be built as a result of this scattered site affordable housing project. The rentals will be affordable to those at or below 80% of the area median income (AMI), which the local housing market is not offering currently. The City has requested the prioritization of studio and one bedroom units – another void in our community that staff hopes to alleviate with projects such as this.





# City of Flagstaff

## Technical Memorandum



**Date:** November 9, 2017  
**To:** City of Flagstaff Housing Staff  
**From:** Jeff Bauman, Traffic Engineer  
**Re:** Transportation Statement for Workforce Housing – East 6<sup>th</sup> Avenue

### Introduction:

As per the City of Flagstaff Zoning Code requirements, a traffic statement is required. According to the Concept Zoning Plan, dated October 3, 2017, the 1700 East 6<sup>th</sup> Avenue Workforce Housing development includes two (2) studio units, four (4) one-bedroom units, and five (5) two-bedroom units; totaling 11 dwelling units. The proposed workforce housing is considered “Apartments” for the purpose of calculating trip generation. According to the 9<sup>th</sup> Edition of the ITE Trip Generation Manual, “Apartment” is defined as, “rental dwelling units located within the same building with at least three other dwelling units, for example, quadrplexes and all types of apartment buildings. The studies included in this land use did not identify whether the apartments were low-rise, mid-rise, or high-rise.”

### Analysis:

In order to determine the Transportation Impact Analysis (TIA) category, trip generation rates need to be calculated. The trip generation calculations for the 6<sup>th</sup> Avenue Workforce Housing project are summarized below:

Land Use				AM Distribution		PM Distribution	
	ITE LUC	Quantity	Units	In	Out	In	Out
Apartment	220	11	Dwelling Units	20%	80%	65%	35%

Land Use	ADT		AM Peak Hour			PM Peak Hour				
	Avg. Rate*	Total	Avg. Rate*	In	Out	Total	Avg. Rate*	In	Out	Total
Apartment	6.65	74	0.51	1	5	6	0.62	5	2	7

\*equation not used because 11 dwelling units does not fall within cluster

The workforce housing on 6<sup>th</sup> Avenue is anticipated to generate approximately 74 daily external trips, with approximately six (6) trips occurring during the AM peak hour and seven (7) trips occurring during the PM peak hour. The City of Flagstaff’s Engineering Standards require a Transportation Impact Analysis (TIA) if a new development generates a minimum of 100 trips in the peak hour. Since the estimated peak hour trips for this project is seven (7), this development does not require a TIA.

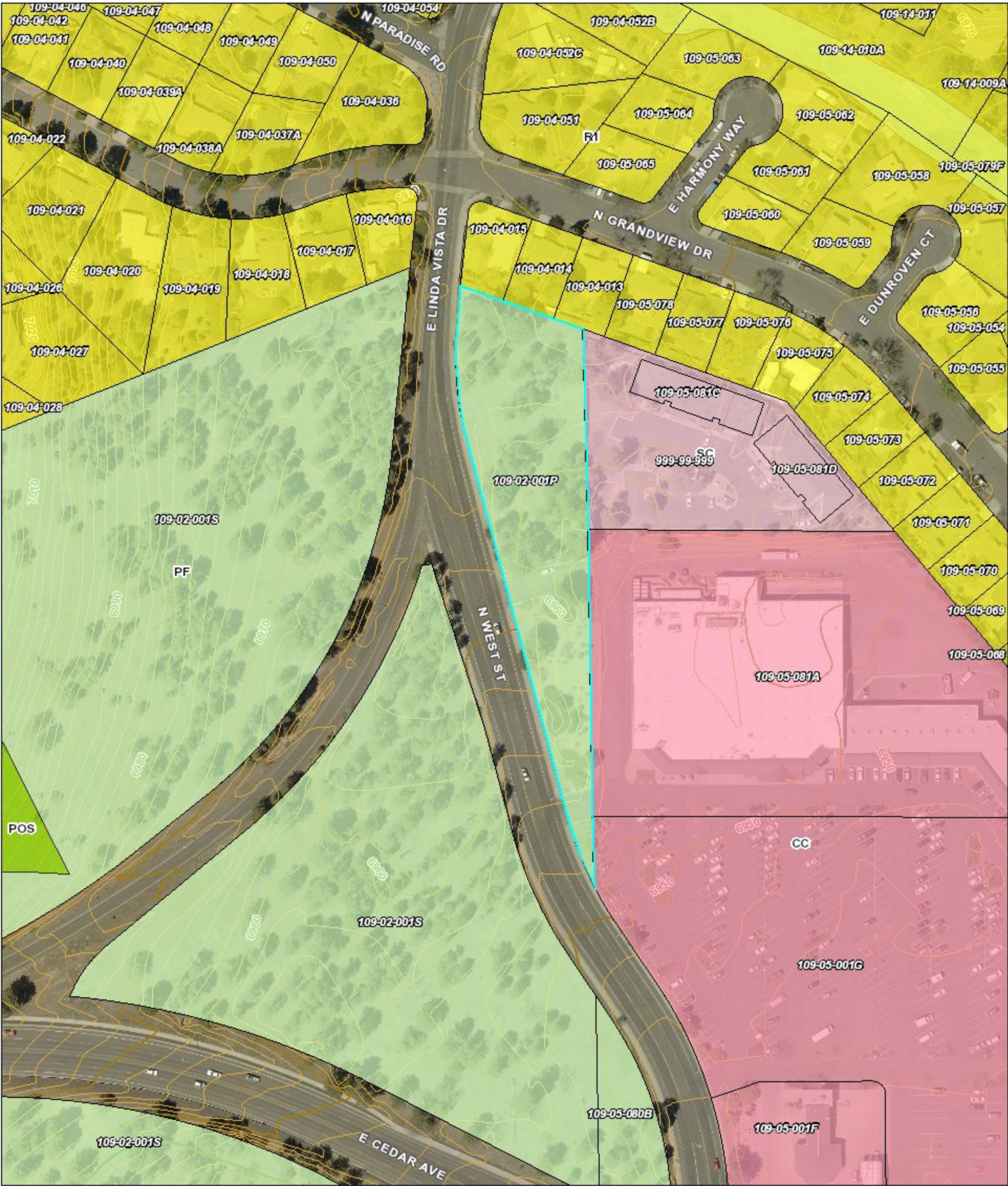
Another aspect to be considered is the need for additional turn lanes. The proposed site access is located on North Izabel Street, which is classified as a residential local roadway. Since local roadways do not warrant turn lanes, this site driveway has no need for turn lanes.

### Conclusion:

The 6<sup>th</sup> Avenue Workforce Housing project will add approximately seven (7) trips during the peak hour, since this is less than the minimum 100 trips, this project does not require a Transportation Impact Analysis (TIA). In addition, since Izabel is a local roadway, this location does not warrant new turn lanes.



# Context Analysis Map - 3100 N West St



August 21, 2017

- Proposed Buildings

Parcels

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)

T3N.1

T4N.1

T4N.1-O

T5

T5-O

T6

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)

Public Open Space

Rural Floodplains

CNTY

RURAL

URBAN

FUTS Trails

FUTS - Existing

FUTS - Planned

1:1,393

0 0.015 0.03 0.06 mi

0 0.025 0.05 0.1 km

City of Flagstaff Inter



# Proposed Building Types

100% Affordable Rental Units

Maximum 80% Area Median Income



## Apartments / Stacked Flats

- Single level, two story, or two and a half stories
- Generally accessible by street level
- Includes efficiency units
- Accessible for seniors and people with disabilities



## Building Form

- Sloped roofs and multiple roof lines
- Articulated structural elements
- Covered porches and prominent entries
- Traditional fenestration
- Scaled to neighborhood pedestrians

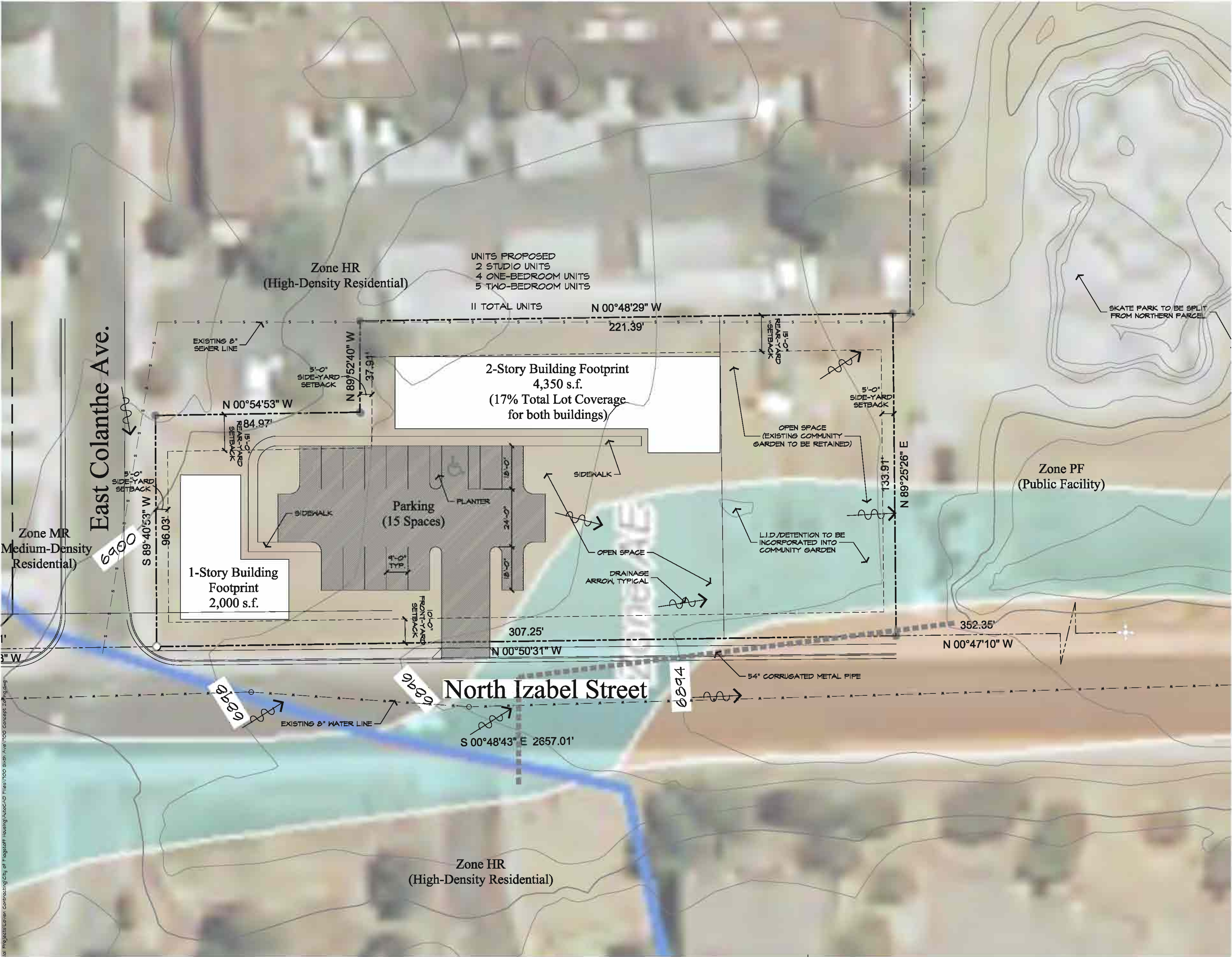


## Regional Design Character

- Painted lap siding in muted earth tones
- Indigenous stone materials
- Bright colors used for accents only
- Balance of heavier and lighter building materials







Project Data

PROJECT ADDRESS:	1700 EAST 6th AVENUE FLAGSTAFF, AZ
OWNER:	CITY OF FLAGSTAFF 211 WEST ASPEN AVENUE FLAGSTAFF, AZ
ASSESSOR'S PARCEL NUMBER:	109-11-151G
LOT AREA:	37,461 S.F.
CURRENT ZONING:	PF (PUBLIC FACILITY)
PROPOSED ZONING:	MR (MEDIUM DENSITY RESIDENTIAL)
OCCUPANCY CLASSIFICATION:	R-2
BUILDING SETBACKS:	
FRONT:	2nd FLOOR & BELOW - 10'-0" ABOVE 2nd FLOOR - 15'-0"
SIDE:	5'-0"
REAR:	15'-0"
BUILDING HEIGHT ALLOWED BY ZONING CODE:	MR ZONE 35'-0" MAXIMUM
LOT COVERAGE:	40% (37,461 S.F. * 0.4 = 14,984 S.F.)

DENSITY:	
MINIMUM 6 D.U. PER ACRE:	6 * 0.86 = 5 D.U.
MAXIMUM 9 D.U. PER ACRE:	9 * 0.86 = 8 D.U.
DENSITY BONUS FOR AFFORDABLE UNITS:	45% (7.74 D.U. * 1.45 = 11 UNITS)
OPEN SPACE:	
15% OF GROSS LOT AREA:	37,461 * 0.15 = 5,619 S.F.
REQUIRED PARKING:	AFFORDABLE RESIDENTIAL
STUDIO:	1 SPACE / UNIT REQUIRED
ONE-BEDROOM:	1 SPACE / UNIT REQUIRED
TWO-BEDROOMS:	1.5 SPACES REQUIRED PLUS 0.25 GUEST SPACES
PARKING PROVIDED:	STUDIO (2 * 1.0 = 2 SPACES) ONE-BEDROOM (4 * 1.0 = 4 SPACES) TWO-BEDROOM (5 * 1.75 = 9 SPACES)
TOTAL:	15 SPACES

Issue Date  
OCTOBER 03, 2017

Preliminary -  
Not for  
Construction

Revisions	
1	10/20/2017
2	
3	
4	

Concept Zoning Plan  
1700 East 6th Avenue  
Flagstaff, Arizona

Project Number  
2017.16

Drawing  
CONCEPT ZONING

Shapes & Forms  
ARCHITECTS, INC.  
1823 West Heavenly Court  
Flagstaff, Arizona 86001  
(928) 213-9626  
(928) 253-5337 FAX  
www.shapes-forms.com

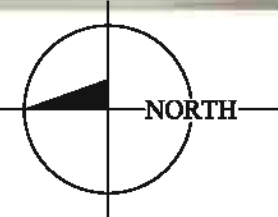
Sheet

1

01 of 02

Concept Zoning Plan

1" = 20'-0"





Citizen Participation Report  
for 1700 E 6<sup>th</sup> Avenue

Scattered Site Affordable Housing  
Concept Rezoning

Prepared by  
City of Flagstaff Housing Section

Submitted November 8, 2017

## NEIGHBORHOOD MEETING CERTIFICATION

I, Jennifer Mikelson, the authorized representative of C of Housing, do hereby attest that the neighborhood meeting for Project No. PZ- 17-00195 was noticed and conducted in compliance with Section 10-20.30.060 of the City of Flagstaff Zoning Code, including the following:

- ☒ A Citizen Participation Plan, prepared in accordance with Section 10-20.30.030.C of the City of Flagstaff Zoning Code, was submitted to the City of Flagstaff on 10/4/17 and accepted by the City of Flagstaff on 10/5/17.
- ☒ A list of property owners within 600 feet of the subject properties boundaries was prepared and submitted to the City of Flagstaff as part of the Citizen Participation Plan.
- ☒ Notices of the neighborhood meeting were sent via first class mail on 10/5/17 to all property owners within 600 feet of the subject properties boundaries, to all tenants residing on the subject property, to all Home Owners Associations (HOAs) within 1,000 feet of the subject property, and all persons or groups whose names are listed on the Registry of Persons and Groups.
- ☒ A total of 1 neighborhood meeting notification sign(s) were installed on 10/10/17 at the following location(s):
  - 1700 E 6<sup>th</sup> Avenue (empty lot above BMX park)
  - \_\_\_\_\_
  - \_\_\_\_\_
- ☐ A written summary of the meetings, known as a Citizen Participation Report, was submitted to the City of Flagstaff on 11/8/17.
- ☐ Copies of the Citizen Participation Report were sent via <sup>email</sup>~~first class mail~~ on 11/2/17 to all person who recorded their names on the neighborhood meeting sign-in sheet.

Authorized Representative of the Applicant

Jennifer Mikelson

Signature:

Jenny Mikelson



# City of Flagstaff

October 6, 2017

Dear Neighbor,

The purpose of this letter is to inform you that the City of Flagstaff's Housing Section proposes to file for a Concept Zoning Map Amendment for the undeveloped land directly above the existing BMX Track located at 1700 E 6<sup>th</sup> Avenue. The intent of the application is to change the existing Public Facilities zoning to the Medium Density Residential zone for an affordable housing project.

To provide interested neighbors an opportunity to review the proposal and to ask questions of staff, a neighborhood meeting will take place **at 5:30 PM on October 23, 2017 in the dance room at the Hal Jensen Community Center**, located at 2403 N Izabel Street, Flagstaff, AZ 86004.

If you are unable to attend or have any questions, staff is happy to discuss the application with you at any time. You may contact Jennifer Mikelson, Housing Analyst at [jmikelson@flagstaffaz.gov](mailto:jmikelson@flagstaffaz.gov) or (928) 213-2744.

Because you are a property owner within the vicinity of this request, you will be receiving formal notification of the public hearing dates for this application directly from the Community Development Department in the near future. Thank you for your attention to this letter.

Sincerely,

Jennifer Mikelson  
Housing Analyst

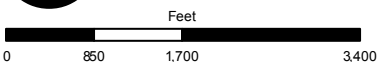
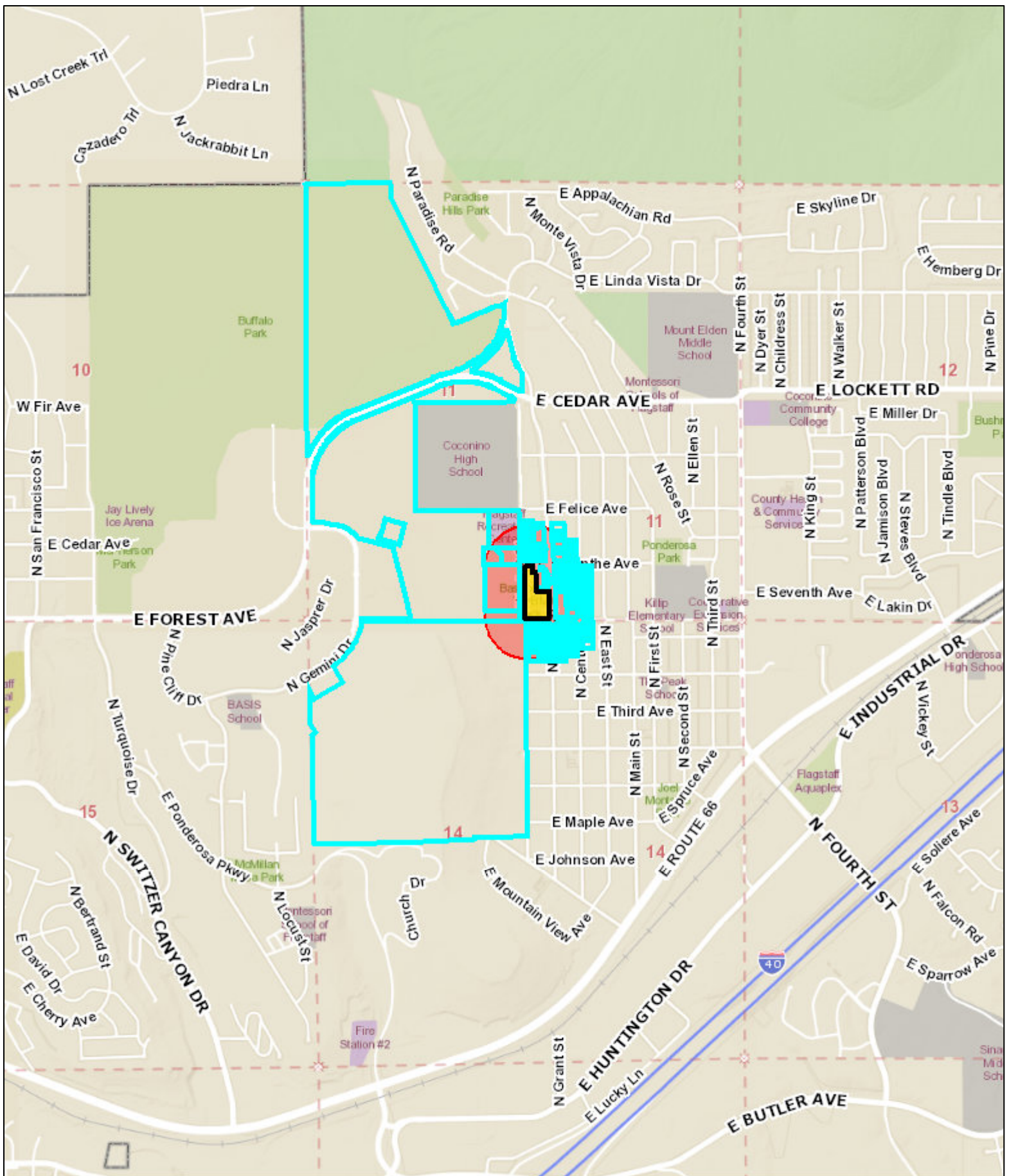


APN	OWNER NAME	SITUS ADDRESS	SITUS CITY	SITUS ST	SITUS ZIPCD	OWNER ADDRESS	OWNER CITY	OWNER ST	OWNER ZIPCOD
10702134	LANDAVAZO DAVID & BARBARA	2204 N WEST ST	FLAGSTAFF	AZ	86004	8100 FAWN RUN	FLAGSTAFF	AZ	86004
10702133	JOHNSON JAMES R & GAIL E	2206 N WEST ST	FLAGSTAFF	AZ	86004	5500 OAK RANCH RD	FLAGSTAFF	AZ	86004
10702145	SHANTZ GENE & RENATE CPWROS	2201 N WEST ST	FLAGSTAFF	AZ	86004	2700 WOODLANDS VILLAGE BLVD 300-253	FLAGSTAFF	AZ	86001
10702146A	FLORES CECILIA	2205 N WEST ST	FLAGSTAFF	AZ	86004	2205 N WEST STREET	FLAGSTAFF	AZ	86001
10702148	PAHLER MULTI-FAMILY ONE LLC	2213 N WEST ST	FLAGSTAFF	AZ	86004	PO BOX 22486	FLAGSTAFF	AZ	86002
10702150A	ANIX31 2017 EAT LLC	2221 N WEST ST	FLAGSTAFF	AZ	86004	689 E ACORN LANE	FLAGSTAFF	AZ	86001
10702144	PENNIE AND KLEINER GREG FAMILY TRUST DTD 3-11-10	2119 N WEST ST	FLAGSTAFF	AZ	86004	2206 N TWISTED LIMB WAY	FLAGSTAFF	AZ	86004
10702147	MEAD STEPHEN P & JENNIFER R	2209 N WEST ST	FLAGSTAFF	AZ	86004	1500 N AZTEC ST	FLAGSTAFF	AZ	86001
10702149	PAHLER MULTI-FAMILY ONE LLC	2217 N WEST ST	FLAGSTAFF	AZ	86004	PO BOX 22486	FLAGSTAFF	AZ	86002
10702151	PIERCE DOUGLAS & VALERIE CPWROS	1707 E SIXTH AVE	FLAGSTAFF	AZ	86004	2220 N IZABEL ST	FLAGSTAFF	AZ	86004
10911131A	WEST STREET PROPERTIES LLC	2608 N WEST ST	FLAGSTAFF	AZ	86004	PO BOX 23619	FLAGSTAFF	AZ	86002
10911133	WEST STREET PROPERTIES LLC	2608 N	FLAGSTAFF	AZ	86004	PO BOX 23619	FLAGSTAFF	AZ	86002
10911134	SALAZAR MIGUEL M & MARIA S	2520 N WEST ST	FLAGSTAFF	AZ	86004	2520 N WEST ST NO 2	FLAGSTAFF	AZ	86004
10702142A	ADAMS RICHARD C & MYRA JANE REVOCABLE ; LIVING TRUST DTD 2-4-08	2115 N WEST ST	FLAGSTAFF	AZ	86004	322 CANHAM RD	SCOTTS VALLEY	CA	95066
10702143	ODEGAARD VAN A	2117 N WEST ST	FLAGSTAFF	AZ	86004	PO BOX 2984	FLAGSTAFF	AZ	86003
10917008	MASON DARIA	2401 N WEST ST #107	FLAGSTAFF	AZ	86004	PO BOX 864	PINE	AZ	85544
10702137	EATON KEITH A DECEDENT'S TRUST CREATED U/D/T 6-16-95	2114 N WEST ST	FLAGSTAFF	AZ	86004	3317 N MONTE VISTA DR	FLAGSTAFF	AZ	86004
10702135	COLLINS CEJR & MR REVOCABLE LIVING TRUST	2200 N WEST ST	FLAGSTAFF	AZ	86004	11715 N HOMESTEAD LN	FLAGSTAFF	AZ	86004
10702136	EATON KEITH A DECEDENT'S TRUST CREATED U/D/T 6-16-95	2116 N WEST ST	FLAGSTAFF	AZ	86004	3317 N MONTE VISTA DR	FLAGSTAFF	AZ	86004
10911118	LIPTON JOSH	2505 N CENTER ST	FLAGSTAFF	AZ	86004	120 E PHOENIX AVE	FLAGSTAFF	AZ	86001
10911117	HANSON KELLY & LIBERTY A	2503 N CENTER ST	FLAGSTAFF	AZ	86004	1805 W HEAVENLY COURT	FLAGSTAFF	AZ	86001
10911119	LASHER JAMES N & PAMELA E	2519 N CENTER ST	FLAGSTAFF	AZ	86004	2057 W CAMBRIDGE AVE	PHOENIX	AZ	85009
10702172	MONTOYA BENNY & BLANCHE JT	2208 N CENTER ST	FLAGSTAFF	AZ	86004	2208 N CENTER	FLAGSTAFF	AZ	86004
10702173	NORTHERN ARIZONA CHURCH OF CHRIST INC	2202 N	FLAGSTAFF	AZ	86004	PO BOX 3556	FLAGSTAFF	AZ	86003
10702170A	NICHOLS JABARAH L	1905 E SIXTH AVE	FLAGSTAFF	AZ	86004	1905 E SIXTH AVE	FLAGSTAFF	AZ	86004
10917003	NOVACK MARGRIT & ALAN TRUST DTD 4-8-09	2401 N WEST ST #102	FLAGSTAFF	AZ	86004	1626 N PRAIRIE WAY	FLAGSTAFF	AZ	86004
10917005	ALLAR HOLLY L	2401 N WEST ST #104	FLAGSTAFF	AZ	86004	2401 N WEST ST NO 104	FLAGSTAFF	AZ	86004
10917007	FUNK JACQUELINE	2401 N WEST ST #106	FLAGSTAFF	AZ	86004	2401 N WEST ST NO 106	FLAGSTAFF	AZ	86004
10917002	GUERRA JOSEPH E & NELLY J	2401 N WEST ST #101	FLAGSTAFF	AZ	86004	7213 W SOPHIE LANE	LAVEEN	AZ	85339
10917004	SHANKER MATTHEW & LEAH	2401 N WEST ST #103	FLAGSTAFF	AZ	86004	2121 6TH AVE N2005	SEATTLE	WA	98121
10917006	GABBITAS ISAAC W & AMANDA K	2401 N WEST ST #105	FLAGSTAFF	AZ	86004	2401 N WEST ST NO 105	FLAGSTAFF	AZ	86004
10911090	VAGEN LIVING TRUST DTD 7/12/16	2408 N WEST ST	FLAGSTAFF	AZ	86004	PO BOX 1176	FLAGSTAFF	AZ	86002
10911120	ORAVITS INVESTMENT GROUP LLC	2521 N CENTER ST	FLAGSTAFF	AZ	86004	2532 N 4TH ST PMB 118	FLAGSTAFF	AZ	86004
10911116	STEFAN RYAN P & MICHELLE L	2501 N CENTER ST	FLAGSTAFF	AZ	86004	9148 W HASHKNIFE TRL	FLAGSTAFF	AZ	86001
10702155	CAMPOS EDUARDO G & DARLENE M TRUSTEES ; CAMPOS FMly TR U/A/D 7/1/02	2128 N IZABEL ST	FLAGSTAFF	AZ	86004	4540 S KATHY RD	FLAGSTAFF	AZ	86001
10702154	SOPER TREVOR R & ANNE M	2208 N IZABEL ST	FLAGSTAFF	AZ	86004	2208 N IZABEL ST NO 2	FLAGSTAFF	AZ	86004
10702152C	BAIN GEORGE W	2210 N IZABEL ST	FLAGSTAFF	AZ	86004	145 E ASTRO LANE	FLAGSTAFF	AZ	86001
10702156	LIPPMAN ARROYO S	2124 N IZABEL ST	FLAGSTAFF	AZ	86004	2124 N IZABEL ST	FLAGSTAFF	AZ	86004

APN	OWNER NAME	SITUS ADDRESS	SITUS CITY	SITUS ST	SITUS ZIPCD	OWNER ADDRESS	OWNER CITY	OWNER ST	OWNER ZIPCOD
10702152B	WELCH LUCILLE C TRUSTEE	2214 N IZABEL ST	FLAGSTAFF	AZ	86004	4200 COUNTRY CLUB DR	FLAGSTAFF	AZ	86004
10702157	CHIZHOV YURI & LARISA	2120 N IZABEL ST	FLAGSTAFF	AZ	86004	37 EAGLE ST	MONROE	NY	10950
10702158	KIDZ INVESTMENTS LLC	2112 N IZABEL ST	FLAGSTAFF	AZ	86004	6588 E VAIL DR	FLAGSTAFF	AZ	86004
10911005J	TRIPLE J LIVING TRST U/A DTD 5-4-15	1820 E SIXTH AVE	FLAGSTAFF	AZ	86004	908 WEST MURRAY RD	FLAGSTAFF	AZ	86001
10911003A	SUNNYSIDE BAPTIST CHURCH	2350 N WEST ST	FLAGSTAFF	AZ	86004	2300 N WEST ST	FLAGSTAFF	AZ	86004
10911005D	HOMEOWNERS PRIDE LLC	2315 N CENTER ST	FLAGSTAFF	AZ	86004	12707 N 95TH PLACE	SCOTTSDALE	AZ	85260
10911005K	MELENDEZ FAMILY TRUST DTD 7/11/16	2311 N CENTER ST	FLAGSTAFF	AZ	86004	3040 E MATTERHORN	FLAGSTAFF	AZ	86004
10911005L	FLOOD STEPHEN A & PENNY L	2313 N CENTER ST	FLAGSTAFF	AZ	86004	3450 N PINE DR	FLAGSTAFF	AZ	86004
10911005F	KP PROPERTIES LLC	2309 N CENTER ST	FLAGSTAFF	AZ	86004	7045 SLAYTON RANCH RD	FLAGSTAFF	AZ	86004
10917009	WEBB ERNEST N JR & LINDA A	2401 N WEST ST #108	FLAGSTAFF	AZ	86004	3576 N CAPTAIN COLTON LN	FLAGSTAFF	AZ	86001
10917011	SWAN IVETA A	2401 N WEST ST #110	FLAGSTAFF	AZ	86004	1256 W SAND CANYON DR	CASA GRANDE	AZ	85122
10917010	BARBER STEVEN J	2401 N WEST ST #109	FLAGSTAFF	AZ	86004	513 E COTTONWOOD AVENUE	BOZEMAN	MT	59715
10917012	DOUVILLE JENNIFER	2401 N WEST ST #111	FLAGSTAFF	AZ	86004	2401 N WEST ST NO 111	FLAGSTAFF	AZ	86004
10917013	MALLIE GREGORY J	2401 N WEST ST #112	FLAGSTAFF	AZ	86004	2401 N WEST ST NO 112	FLAGSTAFF	AZ	86004
10911141	CAPITAL INVESTMENT PROPERTIES LLC	2511 N WEST ST	FLAGSTAFF	AZ	86004	2532 N FOURTH ST NO 277	FLAGSTAFF	AZ	86004
10911142	GOMEZ CRUZ P & DOLORES M	2515 N WEST ST	FLAGSTAFF	AZ	86004	2515 N WEST ST	FLAGSTAFF	AZ	86004
10917014	MCCABE BERNICE	2401 N WEST ST #201	FLAGSTAFF	AZ	86004	2401 N WEST ST NO 201	FLAGSTAFF	AZ	86004
10917016	MCALLISTER STEPHEN J & PAULA	2401 N WEST ST #203	FLAGSTAFF	AZ	86004	305 W PINE AVE	FLAGSTAFF	AZ	86004
10917017	MIYAHARA FAMILY TRUST DTD 4-3-04	2401 N WEST ST #204	FLAGSTAFF	AZ	86004	3625 GANGLAVE	PICO RIVERA	CA	90660
10917018	OZMUN JON	2401 N WEST ST #205	FLAGSTAFF	AZ	86004	5271 MT PLEASANT DR	FLAGSTAFF	AZ	86004
10917023	ZIMMERMAN ROBERT	2401 N WEST ST #210	FLAGSTAFF	AZ	86004	2522 W GRANITE PASS RD	PHOENIX	AZ	85085
10917024	LAZOVICH MARC	2401 N WEST ST #211	FLAGSTAFF	AZ	86004	2401 N WEST ST S 211	FLAGSTAFF	AZ	86004
10917021	BLANKENSHIP ANNE MARIE	2401 N WEST ST #208	FLAGSTAFF	AZ	86004	2401 N WEST ST UN 208	FLAGSTAFF	AZ	86004
10917022	JANIS ANTHONY MICHAEL	2401 N WEST ST #209	FLAGSTAFF	AZ	86004	20 VULTEE ROAD	SEDONA	AZ	86351
10917015	HAYES MARK & CAROL HAYES LIVING TRUST UA DTD 4-20-17	2401 N WEST ST #202	FLAGSTAFF	AZ	86004	1546 W BAHIA CT	GILBERT	AZ	85233
10917019	YAMADA LAURA LEI	2401 N WEST ST #206	FLAGSTAFF	AZ	86004	PO BOX 817	FLAGSTAFF	AZ	86002
10917020	MYERS-JONES ANN	2401 N WEST ST #207	FLAGSTAFF	AZ	86004	4321 E ANDERSON DR	PHOENIX	AZ	85032
10917025	QUINHONEIRO MAURICE C & ANGELA M MEULLER	2401 N WEST ST #212	FLAGSTAFF	AZ	86004	8200 N LAURELGLEN BLVD NO 411	BAKERSFIELD	CA	93311
10911140	CAPITAL INVESTMENT PROPERTIES LLC	2507 N WEST ST	FLAGSTAFF	AZ	86004	2532 N FOURTH ST NO 277	FLAGSTAFF	AZ	86004
10911135A	KAVANAGH TRACIE RAE CHILDREN TRUST DTD 2-25-13	2518 N WEST ST	FLAGSTAFF	AZ	86004	310 S BEAVER ST	FLAGSTAFF	AZ	86001
10911139	VALLEN GARY & KIM TRUST DTD 10/9/13	2501 N WEST ST	FLAGSTAFF	AZ	86004	1655 N KITTREDGE RD	FLAGSTAFF	AZ	86001
10911138	CABRERA ROSA MARIE A	2502 N WEST ST	FLAGSTAFF	AZ	86004	2502 N WEST ST	FLAGSTAFF	AZ	86004
10911068	TACHIAS ERNEST & ELOISE JT	2412 N CENTER ST	FLAGSTAFF	AZ	86004	2412 N CENTER ST	FLAGSTAFF	AZ	86004
10911074	MILLER CLAYTON	2314 N CENTER ST	FLAGSTAFF	AZ	86004	2314 N CENTER ST	FLAGSTAFF	AZ	86004
10911071	MCGILL JOHN M & ELISABETH R	2400 N CENTER ST	FLAGSTAFF	AZ	86004	2400 N CENTER ST	FLAGSTAFF	AZ	86004
10911066	SCHAEFFER ELIZABETH JEAN	2420 N CENTER ST	FLAGSTAFF	AZ	86004	2420 N CENTER ST	FLAGSTAFF	AZ	86004
10911069	TACHIAS ERNESTO & ELOISA JT	2406 N CENTER ST	FLAGSTAFF	AZ	86004	2412 N CENTER ST	FLAGSTAFF	AZ	86004
10911070	SMITH EDDIE A & GABIE A CO-TRUSTEES ; SMITH EA & GA RVCBL LIV TR DTD 12/14/04	2404 N CENTER ST	FLAGSTAFF	AZ	86004	2404 N CENTER ST	FLAGSTAFF	AZ	86004

APN	OWNER NAME	SITUS ADDRESS	SITUS CITY	SITUS ST	SITUS ZIPCD	OWNER ADDRESS	OWNER CITY	OWNER ST	OWNER ZIPCOD
10911076B	LUCCHITTA IVO & BAERBEL K JT	1900 E SIXTH AVE	FLAGSTAFF	AZ	86004	6969 W SNOWBOWL VIEW CIR	FLAGSTAFF	AZ	86001
10911076C	LUCCHITTA IVO & BAERBEL K JT	1900 E SIXTH AVE	FLAGSTAFF	AZ	86004	6969 W SNOWBOWL VIEW CIR	FLAGSTAFF	AZ	86001
10911067	TRATHNIGG ROBERT W & HEIDI K	2416 N CENTER ST	FLAGSTAFF	AZ	86004	2030 S ASH LN	FLAGSTAFF	AZ	86004
10911079	CANYON MEADOWS LLC	2409 N CENTER ST	FLAGSTAFF	AZ	86004	PO BOX 1812	FLAGSTAFF	AZ	86002
10911072	LOOF DAVID	2322 N CENTER ST	FLAGSTAFF	AZ	86004	2322 N CENTER ST	FLAGSTAFF	AZ	86004
10911073	MONTOYA RAYMOND S	2318 N CENTER ST	FLAGSTAFF	AZ	86004	1716 W ST MORITZ LN	PHOENIX	AZ	85023
10911075	PLASSMAN MARK S TRUST U/A DTD 7-19-11	2310 N CENTER ST	FLAGSTAFF	AZ	86004	8585 ARROYO TRL	FLAGSTAFF	AZ	86004
10911077	BENALLY PRINCESS D	2403 N CENTER ST	FLAGSTAFF	AZ	86004	2403 N CENTER ST	FLAGSTAFF	AZ	86004
10911080	ASPEN MEADOWS LLC	2411 N CENTER ST	FLAGSTAFF	AZ	86004	4521 S LANCE RD	FLAGSTAFF	AZ	86001
10911083	REYES RALPH J & MELBA B JT	2421 N CENTER ST	FLAGSTAFF	AZ	86004	2421 N CENTER ST	FLAGSTAFF	AZ	86004
10911087	ENTRUST AZ LLC FBO MAJID MAHDAVI-NEJAD IRA #10579	2412 N WEST ST	FLAGSTAFF	AZ	86004	6998 W MURIEL DR	GLENDALE	AZ	85308
10911078	KELLERUP FRIDOLF H & LINDA A	2405 N CENTER ST	FLAGSTAFF	AZ	86004	2617 PAJARIOT MEADOWS SW	ALBUQUERQUE	NM	87105
10911081	STENDEL ARTHUR E	2417 N CENTER ST	FLAGSTAFF	AZ	86004	2417 N CENTER ST	FLAGSTAFF	AZ	86004
10911082	REYES RALPH J & MELBA B JT	1821 E	FLAGSTAFF	AZ	86004	2421 N CENTER ST	FLAGSTAFF	AZ	86004
10911085	DOLLERSCHELL ARLYS	2420 N	FLAGSTAFF	AZ	86004	200 S LEROUX	FLAGSTAFF	AZ	86001
10911086	DOLLERSCHELL ARLYS	2420 N WEST ST	FLAGSTAFF	AZ	86004	200 S LEROUX NO 101	FLAGSTAFF	AZ	86001
10902001M	CEDAR CREST/ FLAGSTAFF LP	2251 N IZABEL ST	FLAGSTAFF	AZ	86004	4745 N 7TH ST STE 110	PHOENIX	AZ	85014
10902003D	HOUSING SOLUTIONS OF NORTHERN ARIZONA INC	2303 N IZABEL ST	FLAGSTAFF	AZ	86004	PO BOX 30134	FLAGSTAFF	AZ	86003
10902003E	HOUSING SOLUTIONS OF NORTHERN ARIZONA INC	N	FLAGSTAFF	AZ	86004	PO BOX 30134	FLAGSTAFF	AZ	86003
10911089	VAGEN LIVING TRUST DTD 7/12/16	2408 N WEST ST	FLAGSTAFF	AZ	86004	PO BOX 1176	FLAGSTAFF	AZ	86002
10911088	VISOCKIS PETER J & VADA S	2410 N WEST ST	FLAGSTAFF	AZ	86004	3319 N ESTATES ST	FLAGSTAFF	AZ	86001
10911146A	ARIZONA CENTRAL CREDIT UNION	2521 N WEST ST	FLAGSTAFF	AZ	86004	PO BOX 11650	PHOENIX	AZ	85061
10911147	SCHROEDER KURT	2609 N WEST ST	FLAGSTAFF	AZ	86004	1950 N CRESCENT	FLAGSTAFF	AZ	86001
10702125	LUNA FERN RVCBL TR DTD 5-28-2001	2209 N CENTER ST	FLAGSTAFF	AZ	86004	23312 N 70TH LANE	GLENDALE	AZ	85310
10702126	LOPEZ MARK L ; LOPEZ LOUIE A	2213 N CENTER ST	FLAGSTAFF	AZ	86004	2213 N CENTER ST	FLAGSTAFF	AZ	86004
10702127	DELGADILLO AUGUSTINE	2221 1/2 N CENTER ST	FLAGSTAFF	AZ	86004	2221 1/2 N CENTER ST	FLAGSTAFF	AZ	86004
10702131	WILLINGHAM MICHAEL JASON	2212 N WEST ST	FLAGSTAFF	AZ	86004	4210 E SHEENA DR	PHOENIX	AZ	85032
10702124B	MARTINEZ ANTHONY	2205 N CENTER ST	FLAGSTAFF	AZ	86004	2205 N CENTER ST	FLAGSTAFF	AZ	86004
10702129B	SUNNYSIDE INVESTMENT COMPANY LLC	2220 N WEST ST	FLAGSTAFF	AZ	86004	2287 N FREMONT BLVD	FLAGSTAFF	AZ	86001
10702124A	EGAN DANIEL G	2201 N CENTER ST	FLAGSTAFF	AZ	86004	3575 N SCHEVENE NO 1	FLAGSTAFF	AZ	86004
10702122	PAGE FAMILY PROPERTIES LLC	2113 N CENTER ST	FLAGSTAFF	AZ	86004	627 W HAVASUPAI RD	FLAGSTAFF	AZ	86001
10702123	TRIPLE J LIVING TRST U/A DTD 5-4-15	2121 N CENTER ST	FLAGSTAFF	AZ	86004	908 WEST MURRAY RD	FLAGSTAFF	AZ	86001
10702128A	DELGADILLO AUGUSTINE	2221 N CENTER ST	FLAGSTAFF	AZ	86004	2221 1/2 N CENTER ST	FLAGSTAFF	AZ	86004
10702132	RICKETT KENNETH R	2208 N WEST ST	FLAGSTAFF	AZ	86004	2625 N KING ST	FLAGSTAFF	AZ	86004
10702171B	MCKENZIE DAVID & DEBRA REVOCABLE TRUST DTD 5-8-08	2212 N CENTER ST	FLAGSTAFF	AZ	86004	9780 HIDDENWATERS LN	VICTOR	ID	83455
10702171A	MCKENZIE DAVID & DEBRA REVOCABLE TRUST DTD 5-8-08	2216 N CENTER ST	FLAGSTAFF	AZ	86004	9780 HIDDENWATERS LN	VICTOR	ID	83455
10911166	CITY OF FLAGSTAFF	1708 E COLANTHE AVE	FLAGSTAFF	AZ	86004	1708 E COLANTHE AVE	FLAGSTAFF	AZ	86001

APN	OWNER NAME	SITUS ADDRESS	SITUS CITY	SITUS STA	SITUS ZIPCD	OWNER ADDRESS	OWNER CITY	OWNER ST	OWNER ZIPCOD
10911159	FLAGSTAFF CITY OF	2342 N IZABEL ST	FLAGSTAFF	AZ	86004	2342 N IZABEL ST	FLAGSTAFF	AZ	86004
10911158	FLAGSTAFF CITY OF	2358 N IZABEL ST	FLAGSTAFF	AZ	86004	2358 N IZABEL ST	FLAGSTAFF	AZ	86004
10911163	FLAGSTAFF CITY OF	2310 N IZABEL ST	FLAGSTAFF	AZ	86004	2310 N IZABEL ST	FLAGSTAFF	AZ	86004
10911156	FLAGSTAFF CITY OF	2366 N IZABEL ST	FLAGSTAFF	AZ	86004	2366 N IZABEL ST	FLAGSTAFF	AZ	86004
10911162	FLAGSTAFF CITY OF	2302 N IZABEL ST	FLAGSTAFF	AZ	86004	2302 N IZABEL ST	FLAGSTAFF	AZ	86004
10911167	FLAGSTAFF CITY OF	1716 E COLANTHE AVE	FLAGSTAFF	AZ	86004	1716 E COLANTHE AVE	FLAGSTAFF	AZ	86004
10911157	FLAGSTAFF CITY OF	2350 N IZABEL ST	FLAGSTAFF	AZ	86004	2350 N IZABEL ST	FLAGSTAFF	AZ	86004
10911160	FLAGSTAFF CITY OF	2334 N IZABEL ST	FLAGSTAFF	AZ	86004	2334 N IZABEL ST	FLAGSTAFF	AZ	86004
10911161	FLAGSTAFF CITY OF	2326 N IZABEL ST	FLAGSTAFF	AZ	86004	2326 N IZABEL ST	FLAGSTAFF	AZ	86004
10911164	FLAGSTAFF CITY OF	2318 N IZABEL ST	FLAGSTAFF	AZ	86004	2318 N IZABEL ST	FLAGSTAFF	AZ	86004
10911155	FLAGSTAFF CITY OF	2374 N IZABEL ST	FLAGSTAFF	AZ	86004	2374 N IZABEL ST	FLAGSTAFF	AZ	86004
10911165	FLAGSTAFF CITY OF	1700 E COLANTHE AVE	FLAGSTAFF	AZ	86004	1700 E COLANTHE AVE	FLAGSTAFF	AZ	86001
10702130A	SUNNYSIDE INVESTMENT COMPANY LLC	2214 N WEST ST	FLAGSTAFF	AZ	86004	2287 N FREMONT BLVD	FLAGSTAFF	AZ	86001
10911137B	TEAM RENTALS LLC	2508 N WEST ST	FLAGSTAFF	AZ	86004	7899 N HWY 89	FLAGSTAFF	AZ	86004
	CITY OF FLAGSTAFF					211 W ASPEN AVE	FLAGSTAFF	AZ	86001
	FRIENDS OF FLAGSTAFF'S FUTURE					PO BOX 23462	FLAGSTAFF	AZ	86002
	NORTHERN ARIZONA BUILDING ASSOCIATION					1500 EAST CEDAR AVENUE, SUITE 86	FLAGSTAFF	AZ	86004
	NORTHERN ARIZONA ASSOCIATION OF REALTORS					1515 EAST CEDAR AVENUE, SUITE C-4	FLAGSTAFF	AZ	86004
	TISH BOGAN-OZMUN					5271 MT. PLEASANT DRIVE	FLAGSTAFF	AZ	86004
	MARILYN WEISSMAN					1055 EAST APPLE WAY	FLAGSTAFF	AZ	86001
	MAURY HERMAN, COAST & MOUNTAIN PROPERTIES					3 NORTH LEROUX STREET	FLAGSTAFF	AZ	86001
	NAT WHITE					1120 NORTH ROCKRIDGE ROAD	FLAGSTAFF	AZ	86001
	CHARLIE SILVER					720 WEST ASPEN AVENUE	FLAGSTAFF	AZ	86001
	BETSY MCKELLAR					330 S ASH LANE	FLAGSTAFF	AZ	86004



# 600' Buffer Map

September 25, 2017

THIS MAP WAS GENERATED BY THE COCONINO COUNTY WEB MAP APPLICATION.  
IT IS FOR GENERAL PUPOSES ONLY. NO WARRANTY OF ACCURACY IS GIVEN OR IMPLIED.



# ★SIGN-IN SHEET★

## Scattered Site Affordable Housing Concept Rezoning Neighborhood Meeting 23-Oct-17

NAME:	EMAIL:	PHONE:
1 Devonna McLaughlin	devonna.m@housingaz.org	(928) 214-7456
2 LAURA YAMADA	808.LAURA@GMAIL.COM	
3 ALAN NOVACIC	MANAGERT.NOVACIC@FAHOO.COM	
4 Bryan Burt	B.Burt@NAZMS@.COM	928-556-0552
5 MIKE COON	N/4	928-774-9040
6 Justyna Costa	jcosta@flagstaffaz.gov	928 213 2746
7 Doug Pierce	twopceasheped2010@hotmail.com	928-350-4711
8		
9		
10		
11		
12		





**NOTICE OF NEIGHBORHOOD MEETING**

MONDAY, OCTOBER 23, 2017

5:30 PM

HAL JENSEN RECREATION CENTER

The City of El Paso is holding an informational neighborhood meeting regarding the rezoning of this property, located at 1700 E. 6th Ave. from Public Facility to Medium Density Residential for an affordable housing project. At this meeting, City staff will discuss a concept plan and will gather public input.



If you cannot attend the meeting, please submit your comments about the project to the City of El Paso at (915) 521-1111.

If you have questions, please contact the City of El Paso at (915) 521-1111.

3:40 PM

October 10th, 2017.



## Citizen Participation Report

### Methods to keep the Planning Director informed

As a part of the application process, The Housing Section is submitting a final report summarizing the public involvement process. This report includes the following information:

- Certification, on a form established by the Planning Director, that the meeting was noticed and conducted in compliance with the requirements of Section 10-20.30.060 of the Flagstaff Zoning Code.
- Details of the techniques the Applicant used to involve the public, including:
  1. Date and location of the neighborhood meetings;
  2. Copies of the letters and other correspondence, including dates and number of mailings or deliveries;
  3. A copy of the mailing list and a summary of where residents, property owners, and other affected parties receiving notices were located;
  4. The number and names of the people that participated in the process based on the sign-in sheet for the meeting; and
  5. A dated photograph of the notification sign installed in compliance with Section 10-20.30.060 Subsection D5 of the Flagstaff Zoning Code.
- A summary of concerns, issues, and problems expressed during the neighborhood meetings, including:
  1. The substance of the concerns, issues, and problems; and
  2. The City's response to the comments received at the neighborhood meeting. If public comments or suggestions are not included in future submittal documents, an explanation of why they were not included will be provided.

## Citizen Participation Report

The neighborhood meeting for the concept rezoning of 1700 E 6<sup>th</sup> Avenue was held Monday, October 23, 2017 at 5:30 PM at the Hal Jensen Recreation Center, 2304 N Izabel St.

A summary of the concerns raised and City staff response is as follows.

- There were broad questions about the Concept Rezoning process and the Low Income Housing Tax Credit (LIHTC) funding deadlines, which staff clarified.
- The primary concern raised at the neighborhood meeting was parking. It was believed by a neighboring property manager that providing the required 15 parking spots will not be sufficient and that overflow parking would likely occur on his property.
- There was a comment that the concept plan is not reflective of reality.
- Staff stated that the parking concerns would be relayed to the developer when they submit for site plan review.
- There was a question about the skate park being split from the overall parcel.
- Staff answered that there is likely going to be a lot split putting the apartments and the park on separate parcels.
- There was a suggestion to just make the project smaller so parking would be less of a problem.
- Staff questioned if the city's parking requirements weren't sufficient and is this project unique enough that more than code should be applied.
- A comment that perhaps the city's zoning code is wrong.
- Someone asked if the project included more studios and one bedroom units if the 15 spaces would be enough. It was agreed that it might make a little difference, but even the studios at the neighboring property are occupied by couples with two vehicles. Perhaps if the project were all seniors the 15 spaces would be enough.
- It was stated that the economic viability of the project is impacted by decreasing units and increasing parking area.
- There is a wish that the community garden be improved or use the garden area for parking.
- Staff said parking cannot occur in the floodway, but perhaps there are alternative configurations for the garden and parking areas.
- Residents in neighboring complex use the garden, but there is overall unhappiness about the state of the garden, that is why a fence was put up between the adjacent parcel and the subject property.
- City staff provided clarification on income qualification and intended populations for the units, and who determines length of affordability.
- Staff clarified the city rezoning timeline versus the LIHTC funding timelines, that construction is contingent on funding from the state and that a developer would have 24 months to complete construction.

Meeting ended at 6:14 PM.

No written comments were submitted at the neighborhood meeting for 1700 E 6<sup>th</sup> Avenue.

## Jennifer Mikelson

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**From:** Jennifer Mikelson  
**Sent:** Thursday, November 02, 2017 2:21 PM  
**To:** 'Devonna McLaughlin'  
**Subject:** RE: Neighborhood Meeting Notes from 10.23.17

Thank you for your attendance and comments Devonna!

**From:** Devonna McLaughlin [mailto:devonnam@housingnaz.org]  
**Sent:** Thursday, November 02, 2017 12:46 PM  
**To:** Jennifer Mikelson <JMikelson@flagstaffaz.gov>  
**Subject:** RE: Neighborhood Meeting Notes from 10.23.17

Thanks Jennifer, for the opportunity to provide written comments on the proposed re-zoning of City-owned property, located at 1700 E. 6<sup>th</sup> Ave.

I was in attendance at the public meeting, but did not choose, at that time, to speak. I know neighbors in the room expressed concerns about the proposed parking on the site, which is proposed to provide units of affordable, rental housing to low-income households. While I understand the sensitivity our community has regarding adequate parking, I hope the parking discussion does not derail the re-zoning or the project, in general. Simply put, our community needs affordable housing. The re-zoning of this property to medium density residential is a critical first-step and I wholeheartedly support the proposed re-zoning, as additional low-income families (and individuals) will access decent housing. Thanks to the City for its efforts to increase the supply of guaranteed affordable housing.

Sincerely,

Devonna McLaughlin | Executive Director  
Housing Solutions of Northern Arizona  
1000 N. 1st St. | Flagstaff, AZ 86001 | 928.771.1700 | [devonnam@housingnaz.org](mailto:devonnam@housingnaz.org)  
Connect with us! | Facebook | Website | Twitter | Instagram



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**From:** Jennifer Mikelson [mailto:JMikelson@flagstaffaz.gov]  
**Sent:** Thursday, November 02, 2017 10:58 AM  
**To:** Jennifer Mikelson  
**Subject:** Neighborhood Meeting Notes from 10.23.17

Hello,

I have attached for your review a report of the neighborhood meeting held for the concept rezoning of the City parcel located at 1700 E 6<sup>th</sup> Avenue. Please let me know if the meeting notes do not capture the content of the meeting, or if I can answer any other questions. If you would like to provide a written comment to be included in the public hearing staff reports, you can submit them to me up until Friday, November 17. If you are a property owner residing within 600' of the subject parcel, please anticipate another letter detailing the public hearing process for this concept rezoning case.

Thank you for your participation in this first step of our Scattered Site Affordable Housing project.

Jennifer



**Jennifer Mikelson**

Housing Analyst | City of Flagstaff | 928.213.2744

## Jennifer Mikelson

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**From:** C Corbin <cc837@nau.edu>  
**Sent:** Tuesday, October 17, 2017 11:11 AM  
**To:** Jennifer Mikelson; McKenzie Jones  
**Subject:** Re: bmx lot

Jennifer,

Thank you for the response and for the information. I appreciate your inclusion and protection of the gardens.

I will follow up with McKenzie as well to express my gratitude for the garden on Izabel St. and interest in seeing it continue!

Thank you both,

Cara Corbin  
MA, Sustainable Communities  
479-871-3999 cell

On Tue, Oct 17, 2017 at 10:48 AM, Jennifer Mikelson <[JMikelson@flagstaffaz.gov](mailto:JMikelson@flagstaffaz.gov)> wrote:

Hi Cara-

Thank you for getting in touch, I'm glad to hear the garden is well loved by your family! The developer is required to keep the community garden on the site. They are permitted to relocate it around the new buildings or parking areas if necessary, but the City anticipates it will remain in the same location. Housing staff will be coordinating with the City's Sustainability Section during the design process, so you can also contact them about programming or any future plans for the garden. Sustainability contact is McKenzie Jones [mjones@flagstaffaz.gov](mailto:mjones@flagstaffaz.gov).

Have a great day,

Jennifer



Jennifer Mikelson



**From:** C Corbin [mailto:[cc837@nau.edu](mailto:cc837@nau.edu)]  
**Sent:** Monday, October 16, 2017 3:33 PM  
**To:** Jennifer Mikelson <[JMikelson@flagstaffaz.gov](mailto:JMikelson@flagstaffaz.gov)>  
**Subject:** bmx lot

Hi Jennifer,

I got your letter about the empty lot by the BMX park on Izabel St.

I would like to voice support for keeping the Izabel St. Community Garden.

Please let me know if there is another or better way to share this. I own a home on Izabel St. and my kids and I would love to continue gardening there.

Thank you,

Cara Corbin

MA, Sustainable Communities

[479-871-3999](tel:479-871-3999) cell

Scattered Site Affordable Housing Concept Rezoning  
Record of Public Correspondence

Phone Call Tracking as of November 6, 2017

1. Pete Nicholson, (928) 526-246  
Left message 10/9/17, called back 10/17/17

Needed general clarification of what the notice was regarding and how it may affect his rentals in the neighborhood. He said he couldn't attend the neighborhood meeting, but said he was supportive of the project.

2. Tony Jennis, (928) 380-7063  
Left message 10/10/17, called back 10/17/17

Needed general clarification of what the notice was regarding and what the plans for the parcel were. He wanted to be sure there was no further action required on his part. He couldn't attend the neighborhood meeting but said he was supportive of the project.

3. Rick Lopez, (928) 600-1949  
Called 10/20/17

Wanted to verify which parcel on West Street was being developed. He asked for an update about the Scattered Site Affordable Housing RFP.

4. Adrienne & Lawrence Wasserman, wassermanadrienne@gmail.com, (928) 774-3654  
Left message 10/25/17, called again 10/26/17

They live above the West street location on Appalachian. She and her husband can't make it to the meeting but would like more information about the proposed project. Will send her an email including the concept plan and project narrative.

5. Michael Cerise, (928) 699-7211, mikesouris@aol.com  
Called 11/6/17

As the primary property owner of the Safeway shopping center, he wanted to convey a few comments. First, he wasn't notified until the morning of Monday November 6, by a concerned resident. He provided his correct mailing address so that he would receive the upcoming public hearing notice. Second, he was under the impression the subject property was zoned as public land open space and has an old map indicating such. Third, he is concerned that the complex will be under parked and tenants will use his parking lot. He was notified that written comments are encouraged for the upcoming public hearings if he can't attend, and gave his email address so that staff could send him the concept plan and neighborhood meeting notes.

# NOTICE OF PUBLIC HEARINGS

**NOTICE IS HEREBY GIVEN** that the Flagstaff Planning and Zoning Commission will hold a Public Hearing on Thursday, November 30, 2017, at 4:00 p.m. and the Flagstaff City Council will hold a Public Hearing on Tuesday, December 19, 2017, at 6:00 p.m. to consider the following:

## A. Explanation of Matters to be considered:

1. A proposed amendment to the official City of Flagstaff zoning map to rezone 0.86 acres from Public Facility (PF) to Medium Density Residential (MR) for the purpose of multi-family residential development.

The site currently consists of land owned by the City of Flagstaff at 1700 E Sixth Avenue.

## B. General Description of the Affected Area:

Approximately 0.86 acres, Coconino County Assessor's Parcel Number 109-11-151C, situated in the Southeast ¼ of Section 11, Township 21 North, Range 7 East, located at 1700 E Sixth Avenue, City of Flagstaff, Coconino County, Arizona.

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 amendment or may appear and be heard at the hearing dates set forth above. Maps and information regarding the proposed amendment are available at the City of Flagstaff, Planning and Development Services Section, 211 West Aspen Avenue, and , and both the City's website at: <http://www.flagstaff.az.gov/> and Facebook page at: <https://www.facebook.com/CityofFlagstaff/>

Unless otherwise posted, all Planning and Zoning Commission and City Council meetings are held in the Council Chambers of City Hall, 211 West Aspen Avenue, Flagstaff, Arizona.

## PROPOSED CONCEPT ZONING MAP AMENDMENT

From Public Facility (PF) to Medium Density Residential (MR) for the purpose of multi-family residential development



**ADDRESS:** 1700 E Sixth Avenue  
**APN:** 109-11-151C  
**ACRES:** Approximately 0.86 Acres  
City of Flagstaff  
Coconino County

## FOR FURTHER INFORMATION CONTACT

Alexandra Pucciarelli  
Planning Development Manager  
Planning & Development Services  
211 West Aspen Avenue  
Flagstaff, Arizona 86001

(928) 213-2640  
[apucciarelli@flagstaffaz.gov](mailto:apucciarelli@flagstaffaz.gov)

**Publish: November 14, 2017**



## **ORDINANCE NO. 2018-04**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, AMENDING THE FLAGSTAFF ZONING MAP TO REZONE APPROXIMATELY 0.86 ACRES OF REAL PROPERTY LOCATED AT 1700 E SIXTH AVENUE, FROM PUBLIC FACILITY ("PF") TO MEDIUM DENSITY RESIDENTIAL ("MR"); PROVIDING FOR SEVERABILITY, AND ESTABLISHING AN EFFECTIVE DATE**

### **RECITALS:**

WHEREAS, The City of Flagstaff (the "Applicant"), applied for a Zoning Map Amendment for approximately 0.86 acres of land located at 1700 E Sixth Avenue, Coconino County, Arizona, a legal description of which is provided in Exhibit "A" attached hereto ("the Property"), for the purpose of multi-family residential development; and

WHEREAS, in furtherance of the Applicant's reasons for the rezone, the Applicant has applied to the City of Flagstaff to amend the zoning of the Property from Public Facility (PF) zone to Medium Density Residential (MR) zone for 0.86 acres; and

WHEREAS, the Applicant conducted a neighborhood meeting on October 23, 2017, to discuss the proposed Zoning Map Amendment with the surrounding community, as required by Section 10-20.50.040 of the Flagstaff Zoning Code; and

WHEREAS, the Planning and Zoning Commission has formally considered the present Zoning Map Amendment application following proper notice and a public hearing on November 30, 2017, and has recommended approval of the requested zoning application, subject to the Applicant's compliance with certain conditions set forth below; 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 staff has recommended approval of the Zoning Map Amendment application, subject to the condition proposed by the Planning and Zoning Commission, as augmented by staff, as set forth below, and the Council has considered the condition and has found the condition to be appropriate for the Property and necessary for the proposed development; and

WHEREAS, the Council has read and considered the staff reports prepared by the Planning Division and all attachments to those reports, the Applicant's application, the narrative provided by the Applicant, and all statements made by the Applicant during the presentation to Council, and the Council finds that the proposed Zoning Map Amendment, subject to the condition set forth below, meets the findings required by Section 10-20.50.040(F)(1)(a) of the Flagstaff Zoning Code.

### **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 amendment requested in the application is consistent with and conforms to the goals of the General Plan.

SECTION 3. The amendment requested in the application will not be detrimental to the public interest, health, safety, convenience or welfare of the City and will add to the public good as described in the General Plan.

SECTION 4. The affected site is physically suitable in terms of design, location, shape, size, operating characteristics, and the provision of public and emergency vehicle access and public services and utilities to ensure that the amendment requested in the application will not endanger, jeopardize or otherwise constitute a hazard to the property or improvements in the vicinity in which the property is located.

SECTION 5. The Zoning Map designation for the Property is hereby amended from Public Facility (PF) zone to the Medium Density Residential (MR) zone for approximately 0.86 acres, as depicted in Exhibit "A", through the approval of the application and all other documents attached to the staff summary submitted in support of this ordinance.

SECTION 6. The City is specifically relying on all assertions made by the Applicant, or the applicant's representatives, whether authorized or not, made at the public hearing on the zone change application unless the assertions were withdrawn on the record. Those assertions are hereby incorporated into this ordinance.

SECTION 7. That the Zoning Map Amendment be further conditioned upon the Applicant's satisfaction of the following conditions proposed by the Planning and Zoning Commission, as augmented by staff:

**CONDITIONS:**

1. The selected developer must hold an additional neighborhood meeting prior to applying for Site Plan review.
2. The Site Plan approved by IDS must also be approved by City Council.

SECTION 8. 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 9. 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 10. This ordinance shall become effective sixty (60) days following adoption by the City Council.



PASSED AND ADOPTED by the City Council of the City of Flagstaff this 2nd day of January, 2018.

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MAYOR

ATTEST:

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CITY CLERK

APPROVED AS TO FORM:

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CITY ATTORNEY

Exhibit "A"

Legal Description of Property

Exhibit "B"

Legal Description of New Zoning

**CITY OF FLAGSTAFF**  
**STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Alaxandra Pucciarelli, Planning Development  
Manager - AP  
**Date:** 12/12/2017  
**Meeting** 12/19/2017  
**Date:**



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**TITLE:**

**Public Hearing, Consideration and Adoption of Ordinance No. 2018-05:** Ordinance of the City Council of the City of Flagstaff amending the Flagstaff Zoning Map to rezone approximately 1.38 acres of real property generally located at 3050 N West Street from Public Facility (PF) to Medium Density Residential (MR) with conditions; providing for severability, and establishing an effective date.  
**(3050 N West Street Concept Zoning Map Amendment)**

**STAFF RECOMMENDED ACTION:**

At the December 19, 2017 Council Meeting:

- 1) Hold Public Hearing
- 2) Read Ordinance No. 2018-05 by title only for the first time
- 3) City Clerk reads Ordinance No. 2018-05 by title only for the first time (if approved above)

At the January 2, 2018 Council Meeting:

- 4) Read Ordinance No. 2018-05 by title only for the final time
- 5) City Clerk reads Ordinance No. 2018-05 by title only for the final time (if approved above)
- 6) Adopt Ordinance No. 2018-05

**Executive Summary:**

A Concept Zoning Map Amendment request from the City of Flagstaff Housing Division for approximately 1.38 acres at 3050 N West Street from Public Facility (PF) zone to Medium Density Residential (MR) zone as directed by City Council for the purpose of developing affordable multi-family housing. Please refer to attached vicinity map.

