

WORK SESSION AGENDA

**CITY COUNCIL WORK SESSION
TUESDAY
SEPTEMBER 12, 2017**

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

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 work session, 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. 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.

3. 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

4. Public Participation

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

5. **Preliminary Review of Draft Agenda for the September 19, 2017, City Council Meeting.***
** Public comment on draft agenda items may be taken under "Review of Draft Agenda Items" later in the meeting, at the discretion of the Mayor. Citizens wishing to speak on agenda items not specifically called out by the City Council for discussion under the second Review section may submit a speaker card for their items of interest to the recording clerk.*
6. **Discussion of Possible Council Action Regarding Deferred Action for Childhood Arrivals (DACA)**
7. **Discussion of FY 2019 Budget Calendar, Process and Meeting Dates**
8. **Presentation and Discussion of Scattered Site Affordable Housing Concept Zoning Plan Process**
9. **Transportation Impact Analysis (TIA)/Transect Consultant Scoping**
10. **Discussion of Talking Points for Upcoming Trip to Navajo Nation.**
11. **Review of Draft Agenda Items for the September 19, 2017, City Council Meeting.***
** Public comment on draft agenda items will be taken at this time, at the discretion of the Mayor.*
12. **Public Participation**
13. **Informational Items To/From Mayor, Council, and City Manager; future agenda item requests.**
14. **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

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Josh Copley, City Manager
Date: 09/07/2017
Meeting Date: 09/12/2017



TITLE

Discussion of Possible Council Action Regarding Deferred Action for Childhood Arrivals (DACA)

STAFF RECOMMENDED ACTION:

Council direction

EXECUTIVE SUMMARY:

During the Council Meeting of September 5, 2017, members of the Flagstaff City Council expressed their concerns regarding the status of the federal immigration program known as Deferred Action for Childhood Arrivals, or DACA. Additionally, members of the City Council stated that they would like to have a discussion regarding DACA as soon as that item could be brought to a meeting agenda.

INFORMATION:

The purpose of this agenda item is to allow the City Council to have a discussion regarding DACA in a public setting and possibly give direction to the City Manager concerning what action it may desire to take.

During its Regular Meeting of March 10, 2015, the Flagstaff City Council passed and adopted Resolution No. 2015-07, calling upon the Arizona Board of Regents to recognize Arizona youth with Deferred Action for Childhood Arrivals (DACA) as Arizona state residents for purposes of educational benefits, including in-state tuition, financial aid, and scholarships. A copy of this Resolution is attached to this Staff Summary for your reference.

Advocacy for DACA is included in the Council's 2017 Federal Legislative Priorities as follows: "Advocate for Deferred Action for Childhood Arrivals (DACA) and other federal immigration policies that help keep families together while supporting their higher education goals."

Attachments: [DACA Resolution](#)

RESOLUTION NO. 2015-07

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, ARIZONA, CALLING UPON THE ARIZONA BOARD OF REGENTS TO RECOGNIZE ARIZONA YOUTH WITH DEFERRED ACTION FOR CHILDHOOD ARRIVALS (DACA) AS ARIZONA STATE RESIDENTS FOR PURPOSES OF EDUCATIONAL BENEFITS, INCLUDING IN-STATE TUITION, FINANCIAL AID, AND SCHOLARSHIPS

RECITALS:

WHEREAS, according to the Arizona Constitution education at state universities should be "as nearly free as possible;" and

WHEREAS, the Arizona Board of Regents' Student Financial Aid Preamble states that higher education is beneficial to both the individual and society, and that in order to realize an educated society, a comprehensive and responsible set of financial assistance programs is crucial; and

WHEREAS, President Barrack Obama's executive order from June 2012 (and later expanded) known as Deferred Action for Childhood Arrivals (DACA) enabled young people who were brought to this country without documents as children to obtain legal presence in the United States for three years (renewable), work permits, and driver licenses in the state of Arizona; and

WHEREAS, DACA-approved Arizona youth are assets to our communities. They and their parents contribute to Arizona's and Flagstaff's economies and are an important part of our community's social and cultural fabric. The DACA-approved population's greater educational attainment will help the state become economically more competitive; and

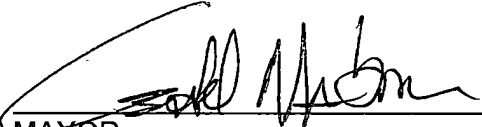
WHEREAS, today our state universities are tuition-driven institutions. Arizona's more than 20,000 DACA-approved youth can contribute significantly to the fiscal stability of our state universities and keep tuition from rising for others, especially as state appropriations decline; and

WHEREAS, the Faculty Senates of the three state universities, Northern Arizona University, Arizona State University and University of Arizona have already passed resolutions supporting in-state tuition for DACA-approved Arizona youth.

ENACTMENTS:

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Flagstaff urges the Arizona Board of Regents (ABOR) to recognize DACA-approved Arizona youth as Arizona state residents for purposes of educational benefits including in-state tuition, financial aid and scholarships.

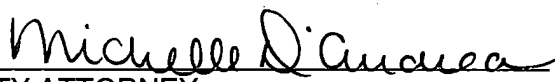
PASSED AND ADOPTED by the City Council of the City of Flagstaff this 10th day of March, 2015.


MAYOR

ATTEST:


CITY CLERK

APPROVED AS TO FORM:


CITY ATTORNEY

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Brandi Suda, Finance Director
Date: 09/05/2017
Meeting Date: 09/12/2017



TITLE

Discussion of FY 2019 Budget Calendar, Process and Meeting Dates

STAFF RECOMMENDED ACTION:

Staff is looking for Council to set dates for FY 2019 Council Budget Retreats and Work Session.

EXECUTIVE SUMMARY:

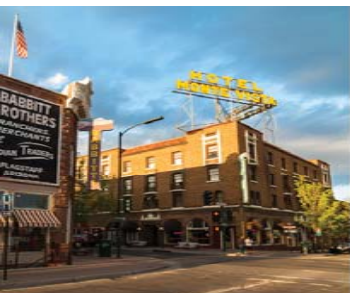
Staff is preparing for the upcoming budget calendar and are seeking Council direction to set dates for retreats and the work session. Staff will provide a brief presentation which will include the following:

- Provide overview of City budget process
- Review Council's role for budget adoption
- Set dates for budget retreats

INFORMATION:

The City is gearing up for the FY 2019 budget process. The first step is to review the City budget process and set dates for the budget retreats with Council as well as other budget deadline and due dates. Council Budget Retreats and the Budget Work Session are key meetings for Council to provide direction to the City Manager and staff. The following presentation is an overview of the City budget process, Council's role throughout the budget process, and a review of potential budget retreat dates.

Attachments: [Presentation](#)



FY2019 Budget Calendar & Process

September 12, 2017



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FY2019 Budget Calendar & Process

- **Purpose:**
 - Provide overview of City budget process
 - Review Council's role for budget adoption
 - Set dates for budget retreats

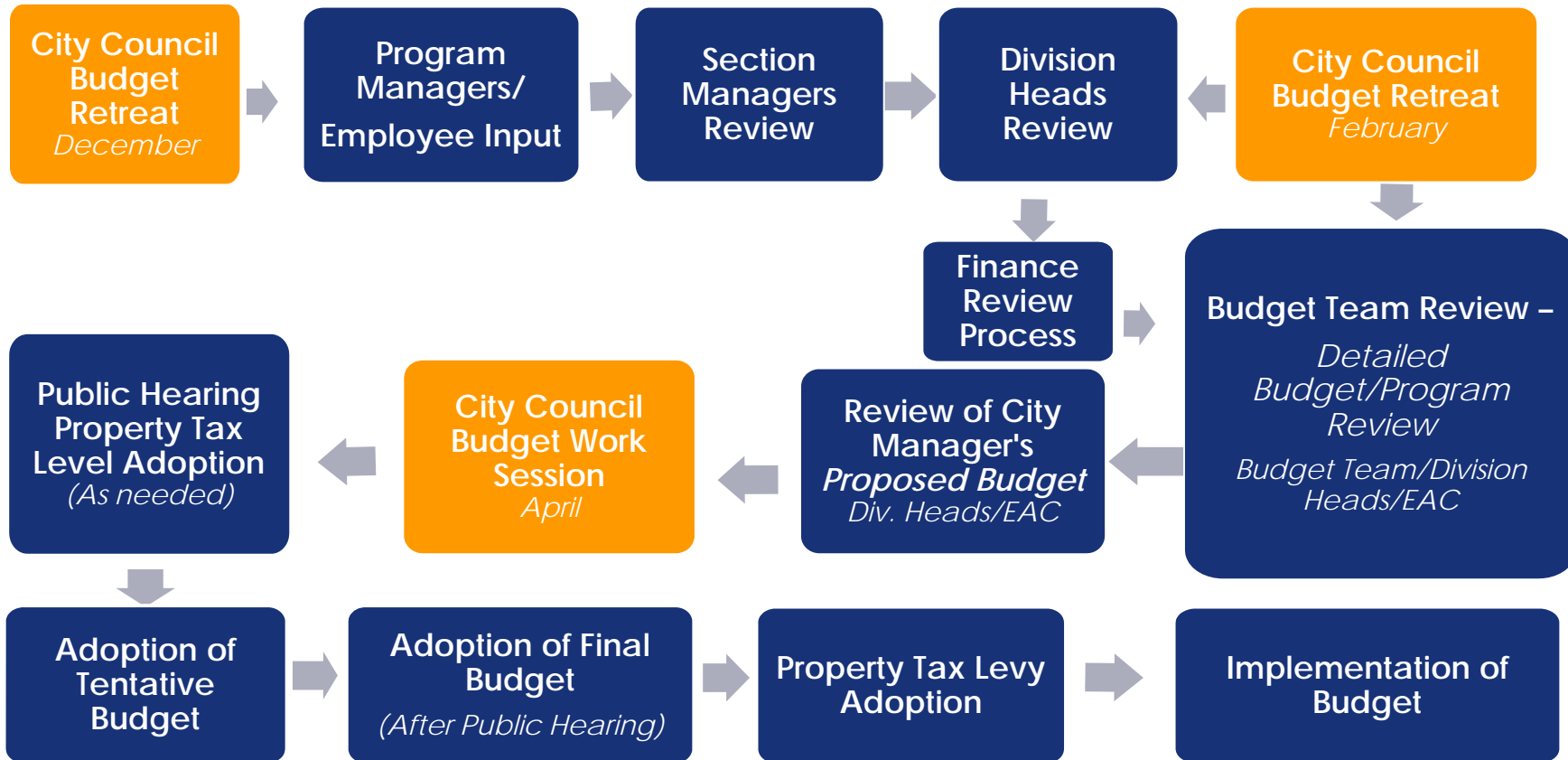


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City Budget Process & Calendar



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Budget Process – Council's Role

First Budget Retreat (December):

- High level overview
- Council Role: Provide direction on Budget Priorities
 - Budget Team uses the budget priorities and Council goals to provide direction to Divisions as they start preparing their budget requests



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Budget Process – Council's Role

Second Budget Retreat (February):

- High level overview with additional details including revenue estimates and expenditure updates
- Council Role: Provide direction on specific budget issues, revenue opportunities, and/or further clarification on budget priorities
 - Finance uses Council direction for financial planning and projections
 - Divisions use Council direction as well as Council Goals to prepare their budget requests
 - New personnel, ongoing and one-time funding requests, and capital requests



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Budget Process – Council's Role

Budget Work Session (April):

- Presentation of City Manager's Recommended Budget (revenues & expenditures)
- Focus on how the Budget Team approved funding requests further Council Goals and Budget Priorities
- Council Role: Provide final direction to City Manager on changes to the proposed budget



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Budget Process – Council's Role

Budget and Property Tax Adoption (June & July)

- Resolutions adopting the tentative and final budget
- Ordinance adopting the property tax rates



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FY2019 Budget Retreat Dates

Potential Dates:

- Council Goals Discussion
 - Tuesday, November 14th
- Budget Retreat
 - Tuesday, December 12th
- Budget Retreat
 - Tuesday & Wednesday, February 13th & 14th
- Budget Work Session
 - Tuesday & Wednesday, April 24th & 25th



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CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Dan Folke, Planning Director
Date: 09/01/2017
Meeting Date: 09/12/2017



TITLE:

Presentation and Discussion of Scattered Site Affordable Housing Concept Zoning Plan Process

DESIRED OUTCOME:

City staff would like confirmation from the City Council to proceed with the City-initiated concept zoning plan applications for two of the three parcels included in the Scattered Sites Affordable Housing Request for Proposals (RFP). The two properties that will need to be rezoned to allow multiple family dwelling units are 1.38 acres at 3100 N. West Street and 0.86 acres at 1700 E. Sixth Avenue (at the southeast corner of Izabel Street and Colanthe Avenue). The properties are currently zoned Public Facility (PF).

EXECUTIVE SUMMARY:

Staff desires policy direction confirmation regarding the use of the Concept Rezoning process to expedite the project.

In an effort to accommodate a potential tax credit application deadline of March 1, 2018, staff was asked to identify the process that will provide the best opportunity for a successful proposal. While it is unknown if the proposals will include a 2018 tax credit component, we want to increase the chances of success. Responses to the RFP are due on September 26, 2017. Rather than require the selected developer to process rezoning applications and site plans for the three sites, staff is recommending the city initiate the zoning map amendment for the two properties zoned Public Facility (PF). The third site located at the southwest corner of Butler Avenue and Lone Tree Road is zoned Highway Commercial (HC). A mixed use project in the HC district is allowed by right, while a residential project with no commercial component requires a Conditional Use Permit in the HC district. Once the necessary zoning is in place, the successful developer will then need to complete a site plan for each site. Although site plans are typically subject to an administrative review, staff is recommending the successful proposal present site plans to City Council for public review and approval.

INFORMATION:

The city offers two types of zoning map amendment applications, direct ordinance or concept zoning plan. The primary difference between the two applications is that the direct ordinance process requires an approved site plan prior to the zoning application going to public hearings. Because the direct ordinance application includes a site plan, the public, Planning & Zoning Commission and City Council are provided all the details of a proposed development. The exact location and architectural drawings of buildings, parking layout, landscaping and lighting plans are all provided as well as the proposed use of the building. The concept zoning plan is appropriate when the owner does not have an

end user selected and assumptions would need to be made that may not be consistent with the eventual development. Concept zoning plans provide a building envelope, parking field envelope, building types and a list of uses requested. Impact analysis of traffic, utilities, and drainage are required for both application types as well as neighborhood meetings to receive public input on the proposal prior to public hearings.

Staff believes the concept zoning plan process is the best option because a developer has not been selected, the multiple family residential districts have a limited list of permitted uses and we know the end use will be multiple family housing. Additionally, both sites will be categorized as small scale zoning map amendments per the zoning code. Small scale amendments are those that do not require infrastructure analysis. Housing staff met with traffic engineering, utilities and stormwater to discuss impact analysis. While these requirements are not waived, the two proposed developments are not large enough to trigger the traffic, sewer and water and drainage impact analysis. Each site on their own does not generate more than 100 peak hour vehicle trips, sufficient sewer and water service are available to the sites and stormwater will review low impact development (LID) design during site plan review.