The Flagstaff Planning and Zoning Commission conducted a public hearing to consider the zoning map amendment request. The Commission voted (6-0) to forward the request with a recommendation of approval with conditions.

**Financial Impact:**

The Concept Rezoning has no financial impact.

**Policy Impact:**

The Concept Rezoning has no policy impact.

**Connection to Council Goal, Regional Plan and/or Team Flagstaff Strategic Plan:****Council Goals:**

Support development and increase the inventory of public and private affordable housing for renters and home-owners throughout the community.

**Regional Plan:**

A complete analysis of the regional plan goals and policies can be found within the attached Planning and Zoning Commission staff report. All relevant goals and policies are included in the project narrative.

**Has There Been Previous Council Decision on This:**

On July 7 the City Council approved the Housing Section's Request for Proposals for the development of three City owned parcels for multi-family affordable housing. On September 12 the City Council provided direction to staff to pursue a Concept Zoning Map Amendment on two of the three City-owned parcels for the purpose of developing multi-family affordable housing.

**Options and Alternatives:**

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

**Background/History:**

The Applicant, the City of Flagstaff Housing Section, on behalf of the property owner, the City of Flagstaff, is requesting a Concept Zoning Map amendment to rezone approximately 1.38 acres from the Public Facility (PF) zone to the Medium Density Residential (MR) zone for the purpose of developing affordable multifamily residential development.

If the property is rezoned, the Housing Section will pursue a process by which an affordable multifamily residential project is delivered by a successful respondent to a Request for Proposals (RFP). The Housing Section put out an RFP for a Scattered Site Affordable Housing development on August 14, 2017. It is anticipated that the successful respondent to the RFP will begin their site planning process as City staff takes the Concept Rezoning cases through the public hearing process.

City staff will require that as part of the developer's Site Plan application, a neighborhood meeting will be held. The Site Plan application will also be required to be approved by the City Council. This will allow the community an opportunity to review the proposed building design, exterior building elevations, parking layout, outdoor lighting, and site landscaping prior to approval. These elements are not required to be part of the concept rezoning process.

**Key Considerations:**

The Concept Zoning Map Amendment process does not require final site plan, building floor plans, exterior building elevations, final landscaping plans, or exterior lighting plans. This information will be provided as part of the Site Plan Review Application, and once approved by the IDS process, will come before City Council for approval.

**Community Benefits and Considerations:**

Community benefits and considerations related to this request are addressed in more detail in the attached Planning and Zoning Commission Staff Report, dated November 30, 2017. Rezoning this property provides the community additional affordable housing units.

## **Community Involvement:**

Public hearings before the Planning and Zoning and the City Council are conducted in conjunction with requests for rezoning. In accordance with State statute, notice of 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 300 feet of the site. In this case, a notice was mailed to all property owners within 1,000 feet of the site.

The applicant held a neighborhood meeting in regards to this case. The meeting was held on Thursday, October 26, 2017 at 5:00 pm in the dance room at Hal Jensen Community Center, located at 2403 N Izabel Street. Approximately twenty-seven people from the public attended. The primary concern raised was the desire to keep the parcel as undeveloped, or to develop it as a City park. There were also concerns about the amount of parking proposed being inadequate and complaints concerning the traffic on Linda Vista. It was pointed out that the proposed parking calculation meets City code, and the increase in traffic was due to the construction on Lockett Road. There were also concerns about the height of the building. A Citizen Participation Report was prepared in relation to the comments and concerns presented dated November 8, 2017. The Planning and Zoning Commission held a public meeting on Thursday, November 30, 2017. At the public hearing, six members of the public spoke on the subject case. Two of those that spoke were in favor of the project. Four presented concerns in relation to wanting the property to remain undeveloped, the effects of affordable housing on property values, the proposed development adversely affecting quality of life, increased traffic, increased crime and noise, and inadequate parking.

## **Expanded Options and Alternatives:**

- (Recommended Action): The City Council may approve the Concept Zoning Map Amendment as recommended by the Planning and Zoning Commission and staff by reading and adopting ordinance No. 2018-05.
- The City Council may approve the Concept Zoning Map Amendment with modified conditions.
- The City Council may deny the Concept Zoning Map Amendment.

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## **Attachments:**

[Vicinity Map](#)

[Staff Report](#)

[Application](#)

[Project Narrative](#)

[Transportation Statement](#)

[Context Analysis Map](#)

[Building Types](#)

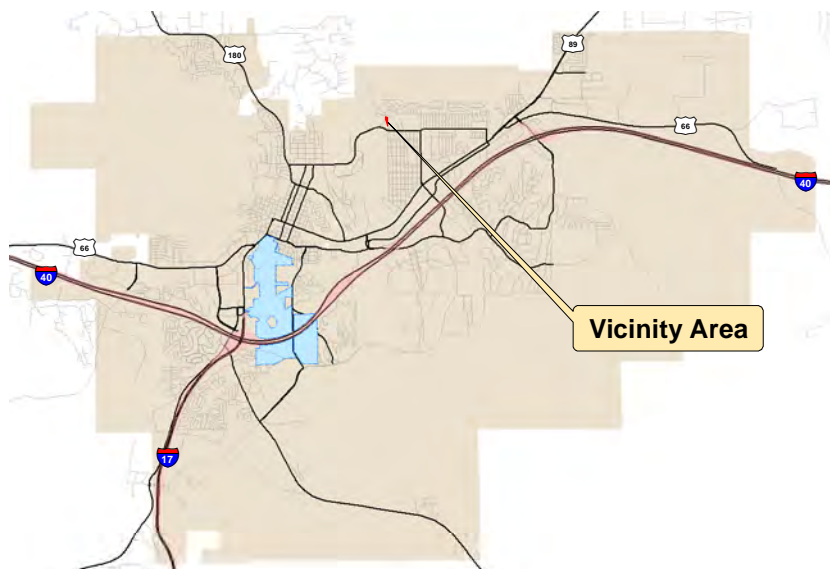
[Concept Plan](#)

[Citizen Participation Report and Additional Comments](#)

[Public Hearing Legal Advertisements](#)

[Ord. 2018-05](#)





**3100 N. West St.  
APN:109-02-001P**



**PLANNING AND DEVELOPMENT SERVICES REPORT**  
**ZONING MAP AMENDMENT**

**PUBLIC HEARING**  
**PZ-17-00194**

**DATE:** **November 14, 2017**  
**MEETING DATE:** **November 30, 2017**  
**REPORT BY:** **Alaxandra Pucciarelli**

**REQUEST**

A Concept Zoning Map Amendment request from the City of Flagstaff Housing Section, on behalf of the property owner, the City of Flagstaff, to rezone approximately 1.38 acres located at 3050 N West Street from the Public Facility (PF) zone to the Medium Density Residential (MR) zone.

**STAFF RECOMMENDATION:**

Staff recommends the Planning and Zoning Commission forward the Concept Zoning Map Amendment to the City Council with a recommendation for approval with conditions.

**PRESENT LAND USE:**

The site consists of approximately 1.38 acres of vacant land, including two access driveways from West Street to the Cedar Safeway Shopping Center, and existing landscaping for the Safeway parking lot.

**PROPOSED LAND USE:**

Future development is expected to consist of affordable multi-family residential development. The building shown on the concept plan is a two-story building with units consisting of studios, one, and two-bedrooms.

**NEIGHBORHOOD DEVELOPMENT:**

North: Single-family homes, Single-family Residential (R1) zone  
East: Office complex, Suburban Commercial (SC) zone; and the Cedar Safeway Shopping Center, Community Commercial (CC) zone  
South: Vacant land, Public Facility (PF) zone  
West: Vacant land, Public Facility (PF) zone

**REQUIRED FINDINGS:**

**STAFF REVIEW.** An application for a Concept 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 set forth whether the Zoning Map Amendment should be granted, granted with conditions to mitigate anticipated impacts caused by the proposed development, or denied; 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; and, a recommendation on the amendment based on the standards of the zones set forth in Section 10-40.20 "Establishment of Zones" of the Zoning Code (Page 40.20-1).

**FINDINGS FOR REVIEWING PROPOSED AMENDMENTS.** All proposed amendments shall be evaluated as to whether the application is consistent with and conforms to the goals of the General Plan and any applicable specific plans; and 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**

On September 12, 2017, the City of Flagstaff Housing staff received final direction from City Council to pursue the concept rezoning map amendment process for two city-owned parcels. This request for a Concept Rezoning is the second of the two parcels on the Commission's agenda; the first is the site located at 1700 E Sixth Avenue, the second a site located at 3050 N West Street. The Applicant, the City of Flagstaff Housing Section, on behalf of the property owner, the City of Flagstaff, is requesting a Concept Zoning Map amendment to rezone approximately 1.38 acres from the Public Facility (PF) zone to the Medium Density Residential (MR) zone for the purpose of developing affordable multifamily residential development.

If the property is rezoned, the Housing Section will pursue a process by which an affordable multifamily residential project is delivered by a successful respondent to a Request for Proposals (RFP). The Housing Section put out an RFP for a Scattered Site Affordable Housing development on August 14, 2017. It is anticipated that the successful respondent to the RFP will begin their site planning process as City staff takes the Concept Rezoning cases through the public hearing process. City staff will require that as part of the developer's Site Plan application, a neighborhood meeting will be required. The Site Plan application will also be required to be approved by the City Council. This will allow the community an opportunity to review the proposed building design, exterior building elevations, parking layout, outdoor lighting, and site landscaping prior to approval. These elements are not required to be part of the concept rezoning process.

### **Proposed Development Concept Plans**

Proposed development on the subject property includes an apartment building, required parking, and landscaping. The site is relatively flat, with two existing access easements across the bottom third of the parcel. The concept plan shows a two story building with eighteen units located along the west edge of the property. The on-site parking is located along the east side of the property. The parcel is not currently in the Resource Protection Overlay (RPO) zone, however staff would like to require the developer to meet the tree resource protection standards of the RPO. The concept plan shows the proposed development located to the south of the developable area to preserve the existing Ponderosa Pine trees to the north.

### **General Plan – Flagstaff Regional Plan (FRP 2030)**

Amending the Zoning Map from Public Facility (PF) to Medium Density Residential (MR) at this location conforms to the Regional Plan's Future Growth Illustration. The subject parcel is located within a neighborhood suburban activity center (S2), an area largely covered by the 'suburban' area type. The Regional Plan's table of suburban activity center characteristics identifies a "residential only" density range of 6-10 units per acre, which is in line with the MR zone density range. The desired mix of uses within the pedestrian shed of the activity center include "higher density residential and live-work units". The subject parcel is relatively small and located in the pedestrian shed of the S2 activity center.

The proposed rezoning of City owned property to allow for the construction of affordable rentals supports several Regional Plan goals and policies, listed in the attached Project Narrative. The West Street parcel is located within the Urban Growth



Boundary and is serviceable with existing utility and transportation infrastructure. The area is an established neighborhood with connectivity to employment and services located along the Cedar Avenue corridor, including the Cedar Safeway Shopping Center. The proposed housing units will be within walking distance of several bus routes, FUTS paths, and will have access to existing bike paths and sidewalks.

**Zoning – City of Flagstaff Zoning Code**

If the Zoning Map Amendment request is approved, approximately 1.38 acres will be rezoned to the Medium Density Residential (MR) zone. The proposed residential development, as shown on the concept plan, is considered a permitted use in the MR zone. Based on the Flagstaff Zoning Code (Sections 10-40.30.030 and 10-40.30.060) various residential uses are allowed as indicated in the following table.

<b>Comparative Examples of Allowed Residential Uses</b>	
<b>Existing PF Zone</b>	<b>Proposed MR Zone</b>
Congregate Care Facilities – P Employee Housing – P Institutional Residential - UP Homeless Shelters Nursing Homes	Congregate Care Facilities – P Home Daycare – P Duplex – P Multi-Family Dwelling – P Planned Residential Development – P Institutional Residential - UP Homeless Shelters Nursing Homes
P	UP
Permitted Use	Conditional Use Permit Required

**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 have been used to inform the proposed concept plan.

**Resource Protection.** The subject property is not 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). However, the site has many mature Ponderosa Pine trees. Staff suggests that a condition of approval be compliance with the tree resource protection standards. The Concept plan shows the preservation of existing trees at the north end of the property.

**Open Space.** The Zoning Code requires residential developments in the MR zone to provide a minimum of 15% of the total site as open space. This space may include active and passive recreation uses, landscape areas, and community gardens. Based on the 1.38 acre site area, a minimum of 9,017 square feet of open space is required.

**Building Form and Architectural Design Standards.** “Scale” refers to similar or harmonious proportions, overall height, and width, the visual intensity of the development, and the building massing. The proposed development consists of a single two story structure appropriate to the neighborhood suburban activity center. Architectural design standards will be reviewed at the time of site plan approval. The developer will be required to hold an additional neighborhood meeting, and receive City Council approval at that stage of the design process. Staff suggests that a condition of approval be limiting the height of the development to two stories.

Comparative Building Height and Density			
	Existing PF Zone	Proposed MR Zone	Proposed MR Zone with Affordability Bonus
Building Height	60 feet	35 feet	15% bonus, 40 feet
Density	Gross FAR 0.40	Min. 6 dwelling units per acre 1.38 acres X 6 units = 8 units Max. 14 dwelling units per acre 1.38 acres X 14 units = 19 units	45% bonus 1.38 acres X 19 units X 45%=9 additional units Max. 28 total units

**Parking Lots, Driveways, and Service Areas.** The concept plan provided with this application shows a parking area which conforms to the site planning standards within the Zoning Code. The parking area is screened internal to the project and not located adjacent to the right-of-ways. The number of parking spaces show meets the Zoning Code requirements for Affordable Housing based on units and number of bedrooms. The plans do not provide the dimensions of maneuvering areas and spaces. Staff will ensure that adequate parking spaces and maneuvering areas are provided and that trash enclosures and loading areas meet City standards for screening, operation, and location during review of a more detailed site plan submittal.

Comparative Parking Standards		
	Market Rate Dwelling Units	Affordable Dwelling Units
Studio	1.25 Spaces	1.0 Spaces
1 Bedroom	1.5 Spaces	1.0 Spaces
2-3 Bedroom	2.0 Spaces	1.5 Spaces

**Landscaping.** Landscaping plans are not required in conjunction with a Concept Zoning Map Amendment. The applicant will be required to provide plans that meet the requirements of buffer landscaping, parking lot landscaping, and building foundation landscaping found in Section 10-50.60 of the Zoning Code (page 50.60-1). The existing mature Ponderosa Pine trees could be used towards the required landscaping. Affordable housing developments may qualify for a reduction in required landscaping of up to 10 percent. A final landscape plan will be reviewed at the time of site plan submittal.

**Outdoor Lighting.** The subject property is located within Lighting Zone 3 due to the distance from astronomical observatories in the area. Proposed exterior lighting information is not required as part of a Concept Zoning Map Amendment. The applicant will be required to provide plans that meet the requirements of the Outdoor Lighting Standards found in Section 10-50.70 of the Zoning Code (page 50.70-1). Lighting plans will be reviewed at the time of site plan submittal.

#### **PUBLIC SYSTEMS IMPACT ANALYSIS:**

##### **Traffic and Access**

Per the attached Transportation Statement, the West Street project is anticipated to add approximately twelve trips during the peak hour. Since this is less than the minimum 100 trips, this project does not require a Transportation Impact Analysis

(TIA). In addition, due to the low directional hourly volumes on West Street, the low hourly right turn volumes, and the low speed limit, this project does not warrant additional turn lanes.

### **Water and Wastewater**

The Water Services Division reviewed the proposed development and determined that there will be no significant impact to either water or sewer infrastructure off-site as a result of this project. Results of the computer analysis show the fire flow plus maximum day demands analysis for each hydrant in the vicinity of the proposed development are acceptable for residential housing. The computer analysis for the development reveals that flow rates and pressures can be provided with the existing infrastructure. The results imply that the system satisfies the City's criteria for fire flow and domestic demands of the proposed development. The Water Services Division will not require any off-site improvements based on either anticipated water use or sewer discharge from this development.

### **Stormwater**

A Drainage Impact Analysis (DIA) evaluating the impacts of the proposed development on the existing storm drain system downstream of the site will be provided as part of the Site Plan Submittal. In lieu of the DIA, the pre-development versus post-development runoff volume difference for the 100-year storm event can be retained on-site. The Concept plan indicates a possible area for Low Impact Development (LID) and/or on-site detention.

### **OTHER REQUIREMENTS:**

#### **Citizen Participation**

Public hearings before the Planning and Zoning Commission and City Council will be conducted in conjunction with the request for Concept Rezoning. In accordance with State statute, notice of the public hearing was provided by placing an ad in the Arizona Daily Sun, posting a notice on the property, and mailing a notice to all property owners within 1,000 feet of the site.

All property owners within 1,000-feet of this site were notified via mail of the Concept Zoning Map Amendment and asked to attend a neighborhood meeting on October 26, 2017. Approximately twenty seven people from the public attended the neighborhood meeting. The primary concern raised was the desire to keep the parcel as undeveloped, or to develop it as a City park. There were also concerns about the amount of parking proposed being inadequate and complaints concerning the traffic on Linda Vista. It was pointed out that the proposed parking calculation meets code and the increase in traffic was due to the construction on Lockett Road. There were also concerns about the height of the building.

### **DISCUSSION:**

The Concept Rezoning of the parcel located at 3050 North West Street from Public Facility (PF) to Medium Density Residential (MR) meets the intent of the Regional Plan goals and policies. It is anticipated that 40-60 affordable residential units will be constructed as a result of this scattered site affordable housing project. This site will contain a maximum of 28 units. The rentals will be affordable to those at or below 80% of the area median income (AMI), which the local housing market is not currently offering. The City of Flagstaff Housing staff have requested the prioritization of studio and one bedroom units, another void in our community that staff hopes to alleviate with projects such as this.

### **RECOMMENDATION:**

Staff believes that the proposed Concept Zoning Map Amendment has been justified and would recommend in favor of



amending the Zoning Map for approximately 1.38 acres to the Medium Density Residential (MR) zone, with the following conditions:

1. The selected developer must hold an additional neighborhood meeting prior to applying for Site Plan review.
2. The Site Plan approved by IDS must also be approved by City Council.
3. The Resource Protection Standards shall be applied to the site to the greatest extent feasible.
4. The building height shall be limited to two-stories.

#### **ATTACHMENTS**

- Concept Zoning Map Amendment Application
  - Project Narrative
  - Transportation Statement
  - Vicinity Map
  - Context Analysis Map
  - Proposed Building Types
  - Concept Plan
  - Site Analysis Plan
  - Citizen Participation Report
- Additional Public Comments
- Public Hearing Legal Advertisements



# 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

OCT 8 2017

### Application for Zoning Map Amendment and/or Minor Regional Plan Amendment

File Number

P2-17-00194

Property Owner(s) City of Flagstaff	Title	Phone	Email
Mailing Address 211 W. Aspen Ave Flagstaff, AZ 86001		City, State, Zip	
Applicant(s) Housing Section	Title	Phone	Email
Mailing Address 211 W. Aspen Ave Flagstaff, AZ 86001		City, State, Zip	
Project Representative Jennifer Mikelson, Housing Analyst	Title	Phone 213-2744	Email jmikelson@flagstaffaz.gov
Mailing Address 211 W. Aspen Ave Flagstaff, AZ 86001		City, State, Zip	
Requested Review <input checked="" type="checkbox"/> Zoning Map Amendment <input type="checkbox"/> Minor Regional Plan Amendment <input type="checkbox"/> Continued			

Site Address 3150 3100 W. West St.	Parcel Number(s) 109-02-001P	Subdivision, Tract & Lot Number
Existing Zoning District Public Facilities	Proposed Zoning District: Med. Density Resid.	Existing Regional Plan Land Use Category Existing Suburban
Existing Use Vacant / access easement	Proposed Use Multi-family Housing	
Property Information:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Located in an existing Local/National Historic District? (Name: _____) <input type="checkbox"/> Yes <input checked="" 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) N/A	Proposed Regional Plan Land Use Category N/A	

Property Owner Signature(required) Josh Copley	Date: 10/4/17	Applicant Signature Jennifer Mikelson	Date: 10/4/17
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For City Use		
Date Filed:	File Number(s):	Type of Zoning Map Amendment: <input type="checkbox"/> Small scale <input type="checkbox"/> Medium scale <input type="checkbox"/> Large scale <input type="checkbox"/> Multi-phase scale
P & Z Hearing Date:	Publication and Posting Date:	
Council Hearing Date:	Publication and Posting Date:	
Fee Receipt Number:	Amount: Date:	

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 Alex	Engineering Amy	Fire Kurt	Public Works/Utilities Mike / Jim	Stormwater Doug

## CONCEPT REZONING APPLICATION – 3150 N WEST STREET



City of Flagstaff  
Housing Section  
211 W. Aspen Ave.  
Flagstaff, AZ 86001  
(928) 213-2745

Loven Contracting  
1100 South Pinnacle Street  
Flagstaff, Arizona 86001  
Phone: 928.774.9040  
Cell: 928.699.8331  
mloven@lovencontracting.com

October 4, 2017

### PROPERTY DATA

3150 N. West St. Flagstaff, AZ 86004  
APN# 109-02-001P  
Area: ~.91 acres useable (1.38 acres total)  
Existing Zoning: Public Facility  
Proposed Zoning: Medium Density Residential

### PROJECT DATA

Scattered Site Affordable Housing Project  
Proposed Residential Density  
▪ 6 – 14 du/ac  
No commercial uses proposed  
Np proposed open space

## Project Narrative – 3150 N. West St.

On September 12, 2017 the City of Flagstaff Housing staff received final direction from Council to pursue the concept rezoning map amendment process for two city-owned parcels: one at 3150 N. West St. and another at 1700 E. 6<sup>th</sup> Ave. Staff requests that both properties be rezoned from Public Facility (PF) to Medium Density Residential (MR) for the purposes of multi-family residential development.

If the properties are rezoned, the Housing Section will pursue a process by which an affordable multifamily residential project is delivered by a successful respondent to a Request for Proposals (RFP). The Housing Section put out an RFP for a Scattered Site Affordable Housing development on August 14, 2017. It is anticipated that the successful respondent to the RFP begins their site planning process as city staff takes the concept rezoning cases through public hearings.

### General Plan Analysis

Amending the zoning map from PF to MR at this location conforms to the Regional Plan's Future Growth Illustration. The subject parcel is located within a neighborhood suburban activity center (S2), an area which is also largely covered by the 'suburban' area type. The Regional Plan's table of suburban activity center characteristics identifies a 'residential only' density range of 6-10 units per acre, which is in line with the MR density range. The desired mix of uses within the pedestrian shed of the activity center include "higher density residential and live-work units". The subject parcel is relatively small and located in the pedestrian shed of the S2 activity center, adjacent to single family homes. The intended multi-family development would maximize unit counts and be 2-3 stories.

Rezoning City property to allow for the construction of affordable rentals supports several Regional Plan goals and policies, discussed below.

- ***Policy CC.3.2. Maintain and enhance existing buildings and blend well-designed new buildings into existing neighborhoods.***

City staff expect exceptional multi-family architectural design and site planning from the successful RFP respondent. Additional public meetings between the developer and the surrounding neighborhood will ensure a compatible design.

- ***Goal LU.1. Invest in existing neighborhoods and activity centers for the purpose of developing complete, and connected places.***

The West Street parcel is located within an activity center and is adjacent to an established neighborhood. The parcel's proximity to Cedar Avenue, a great street, allows increased connectivity to employment and services along the corridor.

- ***Policy LU.1.3. Promote reinvestment at the neighborhood scale to include infill of vacant parcels, redevelopment of underutilized properties, aesthetic improvements to public spaces, remodeling of existing buildings and streetscapes, maintaining selected appropriate open space, and programs for the benefit and improvement of the local residents.***

The development of new affordable rental units at this location demonstrates reinvestment and infill of a vacant parcel in an established neighborhood. Most beneficial to Flagstaff residents is the addition of modern and affordable rental units that improve upon Flagstaff's existing stock.

- ***Policy LU.1.11. Ensure that there is collaboration between a developer, residents, and property owners in existing neighborhoods where redevelopment and reinvestment is proposed so that they are included, engaged, and informed.***

Staff is requiring that the developer conduct a neighborhood meeting(s) to introduce the approved site plan and architectural renderings of their proposed multi-family project. When both parties arrive at a final design, the developer will present to Council at a public hearing.

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

The Scattered Site Affordable Housing project is comprised of three city parcels totaling less than 5 acres, all located within the Urban Growth Boundary and serviceable with existing city utility and road infrastructure.

- ***Goal LU.13. Increase the variety of housing options and expand opportunities for employment and neighborhood shopping within all suburban neighborhoods.***

The addition of multifamily rental units diversifies the housing stock in the traditionally single-family neighborhood just beyond the S2 activity center's pedestrian shed. Residents of these units will benefit from proximity to neighborhood employment and multi-modal transportation opportunities.

- ***Goal LU.18. Develop well designed activity centers and corridors with a variety of employment, business, shopping, civic engagement, cultural opportunities, and residential choices.***

The West Street parcel is located within an activity center and is adjacent to an established neighborhood. The parcel's proximity to Cedar Avenue, a great street, allows increased connectivity to employment and services along the corridor.

- ***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.***

The Housing Section submitted a RFP from developers to provide just this; an affordable rental project that would house a diverse mix of residents in a well located activity center.

- ***Policy LU.18.6. Support increased densities within activity centers and corridors.***

The Scattered Site Affordable Rental RFP awards the developer whose proposal maximizes each site's development potential. The West Street parcel is located within the S2 activity center, which supports medium to high density residential development. Requesting Medium Density attempts to reconcile the single-family neighborhood character to the north with the intensity encouraged in a suburban activity center. The site will be constrained to a 35' height limit rather than the 60' height of the High Density Residential zoning, which is a more appropriate transition from this activity center's pedestrian shed to the neighborhood.

- ***Policy LU.18.8. Increase residential densities, live-work units, and home occupations within the activity center's pedestrian shed.***

On the eastern edge of this activity center's pedestrian shed are several existing multi-family complexes, and along with the projected 18 units on the West Street parcel, this activity center will begin to achieve the increased densities and supported by the Regional Plan. A large corner of the Sunnyside neighborhood lies within the S2 pedestrian shed; that area's mix of High Density Residential and Community Commercial zones permit live/work units and smaller mixed-use buildings. Both the MR and HR zones allow the Live/Work use with a Use Permit.

- ***Goal T.1. Improve mobility and access throughout the region.***

These residential units will place residents within walking distance of several bus routes and FUTS paths. The existing street grid in the Sunnyside neighborhood provides walkability and connectivity to the surrounding areas.

- ***Goal T.5. Increase the availability and use of pedestrian infrastructure, including FUTS, as a critical element of a safe and livable community.***

There are sidewalks along the larger streets in the area: West Street, Linda Vista, and Cedar Avenue. The Sunnyside neighborhood to the south has relatively new and complete sidewalks that provide safe walking environments and improved connectivity. The Shadow Mountain neighborhood to the north of the site has few sidewalks and limited street connectivity. An unpaved FUTS path is accessible from the West Street site.

- ***Goal T.6. Provide for bicycling as a safe and efficient means of transportation and recreation.***

There are designated bike lanes all along West Street up into the Shadow Mountain neighborhood and down through the Sunnyside neighborhood. There is a gridded street network in Sunnyside, with designated bike lanes and streets identified as "bike routes." These streets then connect to the citywide FUTS. The nearby "Sego Lily" FUTS trail leads to recreational trails on McMillan Mesa.

- ***Goal T. 7. Provide a high-quality, safe, convenient, accessible public transportation system, where feasible, to serve as an attractive alternative to single-occupant vehicles.***

These units will place residents within a quarter mile of three bus stops.

- ***Goal NH.3. Make available a variety of housing types at different price points, to provide housing opportunity for all economic sectors.***

The units will permanently serve residents earning 80% of the area median income or less. For a single individual, that annual income limit is \$35,200.

- ***Policy NH.3.1. Provide a variety of housing types throughout the City and region, including purchase and rental options, to expand the choices available to meet the financial and lifestyle needs of our diverse population.***



Housing staff prioritized studio, one, and two bedroom units in the RFP to fill a need in the community. The demand for affordable rental units is steep, and rental products can be more easily achieved on smaller city lots.

- ***Policy NH.3.5. Encourage and incentivize affordable housing.***

The RFP is incentivizing the development of affordable housing by offering the use of city land to build the units.

- ***Policy NH.6.1. Promote quality redevelopment and infill projects that are contextual with surrounding neighborhoods. When planning for redevelopment, the needs of existing residents should be addressed as early as possible in the development process.***

The MR zoning district was chosen instead of HR in the effort to blend new and existing buildings. The allowable building height of 35' is appropriate given the existing Sunnyside structures. Staff is requiring that the developer conduct a neighborhood meeting(s) to introduce the approved site plan and architectural renderings of their proposed multi-family project. When both parties arrive at a final design, the developer will present to Council at a public hearing.

There are no Regional Plan goals or policies in direct conflict with the proposed affordable housing project, however, residential development in a suburban activity center such as S2 would support a higher density zoning than MR.

### **Analysis of Public Good**

Based on the project's conformance with many of the Regional Plan's goals and policies, it can be inferred that the addition of affordable rental housing within one of the City's established neighborhoods enhances the public good, and does not threaten public health, safety, or convenience in a major way.

### **Concept Plan Analysis**

Proposed development on the subject property includes an apartment building, adequate parking and landscaping. The site is relatively flat, with two existing access easements across the bottom third of the parcel. The concept plan consists of a two story apartment building of eighteen units located along the west edge of the property. The maximum building height allowed in the MR zone is 35', however, no building elevations are required with this concept zoning application, so actual building height is not specified. Total lot coverage for the project is 17%, with a maximum allowance of 40% coverage. A minimum of eight and a maximum of twelve dwelling units are permitted the property. With the 45% affordable housing density bonus, a total of 18 dwelling units are permitted. The unit breakdown is as follows: five studios, six one-bedrooms, seven two-bedrooms. The parking area is situated behind the building with landscaping at both ends. A total of 23 parking spaces is shown, which is the exact number of spaces required for the proposed studio, one- and two-bedroom units.

Primary vehicle access will occur at the existing access easement on the bottom third of the property.  
INSERT TRAFFIC STATEMENT.

A Drainage Impact Analysis (DIA) evaluating the impacts of the proposed development on the existing storm drain system downstream of the site will be provided as part of the Site Plan Submittal. In lieu of the DIA the pre-development versus post-development runoff volume difference for the 100-year storm event can be required to be retained onsite. A preliminary drainage report per Stormwater Management Design Manual will also be provided as part of the site plan submittal.

### **Public Utilities Analysis**

The Utilities Department reviewed the three sites involved in the current Scattered Site Affordable Housing RFP and found that there will be no significant impact to either water or sewer infrastructure offsite as a result of this project. Results of the computer analysis show the fire flow plus maximum day demands analysis for each hydrant in the vicinity of the proposed development are acceptable for residential housing. The computer analysis for the development reveals that flow rates and pressures can be provided with the proposed infrastructure. The results imply that the system satisfies the City's criteria for fire flow and domestic demands in the proposed development areas. The minimum residual pressure adjacent to the development areas is above or equal to the City's Engineering Standards minimum residual pressure of 40 psi for all proposed pipelines. There is adequate capacity and the City of Flagstaff will provide water and sewer service to this site upon acceptance and dedication of all required public improvements. Utilities Department will not require any off-site improvements based on either anticipated water use or sewer discharge from this development.

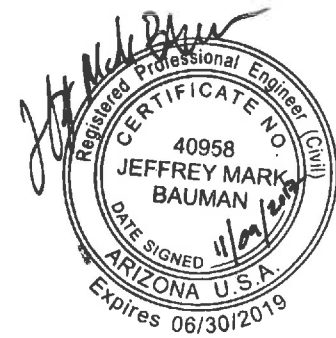
### **Community Benefit**

It is anticipated that 40-60 affordable residential units will be built as a result of this scattered site affordable housing project. The rentals will be affordable to those at or below 80% of the area median income (AMI), which the local housing market is not offering currently. The City has requested the prioritization of studio and one bedroom units – another void in our community that staff hopes to alleviate with projects such as this.



# City of Flagstaff

## Technical Memorandum



**Date:** November 9, 2017  
**To:** City of Flagstaff Housing Staff  
**From:** Jeff Bauman, Traffic Engineer  
**Re:** Transportation Statement for Workforce Housing – North West Street

### Introduction:

As per the City of Flagstaff Zoning Code requirements, a traffic statement is required. According to the Concept Zoning Plan, dated October 3, 2017, the 3100 North West Street Workforce Housing development includes five (5) studio units, six (6) one-bedroom units, and seven (7) two-bedroom units; totaling 18 dwelling units. The proposed workforce housing is considered "Apartments" for the purpose of calculating trip generation. According to the 9<sup>th</sup> Edition of the ITE Trip Generation Manual, "Apartment" is defined as, "rental dwelling units located within the same building with at least three other dwelling units, for example, quadrplexes and all types of apartment buildings. The studies included in this land use did not identify whether the apartments were low-rise, mid-rise, or high-rise."

### Analysis:

In order to determine the Transportation Impact Analysis (TIA) category, trip generation rates need to be calculated. The trip generation calculations for the West Street Workforce Housing project are summarized below:

Land Use				AM Distribution		PM Distribution	
	ITE LUC	Quantity	Units	In	Out	In	Out
Apartment	220	18	Dwelling Units	20%	80%	65%	35%

Land Use	ADT		AM Peak Hour				PM Peak Hour			
	Avg. Rate*	Total	Avg. Rate*	In	Out	Total	Avg. Rate*	In	Out	Total
Apartment	6.65	120	0.51	2	8	10	0.62	8	4	12

\*equation not used because 18 dwelling units does not fall within cluster

The workforce housing on West Street is anticipated to generate approximately 120 daily external trips, with approximately 10 trips occurring during the AM peak hour and 12 trips occurring during the PM peak hour. The City of Flagstaff's Engineering Standards require a TIA if a new development generates a minimum of 100 trips in the peak hour. Since the estimated peak hour trips for this project is 12, this development does not require a TIA.

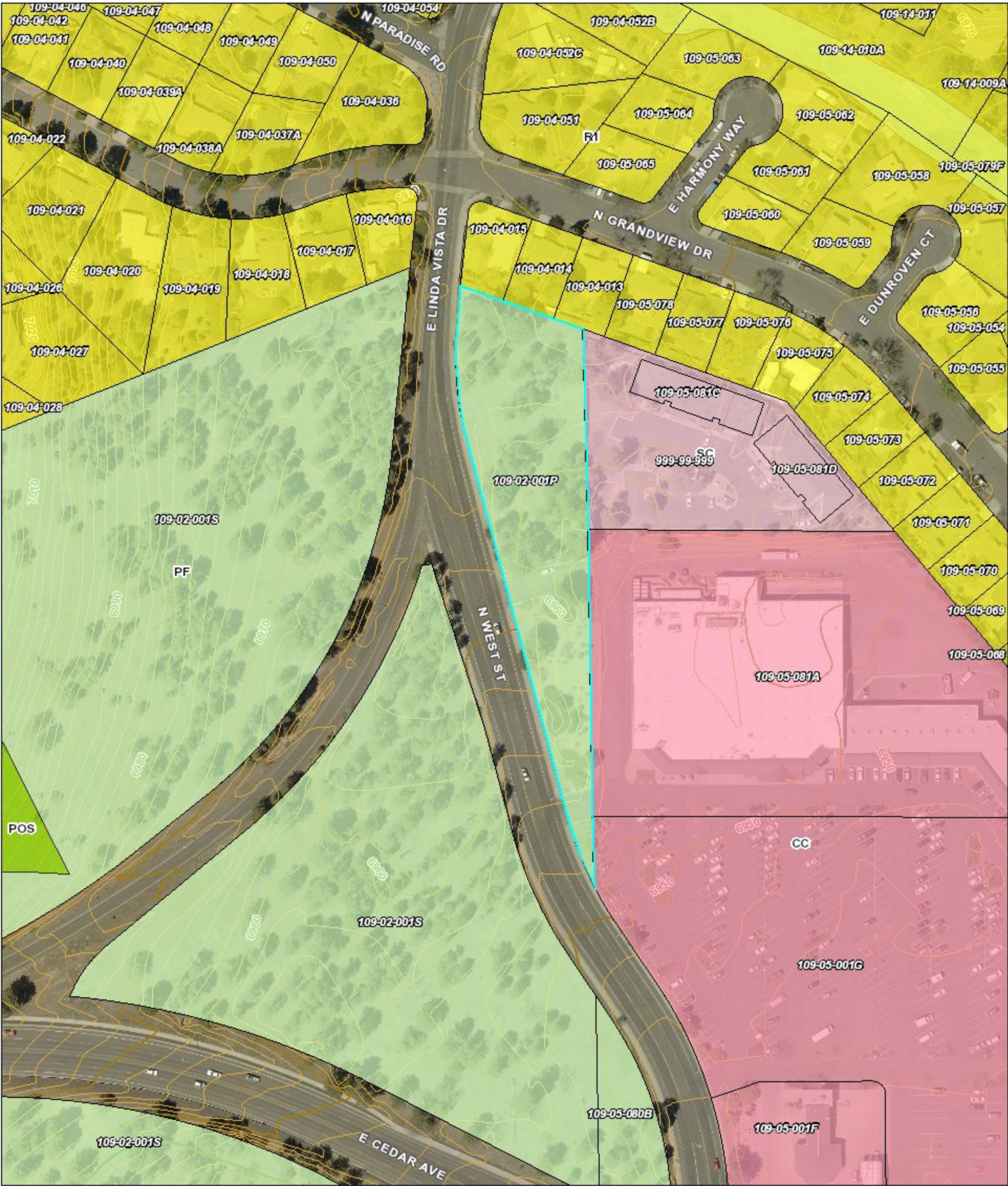
Another aspect to be considered is the need for additional turn lanes. The proposed site access on West Street has an existing two-way left turn lane, but no right turn lane. Section 13-10-010-0002 of the Flagstaff Engineering Standards provides a figure that is used to determine if a right turn lane is warranted. Taking into consideration the directional hourly vehicle volume on West Street (250 vehicles in the peak hour), the assumed hourly right turn vehicle volume (8 vehicles in the peak hour), and the posted speed limit (25 mph), this existing driveway location does not warrant a right turn lane.

**Conclusion:**

The West Street Workforce Housing project will add approximately 12 trips during the peak hour, since this is less than the minimum 100 trips, this project does not require a TIA. In addition, due to the low directional hourly volumes on West Street, the low hourly right turn volumes, and the low speed limit, this location does not warrant additional turn lanes.



# Context Analysis Map - 3100 N West St



August 21, 2017

- Proposed Buildings

Parcels

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)

T3N.1

T4N.1

T4N.1-O

T5

T5-O

T6

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)

Public Open Space

Rural Floodplains

CNTY

RURAL

URBAN

FUTURE Trails

FUTS - Existing

FUTS - Planned

1:1,393

0 0.015 0.03 0.06 mi

0 0.025 0.05 0.1 km

City of Flagstaff Inter



# Proposed Building Types

100% Affordable Rental Units

Maximum 80% Area Median Income



## Apartments / Stacked Flats

- Single level, two story, or two and a half stories
- Generally accessible by street level
- Includes efficiency units
- Accessible for seniors and people with disabilities



## Building Form

- Sloped roofs and multiple roof lines
- Articulated structural elements
- Covered porches and prominent entries
- Traditional fenestration
- Scaled to neighborhood pedestrians



## Regional Design Character

- Painted lap siding in muted earth tones
- Indigenous stone materials
- Bright colors used for accents only
- Balance of heavier and lighter building materials





Concept Zoning Plan  
3050 North West Street  
Flagstaff, Arizona

Project Number  
2017.16

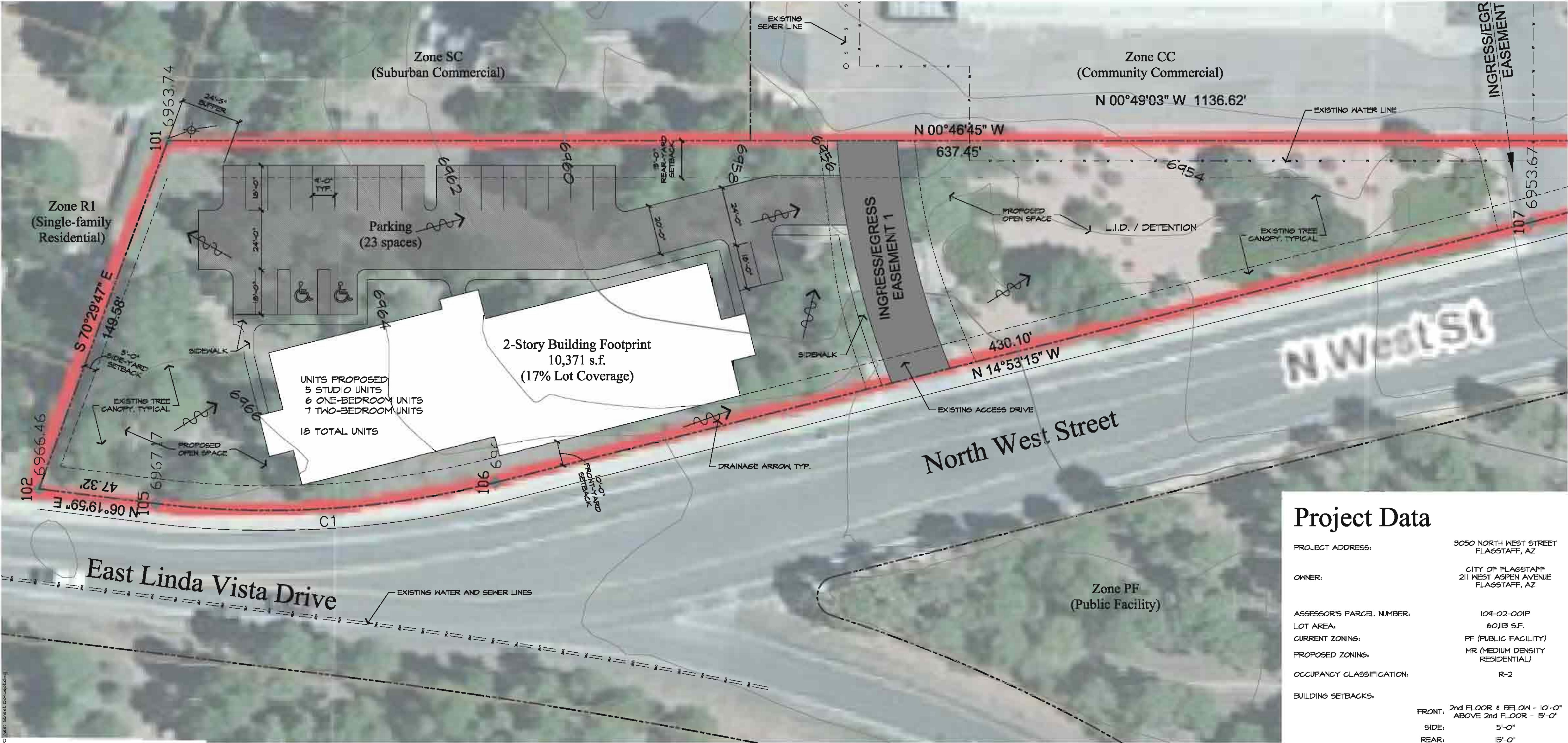
Drawing  
CONCEPT ZONING

Shapes & Forms  
ARCHITECTS, INC.  
1823 West Heavenly Court  
Flagstaff, Arizona 86001  
(928) 213-9626  
(928) 253-5337 FAX  
www.shapes-forms.com

Sheet

1

01 of 02



Concept Zoning Plan  
1" = 20'-0"

Project Data

PROJECT ADDRESS:	3050 NORTH WEST STREET FLAGSTAFF, AZ
OWNER:	CITY OF FLAGSTAFF 211 WEST ASPEN AVENUE FLAGSTAFF, AZ
ASSESSOR'S PARCEL NUMBER:	104-02-001P
LOT AREA:	60,113 S.F.
CURRENT ZONING:	PF (PUBLIC FACILITY)
PROPOSED ZONING:	MR (MEDIUM DENSITY RESIDENTIAL)
OCCUPANCY CLASSIFICATION:	R-2
BUILDING SETBACKS:	
FRONT:	2nd FLOOR & BELOW - 10'-0"
SIDE:	ABOVE 2nd FLOOR - 15'-0"
REAR:	5'-0"
	15'-0"
BUILDING HEIGHT ALLOWED BY ZONING CODE:	MR ZONE 35'-0" MAXIMUM
LOT COVERAGE:	40% (60,113 S.F. * 0.4 = 24,045 S.F.)
DENSITY:	
MINIMUM 6 D.U. PER ACRE:	6 * 1.38 = 8 D.U.
MAXIMUM 9 D.U. PER ACRE:	9 * 1.38 = 12 D.U.
DENSITY BONUS FOR AFFORDABLE UNITS:	45% (12.42 D.U. * 1.45 = 18 UNITS)
OPEN SPACE:	
15% OF GROSS LOT AREA:	60,113 * 0.15 = 9,017 S.F.
REQUIRED PARKING:	AFFORDABLE RESIDENTIAL
STUDIO:	1 SPACE / UNIT REQUIRED
ONE-BEDROOM:	1 SPACE / UNIT REQUIRED
TWO-BEDROOMS:	1.5 SPACES REQUIRED PLUS 0.25 GUEST SPACES
PARKING PROVIDED:	STUDIO (5 * 1.0 = 5 SPACES) ONE-BEDROOM (6 * 1.0 = 6 SPACES) TWO-BEDROOM (1 * 1.75 = 12 SPACES)
TOTAL:	23 SPACES



Citizen Participation Report  
for 3150 N West Street

Scattered Site Affordable Housing  
Concept Rezoning

Prepared by  
City of Flagstaff Housing Section

Submitted November 8, 2017

## NEIGHBORHOOD MEETING CERTIFICATION

I, Jennifer Mikelson, the authorized representative of C o F Housing, do hereby attest that the neighborhood meeting for Project No. PZ-17 - 00194 was noticed and conducted in compliance with Section 10-20.30.060 of the City of Flagstaff Zoning Code, including the following:

- ☒ A Citizen Participation Plan, prepared in accordance with Section 10-20.30.030.C of the City of Flagstaff Zoning Code, was submitted to the City of Flagstaff on 10/4/17 and accepted by the City of Flagstaff on 10/5/17.
- ☐ A list of property owners within 1,000 feet of the subject properties boundaries was prepared and submitted to the City of Flagstaff as part of the Citizen Participation Plan.
- ☐ Notices of the neighborhood meeting were sent via first class mail on 10/5/17 to all property owners within 1,000 feet of the subject properties boundaries, to all tenants residing on the subject property, to all Home Owners Associations (HOAs) within 1,000 feet of the subject property, and all persons or groups whose names are listed on the Registry of Persons and Groups.
- ☐ A total of 1 neighborhood meeting notification sign(s) were installed on 10/5/17 at the following location(s):
  - o 3100 N. West St.
  - o \_\_\_\_\_
  - o \_\_\_\_\_
- ☐ A written summary of the meetings, known as a Citizen Participation Report, was submitted to the City of Flagstaff on 11/8/17.
- ☐ Copies of the Citizen Participation Report were sent via <sup>email</sup>~~first class mail~~ on 11/2/17 to all person who recorded their names on the neighborhood meeting sign-in sheet.

Authorized Representative of the Applicant

Jennifer Mikelson

Signature:

Jenny Mikelson



# City of Flagstaff

October 6, 2017

Dear Neighbor,

The purpose of this letter is to inform you that the City of Flagstaff's Housing Section proposes to file for a Concept Zoning Map Amendment for the undeveloped land located at 3100 N West Street. The intent of the application is to change the existing Public Facilities zoning to the Medium Density Residential zone for an affordable housing project.

To provide interested neighbors an opportunity to review the proposal and to ask questions of staff, a neighborhood meeting will take place **at 5:00 PM on October 26, 2017 in the dance room at the Hal Jensen Community Center**, located at 2403 N Izabel Street, Flagstaff, AZ 86004.

If you are unable to attend or have any questions, staff is happy to discuss the application with you at any time. You may contact Jennifer Mikelson, Housing Analyst at [jmikelson@flagstaffaz.gov](mailto:jmikelson@flagstaffaz.gov) or (928) 213-2744.

Because you are a property owner within the vicinity of this request, you will be receiving formal notification of the public hearing dates for this application directly from the Community Development Department in the near future. Thank you for your attention to this letter.

Sincerely,

Jennifer Mikelson  
Housing Analyst

APN	OWNER NAME	SITUS ADDRESS	SITUS CITY	SITUS ST	SITUS ZIPCODE	OWNER ADDRESS	OWNER CITY	OWNER STATE	OWNER ZIPCODE
10905021	MOORE CHRISTOPHER JAMES & PATRICIA GAYLE CLUFF	3120 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	3120 N GRANDVIEW DR	FLAGSTAFF	AZ	86004
10905022	MC REYNOLDS FRANCES TRUSTEE ; MC REYNOLDS FC TRUST AGR DTD 3-30-04	3114 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	PO BOX 1557	CAMP VERDE	AZ	86322
10905023	LOVELACE LOUISE ; LOVELACE JAMES R & LOUISE	3110 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	202 E CHARLOTTE ST	STERLING	VA	22170
10905025A	LEUENBERGER LIVING TRUST DTD 12-15-15	2100 E CEDAR AVE	FLAGSTAFF	AZ	86004	10376 ROAN RD	FLAGSTAFF	AZ	86004
10905020	HELLSTERN ELIZABETH	3124 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	3124 N GRANDVIEW DR	FLAGSTAFF	AZ	86004
10905024	LOVELACE LOUISE	3106 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	202 E CHARLOTTE ST	STERLING	VA	22170
10905026A	3101 LLC	2110 E CEDAR AVE	FLAGSTAFF	AZ	86004	2200 E CEDAR AVE NO 6	FLAGSTAFF	AZ	86004
10905081A	CEDAR WEST CAPITAL LLC		FLAGSTAFF	AZ	86004	10 E DALE AVE	FLAGSTAFF	AZ	86001
10914055B	JANSEN SARA L	3318 N MONTE VISTA DR	FLAGSTAFF	AZ	86004	3318 N MONTE VISTA DR	FLAGSTAFF	AZ	86004
10914055A	YAVAPAI SAVINGS & LOAN ASSOCIATION		FLAGSTAFF	AZ	86004	PO BOX 2299	PRESCOTT	AZ	86301
10905007	BELTZ JENNIFER B	3127 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	3127 N GRANDVIEW DR	FLAGSTAFF	AZ	86004
10905012	GREENE FAM U/D/T DTD 12/19/02	3223 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	3223 N GRANDVIEW DR	FLAGSTAFF	AZ	86004
10905005	KELLEY LACY L	3119 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	3119 N GRANDVIEW DR	FLAGSTAFF	AZ	86004
10905006	SHOAF CARL M	3123 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	2418 TOREVA PL	FLAGSTAFF	AZ	86005
10905009	WELCH LUCILLE TRUSTEE	3209 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	4200 COUNTRY CLUB DR	FLAGSTAFF	AZ	86004
10905011	TAYLOR KENT A	3219 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	1203 E LAUREL DR	CASA GRANDE	AZ	85222
10905014	KURPIERZ FRANK & STEPHANIE G	3220 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	2920 W DARLEEN DR	FLAGSTAFF	AZ	86001
10905017	BOJORQUEZ RAYMOND A & ROSALIE T	3208 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	3208 N GRANDVIEW DR	FLAGSTAFF	AZ	86004
10905008	VIOTTI LISA N JT ; MONTECHELLO MARIO V JT	3203 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	3203 N GRANDVIEW DR	FLAGSTAFF	AZ	86004
10905016	DELGADILLO R & G RVCBL TRUST DTD 2-14-08	3214 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	1196 HATTIE GREENE	FLAGSTAFF	AZ	86001
10905019	ROARK TARA E	3128 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	3128 N GRANDVIEW DR	FLAGSTAFF	AZ	86004
10905015	SULLIVAN BENJAMIN W & SARA E CPWROS	3218 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	3218 N GRANDVIEW DR	FLAGSTAFF	AZ	86004
10905010	AUKON GEORGE	3215 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	3215 N GRANDVIEW DR	FLAGSTAFF	AZ	86001
10905013	TEWKSBURY-BLOOM SHARON	3224 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	3224 N GRANDVIEW DR	FLAGSTAFF	AZ	86004
10905018	MORALES FAMILY LIVING TRUST DTD 2/2/16	3202 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	3202 N GRANDVIEW DR	FLAGSTAFF	AZ	86004
10908160A	GOODMAN & GOODMAN	2103 E CEDAR AVE	FLAGSTAFF	AZ	86004	115 N PARK ST	FLAGSTAFF	AZ	86001
10914036	MANLEY DAREN J	1400 E LINDA VISTA DR	FLAGSTAFF	AZ	86004	1400 E LINDA VISTA DR	FLAGSTAFF	AZ	86004
10914037	LOPEZ STEPHEN M RVCBL TRUST DTD 8-4-14	1440 E LINDA VISTA DR	FLAGSTAFF	AZ	86004	1440 E LINDA VISTA DR	FLAGSTAFF	AZ	86004
10904013	MONCHER CARLI M	3509 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	3905 E COYOTE LN	FLAGSTAFF	AZ	86004
10904016	LEE JAYNE	1124 E LINDA VISTA DR	FLAGSTAFF	AZ	86004	1124 E LINDA VISTA DR	FLAGSTAFF	AZ	86004
10904020	ABDELKADER ALAIN & CAROLINE CPWROS	3619 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	3619 N GRANDVIEW DR	FLAGSTAFF	AZ	86004
10904014	ABELS LARRY P II	3513 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	3513 N GRANDVIEW DR	FLAGSTAFF	AZ	86004
10904018	WACHTER ROBERT M & VICKI L JT	3609 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	3609 N GRANDVIEW DR	FLAGSTAFF	AZ	86004
10904019	PHIPPS MICHAEL PARK & BRENDA LOUISE	3613 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	3613 N GRANDVIEW DR	FLAGSTAFF	AZ	86004
10904022	RESCHNER KATHARINA	3707 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	3707 N GRANDVIEW DR	FLAGSTAFF	AZ	86004
10904017	SWEENEY ANDREW	3605 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	3605 N GRANDVIEW DR	FLAGSTAFF	AZ	86004
10904028	COSNER SHANNON & THOMAS	1032 E HILLCREST DR	FLAGSTAFF	AZ	86004	1032 E HILLCREST DR	FLAGSTAFF	AZ	86004



APN	OWNER NAME	SITUS ADDRESS	SITUS CITY	SITUS ST	SITUS ZIPCODE	OWNER ADDRESS	OWNER CITY	OWNER STATE	OWNER ZIPCODE
10904015	DOTEN PATRICIA ANNE & RALPH G CO-TTEES ; DOTEN PA & RG RVCBL TRUST DTD 6-21-05	1131 E LINDA VISTA DR	FLAGSTAFF	AZ	86004	9490 HASHKNIFE TRL	FLAGSTAFF	AZ	86001
10904026	CARTER CARMEN	1024 E HILLCREST DR	FLAGSTAFF	AZ	86004	1024 E HILLCREST DR	FLAGSTAFF	AZ	86004
10904021	POEN MONTE M & KATHRYN L TRUSTEES ; POEN MM & KL FAMILY TRUST UTA	3703 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	3703 N GRANDVIEW DR	FLAGSTAFF	AZ	86004
10904036	GABALDON CARLOS & LISA	3601 N PARADISE RD	FLAGSTAFF	AZ	86004	3601 N PARADISE RD	FLAGSTAFF	AZ	86004
10904038A	REEVES MARY PONTAL	3618 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	3618 N GRANDVIEW DR	FLAGSTAFF	AZ	86004
10904029	CROWE DAVID	1027 E HILLCREST DR	FLAGSTAFF	AZ	86004	1027 E HILLCREST DR	FLAGSTAFF	AZ	86004
10904037A	DUNDAS COLIN M	3608 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	3608 N GRANDVIEW DR	FLAGSTAFF	AZ	86004
10904025	DRUMRIGHT STEPHEN	1018 E HILLCREST DR	FLAGSTAFF	AZ	86004	1018 E HILLCREST DR	FLAGSTAFF	AZ	86004
10904027	JACOBSEN MURIEL	1028 E HILLCREST DR	FLAGSTAFF	AZ	86004	1028 E HILLCREST DR	FLAGSTAFF	AZ	86004
10904054	TURNER ELTON E & SANDRA J	3608 N PARADISE RD	FLAGSTAFF	AZ	86004	3608 N PARADISE RD	FLAGSTAFF	AZ	86004
10904056	JOHNSON MARGARET E TRUSTEE ; JOHNSON DISCLAIMER TRUST UDT DTD 9-27-95	3612 N PARADISE RD	FLAGSTAFF	AZ	86004	3612 N PARADISE RD	FLAGSTAFF	AZ	86004
10904052B	DRAWZ KURT R	1225 E LINDA VISTA DR	FLAGSTAFF	AZ	86004	1225 E LINDA VISTA DR	FLAGSTAFF	AZ	86004
10904051	STEVENSON CATHERINE N	3602 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	3602 N GRANDVIEW DR	FLAGSTAFF	AZ	86004
10904052C	TANNER JOLINE	1205 E LINDA VISTA DR	FLAGSTAFF	AZ	86004	1205 E LINDA VISTA DR	FLAGSTAFF	AZ	86004
10904055	GRIM JOHN N SURVIVOR'S TRUST CREATED U/D/T 12/15/95	3610 N PARADISE RD	FLAGSTAFF	AZ	86004	3610 N PARADISE RD	FLAGSTAFF	AZ	86004
10904057	JOHNSON LIVVING TRUST DTD 1-19-11	3702 N PARADISE RD	FLAGSTAFF	AZ	86004	380 OAK CREEK DR	SEDONA	AZ	86351
10905040	WELCH LUCILLE TRUSTEE ; WELCH FMLY TRUST DTD 5/26/94	3204 N MONTE VISTA DR	FLAGSTAFF	AZ	86004	4200 COUNTRY CLUB DR	FLAGSTAFF	AZ	86004
10905039	JORDAN RHEBA C	3210 N MONTE VISTA DR	FLAGSTAFF	AZ	86004	3210 N MONTE VISTA DR	FLAGSTAFF	AZ	86004
10907005	ARROYO VS RVCBL LIVING TRUST DTD 10-28-04	3122 N MONTE VISTA DR	FLAGSTAFF	AZ	86004	278 S HILLSVIEW AVE	MONTEBELLO	CA	90022
10907004C	DOS PINOS LLC	3108 N MONTE VISTA DR	FLAGSTAFF	AZ	86004	2200 E CEDAR STE 6	FLAGSTAFF	AZ	86004
10904039A	VASQUEZ MICHAEL L & MARINA C JT	3700 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	3700 N GRANDVIEW DR	FLAGSTAFF	AZ	86004
10904040	SHRADER JUDITH WOOD	3704 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	3704 N GRANDVIEW DR	FLAGSTAFF	AZ	86004
10904041	BACKUS BRENT & LINDA	3708 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	4855 N PRIMROSE CIRCLE	FLAGSTAFF	AZ	86001
10904047	GARDNER BRADLEY R	3705 N PARADISE RD	FLAGSTAFF	AZ	86004	3705 N PARADISE ROAD	FLAGSTAFF	AZ	86004
10904048	WIDMANN DUSTIN & JULIE A	3613 N PARADISE RD	FLAGSTAFF	AZ	86004	5564 KAMET CT	VENTURA	CA	93003
10904049	GOOCH ROBERT A & KRISTA S JT	3609 N PARADISE RD	FLAGSTAFF	AZ	86004	3609 N PARADISE RD	FLAGSTAFF	AZ	86004
10904050	VEALE Z & BE RVCBL TR AGMT DTD 8-23-88	3605 N PARADISE RD	FLAGSTAFF	AZ	86004	3605 N PARADISE RD	FLAGSTAFF	AZ	86004
10905058	RENNER DARIN	1306 E DUNROVEN CT	FLAGSTAFF	AZ	86004	912 JOVIAN DR	PRESCOTT	AZ	86301
10905056	KEENE PAUL D CPWROS ; HARRINGTON LISA M CPWROS	1303 E DUNROVEN CT	FLAGSTAFF	AZ	86004	1303 E DUNROVEN CT	FLAGSTAFF	AZ	86004
10905057	C & D RIGGS FAMILY LIMITED LIABILITY CO	1305 E DUNROVEN CT	FLAGSTAFF	AZ	86004	4075 N FRIBOURG WY	FLAGSTAFF	AZ	86004
10905055	AKERS BRENDA JO	1402 E MARYMONT CIR	FLAGSTAFF	AZ	86004	1402 E MARYMONT CIR	FLAGSTAFF	AZ	86004
10905059	KEITH WILLIAM D & DEBORAH A	1302 E DUNROVEN CT	FLAGSTAFF	AZ	86004	1302 E DUNROVEN CT	FLAGSTAFF	AZ	86004
10918015A	MONTHOFER MARK W & PAULA ROCCO	1230 E LINDA VISTA DR	FLAGSTAFF	AZ	86004	1230 E LINDA VISTA	FLAGSTAFF	AZ	86004
10908162	HOOD FAMILY TRUST DATED 1-4-91	2109 E CEDAR AVE	FLAGSTAFF	AZ	86004	309 W PINE AVE	FLAGSTAFF	AZ	86001
10905001F	SAFeway INC	1490 E CEDAR AVE	FLAGSTAFF	AZ	86004	1371 OAKLAND BLVD STE 200	WALNUT CREEK	CA	94596
10904060	WOLFF PETER B & REGINA M CPWROS	1220 E LINDA VISTA DR	FLAGSTAFF	AZ	86004	1220 E LINDA VISTA DR	FLAGSTAFF	AZ	86004