As shown on the attached application, the concept zoning plan requires a vicinity map, context analysis map, site analysis map, concept zone plan and a project narrative. The vicinity map identifies where the site is located within the community. The context analysis map shows the existing conditions around the subject property with street names, zoning and land uses. The site analysis map shows existing conditions on the subject property such as topography, vegetation and drainage. The concept zone plan provides information on the proposed development such as a list of proposed uses, pictures of proposed building types, the building envelope where new structures will be located, location of a parking field, access points for vehicles, bikes and pedestrians, resource protection areas, areas for open space and civic space, and areas for stormwater retention and LID. The project narrative must describe how the rezoning is consistent with the findings required to approve a zoning map amendment: 1) that the request is consistent with the Regional Plan and any applicable specific plan; 2) that the request will not be detrimental to the public interest, health, safety, and welfare and that it will add to the public good; and 3) that the site is suitable for the proposed development.

All zoning map amendment applications require a neighborhood meeting prior to public hearings. The neighborhood meeting is an opportunity for the applicant to present the proposal, answer questions and receive public comment. The neighborhood meeting is also an opportunity to build consensus by addressing impacts of a development, either agreeing to changes or bringing them back at a second meeting. In the case of affordable housing, staff anticipates substantial public interest. Because the concept plan provides a building envelope and examples of building types rather than proposed architectural drawings, the public may get frustrated that they do not have all of the details prior to rezoning. Likewise, the perception of a compressed timeline designed to meet a March 1, 2018 tax credit application could also frustrate the public process.

Should the City proceed with the concept zoning application, staff recommends that the successful developer hold neighborhood meetings while developing site plans for the three sites, similar to meetings required before a zoning application. Although site plan review is administrative and does not require public meetings, staff believes this is the best way for the public to participate in the detailed site planning process. Once complete, the site plan should then be presented to City Council. Acting as the property owner, the Council can receive public comment on the site plan, direct staff if necessary and approve the plan.

Attachments: Rezone Application
Site Information



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

PREZ/PGM

Date Received	Application for Zoning Map Amendment and/or Minor Regional Plan Amendment			File Number
Property Owner(s)	Title	Phone	Email	
Mailing Address			City, State, Zip	
Applicant(s)	Title	Phone	Email	
Mailing Address			City, State, Zip	
Project Representative)	Title	Phone	Email	
Mailing Address			City, State, Zip	
Requested Review	<input type="checkbox"/> Zoning Map Amendment <input type="checkbox"/> Minor Regional Plan Amendment <input type="checkbox"/> Continued			

Site Address	Parcel Number(s)	Subdivision, Tract & Lot Number	
Existing Zoning District	Proposed Zoning District:	Existing Regional Plan Land Use Category	
Existing Use		Proposed Use	
Property Information:	<input type="checkbox"/> Yes <input type="checkbox"/> No Located in an existing Local/National Historic District? (Name: _____) <input type="checkbox"/> Yes <input type="checkbox"/> No Existing structures are over 50 years old at the time of application? <input type="checkbox"/> Yes <input type="checkbox"/> No Subject property is undeveloped land?		
Requested Urban Growth Boundary Change (If Applicable)		Proposed Regional Plan Land Use Category	
Property Owner Signature(required)	Date:	Applicant Signature	Date:

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:				
Action by Planning and Zoning Commission:		Action by City Council:			
<input type="checkbox"/> Approved		<input type="checkbox"/> Approved			
<input type="checkbox"/> Denied		<input type="checkbox"/> Denied			
<input type="checkbox"/> Continued		<input type="checkbox"/> Continued			
Staff Assignments	Planning	Engineering	Fire	Public Works/Utilities	Stormwater

Application for Zoning Map Amendment or Minor Regional Plan Amendment

The information included below is intended to help an applicant complete the necessary forms and provide the required information in support of an application for a Zoning Map Amendment (i.e. rezoning) as established in Zoning Code Division 10-20.50 (Amendments to the Zoning Code Text and the Zoning Map).

Zoning Code Section 10-20.50.040.D (Application Procedures – A Two Pronged Approach) establishes two options for the processing of a Zoning Map Amendment Application. The two options are: 1.) **Concept Zoning Plan** or 2.) **Direct Ordinance**

Option 1: Concept Zoning Plan

Using a **Concept Zoning Plan** as the basis for the application (Authorization to “Rezone” with a Concept Zoning Plan), an application for Zoning Map Amendment will be processed before an application for Site Plan or Preliminary Plat Review will be considered. If this option is preferred the applicant will need to apply for an **Impact Analysis Scoping Meeting** (see attached application) review prior to acceptance of the application for Zoning Map Amendment. This application will require the applicant to submit a **Concept with Proposed Uses, Vicinity Maps, Context Map, Concept Phasing Map, and Housing Types Table** (if applicable) and **Proposed Circulation Map**. This will include square footage of non residential uses as well as number of dwelling units. The impact analysis will need to evaluate all proposed uses to determine the direct impacts created by the development.

Option 2: Direct Ordinance

If an applicant chooses to combine the application for a Zoning Map Amendment with site plan or preliminary plat review, then the **Direct Ordinance** with a **Site Plan or Preliminary Plat** process shall be followed, and applicants should refer to the application and submittal requirements for Site Plan OR Preliminary Plat applications review and approval. However, the site plan or preliminary plat will not require Landscaping, Exterior Lighting and Preliminary Signage Plans when processed with the Zoning Map Amendment.

Minor Regional Plan amendments shall be submitted in compliance with the submittal requirements established in City Code Title 11-10.10.020.H (General Plans and Subdivisions) and can be submitted with either Zoning Map Amendment option as listed above. A separate application is required for Major Regional Plan amendments.

General Processing Information for all applications

- 1 A minimum of 30 calendar days is required to process an application for a Planning and Zoning Commission hearing. The Commission meets the second and fourth Wednesday of each month.
- 2 Each request for rezoning or a Minor Regional Plan amendment to the Flagstaff Regional Plan shall be advertised in a local newspaper at least 15 calendar days prior to the public hearing.
- 3 Application(s) shall be made on the forms provided by the City which shall bear the signature of the owner of the property affected. If the applicant is other than the owner, the applicant shall also sign the application.
- 4 All applications shall be reviewed by staff to determine the completeness of the application prior to it being scheduled to a public hearing of the Planning and Zoning Commission or City Council.
- 5 The Planning Director may request any additional information that is relevant to assist in the review of the rezoning or minor Regional Plan amendment request (Zoning Code Section 10-20.50.040.C.3).
- 6 The Planning Director may also waive the requirements for any of the information required in Zoning Code Section 10-20.50.040.C if it is determined that such information is not necessary in order to complete a review of the requested Zoning Map amendment.
- 7 The requested rezoning and/or minor Regional Plan amendment will be scheduled for a public hearing by the City Council a minimum of 21 calendar days or more after action by the Commission.
- 8 All applications shall be reviewed by staff to determine the completeness of the application prior to the scheduling of a public hearing.

Direct Ordinance - General Requirements for Zoning Map Amendments

1. At a minimum a list of all property owners within 300 feet of the subject property (or as determined by the Planning Director), as well as potentially affected citizens identified in the Citizen Participation Plan and citizens listed on the Registry of Interested Persons, shall be mailed a Public Notice notifying them of the requested rezoning and/or minor Regional Plan amendment and hearing date. The names and addresses of such property owners and citizens shall be provided in a list and on pre-addressed stamped envelopes, and illustrated on a map.
2. Application(s) shall be made on the forms provided by the City which shall bear the signature of the owner of the property affected. If the applicant is other than the owner, the applicant shall also sign the application.
3. A Neighborhood Meeting shall be conducted by the applicant, and if applicable, the Additional Requirements for Citizen Outreach (see Sections 10-20.30.060 and 10-20.30.070 of the Flagstaff Zoning Code) shall be implemented.
4. A list of conditions, requirements and stipulations, if applicable, to be included in a proposed Development Agreement.
5. Fees established in the adopted fee schedule (Zoning Code Appendix 2, Planning Fee Schedule), are payable with the application, and are non-refundable.
6. An applicant must state reason for request and provide a summary of community benefits to be gained if approved. An analysis of the General Plan must be included with an explanation of how the requested amendment is supported.
7. A correct and approved legal description and map of the property is required. Please note that legal descriptions must have been approved by the City before the requested Zoning Map amendment and ordinance will be considered by the City Council. A legal description and map must be submitted on paper, and an electronic copy of text/drawings (.pdf or .tif file format) must be submitted on a CD.
8. Location/vicinity map with dimensions to scale showing adjacent streets and properties.
9. Map of surrounding and adjacent properties analyzing existing and proposed uses, zoning, transportation systems (all models) and relationships.
10. Ten (10) copies of all required plans including site plan and or preliminary plat.

Zoning Map and Minor Regional Plan Amendment

Concept Zoning Plan Development Application Checklist

Minimal Submittal Requirements:

As part of the Impact Analysis Scoping Meeting (if required), the Planning Development Manager assigned to your project will identify those items from this Application Checklist that will be required for Zoning Map Amendment application submittal. An application that does not include all required items will be rejected. By signing the application, the applicant acknowledges that all required documents/information are included within the application.

If you have any questions regarding the information above or items indicated on this checklist, please contact your Planning Development Manager at the contact information listed on Page 7 of this checklist.

PART I – GENERAL REQUIREMENTS

Staff Use Only		Description of Documents Required for Complete Application. No application shall be accepted without all items marked below
Req'd	Sub'd	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	I.1 Zoning Map Amendment Development Application Checklist (this list)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	I.2 Application Fee <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Commercial <input type="checkbox"/> Medium Density Residential </div> <div> <input type="checkbox"/> Industrial <input type="checkbox"/> Low Density Residential </div> <div> <input type="checkbox"/> High Density Residential <input type="checkbox"/> Extension </div> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> Base fee \$ _____ + (Per acre fee \$ _____ x Number of acres _____) = *TOTAL: \$ _____ </div> <p>*Please note, this fee calculation is good for 6 months from the date listed on Page 7 of this checklist. If submittal is to occur after expiration of this calculation, please contact the Planning Development Manager listed on Page 8 of this checklist for an updated fee.</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	I.3 Completed Application for Zoning Map Amendment Review – 1 copy The application must be signed by the applicant and the current property owner of record. If the property owner is unavailable to sign the application, a Letter of Authorization must be submitted.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	I.4 Legal Description – 2 copies A correct and approved legal description (metes and bounds) and map of the subject property is required. Please note that legal descriptions must have been approved by the City before the requested amendment and ordinance will be considered by the City Council. The legal description must be: <ul style="list-style-type: none"> Submitted on acid free paper Submitted in an electronic (.pdf or .tif) format
<input checked="" type="checkbox"/>	<input type="checkbox"/>	I.5 Title Report – No older than 30 days from the submittal date – 1 copy Include complete Schedule A and Schedule B
<input checked="" type="checkbox"/>	<input type="checkbox"/>	I.6 Citizen Participation Plan – 1 copy A plan for how the applicant intends to conduct the neighborhood meeting. This plan shall include the following information: <ul style="list-style-type: none"> Property owners, Home Owner Associations, citizens, jurisdictions, and public agencies within 300 feet of the development or that may be affected by the application. If large the proposal is scale development the buffer is increased to 600 feet. Proposed notification methods (e.g. mail, e-mail, newspaper, or posting of the subject property with a 4 foot by foot sign 10 day prior to the meeting) for persons and organizations identified above. Form, structure, and agenda of the meeting (e.g. town meeting, workshop, charrette, or other appropriate public outreach technique). Opportunities for those particularly affected parties to discuss and provide input on the applicant's proposal. Location, date, and time of the neighborhood meeting. Methods to keep the Director informed of the status and results of the neighborhood meeting.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	I.7 Neighborhood Notification– 1 copy Neighborhood notifications must include: <ul style="list-style-type: none"> A list of all property owners and addresses (the Planning Director may expand this notification area) of the subject property, as well as potentially affected citizen identified in the Citizen Participation Plan Pre-addressed stamped envelopes to such property owners and citizens
<input checked="" type="checkbox"/>	<input type="checkbox"/>	I.8 Coconino County Assessor's Map – 1 copy A map indicating book, map, and parcel numbers of the subject property as well as surrounding properties located within a minimum of 300 feet.
<input type="checkbox"/>	<input type="checkbox"/>	I.9 Development Agreement – 1 copy A list of conditions, requirements and stipulations, if applicable, to be included in a proposed Development Agreement.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	I.10 Electronic Submittal – 1 copy An electronic copy of all submitted information (.pdf or .tif format)
PART II – CONCEPT ZONING PLAN		
Staff Use Only		Description of Documents Required for Complete Application. No application shall be accepted without all items marked below. All plans shall be plotted at a scale for ease of reading and reproduction. Please note the concept zoning plan does not need to be based on accurate survey data. The city's GIS topographic and other data, as well as the city's aerial photographs, are appropriate for use as the base layer for the concept zoning plan.
Req'd	Sub'd	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	II.1 Cover Sheet – 10 copies (minimum 8.5" x 11") The cover sheet of the concept zoning plan shall include the following: Administrative Data: <ul style="list-style-type: none"> • Property owner's name, address, and phone number • Developer's name, address, and phone number • Preparers name, address, and phone number • The name, address, and phone number of all consultants assisting with the application • Date of plan preparation Property Data: <ul style="list-style-type: none"> • Site address • Assessor's parcel number • Site area (acres) • Existing zoning classification (s) • Proposed zoning classification(s) Project Data: <ul style="list-style-type: none"> • Development name • <u>Residential</u> – General computation of proposed number of dwelling units and building types • <u>Commercial</u> – General computation of proposed non-residential (commercial/industrial) square footage, Floor Area Ratio (FAR), and building types • <u>Open Space</u> – General description of proposed open space types
<input checked="" type="checkbox"/>	<input type="checkbox"/>	II.2 Vicinity Map – 10 copies (minimum 8.5" x 11") The vicinity map, which may be divided into separate sheets, shall include the following: <ul style="list-style-type: none"> • The location of the subject property within the city relative to interstate highways, major arterials and collectors • Surrounding parcels and streets within 300 feet • An aerial photograph with the subject property highlighted with street names
<input checked="" type="checkbox"/>	<input type="checkbox"/>	II.3 Context Analysis Map – 10 copies (minimum 11" x 17") The context analysis map shall be drawn on an aerial photograph and shall identify the following within 300 feet of the subject property: <ul style="list-style-type: none"> • Subject property boundaries • Existing zoning • Existing uses • Street names • Contour lines (minimum 2-foot intervals) • Other natural features (i.e. flood plains, floodways, and general locations of slopes and forest resources)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	II.4 Site Analysis Map – 10 copies (minimum 11" x 17") In accordance with Section 10-30.60.030 of the Zoning Code, the site analysis map shall be drawn on an aerial photograph and shall identify the following: <ul style="list-style-type: none"> • Topography of the site – Areas of slope (i.e. 0 to 16.99%, 17 to 24.99%, 25 to 34.99%, 35% and steeper) • Solar orientation or aspect – The ability of development to take advantage of the sun's energy • Existing or native vegetation types and relative quality • View corridors – Analysis to determine view corridors to and from the subject property • Climatic considerations – Understanding of prevailing wind and precipitation patterns and frequency • Subsurface conditions – Soil and foundation conditions • Drainage swales and stream corridors – Locations identified to minimize disturbance • Built environment and land use context <ul style="list-style-type: none"> ▪ Subject property boundaries ▪ Location of adjacent roadways, driveways, off-street vehicular connections, pedestrian ways, access points, and easements ▪ Existing structures and other built improvements including residential building footprints built before 1946 and commercial building footprints that are over 50 years old at the time of application ▪ Prehistoric and historic sites, structures, and routes