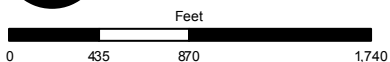
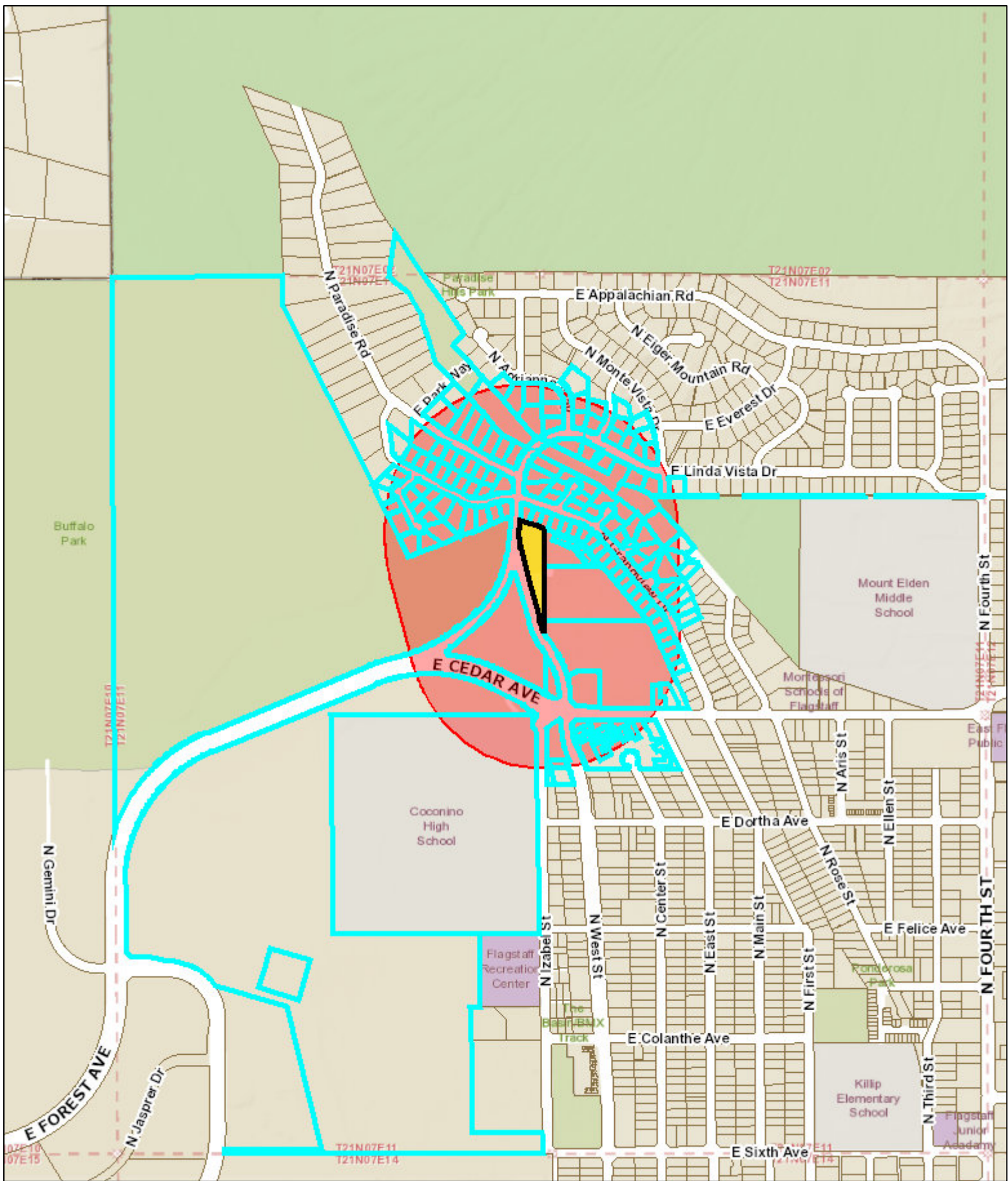
APN	OWNER NAME	SITUS ADDRESS	SITUS CITY	SITUS ST	SITUS ZIP CODE	OWNER ADDRESS	OWNER CITY	OWNER STATE	OWNER ZIP CODE
10905001K	JAMISON DARLEEN M TRUSTEE ; JAMISON FAMILY TRUST U/A/D 8/25/86	1500 E CEDAR AVE	FLAGSTAFF	AZ	86004	1619 AZTEC DR	FLAGSTAFF	AZ	86001
10905002A	ROBINSON REALTY CO LLC	2010 E CEDAR AVE	FLAGSTAFF	AZ	86004	2010 E CEDAR AVE	FLAGSTAFF	AZ	86004
10905003	BARRAZA FAUSTINO CPWROS ; BATREZ GUADALUPE CPWROS	3109 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	3109 N GRANDVIEW DR	FLAGSTAFF	AZ	86004
10905004	WESTBROOK RUBY JOYCE	3115 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	3115 N GRANDVIEW DR	FLAGSTAFF	AZ	86004
10905001G	CEDAR WEST CAPITAL LLC	1500 E CEDAR AVE #1	FLAGSTAFF	AZ	86004	10 E DALE AVE	FLAGSTAFF	AZ	86001
10905001J	NORTHERN ARIZONA HOME BUILDERS INC	1500 E	FLAGSTAFF	AZ	86004	1500 E CEDAR AVE STE 86	FLAGSTAFF	AZ	86004
10905041	ODEGAARD VAN A & GLENDA JT	3126 N MONTE VISTA DR	FLAGSTAFF	AZ	86004	2109 N 4TH ST STE 3	FLAGSTAFF	AZ	86004
10905042	RODRIGUEZ PEDRO & ANGELINA CPWROS	3223 N MONTE VISTA DR	FLAGSTAFF	AZ	86004	3223 N MONTE VISTA DR	FLAGSTAFF	AZ	86004
10905044	WHITTEN KAREN	3231 N MONTE VISTA DR	FLAGSTAFF	AZ	86004	3208 N 4TH ST	FLAGSTAFF	AZ	86004
10905045	HOWINGTON GEORGE A	3301 N MONTE VISTA DR	FLAGSTAFF	AZ	86004	3301 N MONTE VISTA DR	FLAGSTAFF	AZ	86004
10905043	MYERS JEAN L	3227 N MONTE VISTA DR	FLAGSTAFF	AZ	86004	PO BOX 609	FLAGSTAFF	AZ	86002
10913006B	DGG HOLDINGS LLC	1515 E	FLAGSTAFF	AZ	86004	PO DRAWER 397	RILLITO	AZ	85654
10913007	NORTHEAST PROFESSIONAL PLAZA OWNERS ASSOC	1515 E	FLAGSTAFF	AZ	86004	405 N BEAVER ST STE 7	FLAGSTAFF	AZ	86001
10913006A	DGG HOLDINGS LLC	1515 E	FLAGSTAFF	AZ	86004	PO DRAWER 397	RILLITO	AZ	85654
10905048	LESAGE BRIAN J JT ; CRAIG ROBIN A JT	3228 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	3228 N GRANDVIEW DR	FLAGSTAFF	AZ	86004
10905046	JOSEFCHUK JOHN & RACHEL B	3307 N MONTE VISTA DR	FLAGSTAFF	AZ	86004	3307 N MONTE VISTA DR	FLAGSTAFF	AZ	86004
10905052	MONTOYA FMLY U/D/T/D 9/4/03	1407 E MARYMONT CIR	FLAGSTAFF	AZ	86004	1407 E MARYMONT CIR	FLAGSTAFF	AZ	86004
10905051	TERAN PAUL DEAN & ELIZABETH ANN CPWROS	1401 E MARYMONT CIR	FLAGSTAFF	AZ	86004	1401 E MARYMOUNT CIR	FLAGSTAFF	AZ	86004
10905053	ALPERN SUSAN B	1410 E MARYMONT CIR	FLAGSTAFF	AZ	86004	1410 E MARYMONT	FLAGSTAFF	AZ	86004
10905047	HAHN ROLAND T II & JUDITH F	3313 N MONTE VISTA DR	FLAGSTAFF	AZ	86004	12919 W ROY ROGERS RD	PEORIA	AZ	85383
10905049	TELLEZ CARMELO A & ALICE L JT	3302 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	3302 N GRANDVIEW DR	FLAGSTAFF	AZ	86004
10905050	NEWELL SHAWN L	3308 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	3308 N GRANDVIEW DR	FLAGSTAFF	AZ	86004
10905054	WILSON LAWRENCE C & JACQUI	1406 E MARYMONT CIR	FLAGSTAFF	AZ	86004	1406 E MARYMONT CIR	FLAGSTAFF	AZ	86004
10910006C	CARO MARK & VALERIE REVOCABLE TRUST DTD 3-26-14	1555 E CEDAR AVE	FLAGSTAFF	AZ	86004	6955 E OLD WALNUT CANYON RD	FLAGSTAFF	AZ	86004
10905037	BOUGHNER FAMILY LIVING TRUST DTD 3/7/17	3219 N MONTE VISTA DR	FLAGSTAFF	AZ	86004	8175 N HARMONY LN	FLAGSTAFF	AZ	86001
10905033	GODWIN RONALD S	3129 N MONTE VISTA DR	FLAGSTAFF	AZ	86004	3129 N MONTE VISTA DR	FLAGSTAFF	AZ	86004
10905031	COLLINS NELDA B	3121 N MONTE VISTA DR	FLAGSTAFF	AZ	86004	3121 N MONTE VISTA DR	FLAGSTAFF	AZ	86004
10905032	ROCHA SEVERO R	3125 N MONTE VISTA DR	FLAGSTAFF	AZ	86004	3125 N MONTE VISTA DR	FLAGSTAFF	AZ	86004
10905034	CARRANZA SERGIO	3203 N MONTE VISTA DR	FLAGSTAFF	AZ	86004	3203 N MONTE VISTA DR	FLAGSTAFF	AZ	86004
10905038	WAGNER LINDSAY	3216 N MONTE VISTA DR	FLAGSTAFF	AZ	86004	3216 N MONTE VISTA DR	FLAGSTAFF	AZ	86004
10905035	COVEY THOMAS B	3209 N MONTE VISTA DR	FLAGSTAFF	AZ	86004	3209 N MONTE VISTA DR	FLAGSTAFF	AZ	86004
10905036	GRANADA NICHOLAS B	3215 N MONTE VISTA DR	FLAGSTAFF	AZ	86004	3215 N MONTE VISTA DR	FLAGSTAFF	AZ	86004
10905062	ANDERSON LS TRUST DTD 5-3-05	1209 E HARMONY WAY	FLAGSTAFF	AZ	86004	1209 E HARMONY WAY	FLAGSTAFF	AZ	86004
10905061	TARR PATRICK A & ROSANNA JT	1207 E HARMONY WAY	FLAGSTAFF	AZ	86004	1207 E HARMONY WAY	FLAGSTAFF	AZ	86004
10905060	CISNEROS MAGDALENA	3502 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	1452 N MCALLISTER AVE	TEMPE	AZ	85281
10905063	TOMLINSON WILLIAM R & CHARLENE CPWROS	1210 E HARMONY WAY	FLAGSTAFF	AZ	86004	1210 E HARMONY WAY	FLAGSTAFF	AZ	86004
10905064	TALBOTT RONALD L & CHARLENE JANE TRUSTEE ; TALBOTT RL & CJ LIVING TRUST	1206 E HARMONY WAY	FLAGSTAFF	AZ	86004	1206 E HARMONY WAY	FLAGSTAFF	AZ	86004
10902002A	FLAGSTAFF UNIFIED SCHOOL DISTRICT #1	2801 N IZABEL ST	FLAGSTAFF	AZ	86004	3285 E SPARROW AVE	FLAGSTAFF	AZ	86004

APN	OWNER NAME	SITUS ADDRESS	SITUS CITY	SITUS ST	SITUS ZIPCODE	OWNER ADDRESS	OWNER CITY	OWNER STATE	OWNER ZIPCODE
10905028	GARDUNO MANUELLA IRENE	3109 N MONTE VISTA DR	FLAGSTAFF	AZ	86004	3109 N MONTE VISTA DR	FLAGSTAFF	AZ	86004
10905030	SELF KARA	3115 N MONTE VISTA DR	FLAGSTAFF	AZ	86004	3115 N MONTE VISTA DR	FLAGSTAFF	AZ	86004
10905029	WHITTEN KAREN	3111 N MONTE VISTA DR	FLAGSTAFF	AZ	86004	3208 N 4TH ST	FLAGSTAFF	AZ	86004
10905027	3101 LLC	3107 N MONTE VISTA DR	FLAGSTAFF	AZ	86004	2200 E CEDAR AVE NO 6	FLAGSTAFF	AZ	86004
10910140A	CEDAR SQUARE ASSOCIATES LLC	2009 E CEDAR AVE	FLAGSTAFF	AZ	86004	221 N ELDEN ST	FLAGSTAFF	AZ	86001
10910137	CEDAR SQUARE ASSOCIATES LLC	1901 E CEDAR AVE	FLAGSTAFF	AZ	86004	221 N ELDEN ST	FLAGSTAFF	AZ	86001
10913003	CROFT BRADFORD A & KATHLEEN WASSELL TTEE ; CROFT FMLY TRUST DTD 4/14/05	1515 E	FLAGSTAFF	AZ	86004	7410 TAYLOR SPRINGS LN	FLAGSTAFF	AZ	86001
10913002	SMILEYFACE LLC	1515 E	FLAGSTAFF	AZ	86004	813 N BEAVER ST	FLAGSTAFF	AZ	86001
10913004	CROFT BRADFORD A & KATHLEEN WASSELL TTEE ; CROFT FMLY TRUST DTD 4/14/05	1515 E	FLAGSTAFF	AZ	86004	7410 TAYLOR SPRINGS LN	FLAGSTAFF	AZ	86001
10913005A	EDGAR ALLEN D & CHERYL J TRUSTEES ; EDGAR FAMILY TRUST UDT DTD 11-26-96	1515 E	FLAGSTAFF	AZ	86004	211 N LAKE HILLS DR	FLAGSTAFF	AZ	86004
10913001	NORTHEAST PROFESSIONAL PLAZA OWNERS ASSO	1515 E CEDAR AVE	FLAGSTAFF	AZ	86004	405 N BEAVER ST NO 7	FLAGSTAFF	AZ	86001
10913005B	JOHNSON HELEN E TRUSTEE ; JOHNSON HELEN E TRUST DTD 9/16/70	1515 E	FLAGSTAFF	AZ	86004	PO BOX 1131	CORNVILLE	AZ	86325
10914004	PAGE JEFFREY SCOTT	1475 E LINDA VISTA DR	FLAGSTAFF	AZ	86004	1475 E LINDA VISTA DR	FLAGSTAFF	AZ	86004
10913012	DGG PROPERTIES LLC	1515 E Cedar AVE	FLAGSTAFF	AZ	86004	PO BOX 397	RILLITO	AZ	85654
10914005	YEATTS MICHAEL L JT ; SWIDLER NINA B JT	1455 E LINDA VISTA DR	FLAGSTAFF	AZ	86004	1455 E LINDA VISTA DR	FLAGSTAFF	AZ	86004
10914006	CELESTINE EDDIE F & ROSE ANN JT	1425 E LINDA VISTA DR	FLAGSTAFF	AZ	86004	1425 E LINDA VISTA DR	FLAGSTAFF	AZ	86004
10913011A	UNITED WAY OF NORTHERN ARIZONA	1515 E	FLAGSTAFF	AZ	86004	1515 E CEDAR AVE UNIT D1	FLAGSTAFF	AZ	86004
10913011B	BRENTNALL ROBERT LEWIS JR EXEMPT TRUST	1515 E	FLAGSTAFF	AZ	86004	23912 BOUGH AVE	MISSION VIEJO	CA	92691
10914007	FURNISH DALE B	3316 N MONTE VISTA DR	FLAGSTAFF	AZ	86004	3316 N MONTE VISTS DR	FLAGSTAFF	AZ	86004
10914010A	DONALDSON JOSEPH C & JANICE K	1325 E LINDA VISTA DR	FLAGSTAFF	AZ	86004	1325 E LINDA VISTA DR	FLAGSTAFF	AZ	86004
10914008	KOHNE KRIS R & CAROL O JT	3319 N MONTE VISTA DR	FLAGSTAFF	AZ	86004	3319 N MONTE VISTA DR	FLAGSTAFF	AZ	86004
10914011	BUSHNELL CORY	1305 E LINDA VISTA DR	FLAGSTAFF	AZ	86004	1305 E LINDA VISTA DR	FLAGSTAFF	AZ	86004
10914013	SHERRY DANA L & KARI A	1265 E LINDA VISTA DR	FLAGSTAFF	AZ	86004	1265 E LINDA VISTA DR	FLAGSTAFF	AZ	86005
10914009A	BALL WILLIAM A & LOIS A	1345 E LINDA VISTA DR	FLAGSTAFF	AZ	86004	1345 E LINDA VISTA DRIVE	FLAGSTAFF	AZ	86004
10914012	GOMORA KEITH & LARA	1285 E LINDA VISTA DR	FLAGSTAFF	AZ	86004	1285 E LINDA VISTA DR	FLAGSTAFF	AZ	86004
10914014	GALLAHER DEAN A & KIMBERLY L CPWROS	1240 E LINDA VISTA DR	FLAGSTAFF	AZ	86004	1240 E LINDA VISTA DR	FLAGSTAFF	AZ	86004
10914022	SHORT BOB H & MAUREEN KNOWLES	3305 N CHINWOOD WAY	FLAGSTAFF	AZ	86004	3305 N CHINWOOD ST	FLAGSTAFF	AZ	86004
10914029	THOMPSON WM GEORGE & GERTRUDE E TRUSTEES ; THOMPSON FMLY LVNG TRUST DATED 9-10-97	3340 N CHINWOOD WAY	FLAGSTAFF	AZ	86004	3340 N CHINWOOD WAY	FLAGSTAFF	AZ	86004
10914031	CHRISTIANSSEN MATTHEW J & ANGELA R CPWROS	3300 N CHINWOOD WAY	FLAGSTAFF	AZ	86004	3300 N CHINWOOD WAY	FLAGSTAFF	AZ	86004
10914033	MURPHY DANIEL K	3325 N MONTE VISTA DR	FLAGSTAFF	AZ	86004	3325 N MONTE VISTA DR	FLAGSTAFF	AZ	86004
10914032	NEUMANN PAUL A & JOANNE C JT	1320 E LINDA VISTA DR	FLAGSTAFF	AZ	86004	1320 E LINDA VISTA DR	FLAGSTAFF	AZ	86004
10914034	CANIZALES JOSE R & JULIA L JT	1340 E LINDA VISTA DR	FLAGSTAFF	AZ	86004	1340 E LINDA VISTA DR	FLAGSTAFF	AZ	86004
10914035	CARTER MICHAEL	1360 E LINDA VISTA DR	FLAGSTAFF	AZ	86004	348 SHELTERWOOD CT	DANVILLE	CA	94506
10905065	EMSHWILLER MARK EDWARD	1202 E HARMONY WAY	FLAGSTAFF	AZ	86004	2435 N CESSNA CIR	CAMP VERDE	AZ	86322
10905066	CABRARA MARIO A	3227 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	3227 N GRANDVIEW DR	FLAGSTAFF	AZ	86004

APN	OWNER NAME	SITUS ADDRESS	SITUS CITY	SITUS ST	SITUS ZIPCODE	OWNER ADDRESS	OWNER CITY	OWNER STATE	OWNER ZIPCODE
10905067	MCNAIR EMILY	3301 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	3301 N GRANDVIEW DR	FLAGSTAFF	AZ	86004
10905068	REVERING DENNIS J & GOLDIE M JT	3305 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	3305 N GRANDVIEW DR	FLAGSTAFF	AZ	86004
10905069	MINISTER MATTHEW E JT ; CONN CYNTHIA A JT	3309 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	820 W MURRAY DR	FLAGSTAFF	AZ	86001
10905070	CHAVEZ RICHARD & ROSE LINDA CPWROS	3313 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	3313 N GRANDVIEW DR	FLAGSTAFF	AZ	86004
10905071	FLOREZ WILLIAM R	3317 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	3317 N GRANDVIEW DR	FLAGSTAFF	AZ	86004
10905072	GARDINIER RIAN DAVID	3321 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	3321 N GRANDVIEW	FLAGSTAFF	AZ	86001
10905073	WELCH LUCILLE TRUSTEE ; WELCH FMLY TRUST DTD 5/26/94	3325 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	4200 COUNTRY CLUB DR	FLAGSTAFF	AZ	86004
10905074	SHERMAN DAVID LEON	3405 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	3405 N GRANDVIEW DR	FLAGSTAFF	AZ	86004
10905078	RICHARDS SCOTT S	3505 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	3505 N GRANDVIEW DR	FLAGSTAFF	AZ	86004
10905075	SMITH JACOB	3409 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	3409 N GRANDVIEW DR	FLAGSTAFF	AZ	86004
10905076	MARECK KATHERINE A	3413 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	3413 N GRANDVIEW DR	FLAGSTAFF	AZ	86004
10905077	BANNER SANDRA J	3501 N GRANDVIEW DR	FLAGSTAFF	AZ	86004	3501 N GRANDVIEW DR	FLAGSTAFF	AZ	86004
10905079F	EATON KATHERINE A SURVIVOR'S TRUST CREATED U/D/T 6-16-95	N	FLAGSTAFF	AZ	86004	3317 NORTH MONTE VISTA DR	FLAGSTAFF	AZ	86004
10905079B	EATON KATHERINE A SURVIVOR'S TRUST CREATED U/D/T 6-16-95	3317 N MONTE VISTA DR	FLAGSTAFF	AZ	86004	3317 NORTH MONTE VISTA DR	FLAGSTAFF	AZ	86004
10905081C	FREEMAN WEST LLC	3100 N WEST ST #100	FLAGSTAFF	AZ	86004	3100 N WEST ST	FLAGSTAFF	AZ	86004
10905081D	GEILE MANAGEMENT LLC	3100 N WEST ST #300	FLAGSTAFF	AZ	86004	PO BOX 30278	FLAGSTAFF	AZ	86003
10907007B	PAGE JEFFREY SCOTT		FLAGSTAFF	AZ	86004	1475 E LINDA VISTA DR	FLAGSTAFF	AZ	86004
10910141B	MORRIS TERRY G & DIANNA L	3013 N WEST ST	FLAGSTAFF	AZ	86004	871 ALPINE HWY	ALPINE	UT	84004
10907007E	JOHNSON HARPER P		FLAGSTAFF	AZ	86004	1545 E LINDA VISTA DR	FLAGSTAFF	AZ	86004
10913009A	FILER HOLDINGS LLC	1515 E	FLAGSTAFF	AZ	86004	4201 ROOSEVELT WAY NE STE 20	SEATTLE	WA	98105
10913010A	NORTHERN AZ ASSOC OF REALTORS INC FKA NORTHERN AZ BOARD OF REALTORS	1515 E	FLAGSTAFF	AZ	86004	1515 E CEDAR AVE STE C4	FLAGSTAFF	AZ	86004
10913008A	SMILEYFACE LLC	1515 E	FLAGSTAFF	AZ	86004	813 N BEAVER ST	FLAGSTAFF	AZ	86001
10902001P	FLAGSTAFF CITY OF	3100 N WEST ST	FLAGSTAFF	AZ	86004	211 W ASPEN AVE	FLAGSTAFF	AZ	86001
10914069	YAVAPAI SAVINGS & LOAN ASSOCIATION		FLAGSTAFF	AZ	86004	PO BOX 2299	PRESCOTT	AZ	86301
10914070	YAVAPAI SAVINGS & LOAN ASSOCIATION		FLAGSTAFF	AZ	86004	PO BOX 2299	PRESCOTT	AZ	86301
	FRIENDS OF FLAGSTAFF'S FUTURE					PO BOX 23462	FLAGSTAFF	AZ	86002
	NORTHERN ARIZONA BUILDING ASSOCIATION					1500 EAST CEDAR AVENUE, SUIT	FLAGSTAFF	AZ	86004
	NORTHERN ARIZONA ASSOCIATION OF REALTORS					1515 EAST CEDAR AVENUE, SUIT	FLAGSTAFF	AZ	86004
	TISH BOGAN-OZMUN					5271 MT. PLEASANT DRIVE	FLAGSTAFF	AZ	86004
	MARILYN WEISSMAN					1055 EAST APPLE WAY	FLAGSTAFF	AZ	86001
	MAURY HERMAN, COAST & MOUNTAIN PROPERTIES					3 NORTH LEROUX STREET	FLAGSTAFF	AZ	86001
	NAT WHITE					1120 NORTH ROCKRIDGE ROAD	FLAGSTAFF	AZ	86001
	CHARLIE SILVER					720 WEST ASPEN AVENUE	FLAGSTAFF	AZ	86001
	BETSY MCKELLAR					330 S ASH LANE	FLAGSTAFF	AZ	86004
10914005	NINA SWIDLER	1455 E LINDA VISTA DR	FLAGSTAFF	AZ	86004	1455 E LINDA VISTA DR	FLAGSTAFF	AZ	86004
10905081A	CEDAR WEST CAPITAL LLC C/O MIKE SOURIS					504 N BEAVER ST SUITE 7	FLAGSTAFF	AZ	86001

[illegible]





# 1000' Buffer Map

September 25, 2017

THIS MAP WAS GENERATED BY THE COCONINO COUNTY WEB MAP APPLICATION.  
IT IS FOR GENERAL PUPOSES ONLY. NO WARRANTY OF ACCURACY IS GIVEN OR IMPLIED.







4:00 PM

October 10th, 2017



# ★ SIGN-IN SHEET

Scattered Site Affordable Housing Concept Rezoning  
Neighborhood Meeting

26-Oct-17

	NAME:	EMAIL:	PHONE:
1	Eric Mandaia	eric.3500lv@aol.com	928-522-3824
2	Cara Lisa Gabaldon	lisagabaldon@gmail.com	928-277-6023
3	Breana J Higgs	Bphiggs44@gmail.com	928-600-5293
4	Terry Carls	terrycarls@earthlink.net	928-774-2116
5	Lee Brooks	_____	928-779-2050
6	Stanley Turner	StanleyTurner@comcast.net	928-814-9593
7	Lina H. Waller	lina@infomag.net	853-6603
8	Nina Swider	nswider@gmail.com	928-607-7757
9	William Tomlinson	tomlinson.wert@gmail.com	928-607-7073
10	Vicki Webster	zwachter@fuse.net	928-707-3548
11	Brad Gardner	bradgardner@mac.com	
12	Mark Spitt	ismoose@yahoo.com	928-527-3924

# SIGN-IN SHEET

Scattered Site Affordable Housing Concept Rezoning  
Neighborhood Meeting

26-Oct-17

	NAME:	EMAIL:	PHONE:
1	Bruce Greco	bcgreco@gmail.com	928.814.2427
2	MIKE LAZER	N/A	N/A
3	Arthur Studley	arstudley@yahoo.com	928-707-2319
4	Susan Greene	Susan-greene.ca@telus.net	N/A
5	Kasper Gantenwein	Kasper@2201.com	928-774-1550
6	Ron Talbott	rontalbott@gmail.com	928 255 3517
7	Sharon Super	sdsuper@aol.com	928-774-0769
8	Devonna McLaughlin	devonna@housingaz.org	928-814-8271
9	Norm Walker		779-1192
10	Dennis MacArthur	ccauto99@yahoo.com	928 607 4943
11	Tad Moon	TADRESLES76@gmail.com	607-4113
12	MOSES MILAZZO	mosespm@gmail.com	266 6189

# SIGN-IN SHEET

Scattered Site Affordable Housing Concept Rezoning  
Neighborhood Meeting

26-Oct-17

NAME:	EMAIL:	PHONE:
1 Kurt Draper	longridra@gmail.com	928-853-7484
2 George Aukon	gaikon@yahoo.com	928 607 2289
3 Larry Abels	LarryAbels2@gmail	814.602.0706
4 Jean Manfield	janm774@aol.com	928-853-5787
5		
6		
7		
8		
9		
10		
11		
12		



## Citizen Participation Report

### Methods to keep the Planning Director informed

As a part of the application process, The Housing Section is submitting a final report summarizing the public involvement process. This report includes the following information:

- Certification, on a form established by the Planning Director, that the meeting was noticed and conducted in compliance with the requirements of Section 10-20.30.060 of the Flagstaff Zoning Code.
- Details of the techniques the Applicant used to involve the public, including:
  1. Date and location of the neighborhood meetings;
  2. Copies of the letters and other correspondence, including dates and number of mailings or deliveries;
  3. A copy of the mailing list and a summary of where residents, property owners, and other affected parties receiving notices were located;
  4. The number and names of the people that participated in the process based on the sign-in sheet for the meeting; and
  5. A dated photograph of the notification sign installed in compliance with Section 10-20.30.060 Subsection D5 of the Flagstaff Zoning Code.
- A summary of concerns, issues, and problems expressed during the neighborhood meetings, including:
  1. The substance of the concerns, issues, and problems; and
  2. The City's response to the comments received at the neighborhood meeting. If public comments or suggestions are not included in future submittal documents, an explanation of why they were not included will be provided.

## Citizen Participation Report

The neighborhood meeting for the concept rezoning of 3150 N West Street was held Thursday, October 26, 2017 at 5:00 PM at the Hal Jensen Recreation Center, 2304 N Izabel St.

A summary of the concerns raised and City staff response is as follows.

- After introduction to the meeting there was clarification needed about which parcel was being discussed for rezoning. There was general concern that the realignment properties in the area were being rezoned, and weren't they designated as open areas. Staff explained these areas are not a part of this rezoning application.
- Someone asked if the images in the poster were examples of what we wanted to build. Staff answered yes, a two story building would be built.
- Staff clarified what the current zoning is and what uses are permitted in the Public Facility zone, and what the Medium Density Residential zone would allow. Someone asked why it couldn't it retain its existing zoning and become a park.
- There was a suggestion that the City buy up mobile home parks and rehabilitate them.
- 23 parking spaces shown on concept plan is generally not well received, comments that the plan is different than reality. Staff explains that is the reason we have gathered the neighborhood at this point in the process.
- After the concept zone plan was reviewed there was a comment about how City determines how many units fit onsite. Someone asked if we could fit more units onsite. Staff explained that there is a citywide need for studios and one bedroom rental apartments.
- There was a comment that if we pursued this concept plan as shown, aren't there things we could do to limit traffic issues. Perhaps limit the number of people living in the units. It was asked if it can be made clear that students aren't eligible for these units. Staff explained we can't prohibit a student from living in a unit if they meet other income and independent tax status requirements, and that generally students do not seek affordable rental units.
- A property owner from a quarter mile away warned that there will be parking shortages because they provided more spaces than required at his property but there still aren't enough.
- There was a great concern about the number of stories of the proposed buildings – that if the building height was 35' the developer would try to get three stories. Staff responded that three stories at 35' is rarely seen. Attendees wanted assurance that a three story building will not be proposed, staff responded that the developer will be aware of the preference for two stories and will bring the site plan back to the neighborhood for review.
- There were a couple questions about the RFP; Is there a specific population these units need to serve, and does the RFP specifically state that a two story height limit would be enforced on this site. Staff answered that developers respond to the RFP with a special population they intend to serve, if any. Staff answered that a two story limitation at this site was not included in the RFP.
- By an informal vote, attendees decided they want to limit the building to two stories.
- There were several comments made by a neighborhood resident that did not receive a letter of notice for the meeting:
  - These meetings need to be scheduled later than 5 PM since people are still working.
  - Better notice methods should be put into place (Daily Sun, City website, etc).
  - Is there an opportunity to discuss alternative uses on the parcel given the existing traffic issues in the neighborhood.

## Citizen Participation Report

- Increased traffic – due to the construction – contacted city council, PD – the PD says there is insufficient staffing to handle traffic issues
  - Concerned about increased crime in the area due to this type of housing.
  - Concerned about decreased property values.
  - There are federal NEPA and historic preservation requirements that City's Historic Preservation Officer should take seriously
  - It is part of the wildlife corridor
- Another question was if the project has an occupancy limit. There is concern about regulating the number of people living in each unit. Staff answered that the building code regulates occupancy but enforcement is very difficult.
- In response to the concern about decreased property values, another attendee stated that, as a real estate agent, he believes what will impact property values more is the mass exodus of people who can't afford to live here – affordable housing is the answer.
- There was another comment from a neighborhood homeowner that his house was his investment and retirement and can't imagine looking out and seeing a two story apartment. He is also concerned about their property values not being as high as other areas in town.
- Another comment that this rezoning sounds like it is a done deal. Staff answered that no, this is a public process and City Council makes the ultimate decision. Another asked if this site is housing or nothing, and are there no other options? Staff answered that this affordable housing project is relatable to Council's goal of increasing affordable housing stock.
- There was more concern that the notification process is inadequate – 4 months and 1 day until (LIHTC) application deadline – solid timeframes requested. Staff explained that the RFP is closed, a developer had just been chosen, and property negotiations will begin next week. Planning & Zoning Commission is likely to hear this rezoning case on November 30 (a Thursday at 4 PM) with Council shortly after. This information will appear on the City's website as soon as dates are confirmed. There was a comment that "fast tracked" projects should do a better job of getting the word out to the public, and that is a long standing problem. Staff suggested getting a spot on the Flagstaff Community Forum where the public can weigh in on this issue
- Another comment: are we sure there can't be development on the south end of the parcel where landscaping is? Staff answered that access easements will remain and the driveway to Safeway will be maintained. No new driveways will be introduced to the site.
- There was a question that if this goes forward, will the developer be required to install a roundabout, traffic light or other methods of traffic control since Linda Vista can be so dangerous. Staff explained that the addition of traffic signals further congest streets and that Linda Vista is a collector street and will always have more traffic than a neighborhood street. In addition, the size of this project doesn't warrant a traffic impact analysis.
- Staff explained the ownership of the apartments is not determined yet, but that there will be a property management company who is required, per the RFP, to keep a long term maintenance fund. There was concern that the finished apartment complex would have similar landscaping to Flagstaff Senior Meadows, that the landscaping at that facility is ugly.
- There was a question about the loss of ponderosa pine trees at the subject site which led to a discussion of the pine trees on McMillan Mesa. Staff explained the resource protection requirement for that area.

## Citizen Participation Report

- The last discussion point was about the primary driveway off and onto the property. An attendee had heard the City Engineer discussing driveway standards on the radio and wondered if the driveway would be restricted to a one way turn. Staff clarified the existing full access driveway would remain.

Meeting ended at 6:45 PM.

Written comments submitted at the meeting are copied in the following pages.

Comment Card  
Scattered Site Affordable Housing Concept Rezoning – Neighborhood Meeting  
October 26, 2017

Thanks for holding a meeting on a topic that can be emotional for some people impacted. Flagstaff needs more small projects like this all over town. Parking does need to be plentiful. If height is an issue, why not dig down to lower the profile, that does increase cost. This is a good location for a project like this, It is close to schools, a store, etc.

Contact Information (optional):

Mark Spinti  
Name

ismoose@yahoo.com  
E-Mail

Comment Card  
Scattered Site Affordable Housing Concept Rezoning – Neighborhood Meeting  
October 26, 2017

I have concerns of what would happen if this project is not profitable, what will happen, will it be subsidised by taxes, closed, sold?  
Also I think there could be an increase in crime if this goes through. Lastly I think it would be better if a new police station or fire station was built here instead, the current stations for both in this area are distant.

Contact Information (optional):

Eric Mandia  
Name

eric35001v@aol.com  
E-Mail



Comment Card  
Scattered Site Affordable Housing Concept Rezoning – Neighborhood Meeting  
October 26, 2017

My biggest concern w/ this concept zoning plan is having enough parking for this location. 23 spaces would not allow for each unit to have 2 cars or parking spaces per unit. The second concern is the added traffic that would be added to this intersection.

I am overall in support of affordable housing projects in Flagstaff. But I feel that this location is too small for family housing. My preference would be to keep this location as an open space and not develop on this location!

Contact Information (optional):

Name

Carlos Gabaldon

E-Mail

cgabaldon@gmail.com

Comment Card  
Scattered Site Affordable Housing Concept Rezoning – Neighborhood Meeting  
October 26, 2017

I Love This Plan. I would Support High Density Residential Zoning.

We NEED affordable housing.

I have no concerns about parking or traffic with this ~~SS~~ Concept.

Contact Information (optional):

Name

MOSES MILAZZO

E-Mail

mosesgm@gmail.com

Comment Card  
Scattered Site Affordable Housing Concept Rezoning – Neighborhood Meeting  
October 26, 2017

Keep it open space First maybe a Park  
Limit Occupancy if it goes Through  
Not Enough Parking  
Great idea ~~is~~ wrong out conc

Contact Information (optional):

Dennis Rooster  
Name

CCAuto99@yahoo.  
E-Mail

Comment Card  
Scattered Site Affordable Housing Concept Rezoning – Neighborhood Meeting  
October 26, 2017

Conceptually — yes!

As long as stays in scale.

Thank you

Contact Information (optional):

Susan Greene  
Name

susan-greene@  
earthlink.net  
E-Mail

Comment Card  
Scattered Site Affordable Housing Concept Rezoning – Neighborhood Meeting  
October 26, 2017

I FEEL STRONGLY THAT THE LAND RUNNING PARALLEL  
TO N. WEST ST/EAST LINDA VISTA DRIVE SHOULD REMAIN AS OPEN  
LAND - AND NOT DEVELOPED! INADEQUATE PARKING SPACES &  
INCREASING TRAFFIC IN AN AREA WHERE TRAFFIC IS ALREADY  
A PROBLEM ARE TWO OF THE MANY REASONS. WITH HIGHER  
DENSITY LIVING, CRIME INCREASES. BECAUSE SAFETY IS A  
PRIMARY CONCERN, I FEEL THE FACT THAT IT IS SO PROXIMATE  
TO COCONINO, THE SECHRIST SCHOOL BUS (PICK UP SPOT) &  
OTHER SCHOOLS WHO USE THE NORTH WEST ST/EAST LINDA VISTA

Contact Information (optional):

Name

E-Mail

OVER

CORRIDOR AS THEIR MAIN WALKING ROUTE TO THEIR  
HOMES IT IS NOT IN THE BEST INTEREST OF EITHER  
THE NEIGHBORHOOD (NOR THE CITY) TO DEVELOP  
THIS LAND. PLEASE KEEP THIS LAND OPEN!!

In case you think I'm a snob, my granddaughter, her husband and 2 boys live in low income housing off 3rd Street and it backs up to a school. Because of the school, there is beautiful

landscaping wonderful Police Patrol and great supervision. Learning off West Street and Linda Vista would not be the same as this area. Who would be first to walk into speeding traffic? Let real with low income housing

Comment Card  
Scattered Site Affordable Housing Concept Rezoning - Neighborhood Meeting  
October 26, 2017

I have lived in Flagstaff since 1962 coming here because of the university. The first three years were spent House Hunting looking for a place, tired, spots close to schools. We purchased our 1/2 acre spot in the Spring of 1965 and hired our contractor. We built our dream home close to schools, in a great neighborhood, near other university people and we were sage, had backgrounds similar to our neighbors, and our happy with our great neighbors.

Contact Information (optional):

Linda K Brooks  
Name E-Mail  
none

Now the city is trying to spoil our safe quiet neighborhood!!! I am disgusted with this current thinking!



## Jennifer Mikelson

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**From:** Devonna McLaughlin <devonnam@housingnaz.org>  
**Sent:** Thursday, November 02, 2017 1:40 PM  
**To:** Jennifer Mikelson  
**Subject:** RE: Neighborhood Meeting Notes from 10.26.17

Hi Jennifer,

Thanks for sending out the meeting notes and for providing an additional opportunity for public comment. I was present at the community meeting re: the proposed rezoning of the City land located at 3100 N. West St, but had to leave early.

I appreciate the opportunity to weigh in on the proposed rezoning of the City property, located at 3100 West St. from Public Facility to Medium Density Residential. Our city is in dire need of affordable housing. Every affordable housing property and program in town has waiting lists with hundreds of families who are seeking decent, affordable housing. This property would be ideal for affordable housing development as it is close to a grocery store, schools, public transportation, banking, etc. The proposed medium density residential use is in keeping with the surrounding neighborhood. There is significant open space and park amenities nearby so the development of this property will not negatively impact neighbor's access to open space. Because affordable housing is such a huge community need, I urge Council and the City to move forward with the re-zoning of this property to create affordable housing.

Devonna McLaughlin | Executive Director  
Housing Solutions of Northern Arizona

1000 N. Third St., Flagstaff, AZ 86001-4105 | 930.745.6141 | devonnam@housingnaz.org  
Follow us on Facebook | Website | Twitter | Instagram



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**From:** Jennifer Mikelson [mailto:JMikelson@flagstaffaz.gov]  
**Sent:** Thursday, November 02, 2017 11:45 AM  
**To:** Jennifer Mikelson  
**Subject:** Neighborhood Meeting Notes from 10.26.17

Hello,

I have attached for your review a report of the neighborhood meeting held for the concept rezoning of the City parcel located at 3100 N West Street. Please let me know if the meeting notes do not capture the content of the meeting, or if I can answer any other questions. All written comments received at the neighborhood meeting as well as emails sent to City staff will be included as part of a packet to the Planning & Zoning Commission and City Council. If you would like to provide an additional written comment to be included in the public hearing staff reports, you can send them to me up until Friday, November 17. Please anticipate another letter detailing the public hearing process for this concept rezoning case.

Thank you for your participation in this first step of our Scattered Site Affordable Housing project.

Jennifer



## Jennifer Mikelson

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**From:** Tiffany Antol  
**Sent:** Monday, October 30, 2017 4:49 PM  
**To:** Jennifer Mikelson; Justyna Costa; Sarah Darr  
**Subject:** FW: Comments on Proposal Re; Project 2017.16

### Tiffany Antol, AICP

Planning Development Manager  
City of Flagstaff | Community Development  
211 West Aspen Avenue | Flagstaff, AZ | 86001  
P: (928) 213-2608 | F: (928) 213-2089

**From:** bcgreco@gmail.com [mailto:bcgreco@gmail.com]  
**Sent:** Thursday, October 26, 2017 8:00 PM  
**To:** Tiffany Antol <TAntol@flagstaffaz.gov>  
**Subject:** Comments on Proposal Re; Project 2017.16

Ms Antol:

Thank you for providing your contact information at tonight's public meeting so I feel that I have an adequate opportunity to provide some comments on the housing proposal on North West Street (Project 2017.16).

As I stated in the meeting, the City of flagstaff has failed to adequately notify & provide adequate information to the public, to date, on this project proposal. One sign posted on the parcel (that required stopping in an unsafe area in a driving lane, to read) and mailing to residents within 1000' feet may have met the "requirement" of public notification, but shame on the city; you must do better! At least communicate to us thru the city website.

My comments are coming from one who has participated in many different planning processes regarding lands in the City of Flagstaff, since late 1970's. Let me sum up my input by referencing a portion of the Flagstaff Open Spaces Management Plan, one of which I gave substantial input to:

"The Regional Plan reiterates the idea that the preservation of open space enhances a community's quality of life. Building on that, the plan explores how open spaces function as recreational sites, as buffers between neighborhoods, as corridors for trails and for wildlife, and many other uses.

In May of 2004, voters approved a bond question that enables the city to expand the Flagstaff Urban Trails System and to acquire neighborhood open space. The citizens' support of Question 302 allocated \$7.6 million to be used for the following purpose. The acquisition of up to approximately 550 acres of open space lands in and around the City's neighborhoods consisting of wildlife habitat, geological features, riparian and scenic areas, and buffers spread throughout the City and for the connection of neighborhoods, parks, schools, employment, shopping and other areas with approximately 50 miles of the Flagstaff Urban Trails System.

Prior to May 2004, the city had designated for open space 260 acres of city-owned land on McMillan Mesa. A third bond question sought to raise \$10 million to purchase an adjacent 110 acres for open space. The question narrowly failed at the polls. The planning documents, the formation of the Open Spaces Commission, and the voters' approval of bond questions provide abundant evidence that the community values open space and wants to protect it." That's over \$13

million dollars invested to increase and retain quality areas such as this parcel. To re-zone it residential is to defy the initial vision and intent of what we worked for as a community for the last two decades.

Parcels like this one exemplify the intent and vision of providing buffers, filters and connectivity between residential and forested-open spaces that provide the 'quality of place' that we are losing so much of in Flagstaff. This area provides significant opportunity for pedestrian access from residential to commercial areas. Why not increase that experience by maintaining it as open space or a neighborhood park, of which does not exist in this area? I request that this option be evaluated and documentation of the evaluation be provided to the public.

In the spirit of clarity & brevity, I'll add the additional input:

- The parcel currently provides connectivity to key wildlife habitat, as a minimum, that I have observed in the immediate area (Mule deer, squirrels, foxes, coyotes, rodents & birds)
- Building on this parcel will not achieve "Resource Retention" as stated by City Staff at the meeting, to be a very high priority for all parcel assessments.
- Parking on site, traffic ingress/egress, safety are concerns that need addressing
- Please evaluate alternate uses, including leaving the parcel as open space or a public-neighborhood park prior to submitting recommendations for rezoning and development.

I request to be added to any mailing list to receive notifications of future opportunities to comment and any meetings associated with this project proposal.

Thank you,  
Bruce Greco  
[bcgreco@gmail.com](mailto:bcgreco@gmail.com)

Sent from Mail for Windows 10

## Jennifer Mikelson

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**From:** Jennifer Mikelson  
**Sent:** Monday, October 30, 2017 2:57 PM  
**To:** 'Adrienne Wasserman'  
**Subject:** RE: 3050 N. West St. Concept Rezoning

These affordable units are intended for low income individuals and families **earning 30-60% of the area median income**. The residents would all need some form of income to qualify. As of now we aren't focusing on veterans or seniors, however, the developers will weigh in on who they are designing the units for, since they will ultimately be the property managers. To give you an idea of the income limits for these units, a family of four in Flagstaff would need to earn less than \$37,680 annually. A single individual would need to earn \$26,400 or less to qualify to rent there.

We like the West Street location for specifically the reasons you mentioned, and we do hope that it encourages some households to bring fewer cars. The comments we've received at two public meetings so far are the opposite of your thoughts; there is fear that the parking provided is not nearly enough and we should have more. The parking spaces shown on the concept plan is the number that is required by the zoning code. Your comments on parking would be a welcome challenge to the perception that all residential projects in this town aren't adequately parked!

Thank you and let me know if you have any other comments ahead of the public hearings.  
Jennifer



**Jennifer Mikelson**  
Housing Analyst | City of Flagstaff | 928.213.2744

**From:** Adrienne Wasserman [mailto:wassermanadrienne@gmail.com]  
**Sent:** Sunday, October 29, 2017 11:25 AM  
**To:** Jennifer Mikelson <JMikelson@flagstaffaz.gov>  
**Subject:** Re: 3050 N. West St. Concept Rezoning

Dear Ms. Mikelson:

Thank you for your prompt, courteous and detailed message. I do have an inquiry: what income level will the tenants have to be to qualify for what I assume is subsidized rent? Is this designed to help unemployed people in Flagstaff, low income working poor families, seniors, veterans?

Larry and I are conscious enough of the need for affordable housing to reserve judgement until we know more. My first thought was that placement right next to a supermarket was a good idea for those who no longer drive, or don't have reliable transportation, but now I see parking places enough for every family. I will point out that a bus stop is right at the end of the Safeway shopping center; if we're talking about the very real need to have transportation to work, do you really need to have parking places enough for every adult in the complex?

Thank you again,

Sincerely,

Adrienne and Larry Wasserman

On Thu, Oct 26, 2017 at 12:54 PM, Jennifer Mikelson <[JMikelson@flagstaffaz.gov](mailto:JMikelson@flagstaffaz.gov)> wrote:

Hi Adrienne-

Good speaking with you this morning and thank you for your interest in this project. I've attached a concept plan of what we intend to see built on the site. The concept plan includes information like the number of residential units and parking spaces required. The architectural elevations will come later this winter, and the developer will lead those neighborhood meetings. The next mailing you receive from the City will announce the public hearing schedule for the Planning & Zoning Commission and City Council. You will be able to make a formal public comment at these hearings if you chose. Please let me know if there is anything about the project you want more information about and I'll be happy to get back to you. Have a great day!

-Jennifer



**Jennifer Mikelson**

Housing Analyst | City of Flagstaff | [928.213.2744](tel:928.213.2744)

## Jennifer Mikelson

---

**From:** Tad Moore <tadrealstate@gmail.com>  
**Sent:** Friday, October 27, 2017 5:05 PM  
**To:** Jennifer Mikelson  
**Subject:** Re: More affordable housing info

Sounds good! Thanks!



**Tad Moore** / Realtor, e-Pro  
tadrealstate@gmail.com / 928.607.4113

**RE/MAX Peak Properties**  
928.214.7325  
717 W. Riordan Road Flagstaff, AZ 86001  
www.tadmoorerealestate.com



On Oct 27, 2017, at 4:44 PM, Jennifer Mikelson <[JMikelson@flagstaffaz.gov](mailto:JMikelson@flagstaffaz.gov)> wrote:

Thanks for your support! I will keep you in mind for certain outreach but the only thing I can think of off-hand is to have you show up for the Commission and Council meetings with a public statement in favor of the affordable rentals. I'll be in touch with you as I talk with our team about outreach going forward.

---

**From:** Tad Moore [<mailto:tadrealstate@gmail.com>]  
**Sent:** Friday, October 27, 2017 1:30 PM  
**To:** Jennifer Mikelson <[JMikelson@flagstaffaz.gov](mailto:JMikelson@flagstaffaz.gov)>  
**Subject:** Re: More affordable housing info

Thank you so much Jennifer! This issue is something I'm pretty passionate about. What other ways can I get involved and help?

Thanks!  
Tad



**Tad Moore** / Realtor, e-Pro  
tadrealstate@gmail.com / 928.607.4113

**RE/MAX Peak Properties**  
928.214.7325  
717 W. Riordan Road Flagstaff, AZ 86001  
[www.tadmoorerealestate.com](http://www.tadmoorerealestate.com)

On Oct 27, 2017, at 11:32 AM, Jennifer Mikelson <[JMikelson@flagstaffaz.gov](mailto:JMikelson@flagstaffaz.gov)> wrote:

Hi Tad-

Thank you for coming last night and sharing your professional opinions about property values. At public meetings like these it's always so helpful to have a voice in support of affordable rentals. Sarah Darr asked me to forward you some basic information we put



out this summer regarding the Scattered Site Affordable Housing project. This PDF includes the “Schultz” parcel which was eventually traded by City Council at a July Council meeting for the Sawmill property at the corner of Lone Tree and Butler. If there’s something that’s confusing let me know and I’ll help explain or send other info – it’s been a winding path just getting to these rezoning cases!

Have a great weekend,  
Jennifer

<image001.jpg>

**Jennifer Mikelson**  
Housing Analyst | City of Flagstaff | 928.213.2744

<Fact Sheet 06192017 with drawings.pdf>

## Jennifer Mikelson

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**From:** Norm Wallen <normwallenflg@gmail.com>  
**Sent:** Friday, October 27, 2017 11:26 AM  
**To:** Jennifer Mikelson  
**Subject:** Re: Locations of LIHTC properties

Thanks, Norm

On Fri, Oct 27, 2017 at 11:18 AM, Jennifer Mikelson <[JMikelson@flagstaffaz.gov](mailto:JMikelson@flagstaffaz.gov)> wrote:

Hi Norm-

Thank you for attending our first outreach effort in this concept rezoning application process. Tiffany says you'd like a list of the low income housing tax credit (LIHTC) properties in town. I've attached an informational flyer we have available at our Housing office for those in search of affordable rentals. On the second page you'll find the names and addresses of all the LIHTC properties. Let me know if any questions come up in the coming weeks and I'll be happy to help!

Have a great weekend,

Jennifer



**Jennifer Mikelson**

Housing Analyst | City of Flagstaff | [928.213.2744](tel:928.213.2744)

## Jennifer Mikelson

---

**From:** Tiffany Antol  
**Sent:** Friday, October 27, 2017 11:10 AM  
**To:** Jennifer Mikelson  
**Subject:** FW: Thank you -- Affordable Housing Concept Zoning Mtg

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

### Tiffany Antol, AICP

Planning Development Manager  
City of Flagstaff | Community Development  
211 West Aspen Avenue | Flagstaff, AZ | 86001  
P: (928) 213-2608 | F: (928) 213-2089

**From:** Mo Ses [mailto:mosespm@gmail.com]  
**Sent:** Friday, October 27, 2017 10:19 AM  
**To:** Tiffany Antol <TAntol@flagstaffaz.gov>; Sarah Darr <sdarr@flagstaffaz.gov>  
**Subject:** Thank you -- Affordable Housing Concept Zoning Mtg

Hello!

I wanted to thank you, again, for holding the affordable housing neighborhood meeting last night.

I am in complete support of this initiative and others like it across the city.

As an individual employer who brings in approximately 0.02% of the city's economy through federal grants, I find it incredibly difficult to hire and retain talented and skilled employees (software developers, geologists, and everybody in between) who can afford to live in the city. I often lose potential employees to more attractive salaries in places like Silicon Valley, Denver, Seattle, Tucson, Phoenix, and other areas with high tech reputations. If I could hire more people, I could probably double or triple the amount of money I bring in (in federal dollars) to the Flagstaff Community.

As a community member who has spent more than 30 years—and who plans to live quite a bit longer in the area, I am also concerned about the long-term viability of a city whose main employment is through the service industry, which cannot pay enough for people to work one job and afford rent or home ownership. This is not sustainable.

I have would like to contribute to these initiatives in any way possible, so if there's something I can do to help, please let me know.

Thanks again!

--Moses Milazzo  
928 266 6189  
[mosespm@gmail.com](mailto:mosespm@gmail.com)

## Jennifer Mikelson

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**From:** Jennifer Mikelson  
**Sent:** Tuesday, November 07, 2017 8:47 AM  
**To:** 'Jennifer Spinti'  
**Subject:** RE: Comments on affordable housing project located at 3100 N West Street

Ms. Spinti-

Thank you very much for your comments on this rezoning case. I'm glad someone was able to forward you the meeting summary so you can weigh in on the matter. If you have other questions or would like to be added to the notifications mailing list let me know. Your comment will be included in the packets to the Planning & Zoning Commission and City Council.

Have a great day,  
Jennifer

Jennifer Mikelson  
Housing Analyst | City of Flagstaff | 928.213.2744

-----Original Message-----

From: Jennifer Spinti [mailto:jennifer.spinti@gmail.com]  
Sent: Monday, November 06, 2017 10:55 PM  
To: Jennifer Mikelson <JMikelson@flagstaffaz.gov>  
Subject: Comments on affordable housing project located at 3100 N West Street

Dear Jennifer,

Your email summarizing the public input from the October 26, 2017, meeting relating to the proposed affordable housing project at 3100 N West St was forwarded to me. I would like to have my comments included in the public record. I live a few blocks from the proposed site (above Linda Vista) and ride my bike by the site almost daily. I think this site is a great location for this type of project. Right now it is a small, isolated parcel of "open space" that seems to collect only trash and transients, not wildlife. I know because my family and I have picked up trash on this parcel many times. Its location along a busy street next to a shopping center means that are limited uses for this parcel. Affordable housing seems like a perfect fit because it is close to shopping, to downtown, to schools, and to the city bus system. I am unclear why people are concerned about traffic impacts. I anticipate that most occupants exiting the property would be heading south on West Street toward Cedar and thus away from the congestion on Linda Vista. Also, recent congestion on Linda Vista is a direct result of the road construction on Lockett, so the traffic load should decrease once Lockett is reopened. As for the removal of trees, there is considerably more tree removal going on in the forest at the base of Mt. Elden than any tree removal due to building construction.

Sincerely,

Jennifer Spinti  
2130 E. Skyline Dr.  
Flagstaff, AZ 86004

Scattered Site Affordable Housing Concept Rezoning  
Record of Public Correspondence

Phone Call Tracking as of November 6, 2017

1. Pete Nicholson, (928) 526-246  
Left message 10/9/17, called back 10/17/17

Needed general clarification of what the notice was regarding and how it may affect his rentals in the neighborhood. He said he couldn't attend the neighborhood meeting, but said he was supportive of the project.

2. Tony Jennis, (928) 380-7063  
Left message 10/10/17, called back 10/17/17

Needed general clarification of what the notice was regarding and what the plans for the parcel were. He wanted to be sure there was no further action required on his part. He couldn't attend the neighborhood meeting but said he was supportive of the project.

3. Rick Lopez, (928) 600-1949  
Called 10/20/17

Wanted to verify which parcel on West Street was being developed. He asked for an update about the Scattered Site Affordable Housing RFP.

4. Adrienne & Lawrence Wasserman, wassermanadrienne@gmail.com, (928) 774-3654  
Left message 10/25/17, called again 10/26/17

They live above the West street location on Appalachian. She and her husband can't make it to the meeting but would like more information about the proposed project. Will send her an email including the concept plan and project narrative.

5. Michael Cerise, (928) 699-7211, mikesouris@aol.com  
Called 11/6/17

As the primary property owner of the Safeway shopping center, he wanted to convey a few comments. First, he wasn't notified until the morning of Monday November 6, by a concerned resident. He provided his correct mailing address so that he would receive the upcoming public hearing notice. Second, he was under the impression the subject property was zoned as public land open space and has an old map indicating such. Third, he is concerned that the complex will be under parked and tenants will use his parking lot. He was notified that written comments are encouraged for the upcoming public hearings if he can't attend, and gave his email address so that staff could send him the concept plan and neighborhood meeting notes.



Kaspar Gantenbein  
1919 E Linda Vista Drive  
Flagstaff AZ 86004  
Tel: 928-774-1559  
e-mail: [kasparg@aol.com](mailto:kasparg@aol.com)

Flagstaff 11-17-2017

Flagstaff City Council  
and  
Flagstaff Planning and Zoning Commission.

Re: Re-zoning request for property at 3050N West Street.

Ladies and Gentlemen:

Before presenting my case let me give you a short description of myself, my education and my business experience. I was born in Switzerland where I studied architecture and city planning at one of Europe's top universities. In 1957 I joined the staff of one of the largest US developers in Phoenix AZ and worked there for 3 years. In 1960 I moved to Flagstaff and started my own business as a General Contractor, Developer and Real Estate Broker. During the period of 1961 to 1995 I developed multiple commercial projects in Arizona and New Mexico a couple of dozens of residential subdivisions. I stopped doing local projects in 1995 when the City started pushing development types (cottage housing) which in my opinion would not work in our area. Time has proven me right.

The reason I decided to get involved with this re-zoning request is as follows:  
I live approx a quarter mile away from the property being re-zoned and some of my companies also own several commercial and residential properties within the same distance. Let me tell you why I think this re-zoning should be denied.

1. This request is a flagrant case of spot zoning. It is against all principles of proper zoning and in this case seems to have heavy political reasons. It could face legal challenges.
2. The parcel in question is at the west entrance of several subdivisions nestled at the foot of Mount Eden and should be preserved in its present forested condition.
3. I understand that the City is under time pressure to receive funds for low income housing. If this is the case why not use these funds to add more units to the already existing and properly zoned project at Izabel Street, situated approx 1/4mile south of the West street site. It is important to have on-site management in this type of projects. The Izabel street project already has this. Having on-site management on a small project like the West Street project would not be feasible.
4. Fifty-five years of experience in developing properties make me disagree with 2 comments made by city staff during the 10-26-17 meeting.
  - a) Owning similar rental projects in this area has shown us that the number of parking spaces according to City code is not meeting actual demand and eventually leads to problems.
  - b) I disagree with the statement that the value of homes in subdivisions adjoining affordable housing projects will not decrease.

I hope you will be able to overlook political issues and make your decision according to good zoning principles.

Sincerely,

  
Kaspar Gantenbein

## Alaxandra Pucciarelli

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**From:** Kathy Jenkins <jenkins4flag@gmail.com>  
**Sent:** Wednesday, November 29, 2017 4:09 PM  
**To:** Alaxandra Pucciarelli  
**Subject:** Re: FW: West Street rezoning

Hi Alexandra,

Thank you for sending the information on the West Street rezoning proposal. I also received information from Jennifer which was very helpful. I'm requesting that you pass this e-mail along to the P&Z Commission for their public hearing on November 30th. I was with the City of Flagstaff Planning Department for approximately 26 years before retiring a few years back. So here are my questions for staff and the commission regarding the affordable housing proposal.

1. When the office complex to the east of the subject property was approved and constructed, the City required access be taken from the Cedar Shopping Center and not through the City owned property. The zoning and corresponding land use designation for the City property at that time was public land/open space. There was also documentation that the City owned parcel was part of the Buffalo Park annexation after the original Buffalo Park dedication. I would like to know when the City property's current zoning and land use designation was changed. Along with the public notification process, and if the Buffalo Park boundaries were studied or modified.
2. Will on-street parking be permitted along the property frontage? Currently a designated bike lane is adjacent to the sidewalk.
3. I support staff's recommendation for applying resource. protection standards, but would suggest a specific percentage be noted instead of the greatest extent possible.
4. The property will be sold to a private developer, will there be requirements for property maintenance?
5. Has staff, commission or council considered an affordable housing project for the site that would include ownership? Similar to the townhouse units constructed in Sunnyside?
6. I was pleased that the preliminary concept plan placed parking to the rear of the structure and that the existing driveway would be utilized with no additional driveway cuts.
7. There have been some great looking small scale apartment projects built in the past few years and some that have missed the mark. I was pleased to read in the informative staff summary that the developer will conduct a neighborhood meeting when additional site plan information is available. After all the devil is in the details.

Thank you for the opportunity to comment. Please give me a call at 928-6073938.

Sincerely,  
Reed Jenkins  
1030 E. Appalachian Road  
Flagstaff, AZ 86004

On Wed, Nov 29, 2017 at 9:51 AM, Alaxandra Pucciarelli <[APucciarelli@flagstaffaz.gov](mailto:APucciarelli@flagstaffaz.gov)> wrote:

Reed-

Attached please find the staff report for the West Street property. Feel free to email me any comments.

Thanks,

**Alexandra Pucciarelli**

Planning Development Manager

Current Planning Program

211 W. Aspen Avenue

Flagstaff, AZ 86001

Phone: (928) 213-2640

Email: [apucciarelli@flagstaffaz.gov](mailto:apucciarelli@flagstaffaz.gov)

## Alaxandra Pucciarelli

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**From:** mikesouris@aol.com  
**Sent:** Wednesday, November 29, 2017 11:50 AM  
**To:** Jennifer Mikelson  
**Cc:** Sarah Darr; Justyna Costa; Alaxandra Pucciarelli  
**Subject:** Re: Public Hearing Schedule

Dear Jennifer,

Please consider this email our formal reply concerning the proposed hi density residential development proposed for the West Street location. Cedar West Capital, owners of the Cedar Safeway Shopping Center, opposes the project as described for the following reasons;

- The easement was designed to accommodate access for delivery trucks to the Cedar Hills Shopping Center and the office project located at 3100 N. West Street. It is not uncommon for delivery vehicles to park along the edges of the easement waiting in the q to park at the rear entrance of Safeway to offload.
- The subject parcel was zoned PLO-E and the owners of Cedar West along with the owners of the adjoining office complex were told it would never be developed.
- Cedar West is responsible for the maintenance and repair of the access and during snow season, snow is pushed to the outer edges of the easement to keep access possible.
- Access to the proposed project should come through curb cuts off of West Street.
- The project as proposed does not provide adequate parking, and Cedar West is concerned that future residents will park on Cedars property.
- Cedar West is concerned about safety issues that could arise due to the development of the subject parcel.

Sincerely,

Mike Souris  
Cedar West Capital Investors, LLC.

-----Original Message-----

**From:** Jennifer Mikelson <JMikelson@flagstaffaz.gov>  
**To:** Jennifer Mikelson <JMikelson@flagstaffaz.gov>  
**Cc:** Sarah Darr <sdarr@flagstaffaz.gov>; Justyna Costa <jcosta@flagstaffaz.gov>; Alaxandra Pucciarelli <APucciarelli@flagstaffaz.gov>  
**Sent:** Wed, Nov 22, 2017 8:42 am  
**Subject:** Public Hearing Schedule

The public hearing process is underway for the rezoning of two city properties located at 1700 E. 6<sup>th</sup> Avenue and 3100 N. West Street. The properties are currently zoned Public Facility and the City is proposing to rezone both to Medium Density Residential. Anyone interested in attending will have the opportunity to speak publicly on the matter, or submit a comment card. All written comments received through November 20 have been included in packets for the Commissioners and Council to review ahead of their public hearings.

The successful proposer to the City's Scattered Site Affordable Housing RFP, Brinshore Development, will attend the Planning & Zoning Commission hearing on November 30<sup>th</sup> to present their ideas to the community and listen to issues raised at the hearing.

### Schedule of upcoming public hearings

Meeting	Date	Time	Location
Planning & Zoning Commission	Thursday	4:00 PM	City Council Chambers

	November 30		211 W Aspen Avenue
City Council (1 <sup>st</sup> public hearing)	Tuesday December 19	6:00 PM	City Council Chambers 211 W Aspen Avenue
City Council (2 <sup>nd</sup> public hearing)	Tuesday January 2, 2018	6:00 PM	City Council Chambers 211 W Aspen Avenue

### Additional Meeting Information

Agendas for each meeting are available on the [Planning & Zoning Commission's webpage](#) and [City Council's webpage](#). Meeting information and additional application materials are posted to [Facebook](#) and the City's [News & Announcements page](#). If you are unable to attend the meetings in person you can watch them [here](#).

*You received this email if you signed in at the neighborhood meetings held on October 23rd & 26th, or if you contacted City staff with a comment or question pertaining to the rezoning of City property.*



**Jennifer Mikelson**  
Housing Analyst | City of Flagstaff | 928.213.2744



# NOTICE OF PUBLIC HEARINGS

**NOTICE IS HEREBY GIVEN** that the Flagstaff Planning and Zoning Commission will hold a Public Hearing on Thursday, November 30, 2017, at 4:00 p.m. and the Flagstaff City Council will hold a Public Hearing on Tuesday, December 19, 2017, at 6:00 p.m. to consider the following:

**A. Explanation of Matters to be considered:**

1. A proposed amendment to the official City of Flagstaff zoning map to rezone 1.38 acres from Public Facility (PF) to Medium Density Residential (MR) for the purpose of multi-family residential development.

The site currently consists of land owned by the City of Flagstaff at 3050 N West Street.

**B. General Description of the Affected Area:**

Approximately 1.38 acres, Coconino County Assessor's Parcel Number 109-02-001P, situated in the NW ¼ of Section 11, Township 21 North, Range 7 East, located at 3050 N West Street, City of Flagstaff, Coconino County, Arizona.

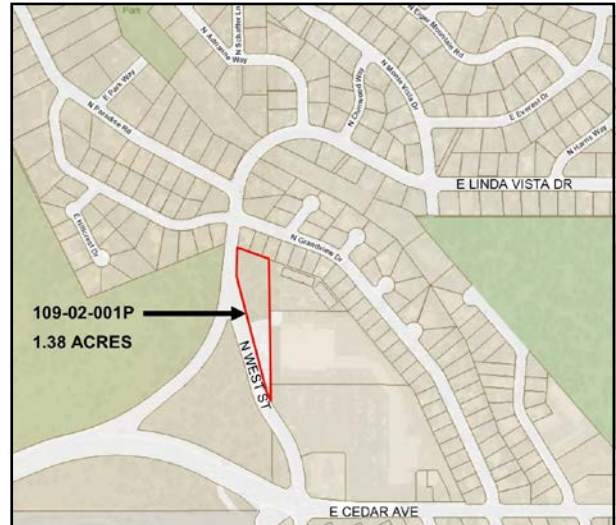
The Council hearing for these items may be continued if the Planning and Zoning Commission has not given a recommendation.

Interested parties may file comments in writing regarding the proposed amendment or may appear and be heard at the hearing dates set forth above. Maps and information regarding the proposed amendment are available at the City of Flagstaff, Planning and Development Services Section, 211 West Aspen Avenue, and both the City's website at: <http://www.flagstaff.az.gov/> and Facebook page at: <https://www.facebook.com/CityofFlagstaff/>

Unless otherwise posted, all Planning and Zoning Commission and City Council meetings are held in the Council Chambers of City Hall, 211 West Aspen Avenue, Flagstaff, Arizona.

## PROPOSED CONCEPT ZONING MAP AMENDMENT

From Public Facility (PF) to Medium Density Residential (MR) for the purpose of multi-family residential development



**ADDRESS:** 3050 N West Street  
**APN:** 109-02-001P  
**ACRES:** Approximately 1.38 Acres  
 City of Flagstaff  
 Coconino County

## FOR FURTHER INFORMATION CONTACT

Alaxandra Pucciarelli  
Planning Development Manager  
Planning & Development Services  
211 West Aspen Avenue  
Flagstaff, Arizona 86001

(928) 213-2640  
apucciarelli@flagstaffaz.gov

**Publish: November 14, 2017**



## **ORDINANCE NO. 2018-05**

### **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, AMENDING THE FLAGSTAFF ZONING MAP TO REZONE APPROXIMATELY 1.38 ACRES OF REAL PROPERTY LOCATED AT 3050 N WEST STREET, FROM PUBLIC FACILITY (“PF”) TO MEDIUM DENSITY RESIDENTIAL (“MR”); PROVIDING FOR SEVERABILITY, AND ESTABLISHING AN EFFECTIVE DATE**

#### **RECITALS:**

WHEREAS, The City of Flagstaff (the “Applicant”), applied for a Zoning Map Amendment for approximately 1.38 acres of land located at 3050 N West Street, Coconino County, Arizona, a legal description of which is provided in Exhibit “A” attached hereto (“the Property”), for the purpose of multi-family residential development; and

WHEREAS, in furtherance of the Applicant’s reasons for the rezone, the Applicant has applied to the City of Flagstaff to amend the zoning of the Property from Public Facility (PF) zone to Medium Density Residential (MR) zone for 1.38 acres; and

WHEREAS, the Applicant conducted a neighborhood meeting on October 26, 2017, to discuss the proposed Zoning Map Amendment with the surrounding community, as required by Section 10-20.50.040 of the Flagstaff Zoning Code; and

WHEREAS, the Planning and Zoning Commission has formally considered the present Zoning Map Amendment application following proper notice and a public hearing on November 30, 2017, and has recommended approval of the requested zoning application, subject to the Applicant’s compliance with certain conditions set forth below; 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 staff has recommended approval of the Zoning Map Amendment application, subject to the condition proposed by the Planning and Zoning Commission, as augmented by staff, as set forth below, and the Council has considered the condition and has found the condition to be appropriate for the Property and necessary for the proposed development; and

WHEREAS, the Council has read and considered the staff reports prepared by the Planning Division and all attachments to those reports, the Applicant’s application, the narrative provided by the Applicant, and all statements made by the Applicant during the presentation to Council, and the Council finds that the proposed Zoning Map Amendment, subject to the condition set forth below, meets the findings required by Section 10-20.50.040(F)(1)(a) of the Flagstaff Zoning Code.

#### **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 amendment requested in the application is consistent with and conforms to the goals of the General Plan.

SECTION 3. The amendment requested in the application will not be detrimental to the public interest, health, safety, convenience or welfare of the City and will add to the public good as described in the General Plan.

SECTION 4. The affected site is physically suitable in terms of design, location, shape, size, operating characteristics, and the provision of public and emergency vehicle access and public services and utilities to ensure that the amendment requested in the application will not endanger, jeopardize or otherwise constitute a hazard to the property or improvements in the vicinity in which the property is located.

SECTION 5. The Zoning Map designation for the Property is hereby amended from Public Facility (PF) zone to the Medium Density Residential (MR) zone for approximately 1.38 acres, as depicted in Exhibit "A", through the approval of the application and all other documents attached to the staff summary submitted in support of this ordinance.

SECTION 6. The City is specifically relying on all assertions made by the Applicant, or the applicant's representatives, whether authorized or not, made at the public hearing on the zone change application unless the assertions were withdrawn on the record. Those assertions are hereby incorporated into this ordinance.

SECTION 7. That the Zoning Map Amendment be further conditioned upon the Applicant's satisfaction of the following conditions proposed by the Planning and Zoning Commission, as augmented by staff:

**CONDITIONS:**

1. The selected developer must hold an additional neighborhood meeting prior to applying for Site Plan review.
2. The Site Plan approved by IDS must also be approved by City Council.
3. The Resource Protection Standards shall be applied to the site to the greatest extent feasible.
4. The building height shall be limited to two-stories.
5. All historical and archeological assessments up to and including a section 106 report will be required to comply with all local, state and federal laws.

SECTION 8. 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 9. 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 10. This ordinance shall become effective sixty (60) days following adoption by the City Council.

PASSED AND ADOPTED by the City Council of the City of Flagstaff this 2nd day of January, 2018.

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MAYOR

ATTEST:

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CITY CLERK

APPROVED AS TO FORM:

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CITY ATTORNEY

Exhibit "A"

Legal Description of Property



Exhibit "B"

Legal Description of New Zoning

**CITY OF FLAGSTAFF**  
**STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Charity Lee, Real Estate Manager  
**Co-Submitter:** Justyna Costa, Sarah Darr  
**Date:** 12/12/2017  
**Meeting Date:** 12/19/2017



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**TITLE:**

**Consideration and Adoption of Ordinance/Resolution No. 2018-06:** An ordinance of the Flagstaff City Council authorizing the sale or lease of City Property for Affordable Housing and establishing an effective date.

**STAFF RECOMMENDED ACTION:**

At the December 19, 2017, Council Meeting:

- 1) Read Ordinance No. 2018-06 by title only for the first time
- 2) City Clerk reads Ordinance No. 2018-06 by title only (if approved above)

At the January 2, 2018, Council Meeting:

- 3) Read Ordinance No. 2018-06 by title only for the final time
- 4) City Clerk reads Ordinance No. 2018-06 by title only (if approved above)
- 5) Adopt Ordinance No. 2018-06

**Executive Summary:**

The City Council has identified Affordable Housing in the 2017 -2019 Council Goals. City Council identified three City Properties, the "Scattered Sites", that could be developed for affordable housing. These properties have been presented to Council on various occasions through City Work Sessions. City Charter, Article VIII, Sections 9 and 10 require the Council to authorize the sale or lease of City property and prescribes the necessary steps to accomplish. As the City anticipates bringing either a lease agreement or a purchase and sale agreement to Council in January 2018, this authority is needed in a timely manner to continue to facilitate the development of these sites. Ordinance No. 2018-06 will authorize the sale or lease of the City Property for Affordable Housing.

**Financial Impact:**

Financial impact is undefined at this time, as negotiations are underway with a successful respondent to the Request For Proposal (RFP) to identify a user for these properties.

**Policy Impact:**

This Ordinance furthers Council's identified affordable housing goals.

**Connection to Council Goal, Regional Plan and/or Team Flagstaff Strategic Plan:**

Affordable Housing- Support development and increase the inventory of public and private affordable housing for renters and home-owners throughout the community.

**Has There Been Previous Council Decision on This:**

May 23, 2017 – City Council Work Session

June 27, 2017 - City Council Work Session

July 7, 2017 – Special Council Meeting

**Options and Alternatives:**

Option 1: Approve Ordinance No. 2018-06 and authorize the sale or lease of city property for affordable housing.

Option 2: Do not approve Ordinance No. 2018-06 and direct staff on other potential uses for the city properties.

**Background/History:**

On July 7th, 2017 Council gave staff direction to move forward with a Request for Proposals for the Development of the City Properties "Scattered Sites". A Request for Proposal (RFP) #2018-02 for the Scattered Sites Affordable Housing was posted for solicitation on August 14, 2017 and advertised in the Arizona Daily Sun on August 20, 2017 and August 27, 2017. The RFP responses were opened on September 26, 2017 and staff is currently in negotiations with the proposers of RFP 2018-02.

Approving Ordinance 2018-06 will give staff authority to enter into an agreement for the sale or lease of the properties for Affordable Housing as required by City Charter. Staff will present the final agreement to council for approval in a separate council meeting.

**Key Considerations:**

Approving Ordinance 2018-06 will allow staff to move forward to achieve the goal of Affordable Housing.

**Expanded Financial Considerations:**

None

**Community Benefits and Considerations:**

Increase affordable housing for renters and homeowners in Flagstaff.

**Community Involvement:**

**May 23, 2017** – City Council Work session

**June 27, 2017** - City Council Work session

**July 7, 2017** – Special Council meeting

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**Attachments:**    EXHIBIT A  
                          City Properties Overview Map  
                          Ord 2018-06

**"EXHIBIT A," CITY PROPERTIES**

1. 3100 N. West St. / .91 acre (1.38 acres total)

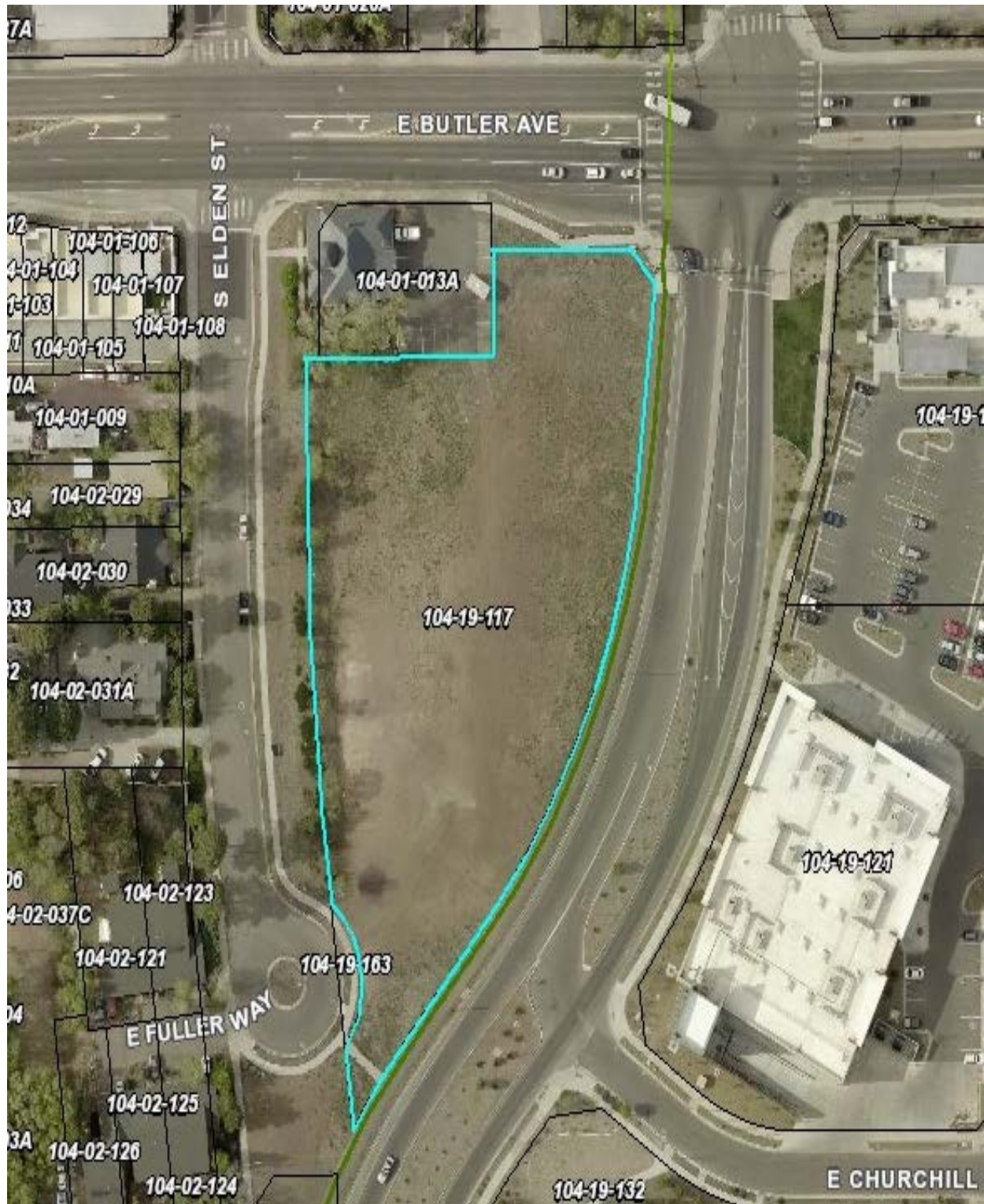




**2. 700 E. Sixth Ave. / 0.86 acre (3.02 acres total)**

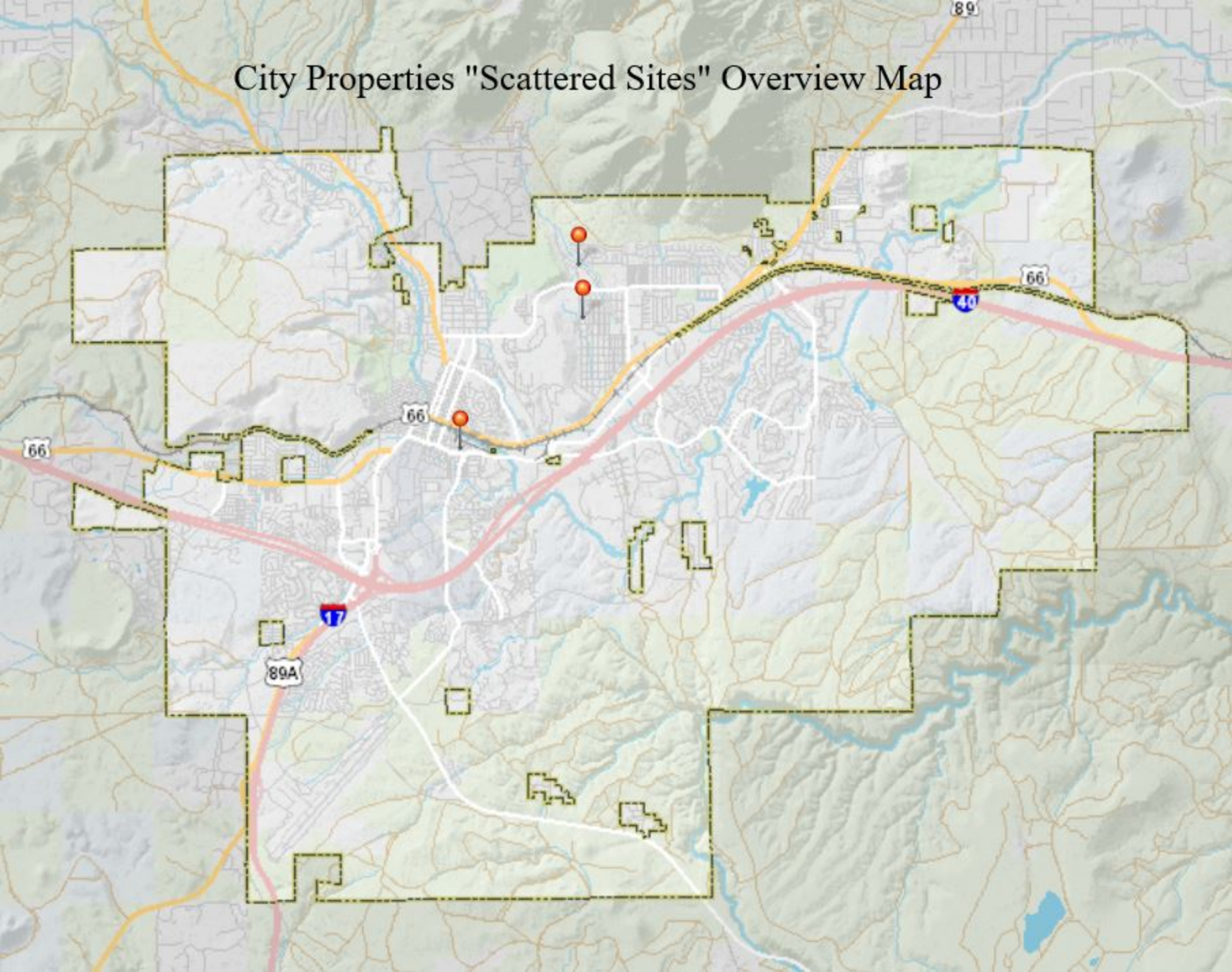


3. 303 E. Lone Tree Rd. / Area: 1.74 acres





## City Properties "Scattered Sites" Overview Map



ORDINANCE NO. 2018-06

AN ORDINANCE OF THE FLAGSTAFF CITY COUNCIL AUTHORIZING THE SALE OR LEASE OF CITY PROPERTY FOR AFFORDABLE HOUSING AND ESTABLISHING AN EFFECTIVE DATE

RECITALS:

WHEREAS, the City of Flagstaff desires to provide affordable housing to its citizens; and

WHEREAS, Affordable Housing is a Council Goal, to support development and increase the inventory of public and private affordable housing for renters and home-owners throughout the community; and

WHEREAS, City staff has identified three City parcels for the development of affordable housing; and

WHEREAS, City of Flagstaff is authorized pursuant to the Flagstaff City Charter Article VIII, Sections 9 and 10 to lease or convey the real property.

ENACTMENTS:

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

SECTION 1. In General

The City of Flagstaff hereby authorizes the disposition of the three City Properties identified in Exhibit A, through either sale or lease, for the development of affordable housing, subject to the terms outlined in a final purchase and sale or lease agreement separately approved by the City Council of the City of Flagstaff.

SECTION 2. Delegation of Authority

The Mayor, City Manager, City Attorney, City Clerk, Finance Director, Real Estate Manager, or their delegates or agents, are hereby authorized and directed to take all steps and execute all documents necessary to carry out the purpose and intent of this ordinance.

SECTION 3. Effective Date.

This ordinance shall become effective thirty (30) days following the adoption by the City Council.

PASSED AND ADOPTED by the City Council of The City of Flagstaff this 2<sup>nd</sup> day of January 2018.

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MAYOR

ATTEST:

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CITY CLERK

APPROVED AS TO FORM:

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CITY ATTORNEY

Attachments: Exhibit A



**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Brian Kulina, Zoning Code Manager  
**Date:** 12/12/2017  
**Meeting Date:** 12/19/2017



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**TITLE:**

**Consideration and Adoption of Ordinance No. 2017-31:** An ordinance of the City Council of the City of Flagstaff amending the Flagstaff City Code, Title 10, *The City of Flagstaff Zoning Code*, providing for repeal of conflicting ordinances, severability, and establishing an effective date.

**STAFF RECOMMENDED ACTION:**

- 1) Read Ordinance No. 2017-31 by title only for the final time
- 2) City Clerk reads Ordinance No. 2017-31 by title only (if approved above)
- 3) Adopt Ordinance No. 2017-31

**Executive Summary:**

The Zoning Code was adopted by the City Council on November 1, 2011 to replace the former Land Development Code. A key difference between the Zoning Code and the Land Development Code was the inclusion of a development option utilizing Transect zoning, which is only available to those properties within the established Downtown Regulating Plan area. A map depicting the Downtown Regulating Plan area is attached for reference. Since its adoption, approximately 10 projects have been developed/approved under Transect zoning. Based on some recent development, the City Council, along with a citizen petition, have requested that the Transect zoning standards be analyzed and amendments be presented that will more adequately integrate new development, especially Commercial Block buildings, into existing neighborhoods.

At their October 27, 2017 meeting, the Planning Commission recommended approval of the following amendments:

- **Commercial Block Building (Section 10-50.110.180):** Amend the Commercial Block building to physically and architecturally break the façade of a continuous/singular building; clarify the lot sizes for newly created lots; clarify the allowed Private Frontage types; and, clarify the vehicle access and parking requirements.
- **Live/Work Building (Section 10-50.110.160):** Amend the Live/Work building to modify the building description; clarify the lot sizes for newly created lots; modify the required number of dwelling units; clarify the allowed Private Frontage types; and, clarify the vehicle access and parking requirements.
- **Allowed Building Types (Table 10-50.110.030.A):** Amend the Allowed Building Types table in 10-50.110.030.A to create a comprehensive list of allowed Building Types that includes all alternate (N.2) transect zones and open (O) sub-transect zones; remove Carriage House from the T5 and T5-O zones; remove the Single-family Estate building type from the T3N.1 and T3N.2 zones; remove all duplex and triplex building types from the T5 and T5-O zones; add Townhouse to the T5-O zone; remove Apartment House, Courtyard Apartment, and Apartment Building from the T5 zone; remove Live/Work from the T4N.1 and T4N.2 zone; and, remove Commercial Block from the T4N.1, T4N.1-O, and T4N.2 zones.
- **Allowed Building Types (Sections 10-40.040.40.B, 10-40.40.050.B, 10-40.40.060.B, 10-40.40.070.C, 10-40.40.080.C, 10-40.40.090.C, and 10-40.40.100.B):** Amend the Allowed Building Types lists in 10-40 to add Single-family House to T2; remove Single-family Estate from T3N.1; remove Live/Work and Single-family Estate from T3N.2; add Triplex, Stacked to T3N.2; remove Carriage House, all duplexes, and Triplex, Stacked from T5; add Townhouse to T5; and restrict Apartment House and Apartment Building to T5-O (currently allowed in T5 as well).
- **Allowed Private Frontage Types (Table 10-50.120.020.A):** Amend the Allowed Private Frontage Types table in 10-50.120.020.A to create a comprehensive list of allowed Private Frontage Types that includes all alternate (N.2) transect zones and open (O) sub-transect zones; remove the Private Frontage Types description from Table 10-50.120.020.A and rely on the descriptions listed in each specific Private Frontage Type section; add Common Yard to T4N.1, T4N.1-O, T4N.2, and T4N.2-O; add porches to T5-O; remove Terrace/Lightwell from T4N.1 and T4N.2; remove Forecourt from T6; remove Stoop from T2 and T5; and, remove Shopfront, Terrace Shopfront, and Gallery from T4N.1 and T4N.2.
- **Allowed Private Frontage Types (Sections 10-40.40.040.E, 10-40.40.050.E, 10-40.40.060.E, 10-40.40.070.F, 10-40.40.080.F, 10-40.40.090.F, 10-40.40.100.E):** Amend the Allowed Private Frontage Types lists in 10-40 to remove Stoop from T2; add porches to T2; add Stoop and porches to T3N.1; add porches to T3N.2; add porches to T4N.1; add Shopfront, Gallery, Common Yard, Terrace/Lightwell, and Terrace Shopfront to T4N.1; add porches to T4N.2; add Terrace Shopfront to T4N.2-O; add porches to T5; and, remove Forecourt from T6.

At their October 27, 2017 meeting, the Planning Commission recommended denial of the following amendments:

- **Commercial Block Building (Section 10-50.110.180):** Amend the Commercial Block building form to limit its overall size, either visually, physically, or both, including the possibility of deleting the Commercial Block building and replacing it with three (3) new building types (Neighborhood, Main Street, and Downtown).
- **Allowed Building Types (Sections 10-40.40.030.B, 10-40.40.040.B, 10-40.40.050.B, 10-40.40.060.B, 10-40.40.070.C, 10-40.40.080.C, 10-40.40.090.C, and 10-40.40.100.B):** Replace the list of allowed Building Types in each specific transect zone with a cross-reference to the overall table in 10-50.110.030.A.
- **Downtown Shopfront (Section 10-50.120.130):** Create a new Downtown Shopfront Private Frontage Type that more accurately reflects the traditional development patterns found within the existing T6 Downtown (T6) transect zone.
- **Allowed Private Frontage Types (Sections 10-40.40.040.E, 10-40.40.050.E, 10-40.40.060.E, 10-40.40.070.F, 10-40.40.080.F, 10-40.40.090.F, 10-40.40.100.E):** Replace the list of allowed Private Frontage Types in each specific transect zone with a cross-reference to the overall table in 10-50.120.020.A.

**Financial Impact:**

None

**Policy Impact:**

This action does not impact current policy.

**Connection to Council Goal, Regional Plan and/or Team Flagstaff Strategic Plan:**

**Council Goals**

- **Building and Zoning/Regional Plan** - Revise the Zoning Code to remove ambiguities, and ensure it is consistent with community values and the Regional Plan.

**Regional Plan**

- **Goal CC.3.** Preserve, restore, enhance, and reflect the design traditions of Flagstaff in all public and private development efforts.
- **Policy CC.3.1.** Encourage neighborhood design to be respectful of traditional development patterns and enhance the overall community image.
- **Goal CC.4.** Design and develop all projects to be contextually sensitive to enhance a positive image and identity for the region.
- **Policy LU.1.6.** Establish greater flexibility in development standards and processes to assist developers in overcoming challenges posed by redevelopment and infill sites.
- **Policy NH.1.2.** Respect traditions, identifiable styles, proportions, streetscapes, relationships between buildings, yards, and roadways; and use historically appropriate and compatible building and structural materials when making changes to existing neighborhoods, especially historic neighborhoods.
- **Policy NH.6.1.** Promote quality redevelopment and infill projects that are contextual with surrounding neighborhoods. When planning for redevelopment, the needs of existing residents should be addressed as early as possible in the development process.
- **Goal ED.9.** Promote redevelopment and infill as a well-established means to accomplish a variety of community, planning, and environmental goals.

**Strategic Plan**

- **Strategic Priority 4.4** - Promote high quality life through consistent standards, rules, and regulations.

#### **Has There Been Previous Council Decision on This:**

Following is a timeline of City Council review and discussion regarding the proposed amendments:

- January 10, 2017 - Application initiated
- June 13, 2017 - Scope of application approved
- October 11, 2017 - Mobile tour of Downtown Regulating Plan area
- November 14, 2017 - Discussion of Planning Commission recommendation
- November 21, 2017 - Discussion of Planning Commission recommendation
- November 28, 2017 - Discussion of Planning Commission recommendation
- December 5, 2017 - Public Hearing and First Read of the Ordinance w/amendments.

#### **Options and Alternatives:**

1. Adopt the amendments as proposed by the Planning Commission.
2. Adopt the amendments with additions and/or modifications.
3. Deny the amendments.

#### **Community Involvement:**

##### Inform, Consult, Involve, and Collaborate

In accordance with State statute and the Zoning Code, the public hearing before the City Council was advertised in the Arizona Daily Sun on November 17, 2017 and notices were sent via U.S. Mail to all parties listed on the Registry of Persons and Groups.

Staff conducted two additional public outreach efforts. First, staff posted the initial amendments to the Flagstaff Community Forum ([www.flagstaff.az.gov/fcf](http://www.flagstaff.az.gov/fcf)) and asked respondents if they were familiar with Transect zoning, if they owned property within the Downtown Regulating Plan area, what they liked about the proposed amendments, and what they disliked about the proposed amendments. A copy of the resulting report is attached for reference. Second, staff conducted a facilitated public work shop on August 8, 2017 in the basement of Our Lady of Guadalupe Chapel to review the proposed amendments and receive comments from the public with a specific focus on the three (3) new building types and the allowed building types table. The work shop was attended by 52 individuals. Notes from the workshop are attached for reference.

As of this writing, staff has received eight (8) comments regarding the proposed amendments. Two (2) expressed support for the Planning Commission recommendation. Three (3) urged for reconsideration of all of the amendments. One (1) expressed support for some of the initially proposed amendment while offering suggestions for others. One (1) expressed concern with the proposed Downtown Shopfront standards. One (1) addressed development of Stacked Triplex building types within the T4N.1 transect zone. Copies of all comments are attached for reference.



**ORDINANCE NO. 2017-31**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF,  
AMENDING THE FLAGSTAFF CITY CODE, TITLE 10, *THE CITY OF  
FLAGSTAFF ZONING CODE*, PROVIDING FOR REPEAL OF CONFLICTING  
ORDINANCES, SEVERABILITY, AND ESTABLISHING AN EFFECTIVE DATE**

**RECITALS:**

WHEREAS, the City Council has determined that amendments to the Zoning Code, Title 10 of the Flagstaff City Code, are necessary in order to ensure, among other things, correction of known errors, ease of use through simplified standards, consistency in interpretation and application of standards and procedures, and greater predictability in the application of the Zoning Code; and

WHEREAS, the Planning and Zoning Commission at their public meeting on October 25, 2017 provided recommendations to City Council on the Proposed Amendments; and

WHEREAS, the City Council finds that the City has complied with the statutory notice and meeting requirements.

**ENACTMENTS:**

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

SECTION 1. In General.

That Title 10, Flagstaff Zoning Code, is hereby amended as follows:

**Division 10-40.40, TRANSECT ZONES**

**Section 10-40.40.040.B, Allowed Building Types (T2)**

---

**B. Allowed Building Types** <sup>1,2</sup>

Carriage House

**SINGLE-FAMILY HOUSE**

Single-Family Estate

---

<sup>1</sup> See Division 10-50.110 (Specific to Building Types) for building type descriptions and regulations.

<sup>2</sup> See Division 10-50.30 (Building Height) and 10-50.110 (Specific to Building Types) for additional building form regulations.

---

**Section 10-40.40.040.E, Encroachments and Frontage Types (T2)**

<b>E. Encroachments and Frontage Types</b>	
<b>Allowed Private Frontage Types <sup>3</sup></b>	
Common Yard	Stoop <b>PORCH, ENGAGED</b>
Porch, <b>PROJECTING</b>	<b>PORCH, INTEGRAL</b>
<sup>3</sup> See Division 10-50.120 (Specific to Private Frontages) for private frontage type descriptions and regulations.	

**Section 10-40.40.050.B, Allowed Building Types (T3N.1)**

<b>B. Allowed Building Types <sup>1,3</sup></b>	
Bungalow Court <sup>2</sup>	Duplex, Side-by-Side <sup>2</sup>
Carriage House	Single-Family Cottage
Duplex, Stacked <sup>2</sup>	<del>Single-Family Estate</del>
Duplex, Front-and-Back <sup>2</sup>	Single-Family House
<sup>1</sup> See Division 10-50.110 (Specific to Building Types) for building type descriptions and regulations.	
<sup>2</sup> Permitted only if the building types exists at the effective date of the Zoning Code.	
<sup>3</sup> See Division 10-50.30 (Building Height) and 10-50.110 (Specific to Building Types) for additional building form regulations.	

**Section 10-40.40.050.E, Encroachments and Frontage Types (T3N.1)**

<b>E. Encroachments and Frontage Types</b>	
<b>Allowed Private Frontage Types <sup>5</sup></b>	
Common Yard	<b>PORCH, INTEGRAL</b>
Porch, <b>PROJECTING</b>	<b>STOOP</b>
<b>PORCH, ENGAGED</b>	
<sup>5</sup> See Division 10-50.120 (Specific to Private Frontages) for private frontage type descriptions and regulations.	

**Section 10-40.40.060.B, Allowed Building Types (T3N.2)**

<b>B. Allowed Building Types <sup>1,2</sup></b>	
Bungalow Court	Live/Work
Carriage House	Single-Family Cottage
Duplex, Front-and-Back	<del>Single-Family Estate</del> <b>TRIPLEX, STACKED</b>
Duplex, Side-by-Side	Single-Family House
Duplex, Stacked	
<sup>1</sup> See Division 10-50.110 (Specific to Building Types) for building type descriptions and regulations.	
<sup>2</sup> See Division 10-50.30 (Building Height) and 10-50.110 (Specific to Building Types) for additional building form regulations.	

**Section 10-40.40.060.E, Encroachments and Frontage Types (T3N.2)**

<b>E. Encroachments and Frontage Types</b>	
<b>Allowed Private Frontage Types <sup>5</sup></b>	
Common Yard	Stoop
Porch, PROJECTING PORCH, ENGAGED	PORCH, INTEGRAL

<sup>5</sup> See Division 10-50.120 (Specific to Private Frontages) for private frontage type descriptions and regulations.

**Section 10-40.40.070.C, Allowed Building Types (T4N.1)**

<b>B. Allowed Building Types <sup>1,3</sup></b>	
Apartment Building	Duplex, Stacked
Apartment House	Live/Work <sup>2</sup>
Bungalow Court	Single-Family Cottage
Carriage House	Single-Family House
Courtyard Apartment	<del>Stacked Triplex</del> TRIPLEX, STACKED
Duplex, Front-and-Back	Townhouse
Duplex, Side-by-Side	

<sup>1</sup> See Division 10-50.110 (Specific to Building Types) for building type descriptions and regulations.  
<sup>2</sup> Allowed only in open sub-zone(s).  
<sup>3</sup> See Division 10-50.30 (Building Height) and 10-50.110 (Specific to Building Types) for additional building form regulations.

**Section 10-40.40.070.F, Frontage Types and Encroachments (T4N.1)**

<b>F. Frontage Types and Encroachments</b>	
<b>Allowed Private Frontage Types <sup>5</sup></b>	
Stoop	Forecourt
Porch, PROJECTING PORCH, ENGAGED PORCH, INTEGRAL SHOPFRONT <sup>6</sup>	COMMON YARD TERRACE/LIGHTWELL <sup>6</sup> TERRACE SHOPFRONT <sup>6</sup> GALLERY <sup>6</sup>

<sup>5</sup> See Division 10-50.120 (Specific to Private Frontages) for private frontage type descriptions and regulations.  
<sup>6</sup> Allowed only in open sub-zone(s).

**Section 10-40.40.080.C, Allowed Building Types (T4N.2)**

<b>B. Allowed Building Types <sup>1,3</sup></b>	
Apartment Building	Duplex, Side-by-Side
Apartment House	Duplex, Stacked
Bungalow Court	Live/Work <sup>2</sup>
Commercial Block <sup>2</sup>	Single-Family Cottage
Carriage House	Single-Family House
Courtyard Apartment	Townhouse
Duplex, Front-and-Back	<del>Stacked Triplex</del> <b>TRIPLEX, STACKED</b>

<sup>1</sup> See Division 10-50.110 (Specific to Building Types) for building type descriptions and regulations.

<sup>2</sup> Allowed only in open sub-zone(s).

<sup>3</sup> See Division 10-50.30 (Building Height) and 10-50.110 (Specific to Building Types) for additional building form regulations.

**Section 10-40.40.080.F, Encroachments and Frontage Types (T4N.2)**

<b>F. Encroachments and Frontage Types</b>	
<b>Allowed Private Frontage Types <sup>6</sup></b>	
Stoop	Forecourt
Gallery <sup>7</sup>	Terrace/Lightwell <sup>7</sup>
Shopfront <sup>7</sup>	Porch, <b>ENGAGED</b>
<b>PORCH, PROJECTING</b>	<b>PORCH, INTEGRAL</b>
<b>TERRACE SHOPFRONT <sup>7</sup></b>	<b>COMMON YARD</b>

<sup>6</sup> See Division 10-50.120 (Specific to Private Frontages) for private frontage type descriptions and regulations.

<sup>7</sup> Allowed only in open sub-zone(s).

**Section 10-40.40.090.C, Allowed Building Types (T5)**

<b>B. Allowed Building Types <sup>1,3</sup></b>	
Apartment Building <sup>2</sup>	<del>Duplex, Front-and-Back <sup>2</sup></del>
Apartment House <sup>2</sup>	<del>Duplex, Side-by-Side <sup>2</sup></del>
Carriage House	<del>Duplex, Stacked <sup>2</sup></del> <b>TOWNHOUSE <sup>2</sup></b>
Commercial Block	Live/Work
Courtyard Apartment <sup>2</sup>	<del>Stacked Triplex</del>

<sup>1</sup> See Division 10-50.110 (Specific to Building Types) for building type descriptions and regulations.

<sup>2</sup> Allowed only in open sub-zone(s).

<sup>3</sup> See Division 10-50.30 (Building Height) and 10-50.110 (Specific to Building Types) for additional building form regulations.

**Section 10-40.40.090.F, Encroachments and Frontage Types (T5)**

<b>F. Encroachments and Frontage Types</b>	
<b>Allowed Private Frontage Types <sup>6</sup></b>	
Forecourt	Stoop <sup>7</sup>
Gallery	Terrace/Lightwell
Shopfront	Terrace Shopfront
PORCH, PROJECTING <sup>7</sup>	PORCH, INTEGRAL <sup>7</sup>
PORCH, ENGAGED <sup>7</sup>	
<sup>6</sup> See Division 10-50.120 (Specific to Private Frontages) for private frontage type descriptions and regulations.	
<sup>7</sup> Allowed only in open sub-zone(s).	

**Section 10-40.40.100.E, Encroachments and Frontage Types (T6)**

<b>E. Encroachments and Frontage Types</b>	
<b>Allowed Private Frontage Types <sup>5</sup></b>	
Terrace/Lightwell	Gallery
Shopfront	Terrace Shopfront
Forecourt	
<sup>5</sup> See Division 10-50.120 (Specific to Private Frontages) for private frontage type descriptions and regulations.	

**Division 10-50.110, SPECIFIC TO BUILDING TYPES****Table 10-50.110.030.A, Building Types General**

**DELETE** Table 10-50.110.030.A in its entirety.





## Section 10-50.110.160, Live/Work

**10-50.110.160 Live/Work****A. Description**

The Live/Work Building Type is a small to medium-sized attached or detached structure that ~~consists of one dwelling unit above and/or behind a flexible~~ **CAN BE USED TO PROVIDE A MIX OF USES WITH** ground floor space that can be used for residential, service, or commercial, **SERVICE, OR RETAIL** uses **AND UPPER FLOOR COMMERCIAL, SERVICE, OR RESIDENTIAL USES. GROUND FLOOR RESIDENTIAL USES ARE NOT PERMITTED UNLESS PERMITTED IN THE UNDERLYING TRANSECT ZONE.** ~~Both the ground-floor flex space and the unit above are owned by one entity.~~ This Type is typically located within medium-density neighborhoods or in a location that transitions from a neighborhood into a neighborhood main street. It is especially appropriate for incubating neighborhood-serving commercial uses and allowing neighborhood main streets to expand as the market demands.

**B. Lot****Lot Size <sup>1</sup>**

Width 18' min.; **150' MAX.**

Depth 80' min.; **150; MAX.**

**<sup>1</sup> APPLIES TO NEWLY CREATED LOTS.**

**C. Number of Units**

Units **NO MINIMUMS** ~~2 max. used by same occupant~~

**D. Pedestrian Access**

Main Entrance Primary Street  
Location  
Ground-floor space and upper unit must have separate entries.

**E. Allowed Frontages**

Forecourt Terrace/**LIGHTWELL**  
Shopfront <sup>1</sup> Shopfront <sup>4</sup>  
**STOOP <sup>2</sup>** Gallery

**<sup>1</sup> TERRACE SHOPFRONT PERMITTED ONLY TO ADDRESS EXISTING CROSS-SLOPE AND FLOODPLAIN. Only allowed on cross-slope lots**

**<sup>2</sup> SHALL ONLY BE USED FOR GROUND FLOOR RESIDENTIAL.**

**End Notes**

<sup>4</sup>-Applies to newly created lots.

**F. Vehicle Access and Parking**

Parking spaces may be enclosed, covered, or open.

Garages may be attached, detached, or tuck-under.

**PARKING SHALL BE ACCESSED FROM A FRONT OR SIDE STREET, OR ALLEY. ACCESS FROM A SIDE STREET OR ALLEY IS PREFERRED.**

**DRIVEWAYS AND VEHICLE ACCESS MAY BE SHARED ON ADJACENT LOTS.**

**G. Private Open Space**

Area 15% of lot area min. and no less than 400 sf.

Width 15' min.

Depth 15' min.

**H. Building Size and Massing****Main Body**

Width 18' min.; ~~36'~~ **50'** max.

**Miscellaneous**

Height See transect zone in which the building is proposed.

**I. BUILDING SEPARATION**

**WITHIN ALL TRANSECT ZONES, LIVE/WORK BUILDINGS SHALL MAINTAIN THE FOLLOWING SEPARATIONS:**

**10' MIN. FROM ANOTHER BUILDING LOCATED ON THE SAME PARCEL; AND**

**5' MIN. FROM A SIDE YARD PROPERTY LINE.**

## Section 10-50.110.180, Commercial Block

10-50.110.180 Commercial Block	
A. Description	
The Commercial Block Building Type is a small to large-sized structure, typically attached, that <b>CAN BE USED TO</b> provides a vertical mix of uses with ground floor commercial, service, or retail uses and upper floor commercial service, or residential uses. Smaller versions of this Type make up the primary components of a neighborhood main street while larger versions make up the primary component of downtown, therefore being a key component to providing walkability.	
B. Lot	
Lot Size <sup>1</sup>	
WIDTH	25' MIN.; 150' MAX.
Depth	100' min.; 150' MAX.
<sup>1</sup> APPLIES TO NEWLY CREATED LOTS.	
C. Number of Units	
No minimums	
D. Pedestrian Access	
Main Entrance Location	
Ground Floor	Primary Street
Upper Floor	Primary — or Side Street OR COURTYARD
E. Allowed Frontages	
Forecourt	Terrace/LIGHTWELL
Shopfront <sup>1</sup>	Shopfront <sup>1</sup>
STOOP <sup>2</sup>	Gallery
<sup>1</sup> TERRACE SHOPFRONT PERMITTED ONLY TO ADDRESS EXISTING CROSS-SLOPE AND FLOODPLAIN. Only allowed on cross-slope lots	
<sup>2</sup> SHALL ONLY BE USED FOR GROUND FLOOR RESIDENTIAL.	
F. Vehicle Access and Parking	
Parking spaces may be enclosed, covered, or open.	
Garages may be ATTACHED, detached, or tuck-under.	
PARKING SHALL BE ACCESSED FROM A FRONT OR SIDE STREET, OR ALLEY. ACCESS FROM A SIDE STREET OR ALLEY IS PREFERRED.	
DRIVEWAYS AND VEHICLE ACCESS MAY BE SHARED ON ADJACENT LOTS.	
G. Private Open Space	
No private open space is required.	
H. Building Size and Massing	
Height	See transect zone in which the building is proposed.
I. FAÇADE PLANE	
FAÇADE PLANES SHALL BE DIVIDED INTO SMALLER ELEMENTS BASED ON THE TRANSECT ZONE AS FOLLOWS:	
T4N.2-O	50' MAX.
T5/T5-O	75' MAX.
T6	150' MAX.
EACH FAÇADE PLANE SHALL BE DESIGNED TO READ AS SEPARATE ELEVATIONS USING VARYING ROOF FORMS, CHANGES IN BUILDING MATERIAL, AND VARYING FENESTRATION PATTERNS.	
End Notes	
<sup>1</sup> Applies to newly created lots.	

## Division 10-50.120, SPECIFIC TO PRIVATE FRONTAGES

## Table 10-50.120.020.A, Private Frontages General

**DELETE** Table 10-50.120.020.A in its entirety.

## Table 10-50.120.020.A, Allowed Private Frontage Types

**ADD** the following table:

<b>A. ALLOWED PRIVATE FRONTAGE TYPES</b>												
<b>FRONTAGE TYPE <sup>1</sup></b>	<b>SECTION</b>	<b>TRANSECT ZONE</b>										
		<b>T1</b>	<b>T2</b>	<b>T3N.1</b>	<b>T3N.2</b>	<b>T4N.1</b>	<b>T4N.1-O</b>	<b>T4N.2</b>	<b>T4N.2-O</b>	<b>T5</b>	<b>T5-O</b>	<b>T6</b>
COMMON YARD	10-50.120.030	--	A	A	A	A	A	A	A	--	--	--
PORCH, PROJECTING	10-50.120.040	--	A	A	A	A	A	A	A	--	A	--
PORCH, ENGAGED	10-50.120.050	--	A	A	A	A	A	A	A	--	A	--
PORCH, INTEGRAL	10-50.120.060	--	A	A	A	A	A	A	A	--	A	--
TERRACE OR LIGHTWELL	10-50.120.070	--	--	--	--	--	A	--	A	A	A	A
FORECOURT	10-50.120.080	--	--	--	--	A	A	A	A	A	A	--
STOOP	10-50.120.090	--	--	A	A	A	A	A	A	--	A	--
SHOPFRONT	10-50.120.100	--	--	--	--	--	A	--	A	A	A	A
TERRACE SHOPFRONT	10-50.120.110	--	--	--	--	--	A	--	A	A	A	A
GALLERY	10-50.120.120	--	--	--	--	--	A	--	A	A	A	A
<b>KEY</b>		<b>END NOTES</b>										
A	ALLOWED	<sup>1</sup> PRIVATE FRONTAGE TYPE DESCRIPTIONS CAN BE FOUND IN SUBSECTION A OF EACH FRONTAGE TYPE SECTION.										
--	NOT ALLOWED											

## 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.

That, if any section, subsection, sentence, clause, phrase or portion of this ordinance or any of the amendments adopted in this ordinance is for any reason held to be invalid, unconstitutional, or unenforceable by a decision of any court of competent jurisdiction, such decision shall not affect any of the remaining portions thereof.

SECTION 4. Effective Date.

This ordinance shall be effective thirty (30) days after adoption.

**PASSED AND ADOPTED** by the City Council of the City of Flagstaff this 19th day of December, 2017.

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MAYOR

ATTEST:

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CITY CLERK

APPROVED AS TO FORM:

---

CITY ATTORNEY



**2017.2 ZONING CODE TEXT AMENDMENTS  
PLANNING COMMISSION RECOMMENDATION – APPROVAL**

Created: 11/02/2017

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**USER GUIDE**

**Title of Amendment**  
**(Sections subject to amendment)**

**ISSUE:** Written description of the identified issue/problem/concern with the current Zoning Code.

[Appropriate sections of the current Zoning Code inserted into the document for reference.]

**SOLUTION:** Written description of the proposed solution/amendment.

[New Zoning Code sections showing the proposed amendment(s).]

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**Commercial Block Building Type**  
**(Division 10-50.110.180 *Commercial Block*)**

**Issue:** The Commercial Block Building Type does not establish a maximum building width and depth leading to the creation of large buildings within neighborhoods and along main street corridors.

Section 10-50.110.180 (Page 50.110-34/35)

**COMMERCIAL BLOCK**

<b>A. Description</b>	
The Commercial Block Building Type is a small to large-sized structure, typically attached, that provides a vertical mix of uses with ground-floor commercial, service, or retail uses and upper-floor commercial, service, or residential uses. Smaller versions of this Type make up the primary component of a neighborhood main street while larger versions make up the primary component of downtown, therefore being a key component to providing walkability.	
<b>B. Lots</b>	
<b>Lot Size<sup>1</sup></b>	
Depth	100' min.
<sup>1</sup> Applies to newly created lots.	
<b>C. Number of Units</b>	
No minimums	
<b>D. Pedestrian Access</b>	
<b>Main Entrance Location</b>	
Ground Floor	Primary Street
Upper Floor	Primary or Secondary Street
<b>E. Allowed Frontages</b>	
Forecourt	Terrace Shopfront <sup>1</sup>
Shopfront	Gallery
<sup>1</sup> Only allowed on cross-slope lots	
<b>F. Vehicle Access and Parking</b>	
Parking spaces may be enclosed, covered, or open.	
Garage may be detached or tuck-under.	
<b>G. Private Open Space</b>	
No private open space is required	
<b>H. Building Size and Massing</b>	
Height	See transect zone in which the building is proposed.

**Solution:** Physically and architecturally break the façade of a continuous/singular Commercial Block building.

Section 10-50.110.180

## COMMERCIAL BLOCK

A. Description			
The Commercial Block Building Type is a small to large-sized structure, typically attached, that <u>may</u> provides a <del>vertical</del> mix of uses with ground-floor commercial, service, or retail uses and upper-floor commercial, service, or residential uses. Smaller versions of this Type make up the primary component of a neighborhood main street while larger versions make up the primary component of downtown, therefore being a key component to providing walkability.			
B. Lots		F. Vehicle Access and Parking	
Lot Size <sup>1</sup>		Parking spaces may be enclosed, covered, or open.	
<u>Width</u>	<u>25' min./150' max</u>	Garages may be <u>attached</u> , detached, or tuck-under.	
Depth	100' min./ <u>150' max</u>	<u>Parking shall be accessed from a front or side street, or alley.</u>	
<sup>1</sup> Applies to newly created lots.		<u>Access from a side street or alley is preferred.</u>	
C. Number of Units		<u>Driveways and vehicle access may be shared on adjacent lots.</u>	
No minimums		F. Private Open Space	
D. Pedestrian Access		No private open space is required.	
Main Entrance Location		H. Building Size and Massing	
Ground Floor	Primary Street	Height	See transect zone in which the building is proposed
Upper Floor	<del>Primary or Secondary</del> <u>Side Street or Courtyard</u>	<u>I. Façade Plane</u>	
<u>Ground-floor residential units along a street shall have individual entries.</u>		<u>Façade planes shall be divided into smaller elements based on the transect zone as follows:</u>	
E. Allowed Frontages		<u>T4N.1/T4N.1-O</u>	<u>50' max</u>
Forecourt	Terrace/ <del>Lightwell</del> <del>Shopfront</del> <sup>1</sup>	<u>T4N.2/T4N.2-O</u>	
Shopfront <sup>1</sup>	Gallery	<u>T5/T5-O</u>	<u>75' max</u>
<u>Stoop</u> <sup>2</sup>		<u>T6</u>	<u>150' max</u>
<sup>1</sup> Includes Terrace Shopfront to address existing cross-slope or floodplain. <del>Only allowed on cross-slope lots.</del>		<u>Façade planes shall incorporate a physical jog in the façade that is at least 20% of the height of the wall plane with each plane designed to read as separate elevations using varying roof forms, changes in the building material, and varying fenestration patterns.</u>	
<sup>2</sup> Shall only be used for ground-floor residential.			

**Solution:** Modify the Live/Work building type to remove the residency requirement.

## Section 10-50.110.180

### LIVE/WORK

A. Description	
<p>The Live/Work Building Type is a small- to medium-sized attached or detached structure that <del>consists of one dwelling unit above and/or behind a flexible</del> <u>can be used to provide a mix of uses with ground-floor space that can be used for residential, service, or commercial, service, or retail uses and upper-floor commercial, service, or residential uses. This type may be a single-use building. Ground-floor residential uses are not permitted unless permitted in the underlying Transect Zone.</u> <del>Both the ground-floor flex space and the unit above are owned by one entity.</del> This Type is typically located within medium-density neighborhoods or in a location that transitions from a neighborhood into a neighborhood main street. It is especially appropriate for incubating neighborhood-serving commercial uses and allowing neighborhood main streets to expand as the market demands.</p>	
B. Lots	F. Vehicle Access and Parking
Lot Size <sup>1</sup>	Parking spaces may be enclosed, covered, or open.
Width 18' min. <u>150' max</u>	Garages may be attached, detached, or tuck-under.
Depth 80' min. <u>150' max</u>	<u>Parking shall be accessed from a front or side street, or alley.</u>
<sup>1</sup> Applies to newly created lots.	<u>Access from a side street or alley is preferred.</u>
C. Number of Units	<u>Driveways and vehicle access may be shared on adjacent lots</u>
<del>Units</del> <u>No minimums</u> <del>2 max used by same occupant</del>	G. Private Open Space
D. Pedestrian Access	Area 15% of lot area min. and no less than 400 sf.
Main Entrance Location Primary Street	Width 15' min.
Ground-floor space and upper unit must have separate entries.	Depth 15' min.
E. Allowed Frontages	H. Building Size and Massing
Forecourt Terrace <u>Lightwell</u> <del>Shopfront<sup>1</sup></del>	Main Body
Shopfront <sup>1</sup> <u>Stoop<sup>2</sup></u>	Width 18' min.; 36' max
	Miscellaneous
<sup>1</sup> <u>Includes Terrace Shopfront to address existing cross-slope or floodplain. Only allowed on cross-slope lots.</u>	Height See transect zone in which the building is proposed.
<sup>2</sup> <u>Shall only be used for ground-floor residential.</u>	

## Building Types (Division 10-50.110 Specific to Building Types)

**Issue:** Table 10-50.110.030.A sets forth the allowed building types. This table, however, does not take into account every alternate transect zone (N.1 vs. N.2) or the open sub-zones. In addition, the descriptions contained within the table are also contained within each specific Building Type section, thus making its inclusion repetitive.

Table 10-50.110.030.A (Page 50.110.3)

Table 10-50.110.030.A Building Types General	
Building Type	Transect Zones
<b>Carriage House:</b> This Building Type is a secondary structure typically located at the rear of a lot. This structure typically provides either a small residential unit, home office space, or other small commercial or service use that may be above a garage or at ground level. This Building Type is important for providing affordable housing opportunities and incubating small businesses within walkable neighborhoods.	T1 T2 T3 T4 T5 T6
<b>Single-Family Estate:</b> This Building Type is a large detached structure on a large lot that incorporates one unit. It is typically located within a primarily single-family residential neighborhood in a more rural setting. If located within a walkable neighborhood, this Building Type is typically located at the edge of the neighborhood, providing a transition to the more rural areas.	T1 T2 T3 T4 T5 T6
<b>Single-Family House:</b> This Building Type is a medium-sized detached structure on a medium-sized lot that incorporates one unit. It is typically located within a primarily single-family residential neighborhood in a walkable urban setting, potentially near a neighborhood main street.	T1 T2 T3 T4 T5 T6
<b>Single-Family Cottage:</b> This Building Type is a small detached structure on a small lot that incorporates one unit. It is typically located within a primarily single-family neighborhood in a walkable urban setting, potentially near a neighborhood main street. This Type enables appropriately-scaled, well-designed higher densities and is important for providing a broad choice of housing types and promoting walkability.	T1 T2 T3 T4 T5 T6
<b>Bungalow Court:</b> This Building Type consists of a series of small, detached structures on a single lot, providing multiple units arranged to define a shared court that is typically perpendicular to the street. The shared court takes the place of a private open space and becomes an important community-enhancing element of this Type. This Type is appropriately scaled to fit within primarily single-family neighborhoods or medium-density neighborhoods. This Type enables appropriately-scaled, well-designed higher densities and is important for providing a broad choice of housing types and promoting walkability.	T1 T2 T3 T4 T5 T6
<b>Duplex, Side-by-Side:</b> This Building Type is a small to medium-sized structure that consists of two side-by-side dwelling units, both facing the street, and sharing one common party wall. This Type has the appearance of a medium to large single-family home and is appropriately scaled to fit within primarily single-family neighborhoods or medium-density neighborhoods. It enables appropriately-scaled, well-designed higher densities and is important for providing a broad choice of housing types and promoting walkability.	T1 T2 T3 T4 T5 T6
<b>Duplex, Stacked:</b> This Building Type is a small to medium-sized structure that consists of two dwelling units, one on top of the other. This Type has the appearance of a medium to large single-family home and is appropriately scaled to fit within primarily single-family neighborhoods or medium-density neighborhoods. This Type enables appropriately-scaled, well-designed higher densities and is important for providing a broad choice of housing types and promoting walkability.	T1 T2 T3 T4 T5 T6
Key T1 allowed T2 not allowed	
Table 10-50.110.030.A Building Types General (continued)	
Building Type	Transect Zones
<b>Duplex, Front-and-Back:</b> This Building Type is a small to medium-sized structure that consists of two dwelling units, one adjacent to the street and the other attached but tucked behind. This Type has the appearance of a medium to large single-family home and is appropriately scaled to fit within primarily single-family neighborhoods or medium-density neighborhoods. This Type enables appropriately-scaled, well-designed higher densities and is important for providing a broad choice of housing types and promoting walkability.	T1 T2 T3 T4 T5 T6
<b>Triplex, Stacked:</b> This Building Type is a medium-to-large-sized structure that consists of three dwelling units, stacked on top of each other and typically with one shared entry. This Type has the appearance of a medium to large single-family home and is appropriately scaled to fit in sparingly within primarily single-family neighborhoods or into medium-density neighborhoods. This Type enables appropriately-scaled, well-designed higher densities and is important for providing a broad choice of housing types and promoting walkability.	T1 T2 T3 T4 T5 T6
<b>Townhouse:</b> This Building Type is a small to medium-sized attached structure that consists of three or more dwelling units placed side-by-side. This Type is typically located within medium-density neighborhoods or in a location that transitions from a primarily single-family neighborhood into a neighborhood main street. This type enables appropriately-scaled, well-designed higher densities and is important for providing a broad choice of housing types and promoting walkability. Syn: <b>Rowhouse</b>	T1 T2 T3 T4 T5 T6
<b>Apartment House:</b> This Building Type is a medium-to-large-sized structure that consists of four to twelve side-by-side and/or stacked dwelling units, typically with one shared entry. This Type has the appearance of a medium to large single-family home and is appropriately scaled to fit in sparingly within primarily single-family neighborhoods or into medium-density neighborhoods. This Type enables appropriately-scaled, well-designed higher densities and is important for providing a broad choice of housing types and promoting walkability. Syn: <b>Mansion Apartment</b>	T1 T2 T3 T4 T5 T6
<b>Courtyard Apartment:</b> This Building Type is a medium-to-large-sized structure that consists of multiple side-by-side and/or stacked dwelling units accessed from a courtyard or series of courtyards. Each unit may have its own individual entry, or up to three units may share a common entry. This Type is appropriately scaled to fit in sparingly within primarily single-family neighborhoods or into medium-density neighborhoods. This Type enables appropriately-scaled, well-designed higher densities and is important for providing a broad choice of housing types and promoting walkability.	T1 T2 T3 T4 T5 T6
<b>Apartment Building:</b> This Building Type is a medium-to-large-sized structure that consists of up to 32 side-by-side and/or stacked dwelling units, accessed from the exterior of the building through one or more common entries. This Type is appropriately scaled to fit within medium to high density neighborhoods. This Type enables appropriately-scaled, well-designed higher densities and is important for providing a broad choice of housing types and promoting walkability.	T1 T2 T3 T4 T5 T6
Key T1 allowed T2 not allowed	
Table 10-50.110.030.A Building Types General (continued)	
Building Type	Transect Zones
<b>Live/Work:</b> This Building Type is a small to medium-sized attached or detached structure that consists of one dwelling unit above and/or behind a flexible ground floor space that can be used for residential, service, or commercial uses. Both the ground-floor flex space and the unit above are owned by one entity. This Type is typically located within medium-density neighborhoods or in a location that transitions from a neighborhood into a neighborhood main street. It is especially appropriate for incubating neighborhood-serving commercial uses and allowing neighborhood main streets to expand as the market demands.	T1 T2 T3 T4 T5 T6
<b>Commercial Block:</b> This Building Type is a small to large-sized structure, typically attached, that provides a vertical mix of uses with ground-floor commercial, service, or retail uses and upper-floor commercial, service, or residential uses. Smaller versions of this Type make up the primary component of a neighborhood main street while larger versions make up the primary component of downtown, therefore being a key component to providing walkability.	T1 T2 T3 T4 T5 T6
Key T1 allowed T2 not allowed	



**Solution:** Update the table to reflect the allowed building types within all Transect Zones, including alternate zones and open sub-zones. Remove Commercial Block from the T4N.1, T4N.1-O, and T4N.2 zones. Remove Live/Work from the T4N.1 and T4N.2 zones.

New Table 10-50.110.030.A

A. Allowed Building Types													
Building Type <sup>1</sup>	Section	Transect Zone											
		T1	T2	T3N.1	T3N.2	T4N.1	T4N.1-O	T4N.2	T4N.2-O	T5	T5-O	T6	
Carriage House	10-50.110.040	-	A	A	A	A	A	A	A	A <sub>-</sub>	A <sub>-</sub>	-	
Single-family Estate	10-50.110.050	-	A	A <sub>-</sub>	A <sub>-</sub>	-	-	-	-	-	-	-	
Single-family House	10-50.110.060	-	A	A	A	A	A	A	A	-	-	-	
Single-family Cottage	10-50.110.070	-	-	A	A	A	A	A	A	-	-	-	
Bungalow Court	10-50.110.080	-	-	A	A	A	A	A	A	-	-	-	
Duplex, Side-by-Side	10-50.110.090	-	-	A	A	A	A	A	A	A <sub>-</sub>	A <sub>-</sub>	-	
Duplex, Stacked	10-50.110.100	-	-	A	A	A	A	A	A	A <sub>-</sub>	A <sub>-</sub>	-	
Duplex, Front-and-Back	10-50.110.110	-	-	A	A	A	A	A	A	A <sub>-</sub>	A <sub>-</sub>	-	
Triplex, Stacked	10-50.110.120	-	-	-	A	A	A	A	A	A <sub>-</sub>	A <sub>-</sub>	-	

#### Key

A Allowed  
- Not Allowed

#### End Notes

<sup>1</sup> [Building Type descriptions can be found in Subsection A of each building type section.](#)

A. Allowed Building Types												
Building Type <sup>1</sup>	Section	Transect Zone										
		T1	T2	T3N.1	T3N.2	T4N.1	T4N.1-O	T4N.2	T4N.2-O	T5	T5-O	T6
Townhouse	10-50.110.130	-	-	-	-	A	A	A	A	-	<del>A</del>	-
Apartment House	10-50.110.140	-	-	-	-	A	A	A	A	<del>A</del>	A	-
Courtyard Apartment	10-50.110.150	-	-	-	-	A	A	A	A	<del>A</del>	A	-
Apartment Building	10-50.110.160	-	-	-	-	A	A	A	A	<del>A</del>	A	-
Live/Work	10-50.110.170	-	-	-	-	<del>A</del>	A	<del>A</del>	A	A	A	A
Commercial Block	10-50.110.180	-	-	-	-	<del>A</del>	<del>A</del>	<del>A</del>	A	A	A	A

## Key

A Allowed

- Not Allowed

## End Notes

<sup>1</sup> Building Type descriptions can be found in Subsection A of each building type section.

## Building Types (Division 10-40.40 *Transect Zones*)

**Issue:** In addition to allowed building types being identified in Division 10-50.110, they are identified within each specific Transect Zone section. When the lists between the two divisions are not coordinated, this can cause confusion and ambiguity.

T1, Section 10-40.40.030.B (Page 40.40-3)

### **B. Allowed Building Types**

None

T2, Section 10-40.40.030.B (Page 40.40-7)

### **B. Allowed Building Types<sup>1,2</sup>**

Carriage House

Single-Family Estate

<sup>1</sup> See Division 10-50.110 (Specific to Building Types) for building type descriptions and regulations.

<sup>2</sup> See Divisions 10-50.30 (Building Height) and 10-50.110 (Specific to Building Types) for additional building form regulations.

T3N.1, Section 10-40.40.050.B (Page 40.40-13)

### **B. Allowed Building Types<sup>1,3</sup>**

Bungalow Court<sup>2</sup>

Duplex, Side-by-Side<sup>2</sup>

Carriage House

Single-Family Cottage

Duplex, Stacked<sup>2</sup>

Single-Family Estate

Duplex, Front-and-Back<sup>2</sup>

Single-Family House

<sup>1</sup> See Division 10-50.110 (Specific to Building Types) for building type descriptions and regulations.

<sup>2</sup> Permitted only if the building type exists at the effective date of this Zoning Code.

<sup>3</sup> See Divisions 10-50.30 (Building Height) and 10-50.110 (Specific to Building Types) for additional building form regulations.

T3N.2, Section 10-40.40.060.B (Page 40.40-19)

<b>B. Allowed Building Types<sup>1,2</sup></b>	
Bungalow Court	Live/Work
Carriage House	Single-Family Cottage
Duplex, Front-and-Back	Single-Family Estate
Duplex, Side-by-Side	Single-Family House
Duplex, Stacked	

<sup>1</sup> See Division 10-50.110 (Specific to Building Types) for building type descriptions and regulations.

<sup>2</sup> See Divisions 10-50.30 (Building Height) and 10-50.110 (Specific to Building Types) for additional building form regulations.

T4N.1, Section 10-40.40.070.C (Page 40.40-25)

<b>C. Allowed Building Types<sup>1,3</sup></b>	
Apartment Building	Duplex, Stacked
Apartment House	Live/Work <sup>2</sup>
Bungalow Court	Single-Family Cottage
Carriage House	Single-Family House
Courtyard Apartment	Stacked Triplex
Duplex, Front-and-Back	Townhouse
Duplex, Side-by-Side	

<sup>1</sup> See Division 10-50.110 (Specific to Building Types) for building type descriptions and regulations.

<sup>2</sup> Allowed only in open sub-zone(s).

<sup>3</sup> See Divisions 10-50.30 (Building Height) and 10-50.110 (Specific to Building Types) for additional building form regulations.

T4N.2, Section 10-40.40.080.C (Page 40.40-31)

<b>C. Allowed Building Types<sup>1,3</sup></b>	
Apartment Building	Duplex, Side-by-Side
Apartment House	Duplex, Stacked
Bungalow Court	Live/Work <sup>2</sup>
Commercial Block <sup>2</sup>	Single-Family Cottage
Carriage House	Single-Family House
Courtyard Apartment	Townhouse
Duplex, Front-and-Back	Stacked Triplex

<sup>1</sup> See Division 10-50.110 (Specific to Building Types) for building type descriptions and regulations.

<sup>2</sup> Allowed only in open sub-zone(s).

<sup>3</sup> See Divisions 10-50.30 (Building Height) and 10-50.110 (Specific to Building Types) for additional building form regulations.

T5, Section 10-40.40.090.C (Page 40.40-37)

<b>C. Allowed Building Types<sup>1,3</sup></b>	
Apartment Building	Duplex, Front-and-Back <sup>2</sup>
Apartment House	Duplex, Side-by-Side <sup>2</sup>
Carriage House	Duplex, Stacked <sup>2</sup>
Commercial Block	Live/Work
Courtyard Apartment <sup>2</sup>	Stacked Triplex

<sup>1</sup> See Division 10-50.110 (Specific to Building Types) for building type descriptions and regulations.

<sup>2</sup> Allowed only in open sub-zone(s).

<sup>3</sup> See Divisions 10-50.30 (Building Height) and 10-50.110 (Specific to Building Types) for additional building form regulations.

T6, Section 10-40.40.100.B (Page 40.40-43)

<b>B. Allowed Building Types<sup>1,2</sup></b>	
Commercial Block	Live/Work

<sup>1</sup> See Division 10-50.110 (Specific to Building Types) for building type descriptions and regulations.

<sup>2</sup> See Divisions 10-50.30 (Building Height) and 10-50.110 (Specific to Building Types) for additional building form regulations.



**Solution:** Modify the lists in Section 10-40 to conform with the table in 10-50.

T1, New Section 10-40.40.030.B (Page 40.40-3)

**B. Allowed Building Types**

None

T2, New Section 10-40.40.040.B (Page 40-40.7)

**B. Allowed Building Types<sup>1,2</sup>**

Carriage House [Single-family House](#)  
Single-family Estate

<sup>1</sup> See Division 10-50.110 (Specific to Building Types) for building type descriptions and regulations

<sup>2</sup> See Division 10-50.30 (Building Height) and 10-50.110 (Specific to Building Types) for additional building form regulations.

T3N.1, New Section 10-40.40.050.B (Page 40-40.13)

**B. Allowed Building Types<sup>1,3</sup>**

Bungalow Court <sup>2</sup>	Duplex, Side-by-Side <sup>2</sup>
Carriage House	Single-family Cottage
Duplex, Stacked <sup>2</sup>	<del>Single-family Estate</del>
Duplex, Front-and-Back <sup>2</sup>	Single-family House

<sup>1</sup> See Division 10-50.110 (Specific to Building Types) for building type descriptions and regulations

<sup>2</sup> Permitted only if the building type exists at the effective date of this Zoning Code.

<sup>3</sup> See Division 10-50.30 (Building Height) and 10-50.110 (Specific to Building Types) for additional building form regulations.

T3N.2, New Section 10-40.40.060.B (Page 40-40.19)**B. Allowed Building Types<sup>1,2</sup>**

Bungalow Court	<del>Live/Work</del>
Carriage House	Single-family Cottage
Duplex, Front-and-Back	<del>Single-family Estate</del>
Duplex, Side-by-Side	Single-family House
Duplex, Stacked	<u>Triplex, Stacked</u>

<sup>1</sup> See Division 10-50.110 (Specific to Building Types) for building type descriptions and regulations

<sup>2</sup> See Division 10-50.30 (Building Height) and 10-50.110 (Specific to Building Types) for additional building form regulations.

T4N.1, New Section 10-40.40.070.C (Page 40-40.25)**C. Allowed Building Types<sup>1,3</sup>**

Apartment Building	Duplex, Stacked
Apartment House	Live/Work <sup>2</sup>
Bungalow Court	Single-family Cottage
Carriage House	Single-family House
Courtyard Apartment	Stacked Triplex
Duplex, Front-and-Back	Townhouse
Duplex, Side-by-side	

<sup>1</sup> See Division 10-50.110 (Specific to Building Types) for building type descriptions and regulations

<sup>2</sup> Allowed only in open sub-zone(s).