<input checked="" type="checkbox"/>	<input type="checkbox"/>	II.5 Concept Zone Plan – 10 copies (minimum 11" x 17") The concept zone plan shall be drawn on an aerial photograph and shall include the following: <ul style="list-style-type: none"> ▪ Scale and north arrow ▪ Legend ▪ Date prepared ▪ Subject property boundary ▪ Contour lines (minimum 2-foot intervals) ▪ List of all uses proposed on the subject property ▪ List of all uses that will not be permitted on the subject property ▪ Illustrative photographs and descriptions (i.e. estimated number of dwelling units, number of floors, non-residential square footage and FAR, etc.) of proposed building types and forms ▪ Identification of maximum building envelope for all proposed uses (identification of proposed building footprints is optional) ▪ Conceptual representation of parking areas with approximate number of total parking provided (depiction of a detailed parking layout is not required) ▪ Location of existing improvements, buildings, and uses on the subject property ▪ Rights-of-way with street names, pedestrian facilities, transit facilities, FUTS, etc. ▪ Conceptual representation of points of connection to rights-of-way, pedestrian facilities, FUTS, etc. ▪ Conceptual representation of areas proposed for forest resource preservation (if the subject property is located within the Resource Protection Overlay) ▪ Conceptual representation of areas proposed for open space, civic space, parks, etc. ▪ Photographs to represent proposed civic space types ▪ Conceptual representation of areas proposed for stormwater detention and Low Impact Development ▪ Location, size, and type of existing and proposed utilities with a conceptual representation of points of connection ▪ Description of any proposed grading activity for the subject property ▪ Any other information the applicant would like to submit in support of the requested amendment
<input type="checkbox"/>	<input type="checkbox"/>	II.6 Enhanced Concept Zone Plan – Shall be incorporated into the Concept Zone Plan In multi-phase developments, the concept zone plan shall enhanced to include the following: <ul style="list-style-type: none"> • Indicate the proposed zoning designation(s) within the subject area • Conceptual representation of vehicular circulation (collector roads and above) within the project area and connections to existing vehicular infrastructure • Three-dimensional bulk and mass analysis/visualization of the project or parts of the project • Architectural rendering • Phasing map indicating the sequence of zoning, development, and public utility and infrastructure improvements
<input checked="" type="checkbox"/>	<input type="checkbox"/>	II.7 Project Narrative – 10 copies The narrative should include the following <ul style="list-style-type: none"> • Project title and date • The reason for the request • An analysis of how the proposed amendment is consistent with and conforms to the goals of the General Plan and any applicable specific plan(s) • A summary of how the proposed amendment will not be detrimental to the public interest, health, safety, convenience, or welfare and will add to the public good • A description of how the subject property 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 (e.g. fire protection, police protection, potable water, schools, solid waste collection and disposal, stormwater drainage, and wastewater collection, treatment, and disposal) to ensure that the requested amendment and the proposed uses will not endanger, jeopardize, or otherwise constitute a hazard to the subject property or improvements within the vicinity of the subject property. • A description of how essential public services (i.e. water, wastewater, stormwater, solid waste) will be provided • An analysis of how the proposed amendment will benefit the community • Any additional information the applicant would like to subject in support of the requested amendment
PART III – REQUIRED REPORTS, STUDIES, ANALYSIS, & RELATED DATA		
Staff Use Only		Description of Documents Required for Complete Application. No application shall be accepted without all items marked below
Req'd	Sub'd	

<input type="checkbox"/>	<input type="checkbox"/>	III.1 Cultural Resource Study – 2 copies All cultural resource studies must include the following information: <ul style="list-style-type: none"> • Introductory information (identification of the development, property owners, clients, study preparers, contents, and index) • A description of the study area and context and a description of the study boundaries and how these were determined • A description of existing conditions • A description of proposed work • A summary of research results; review of literature and records (AZSITE, ASLD, Government Land Office Maps, and Sanborn Maps, land use records and so forth) • A detailed description of the site history • A complete description and evaluation of the significance and integrity of actual and potential cultural resources • An evaluation of potential impacts of proposed work on actual or potential cultural resources including any indirect or residual impacts • Specific recommendations for mitigation of major impacts on actual or potential cultural resources • When appropriate, specific recommendations for additional research and documentation
<input type="checkbox"/>	<input type="checkbox"/>	III.2 Preliminary Drainage Report – 2 copies Please contact stormwater staff for submittal requirement
<input type="checkbox"/>	<input type="checkbox"/>	III.3 Drainage Impact Analysis – 2 copies Please contact stormwater staff for submittal requirements
<input type="checkbox"/>	<input type="checkbox"/>	III.4 Water and Sewer Impact Analysis – 4 copies Please contact utilities staff for submittal requirements
<input type="checkbox"/>	<input type="checkbox"/>	III.5 Reclaimed Water Impact Analysis – 4 copies Please contact utilities staff for submittal requirements
<input type="checkbox"/>	<input type="checkbox"/>	III.6 Traffic Impact Analysis – 4 copies Please contact traffic staff for submittal requirements

PART IV – OTHER SUBMITTAL REQUIREMENTS		
Staff Use Only		Description of Documents Required for Complete Application. No application shall be accepted without all items marked below
Req'd	Sub'd	
<input type="checkbox"/>	<input type="checkbox"/>	IV.1 Other Requirements Please provide the following: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

PART V – PLANNING DEVELOPMENT MANAGER	
No application shall be accepted without a Planning Development Manager signature below.	
V.1 Planning Development Manager Contact Information If you have any questions regarding this application checklist, please contact your Planning Development Manager (PDM). If you did not receive a completed copy of this checklist as part of your Concept Plan review, please contact the PDM assigned to your Concept Plan application.	
PDM Name (print): _____ Phone: _____	
PDM E-mail: _____ Date: _____	
PDM Signature: _____	