<sup>3</sup> See Division 10-50.30 (Building Height) and 10-50.110 (Specific to Building Types) for additional building form regulations.

T4N.2, New Section 10-40.40.080.C (Page 40.40-31)**C. Allowed Building Types<sup>1,3</sup>**

Apartment Building	Duplex, Side-by-Side
Apartment House	Duplex, Stacked
Bungalow Court	Live/Work <sup>2</sup>
Commercial Block <sup>2</sup>	Single-family Cottage
Carriage House	Single-family House
Courtyard Apartment	Townhouse
Duplex, Front-and-Back	Stacked Triplex

<sup>1</sup> See Division 10-50.110 (Specific to Building Types) for building type descriptions and regulations

<sup>2</sup> Allowed only in open sub-zone(s).

<sup>3</sup> See Division 10-50.30 (Building Height) and 10-50.110 (Specific to Building Types) for additional building form regulations.

T5, New Section 10-40.40.090.C (Page 40.40-37)**C. Allowed Building Types<sup>1,3</sup>**

Apartment Building <sup>2</sup>	<del>Duplex, Front-and-Back<sup>2</sup></del>
Apartment House <sup>2</sup>	<del>Duplex, Side-by-Side<sup>2</sup></del>
<del>Carriage House</del>	<del>Duplex, Stacked<sup>2</sup></del>
Commercial Block	Live/Work
Courtyard Apartment <sup>2</sup>	<del>Stacked Triplex</del>
<u>Townhouse<sup>2</sup></u>	

<sup>1</sup> See Division 10-50.110 (Specific to Building Types) for building type descriptions and regulations

<sup>2</sup> Allowed only in open sub-zone(s).

<sup>3</sup> See Division 10-50.30 (Building Height) and 10-50.110 (Specific to Building Types) for additional building form regulations.

T6, New Section 10-40.40.100.B (Page 40.40-43)**B. Allowed Building Types<sup>1,2</sup>**

Commercial Block	Live/Work
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<sup>1</sup> See Division 10-50.110 (Specific to Building Types) for building type descriptions and regulations

<sup>2</sup> See Division 10-50.30 (Building Height) and 10-50.110 (Specific to Building Types) for additional building form regulations.

## Frontage Types (Division 10-50.120 Specific to Private Frontages)

**Issue:** Table 10-50.120.020.A provides an overview of the allowed private frontages. This table, however, does not take into account every alternate transect zone (N.1 vs. N.2) or the open sub-zones. The descriptions contained within the table are also contained within each specific private frontage type section, however, the descriptions are not identical between the table and the section.

Table 10-50.120.020.A (Pages 50.120-2/3)









Table 10-50.120.020.A Private Frontages General		Table 10-50.120.020.A Private Frontages General (continued)	
The private frontage is the area between the building façade and the lot line.		The private frontage is the area between the building façade and the lot line.	
SECTION	PLAN	SECTION	PLAN
LOT PRIVATE FRONTAGE > < R.O.W.	LOT PRIVATE FRONTAGE > < R.O.W.	LOT PRIVATE FRONTAGE > < R.O.W.	LOT PRIVATE FRONTAGE > < R.O.W.
<p><b>T1 T2 T3 T4 T5 T6</b></p> <p><b>Common Yard:</b> The Common Yard Frontage has a planted frontage with a façade substantially set back from the frontage line, providing a buffer from the higher-speed thoroughfares. The front yard created remains unfenced and is visually continuous with adjacent yards, supporting a common landscape and working in conjunction with the other private frontages.</p> 		<p><b>T1 T2 T3 T4 T5 T6</b></p> <p><b>Shopfront:</b> The Shopfront Frontage has a façade aligned close to the build-to-line with the building entrance at sidewalk grade. This Type is conventional for retail use. It has a substantial glazing at the sidewalk level and may include an awning that may overlap the sidewalk to within two feet of the curb. Syn: Retail Frontage, Shopfront and Awning.</p> 	
<p><b>T1 T2 T3 T4 T5 T6</b></p> <p><b>Porch:</b> The Porch Frontage has a planted frontage wherein the façade is set back from the frontage line with an attached porch permitted to encroach. A fence at the frontage line maintains street spatial definition. There are three types of porch frontages: Projecting (10-50.120.040), Engaged (10-50.120.050) and Integral (10-50.120.060).</p> 		<p><b>T1 T2 T3 T4 T5 T6</b></p> <p><b>Terrace Shopfront:</b> The Terrace Shopfront Frontage has an existing cross slope that makes access into the shop difficult. It allows at-grade access to all shopfronts. Frequent steps from the sidewalk to the terrace are necessary to avoid a dead wall along the sidewalk and to maximize access to the spaces. Used in conjunction with the Shopfront Frontage Type.</p> 	
<p><b>T1 T2 T3 T4 T5 T6</b></p> <p><b>Terrace or Lightwell:</b> The Terrace or Lightwell Frontage has a façade set back from the frontage line by an elevated terrace or a sunken lightwell. This Type buffers residential or commercial uses from urban sidewalks and removes the private yard from public encroachment. Terraces are suitable for conversion to outdoor cafes. Syn: Dooryard.</p> 		<p><b>T1 T2 T3 T4 T5 T6</b></p> <p><b>Gallery:</b> The Gallery Frontage has a façade aligned close to the frontage line with an attached cantilevered shed or a lightweight colonnade overlapping the sidewalk. This Type is conventional for retail use. The gallery shall be no less than ten feet wide and should overlap the sidewalk to within two feet of the curb. Alternatively the lot line shall be aligned with the edge of the gallery and curb, and a sidewalk is established within an easement under the gallery.</p> 	
<p><b>T1 T2 T3 T4 T5 T6</b></p> <p><b>Forecourt:</b> The Forecourt Frontage has a portion of the façade close to the frontage line and the central portion is set back. The forecourt created is suitable for vehicular drop-offs. This Type should be allocated in conjunction with other frontage types. Large trees within the forecourts may overhang the sidewalks.</p> 			
<p><b>T1 T2 T3 T4 T5 T6</b></p> <p><b>Stoop:</b> The Stoop Frontage has a façade aligned close to the frontage line with the first story elevated from the sidewalk sufficiently to secure privacy for the windows. The entrance is usually an exterior stair and landing.</p> 			
<p>Key <b>T#</b> Allowed <b>T#</b> Not Allowed</p>			

Table 10-50.120.020.A (Page 50-120.2) vs. Section 10-50.120.030.A (Page 50-120.4)

T1 T2 T3 T4 T5 T6	A. Description
<p><b>Common Yard:</b> The Common Yard Frontage has a planted frontage with a façade substantially set back from the frontage line, providing a buffer from the higher-speed thoroughfares. The front yard created remains unfenced and is visually continuous with adjacent yards, supporting a common landscape and working in conjunction with the other private frontages.</p>	<p>The main façade of the building typically has a medium to large setback from the property line. The resulting front yard remains unfenced and is visually continuous with adjacent yards, supporting a common landscape and work in conjunction with the other private frontages.</p>



Table 10-50.120.020.A (Page 50-120.2) vs. Section 10-50.120.040.A (Page 50-120.5)

T1 T2 T3 T4 T5 T6

**Porch:** The Porch Frontage has a planted frontage wherein the façade is set back from the frontage line with an attached porch permitted to encroach. A fence at the frontage line maintains street spatial definition. There are three types of porch frontages: Projecting (10-50.120.040), Engaged (10-50.120.050) and Integral (10-50.120.060).

**A. Description**

The main façade of the building typically has a small to medium setback from the property line. The resulting front yard is typically very small and may or may not be defined by a fence or hedge to spatially maintain the edge of the street. The projecting porch is open on three sides and has a roof form that is separate from the main house, making it possible to remove the porch roof without making major changes to the overall roof form.

Table 10-50.120.020.A (Page 50-120.2) vs. Section 10-50.120.050.A (Page 50-120.6)

T1 T2 T3 T4 T5 T6

**Porch:** The Porch Frontage has a planted frontage wherein the façade is set back from the frontage line with an attached porch permitted to encroach. A fence at the frontage line maintains street spatial definition. There are three types of porch frontages: Projecting (10-50.120.040), Engaged (10-50.120.050) and Integral (10-50.120.060).

**A. Description**

The main façade of the building has a small setback from the property line. The resulting front yard is typically very small and may be undefined or defined by a fence or hedge to spatially maintain the edge of the street. An engaged porch has a separate roof form from the main body of the house, making it possible to remove the porch roof without making major changes to the overall roof form. The porch is partially or fully enclosed on two sides and has a roof.

Table 10-50.120.020.A (Page 50-120.2) vs. Section 10-50.120.060.A (Page 50-120.7)

T1 T2 T3 T4 T5 T6

**Porch:** The Porch Frontage has a planted frontage wherein the façade is set back from the frontage line with an attached porch permitted to encroach. A fence at the frontage line maintains street spatial definition. There are three types of porch frontages: Projecting (10-50.120.040), Engaged (10-50.120.050) and Integral (10-50.120.060).

**A. Description**

The main façade of the building has a small setback from the property line. The resulting front yard is typically very small and may be undefined or defined by a fence or hedge to spatially maintain the edge of the street. An integral porch is open on one, two, or three sides and is part of the overall massing and roof form of the building, making it impossible to remove the porch without major changes to the overall roof form.

Table 10-50.120.020.A (Page 50-120.2) vs. Section 10-50.120.070.A (Page 50-120.8)

T1 T2 T3 T4 T5 T6

**Terrace or Lightwell:** The Terrace or Lightwell Frontage has a façade set back from the frontage line by an elevated terrace or a sunken lightwell. This Type buffers residential or commercial uses from urban sidewalks and removes the private yard from public encroachment. Terraces are suitable for conversion to outdoor cafes. Syn: **Dooryard**.

**A. Description**

A frontage where the façade is set back from the frontage line by an elevated terrace or a sunken lightwell. This Type buffers residential or commercial uses from urban sidewalks and removes the private yard from public encroachment. Terraces are suitable for conversion to outdoor cafes.



Table 10-50.120.020.A (Page 50-120.2) vs. Section 10-50.120.030.A (Page 50-120.4)

T1 T2 T3 **T4** T5 T6

**Forecourt:** The Forecourt Frontage has a portion of the façade close to the frontage line and the central portion is set back. The forecourt created is suitable for vehicular drop-offs. This Type should be allocated in conjunction with other frontage types. Large trees within the forecourts may overhang the sidewalks.

**A. Description**

A portion of the main façade of the building is at or near the frontage line and a small percentage is set back, creating a small court space. The space could be used as an entry court or shared garden space for apartment buildings or as an additional shopping or restaurant seating area within commercial areas when it is designed with a hard surface and landscaping as an edge treatment. The proportions and orientation of these spaces should be carefully considered for solar orientation and user comfort.

Table 10-50.120.020.A (Page 50-120.2) vs. Section 10-50.120.080.A (Page 50-120.8)

T1 T2 **T3** T4 T5 T6

**Stoop:** The Stoop Frontage has a façade aligned close to the frontage line with the first story elevated from the sidewalk sufficiently to secure privacy for the windows. The entrance is usually an exterior stair and landing.

**A. Description**

The main façade of the building is near the frontage line and the elevated stoop engages the sidewalk. The stoop should be elevated above the sidewalk to ensure privacy within the building. Stairs from the stoop may lead directly to the sidewalk or may be side-loaded.

Table 10-50.120.020.A (Page 50-120.3) vs. Section 10-50.120.090.A (Page 50-120.9)

T1 T2 T3 **T4** T5 T6

**Shopfront:** The Shopfront Frontage has a façade aligned close to the build-to-line with the building entrance at sidewalk grade. This Type is conventional for retail use. It has a substantial glazing at the sidewalk level and may include an awning that may overlap the sidewalk to within two feet of the curb. Syn: **Retail Frontage, Shopfront and Awning.**

**A. Description**

The main façade of the building is at or near the frontage line and may include a canopy or awning element overlaps the sidewalk along the majority of the frontage. The canopy is a structural cantilevered shed roof and the awning is canvas or similar material and is often retractable.

Table 10-50.120.020.A (Page 50-120.3) vs. Section 10-50.120.100.A (Page 50-120.10)

T1 T2 T3 **T4** T5 T6

**Terrace Shopfront:** The Terrace Shopfront Frontage has an existing cross slope that makes access into the shop difficult. It allows at-grade access to all shopfronts. Frequent steps from the sidewalk to the terrace are necessary to avoid a dead wall along the sidewalk and to maximize access to the spaces. Used in conjunction with the Shopfront Frontage Type.

**A. Description**

This Frontage Type is only to be used when a shopfront frontage is required or desired and a cross slope exists on the site that makes access into the shop difficult across the front of the commercial use. The terrace allows at-grade access to all shopfronts. The terrace is accessed at grade and as the sidewalk follows the slope, the terrace follows the plane of the shopfront finished floor level. Frequent steps from the sidewalk to the terrace are necessary to avoid a dead wall along the sidewalk and to maximize access to the spaces.

Table 10-50.120.020.A (Page 50-120.3) vs. Section 10-50.120.110.A (Page 50-120.11)

T1 T2 T3 **T4 T5 T6**

**Gallery:** The Gallery Frontage has a façade aligned close to the frontage line with an attached cantilevered shed or a lightweight colonnade overlapping the sidewalk. This Type is conventional for retail use. The gallery shall be no less than ten feet wide and should overlap the sidewalk to within two feet of the curb. Alternatively the lot line shall be aligned with the edge of the gallery and curb, and a sidewalk is established within an easement under the gallery.

#### Description

The main façade of the building is at the frontage line and the gallery element overlaps the sidewalk of the right-of-way. This Frontage Type is intended for buildings with ground-floor commercial or retail uses and may be one or two stories. Due to the overlap of the right-of-way, an easement is usually required. Alternatively the lot line shall be aligned with the edge of the gallery and curb, and a sidewalk is established within an easement under the gallery.

**Solution:** Update the table to reflect the allowed private frontage types within all Transect Zones, including alternate zones and open sub-zones. Delete the descriptions within the table and rely upon the descriptions within each specific private frontage type section.

New Table 10-50.120.020.C

C. Allowed Private Frontage Types													
Frontage Type <sup>1</sup>	Section	Transect Zone											
		T1	T2	T3N.1	T3N.2	T4N.1	T4N.1-O	T4N.2	T4N.2-O	T5	T5-O	T6	
Common Yard	10-50.120.030	-	A	A	A	-A	-A	-A	-A	-	-	-	
Porch, Projecting	10-50.120.040	-	A	A	A	A	A	A	A	-	-A	-	
Porch, Engaged	10-50.120.050	-	A	A	A	A	A	A	A	-	-A	-	
Porch, Integral	10-50.120.060	-	A	A	A	A	A	A	A	-	-A	-	
Terrace or Lightwell	10-50.120.070	-	-	-	-	A	A	A	A	A	A	A	
Forecourt	10-50.120.080	-	-	-	-	A	A	A	A	A	A	A	
Stoop	10-50.120.090	-	A	A	A	A	A	A	A	A	A	-	
Shopfront	10-50.120.100	-	-	-	-	A	A	A	A	A	A	A	
Terrace Shopfront	10-50.120.110	-	-	-	-	A	A	A	A	A	A	A	
Gallery	10-50.120.120	-	-	-	-	A	A	A	A	A	A	A	

#### Key

A Allowed  
- Not Allowed

#### End Notes

<sup>1</sup> Private Frontage Type descriptions can be found in Subsection A of each frontage type section.

## Frontage Types (Division 10-40.40 *Transect Zones*)

**Issue:** In addition to allowed private frontage types being identified in Division 10-50.120, they are identified with each specific Transect Zone section. When the lists between the two divisions are not coordinated, this can cause confusion and ambiguity.

### T2, Section 10-40.40.040.E (Page 40.40-9)

Allowed Private Frontage Types <sup>3</sup>	
Common Yard	Stoop
Porch	

<sup>3</sup> See Division 10-50.120 (Specific to Private Frontages) for private frontage type descriptions and regulations.

### T3N.1, Section 10-40.40.050.E (Page 40.40-15)

Allowed Private Frontage Types <sup>5</sup>	
Common Yard	
Porch	

<sup>5</sup> See Division 10-50.120 (Specific to Private Frontages) for private frontage type descriptions and regulations.

### T3N.2, Section 10-40.40.060.E (Page 40.40-21)

Allowed Private Frontage Types <sup>5</sup>	
Common Yard	Stoop
Porch	

<sup>5</sup> See Division 10-50.120 (Specific to Private Frontages) for private frontage type descriptions and regulations.

### T4N.1, Section 10-40.40.070.F (Page 40.40-27)

Allowed Private Frontage Types <sup>5</sup>	
Stoop	Forecourt
Porch	

<sup>5</sup> See Division 10-50.120 (Specific to Private Frontages) for private frontage type descriptions and regulations.

T4N.2, Section 10-40.40.080.F (Page 40.40-33)

<b>Allowed Private Frontage Types<sup>6</sup></b>	
Stoop	Forecourt
Gallery <sup>7</sup>	Terrace/Lightwell <sup>7</sup>
Shopfront <sup>7</sup>	Porch

<sup>6</sup> See Division 10-50.120 (Specific to Private Frontages) for private frontage type descriptions and regulations.

<sup>7</sup> Allowed only in open sub-zone(s).

T5, Section 10-40.40.090.F (Page 40.40-39)

<b>Allowed Private Frontage Types<sup>6</sup></b>	
Forecourt	Stoop <sup>7</sup>
Gallery	Terrace/Lightwell
Shopfront	Terrace Shopfront

<sup>6</sup> See Division 10-50.120 (Specific to Private Frontages) for private frontage type descriptions and regulations.

<sup>7</sup> Allowed only in open sub-zones.

T6, Section 10-40.40.100.E (Page 40.40-45)

<b>Allowed Private Frontage Types<sup>5</sup></b>	
Terrace/Lightwell	Gallery
Shopfront	Terrace Shopfront
Forecourt	

<sup>5</sup> See Division 10-50.120 (Specific to Private Frontages) for private frontage type descriptions and regulations.



**Solution:** In response to Section P.030 of the Zoning Code (Page P-5), which directs users of the Zoning Code to find the allowed private frontage type within Division 10-50.120, make Section 10-50.120.020.C a comprehensive list of allowed private frontage types with cross-references to that division within each Transect Zone.

T2, New Section 10-40.40.040.E (Page 40-40.9)

**Allowed Private Frontage Types<sup>3</sup>**

Common Yard	<del>Stoop</del>
Porch, <a href="#">Projecting</a>	<a href="#">Porch, Integral</a>
<a href="#">Porch, Engaged</a>	

<sup>3</sup> See Division 10-50.120 (Specific to Private Frontages ) for private frontage type descriptions and regulations.

T3N.1, New Section 10-40.40.050.E (Page 40-40.15)

**Allowed Private Frontage Types<sup>5</sup>**

Common Yard	<a href="#">Stoop</a>
Porch, <a href="#">Projecting</a>	<a href="#">Porch, Integral</a>
<a href="#">Porch, Engaged</a>	

<sup>5</sup> See Division 10-50.120 (Specific to Private Frontage Types) for private frontage type descriptions and regulations.

T3N.2, New Section 10-40.40.060.E (Page 40-40.21)

**Allowed Private Frontage Types<sup>5</sup>**

Common Yard	Stoop
Porch, <a href="#">Projecting</a>	<a href="#">Porch, Integral</a>
<a href="#">Porch Engaged</a>	

<sup>5</sup> See Division 10-50.120 (Specific to Private Frontage Types) for private frontage type descriptions and regulations.

T4N.1, New Section 10-40.40.070.F (Page 40-40.27)**Allowed Private Frontage Types<sup>5</sup>**

Stoop	Forecourt
Porch, <a href="#">Projecting</a>	<a href="#">Porch, Integral</a>
<a href="#">Porch, Engaged</a>	<a href="#">Common Yard</a>
<a href="#">Porch, Integral</a>	<a href="#">Terrace/Lightwell<sup>6</sup></a>
<a href="#">Shopfront<sup>6</sup></a>	<a href="#">Terrace Shopfront<sup>6</sup></a>
<a href="#">Gallery<sup>6</sup></a>	

<sup>5</sup> See Division 10-50.120 (Specific to Private Frontage Types) for private frontage type descriptions and regulations.

<sup>6</sup> [Allowed only in open sub zone\(s\).](#)

T4N.2, New Section 10-40.40.080.F (Page 40.40-33)**Allowed Private Frontage Types<sup>6</sup>**

Stoop	Forecourt
Gallery <sup>7</sup>	Terrace/Lightwell <sup>7</sup>
Shopfront <sup>7</sup>	Porch, <a href="#">Projecting</a>
<a href="#">Porch, Engaged</a>	<a href="#">Porch, Integral</a>
<a href="#">Terrace Shopfront<sup>7</sup></a>	<a href="#">Common Yard</a>

<sup>6</sup> See Division 10-50.120 (Specific to Private Frontage Types) for private frontage type descriptions and regulations.

<sup>7</sup> Allowed only in open sub-zone(s).

T5, New Section 10-40.40.090.F (Page 40.40-39)**Allowed Private Frontage Types<sup>6</sup>**

Forecourt	Stoop <sup>7</sup>
Gallery	Terrace/Lightwell
Shopfront	Terrace Shopfront
<a href="#">Porch, Projecting<sup>7</sup></a>	<a href="#">Porch, Engaged<sup>7</sup></a>
<a href="#">Porch, Integral<sup>7</sup></a>	

<sup>6</sup> See Division 10-50.120 (Specific to Private Frontage Types) for private frontage type descriptions and regulations.

<sup>7</sup> Allowed only in open sub-zone(s).

T6, New Section 10-40.40.100.E (Page 40.40-45)**Allowed Private Frontage Types<sup>5</sup>**

Terrace/Lightwell	Gallery
Shopfront	Terrace Shopfront

~~Forecourt~~

<sup>5</sup> See Division 10-50.120 (Specific to Private Frontage Types) for private frontage type descriptions and regulations.

**2017.2 ZONING CODE TEXT AMENDMENTS  
PLANNING COMMISSION RECOMMENDATION – DENIAL**

Created: 11/02/2017

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**USER GUIDE**

**Title of Amendment  
(Sections subject to amendment)**

**ISSUE:** Written description of the identified issue/problem/concern with the current Zoning Code.

[Appropriate sections of the current Zoning Code inserted into the document for reference.]

**SOLUTION:** Written description of the proposed solution/amendment.

[New Zoning Code sections showing the proposed amendment(s).]

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**Commercial Block Building Type**  
**(Division 10-50.110.180 *Commercial Block*)**

**Issue:** The Commercial Block Building Type does not establish a maximum building width and depth leading to the creation of large buildings within neighborhoods and along main street corridors.

Section 10-50.110.180 (Page 50.110-34/35)

**COMMERCIAL BLOCK**

A. Description	
The Commercial Block Building Type is a small to large-sized structure, typically attached, that provides a vertical mix of uses with ground-floor commercial, service, or retail uses and upper-floor commercial, service, or residential uses. Smaller versions of this Type make up the primary component of a neighborhood main street while larger versions make up the primary component of downtown, therefore being a key component to providing walkability.	
B. Lots	
Lot Size <sup>1</sup>	
Depth	100' min.
<sup>1</sup> Applies to newly created lots.	
C. Number of Units	
No minimums	
D. Pedestrian Access	
Main Entrance Location	
Ground Floor	Primary Street
Upper Floor	Primary or Secondary Street
E. Allowed Frontages	
Forecourt	Terrace Shopfront <sup>1</sup>
Shopfront	Gallery
<sup>1</sup> Only allowed on cross-slope lots	
F. Vehicle Access and Parking	
Parking spaces may be enclosed, covered, or open.	
Garage may be detached or tuck-under.	
G. Private Open Space	
No private open space is required	
H. Building Size and Massing	
Height	See transect zone in which the building is proposed.



**Solution:** Create three distinct building types that convey small, medium, and large scale.

New Section 10-50.110.180

## NEIGHBORHOOD BUILDING

### A. Description

The ~~Commercial Block~~ Neighborhood Building Type ~~is a small to large-sized structure, typically attached, that can be used to~~ provides a ~~vertical~~ mix of uses with ground-floor commercial, service, or retail uses and upper-floor commercial, service, or residential uses. This type may be a single-use building. Ground-floor residential uses are not permitted unless otherwise stated in the underlying Transect Zone. Parking is located on-street, in a surface lot, or in a small structure. Smaller versions of this Type make up the primary component of a neighborhood main street while larger versions make up the primary component of downtown, therefore being a key component to providing walkability.

### B. Lots

Lot Size<sup>1</sup>

Width 25' min./150' max

Depth 100' min./150' max

<sup>1</sup> Applies to newly created lots.

### C. Number of Units

No minimums

### D. Pedestrian Access

Main Entrance Location

Ground Floor Primary Street

Upper Floor ~~Primary or Secondary~~ Side Street or Courtyard

Ground-floor residential units along a street shall have individual entries.

### E. Allowed Frontages

Forecourt Terrace/Lightwell  
~~Shopfront<sup>1</sup>~~

Shopfront<sup>1</sup> Gallery

Stoop<sup>2</sup>

<sup>1</sup> Includes Terrace Shopfront to address existing cross-slope or floodplain. Only allowed on cross-slope lots.

<sup>2</sup> Shall only be used for ground-floor residential.

### F. Vehicle Access and Parking

Parking spaces may be enclosed, covered, or open.

Garages may be attached, detached, or tuck-under.

Parking shall be accessed from a front or side street, or alley.

Access from a side street or alley is preferred.

Driveways and vehicle access may be shared on adjacent lots.

### F. Private Open Space

No private open space is required.

### H. Building Size and Massing

Height See transect zone in which the building is proposed

Width 50' max

Depth 100' max

## New Section 10-50.110-190

**MAIN STREET BUILDING****A. Description**

The ~~Commercial Block~~ Main Street Building Type, typically attached, ~~is a small to large-sized structure, typically attached, that can be used to~~ provides a ~~vertical~~ mix of uses with ground-floor commercial, service, or retail uses and upper-floor commercial, service, or residential uses. This type may be a single-use building. Ground-floor residential uses are not permitted unless otherwise stated in the underlying Transect Zone. Parking is located in a surface lot or incorporated into an on-site structure. Smaller versions of this Type make up the primary component of a neighborhood main street while larger versions make up the primary component of downtown, therefore being a key component to providing walkability.

**B. Lots**Lot Size<sup>1</sup>Width                      25' min./150' maxDepth                      100' min./150' max<sup>1</sup> Applies to newly created lots.**C. Number of Units**

No minimums

**D. Pedestrian Access**

Main Entrance Location

Ground Floor              Primary Street

Upper Floor              ~~Primary or~~  
~~Secondary~~ Side  
Street or CourtyardGround-floor residential units along a street shall have individual entries.**E. Allowed Frontages**Forecourt              Terrace/Lightwell  
~~Shopfront~~<sup>1</sup>Shopfront<sup>1</sup>              GalleryStoop<sup>2</sup>                      Downtown Shopfront<sup>1</sup> Includes Terrace Shopfront to address existing cross-slope or floodplain. Only  
~~allowed on cross-slope lots.~~2 Shall only be used for ground-floor residential.**F. Vehicle Access and Parking**

Parking spaces may be enclosed, covered, or open.

Garages may be attached, detached, or tuck-under.Parking shall be accessed from a side street or alley.Access from a primary street shall only occur where no adjacent side street or alley exists.Driveways and vehicle access may be shared on adjacent lots.**F. Private Open Space**

No private open space is required.

**H. Building Size and Massing**

Height                      See transect zone in which the building is proposed

Width                      75' maxDepth                      150' max

## New Section 10-50.110.200

**DOWNTOWN BUILDING****A. Description**

The ~~Commercial Block~~ Downtown Building Type, typically attached, ~~is a small to large-sized structure, typically attached, that can be used to~~ provides a ~~vertical~~ mix of uses with ground-floor commercial, service, or retail uses and upper-floor commercial, service, or residential uses. This type may be a single-use building. Ground-floor residential uses are not permitted unless located behind a permitted commercial, service, or retail use. Parking is incorporated into an on-site structure. Smaller versions of this Type make up the primary component of a neighborhood main street while larger versions make up the primary component of downtown, therefore being a key component to providing walkability.

**B. Lots**Lot Size<sup>1</sup>

<u>Width</u>	<u>25' min./300' max</u>
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Depth	<u>100' min./300' max</u>
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<sup>1</sup> Applies to newly created lots.**C. Number of Units**

No minimums

**D. Pedestrian Access**

Main Entrance Location

Ground Floor	Primary Street
Upper Floor	<del>Primary or Secondary</del> <u>Side Street or Courtyard</u>

**E. Allowed Frontages**

Forecourt	<del>Terrace</del> <u>Lightwell</u>
Shopfront <sup>1</sup>	<del>Shopfront<sup>+</sup></del> Gallery

Downtown Shopfront<sup>1</sup> Includes Terrace Shopfront to address existing cross-slope or floodplain. Only allowed on cross-slope lots.**F. Vehicle Access and Parking**Parking shall be located in a structured garage. ~~spaces may be enclosed, covered, or open.~~Garages may be attached, detached or tuck-under.Parking shall be accessed from a side street or alley.Access from a primary street shall only occur where no adjacent side street or alley exists.Driveways and vehicle access may be shared on adjacent lots.**F. Private Open Space**

No private open space is required.

**H. Building Size and Massing**

Height	See transect zone in which the building is proposed
<u>Width</u>	<u>100' max</u>
<u>Depth</u>	<u>150' max</u>

**Solution:** Physically separate individual Commercial Block buildings.

Section 10-50.110.180

**COMMERCIAL BLOCK**

A. Description			
The Commercial Block Building Type is a small to large-sized structure, typically attached, that <u>may</u> provides a <del>vertical</del> -mix of uses with ground-floor commercial, service, or retail uses and upper-floor commercial, service, or residential uses. Smaller versions of this Type make up the primary component of a neighborhood main street while larger versions make up the primary component of downtown, therefore being a key component to providing walkability.			
B. Lots		F. Vehicle Access and Parking	
Lot Size <sup>1</sup>		Parking spaces may be enclosed, covered, or open.	
<u>Width</u>	<u>25' min./150' max</u>	Garages may be <u>attached</u> , detached, or tuck-under.	
Depth	100' min./ <u>150' max</u>	<u>Parking shall be accessed from a front or side street, or alley.</u>	
<sup>1</sup> Applies to newly created lots.		<u>Access from a side street or alley is preferred.</u>	
C. Number of Units		<u>Driveways and vehicle access may be shared on adjacent lots.</u>	
No minimums		F. Private Open Space	
D. Pedestrian Access		No private open space is required.	
Main Entrance Location		H. Building Size and Massing	
Ground Floor	Primary Street	Height	See transect zone in which the building is proposed
Upper Floor	<del>Primary or Secondary</del> <u>Side Street or Courtyard</u>	<u>The primary façade plane width shall be limited based on the transect zone as follows:</u>	
<u>Ground-floor residential units along a street shall have individual entries.</u>		<u>T4N.1/T4N.1-O</u>	<u>50' max</u>
		<u>T4N.2/T4N.2-O</u>	
		<u>T5/T5-O</u>	<u>75' max</u>
		<u>T6</u>	<u>150' max</u>
E. Allowed Frontages		I. Building Separation	
Forecourt	Terrace/ <u>Lightwell</u> <del>Shopfront</del> <sup>1</sup>	<u>Within the T4N.1 and T4N.1-O transect zones, Commercial Block buildings shall maintain the following separations:</u>	
Shopfront <sup>1</sup>	Gallery	<u>10' min. from another building located on the same parcel; and</u>	
<u>Stoop</u> <sup>2</sup>		<u>5' min. from a side yard property line.</u>	
<sup>1</sup> Includes Terrace Shopfront to address existing cross-slope or floodplain. <del>Only allowed on cross-slope lots.</del>			
<sup>2</sup> Shall only be used for ground-floor residential.			

## Building Types (Division 10-40.40 *Transect Zones*)

**Issue:** In addition to allowed building types being identified in Division 10-50.110, they are identified within each specific Transect Zone section. When the lists between the two divisions are not coordinated, this can cause confusion and ambiguity.

T1, Section 10-40.40.030.B (Page 40.40-3)

### B. Allowed Building Types

None

T2, Section 10-40.40.030.B (Page 40.40-7)

### B. Allowed Building Types<sup>1,2</sup>

Carriage House

Single-Family Estate

<sup>1</sup> See Division 10-50.110 (Specific to Building Types) for building type descriptions and regulations.

<sup>2</sup> See Divisions 10-50.30 (Building Height) and 10-50.110 (Specific to Building Types) for additional building form regulations.

T3N.1, Section 10-40.40.050.B (Page 40.40-13)

### B. Allowed Building Types<sup>1,3</sup>

Bungalow Court<sup>2</sup>

Duplex, Side-by-Side<sup>2</sup>

Carriage House

Single-Family Cottage

Duplex, Stacked<sup>2</sup>

Single-Family Estate

Duplex, Front-and-Back<sup>2</sup>

Single-Family House

<sup>1</sup> See Division 10-50.110 (Specific to Building Types) for building type descriptions and regulations.

<sup>2</sup> Permitted only if the building type exists at the effective date of this Zoning Code.

<sup>3</sup> See Divisions 10-50.30 (Building Height) and 10-50.110 (Specific to Building Types) for additional building form regulations.

T3N.2, Section 10-40.40.060.B (Page 40.40-19)

<b>B. Allowed Building Types<sup>1,2</sup></b>	
Bungalow Court	Live/Work
Carriage House	Single-Family Cottage
Duplex, Front-and-Back	Single-Family Estate
Duplex, Side-by-Side	Single-Family House
Duplex, Stacked	

<sup>1</sup> See Division 10-50.110 (Specific to Building Types) for building type descriptions and regulations.

<sup>2</sup> See Divisions 10-50.30 (Building Height) and 10-50.110 (Specific to Building Types) for additional building form regulations.

T4N.1, Section 10-40.40.070.C (Page 40.40-25)

<b>C. Allowed Building Types<sup>1,3</sup></b>	
Apartment Building	Duplex, Stacked
Apartment House	Live/Work <sup>2</sup>
Bungalow Court	Single-Family Cottage
Carriage House	Single-Family House
Courtyard Apartment	Stacked Triplex
Duplex, Front-and-Back	Townhouse
Duplex, Side-by-Side	

<sup>1</sup> See Division 10-50.110 (Specific to Building Types) for building type descriptions and regulations.

<sup>2</sup> Allowed only in open sub-zone(s).

<sup>3</sup> See Divisions 10-50.30 (Building Height) and 10-50.110 (Specific to Building Types) for additional building form regulations.



T4N.2, Section 10-40.40.080.C (Page 40.40-31)

<b>C. Allowed Building Types<sup>1,3</sup></b>	
Apartment Building	Duplex, Side-by-Side
Apartment House	Duplex, Stacked
Bungalow Court	Live/Work <sup>2</sup>
Commercial Block <sup>2</sup>	Single-Family Cottage
Carriage House	Single-Family House
Courtyard Apartment	Townhouse
Duplex, Front-and-Back	Stacked Triplex

<sup>1</sup> See Division 10-50.110 (Specific to Building Types) for building type descriptions and regulations.

<sup>2</sup> Allowed only in open sub-zone(s).

<sup>3</sup> See Divisions 10-50.30 (Building Height) and 10-50.110 (Specific to Building Types) for additional building form regulations.

T5, Section 10-40.40.090.C (Page 40.40-37)

<b>C. Allowed Building Types<sup>1,3</sup></b>	
Apartment Building	Duplex, Front-and-Back <sup>2</sup>
Apartment House	Duplex, Side-by-Side <sup>2</sup>
Carriage House	Duplex, Stacked <sup>2</sup>
Commercial Block	Live/Work
Courtyard Apartment <sup>2</sup>	Stacked Triplex

<sup>1</sup> See Division 10-50.110 (Specific to Building Types) for building type descriptions and regulations.

<sup>2</sup> Allowed only in open sub-zone(s).

<sup>3</sup> See Divisions 10-50.30 (Building Height) and 10-50.110 (Specific to Building Types) for additional building form regulations.

T6, Section 10-40.40.100.B (Page 40.40-43)

<b>B. Allowed Building Types<sup>1,2</sup></b>	
Commercial Block	Live/Work

<sup>1</sup> See Division 10-50.110 (Specific to Building Types) for building type descriptions and regulations.

<sup>2</sup> See Divisions 10-50.30 (Building Height) and 10-50.110 (Specific to Building Types) for additional building form regulations.

**Solution:** In response to Section P.030 of the Zoning Code (Page P-5), which directs users of the Zoning Code to find the allowed building types within Division 10-50.110, make Section 10-50.110.030.A a comprehensive list of allowed building types with cross-references to that division within each Transect Zone. Remove references to specific building types within each Transect Zone.

T1, New Section 10-40.40.030.B (Page 40.40-3)

**B. Allowed Building Types**

~~None~~

[See Section 10-50.110.030.A for a list of allowed building types within the T1 Natural \(T1\) transect zone.](#)

T2, New Section 10-40.40.040.B (Page 40-40.7)

**B. Allowed Building Types<sup>1,2</sup>**

~~Carriage House~~

~~Single family Estate~~

~~<sup>1</sup>See Division 10-50.110 (Specific to Building Types) for building type descriptions and regulations~~

~~<sup>2</sup>See Division 10-50.30 (Building Height) and 10-50.110 (Specific to Building Types) for additional building form regulations.~~

[See Section 10-50.110.030.A for a list of allowed building types within the T2 Rural \(T2\) transect zone.](#)

T3N.1, New Section 10-40.40.050.B (Page 40-40.13)

**B. Allowed Building Types<sup>1,3</sup>**

~~Bungalow Court<sup>2</sup>~~

~~Duplex, Side-by-Side<sup>2</sup>~~

~~Carriage House~~

~~Single family Cottage~~

~~Duplex, Stacked<sup>2</sup>~~

~~Single family Estate~~

~~Duplex, Front and Back<sup>2</sup>~~

~~Single family House~~

~~<sup>1</sup>See Division 10-50.110 (Specific to Building Types) for building type descriptions and regulations~~

~~<sup>2</sup>Permitted only if the building type exists at the effective date of this Zoning Code.~~

~~<sup>3</sup>See Division 10-50.30 (Building Height) and 10-50.110 (Specific to Building Types) for additional building form regulations.~~

[See Section 10-50.110.030.A for a list of allowed building types within the T3 Neighborhood 1 \(T3N.1\) transect zone.](#)

T3N.2, New Section 10-40.40.060.B (Page 40-40.19)**B. Allowed Building Types<sup>1,2</sup>**

Bungalow Court	Live/Work
Carriage House	Single-family Cottage
Duplex, Front-and-Back	Single-family Estate
Duplex, Side-by-Side	Single-family House
Duplex, Stacked	

<sup>1</sup> See Division 10-50.110 (Specific to Building Types) for building type descriptions and regulations

<sup>2</sup> See Division 10-50.30 (Building Height) and 10-50.110 (Specific to Building Types) for additional building form regulations.

[See Section 10-50.110.030.A for a list of allowed building types within the T3 Neighborhood 2 \(T3N.2\) transect zone.](#)

T4N.1, New Section 10-40.40.070.C (Page 40-40.25)**C. Allowed Building Types<sup>1,3</sup>**

Apartment Building	Duplex, Stacked
Apartment House	Live/Work <sup>2</sup>
Bungalow Court	Single-family Cottage
Carriage House	Single-family House
Courtyard Apartment	Stacked Triplex
Duplex, Front-and-Back	Townhouse
Duplex, Side-by-side	

<sup>1</sup> See Division 10-50.110 (Specific to Building Types) for building type descriptions and regulations

<sup>2</sup> Allowed only in open sub-zone(s).

<sup>3</sup> See Division 10-50.30 (Building Height) and 10-50.110 (Specific to Building Types) for additional building form regulations.

[See Section 10-50.110.030.A for a list of allowed building types within the T4 Neighborhood 1 \(T4N.1\) and T4 Neighborhood 1 – Open \(T4N.1-O\) transect zones.](#)

T4N.2, New Section 10-40.40.080.C (Page 40.40-31)**C. Allowed Building Types<sup>1,3</sup>**

<del>Apartment Building</del>	<del>Duplex, Side-by-Side</del>
<del>Apartment House</del>	<del>Duplex, Stacked</del>
<del>Bungalow Court</del>	<del>Live/Work<sup>2</sup></del>
<del>Commercial Block<sup>2</sup></del>	<del>Single-family Cottage</del>
<del>Carriage House</del>	<del>Single-family House</del>
<del>Courtyard Apartment</del>	<del>Townhouse</del>
<del>Duplex, Front and Back</del>	<del>Stacked Triplex</del>

<sup>1</sup>~~See Division 10-50.110 (Specific to Building Types) for building type descriptions and regulations~~

<sup>2</sup>~~Allowed only in open sub-zone(s).~~

<sup>3</sup>~~See Division 10-50.30 (Building Height) and 10-50.110 (Specific to Building Types) for additional building form regulations.~~

[See Section 10-50.110.030.A for a list of allowed building types within the T4 Neighborhood 2 \(T4N.2\) and T4 Neighborhood 2 – Open \(T4N.2-O\) transect zones.](#)

T5, New Section 10-40.40.090.C (Page 40.40-37)**C. Allowed Building Types<sup>1,3</sup>**

<del>Apartment Building</del>	<del>Duplex, Front and Back<sup>2</sup></del>
<del>Apartment House</del>	<del>Duplex, Side-by-Side<sup>2</sup></del>
<del>Carriage House</del>	<del>Duplex, Stacked<sup>2</sup></del>
<del>Commercial Block</del>	<del>Live/Work</del>
<del>Courtyard Apartment<sup>2</sup></del>	<del>Stacked Triplex</del>

<sup>1</sup>~~See Division 10-50.110 (Specific to Building Types) for building type descriptions and regulations~~

<sup>2</sup>~~Allowed only in open sub-zone(s).~~

<sup>3</sup>~~See Division 10-50.30 (Building Height) and 10-50.110 (Specific to Building Types) for additional building form regulations.~~

[See Section 10-50.110.030.A for a list of allowed building types within the T5 Main Street \(T5\) and T5 Main Street – Open \(T5-O\) transect zones.](#)

T6, New Section 10-40.40.100.B (Page 40.40-43)**B. Allowed Building Types<sup>1,2</sup>**

~~Commercial Block~~                      ~~Live/Work~~

~~<sup>1</sup> See Division 10-50.110 (Specific to Building Types) for building type descriptions and regulations~~

~~<sup>2</sup> See Division 10-50.30 (Building Height) and 10-50.110 (Specific to Building Types) for additional building form regulations.~~

See Section 10-50.110.030.A for a list of allowed building types within the T6 Downtown (T6) transect zone.

## Frontage Types (Division 10-50.120 *Specific to Private Frontages*)

**Issue:** The newly created Downtown Building requires a private frontage type that is more reflective of the Downtown.

**Solution:** Create the Downtown Shopfront Private Frontage Type.

### New Section 10-50.20.130 (Downtown Shopfront)

A. Description		C. Awning	
The main façade of the building is at or near the frontage line and may include a canopy or awning element <u>that</u> overlaps the sidewalk along the majority of the frontage. The canopy is a structural cantilevered shed roof and the awning is canvas or similar material. <u>The façade contains extensive glazing and frequent door openings.</u> <del>and is often retractable.</del>		Depth	4' min.
		Setback from Curb	2' min.
		Height, Clear	8' min.
B. Size		D. Miscellaneous	
Distance between Glazing	2' max	Residential windows shall not be used.	
Ground Floor Transparency	<del>75</del> 85% min.	Doors <u>and balconies</u> may be recessed as long as main façade is <u>visually continuous</u> at BTL.	
Door Recess	5' max	Open ended awning encouraged.	
<u>Door Openings</u>	<u>Every 25' min.</u>	Rounded and hooped awning are <u>not permitted.</u> <del>discouraged.</del>	
		<u>Downtown</u> Shopfronts <del>with accordion-style doors/windows or other</del> <u>are encouraged to be designed with</u> operable windows that allow the space to open to the street. <del>are encouraged.</del>	
		Transom bars shall be used to break down the window scale.	



## Frontage Types (Division 10-40.40 *Transect Zones*)

**Issue:** In addition to allowed private frontage types being identified in Division 10-50.120, they are identified with each specific Transect Zone section. When the lists between the two divisions are not coordinated, this can cause confusion and ambiguity.

### T2, Section 10-40.40.040.E (Page 40.40-9)

Allowed Private Frontage Types <sup>3</sup>	
Common Yard	Stoop
Porch	

<sup>3</sup> See Division 10-50.120 (Specific to Private Frontages) for private frontage type descriptions and regulations.

### T3N.1, Section 10-40.40.050.E (Page 40.40-15)

Allowed Private Frontage Types <sup>5</sup>	
Common Yard	
Porch	

<sup>5</sup> See Division 10-50.120 (Specific to Private Frontages) for private frontage type descriptions and regulations.

### T3N.2, Section 10-40.40.060.E (Page 40.40-21)

Allowed Private Frontage Types <sup>5</sup>	
Common Yard	Stoop
Porch	

<sup>5</sup> See Division 10-50.120 (Specific to Private Frontages) for private frontage type descriptions and regulations.

### T4N.1, Section 10-40.40.070.F (Page 40.40-27)

Allowed Private Frontage Types <sup>5</sup>	
Stoop	Forecourt
Porch	

<sup>5</sup> See Division 10-50.120 (Specific to Private Frontages) for private frontage type descriptions and regulations.

T4N.2, Section 10-40.40.080.F (Page 40.40-33)

Allowed Private Frontage Types <sup>6</sup>	
Stoop	Forecourt
Gallery <sup>7</sup>	Terrace/Lightwell <sup>7</sup>
Shopfront <sup>7</sup>	Porch

<sup>6</sup> See Division 10-50.120 (Specific to Private Frontages) for private frontage type descriptions and regulations.

<sup>7</sup> Allowed only in open sub-zone(s).

T5, Section 10-40.40.090.F (Page 40.40-39)

Allowed Private Frontage Types <sup>6</sup>	
Forecourt	Stoop <sup>7</sup>
Gallery	Terrace/Lightwell
Shopfront	Terrace Shopfront

<sup>6</sup> See Division 10-50.120 (Specific to Private Frontages) for private frontage type descriptions and regulations.

<sup>7</sup> Allowed only in open sub-zones.

T6, Section 10-40.40.100.E (Page 40.40-45)

Allowed Private Frontage Types <sup>5</sup>	
Terrace/Lightwell	Gallery
Shopfront	Terrace Shopfront
Forecourt	

<sup>5</sup> See Division 10-50.120 (Specific to Private Frontages) for private frontage type descriptions and regulations.

**Solution:** In response to Section P.030 of the Zoning Code (Page P-5), which directs users of the Zoning Code to find the allowed private frontage type within Division 10-50.120, make Section 10-50.120.020.C a comprehensive list of allowed private frontage types with cross-references to that division within each Transect Zone. Remove references to specific private frontage types within each Transect Zone.

T2, New Section 10-40.40.040.E (Page 40-40.9)

**Allowed Private Frontage Types<sup>3</sup>**

~~Common Yard~~                      ~~Stoop~~  
~~Porch~~

~~<sup>3</sup> See Division 10-50.120 (Specific to Private Frontages) for private frontage type descriptions and regulations.~~

See Section 10-50.120.020.C for a list of allowed private frontage types within the T2 Rural (T2) transect zone.

T3N.1, New Section 10-40.40.050.E (Page 40-40.15)

**Allowed Private Frontage Types<sup>5</sup>**

~~Common Yard~~  
~~Porch~~

~~<sup>5</sup> See Division 10-50.120 (Specific to Private Frontage Types) for private frontage type descriptions and regulations.~~

See Section 10-50.120.020.C for a list of allowed private frontage types within the T3 Neighborhood 1 (T3N.1) transect zone.

T3N.2, New Section 10-40.40.060.E (Page 40-40.21)

**Allowed Private Frontage Types<sup>5</sup>**

~~Common Yard~~                      ~~Stoop~~  
~~Porch~~

~~<sup>5</sup> See Division 10-50.120 (Specific to Private Frontage Types) for private frontage type descriptions and regulations.~~

See Section 10-50.120.020.C for a list of allowed private frontage types within the T3 Neighborhood 2 (T3N.2) transect zone.

T4N.1, New Section 10-40.40.070.F (Page 40-40.27)**Allowed Private Frontage Types<sup>5</sup>**

<del>Stoop</del>	<del>Forecourt</del>
<del>Porch</del>	

~~<sup>5</sup> See Division 10-50.120 (Specific to Private Frontage Types) for private frontage type descriptions and regulations.~~

See Section 10-50.120.020.C for a list of allowed private frontage types within the T4 Neighborhood 1 (T4N.1) and T4 Neighborhood 1 – Open (T4N.1-O) transect zones.

T4N.2, New Section 10-40.40.080.F (Page 40.40-33)**Allowed Private Frontage Types<sup>6</sup>**

<del>Stoop</del>	<del>Forecourt</del>
<del>Gallery<sup>7</sup></del>	<del>Terrace/Lightwell<sup>7</sup></del>
<del>Shopfront<sup>7</sup></del>	<del>Porch</del>

~~<sup>6</sup> See Division 10-50.120 (Specific to Private Frontage Types) for private frontage type descriptions and regulations.~~

~~<sup>7</sup> Allowed only in open sub-zone(s).~~

See Section 10-50.120.020.C for a list of allowed private frontage types within the T4 Neighborhood 2 (T4N.2) and T4 Neighborhood 2 – Open (T4N.2-O) transect zones.

T5, New Section 10-40.40.090.F (Page 40.40-39)**Allowed Private Frontage Types<sup>6</sup>**

<del>Forecourt</del>	<del>Stoop<sup>7</sup></del>
<del>Gallery</del>	<del>Terrace/Lightwell</del>
<del>Shopfront</del>	<del>Terrace Shopfront</del>

~~<sup>6</sup> See Division 10-50.120 (Specific to Private Frontage Types) for private frontage type descriptions and regulations.~~

~~<sup>7</sup> Allowed only in open sub-zone(s).~~

See Section 10-50.120.020.C for a list of allowed private frontage types within the T5 Main Street (T5) and T5 Main Street – Open (T5-O) transect zones.

T6, New Section 10-40.40.100.E (Page 40.40-45)**Allowed Private Frontage Types<sup>5</sup>**

<del>Terrace/Lightwell</del>	<del>Gallery</del>
<del>Shopfront</del>	<del>Terrace Shopfront</del>
<del>Forecourt</del>	

~~<sup>5</sup>See Division 10-50.120 (Specific to Private Frontage Types) for private frontage type descriptions and regulations.~~

See Section 10-50.120.020.C for a list of allowed private frontage types within the T6 Downtown (T6) transect zone.



## Community Development Department Planning and Development Services

September 22, 2017

**TO:** Planning and Zoning Commission

**FROM:** Brian Kulina, Zoning Code Manager

**CC:** Mark Sawyers, Current Planning Manager  
Dan Folke, Planning Director

**RE:** Planning and Zoning Commission Public Hearing;  
2017 Zoning Code Amendments—Transect Code

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### **Introduction**

This report is written in support of the Planning and Zoning Commission's September 27, 2017 public hearing regarding the proposed amendments to the Zoning Code. The Commission held a work session on the proposed amendments on August 23, 2017 to review, discuss, hear public comment, and provide feedback to staff.

The Zoning Code was adopted by the City Council on November 1, 2011 to replace the former Land Development Code. A key difference between the Zoning Code and the Land Development Code was the inclusion of a development option utilizing Transect zoning, which is only available to those properties within the established Downtown Regulating Plan area. A map depicting the Downtown Regulating Plan area is attached for reference. Since its adoption, approximately 10 projects have been developed/approved under Transect zoning. Based on some recent development, the City Council, along with a citizen petition, have requested that the Transect zoning standards be analyzed and amendments be presented that will more adequately integrate new development, especially Commercial Block buildings, into existing neighborhoods.

### **Staff Recommendation**

Forward the proposed amendments to the Zoning Code to the City Council with a recommendation for approval, including a recommendation for the preferred option regarding the Commercial Block building.

### **Summary of Past Amendments to the Zoning Code**

Since the 2011 adoption of the Zoning Code, the following amendments have been reviewed by the Planning and Zoning Commission and adopted by the City Council:



1. **Division 10-20.50 (Amendments to the Zoning Code Text and the Zoning Map):** adopted on November 5, 2013, Ord. No. 2013-21. These amendments established a new process and procedure for zone changes.
2. **Section 10-50.100.080.E (Flagstaff Mall and Marketplace District):** adopted on November 5, 2013, Ord. No. 2013-22. These amendments allowed for the installation of a new monument sign for the Flagstaff Mall and Marketplace District.
3. **Division 10-50.100 (Sign Standards):** adopted on November 18, 2014, Ord. No. 2014-27. These amendments to the City's sign standards addressed concerns from the City Council and local residents with the complexity of the former sign standards, especially for building mounted signs, and for the proliferation of temporary signs within the City.
4. **Division 10-20.100 (Assurance of Performance for Construction):** adopted on March 4, 2015, Ord. No. 2015-01. These amendments updated the standards and procedures regarding assurances for construction.
5. **Section 10-40.30.050 (Industrial Uses) and Sections 10-80.20.060 (Definitions, “F.”) and 10-80.20.200 (Definitions, “T.”):** adopted on May 5, 2015, Ord. No. 2015-03. These amendments to the industrial zones, Table B, Allowed Uses, and in the definitions clarify that freight and trucking facilities are a permitted use in the RD (Research and Development Zone).
6. Comprehensive suite of amendments adopted on February 16, 2016, Ord. No. 2016-07, 2016 comprising mostly minor clarifications and corrections, but also some significant amendments to Section 10-40.40.030 to allow single-family dwellings and duplexes by right in the CC Zone, Section 10-40.60.260 (Mixed Use) and 10-40.60.280 (Planned Residential Development), Section 10-50.80.080 (Parking Spaces, Parking Lot Design and Layout) and in Division 10-50.110 to add two new building types; apartment building and stacked triplex.
7. **Division 10-50.100 (Sign Standards):** adopted on June 21, 2016, Ord. No. 2016-22. These amendments reconciled the sign standards with the US Supreme Court's decision in the Reed v. Town of Gilbert.
8. Series of amendments adopted on April 4, 2017, Ord. No. 2017-10, including amendments to: Section 10-50.80.080.C (ADA Parking), clarifying the depth of an ADA parking space; Sections 10-40.60.030, 10-80.20.010 (ADU's) created a definition for Attached and Detached ADU's, created standards for the attachment, and clarified the required amenities; Sections 10-40.30, and 10-40.40, 10-50.80 and 10-80.20.160 (Places of Worship), created a definition and land use classification for places of worship, and permit the use in all zones; and Section 10-90.40.030 (Rural Floodplain Map), revised the rural floodplain map back to the boundaries of the 1991 map.

### **Overview of Staff Proposed Amendments Dated 08/14/2017**

Proposed amendments to the Transect Code are organized by topic. Attached for review are the proposed amendments, which identifies the issue, the proposed solution, and the wording of the amendment with either underlined additions in blue font or strikethrough deletions in red font. Following is a summary of the amendments:

- **Commercial Block Building Type (Section 10-50.110.180):** Delete the Commercial Block building type and replace it with three (3) new building types (Neighborhood Building, Main Street Building, and Downtown Building) that more accurately reflect the scale of existing development.
- **Allowed Building Types (Section 10-50.110):** Delete the existing Building Types table (Table 10-50.110.030.A) and replace it with a table that clearly reflects allowed building types within all Transect zones, including alternate zones and open sub-zones.
- **Allowed Building Types (Section 10-40.40):** Replace the lists of allowed Building Types within each specific Transect zone with a reference to Section 10-50.110 in order to remove any ambiguity between the same standard being identified in two separate sections of the Zoning Code.
- **Private Frontage Types (Section 10-50.120):** Delete the existing Private Frontage Types table (Table 10-50.120.020.A) and replace it with a table that clearly reflects allowed private frontage types within all Transect zones, including alternate zones and open sub-zones.
- **Private Frontage Types (Section 10-40.40):** Replace the list of allowed Private Frontage Types within each specific Transect zone with a reference to Section 10-50.120 in order to remove any ambiguity between the same standard being identified in two separate sections of the Zoning Code.
- **Downtown Shopfront (Section 10-50.20.130):** Create a Downtown Shopfront Private Frontage Type that is more reflective of the existing development pattern within the Downtown and is only applicable in the use of the new Downtown Building.

### **Overview of Commission Requested Optional Amendments Dated 09/19/2017**

At the request of the Planning and Zoning Commission as a result of the August 23, 2017 Work Session, the following amendment options, organized by topic, were researched by staff:

- **Commercial Block Building, Architectural Façade Break:** Modify the Commercial Block building type to architecturally break the façade of a continuous/singular building using varying roof forms, building materials, and fenestration patterns. The maximum width of the façade is based on the underlying transect zone.
- **Commercial Block Building, Physical Façade Break:** Modify the Commercial Block building type to divide the façade of a continuous/single building into smaller elements using varying roof forms and a physical jog that is at least 20% of the height of the wall plane. The maximum width of the façade is based on the underlying transect zone.

- **Commercial Block Building, Building Separation and Building Massing:** Modify the Commercial Block building type to establish minimum building separation requirements for buildings on one lots and on adjacent lots. Modify the Commercial Block building type to limit the maximum width of the building based on the underlying transect zone.
- **Live/Work Building:** Modify the Live/Work building type to remove the property owner occupancy requirement and add Stoop as an allowed Private Frontage type for ground-floor residential uses. Modify the Allowed Building Types table to delete the Commercial Block from the T4N.1-O transect zone thus making the Live/Work building type the only permitted commercial building form within the T4N.1-O transect zone. The Commercial Block building type would still be permitted within the T4N.2-O transect zone.

### **Regional Plan Analysis**

The following goals and policies of the Flagstaff Regional Plan 2030 relate to the proposed amendments:

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

**Policy CC.3.1.** Encourage neighborhood design to be respectful of traditional development patterns and enhance the overall community image.

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

**Policy LU.1.6.** Establish greater flexibility in development standards and processes to assist developers in overcoming challenges posed by redevelopment and infill sites.

**Policy NH.1.2.** Respect traditions, identifiable styles, proportions, streetscapes, relationships between buildings, yards, and roadways; and use historically appropriate and compatible building and structural materials when making changes to existing neighborhoods, especially historic neighborhoods.

**Policy NH.6.1.** Promote quality redevelopment and infill projects that are contextual with surrounding neighborhoods. When planning for redevelopment, the needs of existing residents should be addressed as early as possible in the development process.

**Goal ED.9.** Promote redevelopment and infill as a well-established means to accomplish a variety of community, planning, and environmental goals.

### **Community Involvement**

In accordance with State Statute and the Zoning Code, the public hearing before the Planning and Zoning Commission was advertised in the Arizona Daily Sun on August 12, 2017 and notices were sent via U.S. Mail to all parties listed on the Registry of Persons and Groups.

Staff conducted two additional public outreach efforts. First, staff posted the amendments to the Flagstaff Community Forum ([www.flagstaff.az.gov/fcf](http://www.flagstaff.az.gov/fcf)) and asked respondents if they were familiar with Transect zoning, if they owned property within the Downtown Regulating Plan area, what they liked about the proposed amendments, and what they disliked about the proposed amendments. A copy of the resulting report is attached for reference. Second, staff conducted a facilitated public work shop on August 8, 2017 in the basement of Our Lady of Guadalupe Chapel to review the proposed amendments and receive comments from the public with a specific focus on the three (3) new building types and the allowed building types table. The work shop was attended by 52 individuals. Notes from the workshop are attached for reference.

As of this writing, staff has received one (1) letter regarding the proposed amendments expressing support for some changes and offering suggestions for others. An additional letter was received addressing the development of Stacked Triplex building types within the T4N.1 transect zone. Copies of both letters are attached for reference.

### **Options**

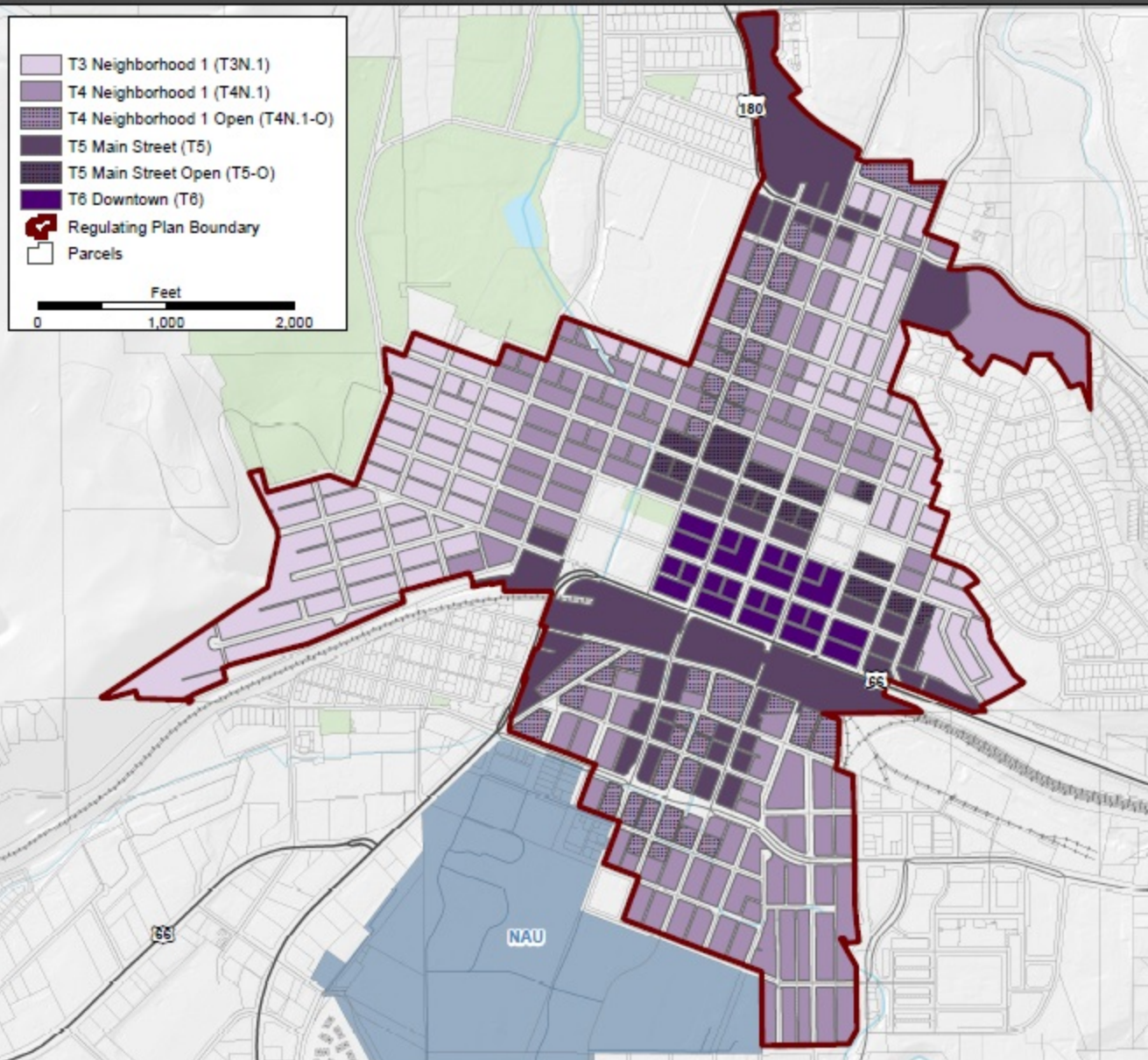
The following options are available to the Planning and Zoning Commission:

1. Recommend approval of the Zoning Code amendments as proposed by staff.
2. Recommend approval of the Zoning Code amendments with modifications.
3. Recommend approval of the Zoning Code amendments with the inclusion of one or more of the optional amendments.
4. Provide direction to modify any of the proposed amendments or explore additional options.
5. Recommend denial of the Zoning Code amendments.

### **Attachments**

- Downtown Regulating Plan Area Map
- 2017.2 Zoning Code Text Amendments Staff Draft dated August 14, 2017
- 2017.2 Zoning Code Text Amendments Planning Commission Options dated September 19, 2017.
- Flagstaff Community Forum Report
- August 8, 2017 Public Work Shop Notes
- Public Comments

# Downtown Regulating Plan



# Transect Code Amendments

*Give us your input on the proposed changes to the transect code, which governs the Downtown Regulating Plan area.*

All Registered Responses sorted chronologically

As of August 8, 2017, 8:11 AM



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# Transect Code Amendments

*Give us your input on the proposed changes to the transect code, which governs the Downtown Regulating Plan area.*

As of August 8, 2017, 8:11 AM, this forum had:

Attendees: 80

Registered Responses: 11

Minutes of Public Comment: 33




This topic started on July 20, 2017, 11:42 AM.

## Transect Code Amendments

Give us your input on the proposed changes to the transect code, which governs the Downtown Regulating Plan area.

### Responses

#### Are you familiar with transect zoning?

		%	Count
Yes		54.5%	6
No		9.1%	1
Somewhat		36.4%	4

#### Do you own property within the Downtown Regulating Plan area?

		%	Count
Yes		27.3%	3
No		72.7%	8

#### What do you like about the proposed amendments?

Answered	11
Skipped	0

add allowed amendments another been building built cars  
character code community current development do  
downtown examples expectations fit **flagstaff** help historic hub  
like more new out patterns projects **proposed** s see some support t  
thought **transect** types what **zone** zoning

#### What do you dislike about the proposed amendments?

Answered	10
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## Transect Code Amendments

Give us your input on the proposed changes to the transect code, which governs the Downtown Regulating Plan area.

Skipped

1

away **building buildings** continue **council depth**  
development does **downtown** end even every future issue lawsuits  
**like** may **mixed** neighborhoods next **parking** planning private  
**property** proposal qualify rights **s** so sound **southside space**  
sustainable **university** up **USE** voted wall **what** width

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Any additional comments?

Answered

5

Skipped

6

**advisory also** another aspen **build** campus **character** code density **desire**  
**downtown** flagstaff going high **housing** interpretation **more** needs **one**  
**parking plan planning** proposed regional **s** southside students while

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## Transect Code Amendments

Give us your input on the proposed changes to the transect code, which governs the Downtown Regulating Plan area.