City of Flagstaff

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

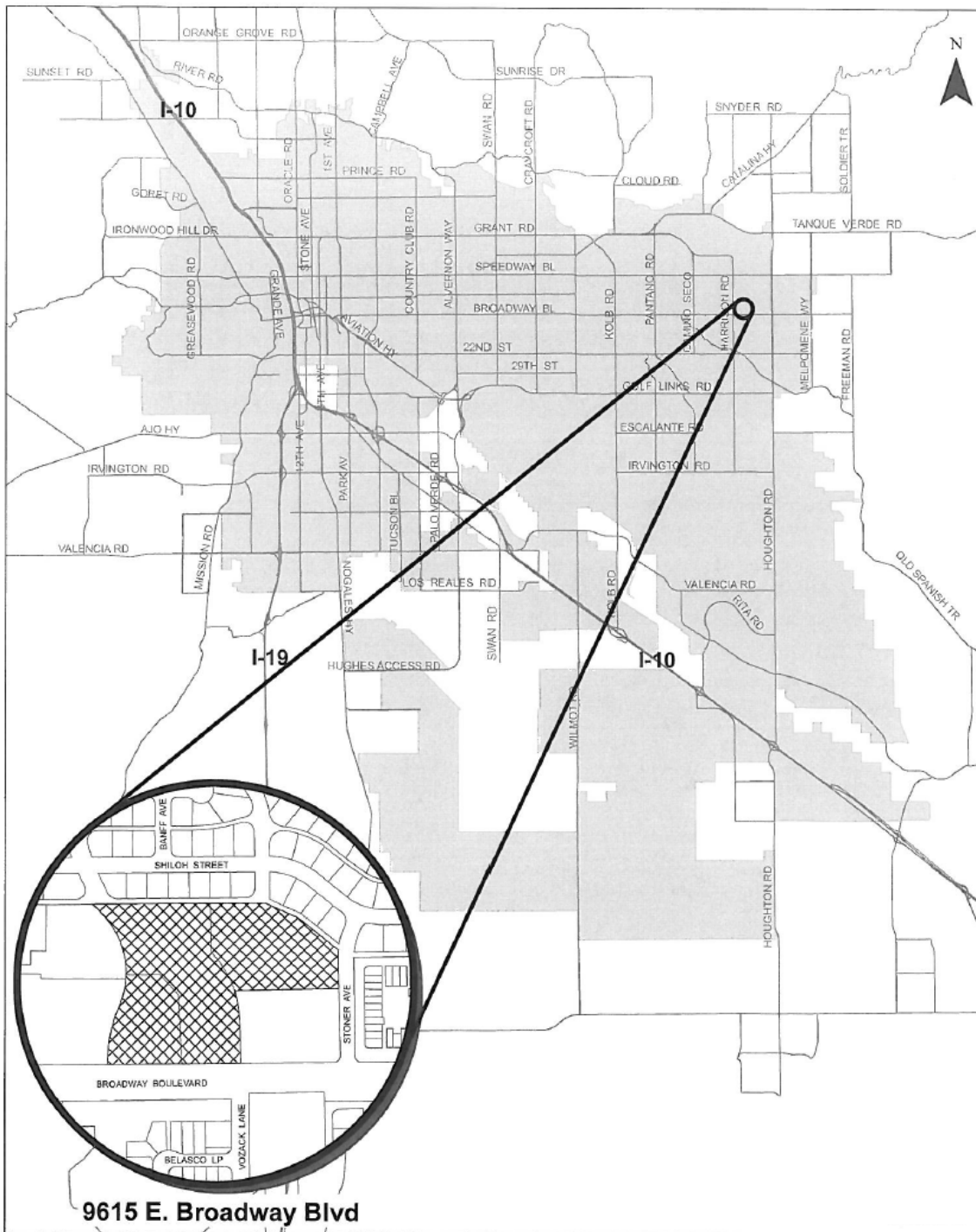
P: (928) 213-2618
F: (928) 213-2609

Community Development Division

IMP/Scope

Date Received		Application for Impact Analysis Scoping Meeting				File Number	
Site Address:			Project Name:			Parcel Number	
Property Owner(s)			Title	Phone	Email		
Mailing Address					City, State, Zip		
Applicant(s)			Title	Phone	Email		
Mailing Address					City, State, Zip		
Project Representative			Title	Phone	Email		
Mailing Address					City, State, Zip		
Existing Use				Subdivision, Tract & Lot Number			
Zoning District		Regional Plan Land Use Category		Flood Zone		Size of Site (Sq. ft. or Acres)	
Property Information:		<input type="checkbox"/> Yes <input type="checkbox"/> No Located in an existing City of Flagstaff Historic District? (Name: _____) <input type="checkbox"/> Yes <input type="checkbox"/> No Existing structures are over 50 years old at the time of application? <input type="checkbox"/> Yes <input type="checkbox"/> No Existing structures are pre-World War II housing? <input type="checkbox"/> Yes <input type="checkbox"/> No Subject property is undeveloped land?					
Proposed use(s) with Zoning Map Amendment:							
Use:	Number of Units	# of Affordable Units	# of acres per use	Building Square Feet			
Duplex:							
Multi-Family:							
Commercial: Office							
Commercial: Retail							
Commercial: Restaurant							
Commercial: Service							
Commercial: Other							
Industrial:							
Institutional:							
Other:							
Submittal Requirements:		<input type="checkbox"/> Concept with Proposed Uses		<input type="checkbox"/> Vicinity Maps			
Incomplete Submittals will not be accepted		<input type="checkbox"/> Concept Phasing Map		<input type="checkbox"/> Housing Types Table (if applicable)			
		<input type="checkbox"/> Context Map		<input type="checkbox"/> Proposed Circulation Map			
Property Owner Signature		Date:		Applicant Signature		Date:	
For City Use							
File Number		Fee Receipt #		Amount		Date	
Staff Assignments	Planner:	Public Works/Utilities	Engineer:	Fire:	Stormwater		
Action:							

PROJECT NAME: Street Address

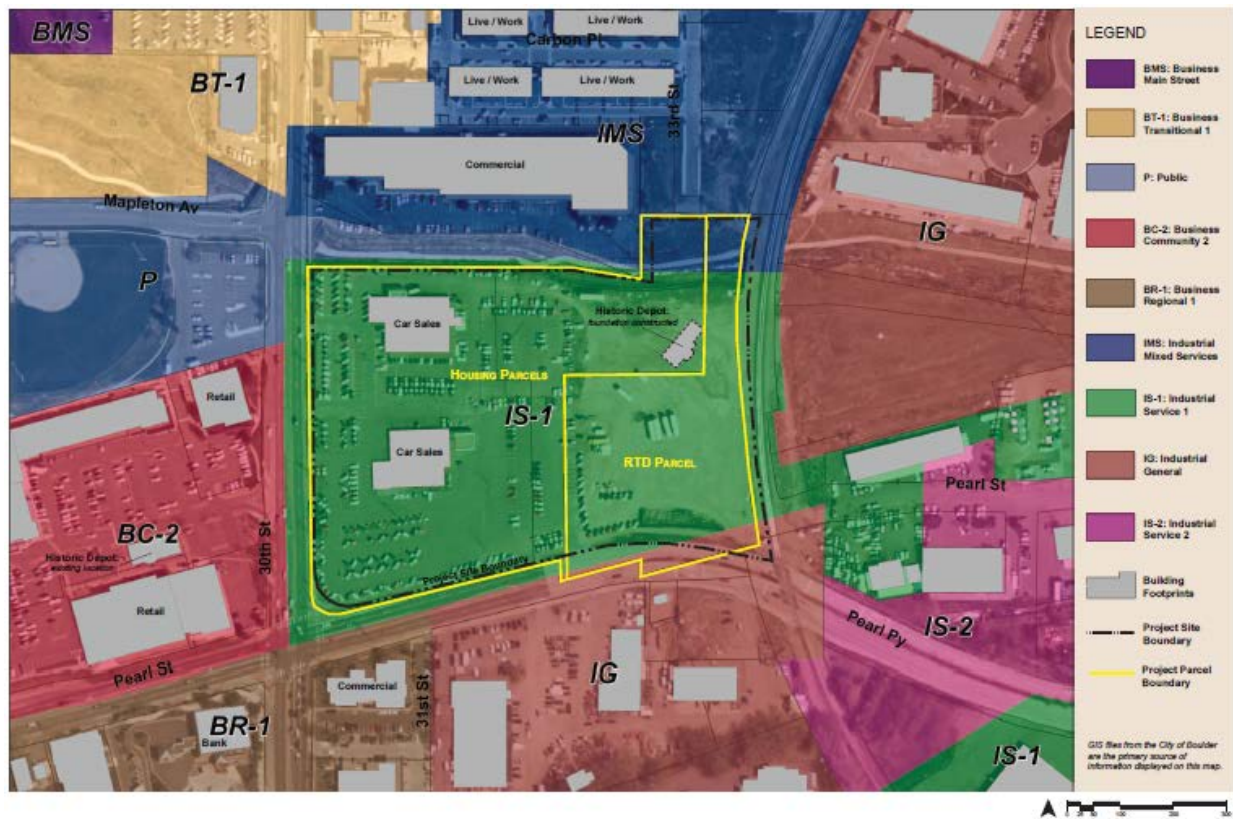


Sample Vicinity Map, Sheet 2:

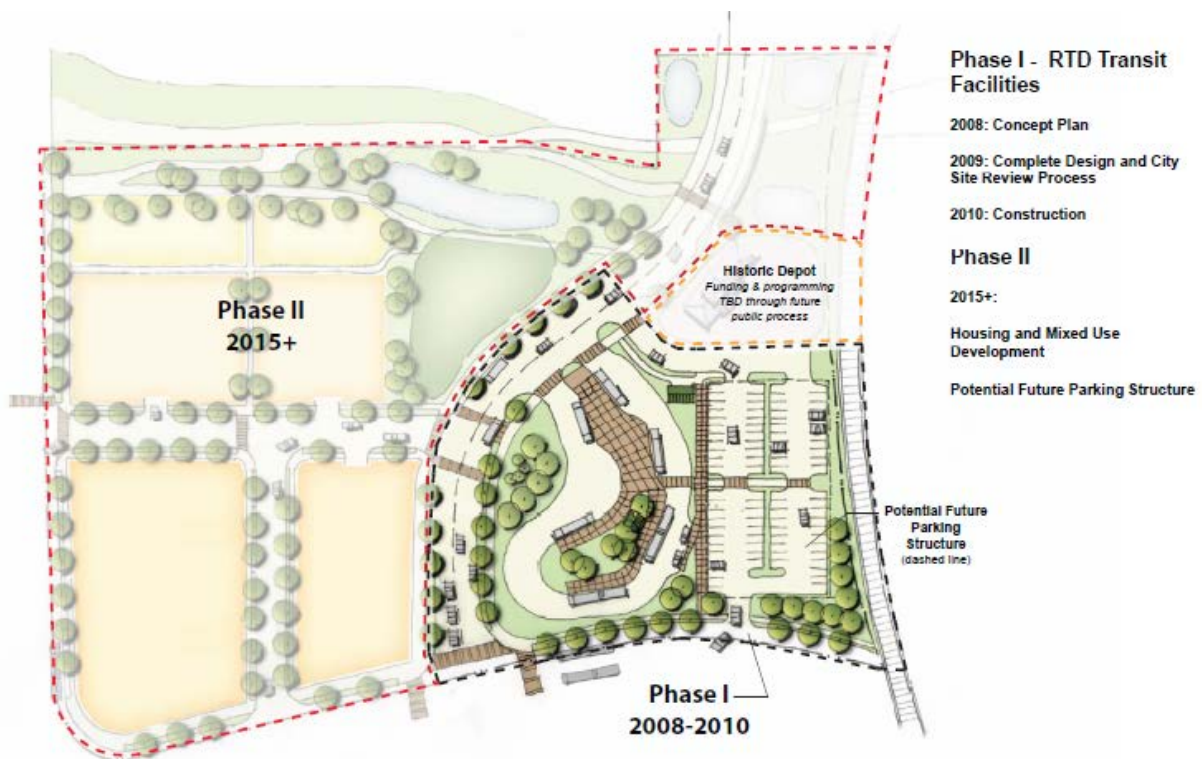


PROJECT NAME: Street Address

Sample Concept Zoning Plan:



Context Map



Concept Phasing Map



Proposed Land Uses

Housing Types

50% affordable
mix of for-sale and for-rent



Apartments / Condos

- Generally two to five stories.
- Can be made accessible for seniors or people with disabilities.
- Would support ground-level commercial.
- Units accessed by interior central hallway.



Stacked Flats

- Generally two to five stories.
- Can be accessed by multiple street-level entries.
- Can be made accessible for seniors or people with disabilities.
- Would not support ground-level commercial.
- Could be single level, two story or three story arrangement.



Brownstones / Townhomes

- Often three story units, could also include one and two story units.
- Can be made accessible for seniors or people with disabilities.
- Would not support ground-level commercial.
- Generally accessible by street level entry.



Lofts / Efficiencies

- Can be included in apartments / condos and stacked flats.
- Generally an economical housing choice.
- Can be made accessible for seniors or people with disabilities.






Proposed Housing Types

Public Spaces

Courtyards

- small, private gardens with nooks for individual activity
- communal amenities, such as swimming pools
- community gardens, spaces for classes and activities
- small and large group gathering areas



A garden-style courtyard provides space for dining and passive recreation, such as reading a book.



Courtyards can be built on underground parking structures, as is the one shown above.



Courtyards can provide communal amenities, like swimming pools.

Rooftops

- passive enjoyment: plazas or gardens
- active recreation: pools, tennis courts
- outstanding views of the Flatirons and Foothills
- with sustainable design, rooftop gardens can reduce ambient air temperature and reduce stormwater runoff



Rooftop gardens can provide dining and passive recreation.



Rooftop gardens often attract visual planners.



Rooftop gardens can be planned in above-ground or below-ground parking structures. photo: www.greenroofs.com

Pedestrian & Multi- Use Paths

- emphasize pedestrians & bikers
- create an active, non-vehicular network connecting homes, shops, jobs, and transit
- activate neighborhoods
- places to exercise, places to relax, places to meet your neighbors



Active and pedestrian paths connect from one mode use paths.



Multi-use paths may also provide space to sit and relax.



A network of paths can provide for access and recreation.

Streetscape

- sets the tone and character of the development
- enhance the pedestrian experience
- attract residents, businesses, visitors
- create a special place
- reflect the seasons and local events



Pedestrian space, storefronts, and furnishings make streets living spaces.

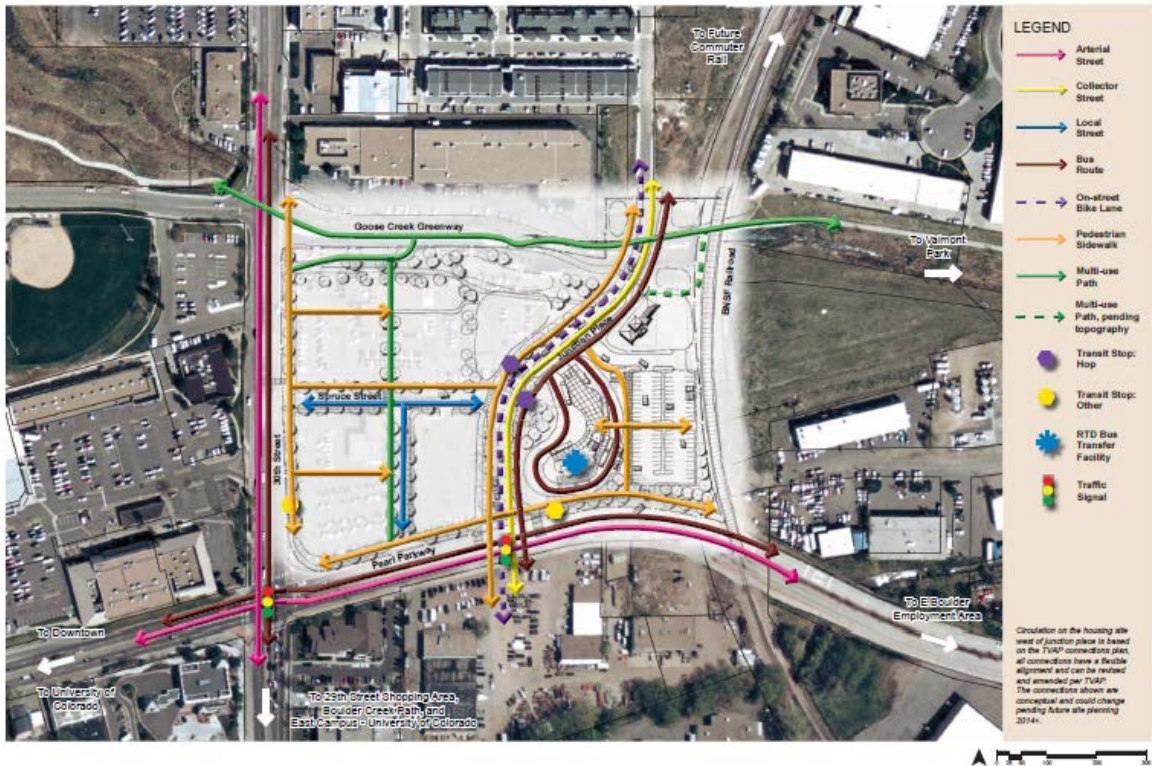


Streetscapes are opportunities for seating and landscaping.




Streetscape design can add color and create an interesting and inviting public environment.

Proposed Civic Space Types



Proposed Circulation Map

1700 E. Sixth Ave.	APN: 109-11-151C	Area: .86 acre (total parcel is 3.02 acres)
Legal Summary Subdivision: SUNNYSIDE NORTH ANNEX UNIT 11 Tract: B PT ABAND WEST ST PER 962/760 LESS: .146 AC 905/321 FLAGSTAFF, CITY OF .028 AC CASE 4 MP 14 ST R/W 1.194 AC PINEVIEW VILLAGE PHASE I. (ASSESSOR'S DESC) Sixteenth: SW Quarter: SE Section: 11 Township: 21N Range: 7E		
		
Existing Zoning: Public Facility / Resource Protection Overlay	Density, if rezoned to HR: <ul style="list-style-type: none"> • maximum 19 units allowed • minimum 9 units 	

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Brian Kulina, Zoning Code Manager
Co-Submitter: Jeff Bauman
Date: 09/05/2017
Meeting Date: 09/12/2017



TITLE

Transportation Impact Analysis (TIA)/Transect Consultant Scoping

STAFF RECOMMENDED ACTION:

Review the proposed scope of work and provide direction of what should be added and/or removed.

EXECUTIVE SUMMARY:

The results of this scoping discussion will be included in the Request for Statement of Qualifications (RSOQ) and, ultimately, guide the hiring of a consultant team with both engineering and planning expertise. The consultant's efforts will result in a final report which the Council may then use as the basis for a future policy discussion regarding potential code or standards amendments.

INFORMATION:

Over the past several months and in various forums, the community and City Council have given staff feedback on topics of interest and items to be explored for changes to the Transportation Impact Analysis (TIA) standards and Transect Code. Staff has listened to this feedback and prepared the attached TIA/Transect Scope of Work options document for review and discussion. Staff is recommending the use of a consultant to analyze the Transportation Impact Analysis (TIA) standards and Transect Code. In an effort to gain input from the Council and public, staff is looking for firm Council direction to finalize the consultant's scope of work at this public work session.

City Council Goals

1. Transportation and Other Public Infrastructure - Deliver quality community assets and continue to advocate and implement a highly performing multi-modal transportation system.
2. Building and Zoning/Regional Plan - Revise the zoning code to remove ambiguities, and ensure it is consistent with community values and the regional plan.
3. Community Outreach - Enhance public transparency and accessibility.

Team Flagstaff Strategic Plan

1. Strategic Priority #1 - Provide exceptional service.
2. Strategic Priority #3 - Foster a resilient and economically prosperous city.
3. Strategic Priority #4 - Work in partnership to enhance a safe and livable community.

Regional Plan

The Regional Plan Goal and Policies that could be applied to TIAs and the Transect Code are too numerous to list in relation to a general discussion on the scoping of consultant work that could result in

amendments to the TIA standards or Transect Code. Any proposed amendments to the TIA standards or Transect Code that result from the consultant's work will go through an extensive Regional Plan analysis.

Attachments: TIA/Transect Scope of Work

Transportation Impact Analysis and Transect Zoning Process Review and Scope of Work Options	
Applies to both TIA and Transect	
1	Develop Scope with input from City Council
2	Public Education and Discussion Forum (TC, PZC, CC)
3	Engage City Council
TIA	
1	Full review of TIA Code and TIA Manual for Best Practices
2	<u>Publicly Expressed Concerns to be Studied</u> A. Public review and comment of TIA B. More understandable Executive Summary C. Mitigation of Incremental Impacts D. How to address Transect Parking Requirements E. Level of Service/Quality of Life Standards for Neighborhood Streets
3	<u>Alternative Mode Analysis and Mitigation</u> A. Current practice is to review network for deficiencies, typically missing links are identified and mitigated. Example – the Lofts were required to build sidewalk on Beulah to connect their residents to the adjacent NAIPTA stop at Freddy's. <u>NAIPTA</u> A. Bus pullout/stop infrastructure B. Operating and capital (fleet) expenses <u>FMPO</u> A. Explore bike and ped facility mitigation through an in-lieu fee in exchange for auto/truck facilities
4	<u>Impact Fees</u> A. Review the viability of all mode Transportation Impact Fees for Flagstaff. B. Consider all mode Transportation Impact Fees by area (i.e. Downtown vs. Milton Corridor vs. Suburban areas).
5	<u>In-house TIA Development</u> A. Review the viability of In-House TIA Development B. Research best practices
6	<u>FMPO Regional Travel Demand Model</u> A. Review the current use of the Regional Travel Demand Model in the TIA process B. Review the existing model and identify expanded opportunities for inclusion in the TIA process
7	<u>ADOT Jurisdictional Roadways</u> A. Explore options for greater City involvement 1) Route Transfers 2) Delegate Authority for ROW Permitting 3) ADOT adoption of City Standards for TIA development
Transect	
1	<u>Comprehensive Review of the Existing Transect Code</u> A. Compare existing standards to the previously completed micro-scale analysis B. Recommend additional calibration, if needed C. Recommend new/additional micro-scale analysis areas
2	<u>New Design Charrette</u> A. Analyze an expansion/reduction of the Downtown Regulating Plan area B. Implementation of a mandatory Transect Code C. Elimination of the Transect Code
3	<u>Publicly Expressed Concerns to be Studied</u> A. Parking 1) An analysis of parking should occur

	<p>2) Recommended changes will take in to account the implementation of the parking management program</p> <p>B. Building Height</p> <p>1) Review existing building heights by Transect</p> <p>2) Compared transect height allowances to conventional zoning allowances</p> <p>C. Open Space</p> <p>1) Review current Open Space requirements by Transect</p> <p>2) Inventory of Open Space by Transect</p> <p>3) Review the current open space master planning efforts in the Regional Plan and other documents</p> <p>4) Review the City's policies on open space/park land acquisition</p> <p>5) Review feasibility of a Transect-specific Open Space Plan for Public Spaces</p>
4	Consolidate Transect Standards into one chapter or a Stand-Alone Code