Charlie Silver inside City Limits

August 7, 2017, 4:00 PM

### **Are you familiar with transect zoning?**

Yes

### **Do you own property within the Downtown Regulating Plan area?**

Yes

After reviewing the proposed Transect Code Amendments, please answer the following questions.

### **What do you like about the proposed amendments?**

The attempt and critical need to align the transect code with community expectations. Expectations include historic character, and building and settlement patterns. There have been a number of transect projects built. There are concrete examples that we can see to help guide this experiment. As we have heard, the Zoning Code is a living document. The amendments begin to address a needed recalibration which the broader community has acknowledged, i.e., some of the projects built to date do not match intent language presently in the Code.

### **What do you dislike about the proposed amendments?**

There are no set backs to a Neighborhood Flex building. For example, 3 fifty foot wide buildings with zero side setbacks still enable a wall of building. It's the wall of building that is at issue.

These amendments are silent re lot combinations.

More clarity around mixed use in buildings. What type of uses qualify as mixed use? What are the proportions of mixed use necessary to truly qualify as a mixed use building?

### **Any additional comments?**

The voter-approved Regional Plan is advisory in nature. It's the Zoning Code that attempts and is the only mechanism to legally implement the Regional Plan (among other planning documents). There are numerous goals and policies in the Regional Plan that have the potential to contradict or be at odds with one another while also subject to interpretation. That is one of the reasons why the Regional Plan is advisory. For example, while the Regional Plan may express a desire for density it also expresses a desire for retention of character and compatibility. It's the intersection of these two areas that needs recalibration to more closely reflect the community's interpretation and intent.

## Transect Code Amendments

Give us your input on the proposed changes to the transect code, which governs the Downtown Regulating Plan area.

Name not shown inside City Limits

August 7, 2017, 11:19 AM

**Are you familiar with transect zoning?**

Yes

**Do you own property within the Downtown Regulating Plan area?**

No

After reviewing the proposed Transect Code Amendments, please answer the following questions.

**What do you like about the proposed amendments?**

The new building types are more in line with the current downtown patterns.

Simplifying the building type tables and locating the table in one place will help the code be more understandable.

**What do you dislike about the proposed amendments?**

Nothing

**Any additional comments?**

No response

## Transect Code Amendments

Give us your input on the proposed changes to the transect code, which governs the Downtown Regulating Plan area.

Holly Stahl inside City Limits

August 2, 2017, 4:31 PM

**Are you familiar with transect zoning?**

Yes

**Do you own property within the Downtown Regulating Plan area?**

Yes

After reviewing the proposed Transect Code Amendments, please answer the following questions.

**What do you like about the proposed amendments?**

I am in favor of limiting the size of building that would be allowed. If the city had only allowed "high quality, well thought out buildings", we wouldn't have shoddy construction going up downtown like the Marriott and The Hub, that add no character to our historic downtown, and indeed add to the already existing problems of parking and lack of infrastructure.

**What do you dislike about the proposed amendments?**

That no private space is required and that every building does not have to supply it's own parking arrangements rather than on street parking.

**Any additional comments?**

If the city wants a walkable downtown, close Aspen and Birch streets between San Francisco and Beaver to vehicle use, build a footbridge over Rt.66 and the railroad, and for gosh sakes, build a parking deck for downtown instead of talking about it for another 20 years.



## Transect Code Amendments

Give us your input on the proposed changes to the transect code, which governs the Downtown Regulating Plan area.

Name not shown inside City Limits

August 2, 2017, 3:39 PM

**Are you familiar with transect zoning?**

Yes

**Do you own property within the Downtown Regulating Plan area?**

No

After reviewing the proposed Transect Code Amendments, please answer the following questions.

**What do you like about the proposed amendments?**

I like that the plans emphasize walkability. I want Flagstaff to be walkable and not designed for cars (or limited cars).

**What do you dislike about the proposed amendments?**

No response

**Any additional comments?**

No response

## Transect Code Amendments

Give us your input on the proposed changes to the transect code, which governs the Downtown Regulating Plan area.

Name not shown inside City Limits

August 2, 2017, 11:55 AM

### Are you familiar with transect zoning?

Yes

### Do you own property within the Downtown Regulating Plan area?

No

After reviewing the proposed Transect Code Amendments, please answer the following questions.

### What do you like about the proposed amendments?

I do not like the proposed amendments.

### What do you dislike about the proposed amendments?

We voted for the Regional Plan that includes a higher density walkable downtown and southside neighborhoods instead of sprawl. We will continue to grow regardless and there is only so much space so we will either go up or out. The proposal will encourage new developments outside of the downtown area. The proposal will decrease property values and may subject the City to Prop 207 lawsuits.

### Any additional comments?

No response

## Transect Code Amendments

Give us your input on the proposed changes to the transect code, which governs the Downtown Regulating Plan area.

Name not shown inside City Limits

August 2, 2017, 10:36 AM

**Are you familiar with transect zoning?**

Somewhat

**Do you own property within the Downtown Regulating Plan area?**

Yes

After reviewing the proposed Transect Code Amendments, please answer the following questions.

**What do you like about the proposed amendments?**

Nothing. It's government over-reach and I disagree with the Council's desire to change the zoning that the people of Flagstaff voted for in May, 2014, when the Flagstaff Regional Plan was adopted.

**What do you dislike about the proposed amendments?**

This will adversely affect and take away private property rights and may end up costing the City in the form of lawsuits. If the Council decides to limit the width and depth of buildings Downtown and on the Southside, it will end up taking value away from property owners like myself. The depth and width of buildings are directly proportionate to their future potential use and efficiency. This proposed zoning change would not allow iconic buildings like the Weatherford Hotel or even the Library to be built. This will effectively kill future smart development. As a Southside property owner, I ask the Council to stop trying to over-reach into my rights and leave things as the residents of Flagstaff voted!

**Any additional comments?**

No response

## Transect Code Amendments

Give us your input on the proposed changes to the transect code, which governs the Downtown Regulating Plan area.

Brittain Davis inside City Limits

August 1, 2017, 9:24 PM

**Are you familiar with transect zoning?**

No

**Do you own property within the Downtown Regulating Plan area?**

No

After reviewing the proposed Transect Code Amendments, please answer the following questions.

**What do you like about the proposed amendments?**

From my reading of the issues and solutions, it sounds like there has been an effort to clarify and distinguish between transect zone codes, to add new "types" of form-based code to fit the specific part of the transect zone ("neighborhood flex", etc.), and to edit out the redundancies and inaccuracies of the current code. To that end I support tightening the scope of what is allowable so as to keep all future development in keeping with the character of each transect zone. I think it is most important to prevent undesirable development to go through due to loopholes in the written zoning code (and I know that is the purpose for these proposed changes).

**What do you dislike about the proposed amendments?**

If the language passes muster with the lawyers and experts in development, then I can't think of a major issue.

**Any additional comments?**

One thing I'm unclear on (and I can't follow the obscure language of the code to figure it out) is if the proposed building size, frontage limits, lot usage, and setbacks are based on the "old" character of downtown (before The Hub and the Marriott at NE corner of Aspen and Humphreys) or if those are included in defining the new "character". I hope the "character" being defined by the proposed changes is referring to the historic parts of downtown.

## Transect Code Amendments

Give us your input on the proposed changes to the transect code, which governs the Downtown Regulating Plan area.

David Monihan Jr. inside City Limits

August 1, 2017, 4:12 PM

### **Are you familiar with transect zoning?**

Yes

### **Do you own property within the Downtown Regulating Plan area?**

No

After reviewing the proposed Transect Code Amendments, please answer the following questions.

### **What do you like about the proposed amendments?**

I don't see anything I particularly like. I admit that without examples I cannot tell what is really being proposed except that it is to "prohibit" another HUB. I could support some restriction on another "HUB" but suspect this is an emotional over-reaction rather than a thought out policy.

### **What do you dislike about the proposed amendments?**

I am concerned that the goals of the Regional plan are being thwarted. Dense housing next to the university that does not require cars is sound planning and sustainable development. Less dense student housing is not sound planning or sustainable development. NAU is going to impact the adjacent neighborhoods just like ASU, UA and every other university. The neighborhoods next to the university will continue changing even if you prohibit all redevelopment.

### **Any additional comments?**

NAU houses a greater proportion of students on campus than either ASU or UA. The Board of Regents are not going to approve more housing and the City of Flagstaff can not force them to do so. Good planning dictates the actual planning of where these students are going to live. If not Southside will continue to degrade in general and in regard to parking specifically. Housing students too far from campus to walk or bike assures that parking will remain a problem for Southside residents.

## Transect Code Amendments

Give us your input on the proposed changes to the transect code, which governs the Downtown Regulating Plan area.

Anne Hart inside City Limits

August 1, 2017, 9:26 AM

**Are you familiar with transect zoning?**

Somewhat

**Do you own property within the Downtown Regulating Plan area?**

No

After reviewing the proposed Transect Code Amendments, please answer the following questions.

**What do you like about the proposed amendments?**

I like that the amendments make things specific where there was ambiguity before allowing such large structures as the Hub, which do not fit in with our historical downtown and southside neighborhoods.

**What do you dislike about the proposed amendments?**

I am not sure that it is specific enough, for example, height and parking.

**Any additional comments?**

No response



## Transect Code Amendments

Give us your input on the proposed changes to the transect code, which governs the Downtown Regulating Plan area.

Name not shown inside City Limits

August 1, 2017, 9:16 AM

**Are you familiar with transect zoning?**

Somewhat

**Do you own property within the Downtown Regulating Plan area?**

No

After reviewing the proposed Transect Code Amendments, please answer the following questions.

**What do you like about the proposed amendments?**

The mixed use elements provide flexibility and I think mixed use creates a more live-able and social city.

**What do you dislike about the proposed amendments?**

I am not familiar with zoning law and these amendments are difficult to understand by a non-speacialist. I especially wasnt sure on the height of building and if there are requirements for parking spaces.

**Any additional comments?**

I am concerned that new housing construction will still be high cost/lower density housing. I think Flagstaff needs more high density and affordable housing.

## Transect Code Amendments

Give us your input on the proposed changes to the transect code, which governs the Downtown Regulating Plan area.

Name not shown inside City Limits

August 1, 2017, 8:53 AM

**Are you familiar with transect zoning?**

Somewhat

**Do you own property within the Downtown Regulating Plan area?**

No

After reviewing the proposed Transect Code Amendments, please answer the following questions.

**What do you like about the proposed amendments?**

I like the separation into types of neighborhoods.

**What do you dislike about the proposed amendments?**

The HUB experience was traumatic for our city. Will there be enough architectural review in the process?

**Any additional comments?**

No response

**Transect Code Amendments  
Public Work Shop Notes  
Tuesday, August 8, 2017  
Our Lady of Guadalupe Chapel**

Facilitator: Marty Rozelle

Presenters: Brian Kulina, Zoning Code Manager  
Dan Folke, Planning Director

Elected Officials: Jamie Whelan, Vice-Mayor  
Celia Barotz  
Charlie Odegaard

Other City Staff: Josh Copley, City Manager  
Mark Sawyers, Current Planning Manager  
Sara Dechter, Comprehensive Planning Manager



### Staff Presentation

- Copies of the hand-outs will be made available on the City of Flagstaff website
- Overview of what is transect zoning and where it applies in Flagstaff
- Went over direction received from City Council prior to this meeting
- Described the difference between standards for the zones (T3 to T6) and the standards for building types
- Reviewed Flagstaff Community Forum responses and 2 emails are included in the hand-outs
- Commercial Block Amendments
- One size fits all commercial development within the transect zones
- Proposed amendments would scale the buildings to small, medium and large.
- Showed examples of the Hub v. What a building that the new types are calibrated to would look like.
- Current building standards and proposed are included in handouts:
  - Neighborhood Building - 50-foot frontage limitation X 100-foot depth
  - Main Street Building - 75-foot frontage limitation x 150-foot depth
  - Downtown Building - 100-foot frontage limitation x 150-foot depth
- Combine the 2 tables that led to confusion with the Hub about which building type is allowed into one more detailed table to address ambiguity. In Arizona, ambiguity must be resolved in favor of the property owner
- New Downtown shopfront frontage type - more windows like our traditional downtown and a door every 25 feet (traditional spacing)

### Clarifying Questions/Comments

- What is a carriage house?
  - An accessory unit in the historic residential areas. Garage with living quarters above it.
- How did the Hub exploit the present transect code and how will these amendments address it?
  - Currently the commercial block building is the only building in the code that does not identifies a maximum width. When the Hub was built, there was nothing in the code that allowed City staff to say, you cannot have a 300-foot-wide building.
- What percentage of a commercial block building must be commercial?
  - In the current code, it says you must have commercial along its frontage where it is required (i.e. T6 and T5 do not allow residential on the ground floor but T4 does). [See sub notes to T5 and T6 zone standards in 10-40]
- A commercial street could turn into a residential street under T4?
  - Yes. We aren't proposing changes to the standards at that time.
- The handout of transect zones is the current regulations?
  - Yes.
- Transect zoning is an option for development but there is underlying zoning, dating back to 1987. Is there anything that prohibits a developer from using the underlying zoning?
  - Property owners in the Downtown Regulating Plan can choose to use the conventional or transect zoning if they meet all the standards of that code.
- Concern that people get confused by the underlying zoning and what it means. You cannot mix and match, right?
  - Correct. Each type of zoning has its own set of standards.
- Is this a setting to talk about height in addition to width and depth?
  - Council has not given direction yet to work on building height. It could be included in future amendments.
- Can a property elect into Transect without a project?
  - No. Fully entitled means they have a choice about what zone they want to use. Property owners are eligible for the transect zoning and only receive it after they have an approved site plan. We do not record the transect election until they have completed the site plan.

- Which one requires more parking?
  - Conventional
- Disappointed that the issues of open space, parking, and height are not discussed in this draft. Feels like this is a side conversation. Would like to see the minutes that reflect Council amendments and direction.
- Do we get to make comments tonight? I didn't see this as part of the agenda.
  - Time to formally address Commission and Council is a different meeting.
- Are there opportunities for parties interested in the outcome to have a private meeting with staff? Will that meeting be on the record?
  - If we set up a one-on-one meeting, it is not on the record as minutes are not taken. Written comments are always on the record.
- We voted on our Regional Plan in favor (75% approval) of New Urbanism and walkable neighborhoods. Recognize that people are unhappy with the outcomes of the Hub.
- What about our code allows a street/sidewalk that is narrow, and building right up against the sidewalk? How is snow accounted for?
  - T5 and T6 allow that kind of standard to be built because they have a maximum 2-foot setback. Snow must be removed from the sidewalk by the property owner. Public right of way is determined by the engineering standards.

#### Focused Discussion – Neighborhood Building

- Neighborhood Building has a maximum width of 50 feet and a maximum depth of 100 feet.
- Commercial blocks are 300 feet, does not think that a narrower building width is the solution. That takes our property rights away.
- The code describes a small, medium, and large commercial building but has no standards for it, which is why staff thinks that providing width and further defining it is a possible solution.
- Concern that 50 feet is not big enough for neighborhood building type because it won't allow for an elevator in one of these buildings.
- What would be an acceptably scaled building in the T4?
  - Property owners in the area are not going to want anything less than the 300 feet they have now.
- Is that true about commercial block being the entire block?
  - When the Zoning Manager thinks about it he thinks about a building that looks like a block, not the entire block, but there is room for interpretation.
- A commercial building does not have to be an entire block to be a commercial block building.
- What is the problem we are trying to solve? Why do they all have to be separate when they all touch right now? The Hub was too wide in T4 to be compatible with the community. What about having facade breaks every 50 feet?
  - We have language like that in T5 that it must "read" as separate facades and staff has trouble enforcing this consistently
- The problem we are trying to solve is the intent of the Regional Plan and the Zoning Code. What we learned from the lawsuit on the Hub is that the only thing that counts is the numbers and compatibility is a secondary concern. This is of particular concern in the Southside. The neighborhood is upset because the historic character of Flagstaff feels threatened by this. We may need to relook at the mapping to the T4 zones in the neighborhoods. Not convinced this approach will work but people are here to discuss this.
  - This is something staff struggles with. The Regional Plan has conflicting direction. One side says build up and grow inward and the other hand says preserve historic character here.
- Concerned about people who purchased property with the intent of rezoning based on the Regional Plan and we are saying we don't want to see that vision now. Please consider that

business people have made investments and assumptions about future land uses, based on the high approval rate of the Regional Plan.

- Words and numbers do not match right now for the T4 zone. The intent language for T4 does not describe the Hub as a compatible building. Would also like to see us amend the intent language so it reflects the issues and concerns more accurately. In Southside, where you see the T4 zone what is allowed under conventional zoning?
  - High Density residential is the underlying zoning for most of the T4, which allows 29 units per acre and a 60-foot-high building. The maximum width of those buildings depends on the size of the lot or the combined lots.
- Why shouldn't we just let people who want larger buildings just build under the conventional zone?
- When you build under the transect the benefit to the developer is you have less required parking and the benefit to the community is that you give up building height because T4's maximum building height is limited to 3 stories. If they develop under conventional zoning there is more parking but a taller, bigger building.
- When I used the transect zone, the wider variety of uses was the benefit to my property. I also elected to apply the Landmark Overlay to protect my historic structure.
- No one on the Regional Plan CAC envisioned this outcome. What I thought would happen is that historic areas would get preserved and the near historic areas would get redeveloped. What he sees happening now is that the transect zones is fueling a redevelopment that overwhelms historic buildings and their character.

#### Focused Discussion – Main Street Building

- Main Street Building has a maximum width of 75 feet and a maximum depth of 150 feet.
- Why are we proposing to eliminate commercial block and replace it with something else? Mostly people think that the 2011 update was a good process that used the form based code methodology. Live work buildings can be a mixed-use building and so is the commercial block building.
- When we talk about what the problems were and why we are amending the zoning code, the discussion was do these commercial buildings belong in existing residential neighborhoods or not? The Neighborhood building is codifying what people objected to about the Hub. We should just have Live-work building in the T4 zones; not a new commercial building type. Council should have a choice not to have any commercial building type in the T4N1-O.
  - We would probably also have to remove commercial uses that are currently allowed in the T4N1-O, such as a hotel. It is difficult to put commercial uses in non-commercial buildings. Live work buildings require that the owner of the business live in the building. If we did what is suggested, we would not have been able to approve the redevelopment of the Toasted Owl. What staff is afraid would happen is that it would force commercial uses into the conventional zoning standards like the Marriott.
- Concerned that a commercial block building in T4 would make all the missing middle type buildings less attractive, when that is the largest need.

#### Focused Discussion – Downtown Building

- Downtown Building has a maximum width of 100 feet and a maximum depth of 150 feet.
- Has anyone looked at the cost of these changes to the property owner and renters (i.e prop 207, housing costs). More regulations blow up the costs of the project. For instance, if we develop an entire block how much space do you use between buildings. How many lawsuits will this bring if the City doesn't offer waivers.



- Unintended consequences of a knee jerk political reaction to the Hub could drastically affect the availability of affordable housing. What I am hearing is that this will not be a positive thing for affordable housing. Our property is across the street from the Hub and we are affected but I still don't want to see a knee jerk reaction.
- Is traffic ever considered? What can we do about traffic? Can't it be first?
  - Every new project goes through a transportation impact analysis which requires the impacts of the development to be mitigated. Trying to mitigate existing traffic means the City must raise the money to address it. The City cannot make the developers address our background traffic. It is also true that most of our most congested roads are state highways. Should the City pay for improvements to State highways or take them over is a significant policy discussion.
- What is the length of the City block in Downtown?
  - 300 feet by 300 feet
- TIA - until we require Cumulative impacts be considered it will be a continued downward spiral.
- Is there any plan downtown for deliveries and pick-ups for commercial uses?
  - In traditional downtowns, deliveries are made in the street during low traffic hours. We do not currently require delivery docks. We could consider it.
- Consider the rights of property owners who bought homes in neighborhoods as well. They expected to have livable neighborhoods.
- We have never had affordable housing in Flagstaff and the reason is NAU and second home markets. Air BnB is also making an impact as well. That does not mean that we will make up the difference with 3 Hubs.
- What is the timeline that we have for all the updates?
  - September 12th the Council is giving direction and setting up consulting services for zoning changes and TIAs.
- How many more Hubs will be built before we finish making all the changes.

#### Focused Discussion – Building Types

- Council will be provided options based on the public feedback we receive.
- The updated table is a very good idea. It solves many other problems we heard about in the Hub case.
- I like to see the building types in the 10-40 section because it helps to flesh out what the zones are really about. It is repetitive but it helps the reader. We just need more careful proofreading.
- Ease of use of the code is one of the things the Zoning Code is about. It is better to not have to flip between 10-40 and 10-50.
  - Staff agrees and would eventually like to see the transect code pulled out of the larger document as a standalone code.

#### Focused Discussion – Other Edits to the Frontage Types

- Downtown Shopfront has an 85% glazing requirement with doors every 25 feet and can be used only in T6 on the Downtown Building.
- On east-west streets, 25 feet makes a lot of sense but the corners of blocks have a different pattern. The increased glazing requirements works for retail but may be too rigid for a bar or restaurant shopfront.
  - We do not regulate the opacity of the windows. You can film cover the windows to address the need for privacy.
- We are moving in general towards more flexibility of use, but these seem like a step in the opposite direction. We want to keep these buildings vibrant and not limit the ability of building owners to attract tenants.

### General Conversation and Questions

- A developer can go to the original zoning and please keep that in mind. Even though I don't like the Hub, a community must grow or die. I would still like a developer to feel incentivized to use the transect zone.
- Ponderosa Parkway being voted down stopped the ability to deal with traffic in a systematic way.
- Was part of the original conversations in the 1990s about the Regional Plan. The process costs hundreds of thousands of dollars. I remember conversations about not growing outward and encouraging compact development and walkability. At the time, I commented that we should be careful what we wish for, because the cost of developing walkable neighborhoods is so high that it would definitely mean growing up. We have tried compromises like Presidio and Juniper Point and those have not worked. The place it does not work is Downtown and the surrounding area, because this is the place where walkability and high density makes sense to happen because the price of the dirt downtown makes it necessary. With this discussion, we still have a disconnect between the goals of the Regional Plan, the realities of the Regional Plan and our values. Maybe no one wants development downtown, but if we do we have to decide what is realistic. Worried that piecemeal discussions will not get us to a true understanding of what our values are.
- I understand the goals of the Regional Plan is that we want to duplicate the success of Downtown elsewhere because places like McMillan Mesa and Country Club. If someone wants to tear something down, we may not be able to stop them, but we can make them rebuild something better. Growth of NAU and student housing was not part of the Regional Plan discussions. The HOH meetings are also an important part of this discussion.
- If everyone who has the entitlement to build using the parking ratios in the transect zones, we won't be able to absorb multiple projects of the same scale as the Hub. As a property owner in this area, I am trying to create long term value. It will be difficult to find solutions that work for the property owners and the community.
- We need to ask the question, what are our values? If our values are maximizing square footage and profit, then eventually, you and the rest of the community will suffer because we will lose the fabric and character. There are people whose property values of nearby properties that are affected by the construction of the Hub.
- If you talk to historic neighborhoods in Tucson, these areas are disappearing, and this is happening all over the State and the country. These neighborhoods do disappear. Some people don't value the Southside but it is a historic working class neighborhood and I value it.
- I think we got the 50-foot max and 75-foot max as a knee jerk reaction but it can accommodate all the requirements of a modern building, like elevators. The incentives in the transect zones are important for revitalizing these neighborhoods. Are these widths proven on other projects in other cities?
  - We did not reference other cities for our proposed standards. We based them on our existing built environment in these zones. It would have forced the Hub to build a more traditional townhouse setting.

### Next Steps and Schedule

- The following schedule was presented:
  - August 23, 2017 – Planning Commission Work Session
  - September 13, 2017 – Planning Commission Public Hearing and Recommendation
  - October 3, 2017 – City Council Public Hearing and 1<sup>st</sup> Reading of Ordinance
  - October 17, 2017 – City Council Public Hearing, 2<sup>nd</sup> Reading of Ordinance, and Ordinance Adoption
  - November 16, 2017 – Ordinance effective date

- The Planning Commission has 30 days from the date of the hearing to make a recommendation, so they may or may not make a recommendation on September 13<sup>th</sup>, which would push the Council hearings back.
- How long will you be taking comments?
  - Up until the time of the meeting. Comments received about 1-week before the meeting will be included in the staff reports to the Planning Commission and City Council,
- Other issues (parking, height, setbacks, open space, etc.) are being addressed in the next year to year and a half (medium and long term).
- Tonight, we wanted to get a short-term issue through that can reduce the anxiety about development. If we try and do it all at once, then we will probably not be successful because of the complexity of these issues. Just because it is not all contained in one effort does not mean the other issues you raised are not part of the ongoing work.
- Is it possible that we would need a plan amendment to process these zoning code changes?
  - A Regional Plan analysis will be done with the report to the Planning Commission. If an amendment is needed, it will be processed accordingly.
- When we are looking at conflicting direction from the Regional Plan, when will there be a discussion on which takes precedencies where?
  - The Regional Plan does not weigh one policy against the other. This is a frustration for staff and we hope the High Occupancy Housing Plan will address some of these things. The right place to do this is in a Neighborhood Specific Plan. We did the La Plaza Vieja Neighborhood Plan last year and the Southside Neighborhood Plan is scheduled for next year. There is a community involvement process in all neighborhood planning efforts.

## Brian Kulina

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**From:** Mark Sawyers  
**Sent:** Monday, August 7, 2017 1:24 PM  
**To:** Brent Moser/USA; Brian Kulina  
**Subject:** RE: Transect Zones

Good morning Brent,

We have received your comments and will place them into the public record. I would encourage you to attend the meeting tomorrow at 6-8pm in the basement of Our Lady of Guadalupe Church to discuss the proposed changes to the Transect Zones.

Thank you,

Mark Sawyers, AICP  
Current Planning Manager

**From:** Brent Moser/USA [mailto:brent.moser@cushwake.com]  
**Sent:** Monday, August 07, 2017 8:10 AM  
**To:** Brian Kulina <BKulina@flagstaffaz.gov>; Mark Sawyers <msawyers@flagstaffaz.gov>  
**Subject:** Transect Zones

Mr. Kulina/Mr. Sawyers-

Please reconsider the changes as proposed to the Transect zones. Taking away property rights and preventing future smart growth is not a good idea for the future of Flagstaff. Urban infill is the smartest, greenest, development pattern in the world and leads to vibrant holistic communities where people live, work, and recreate all within walking distance from one another. Our group has been looking at the Granny's site for some time now and your proposal would prevent us from doing something truly amazing there or at an adjacent site we are considering for a boutique hotel.

Please feel free to contact me with any questions.

Best Regards,

**Brent R. Moser**  
Executive Managing Director

Direct: 602-224-4486  
Fax: 602-468-8588  
brent.moser@cushwake.com



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Phoenix, AZ 85016 | USA  
cushmanwakefield.com

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Hi Mark,

Thank you for requesting my input on the store front configuration in the T6 zone.

As you know, I spend a fair amount of time working on the adaptive reuse of existing structures. I am trying to visualize not only the first use of a structure but the possible evolutions of the structure over decades.

It is hard to know how the area and each individual structure will evolve, so some of my thinking may be based on a projection of existing patterns. I recognize that this projection is imperfect.

That said, I divide the T6 conceptually into two zones. The first is the historic core bounded roughly by Agassiz, Beaver, Route 66 and Birch. In this area, there is a collection of historic buildings that evolved over time. My goal is to remove the incentives that would fuel large scale demolitions and retain as much as possible the historic structures and character in the historic area that I would prefer to see preserved.

I hope that the ground floor of any new project in this "preservation" area would mimic the existing randomness of the rest of the area. It is true that many of the buildings were built on 25 foot lots, so a single entrance in the center creates a pattern of 25' door fronts in some areas. However, some of the most desirable shops are on corners and have limited depths. Most of the more interesting corners including San Francisco and Route 66, San Francisco and Aspen, and Aspen and Leroux have buildings that focus the glass on one street. The other street has limited glass and large amounts of brick or stone.

Also, as a commercial matter, storefronts that are 25 feet wide and up to 142 feet deep are not desirable in today's market. The depths of many of the 25-foot shops is too great. The type of courtyard that Flag. Brewing has is attractive, even if it deviates from the intent that we should build to the street frontage. Internal arcades such as the old town shops might also be a way to break up larger spaces.

In the area that I hope to see preserved, I would guess that spacing the doors between 15' and 50' might give some variety to the mix. With reference to the windows, my personal preference is to preserve some of the traditional dimensions of the historic store fronts. I personally like kickplates at about 24". A few years ago, we replaced an all glass 1960's façade at 18 North San Francisco with a more traditional store front, and I think it was a good improvement. I think the goal of having retail and other pedestrian oriented businesses on the ground floor in this core area is important, but not all these activities are helped by larger expanses of glass.



Certainly, bars and many restaurants don't want a glass façade. Even some of the most interesting facades that include glass like the Grand Canyon Café are much less than the 85% you are calling for.

Even if you reduce or eliminate the 85% glass and 25-foot door requirement, I suggest requiring a header at the height of a traditionally proportioned window. This would allow flexibility of use including a traditional glass storefront, without locking into that one pattern. The rest of the façade could include traditional stone, tile, or brick.

I hope that the two blocks between Humphreys and Beaver and the block of Babbitt Ford are the only focuses of major redevelopment in the T6 area.

With reference to these three T6 blocks that are outside the "preservation" area, I think that encouraging use of the street level is important, but I don't know that our market can support all that space in the retail/food and beverage sector. It is well documented that Amazon and other internet providers are increasingly taking market share from traditional retailers. Many big box stores that are not configured for downtown locations are also important retail players that draw sales from the downtown.

While I understand that the city cannot select the businesses for a location, I personally try to rent to retailers who sell unique products (such as West of the Moon and Sacred Rites), and I actively discourage independent clothing vendors. (Comment- It is extremely hard for any independent clothing vendor to compete with the larger vendors. An independent clothing vendor typically goes to a trade show every quarter and makes their selections for the coming season. A integrated chain can email a new design to Vietnam and have the current style in days, not weeks or months. This is a huge competitive advantage for the independent to overcome.) Also, it isn't clear whether our restaurant and bar sector in Flagstaff has reached a saturation point.

Given the market factors discussed above, I expect that the ground floor of a new project might be occupied by some traditional retail restaurant combined with some pedestrian oriented office. Users that come to mind include real estate sales office, banks, and optometrists. An office share like the one in the old John Running Studio on Aspen would also feel like an appropriate ground floor use.

A building that has a sense of style and attractiveness is probably more important than any set of ratios that we could devise. That said, I think that requiring consideration of future use in the original layout could pay dividends. This consideration might include defined bays in the 15 to 50-foot range, and a required header system that would permit store fronts to evolve over time (from brick to glass to stone). I don't see much point in trying to force all the ground floor development into strict retail if the market doesn't support that retail.

I would also suggest that the use of certain building materials like traditional brick or sandstone get some recognition. Perhaps at the staff or policy level provision could be made to approve a design that had less glass if the materials used were attractive and congruent with the historic downtown context.

I recognize that mandating the use of traditional forms and materials conflicts to some degree with both innovative design and some current trends. For example, many restaurants currently want glass walls that can open large areas in good weather.

In terms of resolving some of these conflicts, I suggest you might talk to Bill Otwell, an architect in Prescott. He is known for doing a lot of work on historic buildings in Prescott, but he also worked on the Babbitt building and the visitor center in Flagstaff. While I think of him as an historic preservation purist, I think he would also have interesting ideas on how to codify without overly restricting.

As you know, I have major reservations about the lack of community/open space, building heights, and the extremely low provision for parking. I am not going to repeat those concerns here, but I did notice a few other concerns with the Downtown Flex. The description calls for residential to be behind retail only. However, the Pedestrian Access section mentions "Ground Floor residential units along a street shall have individual entries." Doesn't this create an **ambiguity** as to the permissibility of residential units facing the street? Also, no minimum depth of the commercial use is stated. I suggest a minimum of 30' to 40'. That bay depth accommodates a lot of uses and gives the store a good amount of glass and frontage.

I am leaving town for two weeks in a couple of days. I would be happy to follow up with you when I get back.

I hope you enjoy the rest of summer.

Best,

Maury

## Brian Kulina

---

**From:** kenberkhoff@gmail.com on behalf of Ken Berkhoff <Ken@1stbrokersrealty.com>  
**Sent:** Monday, August 21, 2017 12:19 PM  
**To:** Brian Kulina  
**Subject:** Re: Transect Public Work Shop Notes

Brian,

Thanks for forwarding the minutes of the work shop.

I am against changing any codes that would trigger a prop 207 complaint, there are so many property owners in the T zones that it would cause severe financial burdens on the City of Flagstaff if they did not grant waivers to each and every one of the property owners. Even if you granted waivers to half the T zone imagine what the final full build out would look like?

Someone needs to study the cost of these changes to end users. I'm sure that rents would raise in the T zone due to reduced density and exacerbate affordability.

We voted on the regional plan and this is another example of changing the people's desire after voting!

Ken Berkhoff

On Mon, Aug 21, 2017 at 12:09 PM, Brian Kulina <[BKulina@flagstaffaz.gov](mailto:BKulina@flagstaffaz.gov)> wrote:

As an attendee of the Transect Public Work Shop, you are receiving a copy of the notes summarizing the discussion of the work shop. The amendments will be discussed at the next Planning Commission meeting, which will be held at 4pm on August 23<sup>rd</sup> at City Hall in the City Council Chambers. Please consider attending to share any comments you have regarding the amendments. If you are unable to attend the meeting and wish for your comments to be heard, please forward them to me and I will provide copies to the Commission.

Brian J Kulina, AICP

Zoning Code Manager

City of Flagstaff | Community Development

211 West Aspen Avenue | Flagstaff, AZ | 86001

P: (928) 213-2613 | F: (928) 213-2089

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September 4, 2017

To: Mark Sawyers

Re: 600 block of South Fountaine Street



Dear Mr. Sawyers:

We, the undersigned longtime homeowners, request that this letter be delivered to the Planning & Zoning Commission. This request comes from five seniors in four homes. Our roots on the block *average* 58 years, back to when our street was part of a segregated Flagstaff neighborhood.

In 2016, a new building type called the stacked triplex was added to the allowed building types in all of the T4 transect zones. This was one of a large number of amendments at the time, and we didn't notice or appreciate the implications of this change to our neighborhood.

This type of building has proven to be disruptive in our mostly smaller scale residential neighborhood. The 600 block of South Fountaine is a very steep street, dangerous in the winter. It is only about 22 feet wide. That's easily less than half of nearby O'Leary's 49 feet and the nearly 48 feet of South Leroux.

Could I please repeat those figures? O'Leary: 49 feet. South Leroux: 48. Fountaine: 22.

We have three suggestions for changes that would protect the livability of our neighborhood: *One is to limit the stacked triplex to the T4N2-O zone, so it would require a zoning amendment where greater neighborhood compatibility could be required.* The second is to require that this building type include step backs and other appropriate design features so that it could be more compatible with existing homes, at least at the ground level.

*The third suggestion is that so-called tandem parking spaces be henceforth prohibited on Fountaine's 600 block and in similar neighborhoods.* They are called tandem by City leaders. Other descriptions of them are "nose to tail" or "crammed-together" parking spaces.

To illustrate, please draw a box and divide it into five parking spaces. Now draw a second box immediately below, bordering the first box. Divide the second box into

five parking spaces That's what the City calls tandem parking. We think it is a spurious way to get around parking codes. If all 10 spaces are full and someone in the first box wants to get out, they have to get the car behind them in the second box to move. They are boxed in on all other sides.

Are these really parking spaces? Please imagine Walmart's lot with nothing but tandem parking, like a giant checkerboard. And absolutely no place to drive *between* the parking spaces to access them.

*Our neighborhood character is still predominately one-story, single-family homes as a building form.* These building forms could be occupied, therefore used, by owners, student renters or non-student renters. The point being we want to keep a balance that allows this mixture of people and choice of building form to continue and thrive in order to keep the unique character of our neighborhood.

From what we understand, the 600 and 500 blocks of Fountaine are in a T4 zone. As is North Leroux Street. Would the City dare allow massive, stacked triplexes with tandem parking in the middle of one-story, single family residential homes on North Leroux? Or in Continental or Coconino Estates?

Will the City request that the County grant us relief from our property taxes soaring due to stacked triplexes?

In 1992, the Traffic Commission agreed with us that a traffic nightmare had been created on our block due to another developed property. The Traffic Commission and City officials solved that problem. We were very grateful to Traffic Commission Chairperson Christine Piotrowski, Commission Member Brent Cooper (then a police lieutenant, later Chief), Mayor Chris Bavasi and three council members.


City staff who offered a great deal of help were Traffic Engineer Gerry Craig, City Manager Dave Wilcox, Police Chief Gary Latham and City Engineer Mark Woodson.

Will current citizens and officials please help us again?

Finally, I request that the emails I sent City leaders, including yourself, Mr. Sawyers, be included as part of the record of our opposition, if possible. They were dated 8/1/17 and 8/3/17, the latter with attached photos.



Sincerely,

A handwritten signature in dark ink, appearing to read 'P. McCabe', written in a cursive style.

Patrick McCabe  
614 S. Fountaine

Some notes on my fellow homeowners' signatures which follow:

- 1) I'm hopeless at creating custom documents. So it's a good thing I kept the blank master for signatures from our successful 1992 petition drive. Who knows what the City has in store for us in another 25 years?
- 2) I'm including the 1992 signatures. Please notice the '92 petition was signed by every homeowner on our block, from 10 different homes. It was also signed by 17 Non-Permanent Residents, concerned college students, virtually all of the students who were then living here.
- 3) As I wrote City leaders in my initial email, I'm too weary to get college students' signatures this time. Too old. Sadly, I noticed the homeowners on our block have dwindled from 10 to four. But we're here to stay.
- 4) Ms. Lottie Wallace accidentally flip-flopped where she should sign & print. But she's the oldest of us. And deserves to live her out her golden years in peace.
- 5) Mr. Glenn Holmes suffered a stroke some years back, affecting his right side. He's right-handed so his wife, Ms. Carolyn Holmes, signed for both of them in my presence.
- 6) Ms. Ruth Neal (Mr. Melvin's wife) didn't sign. In my opinion, she's been convinced from the start that the City doesn't care about us.

Signature	Name Printed	House # on Fountaine	Date of Signing
1. <i>Melvin Neal</i>	Melvin Neal	606	9-4-17
2. <i>Lottie Wallace</i>	Lottie Wallace	622	9-4-17
3. <i>Carolyn Holmes</i>	Carolyn Holmes	618	9-4-17
4. <i>Glenn Holmes</i>	Glenn Holmes	618	9-4-17
5.			
6. <i>P/McC</i>	Patrick McCabe	614	9/4/17
7.			____, 1992
8.			____, 1992
9.			____, 1992
10.			____, 1992
11.			____, 1992
12.			____, 1992
13.			____, 1992
14.			____, 1992
15.			____, 1992
16.			____, 1992
17.			____, 1992
18.			____, 1992
19.			____, 1992
20.			____, 1992
21.			____, 1992
22.			____, 1992
23.			____, 1992
24.			____, 1992
25.			____, 1992

Signature	Name Printed	House # on Fountaine	(5/6) Date of Signing
1. Betty Whittaker	Betty Whittaker	603	10 <u>1</u> , 1992
2. John Whittaker	Johnny Whittaker	603	10 <u>1</u> , 1992
3. Louis Stevenson	LOUIS E STEVENSON	608	10 <u>1</u> , 1992
4. Lottie Wallace	LOTTIE WALLACE	622	10 <u>3</u> , 1992
5. L.C. Wallace	L C WALLACE	622	10 <u>3</u> , 1992
6. Wanda Vonne Ingram	Wanda G. Ingram	630	10 <u>3</u> , 1992
7. Willie Garter	Willie Garter	629	10 <u>3</u> , 1992
8. Angelina Crowe	ANGELINA CROWE	606	10 <u>5</u> , 1992
9. Melba Neal	MELBA NEAL	606	10 <u>5</u> , 1992
10. Ruby Taylor	Ruby Taylor	605	10 <u>5</u> , 1992
11. Maxie Erving	MAXIE ERVING	609	10 <u>6</u> , 1992
12. Arrie Lee Erving	ARRIE LEE ERVING	609	10 <u>6</u> , 1992
13. Carolyn Holmes	Carolyn Holmes	608	10 <u>7</u> , 1992
14. C. McCabe	Patrick McCabe	614	10 <u>12</u> , 1992
15.			___, 1992
16.			___, 1992
17.			___, 1992
18.			___, 1992
19.			___, 1992
20.			___, 1992
21.			___, 1992
22.			___, 1992
23.			___, 1992
24.			___, 1992
25.			___, 1992

Signature	Name Printed	House # on Fountaine	(6/6) Date of Signing
1. NON - PERMANENT	RESIDENTS Concerned	College Students	___, 1992
2. <i>Cam McCon</i>	Cameras McCon	613 South	10/5, 1992
3. <i>Amy C. Culbertson</i>	Amy C. Culbertson	613	10-5, 1992
4. <i>Tracey C. Claman</i>	Tracey C. Claman	603 S. Fountaine	10-5, 1992
5. <i>Kathy A. Pollara</i>	Kathy A. Pollara	613 S. Fountaine	10-5, 1992
6. <i>Cathy Nagy</i>	Cathy Nagy	613 S. Fountaine	10-5, 1992
7. <i>Anita Bailey</i>	Anita Bailey	613 S. Fountaine	10-5, 1992
8. <i>Matt Harper</i>	MATT HARPER	628 S. Fountaine	10-5, 1992
9. <i>Charles A. Creoli III</i>	Charles A. Creoli III	628 S. Fountaine	10 5, 1992
10. <i>Christopher A. Creoli</i>	Christopher A. Creoli	628 S. Fountaine	10 5, 1992
11. <i>Evan Wallman</i>	Evan Wallman	6235 Fountaine	10 6, 1992
12. <i>Ron Wall</i>	RON WALL	6235 FOUNTAINE	10 6, 1992
13. <i>Mark Freese</i>	Mark Freese	6135 Fountaine	10 6, 1992
14. <i>Matt Sparrow</i>	MATT SPARROW	625 #2C	10 6, 1992
15. <i>Pearl Aldrich</i>	Pearl Aldrich	625 #1A	10 6, 1992
16. <i>Larry Atkinson</i>	LARRY ATKINSON	625 #2A	10 6, 1992
17. <i>Bill Karlage</i>	Bill Karlage	625 #2D	10 6, 1992
18. <i>Alison McDowall</i>	Alison McDowall	613 S. Fountaine	10 6, 1992
19.			___, 1992
20.			___, 1992
21.			___, 1992
22.			___, 1992
23.			___, 1992
24.			___, 1992
25.			___, 1992

Commissioners,

Stand Up for Flagstaff would like to submit the following comments about the proposed transect zoning amendments pertaining to building types for your consideration.

1) We agree with the addition of building sizes, specifically width and depth, to the proposed Main Street and Downtown building types. Heights should also be considered either in this first phase of amendments, or in the second phase at the latest. Regulations should also be added that deal with building step backs and other building definition measures, as these would significantly help to make buildings compatible with existing historic character and avoid urban canyons that limit the views of sky and trees from Flagstaff's narrow streets.

2) We recommend the Proposed Neighborhood Building type be removed from existing neighborhoods, specifically the T4N.1-O zone, and be allowed only in the T4N.2-O zone with a zoning amendment. This would align with current code's allowed building types tables in the 10-40 Specific to Zones chapter.

3) We agree with the proposal to expand the 10-50 Specific to Building Types table to include all four T4 zones rather than consolidating them, but that table should show the Neighborhood Building type in T4N.2-O only, to match the information in the 10-40 chapter.

Note that the Court ruling which allowed approval of the Hub to stand applied only to the code as it existed before the 2016 amendments. The court ruling was silent as to Commercial Block building type appropriateness in existing neighborhoods. Instead, and only because of the ambiguity of the 10-50 table, was there the ruling in the Hub's favor. The 2016 amendments, while they did add and subtract other building types from the 10-40 chapter, significantly did not add the Commercial Block building type, which the new proposed types suggest to replace, to the T4N.1-O in the 10-40 chapter. Stand Up for Flagstaff maintains that the current 10-40 chapter is correct in not allowing Commercial Block building types in existing neighborhoods except with a zoning amendment—or their proposed replacement type—as they have the potential to compromise the mostly residential character of these neighborhoods.

4) We disagree with the proposal to remove the building type lists from the 10-40 chapters. These lists help to further clarify the intention of the zone and also make the code easier to use.

5) We recommend a simple change to one of the new building types that was added in the 2016 amendments, the Apartment Building. The Apartment Building, large with a 32 unit maximum, is different from the Apartment House, small with a 12 unit maximum. While Apartment Building might be compatible in some neighborhood locations, if allowed by right in all neighborhoods it has the potential to destroy their character in

5 Sep 17, con't. page 2

terms of scale. For that reason, Apartment Building should be allowed only in T4N.2-O with a zoning amendment, which will help ensure its compatibility. We are not aware that this building type has been selected or built since it was added to the code.

6) The Hub used ambiguities of the code to achieve other undesirable outcomes: a small ratio of ground floor commercial on Milton, along with a self-serving rental office on Phoenix, was used to satisfy the mixed use requirement of the entire building. The developer's claim of parking as a "use" was not contradicted by the city. This parking area, which is not visible to the outside and is primarily for the resident's use, was also used to satisfy the open space requirement. These two issues regarding mixed use and parking are not addressed in these amendments. If another project were proposed that followed the Hub's model for mixed use and open space, presumably the city would be obliged to approve it as they did the Hub. We ask you to consider whether simple notes of clarification could be added in this phase, which would prevent a repeat of the Hub's approach to satisfying these requirements.

The concern of Stand Up for Flagstaff is preservation of the character of its few, and precious, historic neighborhoods. We are vigilant about regulations, policies and plans that shift the balance away from the community character those regulations and policies protect. While we do not intend for these recommendations—which we made originally as early as March 2017—to delay approval of this first phase of amendments, we cannot support them without addressing the most glaring problems in a more complete way. We appreciate your consideration of these comments to that end.

Sincerely,  
Stand Up for Flagstaff



## Brian Kulina

---

**From:** David Hayward <david@neighborhoodhomes.com>  
**Sent:** Wednesday, November 8, 2017 3:14 PM  
**To:** Brian Kulina  
**Subject:** Comments on Proposed Transect Ammendments

Dear Brian,

I am writing to express my concern regarding the proposed amendments to the Zoning Code specifically affecting the commercial block type. My concerns are as follows:

- 1) I understand no-one particularly likes the hub, it's a big ugly building that NAU should have built on their own land where no-one would care; but let's not swing the pendulum completely in the opposite direction because of a building that is not finished yet. We will have to live with these zoning laws for years to come.
- 2) The specific lot and building widths proposed cannot practically allow parking on the same lot. Once you include structured garages, aisles, and access, you cannot economically fit anything in a space less than 100 foot wide. We have a parking problem downtown, let's not add to it by preventing private developers from providing that parking.
- 3) We need a vibrant urban core, that is so much better than golf course communities on the city outskirts and the only practical way we can meet the housing demand that the city clearly has.

I understand something has to be done, but adding three levels of complexity to an already complex code is too much. Flagstaff is not a big city, we don't need a dozen different zonings for a 20 block downtown. A possible compromise solution could be to create requirements for massing that prevent the overbearing scale of buildings such as the Hub, but still allow for tuck-under parking. For example requiring offsets in horizontal and vertical mass across a building frontage or providing benefits to developments that split into separate buildings. These requirements are common in other urban areas

I hope you will take these comments and ideas in to consideration and retain a vision for our downtown that includes a dense, pedestrian oriented, vibrant urban core and abstain from a rush to a rash decision that could haunt us for years.

Sincerely,

- David Hayward

*David Hayward*  
Neighborhood Homes LLC  
2368 N Fremont Blvd  
Flagstaff, AZ 86001

928-440-4471

[david@neighborhoodhomes.com](mailto:david@neighborhoodhomes.com)

- David

*David Hayward*

Neighborhood Homes LLC

510-331-3380

[david@neighborhoodhomes.com](mailto:david@neighborhoodhomes.com)

## Brian Kulina

---

**From:** Josh Copley  
**Sent:** Tuesday, November 21, 2017 11:22 AM  
**To:** Barbara Goodrich; Mark Landsiedel; Rick Barrett; Daniel Folke; Brian Kulina  
**Subject:** FW: Zoning Amendment comments  
**Attachments:** SUFF zoning amendment webpage.pdf

Fyi on email sent to council from Stand Up for Flagstaff.

Josh

**From:** Marie Jones [mailto:standupforflagstaff@gmail.com]  
**Sent:** Tuesday, November 21, 2017 11:17 AM  
**To:** Mayor and Council <council@flagstaffaz.gov>  
**Cc:** Nancy and Frank Branham <nancy@flaghomes.com>; Charlie Silver <cws720@gmail.com>; Jeff Maurer <jfrymaurer@gmail.com>; Leslie Connell <lconnell123@me.com>; Susan Thomas <susan.thomas@nau.edu>; Marie Jones <marieajones@gmail.com>  
**Subject:** Zoning Amendment comments

Mayor and Council Members,

Thank you for your thoughtful work on these Phase 1 zoning amendments in your recent discussion meeting. Stand Up for Flagstaff respectfully offers our recommendations based on your discussion, the presentation you received from staff, and their answers to your questions. We've posted these on [our website here](#), and have also attached a pdf with this email for your convenience.

This is a complicated process and we share your frustration with how long it's taken to get to this point. That said, we also appreciate your taking enough time to fully understand the consequences of this phase. We hope you will take an additional discussion day after tonight before voting if needed.

As stated on our webpage, "Ultimately, no one solution can prevent another Hub. The challenge is to avoid the unintended consequences of the "one solution". We think the amendments above are a good start." There will be opportunities with the planning consultant in Phase 2, as well as other actions which we outline on our webpage, to create a complete solution that we can trust going forward. Stand Up for Flagstaff is meeting with staff to work cooperatively toward that goal. As a citizen group that has immersed itself in this issue, we are available to meet with any council members as well.

Sincerely,  
Stand Up for Flagstaff Board of Directors

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## Zoning Code Changes

Stand Up for Flagstaff has closely followed the progress of Phase 1 zoning amendments to prevent oversized and incompatible buildings like the Hub in the future. Council has begun and will continue to discuss Phase 1 amendments recommended to them by Planning and Zoning Commission (P&Z). Council will likely make their decision in December.

Here is Stand Up's position regarding those amendments.

- **Remove Commercial Block Buildings from existing T4 Neighborhood zones.** Commercial Block Buildings would be allowed only in T5 Main Street and T6 Downtown zones. They could also be allowed in T4N.2-O zone, which is only available through the zoning amendment process. **Stand Up supports this amendment.**
- **Remove the requirement for owner occupation of the Live/Work Building.** This will leave the smaller and more compatible Live/Work building as the only mixed use building type allowed in existing T4 neighborhoods. **Stand Up supports this amendment.**
- **Add architectural guidelines which vary the facade of Commercial Block Buildings with architectural breaks, physical breaks and materials.** This was requested by P&Z as an alternative to eliminating the Commercial Block Building and replacing it with a new mixed use building type in 3 sizes. While Stand Up earlier took a position in favor of limiting building size, it became apparent that size limits alone would not prevent several buildings from being built side by side and together appearing as one very large building. Adding architectural guidelines is a more sophisticated way of ensuring compatibility while not artificially constraining function. **Stand Up supports this amendment.**
- **Stand Up for Flagstaff supports P&Z's recommendation to not physically separate Commercial Block buildings** because doing so would interfere with building function without preventing bulk and mass.
- P&Z had also discussed the value of building set-backs (upper stories of a building stepping further back from the street than lower stories), but staff determined this should be considered in Phase 2. **Stand Up supports an additional amendment for step-backs in Commercial Block Buildings, either in Phase 1 or Phase 2.**
- Stand Up's continuing position is that building size limits are important, but recognizes that there are other ways to establish them in the Downtown Regulating Plan area. For instance, **establishing alley right of ways** in the few places where they do not currently exist would effectively prevent a future Hub. The current High Occupancy Housing Plan proposes such a policy, and this could be further explored in Phase 2 amendments as well.

- **Amend building types charts in all chapters of the code to be in agreement.** This would eliminate the ambiguity currently in the code regarding where certain building types are allowed. **Leave the building type chart in the 10-40 Specific to Zones chapter.** Including building type information in the 10-40 chapter clarifies the zone's intentions, and Stand Up supports clarifying and strengthening intention. **Stand Up supports these recommendations.**

## Other Steps

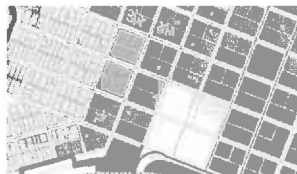
These Phase 1 amendments are a first step in solving problems with zoning, and transect zoning in particular. Phase 2 will more deeply examine Flagstaff's regulations, with the help of outside planning and traffic consultants, to eliminate ambiguities and make Flagstaff's code reflect community values and goals. Stand Up supports Phase 2 and is closely following it's progress.

Ultimately, **no one solution can prevent another Hub**. The challenge is to avoid the unintended consequences of the "one solution". We think the amendments above are a good start. In addition to those preliminary amendments, Stand Up for Flagstaff supports the following actions, which could be part of the Phase 2 process or otherwise brought up for discussion:

- Changing zoning code language to **make compatibility requirements regulatory** in the site plan process.
- **Adjusting building heights** in Transect zoning as well as conventional zoning.
- **Remapping transect zones**, especially T4, with a finer level of attention to existing neighborhoods. For example, many T4 areas could and should be T3 Neighborhood zones, and some would more reasonably be T5 Main Street zones.
- **Remove Stacked Triplex and Apartment Building types** from T4N1 and T4N1-O zones. Both are out of scale with existing neighborhoods.
- **Create a citizen Design Review Commission** with architect and other design members to further scrutinize new development and redevelopment for compatibility. City Council could propose and adopt this as soon as possible.

[Back to Home](#)

[prev / next](#)



**Zoning  
amendments**



**High  
Occupancy  
Housing**



**Southside  
Plan**



**Old  
Town/New  
Town**

## Brian Kulina

---

**From:** Josh Copley  
**Sent:** Tuesday, November 28, 2017 12:23 PM  
**To:** Barbara Goodrich; Mark Landsiedel; Daniel Folke; Brian Kulina  
**Subject:** Fwd: Transect Amendments Matrix  
**Attachments:** Transect Amendments Matrix\_SUFF.pdf; ATT00001.htm

Sent from my iPhone

Begin forwarded message:

**From:** Marie Jones <[standupforflagstaff@gmail.com](mailto:standupforflagstaff@gmail.com)>  
**Date:** November 28, 2017 at 10:36:42 AM MST  
**To:** [EBurke@flagstaffaz.gov](mailto:EBurke@flagstaffaz.gov)  
**Cc:** Josh Copley <[jcopley@flagstaffaz.gov](mailto:jcopley@flagstaffaz.gov)>, [council@flagstaffaz.gov](mailto:council@flagstaffaz.gov), Nancy and Frank Branham <[nancy@flaghomes.com](mailto:nancy@flaghomes.com)>, Leslie Connell <[lconnell123@me.com](mailto:lconnell123@me.com)>, Jeff Maurer <[jfrymaurer@gmail.com](mailto:jfrymaurer@gmail.com)>, Marie Jones <[marieajones@gmail.com](mailto:marieajones@gmail.com)>, Charlie Silver <[cws720@gmail.com](mailto:cws720@gmail.com)>, Susan Thomas <[susan.thomas@nau.edu](mailto:susan.thomas@nau.edu)>  
**Subject:** Transect Amendments Matrix

Dear Ms. Burke,

This email letter and attachment are in reference to an item on tonight's agenda. Because of the short time available, and the fact that members may be relying on this matrix to make important decisions, I'd like to request that the following email letter and attachment be printed out and given to Council.

Thank your for your assistance,

Stand Up for Flagstaff

Dear Mayor and Council Members,

Attached is a copy of the matrix presented to Council at the last discussion meeting, with a column added to show Stand Up for Flagstaff's position on these proposed amendments--we've marked a green + next to the those we agree with, a red x next those we disagree with.

Here are a few notes to explain our position.

### **Remove Commercial Block Building Types from existingT4Neighborhoods**

An item that does not appear on this matrix, but we think is the single most important one, is removal of the Commercial Block Building from the T4 zones (except for T4N.2-O, which requires a zoning amendment). When combined with the change to the Live/Work Building type that removes an arcane occupancy requirement (which we also support) this would make what we think was the original intention of the existing T4Neighborhood zones unambiguous.

### **Building Type and Frontage Charts**



We disagree with the series of staff proposed amendments that would remove the building type and frontage information altogether from the 10-40 chapter, which describes the zones. P&Z also denied these amendments. Staff is recommending these amendments, as we understand it, to avoid repetition and the opportunity for an error. Our view is that including that information in the zone descriptions helps create a picture of what those zones look like, and careful proofreading easily solves discrepancy issues.

This group of proposed amendments don't essentially respond to council's original directive—to create triage amendments that help reduce the likelihood of another Hub type project. It was not the presence of the chart in the 10-40 chapter that allowed the Hub, but the incompleteness of the chart in the 10-50 chapter--and we certainly agree with correcting that incompleteness. The benefits and drawbacks of including the same information in 2 places in the code is certainly worthy of analysis, as is the downtown storefront, but we don't think it is needed in this triage effort. We recommend leaving all of these issues out of this Phase 1 process.

### **Building Size versus Architectural Facades**

The issue of building size and physically separated buildings versus architectural guidelines is more important, and also more complicated. Stand Up originally did favor limiting building sizes, but P&Z discussion revealed the unintended consequences of that idea.

Take the T5 Main Street zone, for example: Say someone acquires a full block of property, 300 ft wide. If there is an alley alignment, that would leave 2 sections somewhat less than 150 wide. (Stand Up agrees with Mr. Carpenter's suggestion of establishing alley alignments, on the basis of safety and functionality, in the few places in central Flagstaff where there are none or they've been abandoned.)

With 75' building width limits, the owner could build multiple side-by-side buildings which together appear as one large building on each of those 150 width parcels. In other words, building size would not prevent the creation of multiple buildings that, while technically separate, would appear as one big one. But inside, those buildings become dysfunctional because a person can't pass from one to the other. In this case, building size would hamper the the owner's ability to design a better and more functional building--and without any apparent benefit to community character. Similarly, physical separation can have the consequence of creating useless space between 2 buildings, too narrow to add to the quality of the streetscape. Stand Up was persuaded by P&Z's discussion on this, and agrees with it's recommendation to council.

Adding step-backs and reviewing heights during the next phase of zoning code review would add considerably to this group of proposed amendments

Thank you for your consideration and for your hard work on this important step.

Stand Up for Flagstaff

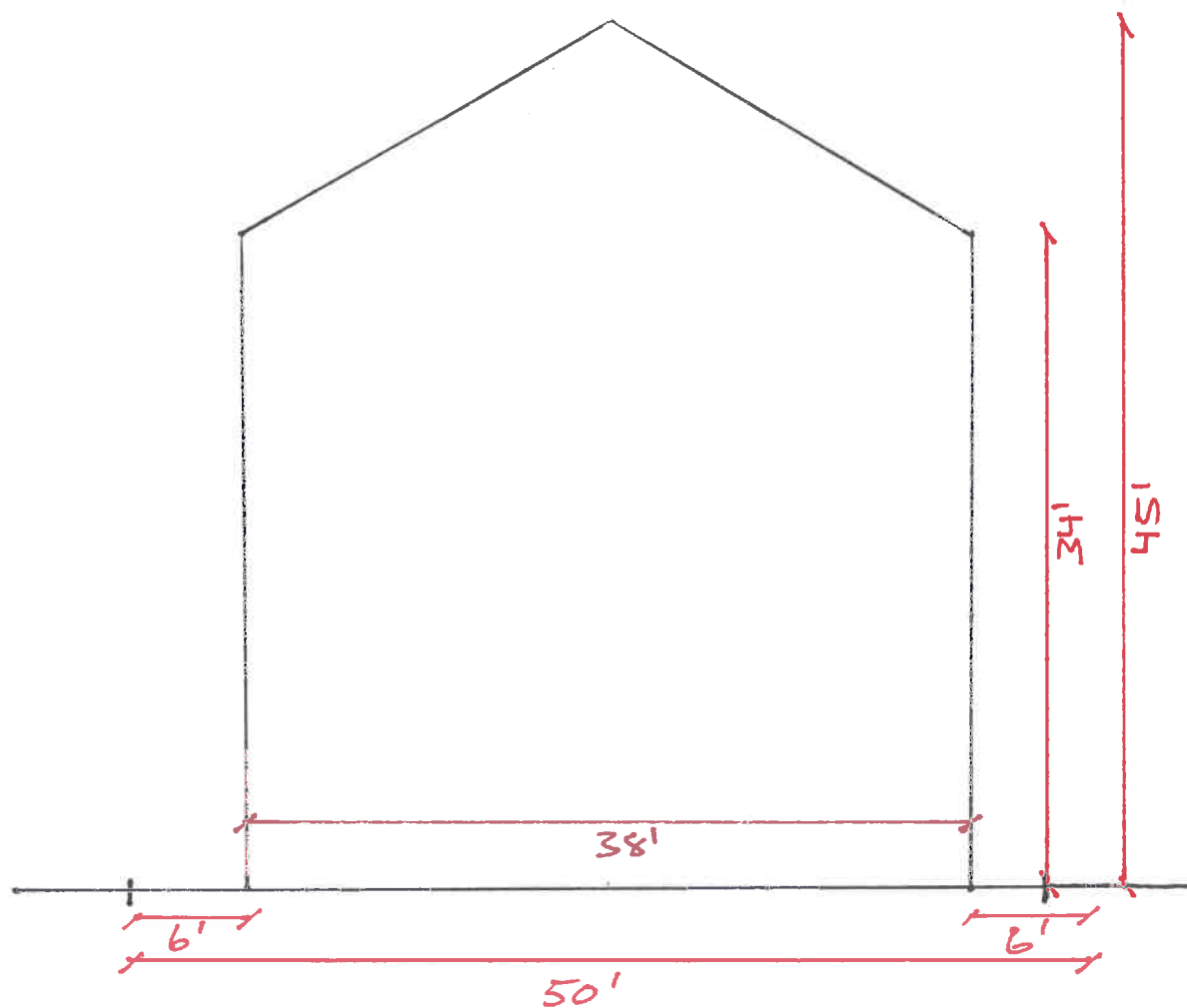
AMENDMENT	SUFF	STAFF OPTION	PZC OPTION	PZC RECOMMENDATION	RESULT	CONSEQUENCE
Neighborhood Building	X	•		Deny	Limit the size of a commercial building within all T4 zones to 50' in width.	Allows individual buildings to be placed next to each other, with proper fire separation, creating the visual appearance of a continuous building, which is similar to the development pattern of Downtown.
Main Street Building	X	•		Deny	Limit the size of a commercial building within the T5 and T6 zones to 75' in width.	Allows individual buildings to be placed next to each other, with proper fire separation, creating the visual appearance of a continuous building, which is similar to the development pattern of Downtown.
Downtown Building	X	•		Deny	Limit the size of a commercial building within the T6 zone to 100' in width.	Allows individual buildings to be placed next to each other, with proper fire separation, creating the visual appearance of a continuous building, which is similar to the development pattern of Downtown.
All Inclusive Building Types Table (10-50.110.030.A)	+	•		Approve	Create a table that clearly identifies allowed building types within all zones, including alternate (N.2) zones and open (O) sub-zones.	Allowed Building Types clearly identified in one comprehensive table
Remove Building Types Lists (10-40.40)	X	•		Deny	Replace the list of Allowed Building Types in 10-40 with a cross-reference to the Allowed Building Types Table in 10-50.	Building Types found in only one place of the code making future amendments less likely to cause ambiguity.
All Inclusive Private Frontage Types Table (10-50.120.020.C)	+	•		Approve	Create a table that clearly identifies allowed private frontage types within all zones, including alternate (N.2) zones and open (O) sub-zones.	Allowed Private Frontage Types clearly identified in one comprehensive table.
Remove Private Frontage Types Lists (10-40.40)	X	•		Deny	Replace the list of Allowed Private Frontage Types in 10-40 with a cross-reference to the Allowed Private Frontage Types Table in 10-50.	Private Frontage Types found in only one place of the code making future amendments less likely to cause ambiguity.
Downtown Shopfront	X	•		Deny	Increase the glazing (number of windows) on the storefront within the T6 zone on the Downtown Building.	Glazing not clearly limited to the primary frontage. Increased glazing could be difficult to achieve.
Commercial Block – Architecturally Break Façade	+		•	Approve	Visually break the façade of a continuous/singular Commercial Block building through a series of changes to the building material, roof forms, and fenestration patterns. The length of the façade prior to each break ranges from 50' in T4 to 100' in T6.	Allows buildings to be one continuous structure with architectural changes that visually break the façade into smaller components.
Commercial Block – Physically Break Façade	+		•	Approve	Visually break the façade of a continuous/singular Commercial Block building through a series of modulations/breaks in the façade equal to 20% of the overall height of the building.	Allows buildings to be one continuous structure with physical articulation of the façade into smaller components.
Commercial Block – Physically Separate Buildings	X		•	Deny	Limit the width of the Commercial Block building and require that building located on the same parcel be separated by a minimum of 10' and a minimum of 5' be maintained between buildings and side property lines.	Smaller building in all zones that are physically separated from each other. Large or combined lots would develop as a series of buildings, especially if used in conjunction with the 3 new building types.
Live/Work as commercial building in T4	+		•	Approve	Remove the requirement that the building is limited to 2 dwelling units, which must be utilized by the same occupant as the commercial space. Delete Commercial Block from T4N.1-O leaving Live/Work as the only mixed-use building type in that zone.	New commercial/mixed-use buildings are even smaller in width (36') than what is historically seen in T4 (50') and what was proposed as the Neighborhood Building (50'). Visually, a 36' wide building that is 45' tall (3.5 stories) does not reflect Flagstaff design traditions.
Keep and reconcile Building Types Lists (10-40.40) with the Building Types Table (10-50.110.030.A)	+		•	Approve	Keeps the list of Allowed Building Types within two different sections of the code.	Standards listed in two sections of the code leaving open the possibility of the lists stating different things.
Keep and reconcile Private Frontage Types Lists (10-40.40) with the Private Frontage Types Table (10-50.120.020.C)	+		•	Approve	Keeps the list of Allowed Private Frontage Types within two different sections of the code.	Standards listed in two sections of the code leaving open the possibility of the lists stating different things.

TRANSECT AMENDMENTS MATRIX							
	AMENDMENT	CC ACTION	RESULT	CONSEQUENCE	STAFF OPTION	PZC OPTION	PZC ACTION
T4N.1-O Only							
1	Live/Work as commercial building in T4	A	Remove the requirement that the building is limited to 2 dwelling units, which must be utilized by the same occupant as the commercial space. Delete Commercial Block from T4N.1-O leaving Live/Work as the only mixed-use building type in that zone. Commercial Block would be permitted within the T4N.2-O, with the approval of a rezoning, T5, and T6 zones.	New commercial/mixed-use buildings are even smaller in width (36') than what is historically seen in T4 (50') and what was proposed as the Neighborhood Building (50"). Visually, a 36' wide building that is 45' tall (3.5 stories) does not reflect Flagstaff design traditions. Rezoning to T4N.2-O requires the discretionary approval of the City Council.		•	A
T4N.1-O and T4N.2-O							
2	Neighborhood Building	D	Delete Commercial Block and replace it with a commercial building that is limited in width to 50' and only permitted within the T4N.1-O and T4N.2-O zones.	Allows individual buildings to be placed next to each other, with proper fire separation, creating the visual appearance of a continuous building, which is similar to the development pattern of Downtown.	•		D
T5, T5-O, and T6							
3	Main Street Building	D	Delete Commercial Block and replace it with a commercial building that is limited in width to 75' and only permitted within the T5 and T6 zones.	Allows individual buildings to be placed next to each other, with proper fire separation, creating the visual appearance of a continuous building, which is similar to the development pattern of Downtown.	•		D
4	Commercial Block – Architecturally Break Façade	A	Visually break the façade of a continuous/singular Commercial Block building through a series of changes to the building material, roof forms, and fenestration patterns. The length of the façade prior to each break ranges from 50' in T4N.1-O to 100' in T6.	Allows buildings to be one continuous structure with architectural changes that visually break the façade into smaller components.		•	A
5	Commercial Block – Physically Break Façade	D	Visually break the façade of a continuous/singular Commercial Block building through a series of modulations/breaks in the façade equal to 20% of the overall height of the building. The length of the façade prior to each break ranges from 50' in T4N.1-O to 100' in T6.	Allows buildings to be one continuous structure with physical articulation of the façade into smaller components.		•	A
T6							
6	Downtown Building	D	Delete Commercial Block and replace it with a commercial building that is limited in width to 100' and only permitted within the T6 zone.	Allows individual buildings to be placed next to each other, with proper fire separation, creating the visual appearance of a continuous building, which is similar to the development pattern of Downtown.	•		D
7	Downtown Shopfront	D	Increase the glazing (number of windows) on the storefront within the T6 zone on the Downtown Building.	Glazing not clearly limited to the primary frontage. Increased glazing could be difficult to achieve.	•		D
All Transect Zones							
8	Live/Work – Physically Separate Buildings	A	Limit the width of the Live/Work building and require that buildings located on the same parcel be separated by a minimum of 10' and a minimum of 5' be maintained between buildings and side property lines.	Smaller building in all zones that are physically separated from each other. Large or combined lots would develop as a series buildings.		•	D
Tables and Lists							
9	All Inclusive Building Types Table (10-50.110.030.A)	A	Create a table that clearly identifies allowed building types within all zones, including alternate (N.2) zones and open (O) sub-zones.	Allowed Building Types clearly identified in one comprehensive table	•		A
10	Remove Building Types Lists (10-40.40)	D	Replace the list of Allowed Building Types in 10-40 with a cross-reference to the Allowed Building Types Table in 10-50.	Building Types found in only one place of the code making future amendments less likely to cause ambiguity.	•		D
11	All Inclusive Private Frontage Types Table (10-50.120.020.C)	A	Create a table that clearly identifies allowed private frontage types within all zones, including alternate (N.2) zones and open (O) sub-zones.	Allowed Private Frontage Types clearly identified in one comprehensive table.	•		A
12	Remove Private Frontage Types Lists (10-40.40)	D	Replace the list of Allowed Private Frontage Types in 10-40 with a cross-reference to the Allowed Private Frontage Types Table in 10-50.	Private Frontage Types found in only one place of the code making future amendments less likely to cause ambiguity.	•		D
13	Keep and reconcile Building Types Lists (10-40.40) with the Building Types Table (10-50.110.030.A)	A	Keeps the list of Allowed Building Types within two different sections of the code.	Standards listed in two sections of the code leaving open the possibility of the lists identifying different standards.		•	A
14	Keep and reconcile Private Frontage Types Lists (10-40.40) with the Private Frontage Types Table (10-50.120.020.C)	A	Keeps the list of Allowed Private Frontage Types within two different sections of the code.	Standards listed in two sections of the code leaving open the possibility of the lists identifying different standards.		•	A

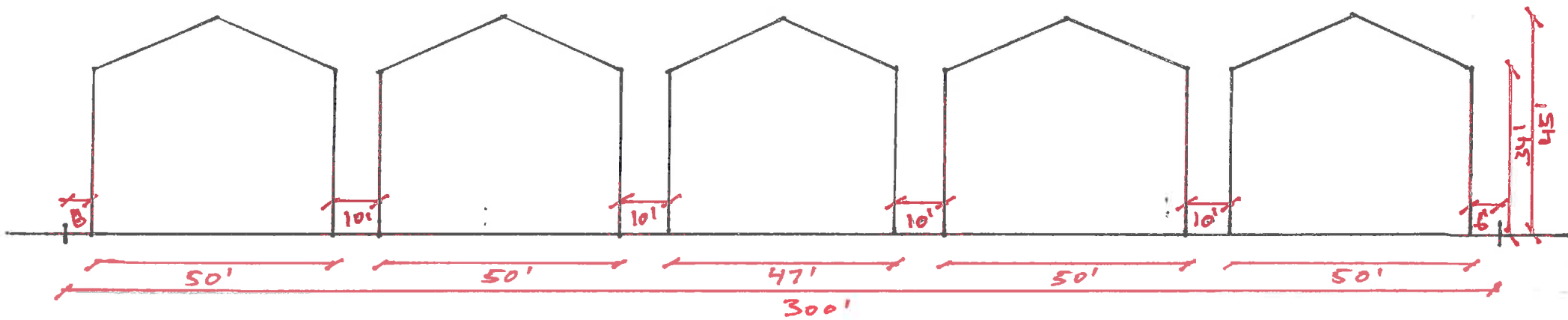
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Updated: 12.07.2017

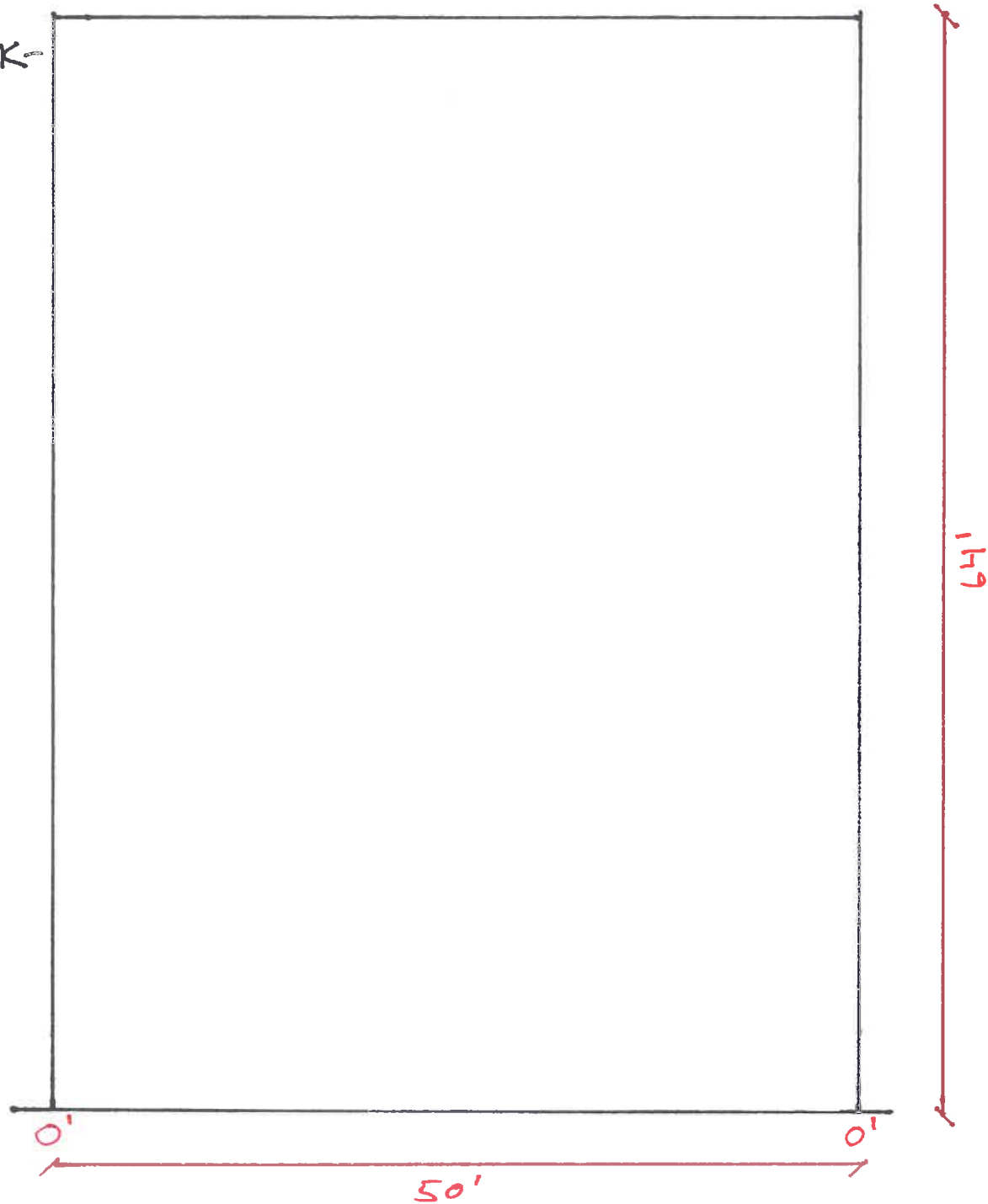
LIVE/WORK - SINGLE LOT  
T4N.1-0



LIVE/WORK - CITY BLOCK  
74N.1-0

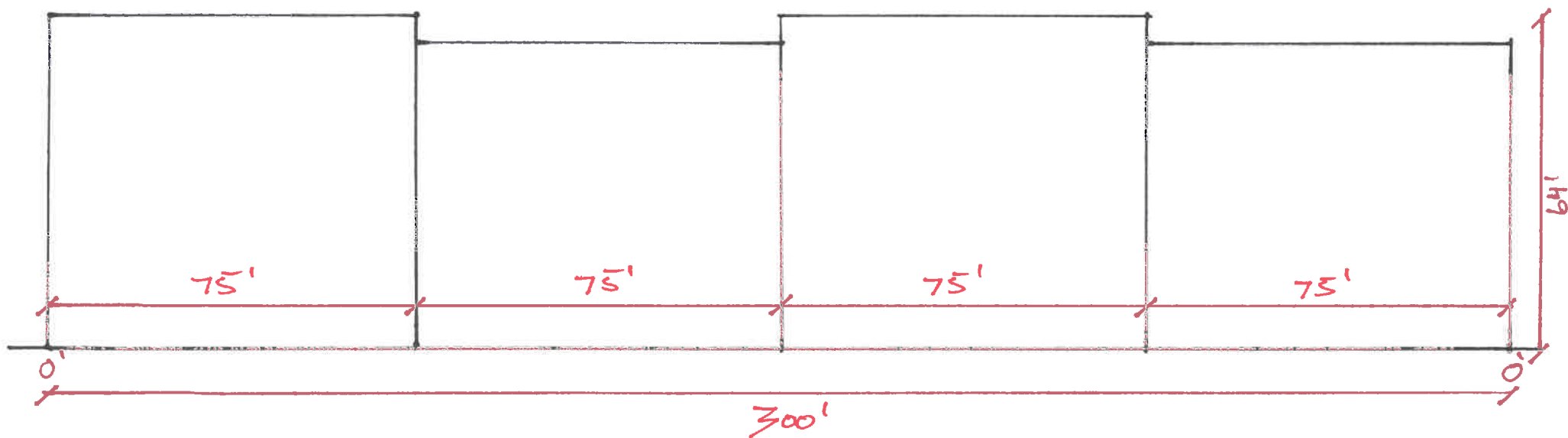


COMMERCIAL BLOCK  
SINGLE LOT  
TS/TS-O

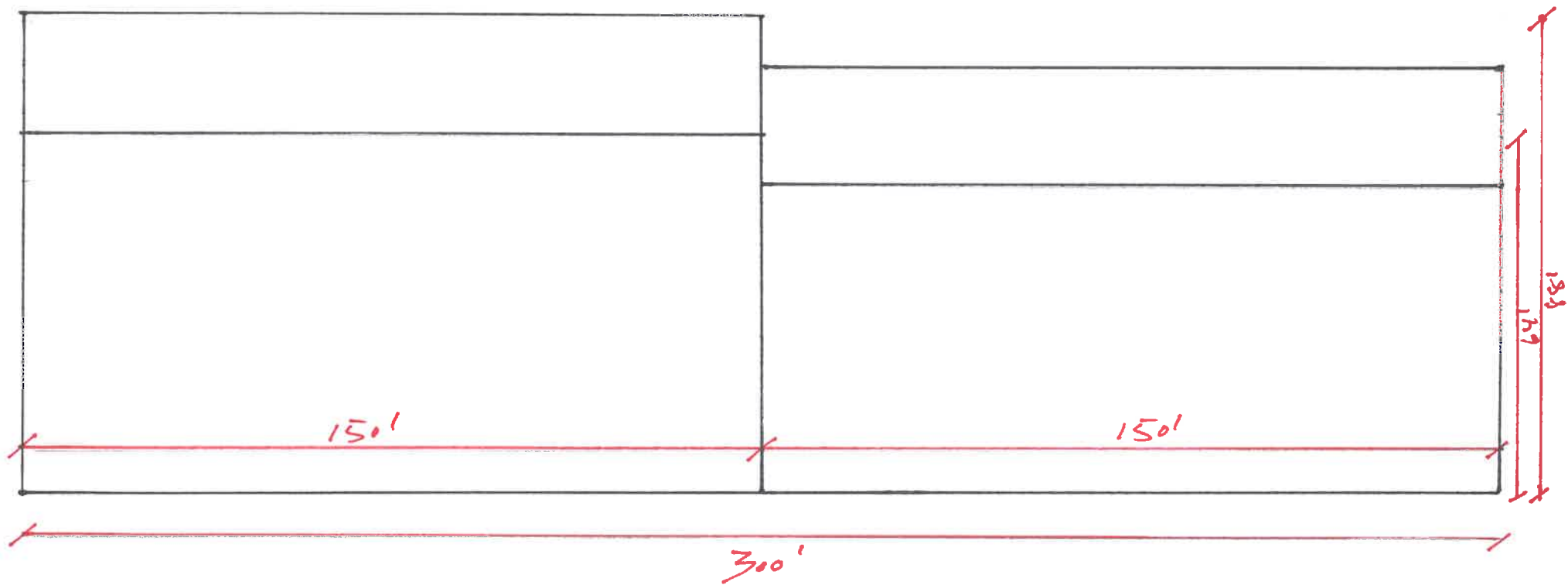




COMMERCIAL BLOCK-  
CITY BLOCK  
TS/TS-0



COMMERCIAL BLOCK -  
CITY BLOCK  
Tb



**CITY OF FLAGSTAFF**  
**STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Elizabeth A. Burke, City Clerk  
**Co-Submitter:** Barbara Goodrich, Deputy City Manager  
**Date:** 12/15/2017  
**Meeting Date:** 12/19/2017



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**TITLE**

**Discussion re Reduction of the Engineering Fees.**

**STAFF RECOMMENDED ACTION:**

Council direction.

**EXECUTIVE SUMMARY:**

On June 20, 2017, the Flagstaff City Council voted 5-2 to adopt new Engineering Fees, which became effective August 1, 2017. At the December 5, 2017, Council meeting, a Future Agenda Item Request (F.A.I.R.) from Councilmember Odegaard on a possible reduction in engineering development fees was considered by Council. One additional member of Council supported the placement of Councilmember Odegaard's F.A.I.R. on a future agenda for discussion as soon as possible. Two additional members of Council, bringing the total to four Councilmembers, supported expediting the item's placement on the next possible Council work session agenda for discussion. This is a continuation of the discussion which began at the Work Session of December 12, 2017.

**INFORMATION:**

Staff developed a short presentation, attached, that will address the Cost Recovery policy decision for Engineering services and the potential impact of changing this fee recovery on the City's budget. Agenda items from past discussions on this issue are attached for your information.

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**Attachments:** [02.2017.Budget Retreat](#)  
[06.2017.UserFeeAdoption](#)  
[PowerPoint](#)

## **CITY OF FLAGSTAFF**

### **STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Rick Tadder, Management Services Director  
**Date:** 02/09/2017  
**Meeting Date:** 02/16/2017



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#### **TITLE:**

**City Council FY 2018 Budget Retreat - February 16, 2017**

#### **DESIRED OUTCOME:**

To provide City Staff:

- Direction for FY 2018 budget development, Rio de Flag funding, and User Fees
- Finalize the Objectives related to Council Goals

#### **EXECUTIVE SUMMARY:**

The budget for the City of Flagstaff is the policy document that reflects the goals and objectives of the City Council. Over the course of several months the Council meets to gather input on major budget issues prior to preparation of the budget.

The February 16th retreat will be the second of three Council budget retreats/work sessions toward the FY 2018 Budget adoption. This retreat will address the financial outlook, review funding options for the Rio de Flag project and provide direction on user fee changes. In addition, the City Council will finalize the Objectives for meeting the Council Goals.

The following is the agenda for the retreat:

- Welcome and Retreat objectives
- Revenue Updates
- Available Revenue and Fixed Costs
- Rio de Flag Funding
- User Fee Presentations for Planning and Development Services, Engineering and Recreation Fees
- Council Goals and Objectives

#### **INFORMATION:**

##### ***COUNCIL GOALS:***

- Economic Development
- Affordable Housing
- Social Justice
- Transportation and Other Public Infrastructure
- Building and Zoning/Regional Plan
- Climate Change

- Water Conservation
- Environmental and Natural Resources

***ADMINISTRATIVE GOALS:***

- Personnel
- Community Outreach
- Town and Gown
- Code Compliance

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**Attachments:**    Budget Retreat Presentation  
                          Council Objectives



TEAM FLAGSTAFF



# Flagstaff City Council

## Budget Retreat

### February 16, 2017





TEAM FLAGSTAFF



# User Fee Discussion

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TEAM FLAGSTAFF



# USER FEES 2017

- Community Development
- Fire
- Recreation

Council Budget Session  
February 16, 2017



TEAM FLAGSTAFF



# Introduction of User Fees

Presented by: Rick Tadder  
Management Services Director



## TEAM FLAGSTAFF



## What are we asking of Council today?

- Policy Question: High level direction as to what level of recovery is appropriate for the types of Services offered by each Section?

## What Direction are we looking for today?

- Consider New Fees
- Recommendation for Cost Recovery Levels
- Confirm/Adjust Public Outreach



## Key concepts to distinguish

- Program Fees vs. User Fees
  - User Fees – An outside entity is running the program (i.e., Adult Hockey League runs the program)
  - Program Fees – Internally run (i.e., Co-Ed Hockey run by the City)





## TEAM FLAGSTAFF



### What is the time-table from this time forward?

- Obtain Council direction on path forward today
- Recalculation of fees based on Council direction
- Community, Commissions and User group presentations
- Obtain Community feedback and share with Staff and Council
- Work Session with Council
- Adoption by Ordinance if fees are modified





## TEAM FLAGSTAFF



## Overview

- MGT of America –
- Level of effort for this project
- Staff Involvement
- Methodology MGT uses
  - Full Cost Calculation
- Subsidy Decisions



## TEAM FLAGSTAFF



# Director & Section Head Presentations

- Community Development Planning – Dan Folke
- Community Development Engineering – Rick Barrett
- Fire – Chief Mark Gaillard
- Recreation – Rebecca Sayers



TEAM FLAGSTAFF



# Planning & Development Services Section User Fee Discussion

February 16, 2017

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# Planning & Development Services Fees

- Planning, Development Services, Building Safety program
- Current fees Adopted October 1, 2013
- 42% increase in all planning fees
- Increased recovery rate from 50% to 71% (based on 2009 study)
- Increases funded new planning position



# User Fee Recommendations

- Adopt International Code Council building fee methodology and material valuation
- New fees for existing services
- New categories for zoning map amendments
- Tiered fees: base fee and per acre/lot fee





# User Fee Recommendations

- Fee Recovery Range: 10% to 100%
- Straight percent increase on tiered fees
- 100% recovery: fees increase and decrease
- Lower recovery for lighting & concept plan





# Planning & Development Services Section Recovery

- Overall Actual Cost Recovery (37%) \*:
  - Revenue total: \$615,000
- Overall Cost Recovery per Current Policy (71%)\*:
  - Revenue total: \$1,200,000 (+\$585,000)
- Overall Actual Cost Recovery (Staff Recommended) (53%)\*:
  - Revenue total: \$895,000 (+\$280,000)
- Overall Cost Recovery if fees at 100%\*:
  - Revenue total: \$1,675,000 (+\$1,060,000)

\*Excludes Building Plan Review and Building Inspections (Permit Fees)



# Discussion

- Is Council interested in establishing new fees where recovery has been 0%?
- What level of staff cost recovery is appropriate?
  - Leave existing fee schedule as is?
  - Adjust fees to prior cost recovery levels?
  - Adjust to Current Policy level to staff recommendation?
  - Establish new Policy level?
- Outreach will be discussed with Engineering
- Questions, comments or concerns?



TEAM FLAGSTAFF



# Engineering Section User Fee Discussion

February 16, 2017

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# % Recovery Discussion

- Current Policy at 50% Recovery
- 100% Recovery for Materials Testing
- Staff recommends 100% Recovery for users that have progressed through the process to construction plan review and permitting
- Staff Recommends 50% Recovery for users that are still in Site Plan Review
- Staff recommends cost recovery for new services that have been provided at no cost



# Engineering Section Recovery

- Overall Actual Cost Recovery (36%):
  - Revenue total: \$540,000
- Overall Cost Recovery per Current Policy (50%):
  - Revenue total: \$750,000 (+\$210,000)
- Overall Cost Recovery Recommendation (100%):
  - Revenue total: \$1,500,000 (+\$960,000)





## TEAM FLAGSTAFF



# Planning & Engineering Sections Outreach

- Planning & Zoning Commission
- Transportation Commission
- Northern Arizona Builders Association
- Chamber of Commerce
- Consultants and Contractors
- Friends of Flagstaff's Future
- Developers & past Applicants
- Downtown Business Alliance
- Current Applicants
- Utility Companies
- Neighborhood Associations
- Any others?





# Discussion

- Is Council interested in establishing new fees where recovery has been 0%?
- What level of staff cost recovery is appropriate?
  - Leave existing fee schedule as is?
  - Adjust fees to prior cost recovery levels?
  - Adjust to Current Policy level to staff recommendation?
  - Establish new Policy level?
- Does Council have general direction as to how we proceed with public outreach?
- Questions, comments or concerns?



TEAM FLAGSTAFF



# Fire Section User Fee Discussion

February 16, 2017

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## TEAM FLAGSTAFF



Development Permits –  
(Construction)

Operational Permits

Special Event Permits

Wildfire Management

- Types of FD Fees

## User Fees –The Fire Department



# Opportunities -Policy Discussion

- Risk vs. Frequency
- One Time Fee vs. Repeat Fee
- City Sponsored Event vs. Non-City Sponsored Event
- Development (Cost Recovery?)
- Operational (Cost Recovery ?)





TEAM FLAGSTAFF



## New Construction -Comparison

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# Summary of Staff Recommended Changes

- Expansion of our fee system of 15-80 -Permits
- Development Permits- 5-54 –Accurately reflect scope/size of project. Plan Review and Inspections-based on Sq. Ft., #-heads or devices and #-of inspections – 100% Cost Recovery
- Operational Permits –from 6-24 based on risk and new/expanded permits required in 2012 IFC- 40% Cost Recovery
- Special Events from 1-5 –based on increased demand and scope/size of event- 100% Cost Recovery





# Fire Section Recovery

- Overall Actual Cost Recovery (24%):
  - Revenue total: \$80,000
- Overall Cost Recovery per Current Policy (28%):
  - Revenue total: \$90,000 (+\$10,000)
- Overall Cost Recovery Recommendation (73%):
  - Revenue total: \$240,000 (+\$160,000)



## TEAM FLAGSTAFF



# Fire Department –Public Outreach

- Chamber of Commerce
- Northern Arizona Builders Association
- Local Fire Protection Contractors
- Local Special Event Vendors



# Discussion

- Is Council interested in establishing new fees where recovery has been 0%?
- What level of staff cost recovery is appropriate?
  - Leave existing fee schedule as is?
  - Adjust fees to prior cost recovery levels?
  - Adjust to Current Policy level to staff recommendation?
  - Establish new Policy level?
- Does Council have general direction as to how we proceed with public outreach?
- Questions, comments or concerns?



TEAM FLAGSTAFF



# Recreation Section User Fee Discussion

February 16, 2017

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# Recreation Services

Program areas:

- Aquaplex
- Athletics
- Community Events
- Hal Jensen Recreation Center
- Jay L. Lively Activity Center
- Joe C. Montoya Community and Senior Center





# Recreation Services

Current policy on direct\* costs recovery:

- 50% - youth enrichment events and activities organized by Recreation staff
- 100% - adult enrichment / specialty programs organized by Recreation staff

\*Current cost recovery policy is based on Recreation's direct costs

Note: the Flagstaff Aquaplex has an overall cost recovery policy of 70% as set by Council when the facility opened in 2008





# Recreation Services

Current policy on direct cost recovery (continued)

- 0% - indoor or outdoor drop-in and self-activated use of parks or recreation centers
- 15-25% - staff organized activities and services typically based out of recreation centers
- 25-50% - specialized facilities such as the ice arena, lighted fields, weight rooms, group ramadas
- 125% - resale / concession sales
- 125% - contracted (third party) operations designed to generate a net profit (e.g. golf)



# Recreation Services

- Overall Actual Cost Recovery: 46%
  - Revenue total: \$1,425,000
    - Minimum Wage Impact at \$10/hr = \$75,000
    - Minimum Wage Impact at \$12.25/hr = \$260,000
- Overall Cost Recovery per Current Policy: 62%
  - Revenue total: \$1,920,000 (+\$495,000)
- Overall Cost Recovery Recommendation: 38%
  - Revenue total: \$1,425,000



TEAM FLAGSTAFF



## Recreation outreach efforts

- Parks and Recreation Commission
- Affected user groups as needed (if user fees are changing)



# Recreation Discussion

- What level of cost recovery is appropriate?
  - Leave existing fee schedule as is (Staff recommendation)?
    - Larger subsidy by General Fund due to increased expenses
  - Increase fees to meet 46% cost recovery levels?
  - Establish new Policy level?
- Does Council have additional direction as to how we proceed with public outreach?
- Questions, comments or concerns?



TEAM FLAGSTAFF



# User Fees Wrap Up

65



**CITY OF FLAGSTAFF**  
**STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Rick Tadder, Management Services Director  
**Co-Submitter:** Mark Gaillard - Fire Chief, Rick Barrett - City Engineer, Dan Folke - Planning Director  
**Date:** 06/14/2017  
**Meeting Date:** 06/20/2017



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**TITLE:**

**Consideration and Adoption of Ordinance No. 2017- 16:** An ordinance of the City Council of the City of Flagstaff, Arizona amending the Flagstaff City Code, Title 3, *Business Regulations*, Chapter 3-10, *User Fees*, to increase or modify fees for Planning, Engineering, and Fire Department services and amending procedures related to annual review and adjustment of fees; amending Title 4, *Building Regulations*, Chapter 4-03, *International Building Code*, to provide for adoption of fees by resolution; providing for penalties, repeal of conflicting ordinances, severability, and establishing an effective date.

**RECOMMENDED ACTION:**

- 1) Read Ordinance No.2017-16 by title only for the final time
- 2) City Clerk reads Ordinance No. 2017-16 by title only (if approved above)
- 3) Adopt Ordinance No. 2017-16

**Executive Summary:**

City staff, with the assistance of MGT America, has completed user fee studies for Planning and Development, Engineering, Fire, and Recreation services. The studies calculate the full cost of providing such services and the current cost recovery. Staff presented an overview of the results to the City Council at the February 15, 2017 Budget Retreat. During the retreat, Staff recommended the following cost recovery: 53% of Planning and Development costs, 100% of Engineering costs, and 73% of Fire costs. Staff recommended that Recreation fees remain the same with a result of a lower overall cost recovery of approximately 38%. Staff has completed the community outreach and is now requesting the adoption of fee changes.

**Financial Impact:**

The proposed new fee schedules, if adopted, will generate an increase in operating revenues for the General Fund. The proposed new Planning and Development fees (set at 53% cost recovery) will provide an approximate \$280,000 annual increase to revenues. The proposed new Engineering fees (set at 100% cost recovery) will provide an approximate \$960,000 annual increase to revenues. The proposed new Fire fees (set at 73% cost recovery) will provide an approximate \$160,000 annual increase to revenues. The Fiscal Year 2018 Budget includes expenditures that rely on these new revenues. Should the Council decide to adopt user fees at different levels of cost recovery, the City Manager will need to reconsider budget expenditures.



**Policy Impact:**

Staff recommends that Council adopt user fees based on the cost recovery rates described in this staff report to support policy goals embodied in the Fiscal Year 2018 Budget.

**Connection to Council Goal, Regional Plan and/or TeamFlagstaff Strategic Plan:**

Increased revenues in the General Fund provides resources to help advance Council Goals, Regional Plan, and the Team Flagstaff Strategic Plan.

**Has There Been Previous Council Decision on This:**

Staff presented to Council during the February 15, 2017 Budget Retreat.

**Options and Alternatives:**

- 1) Approve Ordinance 2017-16 with the user fee schedules as presented by staff.
- 2) Amend Ordinance 2017-16 with adjustments to the user fee recovery policy and adjust the schedules accordingly.
- 3) Amend Ordinance 2017-16 by adjusting or deleting specific fees on the schedule.
- 4) Amend Ordinance 2017-16 by phasing in certain user fees increases over a set period of time per Council direction.
- 5) Do not approve Ordinance 2017-16 and provide staff direction regarding the funding of services identified for user fees.

**Background/History:**

The City of Flagstaff has historically charged user fees for numerous City services. User fees must be related to the costs of providing the service. In Fiscal Year 2015, the City entered into contact with MGT Consulting Group (MGT) to provide a comprehensive user fee study to evaluate Planning and Development Services, Engineering, Fire, and Recreation services fees. MGT is a nationwide professional services firm that delivers a diverse range of services for public sector organizations and has been providing financial services for over 30 years. The company is a leading expert in many financial services including cost analysis and user fee development. The City has used MGT for our annual cost allocation plan and federal indirect rate proposal. The last time the City did a comprehensive user fee study was for these City services was in Fiscal Year 2009.

MGT uses the methodology of Full Cost Calculation to determine the cost of each user fee. This entails including all the costs related to delivering service such as direct staff time and expenditures, Section and Divisional indirect costs, and City wide indirect costs. The study was performed under the general direction of the Finance Section with participation from several key staff members from each affected Division or Section. Staff defined all the services provided as well as determined the costs to provide each service. During this process staff allocated specific level of staff effort to perform each service. Staff not only provided an updated cost of providing service for existing fees, they identified several services that the City has been providing without charging a user fee. Upon completion of the full cost of service plan, staff reviewed the results, discussed the results with MGT and management, and provided recommendations for changes to existing fees as well as new fees for services to Council on February 15, 2017. Below is a summary of results and recommendations.

**Planning and Development Services:**

The Planning and Development Services Section (Planning) consist of programs for Current Planning, Comprehensive Planning, Building Safety and Code Compliance. Planning staff analyzed all services in the current study and are presenting 49 user fees for consideration which includes 10 new service fees

that were identified. The last complete study of Planning user fees occurred in 2009. Council approved rates based on a 50% cost recovery policy. The new user fee study shows that Planning is currently recovering 37% of service costs.

Planning and Development Services fees fall in two general categories: flat fees and tiered fees. Tiered fees include a flat fee plus either a per acre or per lot fee. All of these fees were last increased in 2013. At that time Planning fees increased by 42% in part to fund an Associate Planner position. The estimated cost recovery was 71% of the costs to provide the service. It should be noted that the current study was much more comprehensive in identifying not only our costs within the Section, but also administrative overhead associated with organization support. So while the costs of providing services has increased, the current study captures costs not previously included.

Planning is recommending a mix of recovery percentages based on the type and purpose of the application. Applications which are required at the beginning of the process and are intended to help an owner decide if they wish to proceed with a project such as concept plan and concept plat have been kept well below the full cost recovery. For several services the sample size for the study year only included one application, which does not reflect an average of several applications. Staff is recommending 100% cost recovery for 16 of the 23 flat fees presented in the study.

There are also a number of tiered fees which include a flat base fee and an additional fee based on the acreage or number of lots of the project. These include zoning map amendments, general plan amendments and subdivisions. After completing the cost analysis for these fees, it became extremely difficult to identify which portion of the fee should be increased, either the base or increment. For this reason, staff is recommending a uniform 20% increase on all tiered fees. The fee table provides examples of projects with a sample acreage size or lot count.

Staff has also identified a number of services which currently have no fee. New fees are shown on the bottom of the spreadsheet and include a fee for the review of lighting permits, temporary uses and home occupations.

### **Engineering:**

The Engineering Section consists of programs for Transportation Engineering, Development Engineering and Construction Inspection & Testing. Engineering staff analyzed all services in the current study and are presenting 11 user fees for consideration of which includes 3 new service fees that were identified. The last complete study of Engineering user fees occurred in 2009. Council approved rates based on a 50% cost recovery policy. The new user fee study shows that Engineering is currently recovering 36% of service costs.

Engineering Section currently has eight (8) fee categories. These fees were established in the last MGT study in 2009 except that the Materials Testing fee was established in FY14 at the time that we eliminated our Laboratory and then contracted these services to private sector. Materials Testing fee is based on 100% recovery of the amount paid to the private sector service provider. All other fees are based on the 50% cost recovery policy established by City Council.

The current MGT study has shown that our actual revenue collected from the established fees is not tracking with the established cost recovery policy and adjustments are required to either target the current cost recovery policy or another level of recovery as directed by City Council. In addition, we have identified three (3) new service fees that will help staff more accurately charge our customers for the services we provide. In the case of the Inspections (capital improvements) we have recognized that a 1% credit is due since Development Engineering Project Managers are not involved with capital projects to the extent they are involved with private development projects. We have created a new Parking Lot Maintenance Permit to help existing businesses comply with current standards for handicapped parking spaces (including van accessibility) and parking stall/isle widths. And, we have formally established an

in-lieu fee for chip seal treatments associated with new pavements. This fee is collected for all new asphalt pavement placed and transferred to the Street Maintenance Program for installation as part of the city-wide annual maintenance projects.

Staff recommends that the cost recovery for fees that are associated with project site plan approval (Traffic Impact Analysis) remain at the current cost recovery policy of 50%. For all other engineering fees, that are associated with construction of public improvements (soils reports, construction plan review, inspections, materials testing and parking lot maintenance permits), staff recommends that a cost recovery of 100% be established so that public funds are not supplementing construction of developments.

### **Fire:**

The Fire Department provides services to the community through the extension of Operations (Emergency Medical Services, Fire Suppression, Special Operations), Wildland Fire Management, Community Risk Reduction, and Emergency Management.

The services for which fees are collected are categorized as follows:

- Development Permits (Construction) which recover costs typically for plan review and inspection of new/modified life safety/fire protection systems.
- Operational Permits which recover costs supporting permit issuance for special fire and life safety risks caused by storage or operations in businesses as identified by the International Fire Code.
- Special Events which recover plan review and inspection costs to ensure minimum Fire and Life Safety Standards are in place for special events.
- Wildfire Management which recover costs associated with plan review, inspections, and services in support of the implementation of the Wildland Urban Interface code.
- Staff/Labor which recover costs of special inspections or standby of emergency response personnel.

The Fire Department fee schedule is expanded significantly to address gaps in the user fee schedule and inequities caused by lack of scale, e.g. the same for plan review/inspections for a 5000 square foot structure and a 250,000 square foot structure. The existing fee schedule is approximately 15 user fees across the range of services listed above. The new study recommends 80 user fees to address the full range of services/permits issued by the fire department while also addressing the issue of scale. The existing policy target for cost recovery for fire department services is established at 30%. The study estimates the Fire Department recovery rate currently is 24%.

Staff recommends a mixed level of cost recovery based upon Council, community, and feedback. The recommendations for cost recovery are as follows:

- Development Permits: 100%
- Operational Permits: 40%
- Special Events: 100%-50% for Non-Profit Events.
- Wildfire Management: 9%
- Staff Labor: 100%

### **Recreation:**

The Recreation Section consist of programs to run four activity centers, adult athletics, and community services/events. The new user fee study shows that Recreation is currently recovering 46% of service costs and cost recovery will be lowered to 38% as a result of new minimum wage requirements. During the February 15, 2017 Budget Retreat, staff recommended to not change any existing user fees. Council agreed with staff's recommendation and therefore no increase is being presented at this time.

### **Title 4 Amendments:**

This ordinance will also address an update to Title 4 as it relates to Building permits and fees. In the past

building permit fees were adopted by motion. The ordinance will provide that building permit fees be adopted by resolution. Proposed increases to building permit fees are being presented in a separate staff report. The ordinance also includes clerical revisions, and removes references to outdated methodology.

### **Expanded Financial Considerations:**

The City is considering the adoption of the FY 2018 budget which includes an incremental revenue increase in the amount of \$670,000 to be generated through new or increased rates of existing user fees. Should the City not adopt these fees, the City Manager will evaluate the continuation of certain program expenditures to keep the City budget balanced.

### **Community Involvement:**

Inform and Involve

On February 15, 2017 the City held a Budget Retreat which was open to the public to attend. On April 6, 2017, the City posted a Notice of Proposed New or Increased Fees on the City website and provided notification through City social media resources. This process is required pursuant to Arizona Revised Statute Section 9-499.15. In addition City staff provided outreach to the community by meeting directly with certain business groups as well as having two open houses with several agencies invited to attend.

Special Events Coordinators (March 14th - Fire)

Fire Protection Contractors (April 4th – Fire)

Northern Arizona Builders Association (April 12th - Fire)

Planning & Zoning Commission (April 26th - Planning/Engineering)

Northern Arizona Builders Association (May 10th - All)

Chamber of Commerce (May 18th – Fire)

Transportation Commission (June 7th)

Open Houses April 27th & May 1st (All) invitees included:

- Northern Arizona Association of Realtors
- Chamber of Commerce
- Consultants and Contractors
- Developers & Applicants
- Utility Companies
- Downtown Business Alliance
- Neighborhood Groups
- Friends of Flagstaff's Future

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### **Attachments:**

[Ord. 2017-16](#)

[Fee Change Crosswalk](#)

[User Fee Study](#)

[Planning Outreach Document](#)

[Fire Outreach Document](#)

[Fire Outreach City Comparison](#)

[Engineering Outreach Document](#)

## ORDINANCE NO. 2017-16

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, ARIZONA AMENDING THE FLAGSTAFF CITY CODE, TITLE 3, *BUSINESS REGULATIONS*, CHAPTER 3-10, *USER FEES*, TO INCREASE OR MODIFY FEES FOR PLANNING, ENGINEERING, AND FIRE DEPARTMENT SERVICES AND AMENDING PROCEDURES RELATED TO ANNUAL REVIEW AND ADJUSTMENT OF FEES; AMENDING TITLE 4, *BUILDING REGULATIONS*, CHAPTER 4-03, *INTERNATIONAL BUILDING CODE*, TO PROVIDE FOR ADOPTION OF FEES BY RESOLUTION; PROVIDING FOR PENALTIES, REPEAL OF CONFLICTING ORDINANCES, SEVERABILITY, AND ESTABLISHING AN EFFECTIVE DATE

### RECITALS:

WHEREAS, the City Council desires to increase fees charged for Planning, Engineering, and Fire Department services to help recoup City administrative costs and expenses;

WHEREAS, the City has posted notice of the proposed fee changes in conformance with A.R.S. § 9-499.15 et seq;

### 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 3-08, *User Fees*, is hereby amended repealing Section 3-10-001-001-000, *Planning*, and adopting a new Section 3-10-001-000-0001, *Planning*, to establish updated user fees for Planning effective August 1, 2017 as follows:

#### **3-10-001-0001 Planning**

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Annexation	\$	2,020
Appeals - Building Fire Code Board of Appeals (Building Official)	\$	2,130
Appeals - Board of Adjustments	\$	1,090
Appeals - Planning Commission and City Council	\$	1,720
Appeals of Dedication and Exactions	\$	500
Comprehensive Sign Program	\$	700
Conditional/Special Use Permit	\$	3,000
Conditional/Special Use Permit – Extensions/Renewals	\$	1,555
Continuance	\$	500

Development Agreement – Major	\$	10,000
Development Agreement – Minor	\$	5,000
Extension of Site Plan	\$	810
General Plan Amendment - Specific Plan	\$	4,290
General Plan Amendment - Specific Plan Per Acre	\$	160
General Plan Map - Major Per Acre	\$	415
General Plan Map Amend – Major	\$	3,340
General Plan Map Amend - With Rezoning (minor)	\$	5,630
General Plan Map Amend - With Rezoning per Acre (minor)	\$	320
Historic Preservation Review	\$	65
Minor Improvement Permit	\$	80
Outdoor Lighting Permit	\$	130
Sign Permit – Permanent Sign/Each Permit	\$	90
Site Plan Review – Concept	\$	420
Site Plan Review – Minor Amendment	\$	345
Site Plan Review – Per Acre	\$	1,553
Site Plan Review – Site	\$	2,550
Subdivision Plats - Boundary Adjustment	\$	175
Subdivision Plats – Concept Plat	\$	440
Subdivision Plats – Development Master Plan	\$	2,014
Subdivision Plats – Development Master Plan/Acre	\$	290
Subdivision Plats – Final Plat Submittal	\$	1,840
Subdivision Plats - Land Split/Combination	\$	565
Subdivision Plats - Map of Dedication	\$	1,440
Subdivision Plats – Preliminary Plat Submittal	\$	5,395
Subdivision Plats – Preliminary Plat/Lot	\$	145
Subdivision Plats - Preliminary Plat Amendment	\$	935
Subdivision Plats - Preliminary Plat Extension	\$	830
Temporary Sign	\$	65
Temporary Use Permit	\$	345
Variance	\$	1,140
Zoning Map Amendment - Large Scale	\$	7,365



Zoning Map Amendment - Large Scale per Acre	\$	155
Zoning Map Amendment - Medium Scale	\$	5,010
Zoning Map Amendment - Medium Scale per Acre	\$	155
Zoning Map Amendment - Multi Phase	\$	7,365
Zoning Map Amendment - Multi Phase per Acre	\$	155
Zoning Map Amendment - Small Scale	\$	3,265
Zoning Map Amendment - Small Scale per Acre	\$	155
Zoning Verification – Letter	\$	190

The Flagstaff City Code, Title 3, *Business Regulations*, Chapter 3-08, *User Fees*, is hereby amended by repealing Section 3-10-001-0002, *Engineering*, and adopting a new Section 3-10-001-0002, *Engineering*, to establish the updated user fees for Engineering effective August 1, 2017:

### 3-10-001-0002 Engineering

#### Engineering Fees

Soils Report Review	\$	59	
Public Improvement Plan Review	\$	513	
Inspections (Private Development)		8.00	%
Inspections (Right of Way Permit)	\$	547	
Traffic Impact Analysis Level 1	\$	1,128	
Traffic Impact Analysis Levels 2 & 3	\$	3,785	
Traffic Impact Analysis Levels 4 & 5	\$	10,280	
Materials Testing (Private & Capital)		3.00	%
Inspections (Capital Improvements)		7.00	%
<del>Traffic Impact Analysis (3rd &amp; Subsequent Review)</del>	<del>\$</del>	<del>15,795</del>	
Parking Lot Maintenance Permit	\$	186	
Chip Seal Fee	\$	4.50	Unit
Stormwater-1st – Construction & Grading – Drainage Report	\$	266	
Stormwater-1st – Construction & Grading – Engineering Review, per Sheet	\$	166	

The Flagstaff City Code, Title 3, *Business Regulations*, Chapter 3-08, *User Fees*, is hereby amended repealing Section 3-10-001-0003, *Fire Department*, and adopting a new Section 3-10-001-0003, *Fire Department*, to establish updated user fees for the Fire Department effective August 1, 2017 as follows:

### **3-10-001-0003 Fire Department**

#### **Fire Fees**

##### **Special Events**

Carnivals and Fairs	\$	114
Exhibits and Trade Shows	\$	114
Open Burning (Fire Pit - see Code for items in this category)	\$	139
Open Flames and Candles – Annual	\$	139
Pyrotechnic Special Effects Material (See Code for specifics)	\$	171
Special Event Inspection	\$	114
Special Event Review Plan Review	\$	46
Temporary Membrane Structures-Tents ≥ 400 sq. ft	\$	90
Temporary Membrane Structures-Tents ≥ 700 sq. ft /Multiple Tents	\$	155
Special Event (Non Profit ) Community Organization	\$	50% of Estab Fee

##### **Operational Permits**

Blasting	\$	43
Combustible Dust and Fiber Producing Operations	\$	95
Dry Cleaning Plants	\$	84
Firework Sales –Temporary	\$	464
Fuel Dispensing-Operations Inspection	\$	121
Haz Materials Permits (Annual)	\$	74
Hood Inspection-Operations Inspection	\$	19
Hot Work	\$	75
Hotel Inspections	\$	124
Liquid or Gas Fueled Vehicle/Equip in Assembly Bldg.	\$	84
Places of Assembly - Bars and Restaurants	\$	114
Garages/Motor Fuel Dispensing Facilities	\$	189
Sales Tax License Review/Approval	\$	15
Spray Room/Area or Dipping Ops	\$	149

State License (Educational)	\$	34
State License (Institutional) 16 < Patients	\$	100
State License (Institutional)	\$	182
State License/Other	\$	34
Storage - High Piled	\$	46
Storage - Misc Combustible	\$	46
Storage - Scrap Tires/Tire Byproducts	\$	51

**New Construction - Plan Review**

Alt Extinguishing Sys Plan Review-Specialized Sys 1-5,000 sq ft	\$	85
Alt Extinguishing Sys Plan Review - Additional 5,000 sq ft or fraction thereof	\$	57
Auto Hood Sys Plan Review	\$	43
Fire Alarm Sys Plan Review 1-10,000 sq ft	\$	100
Fire Alarm Sys Plan Review 10,001-50,000 sq ft	\$	130
Fire Alarm Sys Plan Review - Each additional 50,000 sq ft or fraction thereof	\$	85
Fire Sprinkler Sys (TI) Plan Review 21-50 Heads	\$	43
Fire Sprinkler Sys (TI) Plan Review 51-100 Heads	\$	57
Fire Sprinkler Sys (TI) Plan Review 101-500 Heads	\$	85
Fire Sprinkler Sys Comm. Plan Review - 1-10,000 sq ft	\$	100
Fire Sprinkler Sys Comm. Plan Review - 10,001-50,000 sq ft	\$	130
Fire Sprinkler Sys Comm. Plan Review - Each additional 50,000 sq ft or fraction thereof	\$	90
Fire Sprinkler Sys Comm. Plan Review - Each like story above or below first	\$	28
Fire Sprinkler Sys Res Plan Review	\$	43
Plan Reviews – Additional	\$	77

**New Construction – Inspections**

Alt Extinguishing Sys New Install - Specialized Sys 1-5,000 sq ft	\$	188
Alt Extinguishing Sys New Install - Additional 5,000 sq ft or fraction thereof	\$	142
Auto Hood Sys New Install and Inspection - Single Sys	\$	90
Auto Hood Sys - Mods and Inspection to Existing Hood Sys	\$	90
Auto Hood Sys New Install and Inspection - Each Add'l System	\$	66
Fire Alarm Sys Mod./TI - Panel or Monitoring Mod.	\$	90

Fire Alarm Sys Mod./TI 1-5 Devices	\$	71
Fire Alarm Sys Mod./TI > 5 Devices	\$	100
Fire Alarm Sys New Install 1-2000 sq ft	\$	62
Fire Alarm Sys New Install 2,001-10,000 sq ft	\$	76
Fire Alarm Sys New Install 10,001-50,000 sq ft	\$	100
Fire Alarm Sys New Install - Each additional 50,000 sq ft or fraction thereof	\$	100
Fire Pumps or Sys-New Install/Mod - Mod. to existing fire pump	\$	242
Fire Pumps or Sys-New Install/Mod - Single Pump	\$	500
Fire Pumps or Sys-New Install/Mod - Additional Pumps	\$	242
Fire Sprinkler Sys (TI) Install 1-20 Heads Inspection	\$	57
Fire Sprinkler Sys (TI) Install 21-100 Heads Inspection	\$	85
Fire Sprinkler Sys (TI) Install 101-500 Heads Inspection	\$	114
Fire Sprinkler Sys Comm. Install 5,000-10,000 sq ft Inspection	\$	162
Fire Sprinkler Sys Comm. Install 10,001-50,000 sq ft Inspection	\$	209
Fire Sprinkler Sys Comm. Install - Each additional 50,000 sq ft or fraction thereof Inspection	\$	162
Fire Sprinkler Sys Res Install - Rough In/Insulation Inspection	\$	71
Fire Sprinkler Sys Res Install - Final Inspection	\$	71
Fire Sprinkler Sys Res Install - Final (Over to 5,000 sq ft) Inspection	\$	81
Standpipes-New Install/T.I. - Mod. to existing standpipe Inspection	\$	255
Standpipes-New Install/T.I.- Initial Install 1-4 Standpipes 1 Inspection	\$	171
Standpipes-New Install/T.I. - Additional Standpipes	\$	279
Underground Fire Line - Test/flush, per 100 ft Inspection	\$	116

**Staff -Labor Costs**

Fire Watch - Per Person Per Hour	\$	52
Inspection – Repeat	\$	186
Inspections - Additional Inspection (Hourly Rate)	\$	71
Inspections - Repeat Inspection (Non- compliance)	\$	71
Standby Personnel (per person/hour)	\$	52

**Wildfire Management**

Fuel Management Operation	\$	400
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Fuel Management Plan Review	\$	50
Environmental Clearance Letter	\$	50

The Flagstaff City Code, Title 3, *Business Regulations*, Chapter 3-08, *User Fees*, Sections 3-10-001-0009 and 3-10-001-0010 are hereby amended by adopting procedural changes as set forth below (redlines reflect additions and deletions):

**3-10-001-0009 Annual Adjustments; ADOPTION; VERIFICATION.**

THE CITY COUNCIL MAY INCREASE OR ESTABLISH NEW USER FEES AFTER PUBLICATION OF NOTICE OF THE PROPOSED NEW OR INCREASED FEES PURSUANT TO A.R.S. § 9-499.15. ADDITIONAL NOTICE AND PUBLIC HEARING REQUIREMENTS MAY APPLY TO CERTAIN KINDS OF FEES, INCLUDING BUT NOT LIMITED TO UTILITY FEES, AND DEVELOPMENT IMPACT FEES, AND THE CITY ATTORNEY SHALL BE CONSULTED TO CONFIRM APPLICABLE REQUIREMENTS PRIOR TO ADOPTION. THE FEES SHALL BE ADOPTED BY ORDINANCE (WHICH SHALL THEN BE SET FORTH IN THE CITY CODE) OR BY RESOLUTION (WHICH SHALL THEN BE POSTED ON THE CITY WEBSITE AND SHALL BE AVAILABLE UPON REQUEST FROM THE CITY CLERK). IT SHALL BE THE RESPONSIBILITY OF USER TO VERIFY THE CURRENT FEES. IN THE EVENT CITY STAFF CHARGES THE INCORRECT FEE(S) IN ERROR, UPON DISCOVERY THE CITY WILL PROMPTLY ISSUE AN INVOICE WITH THE CORRECTION AND USER SHALL PAY ANY BALANCE DUE WITHIN THIRTY (30) DAYS OR SUCH LONGER PERIOD OF TIME APPROVED BY THE CITY FINANCE DIRECTOR.

The Flagstaff City Code, Title 4, *Building Regulations*, Chapter 4-03, *International Building Code*, Section 4-01-001-0005, *Amendments, Additions, and Deletions*, are hereby amended in part by adopting changes as set forth below (redlines reflect changes to amendments to the standard codes set forth in the City Code; IRC refers to International Residential Code, IBC refers to International Building Code):

Amend Sections R109.5 IRC and 109.5 IBC, Related Fees, by adding:

The CITY COUNCIL WILL ADOPT A RESOLUTION ESTABLISHING fee scheduleS FOR APPLICABLE BUILDING AND PERMITTING FEES, AFTER PUBLICATION OF NOTICE OF ANY PROPOSED NEW OR INCREASED FEE PURSUANT TO A.R.S. § 9-499.15.

**SECTION 2. Penalties.**

Any person convicted of a violation of this ordinance is guilty of a misdemeanor and shall be fined a sum not to exceed two thousand five hundred dollars (\$2,500.00) and may be sentenced to confinement in jail for a period not to exceed ninety (90) days for any one offense, all in accordance with the Flagstaff City Code Chapter 1-04. Any violation which is continuing in nature shall constitute a separate offense on each successive date the violation continues, unless otherwise provided.

**SECTION 3. 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 4. 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 5. Effective Date.**

This ordinance shall become effective August 1, 2017.



PASSED AND ADOPTED by the City Council of the City of Flagstaff this 20th day of June, 2017.

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MAYOR

ATTEST:

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CITY CLERK

APPROVED AS TO FORM:

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CITY ATTORNEY

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City of Flagstaff  
Ordinance No. 2017-16  
Fee Change Crosswalk

Yellow = New Fee

Description	Current Fees	Proposed Fees August 1, 2017
<b>PLANNING FEES</b>		
<del>CUP Cond./Special Use Permit — Non-Residential</del>	\$ 1,891	\$ -
<del>CUP Cond./Special Use Permit — Schools, Public Buildings, Religious-Churches</del>	\$ 2,258	\$ -
<del>Engineering Public Improvement Plan Check</del>	\$ -	\$ -
<del>IDS/Site Plan Review — &gt; 1 Acre</del>	\$ 1,062	\$ -
<del>IDS/Site Plan Review — P&amp;Z Review/Appeal</del>	\$ 2,408	\$ -
<del>Rezoning — Commercial</del>	\$ 4,175	\$ -
<del>Rezoning — Commercial per Acre</del>	\$ 118	\$ -
<del>Rezoning — Industrial</del>	\$ 4,175	\$ -
<del>Rezoning — Industrial per Acre</del>	\$ 125	\$ -
<del>Sign Permit — ROW or Illegal Sign Removal</del>	\$ 40	\$ -
<del>Subdivision Plats — IDS Formal Submission</del>	\$ 1,081	\$ -
<del>Subdivision Plats — Preliminary Plat Extension (a)</del>	50%	0%
<del>Subdivision Plats — Preliminary Plat Revision After Approval (a)</del>	25%	0%
<del>Subdivision Plats — Tentative Plat per Lot</del>	\$ 120	\$ -
<del>Variance — Non-Profit</del>	\$ 670	\$ -
<del>Variance — Non-Residential</del>	\$ 670	\$ -
<del>Variance — Residential</del>	\$ 670	\$ -
<del>Zoning Verification — Liquor License</del>	\$ 63	\$ -
Annexation	\$ 1,788	\$ 2,020
Appeals - <del>Bldg Building</del> Fire Code Board of Appeals (Building Official)	\$ -	\$ 2,130
Appeals — <del>Board</del> of Adjustments	\$ 995	\$ 1,090
Appeals — <del>Planning Commission</del> and City Council	\$ 1,056	\$ 1,720

**City of Flagstaff**  
**Ordinance No. 2017-16**  
**Fee Change Crosswalk**

Yellow = New Fee		
Description	Current Fees	Proposed Fees August 1, 2017
Appeals of Dedication and Exactions		\$ 500
<del>Sign Permit</del> — Comprehensive Sign Program <del>Review</del>	\$ 700	\$ 700
<del>CUP Conditional/Special Use Permit — Residential</del>	\$ 1,135	\$ 3,000
Conditional/Special Use Permit – Extensions/Renewals (a)		\$ 1,555
Continuance	\$ 457	\$ 500
Development Agreement - Major		\$ 10,000
Development Agreement - Minor		\$ 5,000
<del>Rezoning — Extension</del> Extension of Site Plan	\$ 809	\$ 810
<del>Gen. Plan Amend — Specific Plan/Text</del> General Plan Amend - Specific Plan	\$ 3,576	\$ 4,290
<del>Gen. Plan Amend — Specific Plan/Text per Acre</del> General Plan Amend - Specific Plan Per Acre	\$ 133	\$ 160
<del>Gen. Plan Amend — Land Use per Acre</del> General Plan Map - Major Per Acre	\$ 334	\$ 415
<del>Gen. Plan Amend — Land Use</del> General Plan Map Amend - Major	\$ 2,782	\$ 3,340
<del>Gen. Plan Amend — w/Rezoning per Acre</del> General Plan Map Amend - With Rezoning (minor)	\$ 4,692	\$ 5,630
<del>Gen. Plan Amend — w/Rezoning per Acre</del> General Plan Map Amend - With Rezoning per Acre (minor)	\$ 266	\$ 320
Historic Preservation Review (EV) — <del>Cert. of Appropriateness</del>	\$ 40	\$ 65
<del>Zoning Permit</del> Minor Improvement Permit	\$ 75	\$ 80
Outdoor Lighting Permit		\$ 130
<del>IDS</del> /Site Plan Review – Concept	\$ 355	\$ 420
<del>IDS</del> /Site Plan Review – <del>Revisions</del> Minor Amendment	\$ 295	\$ 345
<del>IDS</del> /Site Plan Review – Per Acre	\$ 1,294	\$ 1,553
<del>IDS/Site Plan Review — &lt; 1 Acre</del> Site Plan Review - Site	\$ 2,124	\$ 2,550
<del>Subdiv. Plats — Lot Split</del> Subdivision Plats - Boundary Adjustment	\$ 81	\$ 175
Subdivision Plats — <del>IDS</del> Concept Plat	\$ 355	\$ 440

**City of Flagstaff**  
**Ordinance No. 2017-16**  
**Fee Change Crosswalk**

Yellow = New Fee

Description	Current Fees	Proposed Fees August 1, 2017
Subdivision Plats – Development Master Plan	\$ 1,678	\$ 2,014
Subdivision Plats – Development Master Plan/ <del>per</del> Acre	\$ 241	\$ 290
Subdivision Plats – Final Plat Submittal	\$ 1,244	\$ 1,840
<del>Subdiv. Plats – Minor Land Division-</del> Subdivision Plats - Land Split/Combination	\$ 892	\$ 565
Subdivision Plats - Map of Dedication		\$ 1,440
Subdivision Plats – Preliminary Plat Submittal	\$ 4,496	\$ 5,395
Subdivision Plats – Preliminary Plat/ <del>per</del> Lot	\$ 121	\$ 145
Subdivision Plats - Prem Plat Amendment		\$ 935
Subdivision Plats - Prem Plat Extension		\$ 830
Temporary Sign		\$ 65
Temporary Use Permit		\$ 345
Variance <del>– Single Family Residential</del>	\$ 670	\$ 1,140
<del>ZMA Zoning Map Amendment- Large Scale Rezoning – High Density- Residential</del>	\$ 6,137	\$ 7,365
<del>ZMA Zoning Map Amendment- Large Scale per Acre Rezoning – High Density- Residential – Per Acre</del>	\$ 129	\$ 155
<del>Rezoning – Medium Density Residential-</del> ZMA Zoning Map Amendment- Medium Scale	\$ 4,175	\$ 5,010
<del>Rezoning – Medium Density Residential – Per Acre</del> ZMA Zoning Map Amendment - Medium Scale per Acre	\$ 129	\$ 155
ZMA Zoning Map Amendment - Multi Phase	\$ 6,137	\$ 7,365
ZMA Zoning Map Amendment - Multi Phase per Acre	\$ 129	\$ 155
<del>Rezoning – Low Density Residential-</del> ZMA Zoning Map Amendment- Small Scale	\$ 2,718	\$ 3,265
<del>Rezoning – Low Density Residential – Per Acre</del> ZMA Zoning Map Amendment- Small Scale per Acre	\$ 129	\$ 155
Zoning Verification – Letter	\$ 234	\$ 190
Sign Permit – <del>Standard Sign</del> Permanent Sign/Each Permit	\$ 307	\$ 90

City of Flagstaff  
Ordinance No. 2017-16  
Fee Change Crosswalk

Yellow = New Fee

Description	Current Fees	Proposed Fees August 1, 2017
<b>ENGINEERING FEES</b>		
<del>Public Improvement Inspection — Road</del>	1.55%	0.00%
<del>Public Improvement Inspection — Drainage</del>	4.71%	0.00%
<del>Public Improvement Inspection — Sewer</del>	3.31%	0.00%
<del>As-Built — Revisions to Original Plans</del>	0.24%	0.00%
Soils Report Review	\$ 59	\$ 59
Public Improvement Plan <del>Check — Road/Drainage/Water/Sewer</del> Review	\$ 395	\$ 513
<del>Public Improvement Inspection — Water</del> Inspections (private development)	2.57%	8.00%
<del>General ROW Permit</del> Inspections ( <del>ROW</del> Right of Way Permit)	\$ 275	\$ 547
Traffic Impact Analysis — <del>0 and</del> Level 1	\$ 469	\$ 1,128
Traffic Impact Analysis — <del>2M</del> Levels 2 & 3	\$ 8,456	\$ 3,785
Traffic Impact Analysis — <del>2L + 2 Multi</del> Levels 4 & 5	\$ 11,387	\$ 10,280
Materials Testing <del>as a Percentage of the Public</del> (private & capital) <del>Improvement Construction Cost</del>	2.15%	3.00%
Inspections (Capital Improvements)	2.23%	7.00%
Parking Lot Maintenance Permit		\$ 186
Chip Seal Fee	\$ 4.50	\$4.50/Unit
Stormwater-1st — Construction & Grading — Drainage Report	\$ 266	\$ 266
Stormwater-1st — Construction & Grading — <del>Engineering Egr</del> Review, per Sheet	\$ 166	\$ 166

**City of Flagstaff**  
**Ordinance No. 2017-16**  
**Fee Change Crosswalk**

Yellow = New Fee

Description	Current Fees	Proposed Fees August 1, 2017
<b>FIRE DEPARTMENT</b>		
<b>Special Events</b>		
Carnivals and Fairs	\$ 60	\$ 114
Exhibits and Trade Shows		\$ 114
Open Burning (Fire Pit - see Code for items in this category)	\$ 50	\$ 139
Open Flames and Candles - Annual	\$ 50	\$ 139
Pyrotechnic Special Effects Material (See Code for specifics)		\$ 171
Special Event Inspection		\$ 114
Special Event Review Plan Review		\$ 46
Temporary Membrane Structures-Tents ≥ 400 sq. ft	\$ 50	\$ 90
Temporary Membrane Structures-Tents ≥ 700 sq. ft /Multiple Tents	\$ 50	\$ 155
Special Event (Non Profit ) Community Organization		50% of Estab Fee
<b>Operational Permits</b>		
Blasting		\$ 43
Combustible Dust and Fiber Producing Operations		\$ 95
Dry Cleaning Plants		\$ 84
<del>Fireworks Temporary structure such as a stand, tent, or canopy used for the purpose of retail display or sale of consumer fireworks to the public</del> Firework Sales -Temporary	\$ 197	\$ 464
<del>Fireworks Permanent building or structure</del>	\$ 1,453	
Fuel Dispensing-Operations Inspection	\$ 70	\$ 121
Haz Materials Permits (Annual)		\$ 74
<del>Kitchen Hood Inspections</del> Hood Inspection-Operations Inspection	\$ 60	\$ 19
Hot Work		\$ 75
Hotel inspections	\$ 100	\$ 124
Liquid or Gas Fueled Vehicle/Equip in Assembly Bldg.		\$ 84
<del>Bar Inspection</del> Places of Assembly - Bars and Restaurants	\$ 100	\$ 114
Fuel Management Plan Review	\$ 50	\$ 50
<del>Auto Repair Inspection Repair</del> Garages/Motor Fuel Dispensing Facilities	\$ 70	\$ 189
Sales Tax License Review/approval		\$ 15
Spray Room/Area or Dipping Ops	\$ 70	\$ 149
State License (Educational)		\$ 34
<del>State Commercial Health</del> State License (Institutional) 16 < Patients	\$ 100	\$ 100
State License (Institutional)	\$ 100	\$ 182
State License/Other	\$ 100	\$ 34
Storage - High Piled		\$ 46
Storage - Misc Combustible		\$ 46
Storage - Scrap Tires/Tire Byproducts		\$ 51
<b>New Construction - Plan Review</b>		
Alt Extinguishing Sys Plan Review - Specialized Sys 1-5,000 sq ft		\$ 85
Alt Extinguishing Sys Plan Review - Additional 5,000 sq ft or fraction thereof		\$ 57



**City of Flagstaff**  
**Ordinance No. 2017-16**  
**Fee Change Crosswalk**

Yellow = New Fee

Description	Current Fees	Proposed Fees August 1, 2017
Auto Hood Sys Plan Review	\$ 60	\$ 43
Fire Alarm Sys Plan Review <b>1-10,000 sq ft</b>	\$ 70	\$ 100
Fire Alarm Sys Plan Review <b>10,001-50,000 sq ft</b>	\$ 70	\$ 130
Fire Alarm Sys Plan Review - <b>Each additional 50,000 sq ft or fraction thereof</b>		\$ 85
<del>Sprinkler Plan Review</del> Fire Sprinkler Sys (TI) Plan Review 21-50 Heads	\$ 100	\$ 43
Fire Sprinkler Sys (TI) Plan Review 51-100 Heads	\$ 100	\$ 57
Fire Sprinkler Sys (TI) Plan Review 101-500 Heads	\$ 100	\$ 85
Fire Sprinkler Sys Comm. Plan Review - 1-10,000 sq ft	\$ 100	\$ 100
Fire Sprinkler Sys Comm. Plan Review - 10,001-50,000 sq ft	\$ 100	\$ 130
Fire Sprinkler Sys Comm. Plan Review - <b>Each additional 50,000 sq ft or fraction thereof</b>		\$ 90
Fire Sprinkler Sys Comm. Plan Review - Each like story above or below first	\$ 60	\$ 28
Fire Sprinkler Sys Res Plan Review	\$ 100	\$ 43
<b>Plan Reviews - Additional</b>		\$ 77
<b>New Construction - Inspections</b>		
<b>Alt Extinguishing Sys New Install - Specialized Sys 1-5,000 sq ft</b>		\$ 188
<b>Alt Extinguishing Sys New Install - Additional 5,000 sq ft or fraction thereof</b>		\$ 142
<b>Auto Hood Sys New Install and Inspection - A Single Sys</b>		\$ 90
<b>Auto Hood Sys - Mods and Inspection to existing hood Sys</b>		\$ 90
<b>Auto Hood Sys New Install and Inspection - Each Add'l System</b>		\$ 66
<b>Fire Alarm Sys Mod./TI - Panel or monitoring Mod.</b>		\$ 90
<del>Alarm System Install</del> Fire Alarm Sys Mod./TI 1-5 devices	\$ 90	\$ 71
Fire Alarm Sys Mod./TI > 5 devices	\$ 90	\$ 100
Fire Alarm Sys New Install 1-2000 sq ft	\$ 90	\$ 62
Fire Alarm Sys New Install 2,001-10,000 sq ft	\$ 90	\$ 76
Fire Alarm Sys New Install 10,001-50,000 sq ft	\$ 90	\$ 100
<b>Fire Alarm Sys New Install - E) Each additional 50,000 sq ft or fraction thereof</b>		\$ 100
<b>Fire pumps or Sys-New Install/Mod - Mod. to existing fire pump</b>		\$ 242
<b>Fire pumps or Sys-New Install/Mod - Single Pump</b>		\$ 500
<b>Fire pumps or Sys-New Install/Mod - Additional Pumps</b>		\$ 242
<del>Sprinkler Install Inspection</del> Fire Sprinkler Sys (TI) Install 1-20 Heads Inspection	\$ 60	\$ 57
Fire Sprinkler Sys (TI) Install 21-100 Heads Inspection	\$ 120	\$ 85
Fire Sprinkler Sys (TI) Install 101-500 Heads Inspection	\$ 120	\$ 114
Fire Sprinkler Sys Comm. Install 5,000-10,000 sq ft Inspection	\$ 120	\$ 162
Fire Sprinkler Sys Comm. Install 10,001-50,000 sq ft Inspection	\$ 120	\$ 209
<b>Fire Sprinkler Sys Comm. Install - Each additional 50,000 sq ft or fraction thereof Inspection</b>		\$ 162
Fire Sprinkler Sys Res Install - Rough In/Insulation Inspection	\$ 60	\$ 71

**City of Flagstaff**  
**Ordinance No. 2017-16**  
**Fee Change Crosswalk**

Yellow = New Fee

Description	Current Fees	Proposed Fees August 1, 2017
Fire Sprinkler Sys Res Install - Final Inspection	\$ 60	\$ 71
Fire Sprinkler Sys Res Install - Final (Over to 5,000 sq ft) Inspection	\$ 60	\$ 81
Standpipes-New Install/T.I. - Mod. to existing standpipe Inspection		\$ 255
Standpipes-New Install/T.I.- Initial Install 1-4 Standpipes 1 Inspection		\$ 171
Standpipes-New Install/T.I. - Additional Standpipes		\$ 279
Underground Fire line - Test/flush, per 100 ft Inspection		\$ 116
<b>Staff -Labor Costs</b>		
Fire Watch - Per Person Per Hour	\$ 35	\$ 52
Inspection - Repeat		\$ 186
Inspections - Additional Inspection (Hourly Rate)		\$ 71
Inspections - Repeat Inspection (Non- compliance)		\$ 71
Standby Personnel (per person/hour)	\$ 35	\$ 52
Environmental clearance letter	\$ 50	\$ 50
Fuel Management <del>work</del> Operation	\$ 400	\$ 400



# Cost Of Services Study

## EXECUTIVE SUMMARY



May, 2017

# EXECUTIVE SUMMARY

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## Introduction

MGT Consulting Group (MGT) is pleased to present City of Flagstaff with this summary of findings for the cost of services study for fee-related activities.

City of Flagstaff has a long history of reviewing its fees and charges. The last detailed review was conducted in 2009. At the time, the City felt it important to accurately report the true full cost of providing various fee-related services, and exploring the possibilities of modifying current fees to better reflect cost. Since that initial study, the City has annually reviewed individual departmental user fee levels as needed. However, as city operating costs and department processes changed year to year, it was clear that the cost to provide services changed as well and a more thorough study was needed to reflect those changes in cost. In 2015 it was determined that a new full review of user fee services in specific departments was necessary to maintain confidence in the accuracy of fees. The City contracted with MGT to perform an updated cost analysis using 2014 fiscal year expenditures, staffing information and the fee schedules currently in place.

MGT has conducted hundreds of user fee studies throughout the United States and therefore has access to quality data and best practices, which guided this fee study process. MGT employed a defensible and transparent calculation methodology, and intuitive and powerful spreadsheet calculation models, which are fully customized for the City and can be used by City staff for future fee updates.

This report is the culmination of a collaborative effort between MGT and City staff. This study took place over the course of many months and involved multiple site visits to meet with program management and staff in order to design the study, collect data, review MGT's analysis, and finally to develop recommendations for fee adjustments for the Council's review. MGT would like to take this opportunity to acknowledge all City staff who participated on this project for their efforts and coordination. Their responsiveness and continued interest in the outcome of this study contributed greatly to its success.

## Study Scope and Objectives

This study included a review of fee-for-service activities within the following departments/divisions:

- ◆◆ Community Development
  - Planning and Development
  - Engineering
- ◆◆ Fire
- ◆◆ Recreation

The study was performed under the general direction of the City Management Services Department. The primary goals of the study were to:

- ◆◆ Define what it costs the City to provide various fee-related services.
- ◆◆ Determine whether there are any opportunities to implement new fees.

- ◆◆ Identify service areas where the City might adjust fees based on the full cost of services and other economic or policy considerations.
- ◆◆ Develop revenue projections based on recommended increases (or decreases) to fees.

The information summarized in this report, and the detail departmental charts submitted under separate cover, addresses each of these issues and provides City of Flagstaff with the tools necessary to make informed decisions about possible fee adjustments and the resulting impact on general fund revenues.

## Study Findings

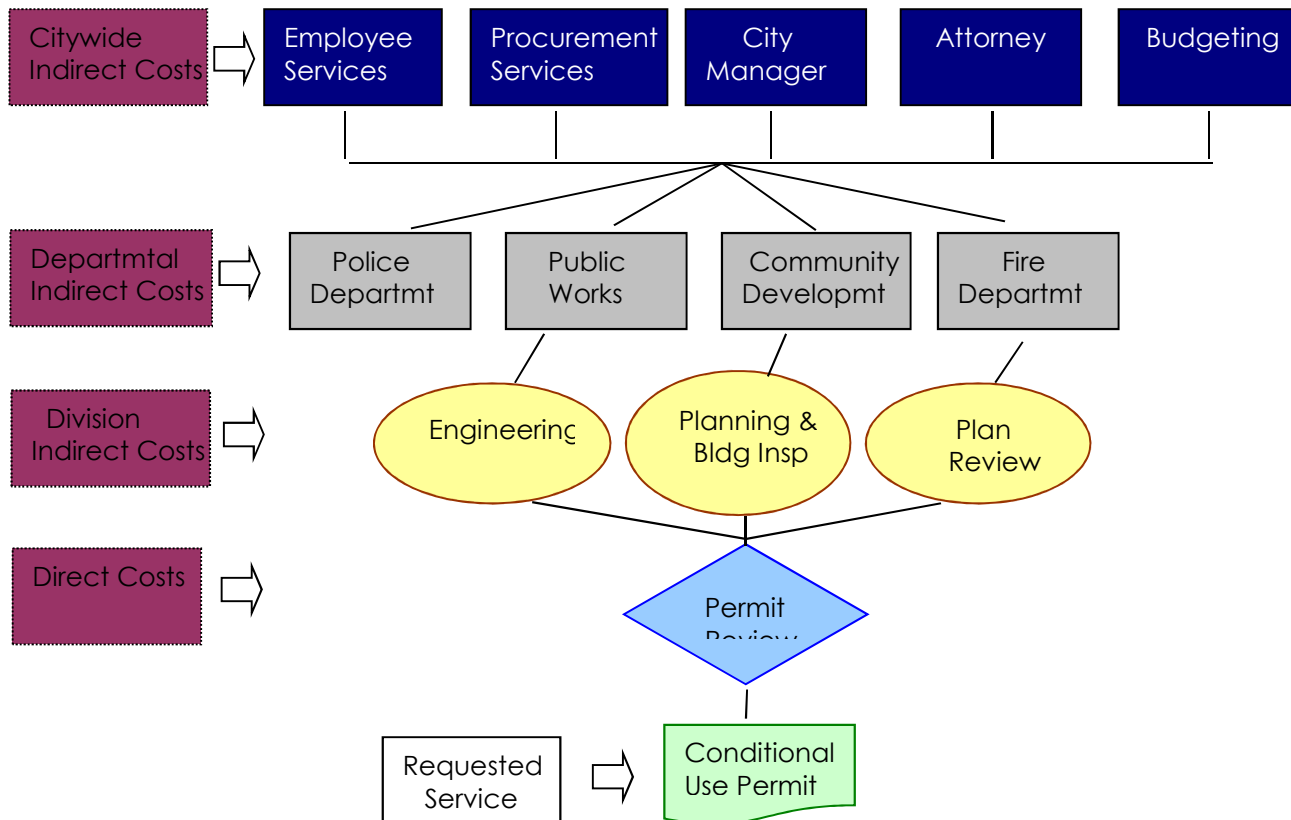
While the purpose of this study is to identify the cost of fee-related activities, one of the outcomes of the analysis is to provide a complete picture of the full cost of all services offered. It is necessary to identify *all* costs, whether fee-related or not, so that there is a fair and equitable distribution of all indirect or overhead costs (discussed in a later section of this report) across all activities, thereby ensuring a definitive relationship between the cost of the service and the fee that is charged. No service should be burdened with costs that cannot be directly or indirectly linked to that service. Therefore, the first task in this study is to separate the fee-for-service activities from the non-fee activities. Some non-fee related activities are appropriately funded by discretionary general fund monies, such as public health or safety services, public information, and long range planning analysis. The costs of these other services are not built into the proposed cost recovery models for user fee services.

The exhibit below displays a summary of the study's findings and recommendations:

DEPARTMENT	CURRENT RECOVERY LEVEL	RECOMMENDED RECOVERY LEVEL	INCREASE IN RECOVERY
Planning & Dev	71%	53%	\$280,000
Engineering	50%	100%	\$960,000
Fire	28%	73%	\$160,000
Recreation	38%	38%	\$0
TOTAL:			\$1,400,000

## Methodology

The diagram below illustrates the full cost analysis the city followed in the calculation of cost for user fee related services. Using a conditional use permit, issued by a planning department as an example, all layers of cost are shown.



In any city organizational structure there are several layers of cost. Using the example above, the process of providing a member of the public a conditional use permit requires support from the entire city structure. In this example four layers of support are shown.

**Citywide Indirect Costs:** The highest levels of city support are allocated throughout the city structure using the city's citywide cost allocation plan. This document uses allocation base ratios to spread high level administrative support to all operations in the city.

**Departmental Indirect Costs:** Department administrative staff and corresponding costs are also allocated to departmental functions and services.

**Divisional Indirect Costs:** The layer of support within divisions are also reflected when the full cost of a city service is calculated.

**Direct Cost:** The cost of city staff who directly interacts with the public is also included in the full cost calculation. Together, these four layer of cost are all recognized and included in the cost of providing a conditional use permit.



After recognizing and accounting for all layers of support, the cost of services study uses two basic pieces of data to formulate the cost calculation:

- ◆◆ Hourly rates of staff providing the service.
- ◆◆ Time spent to provide the service.

The product of the hourly rate calculation times the time spent yields the cost of providing the service.

## Hourly Rates

The hourly rate methodology used in this study builds indirect costs into City staff hourly salary and benefit rates to arrive at fully burdened hourly rates. Fully burdened hourly rates are a mechanism used to calculate the total cost of providing services. Total cost is generally recognized as the sum of the direct cost together with a proportionate share of allowable indirect costs. The proper identification of all costs (including labor, operating expense, department administration and City wide support) as "direct" or "indirect" is crucial to the determination of the total cost of providing services.

Direct costs are typically defined as those that can be attributed specifically to a particular function or activity, including labor, and possibly materials or supplies. Indirect costs are those that support more than one program area and are not easily attributable to specific activities. Examples of indirect costs are departmental administrative and support staff, training and education time, public counter and telephone time, some service and supply costs, and City wide overhead costs from outside of the department as identified in the City 's cost allocation plan.

MGT's hourly rate calculation methodology includes the following:

**Personnel Services Analysis** – each staff classification within the service area is analyzed in the study. The first burden factor is comprised of compensated absences such as vacation/holidays/sick leave days taken in a year's time. Staff classifications are then categorized as either direct (operational) or indirect (administrative or supervisory) labor. In some cases, a classification will have both direct and indirect duties. The total indirect portion of staff cost is incorporated into hourly overhead rates.

**Indirect Cost Rate** – a ratio of indirect cost to direct labor (salaries plus benefits) is established. There are three elements of indirect cost incorporated, including:

- ◆◆ Indirect Labor – includes compensated absences, administrative and supervisory staff costs.
- ◆◆ Other Operating Expenses – most services and supplies are included as a second layer of indirect cost. There are some service and supply expenses classified as "allowable direct"; these expenditures are not part of the indirect cost rate but will be included as directly supporting specific program areas.
- ◆◆ External Indirect Allocations – this represents City wide overhead (from the City 's cost allocation plan).

**Cost Allocation Plan** (*described earlier*). Many of the costs that support all City programs and services are budgeted in centralized activities such as 1) Finance related functions, which provide payroll, budgeting, accounting and financial reporting, 2) Human Resources, which provides services in support of the City's workforce, and 3) City Administration, which provides administrative oversight to all City operations. The costs of these activities and other centralized services are considered indirect overhead that support fee-for-service activities, as well as other programs and functions within the City.

**Fully Burdened Hourly Rates** – incorporates all the elements that comprise the hourly rates used in this cost analysis.

- ◆◆ Each direct or operational staff classification is listed, together with the average annual salary.
- ◆◆ The hourly salary rate is calculated by the taking annual salary and dividing by 2,080 available productive hours in a year.
- ◆◆ The benefit rate reflects the average benefit rate multiplied against the salary rate.
- ◆◆ The overhead rate is derived by multiplying the internal and external indirect cost rates against the salary plus benefit rates.

The total combines the salary, benefits and overhead rates. This is the fully burdened rate for each staff classification.

## Time Spent

Once fully burdened hourly rates were developed for City staff, the next step in the process was to identify staff time spent directly on each of the user fee activities. Each staff person involved in the user fee services identified time spent to complete each task associated with all user fee services. Annual volume statistics were also gathered in order to develop total annual workload information.

## Fee Calculations and Revenue Projections

Given this information, MGT was able to calculate the cost of providing each service, both on a per-unit and total annual basis (per-unit cost multiplied by annual volume equals total annual cost). As mentioned above, costs were calculated by multiplying average time data or per-unit time calculations by the hourly labor rates; additional operating expenses directly associated with certain services were also added in.

Finally, if other divisions provided support into certain user fee activities, this time was accounted for and added into the analysis as a crossover support activity. Full costs are then compared to current fees and revenues collected, and subsidies (or over-recoveries) are identified.

## Legal, Economic & Policy Considerations

Calculating the true cost of providing City services is a critical step in the process of establishing user fees and corresponding cost recovery levels. Although it is an important factor, other factors must also be given consideration. City decision-makers must also consider the effects that establishing fees for services will have on the individuals purchasing those services, as well as the community as a whole. The following legal, economic and policy issues help illustrate these considerations.

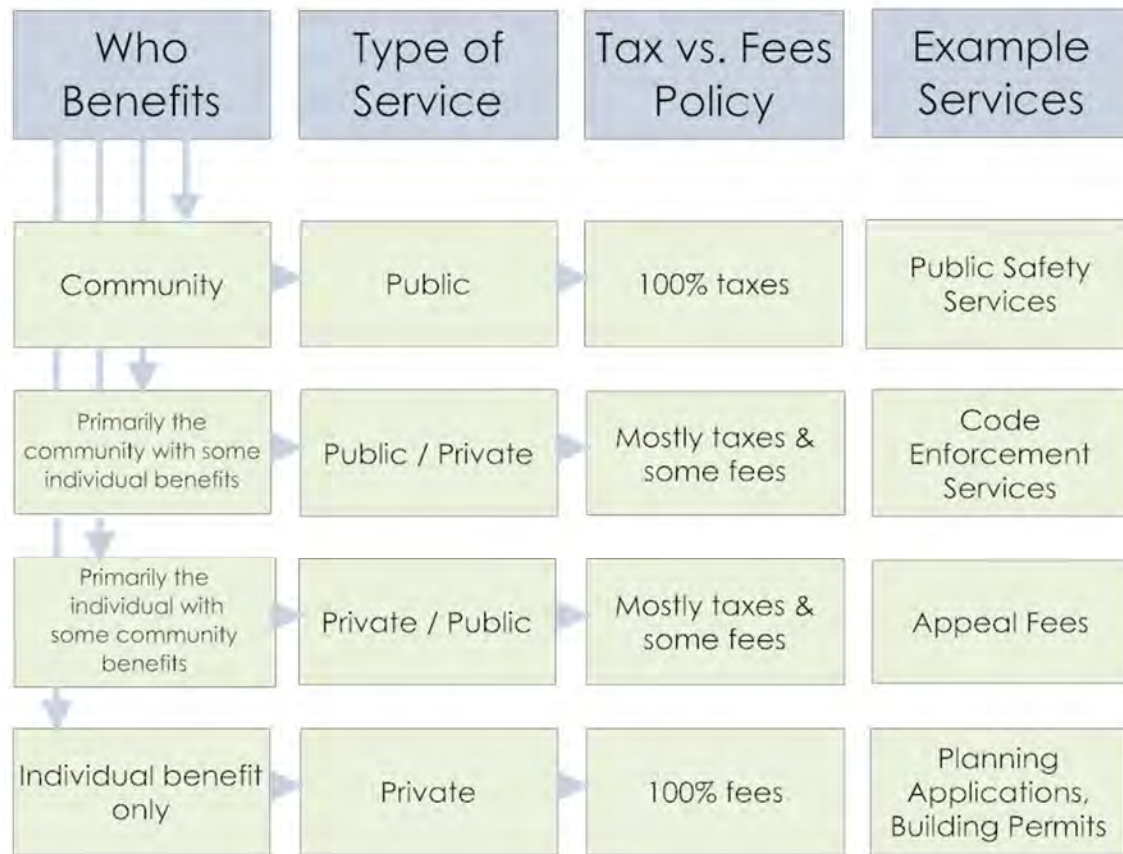
- ◆◆ **State Law** - In most cases, user fees are limited to the "estimated reasonable cost of providing a service." In considering what level of fee to charge, local governments will begin by calculating the full cost (indirect and direct) of user fee related services, review what is currently being charged for those services, survey what is being charged by other local governments, and then present all the available information to the local

government decision makers for final fee adjustment determinations. The following are examples of these additional fee making policy considerations:

- ♦♦ **Economic barriers** - It may be a desired policy to establish fees at a level that permits lower income groups to use services that they might not otherwise be able to afford.
- ♦♦ **Community benefit** - If a user fee service also benefits the community as a whole (at least to some extent), it is appropriate to subsidize a portion of the fee. Many animal control and library fees have very moderate, or no cost recovery levels.
- ♦♦ **Private benefit** - If a user fee primarily benefits the fee payer, the fee is typically set at, or close to 100% full cost recovery. Development related fees generally fall into this category, however exceptions are sometimes made for services such as appeal fees or fees charged exclusively to residential applicants.
- ♦♦ **Service driver** - In conjunction with the third point above, the issue of who is the service recipient versus the service driver should also be considered. For example, code enforcement activities benefit the community as a whole, but the service is driven by the individual or business owner that violates City code.
- ♦♦ **Managing demand** - Elasticity of demand is a factor in pricing certain City services; increasing the price of some services results in a reduction of demand for those services, and vice versa.
- ♦♦ **Competition** - Certain services may be provided by neighboring communities or the private sector, and therefore demand for these services can be highly dependent on what else may be available at lower prices. Furthermore, if the City's fees are too low, demand enjoyed by private-sector competitors could be adversely affected.
- ♦♦ **Incentives** - Fees can be set low to encourage participation in a service, such as dog licenses or water heater permits.
- ♦♦ **Disincentives** - Penalties can be instituted to discourage undesirable behavior. Examples include fines for construction without a building permit and fines for excessive false alarms within a one-year period.

The flow chart on the following page helps illustrate the economic and policy considerations listed above.

## DECISION-MAKING FLOW CHART



### Recommendations Going Forward

MGT recommends that the City build on its investment in this cost-of-service analysis by continuing to analyze its fees and charges. Once the commitment is made to understand the full cost of providing services, it is important to review and update the analysis in order to keep pace with changes in service delivery, staffing changes, and demand levels.

Most of our agencies ask us at the conclusion of the study: how often should this type of study be undertaken? Our advice is to undergo this detailed analysis at least every three but not more than five years, with minor adjustments in the non-study years (to keep pace with economic factors). Some of our clients undergo these studies every other year, some have opted to split the study over the course of three years (i.e. a subset of departments gets studied every year, with each department's fees being analyzed once every three years), and finally we have other clients who have chosen to review fees every fourth or fifth year.

Virtually every client has set up for minor adjustments (typically using CPI percentages) in the off years, to mitigate any significant increases that may occur when the detailed cost analysis is undertaken in future years. This is particularly helpful once an agency has chosen to adopt a cost recovery policy – whether 100% of cost or something less – in order to keep fees at the desired level.

<b>PLANNING FEES</b>					
	Current Fee	Cost of Service Based on New Study (Full Cost)	Staff Recommended Percentage Cost Recovery	Staff Recommended Cost Recovery per Unit (Cost Study 2016)	Fee per Unit at 100% (Cost Study 2016)
<b><u>EXISTING FLAT FEES</u></b>	<b>Current Fee</b>				
Appeals - Bd of Adjustments	\$ 995	\$ 1,453	75%	\$ 1,090	\$ 1,453
Appeals - Plan Comm & City Council	\$ 1,056	\$ 2,295	75%	\$ 1,720	\$ 2,295
CUP - Residential	\$ 1,135	\$ 3,189	100%	\$ 3,000	\$ 3,189
CUP - Non-Residential	\$ 1,891	\$ 3,795	80%	\$ 3,000	\$ 3,795
CUP - Schools, Public Bldgs, Religious	\$ 2,258	\$ 2,930	100%	\$ 3,000	\$ 2,930
Extension of Site Plan	\$ 809	\$ -	100%	\$ 810	\$ 809
Sign Permit - Perm Sign/Each Permit	\$ 307	\$ 90	100%	\$ 90	\$ 90
Comprehensive Sign Program	\$ 700	\$ -	100%	\$ 700	\$ -
Site Plan Review - Concept	\$ 355	\$ 4,190	10%	\$ 420	\$ 4,190
Site Plan Review - Minor Amendment	\$ 295	\$ 1,154	30%	\$ 345	\$ 1,154
Subdivision Plats - Concept Plat	\$ 355	\$ 4,372	10%	\$ 440	\$ 4,372
Subdivision Plats - Final Plat Submittal	\$ 1,244	\$ 9,196	20%	\$ 1,840	\$ 9,196
Subdivision Plats - Land Split/Combination	\$ 892	\$ 562	100%	\$ 565	\$ 562
Subdivision Plats - Boundary Adjustment	\$ 81	\$ 1,730	10%	\$ 175	\$ 1,730
Variance	\$ 670	\$ 11,410	10%	\$ 1,140	\$ 11,410
Annexation	\$ 1,788	\$ 1,345	150%	\$ 2,020	\$ 1,345
Minor Improvement Permit	\$ 75	\$ 106	75%	\$ 80	\$ 106
Zoning Verification Letter	\$ 234	\$ 191	100%	\$ 190	\$ 191
Continuance	\$ 457	\$ -	75%	\$ 500	\$ 500
Historical Preservation Review (EV)	\$ 40	\$ 130	50%	\$ 65	\$ 130
Bldg Fire Code Board of Appeals (Building Official)	\$ -	\$ 2,836	75%	\$ 2,130	\$ 2,836
<b><u>NEW FLAT FEES</u></b>	<b>Estimate</b>				
Appeals of Dedication and Exactions	None	\$ 501	100%	\$ 500	\$ 501
CUP - Extensions/Renewals	None	\$ 1,555	100%	\$ 1,555	\$ 1,555
Temporary Sign	None	\$ 66	100%	\$ 65	\$ 66
Subdivision Plats - Prem Plat Amendment	None	\$ 933	100%	\$ 935	\$ 933
Subdivision Plats - Prem Plat Extension	None	\$ 828	100%	\$ 830	\$ 828
Subdivision Plats - Map of Dedication	None	\$ 1,439	100%	\$ 1,440	\$ 1,439
Development Agreement - Major	None	\$ 10,074	100%	\$ 10,000	\$ 10,074
Development Agreement - Minor	None	\$ 10,074	50%	\$ 5,000	\$ 10,074
Outdoor Lighting Permit	None	\$ 261	50%	\$ 130	\$ 261
Temporary Use Permit	None	\$ 344	100%	\$ 345	\$ 344

<b>PLANNING FEES</b>					
	Current Fee	Cost of Service Based on New Study (Full Cost)	Staff Recommended Percentage Cost Recovery	Staff Recommended Cost Recovery per Unit (Cost Study 2016)	Fee per Unit at 100% (Cost Study 2016)
<b>COMBINED FLAT FEE &amp; PER ACRE (Tiered Fees)</b>	<b>Estimate</b>				
GP Map Amend - Major	\$ 2,782		Inc Fee 20%	\$ 3,340	\$ -
GP Map - Major Per Acre	\$ 334		Inc Fee 20%	\$ 400	\$ -
<b>Total Fee - GP Map - Fee + Per Acre (300 acres)</b>	\$ 102,982		Inc Fee 20%	\$ 123,340	\$ -
GP Amend - Specific Plan	\$ 3,576		Inc Fee 20%	\$ 4,290	\$ -
GP Amend - Specific Plan Per Acre	\$ 133		Inc Fee 20%	\$ 160	\$ -
<b>Total Fee - GP Amend - Fee + Per Acre (5 acres)</b>	\$ 4,241		Inc Fee 20%	\$ 5,090	\$ -
GP Map Amend - With Rezoning (minor)	\$ 4,692		Inc Fee 20%	\$ 5,630	\$ -
GP Map Amend - With Rezoning per Acre (minor)	\$ 266		Inc Fee 20%	\$ 320	\$ -
<b>Total Fee - GP Map Amend (Minor + Per Acre) (5 acres)</b>	\$ 6,022		Inc Fee 20%	\$ 7,230	\$ -
ZMA - Small Scale	\$ 2,718		Inc Fee 20%	\$ 3,265	\$ -
ZMA - Small Scale per Acre	\$ 129		Inc Fee 20%	\$ 155	\$ -
<b>Total Fee - ZMA - Small Scale + per Acre (0.5 acres)</b>	\$ 2,782		Inc Fee 20%	\$ 3,343	\$ -
ZMA - Medium Scale	\$ 4,175		Inc Fee 20%	\$ 5,010	\$ -
ZMA - Medium Scale per Acre	\$ 129		Inc Fee 20%	\$ 155	\$ -
<b>Total Fee - ZMA - Medium + Per Acre (5 acres)</b>	\$ 4,820		Inc Fee 20%	\$ 5,785	\$ -
ZMA - Large Scale	\$ 6,137		Inc Fee 20%	\$ 7,365	\$ -
ZMA - Large Scale per Acre	\$ 129		Inc Fee 20%	\$ 155	\$ -
<b>Total Fee - ZMA - Large Scale + Per Acre (20 acres)</b>	\$ 8,717		Inc Fee 20%	\$ 10,465	\$ -
ZMA - Multi Phase	\$ 6,137		Inc Fee 20%	\$ 7,365	\$ -
ZMA - Multi Phase per Acre	\$ 129		Inc Fee 20%	\$ 155	\$ -
<b>Total Fee - ZMA - Multi Phase + Per Acre (100 acres)</b>	\$ 19,037		Inc Fee 20%	\$ 22,865	\$ -
Site Plan Review - Site	\$ 2,124		Inc Fee 20%	\$ 2,550	\$ -
Site Plan Review - per Acre	\$ 1,294		Inc Fee 20%	\$ 1,553	\$ -
<b>Total Fee - Site Plan Review - Site + Per Acre (1 acre)</b>	\$ 3,418		Inc Fee 20%	\$ 4,130	\$ -
Subdivision Plats - Dev Master Plan	\$ 1,678		Inc Fee 20%	\$ 2,014	\$ -
Subdivision Plats - Dev Master Plan / Acre	\$ 241		Inc Fee 20%	\$ 290	\$ -
<b>Total Fee - Site Plan Review - Site + Per Acre (20 acres)</b>	\$ 6,498		Inc Fee 20%	\$ 7,814	\$ -
Subdivision Plats - Prelim Plat Submittal	\$ 4,496		Inc Fee 20%	\$ 5,395	\$ -
Subdivision Plats - Prelim Plat/Lot	\$ 121		Inc Fee 20%	\$ 145	\$ -
<b>Total Fee - Site Plan Review - Site + Per Acre (100 lots)</b>	\$ 16,596		Inc Fee 20%	\$ 19,895	\$ -





## FLAGSTAFF FIRE DEPARTMENT

211 W. Aspen Avenue  
Flagstaff, AZ 86001

Phone 928-213-2500  
Fax 928-213-2599

### FFD - USER FEE COMPARISON

Special Events	New Fee	Previous Fee
Carnivals and Fairs	\$114	\$60
Exhibits and Trade Shows	\$114	
Open Burning (Fire Pit - see Code for items in this category)	\$139	\$50
Open Flames and Candles - Annual	\$139	\$50
Pyrotechnic Special Effects Material (See Code for specifics)	\$171	
Special Event Inspection	\$114	
Special Event Review Plan Review	\$46	
Temporary Membrane Structures-Tents ≥ 400 sq. ft	\$90	\$50
Temporary Membrane Structures-Tents ≥ 700 sq. ft /Multiple Tents	\$155	\$50
Special Event (Non Profit ) Community Organization	50% of Established Fee	
Operational Permits	New Fee	Previous Fee
Blasting	\$43	
Combustible Dust and Fiber Producing Operations	\$95	
Dry Cleaning Plants	\$84	
Firework Sales -Temporary	\$464	\$197
Fuel Dispensing-operations Inspection	\$121	\$70
Haz Materials Permits (Annual)	\$74	
Hood Inspection-Operations Inspection	\$19	\$60
Hot Work	\$75	
Hotel inspections	\$124	\$100
Liquid or Gas Fueled Vehicle/Equip in Assembly Bldg.	\$84	
Places of Assembly - Bars and Restaurants	\$114	\$100
Repair Garages/Motor Fuel Dispensing Facilities	\$189	\$70
Sales Tax License Review/approval	\$15	
Spray Room/Area or Dipping Ops	\$149	\$70
State License (Educational)	\$34	
State License (Institutional) 16 < Patients	\$100	\$100
State License (Institutional)	\$182	\$100
State License/Other	\$34	\$100
Storage - High Piled	\$46	
Storage - Misc Combustible	\$46	
Storage - Scrap Tires/Tire Byproducts	\$51	

<b>New Construction - Plan Review</b>	<b>New Fee</b>	<b>Previous Fee</b>
Alt Extinguishing Sys Plan Review - Specialized Sys 1-5,000 sq ft	\$85	
Alt Extinguishing Sys Plan Review - Additional 5,000 sq ft or fraction thereof	\$57	
Auto Hood Sys Plan Review	\$43	\$60
Fire Alarm Sys Plan Review 1-10,000 sq ft	\$100	\$70
Fire Alarm Sys Plan Review 10,001-50,000 sq ft	\$130	\$70
Fire Alarm Sys Plan Review - Each additional 50,000 sq ft or fraction thereof	\$85	
Fire Sprinkler Sys (TI) Plan Review 21-50 Heads	\$43	\$100
Fire Sprinkler Sys (TI) Plan Review 51-100 Heads	\$57	\$100
Fire Sprinkler Sys (TI) Plan Review 101-500 Heads	\$85	\$100
Fire Sprinkler Sys Comm. Plan Review - 1-10,000 sq ft	\$100	\$100
Fire Sprinkler Sys Comm. Plan Review - 10,001-50,000 sq ft	\$130	\$100
Fire Sprinkler Sys Comm. Plan Review - Each additional 50,000 sq ft or fraction thereof	\$90	
Fire Sprinkler Sys Comm. Plan Review - Each like story above or below first	\$28	\$60
Fire Sprinkler Sys Res Plan Review	\$43	\$100
Plan Reviews - Additional	\$77	
<b>New Construction - Inspections</b>	<b>New Fee</b>	<b>Previous Fee</b>
Alt Extinguishing Sys New Install - Specialized Sys 1-5,000 sq ft	\$188	
Alt Extinguishing Sys New Install - Additional 5,000 sq ft or fraction thereof	\$142	
Auto Hood Sys New Install and Inspection - A Single Sys	\$90	
Auto Hood Sys - Mods and Inspection to existing hood Sys	\$90	
Auto Hood Sys New Install and Inspection - Each Add'l System	\$66	
Fire Alarm Sys Mod./TI - Panel or monitoring Mod.	\$90	
Fire Alarm Sys Mod./TI 1-5 devices	\$71	\$90
Fire Alarm Sys Mod./TI > 5 devices	\$100	\$90
Fire Alarm Sys New Install 1-2000 sq ft	\$62	\$90
Fire Alarm Sys New Install 2,001-10,000 sq ft	\$76	\$90
Fire Alarm Sys New Install 10,001-50,000 sq ft	\$100	\$90
Fire Alarm Sys New Install - Each additional 50,000 sq ft or fraction thereof	\$100	
Fire pumps or Sys-New Install/Mod - Mod. to existing Fire Pump	\$242	
Fire pumps or Sys-New Install/Mod - Single Pump	\$500	
Fire pumps or Sys-New Install/Mod - Additional Pumps	\$242	
Fire Sprinkler Sys (TI) Install 1-20 Heads Inspection	\$57	\$60
Fire Sprinkler Sys (TI) Install 21-100 Heads Inspection	\$85	\$120
Fire Sprinkler Sys (TI) Install 101-500 Heads Inspection	\$114	\$120
Fire Sprinkler Sys Comm. Install 5,000-10,000 sq ft Inspection	\$162	\$120

Fire Sprinkler Sys Comm. Install 10,001-50,000 sq ft Inspection	\$209	\$120
Fire Sprinkler Sys Comm. Install - Each additional 50,000 sq ft or fraction thereof Inspection	\$162	
Fire Sprinkler Sys Res Install - Rough In/Insulation Inspection	\$71	\$60
Fire Sprinkler Sys Res Install - Final Inspection	\$71	\$60
Fire Sprinkler Sys Res Install - Final (Over to 5,000 sq ft) Inspection	\$81	\$60
Standpipes-New Install/T.I. - Mod. to existing standpipe Inspection	\$255	
Standpipes-New Install/T.I.- Initial Install 1-4 Standpipes 1 Inspection	\$171	
Standpipes-New Install/ T.I.- Additional Standpipes	\$279	
Underground Fire line - Test/flush, per 100 ft Inspection	\$116	
<b>Staff -Labor Costs</b>	<b>New Fee</b>	<b>Previous Fee</b>
Fire Watch - Per Person Per Hour	\$52	\$35
Inspection - Repeat	\$186	
Inspections - Additional Inspection (Hourly Rate)	\$71	
Inspections - Repeat Inspection (Non- compliance)	\$71	
Standby Personnel (per person/hour)	\$52	\$35
<b>Wildfire Management</b>	<b>New Fee</b>	<b>Previous Fee</b>
Fuel Management Operations	\$400	
Fuel Management Plan Review	\$50	
Environmental -Clearance Letter	\$50	



## FLAGSTAFF FIRE DEPARTMENT

211 W. Aspen Avenue  
Flagstaff, AZ 86001

Phone 928-213-2500  
Fax 928-213-2599

### FIRE SERVICE FEE COMPARISON - Other Jurisdictions

	Flagstaff	Prescott Valley	Bullhead City	NCFD	MTN VISTA
<b>Special Events</b>	<b>New Fee</b>				
Carnivals and Fairs	\$114	\$150	\$50	\$200	\$102
Exhibits and Trade Shows	\$114	\$100	\$50	\$150	
Open Burning (Fire Pit - see Code for items in this category)	\$139		\$50	\$50	\$136
Open Flames and Candles - Annual	\$139		\$50	\$50	\$136
Pyrotechnic Special Effects Material (See Code for specifics)	\$171	\$150	\$50	\$525	\$416
Special Event Inspection	\$114	\$100	\$50	\$100 min	\$68 / HR
Special Event Review Plan Review	\$46	\$100	\$50		\$68 / HR
Temporary Membrane Structures-Tents ≥ 400 sq. ft	\$90		\$50	\$300	\$205
Temporary Membrane Structures-Canopies ≥ 700 sq. ft	\$155		\$50	\$300	\$205
Special Event (Non Profit)	50%	Est Fee			
<b>Operational Inspections</b>	<b>New Fee</b>				
Blasting	\$43	\$50	\$50	\$300	\$68
Combustible Dust and Fiber Producing Operations	\$95			\$250	\$68
Dry Cleaning Plants	\$84			\$250	\$68
Fireworks Sales - Temporary	\$464	\$150	\$50	\$525	
Fuel Dispensing-operations Inspection	\$121	\$100		\$150	\$68
Haz Materials Permits (Annual)	\$74			\$250	\$68
Hood Inspection-Operations Inspection	\$19				\$68
Hot Work /Welding Operations	\$75		\$50	\$100	\$136
Hotel inspection	\$124			\$75	\$68
Liquid or Gas Fueled Vehicle/Equip in Assembly Bldg.	\$84			\$150	\$68
Places of Assembly - Bars and Restaurants	\$114			75-250	\$68
Repair Garages/Motor Fuel Dispensing Facilities	\$189	\$100		\$75	\$68
Sales Tax License Review/approval	\$15			\$10-- then per bed	\$68
Spray Room/Area or Dipping Ops	\$149	\$150		\$200	\$68
State License (Educational)	\$34				\$68
State License (Institutional) 16< Patients	\$100			\$10-- then per bed	\$68 + \$10.00 per bed
State License (Institutional)	\$182				
State License/Other	\$34				\$68
Storage - High Piled	\$46			\$75	\$68
Storage - Misc Combustible	\$46			\$75	\$68
Storage - Scrap Tires/Tire Byproducts	\$51			\$75	\$68

	Flagstaff	Prescott Valley	Bullhead City	NCFD	MTN VISTA
<b>New Construction - Plan Review</b>	<b>New Fee</b>				
Alt Extinguishing Sys Plan Review - Specialized Sys 1-5,000 sq ft	\$85	\$200	\$200	\$125	\$136
Alt Extinguishing Sys Plan Review - Additional 5,000 sq ft or fraction thereof	\$57	\$200	\$200	\$50	
Auto Hood Sys Plan Review	\$43	\$150		\$100	\$136
Fire Alarm Sys Plan Review 1-10,000 sq ft	\$100	\$250 min .02 sq ft	1-5 Dev \$150	\$250	\$273
Fire Alarm Sys Plan Review 10,001-50,000 sq ft	\$130	\$250 min .02 sq ft	16-20 Dev \$450	\$275	
Fire Alarm Sys Plan Review - Each additional 50,000 sq ft or fraction thereof	\$85	.02 sq ft	>20 Dev \$550	\$125	
Fire Sprinkler Sys (TI) Plan Review 1-20 Heads	\$28	150		\$50	\$136
Fire Sprinkler Sys (TI) Plan Review 21-50 Heads	\$43	\$150		\$90	\$136
Fire Sprinkler Sys (TI) Plan Review 51-100 Heads	\$57	\$150		\$137	\$136
Fire Sprinkler Sys (TI) Plan Review 101-500 Heads	\$85	\$150		\$162	\$136
Fire Sprinkler Sys Comm. Plan Review - 1-10,000 sq ft	\$100	\$300 min .02 sq ft		\$212	\$273
Fire Sprinkler Sys Comm. Plan Review - 10,001-50,000 sq ft	\$130	\$300 min .02 sq ft		\$250	\$273
Fire Sprinkler Sys Comm. Plan Review - Each additional 50,000 sq ft or fraction thereof	\$90	.02 sq ft		\$250	
Fire Sprinkler Sys Comm. Plan Review - Each like story above or below first	\$28	\$50 per HR		\$125	
Fire Sprinkler Sys Res Plan Review	\$43	\$150		450 for all	\$68
Plan Reviews - Additional	\$77	\$50 / HR		\$50 / HR	\$68 / HR
<b>New Construction - Inspections</b>	<b>New Fee</b>				
Alt Extinguishing Sys New Install - Specialized Sys 1-5,000 sq ft	\$188	200	0-12K sqft \$500	\$250	
Alt Extinguishing Sys New Install - Additional 5,000 sq ft or fraction thereof	\$142	200		\$75	
Auto Hood Sys - Mods and Inspection to existing hood Sys	\$90	150	\$150	\$200	\$123
Auto Hood Sys New Install and Inspection - A Single Sys	\$90	150	\$200	\$200	\$273
Auto Hood Sys New Install and Inspection - Each Additional System	\$66	150	\$150	\$100	\$157
Fire Alarm Sys Mod./TI - Panel or monitoring Mod.	\$90	100		\$150	\$116
Fire Alarm Sys Mod./TI 1-5 devices	\$71	\$100	\$150	\$150	\$116
Fire Alarm Sys Mod./TI > 5 devices	\$100	\$100	\$150	\$200	\$150
Fire Alarm Sys New Install 1-2000 sq ft	\$62			\$350	\$382
Fire Alarm Sys New Install 2,001-10,000 sq ft	\$76			\$500	
Fire Alarm Sys New Install 10,001-50,000 sq ft	\$100			\$550	\$450
Fire Alarm Sys New Install - E) Each additional 50,000 sq ft or fraction thereof	\$100		device>20 \$550	\$250	\$75

Fire pumps or Sys-New Install/Mod - Additional Pumps	\$242	250		\$350	\$348
Fire pumps or Sys-New Install/Mod - Mod. to	\$242	250	\$500	\$550	\$245
	Flagstaff	Prescott Valley	Bullhead City	NCFD	MTN VISTA
Fire pumps or Sys-New Install/Mod - Single Pump	\$500	250	\$500	\$550	\$518
Fire Sprinkler Sys (TI) Install 1-20 Heads Inspection	\$57		\$150	\$100	\$123
Fire Sprinkler Sys (TI) Install 21-50 Heads Inspection	\$85			\$185	\$225
Fire Sprinkler Sys (TI) Install 51-100 Heads Inspection	\$85			\$275	
Fire Sprinkler Sys (TI) Install 101-500 Heads Inspection	\$114			\$325	\$313
Fire Sprinkler Sys Comm. Install 5,000-10,000 sq ft Inspection	\$162		\$200	\$425	\$382
Fire Sprinkler Sys Comm. Install 10,001-50,000 sq ft Inspection	\$209		\$400	\$500	\$450
Fire Sprinkler Sys Comm. Install - Each additional 50,000 sq ft or fraction thereof Inspection	\$162		\$200	\$500	\$123
Fire Sprinkler Sys Res Install - Rough In Inspection	\$71		1k-5k \$150	450 one time	\$259
Fire Sprinkler Sys Res Install - Final Inspection	\$71			one time	
Fire Sprinkler Sys Res Install - Final (Over to 5,000 sq ft) Inspection	\$81			one time	\$361 >6000sqf
Standpipes-New Install/tenant improvement - A) Mod. to existing standpipe Inspection	\$255	120		\$250	\$252
Standpipes-New Install/tenant improvement - B) Initial Install 1-4 Standpipes (1-inspection)	\$171	120		\$250	\$143
Standpipes-New Install/tenant improvement - C) Additional Standpipes	\$279	120		\$75	\$130
Underground Fire line - Test/FlushPer 100 ft Inspection	\$116	120	\$400 0-6 Hyd	\$200	\$273
<b>Staff -Labor Costs</b>	New Fee				
Fire Watch - Per Person Per Hour	\$52	\$50 / hr x2		\$100.00 / hr	\$170 -2 Hr min
Inspection - Repeat	\$186	\$50 / hr x2	\$90 / hr	\$100.00 / hr	\$170 / Hr
Inspections - Additional - Inspections over 2 hours	\$71	\$50 / hr x2	Include Staff	\$100.00 / hr	\$170 / Hr
Inspections - Additional Inspection	\$71	\$50 / hr x2	and Vehicle	\$100.00 / hr	\$170 / Hr
Inspections - Repeat Inspection	\$71	\$50 / hr x2		\$100.00 / hr	\$170 / Hr
Standby Personnel (per person/hour)	\$52	\$50 / hr x2		\$100.00 / hr	\$85 / hr



**Engineering Section**  
User Fee Analysis

<b>ENGINEERING FEES (CURRENT)</b>	Fee (ACTUAL)	%Recovery (ACTUAL)	Annual Recovery (ACTUAL)	Fee (CURRENT POLICY)	%Recovery (CURRENT POLICY)	(\$reduced)/\$increased (CURRENT POLICY)	Fee (RECOMMENDED)	%Recovery (RECOMMENDED)	(\$reduced)/\$increased (RECOMMENDED)
Soils Report Review	\$59/each	117%	\$885	\$30/each	50%	(\$439)	\$59/each	100%	\$8
Public Improvements Plan Review	\$395/sheet	91%	\$86,900	\$255/each	50%	(\$30,127)	\$513/sheet	100%	\$26,646
Inspections (private development)	varies	34%	\$107,700	4%	50%	\$79,326	8.00%	100%	\$266,351
Inspections (ROW Permit)	\$275/each	78%	\$27,225	\$274/each	50%	(\$6,557)	\$547/each	100%	\$63,172
Traffic Impact Analysis Level 1	\$469/each	25%	\$2,814	\$1,128/each	50%	\$3,988	\$1,128/each	50%	\$3,988
Traffic Impact Analysis Levels 2 & 3	\$8,456/each	132%	\$16,912	\$3,785/each	50%	(\$9,305)	\$3,785/each	50%	(\$9,305)
Traffic Impact Analysis Levels 4 & 5	\$11,387/each	65%	\$11,387	\$10,280/each	50%	(\$1,053)	\$10,280/each	50%	(\$1,053)
Materials Testing (private & capital)	2.15%	78%	\$152,000	3.00%	100%	\$79,895	3.00%	100%	\$152,000
<b>ENGINEERING FEES (NEW)</b>									
Inspections (capital improvements)	varies	31%	\$133,300	3.50%	50%	\$120,543	7.00%	100%	\$387,143
Parking Lot Maintenance Permit	n/a	0%	\$0	\$186/each	n/a	\$0	\$186/each	100%	\$934
Chip Seal Fee (not part of MGT's Study)	\$4.50/square yard	100%	?	\$4.50/square yard	100%	?	\$4.50/square yard	100%	?

\$539,123

\$236,271  
\$775,394

\$969,275  
\$1,508,398



## TEAM FLAGSTAFF



# F.A.I.R: Discussion regarding a reduction of the Engineering User Fees

City Council Meeting  
December 12, 2017





# TEAM FLAGSTAFF



## Objective for today

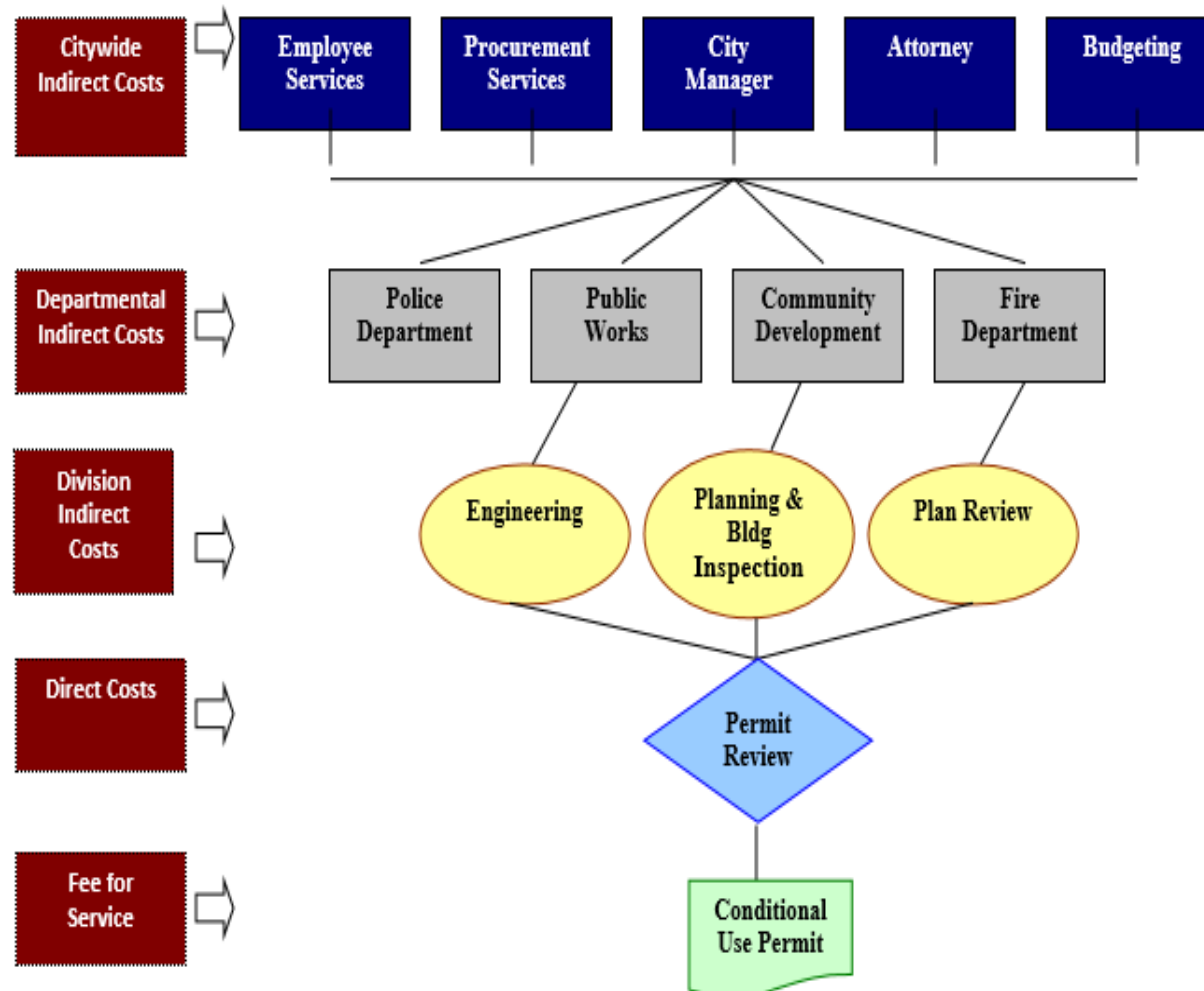
- Provide background to current Engineering user fees
  - User Fee Process
  - Council discussions
  - Budget implications
- Discuss process to change fees
- Discuss the Engineering user fees
  - Public outreach
  - User Fee cost recovery policy
  - Identify the 11 fees and cost recovery levels
- Council discussion



# TEAM FLAGSTAFF



## FULL COST OF SERVICE



### STEP 1

#### City Cost Allocation Plan – Indirect Costs:

- Calculate and assign costs of supporting programs that serve operating programs
- Assigning support cost in a manner that is logical and reflective of the use of the service
  - Allocation: i.e. Payroll – FTE, # of paychecks.

### STEP 2

#### User Fee Calculations – Direct Costs:

- Who provides the service?
- How long does it take?
- How many do we do?
- Salary, benefits, services and supplies, support staff, etc.



## TEAM FLAGSTAFF



# Current Engineering User Fees

- User fee policy discussion
  - Previous policy was 50% cost recovery except material testing at 100% cost recovery
  - Staff Recommendation: 100% cost recovery for all except traffic impact analysis at 50% cost recovery
  - Based on Decision Making Flow Chart

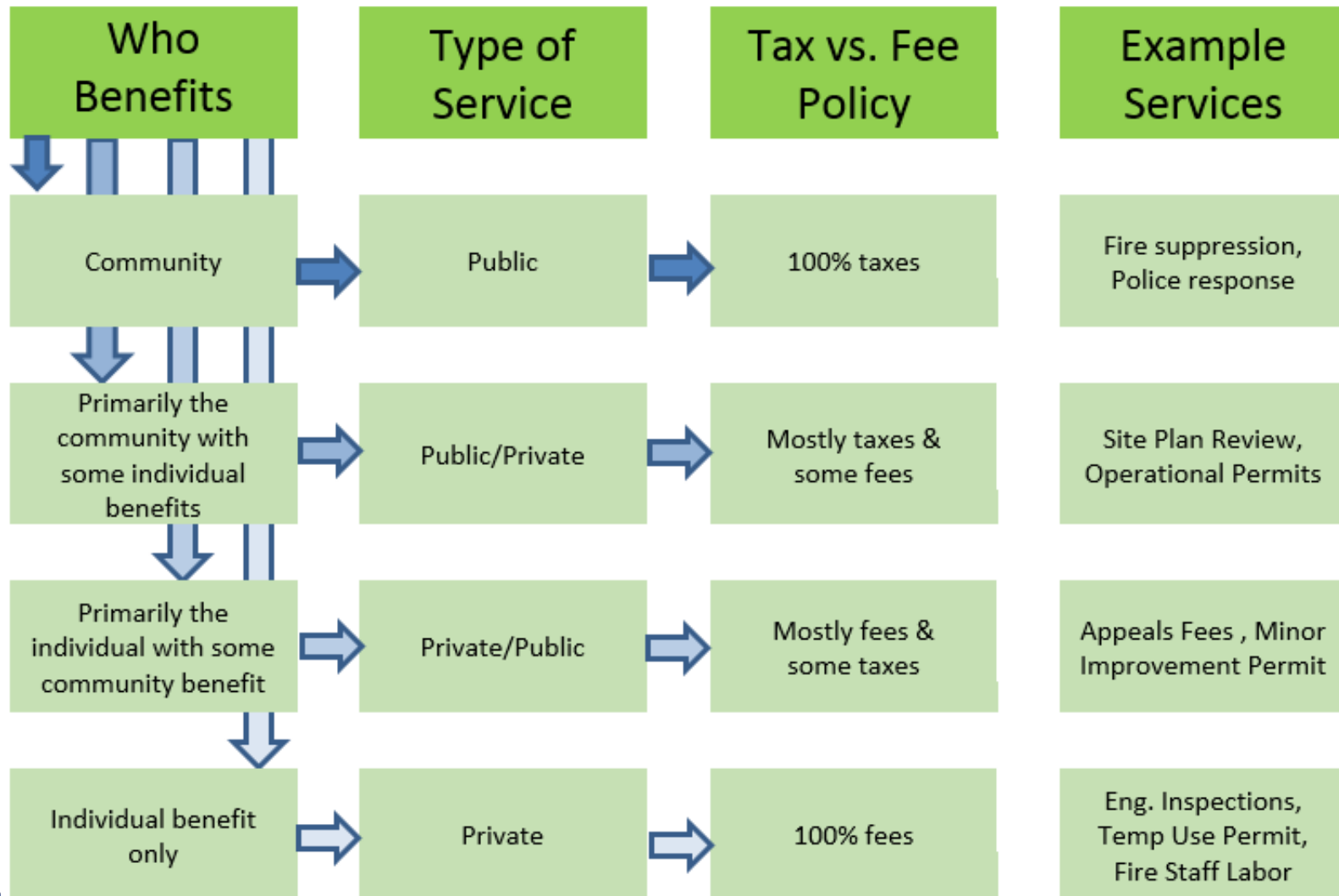




# TEAM FLAGSTAFF



## Decision Making Flow Chart







## TEAM FLAGSTAFF



# Current Engineering User Fees

- Council discussion on proposed user fees
  - February 16, 2017: Budget Retreat
  - April 26 & 27, 2017: Budget Retreat
  - June 6, 2017: First Read of Ordinance
  - June 20, 2017: Second Read of Ordinance
- Budget implications
  - Approved \$400,000 in expenditures related to increase
  - Anticipated increase in revenues approximately \$960,000





## TEAM FLAGSTAFF



# Process for Reducing Fees

- A fee reduction does not require a 60 day public notice
- Fee changes must be adopted by Ordinance
  - An Ordinance requires 2 reads to adopt
  - Then there is a 30 day waiting period





## TEAM FLAGSTAFF



# Engineering Outreach

- Planning & Zoning Commission (April 26th)
- Northern Arizona Builders Association (May 10th)
- Chamber of Commerce (May 18th)
- Transportation Commission (June 7th)
- Open Houses April 27<sup>th</sup> & May 1<sup>st</sup> invitees included:
  - Northern Arizona Association of Realtors
  - Chamber of Commerce
  - Consultants and Contractors
  - Developers & Applicants
  - Utility Companies
  - Downtown Business Alliance
  - Neighborhood Groups
  - Friends of Flagstaff's Future



# TEAM FLAGSTAFF



## Engineering Section

### History of User Fees:

- Previous Full Cost Study completed in 2009
  - 50% cost recovery policy
- Materials Testing Fee established in FY14
  - Materials Testing Laboratory eliminated
  - 100% cost recovery policy
- June 2017 Council Adopted Engineering Fees
  - 100% recovery policy on all fees except traffic impact analysis
  - Traffic impact analysis are considered pre-development-50%
  - Effective date of August 1, 2017





# TEAM FLAGSTAFF



	Fee (MGT - ACTUAL)	% Cost Recovery (MGT - ACTUAL)	% Subsidized	Current Fee (8/1/17)	% Cost Recovery (8/1/17)	% Subsidized
<b>ENGINEERING FEES</b>						
Traffic Impact Analysis Level 1	\$469/each	25%	75%	\$1,128/each	50%	50%
Traffic Impact Analysis Levels 2 & 3	\$8,456/each	132%	-32%	\$3,785/each	50%	50%
Traffic Impact Analysis Levels 4 & 5	\$11,387/each	65%	35%	\$10,280/each	50%	50%
Soils Report Review	\$59/each	117%	-17%	\$59/each	100%	0%
Public Improvements Plan Review	\$395/sheet	91%	9%	\$513/sheet	100%	0%
Inspections (private development)	1.55% - 4.71%	34%	66%	8.00%	100%	0%
Inspections (capital improvements)	1.55% - 4.71%	31%	69%	7.00%	100%	0%
Materials Testing (private & capital)	2.15%	78%	22%	3.00%	100%	0%
Inspections (ROW Permit)	\$275/each	78%	22%	\$547/each	100%	0%
Parking Lot Maintenance Permit	n/a	n/a	n/a	\$186/each	100%	0%
Chip Seal Fee (not part of MGT's Study)	\$4.50/square yard	100%	0%	\$4.50/square yard	100%	0%





# TEAM FLAGSTAFF



## Council Discussion

- What is the policy recovery/subsidizing level
- Which fees, if any, does Council want to consider reducing
- If changing fees, what is the effective date
  - Creates budgetary concerns







# TEAM FLAGSTAFF



## End of Presentation



**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Elizabeth A. Burke, City Clerk  
**Date:** 12/12/2017  
**Meeting Date:** 12/19/2017



---

**TITLE**

**Future Agenda Item Request (F.A.I.R.):** A request by Councilmember McCarthy to place on a future agenda a discussion about the possibility of amending the investment policy to further pursue socially responsible investment.

**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. Councilmember McCarthy has requested this item be placed on an agenda under Future Agenda Item Requests (F.A.I.R.) to determine if there is another member of Council interested in placing it on a future agenda.

**INFORMATION:**

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**Attachments:**

**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Elizabeth A. Burke, City Clerk  
**Date:** 12/12/2017  
**Meeting Date:** 12/19/2017



---

**TITLE**

**Future Agenda Item Request (F.A.I.R.):** A request by Councilmember Putzova to place on a future agenda declaring the Mayor and Council's opposition to the proposed construction of the border wall along the US/Mexico border in response to President Trump's Executive Order 13767.

**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. Councilmember Putzova has requested this item be placed on an agenda under Future Agenda Item Requests (F.A.I.R.) to determine if there is another member of Council interested in placing it on a future agenda.

**INFORMATION:**

The attached draft resolution has been supplied by Councilmember Putzova and has not been reviewed by the City's Legal Department.

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**Attachments:** Draft Resolution

**DRAFT RESOLUTION 2017-XX****A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL RELATING TO PRESIDENT TRUMP'S EXECUTIVE ORDER 13767: DECLARING MAYOR AND COUNCIL'S OPPOSITION TO THE PROPOSED CONSTRUCTION OF A BORDER WALL ALONG THE U.S. – MEXICO BORDER****RECITALS:**

WHEREAS, immigration has been a part of this country's history since its inception and this country has thrived as a result of the many achievements and contributions of immigrants; and

WHEREAS, it is estimated that there are 325,000 undocumented immigrants living in Arizona and 11.4 million living in the United States total, who serve as economic and entrepreneurial engines for the state and nation; and

WHEREAS, the City of Flagstaff and its Mayor and Council champion the core values of inclusiveness and tolerance, and welcome everyone who seeks to realize their dreams and build their families in the City, regardless of national origin or immigration status; and

WHEREAS, the Trump administration has proposed through Executive Order 13767 to build a wall along the entire U.S.-Mexico border and dramatically increase militarization of the border region; and

WHEREAS, the wall would be a huge financial burden to taxpayers with an estimated cost of at least \$25 billion dollars; and

WHEREAS, the U.S.-Mexico border is now more secure than it has ever been, apprehensions in the border region are at historic lows, and border communities are among the safest in the entire United States; and

WHEREAS, the existing border wall is frequently breached and circumvented, knocked down in floods, requires enormous maintenance costs resulting in hundreds of millions of dollars per year in further financial burden to U.S. taxpayers, and remains the most expensive and least effective means of securing the border according to many security experts; and

WHEREAS, the existing border wall and militarization have created a human rights crisis in the border region that has caused significant social, cultural, and economic harm to border communities and resulted in more than 6,000 migrant deaths in the borderlands, the majority of which have occurred in Arizona; and

WHEREAS, advocating for and supporting actions that lead to the advancement of social and environmental justice for the Indigenous Community is a City Council goal; and

WHEREAS, the Tohono O'Odham Legislative Council, the National Congress of American Indians (NCAI), and the Inter Tribal Association of Arizona have all adopted resolutions opposing the construction of a border wall on tribal lands without the consent of the affected tribes, finding that a continuous, physical wall on the border would divide historic tribal lands and communities, prevent tribal members from making traditional crossings, injure endangered and culturally significant plants, and disturb and destroy tribal archaeological, sacred sites, and human remains; and

WHEREAS, the existing border wall and fencing has caused substantial environmental damage, including catastrophic floods, erosion, degradation of public lands and destruction of critically important wildlife habitat, and threatens to harm more than 100 species in the border region, including dozens of endangered species such as jaguar and ocelot, and these and other environmental harms would be exacerbated by construction of more border wall; and

WHEREAS, more than three dozen laws were waived to facilitate construction of the existing border wall, which precluded review and analysis of impacts to environmental and archaeological resources on the border, including Native American sacred sites, protected public lands, wildlife, endangered species, stream courses, etc.; and

WHEREAS, a border wall is an offensive and damaging symbol of fear and division that will increase tensions with Mexico, one of the United States' largest trading partners and a neighbor with which the community of Flagstaff is linked culturally and economically; and

WHEREAS, the border wall is an affront to the City's core values of inclusiveness and tolerance, and a threat to the economic and cultural vitality of the City; and

WHEREAS, The City of Flagstaff does not wish to be associated with any company that participates in the design, construction, or maintenance of the border wall in any way, and to this end the Mayor and Council intend to require the disclosure by companies of their involvement with the border wall prior to City investment in or procurement of services from those companies; and

WHEREAS, the Mayor and Council of the City of Flagstaff desire to publicly declare its opposition to Executive Order 13767 and the proposed construction of a continuous wall or other physical barrier along the U.S.–Mexico border:

**ENACTMENTS:**

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

**THAT** the Flagstaff City Council denounce and oppose Executive Order 13767 and all associated actions calling for the construction of a wall or continuous physical barrier along the U.S. – Mexico border.

**BE IT FURTHER RESOLVED** that the Mayor and Council resolves to the best of its ability to not procure services from any company involved in the design, construction, or maintenance of the border wall.

PASSED AND ADOPTED by the City Council of the City of Flagstaff this XX day of December, 2017.

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MAYOR

ATTEST:

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CITY CLERK

APPROVED AS TO FORM:

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CITY ATTORNEY